



# AGENDA

For the Council Meeting to be Held  
At the Saanich Municipal Hall,  
770 Vernon Avenue  
**MONDAY, NOVEMBER 21, 2016.**

I **6:00 P.M., COMMITTEE ROOM NO. 2**

Motion to close the meeting to the public in accordance with Section 90 (1) (c) of the *Community Charter*.

II **7:00 P.M., COUNCIL CHAMBERS**

A. **ADOPTION OF MINUTES**

1. Special Council meeting held October 25, 2016
2. Council meeting held November 14, 2016
3. Committee of the Whole meeting held November 14, 2016

B. **RATIFICATION**

1. **4573 PROSPECT LAKE ROAD**  
From the November 14, 2016 Committee of the Whole Meeting, ratification of the release of Restrictive Covenant K75432.

C. **PUBLIC INPUT (ON BUSINESS ITEMS D & E)**

D. **BYLAWS FOR THREE READINGS**

1. **RECORDS MANAGEMENT BYLAW**  
**P. 3** Three readings of "Records Management Bylaw, 2016, No. 9404". To give legal effects to the District's records management program.

E. **RESOLUTIONS FOR ADOPTION**

1. **GREATER VICTORIA PUBLIC LIBRARY BOARD – LIBRARY OPERATING AGREEMENT (LOA) RENEWAL**  
**P. 8** Request from the Greater Victoria Public Library Board that Council endorse an Addendum to the current LOA which will allow its terms and conditions to continue until a new agreement is executed and that a signed copy of the Addendum be forwarded to the Office of the CEO.
2. **FIRE DISPATCH AND COMMUNICATIONS SERVICES AGREEMENT WITH THE TOWNSHIP OF ESQUIMALT**  
**P. 10** Report of the Fire Chief dated November 8, 2016 recommending that Council authorize the renewal of the Fire Dispatch and Communications Services Agreement with the Township of Esquimalt for the period of January 1 to December 31, 2017.
3. **CLEAN WATER AND WASTEWATER FUND**  
**P. 20** Report of the Director of Engineering dated November 10, 2016 recommending that Council endorse two applications for funding from Industry Canada's Clean Water and Wastewater Fund for the projects outlined in the report.
4. **COUNCIL MEETING OUTSIDE SAANICH BOUNDARIES**  
**P. 23** Report of the Director of Legislative Services dated November 15, 2016 recommending that Council authorize a meeting of Saanich Council be held in the District of Central Saanich on November 29, 2016 or on a rescheduled date specifically for this meeting.

5. **CANADA 150 PLAN**
- P. 24**
- a) Recommendation from the Arts, Culture and Heritage Advisory Committee meeting held October 27, 2016 that the report of the Arts, Culture and Heritage Advisory Committee's Canada 150 Working Group dated October 27, 2016 from Councillor Sanders be forwarded to Council for approval.
  - b) Report from the Directors of Parks and Recreation and Planning dated November 15, 2016 recommending that Council approve the proposed work plan and budget for District of Saanich Canada 150 events and activities, and forward Canada 150 Legacy Initiatives to the Strategic Planning process.

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

## **AGENDA**

For the Committee of the Whole Meeting  
\*\* IMMEDIATELY FOLLOWING\*\*  
The Council Meeting in the Council Chambers

1. **CAPITAL REGIONAL DISTRICT WATERSHED COORDINATOR FUNDING**  
**P. 32** Report of the Director of Planning dated October 6, 2016 recommending that Council authorize staff to execute an updated services agreement for a Watershed Coordinator with the Capital Regional District (CRD) for a three year term on an equal cost sharing basis with the City of Victoria and the District of Oak Bay, and approve continued funding for the CRD Watershed Coordinator for the three year term.
2. **SMALL LOT HOUSING AND HOMES UNDER 2000 SQUARE FEET**  
**P. 35** Recommendation from the October 13, 2016 Planning, Transportation and Economic Development Advisory Committee meeting that Council ask staff to investigate if establishing RS-1 infill zoning in appropriate areas of Saanich would be beneficial to the community.
3. **REQUEST FOR MOTION OF SUPPORT TO ESTABLISH A REGIONAL TRANSPORTATION SYSTEM**  
**P. 39** Request from the Capital Regional District (CRD) Board that Council endorse a motion of support for the establishment of a regional transportation service through the Capital Regional District, and forward the supported motion to the CRD by December 1, 2016.

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

"IN CAMERA" COUNCIL MEETING IMMEDIATELY FOLLOWS

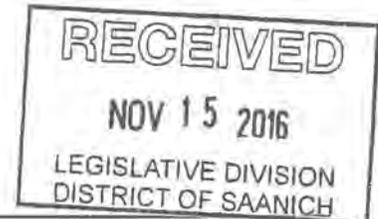
110-30



## The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Carrie MacPhee, Director of Legislative Services  
**Date:** November 8, 2016  
**Subject:** Records Management Bylaw



### PURPOSE

The purpose of this report is to recommend Council adopt a records management bylaw.

### BACKGROUND

Saanich has invested resources in the development of a corporate records management program (records program). A records management bylaw will give legal effect to the records program, including the Records Classification and Retention Schedule (RCRS). The RCRS is a management tool that describes the records holdings of the District and applies retention periods to those records based on their legal, fiscal, administrative, operational or historic values.

### DISCUSSION

Municipal records management bylaws are common in British Columbia. They help to provide a level of certainty that records are managed appropriately and in accordance with applicable legislation and policy.

The records program is designed to ensure that records necessary for the operations of the District are appropriately managed throughout their lifecycle and are available when required to support decision making and legislative requirements. The records program also allows for the appropriate disposal of records no longer required for legal or other purposes.

The records program supports the District's compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA). This includes the appropriate accessibility to the District's information as well as the appropriate collection, use, retention, protection and disclosure of personal information.

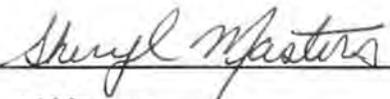
### SUMMARY

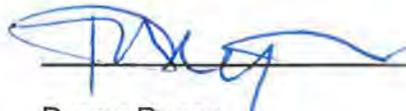
A records management bylaw will give legal effect to the District's records management program and will promote transparency and accountability to the public by demonstrating a commitment to the appropriate management of information resources.

**CM**  
**D.1**

**RECOMMENDATION**

That Council adopt the "Records Management Bylaw, 2016, No. 9404".

Prepared by   
Sheryl Masters,  
Deputy Legislative Manager/Privacy Officer

Reviewed by   
Donna Dupas  
Legislative Manager

Approved by   
Carrie MacPhee  
Director of Legislative Services

PS/SM  
Attachment

**CAO COMMENTS:**

I endorse the recommendation of the Director of Legislative Services.

  
Paul Thorkeisson, CAO

# THE CORPORATION OF THE DISTRICT OF SAANICH

## BYLAW NO. 9404

### CORPORATE RECORDS MANAGEMENT PROGRAM

#### PART 1 – GENERAL

- 1.1 This bylaw may be cited for all purposes as the Corporation of the District of Saanich “Corporate Records Management Program Bylaw, 2016, No. 9404”.

#### PART 2 - INTERPRETATIONS

- 2.1 In this Bylaw:

“**Archives**” means the Archives of the District of Saanich;

“**Archival Records**” means records that are in the custody or control of the Archives;

“**Council**” means the Municipal Council of the District;

“**District**” means the Corporation of the District of Saanich;

“**Corporate Officer**” means the Manager of Legislative Services for the District;

“**Employee**” includes a person who is employed by the District, a member of Council, a volunteer, or a service provider;

“**Record**” includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise that document the ongoing business of the District, but does not include a computer program or any other mechanism that produces records;

“**Records Classification and Retention Schedule (RCRS)**” means a formal schedule, as amended from time to time, that establishes the classification system and retention periods for the records of the District and provides for their disposition;

“**Records Management Program**” a program used by the District to manage the life-cycle of records of the District from record creation through to final disposition.

#### PART 3 – RECORDS MANAGEMENT PROGRAM ESTABLISHED

- 3.1 The records management program currently used by the District is authorized.
- 3.2 The Corporate Officer is authorized to manage and maintain the records management program including the establishment of an RCRS and policies and procedures that provide for the management of the records of the District.

- 3.3** The Corporate Officer is authorized to review and amend the records management program.
- 3.4** The Corporate Officer is authorized to appoint one or more Records Managers to perform some or all of the duties of the Corporate Officer authorized by this bylaw.

#### **PART 4 – EXCLUSIONS**

- 4.1** This bylaw does not apply to records:
- (a) created or received by a member of Council, other than those records created, received or used in their capacity as a member of Council;
  - (b) of employees that are personal in nature and do not relate to the operations of the District and are not required for such operations; or
  - (c) of community associations or other organizations or entities which have an operating agreement with the District, where such records are not in the custody or control of the District.

#### **PART 5 – CUSTODY OR CONTROL OF RECORDS**

- 5.1** All records in the custody or control of employees, which are created or received in the context of their functional responsibilities, are the property of the District.
- 5.2** Any contract between an outside agency or contractor and the District for the provision of goods or services, must specify the conditions for the custody or control of the records resulting from such contract.

#### **PART 6 – CREATION OR RECEIPT OF RECORDS**

- 6.1** All records either:
- (a) created by employees; or
  - (b) received or used by employees in the context of their functional responsibilities, by standard mail, courier, hand-delivery, electronic mail or text, facsimile, scanning or by other means,

are records of the District and subject to the provisions of the records management program and this bylaw.

#### **PART 7 – INTEGRITY AND AUTHENTICITY OF RECORDS**

- 7.1** All records must be securely handled and stored in a manner which maintains their integrity and authenticity.

