A G E N D A

PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Saanich Municipal Hall, Committee Room No. 2
Thursday, May 10, 2018 from 4:30

1. **ADOPTION OF MINUTES** (attachment)
   - April 12, 2018

2. **ACTIVE TRANSPORTATION PLAN UPDATE**
   - Presentation from the Engineering Supervisor

3. **STEP CODE – FINAL RECOMMENDATION**
   - Presentation from the Senior Sustainability Planner

4. **DEVELOPMENT REVIEW PROCESS** (attachment)
   - Discussion of the February 22, 2018 Staff Report

5. **MODERNIZING THE MOTOR VEHICLE ACT TO IMPROVE SAFETY** (attachment)
   - Correspondence from City of Vancouver – Active Transportation Policy Council

6. **HOTEL MOTION UPDATE** (attachment)
   - Council Resolution and Minutes

* Adjournment *
* * Next Meeting: June 14, 2018 * *
Please email jeff.keays@saanich.ca or call at 250-475-1775 ext. 3430 if you are not able to attend.

**GO GREEN!   MEMBERS ARE ENCOURAGED TO
BRING THEIR OWN MUG TO THE MEETING**

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MINUTES
PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
Held at Saanich Municipal Hall, Committee Room No. 2
April 12, 2018 at 4:30 p.m.

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Present: Councillor Judy Brownoff (Chair), Suzanne Bartel, Bill Mumford, Andrea Mercer, Travis Lee, Peter Rantucci, Peter Pokorny, Sophia Baker-French

Staff: Rebecca Newlove, Manager of Sustainability; Maggie Baynham, Senior Sustainability Planner; Cameron Scott, Manager of Community Planning; Megan Squires, Planner and Jeff Keays, Committee Clerk

Regrets: Lois-Leah Goodwin

Guests: Paul Nursey, President and CEO – Tourism Victoria.

MINUTES

> **MOVED by S. Baker-French and Seconded by B. Mumford: "That the Minutes of the Planning, Transportation and Economic Development Advisory Committee meeting held February 12, 2018, be adopted as circulated."**

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CARRIED

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TOURISM VICTORIA

The Chair welcomed Paul Nursey, President and CEO - Tourism Victoria to the meeting.

Mr. Nursey provided the committee with an overview of tourism opportunities for Saanich. The following highlights were noted:
- District of Saanich has been a strong supporter of tourism.
- Saanich is home to numerous parks, industry suppliers and workforce.
- Tourism Victoria has held two lunch and learns with Saanich Council.
- Growth in tourism is significant and is driven by growing middle class (globally) and the value of "experiences" by Western economies.
- Growth is anticipated in the South Island, and more locally at the neighbourhood and village levels.
- Greater Victoria is a highly regarded destination.
- There is ongoing demand for new capacity in the region:
  - Increase in number of daily flights from Toronto and Montreal;
  - Home porting for smaller cruise ships
- Compression and Dispersion are key to sustainable growth.
  - Business flows in concentric circles, as business grows in the centre, other areas benefit.
- Vancouver is the Centre for BC: Whistler, Victoria and Kelowna follow.
- Canada is working on a coordinated compression and dispersion strategy.
- Examples of compression:
  - Ucluelet grew as tourism destination after Tofino became busier and fuller
  - When Greater Victoria becomes full, benefits and incremental business flow out in concentric waves.
- Tourism Victoria's primary job is to create the conditions for compression and

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- then drive dispersion through their marketing and communications.
- There was a demonstrable downturn in tourism between the years 2003-2013.
- 2016 – First statistical evidence of the impact of Short Term Rentals.
- Occupancy rates for Greater Victoria were at 73.42% in 2017.
- Revenue per available room (RevPAR) is a key performance metric used in the hotel industry. It is calculated by multiplying a hotel's average daily room rate (ADR) by its occupancy rate.
- Experiences and attractions are more effective is clusters.
  - Critical mass.
  - Efficiencies for operators and independent visitors.
- Increased meetings bookings putting pressure on accommodation stock.
  - Tourism Victoria is submitting up to 70 bids per month for conferences and events.
- 2018 will be banner year (numerous one-time events), while 2019 will be softer; anticipated return to growth in 2020.
- Hotel Developments
  - Developers look for key metrics: strong, continued occupancy rates of 70-72% and base increases in RevPAR of 5-7% annually.
  - This is the current landscape in Victoria.
- Four opportunities for Saanich:
  1. Commercial accommodation near UVIC
  2. Sports Tourism Complex near Uptown
  3. Commercial Accommodation adjacent to Highway 17
  4. Agri-Tourism Cluster
- Sustained growth since 2013 suggests the region is late to the investment cycle.
- Brands looking for growth opportunity
- Canada is in the midst of the largest hotel boom since the 1980s
- How can Saanich better position itself?
- Tourism Victoria would like feedback on the four opportunities.
- Tourism Victoria could develop a formal report for the customer market perspective, and would like to work with staff to overlay the OCP perspective.

GARDEN SUITE STUDY

Megan Squires, Planner, provided the committee with an overview of the Garden Suite Study. The following highlights are noted:
- A Garden Suite is a small detached house that is in the rear yard of a single family lot. It is accessory to the primary dwelling.
- Council approved the Terms of Reference for the study in September of 2017.
- The study area is limited to single family (RS-Zoned) properties in the Sewer Service Area.
- Currently in Phase 2 which includes stakeholder and public engagement efforts to explore interests and concerns and test ideas for potential regulations.
  - Staff hosted 2 open-houses in March
  - Staff administered a Garden Suite Survey.
  - Staff attended pop-up engagements
- Key issues going forward are:
  - Support for legalization
  - Location
  - Regulations for: size, height, parking, owner occupation.
  - Design review
  - Approval process

- A second statistically significant survey will be launched in May and staff will host a technical workshop in June to explore the regulations in more detail.
- Staff will develop draft regulations as part of Phase 3 if there is support for the initiative.

Committee discussion followed the presentation, the following highlights are noted:
- Square footage ranges from 400ft^2 to 1200ft^2 in Victoria; other jurisdictions link to size of secondary suites 90m2.
- Council restricted study area to service sewer area as the Official Community Plan policy directs growth within the Urban Containment Boundary.
- Cost per sq/ft is approximately $164-$215.
- There were numerous issues with regard to setbacks, height and illegal conversions (multiple units within one suite) in Kelowna.
- Areas outside the Sewer Service Area and Urban Containment Boundary should be considered.
- Matter such as size, scale and setbacks will be determined as part of the draft regulatory framework.
- Staff have made a distinction between Tiny Homes and Garden Suites. Suites must be in compliance with the Building Code (i.e. situated on a permanent foundation).
- Original development goal was to provide additional housing options, and increased density where there are services.
- If stratification and sub-division were considered it could create conditions for affordable home ownership.
- Concern that the development of garden suites could result in increased assessments for neighboring properties.
- This policy could create the conditions for multi-generational housing on existing properties.

