

# **AGENDA**

## **PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

Saanich Municipal Hall, Committee Room No. 2  
Thursday, January 10, 2019 from 5:30 p.m.

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1. **ADOPTION OF MINUTES** (attachment)
  - July 12, 2018
  - September 27, 2018
2. **WELCOME AND INTRODUCTIONS**
3. **CHAIR'S COMMENTS**
4. **REVIEW OF TERMS OF REFERENCE, COMMITTEE PROCEDURES & DATES** (attachment)
  - Presentation by the Committee Clerk
5. **ELECTRIC VEHICLE INFRASTRUCTURE REQUIREMENTS FOR NEW DEVELOPMENT - PROGRESS UPDATE**
  - Presentation by the Sr. Sustainability Planner
6. **NEW BUSINESS**

\* Adjournment \*

\* \* Next Meeting: February 14, 2019 \* \*

Please email [jeff.keays@saanich.ca](mailto: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**

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

Present: Councillor Judy Brownoff (Chair), Sophia Baker-French, Suzanne Bartel, Lois-Leah Goodwin, Travis Lee, Bill Mumford, Peter Pokorny.

Staff: Jeff Keays, Committee Clerk

Regrets: Andrea Mercer, Peter Rantucci

Guests: None

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**MINUTES**

**MOVED by T. Lee and Seconded by P. Pokorny: "That the Minutes of the Planning, Transportation and Economic Development Advisory Committee meeting held June 14, 2018, be adopted as circulated."**

**CARRIED**

**DOING BUSINESS IN SAANICH**

The Chair provided a brief recap of the February 15, 2018 meeting. The minutes of this meeting were circulated to the committee for their review.

The Chair noted that the purpose of this meeting was to continue the discussions on Economic Development with the goal of providing a recommendation to Council for consideration during the Strategic Plan discussions in September.

The Chair further noted that the District participated in the South Island Prosperity Project; however this initiative was regional in focus and did not include specific reference to Saanich. Additionally, it was noted that Saanich has never developed an Economic Development Strategy, nor has it employed an Economic Development Officer (or similar position).

**REVIEW OF CURENT ECONOMIC DEVELOPMENT PLANS**

The committee reviewed two plans highlighted by the Chair: The Vancouver Economic Action Plan: An Economic Development Plan for the City; and Economic Action Plan – City of Coquitlam.

Committee discussion ensued, the following highlights are noted:

- Coquitlam's Plan highlights four key areas, it was noted that three were directly applicable to Saanich:
  - Capitalize on Major Transportation Infrastructure to Create New Business Opportunities. (Villages and Centers)
  - Support Business Success
  - Leverage Community Assets to Drive Investment and Job Creation.
- A strategic Plan reference is needed for the development of Economic

Development Plan.

- Resources are the issue, are their granting opportunities?
- It is imperative that the next Council consider Economic Development.
- With regard to supporting Business Success (Coquitlam), the District's lone BIA, despite significant local efforts, (Cadboro Bay Village) does not have a major presence.
- Shelbourne Valley has considered a BIA, as it would be of great benefit to the business community. There is considerable support; however there is no defined leadership. A quarterback is needed.
- BIA's could play a large role in the promotion and support of local businesses through special events, promotions and leadership.
- Sidney has an Economic Development Commission as well as a BIA; they are developing an Economic Development Plan for the fall.
- The goal of a Saanich Economic Development Plan would be recognize and support existing businesses as well as creating the condition necessary for attracting new business.
- BIA's utilize levies in a delineated geographic member area to raise funds for events, initiatives and infrastructure (hard and soft).
- The Greater Victoria Business Improvement Area uses their funds for attractions such as the Ferris wheel and (previously) the skating rink.
- Land use and development policies are also important factors when considering economic development, specifically what do businesses need.
  - WiFi
  - New development corridors
  - Pre-zoned lands
- What is the priority?
  - A large geographical area such as the Shelbourne Valley could be a start.
  - Existing OCP statements reference corridors such as Uptown/Douglas.
- There is existing infrastructure to support new businesses, with more coming in the near future.
- Saanich needs the right mix of business to diversify the market.
- Very few references to Economic Development on the Saanich website.
- What initiatives or policies can be utilized to incentivize business?
- The Industrial Park is at capacity, more industrial lands are needed.
- Many municipalities utilize on-line Industrial and Commercial Vacancy databases.
- Langford has a downloadable "How to Guide" to support new development (residential or business). The guide is part of Langford's Five Year Economic and Job Creation Strategy
- What is the process for having an Economic Development Plan incorporated into the Strategic Plan process? Would this committee be recommending a formal process, or just consideration?
- What role does Saanich play in Economic Development, and what are the levers?
  - Policy tools.
  - Improved communication.
  - Land use/zoning.
  - Support for families and workers.
- Shelbourne Valley Plan is forthcoming; however, it does not include an Economic Development Strategy. There will Pre-zoning of lands.
- An Economic Development Plan should be attached to the OCP.
- Local Area Plan (LAP) updates for Cadboro Bay and Cordova Bay should consider Economic Development.
- What do those communities engaged in the LAP process want with regard to