**PART 8 – ARCHIVAL RECORDS**

- 8.1** Archival records under the custody or control of the Archives are to be made accessible at the Archives under the direction of the Corporate Officer. To ensure the provision of access to, and protection against loss or damage, such archival records must not be loaned for access beyond the control of the Corporate Officer.
- 8.2** Notwithstanding the provisions of subsection 8.1, restrictions on access and use of archival records may be imposed under the direction of the Corporate Officer:
- (a) where such restrictions have been negotiated with the donor of such archival records; or
  - (b) to protect the privacy of individuals named in such archival records.
- 8.3** Where in the opinion of the Corporate Officer or designate, preservation concerns exist for particular archival records, access to such records may be limited or provided by means of copies.

**PART 9 – DISPOSITION OF RECORDS**

- 9.1** All records must be retained in accordance with the RCRS.
- 9.2** Records must only be destroyed with written authorization under the direction of the Corporate Officer and in accordance with the RCRS.
- 9.3** Records scheduled for archival retention in the RCRS are to be transferred to the custody or control of the Archives.

Read the first time this                      day of                      , 2016.

Read the second time this                      day of                      , 2016.

Read the third time this                      day of                      , 2016.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the                      day of                      , 2016.

---

Clerk of The Corporation of the  
District of Saanich

---

Mayor



Mayor  
Councillors  
Administrator  
Council  
Administrator  
Media

November 1, 2016

His Worship Mayor Richard Atwell and Council  
District of Saanich  
770 Vernon Avenue  
Saanich, BC V8X 2W7

Dear Mayor Atwell and Council:

**Re: Library Operating Agreement Renewal**

The Library Operating Agreement (LOA) term ends on December 31, 2016. We have developed a draft renewal agreement that would come into effect January 1, 2017.

We are currently engaged in the consultation phase with Municipal CAOs, whose feedback was requested by October 17<sup>th</sup>. Library staff are in the process of reviewing their input and discussions have begun with the full GVPL Board and in particular, our municipal councilor representatives to ensure that they are fully informed on the proposed changes.

The three substantive changes proposed include moving from a three-year to a four-year term to match the revised election cycle, a single budget submission, and having municipal payments spread evenly over 12 months. Housekeeping changes include wording to address evolution of branch ownership models, updating for changes in technology and equipment, use of more industry-standard wording for real property and maintenance, updating insurance coverage, standardizing the source for population data consistently within the agreement, clarifying roles, replacing footnotes with a definitions page, and expanding on the history appendix

It is our intention that the Board approve the new agreement at its November 22, 2016 Board meeting. We will forward the agreement to Councils for approval immediately following this meeting.

Given that there is limited time between November 22 and December 31<sup>st</sup> in which to receive all ten Council approvals, we enclose an Addendum to the current LOA which will allow its terms and conditions to continue to be in force and binding upon the parties until such time as a new agreement is executed. **We request that Council sign the enclosed Addendum and forward to the Office of the CEO, to the attention of Executive Assistant, Kristine Marshall for finalization.**

Sincerely,

Kevin Murdoch  
Chair, Greater Victoria Public Library Board



Enclosure

- Copies: Paul Thorkelsson CAO, District of Saanich
- Valla Tinney, Acting Director of Finance, District of Saanich
- Maureen Sawa, CEO, Greater Victoria Public Library
- Donna Phillips, Director of Finance and Facilities, Greater Victoria Public Library

**ADDENDUM to the  
LIBRARY OPERATING AGREEMENT (the "Agreement") dated January 1, 2014**

WHEREAS:

1. The Term of the Agreement expires December 31, 2016 and a new agreement is in the process of being reviewed and approved.

IT IS THEREFORE AGREED THAT:

- A. The Term of the Agreement be extended, without prejudice to the interests of any parties.
- B. The terms and conditions of the Agreement shall continue to be in force and binding upon the parties until such time as a new agreement is executed.
- C. This Addendum may be signed in counterparts that:
  - i) have the same effect as if the parties had all signed the same document;
  - ii) will be construed together to be an original document;
  - iii) will constitute one and the same Agreement.

IN WITNESS of its terms the parties have executed this Addendum by:

THE CORPORATE SEAL of the CORPORATION OF THE DISTRICT OF SAANICH placed on this Addendum in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

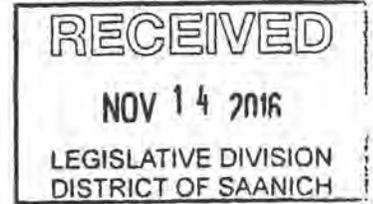


Mayor  
Councillors  
Administrator

The Corporation of the District of Saanich

Report

To: Mayor and Council  
From: Fire Chief Michael Burgess  
Date: 11/08/2016  
Subject: Fire Dispatch and Communications Services Agreement with the Township of Esquimalt



Council  
Administrator  
Media

PURPOSE

The purpose of this report is to seek Council approval for renewal of the Fire Dispatch and Communications Services Agreement with the Township of Esquimalt.

BACKGROUND

Dispatch agreements with the Township of Esquimalt have been in place since 2011 and will expire on December 31, 2016. The proposed Fire Dispatch and Communications Services Agreement is for the period of January 1 to December 31, 2017.

DISCUSSION

The Saanich Fire Department has fire dispatch and communications service agreements in place with seven client municipalities. In 2015, the Fire Department engaged KPMG to independently identify the total cost of service and develop an updated cost allocation model for fire dispatch services. As Saanich Fire's regional dispatch service has evolved considerably since established in 2005 to include new technologies, equipment and personnel, it was time to update the cost allocation methodology to ensure it is effective in apportioning these costs to system users.

To allow time to work through the revised cost allocation model with participating municipalities, the Fire Department is seeking authorization to renew the Fire Dispatch and Communications Services Agreement with the Township of Esquimalt for the period of January 1 to December 31, 2017, including a 3.5% service fee increase.

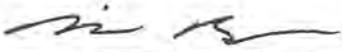
During the term of the agreement Esquimalt will pay to Saanich a fee of \$96,308 through the following instalment payments:

- (a) \$24,077 on or before January 1<sup>st</sup>, 2017;
- (b) \$24,077 on or before April 1<sup>st</sup>, 2017;
- (c) \$24,077 on or before July 1<sup>st</sup>, 2017; and
- (d) \$24,077 on or before October 1<sup>st</sup>, 2017.

A draft renewal agreement document is attached for Council's consideration and is pending the Township of Esquimalt Council approval.

**RECOMMENDATION**

That Council authorize the renewal of the Fire Dispatch and Communications Services Agreement with the Township of Esquimalt for the period of January 1 to December 31, 2017.

Prepared by   
\_\_\_\_\_  
Michael Burgess  
Fire Chief

Approved by   
\_\_\_\_\_  
Michael Burgess  
Fire Chief

MB/mr

Attachment

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I endorse the recommendation from the Fire Chief.

  
\_\_\_\_\_  
Chief Administrative Officer

**FIRE DISPATCH AND COMMUNICATIONS  
SERVICES AGREEMENT**

**THIS AGREEMENT** is made as of the \_\_\_\_ day of \_\_\_\_\_, 2016.

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

1229 Esquimalt Road  
Esquimalt, B.C., V9A 3P1

(hereinafter called "Esquimalt")

OF THE FIRST PART

**AND:**

**THE CORPORATION OF THE DISTRICT OF SAANICH**

770 Vernon Avenue  
Victoria, B.C. V8X 2W7

(hereinafter called "Saanich")

OF THE SECOND PART

**WHEREAS**

- A. Esquimalt and Saanich are both local governments under the provisions of the *Local Government Act*, R.S.B.C. 1996, c. 323;
- B. Esquimalt and Saanich are parties to a Fire Dispatch and Communications Services Agreement that expires December 31<sup>st</sup>, 2016, and wish to enter into a further agreement for 2017.
- C. Esquimalt and Saanich have the corporate power to enter into agreements respecting the provision of municipal services pursuant to the *Community Charter*, S.B.C. 2003, c. 26;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual promises exchanged herein, and for other good and valuable consideration, the parties agree as follows:

## 1.0 Definitions

### 1.1 In this Agreement:

- (a) **"CAD"** means the Computer Aided Dispatch System maintained and used by the Saanich Fire Department;
- (b) **"Esquimalt Duty Call-Out Officer"** is the management officer of the Esquimalt Fire Department designated to be on call for a specified time;
- (c) **"FDM"** means the Fire Management Software program utilized by the Saanich Fire Department;
- (d) **"FDM Module"** means the individual modular component tools making up the composition of the FDM software program;
- (e) **"Fire Dispatch and Communication Services"** includes the services described in section 3.1;
- (f) **"Fire Dispatch Centre"** means the fire dispatch centre maintained by the Saanich Fire Department;
- (g) **"Mutual Aid Agreement"** means an agreement between one or more local governments under which fire fighting and other resources are provided in the event of an emergency;
- (h) **"RMS"** means the Fire Records Management System used by the Saanich Fire Department;
- (i) **"Victoria Police Communications Centre"** means the communications centre maintained by **Victoria** for the receipt and processing of emergency 911 calls;
- (j) **"Term"** means the term of this Agreement as provided for under Section 2.1.

## 2.0 TERM

- 2.1 This Agreement is for a term commencing on January 1<sup>st</sup>, 2017 and terminating on December 31<sup>st</sup>, 2017, subject to early termination in accordance with this Agreement.
- 2.2 Nothing in this Agreement shall be interpreted as imposing any liability or obligation on the part of either Saanich or Esquimalt until the commencement of the Term, as established under section 2.1.

