



AGENDA

For the Council Meeting to be Held
At the Saanich Municipal Hall,
770 Vernon Avenue
MONDAY JUNE 19, 2017

REVISED
COUNCIL ITEM E. 2
AGE-FRIENDLY UPDATE
TO BE RESCHEDULED TO
A FUTURE COUNCIL
MEETING

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

Motion to close the meeting to the public in accordance with Section 90 (1) (c) and (i) and Section 90 (2)(b) of the *Community Charter*.

II 7:00 P.M., COUNCIL CHAMBERS

A. ADOPTION OF MINUTES

1. Council meeting held June 12, 2017
2. Committee of the Whole meeting held June 12, 2017
3. Special Council meeting held June 13, 2017

B. BYLAWS – RATIFICATION OF PERMIT APPROVALS

1. **433 BOLESKINE ROAD – DEVELOPMENT PERMIT AMENDMENT**
P. 3 From the Committee of the Whole meeting held March 13, 2017, approval of Development Permit Amendment DPR00874 for a proposed residential-commercial space development.

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

D. BYLAWS – FOR THREE READINGS

1. **DELEGATION AUTHORIZATION BYLAW (DIRECTOR OF PARKS AND RECREATION)**
P. 4 Report of the Manager, Community Development and Business Systems, Parks dated June 8, 2017 recommending that Council delegate the administration of the Significant Tree Grants to the Director of Parks and Recreation by giving three readings to the “Delegation Authorization Bylaw, (Director of Parks and Recreation), 2017, No. 9442”, and approve the revised Terms of Reference for the Environment and Natural Areas Advisory Committee.

E. RESOLUTIONS FOR ADOPTION

1. **OLDER ADULTS STRATEGY AND IMPLEMENTATION PLAN 2017-2022**
P. 14 Report from the Director of Parks and Recreation dated June 12, 2017 recommending that Council adopt the Saanich Parks and Recreation Older Adults Strategy and Implementation Plan for 2017-2022. (Older Adults Strategy Distributed Separately)

2. **AGE FRIENDLY UPDATE**

2. **AGE FRIENDLY UPDATE**
P. 20 Report of the Senior Manager, Recreation dated June 9, 2017 recommending that Council endorse the proposed reporting process that will coincide with the requirements of its WHO Global Age-friendly Cities membership.

To be Rescheduled

3. **STAFF REPORT: HEALTHY SAANICH ADVISORY COMMITTEE/LGBTQ SUBCOMMITTEE MOTIONS TO COUNCIL**

3. **STAFF REPORT: HEALTHY SAANICH ADVISORY COMMITTEE/LGBTQ SUBCOMMITTEE MOTIONS TO COUNCIL**
P. 25 Report of the Senior Manager, Recreation (Staff Liaison to Healthy Saanich Advisory Committee) dated June 9, 2017 recommending that Council:
 - 1) allocate \$2,200 to support four additional pilot project swims at Gordon Head Recreation Centre in 2017;
 - 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;
 - 3) select one of the program options and direct staff to present a report that outlines a proposed timeline, staffing and budgetary implications to Council before the 2018 budget deliberation;
 - 4) support the marketing and advertising improvements listed in the report; and
 - 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.

- 4. **TENDER 10/17 – CONCRETE PIPES, MANHOLES AND PRODUCTS**
P. 46 Report of the Director of Engineering dated June 6, 2017 recommending that Council award Tender 10/17 – Concrete Pipes, Manholes and Products to The Langley Concrete Group/Lombard Pre-Cast LP in the amount of \$431,700 (price based on estimated annual quantities rounded to the nearest dollar and excluding taxes).
- 5. **TENDER 18/17 – SUPPLY OF HOT AND COLD MIX ASPHALT**
P. 48 Report of the Director of Engineering dated June 12, 2017 recommending that Council award Tender 18/17 – Supply of Hot and Cold Mix Asphalt to Island Asphalt Company in the amount of \$489,390 (price based on estimated annual quantities rounded to the nearest dollar and excluding taxes).
- 6. **MUNICIPAL ELECTION – CANDIDATE SIGNS**
P. 50 Notice of Motion from Councillor Brice at the June 12, 2017 Council meeting recommending that Council ask staff to advise on the best course of action to ensure that all Saanich municipal campaigns adhere to a regulated period of time when election signs are permitted.

F. RECOMMENDATIONS FROM COMMITTEES

- 1. **ENVIRONMENT AND NATURAL AREAS ADVISORY COMMITTEE – CONSERVATION TAX CREDIT**
P. 54 Recommendation from the March 28, 2017 Environment and Natural Areas Advisory Committee that Council ask staff to draft a letter to the province in support of exploring a Conservation Tax Exemption Program.

* * * Adjournment * * *

AGENDA

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

- 1. **SOUTH ISLAND PROSPERITY PROJECT**
 Presentation to Council.
- 2. **827 ROYAL OAK AVENUE – SUBDIVISION AND DEVELOPMENT VARIANCE PERMIT**
P. 74 Report of the Director of Planning dated May 29, 2017 recommending that Council approve that proposed Lot B be exempted from the statutory requirement to provide a minimum 10% perimeter road frontage under Section 512(2) of the *Local Government Act* subject to registration of a covenant to secure the items outlined in the report, and that Council approve Development Variance Permit DVP00388 for a proposed subdivision to create a panhandle lot. A variance is requested to increase the percentage of non-basement area for the proposed dwelling.
- 3. **2558 KILLARNEY ROAD – SUBDIVISION, REZONING AND DEVELOPMENT VARIANCE PERMIT**
P. 114 Report of the Director of Planning dated May 29, 2017 recommending that Council approve the application to rezone from RS-10 (Single Family Dwelling) Zone to RS-6 (Single Family Dwelling) Zone; approve Development Permit DVP00375; and that final reading of the Zoning Amendment Bylaw be withheld pending registration of a covenant to secure the items outlined in the report for a proposed subdivision to create one additional lot (two lots total).
- 4. **4623 CORDOVA BAY ROAD –SUBDIVISION AND REZONING APPLICATION**
P. 152 Report of the Director of Planning dated May 31, 2017 recommending that Council approve the application to rezone from RS-18 (Single Family Dwelling) Zone to RS-12 (Single-Family Dwelling) Zone and that final reading of the Zoning Amendment Bylaw be withheld pending registration of a covenant to secure the items outlined in the report for a proposed subdivision to create one additional lot (two lots total) for single family dwelling use.

* * * Adjournment * * *

“IN CAMERA” COUNCIL MEETING IMMEDIATELY FOLLOWS



LEGISLATIVE SERVICES

Mayor
Councillors
Administrator

Council
Administration
Media

Memo

To: Mayor and Councillors File: 2860-20 Boleskine
From: Donna Dupas, Legislative Manager
Date: June 13, 2017
Subject: **433 Boleskine Road – Ratification of Development Permit Amendment**

At a Committee of the Whole meeting held March 13, 2017, Council considered Development Permit Amendment DPA00874 at the above noted property. Ratification of the Development Permit Amendment was withheld pending registration of a covenant to secure a number of items including construction to a BUILT GREEN Silver (or equivalent) energy efficient standard; to prohibit restaurant use; provision in trust of funding to building end of trip facilities; provision of required bicycle parking facilities; construction of 73 shared parking stalls to be assigned and managed by an onsite building manager in accordance with the Parking Management and Traffic Demand Management Strategy prepared by Watt Consulting Group dated August 19, 2016; rough-in of the necessary systems to allow for future implementation of solar hot water and photovoltaic systems; and to prohibit conversion to strata units at any time in the future.

