

# District of Saanich Council Referral Summary

## Council Referral Summary | August 10, 2020

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	Initiative	Meeting Date	Motion	Depts	Status	Strategic Plan Status	Summary
<b>Administration</b>							
A-1	Truth & Reconciliation	27-Nov-17	<p>“That:</p> <ol style="list-style-type: none"> <li>1. Council receive the report for information;</li> <li>2. Formal relationships with neighbouring First Nations governments be initiated;</li> <li>3. Staff be given full authority to implement no cost projects or initiatives that improve government to government relationships; and</li> <li>4. Staff be directed to create an Interdepartmental Working Group to create a report outlining a thorough assessment of the June 2015 Truth and Reconciliation Commission’s “94 Calls to Action” report and identify potential initiatives for the District to explore with neighbouring First Nations governments.”</li> </ol>	CAO/PR&C	Ongoing		Formal relationships with neighbouring First Nations governments have been initiated and meetings continue to occur. An inter-departmental team is meeting and, based on Council's direction, will be bringing forward ideas to Council regarding training and communication.
A-3	Election Signs – Review	26-Nov-18	<p>“That Council direct staff to report back with options on regulating election signs as outlined in the report from Councillor Plant dated November 16, 2018.”</p>	Manager, Legislative Services	Ongoing		Staff are preparing report for Council's consideration in Q3 of 2020.
A-4	Council Remuneration & Expenses Policy	07-Jan-19	<p>“That the Council Remuneration and Expenses Policy be referred to staff to be updated to include the additional professional development opportunities and the \$500 per annum per member of Council.”</p>	CAO/ Finance	Ongoing		Policy was revised July 22, 2019. Council's budget includes \$500 per member per annum for development
A-7	Pilot Project around promoting youth in voting and running for Council - youth engagement SD61/63	18-Nov-19	<p>Staff pursued voting education with SD 61/63 and a Montessori School for the 2018 General Local Election. Legislative Services, with other departments, will endeavour to work toward a strategy for engagement of youth in municipal governance.</p>	Legislative Services		Parking Lot	

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A-9	Strategic Real Estate Function	28-Jan-20	"That the item – development of a Strategic Real Estate function for Saanich, be referred to the Mayor's Standing Committee on Finance and Governance."	MSCFG	Ongoing		
A-10	Amalgamation Study	20-Apr-20	"That Saanich staff meet with City of Victoria staff to discuss options on how the Citizens' Assembly might proceed and to report back to Saanich Council at a future meeting."	Manager, Legislative Services	Ongoing		Staff have contacted the City of Victoria to prepare for the next steps with the Citizens' Assembly process.
<b>Building, Bylaw, Licensing &amp; Legal Services</b>							
B-1	Banning Single Use Plastic Bags in Saanich	07-Jan-19	Report of the Director of Building, Bylaw, Licensing and Legal Services dated December 18, 2018 recommending that Council: <ul style="list-style-type: none"> <li>• Give First and Second Readings to "Checkout Bag Regulation Bylaw, 2019, No. 9537";</li> <li>• Endorse the public participation activities outlined in the report; and</li> <li>• Allocate \$20,000 from the Council Contingency for Strategic Initiatives Fund to support education and awareness activities in relation to the bylaw.</li> </ul>	BBLL	Ongoing		The Province has approved the District's new Bylaw (passed under environmental regulation powers). Final approval is being held due to COVID-19.
B-3	Explore pay parking	18-Nov-19	Requires the creation of a feasibility study, new Parking Bylaw, and operating resources.			Parking Lot	
B-4	Development Cost Charges Bylaw	10-Feb-20	"That the Development Cost Charge Reduction Bylaw be referred to staff to prepare a report addressing Council's comments and the report be considered at a future Committee of the Whole meeting."	BBLL/ Engineering / Finance	In Progress		A Supplemental Report is expected to be sent to Council Q3 of 2020

