

**MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING  
HELD THURSDAY, MAY 18, 2017, 9:00 A.M.**

**1. THE CHAIR CALLED THE MEETING TO ORDER AT 9:00 A.M.**

**Committee Members Present:** Mayor Helps (Chair), Councillors Coleman, Loveday, Lucas, Madoff, and Young

**Absent:** Councillors Alto, Isitt, and Thornton-Joe

**Staff Present:** J. Johnson – City Manager; J. Jenkyns – Deputy City Manager; C. Coates – City Clerk; C. Havelka – Deputy City Clerk; P. Bruce – Fire Chief; S. Thompson – Director of Finance; T. Soulliere – Director of Parks, Recreation, & Facilities; F. Work – Director of Engineering & Public Works; J. Tinney – Director of Sustainable Planning & Community Development; A. Hudson – Assistant Director of Community Planning; A. Meyer – Assistant Director of Development Services; J. Potter – Manager of Engagement; C. Mycroft – Manager of Executive Operations; R. Morhart – Manager of Permits & Inspections; R. Bateman – Planner; A. Johnston – Planner; A. M. Ferguson – Recording Secretary

**2. APPROVAL OF AGENDA**

**Motion:** It was moved by Councillor Madoff, seconded by Councillor Coleman, that the Agenda of the May 18, 2017, Committee of the Whole meeting be approved.

**Amendment:** It was moved by Councillor Madoff, seconded by Councillor Loveday, that the Agenda of the May 18, 2017, Committee of the Whole meeting be amended as follows:

**Consent Agenda:**

**Item No. 1 - Minutes from the Meeting held May 4, 2017**

**Item No. 4 - Liquor Licence Application No.000227 for 820 Yates Street (Downtown)**

**Item No. 7 - Proclamation: ALS Awareness Month**

**Item No. 8 - Proclamation: Built Green Day**

**Item No. 9 - Proclamation: Orca Awareness Month**

**Item No. 10 - Proclamation: Victims and Survivors of Crime Week**

**Item No. 11 - Proclamation: Parachute's Safe Kids Week**

**Item No. 12 - Earth Charter**

On the amendment:  
CARRIED UNANIMOUSLY 17/COTW

**Main motion as amended:**

That the amended Agenda of the May 18, 2017, Committee of the Whole Meeting be approved with the following amendments:

Consent Agenda:

Item No. 1 - Minutes from the Meeting held May 4, 2017

Item No. 4 - Liquor Licence Application No.000227 for 820 Yates Street (Downtown)

Item No. 7 - Proclamation: ALS Awareness Month

Item No. 8 - Proclamation: Built Green Day

Item No. 9 - Proclamation: Orca Awareness Month

Item No. 10 - Proclamation: Victims and Survivors of Crime Week

Item No. 11 - Proclamation: Parachute's Safe Kids Week

Item No. 12 - Earth Charter

On the main motion as amended:  
CARRIED UNANIMOUSLY 17/COTW

**3. CONSENT AGENDA**

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that the following items be approved without further debate:

**3.1 Minutes from the Meeting held May 4, 2017**

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, that the minutes from the Meeting held May 4, 2017, be adopted.

CARRIED UNANIMOUSLY 17/COTW

**3.2 Liquor Licence Application No.000227 for 820 Yates Street (Downtown)**

Committee received a report dated April 28, 2017, from the Director of Sustainable Planning and Community Development regarding an application to change a Food-Primary License and add an Entertainment Endorsement at 820 Yates Street.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that Council direct staff to provide the following response to the Liquor Licensing Agency:

1. Council, after conducting a review with respect to the location of the establishment and the person capacity and hours of liquor service, supports the application of Zambri's Merchant, located at 820 Yates Street to add an Entertainment Endorsement to their Food-Primary Liquor License.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered and is not expected to be appreciatively different than that generated by the existing operations. It is understood that there is no change to the existing approved occupant load or hours of operation.
- b. If the application is approved, the impact on the community is expected to be positive, as the approval supports the long term viability of the business in the community. Approval is not expected to be disruptive to the community.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received 3 letters in support of the application.
- d. Council recommends the issuance of the license as the requested change benefitting the business is compatible with the neighbourhood.

CARRIED UNANIMOUSLY 17/COTW

### **3.3 Proclamation: ALS Awareness Month**

Committee received a report dated May 9, 2017, from the City Clerk providing information regarding a proclamation for ALS Awareness Month in June 2017.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that the ALS Awareness Month Proclamation be forwarded to the May 25, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

### **3.4 Proclamation: Built Green Day**

Committee received a report dated May 9, 2017, from the City Clerk providing information regarding a proclamation for Built Green Day on June 7, 2017.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that the Built Green Day Proclamation be forwarded to the May 25, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

### **3.5 Proclamation: Orca Awareness Month**

Committee received a report dated May 9, 2017, from the City Clerk providing information regarding a proclamation for Orca Awareness Month in June 2017.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that the Orca Awareness Month Proclamation be forwarded to the May 25, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

