



## MINUTES - COMMITTEE OF THE WHOLE

April 2, 2020, 9:01 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Isitt, Councillor Dubow, Councillor Young

PRESENT ELECTRONICALLY: Councillor Loveday, Councillor Potts, Councillor Thornton-Joe

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, P. Bruce - Fire Chief, T. Zworski - City Solicitor, T. Soulliere - Director of Parks, Recreation & Facilities, P. Bellefontaine – Acting Director of Engineering & Public Works, B. Eisenhauer - Head of Engagement, J. Jensen - Head of Human Resources, K. Hoese - Director of Sustainable Planning and Community Development, A. Meyer - Assistant Director of Development Services, C. Havelka - Deputy City Clerk, J. O'Connor - Deputy Director of Finance, K. Moore - Head of Business and Community Relations, C. Mycroft - Manager of Executive Operations, N. Sidhu - Assistant Director of Parks, Recreation & Facilities, A. Harned – Food System Coordinator, C. Tunis – Planner, M. Heiser - Committee Secretary

### A. APPROVAL OF AGENDA

**Moved By** Councillor Dubow  
**Seconded By** Councillor Isitt

That the agenda be approved.

*Councillor Dubow withdrew from the meeting at 9:02 a.m.*

**CARRIED UNANIMOUSLY**

*Councillor Dubow returned to the meeting at 9:04 a.m.*

### B. CONSENT AGENDA

**Moved By** Councillor Dubow  
**Seconded By** Councillor Alto

That the following items be approved without further debate:

**CARRIED UNANIMOUSLY**

**C.1 Minutes from the meeting held March 12, 2020**

**Moved By** Councillor Dubow  
**Seconded By** Councillor Alto

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

**CARRIED UNANIMOUSLY**

**E.3 582 St. Charles Street: Heritage Alteration Permit with Variance Application No. 00020 (Rockland)**

Committee received a report dated March 12, 2020 from the Director of Sustainable Planning and Community Development regarding the proposed Heritage Alteration Permit with Variance Application No. 00020 for 582 St. Charles Street in order to retroactively approve a variance for a decades-old third-floor balcony and an exterior fire escape and recommending that it move forward to an opportunity for public comment.

**Moved By** Councillor Dubow  
**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 Heritage Alteration Permit with Variance Application No. 00020 for 582 St. Charles Street, in accordance with:

1. Plans, date stamped January 28, 2020.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:
  - o to permit a roof deck.
3. Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director, Sustainable Planning and Community Development.
4. Heritage Alteration Permit lapsing two years from the date of this resolution."

**CARRIED UNANIMOUSLY**

**E.4 1009 Southgate Street: Heritage Designation Application No. 000190 (Fairfield)**

Committee received a report dated March 12, 2020 from the Director of Sustainable Planning and Community Development regarding the proposed Heritage Designation Application No. 000190 for 1009 Southgate Street in order to designate the exterior of the property and recommending that it move forward to a public hearing.

**Moved By** Councillor Dubow  
**Seconded By** Councillor Alto

That Council approve the designation of the property located at 1009 Southgate Street, pursuant to Section 611 of the Local Government Act, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set.

**CARRIED UNANIMOUSLY**

**F.2 Proclamation - Human Values Day**

Committee received a report dated March 27, 2020 from the City Clerk regarding the proclamation for Human Values Day, April 24, 2020.

**Moved By** Councillor Dubow

**Seconded By** Councillor Alto

That the *Human Values Day* Proclamation be forwarded to the April 9, 2020 Council meeting for Council's consideration.

**CARRIED UNANIMOUSLY**

**F.3 Proclamation - Melanoma Awareness Month**

Committee received a report dated March 27, 2020 from the City Clerk regarding the proclamation for Melanoma Awareness Month, May 2020.

**Moved By** Councillor Dubow

**Seconded By** Councillor Alto

That the *Melanoma Awareness Month* Proclamation be forwarded to the April 9, 2020 Council meeting for Council's consideration.

**CARRIED UNANIMOUSLY**

**Motion to go into a closed Committee of the Whole meeting at 9:08 a.m.**

**Moved By** Councillor Young

**Seconded By** Councillor Dubow

That Council close the Committee of the Whole meeting for the following reasons:

- Community Charter Section 90(2)(b) – Intergovernmental Relations
- Community Charter Section 90(1)(c) – Employee Relations

**CARRIED UNANIMOUSLY**

*The open Committee of the Whole meeting reconvened at 11:09 a.m.*

**D. UNFINISHED BUSINESS**

**D.1 Council Member Motion: Scaling Up Growing in the City for Community Resilience**

Committee received a Council Member Motion dated March 31, 2020 from Councillor Isitt and Councillor Loveday regarding the proposed scaling up of the Growing in the City Initiative.

