

DISTRICT OF SAANICH
MINUTES OF THE COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, NOVEMBER 2, 2015 AT 7:00 PM

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

Minutes

ADOPTION OF MINUTES

MOVED by Councillor Derman and Seconded by Councillor Brownoff: “That Council adopt the minutes of the October 25, 2015 and October 26, 2015 Special Council meetings and the October 26, 2015 Council meeting.”

CARRIED

BYLAWS FOR FINAL READING

2870-30
Haliburton
Road/Wesley
Road

785 HALIBURTON ROAD AND 4932 WESLEY ROAD – REZONING TO RS-10

Final Reading of the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9316 and approval of the exemption from the minimum 10% perimeter road frontage requirement for proposed Lot 3. Rezoning from A-1 (Rural) zone to RS-10 (Single Family Dwelling) zone for a proposed six lot residential subdivision.

MOVED by Councillor Wergeland and Seconded by Councillor Brice: “That Bylaw No. 9316 be adopted by Council and the Seal of the Corporation be attached thereto.”

CARRIED
with Councillor Derman OPPOSED

MOVED by Councillor Brice and Seconded by Councillor Haynes: “That Council approve an exemption from the minimum 10% perimeter road frontage requirement under Section 944(2) of the *Local Government Act* on proposed Lot 3 of a subdivision of Lot C, Section 28, Lake District, Plan 9499 (785 Haliburton Road) and Lot 5, Section 28, Lake District, Plan 9380 (4932 Wesley Road).”

CARRIED
with Councillor Derman OPPOSED

1110-30
Oil Burning
Equipment and
Flammable Liquid
and Combustible
Liquid Fuel Tank
Bylaw

**OIL BURNING EQUIPMENT AND FLAMMABLE LIQUID AND
COMBUSTIBLE LIQUID FUEL TANK BYLAW**

Final Reading of the "Oil Burning Equipment and Flammable Liquid and Combustible Liquid Fuel Tank Bylaw, 2014, Amendment Bylaw, 2015, No. 9344". To update zone references.

MOVED by Councillor Brice and Seconded by Councillor Sanders: "That Bylaw No. 9344 be adopted by Council and the Seal of the Corporation be attached thereto."

CARRIED

PUBLIC INPUT ON COUNCIL AGENDA ITEMS

Public Input on
Council Agenda
Items

Nil

BYLAWS

1110-30
Animals Bylaw

Xref: 1410-04
Report - Finance

ANIMALS BYLAW

Three Readings of the "Animals Bylaw, 2004, Amendment Bylaw, 2015, No. 9322". To align the payment due date and fee increase date for dog licences.

MOVED by Councillor Haynes and Seconded by Councillor Derman: "That Bylaw No. 9322 be introduced and read."

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Derman: "That Bylaw No. 9322 be read a second time."

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Derman: "That Bylaw No. 9322 be now passed."

CARRIED

1110-30
Water Utility Bylaw

Xref: 1410-04
Report - Finance

WATER UTILITY BYLAW

Three Readings of the "Water Utility Bylaw, 2000, Amendment Bylaw, 2015, No. 9357". To implement changes to the terms of the District's utility penalties.

MOVED by Councillor Derman and Seconded by Councillor Plant: "That Bylaw No. 9357 be introduced and read."

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Plant: "That Bylaw No. 9357 be read a second time."

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Plant: “That Bylaw No. 9357 be now passed.”

CARRIED

MOVED by Councillor Brice and Seconded by Councillor Plant: “That Council approve the “Reversal of Residential Utility Billing Late Payment Penalties” Council policy.”

CARRIED

1110-30
Zoning Bylaw

ZONING BYLAW AMENDMENT

First Reading of the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9358”. To prohibit the use of float homes and other floating vessels on the District’s waterways.

MOVED by Councillor Haynes and Seconded by Councillor Wergeland: “That Bylaw No. 9358 be introduced and read.”

CARRIED

2870-30
Agnes Street

593 AGNES STREET – REZONING TO RD-1

First Reading of the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9359”. Rezoning from RS-6 (Single Family Dwelling) zone to RD-1 (Two Family Dwelling) zone for a proposed addition to an existing single family dwelling to construct a duplex.

MOVED by Councillor Wergeland and Seconded by Councillor Sanders: “That Bylaw No. 9359 be introduced and read.”

CARRIED

2870-30
Mortimer Street

1765 MORTIMER STREET – REZONING TO RS-4

First Reading of the “Zoning Bylaw, 2003, Amendment Bylaw, 2015, No. 9360”. Rezoning a portion of the property from RS-6 (Single Family Dwelling) zone to RS-4 (Single Family Dwelling) zone for a proposed residential subdivision to create one additional lot.