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B-5	Economic Resilience and Support for Saanich Businesses	25-May-20	Phase 2 2. Direct staff to report back with options for flexible, innovative, and expedited permitting of patios in private and public spaces for restaurants and the use of private and public spaces for other establishments (retail, recreation, breweries, distilleries, child-care, and libraries) once public health restrictions have been loosened in order to promote economic recovery, taking into consideration accessibility impacts, needs for appropriate physical distancing, and ample room for pedestrians in high traffic areas;	BBLL/ Planning	In Progress		Report drafted, scheduled for June 22 agenda.
B-6	Long term rentals/parking	20-Jun-20  20-Jan-20	That the regulation and licensing of single family dwelling units that contain long term rentals and the regulation of street parking be referred to the next Strategic Plan Check-in scheduled for September 2020.  That Council request staff to explore options for regulation of residential rental properties in Saanich.	BBLL/ Planning		Parking Lot	
B-7 (was PL-23)	Encourage redevelopment of Nellie McClung and consider housing on top	18-Nov-19	This initiative has interdepartmental impacts, depending on scope of Council direction.	BBLL		Parking Lot	Staff are working with CRD on redevelopment proposal. Next Step for Council's consideration of a LOU Update - Q3 2020
<b>Corporate Services</b>							
	None						

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<b>Engineering</b>							
E-3	Pilot speed reduction and traffic calming in certain residential areas	18-Nov-19	Traffic calming is being done as part of ongoing pedestrian and cycling improvements. Speed reduction pilots have already been implemented in neighbouring municipalities and results had not material change in driver behaviour.	Engineering		Parking Lot	
<b>Finance</b>							
	None						
<b>Fire</b>							
FR-1	Firefighting Mutual Aid Agreement	26-Oct-15	That Council direct staff to work collaboratively with the Township of Esquimalt, the City of Victoria and the District of Oak Bay to create a Project Charter and Terms of Reference; and to develop a new core Fire Services Agreement between the four communities.	Fire	Ongoing - Matter is with the City of Victoria and we are waiting for a reply.		Initial discussions have taken place between the 4 Core Fire Chiefs and CAO's relating to the frame work of a new/modern fire services agreement. A coordinated and/or single fire dispatch capability has been identified as a current barrier and a priority to making a new fire services agreement operationally feasible. The Fire Chief and CAO are working collaboratively with the respective parties to address fire dispatch service delivery for the 4 Core Fire Departments. Upon resolve to the fire dispatch matter, the focus of this initiative will shift to drafting of a new fire services

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							agreement for Councils consideration.
FR-2	Unification of Fire Departments	18-Nov-19			This is currently not part of the Fire Department's work plan.	Parking Lot	
<b>Parks, Recreation &amp; Community Services</b>							
PR-1	Shelbourne Memorial Avenue Project	27-Nov-17	"That the Shelbourne Memorial Avenue Draft Action Plan be supported in principle and that Council direct staff to bring forward a report on options for funding." "Direct staff to work with the Memorial Avenue Committee and Royal Roads University regarding a Memorandum of Understanding for the intellectual property rights of the film – Memorial Planetrees."	PR&C	Ongoing		The Shelbourne Memorial Action Plan was endorsed by Council in principal. Items requiring funding will be brought forward on an annual basis as part of the Financial Planning process. Street signs commemorating Memorial Avenue have been installed and a dedication ceremony occurred in October, 2018. A contract has been issued for a conservation plan for the trees along the street and utility box wraps will be completed in 2020. A resource request for was submitted for 2020 to complete the work of the plan which would include gate posts on the northern

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							end of Shelbourne and further interpretive signage and utility box wraps. 2020 resource requests were not considered due to COVID 19.
PR-3	High Performance Aquatics at SCP	26-Jun-17	<p>“That Council direct staff to:</p> <p>a) Pursue Provincial and Federal support for the creation of a renewed three-party operating and funding agreement that supports high performance aquatic sports at Saanich Commonwealth Place; and</p> <p>b) Provide a detailed analysis and report outlining the financial, community and resource implications if Saanich continued to support and subsidize high performance aquatic sports at Saanich Commonwealth Place without the assistance of other levels of government.”</p>	PR&C	In Progress		Council endorsed full subsidization of High Performance Sport at SCP to coincide with gradual rate increases for user groups.
PR-4	Staff Report – Healthy Saanich Advisory Committee/LGBTQ	19-Jun-17	<p>“That Council:</p> <ol style="list-style-type: none"> <li>1. Allocate \$2,200 to support four additional pilot project swims at Gordon Head Recreation Centre in 2017;</li> <li>2. Direct staff to present a report that outlines a proposed plan and budgetary implications to design a Saanich window sticker that would welcome all citizens;</li> <li>3. Present a report that outlines a proposed timeline, staffing and budgetary implications to Council before the 2018 budget deliberations that supports at least one staff member in each Department to be a resource and critical eye for LGBTQ awareness in Saanich delivered services and policies;</li> <li>4. Support the marketing and advertising improvements listed in the report; and</li> </ol>	PR&C & Finance (#3)	In Progress		<ol style="list-style-type: none"> <li>1. GHRC hosted 3 swims in 2019 (and 5 swims in 2017/2018).</li> <li>5. Council approved the raising of the Pride and Trans flags in perpetuity until a new Flag Policy is developed. Items 2 and 3: A draft report has been written and could be ready for presentation to Council during the 2019 budget process</li> <li>Item 4: As new photo shoots are booked, additions to the photo inventory that support LGBTQ participation try to be included;</li> </ol>

