



# AGENDA

For the Council Meeting to be Held  
At the Saanich Municipal Hall,  
770 Vernon Avenue  
**MONDAY MAY 8, 2017**

- I **6:00 P.M., COMMITTEE ROOM NO. 2**  
Motion to close the meeting to the public in accordance with Section 90 (1) (a) and (e) of the *Community Charter*.
- II **7:00 P.M., COUNCIL CHAMBERS**
- A. **DELEGATION**
1. **VICTORIA AIRPORT AUTHORITY**  
**P. 3** Report to Nominators Presentation
2. **CAPITAL REGION FOOD AND AGRICULTURE INITIATIVES ROUNDTABLE – YOUTH FOOD ACTION TEAM**  
**P. 4** Youth engagement in regional food security projects and information on the upcoming Youth and Food Conference
- B. **ADOPTION OF MINUTES**
1. Special Council meeting held April 24, 2017  
2. Special Council meeting held April 26, 2017  
3. Special Committee of the Whole held April 26, 2017  
4. Special Council meeting held May 1, 2017  
5. Council meeting held May 1, 2017  
6. Committee of the Whole meeting held May 1, 2017
- C. **BYLAWS - FINAL READING**
1. **4355 VIEWMONT AVENUE – HOUSING AGREEMENT**  
Final reading of “Housing Agreement Authorization Bylaw (4355 Viewmont Avenue), 2017, No. 9426”. To prohibit a Strata Bylaw or Strata Council from restricting rental of a dwelling for residential purposes.
- D. **PUBLIC INPUT (ON BUSINESS ITEMS E & F)**
- E. **BYLAWS FOR THREE READINGS**
1. **ELECTION BYLAW UPDATES**  
**P. 5** Report of the Director of Legislative Services dated May 1, 2017 recommending that Council endorse and give three readings to Bylaws 9425 and 9435.
- 9425 Election Procedures Bylaw, 2017
  - 9435 Automated Vote Counting System and Procedure Bylaw, 2017

2. **2017 FINANCIAL PLAN, TAX RATES, BORROWING AND PARCEL TAX BYLAWS**
- P. 18** Report of the Director of Finance dated May 3, 2017 recommending that Council give approval and three readings to Bylaws 9428, 9429, 9430, 9431, 9432, 9433 and 9434, and that Council pass a resolution to approve short term borrowing of five years from the Municipal Finance Authority of British Columbia, in accordance with section 175 of the *Community Charter*, a sum not exceeding \$126,000 for Cedar Hill Golf Course equipment with no right of renewal as outlined in the report.
- 9428 Financial Plan Bylaw (2017-2021)
  - 9429 Tax Bylaw
  - 9430 CRD Onsite Sewage Systems Service Parcel Tax Amendment Bylaw
  - 9431 Sewer Capital Program Loan Authorization Bylaw
  - 9432 Storm Drainage Capital Program Loan Authorization Bylaw
  - 9433 Transportation Capital Program Loan Authorization Bylaw
  - 9434 Parks Capital Program Loan Authorization Bylaw

**F. REPORTS FROM DIRECTORS**

1. **INDEPENDENT REVIEW OF ENVIRONMENTAL DEVELOPMENT PERMIT AREA (EDPA) – CONSIDERATION OF ADDITIONAL WORK BY DIAMOND HEAD CONSULTING**
- P. 33** Report of the Director of Planning dated May 3, 2017 recommending that Council provide direction to staff on the options for additional work by Diamond Head Consulting as outlined in the report.

\* \* \* Adjournment \* \* \*

**AGENDA**

For the Committee of the Whole Meeting

**\*\* IMMEDIATELY FOLLOWING \*\***

The Council Meeting in the Council Chambers

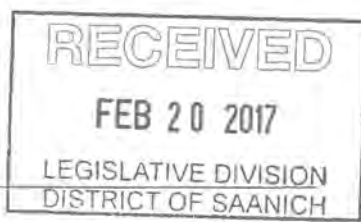
1. **4024, 4028, 4030, 4032, AND 4036 SHELBOURNE STREET – DEVELOPMENT PERMIT AND REZONING**
- P. 40** Report of the Director of Planning dated April 4, 2017 recommending that Council:
- approve the application to rezone to RA-8 (Apartment);
  - approve Development Permit DPR00591 for a proposed 68 unit apartment building with underground parking;
  - withhold final reading of the Zoning Amendment Bylaw and ratification of the Development Permit pending registration of a covenant and a housing agreement to secure the items outlined in the report, and payment for planting two Garry Oak trees in Glencraig Park; and
  - approve the application to discharge covenant EE135919 and EB75227.
- A Development Permit for Form and Character is required and variances are requested for building setback, building height, parking, and fence height.

\* \* \* Adjournment \* \* \*

**“IN CAMERA” COUNCIL MEETING IMMEDIATELY FOLLOWS**

District of Saanich  
Legislative Division  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-1775  
f. 250-475-5440  
saanich.ca



### Application to Appear as a Delegation

The collection of personal information you provide on this form is authorized under the *Local Government Act, Community Charter* and section 26(c) of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. The information will be used for the purpose of processing your application to appear as a delegation before Saanich Council. The application will form part of the meeting's agenda and will be published on the website. Your personal telephone number and e-mail address will not be released except in accordance with FIPPA. Questions about the collection of your personal information may be referred to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775.

#### General Information

Name of Organization or Association: Victoria Airport Authority

Meeting Date Requested (Except the last meeting of the month): 1,0,8 May 2017  
Application must be submitted by 12:00 noon at least 10 days prior to the meeting date.

#### Contact Information

Name of Contact Person (for Organization or Association): Melinda Orlowski - Executive Assistant and Corporate Secretary

Telephone Number: [Redacted]

E-mail: [Redacted]

#### Presentation Information

Please be specific and attach additional information if required. Maximum presentation time is 10 minutes.

Topic of Discussion  
*Please describe the topic of your presentation*

VAA President and CEO Geoff Dickson and District of Saanich Board Nominee Sharlene Smith are seeking to present VAA's Report to Nominators Presentation to Mayor and Council. Councillor Haynes suggested some time in May is appropriate. Suggest May 1, May 8 or May 29 based on VAA availability. VAA will be utilizing a PowerPoint for the update. 2016 Report to Nominators was provided to Mayor and Council in December 2016.

I have attached background materials: Yes  No  Printed background information should be submitted for distribution with the agenda, or bring 13 copies to the meeting.

Audio/Visual Presentation: Yes  No  Presentation materials need to be submitted by noon on the Friday before the meeting and tested on Saanich equipment.

#### For Office Use

Delegation for Meeting: May 8, 2017

Refer to Committee: \_\_\_\_\_

Refer to Department: \_\_\_\_\_ Direct Action: \_\_\_\_\_ Response: \_\_\_\_\_

Copy to Council

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District of Saanich  
Legislative Division  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-1775  
f. 250-475-5440  
saanich.ca



Council May 8/17



LEGISLATIVE SERVICES

Mayor  
Councillors  
Administrator

Council  
Administration  
Media

### Application to Appear as a Delegation

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#### General Information

Name of Organization or Association Youth Food Action Team of Capital Region Food and Ag Roundtable

Meeting Date Requested  
(Except the last meeting of the month)

8	05	2017
<small>Day</small>	<small>Month</small>	<small>Year</small>

Application must be submitted by 12:00 noon at least 10 days prior to the meeting date.

#### Contact Information

Name of Contact Person (for Organization or Association)

Linda Geggie

Telephone Number

[Redacted]

E-mail

[Redacted]

#### Presentation Information

Please be specific and attach additional information if required. Maximum presentation time is 10 minutes.

Topic of Discussion  
*Please describe the topic of your presentation*

The Youth Food Action Team would like to let council know about the work the team is doing to engage youth in Saanich in food security projects in the region as well as let them know about the Youth and Food Conference that is being organized for the fall.

I have attached background materials

Yes  No  Printed background information should be submitted for distribution with the agenda, or bring 13 copies to the meeting.

Audio/Visual Presentation

Yes  No  Presentation materials need to be submitted by noon on the Friday before the meeting and tested on Saanich equipment.

#### For Office Use

Delegation for Meeting: May 8, 2017

Refer to Committee: \_\_\_\_\_

Refer to Department: \_\_\_\_\_ Direct Action: \_\_\_\_\_ Response: \_\_\_\_\_

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x 1110-30

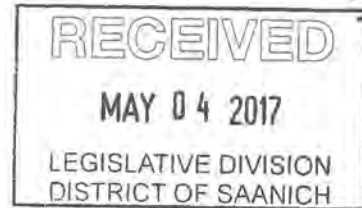


District of Saanich

Report

To: Mayor and Council  
From: Ken Watson, Director of Legislative Services  
Date: May 1, 2017  
Subject: Election Bylaw Updates

Mayor  
Councillors  
Administrator  
Council  
Administration  
Media



RECOMMENDATION

That Council endorse the bylaw revisions as provided, and give three readings to the updated Election Procedures Bylaw, 2017, No. 9425 and Automated Voting System and Procedures Bylaw, 2017, No. 9435.

PURPOSE

This report provides rational supporting the updating of two Bylaws related to the conduct of elections and provides, as attachments, updated bylaws for Council's consideration.

DISCUSSION

Updating of the "Elections Procedures Bylaw, 2011, No. 9138" and the "Automated Voting Machines General Local Elections Authorization and Procedure Bylaw, 1993, No. 7155" is needed in order to bring them into compliance with the most recent municipal election regulations contained in the *Local Government Act*.

In addition, minor modifications are proposed to both bylaws providing the Chief Election Officer with increased flexibility with respect to opportunities to be provided for advance, special, mail in and automated voting. Inclusion of this flexibility is proposed to better accommodate the reduced scope of a by-election in an effective and efficient way.

Consideration of these bylaw updates is time sensitive as section 56 of the *Local Government Act* requires that a bylaw be adopted at least 42 days before the start day of the nomination period to apply in relation to a by-election.

Copies of the two new bylaws are attached. For convenience of review only, modified or new sections are highlighted.

CM  
E.1

**FINANCIAL IMPLICATIONS**

Provision of the recommended flexibility to chief election officer in respect to alternative voting opportunities will reduce the cost of the by-election required to be held in 2017 as well as any by-elections required to be held in the future.

**CONCLUSIONS**

Revisions to these two bylaws are required to keep them current with the *Local Government Act* and additional revisions are recommended to provide flexibility for the effective and efficient conduct of by-elections.

Prepared by



Ken Watson  
Director of Legislative Services

KMW/sl

Attachments:

Elections Procedures Bylaw, 2017, No. 9425

Automated Vote Counting System Authorization and Procedures Bylaw, 2017, No. 9435

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Legislative Services.



Paul Thorkelsson  
Administrator

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9425

TO ESTABLISH PROCEDURES FOR THE  
CONDUCT OF LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING

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WHEREAS the Council may pursuant to the *Local Government Act* enact a bylaw to determine and set out procedures and requirements to be applied in the conduct of local government elections and other voting;

NOW THEREFORE the Municipal Council of The Corporation of the District of Saanich in open meeting assembled enacts as follows:

1. Definitions

In this bylaw,

“Council” means the Council of the Municipality;

“Elector” means a qualified resident elector or non-resident property elector of the Municipality;

“Election” means an election for the number of persons required to fill a local government office;

“General local election” means an election held in 2014 and in every 4<sup>th</sup> year after 2014 for the mayor and all councillors of the Municipality;

“General voting day” means:

- a) For a general local election, the 3<sup>rd</sup> Saturday of October in the year of the election,
- b) For other elections, the date set under sections 54, 55, or 152 of the *Local Government Act*, and
- c) For assent voting, the date set under section 174 of the *Local Government Act*;

“Municipality” means The Corporation of the District of Saanich;

“Nominator” means an elector of the Municipality;

2. Nomination of Candidates – Required Number of Qualified Nominators

- a) In accordance with section 86 (2) (a) of the *Local Government Act*, the Council sets the required minimum number of qualified nominators at 10.



- b) Notwithstanding section 2 a) of this Bylaw, the minimum number of qualified nominators for the office of School Trustee in the District of Saanich and Juan De Fuca (Willis Point) and District of Highlands (Durrance Lake Road) Trustee Electoral Area for School District No. 63 (Saanich) remains set at 2 in accordance with section 86 (1) (a) of the *Local Government Act*.

3. Electronic Access to Nomination Documents and Disclosure Statements

- a) In accordance with section 89 (8) of the *Local Government Act*, the Council provides for public access to nomination documents via the Saanich website from the time of filing until 30 days after the declaration of the election results.
- b) In accordance with section 59 (1) of the *Local Elections Campaign Financing Act*, the Council provides for public access to the campaign financing disclosure statements, the signed declarations, and the supplementary reports via the Saanich website from the time of filing until five (5) years after general voting day for the election to which they relate.

4. Additional General Voting Opportunities

In accordance with section 106 of the *Local Government Act*, the Council authorizes the Chief Election Officer to:

- a) Establish additional general voting opportunities for general voting day for each election or other voting; and, if established.
- b) Designate the voting places and voting hours, within the limits set out in section 106 (2) of the *Local Government Act*, for the additional general voting opportunities.

5. Required Advance Voting Opportunities

In accordance with section 107 (1) (b) of the *Local Government Act*, the Council requires the 2<sup>nd</sup> advance voting opportunity for each election or other voting to be held on the 5<sup>th</sup> day before general voting day.

6. Additional Advance Voting Opportunities

In accordance with section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer to:

- a) Establish dates for additional advance voting opportunities for each election or other voting to be held in advance of general voting day; and, if established
- b) Designate the voting places and set the voting hours for additional advance voting opportunities.

7. Special Voting Opportunities

In accordance with section 109 of the *Local Government Act*, the Council:

- a) Establishes special voting opportunities for each election or other voting;
- b) Authorizes the Chief Election Officer to establish the date and voting hours when and the place where the special voting opportunities are to be conducted;
- c) Restricts the persons who may vote at the special voting opportunities to electors who, on the date on which the special voting opportunities are held, are residents or patients or family members thereof, or are employees of the facilities at which special voting opportunities are conducted;
- d) Authorizes the Chief Election Officer to limit the number of candidate representatives who may be present at the special voting opportunities.
- e) Notwithstanding section 7 (a), where a by-election must be held pursuant to section 54 of the Local Government Act special voting opportunities may be provided at the discretion of the Chief Election Officer appointed by Council.

8. Mail Ballot Voting

- a) In accordance with section 110 of the *Local Government Act*, the Council provides for voting by mail ballot, and elector registration by mail, in conjunction with mail ballot voting, for those electors who meet the criteria in Section 8 b) for each election or other voting;
- b) The following electors are permitted to register to vote by mail and to vote by mail ballot:
  - (i) those persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity;
  - (ii) persons who expect to be absent from the Municipality on general voting day and at the times of all advance voting opportunities.
- c) The following procedures for voting and registration must apply:
  - (i) sufficient records will be kept by the Chief Election Officer so that challenges of the electors' right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*;
  - (ii) a person exercising the right to vote by mail ballot may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act* until 4:30 pm two days before general voting day.

- d) The Council authorizes the Chief Election Officer to determine and set time limits in relation to voting by mail.
- e) As provided in section 110 (9) of the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election.
- f) Notwithstanding section 8 (a), where a by-election must be held pursuant to section 54 of the *Local Government Act* mail ballot voting may be provided at the discretion of the Chief Election Officer appointed by Council.

9. Register of Resident Elector

- a) In accordance with section 76 of the *Local Government Act* the register of resident electors for the municipality will be the most current available provincial list of voters prepared under the *Election Act* of British Columbia, existing, in the case of a general local election, any other election, or voting, no later than 52 days prior to the date of holding the general local election, other election, or other voting.
- b) Where a by-election must be held pursuant to section 54 of the *Local Government Act* the Chief Election Officer may determine the register of resident electors to be as provided in 9 (a) or provide for voting day registration under section 69 of the *Local Government Act*.

10. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

11. Repeal

Elections Procedures Bylaw, 2011, No. 9138 and all amendments thereto are hereby repealed.

12. Title

This bylaw may be cited for all purposes as the “**ELECTIONS PROCEDURES BYLAW, 2017, NO. 9425**”.

Read a first time this

Read a second time this

Read a third time this



Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Mayor

# THE CORPORATION OF THE DISTRICT OF SAANICH

## BYLAW NO. 9435

### AUTOMATED VOTE COUNTING SYSTEM AUTHORIZATION AND PROCEDURES BYLAW

WHEREAS under the *Local Government Act*, the Council of the Corporation of the District of Saanich may, by bylaw provide for the use of automated voting machines, voting recorders or other devices for voting in an election (and other voting);

AND WHEREAS the Council wishes to establish various procedures and requirements under that authority;

NOW THEREFORE the Council of the Corporation of the District of Saanich, in open meeting assembled, enacts as follows:

#### 1 DEFINITIONS

1.1 The following words and phrases shall be defined as:

**"Acceptable Mark"** - A mark in the space provided on the ballot opposite a candidate's name or a question that the vote tabulator is able to read and count.

**"Automated Vote Counting System"** - An automated system that records and counts votes and processes and stores election results. The system is housed in two hardware components, the upper half being the vote tabulator and the lower half being the ballot box.

**"Auxiliary Ballot Box Bin"** - A separate compartment in the ballot box for ballots that have been marked by electors but not counted by the vote tabulator.

**"Ballot"** - A ballot card which may be a composite ballot for two or more elections to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes.

**"Ballot Account"** - An account of ballots prepared in accordance with Section 141 of the *Local Government Act*.

**"Ballot Box"** - The container for ballots that have been marked by electors.

**"Election Headquarters"** - The Saanich Municipal Hall, 770 Vernon Avenue, or other location within the boundary of the District of Saanich designated by the Chief Election Officer and used for the preparation and operation of the election.

**"Election Officials"** - Election officials appointed by the Chief Election Officer to assist the presiding election official at election proceedings and act as alternate presiding election official.

**"Memory Pack"** - A device that plugs into the vote tabulator that contains:

- a) the names of the candidates or questions being voted on;
- b) the alternative "yes" and "no" for each referendum question; and
- c) a mechanism to count votes for each election or referendum or opinion question being conducted.

**"Portable Ballot Box"** - A ballot box which is used in the election where a vote tabulator is not being used at the time of voting.

**"Presiding Election Official"** - Election official appointed by the Chief Election Officer to conduct election proceedings where the Chief Election Officer is not acting as presiding election official.

**"Register Tape"** - The printed record generated from a vote tabulator which shows:

- a) the number of ballots received;
- b) the number of ballots accepted;
- c) the number of ballots rejected; and
- d) the number of votes for each candidate; and for and against each question on which the opinion or assent from the electors is sought

**"Secrecy Sleeve"** - An open-ended envelope which may be used by an elector to cover the ballot to conceal the elector's marks.

**"Vote Tabulator"** - The part of the automated vote counting system into which the ballots are inserted and which scans each ballot and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

**"Voting Book"** - The book for recording the names of electors.

## **2 ELECTION PROCEDURES**

- 2.1 The Chief Election Officer may decide to conduct any local government election or other voting using an automated vote counting system as authorized under this Bylaw.
- 2.2 If automated vote counting machines are to be used, the Chief Election Officer must conduct a test of the automated vote counting system before each local government election and must be satisfied that it is in good working order.
- 2.3 As soon as the test of the automated vote counting system is completed, the Chief Election Officer must secure the memory packs and ensure that they will remain secured until the local government election.

## **3 FORM OF BALLOT**

- 3.1 The Chief Election Officer may provide for use of composite ballots on which an elector's votes on two or more elections may be indicated. If a ballot is in the form of a composite ballot each portion of the ballot that deals with a single election is to be considered a separate ballot.
- 3.2 Each ballot shall contain a space for an acceptable mark opposite each candidate's name, or opposite "yes" or "no" on a voting question.



- 3.3 The form of ballots shall be in accordance with the Local Government Act, unless a bylaw under section 117 of the Local Government Act has been passed and in such case the form of ballot shall be in accordance with section 117.

#### 4 VOTING PROCEDURES

- 4.1 The Chief Election Officer will select a presiding election official for each voting place whose duties are to ensure election officials demonstrate voting procedures, issue ballots and accept marked ballots at the vote tabular and ballot box, in addition to other general responsibilities for the supervision and control of the voting place.
- 4.2 Each elector is entitled to a demonstration of voting procedures from an election official assigned to perform demonstrations as soon as they enter the voting place. The elector will proceed from the demonstration area to the registration area.
- 4.3 An election official responsible for issuing ballots will:
- a) ensure that the elector is voting in the correct voting division, where required;
  - b) ensure the elector signs the voting book; and
  - c) provide a ballot to the elector, along with a secrecy sleeve if the elector so chooses, and the ballot marking pen.
- 4.4 Immediately after receiving the ballot, the elector must proceed to a voting compartment to vote, or if the elector is unable to mark a ballot because of a physical disability or difficulties in reading or writing or is unable to enter the voting place because of physical disability or impaired mobility, the elector may vote in accordance with the procedures outlined in Sections 131 and 132 of the Local Government Act.
- 4.5 The elector shall vote by making an acceptable mark on each ballot beside the chosen candidate (or candidates, where there is more than one vacancy), or beside the "yes" or "no" when the vote is on question. An elector may mark only up to the same number of spaces on the ballot as the number of vacancies in office and may not mark more than one space on a ballot for each ballot question.
- 4.6 Once the elector has finished marking the ballot, the elector must proceed to the vote tabulator, and under the supervision of the election official in attendance, insert the ballot into the vote tabulator without, so far as possible, the acceptable marks on the ballot being exposed.
- 4.7 If an elector has:
- a) unintentionally spoiled a ballot or made a mistake before it is deposited in a ballot box; or
  - b) if the vote tabulator will not accept the ballot
- the presiding election official must issue a new ballot to the elector and mark the returned ballot "spoiled". Spoiled ballots must be retained and kept separately from all other ballots and must not be counted in the election results.
- 4.8 If a ballot is rejected by the vote tabulator, the election official must advise the elector of the reason for the rejection as shown on the vote tabulator and give the elector the option of:
- a) completing a replacement ballot; or

- b) reinserting the returned ballot into the vote tabulator unit using the ballot return over-ride function to count the votes that have been completed correctly.
- 4.9 Any ballot counted by the vote tabulator is valid and will be counted in the election results, subject to any determination made by the Chief Election Officer on a recount
- 4.10 Once the ballot has been inserted into the ballot box, the elector must immediately leave the voting place.
- 4.11 If the vote tabulator stops functioning, the election official at the ballot box must insert all ballots delivered by the electors while the vote tabulator is not working into the auxiliary ballot box bin for counting at a later time.

## **5 ADVANCE VOTING OPPORTUNITIES PROCEDURES**

- 5.1 The vote tabulators and regular ballot boxes will be used to conduct advance voting opportunities unless the Chief Election Officer directs that portable boxes be used.
- 5.2 The voting procedures at the advance vote will follow the procedures described in Section 4 of this bylaw, as closely as possible.
- 5.3 At the close of the advance voting opportunity, the presiding election official must ensure:
  - a) that no additional ballots are inserted in the vote tabulator;
  - b) that the ballot boxes used are sealed to prevent insertion of additional ballots;
  - c) that the register tapes for the advance voting opportunity are not generated;
  - d) that the automated vote counting system including sealed memory packs are delivered locked to the Chief Election Officer for securing until general voting day.
- 5.4 The Chief Election Officer must ensure:
  - a) that the ballot boxes, complete with the memory packs used for the advance voting opportunity, remain sealed;
  - b) that the memory packs remain secure; and
  - c) that the register tapes for the advance voting opportunity are not generated,until 8:00 p.m. on general voting day.

## **6 SPECIAL VOTING OPPORTUNITIES (MOBILE POLLS)**

- 6.1 Pursuant to Section 109 of the Local Government Act Council may, by bylaw, establish special voting opportunities in order to give electors who may otherwise be unable to vote, an opportunity to do so.
- 6.2 A presiding election official may attend at pre-approved facilities to take the elector's vote.
- 6.3 Unless the Chief Election Officer determines it is practical to use an automated vote counting system, a portable ballot box shall be used for all special voting opportunities.

- 6.4 The presiding election officials appointed to attend at the pre-appointed special opportunities voting places shall conduct the voting in accordance with Section 4 of this bylaw, mutatis mutandis, but not limited to:
- a) explain and demonstrate the voting procedures;
  - b) fill out the voting book;
  - c) provide a ballot to the elector, along with a secrecy sleeve if the elector so chooses, and the ballot marking pen;
  - d) allow the elector to mark the ballot in private; and
  - e) ensure that the ballot is placed in the portable ballot box without, so far as possible, the acceptable marks on the ballot being exposed.
- 6.5 The presiding election official will ensure that the portable ballot box is secured. As soon as the presiding election official has attended all institutions as directed by the Chief Election Officer, the presiding election official must seal the portable ballot box and return it to the Chief Election Officer for safe keeping until general voting day.

## **7 POST-VOTE PROCEDURES**

- 7.1 Immediately after the voting place is closed, the presiding election official must:
- a) insert the ballots from the auxiliary ballot box into the vote tabulator;
  - b) secure the vote tabulator so that no more ballots can be inserted;
  - c) generate three copies of the register tape from the vote tabulator;
  - d) remove the memory pack from the vote tabulator and deliver it, along with one copy of the register tape, to the Chief Election Officer at election headquarters;
  - e) complete the ballot account to account for the voted ballots, unused ballots, spoiled ballots and unaccounted for ballots, attach one copy of the register tape and place the ballot account in the election materials transfer box;
  - f) place the voted ballots into the election materials transfer box;
  - g) place the spoiled ballots in a sealed envelope and place the envelope into the election materials transfer box;
  - h) seal the election materials transfer box;
  - i) place the lists of electors, the voting books, one copy of the register tape, a copy of the ballot account, completed elector registration cards, and all administrative forms into the Chief Election Officer envelopes; and
  - j) deliver the sealed election materials transfer box, the vote tabulator, and the Chief Election Officer envelopes to the Chief Election Officer at election headquarters.
- 7.2 The register tapes from the vote tabulators used at the advance vote will be generated at the election office after 8:00 p.m. on general voting day.
- 7.3 The portable ballot boxes will be opened, at the direction of the Chief Election Officer, by the designated election officials at the election office after 8:00 p.m. on general voting day, and all ballots will be removed and inserted into the vote tabulators for counting.