CORDOVA BAY AND CADBORO BAY LOCAL AREA PLANS

The Manager of Community Planning provided the committee with an overview of the status of the Local Area Plan (LAP) process for both Cadboro Bay and Cordova Bay. The following highlights are noted:
- Terms of Reference adopted by Council in November, 2017.
- Saanich will initiate 2 LAPs per year with a targeted timeline of 18 months per plan.
  - Quadra and North Quadra are next in the queue.
- Planners meeting with Advisory Committees.
- Preparing for public engagement.
- Planning Village Design workshops.
- The LAPs will provide detailed guidance to Council, staff, property owners, developers, and the public to address growth and change within a neighbourhood.
- LAPs aid in decision making, provide a reasonable level of certainty about future uses, development and quality of life and set the context for considering development proposals.
- New areas of focus for the LAPs include:
  - Climate change
  - Range of mobility options
  - Housing affordability and choice
  - Centres and Villages
- Numerous opportunities for public engagement before targeted adoption in Spring of 2019, including (but not limited to):

- o Open houses and workshops
    - Cordova Bay – Saturday April 28th, & Wednesday, May 2nd
    - Cadboro Bay –Saturday, May 12th & May 14.
  - o Pop-up events
  - o Walking tours
  - o Surveys
  - o Focus groups
- Saanich has developed a speaker series; the first event, Building Neighbourhoods for the Future, featuring Gordon Price was be held on March 21, 2018.
    - o Second event, Our Community in a Changing Climate, to be held on Monday, May 7th.
- Initial comments received by staff include:
  - o Land use issues
  - o Affordability and diversity of housing options
  - o Active transportation facilities
  - o Engaging with young families
  - o Traffic management
  - o Maintenance of quality of life
  - o Village areas

Committee discussion followed the presentation, the following highlights are noted:
- LAPs are strongly informed by residents and local businesses, how can the broader tourism and economic development lenses be incorporated into this process?
- Will there be areas identified for specific uses i.e. Hotels?
- Improvements in business development amenities should be considered.

HOME ENERGY RETROFIT FINANCING PILOT

The Senior Sustainability Planner provided the committee with an update on the status of the Home Energy Retrofit Financing Pilot. The following highlights are noted:
- Overview at February 15, 2018 meeting.
- Application submitted to the FCM's initial screening process for a Green Municipal Fund Loan (March 1, 2018).
- Staff met with representatives from Municipal Affairs and Housing (MAH). MAH acknowledged that the project is achievable; however, they expressed concern that it was both administratively heavy and complex.
- Staff have developed a path forward following this meeting.
- Staff will bring a report to PTED in June before proceeding to Council.
- The District has been invited to submit a full application to the FCM's Green Municipal Fund; staff will defer their application until 2019.

ELECTRIC VEHICLE CHARGING STATION

The Senior Sustainability Planner provided the committee with an overview of the Electric Vehicle Charging Strategy. The following highlights are noted:
- Council adopted the September 21, 2017 Motion from PTED at their January 8, 2018 meeting.
- Transportation accounts for 2/3 of Saanich's emissions.
- There are currently three types of charging infrastructure
  - o L1 – 120 V (8-12 hrs. full charge) = $500 retrofit cost
  - o L2 – 240 V (4-6 hrs. full charge) = $2,500 - $15,000
  - o DCFC – Variable DC Voltage (30 mins for 80% charge) = $75,000

- EV owners charge their vehicles at home over 90% of the time
- With batteries and range increasing, L2 is preferred for performance and consumer expectation.
- EV sales are up 53% in BC from 2016.
- EV sales represent 2% of all car sales in BC
- Latent demand for EVs (as portion of market share) is primarily constrained by home charging access.
- Good policies can increase EV market share.
- Benefits of Electric Vehicles
  - Five times more efficient
  - Lower fuels costs
  - Decreasing battery costs
  - Less maintenance
- Numerous municipalities have EV Bylaws
- A study conducted by the City of Richmond found that the L2 4-Way Load Managed charging system has the best performance for the least cost across all building types.
- Next steps:
  - Collaboration on Capital Region EV and E-Bike Infrastructure Planning Project
  - Council Check-in Q3.

Committee discussion followed the presentation, the following highlights are noted:
- Current parking regulations for new developments will remain cost prohibitive for entry level condos if the parking requirement ratios are maintained at current level. Policy should be reexamined in context of the EV strategy.
- Gas station development has slowed considerably. No new applications at this time.

BC ENERGY STEP CODE OVERVIEW

The Manager of Sustainability provided the committee with an overview of the current status of the BC Energy Step Code project. The following highlights are noted:
- As of December 15, 2017, under section 5 of the Building Act, the current local government bylaws on building energy efficiency will no longer be enforceable.
- Municipalities wishing to set higher energy-efficiency standards than those in the BC Building Code can do so using the BC Energy Step Code.
- The Step Code is a voluntary roadmap that establishes progressive performance steps in energy efficiency for new buildings from the current BC Building Code level to net zero energy buildings by 2032.
- The Step Code applies to new residential and commercial construction and does not currently apply to institutional buildings such as hospitals and recreation centres.
- Council approved the Terms of Reference, and allocated $25,000 from the Council Contingency for Strategic Initiatives for the BC Energy Step Code Study at their September 11, 2017 meeting.
- Staff received considerable input from the development industry on the opportunities, concerns and potential approach for local implementation.
- In collaboration with the CRD and local municipalities (Sannich, Victoria and North Saanich) staff have completed Phase 1 of the process.
- Phase 1 included engagement with the building industry and key stakeholders in order to provide information and raise awareness of the Step Code and to gather feedback on the opportunities, concerns and

- potential approach for local implementation, including Step Level, timeline and support required.
- This information has been used to develop and amend a draft approach that is appropriate to Saanich.
- Key results from the industry workshops:
  - Value in regional coordination
  - Need for local training – builders, sub-trades and local government staff
  - Minimize costs while considering operational savings that support affordability.
- The Urban Development Institute and Canadian Home Builders Association are supportive of the Step Code and Three for All are advocating for Step 3 for all.
- The Urban Development Institute – Capital Region, Canadian Home Builders Association – Vancouver Island and Vancouver Island Construction Association co-hosted the local Step Code engagement alongside the District of Saanich, City of Victoria, District of North Saanich and CRD.
- The Victoria Residential Builders Association was part of the Step Code development and originally supportive of Step 2, but is no longer in support.
- The draft approach proposes adoption of the following:

All Part 9 Excluding small SFD	Part 9 Small Single Family	All Part 3
Step 1 Nov 2018	Step 1 Nov 2018	Step 1 Nov 2018
Step 3 Jan 2020	Step 2 Jan 2020	Step 3 Jan 2020

