

DISTRICT OF SAANICH  
MINUTES OF THE COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS  
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE  
**MONDAY, MARCH 16, 2015 AT 7:30 PM**

Present:           **Chair:**      Mayor Atwell  
                     **Council:**     Councillors Brownoff, Derman, Haynes, Murdock, Sanders and Wergeland  
                     **Staff:**      Andy Laidlaw, Chief Administrative Officer; Sharon Hvozdzanski, Director  
                                    of Planning; Harley Machielse, Director of Engineering; Donna Dupas,  
                                    Legislative Manager; and Lynn Merry, Senior Committee Clerk

Minutes           **ADOPTION OF MINUTES**

**MOVED by Councillor Derman and Seconded by Councillor Wergeland:  
"That Council adopt the minutes of the February 23, 2015 Council and  
Committee of the Whole meetings, the minutes of the February 24, 2015  
and March 2, 2015 Special Committee of the Whole meetings."**

**CARRIED**

**BYLAWS**

6840-20  
Blenkinsop Road

**SANITARY SEWER BYLAW AMENDMENT – INCLUSION OF 4630  
BLENKINSOP ROAD (A PORTION) IN THE SEWER SERVICE AREA**

Final Reading of the "Sanitary Sewer Bylaw, 2006, Amendment Bylaw, 2015,  
No. 9317". To include 4630 Blenkinsop Road (a portion) in the Sewer Service  
Area.

**MOVED by Councillor Brownoff and Seconded by Councillor Haynes:  
"That Bylaw No. 9317 be adopted by Council and the Seal of the  
Corporation be attached thereto."**

**CARRIED**

1110-30  
Sign Bylaw

**SIGN BYLAW AMENDMENT – TO UPDATE ZONE REFERENCES**

Three Readings of the "Sign Bylaw, 2006, Amendment Bylaw, 2015, No. 9318".  
To update zone references.

**MOVED by Councillor Derman and Seconded by Councillor Haynes:  
"That Bylaw No. 9318 be introduced and read."**

**CARRIED**

**MOVED by Councillor Derman and Seconded by Councillor Haynes:  
"That Bylaw No. 9318 be read a second time."**

**CARRIED**

**MOVED by Councillor Derman and Seconded by Councillor Haynes:  
"That Bylaw No. 9318 be now passed."**

**CARRIED**

1110-30

Subdivision Bylaw

**SUBDIVISION BYLAW AMENDMENT – TO UPDATE ZONE REFERENCES**

Three Readings of the “Subdivision Bylaw, 1995, Amendment Bylaw, 2015, No. 9319”. To update zone references.

**MOVED by Councillor Haynes and Seconded by Councillor Wergeland:  
“That Bylaw No. 9319 be introduced and read.”**

**CARRIED**

**MOVED by Councillor Haynes and Seconded by Councillor Wergeland:  
“That Bylaw No. 9319 be read a second time.”**

**CARRIED**

**MOVED by Councillor Haynes and Seconded by Councillor Wergeland:  
“That Bylaw No. 9319 be now passed.”**

**CARRIED**1110-30

Animals Bylaw

**ANIMALS BYLAW AMENDMENT –TO UPDATE ZONE REFERENCES**

Three Readings of the “Animals Bylaw, 2004, Amendment Bylaw, 2015, No. 9320”. To update zone references.

**MOVED by Councillor Brownoff and Seconded by Councillor Sanders:  
“That Bylaw No. 9320 be introduced and read.”**

**CARRIED**

**MOVED by Councillor Brownoff and Seconded by Councillor Sanders:  
“That Bylaw No. 9320 be read a second time.”**

**CARRIED**

**MOVED by Councillor Brownoff and Seconded by Councillor Sanders:  
“That Bylaw No. 9320 be now passed.”**

**CARRIED****RESOLUTIONS FOR ADOPTION**5690-30Horticulture  
Centre of the  
Pacific Society**HORTICULTURE CENTRE OF THE PACIFIC SOCIETY – LOAN AGREEMENT AMENDMENT**

Report of the Director of Finance dated March 5, 2015 recommending Council approve the amendment to the loan agreement with the Horticulture Centre of the Pacific Society.