## **8 RECOUNT PROCEDURE**

- 8.1 If a recount is required:
- a) the memory packs of all vote tabulators will be cleared;



- b) vote tabulators will be designated for each voting place;
- c) all voted ballots will be removed from the sealed election materials transfer boxes;
- d) all voted ballots, except for spoiled ballots, will be re-inserted in the appropriate vote tabulators under the supervision of the Chief Election Officer;
- e) any ballots returned by the vote tabulator during the recount process shall, through the use of the ballot return over-ride procedure, be reinserted into the vote tabulator to ensure that any acceptable marks are counted

**9 REPEAL**

Automated Voting Machines General Local Elections Authorization and Procedure Bylaw, 1993, No. 7155, and all amendments thereto are hereby repealed.

**10 TITLE**

This Bylaw may be cited for all purposes as “Automated Vote Counting System Authorization and Procedures Bylaw, 2017, No. 9435”.

Read a first time this

Read a second time this

Read a third time this

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the

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Municipal Clerk

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Mayor

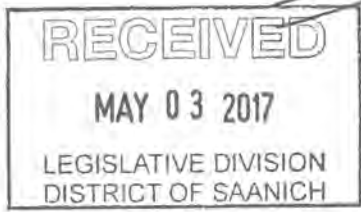
1410-04 Finance  
xref: 1110-30  
and 5280-20



The Corporation of the District of Saanich

Report

To: Mayor and Council  
From: Valla Tinney, Director of Finance  
Date: May 3, 2017  
Subject: 2017 Financial Plan, Tax Rates, Borrowing and Parcel Tax Bylaws



RECOMMENDATIONS

1. That Council give approval to the attached Bylaws 9428, 9429, 9430, 9431, 9432, 9433 and 9434; and
2. That Council pass the following resolution:
  - That Council approves a short term borrowing of five years from the Municipal Finance Authority of British Columbia, in accordance with section 175 of the Community Charter, a sum not exceeding \$126,000 for Cedar Hill Golf Course equipment with no right of renewal.

PURPOSE

The purpose of this report is to introduce the 2017 Financial Plan, Tax Rates, Borrowing and Parcel Tax Bylaws.

BACKGROUND

The attached Financial Plan and Tax Rates Bylaws have been prepared pursuant to the conclusion of the 2017 Special Committee of the Whole - Financial Plan Meetings and incorporate the resolutions of Council. The borrowing bylaws formalize the debt funding approved in the financial plan. The Parcel Tax Bylaw is for the Capital Regional District Onsite Sewage Systems Service.

DISCUSSION

Financial Plan Bylaw, 2017, No.9428,

The Financial Plan Bylaw is formatted to comply with the Community Charter and incorporates the operating budget, capital expenditure program and transfers to and from reserve funds. The

CM  
E.2

plan includes a general forecast for the balance of the five year horizon based on the following general assumptions for years 2018 to 2021:

1. 0% annual inflation factor applied to most expenditures.
2. 1% annual inflation factor applied to fees and charges.
3. Future commitments stemming from positions approved in 2017.
4. Wage and benefit costs per collective agreement commitments.
5. Water rates increased annually by an inflation factor of 2% to support infrastructure replacement.
6. Sewer rates increased 3% annually to support infrastructure replacement.

The capital component of the five year financial plan focuses on increasing infrastructure replacement in the near term to sustainable levels. This forecast is based on the following assumptions:

1. 2% annual increase in core capital funding from taxation,
2. Property taxation increased an additional 0.75% annually to increase capital funding for infrastructure,
3. Debt levels within Council Policy,
4. Federal gas tax funding allocated to transportation,
5. New infrastructure funding mainly relies on modest debt room, government grants, community contributions and operating budgets, and
6. All figures shown in current year (2017) dollars – no inflation allowance,

Projected preliminary property tax increases in year's 2 to 5 average 2.5% per year for operations, 0.1% for new infrastructure operating costs and 0.75% to 1% for increased capital infrastructure funding.

The draft financial plan has been adjusted to incorporate motions from the April 26, 2017 meeting of Council which results in a decrease in the tax impact to average residential property owners from 3.95% to 3.53%.

### **Tax Rates Bylaw, 2017 No. 9429**

The Tax Rates Bylaw establishes tax rates for municipal and regional purposes pursuant to the Financial Plan and the Capital Regional District requisition. The municipal general tax increase to the average residential homeowner, net of new construction and development, is 2.29% for operations, 0.28% for resource requests and 0.86% to increase capital spending on infrastructure and 0.10% for the Greater Victoria Public Library or \$85.72.

The schedule of tax rates appended to the Tax Rates Bylaw has been prepared using the 2017 multiples for Municipal and CRD purposes noted above.

### **Borrowing Bylaws**

The Borrowing Bylaws provide authorization to borrow the amount approved in the 2017 Financial Plan to support the capital program. Borrowing resolutions will subsequently come forward to Council for approval as required under the Community Charter when the funds are needed as expenditures for projects commence.

Approval of the Inspector of Municipalities is required prior to adoption of the loan authorization bylaws by Council in accordance with Section 179 of the *Community Charter*. Approval of the

electors is not required as the Municipality's debt servicing level is within the assent free zone established by Municipal Liabilities Regulation 254/2004.

Four Loan Authorization Bylaws are required:

1.	Sewer Capital Program (Bylaw No. 9431):	1,500,000
2.	Storm Drainage Capital Program (Bylaw No. 9432):	1,500,000
3.	Transportation Capital Projects (Bylaw No. 9433):	2,000,000
4.	Parks Capital Projects (Bylaw No. 9434):	<u>1,300,000</u>
		<u>\$ 6,300,000</u>

A resolution to authorize short term borrowing for equipment is also needed:

- Five year borrowing for Cedar Hill Golf Course equipment of \$126,000

**CRD Onsite Sewage Systems Service Parcel Tax Bylaw, 2017, No. 9430**

The annual parcel tax will increase by \$0.44 from \$20.64 to \$21.08 for the regional district onsite sewage septic systems service.

Report prepared by Valla Tinney  
Valla Tinney, Director of Finance

**Chief Administrative Officer's Comments:**

I endorse the recommendation of the Director of Finance.

  
Paul Thorkeleson, CAO

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9428

TO ADOPT THE FINANCIAL PLAN FOR THE PERIOD 2017 TO 2021

WHEREAS the Municipal Council has caused to be prepared the Financial Plan for the period 2017 to 2021 in accordance with the provision of Section 165 of the Community Charter;

THEREFOR the Municipal Council of The Corporation of the District of Saanich enacts as follows:

1. The Financial Plan for the period 2017 to 2021 being Schedule "A" - General; Schedule "B" - Water Utility; Schedule "C" - Sewer Utility; and, Schedule "D" - Revenue and Tax Policy Disclosure; all attached to this Bylaw, is hereby adopted.
2. This Bylaw may be cited for all purposes as the "**FINANCIAL PLAN BYLAW, 2017, NO. 9428**".

Read a first time this

Read a second time this

Read a third time this

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**FINANCIAL PLAN  
BYLAW NO. 9428  
SCHEDULE "A"  
GENERAL**

	2017	2018	2019	2020	2021
	\$	\$	\$	\$	\$
<b>REVENUES</b>					
<b>TAXATION</b>					
Property Taxes	116,007,300	121,540,100	124,860,100	127,723,400	131,079,000
Parcel Taxes	20,000	20,000	20,000	20,000	20,000
Utilities & Other	1,505,100	1,535,200	1,565,900	1,597,200	1,629,100
	<u>117,532,400</u>	<u>123,095,300</u>	<u>126,446,000</u>	<u>129,340,600</u>	<u>132,728,100</u>
Fees and Charges	27,283,000	27,555,800	27,831,400	28,109,700	28,390,800
Other Revenues	12,202,000	10,695,000	10,786,100	10,879,600	10,914,200
<b>TOTAL</b>	<b><u>157,017,400</u></b>	<b><u>161,346,100</u></b>	<b><u>165,063,500</u></b>	<b><u>168,329,900</u></b>	<b><u>172,033,100</u></b>
<b>EXPENSES</b>					
Operating Purposes	151,134,800	149,118,500	152,222,700	155,344,200	158,483,000
Debt Interest	1,154,100	1,310,100	1,455,700	1,627,300	1,798,600
<b>TOTAL</b>	<b><u>152,288,900</u></b>	<b><u>150,428,600</u></b>	<b><u>153,678,400</u></b>	<b><u>156,971,500</u></b>	<b><u>160,281,600</u></b>
<b>OPERATING SURPLUS</b>	<b>4,728,500</b>	<b>10,917,500</b>	<b>11,385,100</b>	<b>11,358,400</b>	<b>11,751,500</b>
<b>ADD BACK NON CASH ITEM</b>					
Amortization Expense	15,109,700	15,562,900	16,029,800	16,510,600	17,005,900
<b>CASH SURPLUS</b>	<b><u>19,838,200</u></b>	<b><u>26,480,400</u></b>	<b><u>27,414,900</u></b>	<b><u>27,869,000</u></b>	<b><u>28,757,400</u></b>
<b>Borrowing Proceeds</b>	<b>8,435,900</b>	<b>6,265,000</b>	<b>5,682,000</b>	<b>5,285,000</b>	<b>4,795,000</b>
<b>Transfers from</b>					
Reserve Funds	24,689,000	20,006,600	15,703,800	13,729,600	17,817,900
Reserve for Future Expenditures	20,211,700	2,354,900	2,354,900	2,354,900	2,354,900
	<u>53,336,600</u>	<u>28,626,500</u>	<u>23,740,700</u>	<u>21,369,500</u>	<u>24,967,800</u>
<b>Capital Purposes</b>	<b>57,177,900</b>	<b>37,797,300</b>	<b>33,526,100</b>	<b>31,431,500</b>	<b>35,624,100</b>
<b>Debt Principal Repayment</b>	<b>1,443,800</b>	<b>2,074,500</b>	<b>2,364,600</b>	<b>2,706,500</b>	<b>3,047,900</b>
<b>Transfers to Reserve Funds</b>					
Public Safety and Security	825,700	825,700	825,700	825,700	825,700
Carbon Neutral	238,200	238,200	238,200	238,200	238,200
Equipment Replacement	1,566,900	1,598,200	1,630,200	1,662,800	1,696,100
Capital Works	5,101,600	5,222,000	7,064,000	6,573,300	6,254,500
Commonwealth Pool Operations	61,300	61,300	61,300	61,300	0
Commonwealth Pool HP Repair	20,000	20,000	20,000	20,000	20,000
Facilities Major Repair & Replacement	2,460,200	2,298,700	2,800,000	2,856,000	2,913,100
Computer Hardware & Software	4,279,200	4,971,000	2,625,500	2,863,200	3,105,600
	<u>73,174,800</u>	<u>55,106,900</u>	<u>51,155,600</u>	<u>49,238,500</u>	<u>53,725,200</u>
<b>NET TRANSFERS TOTAL</b>	<b><u>(19,838,200)</u></b>	<b><u>(26,480,400)</u></b>	<b><u>(27,414,900)</u></b>	<b><u>(27,869,000)</u></b>	<b><u>(28,757,400)</u></b>
<b>FINANCIAL PLAN BALANCE</b>					



**THE CORPORATION OF THE DISTRICT OF SAANICH**

**FINANCIAL PLAN  
BYLAW NO. 9428  
SCHEDULE "B"  
WATER UTILITY**

	2017	2018	2019	2020	2021
	\$	\$	\$	\$	\$
<b>REVENUES</b>					
Other Revenue	132,100	132,100	132,100	132,100	132,100
Fees and Charges	21,002,800	21,432,500	21,814,900	22,200,300	22,588,700
Development Cost Charges	95,800	-	-	-	-
<b>TOTAL</b>	<b>21,230,700</b>	<b>21,564,600</b>	<b>21,947,000</b>	<b>22,332,400</b>	<b>22,720,800</b>
<b>EXPENSES</b>					
Operating Purposes	16,051,400	16,344,300	16,639,000	16,935,700	17,234,400
<b>TOTAL</b>	<b>16,051,400</b>	<b>16,344,300</b>	<b>16,639,000</b>	<b>16,935,700</b>	<b>17,234,400</b>
<b>OPERATING SURPLUS</b>	<b>5,179,300</b>	<b>5,220,300</b>	<b>5,308,000</b>	<b>5,396,700</b>	<b>5,486,400</b>
<b>ADD BACK NON CASH ITEM</b>					
Amortization Expense	2,082,200	2,144,700	2,209,000	2,275,300	2,343,600
<b>CASH SURPLUS</b>	<b>7,261,500</b>	<b>7,365,000</b>	<b>7,517,000</b>	<b>7,672,000</b>	<b>7,830,000</b>
Transfers from					
Reserve for Future Expenditures	10,888,200	-	-	-	-
Accumulated Surplus	250,000	250,000	250,000	250,000	250,000
	<u>11,138,200</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Capital Purposes	18,399,700	7,615,000	7,767,000	7,922,000	8,080,000
<b>NET TRANSFERS TOTAL</b>	<b>(7,261,500)</b>	<b>(7,365,000)</b>	<b>(7,517,000)</b>	<b>(7,672,000)</b>	<b>(7,830,000)</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**THE CORPORATION OF THE DISTRICT OF SAANICH**

**FINANCIAL PLAN  
BYLAW NO. 9428  
SCHEDULE "C"  
SEWER UTILITY**

	2017	2018	2019	2020	2021
	\$	\$	\$	\$	\$
<b>REVENUES</b>					
Other Revenue	320,500	68,400	70,500	72,600	74,700
Fees and Charges	19,458,000	21,384,100	23,223,000	24,743,900	26,414,800
<b>TOTAL</b>	<b>19,778,500</b>	<b>21,452,500</b>	<b>23,293,500</b>	<b>24,816,500</b>	<b>26,489,500</b>
<b>EXPENSES</b>					
Operating Purposes	15,614,200	17,265,500	18,918,800	20,574,200	22,231,700
Debt Interest	299,100	323,200	362,200	385,200	419,000
<b>TOTAL</b>	<b>15,913,300</b>	<b>17,588,700</b>	<b>19,281,000</b>	<b>20,959,400</b>	<b>22,650,700</b>
<b>OPERATING SURPLUS</b>	<b>3,865,200</b>	<b>3,863,800</b>	<b>4,012,500</b>	<b>3,857,100</b>	<b>3,838,800</b>
<b>ADD BACK NON CASH ITEM</b>					
Amortization Expense	2,242,700	2,310,000	2,379,300	2,450,700	2,524,200
<b>CASH SURPLUS</b>	<b>6,107,900</b>	<b>6,173,800</b>	<b>6,391,800</b>	<b>6,307,800</b>	<b>6,363,000</b>
<b>Borrowing Proceeds</b>	<b>3,000,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
<b>Transfers from</b>					
Reserve Funds	40,000	40,000	40,000	40,000	40,000
Reserve for Future Expenditures	8,111,600	-	-	-	-
Accumulated Surplus	150,000	150,000	150,000	150,000	150,000
	<b>11,301,600</b>	<b>1,690,000</b>	<b>1,690,000</b>	<b>1,690,000</b>	<b>1,690,000</b>
<b>Capital Purposes</b>	<b>15,810,200</b>	<b>6,735,000</b>	<b>6,992,000</b>	<b>6,931,000</b>	<b>6,873,000</b>
Transfers to Capital Reserve	1,141,600	639,700	523,000	459,400	505,300
Debt Principal	457,700	489,100	566,800	607,400	674,700
	<b>17,409,500</b>	<b>7,863,800</b>	<b>8,081,800</b>	<b>7,997,800</b>	<b>8,053,000</b>
<b>NET TRANSFERS TOTAL</b>	<b>(6,107,900)</b>	<b>(6,173,800)</b>	<b>(6,391,800)</b>	<b>(6,307,800)</b>	<b>(6,363,000)</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**FINANCIAL PLAN  
BYLAW NO. 9428  
SCHEDULE "D"  
REVENUE AND TAX POLICY DISCLOSURE**

**Proportions of Total Revenue**

<u>Funding Sources</u>	
Property Taxes	42.38%
Fees and Charges	24.74%
Borrowing Proceeds	4.18%
Other Sources	28.70%
	100.00%

The Municipality will continue to pursue revenue diversification to minimize the overall percentage of revenue raised from property taxes wherever possible. The objective is to continue maintaining a reasonable tax burden by maximizing other revenue sources, lowering the cost of municipal services and shifting the burden to user fees and charges where feasible.

**Distribution of Property Taxes**

<u>Property Class</u>	
1 Residential	76.36%
2 Utilities	0.36%
3 Supportive Housing	0.00%
5 Light Industry	0.17%
6 Business & Other	23.01%
7 Managed Forest	0.00%
8 Rec/Non-Profit	0.10%
9 Farm	0.00%
	100.00%

The Municipality will continue to set tax rates to ensure tax stability by maintaining the proportionate relationship between classes and uniform annual tax increases. The 2015 - 2018 Draft Saanich Strategic Plan target for the proportion of business property tax revenue is set at a minimum of 23%.

**Permissive Tax Exemptions**

The Municipality will continue to support local organizations through permissive tax exemptions. The objective is to consider exemptions individually on their merits, in context with the Saanich Strategic Plan.

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9429

FOR THE LEVYING OF RATES AND TAXES FOR THE YEAR 2017

The Council of The Corporation of the District of Saanich, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2017:
  - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the Schedule attached hereto and forming a part hereof.
  - (b) For purposes of the Capital Regional District on the assessed value of land and Improvements taxable for general municipal purposes, rates appearing in column "B" of the Schedule attached hereto and forming a part hereof.
  - (c) For hospital purposes on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in column "C" of the schedule attached hereto and forming a part hereof.
  - (d) For purposes of the expenses related to the Cadboro Bay Village Business Improvement Association and referred to in Bylaw No. 9264 on the assessed value of all land and improvements that fall into Class 6 of the assessments within the designated business improvement area as defined in Bylaw No. 9264 and referred to as the Cadboro Bay Village Business Improvement Area, \$1.32661 per \$1,000 taxable value.
2. The aforesaid rates and taxes shall be considered to have been imposed on and from the First (1st) day of January 2017. Such rates and taxes are not deemed to be paid until payment is received in the office of the Collector of The Corporation at 770 Vernon Avenue, Victoria, B.C.
3. This bylaw may be cited for all purposes as the "**TAX BYLAW, 2017, NO. 9429**".

Read a first time this

Read a second time this

Read a third time this

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the

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Municipal Clerk

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Mayor

**2017  
SCHEDULE**

Tax Rates (dollars of tax per \$1000 taxable value)

Property Class	A	B	C
	Municipal General	Regional District	Regional Hospital District
(1) Residential	3.32494	0.26023	0.25896
(2) Utilities	31.64091	2.47641	0.90636
(3) Supportive Housing	3.32494	0.26023	0.25896
(4) Major Industry	8.96859	0.70194	0.88046
(5) Light Industry	8.96859	0.70194	0.88046
(6) Business/Other	12.93571	1.01243	0.63445
(7) Managed Forest	20.40701	1.59718	0.77688
(8) Recreational/Non Profit	8.12425	0.63585	0.25896
(9) Farm	0.50000	0.03914	0.25896

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9430

TO AMEND BYLAW NO. 8915,  
BEING THE "CRD ONSITE SEWAGE  
SYSTEMS SERVICE PARCEL TAX BYLAW, 2008"

The Municipal Council of The Corporation of the District of Saanich in open meeting assembled enacts as follows:

1. Bylaw No. 8915 being the "CRD Onsite Sewage Systems Service Parcel Tax Bylaw, 2008" is hereby amended as follows:
  - (a) By deleting Section 3 and substituting therefor the following:

"3. Imposition of Parcel Tax

A parcel tax in the amount of \$21.08 is hereby imposed on each parcel in the Corporation of the District of Saanich that appears on the authenticated CRD Onsite Sewage Systems Service Parcel Tax Roll."
  - (b) By deleting Section 4 and substituting therefor the following:

"4. Term

The parcel tax imposed under this Bylaw will be imposed for the year 2017."
2. This Bylaw may be cited for all purposes as the "**CRD ONSITE SEWAGE SYSTEMS SERVICE PARCEL TAX BYLAW, 2008, AMENDMENT BYLAW, 2017, NO. 9430**".

Read a first time this

Read a second time this

Read a third time this

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the

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Municipal Clerk

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Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**  
**BYLAW NO. 9431**  
**TO AUTHORIZE BORROWING FOR**  
**SEWER CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to improve the sewer system in the Sewer Service Area of the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$1,500,000 which is the amount of debt intended to be created by this bylaw;

NOW THEREFORE, the Municipal Council of The Corporation of the District of Saanich in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the sewer system in the Sewer Service Area of the Municipality of Saanich, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$1,500,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the **"SEWER CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9431"**.

Read a first time this

Read a second time this

Read a third time this

Received the approval of the Inspector of Municipalities on the

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the

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Municipal Clerk

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Mayor

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9432

**TO AUTHORIZE BORROWING FOR  
STORM DRAINAGE CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to construct (improve) the storm drainage system in the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$1,500,000 which is the amount of debt intended to be created by this bylaw;

NOW THEREFORE, the Municipal Council of The Corporation of the District of Saanich in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the storm drainage system, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$1,500,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the **"STORM DRAINAGE CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9432"**.

Read a first time this

Read a second time this

Read a third time this

Received the approval of the Inspector of Municipalities on the

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the

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Municipal Clerk

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Mayor



**THE CORPORATION OF THE DISTRICT OF SAANICH**  
**BYLAW NO. 9433**  
**TO AUTHORIZE BORROWING FOR**  
**TRANSPORTATION CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to construct (improve) the transportation infrastructure in the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$2,000,000 which is the amount of debt intended to be created by this bylaw;

NOW THEREFORE, the Municipal Council of The Corporation of the District of Saanich in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the transportation infrastructure, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$2,000,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the **"TRANSPORTATION CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9433"**.

Read a first time this

Read a second time this

Read a third time this

Received the approval of the Inspector of Municipalities on the

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the

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Municipal Clerk

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Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**  
**BYLAW NO. 9434**  
**TO AUTHORIZE BORROWING FOR**  
**PARKS CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to construct (improve) the parks infrastructure in the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$1,300,000 which is the amount of debt intended to be created by this bylaw;

NOW THEREFORE, the Municipal Council of The Corporation of the District of Saanich in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the parks infrastructure, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$1,300,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the **"PARKS CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9434"**.

Read a first time this

Read a second time this

Read a third time this

Received the approval of the Inspector of Municipalities on the

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the

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Municipal Clerk

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Mayor



The Corporation of the District of Saanich

Mayor  
Councillors  
Administrator  
Council  
Administrator  
Media

# Report

**To:** Mayor and Council  
**From:** Sharon Hvozdanski, Director of Planning  
**Date:** May 3, 2017  
**Subject:** Independent Review of Environmental Development Permit Area (EDPA) – Consideration of Additional Work by Diamond Head Consulting Ltd  
**File:** 2860-25

## RECOMMENDATION

That Council provide direction to staff as to how it wishes to proceed.

## PURPOSE

The Purpose of this report is to seek Council’s direction on: if, how many, and the nature of field trip(s) they would like Diamond Head Consulting Ltd to undertake as part of their independent review of the Environmental Development Permit Area (EDPA).

## DISCUSSION

### Background

Aqua-Tex Consulting has made an offer to take the consultant undertaking the independent review of the EDPA (Diamond Head Consulting Ltd) on a day long field trip. As this is a change in both scope of work and the Terms of Reference previously approved by Council, your direction is being sought on this matter.

### Aqua-Tex Field Trip Offer

In their letter of April 3, 2017 Aqua-Tex proposes that Diamond Head Consulting Ltd undertake a one day field trip based on defined terms and conditions, as part of their EDPA review process. The subject letter forms part of the Agenda package.

### Diamond Head Consulting Feedback

In an effort to provide Council with background information to help make this decision, Diamond Head Consulting Ltd has been asked to respond in writing to Saanich as to their thoughts on Aqua-Tex’s offer and associated budget implications. The subject letters form part of the Agenda package.



**CM  
F.1**

**ALTERNATIVES**

1. Request Diamond Head Consulting Ltd undertake the field trip as outlined in Aqua-Tex's letter of April 3, 2017.
2. Request Diamond Head Consulting Ltd undertake two separate field trips, one with Aqua-Tex and one with a multiple stakeholder group as outlined in Diamond Head's letters of April 10 and 17, 2017.
3. Request Diamond Head Consulting Ltd undertake an independent self-guided field trip as defined in Diamond Head's letters of April 10 and 17, 2017.
4. Do not request Diamond Head Consulting Ltd undertake any additional work as part of their contract.

**IMPLICATIONS**

**Financial**

Financial implications of the additional work (Alternatives 1-3) are as outlined in Diamond Head's and Aqua-Tex's letters. If Council wishes additional work to be undertaken, the additional required funds would need to be allocated to this project.

**Timing**

If Council wishes additional work to be undertaken, a 1-3 week delay in the completion of Diamond Head's contract could be anticipated. A 2-3 week delay would be predicted for Alternative 2 as additional time would be required to arrange and undertake the two separate field trips.

Prepared and  
Approved by




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Sharon Hvozdzanski  
Director of Planning

SH/jp

G:\ENV\Development Permit Areas\EDPA\AA Reports to Council\2017 RTCs\Diamond Head Consulting Field Review\REPORT\_DIAMOND HEAD CONSULTING FIELD REVIEW\_MAY 3 2017.docx

Attachments

cc: Paul Thorkelsson, Administrator

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Planning.




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Paul Thorkelsson, Administrator





## DIAMOND HEAD CONSULTING LTD.

3551 Commercial Street  
Vancouver, BC V5N 4E8  
T: 604.733.4886 F: 604.733.4879  
www.diamondheadconsulting.com

**To:** Sharon Hvozdzanski, Director of Planning, District of Saanich  
**From:** Jimmy Allen, RPBio, RPP, MCIP  
**Date:** 17 April 2017  
**Re:** Response to memo requesting 1-day field trip with Diamond Head senior staff

We have been informed that a request has been made to Mayor Atwell and Saanich Councillors by Mr. Patrick Lucey of Aqua-tex Scientific Consulting Ltd. to help the Diamond Head Consulting (DHC) team in the EDPA review by leading a guided one-day field trip to visit "properties on which the application of the EDPA has been considered controversial." Mr. Lucey and some of his colleagues have offered to volunteer their time for this field trip to share their local experience and knowledge working with Garry Oak and associated ecosystems and the EDPA process. Mr. Lucey has requested that three senior planning and biology staff from DHC attend the field trip.

DHC was hired as a third party consultant to assist the District of Saanich in its review of the EDPA process. As part of this review process, the DHC team is working diligently to ensure that there is an equal opportunity for interested stakeholders to provide their valuable input and feedback to help inform any subsequent recommendations that may be proposed. However, DHC has neither endorsed nor encouraged any requests by stakeholders to expand the scope of this review process beyond what was agreed to under our contract with the District of Saanich.