MOVED by Councillor Brice and Seconded by Councillor Haynes: “That Bylaw No. 9360 be introduced and read.”

CARRIED

RECOMMENDATIONS FROM COMMITTEES

1420-20
PTED

REVIEW OF BUILDING PERMIT AND DEVELOPMENT APPLICATION PROCESSES

Recommendation from the September 10, 2015 Planning, Transportation and Economic Development Advisory Committee that Council approve a review of the administrative processes to improve the timeline for building permits and development applications to be included in the 2016 Strategic Plan.

- MOVED by Councillor Haynes and Seconded by Councillor Plant: “That:**
- a. Council approve a review of the administrative processes to improve the timeline for building permits and development applications be included for consideration in the 2016 Strategic Planning process; and**
 - b. staff prepare a summary report outlining the areas that could be considered in the review.”**

Councillor Haynes stated:

- The Planning, Transportation and Economic Development Advisory Committee (PTED) brought this item forward in response to questions around timelines and potential efficiencies for the building permit and development application processes.
- PTED recommended that the review be included in the 2016 Strategic Plan; there is a need to look at the process including the quality of development applications and how they impact the process, the information available to developers to assist them through the process, consultation with Community Associations and residents, and the way Council reviews applications.
- Developers may be uncertain as to what Council’s expectations are; there may be ways to streamline variances and amenities.
- The ability to process documents online should be considered.
- A review could look at potential internal efficiencies to improve timelines.

Councillor Derman stated:

- There is always room for improvement; two similar reviews have been done in the past.
- Visionary long-range planning is necessary for future redevelopment of urban areas; until Saanich has a plan, there may be a slower application process.
- It would be helpful if developers knew what the expectations of Council are and they could tailor their plans accordingly.

Councillor Wergeland stated:

- Referring items to the Strategic Plan may mean an increase in the budget to get the work done; it may be appropriate to ask staff for their suggestions on how to reduce timelines in the processes.
- There may be other items that have been referred to staff that may take priority.

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

- Staff could provide a report on what areas of the building permit and development application processes could be considered in a review.
- Including items in the Strategic Plan means looking at resource allocation; Council may need to re-prioritize and make recommendations on what other items may be deferred so that staff can review this process.
- A summary report could be provided in January, 2016 outlining the key areas that may be included in a review.

Councillor Haynes stated:

- Staff could provide a short summary of the areas where they feel improvements could be made in the building permit and development application processes.

Councillor Brownoff stated:

- The Strategic Plan sets priorities and manages resources and funding.

Mayor Atwell stated:

- He is concerned that there have been reviews on these processes in the past.
- There is a need for a visionary long-range plan; a plan will assist developers with any uncertainty they may have with the expectations of Council.

Councillor Sanders stated:

- Reviews of the processes have been done in the past; the Strategic Plan looks at capacity and resources needed to complete work.
- Staff could provide a report to show what has already been referred to staff for review.

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

- Staff could provide a report outlining the steps in the current development process and the policies that guide the processes; Council could then provide direction on how they wish staff to proceed.

Councillor Wergeland stated:

- There is a need to look at all items that have been referred to staff and prioritize.

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

- The Strategic Planning process indicates what capacity is available to do the work; adding more items may mean that Council would have to re-prioritize or add more resources.
- A summary report could be provided which could help narrow the scope and provide choices on how Council could proceed; the report could be provided in January and may help in prioritizing items in Strategic Planning discussions.

The Motion was then Put and CARRIED

1410-20
CRD Updates

CAPITAL REGIONAL DISTRICT ACTIVITIES UPDATE

Council members provided updates on a variety of Capital Regional District initiatives.

Adjournment

On a motion from Councillor Derman, the meeting adjourned at 8:07 pm.

The meeting reconvened at 9:18 pm.

RECOMMENDATIONS

From the Committee of the Whole Meeting held November 2, 2015

2860-20
McKenzie Avenue

1095 MCKENZIE AVENUE – DEVELOPMENT PERMIT AMENDMENT APPLICATION

MOVED by Councillor Derman and Seconded Councillor Brice: “That Council approve and issue Development Permit Amendment DPA00847 on Lot A, Section 32, Victoria District, Plan 32631 (1095 McKenzie Avenue).”

CARRIED

Adjournment On a motion from Councillor Sanders, the meeting adjourned at 9:19 pm.