**MOVED by Councillor Derman and Seconded by Councillor Sanders:  
“That Council approve the loan agreement amendment with the Horticulture Centre of the Pacific Society for the Glasshouse Replacement Project, in the amount of \$240,000 and a repayment schedule for the loan, without interest, over a ten-year period.”**

**CARRIED**

5370-30  
Tender 03/15

**TENDER 03/15 – 2014 STORM AND SANITARY CIPP LINING AND OPEN CUT CONSTRUCTION**

Report of the Director of Engineering dated March 5, 2015 recommending Council award Tender No. 03/15 for Storm and Sanitary CIPP Lining and Open Cut Construction to Insituform Technologies Limited in the amount of \$2,922,956.32.

**MOVED by Councillor Wergeland and Seconded by Councillor Haynes: “That Tender 03/15 for Storm and Sanitary CIPP Lining and Open Cut Construction, and change orders within approved budget, be awarded to Insituform Technologies Limited in the amount of \$2,922,956.32.”**

In response to a question from Council, the Director of Engineering stated that it is important to balance how much work is put into going out to tender to get competitive bids without making the tender too exclusive. This particular company has carried out previous Cured-in-Place work for Saanich.

**The Motion was then Put and CARRIED**

5370-30  
RFP 36/13

**REQUEST FOR PROPOSAL 36/13 – STORM DRAIN AND SANITARY SEWER MAIN REPLACEMENT CONSULTING ENGINEERING SERVICES**

Report of the Director of Engineering dated March 10, 2015 recommending Council authorize the Director of Engineering the authority to spend up to the upset fee of \$489,700 (excluding GST) with AECOM for the additional phases for 2014 and 2015 Storm Drain and Sanitary Sewer Main Replacement Program.

**MOVED by Councillor Brownoff and Seconded by Councillor Sanders: “That Council authorize the Director of Engineering the authority to spend up to the upset fee of \$489,700 (excluding GST) with AECOM for the additional phases for the 2014 and 2015 Storm Drain and Sanitary Sewer Main Replacement Program.”**

In response to questions from Council, the Director of Engineering stated:

- Daylighting is considered whenever possible in the renewal and replacement of drainage pipe systems.
- During transportation projects, an attempt is made to incorporate infiltration bulges, reduce hardscaping and investigate retention of storm water and alternatives.
- A Drainage Master Plan is not currently being considered, however, mapping of drainage basins is taking place which could lead to the creation of a Master Plan.
- It is possible to create a database to track the work being done and display metrics in relation to storm water management.

Councillor Derman stated:

- He would support the development of a Master Plan for storm water management in the near future.

Councillor Haynes stated:

- Storm water management is a concern; it would be helpful if statistics could be kept noting where daylighting, natural types of basins and rain gardens are used to mitigate storm water and how the watershed is managed.

Councillor Brownoff stated:

- There are always challenges regarding responsibility for managing rain gardens; the public needs to be made aware of processes.

**The Motion was then Put and CARRIED**

5370-30  
RFP 42/13

**REQUEST FOR PROPOSAL 42/13 – COOK STREET UPGRADES CONSULTING ENGINEERING SERVICES**

Report of the Director of Engineering dated March 10, 2015 recommending Council authorize the Director of Engineering the authority to spend up to the upset fee increase of \$100,000 (exclusive of taxes) to WSP Canada Inc. to perform the additional contract administration for the Cook Street Complete Street project.

The Director of Engineering presented to Council and highlighted:

- The Cook Street Complete Street project includes the renewal of all underground infrastructure, boulevard and median plantings, new sidewalks and raised cycle tracks on both sides of the street, single vehicle lanes in each direction and the retention of some on-street parking.
- The project has been split into three phases; the final stage of the project includes paving the entire length of the roadway, new plantings and landscaping and traffic signage.
- The estimated completion date of the project is May, 2015.
- Staff will continue to meet with neighbours and the Community Association to address concerns.

In response to questions from Council, the Director of Engineering stated:

- The project will be completed within budget.
- Statistics outlining traffic volumes and speed on Cook Street can be provided after the project is completed and be presented to the Planning, Transportation and Economic Development Advisory Committee.
- The redesign of Cook Street and narrowing of the street will slow traffic down.

**MOVED by Councillor Derman and Seconded by Councillor Haynes: “That Council authorize the Director of Engineering the authority to spend up to the upset fee increase of \$100,000 (exclusive of taxes) to WSP Canada Inc. to perform the additional contract administration for the Cook Street Complete Street project.”**

**CARRIED**

5170-20  
Asset  
Management  
Project

**ASSET MANAGEMENT PROJECT – APPLICATION FOR UBCM FUNDING GRANT**

Report of the Director of Finance dated March 4, 2015 recommending Council endorse the application for grant funding under the 2015 Asset Management Planning Program.