- The proposed draft approach is consistent with that being proposed by the City of Victoria.
- Feedback from the first phase of engagement and the proposed approach were presented to Council in January 2018. Staff received council direction to engage industry in a second phase of engagement on the proposed approach
- Phase 2 was initiated with a number of engagement events, the purpose was to seek feedback from the industry representatives on the proposed approach to implementation.
- Phase 2 engagement results included (but not limited to):
  - Support for an interim Step 1 period (learning opportunity)
  - General agreement to move from Step 1 to Step 3.
  - Some concerns about cost and affordability.
  - Mixed feedback on lead-in time for Step 3 - particularly Part 3 buildings
  - General support for the process and mid-construction blower door test.
  - Mixed feedback on proposed rebate.
  - Desire for Energy labelling to communicate the benefits.
  - Timeline for Step 3 viewed too fast for some (Step 3 for part 3 high rise concrete and commercial)
- Step 3 achieves a performance of 20% better than Code.
- Local case study of a Part 9 build identified marginal increase in costs associated with meeting Step 3.
- There are potential design and cost implications for Part 3 concrete high-rise and commercial buildings meeting Step 3

- Next Steps:
  - Amend proposed approach related to the second phase of industry and key stakeholder feedback
  - Report to Council

Following the BC Energy Step Code Overview presentation the Chair sought the consensus of the committee to defer the following agenda items until the next regularly scheduled meeting:

- Development Review Process
- Modernizing the Motor Vehicle Act to Improve Safety
- Hotel Motion Update

The items were deferred and will be brought forward as part of the May 10th agenda.

The meeting adjourned at 6:45p.m., and the next meeting is scheduled for Thursday, May 10, 2018.

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Councillor Brownoff, Chair

I hereby certify these Minutes are accurate.

_____
Committee Secretary

1410-04;
xref: 2860-02

The Corporation of the District of Saanich

Report

To: **Mayor and Council**

From: **Sharon Hvozdanski, Director of Planning**

Date: **February 22, 2018**

Subject: **Development Review Process**
File: 2860-02

RECEIVED
FEB 26 2018
LEGISLATIVE DIVISION
DISTRICT OF SAANICH

Mayor
Councillors
Administrator

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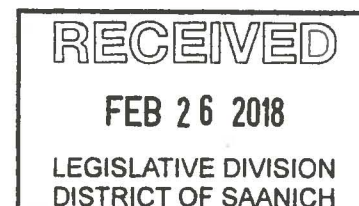
RECOMMENDATION

That Council provide direction to staff on which, if any, of the 12 proposed options to improve the development review process, it wishes to explore further.

PURPOSE

The purpose of this report is to provide Council with information about the key development review processes overseen by the Planning Department, and outline possible actions that would help to reduce overall processing time. The focus of this report is on the Rezonings and Development Permits, as they form the bulk of applications handled by the Department and appearing before Council.

The suggested ideas are just that. Undoubtedly concerns about proposed changes will be raised. That being said, staff felt it important that the proposed improvements be brought forward for discussion. If and how they are pursued is a decision for Council in consultation with residents and stakeholders.

DISCUSSION

Background & Moving Forward

Saanich's Development Review process has, over a period of several decades, become layered and complex, which contributes to the amount of time required by staff to process an application, and for the approving authority to render a decision. This change is a reflection of evolving councils and community expectations around: citizen engagement; citizen participation in decision making; and how much and what type of information is being requested in order to make an informed decision. This situation is common amongst many local governments, in the region, and across Canada.

Continual review and improvement of operations and service delivery should be a goal of any organization. That being said, the amount of time allocated to continuous improvement must be balanced with achieving other organizational/Council/community objectives. Balance is essential, particularly when resources are stretched. Most importantly, service delivery must take into account the end users or "customers". For a municipality, the people we serve are varied and their interests and desire for resources can often be in conflict. As an example, in regard to development applications, an applicant's desire for speed needs to be balanced with the community's desire for meaningful engagement.

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Saanich works at improving service delivery corporate wide, including expediting development applications, on a continual basis. Gains have and will continue to be made across the board. That being said, for development application processing times, the next level of significant improvements will require IT resources and fundamental process changes supported by Council.

Current Planning Division
The Current Planning Division is responsible for processing Rezoning, Development Permit (except Environmental, Streamside, and Fire Hazard), Development Variance Permit, Temporary Use Permit, Subdivision, Agricultural Land Reserve, Liquor Licence, Antenna, and Sign applications. While Building Permit Applications and Bylaw Enforcement cases are processed through the Inspection Services Division, the Current Planning Division also plays a key role in terms of Zoning Bylaw review of all Building Permit applications and involvement in Bylaw cases. The Current Planning Division is also responsible for managing and processing applications for the Board of Variance. Current Planning staff also work to support other divisions in the Planning Department and other corporate, Council, Council Committee, and Community initiatives/needs.

The Current Planning Division has eight full-time staff as follows: Manager of Current Planning; Senior Planner; Local Area Planners (2); Subdivision Coordinator/Approving Officer; Senior Planning Technician – Subdivision; and Development Assistants (2).

The Senior Planner and the two Local Area Planners act as File Managers for most development applications. Their role includes: File Manager; facilitator of the referral and evaluation processes; key contact for the applicant and their consultants; and lead negotiator.

Key tasks of the Local Area Planner (File Manager) related to development applications include:

- Pre-application discussions/meetings with applicant;
- Assist Administration Division staff at time of application to ensure that applicant's submission is complete;
- Review development applications for compliance with the Zoning Bylaw and other relevant bylaws and policies;
- Disseminate application information for referral to departments/sections and external agencies;
- Manage the referral process and meet associated timelines;
- Present the application to the departmental Land Use Planning Committee and the interdepartmental Development Review Committee;
- Communicate with referral departments;
- Coordinate development permit conditions and balance competing interests;
- Ensure file and Prospero folder are accurate and up-to-date;
- Attend Advisory Design Panel meetings as necessary;
- Author development application reports to Council and associated permits and documentation;
- Provide Council with a cohesive staff position on the application;
- Attend Council meetings for development applications, as required;
- Prepare and review Housing Agreements and review draft covenants;
- Administer file through to completion and sign off;

- Review Building Permit (BP) applications to ensure compliance with the Zoning Bylaw and approved Development Permits (DP), and manage communications and resolution process, if BP and DP drawings don't match;
- Undertake post development site inspections and arrange for release of the landscape bond or other assurances; and
- Assist Administration Division staff to purge the electronic and paper files when the planning process is complete.