Please note that all outstanding items have been addressed and Council is requested to approve Development Permit Amendment DPA00874. This item is scheduled for the Council meeting on June 19, 2017.

If you have any questions please contact me at extension 3500.

Donna Dupas,
Legislative Manager

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cc: Paul Thorkelsson, CAO
Ken Watson, Director of Legislative Services
Sharon Hvozdzanski, Director of Planning
Harley Machielse, Director of Engineering

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1410-04 Parks
xref: 1420-30 ENA



The Corporation of the District of Saanich

Mayor
Councillors
Administrat

Council
Administrator
Media

Report

To: Mayor and Council
From: Nathalie Dechaine, Manager-Community Development and Business Systems, Parks
Date: 6/8/2017
Subject: Request to change delegation of Significant Tree Grants

RECOMMENDATION

That Council approve this recommendation and delegate the administration of the Significant Tree Grants to the Director of Parks and Recreation by giving three readings to the "Delegation Authorization Bylaw (Director of Parks and Recreation), 2017, No. 9442", and approve the revised Terms of Reference for the Environment and Natural Areas advisory Committee (ENA).

PURPOSE

The purpose of this report is to recommend to Council to delegate the authority for Significant Tree Grants to the Director of Parks and Recreation that is currently delegated to the Environment and Natural Areas advisory Committee (ENA). This recommendation will achieve the following:

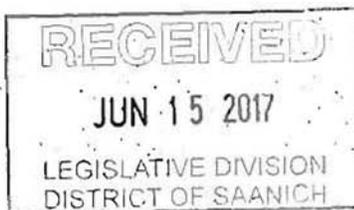
- Improve customer service,
- expedite tree health care work on Significant Trees,
- reduce the time to process grants for owners of Significant Trees; and,
- alleviate the ENA from the administrative task of approving the Significant Tree Grants.

DISCUSSION

The ENA approved the recommendation to change the administration of Significant Tree Grants to the Director of Parks and Recreation on May 17, 2017.

This recommendation stemmed from the Committee's concern that having the Committee approve the Grant unintentionally created delays for applicants, served no real adjudicative purpose, and created a "rubber stamping" process.

The current process involves Parks staff reviewing the applications to conduct work on Significant Trees. As part of that review, an Arboriculture Inspector conducts a site visit, and if justified, a permit is issued to conduct work on the Significant Tree. Saanich Parks only permits



work to be performed if it enhances the health of a Significant Tree, or is necessary to address safety concerns as per the Tree Protection Bylaw (No. 9272).

Once a Tree Cutting Permit has been Issued, the applicant waits until the next ENA committee meeting to receive approval for the Significant Tree Grant, prior to having any of the tree health work conducted. Once approval from the ENA committee is granted, Parks staff are able to allocate the funds available through the Significant Tree Grant. The process can take up to several months, especially during the summer when the ENA committee does not meet.

In order to streamline the Significant Tree Grant process, it is recommended that the ENA no longer approve the cost sharing aspect of the program (Significant Tree Grants). This administrative task would be coordinated directly by Parks staff.

Parks will continue to report works conducted on Significant Trees to the ENA. The ENA will continue to make recommendations to Council on the designation of Significant Trees and promote awareness about the program, as per their Terms of Reference (*Appendix 1*).

If Council supports the recommendation to change the delegation for Significant Tree Grants to the Director of Parks and Recreation, a minor revision to the ENA's terms of reference is also required. These revisions have been drafted in track changes and attached as *Appendix 2*.

ALTERNATIVES

1. That Council approve the recommendation and delegates the administration of the Significant Tree Grants to the Director of Parks and approve the revised Terms of Reference for the Environment and Natural Areas advisory Committee (ENA).
2. That Council maintains the status quo and the ENA continues to approve Significant Tree Grants.
3. That Council provide alternate direction to Staff.

FINANCIAL IMPLICATIONS

There are no anticipated financial implications for this recommendation.

STRATEGIC PLAN IMPLICATIONS

There are no anticipated implications for this decision to affect the priorities or themes of the Strategic Plan. This decision would only change the responsibility for the administration of the Significant Tree Grant but the overall outcome will not be affected. Owners of Significant Trees will still need to meet the same eligibility criteria and approval to carry out the work must still be granted through a permit as per the Tree Protection Bylaw.

CONCLUSIONS

This recommendation will help to streamline the Significant Tree Grant process for the ENA committee, owners of Significant Trees and staff. The ENA will still receive updates regarding tree health work conducted on Significant Trees. They will also continue foster public awareness, recognition and support for the Significant Tree program and make recommendations to Council on the designation of significant trees due to their community importance for environmental, heritage or landmark value, or as wildlife habitat.

Prepared by



Nathalie Dechaine
Parks Manager of Community
Development and Business Systems

Approved by



Suzanne Samborski
Director of Parks & Recreation

CGN/rd

Attachments:

- DRAFT To Authorize the Delegation of Power Bylaw No. 8442
- Appendix 1 – Current Terms of Reference for the Environment and Natural Areas Advisory Committee
- Appendix 2 – Recommended revisions to the Terms of References for the Environment and Natural Areas Advisory Committee

cc: Adriane Pollard, Staff Liaison, ENA Advisory Committee

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Parks & Recreation.

A handwritten signature in black ink, appearing to be "Paul Thorkeisson", written over a horizontal line.

Paul Thorkeisson, CAO

G:\Parks\Administration\council reports\2017\Council Report-Significant Tree Grant delegation change request - June 2017.docx

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9442

TO AUTHORIZE THE DELEGATION OF POWER

WHEREAS the Council may pursuant to Section 154 of the Community Charter delegate its powers, duties and functions to its officers and employees, its committees or its member, or to other bodies established by the Community Charter;

AND WHEREAS the Council has established a committee known as the Environment and Natural Areas Advisory Committee to consider various matters related to Significant Trees;

AND WHEREAS the Council has established powers of authority related to Significant Trees to the Director of Parks and Recreation in the Tree Protection Bylaw, 2014 No. 9272;

NOW THEREFORE the Municipal Council of the Corporation of the District of Saanich in open meeting assembled enacts as follows:

1. The Council hereby delegates the Director of Parks and Recreation (Director) the authority to provide a grant to the owner of trees designated as Significant Trees under the Tree Protection Bylaw, 2014, No. 9272 or any successor bylaw.
2. The Director shall exercise his or her authority to provide grants under this bylaw in accordance with the following conditions:
 - a. The total annual amount granted by the Director shall not exceed the amount approved by Councils for such grants in the annual budget; and
 - b. Grants shall be made only for the purpose of reimbursing the owners of the Significant Tree for a maximum of 50% of the cost of carrying out work for hazard abatement pruning, improvements to preserve or maintain the health of the tree form.
3. Bylaw No. 9210, being the Delegation Authorization Bylaw (Environment and Natural Areas Advisory Committee) 2013, No. 9210 is hereby repealed except insofar as it repeals any other bylaw.
4. This Bylaw may be cited as the **“DELEGATION AUTHORIZATION BYLAW (DIRECTOR OF PARKS AND RECREATION), 2017 No. 9442”**.

Read a first time this day of , 2017.

Read a second time this day of , 2017.

Read a third time this day of , 2017.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation
on the day of , 2017.

Municipal Clerk

Mayor

Terms of Reference Environment & Natural Areas Advisory Committee

The purpose of the Environment and Natural Areas Advisory Committee is to advise Council and recommend policies on urban forestry including significant trees, natural parks, climate change, green technology, energy efficiency and environmental sustainability.