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			5. Endorse the raising of the Pride and Trans flags at the Municipal Hall July 1-9, 2017 in recognition of the region's annual Pride Week celebration."				working with Communications Office on improving marketing and advertising opportunities
PR-5	Glendenning Road – Mt Doug Park Access	16-Nov-15	<p>That Council request staff to prepare a report outlining options to address access to Mount Douglas Park while retaining the ambience of the park and its entrances</p> <p>November 28th: "That Council support, in principle, the recommendations in the Mount Douglas Park Access Study – Summary Report, with the exception of any recommendations in relation to additional parking on Glendenning Road."</p> <p>"That Staff be directed to prepare a report on the possibility of options for designating more of the existing parking spaces at all the parking areas at Mount Douglas Park for individuals with mobility difficulties; and a possible system for issuing permits for people with mobility issues."</p>	PR&C	Active		Report was endorsed and work underway. Of the 24 approved recommendations, 16 have been completed, 7 have been referred to Engineering and 2 remain to be initiated.
PR-8	Spectrum Turf & Rink (STAR) Committee	11-Mar-19	"That a potential partnership with the Spectrum Turf and Rink Committee be referred to staff and to the Strategic Planning process."	PR&C	New		Discussions with committee leads have continued. Next steps are currently sitting with STAR committee for official SD61 endorsement.



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PR-10	Multi-cultural and Diversity	18-Nov-19	To meet the changing needs of the community's demographics (e.g., Indigenous People, new Canadians, persons with disabilities) staff will present a request for funding the development of a strategy during a future annual budget process (2020-2023).	PR&C	On Hold Referred to staff for a report	Parking Lot	In November 2019 Council endorsed the creation of a multicultural strategy and referred the costs to the budget process. Unfortunately all on-time funded items were not funded so on hold until 2021 budget process.
PR-11	Natural Areas Management Plan Update	18-Nov-19	Update for current plan to develop strategies to broaden community stewardship with partners and volunteer programs. Baseline inventory/mapping information of priority ecologically important parks to formalize and implement key restoration plans. Funding for this will come through the 2020 budget process.	PR&C		Parking Lot	
PR-12	Commercial Operations in Parks	09-Dec-19	"That Council direct staff to bring forward a report on the implications and potential design of a food truck pilot program in appropriate Saanich parks."	PR&C	Ongoing		Council approved. Staff preparing TUPs for Saanich special events. Pilot project delayed due to COVID 19.
PR-13	Diversity & Multicultural Strategic Plan	09-Dec-19	"That Council direct staff to move forward with the creation of a Diversity and Multicultural Strategic Plan, as outlined in Option B in the report that responds to the needs of Saanich."	PR&C	On Hold		See above
PR-14	Re-affirm Arts as a Priority	28-Jan-20	"That Council: 1. Reaffirm that the arts are an essential element in the Municipality of Saanich and are still relevant and worth investing in; and 2. the remaining items recommended by the ACH committee at their meeting of November 21, 2019 be referred to staff for comment.	PR&C/ Planning	Ongoing		Discussion on hold until Advisory Committees reconvene.