### **3.6 Proclamation: Victims and Survivors of Crime Week**

Committee received a report dated May 9, 2017, from the City Clerk providing information regarding a proclamation for Victims and Survivors of Crime Week May 28 – June 3, 2017.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that the Victims and Survivors of Crime Week Proclamation be forwarded to the May 25, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

### **3.7 Proclamation: Parachute's Safe Kids Week**

Committee received a report dated May 9, 2017, from the City Clerk providing information regarding a proclamation for Parachute's Safe Kids Week June 5 – June 11, 2017.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that the Parachute's Safe Kids Week Proclamation be forwarded to the May 25, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

### **3.8 Earth Charter**

Committee received a Council member motion dated May 11, 2017, from Mayor Helps and Councillors Isitt and Loveday providing recommendations regarding the Earth Charter and Earth Charter Cities Manifesto.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that Council endorse the Earth Charter and Earth Charter Cities Manifesto and directs staff to communicate this endorsement to the Earth Charter International Secretariat.

CARRIED UNANIMOUSLY 17/COTW

## **4. LAND USE MATTERS**

### **4.1 Rezoning Application No. 00536 & Development Permit Application No. 000485 for 1745 Rockland Avenue (Rockland)**

Committee received reports dated May 5, 2017, from the Director of Sustainable Planning and Community Development regarding an application to construct three single family dwellings on a panhandle lot.

**Motion:**

It was moved by Councillor Madoff, seconded by Councillor Young:

**Rezoning Application No. 00536 for 1745 Rockland Avenue**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No.00536 for 1745 Rockland Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

**Development Permit Application No. 000485 for 1745 Rockland Avenue**

That Council consider the following motion after the Public Hearing for Rezoning Application No. 00536, if it is approved:

"That Council authorize the issuance of Development Permit Application No. 000485 for 1745 Rockland Avenue, in accordance with:

1. Plans date stamped March 24, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements.
3. The Development Permit lapsing two years from the date of this resolution.

Committee discussed:

- Concerns about the covenant restricting secondary suites or garden suites on site and the housing issues in the City.

CARRIED UNANIMOUSLY 17/COTW

**4.2 Liquor Licence Application No.000224 for 832 Fort Street (Downtown)**

Committee received a report dated April 26, 2017, from the Director of Sustainable Planning and Community Development regarding an application for a new Liquor Primary License at 832 Fort Street to license 24 seats (20 indoor and four patio seats) from 12:00 pm until 11:00 pm seven days a week.

Committee discussed:

- Various options to ease the application process and future amendments to the liquor licence policy.

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Lucas, that Council direct staff to provide the following response to the Liquor Control and Licensing Branch:

1. Council, after conducting a review with respect to the location of the establishment and the person capacity and hours of liquor service, supports the application of Terroir Tea Merchant, located at 832 Fort Street to obtain a new Liquor Primary License permitting service from 12:00 pm until 11:00 pm seven days a week for an occupant load not in excess of 24 persons. Providing the following comments on the prescribed considerations:
  - a) The impact of noise on the community in the vicinity of the establishment has been considered and is not expected to be appreciatively different than that generated by the existing operations. It is understood that the total licensed capacity of 24 persons is distributed such that the outdoor space provides four licensed seats and the remaining 20 seats are within the building and the hours in which licenced service is permitted is 12:00 pm until 11:00 pm seven days a week.

- b) If the application is approved, the impact on the community is expected to be negligible given the size and hours of the business.
- c) The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received two letters in support of the application, one of which was from the Downtown Residents Association.
- d) Council recommends the issuance of the license as it is expected to increase the economic viability of the business.

CARRIED UNANIMOUSLY 17/COTW

#### 4.4 Development Summit 2017

Committee received a report dated April 27, 2017, from the Director of Sustainable Planning and Community Development regarding an update on Development Summit Action Plan progress and a recommended approach for the next Development Summit in 2017.

Committee discussed:

- The rationale for proposing the community associations attend the proposed 2017 Development Summit.

**Motion:**

It was moved by Mayor Helps, seconded by Councillor Lucas:

1. That Council receive this Development Summit Action Plan status report for information.
2. That Council direct staff to:
  - a. Continue to implement the short-term and mid-term actions identified within the 2016 Development Summit Action Plan; and
  - b. Proceed with planning the next annual Development Summit, in the form of a smaller and more focused session to examine more specific topics, to be held by July 2017.

Committee discussed:

- The proposed content at the development summit and desire to bring together the development community and community associations to discuss issues.
- Working with the business hub to help communicate various planning processes.

**Amendment:** It was moved by Mayor Helps, seconded by Councillor Lucas, that the motion be amended in the following point:

2. That Council direct staff to:
  - b. **Hold a development workshop in 2017 and a development summit in 2018** ~~Proceed with planning the next annual Development Summit, in the form of a smaller and more focused session to examine more specific topics, to be held by July 2017.~~

On the amendment:

CARRIED UNANIMOUSLY 17/COTW

**Main motion as amended:**

1. That Council receive this Development Summit Action Plan status report for information.

2. That Council direct staff to:
  - a. Continue to implement the short-term and mid-term actions identified within the 2016 Development Summit Action Plan; and
  - b. Hold a development workshop in 2017 and a development summit in 2018.