In response to questions from Council, the Director of Finance stated:

- This is a multi-year project with a defined scope of work.
- The funding will allow the municipality to bring in additional resources to assist with the project.

**MOVED by Councillor Murdock and Seconded by Councillor Derman: "That Council endorse the application for grant funding under the 2015 Asset Management Planning Program as outlined in the report of the Director of Finance dated March 4, 2015."**

**CARRIED**

1300-20  
UBCM Dues

**UNION OF BC MUNICIPALITIES 2015 MEMBERSHIP DUES**

Invoice from the Union of BC Municipalities requesting payment of annual membership dues in the amount of \$18,675.68.

**MOVED by Councillor Wergeland and Seconded by Councillor Sanders: "That Council authorize the payment of the 2015 annual membership dues in the amount of \$18,675.68 to the Union of BC Municipalities."**

**CARRIED**

Adjournment

On a motion from Councillor Haynes, the meeting adjourned at 7:55 pm.

The meeting reconvened at 11:08 pm.

**RECOMMENDATIONS**

*From the Committee of the Whole Meeting held March 16, 2015*

2860-20  
Saanich Road

**3440 SAANICH ROAD – DEVELOPMENT PERMIT AMENDMENT – WENSLEY ARCHITECTURE LTD.**

**MOVED by Councillor Derman and Seconded by Councillor Brownoff: "That Council approve and issue Development Permit Amendment DPA00827 for Lot A, Sections 7 & 9, Victoria District, Plan VIP85149, Except part in Plan VIP85154 (3440 Saanich Road)."**

**CARRIED**

2110-20  
Wilkinson Road

**4436 WILKINSON ROAD – AGRICULTURAL LAND RESERVE (ALR) APPLICATION – MUNICIPALITY OF SAANICH**

**MOVED by Councillor Derman and Seconded by Councillor Brownoff: "That the Agricultural Land Reserve application for subdivision to create one additional parcel as "park" in order to construct a recreational trail along the Colquitz River for Lot 1, Section 97, Lake District, Plan 10708 (4436 Wilkinson Road) be forwarded to the Agricultural Land Commission with a recommendation for approval."**

**CARRIED**

1050-20  
Goward House  
Society

**GOWARD HOUSE SOCIETY – ADJUSTMENT REQUESTS**

**MOVED by Councillor Derman and Seconded by Councillor Haynes:**  
**“That staff be directed to report to the Finance, Audit and Personnel Standing Committee on options for delivery of a community grants program, including alternatives for determining funding levels and the approval process by September, 2015.”**

**CARRIED**

**MOVED by Councillor Sanders and Seconded by Councillor Haynes:**  
**“That staff be directed to prepare a report on the lease agreements for municipally-owned buildings.”**

**CARRIED**

Adjournment

On a motion from Councillor Murdock, the meeting adjourned at 11:09 pm.

.....  
MAYOR

I hereby certify these Minutes are accurate.

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MUNICIPAL CLERK

DISTRICT OF SAANICH  
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
HELD IN THE COUNCIL CHAMBERS  
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE  
**MONDAY, MARCH 16, 2015 AT 7:56 PM**

Present:

- Chair:** Mayor Atwell
- Council:** Councillors Brownoff, Derman, Haynes, Murdock, Sanders and Wergeland
- Staff:** Andy Laidlaw, Chief Administrative Officer; Sharon Hvozdzanski, Director of Planning; Harley Machielse, Director of Engineering; Donna Dupas, Legislative Manager; and Lynn Merry, Senior Committee Clerk

2860-20  
Saanich Road

**3440 SAANICH ROAD – DEVELOPMENT PERMIT AMENDMENT – WENSLEY ARCHITECTURE LTD.**

Reports of the Director of Planning dated February 27, 2015 and March 11, 2015 recommending Council approve Development Permit Amendment DPA00827 for a proposed food store, commercial retail units and a parking structure as part of Phase 3 at Uptown. Report of the Advisory Design Panel dated February 10, 2015 recommending approval of the design.

In response to questions from Council, the Director of Planning stated:

- The Development Permit Amendment will govern the proposed structure's appearance, massing and location.
- Two minor variances are proposed for siting and canopy projections.