	Initiative	Meeting Date	Motion	Depts	Status	Strategic Plan Status	Summary
PR-15	Economic Resilience and Support for Saanich Businesses	25-May-20	Phase 3 3. Direct staff to reach out to the relevant school boards and post-secondary institutions in Saanich to discuss areas where the District can help and collaborate with them, with a particular focus on the utilization of public space to facilitate appropriate physical distancing, outdoor learning and recreational needs; and 4. Direct staff to report back to Council on options for flexible, innovative and expedited permitting for the potential solutions that are discussed with the school boards and post-secondary institutions.”	PR&C / CAO / Planning	Ongoing		CAO has reached out to school districts and academic institutions. Staff meet quarterly with SD61 and 63 re: Middle Schools, future district plans/collaboration
<b>Planning</b>							
PL-1	Development Permit Timing (Expiry Date)	11-Dec-17	“That staff be requested to bring forward a report on Development Permits having an expiry date of two years in line with provincial legislation and neighbouring municipalities.”	Planning	In Progress		Target for report to Council Q3 2020
PL-9	Implement “Heritage Action Plan” and culture initiatives (Heritage Conservation Plans)	26-Jan-15	That Council support the development of conservation plans and annual maintenance programs for all municipal heritage buildings and sites as a future work item in the Planning Department’s Work Plan.	Planning	On Hold		Change in "hold" status dependent on Council amending strategic priorities and allocating appropriate resources.
PL-11	Preferred transit option for Transportation Demand Management and parking requirements in Major Centres and Villages	12-Dec-11 04-Jul-11	That Saanich Planning Department contact BC Transit and invite them to jointly develop a TDM alternative that can be communicated to developers as the preferred option in their request for parking variances. Such plan will include both financial expectations and implementation strategies. Recommendation from the Planning, Transportation and Economic Development Advisory Committee – That:	Planning	On Hold		Change in "hold" status dependent on Council amending strategic priorities and allocating appropriate resources. Note: discussions and preliminary research have been completed.

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			<p>1. In order to support alternative transportation, developers could be asked to contribute to a fund which would be used for improving transit, bicycle and pedestrian infrastructure; and</p> <p>2. Staff prepare a report to Council on a proposed review process of the parking requirements in the Zoning Bylaw in relationship to major centres and villages.</p>				
PL-13	Pocket Farm Markets	18-Apr-16	Public Hearing called.	Planning	On Hold		Site specific pilot farm market in place under Temp Use Provision. Subsequently Farm Market ceased operation. Issue will be looked at again in general terms, under Agricultural and Food Security Plan implementation.
PL-15	Farmland Protection and Viability in Saanich	24-Feb-14	That Council request Planning staff undertake a preliminary exploration of possible partnerships with other regional stakeholders; and draft protection frameworks for the development of a Farmland Trust for Council's consideration.	Planning	In Progress		Report considered by Council. Forwarded feedback to CRD.
PL-16	Heritage Maintenance Bylaw	09-Dec-13	Recommendation from Arts, Culture and Heritage Advisory Committee - That Council consider adopting a Heritage Properties Maintenance Standards Bylaw, subsequent to receiving a report from staff, to address heritage properties that are left to deteriorate without proper maintenance.	Planning	In Progress		Change in "hold" status dependent on Council amending strategic priorities and allocating appropriate resources.

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PL-17	Bowker Creek Blueprint	17-Oct-11	<p>Joint Report from Councillors Derman and Gerrard That:</p> <ol style="list-style-type: none"> <li>1. Forward the joint report to Oak Bay and Victoria along with a letter inviting those jurisdictions to become involved in a cooperative effort to develop common development permit guidelines, based on the Bowker Creek Blueprint, for the entire Bowker Creek Watershed;</li> <li>2. This report be referred to staff and that, pending outcome of recommendation 1, staff be directed to undertake either:               <ol style="list-style-type: none"> <li>a. Development Permit Guidelines for the Bowker Creek Watershed in Saanich with the intent that these should be aimed at accomplishing, over time, the vision of the Bowker Creek Blueprint</li> <li>b. A cooperative effort with staff from Victoria and Oak Bay, as well as other stakeholders, to create development permit guidelines for the entire Bowker Creek Watershed with the intent that these guidelines should be aimed at accomplishing, over time, the vision of the Bowker Creek Blueprint.</li> </ol> </li> </ol>	Planning / Engineering / PR&C	In Progress		Item 1 – Completed Joint Application prepared with Victoria, CRD, Oak Bay for Provincial Planning Grant to undertake "Bowker Creek Daylighting Feasibility Study" Feb 8, 2017
PL-20	Home Energy Retrofit Municipal Financing Pilot	25-Feb-19	<p>“That Council:</p> <ul style="list-style-type: none"> <li>• Forward the report of the Directors of Planning and Finance dated February 12, 2019 to the next Strategic Planning session for consideration, including the dedication of up to \$220,000 in District funding over two years (to be repaid over 10 years by participating properties) to support the Home Energy Retrofit Municipal Financing Pilot; and</li> <li>• Direct staff to apply for approximately \$430,000 in external grant funding from the Federation of Canadian Municipalities Green Municipal Fund, the Real Estate Foundation of British Columbia, and other grant funding should the opportunity arise, in preparation for the pilot program to proceed, contingent on Council approval.”</li> </ul>	Planning/ Finance	In Progress		Process and terms approved by Council. External funding secured. Implementation targeted for post-tax period - Q4 2020.