Development applications only make up part of the Local Area Planners workload. Examples of other related duties are:
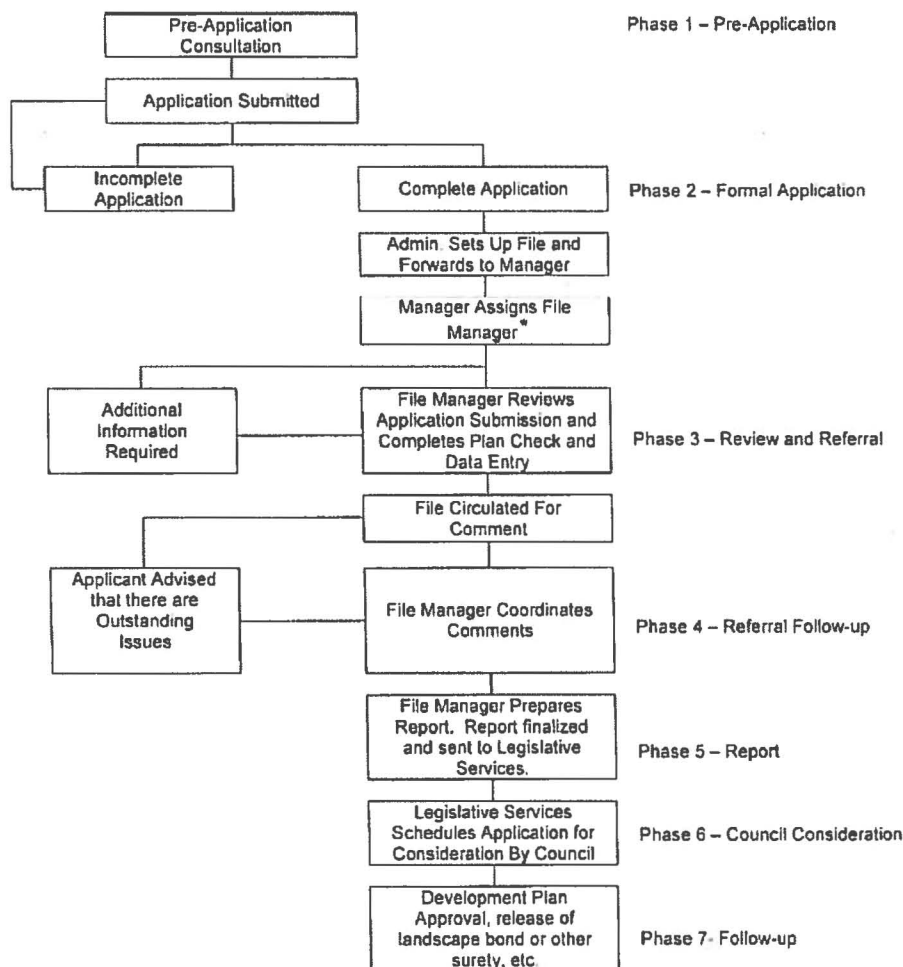
- Respond to development inquiries by letter, telephone, e-mail or personal contact at the Planning counter in a timely manner;
- Respond to Planning inquiries from other Departments;
- Review internal Engineering infrastructure upgrade plans and respond/make recommendations;
- Liaise with the Inspections Division on infractions and building matters;
- Draft bylaw amendments for consideration by Council;
- Review site servicing plans, Park's projects, Engineering projects, Environmental Development Permit referrals, etc.; and
- Planning liaison to various internal and external committees/agencies/stakeholder groups.

All of these activities are necessary and/or important function of the Planning Department. The ability to process development applications in a timely manner while maintaining other planning functions requires careful time management, project planning, and allocation of staff resources. Sometimes it is necessary to balance competing interests in order to satisfy a variety of stakeholders while continuing to move development applications forward.

Development Review Process
The Current Planning Division oversees the development review process for a wide variety of applications. In many cases, a development may require more than one type of application. Generally multiple applications for a single development are processed together. Figure 1 provides an overview of the Development Process.

Figure 1
DEVELOPMENT PROCESS OVERVIEW

| Pre-Application Consultation | Phase 1 – Pre-Application |

| Application Submitted |

| Incomplete Application | Complete Application | Phase 2 – Formal Application |

| Admin. Sets Up File and Forwards to Manager |

| Manager Assigns File Manager* |

| Additional Information Required | File Manager Reviews Application Submission and Completes Plan Check and Data Entry | Phase 3 – Review and Referral |

| File Circulated For Comment |

| Applicant Advised that there are Outstanding Issues | File Manager Coordinates Comments | Phase 4 – Referral Follow-up |

| File Manager Prepares Report. Report finalized and sent to Legislative Services. | Phase 5 – Report |

| Legislative Services Schedules Application for Consideration By Council | Phase 6 – Council Consideration |

| Development Plan Approval, release of landscape bond or other surety, etc. | Phase 7 – Follow-up |

Note: In the case of a Subdivision Application without rezoning, the Approving Officer or Subdivision Assistant, rather than the Local Area Planner, may be the File Manager.

Figure 1: Development Process Overview

In recent years, development activity in the region has remained high, stimulated by a buoyant economy, relatively low interest rates, and high demand for housing. In Saanich, there is a very limited supply of serviced land for new development within the Urban Containment Boundary. The Official Community Plan directs that growth will be accommodated through higher density, mixed-use development in "Centres" and "Villages" and limited infill within established neighbourhoods. Development within established neighbourhoods, "Centres" and "Villages" requires special considerations to ensure neighbourhood compatibility including extensive community consultation. Most new development requires rezoning. All commercial, industrial and multi-family housing development requires a Development Permit.

Over the past six years, the Current Planning Division has processed an average of 169 new applications per year. These numbers do not account for Current Planning staff's work on Building Permits. When you look at the number of applications handled by staff in a given year,

you also need to account for larger/more complex applications, and those received late in the year, that carry over from one year to the next year.

If you take this to the level of <u>one</u> Local Area Planner's work, they are handling around 50 pre/applications which includes projects ranging from a duplex, to the Nigel Valley development proposal, and the renewal of University Heights Shopping Center.

Table 1: Applications Received

APPLICATIONS RECEIVED						
	2012	2013	2014	2015	2016	2017
Development Permit	16	18	7	9	12	18
Development Permit Amendment (Minor)	11	13	10	14	20	16
Development Permit Amendment (Council)	10	10	11	14	21	5
Development Variance Permit	13	22	11	7	14	21
Rezoning	21	30	16	10	21	23
Subdivision	26	30	19	10	31	32
Strata Conversion	5	2	6	3	5	1
Temporary Use Permit	0	3	2	0	2	4
Liquor Licence	3	4	2	2	1	3
Antennae	2	0	0	0	1	1
Agricultural Land Reserve	0	1	5	3	1	3
Sign	63	57	64	57	69	51
Total	**170**	**190**	**153**	**129**	**198**	**178**

The time required to process development applications is influenced by a number of factors such as:

- The number of applications being processed at any one time;
- Available staff resources;
- Completeness of the application;
- Complexity of the application;
- Timely circulation response from internal departments, outside agencies, the community; association, and Advisory Design Panel;
- Applicants response to outstanding issues;
- Level of public controversy;
- Staff time required for report writing and review;
- Council's expectations respecting report content and level of community consultation;
- Backlog of items for Committee of the Whole meetings and Public Hearings; and
- Other competing corporate, Council, Council Committee and community priorities.

While processing times can vary based on the above noted factors, currently the estimated processing time for a simple application is 4-6 months, a moderately complex application is 6-8 months, and a complex application is 8-12 months. The majority of processing time is spent reviewing the vast amount of information required of applicants, negotiating with applicants, chasing referrals, and answering questions from residents and stakeholders.