*Due to technical difficulties, Committee recessed at 11:17 a.m. and reconvened at 11:34 a.m.*

**Moved By** Councillor Isitt  
**Seconded By** Mayor Helps

That the motion be lifted from the table.

**CARRIED UNANIMOUSLY**

**Moved By** Councillor Isitt  
**Seconded By** Councillor Loveday

That Council authorize the scaling up of the Growing in the City initiative with the following actions, to increase community resilience and food security in response to Covid-19:

1. Temporarily reprioritize the focus of some Parks Department capacity to grow food plants from seed in the municipal nursery and greenhouses for planting in the 2020 growing season, harnessing expertise on appropriate plant selection from stakeholders in the Urban Food Table.
2. Work with stakeholder organizations in the Urban Food Table, School District 61 and local farmers to develop a distribution plan for food plants, soil and educational resources to scale up food production and increase community resilience and food security.
3. Adhere strictly to workplace safety and public health guidelines during the implementation of this program.

**Amendment:**

**Moved By** Councillor Isitt  
**Seconded By** Councillor Loveday

1. Temporarily reprioritize the focus of some Parks Department capacity **as outlined in Option 2** to grow food plants from seed in the municipal nursery and greenhouses for planting in the 2020 growing season, harnessing expertise on appropriate plant selection from stakeholders in the Urban Food Table.

*Committee discussed the following:*

- *Plant distribution*
- *Community involvement in agriculture*

**On the amendment:**

**CARRIED UNANIMOUSLY**

**On the main motion as amended:**

That Council authorize the scaling up of the Growing in the City initiative with the following actions, to increase community resilience and food security in response to Covid-19:

1. Temporarily reprioritize the focus of some Parks Department capacity as outlined in Option 2 to grow food plants from seed in the municipal nursery and greenhouses for planting in the 2020 growing season, harnessing expertise on appropriate plant selection from stakeholders in the Urban Food Table.
2. Work with stakeholder organizations in the Urban Food Table, School District 61 and local farmers to develop a distribution plan for food plants, soil and educational resources to scale up food production and increase community resilience and food security.
3. Adhere strictly to workplace safety and public health guidelines during the implementation of this program.

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

OPPOSED (1): Councillor Young

**CARRIED (7 to 1)**

**Motion arising:**

**Moved By** Councillor Isitt

**Seconded By** Councillor Loveday

That staff report back on options for reallocating funds within the food systems budget to expand the distribution of gardening materials to neighborhoods.

**CARRIED UNANIMOUSLY**

*Committee recessed at 12:03 p.m. and reconvened at 12:54 p.m.*

## **E. LAND USE MATTERS**

### **E.1 Development Application Processes - Considerations to Address COVID-19 Pandemic**

Committee received a report dated March 31, 2020 from the Director of Sustainable Planning and Community Development seeking direction from Council on several aspects of the development application review processes to ensure the ongoing construction of housing and to enhance the ability of the development and trades industries to both weather and recover from the COVID-19 pandemic.

*Committee discussed the following:*

- *Incorporating public comment and Community Association Land Use Committee participation*
- *Accommodating input from the public*
- *Options to follow approved process while maintaining social distance*

- *Participation in Public Hearings and Opportunity for Public Comments*
- *Ongoing conversations with the Province with respect to Public Hearings*
- *Process for staff research moving forward should this motion be adopted*

**Moved By** Mayor Helps  
**Seconded By** Councillor Alto

That Council direct staff to report back on modifications to development application processes, as detailed in this report, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes.