### 3.0 FIRE DISPATCH AND COMMUNICATIONS SERVICES

- 3.1 Throughout the Term, Saanich will provide Esquimalt with fire dispatch and communications services including the following:
- (a) 911 emergency calls for fire department assistance that originate in the Township of Esquimalt will be received and processed by the Victoria Police Communications Centre and forwarded to the Fire Dispatch Centre;
  - (b) the Fire Dispatch Centre will utilize its CAD system to initiate incident reporting and to dispatch the call to the Esquimalt Fire Department;
  - (c) after the initial dispatch, the Fire Dispatch Centre will provide full incident command support to the Esquimalt Fire Department, including the call out of additional resources specific to the incident (including through the implementation of Mutual Aid Agreements) where required by the Esquimalt Fire Department. The responsibility of Saanich for the call out of Esquimalt Fire Department personnel additional to those on shift shall be limited to a single point of contact as mutually agreed to by the parties.
- 3.2 Saanich will provide fire dispatch and communications services under this Agreement in accordance with the standards utilized by the Saanich Fire Department, unless a variance of such standards is mutually agreed between the parties.
- 3.3 Saanich will provide at the Fire Dispatch Centre all equipment, computer software, and personnel necessary for the provision of fire dispatch and communications services under this Agreement, and will ensure that all Saanich personnel who participate in providing these services are fully trained. Esquimalt will on its premises provide all computer hardware and other equipment needed in order to maintain the required service link with the Fire Dispatch Centre.
- 3.4 Saanich will provide Esquimalt with access to the FDM computer aided dispatch module, personnel module, property module, incidents module, inspections module and permit module to facilitate fire dispatch, records management, and reporting functions. Saanich may provide additional FDM modules and/or related services or functionality to Esquimalt subject to further agreement between the parties and the payment of any additional one time and/or ongoing fees or charges as agreed to. Such additional agreements will be in the form of addendum to this agreement and for the duration of the agreement only.
- 3.5 Esquimalt will provide to Saanich regular data updates, electronic or otherwise formatted, so that Saanich may ensure that the FDM system data base is current and compatible with the most recent FDM software version release. Such data updates will include but are not necessarily limited to Esquimalt property and business profile information, property reference contact information, street and hydrant location, and GIS mapping data. Esquimalt will be responsible for the

general input and updating of all routine property profile and reference updates, all incident property links, and final review of emergency incident data prior archiving. Standards for data input, management and storage shall be those reasonably established and followed by the Saanich FDM system administrator. Saanich will provide Esquimalt with the necessary data management support to ensure that system performance standards are met and that system security and data integrity are maintained.

- 3.6 Saanich will retain all voice recordings of requests for emergency assistance received from within Esquimalt for a period of two (2) years or such longer time as may be required by law. Saanich will retain all 911 and other records normally kept by it under its own operating procedures in relation to the fire dispatch and communications services for a period of two (2) years or such longer time as may be required by law. All records and data maintained by Saanich will be stored in a secured area, and access to those records and data will be given to duly authorized personnel of the Esquimalt Fire Department.

#### 4.0 FEES

- 4.1 During the Term of this Agreement Esquimalt will pay to Saanich a fee of \$96,308 through the following instalment payments:

- (a) \$24,077 on or before January 1<sup>st</sup>, 2017;
- (b) \$24,077 on or before April 1, 2017;
- (c) \$24,077 on or before July 1, 2017; and
- (c) \$24,077 on or before October 1<sup>st</sup>, 2017.

#### 5.0 EQUIPMENT REQUIREMENTS

- 5.1 Saanich and Esquimalt have each contributed equipment under the 2006 agreement and each party agrees that such equipment will remain in place to facilitate this renewal agreement.

- 5.2 During the Term of this Agreement, Esquimalt will reimburse Saanich for any other one-time start up costs incurred in relation to additional fire dispatch and communications services not specifically provided under this agreement.

#### 6.0 INDEMNITY

- 6.1 Saanich agrees that it will indemnify and save harmless Esquimalt from and against any claims, suits, actions, causes of actions, costs, damages or expenses of any kind that result from:

- (a) the negligence of Saanich and its employees, contractors and agents in the provision of fire dispatch and communications services; or

(b) a breach of this Agreement by Saanich.

6.2 Esquimalt agrees that it will indemnify and save harmless Saanich from and against any claims, suits, actions, causes of actions, costs, damages or expenses of any kind that result from:

(a) the negligence of Esquimalt and its employees, contractors and agents; or

(b) a breach of this Agreement by Esquimalt.

## 7.0 LIMITATION OF LIABILITY

7.1 Neither Saanich nor any of its officers or employees shall be liable to Esquimalt or any owner or occupier of property in Esquimalt for any loss or damage caused by the failure of Saanich or its officers or employees to provide services under this contract or the breakdown or malfunction of Saanich equipment unless such failure, breakdown or malfunction was the result of a deliberate act or negligence of a Saanich officer or employee.

## 8.0 DEFAULT AND EARLY TERMINATION

8.1 If either party is in breach of this Agreement, and the breach is not corrected within 30 days after notice of the breach provided to that party, the party not in breach may terminate this Agreement.

8.2 This Agreement will terminate in the event that the fire dispatch and communications services of both parties are consolidated with the fire communications services of one or more other local governments.

## 9.0 GENERAL PROVISIONS

### 9.1 Notice

It is hereby mutually agreed that any notice required to be given under this agreement will be deemed to be sufficiently given if:

(a) delivered at the time of delivery; and

(b) mailed from any government post office in the province of British Columbia by prepaid registered mail addressed as follows:

if to Esquimalt:

1229 Esquimalt Road  
Esquimalt, B.C., V9A 3P1  
Attention: Corporate Officer

if to Saanich:

770 Vernon Avenue  
Victoria, B.C. V8X 2W7  
Attention: Municipal Clerk

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

**9.2 Time**

Time is to be of the essence for this Agreement.

**9.3 Binding Effect**

This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

**9.4 Waiver**

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

**9.5 Headings**

Section and paragraph headings are inserted for identification purposes only and do not form part of this Agreement.

**9.6 Language**

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

**9.7 Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

#### **9.8 Law Applicable**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

#### **9.9 Relationship of Parties**

No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant or a principal-agent relationship.

#### **9.10 Amendment**

This Agreement may not be modified or amended except by the written agreement of the parties.

#### **9.11 Integration**

This Agreement contains the entire agreement and understanding of the parties with respect to the matters contemplated by this Agreement and supersedes all prior and contemporaneous agreements between them with respect to such matters.

#### **9.12 Survival**

All representations and warranties set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to a termination of this Agreement, shall survive any such termination and be fully enforceable thereafter.

#### **9.13 Notice of Violations**

Each party shall promptly notify the other party of any matter which is likely to continue to give rise to a violation of its obligations under this Agreement.

#### **9.14 Settlement**

The parties acknowledge that they have a common goal of providing public service and will attempt to settle any differences arising in the administration of this Agreement amicably through discussion in good faith with a view to providing quality public service at a reasonable cost.

#### **9.15 Arbitration**

- (a) Disputes not capable of resolution through discussion under 9.14 shall be submitted to arbitration pursuant to the *Commercial Arbitration Act*, R.S.B.C. 1996, c. 55, to a single arbitrator appointed jointly by the parties.
- (b) No one shall be nominated to act as an arbitrator who is in any way financially interested in this Agreement or in the business affairs of either party.
- (c) If the parties cannot agree on the choice of any arbitrator each party shall select a nominee and the nominees shall jointly appoint an arbitrator.
- (d) The laws of the Province of British Columbia shall govern this Agreement and any arbitration or litigation in respect hereof.
- (e) The award of the arbitrator shall be final and binding upon the parties.

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the day and year first above written.

Executed by **THE CORPORATION OF** )  
**THE TOWNSHIP OF ESQUIMALT** this \_\_\_\_ )  
day of \_\_\_\_\_, 2016: )

\_\_\_\_\_)  
Fire Chief )

\_\_\_\_\_)  
Corporate Officer )

Executed by **THE CORPORATION OF** )  
**THE DISTRICT OF SAANICH** this \_\_\_\_ day )  
of \_\_\_\_\_, 2016: )

\_\_\_\_\_)  
Mayor )

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

1410-04 Eng  
Xref: 5170-20

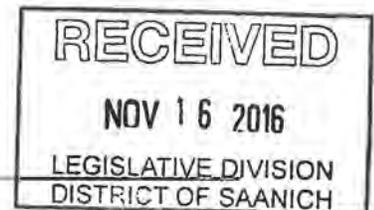


The Corporation of the District of Saanich

Mayor  
Councillors  
Administrator  
Council  
Administration  
Media

# Report

**To:** Mayor and Council  
**From:** Harley Machielse, Director of Engineering  
**Date:** November 10, 2016  
**Subject:** Clean Water and Wastewater Fund Applications  
Cured In-Place Pipe Lining Design and Construction, and  
Shelbourne Corridor Underground Infrastructure Design



## PURPOSE

The purpose of the report is to seek Council endorsement of two applications for funding from Infrastructure Canada's Clean Water and Wastewater Fund (CWWF).

## BACKGROUND

The program launch of the Canada-British Columbia CWWF was announced Friday September 30, 2016. The Fund will help accelerate short-term local government investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems. Each local government is allowed to submit two grant applications, for projects which include rehabilitation, expansion, asset management, design, planning or new construction. All works applied for within the grant are to be completed prior to March 31, 2018. The grant applications will be eligible for up to 83% of the project value and the deadline for all submissions is November 23, 2016.

## DISCUSSION

Saanich will be submitting two applications in the rehabilitation category, one for the design and construction phases and the second for the design phase only.

Application 1 will be for the design and construction of a portion of Saanich's sanitary sewer mains and storm drains which can be rehabilitated through a cured in-place pipe (CIPP) lining method. Approximately 900 m of wood stave storm drains and approximately 1500 m of asbestos cement sanitary sewers along Bellevue, Whittier, Dean, Lambrick Park, Arena and Falmouth/Lodge roads have been selected for this grant. The estimated design and construction value for this project is \$3.5 million.

Application 2 is for the Shelbourne Street underground infrastructure design from North Dairy Road to Feltham Road. This project will achieve the rehabilitation of underground infrastructure requiring replacement over the next 10 years. The estimated design value for this project is \$1.5 million. Due to the completion date of March 31, 2018, only the design portion for this project has been submitted at this time, however, we are hopeful that a subsequent CWWF grant will be obtained for the construction of the underground infrastructure.

If successful, the CWWF will advance these projects current schedule and allow for the full scope of the works applied for to be completed prior to March 31, 2018, which without these grants is not possible.