What are Others Doing?
In terms of context, some communities with shorter processing times achieve them by requiring property owners/developers to get key referrals in advance of submitting their development application. While this approach looks good at face value, it is questionable from a customer

service aspect and whether it is actually any quicker, when one accounts for the pre-application work that must be undertaken by the property owner/developer and staff.

Others communities have shorter processing timeframes based on reduced expectations around the amount of information and/or the level of detail required to be provided, reviewed and presented to Council as part of its deliberation.

In other cases, communities focus more resources to the development process, and/or reduce the expectations around community engagement and citizen participation in the decision making process.

None of these approaches are right or wrong, they simply reflect the unique character of each organization, council and community.

Continual Improvement
Further improvements and time savings to Saanich's development processes can always be made. A valuable legacy of Saanich's 2009 Service Delivery Assessment process is that staff are more open to change and continue to bring forward and implement ideas for service improvement.

The development review process is constantly evolving and changing in response to market conditions, Council policies and priorities, staff resources, community input, and applicant expectations. Streamlining the development review process and reducing processing time for development applications requires a commitment from applicants, consultants, community associations and other stakeholders, and all levels of the organization to implement positive change. The overarching goals of this continual review process are to:

- Reduce time for overall application processing;
- Improve accountability for each step of the process;
- Improve communication early in the process and on-going;
- Provide clear and timely decisions and feedback from all decision makers to applicants;
- Reduce staff time spent on files (less "bureaucratic churn" and file re-referrals); and
- Strive to meet the needs of the participants in the process (applicants, Council, immediate neighbours, the general public, Neighbourhood Associations, other stakeholders, external agencies, Saanich Departments and Divisions) as best possible.

The following actions to address the Development Process Goals outlined above, have been segmented into: 1) Ongoing & Planned Work; and 2) Potential Process Options for Further Improvement that require Council Direction.

ONGOING & PLANNED WORK

Streamlining Policies, Procedures & Documents
As time permits, staff update all forms, applications, and planning related policies, procedures and documents. Application forms and submission requirements become outdated over time, and the information provided to applicants can always be improved in terms of ease of use and clarity. Procedure and related policies also require periodic assessment for inefficiencies and compliance with new regulation and best practices.

Status: Underway. This is a continual process as time permits.

Improving On-line Application Services

As capacity becomes available in the Corporate/IT work-plan, an on-line application portal will be pursued, similar to the one recently introduced by the Province for Agricultural Land Reserve Applications. The benefits of this type of system are two-fold: 1) an application can be completed at the convenience of the property owner/developer at anytime from anywhere; and 2) an application cannot be submitted until all information has been provided, thereby reducing delays.

As capacity becomes available in the Corporate/IT work-plan, staff will also pursue the introduction of the relevant components of the Tempest E-government My City application. This will allow property owners, residents and applicants to engage with Saanich through an alternate means, from anywhere at any time of the day, and monitor the progress of applications. In turn, applicants will be able to respond more quickly to outstanding issues.

Status: Pending Corporate/IT Capacity. As Council is aware, foundational work is required in terms of Saanich's IT system, before new initiatives can be undertaken. As capacity becomes available, Corporate/IT needs/initiatives are assessed and ranked for implementation.

Improving "Self-Serve" Options

E-mail and social media have improved/increased the means by which residents, developers, community associations and other stakeholders can comment, ask questions and provide input about a development application. Requests to staff for follow-up information on questions from residents on Facebook or other social media platforms is also increasing. While letters related to development have declined in favour of e-mails; phone calls, front counter inquiries, and requests for meetings continue to increase.

Citizen engagement and participation are essential to good decision making. That being said, the volume of correspondence, particularly e-mails, and the inherent desire for an immediate response, consumes significant staff time. Planner's responses often trigger additional questions that then require additional follow up work. In some cases, phone/in-person conversations can reduce this "loop", but in many cases people understandably want written documentation for their files so they can reference it at a later date.

In an effort to address this issue, Saanich has developed a number of "self-serve" options to better help the resident/developer/stakeholder and make efficient use of defined staff resources. Information about development projects are posted on the Saanich website, on-line GIS provides vast amounts of information, as does the on-line property profile query. General information about the development process is also provided on-line and in print. As with any self-serve approach, improvements can always be made. That said, defined resources must be allocated across a broad range of "customers" and their needs and wants.

Improving "self-service" options and both the quantity and quality of information on-line are two means of increasing the amount of staff time available to move applications forward to Council for consideration.

Status: Pending Corporate/IT Capacity. As Council is aware, foundational work is required in terms of Saanich's IT system, before new initiatives can be undertaken. As capacity becomes available, Corporate/IT needs/initiatives are assessed and ranked for implementation.

Developing a Clear and Consistent Community Contribution Policy
Through the rezoning process, Council has the ability to require community contributions from a developer to off-set potential community impacts. Currently, applicants are advised by staff to discuss the matter with the community to determine any specific needs. Ultimately, it is the File Manager (i.e. Local Area Planner) that is tasked with negotiating community contributions with the developer. There is no bylaw or detailed policy that sets out what may be acceptable to Council and no formula or process (e.g. Pro Forma Financial Statement) by which to establish the lift in value, or what % should be directed towards a community contribution. This often results in delays and inconsistency between developments.

Negotiating and securing community contributions can be complex. Some applicants see community contributions as an additional requirement that adds to their development costs. They see them as being redundant, particularly if a development would also be subject to Development Cost Charges. A clear and consistent community contribution policy would provide more certainty for all parties - the public, Council, and the developer. It would also allow the developer to account for community contributions in their early project planning. Staff time spent on amenity negotiations would effectively be eliminated.

As an aside, the use of covenants as a means to secure community contributions and other commitments has increased in recent years. Final approval of development applications typically does not occur until covenants are registered. Covenants and other restrictions registered on Title can make it difficult for owners to secure financing. Other methods of securing these commitments should be explored in consultation with the development industry.

Status: Underway. Per Council's Strategic Plan direction, Phase One (prepare summary of approaches used in Capital Regional District and key communities in Lower Mainland and BC) is underway. Target completion - Q2 2018.

Further Investigating Technical Support Options
Much of a Saanich Planner's (File Manager's) time is spent doing technical and administrative work that could be done by a Plan Checker/Technician or by Planning Administration staff. This includes tasks such as; development plan checks, development plan approvals, building permit referrals, data entry and updating. This situation is the outcome of trying to stretch resources to meet the needs/wants of the Council, the community, developers, external agencies and the corporation.

An increase in technical assistance would help to free up the Local Area Planners to focus on the key processing functions and report writing. Modest improvements in work flow and capacity are possible through further refinements in the work flow of technical and administration staff, both intra and inter departmentally, along with streamlining processes and possibly delaying or eliminating less valued work. More significant improvements would likely require additional staff resources. Both alternatives noted above are being looked at along with their comparative "losses and gains".