Mandate

The Environment and Natural Areas Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on services, programs, events and capital projects related to urban forestry, natural parks (P-4N zone), climate change, green technology, energy efficiency, and environmental sustainability.
- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Make recommendations to Council on the designation of significant trees due to their community importance for environmental, heritage or landmark value, or as wildlife habitat.
- Through Council delegation, provide grants to owners of designated significant trees to assist in hazard abatement pruning and to preserve and maintain the health of the tree or preservation of the tree form.

Meetings

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

Membership

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

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council.

The Saanich Youth Council may assign a member to the Committee as a non-voting liaison.

Staff Support

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

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LEGISLATIVE SERVICES

Memo

To: Donna Dupas, Legislative Manager **File:** 1420-30 ENA
From: Elizabeth van den Hengel, Committee Clerk
Environment and Natural Areas Advisory Committee
Date: May 31, 2017
Subject: SIGNIFICANT TREES

At the May 17, 2017 meeting of the Environment and Natural Areas Advisory Committee the Committee heard a presentation from the Manager of Community Development and Business Planning on Saanich Significant Tree granting administrative processes. The Committee resolved as follows:

"That The Environment and Natural Areas Advisory Committee recommends that Council change the delegation of authority for Significant Tree grants from the Environment and Natural Areas Advisory Committee to the Director of Parks and Recreation, and update the Environment and Natural Areas Advisory Committee's terms of reference to reflect this change."

An excerpt from the May 17, 2017 minutes along with the supporting documents are attached for your information.

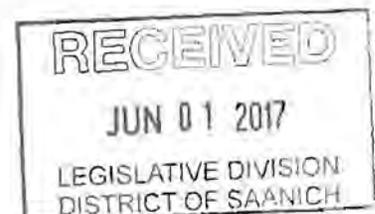
Evan den Hengel

Elizabeth van den Hengel
Committee Clerk

e-copy: Mayor Atwell
Paul Thorkelsson, CAO
Director of Parks and Recreation
Manager Environmental Services
Manager of Community Development and Business Systems
Councillor Wergeland, Chair, ENA

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Attachments



SIGNIFICANT TREES

The Manager of Community Development and Business Systems led a discussion on the Significant Tree program administrative processes, and the following highlights are noted:

- The proposed change to the delegation of authority for the Significant Tree grants would improve customer service and expedite the tree healthcare work on the Significant Tree.
- The time to release the grant funds to the owners of Significant Trees would be significantly reduced.
- Saanich Parks would report back to the ENA Committee on any work conducted on Significant Trees as an update agenda item.
- A yearly summary of all Significant Tree work could be provided to the Committee.
- The ENA would still be involved with nominations, adjudications and potential designations of any new Significant Tree in Saanich.
- The ENA would continue to foster awareness, recognition and support for Significant Trees.

Committee discussion occurred and the following was noted:

- Concern was raised that by reassigning this administrative role the ENA Committee would not be kept current on the status of Significant Trees.
- Any removal requests for a Significant Tree should still be brought to the ENA Committee for discussion prior to the approval to remove the tree is given.
- The ENA Committee will continue its role to promote Saanich Significant Trees.
- The Committee felt the Significant Tree update as an agenda item and the yearly work update would be welcome.

Motion: **MOVED by K. Brown and Seconded by M. Haig-Brown: “That The Environment and Natural Areas Advisory Committee recommends that Council change the delegation of authority for Significant Tree grants from the Environment and Natural Areas Advisory Committee to the Director of Parks and Recreation, and update the Environment and Natural Areas Advisory Committee’s terms of reference to reflect this change.”**

CARRIED

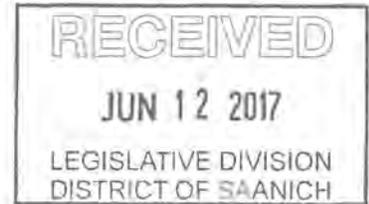
With A Charania and K. Brown OPPOSED



The Corporation of the District of Saanich

Report

To: Mayor and Council
From: Suzanne Samborski – Director, Parks and Recreation
Date: 6/12/2017
Subject: Older Adults Strategy and Implementation Plan 2017-2022



RECOMMENDATION

That Council adopt the Saanich Parks and Recreation Older Adults Strategy and Implementation Plan for 2017-2022.

PURPOSE

The purpose of this report is to seek Council's approval of Saanich Parks and Recreation *Older Adults Strategy (OAS) and Implementation Plan* that will set the direction for 2017-2022 with related budget requests, timelines and responsibilities.

DISCUSSION

Since the District of Saanich's last *Active Aging Strategy* in 2004, the proportion of the District of Saanich's older adult population has steadily increased. According to the 2006 Census, the percentage of the population aged 65 and older in Saanich was 17.7%. The recent 2016 Census reported an increase up to 20.8% for the same demographic, or an increase of 4,570 residents. When the cohort aged 60-64 is added (7.2%), the percentage of older adults in Saanich increases to 28% of the population. As adults are predicted to live longer, more active lives, Saanich Parks and Recreation needs to view aging differently and provide a continuum of opportunities and facilities for social connectedness, inclusiveness, life-long recreational pursuits, continued learning and meaningful contribution to community. The 'second 50 years' lived in Saanich will see older adults thriving in a spirit of play and healthy lifestyles.

Timeline for OAS

In January 2016, a Request for Proposals (RFP) was posted to hire a project consultant to work with Saanich Parks and Recreation to develop an Older Adults Strategy. In February, Dr. Neil Smith of Pacific Leadership Design Inc. was retained for this work.

Phase One (Feb-May 2016): Start project with staff management and core teams, review scope of work, review current park and recreation services, complete community profile, confirm methodology, engage Project & Research Teams, conduct staff

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interviews, present project plan to Healthy Saanich and Parks, Trails and Recreation Advisory Committees

Phase Two (May–Nov 2016): Create public engagement tools, train staff and community teams on facilitation and gathering data, develop website for data summaries, organize engagements (focus groups) with older adults and public, gather information, conduct research, start early idea analysis and grouping, hold community forum

Phase Three (Dec–June 2017): Continue analysis and start writing of draft report, present project update to Healthy Saanich and Parks, Trails and Recreation Advisory Committees, distribute Draft #1 to public/teams/staff for review and input, continue analysis and writing (add timing, resources, leadership), develop Draft #2 and present to Healthy Saanich and Parks, Trails and Recreation Advisory Committees, present final Older Adults Strategy and Implementation Plan (2017-2022) to Council

Public Participation Process

Our first action for public engagement was to recruit community members to form two teams; a Project Team to guide the research project and analysis, and a Research Team to assist staff with public engagement and data collection. This project experienced a high level of collaboration with the Project and Research Teams. Throughout the project, the District's Public Participation Policy and practices were embraced. The OAS project used a "strengths-based" approach using an Appreciative Inquiry methodology which taps into the positive elements of recreation and parks, and captures participants' dreams of the future.

The engagement and data collection phase took place over 10 months and involved 2,284 persons, including 980 respondents in two surveys, and 62 public engagements involving 1,304 participants. Engagements included focus groups, world cafes, interviews, booths and sounding boards at a full range of events, facilities and community locations. A diverse range of older adults was reached by going to places where older adults congregate – in seniors housing, seniors centres, recreation centres, libraries, malls and community events. Invitations were sent to community groups and agencies, and focus groups were held on their sites (e.g. BC Housing buildings). The approach of 'going to older adults' was successful in reaching a wider range of the population, including isolated adults, cultural groups, and those with mobility or health concerns. Through this project, the team had input from a broad base of citizens, including regular recreation and parks patrons, as well as non-participants of services and hard-to-reach older adults whose voices are not often heard. Lastly, the researchers met with a variety of community groups, representatives from seniors-serving organizations and Saanich staff.