### FINANCIAL IMPLICATIONS

Funding for Saanich's portions of both projects (total = \$850,000) will be allocated within the current funding levels of the water, sanitary sewer and storm drain capital replacement budgets.

### SUMMARY

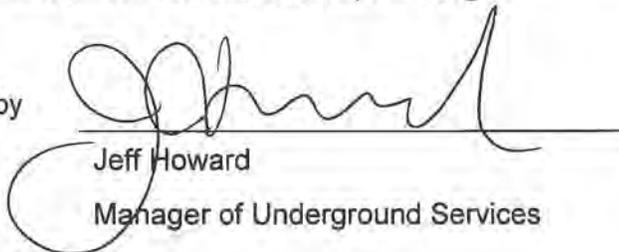
The CWWF is an application based program available to local governments to support infrastructure improvements related to water, wastewater and stormwater. Engineering plans to submit two applications: one for CIPP lining design and construction of a portion of Saanich's sanitary sewer mains and storm drains and one for the design of the Shelbourne Street underground infrastructure.

### RECOMMENDATION

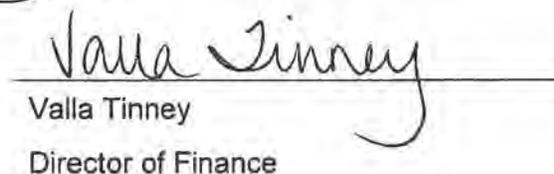
That Council endorse the two applications through the CWWF program and commits to its share of the project costs for:

1. CIPP lining design/construction project totalling \$3,500,000; with \$595,000 committed from the District's capital budget; and
2. Shelbourne Street underground infrastructure design totalling \$1,500,000 with \$255,000 committed from the District's capital budget.

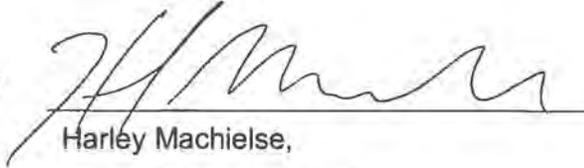
Prepared by

  
Jeff Howard  
Manager of Underground Services

Approved by

  
Valla Tinney  
Director of Finance

Approved by



Harley Machielse,

Director of Engineering

AF/JH/HM

Attachments

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Engineering



Paul Thorke, CAO



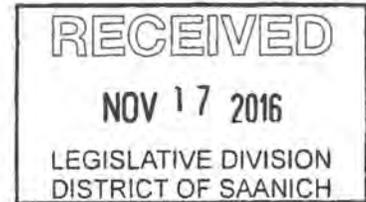
The Corporation of the District of Saanich

Report

Mayor  
Councillors  
Administrator

Council  
Administration  
Media

To: Mayor and Council  
From: Carrie MacPhee, Director of Legislative Services  
Date: November 15, 2016  
Subject: Council Meeting Outside Saanich Boundaries



PURPOSE

The purpose of this report is to obtain a motion from Council authorizing a meeting of Saanich Council to be held outside the municipal boundaries.

BACKGROUND

It has been proposed that a special meeting of Saanich and Central Saanich Councils be held on Tuesday, November 29, 2016 within the boundaries of the District of Central Saanich. The purpose of the meeting will be to provide the opportunity for discussion of topics including Martindale Valley drainage, agriculture, multi-modal transportation projects, and highway safety. The Community Charter provides that Council may, by resolution, allow a meeting to be held outside the boundaries of the municipality.

It is recommended that the motion include a provision to allow flexibility to reschedule the meeting without having to return to Council for a further motion, in the event that rescheduling is necessary.

RECOMMENDATION

That Council authorize a meeting of Saanich Council be held in the District of Central Saanich on November 29, 2016, or a rescheduled date specifically for this meeting.

Prepared by   
Donna Dupas  
Legislative Manager

Approved by   
Carrie MacPhee  
Director of Legislative Services

CAO'S COMMENTS:

I endorse the recommendation of the Director of Legislative Services.

Paul Thorkelsson, Chief Administrative Officer

CM  
E.4



LEGISLATIVE SERVICES

Mayor  
Councillors  
AdministratorCouncil  
Administrator  
Media

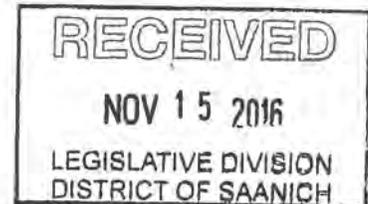
# Memo

**To:** Donna Dupas, Legislative Manager

**From:** Tania Douglas, Senior Committee Clerk  
Arts Culture and Heritage Advisory Committee

**Date:** November 3, 2016

**Subject:** Celebrating Canada's 150<sup>th</sup> Sesquicentennial – Budget Request



The Arts, Culture and Heritage Advisory Committee members have been discussing the 150<sup>th</sup> anniversary of Canada, and the opportunity for Saanich and its residents to celebrate and acknowledge Canada's history and culture.

At the October 27, 2016 meeting, the Chair submitted a report from the Arts, Culture and Heritage Advisory Committee Canada 150 Working Group which recommends that Council approve the Saanich Canada 150 Plan, including the Legacy Project, and the \$5,000 one-time budget request.

Committee members moved as follows:

**“That the Arts, Culture and Heritage Advisory Committee endorses the Arts, Culture and Heritage Advisory Committee's Canada 150 Working Group report dated October 27, 2016 from Councillor Sanders, and recommends the report be forwarded to Council for approval.”**

A copy of the report from the Arts, Culture and Heritage Advisory Committee Canada 150 Working Group is attached for information.

Tania Douglas

copy: Kelli-Ann Armstrong, Senior Manager, Recreation Services  
Councillor Sanders, Chair

**CM  
E.5**

## **Report from the Arts, Culture and Heritage Advisory Committee Canada 150 working group**

From: Vicki Sanders, ACH Chair  
Date: October 27, 2016

The Arts, Culture and Heritage Advisory Committee has been working with staff to create a plan to celebrate Canada's 150<sup>th</sup> birthday and to create a legacy in a collaborative and meaningful way. Our objectives have been to identify celebrations for the sesquicentennial that are Saanich specific, municipal wide and inclusive of a wide range of the community.

The following themes have been identified.

- Legacy and celebration
- Communication
- Community engagement
- Arts, culture and heritage

The committee's role is to be "the face of Canada 150" as Saanich Ambassadors. It will focus on engagement, communications, forming partnerships and funding opportunities. In addition to enhancing Saanich's already established events, celebrations can be in the form of an event or legacy. This will be possible through the comprehensive communications plan that is part of the Saanich Canada 150 Plan.

The Arts, Culture and Heritage Advisory Committee has identified in the plan the following legacy project to honour Canada 150:

- Permanent public legacy art piece installation at Cedar Hill Arts and Recreation Centre. The piece would be themed "A Canada 150 Legacy Art Piece" that captures where Saanich has come from, where it is today and what it will be tomorrow. This piece will launch the
- Canada 150 public temporary art program.
- Time capsule to be created and installed at the Municipal Hall 50<sup>th</sup> anniversary sign location.

To enable the Arts, Culture and Heritage Advisory Committee to accomplish its role of engagement we would request that the committee budget receive a one time increase of \$5000 to its annual budget.

### **RECOMMENDATION:**

**The Arts, Culture and Heritage Committee requests that council approve the Saanich Canada 150 Plan, including the Legacy Project, and the \$5000 one time Arts, Culture and Heritage Committee budget request.**

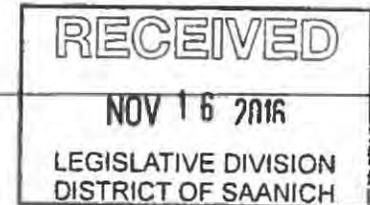


Mayor  
Councillors  
Administrator

Council  
Administration  
Media

## Report

**To:** Mayor and Councillors  
**From:** Suzanne Samborski, Director of Parks and Recreation;  
 Sharon Hvozdzanski, Director of Planning  
**Date:** November 16, 2016  
**Subject:** Canada 150 Plan



### PROPOSAL

The purpose of this report is to:

- Identify and seek Council approval for the proposed Canada 150 Events and Activities; and
- Seek Council direction on the proposed Canada 150 Legacy Projects that have been identified by the Arts, Culture and Heritage Advisory Committee.

### BACKGROUND

At the July 11, 2016 Council Meeting, Council requested a staff report that outlined a plan to celebrate Canada's Sesquicentennial (150<sup>th</sup>) anniversary in Saanich. The parameters of the requested plan included re-branding and re-purposing activities, while enhancing existing events with a Canada 150 theme.

A working group of the Arts, Culture and Heritage (ACH) Advisory Committee was also created and collaborated with staff to identify areas to work together. The ACH working group and a multi-departmental staff team met three times to discuss plans and determine the best ways to create awareness of Canada's Sesquicentennial. The ACH working group would act as ambassadors to the community, meeting with community organizations and Saanich businesses to encourage their participation in the celebration as part of an overall communications plan.

Regionally, the focus of Canada 150 celebrations will be in the City of Victoria starting with a free, family event at the Inner Harbour on New Year's Eve, and culminating during Celebrate Canada week (June 21 – July 1) with a multi-stage festival. The City of Victoria is also inviting regional municipalities to become involved in its Spirit of BC Committee that will support the June 21 – July 1 festival. The details of expected participation on the Spirit Committee is unknown at this time, but could range from staff time to represent Saanich at committee meetings to requests for Police support at various Canada 150 events in the City of Victoria.

Meanwhile, neighbouring municipalities are preparing for their own celebrations, and while community groups in each of the municipalities may be planning their own celebrations, municipal staff in those communities have committed to plan the following municipal events:

## Canada 150 Plan

- Esquimalt – Canada 150 themed Buccaneer Days, a summer music event, and a re-enactment of the Gorge Regatta; and
- Oak Bay – June 30<sup>th</sup> music event at Willows Beach (pending funding).