On the main motion as amended:  
CARRIED UNANIMOUSLY 17/COTW

#### **4.5 Land Use Procedures Bylaw Amendments - Temporary Use Permits, CALUC Review Implementation, Fee Updates and Housekeeping**

Committee received a report dated April 28, 2017, from the Director of Sustainable Planning and Community Development regarding changes to the Land Use Procedures Bylaw.

Committee discussed:

- Process for reviewing the fees in subsequent years and the comparison of the proposed fees with various municipalities.

**Motion:** It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council direct staff to bring forward amendments to the Land Use Procedures Bylaw to implement the following changes:

1. Clarify terminology and application process for Temporary Use Permits.
2. Update Pre-Application Fees to fulfil Council's previous direction with regard to revisions to the Community Association Land Use Committee (CALUC) Procedures for Processing Official Community Plan Amendment, Rezoning, Variance, Temporary Use Permit and Liquor License Applications.
3. Eliminate development application fees associated with affordable non-profit housing.
4. General update to fees related to processing development applications as described in Table 3 (Development Application Fee Update Comparison Table) of this report.
5. Undertake a number of housekeeping and process consistency amendments as described in this report.

Committee discussed:

- The affects of covenants on assessment values.

*Mayor Helps agreed to separate the motion as follows:*

**Motion:** It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council direct staff to bring forward amendments to the Land Use Procedures Bylaw to implement the following changes:

1. Clarify terminology and application process for Temporary Use Permits.
2. Update Pre-Application Fees to fulfil Council's previous direction with regard to revisions to the Community Association Land Use Committee (CALUC) Procedures for Processing Official Community Plan Amendment, Rezoning, Variance, Temporary Use Permit and Liquor License Applications.

4. General update to fees related to processing development applications as described in Table 3 (Development Application Fee Update Comparison Table) of this report.
5. Undertake a number of housekeeping and process consistency amendments as described in this report.

Committee discussed:

- Mandatory signage at development sites with contact information.

**Amendment:** It was moved by Mayor Helps, seconded by Councillor Lucas, that the motion be amended to include the following point:

6. **Include a review of these fees as part of the annual review of the Development Cost Charges.**

On the amendment:  
CARRIED UNANIMOUSLY 17/COTW

**Amendment:** It was moved by Mayor Helps, seconded by Councillor Lucas, that the motion be amended in the following point:

7. **With respect to amendments to existing legal agreements as outlined in page 7 of the report, remove the additional \$1,000 flat fee for legal fees.**

Committee discussed:

- Rationale for the proposed legal fee and estimated costs incurred by the City.
- Similar fees charged in other municipalities and other schedules that charge for staff time.

**Amendment:** It was moved by Mayor Helps, seconded by Councillor Loveday, that the amendment be amended as follows:

7. **With respect to amendments to existing legal agreements as outlined in page 7 of the report, ~~Remove the additional \$1,000 flat fee for legal fees~~ charge an additional \$500 fee + City's legal costs.**

On the amendment to the amendment:  
CARRIED UNANIMOUSLY 17/COTW

On the amendment:  
CARRIED UNANIMOUSLY 17/COTW

**Main motion as amended:**

That Council direct staff to bring forward amendments to the Land Use Procedures Bylaw to implement the following changes:

1. Clarify terminology and application process for Temporary Use Permits.
2. Update Pre-Application Fees to fulfil Council's previous direction with regard to revisions to the Community Association Land Use Committee (CALUC) Procedures for Processing Official Community Plan Amendment, Rezoning, Variance, Temporary Use Permit and Liquor License Applications.
4. General update to fees related to processing development applications as described in Table 3 (Development Application Fee Update Comparison Table) of this report.



5. Undertake a number of housekeeping and process consistency amendments as described in this report.
6. Include a review of these fees as part of the annual review of the Development Cost Charges.
7. **With respect to amendments to existing legal agreements as outlined in page 7 of the report, ~~Remove the additional \$1,000 flat fee for legal fees~~ charge an additional \$500 fee + City's legal costs.**

On the main motion as amended:  
CARRIED UNANIMOUSLY 17/COTW

**Motion:** It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council direct staff to bring forward amendments to the Land Use Procedures Bylaw to implement the following changes:

3. Eliminate development application fees associated with affordable non-profit housing.

On the main motion:  
CARRIED 17/COTW

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

## 5. NEW BUSINESS

### 5.1 Councillor Sharing

Committee received a verbal update from Mayor Helps regarding conversations with the North Park Neighbourhood Association regarding appropriate locations for cannabis dispensaries in the area.

CARRIED UNANIMOUSLY 17/COTW

## 6. ADJOURNMENT

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Lucas, that the Committee of the Whole meeting of May 18, 2017, be adjourned at 10:41 a.m.

CARRIED UNANIMOUSLY 17/COTW

CERTIFIED CORRECT:

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CITY CLERK

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MAYOR