All summaries from our public engagements were posted on www.olderadultstrategy.weebly.com for participants' review and to ensure accuracy of information. Over the first eight months, key ideas emerged which were presented at a Community Forum in November 2016. Attendees included a diverse cross-section of older adults, community agencies, project and research team

members and staff. Participants reviewed the emerging themes, identified priorities and contributed their ideas and solutions. This analysis and confirmation led to the formation of four strategic priorities.

In Phase 3, a first draft of the report was distributed to the public and teams. Extensive feedback from citizens and stakeholders was received and incorporated where possible into the final report. As part of the ongoing commitment to public engagement, the final report presents specific goals, actions, and outcomes which will ensure that Saanich older adults' interests and talents are included and valued in our community throughout the OAS strategy implementation.

The OAS management team presented three times each to the Healthy Saanich Advisory Committee and the Parks, Trails and Recreation Advisory Committee (May 2016, January 2017, May 2017) for engagement and project updates. Both Committees received their updates with interest and support.

Strategic Direction

Four strategic priorities evolved, each supported by detailed goals, actions and outcomes. Timelines, resources needed, leader of initiative are all outlined in the implementation plan. Throughout all engagements, the number one priority identified by older adults is the importance of meaningful social connections. This theme is interwoven throughout all four priorities introduced below:

1. **Programming Continuum:** The priority for programming is to offer a continuum of choice to older adults as they experience physical and cognitive changes, a need for affordable programs and an increased need for social connections.
2. **Age-Friendly Spaces:** For older adults to participate in and continue with any activity, Saanich indoor and outdoor spaces need to be welcoming, universally accessible and recognized as places of community and social connection.
3. **Collaboration:** The Department will need to work strategically with community members and groups, as well as cross-departmentally to increase shared responsibility for older adults' recreation and parks interests. With the intention of strengthening relationships and partnerships, the District and community will collectively work together to reduce barriers to participation.
4. **Enhance Communication:** Increasing awareness of Saanich programs, facilities and outdoor spaces to ensure that information related to older adults is communicated in a manner that is positive and respectful of cultural and language differences regardless of the method (e.g.: in-person) or medium (e.g.: print or digital).

Findings

Older adults defy efforts to be categorized. Most residents do not identify themselves as a senior. It was clear that citizens self-identify, with different labels, based on many factors making age based programming

- **Importance of meaningful social connections:** Social connection was reported to be of vital importance to those of all ages, particularly those in the later years.
- **Ageism:** Ageism is prevalent in society. Represent older adults in respectful, meaningful ways and engaging adults on decisions that impact them is key.
- **Disparity of income and myth of wealth:** All older adults are not wealthy; many live in poverty or as the living poor. With longer life expectancies, there is a need for Saanich to assist in reducing cost barriers to participation.
- **Barriers to participation are many:** As people age, barriers to participation may multiply. Participation in recreation is influenced by an older adult's ability to pay activity fees and transportation costs, their physical and cognitive health, proximity to facilities, a history of active lifestyles, and access to parks and recreation information. Other barriers include language differences, cultural differences, social isolation and fear to join or try a new activity.
- **Walking is the most popular activity:** Access to flat and safe walking paths with easy access to benches and washrooms was a top priority, now and in the future.
- **About 25% of Saanich adults over 65 years live alone:** This leads to a higher risk of social isolation, accompanied by increased likelihood of compromised long-term health.
- **Need for a clear continuum of opportunities:** Citizens need a clear progression or continuum of experiences that explicitly encourage older adults to continue participation.
- **Facilities require structural upgrades and additional age-friendly equipment:** Social and physical accessibility in centres, parks and trails are paramount. More social gathering spaces in the recreation centres and parks are needed as the population ages.
- **Importance of clear, easily accessible communication:** Participants asked for promotional material that is easily found, understood, and available in print and digital form geared to older adults.
- **Health benefits are not fully recognized:** The benefits of participating in social, cultural or recreation programs are not fully appreciated by all older adults, nor are they adequately recognized and supported by the provincial health system.
- **Active participants expressed deep appreciation:** Regular patrons acknowledged the impressive range of rich assets offered by Saanich Parks and Recreation.

ALTERNATIVES

1. That Council adopt the Saanich Parks and Recreation Older Adults Strategy and Implementation Plan for 2017-2022.
2. That Council does not adopt the Saanich Parks and Recreation Older Adults Strategy and Implementation Plan for 2017-2022.
3. That Council provide alternate direction to Staff.

FINANCIAL IMPLICATIONS

Based on the five year implementation plan, \$604,500 (an average of \$120,900 per year) of new funding will be required to meet the expectations of the community and achieve successful implementation. Some requests are one-time costs (\$237,000), while the remaining are ongoing operating costs.

Summary of Resource Requests by Year	
<i>Please see page 46 of the Older Adults Strategy for details</i>	
2018	\$124,000
2019	\$132,000
2020	\$156,500
2021	\$108,500
2022	\$83,500
Total	\$604,500

STRATEGIC PLAN IMPLICATIONS

This research project is a result of the District's 2015-2018 Strategic Plan (C1:a, p. 21) referring to the initiation of a new Parks and Recreation Older Adult Strategy to strengthen the physical, social and cultural participation of citizens.

Additionally, findings from this project tie in to the work currently underway by the Engineering Department's *Active Transportation Master Plan* and *Strategic Facilities Master Plan*.

OTHER IMPLICATIONS

The work completed also reflects direction from the Official Community Plan and the Saanich Parks, Recreation and Culture Master Plan (2013):

Official Community Plan

- Policy 5.2.2.2 "Ensure recreation facilities and programs are accessible to people of all ages, ethnicity, incomes, and abilities."

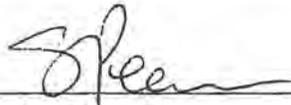
Parks, Recreation and Culture Master Plan (see Appendix 3.3 in Older Adults Strategy)

- "Programs, such as unstructured play in parks, focus on encouraging physical activity in people of all ages,..." (page 5)
- "Staff work with local associations and organizations to ensure that we continue to be an age-friendly community,..." (page 5)
- Objective 8: Continue to develop the concepts for age-friendly communities, and collaborate with other departments and stakeholders on parks and recreation services for seniors

CONCLUSIONS

The Saanich Parks and Recreation Older Adults strategy presents the District with an opportunity to prepare for and be in a strong position to meet the needs of this changing demographic. The new strategy is designed to respond to and anticipate the diverse needs of older adults. With designated resources put into place, the District can be successful in ensuring a continuum of programming choices, creating age-friendly spaces for all ages and abilities, working collaboratively with the community, and enhancing communication to older adults. With these specific improvements planned for programs, parks and facilities, Saanich will be a community where all older adults can engage in meaningful social, cultural and recreational experiences.

Prepared by



Sandra Pearson

Manager – Community Services

Approved by



Suzanne Samborski

Director, Parks and Recreation

 SP/ka

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Parks and Recreation.