At this time, support from the Federal government for community based initiatives is still being developed. However, it is expected that more support will be available in the next few weeks and online resources (e.g.: street pole banner designs) will be made available. The ACH working group will seek funding partners, and will continue to monitor funding opportunities and apply for funding where appropriate.

---

## DISCUSSION

### Proposed Canada 150 Events and Activities

As previously noted, at the July 11, 2016 Council Meeting, Council requested a staff report that outlines a plan to celebrate Canada's Sesquicentennial (150<sup>th</sup>) anniversary in Saanich. The parameters of the requested plan included re-branding and re-purposing activities, while enhancing existing events with a Canada 150 theme.

Below are a list of proposed no and low cost events and activities that would create awareness and celebrate Canada 150. These initiatives could all be done within existing work plans. However in some cases additional funding will be required.

Event/Activity	Responsible for Implementation	Financial Implications	Resource Implications
Arts and craft activities in children's programs and camps and at community special events.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Including the Canada 150 logo on the cover of the Saanich Parks and Recreation Active Living Guide.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Add a "Celebrate Canada 150" message to Recreation receipts.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Host red and white theme days/swims and skates at the recreation centres.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Planting red and white themed horticultural displays.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.

Canada 150 Plan

Celebrate the planting of 150 trees throughout 2017 and at Significant Tree Day	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Adding the Canada 150 logo to the Saanich letterhead for the year	Corporate Services	No additional funding required.	Can be accommodated within existing work plan.
150 Branded / Focused Heritage Walking Tour	Planning	No additional funding required.	Can be accommodated within existing work plan.
150 Branded / Focused Heritage Bus Tour	Legislative Services	No additional funding required.	Can be accommodated within existing work plan.
Archival displays at the Municipal Hall and Cedar Hill Community Recreation Centre	Legislative Services	No additional funding required.	Can be accommodated within existing work plan.
Canada 150 prizes and enhancements to community events throughout the year.	Parks and Recreation	\$7,500 new funding required.	Can be accommodated within existing work plan.
Initiate a community arts project to create new lanterns for the annual Moonfest Festival	Parks and Recreation	\$5,000 new funding required.	Can be accommodated within existing work plan.
Enhance the Saanich organized activities at the Gorge Canada Day Picnic	Parks and Recreation in partnership with Gorge Tillicum Community Association	\$5,000 new funding required.	Can be accommodated within existing work plan.

Canada 150 Plan

Develop a communications plan in collaboration with the Saanich Communications Office	Corporate Services	\$2,000 new funding required.	Can be accommodated within existing work plan with possible assistance from outside agency
Create a place on <i>saanich.ca</i> for the community to post their Canada 150 celebrations.	Corporate Services	\$ 500 new funding required.	Can be accommodated within existing work plan.
Arts, Culture and Heritage Advisory Committee to involve and encourage community participation in Saanich's Canada 150 celebrations.	Arts, Culture and Heritage Advisory Committee	\$ 5,000 new funding required.	Not Applicable.
Purchase and installation of 24 Canada 150 street pole banners at the Municipal Hall.	Parks and Recreation & Engineering	\$8,500 new funding required.	Can be accommodated within existing work plan.
Design and print rack cards advertising the District's special events and activities.	Corporate Services	\$2,500 new funding required.	Can be accommodated within existing work plan.

If Council chose to fund all of the above noted initiatives, the total cost would be \$36,000.

**Proposed Canada 150 Legacy Initiatives**

Recognizing the significance of the Sesquicentennial, the Arts, Culture and Heritage Committee discussed and recommended three Canada 150 Legacy projects. These projects would provide a more permanent legacy from the anniversary celebration, but would also involve significant staff and financial resources. These initiatives are not currently accounted for in departmental work plans and could potentially impact other Council-priority initiatives.

The following projects were selected by the ACH Committee as its priority projects for Council's consideration to recognize Canada's 150<sup>th</sup>.

## Canada 150 Plan

### Permanent Public Art Installation

The ACH Committee recommends the installation of permanent public art at the Cedar Hill Community Recreation Centre. The recommendation is for the installation to reflect Canada's past and future.

The District's "Comprehensive Arts Policy" (2002) recognizes that arts in our community can positively impact all aspects of our social and built environment. Saanich's Official Community Plan (OCP) highlights the importance of public art in numerous locations. The OCP promotes the use of parks, civic buildings and public spaces for public art. The OCP also emphasizes the importance of enhancing the sense of place in Centres and Villages, including through works of public art.

Historically, the location of public art projects has been chosen through a jury process or completed in conjunction with a major capital project. Council may wish to endorse the Committee's recommendation at the Cedar Hill Community Recreation Centre or alternatively endorse a competition that looks at a broader range of sites.

Responsible for Implementation: Planning Department.

Financial Implications: No new funding would be required. At this time there is approximately \$180,000 in uncommitted funds in the Saanich Public Art fund for new installations. Similar Saanich public art projects have cost approximately \$30,000, which is consistent with the amount contemplated in the ACH recommendation.

Resources Implications: A typical public art jury process runs from 9-12 months and includes approximately 1/3 of the time of a Planning staff member to coordinate. This initiative is not currently accounted for in Planning's 2016 - 2017 work plan.

Recommendation: That this work plan item be forwarded to the Council's Strategic Planning process for consideration.

### Develop a Temporary Public Art Program

The ACH Committee also recommended the establishment of a temporary public art program as a legacy project. This would involve creating a program that could be run on an annual basis. The intention would be for staff to present recommendations to Council for consideration and decision in 2017, as part of Saanich's Canada 150 celebration, with the program commencing in 2018.

Responsible for Implementation: Parks and Recreation & Planning Departments.

Financial Implications: New funding would be required. The cost are unknown at this time.

Resources Implications: This initiative is not currently accounted for in either Department's 2016 - 2017 work plans.

Recommendation: That this work plan item be forwarded to Council's Strategic Planning process for consideration. To assist in the deliberations, Staff would prepare a companion report outlining; best practices, recommended approach, costs and any other resource implications.

Canada 150 Plan

Time Capsule

The Arts, Culture and Heritage Advisory Committee propose to engage the community in providing items to be placed in a time capsule. The capsule would be installed at near the Saanich Municipal Hall 50<sup>th</sup> anniversary sign.

Responsible for Implementation: CAO's Office

Financial Implications: New funding would be required. The cost to manufacture and install the time capsule is estimated at \$5,000. Costs to promote and manage the project are unknown at this time.

Resources Implications: This initiative is not currently accounted for in the CAO's 2016 - 2017 work plan.

Recommendation: That this work plan item be forwarded to Council's Strategic Planning process for consideration.

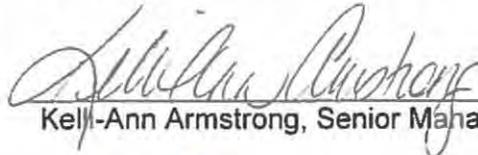
---

**RECOMMENDATION**

That Council:

1. Approve the proposed work plan and budget for District of Saanich Canada 150 Events and Activities.
2. Forward Canada 150 Legacy Initiatives to the Council's Strategic Planning process.

Report prepared by:

  
Kell-Ann Armstrong, Senior Manager, Recreation Services

Report approved by:

  
Suzanne Samborski, Director of Parks and Recreation

Report approved by:

  
Sharon Hydzanski, Director of Planning

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendations of the Directors of Recreation and Planning.

  
Paul Thorkelson, CAO

1410-04 Planning



The Corporation of the District of Saanich

Mayor  
Councillors  
Administrator

Council  
Administration  
Media



# Report

**To:** Mayor and Council  
**From:** Sharon Hvozdanski, Director of Planning  
**Date:** October 6, 2016  
**Subject:** Capital Regional District Watershed Coordinator Funding  
 File: 2510-35

## PURPOSE

The purpose of this report is to outline arrangements for coordination between inter-municipal watersheds and a request to continue funding from Council.

## BACKGROUND

At the July 21, 2003 Council meeting, Council moved to authorize the Capital Regional District (CRD) to take the lead role in implementing the Bowker Creek Watershed Management Plan, including a cost-shared Watershed Coordinator for a multi-year program. Since 2004, funding has been cost-shared between Saanich, the City of Victoria and the District of Oak Bay based on the area of watershed (Saanich 59%; Victoria 23%; Oak Bay 18%). The CRD also uses their funding for various projects and provides in-kind support such as hosting the website.

In October 2011, Council passed a motion to adopt the Bowker Creek Blueprint as well as pursue inter-municipal Development Permit Area Guidelines for the watershed. This work has been agreed to by the three municipalities but has seen several delays.

In September 2013, Council passed a motion to phase out the funding for the Bowker Creek Initiative (BCI) by the end of 2016 and to indicate support for a similar cost-sharing arrangement for Hobbs Creek.

Since the motion was passed in 2013, a few factors have changed. First, the University of Victoria has declined to financially partner on the Hobbs Creek initiative. Second, the municipal BCI members have determined that equal cost-sharing (rather than by watershed area) is a more equitable arrangement. And finally, the ability to attract and retain a Watershed Coordinator due to the reducing hours has hampered progress of the BCI. The BCI membership are in favour of continuing funding for the Watershed Coordinator to ensure that basic functions and progress can continue.

## DISCUSSION

The Bowker Creek Initiative has been a highly successful partnership that has seen consistent progress for over a decade. The redevelopment of the Oak Bay High School has increased

efforts in Oak Bay resulting in a new approach to equally cost-share funding towards the Watershed Coordinator. Oak Bay Council approved continuing the funding for 2016. Staff at the City of Victoria have secured continuing funding. Staff at Saanich feel that continued funding would assist in furthering the common Development Permit Area Guidelines project. This project has been delayed by the difficulties faced in attracting and retaining a Watershed Coordinator due to the phasing out of the hours for the position.