Status: Underway. Report to be prepared for Councils consideration. Target completion – Q3 2018.

Ongoing Community Engagement & Information Sharing
Public engagement and information sharing is a key component of the development review process. Often residents and applicants are not aware about the role and functions of the Planning Department, enabling legislation, application requirements, and the relationship between Official Community Plan policies, Development Permit Guidelines, and zoning regulation. Through these interactions, staff also gain valuable insight into neighbourhoods and the want and needs of residents.

As time allows, Planning works with applicants, community associations, advisory committees, special interest groups and other stakeholders to increase knowledge about planning processes and the role of staff and Council, and how they can become involved in the process. A well-informed public can help to minimize confusion, conflict and questions about policy and process in relation to specific development proposals.

Enhanced engagement efforts by the Planning Department and other key departments would be helpful to improve community discussions regarding development projects. That being said, such engagement and information sharing requires staff resources. The ability to develop and provide education programs needs to be carefully balanced with other Planning/Corporate priorities. The enhancement of Saanich's on-line resources is one area where additional attention would pay off without the need for significant ongoing staff resources. That being said, in-person discussions are invaluable for all parties.

Status: Underway. This is a continual process as time permits.

Updating the Development Review Process Manual
A Development Process Manual was prepared for all types of applications and development related procedures following the 2009 Service Delivery Assessment Review. This manual was last updated in 2014. While it is still a valuable reference for Current Planning staff, updates are required to reflect evolving processes, changes to application tracking software and enabling legislation. An updated manual would help to provide a more consistent approach and common understanding at all Planning staff levels.

Status: Underway. Target completion – Q4 2018.

Undertaking a Comprehensive Review of the Zoning Bylaw
The Saanich Zoning Bylaw needs to be made more user-friendly. Over time, numerous amendments, including the addition of new site-specific zone schedules, have resulted in bylaw inconsistencies. Some of the permitted uses lack definitions and clarity could be improved throughout the bylaw. Graphics should also be added to improve readability.

Staff have been working to address key bylaw issues as they arise but generally, these are band aid solutions to address specific issues and do little to improve the overall usability of the bylaw. The complexity of the Zoning Bylaw, combined with lack of clarity and readability means that staff spend an inordinate amount of time responding to questions about bylaw regulations and permitted uses.

A comprehensive review of the Zoning Bylaw would take considerable time and require extensive consultation. Currently, staff resources to undertake such a review are not available without taking staff away from development application work. A comprehensive review of the Zoning Bylaw would best be accomplished with the assistance of a consultant.

Status: Underway. A staff report to Council outlining; potential scope, options, and costs is being prepared. If Council supports the project, it would be forwarded to a Strategic Planning Session for prioritization in relation to Council's other corporate initiatives. Target for report completion – Q3 2018.

Updating Development Permit Design Guidelines
Along with the Official Community Plan and Zoning Bylaw, the Design Guidelines provide essential information to the development industry about the form and character of buildings that Council and the community would like to see constructed. Preliminary work was undertaken on updating the design guidelines in 2009. Further work was postponed to address other Council priorities.

As with the Zoning Bylaw, an updating of the Design Guidelines would take considerable time and require significant consultation. Currently, staff resources to undertake such a review are not available without taking staff away from development application work. An update of the Design Guidelines would best be accomplished with the assistance of a consultant.

Status: Underway. A staff report to Council outlining; potential scope, options, and costs is being prepared. If Council supports the project, it would be forwarded to a Strategic Planning Session for prioritization in relation to Council's other corporate initiatives. Target for report completion – Q3 2018.

POTENTIAL PROCESS OPTIONS FOR FURTHER IMPROVEMENT – COUNCIL DIRECTION REQUIRED

1. Re-enforce the Expectation for Complete Applications
The ability of staff to respond to development applications in a timely manner depends on the cooperation of the applicant and their consultants and the quality of information provided with the application. Hiring architects and other consultants to provide complete plan packages, transportation impact assessments, parking studies, tree reports, site servicing plans, and environmental assessments is costly. Some applicants are reluctant to provide that level of information up front with no guarantee that their application will be approved.

Pre-application meetings between staff and the property owner/developer are an option for all applicants. These meetings help to clarify and refine the level of information required based on the specific type of application, site-specific considerations, and community expectations.

While staff attempt to hold the line on this issue, pressure to take incomplete applications is significant, and it can appear bureaucratic to reject an application when a promise is made by the owner/developer that required information will follow in a timely manner. In most cases the file cannot be circulated until this information is received. Staff then spend time following up with the applicants, and processing timelines are brought into question, based on applications being opened/in-progress, but without having the necessary information to complete the review.

If Council wishes to re-enforce this expectation, incomplete applications would not be accepted. That being said, if the applicant refused to submit all of the required information, a short two page summary report of the application and outstanding information would be forwarded to Council for direction.

2. Circulation Response Times

Currently, applications are circulated internally, to outside agencies, and the community association. Through Service Level Agreements with internal departments, circulation responses are required within 30 calendar days. Based on workload and existing staffing levels, a shorter response time would be difficult to consistently achieve without additional resources.

Responses from outside agencies (e.g. Ministries, ALC) and community associations are requested within 30 calendar days. In terms of Ministries and other government bodies, formal service level agreements defining response times are unlikely to be realized. To that end, staff endeavour to develop and maintain positive staff to staff relations to help facilitate timely review of applications.

In terms of the community associations, understandably some choose not to respond until the applicant has arranged to meet with the association and undertaken a community consultation process which may include one or more open houses. Also, increasingly more often, an association will request staff to supply additional plans and consultant studies for their review. As applications become more complex, and supporting documents become more numerous, the level of review by such volunteer organizations cannot always be achieved within the 30 day timeframe, particularly during the summer months and other vacation periods when associations typically do not meet on a regular basis.

While community association input is essential, it is one aspect of the process that can delay completion of the staff report and consideration of an application by Council. Council guidance on whether they wish to set a specific time frame for community association responses, would be helpful.

3. Environmental and Social Review (ESR) Green Sheet and Memo

The ESR process was introduced in the early 1990's for all major planning and development projects. In recent years, requests from Council for ESRs have been rare, but staff are still obligated to complete the initial review (Green Sheet) and prepare a memo to Council for all rezoning applications, and subdivision applications that require Council review. Based on that memo, a councillor may request that an application be placed on a Committee of the Whole agenda for consideration of the need for an ESR to address specific items.

The ESR review has for the most part become redundant. Official Community Plan and Local Area Plan policies now cover many potential impacts. In addition, Environmentally Sensitive Areas (ESA) are identified on ESA maps available on the Saanich website. Environmental and social information necessary for Council to make an informed decision about a project is now a standard requirement as part of the application submission. This information is summarized in the Planner's report to Council, and/or included in the agenda package as a stand-alone information report from a consultant. Council also has the ability to request additional information at Committee of the Whole or Public Hearing, if an unanticipated issue arises.