The applicants, N. Banich, Wensley Architecture Ltd, G. Nagle, Morguard Investments and P. Joyce, Bunt & Associates, presented and highlighted:

- Phase 3 of Uptown includes the addition of a new food store, commercial retail units (CRUs) and extension of the parkade with 162 additional parking stalls.
- The proposed new food store and CRUs will be located on level 4 near the Blanshard Street/Ravine Way intersection; truck movement to loading bays will be completely underground.
- The applicant is committed to LEED Gold certification.
- A plaza will be developed at the Blanshard Street/Ravine Way intersection with a sloped sidewalk leading to the main entrance of the food store for the ease of pedestrians and cyclists.
- The main entrance to the food store will include an outdoor patio and a two storey glass atrium to allow natural sunlight into the food store.
- A minor variance is requested to allow for canopies that continue along Blanshard Street to provide weather protection.
- The architecture and landscaping will be consistent with the design and landscaping of Phases 1 and 2.
- The frontage on Ravine Way will be screened with plantings; the façade on Carey Road will be screened by temporary planters and metal screens.
- A glass cube will be situated at the corner of Ravine Way and Blanshard Street and feature public art.
- New vehicle access to the parkade will be constructed from Ravine Way.

In response to questions from Council, the applicants stated:

- The glass feature at the corner of Ravine Way and Blanshard Street will only have enough light to illuminate the art.
- Access to the site will be from the vertical plaza along Blanshard Street or by stairs at the corner of Ravine Way and Blanshard Street; elevators are available near the entrance to the food store.
- For pedestrian and cycling safety, extra signage can be posted at vehicle access points.
- There remains a commitment to mixed-use residential development on the remaining site although the number of units originally proposed will be reduced due to market demand; rental units may be considered.
- The development of Uptown has been a catalyst in the region and driven residential development in the immediate area.
- Improvements to the streetscape along Carey Road will screen the site.
- Funds are available to connect the Galloping Goose and the Lochside Trail to the site at grade; however, the location of the BC Transit Hub must be resolved first; it is intended that the connector will be situated at the new traffic signals at Ravine Way and Carey Road.
- A two-way separated bike lane will run along Ravine Way and Blanshard Street; bike racks are available on site.
- Three BC Transit bus bays will be located along the Carey Road frontage.
- The empty lot at the corner of Douglas Street and Saanich Road is owned by Imperial Oil; remediation to the site is necessary before that property can be sold.

In response to questions from Council, the Director of Engineering stated:

- The connection from the Galloping Goose and Lochside Trail to Uptown is challenging because of the proposed location of the BC Transit Hub and potential safety concerns for cyclists and pedestrians.
- If, in the future, a traffic signal was installed at the intersection at Ravine Way and Carey Road, that could be considered for the connection to Uptown.

In response to questions from Council, the applicants stated:

- Saanich receives a significant benefit from taxes from this development; other benefits include the number of construction and retail jobs on the property and increased residential growth; this development has been a catalyst for growth of the urban core.
- The sidewalk/pedestrian area from curb to building face is 30 feet.
- They are actively pursuing the residential component; rental residential is the preferred market.
- The estimated date of completion of this phase of the project is September, 2016.

**PUBLIC INPUT:**

J. Schmuck, President, Quadra Cedar Hill Community Association, stated:

- There is a need for the residential component of the development; public art along Ravine Way and on the back of the Walmart building and the addition of trash cans on Ravine Way should be considered.

T. Newton, Shorncliffe Road, on behalf of Walk On Victoria (WOV), stated:

- Lighting for pedestrians along Ravine Way is desirable; to promote fitness, distance markers could be placed on sidewalks circling Uptown.
- Street names might be set into the sidewalks to humanize the mall and make it more accessible.
- The Ministry of Transportation and Infrastructure (MoTI) should consider a pedestrian crosswalk mid-block on Blanshard Street between Ravine Way and Saanich Road; a delineated pedestrian crosswalk at the Ravine Way vehicle entrance is needed to increase pedestrian and cycling safety.

R. Wickson, Inez Road, stated:

- Residents in the area have seen an increase in property taxes due to the area around Uptown being deemed for higher density.
- The public should have been involved in discussion regarding the vision for downtown Saanich; he is concerned that much of this project is dedicated to the automobile and is concerned about the effect on greenhouse gases.
- He questions why residential units cannot be built over the Whole Foods building.