DHC is aware that stakeholder groups have a significant interest in the EDPA process, and that it is important to ensure various viewpoints are understood. DHC also recognizes that it is important to have an understanding of local ecosystems and the regulatory framework to make informed recommendations. However, it is also equally important that DHC maintains its role as a third party, arm's length consultant. The District of Saanich has invested considerable time and resources into the EDPA review; the recommendations that come out of this review process must be delivered without bias, prejudice or partisanship to ensure their validity. Any evidence, or perception, to the contrary can invalidate the process and recommendations. This is why, other than delivery of progress reports and information bulletins, DHC has maintained an equal opportunity, arm's length policy with all parties including staff, stakeholders, Council, and the general public, and will not be releasing any final recommendations until all feedback has been received.

With regard to Mr. Lucey's request to lead a field trip, DHC again acknowledges the value of understanding local ecosystems and the issues pertaining to the implementation of the EDPA. DHC strongly believes that a self-directed field trip, assisted by a non-partisan expert in Garry Oak ecosystems whom we contact directly, can address the concerns that Mr. Lucey has thoughtfully described in his memo to Council. This method of engagement can also alleviate any potential concerns regarding the impartiality of the EDPA review process. This will help ensure that any potential recommendations have been arrived at independently and can be implemented with the confidence that they have been thoughtfully considered with a firm understanding of the local context, stakeholder input, best practices, and regulatory framework.

Sincerely,



**DIAMOND HEAD  
CONSULTING LTD.**

3551 Commercial Street  
Vancouver, BC V5N 4E8  
T: 604.733.4886 F: 604.733.4879  
www.diamondheadconsulting.com

10 April 2017

Sharon Hvozanski, Director of Planning  
District of Saanich  
770 Vernon Ave.  
Victoria, BC, V8X 2W7

**Re: Field Trip Budget – District of Saanich EDPA Review**

This budget proposal responds to the District of Saanich’s request regarding the addition of a potential field trip associated with the District’s Environmental Development Permit Area review. We are providing three budget options as described below:

**Option 1: 1 day field trip led by Mr. Patrick Lucey representing biologists**

Mr. Lucey has requested specific conditions (e.g. number of staff, timing, flight) for this field trip.

Task	Hours	Hourly Rate	Total
Field trip (0830h to 1700h)	25.5 (8.5h x 3 staff)	\$120	\$3060.00
Travel	9 (3h x 3 staff)	\$120	\$1080.00
Reporting	3	\$120	\$360.00
Disbursements (1 flight x 3 people)			\$1200.00
<b>TOTAL</b>			<b>\$5700.00</b>

**Option 2: 1 day field trips for multiple stakeholder groups**

To ensure the EDPA review remains impartial, additional stakeholder groups (e.g. Saanich Action For the Environment, Saanich Citizens for a Responsible Environment Society) should be given the opportunity to lead their own field trips. We suggest reduced staff and hours for this option, while also ensuring all stakeholder groups have an equal opportunity to provide input. We are also assuming a \$1,000 stipend for each stakeholder group to help lead a field trip.

Task	Hours	Hourly Rate	Total
Field trips (3 days)	36 (6h/day x 2 staff)	\$120	\$4,320
Travel (3 days)	18 (3h/day x 2 staff)	\$120	\$2,160
Reporting	9	\$120	\$1,080.00
Disbursements (3 flights x 2 people)	n/a	n/a	\$2,400.00
Stakeholder stipend (3 x \$1000 each)			\$3,000
<b>TOTAL</b>			<b>\$9,960</b>

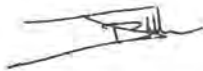
**Option 3: Independent self-guided field trip**

This option provides DHC the opportunity to investigate a range of sites independently to gain a better understanding of Garry Oak ecosystems in urban environments, particularly as they pertain to the EDPA review. To ensure the independence of the review, a third party individual or group (e.g. GOERT) would be contracted to provide local expertise. We are assuming a \$1,000 stipend for third party assistance to help lead this investigation.

<b>Task</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Field trips (1 day)	12 (6h/day x 2 staff)	\$120	\$1,440
Travel (1 day)	6 (3h/day x 2 staff)	\$120	\$720.00
Reporting	3	\$120	\$360.00
Disbursements (1 flight x 2 people)	n/a	n/a	\$800.00
Stipend (\$1,000)			\$1,000
<b>TOTAL</b>			<b>\$4,320.00</b>

Please note that the timing of all field trips will be determined subject to budget approval and availability. Applicable taxes are not included in budget estimates. If there are any questions or concerns regarding this budget please feel free to call us at 604 649 7041, any time.

Sincerely,



J.B. Allen, MCIP, RPP, RPBio





390-7th Avenue,  
Kimberley, B.C. V1A 2Z7  
Tel: (250) 427-0260  
Fax: (250) 427-0280  
e-mail: aqua-tex@islandnet.com

201 – 3690 Shelbourne Street  
Victoria, B.C. V8P 4H2  
Tel: (250) 598-0266  
Fax: (250) 598-0263

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**To:** Richard Atwell, Mayor, District of Saanich  
**Cc:** Saanich Councillors, CAO Paul Thorkelsson  
**From:** Wm. Patrick Lucey, M.Sc., R.P. Bio., CBiol., MRSB, Sr. Aquatic Ecologist  
**Date:** April 3<sup>rd</sup>, 2017  
**Re:** 1-day field trip with Diamond Head senior staff  
**File:** /Volumes/Working Files/Projects (server)/Saanich/2017 EDPA  
Review/MemoRequestingDiamondHeadfieldtrip170325.docx

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Dear Mayor Atwell and Saanich Councillors:

I would like to volunteer my services, and those of some of my colleagues, to help Diamond Head Consulting in their review of the EDPA process.

Professional Biologists (and other professionals) play a critical role in the EDPA process, and bring a wealth of experience to the table. Having been professional participants in the EDPA review process, we strongly believe that the most effective way to provide helpful input is in having three senior planning and biology staff members of Diamond Head conduct a 1-day field trip, with us, to visit a number of properties on which the application of the EDPA has been controversial.

In discussions with Diamond Head staff, it is apparent that the Diamond Head staff have not walked the properties which have been brought to the attention of Mayor and Council, especially with respect to having the properties removed from the EDPA Atlas. Diamond Head staff have indicated that they do not have any working experience with Garry oak and associated ecosystems and believe that a field trip would help them understand the major issues.

Without this on-the-ground experience, it is hard for them to provide informed comment on either the ecological function of those properties or how a policy and/or regulatory framework should be designed to optimally manage the plant communities on those, and other, properties in Saanich.

As this is not currently part of the Diamond Head budget, we respectfully request that Council and the CAO authorize a change in scope (and associated budget) to make this possible.

Our proposed scope is:

1. A 1-day field trip (from 8:30 am to 5:00 pm) to be taken by senior Diamond Head staff, guided by a small group of professionals, to conduct site visits to numerous Saanich properties. The purpose of this is to provide Diamond Head staff with specific knowledge of the types of plant communities on 1) properties that have been reviewed for exclusion from the Saanich EDPA Atlas, 2) Saanich Public Lands, and 3) examples of relatively intact sensitive ecosystems (particularly of the Garry Oak variety) as a base-line. *It is essential that participation is from senior Diamond Head staff, and that they make themselves available for the full day.*
2. The professionals conducting the 1-day field tour would discuss with Diamond Head senior staff which three Diamond Head staff would conduct the 1-day field tour.
3. Preferably, the three Diamond Head staff coming to take the 1-day field tour would fly into Victoria and return by air flight to Vancouver to maximize the time spent on the field tour.



4. Alternatively, the three Diamond Head staff coming to take the 1-day field tour would come the evening before the tour and return by ferry to Vancouver.
5. The tour would be conducted by professionals with long experience working with the EDPA process.
6. No Saanich staff, nor elected officials, would be invited to attend the 1-day field tour; we want this to be purely focused on the professional biologist/arborist/LArch perspective.
7. The professionals conducting the 1-day field tour would volunteer their time.
8. Saanich would be requested to fund a lunch meal for all those on the tour.
9. Saanich would be requested to fund a 15 passenger Rental Van to accommodate all the individuals conducting the tour. Mr. Patrick Lucey, R.P. Bio., would rent and drive the Rental Van as he has extensive experience driving large passenger vans for field trips and has a B.C. Class 4 Drivers License.
10. The 1-day field trip should be conducted as soon as possible to ensure the information provided by the field trip can be integrated into the Diamond Head Draft report.
11. The consultants conducting the 1-day field tour would include:
  - Wm. Patrick Lucey, M.Sc., R.P. Bio., CBiol, MRSB.
  - Paul de Greeff, MBCSLA, Murdoch de Greeff Inc., Landscape Architects.
  - Jeremy Gye, Senior Consulting Arborist, Gye & Associates.
  - Judith Cullington, M.A., a former Councillor in the City of Colwood, was a key author of Develop with Care and the SEI materials.
  - A Senior Consulting Terrestrial Ecologist (to be determined).

1410-04  
xref: 25707-30 Shelbourne

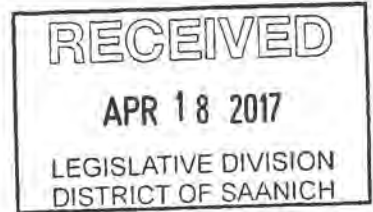


The Corporation of the District of Saanich

Mayor  
Councillors  
Administrator  
Com. Assoc.  
Applicant  
Council Administrator  
Media

# Report

**To:** Mayor and Council  
**From:** Sharon Hvozdanski, Director of Planning  
**Date:** April 4, 2017  
**Subject:** Development Permit and Rezoning Application  
File: DPR00591; REZ00549 • 4024, 4028, 4030, 4032 and 4036 Shelbourne Street



## PROJECT DETAILS

**Project Proposal:** To rezone from the RS-6 (Single Family Dwelling) Zone and the RD-1 (Two Family Dwelling) Zone to the RA-8 (Apartment) Zone to construct a five storey, 68 unit apartment building with underground parking. A Development Permit for Form and Character is required. Variances are requested for; building setback, building height, parking, and fence height.

**Address:** 4024, 4028, 4030, 4032, and 4036 Shelbourne Street

**Legal Description:** Lot B, Section 55, Victoria District, Plan VIP53405  
Lot A, Section 55, Victoria District, Plan VIP53405  
Strata Lot A, Section 55, Victoria District, Strata Plan VIS2957  
Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form 1  
Strata Lot B, Section 55, Victoria District, Strata Plan VIS2957  
Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form 1  
Lot 1, Section 55, Victoria District, Plan 46684

**Owner:** Kang and Gill Construction Ltd., Inc. No. BC0451956

**Applicant:** Kang and Gill Construction Ltd.

**Parcel Size:** 4,135 m<sup>2</sup> (3,603 m<sup>2</sup> after dedication)

**Existing Use of Parcel:** Single Family Dwelling (three lots)  
Two Family Dwelling (one lot)

**Existing Use of Adjacent Parcels:** North: RS-4 (Single Family Dwelling) Zone and RS-6 (Single Family Dwelling) Zone  
South: RA-8 (Apartment) Zone and RT-4A (Attached Housing-Accessory Unit) Zone

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East: RS-6 (Single Family Dwelling) Zone  
 West: RS-10 (Single Family Dwelling) Zone and RT-4A (Attached Housing-Accessory Unit) Zone

**Current Zoning:** RS-6 (Single Family Dwelling) Zone and RD-1 (Two Family Dwelling) Zone

**Minimum Lot Size:** n/a

**Proposed Zoning:** RA-1 (Apartment) Zone

**Local Area Plan:** Gordon Head

**LAP Designation:** General Residential

**Community Assn Referral:** Gordon Head Community Association • Referrals sent July 2, 2014 and December 21, 2015. Responses received July 21, 2014 and February 17, 2016, indicating no position but noting various issues that they hope would be taken into consideration by Council, specifically there is little guidance provided by the Local Area Plan, building height and massing, traffic impacts, and public amenities.

## PROPOSAL

The applicant proposes to rezone from the RS-6 (Single Family Dwelling) Zone and the RD-1 (Two Family Dwelling) Zone to the RA-8 (Apartment) Zone to construct a five storey, 68 unit apartment building with underground parking. A Development Permit for Form and Character is required. Variances are requested for; building setback, building height, parking, and fence height.

There are registered covenants in favour of Saanich on the two panhandle lots that would need to be discharged from the Titles if the development application is supported by Council. The purpose of both covenants is to restrict the siting of single family dwellings on the panhandle lots, however they would no longer be applicable if the application is approved.

## PLANNING POLICY

### Official Community Plan (2008)

- 4.2.1.1 “Support and implement the eight strategic initiatives of the Regional Growth Strategy, namely: Keep urban settlement compact; Protect the integrity of rural communities; Protect regional green and blue space; Manage natural resources and the environment sustainably; Build complete communities; Improve housing affordability; Increase transportation choice; and Strengthen the regional economy.”
- 4.2.1.2 “Maintain the Urban Containment Boundary as the principal tool for growth management in Saanich, and encourage all new development to locate within the Urban Containment Boundary.”
- 4.2.1.18 “Encourage new development to achieve higher energy and environmental performance through programmes such as ‘Built Green’, LEED or similar accreditation systems.”

- 4.2.1.20 “Require building and site design that reduce the amount of impervious surfaces and incorporate features that will encourage ground water recharge such as green roofs, vegetated swales and pervious paving material.”
- 4.2.2.3 “Consider the use of variances to development control bylaws where they would achieve a more appropriate development in terms of streetscape, pedestrian environment, view protection, overall site design, and compatibility with neighbourhood character and adjoining properties.”
- 4.2.2.4 “Through the development review process consider the use of variances and density bonusing to secure public amenities such as: open space, playgrounds, landmarks, focal points, activity centres or cultural features.”
- 4.2.3.1 “Focus new multiple family residential, commercial, institutional and civic development in Major and Neighbourhood ‘Centres’, as indicated on Map 4.”
- 4.2.3.7 “Support the following building types and land uses in Major and Neighbourhood ‘Centres’:
- Townhouse (up to 3 storeys)
  - Low-rise residential (up to 4 storeys)
  - Mid-rise residential (up to 8 storeys)
  - Live/work studios & Office (up to 8 storeys)
  - Civic and institutional (generally up to 8 storeys)
  - Commercial and Mixed-Use (generally up to 8 storeys).”
- 4.2.3.9 “Support the following building types and uses in ‘Villages’:
- Small lot single family houses (up to 2 storeys)
  - Carriage/coach houses (up to 2 storeys)
  - Town houses (up to 3 storeys)
  - Low-rise residential (3-4 storeys)
  - Mixed-use (commercial/residential) (3-4 storeys)
  - Civic and institutional (generally up to 3 storeys).”
- 4.2.8.9 “Acquire parkland through dedication at the time of rezoning or subdivision where:
- land is indicated for park use in a local area plan; or
  - land is adjacent to an existing park and will improve the configuration or function of the park; or
  - the Park Priority Study indicates a high priority for acquisition of parkland within the local area.”
- 4.2.8.18 “Encourage the expansion and retention of open space on private lands.”
- 4.2.9.6 “Encourage and support non-vehicular transportation by providing a safe, interconnected, accessible and visually appealing cycling and walking network.”
- 4.2.9.27 “Encourage the incorporation of car co-op vehicles and memberships as part of residential, commercial and institutional developments.”
- 4.2.9.37 “Consider parking variances where one or more of the following apply:
- transportation demand strategies (TDM) are implemented;
  - a variety of alternative transit options exist within the immediate vicinity of the proposed development;

- there is a minimal reduction in required parking;
  - the development is located in a 'Centre';
  - availability of on-street parking.”
- 5.1.1.12 “Strengthen local sustainable agriculture by supporting ‘backyard gardening’ and community garden initiatives.”
- 5.1.2.1 “Focus new multi-family developments in ‘Centres’ and ‘Villages’ (Map 4).”
- 5.1.2.2 “Evaluate applications for multi-family developments on the basis of neighbourhood context, site size, scale, density, parking capacity and availability, underground service capacity, school capacity, adequacy of parkland, contributions to housing affordability, and visual and traffic/pedestrian impact.”
- 5.1.2.15 “Consider requiring registration of a covenant on the title of new multiple-family developments prohibiting Strata Council rental restrictions as part of rezoning applications.”

#### **Gordon Head Local Area Plan (1997)**

- 5.4 “Consider rezoning for multi-family housing use, parcels not identified on Map 5.2, only where significantly more community amenities are provided than would be the case with traditional single family subdivision. Amenities could include, but are not limited to open space preservations, protection of vegetation and natural features, enhanced pedestrian circulation, and/or innovation in housing form.”
- 5.5 “Use development permits to ensure that new multi-family developments respect the scale of adjacent uses and the environment character of Gordon Head.”
- 5.6 “Evaluate the need for Greenway links and pedestrian access when reviewing subdivision and rezoning applications and require dedication where appropriate.”
- 8.5 “Dedicate pedestrian/Greenway links through the subdivision and development approval process.”
- 9.2 “Acquire rights-of-way for footpaths, sidewalks, bikeway and greenway linkages particularly at the time of subdivision to ensure convenient access to schools, bus stops, shopping, parks, and to provide for circular pedestrian recreational routes, and require construction by the developer where applicable.”

#### **Draft Shelbourne Valley Action Plan**

The subject property is within the study area for the draft Shelbourne Valley Action Plan (SVAP). Although the SVAP has not yet been adopted, draft policies relevant to this proposal should be considered. Many of the SVAP policies reiterate existing OCP or Local Area Plan policies, therefore only those policies addressing additional aspects of development area included below.

- 4.3.1 “Retain existing tree canopy where possible, promote additional tree planting, and acknowledge the importance of contiguous tree canopy cover.”
- 4.3.11 “Where feasible, plant London Plane trees on boulevards along Shelbourne Street as an acknowledgement of the street’s designation as a Road of Remembrance”.

- 5.1.1 “Consider changes to use, density and height in the Shelbourne Valley based on designations identified on Map 5.1.”  
Note: Map 5.1 identifies the site as four storey apartment.
- 5.1.2 “Consider site-specific changes to land use and height designations, where projects advance overall plan objectives and provide significant community contributions.”
- 5.4.2 “Support apartment buildings on major and collector roads where designated on Map 5.1.”
- 5.6.1 “Acquire new park space strategically to respond to demographic changes, connect greenways, protect areas of ecological value, expand existing parks and animate the Centres and Village.”
- 5.6.2 “Acquire new parks and publicly accessible open spaces that reflect the urban context of the Valley, provide amenity value in areas of higher density development, and support the overall hierarchy of walkable urban parks and open spaces shown in Figure 5.1.”
- 5.6.10 “Improve the quality of recreation opportunities within the street network through:
- enhancing landscaping and tree canopy on greenways;
  - increasing the number of pedestrian and cyclist connections; and,
  - introducing wayfinding signage to improve navigation to major destinations.”
- 5.7.1 “Encourage underground parking for all new development and require it for all developments of 6 or more storeys.”
- 5.7.4 “Consider parking variances where contributions are made to enhance cycling, walking and transit infrastructure.”
- 6.1.1 “Work towards achieving a connected pedestrian and cycling network with connections (roads, trails, footpaths) spaced approximately 100 metres apart.”
- 6.1.2 “Acquire rights-of-way or easements for trails or footpaths at the time of rezoning or subdivision.”
- 6.1.3 “Acquire walking/cycling connections, including those identified on Map 6.1, through redevelopment or property acquisition to improve overall network connectivity and complete the greenway network.”
- 6.2.2 “Develop a network of greenways and trails, as identified on Map 6.3, to provide a north-south route through the Shelbourne Valley and links to cycling routes and major destinations.”
- 7.5.1 “In general, transition density within each Centre and Village with the highest density in the core transitioning to lower densities at the edges.”
- 7.6.8 “In multi-family residential developments encourage the provision of fully accessible housing units with street accessible patio units.”

**Development Permit Area Guidelines**

The development proposal is subject to the Saanich General Development Permit Area. Relevant guidelines include: designing buildings to reflect the character of surrounding developments with special attention to height; providing high quality architecture with landscaping or architectural features used to avoid blank walls adjacent to streets; balancing the needs of all transportation modes; retaining healthy trees and other natural vegetation when possible; reducing impervious site cover; and encouraging pedestrian activity and integrating pedestrian networks with larger public spaces.

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**DISCUSSION****Neighbourhood Context**

The site is located on Shelbourne Street just north of the University Major “Centre”. The development site consists of four separate properties, including three single family dwellings and one strata titled duplex.

The site is 4,135 m<sup>2</sup> in area, however approximately 532 m<sup>2</sup> would be dedicated to provide for road, sidewalk, and cycle path improvements along Shelbourne Street, as well as a pedestrian pathway along the western and northern lot boundaries. The development site remaining would be 3,603 m<sup>2</sup> in area.

The site is at the edge of the University Major “Centre”, being approximately 550 m north of the Shelbourne Street and McKenzie Avenue intersection. Feltham Village is approximately 200 - 300 m to the north. Gordon Head Recreation Centre is approximately 500 m travel distance from the site, with Lambrick Park Secondary School approximately 600 m distant and Gordon Head Middle School approximately 1 km distant. Both Braefoot Elementary and Campus View Elementary Schools are approximately 2 km distant.

The site is immediately north of the recent apartment developed at 4000 Shelbourne Street (the Boulevard) and would have a complimentary design with respect to form and massing, but includes a mix of exterior materials to create a distinct character from the adjacent building.

**Land Use and Density**

The Official Community Plan (OCP) supports a range of housing types within “Centres”, including mid-rise residential up to eight storeys. Within “Villages” or “Neighbourhoods” the OCP supports low-rise residential up to four storeys.

The subject site is located on the edge of both the Feltham Village and the University Major “Centre”. In addition, the site is located on the Shelbourne Street major corridor, which is serviced by frequent transit, cycling facilities, and pedestrian connectivity.

The proposed development would provide 68 dwelling units with a mix of 1, 2, or 3 bedroom units, have a floor space ratio of 1.7:1, and a lot coverage of 39%.

The draft Shelbourne Valley Action Plan (SVAP) identifies the west side of Shelbourne Street from GlenCraig Place to Feltham Road as four storey apartment. The draft SVAP also includes policy 5.1.2, which supports changes to the height designation where projects advance the plan objectives and provide significant community contributions.

With respect to advancing the SVAP objectives, if approved the application would help fulfil the following objectives outlined in the plan.



- Land Use/Housing: Focus new growth in Centres and Villages and along Shelbourne Street. By supporting increased density and new multifamily housing in this location it would help create a strong and vibrant neighbourhood, and improve the housing diversity along a key corridor;
- Mobility: Improve safety and comfort for all users. There would be improved safety and comfort for all users by providing a new separated sidewalk and cycle track fronting the property and extended beyond the property to the block end at Cabana Place;
- Connectivity: Increase pedestrian and cycling connectivity. If approved, Saanich would acquire walkway/cycling trail connections to improve the overall network connectivity;
- Environment/Urban Forest: Improve urban forest. The planting of two additional Garry Oak trees in a more suitable location within GlenCraig Park rather than on-site would contribute toward improving the urban forest, as well as enhance the public park; and
- Land Use: Provide ample green space. By proposing a taller building on a smaller footprint the proposal allows for a well-designed private outdoor space to improve the livability for future residents.

The community contributions proposed with the application primarily focus on improving the pedestrian and cycling infrastructure in the area by providing key north-to-south trail connectivity through the existing superblock bounded by McKenzie Avenue to the south and Feltham Road to the north. In addition, road frontage improvements would be extended north from the property so that the new sidewalk and cycle track would continue along the adjacent property to terminate at the block end at Cabana Place.

Generally, community contributions for similar projects are in the range of \$1,500 to \$2,500 per unit. The above noted contributions reflect a monetary value of approximately \$4,556 per unit (see Community Contribution section of this report). Staff believe this represents a significant community contribution, thereby advancing policy 5.1.2 of the Shelbourne Valley Action Plan.

In addition to the above monetary contributions, all dwelling units would be provided a lifetime car share membership, which would help encourage a range of transportation options that do not require vehicle ownership.

Although the proposed building would be strata titled, the development would provide more rental housing options in a market where vacancy rates are consistently low through two different mechanisms:

1. The applicant agrees to enter into a Housing Agreement that would prohibit a future Strata Council from restricting rental of the dwelling units. Housing Agreements are registered on Title and run with the land. Such agreements require a bylaw to be adopted by Council.
2. The applicant proposes to maintain a minimum of 10 dwelling units for rental purposes for a minimum period of 20 years. This commitment would also be secured through the Housing Agreement.

Rezoning to allow apartment housing on the site would be consistent with a number of policies that encourage a sustainable community by keeping the built environment more compact and relieving pressure to build on rural and environmentally sensitive lands.

The proposal would also encourage alternative transportation options to the single occupant vehicle and given the site's proximity to commercial services, public transit, and the trail network, reliance on the automobile may be reduced. A multi-family residential land use and the proposed density is supportable in this location.