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PL-24	Discourage Vacant Homes	18-Nov-19	This is not part of staff's work plan. This would require a change to Local Government authority by the Province.	Planning		Parking Lot	
PL-26	Recommendations from the MSCHAS	25-Nov-19	"That staff be directed to bring Council proposed changes to the Zoning Bylaw 8200 permitting greater height and density in RA-zoned properties (Apartment) Zone."	Planning	In Progress		Report to Council Q3/4 2020.
PL-27	Recommendations from MSCHAS	25-Nov-19	"That staff be directed to bring Council a report recommending the creation of a new or modified RA or RS zone that would be applied inside the Urban Containment Boundary that would permit micro units in multi-use developments on lots that were previously single family lots provided certain criteria (i.e. setbacks, minimum lot sizes) were met."	Planning	In Progress		Report to Council Q3/4 2020.
PL-28	Temporary Permitting of Roadside Stands	25-May-20	<p>"That Council direct staff to:</p> <ol style="list-style-type: none"> <li>1. Bring back amendments to the Zoning Bylaw, 8200, for Council's consideration that provide for the issuance of Temporary Use Permits in RS, RD, RC, RT, RM, RA, RP, MFC and MFI zones for the sale of homegrown and value-added fruits, vegetables, flowers and homemade crafts at roadside stands within the Urban Containment Boundary;</li> <li>2. Not enforce the provisions of the Zoning Bylaw, 8200, that prohibit the sale of homegrown and value-added fruits, vegetables, flowers and homemade craft sales within the Urban Containment Boundary as a home occupation use (subject to compliance with other relevant District bylaws) as follows: <ul style="list-style-type: none"> <li>• Until such time as the Zoning Bylaw Amendments described in paragraph 1 have been considered by Council or direction on</li> </ul> </li> </ol>	Planning/ BLL	In Progress		Zoning Report to Council Q3 2020.

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			enforcement has otherwise been provided by Council; and <ul style="list-style-type: none"> <li>If the Zoning Bylaw Amendments described in paragraph 1 are adopted by Council, for a period of 30 days following adoption, to allow operators operating contrary to the Zoning Bylaw, 8200, to apply to Council for a Temporary Use Permit to legalize the temporary use.</li> </ul>				
PL-29	Economic Development Presentation	25-Nov-19	That the item – Facilitate an economic development presentation titled “An Overview of Sustainable Economic Development: How Communities can Prosper Now and in the Future” be referred to the Financial Planning process and Strategic Planning check-ins.	Planning		Parking Lot	
PL-31	Proposed Uptown-Douglas Plan	10-Aug-20	“Council refer the development of new off-street parking standards for the Uptown-Douglas Plan to a future Strategic Planning session, with prioritization, to determine scope of work, resources and funding”	Planning		Parking Lot	



# District of Saanich Council Referral Summary

## Items Requiring Additional Resources or Council Direction | August 5, 2020

	Initiative	Meeting Date	Motion	Depts	Status	Strategic Plan Status	Summary
A-5	Council Procedure Bylaw	15-Jul-19	"That the item be referred to staff to consider when reviewing and updating the Council Procedure Bylaw." (End time for meetings 10 pm). Allowing electronic participation in meetings.	Manager, Legislative Services	Ongoing	Strategic Plan OE - Review and update the Council Procedural Bylaw	
A-6	Terms of Reference – Community Associations	18-Jun-18	"That the establishment of Terms of Reference for Community Associations be referred to the Strategic Planning process."	Admin	On Hold	Strategic Plan OE - Review structure, roles and appointment process for advisory committees and other Council appointments	Referred to SCAN (Jan 8/18 Council meeting). Response from SCAN (S. Newby) Feb 18/18 - in process of reviewing how to address the recommendations.
A-11	Economic Development	13-Aug-18	"That Council direct staff to 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 Saanich's vibrant and high quality of life." "That the report and recommendation of the Planning, Transportation and Economic Development Advisory Committee be referred to the Strategic Planning process as background information."	Engineering	New	Strategic Plan ED - Consider the creation of an economic development strategy	