- Economic Development?
- LAP updates should include Economic Development strategies.
  - A Convention Hotel located near UVIC is desirable; but how do we attract one?
  - What is the goal of an Economic Development Plan?
    - Supporting people and places.
    - Vibrant community.
    - Diversified tax base.
  - Saanich is primarily a suburban community, with 80% of the tax base being residential.
  - Victoria's tax base is more evenly split, with business representing about 50%.
  - What is the perception of economic investment?
  - Growth is projected in Villages and Centers, but what about the rural communities?
  - The MXD Development Strategist Report: Population Projections, Trend & Capacity Build-out Analysis is a good source document for quantifying and predicting population growth and land demand trends; however it is buried on the website.

#### **MOTION**

**Moved by S. Baker-French and Seconded by P. Pokorny "That the Planning, Transportation and Economic Development Advisory Committee recommends that Saanich include the development of an Economic Development Strategy in the Strategic Plan Update, to attract, support and maintain businesses throughout the District in order to diversify the tax base and maintain our vibrant and high quality of life.**

**CARRIED**

The meeting adjourned at 5:55 p.m., and the next meeting is scheduled for Thursday, September 13, 2018.

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Councillor Brownoff, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary

**MINUTES**  
**PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**  
Held at Saanich Municipal Hall, Committee Room No. 2  
**September 27, 2018 at 4:30 p.m.**

Present: Councillor Judy Brownoff (Chair), Sophia Baker-French, Lois-Leah Goodwin and Bill Mumford

Staff: Jeff Keays, Committee Clerk

Regrets: Travis Lee, Andrea Mercer, Peter Pokorny, Peter Rantucci

Guests: None

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**THE MEETING WAS CALLED TO ORDER AT 4:45PM. THE COMMITTEE DID NOT HAVE  
QUORUM. ALL ITEMS WERE FOR INFORMATION ONLY**  
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## MINUTES

The minutes of the July 12, 2018 Planning Transportation and Economic Development Advisory Committee were not adopted as the committee did not have quorum. The item is deferred until the next regularly scheduled meeting.

## CHAIR'S UPDATE

The Chair provided the members with an update on the recent Council activities and the 2018 UBCM Annual Meeting.

The following notes were highlighted:

- Resolution B102 Updating the *BC Motor Vehicle Act* to Improve Safety for All Road Users was *Endorsed*.
- The workshop on [Green Innovation & Clean Growth Communities](#) was applicable to the committee's ongoing discussions regarding economic development.
- There are two new [Childcare Planning Grants](#).
  - The Ministry of Children and Family Development is providing \$3 million for the Community Child Care Planning Program.
  - The Community Child Care Space Creation Program, funded under the Canada-British Columbia Early Learning and Child Care Agreement, will provide \$13.7 million to fund the creation of new licensed child care spaces in local government-owned facilities.
- Funding program for Age-friendly Communities as well as Health and Wellness Grants for Indigenous Communities.

## ECONOMIC DEVELOPMENT REPORT

The committee's report and recommendation was considered, and adopted at the August 13, 2018 meeting of Council. The report was referred to the Strategic Planning Process as background information.

## **CUTHBERT HOLMES PARK – BERM/SEDIMENT FENCE UPDATE**

The Clerk advised that the September 19, 2018 Memo, Update on McKenzie Interchange and Cuthbert Holmes Park, from Eva Riccius, Sr. Manager Parks, was in follow-up to previously circulated correspondence.

## **COMMITTEE TERMS OF REFERENCE**

The members discussed the current Terms of Reference. The Terms of Reference are approved by Council.

## **OTHER BUSINESS**

The committee would like to invite the CRFAIR to a future meeting to give provide an update on Agri-tourism initiatives.

The meeting adjourned at 6:00 p.m., and the next meeting is scheduled for Thursday, October 11, 2018.

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Councillor Brownoff, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary

# Terms of Reference Planning, Transportation & Economic Development Advisory Committee

The purpose of the Planning, Transportation and Economic Development Advisory Committee is to advise Council and recommend policies that integrate land use, transportation, and economic development, balance social, environmental, and business elements, and promote sustainability, and smart growth.

## Mandate

The Planning, Transportation and Economic Development Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on promoting development policies linking land use, transportation, and economic development while encouraging an aesthetic and safe urban landscape.
- Foster public awareness, recognition and support for optimizing the use of the urban land base according to sustainability principles while recognizing the urban containment boundary role in preserving Saanich's rural character.
- Review and comment to Municipal staff on local and regional land use and economic development plans, initiatives, and studies, major bylaw reviews, development permit guidelines, engineering road standards, long-range road system and traffic planning, area wide traffic calming projects, and parks master planning.

## Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

## Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council, of which one may be a non-resident land and/or business owner.

## Staff Support

The Planning Department is the primary contact and together with the Engineering and Finance Departments will provide the required professional support. The Legislative Division will provide secretarial and administrative support.