The Hobbs Creek watershed is poised to begin a partnership to address problems with erosion, siltation, and habitat loss. Residents and the University of Victoria are actively pursuing restoration projects. Unfortunately, the success of these projects is compromised by stormwater management in the upper watershed, erosion in the middle watershed, plus sedimentation and habitat loss in the lower reaches. These issues are best addressed through a watershed-wide, partnership approach. It is proposed that funding for the Watershed Coordinator be gradually increased over three years to 3.5 days per week, beginning in 2017, contingent on the equal participation of Oak Bay.

Staff would propose to return to Council prior to the end of the agreement to report on progress and provide options for future years.

## FINANCIAL IMPLICATIONS

In order to continue progress in the Bowker Creek Watershed with a new cost sharing arrangement, and to begin a partnership approach in the Hobbs Creek Watershed, the following funding commitment by Saanich is proposed:

	2013 (for comparison)	2015 (for comparison)	2016	2017	2018
Bowker Creek	\$42,426 (3.5 days/wk)	\$22,116 (1.5 days/wk)	\$10,307 (1 day/wk)	\$10,518 (1 day/wk)	\$10,727 (1 day/wk)
Hobbs Creek	\$0.00	\$0.00	0	\$23,270 (1.5 days/wk)	\$31,662 (2 days/wk)
<b>TOTAL</b>	<b>\$42,426</b> <b>(3.5 days/wk)</b>	<b>\$22,116</b> <b>(1.5 days/wk)</b>	<b>\$10,307</b> <b>(1 day/wk)</b>	<b>\$33,788</b> <b>(2.5 days/wk)</b>	<b>\$42,389</b> <b>(3 days/wk)</b>

It should be noted that these figures may change slightly due to a number of factors; however, with the new funding arrangement any change would be shared equally with Victoria (for Bowker Creek) and Oak Bay (for both watersheds). By 2019, the Watershed Coordinator would increase to its maximum of 3.5 days/week at a projected costs of \$40,364.

With the new cost-sharing arrangement and reduced hours allocated to coordination of the Bowker Creek Watershed, adding coordination for Hobbs Creek would not exceed the current budget over a three year period. If supported by Council, Saanich's contribution would continue for three years and expand in scope to include Hobbs Creek.

**RECOMMENDATION**

That Council:

- 1) Authorize staff to execute an updated services agreement for a Watershed Coordinator with the Capital Regional District for a 3 year term on an equal cost sharing basis with the City of Victoria (Bowker Creek Watershed) and the District of Oak Bay (Bowker Creek and Hobbs Creek Watersheds).
- 2) Approve continued funding for the Capital Regional District Watershed Coordinator for the 3 year term.

Report prepared by:




---

Adriane Pollard, Manager of Environmental Services

Report reviewed by:




---

Sharon Hvozdzanski, Director of Planning

AP/sl  
 G:\ENV\Budget\CRD Watersheds\AP\_CRD WATERSHED COORDINATOR FUNDING REPORT TO COUNCIL\_OCT 16.docx

cc: Paul Thorkelsson, CAO

**CAO'S COMMENTS:**

I endorse the recommendation of the Director of Planning



Paul Thorkelsson, CAO

1420-30 PTED

CW Nov 21/16



LEGISLATIVE SERVICES

Mayor  
Councillors  
Administrator

Council  
Administrator  
Media

File: \_\_\_\_\_

# Memo

**To:** Donna Dupas, Legislative Manager

**From:** Elizabeth van den Hengel, Committee Clerk

**Date:** October 31, 2016

**Subject:** SMALL LOT HOUSING AND HOMES UNDER 2000 SQ/FT

At the October 13, 2016 Planning, Transportation and Economic Development Advisory Committee meeting the Committee heard a presentation on small lot housing and homes under 2000 sq/ft. Accordingly the Committee resolved as follows:

**“That the Planning, Transportation and Economic Development Advisory Committee requests that Council ask staff to investigate if establishing RS-1 infill zoning to be applied in appropriate areas of Saanich as in the example Schedule 1200-1, would be beneficial to the community and municipality.”**

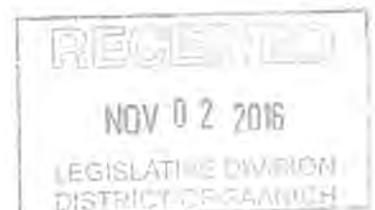
An excerpt from the minutes and background information are attached for your information.

Elizabeth van den Hengel  
Committee Clerk

/evdh

e-copy: Mayor Atwell  
Paul Thorkelsson, CAO  
Director of Planning  
Director of Finance  
Fred Haynes, Chair PTED

Attachments (2)



### **SMALL LOT HOUSING AND HOMES UNDER 2000 SQ/FT**

The Chair introduced Mr. Cam Pringle, President of Cadillac Homes. Mr. Pringle gave the Committee an overview of several small lot developments that his company has been involved with. The following was noted:

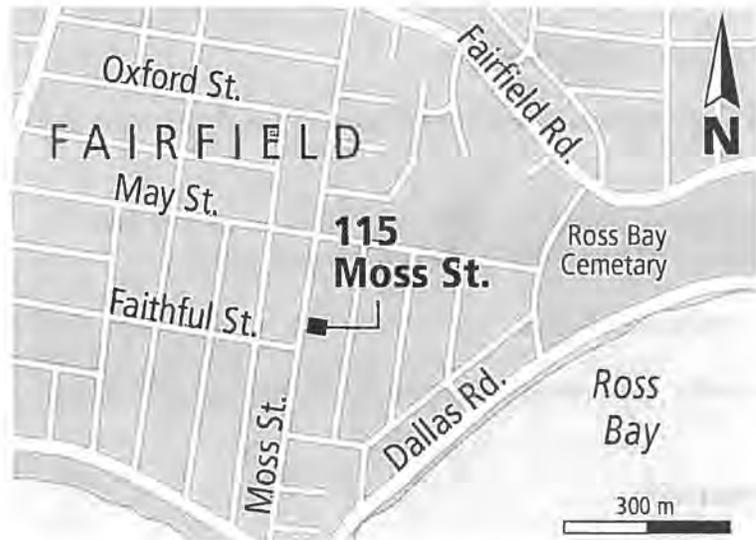
- Zoning must match the size of house that is permitted to be constructed.
- Sight specific zoning is a reasonable way to match house size to zoning.
- RS-1 infill zoning that would allow for increased density in areas of Saanich that need attention, could be prudent way to increase housing stock.
- There is a need to create these sight specific zones in Saanich and to increase the turn-around time to have suitable properties rezoned.
- If the land use is changed investment will follow.
- NIMBY may become an issue with small lot land rezoning.
- 

**MOTION:** Moved by T. Lee and Seconded by S. Hindle: “That the Planning, Transportation and Economic Development Advisory Committee requests that Council ask staff to investigate if establishing RS-1 infill zoning to be applied in appropriate areas of Saanich as in the example Schedule 1200-1 would be beneficial to the community and municipality.”

## In Fairfield, plans for small lot face political scrutiny

Bill Cleverley / Times Colonist

October 8, 2016 06:00 AM



A proposed small-lot subdivision in south Fairfield will go to public hearing despite concerns that rather than creating more affordable housing, it likely will result in more million-dollar homes.

Prodigy Development Services/RM2 Developments wants to rezone 115 Moss St. — currently occupied by a single residence — into three small lots.

"There isn't an acute housing need in our community for houses that are going to be priced where these three new homes will be," said Coun. Ben Isitt, who was against sending the proposal to public hearing.

Isitt estimated the new houses would sell for more than \$750,000 each. He said he wants to see developments that address the most pressing housing needs.

"We need new housing at the lower end of the spectrum, not higher up," he said.

Isitt also noted that the two immediate neighbours are in opposition. "I don't see a compelling counter-benefit to justify imposing this right next to their homes."

Coun. Geoff Young said the small-lot zone is designed to be used in areas where densification is appropriate — along arterials or in neighbourhoods that border higher-density areas.

"I can certainly see that around the Cook Street Village there might ... be justification for this kind of densification. But none of those apply here," Young said.

The existing house, which would be retained, sits on two lots, so two houses could be accommodated without a zoning change. But the idea of carving three lots out from the parcel was too much for some councillors.

Young said he'd have no problem with two houses on the existing lots, but that creating a new third lot "is the wrong way to densify."

"It's sending a message of instability to our neighbourhoods," he said, adding that it is reasonable for neighbours to expect a form of development consistent with "what's been in the neighbourhood for 100 years."

Coun. Pam Madoff agreed with Young. The application doesn't meet the spirit and intent of the zone, she said, suggesting the city should revisit its small-lot policies.

"When this zone was put in place, the intention was that it would stabilize neighbourhoods that were under threat of property acquisition, demolition and redevelopment, but also that it would create a more affordable form of housing because the houses would be smaller," Madoff said.

A nearby small-lot house is on the market for \$1.2 million, she said, adding that while council has a role in addressing the housing affordability crisis, "we can play a significant role in not inflating property values based on speculation of rezoning."

But Mayor Lisa Helps and other councillors said the proposal should go to public hearing.

"I understand that the people on both sides would be affected by this, but I also understand that our job is to make sure that the housing ecosystem in this city is robust," Helps said.

Coun. Jeremy Loveday said affordable housing has to be created through policy and incentives. "If we're trying to create affordable housing policy, we need to do it," he said. "We can't expect other people to come and do it for us."

Coun. Chris Coleman said the proposal "met the threshold" for moving to a hearing.

"We say we want to see more density in our city," he said, "but every time we have something that brings more density, we tend to be very, very austere with it."

[bcleverley@timescolonist.com](mailto:bcleverley@timescolonist.com) (mailto:bcleverley@timescolonist.com)

© Copyright Times Colonist

T: 250.360-3129  
F: 250.360-3130  
www.crd.bc.ca POSTED  
COPY TO  
INFORMATION   
REPLY TO WRITER   
COPY RESPONSE TO LEGISLATIVE DIVISION  File: 0960-20  
REPORT FOR  
ACKNOWLEDGED: \_\_\_\_\_  
Mayer \_\_\_\_\_ Council Administrator  
Councillors \_\_\_\_\_  
Administrator \_\_\_\_\_  
Media \_\_\_\_\_

October 21, 2016

Mayor Richard Atwell and Saanich Council:

**Re: Request for Motion of Support to Establish a Regional Transportation Service**

It is with much enthusiasm and solid backing from the Capital Regional District (CRD) Board of Directors that I am asking you to consider supporting establishment of a regional transportation service.