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E-2	KPMG Control Observation – Capital Asset Tracking	17-Sep-18	“That the development of a corporate Asset Management Program, including implementation of software to track assets, be forwarded to the Strategic Planning process.”	Engineering	New	Strategic Plan AHLUIM - Develop an asset management road map	
FN-1	Saanich Forum on Housing	08-Apr-19	“That the item – Saanich Forum on Housing Funding Support be referred to staff, and that staff be directed to prepare a report providing information on the process for procurement of a facilitator and options for agenda items, the report to be considered at the May 6, 2019 Council meeting.”	Finance/ Planning	New	Strategic Plan AHLUIM - Develop a housing needs assessment framework	
PR-6	Temporary Public Art	28-Nov-16	“That Council: 1. Approve the proposed work plan and 2017 budget of \$40,600 for District of Saanich's Canada 150 Events and Activities; 2. Approve installation in 2017 of a Canada 150 themed, outdoor public art project in a location to be determined in accordance with the Comprehensive Art Policy; and 3. Refer the Temporary Public Art program to Council's 2017 Strategic Planning process.”	PR&C / Planning	Ongoing	Strategic Plan CWB - Proactively support the installation of public art in the community	1. Council approved the proposed work plan and the plan has been completed. Last event was installation of the time capsule in July 2018. 2. After moving through the Jury Art Process of the Comprehensive art Policy, Earth Drums has been selected for installation in late spring 2019 at the corner of Finalyson St and Cedar Hill Rd. 3. n.a

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PR-7	Installation of First Nations Arts in Council Chambers	07-Jan-19	"That the item, the installation of a First Nations art piece in Saanich Council Chambers, be referred to staff to develop, in consultation with appropriate First Nations, a process and funding package to be considered by Council at a future meeting."	PR&C/ Planning/ Finance	In Progress	Strategic Plan CWB - Proactively support the installation of public art in the community	
PR-16	Poet Laureate	28-Jan-20	"That Council create the concurring positions of Poet Laureate and Youth Poet Laureate, direct staff to look at partnerships and include up to \$5,000 in the 2020 budget to fund the positions."	PR&C / Finance			
PL-2	Options and potential impacts of increasing the supply of affordable rental housing	28-May-18	"That Council requests staff to report back on options and potential impacts to assist and stimulate an increase in the supply and affordability of rental housing provisions from the Provincial Government for "incentive" zoning, possibly including pre-zoned areas in the vicinity of our two post-secondary institutions or elsewhere, as well as any other planning or fiscal tools available to the Municipality." (including short term rentals)	Planning	On Hold	Strategic Plan AHLUIM - Explore Options to increase below market and rental housing in Saanich	
PL-3	EDPA Bylaw (Also called Biodiversity Bylaw)	28-Oct-17	"That it be recommended that Council direct staff to bring Council a report as soon as possible on the potential of developing a Saanich program which includes the topics of Climate Adaptation, a Biodiversity Conservation Strategy, and Stewardship Program to serve as a policy framework for other Saanich environmental policies and programs and a new Environmental Development Permit Area be considered part of this program; and the Diamond Head report recommendations be considered as a component of this report.	Planning	Ongoing	Strategic Plan CAEL - Introduce an Environmental Policy Framework with a focus on climate change, stewardship and biodiversity	Preliminary work underway. Target for report to Council Q4 2018



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PL-4	Affordable Housing Option Administered by CRD Housing	24-Jul-17	“That staff be requested to contact Capital Regional District (CRD) Housing and request that they provide a clear process that will allow Saanich staff to suggest the dedication of affordable units as a viable alternative to developers and that CRD Housing be asked to provide sufficient information to allow developers to give serious consideration to incorporating affordable housing into their development proposals. Information should include the minimum number of units for possible consideration, a straightforward application process, an ongoing administration process and key contact information for CRD Housing personnel. Saanich’s communication to CRD Housing will include a strong statement in favour of the option of including Affordable Housing administered by CRD in future multi-family development options that come to Saanich for approval.”	Planning	Ongoing	Strategic Plan AHLUIM - Develop a housing strategy	Preliminary work underway. Target for report to Council Q4 2018
PL-6	Development of Inclusionary Zoning Policy	27-Feb-17	That Council consider at the next strategic planning session the development of an affordable housing strategy and inclusionary zoning as per Official Community Plan 5.1.2 Policy 14.- "Investigate criteria for considering “inclusionary zoning” (% of units for affordable or special needs housing) and density bonusing as part of development applications, in order to provide for affordable and/or special needs housing". "	Planning	In Progress	Strategic Plan AHLUIM - Investigate inclusionary zoning guidelines as a means to provide more affordable housing in Saanich	This item needs to be assessed in relation to current Strategic Plan work and "parking lot" items.