**Amendment:**

**Moved By** Councillor Isitt  
**Seconded By** Mayor Helps

That Council direct staff to report back on modifications to development application processes, as detailed in this report, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- **the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings**
- **processes and referrals to advisory committees**

**Amendment to the amendment:**

**Moved By** Mayor Helps  
**Seconded By** Councillor Alto

That Council direct staff to report back on modifications to development application processes, as detailed in this report, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- **the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings**
- **processes and referrals to advisory committees**
- **processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications**
- **opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing**
- **opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they are required.**

*Councillor Loveday requested that Council consider the 3 bulleted items in the amendment to the amendment and the 2 bulleted items in the amendment separately.*

**On the amendment to the amendment:**

- **processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications**

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

OPPOSED (1): Councillor Isitt

**CARRIED (7 to 1)**

- **opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing**

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

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

**CARRIED (5 to 3)**

- **opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they are required.**

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

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

**CARRIED (5 to 3)**

**On the amendment:**

- **the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings**

**CARRIED UNANIMOUSLY**

- **processes and referrals to advisory committees**

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

OPPOSED (1): Councillor Young

**CARRIED (7 to 1)**

**On the main motion as amended:**

That Council direct staff to report back on modifications to development application processes, as detailed in this report, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings
- processes and referrals to advisory committees
- processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications
- opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing
- opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they are required.

**Amendment:**

**Moved By** Mayor Helps

**Seconded By** Councillor Isitt

That Council direct staff to report back on modifications to development application processes, as detailed in this report **and including consideration of electronic participation of the public**, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings
- processes and referrals to advisory committees
- processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications
- opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing
- opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they

**CARRIED UNANIMOUSLY**

**Amendment:**

**Moved By** Mayor Helps

**Seconded By** Councillor Alto

**That this matter be forwarded to the daytime Council meeting.**

**CARRIED UNANIMOUSLY**



**On the main motion as amended:**

That Council direct staff to report back on modifications to development application processes, as detailed in this report and including consideration of electronic participation of the public, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings
- processes and referrals to advisory committees
- processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications
- opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing
- opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they

That this matter be forwarded to the daytime Council meeting.

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

OPPOSED (2): Councillor Isitt and Councillor Loveday

**CARRIED (6 to 2)**

**Motion to extend the meeting:**

**Moved By** Councillor Alto

**Seconded By** Councillor Young

That the Committee of the Whole meeting be extended to 3:00 p.m.

**CARRIED UNANIMOUSLY**

**E.2 429 and 431 Parry Street: Development Variance Permit Applications No. 00234 and No. 00235 (James Bay)**

Committee received a report dated March 12, 2020 from the Director of Sustainable Planning and Community Development regarding the proposed Development Variance Permit Application No. 000234 for 429 Parry Street and Development Variance Permit Application No. 00235 for 431 Parry Street in order to construct two new single-family dwellings with secondary suites and recommending that it move forward to an opportunity for public comment.

**Moved By** Councillor Alto

**Seconded By** Councillor Dubow

That, subject to the preparation and execution of legal agreements to secure a Statutory Right-of-Way, to the satisfaction of the Director of Engineering, 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 Applications No.00234 for 429 Parry Street and No.00235 for 431 Parry Street in accordance with:

1. Plans date stamped December 19, 2019 (429 Parry Street) and December 23, 2019 (431 Parry Street)
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:  
For Development Variance Permit No. 00234 at 429 Parry Street:
  - i. reduce the front yard setback from 7.5m to 3.79m;
  - ii. reduce the rear yard setback from 8.28m to 4.71m for the rear stairs and 5.61m for the building;
  - iii. reduce the north side yard setback from 1.5m to 1.2m;
  - iv. reduce the south side yard setback from 3m to 2m; and
  - v. reduce the combined side yard setback from 4.5m to 3.2m.For Development Variance Permit No. 00235 at 431 Parry Street:
  - i. reduce the front yard setback from 7.5m to 4.41m;
  - ii. reduce the rear yard setback from 8.28m to 4.42m for the rear stairs and 4.95m for the building;
  - iii. reduce the north side yard setback from 1.5m to 1.2m;
  - iv. reduce the south side yard setback from 3m to 2m; and
  - v. reduce the combined side yard setback from 4.5m to 3.2m.
3. Registration of legal agreements on both property titles to secure a Statutory Right-of-Way, to the satisfaction of the Director of Engineering.
4. The Development Permits lapsing two years from the date of this resolution.

**CARRIED UNANIMOUSLY**

## **F. STAFF REPORTS**

### **F.1 COVID-19 Update (Verbal)**

The City Manager and Deputy City Manager / Director of Finance delivered a verbal update on current COVID-19 matters listed as follows:

- The City's operations as it relates to local economy
- Caring for vulnerable populations
- Working with other local governments
- Updates from health authorities and federal government

**Moved By** Councillor Alto

**Seconded By** Councillor Isitt

That Council receive this report for information.