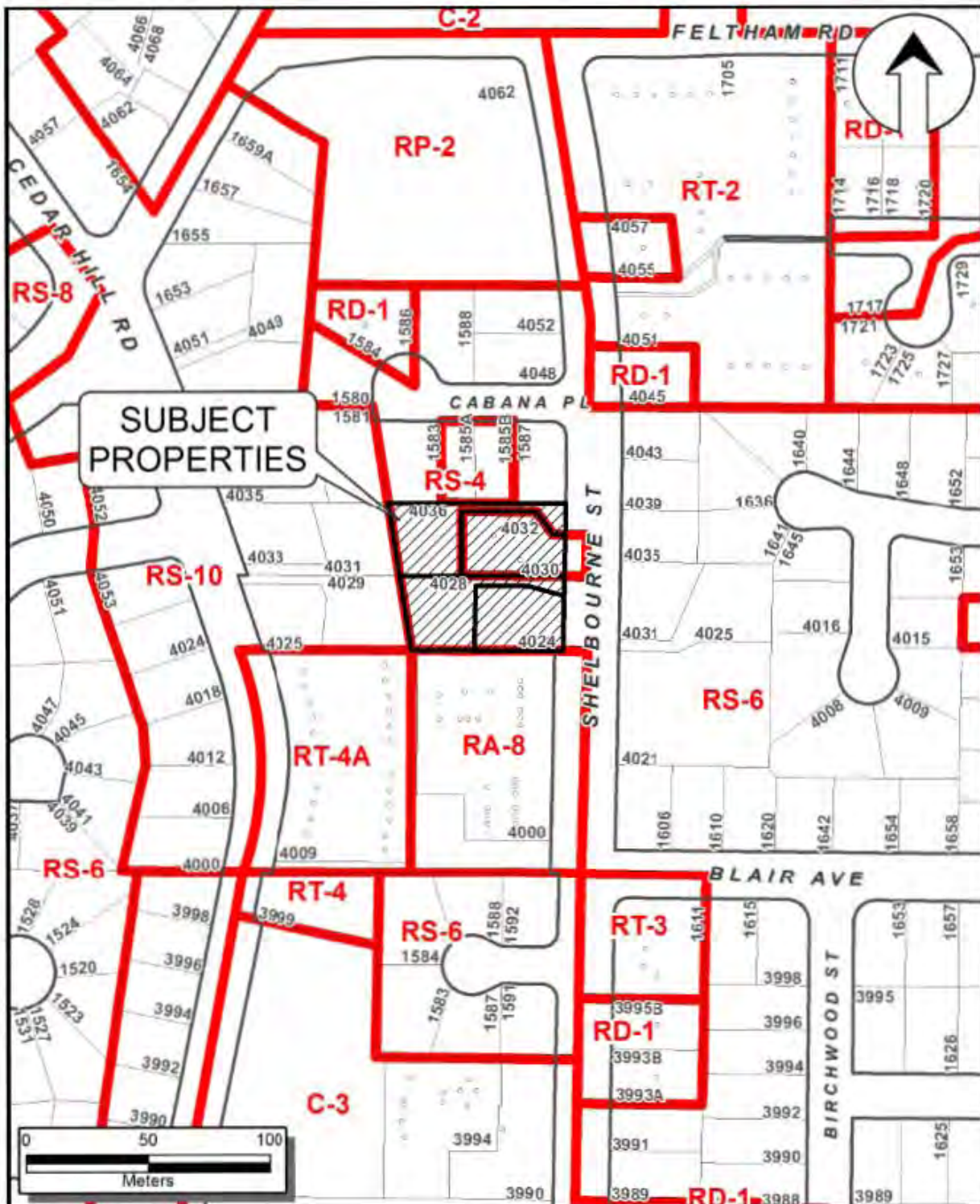


Figure 1: Location Plan



Figure 2: Site Plan





**Figure 3: Proposed Development Footprint in Neighbourhood Context**  
(Provided by Outline Home Design)





**Figure 4: Proposed Building** (Provided by Outline Home Design)

### Building and Site Design

The proposed building is similar in massing and form to the adjacent apartment building at 4000 Shelbourne Street. A different mix of exterior materials would be used to provide a character that is compatible with, yet distinct from the adjacent apartment. Exterior materials would include a mix of light (Arctic White) and dark (Aged Pewter) coloured cement board panels, coloured cement siding and brick cladding (see Figures 5 and 6).

The building face steps back at upper levels with articulations providing texture to the building facade. The roof line would also be articulated both vertically and horizontally. The north elevation, which faces single family dwellings fronting Cabana Place, is stepped so that the building face is three storeys high on that portion of the building. The fourth level is stepped back from the front, side, and rear sides by approximately 4 m, 2.5 m, and 5 m respectively. The fifth level is stepped back an additional 7.5 m (see Figure 7).

Three ground floor units facing Shelbourne Street would have pedestrian paths providing direct access to the street from their private patios fostering an active streetscape. The proposal includes a common room (50 m<sup>2</sup>) on the ground level beside the common outdoor area. The underground parking would include two electric vehicle (EV) charging stations, one within the visitor parking area and one in the secured residential parking area. The EV parking spaces are reflected on the Development Permit plans.

Pedestrian connectivity through the site would be provided with a 3 m wide public pathway at the rear (west) of the property, and a 1.5 m pathway along the northern lot line that would connect to Shelbourne Street. The long-term objective would be to acquire another 1.5 m to widen the pathway when properties on Cabana Place are redeveloped. At the south end the pathway extends behind the adjacent apartment and connects to GlenCraig Park. The public pathway would have a low, open picket fence on the multi-family side of the pathway. The

applicant would also coordinate with neighbouring properties to install new wooden privacy fence along the rear property lines of adjacent single family dwellings.

Linear pathways with fencing on both sides can create a tunnel effect, however including the lower, open fence on one side would help mitigate that effect. The tunnel effect is reduced somewhat due to the elevation rise along the pathway, which would improve sight lines and views into the adjacent green spaces provided for the subject development and 4000 Shelbourne Street (see Figures 9 and 10). To improve the pathway intersection in the northwest corner the applicant proposes to widen the pathway to include a quarter circle that would be treated with feature paving. The objective would be when adjacent properties are developed the feature circle would be completed to provide a similar appearance to those constructed at each end of the mid-block cross walk at GlenCraig Park. The circle feature was added in response to comments from the Advisory Design Panel.



**Figure 5: Rendering of Shelbourne Street Frontage** (Provided by Kang and Gill Construction Ltd)



**Figure 6: Rendering of Southeast Corner – Shelbourne Street Frontage** (Provided by Outline Home Design)





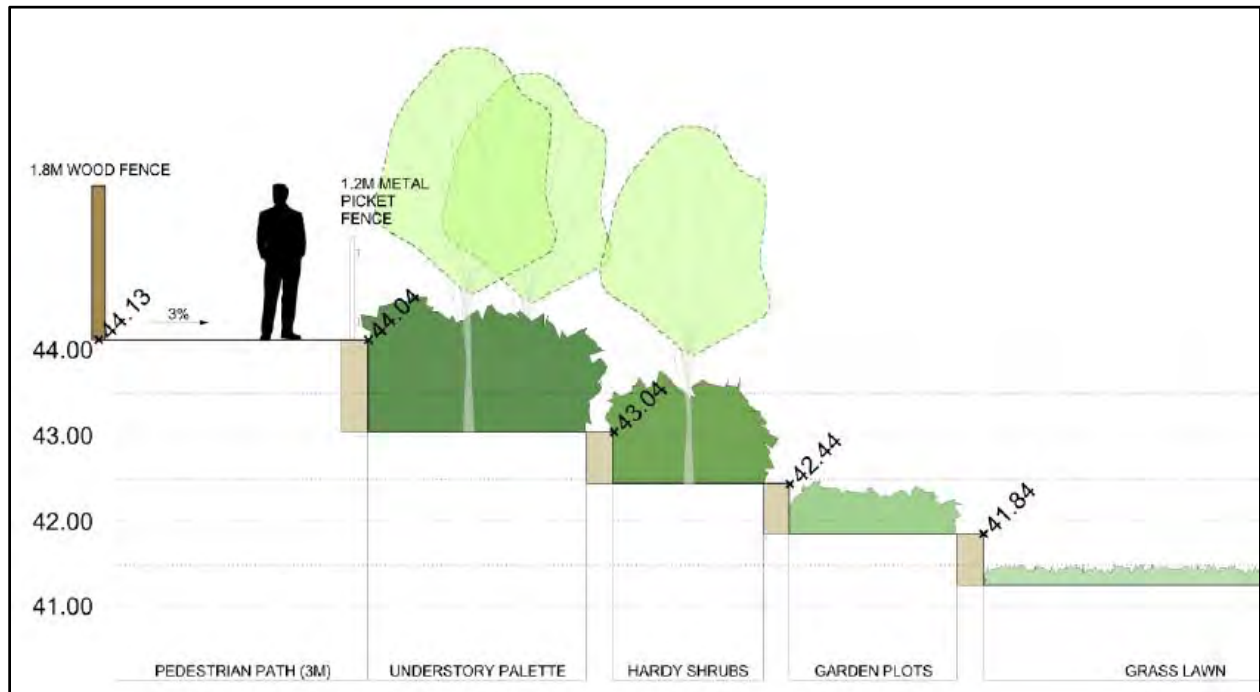
**Figure 7: Rendering of Northeast Corner – Shelbourne Street Frontage** (Provided by Outline Home Design)



**Figure 8: Rendering of Northwest Corner – Common Outdoor Area** (Provided by Outline Home Design)



**Figure 9: Rendering of Pedestrian Pathway at Rear – Common Open Area**  
*(Provided by Outline Home Design)*



**Figure 10: Cross section of Proposed Pedestrian Pathway** *(Provided by LADR Landscape Architects)*





**Figure 11: Conceptual Streetscape** (Provided by Outline Home Design)



**Figure 12: Conceptual Frontage Improvements** (Provided by LADR)

**Servicing**

Due to capacity limitations, the applicant would need to upgrade the downstream sewer main between Shelbourne Street and Morningside Place to support the additional load resulting from the proposed development. The length of sewer main requiring upgrading is approximately 90-100 m at an estimated cost of \$200,000. The commitment to complete this off-site work would be secured by covenant.

**Requested Variances**

Variances are requested for; building setbacks, building height, parking, and fence height.

**Building Setbacks**

A reduction in the setback is requested for the rear and the interior side lot lines.

The proposed rear yard setback would be 6 m while the Zoning Bylaw requires a 12 m setback. The rear lot line would abut the 3 m wide pedestrian pathway, providing an additional buffer to the adjacent single family homes fronting Cedar Hill Road.

The proposed interior lot line setback would be 7 m while the Zoning Bylaw requires a 7.5 m setback. The variance is requested for the north side only and would be abutting the 1.5 m wide pedestrian pathway which would provide an additional buffer to the adjacent single family homes fronting Cabana Place. The building would also be stepped down to three stories on the north side of the building, further mitigating the reduced setback.

Given the setbacks are in part, resulting from the land dedicated to construct public pathways and that the pathways provide a distinct separation between the multi-family and single family developments the variances are supportable.

**Building Height**

The height variance would allow a five storey development with a proposed height of 14.8 m while the proposed RA-1 Zone permits a height of 11.5 m.

With the proposed number of units and floor area, a five storey building would allow for a smaller building footprint and provide more useable outdoor area. The smaller footprint reduces potential privacy and shadowing impacts on adjacent single family homes, particularly with the proposed stepping down to three storeys. Cross sectional diagrams provided by the applicant show the relationship of the proposed building to adjacent buildings (see Figures 13 and 14). A shadow study was provided to assess impacts on adjacent properties (see Figure 15). Due to the site topography and elevation of the basement floor level, the height of the proposed building would be almost 1 m lower than the adjacent apartment building at 4000 Shelbourne Street. Given the above the variance is supportable.

**Parking**

For apartment dwelling units the Zoning Bylaw requires 1.5 parking spaces per unit, resulting in a requirement of 102 spaces for the proposed development. The applicant proposes a total of 82 parking spaces for a ratio of 1.2 parking spaces per unit. All parking spaces would be located in the underground parking level.

Visitor parking spaces are a portion of the total required parking calculated at a ratio 0.3 per unit. The proposed development would require 21 visitor parking spaces, however 14 are proposed, which is a ratio of 0.2 per unit. Of the total parking provided, 68 would remain for residents use, or 1 per unit.

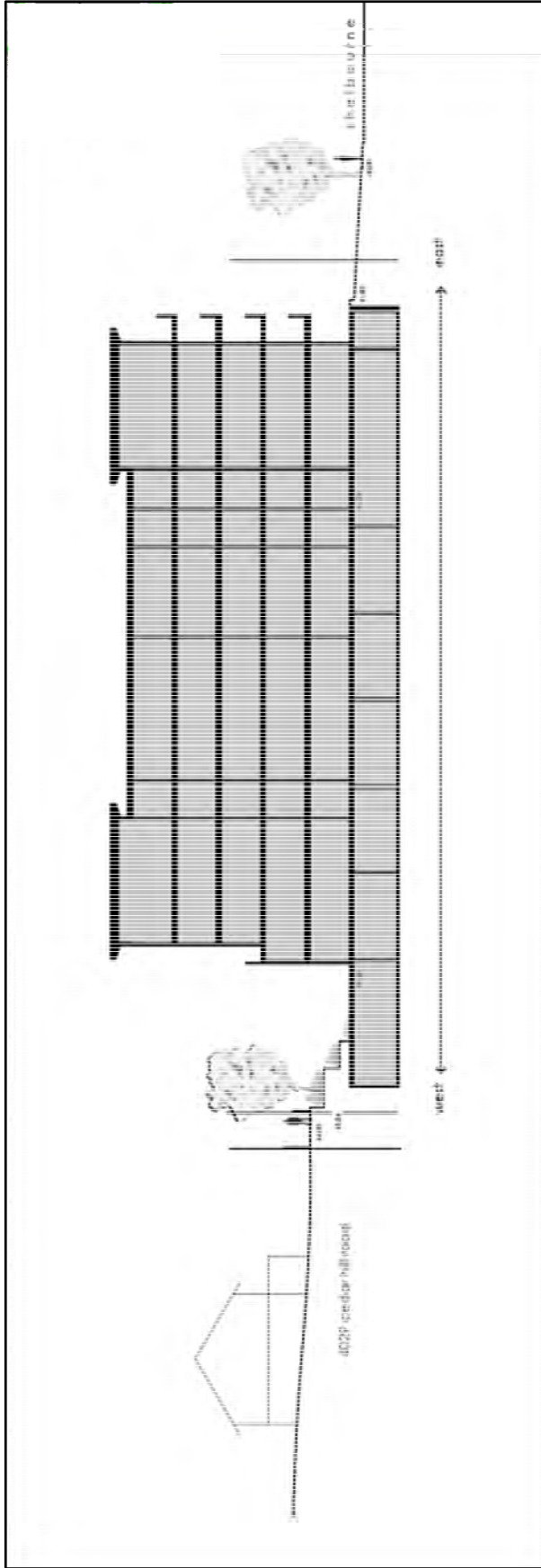


Figure 13: West to East Cross section

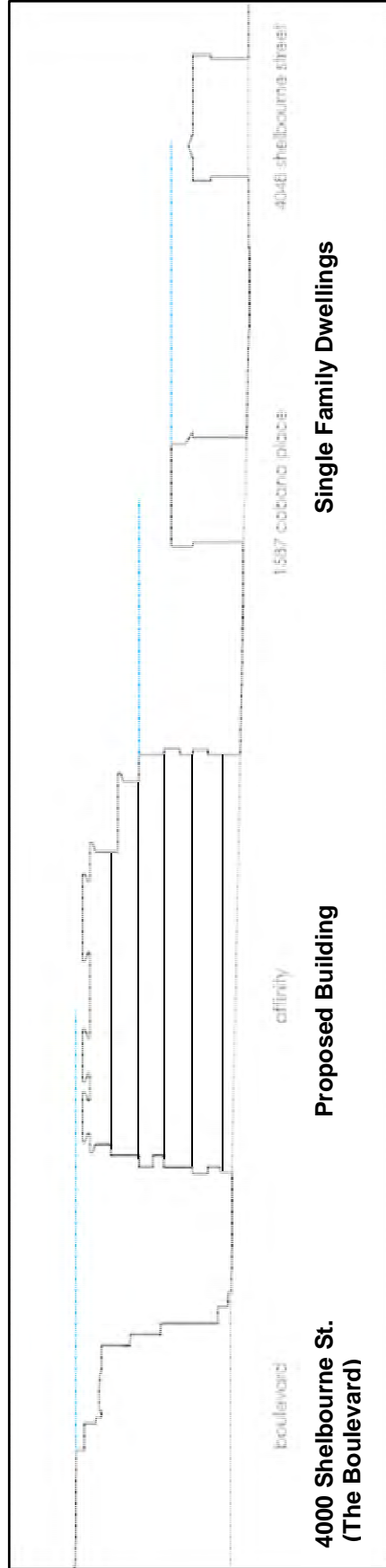


Figure 14: South to North Cross section

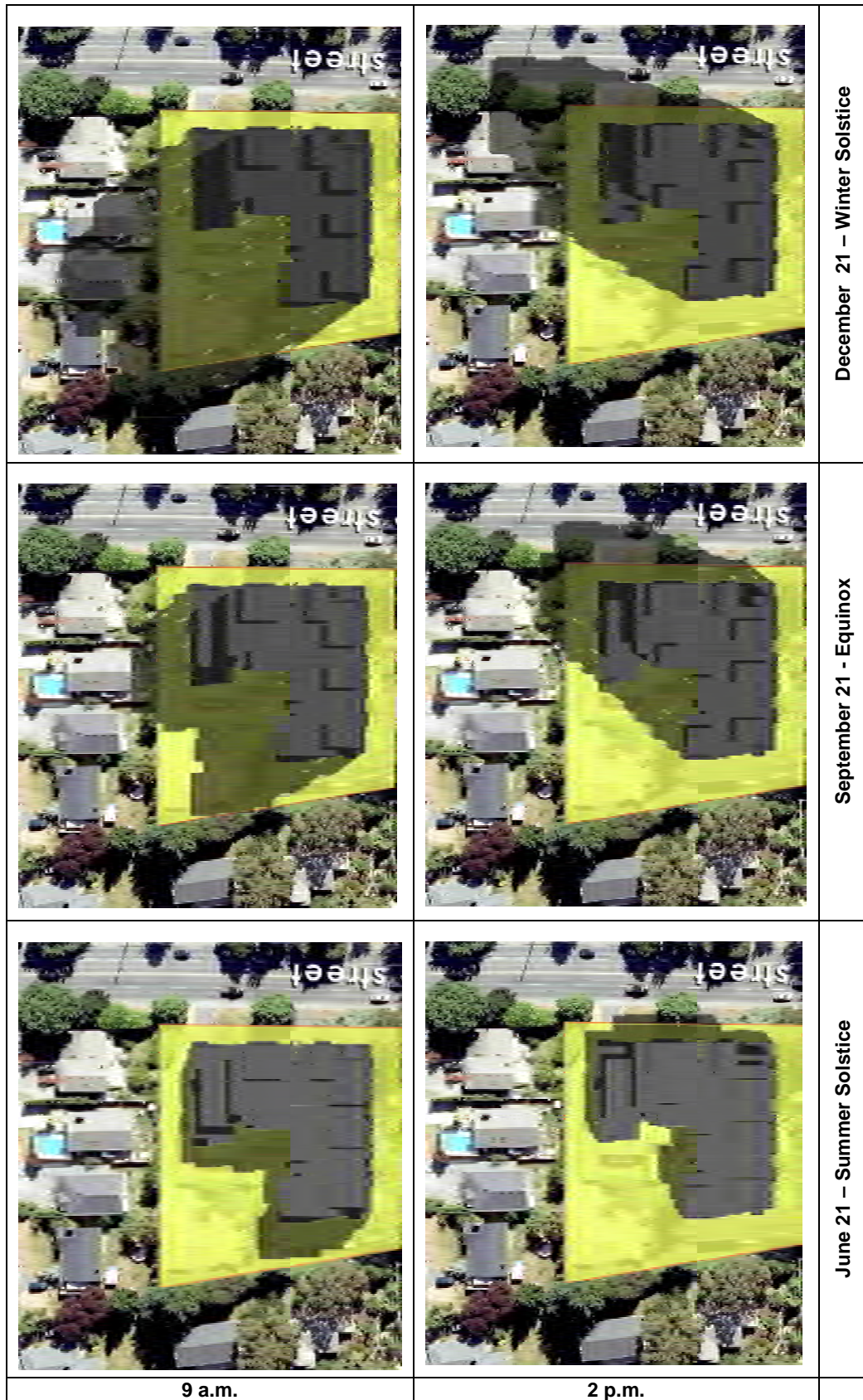


Figure 15: Shadow Study

Visitor parking would also be located in the underground parking, however the security gate is beyond the visitor parking area so it would remain accessible. Signage at the front of the building and near the driveway would be installed so visitors would be informed to use the underground parking area.

To help mitigate possible impacts resulting from a parking variance the applicant is proposing to purchase a lifetime car share membership for each unit at a value of \$500 per unit. This commitment would be secured by covenant. The car share company has advised the applicant that a vehicle currently located at Tuscany Village has a high level of usage and they see this neighbourhood as highly suitable to expand the car share market.

The development would include frontage improvements including a separated 2.5 m sidewalk and a 2.2 m cycle track, both behind a new curb and gutter. The sidewalk and cycle track improvements would mirror work completed in front of the apartment building at 4000 Shelbourne Street. As a community contribution the applicant proposes to extend the sidewalk and cycle track improvement northward to meet Cabana Place. This additional work would be done within the existing road right-of-way, however the sidewalk would not be separated from the cycle track due to space limitations. This commitment would be secured by covenant.

Given the proposed car share memberships, close proximity to commercial services, availability of public transit, and the proposed improvements to pedestrian and cycling infrastructure the parking variance is supportable.

#### Fence Height

A variance for fence height is requested for the west and north property lines. The subject fence would be along the property line adjacent to the public pathway. The Zoning Bylaw requires an opaque fence or landscape screen not less than 1.5 m in height along all property lines that do not abut a street. Adjacent to the pathway a 1.2 m high, open picket fence is proposed. A fence of this height and style is preferred so that the pedestrian pathway remains visually open for both residents and pathway users, yet still differentiates the public realm from private property. The proposed fence would be consistent with that along the pathway at the rear of 4000 Shelbourne Street. Given the purpose of the fence the variance is supportable.

#### **Environment**

No concerns were identified with respect to habitat loss or environmental impacts.

It is anticipated that two, if not three, of the existing houses would be removed for resale through a local house relocating company. If resale is not possible then the houses would be deconstructed where all salvageable parts of the building would be sold, recycled, re-used, or donated.

Due to poor soil conditions at basement grade, there is no capacity for stormwater absorption, therefore storage facilities would be required. Stormwater would be managed with detention tanks and infiltration into absorbent landscaping. Walkways would be sloped to drain to landscaped areas where possible.

The applicant has committed to BUILT GREEN® Gold performance, or equivalent energy efficient standard, for the development. The proposed development would include two electric vehicle charging stations.

An arborist report was provided with an inventory of 30 trees impacted by the development, 20 on-site and 10 off-site trees located on the municipal boulevard or adjacent properties. Five of

the trees have a hedge or multi-stemmed structure rather than being a single stemmed tree. Due to the extent of underground parking, the public pathway, and improvements along the Shelbourne Street frontage only one tree has been identified for retention. Of the 29 trees identified for removal, five are hedges, three are fruit trees, and seven are bylaw protected. The landscaping plan includes 45 trees to be planted on-site and five London Plane trees along the boulevard. The site conditions are not conducive to replanting Garry Oak trees on the site, therefore the applicant proposes to plant two of Garry Oak trees in Glencraig Park.

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## **CLIMATE CHANGE AND SUSTAINABILITY**

### **Policy Context**

The Official Community Plan (OCP) adopted in 2008 highlights the importance of climate change and sustainability. The OCP is broadly broken down into the pillars of sustainability including environmental integrity, social well-being, and economic vibrancy. Climate change is addressed under the environmental integrity section of the OCP and through Saanich's Climate Action Plan.

Climate change is generally addressed through mitigation strategies and adaptation strategies. Climate change mitigation strategies involve actions designed to reduce the emissions of greenhouse gases, primarily carbon dioxide from combustion, while climate change adaptation involves making adjustments and preparing for observed or expected climate change, to moderate harm and to take advantage of new opportunities.

The following is a summary of the Climate Change and Sustainability features and issues related to the proposed development. This section is not and cannot be an exhaustive list or examination of the issue. However, this section is meant to highlight key issues for council and keep this subject matter at the forefront of council's discussion.

### **Climate Change**

This section includes the specific features of a proposal related to mitigation and adaptation strategies. Considerations include: 1) Project location and site resilience, 2) Energy and the built environment, 3) Sustainable transportation, 4) Food security, and 5) Waste diversion.

The proposed development includes the following features related to mitigation and adaptation:

- The proposal is located within the Urban Containment Boundary and within close walking distance of the commercial services at the University Major and Feltham Village "Centres".
- Lambrick Park Secondary School approximately 600 m distant and Gordon Head Middle School approximately 1 km distant. Braefoot Elementary and Campus View Elementary Schools are both approximately 2 km distant.
- Recreation facilities at Gordon Head Recreation Centre are approximately 500 m distant.
- The proposal would require upgrading a portion of the sewer main downstream from the site at the developer's cost.
- The applicant has committed to constructing the new dwelling to BUILT GREEN® Gold, or an energy equivalent standard. This commitment would be secured by covenant.
- The property is located approximately 150 m from public transit stops on Shelbourne Street.
- The current level of public transit service includes three routes on Shelbourne Street (Rts # 27, 28, 39) operating as frequently serviced routes with 15 minute or better service 7:00 am to 7:00 pm, Monday to Friday. Two of the bus routes run between Gordon Head and downtown Victoria, while the other runs from the University of Victoria through Royal Oak, to the Interurban campus of Camosun College.



- The development is readily accessible via all modes of alternative transportation including walking, cycling, and public transit.
- The site would be well served by significant improvements to the pedestrian and cycling infrastructure that are anticipated for Shelbourne Street that have been initiated as part of the Shelbourne Valley Action Plan.
- The proposed development would include two parking stalls serviced with electric vehicle charging stations, which are shown on the permit drawings.
- The applicant would provide a car share membership for each residential unit in the development. This commitment would be secured by covenant.
- Food security would be improved with a landscaping plan that includes garden beds available for residents. The garden beds would be protected by planting a ground cover until future residents convert them to a garden use.
- The applicant anticipates that two or possibly three of the existing dwellings would be resold through a house relocation company and any dwelling not resold would be deconstructed with salvageable materials reused, recycled or donated.

## **Sustainability**

### Environmental Integrity

This section includes the specific features of a proposal and how it impacts the natural environment. Considerations include: 1) Land disturbance, 2) Nature conservation, and 3) Protecting water resources.

The proposed development includes the following features related to the natural environment:

- The proposal is a compact, infill development in an already urbanized area without putting pressures onto environmentally sensitive areas or undisturbed lands.
- Permeable surfacing would be used for pathways

### Social Well-being

This section includes the specific features of a proposal and how it impacts the social well-being of our community. Considerations include: 1) Housing diversity, 2) Human-scale pedestrian oriented developments, and 3) Community features.

The proposed development includes the following features related to social well-being:

- The residential design incorporates outdoor patios, decks, and a common outdoor area suitable for active use and seating.
- The proposal includes a minimum of 10 rental units, which would be secured by a housing agreement for a minimum of 20 years.
- A housing agreement would be registered to prohibit a strata bylaw from implementing rental restrictions, potentially adding more units to the rental market.
- The proposal improves housing diversity increasing the mix of housing form in the area and includes a range of dwelling unit sizes to provide for a variety of household types.
- A range of outdoor, community and recreation opportunities are available within reasonable walking/cycling distance.
- The proposal would provide new residential units in the area, which would enhance safety in the neighbourhood by enhancing passive surveillance and active use of public spaces.
- The proposed development encourages walking by enhancing the pedestrian environment and improving connectivity through the area.
- The site is designed to have barrier free accessibility and be welcoming to people of all ages and levels of physical ability.
- The proposal includes a common room adjacent to the common outdoor area to create a space for social interaction among residents.