Administrator

1410-04 Recreation
xref: 2170-30



The Corporation of the District of Saanich

Report

To: Mayor and Council
From: Kelli-Ann Armstrong, Senior Manager - Recreation
Date: 6/9/2017
Subject: Age-Friendly Update

Mayor
 Councillors
 Administrator

Council Administrator
 Media

RECOMMENDATIONS

1. That Council endorse the proposed reporting process that will coincide with the requirements of its WHO Global Age-friendly Cities membership.

PURPOSE

The purpose of this report is to provide an update to Mayor and Council on the District's age-friendly initiatives

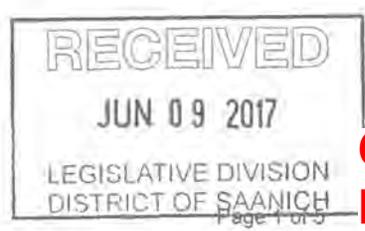
DISCUSSION

In June 2007, upon a recommendation from the Healthy Saanich Advisory Committee, Council forwarded a resolution to the Union of BC Municipalities to "urge the provincial government to support in a coordinated manner across the province, the implementation of age-friendly tools by local governments, which will help adapt the built, physical and social environments of their communities to support the needs of seniors."

Saanich, along with two other B.C. communities became members of the WHO (World Health Organization) Global Age-friendly Cities Project. A report from this project was developed in cooperation with The University of Victoria's Centre on Aging, B.C. Ministry of Health and the Public Health Agency of Canada. Although this report was never endorsed by Saanich Council, in 2008, Council passed an age-friendly resolution and incorporated an age-friendly lens in the OCP 2008 update. Age-friendly initiatives were also highlighted as priorities in the 2010-2014 Strategic plan.

In 2010, Saanich was recognized as a WHO Age-Friendly City. In order to qualify for this recognition, Saanich met the following criteria:

1. Establish steering committee
2. Council passes a resolution
3. Conduct an age-friendly assessment
4. Develop an action plan



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In 2012, the District was celebrated by the Ministry of Health (MoH) as one of 9 designated age-friendly cities. Once a municipality/district is recognized, the Ministry of Health shares this information with the Public Health Agency of Canada (PHAC), a Federal age-friendly group. The PHAC Age-friendly Community research group, consisting of representatives from all provinces and some municipalities, is chaired by Saanich Councilor Judy Brownoff. This group meets monthly to identify webinar ideas, and hear from the Canadian representative to the World Health Organization (WHO) and from the Federation of Aging.

In 2014, an update to the WHO Global Age-friendly Cities Project was developed and this update was posted on the Saanich website.

In between these milestones, staff in Engineering, Finance, Parks and Recreation and Planning developed an age-friendly framework that is used to assess and implement projects and policies throughout the District.

Saanich staff strive to:

- Maintain awareness of the continuum of aging and the various and varying levels of support that will be needed. This may include: translation services, mobility, cognitive skills, affordability, clear and simple communications
- Reduce social isolation by increasing community connections, services and programs (eg: through transportation, housing, meeting spaces, cultural opportunities) and/or promoting social inclusion of older adults through designing connections to places
- Provide meaningful engagement opportunities for older adults where they are valued and consulted about decisions that affect their lives
- Improve travel in our community by recognizing mobility needs and providing safe, accessible, sustainable and predictable transportation options
- Support housing opportunities that meet various stages of the life cycle in locations that foster community inclusion and connectedness.
- Support and promote the health benefits of active lifestyles for older adults

While this framework is not a formal document, it supports the eight pillars of the 2008 WHO Global Age-friendly Cities Project and is the "lens" through which staff approach their work.

In addition to this framework, other strategic documents are being used by or developed by staff that meet or surpass the age-friendly initiatives listed in the WHO Global Age-friendly Cities Project report:

- Active Transportation Plan (in development)
- Shelbourne Valley Action Plan (Council approved)
- 50+ (Older Adults) Parks and Recreation Strategy (pending Council approval)

As the WHO Global Age-friendly Cities Project is now almost 10 years old, and many of the initiatives are complete or have become a part of the above listed framework, plans and strategies, staff are no longer referring to the WHO Global Age-friendly Cities Project report as a guiding document. Information the community and Council require concerning age-friendly initiatives can be obtained through updates of Council adopted plans and strategies.

One of the “organizational learns” from the 2008 WHO Global Age-friendly Cities Project experience was that the report was a municipal-wide report, but not one specific department was responsible for the membership or its reporting. Consequently it is recommended that staff provide Council with an annual update that coincides with the reporting requirements of its WHO Global Age-friendly Cities membership.

ALTERNATIVES

1. That Council receive this report as information.
2. That Council endorse the proposed reporting process that will coincide with the requirements of its WHO Global Age-friendly Cities membership.
3. That Council provide alternate direction to Staff.

FINANCIAL IMPLICATIONS

There are no financial implications with any of the alternatives.

STRATEGIC PLAN IMPLICATIONS

Although Page 21 of the 2015-2018 Strategic Plan refers to the initiation of the Parks and Recreation Older Adult Strategy, none of the alternatives listed above will affect the priorities or themes of the current Strategic Plan.

Current work plans throughout the District are assessing projects through the lens of the age-friendly framework listed above as part of the established way of doing the District's work.

OTHER IMPLICATIONS

While policies support age-friendly initiatives, there are a variety of ways to achieve age-friendly goals, including participation in WHO Global Network of Age-friendly Cities, public participation opportunities, and the continued support of senior serving agencies to name a few.

Official Community Plan

- Policy 5.2.2.2 *“Ensure recreation facilities and programs are accessible to people of all ages, ethnicity, incomes, and abilities.”*

Parks, Recreation and Culture Master Plan

Page 5

- *“Programs, such as unstructured play in parks, focus on encouraging physical activity in people of all ages,…”*
- *“Staff work with local associations and organizations to ensure that we continue to be an age-friendly community,…”*

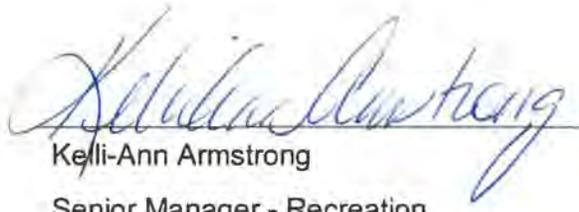
Objective 8

- *Continue to develop the concepts for age-friendly communities, and collaborate with other departments and stakeholders on parks and recreation services for seniors*

CONCLUSIONS

The District of Saanich has a positive reputation for being an innovative and supportive age-friendly community throughout the region, the province, the nation and even internationally. As recently as 2014, representatives from Australia visited Saanich to learn about our age-friendly initiatives and support systems. Staff have taken it upon themselves to develop a framework that is used to ensure age-friendly practices, policies and processes are used in the District's projects. Looking through the age-friendly "lens" will continue through the framework that staff have developed and are currently using.

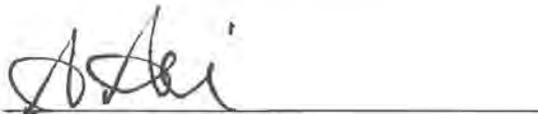
Prepared by



Kelli-Ann Armstrong

Senior Manager - Recreation

Approved by



Suzanne Samborski

Director, Parks and Recreation

KA/ka

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Parks and Recreation.