*Committee discussed the following:*

- *Timing expectations with current initiatives*
- *Local economic recovery*

**Amendment:**

**Moved By** Councillor Loveday  
**Seconded By** Mayor Helps

That Council receive this report for **information and allocate up to \$200,000 from the 2020 Contingency, to the City Manager and Fire Chief, to provide adequate supports to vulnerable populations without any further delay and mitigate risks to city facilities, with the City working to recover all costs from upper levels of government.**

FOR (7): Mayor Helps, Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts and Councillor Thornton-Joe  
OPPOSED (1): Councillor Young

**CARRIED (7 to 1)**

**On the main motion as amended:**

That Council receive this report for information and allocate up to \$200,000 from the 2020 Contingency, to the City Manager and Fire Chief, to provide adequate supports to vulnerable populations without any further delay and mitigate risks to city facilities, with the City working to recover all costs from upper levels of government.

FOR (7): Mayor Helps, Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts and Councillor Thornton-Joe  
OPPOSED (1): Councillor Young

**CARRIED (7 to 1)**

**Motion arising:**

**Moved By** Councillor Isitt  
**Seconded By** Mayor Dubow

That this motion be moved to the daytime Council meeting of April 2, 2020.

**CARRIED UNANIMOUSLY**

*Mayor Helps withdrew from the meeting at 2:22 p.m.*

*Councillor Dubow assumed the Chair.*

*Committee discussed the following:*

- *Social distancing as it relates to transportation in community space*
- *Relocation procedures for vulnerable people*

**G. NOTICE OF MOTIONS**

**G.1 Council Member Motion: On-Demand Delivery / Dispatch of Goods and Services on a Non-Profit Basis**

Committee received a Council Member Motion dated March 27, 2020 from Councillor Isitt regarding the proposed development of a non-profit platform for on-demand delivery / dispatch of goods and services.

**Moved By** Councillor Isitt  
**Seconded By** Councillor Alto

That this matter be referred to the April 16 Committee of the Whole meeting.

**CARRIED UNANIMOUSLY**

**G.2 Council Member Motion: Parking in City Parkades**

Committee received a Council Member Motion dated March 27, 2020 from Councillor Thornton-Joe and Councillor Alto regarding the proposed Council authorization of staff to make City Parkades free for the month of April 2020.

**Moved By** Councillor Thornton-Joe  
**Seconded By** Councillor Alto

That Council authorize staff to make City Parkades free for the month of April, 2020.

*Committee discussed the following:*

- *Current parking income*
- *Ensuring relief is provided to those who need it*
- *Cleaning of parking pay stations*

*Mayor helps returned to the meeting and assumed the chair at 2:50 p.m.*

*Councillor Isitt withdrew from the meeting at 2:50 p.m. and returned at 2:59 p.m.*

**Motion to extend the meeting:**

**Moved By** Councillor Alto  
**Seconded By** Councillor Dubow

That the Committee of the Whole meeting be extended to 3:15 p.m.

**CARRIED UNANIMOUSLY**

**Motion to refer:**

**Moved By** Mayor Helps  
**Seconded By** Councillor Alto

That this be referred to staff to give consideration and bring forward recommendations to Council.

FOR (7): Mayor Helps, Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts and Councillor Young  
OPPOSED (1): Councillor Thornton-Joe

**CARRIED (7 to 1)**

**G.3 Council Member Motion: Taking Responsibility for the Provision of Emergency Housing and Supports in our Community**

Committee received a Council Member Motion dated March 31, 2020 from Councillor Isitt and Councillor Potts regarding the proposed activation of the Emergency Social Services Team to ensure that every community member has access to lodging and support during the COVID-19 pandemic.

Council considered the motion and no further action was taken.

**Motion arising:**

**Moved By** Councillor Isitt  
**Seconded By** Mayor Helps

That the Council Member Motion: Scaling Up Growing in the City for Community Resilience be considered at the daytime Council meeting.

FOR (7): Mayor Helps, Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts and Councillor Thornton-Joe  
OPPOSED (1): Councillor Young

**CARRIED (7 to 1)**

**I. ADJOURNMENT**

**Moved By** Councillor Alto  
**Seconded By** Councillor Young

That the Committee of the Whole Meeting be adjourned at 3:05 p.m.

**CARRIED UNANIMOUSLY**

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CITY CLERK

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MAYOR