- Ground floor units fronting onto Shelbourne Street have pedestrian entrances and patio areas to enliven the streetscape.

### Economic Vibrancy

This section includes the specific features of a proposal and how it impacts the economic vibrancy of our community. Considerations include: 1) Employment, 2) Building local economy, and 3) Long-term resiliency.

The proposed development includes the following features related to economic vibrancy:

- The development would create short-term jobs during the construction period.
- The proposal would be within the commercial catchment/employment area for the businesses and services located within the University Major and Feltham Village “Centres”.
- The proposal would encourage economic revitalization of nearby commercial areas by increasing the population in the surrounding neighbourhood.

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## **COMMUNITY CONTRIBUTION**

The table below summarizes the proposed contributions with the related cost estimate, which does not include the value of the land being dedicated. Overall the application would provide more than \$4,500 per dwelling unit, significantly more than most applications which typically range from \$1,500 to \$2,500 range.

**Table 1: Community Contribution Summary**

Construction of the pedestrian pathway along the west and north property lines	\$147,840
Extension of sidewalk and cycle track northward from the north property line to Cabana Place	\$50,000
Additional planting of two Garry Oak trees in GlenCraig Park since the site conditions are not conducive to planting Garry Oaks	\$1,000
Construction of the pedestrian pathway at the rear of 4000 Shelbourne Street (the Boulevard building). The southern portion of the pathway was dedicated and constructed after the development had been approved, therefore the cost of providing that amenity was not recognized as part of the adjacent development. Amenities that were recognized as part of the 4000 Shelbourne Street project included land dedication and construction costs for GlenCraig Park and the mid-block cross walk between Shelbourne Street and Cedar Hill Road	\$77,000
Lifetime car share membership per unit	\$34,000
Entering into a Housing Agreement that would prohibit a future Strata Council from restricting rental of the dwelling units	Advance SVAP goal to Improve Housing Choice and Affordability, and Policy 5.4.1 “Promote a range of housing types, forms and tenures to support a diverse, inclusive and multigenerational community.”
Providing 10 dwelling units for rental purposes for a minimum of 20 years	
<b>TOTAL COST</b>	<b>\$309,840</b>
<b>CONTRIBUTION PER DWELLING UNIT</b>	<b>\$4,556</b>

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## CONSULTATION

### Applicant Consultation

The applicant has met with the Gordon Head Residents' Association a number of times throughout the process, held a community information meeting, and dropped off information packages to surrounding neighbours inviting input on the proposal. The applicant considered the feedback throughout the design process and addressed any concerns where possible.

### Gordon Head Residents' Association

The application was referred to the Gordon Head Residents' Association and a response was received indicating no position but noting various issues that they hope would be taken into consideration by Council, specifically: there is little guidance provided by the Local Area Plan (LAP); building height and massing; traffic impacts; and public amenities. The response referred to the concerns noted in their 2011 response to the proposed townhouse and apartment rezoning immediately to the south as being applicable to this proposal. The 2011 response was more detailed and noted: the LAP was outdated and a substantial public discussion of how the OCP principles would be realized have not occurred, that a comprehensive study on traffic in the Shelbourne corridor was nearing completion, the design at street level is particularly important, how the massing would impact aesthetics and overshadowing, the pathway between Cedar Hill Road and Shelbourne Street is an important feature, the proposed green space be clarified (location, ownership, access, security), and that further methods be explored to create a "Centre" and "Village" along this part of Shelbourne Street.

### Advisory Design Panel

The application was considered by the Advisory Design Panel (ADP) and they recommended that the proposal be accepted as presented with consideration of the points raised during the discussion. Key points of discussion included: softening the pathway intersection, giving more attention to the perimeter pathway and integrating it with the site, making the common outdoor green space more useable, ensuring sufficient landscaping along Shelbourne Street, revising the colour scheme to be less monumental in appearance, and ensuring access ramps are as low as possible.

In response, the applicant revised the landscaping plan particularly to make the common outdoor area more useable and by adding trees near the patios fronting Shelbourne Street, enlarged the pedestrian pathway at the northern intersection to create a circular feature, revised the exterior material and colour scheme to reduce visual massing, and enlarged the four patios fronting Shelbourne Street and augmenting landscaping to enhance the entrances.

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## SUMMARY

The applicant proposes to rezone from the RS-6 (Single Family Dwelling) Zone and the RD-1 (Two Family Dwelling) Zone to the RA-8 (Apartment) Zone to construct a five storey apartment building with underground parking. The site consists of four separate properties located on Shelbourne Street just north of the University Major "Centre" and south of Feltham "Village".

The proposed development would provide 68 dwelling units with a mix of one, two, and three bedroom units, have a floor space ratio of 1.7:1 and a lot coverage of 39%. Variances are requested for setbacks, height, parking, and fence height.

The draft Shelbourne Valley Action Plan identifies the site for four storey apartment, however policy 5.1.2 supports changes to the height designation where projects advance the plan objectives and provide significant community contributions.

Registration of a housing agreement would secure more rental housing through two different mechanisms: prohibiting a future Strata Council from restricting rental of the dwelling units, and requiring the applicant to maintain a minimum of 10 rental dwelling units for a minimum period of 20 years.

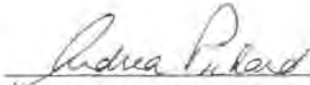
The proposed building is similar in massing and form to the adjacent apartment building at 4000 Shelbourne Street. A different mix of exterior materials would be used to provide a character that is compatible with, yet distinct from the adjacent apartment. Pedestrian connectivity through the site would be provided with a 3 m wide public pathway at the rear of the property, and a 1.5 m pathway along the northern lot line that would connect to Shelbourne Street.

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## RECOMMENDATION

1. That the application to rezone from the RS-6 (Single Family Dwelling) Zone and RD-1 (Two Family Dwelling) Zone to the RA-8 (Apartment) Zone be approved.
2. That Development Permit DPR00591 be approved.
3. That Final Reading of the Zoning Amendment Bylaw and ratification of the Development Permit be withheld pending registration of a covenant securing:
  - That the development be constructed to the BUILT GREEN® Gold, or equivalent energy efficiency standard, performance standard;
  - That a car share membership be provided for each unit;
  - Dedication of land for the pedestrian pathway along the western and northern property lines occurs prior to issuance of a Building Permit;
  - Construction of the pedestrian pathways along the western and northern property lines occurs prior to issuance of an Occupancy Permit;
  - Registration of a right-of-way for the small portion of the pedestrian pathway (circle feature) on private property prior to issuance of an Occupancy Permit;
  - Construction of a new sidewalk and cycle track on Shelbourne Street adjacent to 1587 Cabana Place in addition to the required property frontage improvements; and
  - Upgrading of the sewer main between Shelbourne Street and Morningside Place in addition to the site servicing requirements.
4. That Final Reading of the Zoning Amendment Bylaw and ratification of the Development Permit be withheld pending registration of a housing agreement to:
  - Prohibit a Strata Bylaw or Strata Council from restricting rental of a dwelling unit for residential purposes; and
  - Require that a minimum of 10 dwelling units are reserved for rental dwellings for a minimum period of 20 years.
5. That Final Reading of the Zoning Amendment Bylaw and ratification of the Development Permit be withheld pending payment of \$1000 for planting two Garry Oak trees in GlenCraig Park.

- 6. That the covenant registered as EE135919 on Lot A, Section 55, Victoria District, Plan VIP53405 and covenant registered as EB75227 on Lot 1, Section 55, Victoria District, Plan 46684 be discharged from the lands.

Prepared by   
 Andrea Pickard  
 Planner

Reviewed by:   
 Jarret Matanowitsch  
 Manager of Current Planning

Approved by:   
 Sharon Hvozdański  
 Director of Planning

APK/sd  
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Attachment

cc: Paul Thorkelsson, Administrator  
 Graham Barbour, Manager of Inspection Services

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation of the Director of Planning.

  
 Paul Thorkelsson, Administrator

## DISTRICT OF SAANICH

DPR00591

## DEVELOPMENT PERMIT

To: **Kang & Gill Construction Ltd., Inc. No. BC0451956**  
**105 937 Dunford Avenue**  
**Victoria BC V9B 2S4**

*(herein called "the Owner")*

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
2. This Development Permit applies to the lands known and described as:

**Lot B, Section 55, Victoria District, Plan VIP53405**  
**4024 Shelbourne Street**

**Lot A, Section 55, Victoria District, Plan VIP53405**  
**4028 Shelbourne Street**

**Strata Lot A, Section 55, Victoria District, Strata Plan VIS2957**  
**Together with an Interest in the Common Property in Proportion to**  
**the Unit Entitlement of the Strata Lot as shown on Form 1**  
**4030 Shelbourne Street**

**Strata Lot B, Section 55, Victoria District, Strata Plan VIS2957**  
**Together with an Interest in the Common Property in Proportion to**  
**the Unit Entitlement of the Strata Lot as shown on Form 1**  
**4032 Shelbourne Street**

**Lot 1, Section 55, Victoria District, Plan 46684**  
**4036 Shelbourne Street**

*(herein called "the lands")*

3. This Development Permit further regulates the development of the lands as follows:
  - (a) By varying the provisions of Zoning Bylaw 2003, Section 730.6 a) ii) to permit an apartment to be sited as close as 7.0 m from the interior side lot line (7.5 m required),
  - (b) By varying the provisions of Zoning Bylaw 2003, Section 730.6 a) iii) to permit an apartment to be sited as close as 6.0 m from the rear lot line (12.0 m required),
  - (c) By varying the provisions of Zoning Bylaw 2003, Section 730.6 b) to permit a building height of 14.8 m (maximum 11.5 m permitted),



- (d) By varying the provisions of Zoning Bylaw 2003, Section 6.4 a) to permit an open fence 1.2 m in height along the western and northern property lines which do not abut a street (opaque fence of 1.5 m height required),
  - (e) By varying the provisions of Zoning Bylaw 2003, Section 7.3 a) to permit the minimum number of off-street parking spaces to be provided for an apartment at 1.2 parking spaces per unit for 82 in total (1.5 parking spaces for a total of 102 required),
  - (f) By varying the provisions of Zoning Bylaw 2003, Section 7.4 a) to permit visitor parking at a ratio of 0.2 per unit for a total of 14 parking spaces (0.3 per unit or 21 spaces required), and
  - (g) By requiring the buildings and lands to be constructed and developed in accordance with the plans prepared by Misra Architect Ltd., LADR Landscape Architects, and McElhanney Consulting Services Ltd, date stamped received October 28, 2016, copies of which are attached to and form part of this permit.
4. The Owner shall substantially start the development within 24 months from the date of issuance of the Permit, in default of which the Municipality may at its option upon 10 days prior written notice to the Owner terminate this Permit and the Permit shall be null and void and of no further force or effect.
5. Notwithstanding Clause 4, construction of driveways and parking areas, and delineation of parking spaces shall be completed prior to the issuance of an Occupancy Permit.
6. (a) Prior to issuance of a Building Permit, the Owner shall provide to the Municipality security by cash, certified cheque, or an irrevocable letter of credit in the amount of \$288,150 to guarantee the performance of the requirements of this Permit respecting landscaping.
- (b) A Landscape Architect registered with the British Columbia Society of Landscape Architects must be retained for the duration of the project until the landscaping security has been released. Written letters of assurance must be provided at appropriate intervals declaring the registered Landscape Architect, assuring that the landscape work is done in accordance with the approved landscape plan, and indicating a final site inspection confirming substantial compliance with the approved landscape plan (BCSLA Schedules L-1, L-2, and L-3).
- (c) All landscaping must be served by an automatic underground irrigation system.
- (d) The owner must obtain from the contractor a minimum one-year warranty on landscaping works, and the warranty must be transferable to subsequent owners of the property within the warranty period. The warranty must include provision for a further one-year warranty on materials planted to replace failed plant materials.
- (e) Any protective fencing of trees or covenant areas must be constructed, installed and signed according to the specifications in Appendix X.
- (f) No site activity shall take place prior to the installation of any required tree of covenant fencing and the posting of "WARNING – Habitat Protection Area" signs. The applicant must submit to the Planning Department a photograph(s) showing the

installed fencing and signs. Damage to, or moving of, any protective fencing will result in an immediate stop work order and constitute a \$1,000 penalty.

- (g) The landscaping requirements of this Permit shall be completed within four months of the date of issuance of the Certificate of Occupancy for the development, in default of which the Municipality may enter upon the lands, through its employees or agents, and complete, correct or repair the landscaping works at the cost of the Owner and may apply the security, interest at the rate payable by the Municipality for prepaid taxes.
  - (h) In the event that any tree identified for retention is destroyed, removed or fatally injured, a replacement tree shall be planted in the same location by the Owner in accordance with the replacement guidelines as specified within the Saanich Tree and Vegetation Retention, Relocation and Replacement Guidelines. The replacement tree shall be planted within 30 days of notice from the Municipality in default of which the Municipality may enter upon the lands and carry out the works and may apply the security provided herein in payment of the cost of the works. For the purpose of this section, existing trees identified for retention and new trees planted in accordance with the landscape plan attached to and forming part of this permit shall be deemed to be "trees to be retained".
7. The lands shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and shall comply with all Municipal bylaws except for those provisions specifically varied herein. Minor variations which do not affect the overall building and landscape design and appearance may be permitted by the Director of Planning or in her absence, the Manager of Current Planning.
  8. Notwithstanding the provisions of Section 7 of this Permit the following changes will be permitted and not require an amendment to this Permit:
    - (a) When the height or siting of a building or structure is varied 20 cm or less provided, however, that this variance will not exceed the maximum height or siting requirements of the Zoning Bylaw.
    - (b) Changes to the relative location and size of doors and windows on any façade which do not alter the general character of the design or impact the privacy of neighbouring properties following consultation with the Director of Planning, or Manager of Current Planning in her absence.
    - (c) Where items noted under Section 8(b) are required to comply with the Building Code and/or the Fire Code and those changes are not perceptible from a road or adjacent property.
    - (d) Changes to soft landscaping provided the changes meet or exceed the standards contained on the landscape plans forming part of this Permit.
  9. The terms and conditions contained in this Permit shall enure to the benefit of and be binding upon the Owner, their executors, heirs and administrators, successors and assigns as the case may be or their successors in title to the land.



10. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION PASSED BY THE MUNICIPAL COUNCIL ON THE

\_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_  
ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Municipal Clerk

APPENDIX X

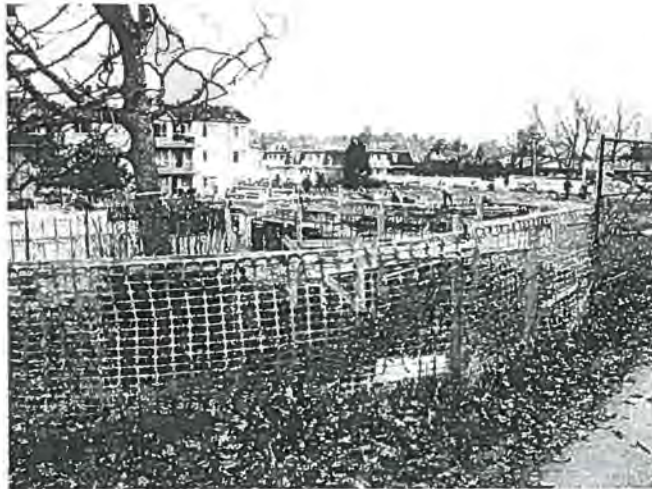
PROTECTIVE FENCING FOR TREES AND COVENANT AREAS

Protective fencing around trees and covenant areas is an important requirement in eliminating or minimizing damage to habitat in a development site.

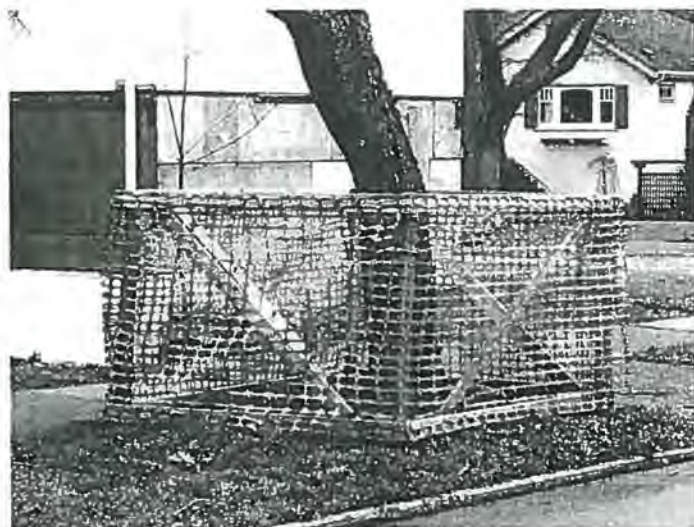
Prior to any activities taking place on a development site, the applicant must submit a photo showing installed fencing and "WARNING – Habitat Protection Area" signs to the Planning Department.

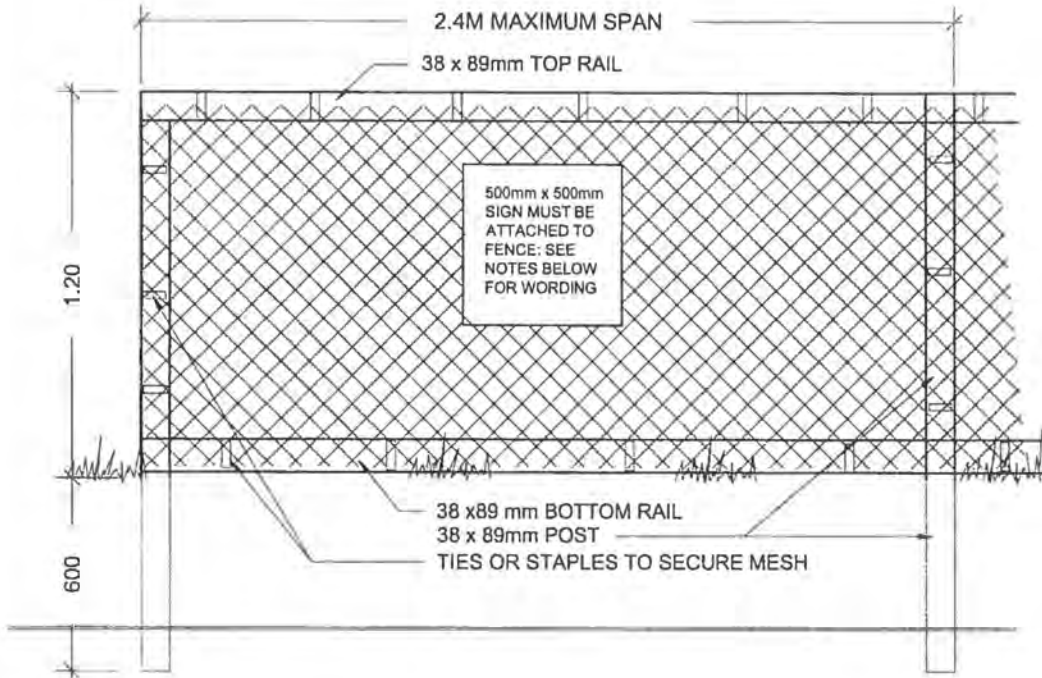
**Specifications:**

- Must be constructed using 2" by 4" wood framing and supports, or modular metal fencing
- Robust and solidly staked in the ground
- Snow fencing to be affixed to the frame using zip-ties or galvanized staples
- Must have a "WARNING – HABITAT PROTECTION AREA" sign affixed on every fence face or at least every 10 linear metres



Note: Damage to, or moving of, protective fencing will result in a stop work order and a \$1,000 penalty.





**TREE PROTECTION FENCING**

**NOTES:**

1. FENCE WILL BE CONSTRUCTED USING 38 X 89 mm (2"X4") WOOD FRAME: TOP, BOTTOM AND POSTS. \*  
USE ORANGE SNOW-FENCING MESH AND SECURE TO THE WOOD FRAME WITH "ZIP" TIES OR GALVANIZED STAPLES.
2. ATTACH A 500mm x 500mm SIGN WITH THE FOLLOWING WORDING:  
**WARNING-HABITAT PROTECTION AREA.** THIS SIGN MUST BE AFFIXED ON EVERY FENCE FACE OR AT LEAST EVERY 10 LINEAR METRES.

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



DETAIL NAME: **TREE PROTECTION FENCING**

DATE: March/08  
 DRAWN: DM  
 APP'D: RR  
 SCALE: N.T.S.

H:\shared\parks\Tree Protection Fencing.pdf



ENTERED  
IN CASE



# Memo

**To:** Planning Department  
**From:** Jagtar Bains – Development Coordinator  
**Date:** July 14, 2016  
**Subject:** Servicing Requirements for the Proposed Development- REVISED

**PROJECT: TO REZONE FROM RS-6 (SINGLE FAMILY DWELLING ZONE) TO RA-8 (APARTMENT ZONE) TO CONSTRUCT A 5-STOREY, 68-UNIT MULTI-**

**SITE ADDRESS: 4024 SHELBOURNE ST  
PID: 017-561-361  
LEGAL: LOT B SECTION 55 VICTORIA DISTRICT PLAN VIP53405  
DEV. SERVICING FILE: SVS01905  
PROJECT NO: PRJ2014-00375**

The above noted application for rezoning & Development Permit has been circulated to the Engineering Department for comment. A list of servicing requirements has been attached on the following page(s). To allow Council to deal effectively with this application, we would appreciate confirmation, prior to the Public Hearing, that the applicant agrees to complete the servicing requirements. Should there be any disagreement with any of these requirements, it should be discussed with the undersigned prior to the Public Hearing.



Jagtar Bains  
DEVELOPMENT COORDINATOR

Cc: Harley Machielse, DIRECTOR OF ENGINEERING  
Catherine Mohoruk, MANAGER OF TRANSPORTATION & DEVELOPMENT

**General Information on Development Servicing**

Servicing requirements are stated at this time for the applicant's information. The requirements must be met prior to building permit issuance, including consolidation or subdivision, payments and/or deposits.

Services which must be installed by a developer must be designed by a Professional Engineer hired by the developer and installed under the Engineer's supervision. The design must be approved prior to building permit issuance. The approval process may take up to 30 working days of staff time to complete circulations and request revisions of the Engineer. Certain circumstances can lengthen the approval process.

A Financial sheet is issued with the design drawing which will state:

- 1) The estimated cost of developer installed servicing plus 20% which must be deposited.
- 2) The estimated cost of Municipal installed servicing which must be paid.
- 3) The Development Cost Charges payable.
- 4) Any special conditions which must be met.

This information is not intended to be a complete guide to development procedures. A more complete listing may be found in Section 2 of the Engineering Specifications, Schedule H to Bylaw 7452 (Subdivision Bylaw).

# Development Servicing Requirements

Development File: SVS01905  
Civic Address: 4024 SHELBOURNE ST  
Page: 1

Date: Jul 14, 2016

## Drain

1. AN APPROPRIATELY SIZED STORM DRAIN CONNECTION IS REQUIRED TO SERVE THIS DEVELOPMENT FROM THE EXISTING 600 MM MAIN ON SHELBOURNE STREET. MANHOLE DESIGN WILL BE REQUIRED.
2. THE EXISTING DRAIN CONNECTIONS ARE TO BE CAPPED.
3. GREASE/OIL INTERCEPTOR(S) MUST BE INSTALLED ON SITE.
4. ALL PROPOSED BUILDING AND PARKING AREAS MUST BE DRAINED IN ACCORDANCE WITH THE B.C. BUILDING CODE REQUIREMENTS.
5. STORM WATER MANAGEMENT MUST BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF SCHEDULE H "ENGINEERING SPECIFICATIONS" OF SUBDIVISION BY-LAW. THIS DEVELOPMENT IS WITHIN TYPE II WATERSHED AREA WHICH REQUIRES STORM WATER STORAGE, OIL/GRIT SEPARATOR OR GRASS SWALE AND SEDIMENT BASIN. FOR FURTHER DETAILS, REFER TO SECTION 3.5.16, STORM WATER MANAGEMENT AND EROSION CONTROL OF SCHEDULE H "ENGINEERING SPECIFICATIONS" OF SUBDIVISION BY-LAW. A CONCEPTUAL PLAN SHOWING STORM WATER MANAGEMENT FROM McELHANNEY CONSULTING SERVICES LTD. IS ACCEPTABLE.
6. RUNOFF FROM THE PROPOSED PATHWAY, ALONG THE WESTERN PROPERTY LINE, MUST BE CONNECTED TO THE MUNICIPAL STORM DRAIN TRAVERSING 4029 AND 4031 CEDAR HILL ROAD.

## Gen

1. THE BUILDING IS REQUIRED TO COMPLY WITH THE 2012 BC BUILDING CODE AND MUNICIPAL BYLAWS. BUILDING AND PLUMBING PERMITS WILL BE REQUIRED FOR ALL WORKS.
2. BI-DIRECTIONAL AMPLIFICATION SYSTEM IN SUPPORT OF THE CREST RADIO NETWORK, MUST BE INSTALLED TO FUNCTION IN ALL AREAS OF THE PROPOSED BUILDING TO THE SATISFACTION OF THE SAANICH FIRE DEPARTMENT AND BILL SIDAWAY, CREST OPERATIONS MANAGER. CONTACT RICHARD PALA, SAANICH FIRE PREVENTION DIVISION AT 250-475-5507 FOR FURTHER DETAILS.
3. THIS PROPOSAL IS SUBJECT TO THE PREVAILING MUNICIPAL DEVELOPMENT COST CHARGES.
4. TWO COPIES OF CONSTRUCTION FIRE SAFETY PLAN, PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE BC BUILDING CODE ARE TO BE SUBMITTED FOR REVIEW/COMMENT TO THE SAANICH FIRE DEPARTMENT ALONG WITH A FEE OF \$100.00 PRIOR TO ISSUANCE OF THE BUILDING PERMIT.
5. ALL RELEVANT PRECAUTIONS IN PART 8 OF THE BC BUILDING CODE "SAFETY MEASURES AT CONSTRUCTION AND DEMOLITION SITES" MUST BE PROVIDED BY THE CONTRACTOR PRIOR TO ISSUANCE OF THE BUILDING PERMIT.