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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, NOVEMBER 2, 2015 AT 8:08 PM

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

1410-04
Report –
Planning

SAANICH MUNICIPAL HALL INTERIOR AND LANDSCAPE HERITAGE DESIGNATION

Report of the Director of Planning dated October 13, 2015, recommending that Council repeal Heritage Designation Bylaw, 1992, No. 6887 (Municipal Hall – 770 Vernon Avenue) and that Council adopt a new Heritage Designation Bylaw to protect the building and land of the Saanich Municipal Hall as outlined in the report.

Xef: 2130-40
Heritage
Designation

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

- A heritage alteration permit application would require a report from staff outlining the proposed changes and the impacts on the architecture.
- If the new Heritage Designation Bylaw was adopted prior to the renovations of Council Chambers, Saanich would need to get a heritage alteration permit to make any changes.
- Alternatively, Council could include the changes to the interior of Council Chambers in the new bylaw so that it could be adopted accounting for those changes.

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

- The upcoming renovations to Council Chambers are not onerous; they should not impede the new bylaw.

Mayor Atwell stated:

- The heritage elements of the interior of Council Chambers will be established in the new bylaw and will be used as a guide for modifying the Chambers.

Councillor Wergeland stated:

- He wonders why the interior has to be designated now; it could be designated after the renovations are complete.

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

- The hope was to bring the new Heritage Designation Bylaw forward for Final Reading at the 50th Anniversary of the Municipal Hall celebration on December 1, 2015.
- The renovations will not have a major impact on the heritage designation.
- Saanich would have to go through the same process for a heritage alteration permit as the general public.
- The report on the viability of transforming the landscape around the Municipal Hall into a showcase of sustainability is under review by the Director of Parks and Recreation and will be forthcoming to Council.

Councillor Sanders stated:

- No changes or alterations to Council Chambers should be done without review by the Saanich Heritage Foundation and the Arts, Culture and Heritage Advisory Committee.
- It is necessary to designate the Chambers before the renovations take place to maintain the integrity of the heritage elements in the room.

APPLICANT:

District of Saanich

PUBLIC INPUT:

B. Shuya, President, Saanich Heritage Foundation, stated:

- The Saanich Heritage Foundation (SHF) is pleased to support the new bylaw.
- Saanich's Municipal Hall is one of the most authentic heritage buildings in the Greater Victoria area; it is in almost original condition both exterior and interior.
- The municipality is to be commended on maintaining the building.
- Functionality of buildings can change over time; alterations and additions to heritage buildings are appropriate when they are sympathetic to the original design and architecture.

COUNCIL DELIBERATIONS:

Motion: **MOVED by Councillor Derman and Seconded by Councillor Sanders: “That a Public Hearing be called to further consider the Heritage Designation Bylaw to protect the building and land of the Saanich Municipal Hall on Lot A, Section 33, Victoria District, Plan 14934 (770 Vernon Avenue).”**

Councillor Derman stated:

- Heritage designation of the interior and exterior of the building is long overdue; it is appropriate to adopt a new bylaw before renovations take place to ensure that the heritage elements are maintained.
- The bylaw will ensure that renovations are consistent with the heritage designation.

Councillor Sanders stated:

- The intent is to give Final Reading of the bylaw at the 50th Anniversary of the Municipal Hall celebration on December 1, 2015.
- The original design of the Municipal Hall acknowledges the unique architecture and respects Saanich’s heritage and culture.
- Functionality can be incorporated into the design of the Chambers while maintaining the heritage elements.
- The new bylaw will assist staff with future maintenance of the building and retain its value and character.

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

- A seismic review of the Municipal Hall was completed within the last ten years; some structural elements would need to be done to address seismic upgrades.
- The Facilities Overview would include potential seismic upgrades.

MOVED by Councillor Plant and Seconded by Councillor Wergeland: “That the motion be amended by removing the component in Schedule A that outlines the Heritage Designated Interior Building Features and Fixtures specific to Council Chambers.”

Councillor Plant stated:

- Heritage should be respected; in this case, it would be appropriate to complete the renovations to the Council Chambers first and then designate the interior features of the Chambers as heritage.
- The Chambers are a working space that needs to be modernized and not unencumbered by a heritage designation.

Councillor Sanders stated:

- A lens is already in place to have the Saanich Heritage Foundation review the heritage designation of the interior of the building; the new bylaw strengthens that policy.

Mayor Atwell stated:

- The Chambers need to be renovated for functionality; heritage designation may hinder renovations.