Administrator

1410 -04 Parks
REF 14210-30 HSAC/LGBTQ



The Corporation of the District of Saanich

Mayor
Councillors
Administrator

Council
Administrator
Media

Report

To: Mayor and Council

From: Kelli-Ann Armstrong, Senior Manager – Recreation (Staff Liaison to Healthy Saanich Advisory Committee)

Date: 6/9/2017

Subject: Staff Report re: Healthy Saanich Advisory Committee / LGBTQ Sub-Committee Motions to Council

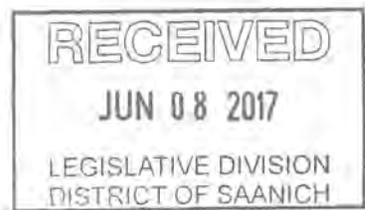
RECOMMENDATION

That Council endorse the following motions:

1. Council allocate \$2,200 to support four additional pilot project swims at Gordon Head Recreation in 2017.
2. Council direct staff to present a report to that outlines a proposed plan and budgetary implications to design a Saanich window sticker that would welcome all citizens.
3. Council select one of the program options and direct staff to present a report that outlines a proposed timeline, staffing and budgetary implications to Council before the 2018 budget deliberations.
4. Council support the marketing and advertising improvements listed in the report.
5. Council 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.

PURPOSE

The purpose of this report is to provide Council with additional information concerning the longer term impacts of the recommendations from the Healthy Saanich Advisory Committee and the LGBTQ Sub-Committee



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DISCUSSION

This report is in response to the request from Council at the meeting held April 11, 2016 for more for staff "to prepare a report, in collaboration with the Healthy Saanich Advisory Committee and the LGBTQ Sub-Committee, to clarify and determine the long term intent of the recommendations."

1. "That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider having staff organize an All Body Swim at a Saanich Recreation Facility."
2. "That the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider having staff install signage at Saanich buildings indicating that Saanich buildings are welcoming and safe for members of the LGBTQ community."
3. "That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider having all Saanich staff who interact with the public receive sensitivity training."
4. "That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider marketing and advertising materials produced by Saanich to be more reflective of the diversity of Saanich citizens and utilize gender neutral language."

A fifth motion asking Council to raise the Pride and Trans flags during Pride Week was carried, and the flags were flown at the Saanich Municipal Hall in July 2016.

Over time, the District of Saanich has implemented or is in the process of implementing the following LGBTQ supportive initiatives:

Staff Training	
	May 2015, at the BCRPA Symposium, Recreation staff were inspired by a session "Trans*Inclusion – Building parks and recreation for all"; work began on implementing LGBTQ+ friendly swims, and ongoing sensitivity training for all recreation staff
	November 2015 – Recreation supervisors attended Trans awareness and sensitivity session by members of the Vancouver Park Board's Inclusion Committee and staff

	Throughout 2016 – staff awareness and sensitivity sessions conducted by staff of the Victoria Sexual Assault Centre were held throughout the Recreation Division; specific sessions for aquatic staff were scheduled
	November 2016 - District Senior Managers and Directors discussed ways that LGBTQ awareness training for staff could be best conducted
Facilities	
	Universal/Gender Neutral public washrooms at all four Saanich Recreation Centres and the Saanich Police and Fire Building (760 Vernon Ave)
	Universal/Gender Neutral change rooms at GH and SCP; all Saanich Recreation Centres have privacy cubicles in gendered change rooms
	Re-titled the washrooms in the Upside Teen Centre as simply washrooms; Family Change Rooms have been re-named Universal Change Rooms
Programs, Policies and Practices	
	Corporate Respectful Workplace Policy has been updated to include: "Employees of all cultures, abilities, genders and sexualities are supported."
	Hosted a LGBTQ a private rental swim at Gordon Head Recreation Centre; Hosted an All Bodies Public Swim February 13, 2017
	QT2IPOC - (Queer, Trans, 2 Spirit, Indigenous, People of Color) Monthly Dinners - 3rd Wednesday evening of every month from 5:30-8:30pm at the Gordon Head Recreation Centre
	The Gay-Straight Alliance Club of Lambrick High School meets weekly in the Backdoor Teen Centre at Gordon Head Recreation Centre

	Friday night SCP Teen Centre staff and youth walked in the Pride Parade in July 2016 and have plans to walk in the 2017 Pride Parade
	Parks and Recreation inclusion statement has been updated to include gender and sexuality accepting language
	Recreation staff regularly address concerns from public about trans and transitioning customers using change rooms; provide public education about rights of Trans community members
	In partnership with TransCare BC, Upside Teen Centre also hosts a Family Support Group for parents and caregivers of trans and gender diverse youth monthly
	Class lists/attendance sheets for Recreation instructors are printed without gender
	Upside Teen Centre hosted 2 Trans Family events in July 2016 and February 2017 with over 70 community participants attending
	Upside Teen Centre hosted 2 Trans Family events in July 2016 and February 2017 with over 70 community participants attending
	2-Spirit, Queer, Trans and Allied Youth Dinner & Drop-In meets weekly out of Upside Teen Centre at Saanich Commonwealth Place
	Queer Youth Open Mic Nights at Cedar Hill Recreation Centre

Motion 1 – All Bodies Swim:

Staff from Gordon Head Recreation Centre met with the Sub-committee on three occasions to discuss an All Body Swim. The Sub-committee also held a meeting at Gordon Head and toured the facility with staff. Plans are progressing to host four (4) All Bodies Swims in 2017 as pilot projects. The first session was held Monday, February 13, 2017 (6:30-8:30pm) with 45 people in

attendance. The estimated cost for the pilot project is \$550. The initial swim was funded through the Recreation Division's operating budget. As there is a very small amount of funding available to support these types of initiatives, future and / or ongoing swims would require an additional resource allocation from Council.

Three members of the Sub-committee have agreed to be advisors for the pilot project and will work with staff in providing a safe and welcoming environment for swimmers who have not been to a public swim for a very long time or at all. The long term intention will be to offer an All Bodies Swim within the regular pool schedule, which will not incur additional operating expenses.

Staff recommend that Council allocate \$2,200 to support four additional All Bodies pilot project swims at Gordon Head Recreation Centre in 2017.

Motion 2 - Signage at Saanich buildings

While a range of options for signage exists, the most cost-effective option would be to design window stickers that indicate everyone is welcome at all Saanich facilities. The window stickers could be affixed on the glass doors at all Recreation Centres, Fire Halls, the Public Safety Building, Municipal Hall and places/offices at Parks and Public Works where members of the public do business with Saanich. Window stickers highlighting the Safe Harbour program are currently on many Saanich buildings, so this type of signage is currently used by the District. The Vancouver Police Department created a "Safe Spaces" sticker and the Victoria Sexual Assault Clinic created a "Positive Space" sticker that could be used as a design templates for a Saanich sticker (Appendix 1).

New funding for the design and creation of window stickers would be required.

Staff recommend Council direct staff to present a report to that outlines a proposed plan and budgetary implications to design a Saanich window sticker that would welcome all citizens.

Motion 3 – Training for all Saanich staff who interact with the public

With almost 1600 employees who interact with the public, providing meaningful LGBTQ awareness training will be a challenge for the District, both logistically and financially. From a capacity perspective, the District is already challenged in trying to deliver all its existing training requirements. Furthermore, any potential awareness program may need to be expanded to ensure staff has the skills and knowledge to work with all residents including First Nations, those with various multicultural backgrounds, older adults, etc.

A range of training options could be developed depending on the type of awareness program that is to be delivered. For example:

- Option A: Creating a PowerPoint presentation or video that staff would view as part of the Workplace Standards requirements
 - The development of the content would be key and new funding would be required to hire someone to develop the content, as well as produce the media as staff currently do not have the expertise or capacity
 - An estimate to create a 15 minute video production is: \$8,500
 - An estimated cost for 1600 employees to watch a 15 minute video is \$16,075.