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PL-7	Review of building permit and development application processes	02-Nov-15	That: a. Council approve a review of the administrative processes to improve the timeline for building permits and development applications be included for consideration in the 2016 Strategic Planning process; and b. staff prepare a summary report outlining the areas that could be considered in the review.	Planning/ BBLL	In Progress	Strategic Plan OE - Review and improve the development application process	Expected to be completed end of June, 2018.
PL-8	Community Contributions	14-Sep-15	That Council direct Planning staff to prepare a report reviewing a full range of options related to Community Contributions, and that such work be captured in the 2016 Strategic Plan.	Planning	In Progress	Strategic Plan CWB - Consider options on how community contributions can be negotiated in an equitable, clear and focused manner	
PL-10	Options for Secondary Detached Suites in Saanich	07-Oct-14 22-Aug-16	Oct 2014 That: 1. Local Area Plan Updates item be postponed pending return of a report from staff in relation to the Work Plan – Community Planning Section. 2. Staff be directed to undertake a future study to explore the potential of legalization of secondary suites in accessory buildings in the areas south and north of McKenzie Avenue; 3. Staff be directed to report further on allowing boarders within the property owner's primary suite; 4. That staff be directed to report on possible incentives that would encourage property owners to take out permits to legalize their secondary suites. (Amendment motion)	Planning	In Progress	Strategic Plan AHLUIM - Explore the potential for garden suites as a new housing option in Saanich	Target completion Q1 2019

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			Aug 2016 That Council request staff to build upon the existing survey from 2014 and move forward on developing strategies for Council to consider on options for detached secondary suites in Saanich.				
PL-14	Panama Flats Concept Plan	24-Feb-14	That Council ... b) consider at a future Public Hearing, an application to the ALC to include the proposed portion of Panama Flats in the ALR and c) Subject to the proposed portion of Panama Flats being included in the ALR, an expression of interest be issued for farming these lands, the results of which would be considered by Council at a future meeting.	Planning	In Progress	Strategic Plan AHLUIM - Implement the Panama Flats concept plan	Agricultural Land Commission (ALC) application for inclusion of land to ALR refused – July 6, 2015. Staff reviewing Reasons for Decision from ALC and determining best strategy for re-application going forward.
PL-21	Climate Emergency Declaration	25-Mar-19	“That the new Climate Emergency Declaration and targets be referred to a future Strategic Planning session for further discussion.”	Planning		Strategic Plan CAEL - Update Saanich's Climate Plan and implement actions	
PL-30	Tenant Assistance Policy	06-Jan-20	“That: 1. Council direct staff to develop a Tenant Assistance Policy for renovations, redevelopment and/or rezoning applications where tenants will be required to find a new place to live as a result of these applications; and 2. This work be forwarded to the Mayor's Standing Committee on Finance and Governance and the Mayor's Standing Committee on Housing Affordability and Supply; and 3. This work be referred to the Strategic Plan check-in session in April 2020.”	Planning		Parking Lot	

# District of Saanich Council Referral Summary

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	Initiative	Meeting Date	Motion	Depts	Summary
A-8	Advisory Committees	04-Nov-19	"That staff be directed to prepare a training manual to be presented at the beginning of each new committee term." "That the roles and expectations of Committee Chairs be referred to staff for clarification, with the expectation that the information would be included in the training manual to be presented as part of the Orientation Process to Advisory Committees in 2020."	Manager, Legislative Services	
B-2	Development Cost Charges Bylaw	27-May-19	"That the item, Development Cost Charges Bylaw 2019, No. 9553, be referred to staff to provide Council with information about processing timelines for development applications to reach building permit issuance, as well as estimated cost implications for the District of delaying implementation by six months, one year, two years, and three years following bylaw adoption at Final Reading, assuming no municipal assist factor phase in."	BBLL/ Engineering/ Finance	
C-1	Public Participation on the Strategic and Financial Plans	05-Mar-18	Approve, in principle, a holistic approach to public consultation on both the strategic and financial planning processes and direct staff to undertake a consultant led public engagement process to develop options for a four year engagement cycle that will meet Council's desire for inclusion and citizens' need for involvement and input.	Corp Services/ Finance	
C-2	Creation of Economic Development Position	28-Jan-20	"That the item - creation of a new economic development position, be referred for discussion at Strategic Planning check-ins."	Corp Services	Economic Development has been included in the 2020-2023 Strategic Plan.
E-4 (was PL-18)	Island Health Authority – change in policy	16-Jul-18	"That Council request staff to contact the Island Health Authority with regard to the perceived change in policy with respect to septic fields."	Engineering	