In response to a question, the Director of Planning stated:

- Staff are often contacted by BC Assessment for information that they are obliged to provide; Saanich sets the mill rate and the assessment is prepared by BC Assessment.
- BC Assessment looks at a number of elements including zoning and future potential when preparing assessments; once further consultation takes place with BC Assessment, staff can report back on how calculations are done.

S. Belford, President, Mount View Colquitz Community Association, stated:

- The Community Association held an event with neighbours to discuss the Douglas Corridor area; the vision is a walkable, affordable community where



people live, play and work that is not dominated by vehicular traffic.

- Other priorities include green space, natural amenities, meeting spaces, a mix of employment opportunities and a continuous network of cycling paths.
- Concern has been raised that opening Carey Road to right-hand turns from Douglas Street may encourage more vehicular through traffic on Carey Road; a crosswalk mid-way on Blanshard Street would be appreciated.
- The public needs to be consulted in relation to the proposed BC Transit bus hub.

O. Tennant, Hartwood Place, UVic Urban Development Club, stated:

- The affordability, livability, accessibility and sustainability that Uptown brings to the neighbourhood is appreciated; a food store will act as a catalyst for future public and private development including affordable units for the millennial generation.
- The Club is supportive of the application.

L. Styan, Whiteside Street, stated:

- Opening Carey Road to general traffic results in an extension of Highway 1; abatement is needed to slow traffic and ease the effect on neighbours.
- Changes need to be sensitive to existing neighbourhoods; the addition of a Whole Foods store is appreciated.

A. Beck, James Heights, stated:

- The initial application was for a lifestyle shopping centre; lifestyle centres are intended for shoppers to be out in the world and have a strong connection to the community.
- Ravine Way could be more attractive and outward-looking; there is concern that the residential component will not be constructed.
- It is important that staff work with the developer and MoTI to ensure that bus pull outs are constructed.

J. Newton, Shorncliffe Road, stated:

- This is a car-centric mall; access should be focused on walking, cycling and public transit routes.
- Tax revenue generated from this mall should be used to upgrade bike trails, crosswalks and transit routes and make the neighbourhood more liveable.
- The mall has been constructed to allow buses to pass through the mall via the underground parkade; BC Transit should consider this option.

In response to questions from Council, the applicant stated:

- As part of the terms of the development, access is being monitored and tracked and can be provided to Council and the Community Associations.
- Transit pass plans, bike storage and shower facilities are available to staff.
- Vehicles are dominant contributors in the area because the location is in the centre of the region's transportation hub but it is also in the centre of the public transit hub.

In response to a question from Council, the Director of Engineering stated:

- The area of the proposed right-hand turn onto Carey Road is owned by MoTI; further discussion of the viability of access at that intersection should take place with staff and the applicant.

In response to questions from Council, the applicant stated:

- Discussion in relation to the right-hand turn onto Carey Road is on-going; traffic patterns have been monitored and taken into consideration.
  - MoTI has given approval in principle for the Douglas Street to Carey Road right-hand turn subject to review of the detailed design drawings and subject to a yearlong monitoring process.
  - The cost to install a pedestrian bridge across Carey Road would be extremely high; it is in the area where the bus bays are planned and is not practical.
  - The applicant would be willing to join discussions around the Saanich Cycling and Pedestrian Master Plan.
  - Traffic analysis and the road improvements completed around the development took into consideration the addition of the food store and the residential component; the analysis shows that the addition of the food store would result in an increase of 2-3 cars per minutes.
  - The lease allows the addition of solar panels in future; conduits are not necessary at this point as it is an easy addition within the open space.
  - Solar panels on the food store may be affected for a portion of the day once the residential component is constructed.
  - Constructing the residential component is part of the business plan and concept although the number of units may be reduced.
  - It may be possible to close the Harriet Road access point in future.
- The truck route into the mall is via Saanich Road and Oak Street, through the lower level to the loading bays.

In response to questions from Council, the Director of Engineering stated:

- Improvements to the crosswalk at the corner of Douglas Street and Saanich Road was not part of the phased work done in the area; it has been identified by staff as part of a longer-term plan.