- Option B: Contracting a consultant who specializes in developing and conducting LGBTQ awareness programs to conduct regular sessions with staff on an ongoing basis. Resources that could be contacted to develop and conduct this training are: www.transfocus.ca , www.qmunity.ca and www.ambitgenderdiversity.com

- Option C: Creating a program 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. Specific training for the staff members would need to be developed and supported, and new funding to support this program would be needed. This type of program allows the District to change, adapt and offer sessions as needed. In future, this training could incorporate other groups such as First Nations.

Staff recommend that Council select one of the above options and direct staff to present a report that outlines a proposed timeline, staffing and budgetary implications to Council before the 2018 budget deliberations.

Motion 4 – Marketing and Advertising

Saanich currently supports community and cultural diversity and gender neutral language in the following ways:

- The Saanich Visual Identity Program (VIP) currently supports a gender neutral “voice” and tone
- Photograph inventories that are used for marketing purposes are consistently reviewed for community diversity
- When photography sessions are scheduled, subjects who reflect the community are often chosen
- In Recreation programs, the use of gender neutral verbal language is encouraged and promoted (eg: instead of “Line up boys and girls.” program instructors and leaders will say, “Line up friends.”)

However, there is room for improvement in this area. For example, Parks and Recreation does not have any photographs of Saanich LGBTQ residents, although photographs representing the cultural diversity of the community exists.

To improve in this area, the following actions can be taken immediately and with no additional funding requirements:

- o Specific community photography sessions can be scheduled to increase the number of diverse photographs available for use in marketing and advertising (including the Saanich website)
- o While photographs of Saanich residents is preferred, Parks and Recreation staff can research the purchase of photography data bases that host culturally and community diverse photographs to use in marketing and advertising
- o When forms are being updated with new information, a review to ensure gender neutral language can be completed
- o Add the updated Parks and Recreation inclusion statement in the Active Living Guide and the Saanich website

Staff recommend that Council support the above improvements.

Motion 5 - Pride and Trans flags

A motion was to raise the Pride and Trans flags at the Municipal Hall in recognition of Pride Week in July 2016 was carried.

Staff recommend that the Pride and Trans flags be raised at the Municipal Hall July 1-9, 2017 in recognition of the region's annual Pride Week celebration.

ALTERNATIVES

1. That Council receive this report for information only.
2. That Council endorse the staff recommendations regarding each of the Advisory Committee and Sub-committee's motions.
3. That Council refer the LGBTQ motions to the 2018/19 Strategic Plan planning process.

FINANCIAL IMPLICATIONS

1. \$2,200 Support for continuation of the 2017 All Body Swim pilot project; a resource request will be submitted during the 2018 budget process for additional and ongoing funding support.
2. There are no other financial implications.

STRATEGIC PLAN IMPLICATIONS

There are no references to LGBTQ initiatives in the 2015-2018 Strategic Plan.

OTHER IMPLICATIONS

Official Community Plan

Policy 5.2 Strengthening Community – Community connections foster a sense of belonging and identity, participation and involvement, diversity and inclusiveness.

Community Values :

- Opportunities for residents of all ethnic and cultural backgrounds, income levels, abilities, and genders to participate in community life.
- A community that assists people to pursue healthy and active lifestyles through a wide range of inclusive, affordable, and accessible park, trails and recreational facilities and programs.

Policy 4.2.2 Universal Design - refers to facility designs that accommodate the widest range of potential users, including people with mobility and visual impairments (disabilities) and other special needs.

The LGBTQ Sub-Committee was a group of engaged and passionate Saanich residents. A copy of their report is attached for Council's reference (Appendix B).

CONCLUSIONS

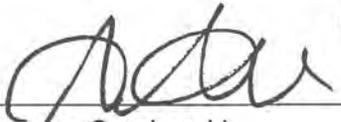
The LGBTQ Sub-committee of the Healthy Saanich Advisory Committee provided valuable insight and information to staff about how to better serve this cohort of our community. What makes a positive impact to the LGBTQ community, often makes a positive impact to the community at large. For example, universal washrooms and changing facilities benefit families with young children and seniors with care givers or mobility challenges, as well as provide safe and accessible amenities for LGBTQ residents.

During the term of the Sub-Committee and since the pilot project ended, staff have become more aware of the LGBTQ "lens" and have made and will continue to make changes to programs, practices and policies to improve customer service and increase engagement opportunities. However without direction from Council or additional funding, specific initiatives will not be implemented due to capacity and resource constraints.

Prepared by


Kelli-Ann Armstrong
Senior Manager, Recreation

Approved by


Suzanne Samborski
Director, Parks and Recreation

KA/ka

Attachments

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Parks and Recreation.


Administrator

Appendix A

Example 1:

VPD Safe Place Decal



Mission

The mission of the VPD Safe Place initiative is to increase safety for the members of the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) community by providing a safe place if they are a victim of crime or have any concern for their personal safety.

Example 2:

Victoria Sexual Assault Clinic

lesbian gay
bisexual trans
two spirit queer



this is a
POSITIVE SPACE
that welcomes and
supports everyone

Our Mission

The Victoria Sexual Assault Centre is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all trans survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment.

Appendix B



LGBTQ Sub-Committee 2016 Report

Summary Letter	1
Terms of Reference and Membership	2
Community Survey Summary	3
Motions to Council	4-6
Consultations	7-9



Photoed: Councillor Fred Haynes, Committee Vice Chair Ryan Clayton, [NAME], and Councillor Dean Murdoch at Victoria Pride 2016

To Saanich City Council,

It is my pleasure to present the term report for the Saanich LGBTQ Sub-Committee for our inaugural year of 2016.

Our committee was formed to ensure that the voices of LGBTQ people in Saanich are heard in decisions made at the civic level, especially as it pertains to issues of safety, acceptance, and inclusion. Throughout our term the committee has worked hard to bring forward our concerns as residents of Saanich and to reach out to other members of our community to identify additional concerns.

We are very proud of the recommendations we have made and feel that they contribute to making Saanich a welcoming and wonderful place to live and work. We feel these recommendations provide a foundation for the continuing work of ensuring the inclusion of LGBTQ citizens in the decisions made that affect their neighbourhoods, community centres, and civic services.

We want to thank the Healthy Saanich Advisory Committee, under whose structure we have been able to do this work. We also want to thank council, who supported the creation of this committee and our work over 2016, as well as every member of Saanich staff who shared with us their knowledge and expertise. In particular, we would like to thank Elizabeth Van Den Hengel and Kelli-Ann Armstrong, who have provided staff support for our committee meetings and been resources for all the work our committee has accomplished.

We look forward to the continuation of this important work in the future.

Sincerely,

Colin Plant, Chair

Ryan Clayton, Vice Chair

on behalf of the members of the Saanich LGBTQ Sub-Committee

Terms of Reference

The purpose of the LGBTQ sub-committee is to advise the Healthy Saanich Advisory Committee on LGBTQ issues and suggest initiatives and encourage civic engagement to improve the quality of life for Saanich LGBTQ residents.