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	Initiative	Meeting Date	Motion	Depts	Summary
E-5 (was PL- 19)	Billing Options for Sewer Usage Fees	16-Jul-18	“That Council request staff to prepare information on the billing options for sewer usage fees as it relates to residents who are on well water.”	Engineering	
FN-2	2020 Alternative Tax Scheme	27-Apr-20	<p>“That Council direct staff to prepare a bylaw to implement an alternative tax scheme for the following provisions:</p> <ul style="list-style-type: none"> <li>• Retain July 2, 2020 as the property tax due date for all classes.</li> <li>• Provide a one month grace period for residential and farm properties (Classes 1, 2, 3 &amp; 9) with a 3% penalty applied to unpaid taxes on August 1, 2020 and a further 7% penalty applied to unpaid taxes on October 1, 2020.</li> <li>• 7% penalty applied to business classes (4, 5, 6, 7 &amp; 8) and mixed rate properties including these classes on October 1, 2020 and a further 3% applied on unpaid taxes on December 1, 2020.</li> <li>• Terms that establish that a penalty will not be applied until October 1, 2020 to those outstanding taxes that represent an eligible home owner grant that was not claimed by the due date or was claimed but with errors that required it to be disallowed.”</li> </ul>	Finance	



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	Initiative	Meeting Date	Motion	Depts	Summary
PR-2	Park Ambassador Program	06-Nov-17	"That staff be requested to involve key stakeholders, including the Friends of Mount Douglas Park Society, to develop a proposal for a Park Ambassador Program for Mount Douglas Park to run as a pilot project starting the summer of 2018. The proposal should include information about resources required, rollout timeline and measure of success."	PR&C	The pilot Mount Doug Park Ambassador program was successful. The program is now fully established in Mount Douglas Park with year round volunteers and is supported by staff.
PR-9	Embrace Saanich/Municipal Cultural Planning Report	17-Jun-19	"That Council: 1. Receive the Embrace Saanich! Municipal Cultural Planning Report; and 2. Refer the item to staff as part of the broader examination on the potential of a multicultural strategy."	PR&C	
PL-5	BC Sustainable Energy Association	20-Mar-17	Direct staff to provide a Terms of Reference for the 100% Renewable Energy Strategy that considers financial implications, and a report on the Municipal Retrofit Strategy and Municipal Financing Program Pilot.	Planning/Finance	
PL-12	Allowing Miniature Goats on Urban Residential Lots	18-Apr-16	That Council approve: 1. a pilot project, for a minimum of 18 months, allowing miniature goats to be kept on up to ten (10) single family zoned urban residential lots in accordance with the basic conditions for the pilot project as outlined in report of the Director of Planning dated April 7, 2016; and the pilot project condition be amended to require participants obtain written approval of all neighbours within 50 metres of the subject property. 2. a broader public engagement process be undertaken following the end of the pilot project."	Planning	Pilot completed. One participant, namely originator of request to allow goats in backyards. Approx. four people called asking about the pilot. None of them followed through. Project file closed.
PL-22	Building Owners & Managers Association	27-May-19	"That the 2030 Resilient District opportunity be referred to sustainability staff for review."	Planning	Material taken into consideration as part of Updated Climate Action Plan Adopted by Council.

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	Initiative	Meeting Date	Motion	Depts	Summary
PL-25	Natural Saanich Environmental Framework – Expedited Work Plan – Resilient Saanich	29-Oct-19	That staff be directed to: 1. Use the Expedited Work Plan to develop the “Natural Saanich” Environmental Policy Framework, and to include in the Milestone One work activity – “Progress Report to Council”, gaps in data and information considered important for the completion of the Framework; and 2. Remove the option “Reduce Public Engagement on Conservation Options” from the Expedited Work Plan.”	Planning	
PL-29	Economic Resilience and Support for Saanich Businesses	25-May-20	“That Council direct staff to advise the BC Liquor and Cannabis Regulation Branch that the District of Saanich wishes to participate in their expedited process for permitting the expansion of service areas.”	Planning	Resolution sent by Legislative Srvc.