**Motion:**

**MOVED by Councillor Derman and Seconded by Councillor Haynes: “That it be recommended that Council approve and issue Development Permit Amendment DPA00827 for Lot A, Section 7 & 9, Victoria District, Plan VIP85149, Except part in Plan VIP85154 (3440 Saanich Road).”**

Councillor Derman stated:

- The development is a welcome addition to the area; a long-term vision is needed to discuss what a future downtown Saanich would look like.
- Access is geared to vehicular traffic and some transit; MoTI should be advised that a transportation plan is needed and reflect the priorities of the region and Saanich which are walking and cycling and then vehicles.
- Reducing Blanshard Street to three lanes would create larger areas for vegetation, pedestrian and cycling use and start to change the perception of the street from highway to an urban street.

Councillor Murdock stated:

- He is disappointed that the concept of lifestyle centre has not been achieved; the prospect of rental units should be pursued.
- The challenge of this project is managing the vehicular traffic and making the site walkable and accessible; the connector to the Lochside Trail and the Galloping Goose is an amenity which should be deployed rather than waiting for BC Transit to commit to the transit hub.
- The cycling access to the food store is a challenge and should be further considered; the façade is attractive.

Councillor Wergeland stated:

- This is an attractive development; he realizes that costs are an issue for the residential component.
- The tax impacts on Uptown's neighbours also reflect the increased value of the homes.
- Increased traffic will have an impact on the neighbourhood.

Councillor Haynes stated:

- It could be explored whether tax revenue can be used to improve mobility; this is a commendable design.
- Affordable housing options could be explored through regional partnerships.

Councillor Sanders stated:

- The residential component needs to be constructed; she supports the application.

Councillor Brownoff stated:

- The residential component is needed; the design of the walking and cycling amenity on Ravine Way presents a safety concern.
- Council should request that MoTI makes improvements to the crosswalk at Saanich Road and Douglas Street.
- Circulation on the site for cyclists is not adequate; it is important that bike racks don't impede pedestrians.
- The proposed corner plaza on Blanshard Street will make the site more appealing.

Mayor Atwell stated:

- He encourages the applicant to continue to work with the community and address the comments heard tonight.
- There is a desire for the residential component; bicycle and pedestrian access needs to be completed.

**The Motion was then Put and CARRIED**

**MOVED by Councillor Brownoff and Seconded by Councillor Derman: "That staff write the Ministry of Transportation and Infrastructure requesting that the crosswalk at Saanich Road and Douglas Street be upgraded in conjunction with the Ministry's improvements to the Douglas Corridor."**

**CARRIED**

2110-20  
Wilkinson Road

**4436 WILKINSON ROAD – AGRICULTURAL LAND RESERVE (ALR) APPLICATION – MUNICIPALITY OF SAANICH**

Report of the Director of Planning dated February 27, 2015 recommending Council forward the application to the Agricultural Land Commission recommending approval of the proposed subdivision within the Agricultural Land Reserve to create one additional parcel as a "park" in order to construct a recreational trail along the Colquitz River.

**PUBLIC INPUT:**

H. Charania, Genevieve Road, stated:

- He supports the application; this is a justifiable purpose for subdivision.

In response to a question from Council, the Director of Planning stated that the lands will remain within the Agricultural Land Reserve.

**Motion:** **MOVED by Councillor Brownoff and Seconded by Councillor Sanders: “That it be recommended that the Agricultural Land Reserve application for subdivision to create one additional parcel as “park” in order to construct a recreational trail along the Colquitz River for Lot 1, Section 97, Lake District, Plan 10708 (4436 Wilkinson Road) be forwarded to the Agricultural Land Commission with a recommendation for approval.”**

Councillor Haynes stated that even though the land stays in the ALR, it is no longer viable for farming.

**The Motion was then Put and CARRIED**

1050-20  
Goward House  
Society

**GOWARD HOUSE SOCIETY – ADJUSTMENT REQUESTS**

Report of the Director of Finance dated March 9, 2015 recommending Council authorize the Director of Legislative Services to negotiate an amendment to the lease with the Goward House Society to incorporate a level of responsibility for major repairs; to consider the request for an increase in the annual operating grant for Goward House Society as part of the annual community grant deliberation process on April 21, 2015; and that staff be directed to report to the Finance, Audit and Personnel Standing Committee on options for delivery of a community grants program, including alternatives for determining funding levels and the approval process by September, 2015.

D. Eyles, President, Goward House Society, presented and highlighted:

- He is requesting an adjustment to the lease agreement as well as an increase to the annual operating grant to bring them in line with other municipally-owned properties; the adjustment to the lease agreement would include Saanich assuming responsibility for costs of major repairs.
- The house is structurally sound but the roof may have to be replaced in the near future.