## Hydro/tel

1. UNDERGROUND WIRING SERVICE CONNECTION IS REQUIRED TO SERVE THE PROPOSED DEVELOPMENT.

## Road

1. 3.6 M WIDE PROPERTY DEDICATION IS REQUIRED ALONG THE ENTIRE FRONTAGE OF THE DEVELOPMENT ON SHELBOURNE STREET.
2. PROPOSED FOOTPATHS ALONG THE WESTERN AND NORTHERN PROPERTY LINES OF THIS DEVELOPMENT MUST BE CONSTRUCTED AND FENCED.
3. SHELBOURNE STREET, FRONTING THIS DEVELOPMENT, MUST BE IMPROVED IN ACCORDANCE WITH THE CROSS-SECTION AS RECOMMENDED IN THE SHELBOURNE VALLEY ACTION PLAN INCLUDING A 2.5 M WIDE CONCRETE SIDEWALK AND A 2.2 M WIDE CYCLE TRACK BEHIND THE EXISTING NON-MOUNTABLE CURB. THE EXISTING GUTTER AND

## Development Servicing Requirements

Development File: SVS01905  
Civic Address: 4024 SHELBOURNE ST  
Page: 2

Date: Jul 14, 2016

NON-MOUNTABLE CURB MUST BE REPLACED.

4. THE PROPOSED DRIVEWAY WILL BE RESTRICTED TO "RIGHT TURN" MOVEMENTS ONLY. SIGNAGE WILL BE INSTALLED BY SAANICH AT THE DEVELOPER'S EXPENSE.
5. THE EXISTING STREET LIGHT ON SHELBOURNE STREET, NEAR THE SOUTHEAST CORNER OF THIS DEVELOPMENT, MUST BE RELOCATED INTO THE BOULEVARD AREA.
6. IT IS RECOMMENDED THAT AN ON-SITE LOADING ZONE BE PROVIDED OFF OF THE PROPOSED DRIVEWAY.

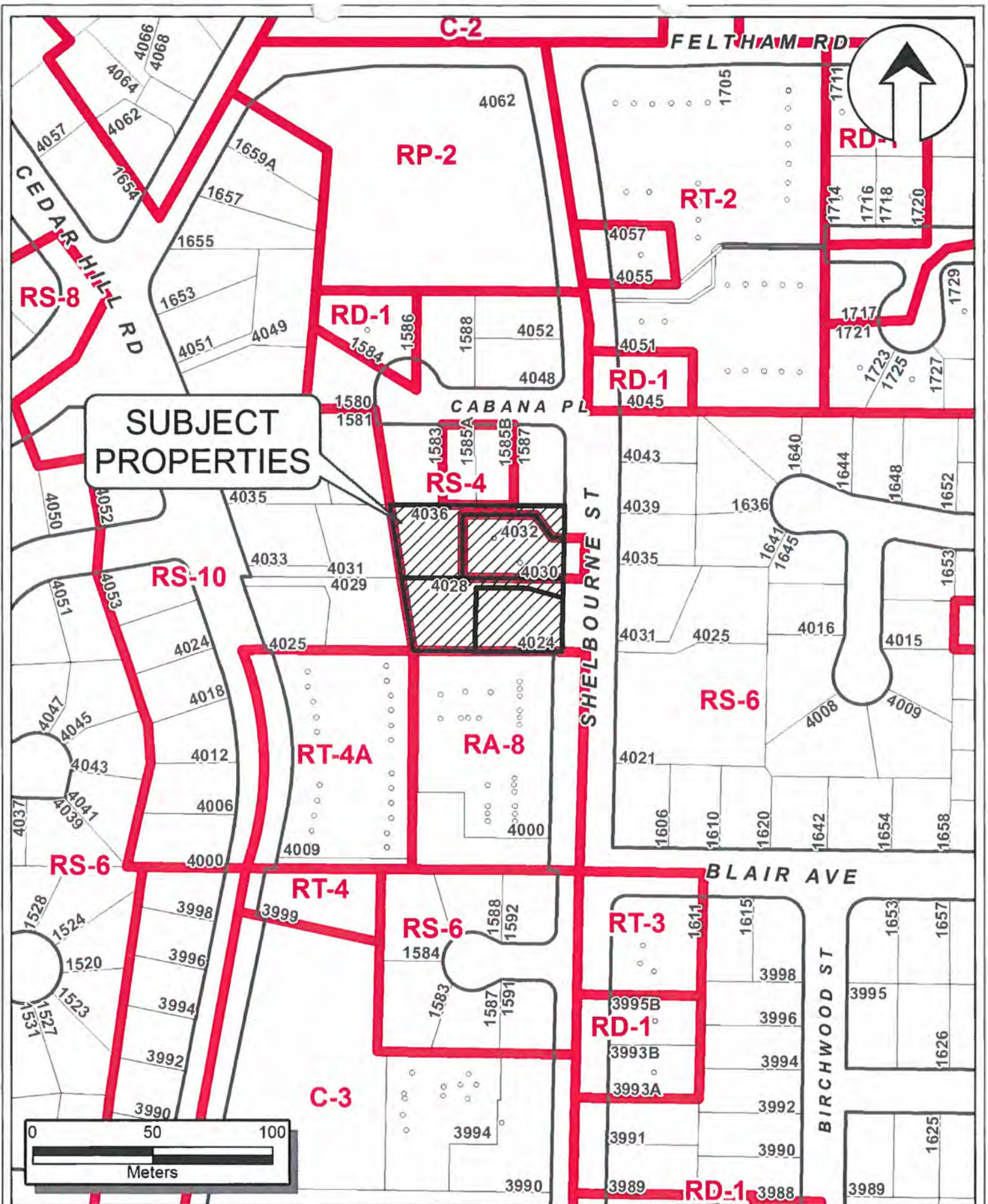
### Sewer

1. AN APPROPRIATELY SIZED SEWER CONNECTION IS TO BE INSTALLED FROM THE MUNICIPAL SYSTEM ON SHELBOURNE STREET TO SERVE THIS DEVELOPMENT.
2. THE EXISTING DOWNSTREAM SEWER MAIN, BETWEEN SHELBOURNE STREET AND MORNING SIDE PLACE, IS UNDERSIZED, THEREFORE, IT MUST BE REPLACED AT THE DEVELOPER'S EXPENSE TO ACCOMMODATE THIS DEVELOPMENT. A COVENANT WILL BE REQUIRED TO COMPLY WITH THIS REQUIREMENT.
3. THE EXISTING SEWER CONNECTIONS ARE TO BE CAPPED.

### Water

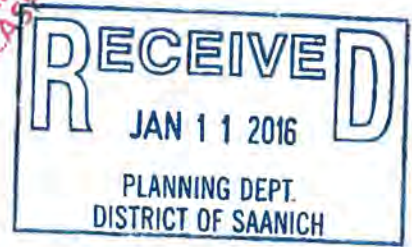
1. A PUMPER CONNECTION FOR THE FIRE SPRINKLER SYSTEM MUST BE PROVIDED AT A LOCATION ACCEPTABLE TO THE FIRE DEPARTMENT AND WITHIN 45 M OF A FIRE HYDRANT. THIS PUMPER CONNECTION IS TO BE FREE-STANDING AND OUTSIDE OF COLLAPSE ZONE OF THE BUILDING.
2. A SUITABLY SIZED WATER SERVICE MUST BE INSTALLED AS PER AWWA MANUAL M22 TO SERVE THE PROPOSED DEVELOPMENT FROM THE EXISTING 300 MM MAIN ON SHELBOURNE STREET. A FIRE LINE WILL BE REQUIRED.
3. THE EXISTING WATER SERVICES MUST BE REMOVED.







ENTERED  
IN CASE



# KANG & GILL CONSTRUCTION LTD.

## SUSTAINABILITY STATEMENT

4024 SHELBOURNE STREET | LOT B, SECTION 55, VICTORIA DISTRICT, PLAN VIP 53405  
4028 SHELBOURNE STREET | LOT A, SECTION 55, VICTORIA DISTRICT, PLAN VIP 53405  
4030 SHELBOURNE STREET | SL A, SECTION 55, VICTORIA DISTRICT, SP VIS 2957  
4032 SHELBOURNE STREET | SL B, SECTION 55, VICTORIA DISTRICT SP VIS 2957  
4036 SHELBOURNE STREET | LOT 1, SECTION 55, VICTORIA DISTRICT, PLAN 46684

APPLICANT | KANG AND GILL CONSTRUCTION LTD.

RESIDENTIAL | 5 STOREY | 68 UNIT CONDOMINIUM

### ENVIRONMENTAL INDICATORS

#### Ecological Protection and Restoration

This development will preserve portions of the pre-existing landscaping; along with adding new environmentally sustainable landscaping. New landscaping will include pervious paving and the addition of drought tolerant plants and trees.

#### Green Design and Construction

This development will be built to meet a BUILT GREEN™ Standard.

#### *Water Efficiency*

Reducing water usage decreases the impact on the water supply systems and sewage disposal infrastructure. This development will incorporate the following to help conserve water usage within the building:

- All toilets will be low-flow, dual flushing, and Energy Star® approved.
- All fixtures will be low-flow, water efficient, and Energy Star® approved.

#### *Materials and Resources*

With careful selection of materials and construction waste management, resource use and pressure on landfills can be decreased significantly. This development will incorporate the following to help with waste management and sustainability:



- When possible, demolition and construction waste will be recycled.
- Materials with high recycled content and from rapidly renewable resources will be donated for reuse by others.
- Materials with high recycled content and from rapidly renewable resources will be used wherever possible. Examples: insulation and flooring material.
- Kitchens and the parkade will include areas for recycling and composting.
- Durable materials will be used to prolong lifespan.

#### *Indoor Environmental Quality*

Reducing emissions is essential for the protection of human health and the environment. Improving ventilation and specifying low-emitting materials can improve indoor air quality significantly. This development will incorporate the following to improve air quality:

- A proper selection of non-off-gassing materials. Examples: carpet underlay and insulation.
- Only paints, adhesives and sealants with low VOC's will be used.
- Carbon monoxide detectors will be provided.
- All HVAC systems will include proper filters.
- Ventilation throughout all homes will be improved and all ventilation fans will be Energy Star® approved.
- Programmable humidistats will control ventilation, conserve energy and better regulate temperatures.

#### *Energy*

This development will incorporate the following to help conserve energy within the homes:

- Programmable thermostats will conserve energy and better regulate temperatures.
- All doors and windows will meet a Zone A - Energy Star® Rating.
- All appliances and fixtures will be Energy Star® approved.

## **SOCIAL INDICATORS**

### **Community Character and Liveability**

In constructing a sixty-eight (68) unit, five (5) storey condominium building, this development would provide a diverse mix of housing options, including various rental units which would benefit both a growing neighbourhood and aging population. This development would provide a pedestrian friendly streetscape, enhancing both sidewalks and extending the parkway lane, with access to the neighbouring park land. This development would be attractive, energy efficient, and affordable. The result would be an efficient use of land and would create a gateway for sustainable living. This site is well situated to take advantage of existing retail, university programs, neighbouring parkland, and public transportation.

## **ECONOMIC INDICATORS**

### **Employment**

The development would use local contractors and workers.

**Diversification and Enhancement**

Results of this development would be a net increase to the property tax base.

**Efficient Infrastructure and Operational Cost Savings**

This development would use existing municipal infrastructure and would further expand existing infrastructure and services. The expansion would enhance the streetscape and contribute to a growing neighbourhood as per the proposed Shelbourne Valley Area Action Plan.

**TO:** District of Saanich  
770 Vernon Avenue  
Victoria, BC  
V8X 2W7

**FROM:** McElhanney Consulting Services Ltd.  
#500-3960 Quadra Street  
Victoria, BC  
V8X 4A3

**ATTN:** WHOM IT MAY CONCERN      **DATE:** April 21, 2016

**McElhanney File Number:** 14-264 (10)

**RE:** **TECHNICAL MEMORANDUM 1 - STORMWATER MANAGEMENT STATEMENT**  
**The Encore (4024, 4028, 4030, 4032, and 4036 Shelbourne Street, Saanich, BC)**

---

The following are the details to address the requirements of Schedule "H" of the Subdivision Bylaw 7452 and to provide information in accordance with Saanich Planning Form APPL8, with respect to the Development Permit Application Storm Water Management Statement. The project site is within the Type 2 Watershed requirements under Schedule "H". The questions noted in *bold and italics* are as shown on the application form.

*a) Will there be an increase or decrease in impervious area compared to existing conditions?*

The current area of the proposed development is 4,130 sq.m. (0.413 ha). After the property dedication along the east and west sides of the property, the area will be 3,725 sq.m. (0.373 ha).

The proposed development will increase the impervious area compared to existing conditions.

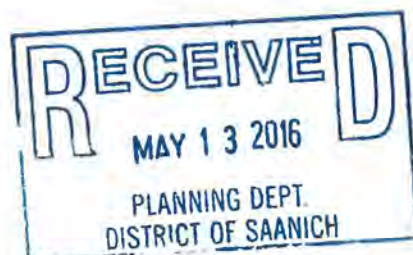
For the purposes of this Memorandum, the site area will be based on the area after property dedication.

*b) What percentage of the site will be impervious cover compared to existing conditions?*

The existing conditions impervious surfaces covers approximately 1,800 sq.m or 48% of the property in the existing condition.

With the proposed development, the property will have an impervious area of approximately 3,300 sq.m or 88% of the property.

Note that the impervious site cover includes the extent of underground parking area, however, portions of the site will be planted and landscaped above this underground parking area.



**c) How will impervious surface area be minimized (e.g. minimized paved area and building footprints, pervious paving, green roofing, absorbent landscaping)?**

Due to the proposed site configuration, a significant portion of the project site will be covered with the building. The loss of landscaped area will be off-set by increasing storm water storage facilities on-site to ensure pre-development flows are matched. Landscaped areas will include permeable planting/mulch to the extent practical, to further provide absorbent landscaping.

Sidewalks will be sloped to drain towards adjacent landscape areas where practical.

**d) How will the proposed system detain and regulate flows and improve storm water quality (e.g. infiltration systems, engineered wetlands, bioswales)?**

Live storage volume will be provided in accordance with Schedule H, Section 3.5.16.3.2 of the Engineering Specifications to Bylaw 7452. For a Type 2 Watershed, a live storage volume of 100 cu.m/ha of impervious surface area of the proposed development (regardless of the pre-existing site conditions). Since the proposed development has an impervious area of approximately 3,300 sq.m, the resulting storage volume required is 33 cu.m.

This volume will be accommodated using storm water detention tanks. Infiltration will also be utilized, to the extent possible as permissible by the Geotechnical Engineer, to reduce this volume. The release rate of 3.3 L/s (equivalent to 10 L/s/ha as per Saanich specifications) will be achieved using a flow control manhole to the extent possible.

The geotechnical report from Brimmell Engineering Ltd., dated April 24, 2014, notes that "the ground at basement grade has no capacity for stormwater absorption." This means the site, whether pervious or impervious, has limited infiltration capacity and that stormwater storage facilities would be required.

A combination of the stormwater detention tanks and flow control manhole will detain and regulate stormwater quantity from the development site.

The current site does not detain any storm water runoff.

**e) If the intent of the guideline cannot be met, explain why.**

n/a







## **Talbot Mackenzie & Associates**

Consulting Arborists

June 14, 2016

Kang and Gill Construction Ltd.  
105 – 937 Dunford Street  
Victoria, BC V9B 2S4  
Attention: Carly Abrahams



### **Assignment:**

To review Saanich Parks Referral notes, and provide additional mitigation measures to be implemented during the excavation within the 8 meter critical root zone of the 80cm d.b.h. Garry oak (No Tag 11) located on neighbouring property at 4029 Cedar Hill Road.

### **Mitigation recommendations:**

- As the edge of the proposed underground parking structure is located approximately 7.5 meters from the trunk of Garry oak (No Tag 11) it will not be possible to protect the entire 8 meter critical root zone. Our recommendations are proposed to protect the Root Zone radius, where the majority of the structural supporting roots will be located and a sufficient portion of the Critical Root zone on this side of the tree to have a reasonable expectation that this tree will survive following the construction. Excavation will be required within the 8 meter critical root zone for working room to build concrete forms, perimeter drain installation and waterproofing. We recommend that a minimum of 6.5 meters of the critical root zone be left intact by using shoring methods, to reduce the need for cut slope excavation. The ability to encroach further into the critical root zone of this tree than 6.5 meters can only be determined through exploratory excavation or at the time of excavation for the proposed underground parking structure.
- All excavation within the 8 meter critical root zone must be performed under arborist supervision. Any roots encountered will be pruned back to the line of excavation to encourage new root growth.
- Excavation for the asphalt path that crosses within the critical root zone of Garry oak (No Tag 11) should be performed under arborist supervision. If significant roots are encountered during excavation, the path must be constructed over the grade of these roots (see attached floating sidewalk specifications).
- Barrier Fencing: We recommend that Barrier Fencing be erected 6.5 meters from the East side of the trunk of Garry oak (No Tag 11), or approximately 1 meter off of the edge of the footprint of the proposed parking structure. We recommend that the fencing extend 8 meters from the North and South sides of the trunk (see attached landscape plan for barrier fencing locations). The barrier fencing to be erected must be a minimum of 4 feet in height and constructed of solid material or flexible safety fencing that is attached to wooden or metal posts.

.../2

Box 48153 RPO Uptown  
Victoria, BC V8Z 7H6  
Ph: (250) 479-8733 ~ Fax: (250) 479-7050  
Email: treehelp@telus.net

- Barrier Fencing continued: If a flexible fencing material is used, the top of the fencing must be secured to the posts by a board that runs between the top and bottom of these posts with cross bracing across the panels. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose. Portable construction fencing may be used for the outer portion of the protection zone (i.e. where it runs along the property boundaries). This fencing must be secured in place so it cannot be moved during the construction period and posted with signs indicating a tree protection area.

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

Yours truly,  
Talbot Mackenzie & Associates

Tom Talbot & Graham Mackenzie  
ISA Certified, & Consulting Arborists  
Encl. – Landscape Plan – 1 page, Floating Walkway Specifications, Barrier Fencing Specifications.

**Disclosure Statement**

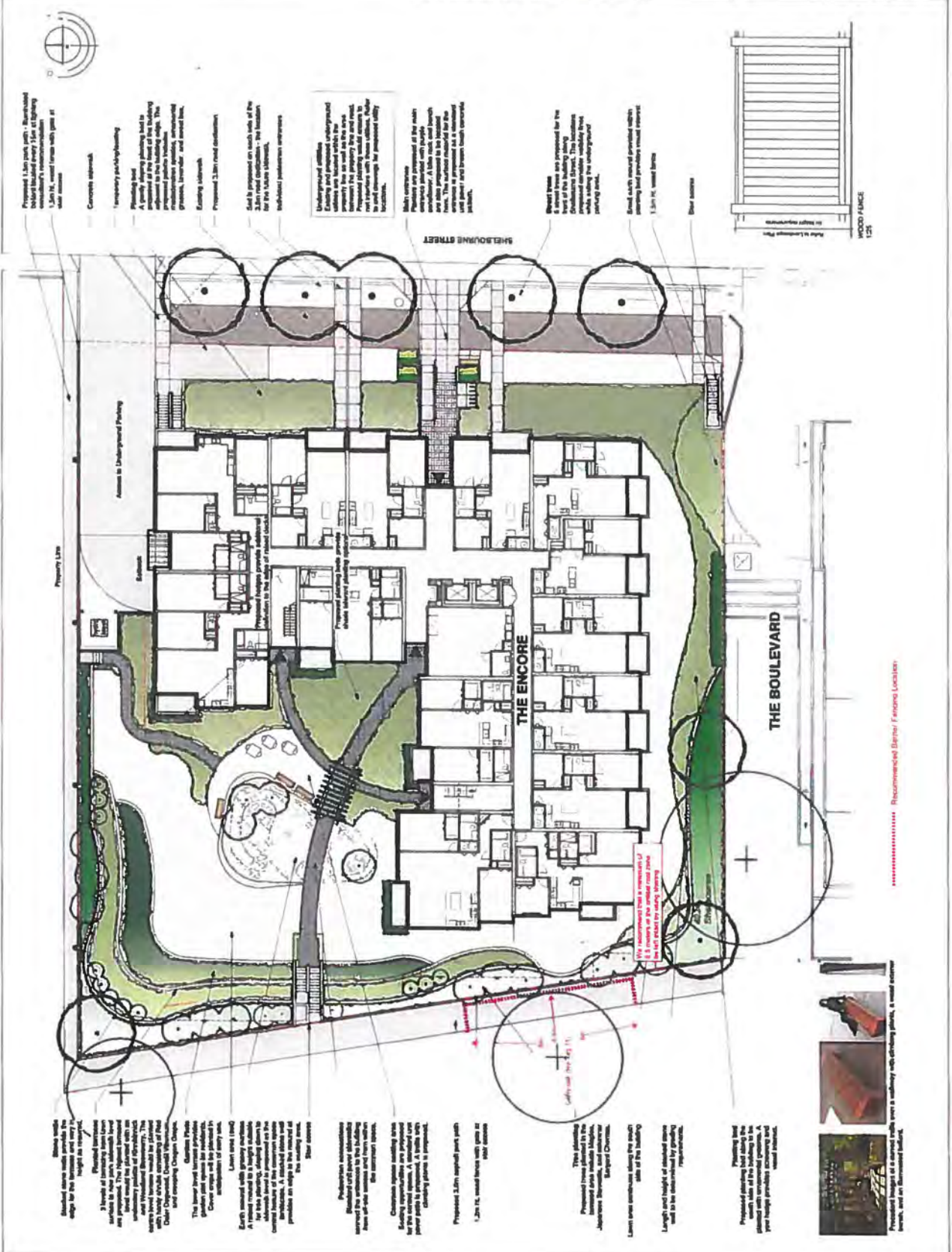
Arborists are professionals who examine trees and use their training, knowledge and experience to recommend techniques and procedures that will improve their health and structure or to mitigate associated risks.

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

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

Box 48153 RPO Uptown  
Victoria, BC V8Z 7H6  
Ph: (250) 479-8733 ~ Fax: (250) 479-7050  
Email: treehelp@telus.net





Proposed 1.5m high path. Recommended 1.5m high path with 150mm concrete base. Reproduction is made as to part without written consent of the Landscape Architect is prohibited.

Proposed 3.0m road medians. 3.0m road medians with 150mm concrete base. Reproduction is made as to part without written consent of the Landscape Architect is prohibited.

Underground utilities. Utility lines shown in grey. Reproduction is made as to part without written consent of the Landscape Architect is prohibited.

Main entrance. Main entrance shown in red. Reproduction is made as to part without written consent of the Landscape Architect is prohibited.

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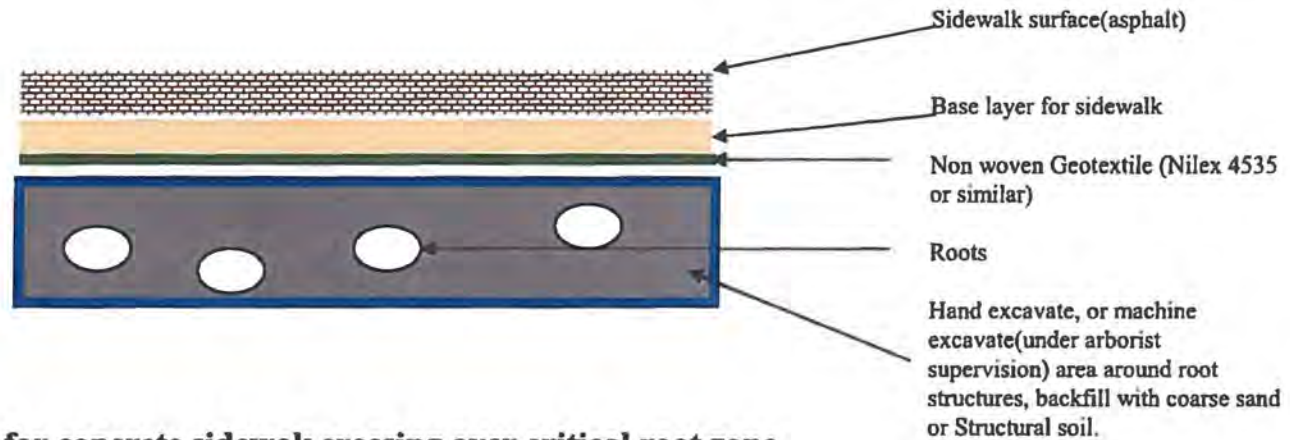
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Main entrance. Main entrance shown in red. Reproduction is made as to part without written consent of the Landscape Architect is prohibited.

**Diagram – Concrete sidewalk crossing over Critical Root Zone**



**Specifications for concrete sidewalk crossing over critical root zone**

1. Excavate for the required sidewalk surface, under the supervision of an ISA Certified Arborist.
2. Excavation for area around root structures by hand or machine (under arborist supervision) to bearing layer of soil.
3. Backfill area around roots with coarse sand or a structural soil mix
4. A layer of medium weight non woven Geotextile (Nilex 4535 or similar) is to be installed over the backfilled area of the sidewalk.
5. Construct base layer and sidewalk surface over Geotextile layer to required grade.





## **Talbot Mackenzie & Associates**

Consulting Arborists



March 30, 2016

Kang and Gill Construction Ltd.  
105 – 937 Dunford Street  
Victoria, BC V9B 2S4

Attention: Carly Abrahams

Re: arborist report for 4024/4028/4030/4032 & 4036 Shelbourne Street

**Assignment:** Prepare a tree retention report to be used during the proposed residential development at the 4024/4028/4030/4032 & 4036 Shelbourne Street properties.

**Methodology:** Each bylaw-protected tree onsite was identified using a numeric metal tag attached to its lower trunk. Trees located on the municipal frontage and on neighbouring properties within 3 meters of the property boundary were not tagged, but are identified numerically on the attached site plan. Information such as tree species, size (dbh), crown spread, critical root zone (crz), health and structural condition, relative tolerance to construction impacts and general remarks and recommendations was recorded in the attached tree resource spreadsheet.

**Potential impacts:** We anticipate that the highest onsite impacts will occur during excavation and blasting for the proposed building and driveway footprint, underground parking and underground service corridors.

### **Mitigation of impacts:**

#### **The barrier fencing specifications are as follows:**

Protective barrier fencing must be erected along the perimeter of the critical root zones to isolate these trees from the construction activity. Where possible, the fencing should be erected at the perimeter of the critical root zones. Where excavation is anticipated to encroach within the critical root zones of bylaw-protected trees (Garry oak 252 and No tag 11), see attached site plan for our recommended barrier fencing locations. The barrier fencing to be erected must be a minimum of 4 feet in height and constructed of solid material or flexible safety fencing that is attached to wooden or metal posts. If a flexible fencing material is used, the top of the fencing must be secured to the posts by a board that runs between the top and bottom of these posts with cross bracing across the panels. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity.