We are all hearing growing public concerns about increasing congestion and travel delays and hearing desires for a more effective, sustainable transportation system that provides affordable, convenient and safe travel options. With 58% of transportation movements in the region crossing municipal boundaries, it is no surprise that residents and businesses are eager to see a regional lens applied to transportation. In response to that and in recognition of the fact that, although some issues can be addressed at the local level, resolution of the most intractable transportation challenges will require collaborative, multi-jurisdictional action, the CRD Board has made creation of a Regional Transportation Service a CRD Board Strategic Priority.

A transportation service would provide the CRD with a mandate to address regional transportation needs to the extent outlined in the Regional Transportation Plan (RTP). The CRD developed the RTP in consultation with local government, the Ministry of Transportation and Infrastructure, BC Transit and other key stakeholders from across the region to identify a vision for regional transportation along with priority actions and targets.

An FAQ (Attachment 1), the proposed bylaw (Attachment 2), and requisition policy (Attachment 3), are provided for your review. The following points may be of particular interest.

- The creation of the transportation service would initially be cost neutral as it would be focused on the consolidation of existing regional transportation functions and budgets.
- No new funding could be allocated to programs or functions without approval from the CRD Board (see requisition policy in Attachment 3).
- Any new funding could be used to leverage funding from higher levels of government and other partners.
- The transportation service would build upon and complement the strong transportation work undertaken at the local government level and will not interfere with local transportation decision making.



A regional transportation service could, without any new funding, provide the CRD with the ability to:

- collaboratively identify regional transportation priorities
- coordinate inter-municipally
- integrate regional trails more closely with municipal walking and cycling infrastructure
- collect and analyze regional multi-modal transportation data
- more effectively advocate for senior government funding with one united regional voice

The CRD does not currently have a transportation service. Putting one in place requires participating area approval. Introducing new region-wide CRD services happens only infrequently. Before the CRD formally advances the CRD Transportation Service Bylaw and proceeds to seek participating area approval, the CRD wishes to canvas municipalities for support. At its October 12, 2016 meeting the CRD Board directed local government engagement on the proposed service.

For the transportation service to be truly effective it needs full regional participation.

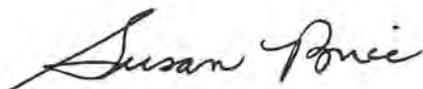
**We are therefore seeking the following motion of support from your council, forwarded to the CRD by December 1, 2016:**

*Saanich municipality supports the establishment of a regional transportation service through the Capital Regional District.*

If Saanich is not able to provide support at this time we respectfully request that before supporting a motion of non-support that a CRD delegation be given an opportunity to speak to your council.

If there is a desire for more information or to discuss the service in greater detail, I would be happy to arrange for a representative from the Transportation Select Committee and CRD staff to attend a council meeting within the next two months. In the interim please do not hesitate to contact me directly.

Sincerely,



Director Susan Brice  
Chair, Capital Regional District Transportation Select Committee

cc: Robert Lapham, MCIP, RPP, Chief Administrative Officer  
Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services  
Signe Bagh, MCIP, RPP, Senior Manager Regional and Strategic Planning  
Municipal CAOs

Attachments: 1. Transportation Service Frequently Asked Questions (FAQs)  
2. Transportation Service Establishment Bylaw 2016  
3. Transportation Service Funding Requisition Policy

## REGIONAL TRANSPORTATION SERVICE FAQ

### Why is the Transportation Service needed?

- To respond proactively to emerging transportation needs and opportunities as identified in the Regional Transportation Plan.
- To more effectively leverage third party financial support for priority projects – thereby securing more money for projects and programs than might be achievable for a single municipality or electoral area going on its own.
- To deliver programming that can most cost-effectively be delivered on a regional scale (e.g. travel demand management, active transportation programming and web based regional transportation platforms) -- such programs may not be viable for individual municipalities to run on their own.
- To provide a united regional voice on transportation priorities with higher levels of governance, thereby potentially securing more funding than would be obtainable for individual municipalities.
- To respond to resident and business calls for a better-integrated regional transportation system.
- To allow transportation professionals in each municipality to work together with colleagues in other local jurisdictions to resolve regional transportation issues.
- To better integrate regional trails with local pedestrian and cycling infrastructure.

### Who is asking for the transportation service?

- Regional residents have continually identified transportation (and specifically an integrated transportation system) as among key regional priorities. This was most recently identified in the Victoria Foundation Vital Signs report.
- The Greater Victoria Chamber of Commerce has identified a need for a regional transportation authority.
- The CRD Board has identified the establishment of a regional transportation service as a strategic priority.
- Numerous studies including the Bish Report, the Regional Transportation Plan and the Acuere CRD Transportation Service Feasibility Study have identified a transportation service as the best means to advance the region's transportation targets.

**What will change with a transportation service?**

- Enhanced integration of regional trails with municipal walking and cycling infrastructure
- A united voice to advocate for senior government funding
- Capacity to capitalize on funding opportunities and partnerships that are currently unavailable at a regional level
- Coordinated approach to regional transportation priorities
- Better alignment of regional transit priorities and infrastructure guidelines with sub regional and regional priorities and practices
- Streamlined collection and analysis of regional multi-modal transportation data
- Economies of scale from regional program delivery of specialized expertise

**How will the service be funded?**

- Initially the service will consolidate existing CRD transportation functions and as such there will be no requirement for funding beyond that already budgeted.
- Longer term, as potential new functions are considered, funding streams will need to be secured. Funding sources would need to be determined prior to the launch of new functions but could conceivably include grants, direct CRD requisitions, and other forms of taxation or municipal pooling of resources.

**What is meant by an incremental approach to the Transportation Service?**

It is proposed that the transportation service be implemented in an incremental manner with three phases.

1. Consolidation of existing regional transportation functions within existing budgets.
2. Introduction of new programs as requested and approved by the CRD Board e.g. Active, Safe Routes to School, Travel Demand Management, Multi-media web based transportation platforms. New funding would be required to advance Phase 2.
3. A greater role in regional transit (requires changes provincial legislation).

**How can we be assured that the CRD isn't going to expand authority and requisition recklessly?**

- The initial consolidation phase will not require any additional funds as it can be implemented with consolidation of existing CRD division budgets.
- A maximum requisition level has been identified in the service establishment bylaw.
- A policy identifying requisitioning triggers has been included as an added measure of protection against scope and budget creep.
- Any future requisition increase would need to be approved through the annual committee and Board budget process.
- A greater regional governance role in transit would require legislative changes which could take many years. Any transfer of transit roles would be tied to movement of funds from one authority to the other.

**What relationship is there between the transportation service and the Regional Transportation Plan?**

- The Regional Transportation Plan identified the establishment of a regional transportation service as a priority action that could best advance the targets and actions identified in the plan.
- Acuere Consulting confirmed in the Transportation Service Feasibility Study that the introduction of a Regional Transportation Service would provide the necessary instrument to implement the actions of the Regional Transportation Plan.

**Will the service replace local transportation functions?**

- The service would not usurp any local government (incl. EAs) authority or responsibility.
- The service would build upon the strong initiatives/work being undertaken at a local government level.
- The service would provide the opportunity to introduce certain programs and assistance that may not be feasible at a local level.

**Why does the service need full membership of all CRD partners?**

- Transportation does not respect municipal boundaries and the expectation from residents, businesses and visitors is that movement across the region is seamless.

- Transportation corridors are regional in nature and therefore transportation solutions need to be regional. Fixing one part of a corridor without consideration of the impacts on adjoining corridors will likely not resolve issues.

#### **Will the service allow the region's trails to still deliver on recreational value?**

- The linear park functions of the regional trails system will be retained. Both recreational and utilitarian users including commuters will be provided for just as they are on local streets and sidewalks.

#### **What approval process is necessary to get a new service introduced?**

Division 4 of Part 10 of the Local Government Act outlines the participating area approval options.

1. Region wide or area by area referendum
2. Board majority vote on establishing the bylaw followed by either region wide or participating area by participating area Alternative Approval Process (AAP)
3. Consent by each Council and AAP for Electoral Areas

At this point, no decision has been made as to which approval process will be used.

#### **Background Facts**

- 58% of travel within the region is inter-municipal.
- The CRD Board has identified the establishment of a transportation service as a Strategic Priority.
- The Regional Transportation Plan identifies the establishment of a transportation service as a priority.
- The Transportation Service Feasibility Study identified the establishment of a transportation service as the key to delivering on the actions and priorities identified in the Regional Transportation Plan.
- The Chamber of Commerce supports establishment of a transportation service, recognizing its role in the economic development of the region.
- Regional transportation across the region continues to be identified as a high priority as evidenced in the Greater Victoria Vital Signs Survey.

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4093**

\*\*\*\*\*  
**A BYLAW TO ESTABLISH A SERVICE AREA WITHIN THE CAPITAL REGIONAL DISTRICT  
FOR THE PURPOSE OF A REGIONAL TRANSPORTATION SERVICE**  
\*\*\*\*\*

**WHEREAS** under section 332 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the Board of the Capital Regional District wishes to establish a service for the purpose of providing a service to address transportation needs within the Region;

**AND WHEREAS** the approval of the electors in the Participating Areas has been obtained under section Division 4 Part 10 of the *Local Government Act*;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under section 342(1)(a) of the *Local Government Act*;

**NOW THEREFORE** the Board of the Capital Regional District, in open meeting assembled, enacts as follows:

**1. Service**

(1) The service being established and operated is the Capital Regional District Transportation Service (the "**Transportation Service**") for the purpose of providing services in relation to transportation as follows:

- (a) Policy, planning, administration and information related services including, without limitation:
  - i. Transportation policy, plans, surveys and studies;
  - ii. Regional trails planning, operations and maintenance, capital planning and management of land tenure;
  - iii. Transportation data collection, monitoring, analysis and reporting;
  - iv. Transportation modelling;
  - v. Transportation web based and multi-media platforms;
  - vi. Active transportation programming, planning and promotion;
  - vii. Transportation demand management programming, planning and promotion;
  - viii. Transit partnerships for data, analysis, planning and policy;
  - ix. Transportation infrastructure funding applications and partnerships; and
- (b) Management of those regional trails listed in Schedule A ("designated regional trails")—

(2) Subsection (1) is not intended to alter or affect the dedication as regional trail of any designated regional trail nor to impair the use of the designated regional trails for the purpose of public recreation and enjoyment and ancillary nature conservation.

