

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

Saanich Municipal Hall, Council Chambers
Thursday, January 7, 2021, 5:30 pm – 7:30 pm

Due to COVID-19 measures, Saanich is unable to accommodate the public for any Council, Committee of the Whole, Advisory, Board or Foundation meetings while maintaining the limits on large gatherings due to the Public Health Order.

As per the Order of the Minister of Public Safety and Solicitor General, Emergency Program Act, Ministerial Order No. M192, public attendance at the meeting is not required if it cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act.

To listen to this meeting by telephone call **1-833-353-8610** and use code **9232581** during the time noted above.

- 1. ADOPTION OF MINUTES** (attachment)
 - November 12, 2020

- 2. CHAIR'S COMMENTS / WELCOME AND INTRODUCTIONS**

- 3. 2021 MEETING DATES / TERMS OF REFERENCE** (attachments)
 - For information

* Adjournment *

Next Meeting: to be determined

In order to ensure a quorum, please contact Tania Douglas at 250-475-5494 ext. 3505 or tania.douglas@saanich.ca if you are unable 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, Council Chambers
Thursday, November 12, 2020 at 5:30 pm

Present: Councillor Zac de Vries (Chair), Ericka Amador (via telephone), Sophia Baker-French (via telephone), Sonja Cunningham (via telephone), Lois-Leah Goodwin (via telephone), Richard Michaels, Shawn Steele (via telephone)

Staff: Tania Douglas, Senior Committee Clerk

Regrets: Taylor Alexander, William Bedford, Brittany Higginson, Peter Rantucci

Minutes

MOVED by E. Amador and Seconded by R. Michaels: "That the Minutes of the Planning, Transportation and Economic Development Advisory Committee meeting held October 7, 2020, be adopted as circulated."

CARRIED

CHAIR'S REMARKS

The Chair stated that there are no updates from staff for this meeting and the main purpose of the meeting was to adopt the minutes in order to forward some recommendations to Council and to share ideas for future discussion.

ROUNDTABLE

The Chair noted this is an opportunity for members to discuss ideas for the future. The following comments were noted:

- With the University Heights Development, is there opportunity to discuss alternative approaches/strategies if this project does not proceed as planned.
- An update on the Shelbourne Valley project would be welcome.
- Interest was expressed for an update on garden suites in the next 6-8 months.
- Request for more presentations from South Island Prosperity Partnership (SIPP).
- What does the work plan look like for reviewing Local Area Plans. How have things changed since the pandemic and is feedback needed from advisory committees.
- Economic development:
 - Investigating any opportunity to hire an Economic Development Officer and how it could benefit Saanich. It is important we understand the impact that an Economic Development Officer would have.
 - Victoria created an Economic Development Officer position this year; a request for a presentation could be made.
 - It may be of benefit to have SIPP provide background information as they assisted Colwood and Esquimalt in the setup of their own Economic Development Plans.
 - Economic development is critical and while some local governments have officers, there are ways, with Council support, to make sure that strategies are in place and planning happens. People in numerous departments within the organization could work on this.
 - It is important to have a strategy as there have been a few opportunities (cycling rink, movie studio, theatres) that Saanich has not known how to react to because there is no policy. Policy documents are important to have.

- There are fiscal constraints attached to an FTE job but designated resources should be explored as work could suffer if economic development items are a side job off somebody's desk.
- The Strategic Plan notes the initiative of having an economic development plan but it is hard to move forward until funding is in place to develop a basic strategy.
- A traffic management strategy is needed with a traffic calming policy. Currently traffic calming seems to be dealt with on a case-by-case basis. A calming policy would help direct how different types of traffic calming can be implemented on different types of streets.
- An Active Transportation traffic calming presentation on priorities for sidewalks and bike lanes would be welcome.
- A presentation regarding signals phasing and what that looks like would be good along with information on what has been done and where we are headed. The speed reduction pilot project is good but signals on roadways will need to be adjusted.

The Chair stated:

- With regards to Local Area Plans, Council paused the LAP review to allow for the Housing Strategy and other initiatives.
- Next January/February, recommendations will be made by the Housing Strategy Task Force and then Council can look at Local Area Planning to see if corridor plans or district-wide plans are best to move forward. Public input will be needed.
- The Royal Oak and/or Broadmead Business Improvement Associations could be asked to make a presentation to committee.
- Regarding economic development; COVID-19 has affected the proposed budget items that were slated for 2020. A future Terms of Reference or discussion on next steps would be good.

Motion: MOVED by R. Michaels and Seconded by S. Baker-French, "That the Planning, Transportation and Economic Development Advisory Committee recommends that Council give consideration to a request for staff to investigate and present options for the initiation of the creation of an economic development strategy as part of the 2021 Financial Plan process."

CARRIED

Committee members made further suggestions to have presentations from the Victoria Chamber of Commerce as well as the Urban Development Institute.

ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Councillor de Vries, Chair

I hereby certify these Minutes are accurate.

Committee Secretary

File: 1420-30 PTED

Memo

To: Planning, Transportation and Economic Development Advisory Committee
From: Tania Douglas, Senior Committee Clerk
Date: January 7, 2021
Subject: **2021 Advisory Committee meeting dates**

As per Section 85(a) of Council Procedure Bylaw 2015, No. 9321, each committee shall establish a regular schedule of meetings including the date, time and place of the committee meetings.

Advisory Committee meetings are scheduled to be two hours in duration. There are no meetings in July, August or December, unless a special meeting is called for urgent business.

The meeting rooms are in high demand and have been booked for the second Thursday of the month, at 5:30 pm as follows:

January 7
February 11
March 11
April 8
May 13
June 10
September 9
October 14
November – to be determined

It is possible that, on occasion, meetings may have to be moved to accommodate the Mayor or Council but we hope to maintain the above schedule.

No formal motion is required to approve the meeting schedule, committee consensus will suffice.



Tania Douglas
Senior Committee Clerk
/td

Planning, Transportation and Economic Development Advisory Committee Terms of Reference

Purpose

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.
- Provide advice to Council on projects, policies or bylaws under consideration by staff or Council, and on additional topics of interest to committee members that fall within the subject area of the committee.
- 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.

Any initiatives proposed by the committee that has resource implications, including staff time, would have to be approved by Council.

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

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of eleven (11) members qualified in a discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Ten (10) community representatives appointed by the Council, of which one may be a non-resident land and/or business owner and including one youth voting member described as 16-24 years of age.

Planning, Transportation and Economic Development Advisory Committee Terms of Reference

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

Staff Support

The Planning Department will be the primary contact and together with the Parks Division will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Review of Terms of Reference

These Terms of Reference will be reviewed during the committee's first meeting each term.