Councillor Murdock stated:

- The amendment to the motion is not consistent with the spirit of the new bylaw; the new bylaw is respectful of the heritage nature of the building which includes the Chambers.

- It is not necessary to exempt Council Chambers from the new bylaw in order to do renovations; renovations to the Chambers should be consistent with what is being done to the rest of the building.

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

- The interior of the building has not yet been designated as heritage; Saanich Heritage Foundation and the Arts, Culture and Heritage Advisory Committee should be asked to provide feedback for any renovations to the Chambers regardless of it being designated or not.
- If there is a need for a heritage alteration permit, there would be a requirement for these committees to review the application.

Councillor Wergeland stated:

- Council was provided with drawings showing what the new Council Chambers will look like; the Chambers will not look like what we have now.
- The proposed changes to the Chambers may not make it easy to get a heritage alteration permit.

Councillor Derman stated:

- Heritage needs to be protected; to take the approach to make changes without consideration of the heritage elements is against the intent and spirit of the bylaw.
- The new bylaw formalizes for requirement for the SHF to review proposed renovations of the Chambers.

Councillor Brice stated:

- Council will inadvertently approve the renovations to the Chambers; the heritage elements need to be respected.
- Functionality of the Chambers does not need to be compromised; necessary changes can still be made.

Councillor Brownoff stated:

- Renovations can be made that would not compromise the heritage features and be sympathetic to the design.
- Removing the Council Chambers component from the bylaw weakens the bylaw.

Councillor Haynes stated:

- The new bylaw does not deny the opportunity to make changes and protects the heritage elements; Saanich will go through the same process as citizens to apply for a heritage alteration permit.
- Heritage designation will not delay the ability to do renovations.

Mayor Atwell stated:

- The proposed modifications to the Chambers are substantial; it may not be easy to get a heritage alteration permit.

**The Amendment to the Motion was then Put and DEFEATED
with Councillors Brice, Brownoff, Derman, Haynes, Murdock and Sanders
OPPOSED**

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

- A supplemental report outlining the practices for review of heritage designation applications could be provided for clarity.

The Main Motion was then Put and CARRIED

1410-04
Report -
Planning

Xref: 2860-20
McKenzie
Avenue

1095 MCKENZIE AVENUE – DEVELOPMENT PERMIT AMENDMENT APPLICATION

Report of the Director of Planning dated October 7, 2015 recommending that Council approve Development Permit Amendment DPA00847 for proposed tenant improvements for the purpose of a new Tim Hortons franchise.

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

- The application came to Council in a timely manner; it originally came forward as a tenant improvement; but because the changes affect the exterior of the building, it was brought forward to Council for consideration.

APPLICANT:

A. Taylor, Dillon Consulting Limited, presented to Council and highlighted:

- During construction, changes to the exterior of the building were suggested.
- Proposed changes include alterations to the exterior cladding, painting of the existing canopy banner and parapet flashing and installation of new signs.
- Consultation took place with the Quadra Cedar Hill Community Association.

In response to questions from Council, the applicant stated:

- The existing bike rack has been replaced with a larger one and a second bike rack added.
- Outdoor seating could be considered in the future.

PUBLIC INPUT:

Nil

COUNCIL DELIBERATIONS:

Motion:

MOVED by Councillor Brice and Seconded Councillor Derman: “That it be recommended that Council approve and issue Development Permit Amendment DPA00847 on Lot A, Section 32, Victoria District, Plan 32631 (1095 McKenzie Avenue).”

Councillor Murdock stated:

- The improvements to the exterior of the building are appreciated.

Councillor Derman stated:

- The upgrades to the building are attractive; outdoor seating should be considered in the future.

Councillor Plant stated:

- The applicant should consider the addition of garbage cans outside the building.

Councillor Brownoff stated:

- This location is appropriate; there will be a lot of pedestrian and cycling traffic.
- Future consideration of outdoor seating and installation of garbage cans would be appreciated.
- The upgrades to the building are appreciated.

Councillor Wergeland stated:

- This is an attractive design.

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

- She could follow up on whether or not a variance would be required for outdoor seating.

Councillor Sanders stated:

- This is a great location; garbage cans are needed on the property.

Councillor Derman stated:

- Garbage and recycling facilities are needed on the property.

Councillor Haynes stated:

- Consideration of an outdoor seating area and more cycle racks would be appreciated; the location may attract more pedestrian and cycling traffic.

The Motion was then Put and CARRIED

Adjournment

On a motion from Councillor Derman, the meeting adjourned at 9:17 pm.

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CHAIR

I hereby certify these Minutes are accurate

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MUNICIPAL CLERK