**PUBLIC INPUT:**

Nil

**Motion:** **MOVED by Councillor Derman and Seconded by Councillor Wergeland: “That it be recommended that the request for an increase in the annual operating grant for Goward House Society be considered as part of the annual community grant deliberation process on April 21, 2015.”**

Councillor Derman stated:

- A consistent process for dealing with municipally-owned properties is needed; various properties are being treated differently.
- Community grants are being used to maintain municipally-owned properties.

Councillor Sanders stated:

- Leases and grants have not been distributed consistently; it is unclear who should be responsible for maintenance.

- Staff should review all lease agreements and the different services the organizations provide.

In response to a question from Council, the Chief Administrative Officer stated:

- It is common in lease agreements, and, in the best interest of the municipality, to maintain roofs, windows and building envelopes to ensure the long-term viability of buildings.

- The intent of the recommendation was to bring Goward House up to municipal standards; Council could recommend establishing a grants committee comprised of Council members and the community to undertake a comprehensive review of service levels and evaluation of services and a method of adjudicating grant requests in the future.

Councillor Haynes stated:

- A matrix showing the number of municipally-owned properties and their use would be valuable; this is a large undertaking best partnered with the community.

Councillor Murdock stated:

- More information is needed to compare how Saanich manages the maintenance and upkeep of municipal assets; it is premature to discuss making changes to the lease agreement until there is a better understanding.

Councillor Brownoff stated:

- There would be huge financial implications if the municipality had to replace roofs, windows and building envelopes for all heritage buildings.
- There needs to be consistency in maintaining municipal assets.

Councillor Wergeland stated:

- Further review is needed to ensure consistency.

In response to a question from Council, the Chief Administrative Officer stated:

- The grant request from Goward House Society will be considered during the annual community grant deliberation meeting.

D. Eyles further stated:

- Their request is for the lease to be negotiated with the possibility that Goward House Society be assisted by the municipality for major repairs.

Councillor Derman stated:

- At this time, an amendment to the lease agreement is not supported.
- A study needs to be initiated to increase the consistency of how we deal with municipally-owned buildings.

Councillor Sanders stated:

- There are organizations that are paying for their own major repairs.

**The Motion was then Put and CARRIED**

In response to questions from Council, the Chief Administrative Officer stated:

- The intent of the staff recommendation was to have the Finance, Audit and Personnel Committee review the grants process and provide some options on a framework to assist Council with deliberating and adjudicating the grants process.
- Permissive tax exemption properties would not be included in the process.

Councillor Derman stated:

- A broad look at the grants program is needed to ensure that it is consistent with the objectives of Council.

**MOVED by Councillor Derman and Seconded by Councillor Sanders: “That it be recommended that staff be directed to report to the Finance, Audit and Personnel Standing Committee on options for delivery of a community grants program, including alternatives for determining funding levels and the approval process by September, 2015.”**

Councillor Murdock stated:

- It is important not to be overly prescriptive when asking staff to report back.

Councillor Haynes stated:

- Having the public involved in the grants process is desirable.

Councillor Brownoff stated:

- The review of the grants process should include the community and the review of lease agreements should take place immediately.

**The Motion was then Put and CARRIED**

**MOVED by Councillor Derman and Seconded by Councillor Sanders: “That the meeting extend past 11:00 pm.”**

**CARRIED**

**MOVED by Councillor Sanders and Seconded by Councillor Haynes: “That it be recommended that staff be directed to prepare a report on the lease agreements for municipally-owned buildings.”**

Councillor Haynes stated:

- The organization’s capacity to generate revenue should be considered when reviewing lease agreements.

Councillor Derman stated:

- Consistency of the various leases in relation to responsibility for major repairs needs to be considered.

In response to questions from Council, the Chief Administrative Officer stated:

- An inventory of the various buildings, how they are managed, the terms of the lease and other consistencies will be considered; we are not in a position to review ability to pay.

Councillor Sanders stated:

- There are also inconsistencies with respect to organizations that have the opportunity to generate revenue.

**The Motion was then Put and CARRIED**

Adjournment      On a Motion from Councillor Derman, the meeting adjourned at 11:07 pm.

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CHAIR

I hereby certify these Minutes are accurate

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MUNICIPAL CLERK