4. Assign a Higher Priority to Development Applications over other Planning Work

Processing development applications is only a part of the overall workload of the Planning Department. Often, other work program priorities must compete for the limited staff resources. If the processing of development applications is a priority for Council, this needs to be reinforced through the Strategic Plan so that staff resources can be assigned accordingly.

5. Prioritize Applications for accelerating processing based on Council/Community Objectives

Within the current context, ongoing reviews for application processing efficiencies can only stretch existing resources, in a meaningful way, so far. Acknowledging this limitation, Council may wish to prioritize certain types of applications based on key objectives of the Official Community Plan such as; affordable housing, and/or creating a more resilient local economy and diverse tax base. This type of change would mean that affordable housing projects and large scale commercial and light industrial projects would "move to the front of the line". All other projects, unless directed by Council, would be handled in the order they arrive. It is important to acknowledge by accelerating certain types of applications, you would inevitably delay others.

6. Pre-Zone Focused Areas after Community Planning Process is Complete

One means of making a significant impact on development application timelines is to pre-zone lands following the approval of major land use plans, such as the "Shelbourne Valley Action Plan" and "Uptown Douglas Corridor Plan". Major and Neighbourhood "Centres" are where the vast majority of future growth and density is to be focused. Pre-zoning in these locations after a community based planning process was completed, would allow the vision to be realized more efficiently. In order to address Council and community expectations, zoning with community contribution requirements built in would need to be prepared in consideration with the public and key stakeholders, and implemented. In this scenario, a developer would then only need to apply for a Form and Character Development Permit. As Council is aware, Saanich's Design Guidelines would need to be updated to ensure clarity for the developer and that Council and community expectations are achieved.

7. Broaden the Delegated Authority for Minor Development Permit Amendments

Currently, Council has delegated authority to the Director of Planning to approve minor changes to Development Permit plans, where changes would not be detrimental to the overall character of the development and no variances would be required. Minor amendments are generally approved in about two weeks as opposed to 4-6 months if consideration by Council is required. Providing greater discretion to the Director of Planning to deal with minor amendments by increasing the scope of changes that can be considered would reduce both processing requirements and processing times.

8. Further Expand Delegated Authority

The "Local Government Act" allows for Council to delegate authority for staff and other bodies to undertake work on its behalf. For example, Council currently delegates it authority for: Fire Interface Development Permits to the Manager of Inspection Services; Streamside Development Permits to the Manager of Environmental Services; approval of the stratification of existing Buildings to the Director of Planning; and variances related to single family lots/dwellings to the Board of Variance.

When applied thoughtfully, delegation can improve processing times while still achieving Council and community objectives. When not applied judicially, delegated authority can increase demands on already taxed staff thereby slowing down development and other Council initiatives, and eliminate transparency and beneficial engagement between Council and residents. Two examples of delegation that Council may wish to explore further are: Heritage Alteration Permits without variances (the Saanich Heritage Foundation would remain part of the process); and Industrial Development Permits without variances.

9. Role of the Advisory Design Panel

The Advisory Design Panel currently meets twice per month and reviews institutional, multiple family, and commercial projects. The Advisory Design Panel provides valuable input on building design and means for further improvement. Their feedback is included in Council reports. While developers are wise to take the Advisory Design Panel's recommendations on board, they are not obligated to do so. That being said, staff cover off many, if not all, of the same issues during its review process.

Two alternatives could be pursued by Council, discontinue the Advisory Design Panel, or focus the Advisory Design Panel's work to significant building projects in Major and Neighbourhood "Centres". In the latter scenario, as an example the redevelopment of the University Heights Mall would be sent to the Advisory Design Panel, while a townhouse project would not.

10. Reduce the Number of Required Council Meetings

Currently, rezoning applications typically appear before Council four times, specifically: 1) Committee of the Whole; 2) First Reading of the Bylaw; 3) Public Hearing; and 4) Final Reading of the Bylaw, after the Restrictive Covenant is registered. While this provides multiple opportunities for public feedback, it does lengthen the development application review timeline.

An alternative approach could be to eliminate the Committee of the Whole meeting and focus input to the Public Hearing. In this scenario an application would appear before Council two or three times, specifically: 1) First Reading of the Bylaw (no Council discussion occurs, First Reading is solely granted so the application can appear at the Public Hearing); and 2) Public Hearing. After Public Hearing is complete, if Council felt the application was worthy of approval, a Council meeting would be convened the same night, to grant 2nd, 3rd and Final Reading if there were no requirements for legal documents to be prepared and registered. If legal documents were required, a third meeting would be required.

11. Increase the Number of Available Council Meetings

In 2017, Council amended its meeting schedule to hold Council and Committee of the Whole meetings on separate evenings. While this change was done to achieve a number of important objectives, it has resulted in fewer Committee of the Whole meetings available for applications to be considered at. This change has impacted timing for moving rezoning applications through the four required Council meetings (Committee of the Whole, First Reading, Public Hearing, Final Reading).

12. Process Change for Applications where Council is not the Decision Making Authority

Council policy requires certain antenna applications to appear before Council as a means to receive public input. Local governments are only required to act as a conduit for the delivery of local resident input to the Federal Authority that oversees such matters. Residents can also contact the Federal Authority directly.

While the current approach is well intentioned, Council is not the decision maker on these applications. In an effort to better allocate limited resources, which includes Council and planning staff time spent processing such applications, Council could choose to amend its current policy. The proposed change would be to eliminate the need for such applications to appear before Council. Feedback would still be collected in writing and passed along to the Federal Authority. Staff could still notify local residents to ensure they were aware of the application, who the decision making authority is, and the means to provide comment.

Provincial Liquor Licence referrals are a similar situation and would be worthy of exploring for potential resource savings as well.

ALTERNATIVES

1. That Council support the 12 proposed options for change.

2. That Council support some of the 12 proposed changes.

3. That Council provide alternate direction.

FINANCIAL IMPLICATIONS

Some of the recommended changes would require financial resources to implement. If Council supports all/some of the proposed changes, terms of reference/costs would be provided and the initiative could be accessed as part of the annual budgeting process, or independently if so desired.

STRATEGIC PLAN IMPLICATIONS

Some of the recommended changes would impact the staff available to work on other Strategic Plan initiatives. If Council supports all some of the proposed changes, terms of reference/costs would be provided and the initiative could be accessed and prioritized as part of Council's Strategic Planning Process.

CONCLUSION

The Current Planning Division oversees the development review process for a wide variety of applications. The Saanich Development Review process has, over a period of several decades, become increasingly layered and complex and as with many communities through BC and Canada, is criticized as being slow at producing decisions.

Focused changes were made to the development process following formal reviews in 2002, 2006, and 2009. Ongoing service delivery assessment and improvement takes place as time and resources permit. Despite significant changes over the last 15 years, the desire for faster development review remains for Saanich and many communities throughout BC. Staff continue to try and balance the desire for shorter processing times with the increasing demand for information to make decisions with and the community's desire for meaningful engagement and participation.