.../2

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Victoria, BC V8Z 7H6  
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Email: treehelp@telus.net

The project arborist must be consulted before this fencing is removed or moved for any purpose. Portable construction fencing may be used for the outer portion of the protection zone (i.e. where it runs along the property boundaries). This fencing must be secured in place so it cannot be moved during the construction period and posted with signs indicating a tree protection area.

**Building/Underground parking footprint:**

The following bylaw-protected trees are located within the footprint of the proposed underground parking structure and will require removal: 0754, 0143, 0145, 0147.

Excavation for the underground parking footprint will encroach within the critical root zones of the following bylaw-protected trees:

Garry oak 252(located on the neighbouring property at 4000 Shelbourne Street)

- This tree has been previously impacted by blasting and rock removal on the neighbouring property to the south, and the proposed building and underground parking footprints encroach within its critical root zone. The foundation of the existing residence on the property at 4028 Shelbourne Street has likely inhibited the root growth of this tree, and due to the limited soil volume, we anticipate extensive rooting up to the foundation. From measurements taken while onsite, the existing foundation of the residence on 4028 Shelbourne Street is approximately 4 metres away from the north side of the trunk.

In our opinion, this tree is not a good candidate for retention, given the past impacts, proposed new impacts/site changes, and shallow soil conditions. While it may be possible to attempt to retain this tree (this can only be confirmed at the time of excavation), there will be an increased risk associated with the tree, and it may not survive the impacts. If this tree is removed, the area would likely be a suitable planting location for young healthy trees with a good opportunity to adapt to the new growing environment.

Douglas-fir 0751

- This tree has been previously impacted on the South side during development of the neighbouring property at 4000 Shelbourne Street. Excavation for the proposed underground parking structure and 2.5m concrete sidewalk will heavily impact this tree and require that it be removed.

Douglas-fir 0148

- This tree will be heavily impacted by excavation for the Northwest corner of the proposed underground parking structure and underground drainage connections and will require that it be removed.

Douglas-fir (No tag 5) located on the neighbouring property at 4031 Cedar Hill Road

- This tree will be impacted by excavation for the Northwest corner of the proposed underground parking structure, underground drainage connections and proposed 2.5m park path. In our opinion, this tree is not a good candidate for retention, due to its poor structural characteristics and anticipated impacts and new exposure from the proposed development.

...3



Garry oak (No tag 11) located on the neighbouring property at 4029 Cedar Hill Road.

- This tree will be impacted by excavation for the proposed underground parking footprint and proposed 2.5m park path. All excavation within critical root zones of this tree must be performed under arborist supervision.

**Entrance/exit ramp to Underground parking structure:**

The following trees are located within the footprint of the proposed entrance ramp to the underground parking structure and will require removal: No tag 12(located on municipal property), no tag 8 and 9 (located on the North property line – verify ownership), no tag 10(a portion of the hedge is located on municipal property).

**Offsite works:** The following municipal trees are located within the footprint of the proposed cycle track and will require removal: Norway maple(no tag 3), Norway maple(no tag 12).

A portion of Laurel hedge row(no tag 10) is located within the footprint of the proposed municipal sidewalk and will require removal.

**Underground Servicing:**

A catch basin and storm drain is proposed to connect to the existing storm main, within the critical root zones of Port Laurel 0147 and Douglas-fir 0148 and will require that they be removed.

Douglas-fir(no tag 5) located on the neighbouring property at 4031 Cedar Hill Road may be impacted by excavation for the proposed catch basin and storm drain connections. This tree has poor structural characteristics and will also be impacted by new exposure by the removal of adjacent Douglas-fir 0148 and excavation for the proposed park path. If this tree is retained, we recommend that all excavation within its critical root zone be performed under arborist supervision.

**Canopy conflicts:**

- A scaffold limb (approximately 25cm in diameter) overhands the Southwest corner of the proposed building. This limb may require pruning, to attain adequate clearance from the proposed building, or removal entirely. We recommend that all pruning of bylaw-protected trees be performed by an ISA certified arborist to ANSI A300 standards.
- Douglas-fir(no tag 5) located on the neighbouring property at 4031 Cedar Hill Road has poor structural characteristics and will also be impacted by new exposure by the removal of adjacent Douglas-fir 0148. If this tree is retained, we recommend that a cable brace is installed to stabilize the stem union.

**Blasting and rock removal:** We anticipate significant blasting to attain the required grades on this site. Blasting to level rock areas should be sensitive to the root zones located at the edge of the rock. Care must be taken to assure that the area of blasting does not extend into the critical root zones beyond the building footprint. The use of small low-concussion charges, and multiple small charges designed to pre-shear the rock face, will reduce fracturing, ground vibration, and reduce the impact on the surrounding environment. Only explosives of low phytotoxicity, and techniques that minimize tree damage, are to be used. Provisions must be made to store blast rock, and other construction materials and debris away from critical tree root zones.

**Arborist supervision during excavation:** If excavation is required and permitted within critical root zones, this excavation must be supervised by an ISA certified arborist. The arborist will determine which roots can be pruned and which roots must be retained. If during excavation, roots are encountered that are critical to tree stability or survival, and cannot be retained, we will likely recommend removal to eliminate any associated risk with the trees.

**Work Area and Material Storage:** It is important that the issue of storage of excavated soil, construction material, and site parking be reviewed prior to the start of construction; where possible, these activities should be kept outside of the critical root zones of trees that are to be retained. If there is insufficient room for onsite storage and working room, the arborist must determine if there is a suitable working area within the critical root zone, and outline methods of mitigating the associated impacts (i.e. mulch layer, bridging etc).

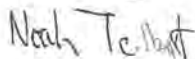
**Arborist Role:** It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:

- Locating the barrier fencing
- Reviewing the report with the project foreman or site supervisor
- Locating work zones, where required
- Supervising excavation for the building driveway and service footprints
- Reviewing and advising of any pruning requirements for building clearances.

**Review and site meeting:** Once the project receives approval, it is important that the project arborist meet with the principals involved in the project to review the information contained herein. It is also important that the arborist meet with the site foreman or supervisor before any demolition, site clearing or other construction activity occurs.

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

Yours truly,



Tom Talbot & Graham Mackenzie  
ISA Certified, & Consulting Arborists

Enclosures: – Site Survey showing tree locations and suggested barrier fencing locations, Landscape concept plan, conceptual site servicing plan, 3 page Tree Resource Spreadsheet, Barrier Fencing Specifications.

**Disclosure Statement**

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

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

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

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**TREE RESOURCE**  
for  
4024, 4028, 4030, 4032 4036 Shelbourne Street

Tree #	d.b.h. (cm)	CRZ	Species	Crown Spread(m)	Condition Health	Condition Structure	Relative Tolerance	Remarks / Recommendations
0751	102	9.0	Douglas-fir	18.0	Fair	Fair	Poor	Bylaw-protected. Hanger, recently impacted on south side, no visible large root damage. Will be heavily impacted by excavation for footprint of proposed underground parking area and stairwell. Removal.
0752	25	3.0	Birch	3.0	Fair	Fair/poor	Moderate	Suppressed, crown raised, deadwood. Will be heavily impacted by excavation for footprint of proposed underground parking area and stairwell. Removal.
0753	46	5.5	Mountain ash	5.0	Fair	Fair	Moderate	Central leader-decay, decay in old pruning wounds. Located within proposed road dedication. Removal.
0754	102	10.0	Atlantic cedar	15.0	Fair	Fair	Good	Bylaw-protected. Included bark, end-weight. Located within footprint of proposed underground parking area. Removal.
0755	10, 11	2.0	Golden cedar	4.0	Good	Fair	Moderate	Co-dominant, located near property line. Located within proposed underground parking footprint. Removal
no tag 1	6, 6, 6, 6	2.0	Leylandii	6.0	Fair	Fair	Moderate	4 stems Leylandii hedge. Located within proposed underground parking footprint. Removal
0756	34	4.0	Hawthorne	4.0	Fair	Fair	Moderate	Located on neighbouring property, old decayed wisteria intertwined. Will be heavily impacted by proposed underground parking footprint. Removal.
no tag 2	20 stems	4.0	Western Red cedar	12.0	Fair	Fair	Moderate	Hedge, row of 10 stems between 6-10 cm, growing along property line. Located within proposed underground parking footprint. Removal
0757	25	3.0	Snake bark maple	6.0	Fair	Fair	Moderate	Included bark, Located within proposed underground parking footprint. Removal
0758	12	1.5	Apple	5.0	Fair	Fair	Moderate	Small short tree. Located within proposed underground parking footprint. Removal
no tag 3	41	5.0	Norway maple	10.0	Fair	Fair	Moderate	Municipal tree, under hydro. Located within proposed cycle track. Removal.
0759	10, 13, 13, 16, 18, 20, 20	7.5	Port laurel	6.0	Good	Fair	Good	Growing near property line, fruiting bodies, some decay. Within proposed underground parking footprint. Removal.
no tag 4	multiple stems	2.0	Holly	8.0	Fair	Fair	Good	11 stems, Located within proposed underground parking footprint. Removal
0143	45	4.0	Douglas-fir	9.0	Fair	Fair	Poor	Bylaw-protected, surface rooted, located within footprint of proposed underground parking. Removal.

Prepared by:  
**Talbot Mackenzie & Associates**  
 ISA Certified, and Consulting Arborists  
 Phone: (250) 479-8733  
 Fax: (250) 479-7050  
 email: Treehelp@telus.net

**TREE RESOURCE**  
for  
4024, 4028, 4030, 4032 4036 Shelbourne Street

Tree #	d.b.h. (cm)	CRZ	Species	Crown Spread(m)	Condition Health	Condition Structure	Relative Tolerance	Remarks / Recommendations
0144	25, 30	5.5	Cherry	6.0	Fair	Fair	Moderate	Decay in central leader, located within footprint of proposed underground parking. Removal.
0145	35	3.0	Douglas-fir	7.0	Fair	Poor	Poor	Bylaw-protected, topped, surface rooted, located within footprint of proposed underground parking. Removal.
0146	40	4.0	Ponderosa pine	10.0	Fair	Fair	Good	Located within footprint of proposed underground parking. Removal.
0147	17, 18, 19, 21, 26, 35	5.0	Port laurel	7.0	Good	Fair	Good	Bylaw-protected by size, multiple stems, half of canopy over neighbouring property. Located within proposed underground parking footprint. Removal
0148	59	9.0	Douglas-fir	10.0	Good	Fair	Poor	Bylaw-protected. Located within proposed underground parking footprint, and within footprint of proposed 2.5m park path. Removal
No Tag 5	60	9.0	Douglas-fir	10.0	Good	Poor	Poor	Located on neighbouring property, co-dominant tops, included bark - narrow union, Will experience new exposure due to required adjacent tree(0148) removal. Cable brace recommended if retained.
No Tag 6	35	4.0	Norway maple	8.0	Good	Fair	Moderate	Located on neighbouring property. Proposed 2.5m park path within crz. Arborist supervision recommended for excavation within crz.
No Tag 7	multiple stems	3.0	mixed	3.0	Good	Fair	Moderate	Chamaecyparis and English laurel hedge, growing along North property line. Will be heavily impacted by excavation for footprint of proposed underground parking ramp. Removal.
No Tag 8	20	3.0	Flowering cherry	3.0	Good	Good	Moderate	Young ornamental tree, growing within easement.
No Tag 9	25	3.0	Tulip tree	3.0	Good	Good	Good	Young ornamental tree, growing within easement.
No Tag 10	multiple stems	3.0	English laurel	3.0				Hedge row. Portions of hedge growing within proposed road dedication and municipal frontage.
0760	20	2.5	Western Red cedar	3.0	Fair	Fair	Moderate	Located within proposed 2.5m park path. Removal.
No tag 11	80	8.0	Garry oak	16.0	Fair	Fair	Good	Located on neighbouring property, deadwood, some end-weight. Excavation will be required within crz for proposed underground parking footprint and proposed 2.5m park path. All excavation within crz must be performed under the supervision of the project arborist.

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**TREE RESOURCE**  
for  
**4024, 4028, 4030, 4032 4036 Shelbourne Street**

<i>Tree #</i>	<i>d.b.h. (cm)</i>	<i>CRZ</i>	<i>Species</i>	<i>Crown Spread(m)</i>	<i>Condition Health</i>	<i>Condition Structure</i>	<i>Relative Tolerance</i>	<i>Remarks / Recommendations</i>
No Tag 12	37	4.4	Norway maple	9.0	Good	Fair	Moderate	Municipal tree, conflicting with overhead utilities.
0761	12, 12, 16	4.0	Japanese maple	7.0	Fair	Fair	Moderate	Young tree. Located within underground parking footprint. Removal
252	60, 66	8.0	Garry oak	16.0	Fair	Fair	Good	Crossing limbs, co-dominant, history of large limb failure, decay in old pruning/failure wounds, heavily end-weighted limbs. Has been impacted by blasting and rock removal on the neighbouring property. Existing 4028 Shelbourne Street residence within crz. Existing foundation inhibits root growth on the north side of the tree.

Prepared by:  
**Talbot Mackenzie & Associates**  
 ISA Certified, and Consulting Arborists  
 Phone: (250) 479-8733  
 Fax: (250) 479-7050  
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# BC Land Surveyors Site Plan of 4024, 4028, 4030, 4032 & 4036 Shelbourne Street

Suggested Barrier Fencing Locations

Development Site Area = 3756 m<sup>2</sup>  
(after proposed road & path dedication)

Scale - 1:200



All distances shown are in metres  
The intended print size is 18" by 24"

Tree diameters are in centimetres.

Gratic elevations shown (In Metres)

1:880 Indicators logged by Isabel Macdonald & Associates

Contours indicated were derived by terrain  
modeling. Critical elevations must be  
verified on site.

### 4024 Shelbourne Street

Legal - Lot B, Section 55, Victoria District,  
Plan VIP53405

Parcel Identifier: 017-561-361

The following non-financial charge is shown on  
the current title and may effect the property -  
E132918 - Easement

### 4028 Shelbourne Street

Legal - Lot A, Section 55, Victoria District,  
Plan VIP53405

Parcel Identifier: 017-561-353

The following non-financial charge is shown on  
the current title and may effect the property -  
E132917 - Easement  
E132919 - Covenant

### 4030 Shelbourne Street

Legal - Strata Lot A, Section 55, Victoria District,  
Strata Plan VIS2957

Parcel Identifier: 018-508-529

The following non-financial charge is shown on  
the current title and may effect the property -  
E031416 - Easement

### 4032 Shelbourne Street

Legal - Strata Lot B, Section 55, Victoria District,  
Strata Plan VIS2957

Parcel Identifier: 018-508-511

### 4036 Shelbourne Street

Legal - Lot 1, Section 55, Victoria District,  
Plan 46684

Parcel Identifier: 010-906-592

The following non-financial charges are shown on  
the current title and may effect the property -  
D9183 - Right of Way  
E835982 - Easement  
E835983 - Easement  
E831910 - Restrictive Covenant  
E875227 - Covenant

November 5, 2014

File - 11787 SI-2 (58)

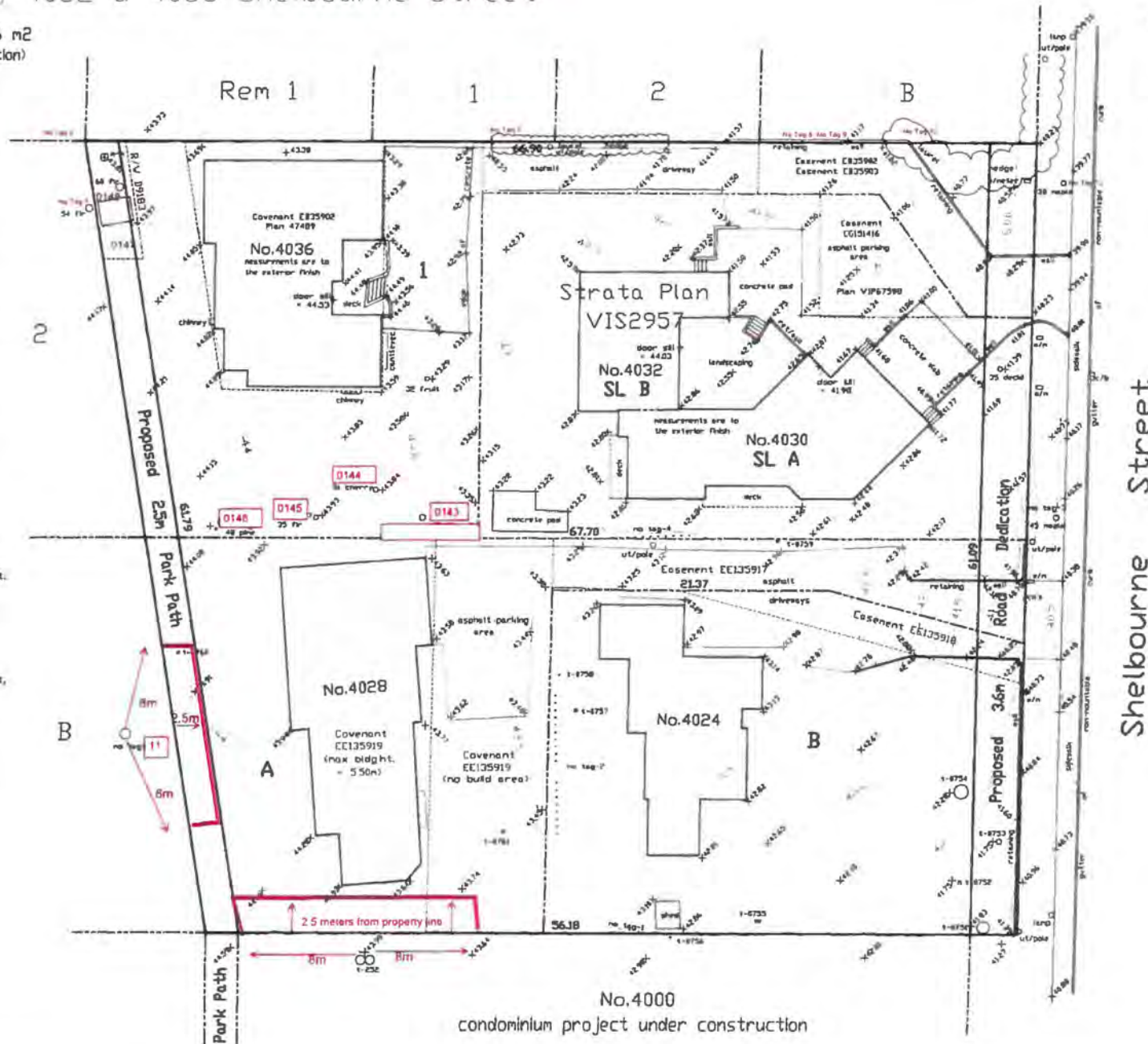
**POWELL & ASSOCIATES**

BC Land Surveyors

250-2950 Douglas Street

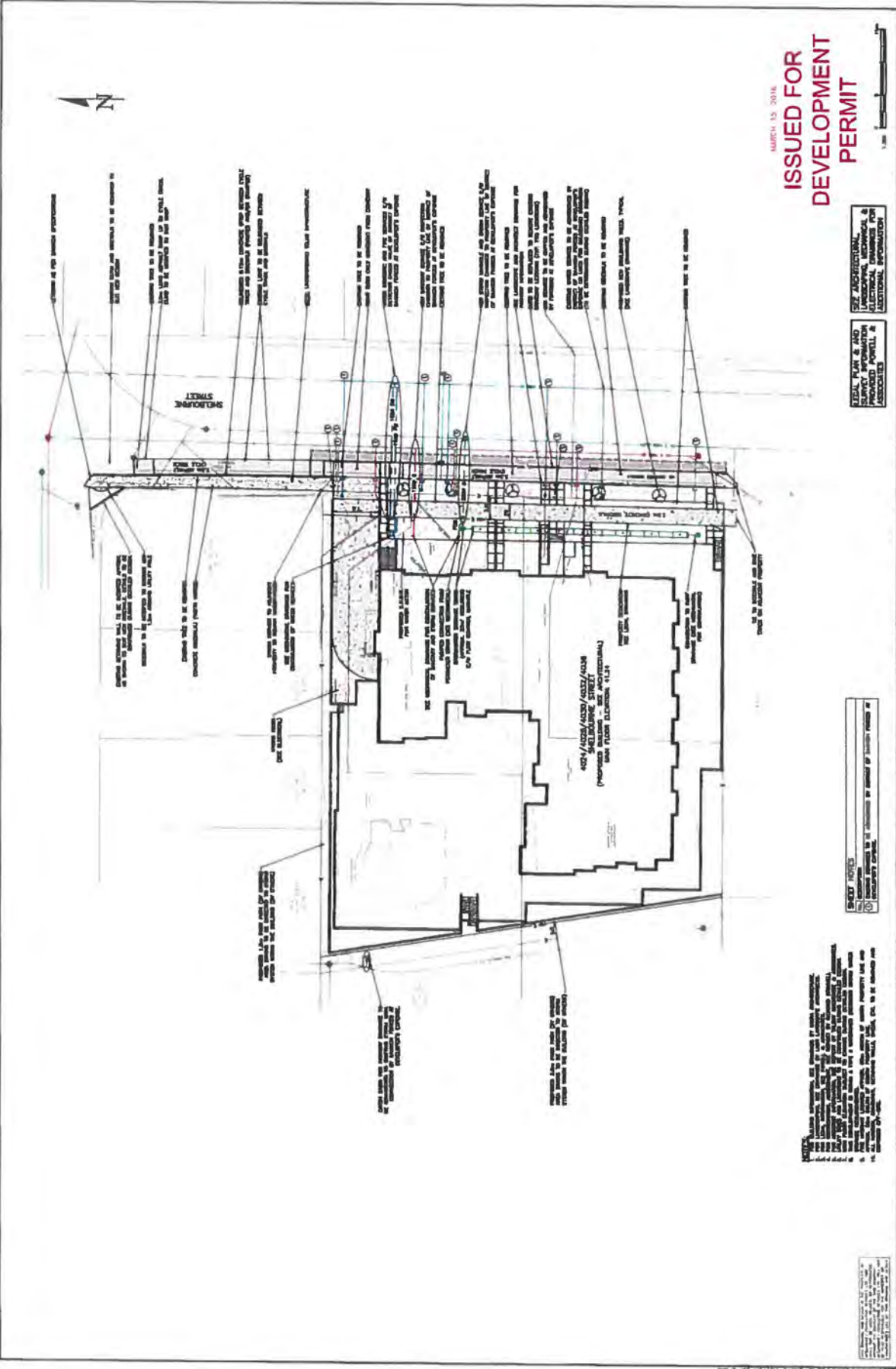
Victoria, BC V8T 4N4

phone (250) 382-8855



Shelbourne Street





MARCH 15, 2014  
**ISSUED FOR DEVELOPMENT PERMIT**

**LEGAL PLAN & LAND SURVEY INFORMATION PROVIDED FOR THE DEVELOPMENT PERMIT**

**OFF ARCHITECTURAL, ENGINEERING, ELECTRICAL, MECHANICAL, & PLUMBING CONSULTING SERVICES FOR DEVELOPMENT PERMIT**

**SEWER NOTES**  
1. ALL SEWER LINES SHALL BE 12" DIA. VITRIFIED CLAY PIPE WITH 2" THICK WALLS.  
2. ALL SEWER LINES SHALL BE INSTALLED AT A MINIMUM OF 18" COVER.  
3. ALL SEWER LINES SHALL BE INSTALLED AT A MINIMUM OF 12" COVER.  
4. ALL SEWER LINES SHALL BE INSTALLED AT A MINIMUM OF 6" COVER.

NO.	REVISIONS	APPROVED	DESIGN APPROVED	DATE	BY	DATE	BY
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

CONFIRM UNDERGROUND UTILITY COMPANIES



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permission of the Landscape Architect.

# DRAFT

**LANDSCAPE ARCHITECTURE**  
22-500 Dupont Ave. Victoria, B.C. V8C 3S8  
Phone: (250) 586-9549 Fax: (250) 412-0388  
PROJECT  
**The Encore**  
4024 Shelbourne St.  
Saanich, BC

DATE	Mar 1-16
DRAWN	RL
CHECKED	DEK
PROJECT No.	1539
SCALE	1:150



Proposed 1.5m wide path - Subsoiled  
layers located every 15m, all lighting  
to be provided by the contractor.  
1.5m RL, wood fence

Concrete sidewalk

Temporary parking/stacking

Planting bed  
A gently sloping planting bed is  
proposed on the east side of the building  
adjacent to the parking lot. The  
proposed planting bed includes  
concrete borders, drainage, and  
aeration, and is to be planted with  
planting trees.

Existing sidewalk

Proposed 3.0m wide driveway

Soil to be proposed on north side of the  
3.0m wide driveway - this includes  
the 1.5m RL sidewalk.  
structural foundation elements

Underground utilities  
Utilities are located within the  
property by an easement on the  
south side of the building. The  
proposed driveway would cross to  
the easement with trees, utility, fiber  
and sewerage for proposed office  
building.

Major entrance  
Trees are proposed on the north  
side of the building. A 1.5m wide path  
is proposed to be located  
between the driveway and the  
parking lot. The driveway  
will be constructed with  
concrete.

Small trees proposed with  
planting bed adjacent to the  
driveway.