**2. Boundaries**

The boundaries of the "Transportation Service" are the boundaries of the Capital Regional District.

**3. Participating Areas**

All of the municipalities and electoral areas within the CRD are the participating area of the "Transportation Service" as follows:

Attachment 2

District of Central Saanich, City of Colwood, Township of Esquimalt, District of Highlands, Juan de Fuca Electoral Area, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Salt Spring Island Electoral Area, Town of Sidney, District of Sooke, Southern Gulf Islands Electoral Area, City of Victoria and Town of View Royal.

4. Cost Recovery

As provided in section 378 of the Local Government Act, the annual cost of providing the Transportation Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3 of Part 11 of the Local Government Act;
- (b) fees and charges imposed under section 397 of the Local Government Act;
- (c) revenues raised by other means authorized by the Local Government Act or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. Maximum Requisition

In accordance with section 339(1)(e) of the Local Government Act, the maximum amount that may be requisitioned for the cost of the Transportation Service is the greater of:

- (a) ten million (\$10,000,000) dollars; or
- (b) an amount equal to the amount that could be raised by a property value tax rate of \$0.119 per one thousand (\$1,000) dollars applied to the net taxable value of land and improvements in the Service Area.

6. Citation

This Bylaw may be cited as the "Capital Regional District Transportation Service Establishment Bylaw No. 1, 2016".

READ A FIRST TIME this	day of	2016
READ A SECOND TIME this	day of	2016
READ A THIRD TIME this	day of	2016
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	2016
RECEIVED PARTICIPATING AREA APPROVAL THIS	day of	2016
ADOPTED this	day of	2016

Chair

Corporate Officer

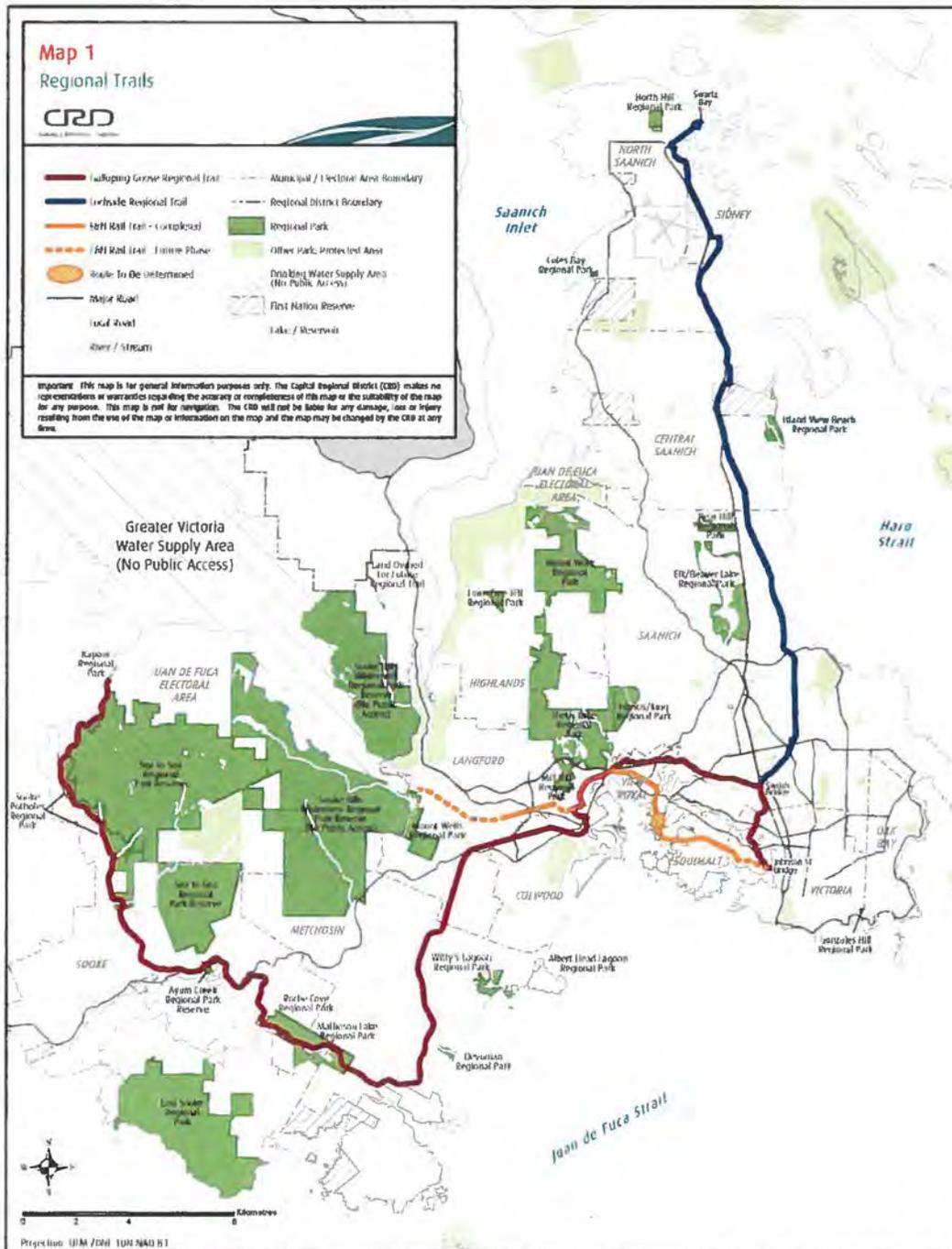
FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	day of	2016
---	--------	------

Schedule "A"

Designated Regional Trails

E & N Rail Trail – Humpback Connector  
 Galloping Goose Regional Trail  
 Lochside Regional Trail

See Map1 for general trail locations



**CAPITAL REGIONAL DISTRICT  
CORPORATE POLICY AND PROCEDURES**



Making a difference...together

Section	<i>Regional and Strategic Planning</i>	
Subsection	Policies, Procedures, Manuals	<i>(policy #)</i>
Title	TRANSPORTATION SERVICE REQUISITION TRIGGERS	

**POLICY:**

The CRD has authority under Service Establishment Bylaw 4093 to requisition funding for transportation services. This policy outlines the triggers and process to be satisfied prior to the CRD Board requisitioning above the base level, yet within the maximum requisition level, to fund priority transportation projects. This policy should be used to identify the circumstances under which funding above the requisition base level may be considered and to clarify the possible maximum requisition levels for the various phases of service development.

**PURPOSE:**

The purpose of this policy is to describe the requisitioning process, including the identification of triggers for requisitioning above the amount needed to fund existing CRD transportation functions, also referred to as the base level of the transportation service. The policy places parameters around funding requests for new and expanded transportation functions.

**RESPONSIBILITIES:**

This policy will be administered by the Regional and Strategic Planning Division.

**SCOPE:**

The policy applies to funding associated with *expansion* of the transportation service as outlined in Service Establishment Bylaw No. 4093. The policy will be used by staff to inform future planning and recommendations to the CRD Board and by CRD Board members to inform future decision making related to transportation funding.

**PROCEDURE:**

The transportation service is reflected in three phases of service development:

1. Existing functions
- 2a. New non-infrastructure functions
- 2b. New and/or expanded infrastructure functions and
3. Regional transit governance and administration

The following table identifies triggers for transportation service requisition increases along with the maximum requisitions for each of the service development phases.

## Attachment 3

2

Phase	Trigger(s)	Maximum Requisition
<b>Phase 1</b>		
Existing Functions	Service Bylaw Adoption	As per existing service budgets
i. Transportation, policy, plans, surveys and studies	"	"
ii. Regional trails planning, operations and maintenance, capital planning and tenure	"	"
iii. Transportation data collection, monitoring, analysis and reporting	"	"
iv. Transportation modelling	"	"
<b>Phase 2a.*</b>		
Additional functions – non infrastructure	New function identified in Board-adopted Service Plan, post Service Bylaw Adoption	A property value tax rate of \$0.036 per one thousand (\$1,000) dollars applied to the net taxable value of land and improvements in the Service Area. (approximately 3 million in 2016 dollars)
i. Transportation web based and multi-media platforms	"	"
ii. Active transportation programming, planning and promotion	"	"
iii. Transit partnerships, data gathering, analysis and policy	"	"
<b>Phase 2b.*</b>		
i. Additional functions - transportation infrastructure, funding applications and partnerships ii. Regional Trails Expansion	New function identified in Board-adopted Service Plan, post Service Bylaw Adoption  At minimum matching funds from other levels of government and/or agencies <u>or</u> Board motion to fund	A property value tax rate of \$0.119 per one thousand (\$1,000) dollars applied to the net taxable value of land and improvements in the Service Area. ((\$10 million in 2016 dollars)
<b>Phase 3**</b>		
Regional Transit Governance and Administration	i. Provincial legislation change – <i>BC Transit Act</i> ii. Amendment to Service Establishment Bylaw No. 4093 iii. Provincial funding assurances	

\* The sequencing and timing of phases 2a. and 2b are at the will of the CRD Board.

\*\* Dependent on provincial legislation, the sequencing and timing of Phase 3 is at the will of the CRD Board.

Approval Date:	Approved By:
----------------	--------------