Most new development in Saanich occurs in "Centres" and "Villages", or as infill within established neighbourhoods, requiring special considerations to ensure neighbourhood compatibility including extensive community consultation. Most new development requires rezoning. All commercial, industrial and multi-family housing development requires a Development Permit.

Processing of development applications is a priority for the Current Planning Division. The time required to process development applications is influenced by a number of factors including many that are beyond the control of Planning staff. The development review process is constantly evolving and changing in response to market conditions, Council policies and priorities, staff resources, community input, and applicant expectations. This report outlines a

number of actions that could be considered to streamline the application review process, eliminate inefficiencies, and improve processing time. Streamlining the development review process and reducing processing time for development applications will require a commitment from applicants, consultants, community associations, the public, other stakeholders, and all levels of the organization to implement positive change.

Prepared by: _____

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Senior Planner

Prepared &
Reviewed by: _____

Shari Holmes-Saltzman

Manager of Current Planning

Prepared &
Approved by: _____

Sharon Hvozdanski

Director of Planning

NDF/jsp
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cc: Paul Thorkelsson, Administrator
        Brent Reems, Director of Building, Bylaw, Licensing, and Legal Services
        Harley Machielse, Director of Engineering
        Suzanne Samborski, Director of Parks and Recreation

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Planning.

_____

Paul Thorkelsson, Administrator

February 7th, 2018

Hon. John Horgan, Premier of the Province of British Columbia
Hon. Claire Trevena, Minister of Transportation & Infrastructure
Hon. Mike Farnworth, Minister of Public Safety and Solicitor General
Hon. David Eby, Attorney General
Hon. Bowinn Ma, Parliamentary Secretary for Translink
Hon. Rich Coleman, Leader of the Official Opposition
Hon. Jordan Sturdy, Opposition Critic for Transportation and Infrastructure
Hon. Andrew Weaver, Leader of the Green Party of British Columbia

Dear Sir/Madam,

RE: Modernizing the Motor Vehicle Act to improve safety

The Active Transportation Policy Council is a civic agency appointed by Vancouver City Council
to advise on strategic priorities relating to walking, cycling, public transit and all active
transportation modes in Vancouver.

We write to you to support and endorse Modernizing the BC Motor Vehicle Act to increase
safety for our most vulnerable road users. The BC MVA was passed in 1957 with motorists in
mind, and has not had any significant change since. The BC MVA does not provide adequate
protection for pedestrians, cyclists, and children, and does not support the BC Government's
"Vision Zero" plan to eliminate road-related injuries and deaths by 2020.

The Road Safety Law Reform Group of British Columbia, representing over 50,000 members,
has published a Position Paper entitled, "Modernizing the BC Motor Vehicle Act". The position
paper outlines 26 recommendations for change, including the reduction of speed limits to
30km/hour on neighbourhood streets. Reducing speed limits will reduce injuries and deaths.
In London, the creation of 20 miles/hr (32 km/hr) zones was associated with a 42% reduction
in road casualties. Lower speed limits have broad backing including the BC Provincial Health
Officer, the World Health Organization and numerous health agencies. In addition, we believe
that most people want slower speeds in their neighbourhoods. In a 2013 survey by the
Canadian Automobile Association, 94% of respondents reported that speeding on residential
streets was a serious threat to their personal safety.

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website: vancouver.ca

2017
BC's Top Employers

We believe that by changing the BC Motor Vehicle Act to the BC Road Safety Act and enacting the recommendations of the Road Safety Law Reform Group will prevent injuries and deaths and protect our most vulnerable road users.

Yours truly,

Tanya Paz, Chair
Active Transportation Policy Council
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Copies to: Mayor and Councillors
               City Manager
               Janice MacKenzie, City Clerk

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2017
BC's Top Employers

Memo

File: 1420-30 PTED

To: Councillor Judy Brownoff,
Chair, Planning, Transportation and Economic Development Advisory Committee

From: Angila Bains, Manager, Legislative Services

Date: March 12, 2018

Subject: **ECONOMIC DEVELOPMENT OPPORTUNITIES - TOURISM**

This memorandum will confirm that Council, at their meeting on March 5, 2018, considered the recommendation from the Planning, Transportation and Economic Development Advisory Committee meeting held February 15, 2018; and that Council resolved as following:

"That Council consider hotel development; and further, that the District work collaboratively with the tourism industry, through Tourism Victoria, to highlight Saanich's numerous assets, and to support sustainable tourism growth throughout the region."

Angila Bains, B.A., CMC
Manager, Legislative Services

AB/jk

cc: Jeff Keays, Secretary, Planning, Transportation and Economic Development Advisory Committee

1420-30
PTED

PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE – ECONOMIC DEVELOPMENT OPPORTUNITIES – TOURISM

Recommendation from the February 15, 2018 Planning, Transportation and Economic Development Advisory Committee meeting that Council actively pursue hotel development; and further, that the District work collaboratively with the tourism industry, through Tourism Victoria, to highlight Saanich's numerous assets, and to support sustainable tourism growth throughout the region.

MOVED by Councillor Brownoff and Seconded by Councillor Haynes: "That Council actively pursue hotel development; and further, that the District work collaboratively with the tourism industry, through Tourism Victoria, to highlight Saanich's numerous assets, and to support sustainable tourism growth throughout the region."

Council discussion ensured with the following comments:
- Saanich currently has zones in place that accept tourist accommodations.
- The new Greater Victoria Sport Tourism Commission will be promoting sport tourism; the region hosts more than a hundred major regional, provincial, national and international events annually which drives approximately $117 million in annual tourist dollars.
- Saanich businesses benefit from tourism.
- Funding is currently provided to Tourism Victoria and the South Island Prosperity Project for this type of work; it may not be worthwhile to proceed with this at an additional expense to taxpayers.

In response to questions from Council, the CAO stated:
- Staff can support discussions that Tourism Victoria have with those interested in hotel development.

MOVED by Councillor Plant and Seconded by Councillor Harper: "That the motion be amended to replace the words "actively pursue" with "consider"."

Council discussion ensued with the following comments:
- It is appropriate that staff provide information to developers rather than actively pursuing hotel development; actively pursue implies a level of priority over other activities.
- Saanich funds external groups to provide advice around economic development.
- There is a need for more hotels in the region; hotels pay a tax which goes into destination marketing.
- The Planning, Transportation and Economic Development Advisory Committee wanted staff to have a conversation with Tourism Victoria.
- More hotels mean opportunities to expand the tax base.

The Amendment to the Motion was then Put and CARRIED with Councillor Wergeland OPPOSED

Council discussion ensued with the following comments:
- If there was a demand for more hotels, there would be a need to identify land; affordable housing should be a priority if there is land available.

The Main Motion, as Amended, was then Put and CARRIED
with Councillor Wergeland OPPOSED

Amended Motion:
That Council consider hotel development; and further, that the District work collaboratively with the tourism industry, through Tourism Victoria, to highlight Saanich's numerous assets, and to support sustainable tourism growth throughout the region.