1.5m RL, wood fence

Slab steps

WOOD FENCE  
120



2.5m wide path  
Proposed 2.5m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

2.5m wide path  
Proposed 2.5m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

3.0m wide path  
Proposed 3.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

4.0m wide path  
Proposed 4.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

5.0m wide path  
Proposed 5.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

6.0m wide path  
Proposed 6.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

7.0m wide path  
Proposed 7.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

8.0m wide path  
Proposed 8.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

9.0m wide path  
Proposed 9.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

10.0m wide path  
Proposed 10.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

11.0m wide path  
Proposed 11.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

12.0m wide path  
Proposed 12.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

13.0m wide path  
Proposed 13.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

14.0m wide path  
Proposed 14.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

15.0m wide path  
Proposed 15.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

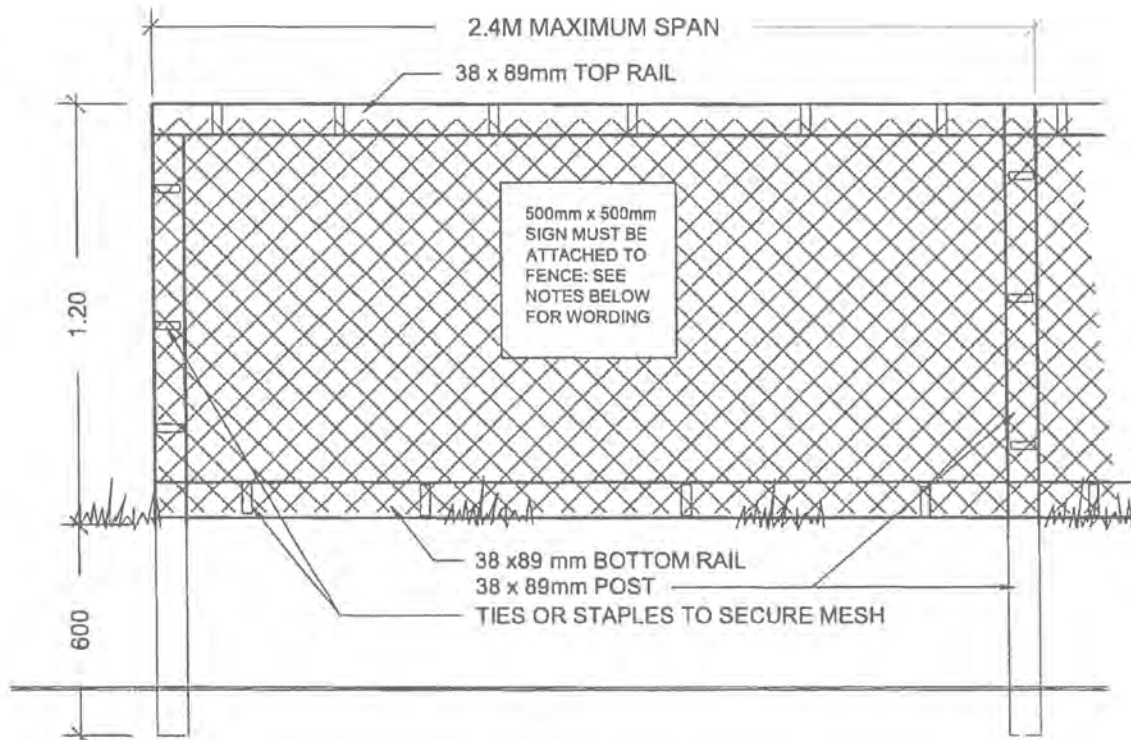
16.0m wide path  
Proposed 16.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

17.0m wide path  
Proposed 17.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

18.0m wide path  
Proposed 18.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

19.0m wide path  
Proposed 19.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.

20.0m wide path  
Proposed 20.0m wide path  
adjacent to the building  
with a concrete sidewalk  
and a concrete curb.



### TREE PROTECTION FENCING

#### NOTES:

1. FENCE WILL BE CONSTRUCTED USING 38 X 89 mm (2"X4") WOOD FRAME: TOP, BOTTOM AND POSTS. \*  
USE ORANGE SNOW-FENCING MESH AND SECURE TO THE WOOD FRAME WITH "ZIP" TIES OR GALVANIZED STAPLES.
2. ATTACH A 500mm x 500mm SIGN WITH THE FOLLOWING WORDING:  
**WARNING-HABITAT PROTECTION AREA.** THIS SIGN MUST BE AFFIXED ON EVERY FENCE FACE OR AT LEAST EVERY 10 LINEAR METRES.

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



DETAIL NAME: **TREE PROTECTION FENCING**

DATE:	March/08
DRAWN:	DM
APP'D:	RR
SCALE:	N.T.S.

H:\shared\parks\Tree Protection Fencing.pdf



**THE CORPORATION OF THE DISTRICT OF SAANICH**

**TO: MAYOR AND MEMBERS OF COUNCIL**  
**DATE: SEPTEMBER 14, 2016**  
**FROM: ADVISORY DESIGN PANEL**  
**SUBJECT: APPLICATION BY KANG AND GILL CONSTRUCTION LTD. TO CONSTRUCT A 5-STORY, 68-UNIT MULTI-FAMILY BUILDING WITH UNDERGROUND PARKING AT 4024 – 4036 SHELBOURNE STREET. VARIANCES ARE REQUESTED FOR HEIGHT, SETBACKS AND PARKING**

**PLANNING FILES: DPR00591 / REZ00549  
CASE #2016/009**

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**BACKGROUND AND PRESENTATION**

The above referenced application was considered by the Advisory Design Panel at its meeting of September 07, 2016.

Carly Abrahams, Development Manager, Kang and Gill Construction Ltd.; Pradip Misra, Principal, Misra Architect Ltd.; Bev Windjack, Principal, and Renee Lussier, Senior Landscape Architect, LADR Landscape Architects, attended to present design plans and answer questions from the Panel.

Ms. Pickard briefly outlined the proposal:

- The subject site is comprised of four separate properties, one of which is a strata duplex; therefore, there are technically five separate owners.
- The proposed multi-family building would include a mix of one, two and three bedroom units.
- To address connectivity, the site plan includes a new 3.0 m pathway on the western boundary and a 1.5 m pathway on the northern boundary, both of which would be dedicated parkland.
- Variances requested are as follows:
  - rear lot line setback reduced from 12.0 m to 6.0 m;
  - interior side lot line setback reduced from 7.5 m to 7.0 m;
  - building height increased from 11.5 m to 14.8 m;
  - required visitor parking reduced from 0.3 spaces per dwelling unit to 0.2 spaces per dwelling unit, or reduced from 21 spaces to 14 spaces;
  - required total parking reduced from 1.5 spaces per dwelling unit to 1.2 spaces per dwelling unit, or reduced from 102 spaces to 82 spaces;
  - a reduction in building separation from living room windows from 15 m to an estimated 14 m, and from other habitable rooms from 12 m to an estimated 11.5 m, the precise distances still need to be confirmed; and
  - minimum fence height along rear lot line reduced from no less than 1.5 m to 1.2 m for the fence bordering the pathway which is consistent with the pathway at 4000 Shelbourne Street).

The applicant highlighted:

- The proposed development is located within the Gordon Head area and is consistent with the proposed Shelbourne Valley Area Action Plan.
- The five-storey, residential condominium building would front onto Shelbourne Street.
- Gross Floor Area is 6,156 m<sup>2</sup> with an approximate site coverage of 38.68%.
- Extensive neighbour consultation has resulted in an increase in green space, increased connectivity and a change to building siting to ensure enhanced buffering.
- Existing site context includes:
  - To the south of the subject property is 4000 Shelbourne Street (The Boulevard residential complex), which was completed in 2015;
  - To the north of the subject property is a duplex and two single family dwellings;
  - To the east of the subject property is a residential neighbourhood buffered from the road; and
  - Along the north boundary of the subject property is fencing and hedging.
- Plans respect the massing and scale of the existing neighbourhood. A park-like atmosphere would be created due to the strategic location of the building and the proposed green space.
- The design template mimics the neighbouring Boulevard residential complex; however, it would take on its own identity through design materials and colour scheme.
- A continuation of the pathway at the rear of The Boulevard (4000 Shelbourne Street) is proposed to connect the parkland located to the south of the subject property. Access would be achieved by a pathway extended along the west property line.
- The building would be stepped down at the north to alleviate the height difference between the proposed building and the adjacent single family dwellings.
- Finishing's and materials include hardie panels throughout, as well as metal cladding, stone cladding and hardie shingles to create more articulation and break-up.
- The north elevation would face into existing single family dwellings; the angle steps down to the third floor and balconies would be recessed to create buffering to those properties.
- The east elevation is the front portion of building; a lively street frontage would be created with walk-out areas and usable pedestrian accesses.
- The proposed courtyard to the rear of the site plan would create a vibrant viewpoint to the neighbours and residents of the building.
- The perimeter pathway is proposed as an amenity and would include bollard lighting. A 1.83 m wood panel fencing would be installed along the exterior boundary and the interior boundary adjacent to the development would include a lower (1.2 m) black aluminum picket fencing to allow for more visual transparency from within.
- Bicycle parking would be located in the parkade.
- The parkade would be well lit and a glazed lobby and surveillance would be included.
- All washrooms would be accessible.
- It is anticipated that a charging station for electric cars will be integrated into the design.

The Architect highlighted:

- The proposed building with five storeys is more efficient than The Boulevard development at four storeys due to different requirements of the Building Code. Different requirements apply for the sprinkler system and a five storey buildings cannot use combustible cladding. The metal siding of the proposed building is highly efficient.
- The lowest portion of the subject property is in the northeast corner, creating a difference in topography of 3 m to the southwest corner of the property.

- Five storeys allows for a smaller building footprint, therefore, as much site area as possible can be left as open green space and shadowing would be reduced on neighbouring properties.
- All units would comply with the Adaptable House Guidelines and washrooms would be accessible.
- Although the adjacent Boulevard building is technically four storeys, it presents as five storeys because the upper level has a mezzanine. However, due to the elevation difference and by keeping the main floor platform as close as possible to street level, the proposed building would be 1 m lower in elevation at the highest point.

The Landscape Architect highlighted:

- The landscape plan focusses on creating an interesting and dynamic environment with ample open space that would be highly visible to the surrounding neighbourhood and residents.
- The common patio space would include bench seating, bistro tables and a raised earth mound for plantings and small trees.
- Three levels of planted terraces are proposed for the perimeter of the northwest corner of the site, which would visually reduce the height of retaining walls. Gardening opportunities would be provided on the lower terraces.
- Extensive planting beds in front of buildings will provide buffering and will continue the landscape aesthetics of The Boulevard residential complex along the streetscape.
- A large Garry oak would be retained on the property; however, due to space and soil constraints there are limited opportunities to plant any additional large trees on the property. Trees have been selected that are suitable for the available soil volumes.

Comments from the Panel:

- The density of the proposal is suitable and the east to west grade increase is handled well.
- The edge of Shelbourne Street should be softened by utilizing more greenery.
- The raised earth mound located in the common outdoor space is an impediment to using the space; it should be removed to make it more accessible.
- The pathways do not take CPTED principles into consideration; no escape route exists as there are fences on both sides of the walkway.
- The westerly interface is not successful, a lot of balconies and glass would be located directly over these neighbours.
- Softening the acute angle of the pathway in the northwest corner might improve the pedestrian experience and could create a useable space.
- The fewer steps or stairs the better to ensure effective mobility for older or reduced mobility residents or guests, the ramp should have as low of an angle as possible.
- Townhouses along the frontage may have been a better choice and more suitable to the subject property.
- The unknown aspect of this site is what will happen to the north and how adjacent developments would be compatible.
- The perimeter pathway and adjacent landscaping does not work well; the common outdoor area design has a massive appearance, which creates unbalance.
- The outdoor area would sit approximately 3 m below the high point in the northwest corner and would detract from the pedestrian environment.
- The intention to compliment the design of The Boulevard development has not been accomplished. The proposed colour scheme looks more monumental beside the Boulevard building.

- Walking on a pathway enclosed by two fencing structures will not make for a pleasant pedestrian experience. Undulation on the pathway could slightly alleviate this challenge; however, it is not a solution.
- The intersection at the northwest corner of the site should be more clearly marked or enhanced.
- The roofline detailing could be simplified.
- The unit layout, as presented, would create challenges for interior natural lighting for some units near the inside corner.
- An increase in trees should be considered along Shelbourne Street to mitigate sound pollution.
- The outdoor common space could be more successfully executed without the earth mound, varied topography could be used; however, seating should be incorporated.
- The landscape plan does not integrate the pathway into the site and the 3 m elevation variation is a problem.
- The design does not sufficiently respond to the streetscape along Shelbourne Street.

**RECOMMENDATION:**

**That it be recommended that the design to construct a 5-storey, 68-unit multi-family building with underground parking be approved as presented and that the comments from the Panel, as recorded in the minutes, be considered.**



Penny Masse, Secretary  
Advisory Design Panel

/pm  
ec: *Director of Planning  
Manager of Inspections  
Greater Victoria Housing Society*



**From:** Andrea Pickard  
**To:** Planning  
**Date:** 2/16/2016 4:24 PM  
**Subject:** Fwd: GHRA Referral Response : The Encore, Proposed Rezoning ( February 16, 2016)

Hi, Please add to the 4024 Shelbourne DPR/REZ file, thanks.

>>> Ray Travers [REDACTED] 2/16/2016 1:23 PM >>>

Andrea Pickard  
Local Area Planner, Saanich Municipality [planning@saanich.ca](mailto:planning@saanich.ca)  
cc All GHRA Directors

Dear Ms. Pickard:

This letter provides the Gordon Head Residents' Association's ("GHRA") response to the referral of December 21, 2015 regarding the proposed rezoning of 4024, 4028, 4030, 4032, and 4036 Shelbourne St. ("the Encore").

A reply to Saanich was due January 21, 2016, and the GHRA regrets our delay. We had a separate meeting with the proponents January 14, and the earliest occasion for our Board to meet was February 11, 2016

In our five page submission of July 29, 2011 conveying our comments on the "Boulevard" building at 4000 Shelbourne, immediately south of the proposed Encore, we raised a number of issues that we felt deserved careful consideration, given the consequences the "Boulevard" would have on future development in this significant part of our neighbourhood. These issues included inconsistency with the Local Area Plan, building design and mass, and traffic.

The GHRA did not take a position on the "Boulevard" proposal that was subsequently approved and built. GHRA representatives have met with the Encore applicant on several occasions, and attended a public information meeting at Lambrick Park School in April 2015. We thank the applicant for listening to our concerns and revising earlier building design and footprint proposals.

The GHRA also takes no position on the Encore proposal, and we again summarize the issues that we expect will be the subject of public discussion during Council's deliberations on this application.

**Local Area Plan:** The outdated Gordon Head Local Area Plan is not particularly helpful in providing guidance. The site is not designated "Potential Multi Family" on Map 5.2, "Multi Family Housing".

**Building Height and Massing:** Sixty eight units are proposed in a five story plus a clearstory structure. The draft Shelbourne Valley Action Plan (SVAP) Maps 5.1 and 5.3 (Land Use and Building Height Designations) show a maximum height in stories of "4". No residential sites along Shelbourne are identified enabling more than four stories. A building height variance is being requested, an increase to 14.6 meters from the maximum 11.5 meters in an RA-8 zone. While the applicant's apparent view is that a 5 story building enables a smaller footprint than a three or four story structure accommodating 68 units, we note that the private green space is located at the rear of the building, hidden from the street. The result would be a massive front to Shelbourne St.

**Traffic:** The "Boulevard" has increased traffic on Shelbourne and Cedar Hill Road, and

additional congestion results when northbound traffic waits to turn left (west). Any deliberate reductions to Shelbourne vehicular carrying capacity arising from the SVAP would worsen already congested traffic on Shelbourne and force frustrated drivers and passengers to seek alternatives, raising volumes on Feltham, Gordon Head, Richmond, Cedar Hill, and Mount Douglas Cross roads.

Public Amenities: The main public amenity being proposed is a 3 meter north-south "park path" to connect with the path behind the Boulevard, and a narrower (1.5 meter) east-west "park path" on the northern property line. Maintenance and nuisance issues may arise. Moving the private green space to the front of the building (i.e. reversing the "L shape" would provide a semblance of public amenity. On a positive note, the sidewalks and bike lane as built in front of the Boulevard would continue north to include this development.

Thank you for the opportunity to comment on this application.

Ray Travers,  
President, Gordon Head Residents' Association

**Planning - Re: Saanich Referral - 4024/4028 Shelbourne St**

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**From:** "Paul McKivett" [REDACTED]  
**To:** "Planning Planning" <Planning.Mun\_Hall.Saanich@saanich.ca>  
**Date:** 7/21/2014 11:10 AM  
**Subject:** Re: Saanich Referral - 4024/4028 Shelbourne St  
**CC:** "Peter Ostergaard" [REDACTED]  
**Attachments:** img024.jpg; img025.jpg

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Andrea: Please find attached the response of the Gordon Head Residents' Association to the referral package for 4024/4028 Shelbourne Street. As you can see we are not in support of this project for the reasons outlined.

Please do not hesitate to contact the Association should staff wish to discuss any of the points raised in our letter.

Also, [REDACTED] would you be kind enough to include Peter Ostergaard of our Association on any further correspondence with respect to this application.

Sincerely,

Paul McKivett, President  
Gordon Head Residents' Association

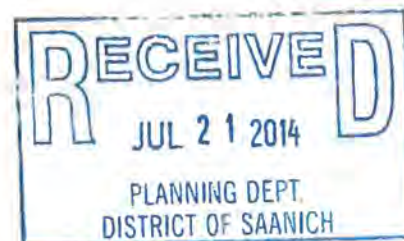
**From:** [Planning Planning](#)  
**Sent:** Wednesday, July 02, 2014 12:17 PM  
**To:** [Paul McKivett](#)  
**Subject:** Saanich Referral - 4024/4028 Shelbourne St

Good afternoon

Please find attached the referral package for 4024/4028 Shelbourne Street.

Thank you

Planning Administration



**ENTERED  
IN CASE**



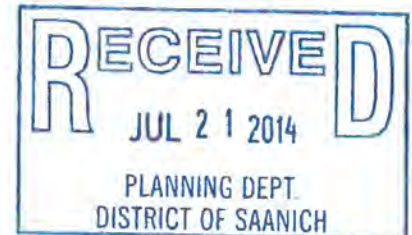


July 15, 2014

District of Saanich  
770 Vernon Avenue  
Victoria, B. C. V8X 2W7

Attention: Ms. Andrea Pickard

RE: Application for Development:  
Site Address: 4024 SHELBOURNE ST and 4028 SHELBOURNE ST  
Legal: LOT B SECTION 55 VICTORIA LAND DISTRICT PLAN VIP53405  
LOT A SECTION 55 VICTORIA LAND DISTRICT PLAN VIP53405  
Folder: DPR00591



X Does not support the project.

The Gordon Head Residents Association (GHRA) has serious concerns about this proposal and wishes to go on record as strongly objecting to it at this time for reasons associated with

- a) procedure,
- b) lack of useful information to properly evaluate it,
- c) lack of consistency with the Local Area Plan and perhaps the zoning bylaw, and
- d) concerns about the proposed density.

The following are the specific points we wish to make:

1. As of July 15 there is no sign on the site alerting the public to the application. S. 892(8) of the Local Government Act refers to the posting of a notice on land, as required by Saanich bylaw.
2. To our knowledge, no adjacent residents has been advised or consulted on the proposal.
3. The Local Area Plan does not does not designate the subject site as "Potential Multi-Family" on Map 5.2, "Multi-Family Housing". While we are aware of Saanich's policies to encourage higher residential densities in "Major Centres", "Neighbourhood Centres" and "Villages", this site is mid way between the University Centre "Major Centre" and the Feltham "Village".
4. The Proposed RA-8 zone is the highest density apartment zone available in the zoning bylaw. The site area (under 20,000 square feet) is comparable in size to many single family lots in Gordon Head. RS-8 zoning stipulates a maximum lot coverage of 50% of the lot area. We fail to see, based

**ENTERED  
IN CASE**



on the one page site plan provided, how this requirement would be met by the proposed density of 89 units per acre (40 units on a 0.45 acre site).

5. The one page Site Plan provided with the referral is grossly deficient in providing information necessary to review the proposal. For example, it provides details on fence height and materials, but there is no information about building design or what variances are being sought. One cannot reliably even determine the building footprint from the site plan. What are the two types of cross hatching? What public amenities or green space is being proposed, if any? The referral form states "Variances requested for height and setbacks". What are they? In addition the site plan specifically lacks proposed building elevations and cross sections.

6. There are two well maintained houses on the site that provide a buffer between the new high density residential building ("Boulevard") under construction to the south and well maintained single and two family dwellings to the north. We are concerned that given market conditions, if the rezoning is granted, redevelopment will be stalled, as has happened on the east side of Shelbourne with the vacant lot west of Tuscan Village. While we appreciate that this concern should not be a significant factor in land use decisions, we suggest that the local market should be given time to absorb the many new Boulevard units. In addition, completion of that project will enable interested parties to better judge its design, density, setbacks, and street access before considering similar projects.

7. We remain concerned that streetscape and access improvements on Shelbourne Street immediately adjacent to this site will be insufficient to accommodate the greater traffic volumes generated.

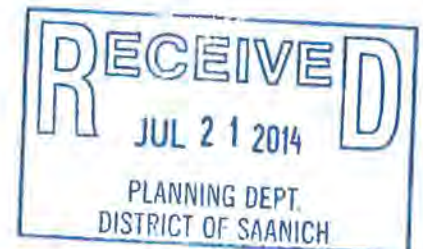
The Environmental and Social Review notes that "Although the proposal would be a significant change in density, it is generally consistent with Official Community Plan policies and vision of the Shelbourne Valley Action Plan." The GHRA has reservations about the Shelbourne Plan (and possibly the current Mackenzie Upgrade) increasing congestion, travel times, and carbon emissions, and urges Saanich to "go slow" on land use changes north of Mackenzie until implementation of the Shelbourne Plan provides evidence that these concerns are either justified or can be dismissed.

8. Given these concerns, we question the conclusion that an ESR not be required.

Sincerely,



Paul McKivett, President  
Gordon Head Residents' Association



ENTERED  
IN CASE

*Shelbourne*

**From:** Yi-Ming Sun [redacted]  
**To:** <cabrahams@kangandgill.com>  
**CC:** <clerksec@saanich.ca>, <planning@saanich.ca> ✓  
**Date:** 7/8/2016 10:41 AM  
**Subject:** Concerns over the development of 4024/4028 Shelbourne St

Hello Carly Abrahams,

We are residents at [redacted] Cabana Pl. We reviewed your proposed building plan on 4024/4028 Shelbourne St, and raised couple serious concerns.

In terms of building height, the current proposed design will lay shadow over the yard of [redacted] Cabana Pl on 9 am over three quarters of a year. This will have huge impact on vegetable gardens and flowers in the yard. In addition, with the apartment over looking the yard, privacy of residents is invaded. All activities in the yard and around the house will be seen.

Besides concerns in terms of building height, with current design, the drive way build near [redacted] Cabana Pl will produce engine exhaust and noise everyday, which will have negative impact on residents' health in [redacted] Cabana Pl.

Residents at [redacted] Cabana Pl do not expect any effect on their daily life caused by the development of 4024/4028 Shelbourne St.

Thank you for reviewing this email and take our concerns seriously. Please get back us ASAP.

Regards,  
Yi-Ming Sun

POST TO	<i>Sun</i>	POSTED	<i>Jul 1-2 2016</i>
COPY TO	<i>SI recd</i>		
INFORMATION	<input checked="" type="checkbox"/>		
REPLY TO WRITER	<input type="checkbox"/>		
COPY RESPONSE TO LEGISLATIVE DIVISION REPORT	<input type="checkbox"/>		
FOR			
ACKNOWLEDGE!			

**RECEIVED**  
**JUL 08 2016**  
 LEGISLATIVE DIVISION  
 DISTRICT OF SAANICH

Shelbourne

**From:** Jacquie Brennan [redacted]  
**To:** <clerksec@saanich.ca>  
**Date:** 9/21/2014 1:47 PM  
**Subject:** Rezoning Application 00591

POST TO	Gen.	POSTED	294 09-22
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INFORMATION	<input checked="" type="checkbox"/>		
REPLY TO WRITER	<input type="checkbox"/>		
REPORT	<input type="checkbox"/>		
FOR			
ACKNOWLEDGED	[Signature]		

Dear Mayor and Council,

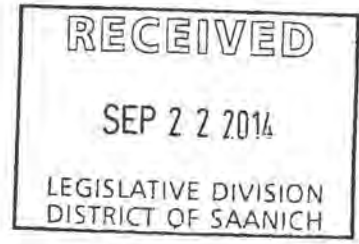
I am writing regarding the proposed development at 4024 and 4028 Shelbourne Street. As a neighbour to this property I have concerns over the proposed 4 storey building that will be directly next to my house. Building a structure this large next to my home will not only create shade and invade our privacy but will also create more noise and traffic on an already busy street. The driveway to the underground parking will be in between mine and another recent development with 50+ units. I am very concerned by the additional traffic that will be created by over 100 new residents pulling on and off a very busy street.

Based on the plans I've reviewed online it looks as though the developer is asking to build closer to the property line than allowed by code and of course the building height is a variance from code. I am against the approval of these variances.

I am also concerned with the fact that this will be the third development project in the last 3 years to take place on this block. The blasting from the previous projects was very disruptive and damaging. The noise associated with yet another construction project is intrusive and relentless.

\* I would ask to be apprised of any discussions relating to this application and would like to attend the council meetings if possible. Please let me know how to be notified of these things.

Best regards,  
Jacquie Brennan  
[redacted] Shelbourne Street





ClerkSec - REZ 00549

From: Blake [redacted]  
To: "clerksec@saanich.ca" <clerksec@saanich.ca>  
Date: 9/14/2014 9:19 AM  
Subject: REZ 00549

POST TO	Clerk	POSTED	2014 09/17 10:30
COPY TO	STW		
INFORMATION	<input checked="" type="checkbox"/>		
REPLY TO WRITER	<input type="checkbox"/>		
COPY RESPONSE TO LEGISLATIVE DIVISION	<input type="checkbox"/>		
REPORT	<input type="checkbox"/>		
FOR			
ACKNOWLEDGED	blm		

Dear Mayor and Council,

I am writing with regard to rezoning application REZ 00549 and DPR 00591. My principal residence is at [redacted] Shelbourne street and is the lot directly north of the proposed development. My family and I have lived in the area for 15 years. We have been living with construction at 4000 Shelbourne and 4009 Cedar Hill Road for the last three years. We were greatly concerned to learn of the proposed development directly next door. During the course of the previous development we've endured noise, damage, and disruption from construction, blasting, and road works. We were very concerned with amount of seismic vibration our home was receiving during the blasting. We made a complaint to Saanich public work and were informed we would have to take it up with the blasting contractor. No calls were answered. Should the rezoning application be approved for yet another large development in a residential area we will be subjected to more of the same for at least another year.

We are also concerned with the invasiveness of the 4 storey structure looming over our yard and house. We understand there are variances requested for height and setbacks and we are opposed to these variances. The scale and scope of the proposed building will shadow our yard as well as invade our privacy. The additional occupants will create further traffic and congestion on Shelbourne Street, which is already busy enough, and I am not aware of any proposal to manage the additional traffic.

We would like to formally request that the rezoning request be denied. We would be happy to attend a meeting to further discuss our concerns. Please notify me as to next steps in this process.

I can be reached via emailed or telephone [redacted]

Sincerely,  
Blake Langley  
[redacted] Shelbourne Street  
[redacted]