The LGBTQ sub-committee will, consistent with the purpose described above, undertake the following:

- Provide advice and recommendations to the Healthy Saanich Advisory Committee relating to LGBTQ issues in Saanich;
- Exchange information with the LGBTQ communities and the general public about relevant programs and areas of interest;
- Engage in outreach to the LGBTQ communities to disseminate information and encourage participation in Saanich events and initiatives;
- Act as a resource for staff during the public participation process;
- Act as a resource for staff to ensure that Saanich facilities and events are accessible to all people who identify or are perceived to identify as LGBTQ, and include those who are outside the gender binary;
- Consider any matters which may be referred to the committee by Council, staff, or the public;
- May take positions on policy initiatives from other levels of government within the mandate of the sub-committee;
- The sub-committee will strive to reflect the diversity of the LGBTQ community and;
- Advocate for members of the community.

Membership

Ryan Clayton, Marcy Cook, Lawrence Cooper, Aaron Devor, Sharon Doty, James Gardner, Eko Goldberg, Matthew Heinz, Harvey House, Stacey Piercey, Colin Plant, and Cynthia Reid.

Meetings

The Sub-Committee met with quorum eight times in 2016.

- January 27th, 2016
- February 10th, 2016
- March 3rd, 2016
- April 7th, 2016
- May 5th, 2016
- September 1st, 2016
- October 6th, 2016
- December 1st, 2016 (Scheduled)

Saanich LGBTQ+ Survey Summer 2016

Executive Summary

The Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Sub-Committee of the Healthy Saanich Advisory Committee conducted a community needs survey in June and July 2016; the project was supported by an applied research grant from Royal Roads University and led by Dr. Matthew Heinz.

A total of 52 individuals completed the online survey. In addition, a total of 24 comments were received in a comment drop box at UVIC Pride. The survey included open-ended questions asking respondents to identify their biggest LGBTQ+ concerns in Saanich and the kinds of actions Saanich should take to support the health and well-being of its LGBTQ+ people.

Most of the respondents (34 or 65.38%) reported having experienced some form of harassment, ranging from silent harassment to physical violence.

The Saanich locations in which respondents reported being least comfortable being out as LGBTQ were community recreation centres, public transportation, parks, and facilities aimed at seniors. Access to LGBTQ+ programs was the most frequently reported need (24 or 46.15%).

Overall, respondents identified the following issues as their biggest LGBTQ+ concerns in Saanich:

- **Silent discrimination rather than active acceptance and inclusion**
- **Social isolation**
- **Physical safety in washrooms and other public spaces**
- **Lack of services, programming and facilities that are visibly and proactively inclusive of transgender and gender non-conforming experiences.**
- **Lack of understanding of LGBTQ+ experiences in Saanich community at large**

Respondents suggested that Saanich should consider adopting and implementing the following actions and services:

- **Public education for the community**
- **LGBTQ sensitive health care**
- **Gender neutral washrooms**
- **LGBTQ sensitivity training for all public employees**
- **Explicitly Inclusive Saanich programming (advertising, program descriptions, promotion of existing programming)**
- **Public declarations of LGBTQ support (signage, statements) without engaging in tokenism**

Motions to Council

All motions are made by the Healthy Saanich Advisory Committee on recommendation of the LGBTQ Sub-Committee. For discussion on these motions, please refer to the committee minutes. These do not include any motions made at the December 1st meeting, where we will discuss our recommendations for the future of the committee.

MOTION: Moved by C. Reid and seconded by J. Gardner: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee (LGBTQ) requests that the Healthy Saanich Advisory Committee recommend that Council adopt the Terms of Reference for the LGBTQ Sub-Committee as amended at the February 10, 2016 meeting.”

Passed: February 10th, 2016

Status: Carried in council on March 14th, 2016

Outcome: Terms of reference were amended from their original wording to reflect input from committee members.

MOTION: Moved by M. Cook and seconded by M. Heinz: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee will draft a Proclamation declaring March 31, 2016 as Trans Day of Visibility; and requests that the Healthy Saanich Advisory Committee recommend that Mayor Atwell consider having March 31, 2016 declared as Trans Day of Visibility.”

Passed: February 10th, 2016

Status: Carried in council

Outcome: March 31st, 2016 was proclaimed Trans Day of Visibility in the city of Saanich and the Trans flag was raised at city hall.

MOTION: Moved by M. Cook and seconded by S. Piercey: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider having the Pride and Trans Flags flown at the Saanich Municipal Hall during Pride week, July 1-10, 2016.”

Passed: February 10th, 2016

Status: Carried in council on June 13th, 2016¹

Outcome: Saanich flew the Pride and Trans flags during 2016 Victoria Pride events.

MOTION: Moved by R. Clayton and seconded by C. Reid: “That the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider having staff install signage at Saanich buildings indicating that Saanich buildings are welcoming and safe for members of the LGBTQ community.”

¹ This motion was covered in a separate motion introduced by Councillor Plant.

Passed: February 10th, 2016
Status: Referred to staff by council on April 11th, 2016²
Outcome: Staff report in progress

MOTION: Moved by M. Cook and seconded by S. Piercey: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider having all Saanich staff who interact with the public receive sensitivity training.”

Passed: February 10th, 2016
Status: Referred to staff by council on April 11th, 2016²
Outcome: Staff report in progress

MOTION: Moved by M. Cook and seconded by S. Piercey: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider having staff organize an All Body Swim at a Saanich Recreation Facility.”

Passed: February 10th, 2016
Status: Referred to staff by council on April 11th, 2016²
Outcome: Staff report in progress. An All-Bodies Swim was held at Gordon Head Recreation Centre through a rental from “Alt Pride” and the committee was provided with an overview of the success of that event on August 11th, 2016.

MOTION: Moved by M. Cook and seconded by R. Clayton: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that the Healthy Saanich Advisory Committee recommend that Council consider marketing and advertising materials produced by Saanich to be more reflective of the diversity of Saanich citizens and utilize gender neutral language.”

Passed: February 10th, 2016
Status: Referred to staff by council on April 11th, 2016²
Outcome: Staff report in progress

MOTION: Moved by A. Devor and seconded by R. Clayton: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee recommends the letter addressed to Chief Downie and the Saanich Police Board be forward as edited by the LGBTQ Committee, April 7, 2016.”

Passed: April 7th, 2016
Status: Unknown
Outcome:

² MOVED by Councillor Murdock and Seconded by Councillor Haynes: “That the recommendations from the Healthy Saanich Advisory Committee and the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Sub-Committee be referred to staff to prepare a report, in collaboration with the Healthy Saanich Advisory Committee and the LGBTQ Sub-Committee, to clarify and determine the long term intent of the recommendations.”

MOTION: Moved by M. Heinz and seconded by L. Cooper: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that Saanich participate in the Victoria Pride activities on July 10, 2016.”

Passed: May 5th, 2016

Status: Carried in council on June 13th, 2016³

Outcome: Saanich participated in the Victoria Pride Parade.

MOTION: Moved by M. Heinz and seconded by L. Cooper: “That the Lesbian, Gay, Bisexual, Transgender and Queer Sub-Committee requests that a letter be forwarded to the Saanich Police board supporting universal washrooms in public areas at the Saanich Police Station.”

Passed: May 5th, 2016

Status: Unknown

Outcome:

³ This motion was covered in a separate motion introduced by Councillor Plant.

Consultations

The committee invited members of Saanich staff to speak with the committee. These invitations helped further the committee's understanding of the departments of Saanich, the work currently being done to support LGBTQ persons in Saanich, and to facilitate dialogue on the needs of the LGBTQ community with representatives of Saanich's various departments.

March 3rd, 2016 – Meeting with Scott Tremble and Niki Hodgkinson, Saanich Police

The guests gave an overview of the community engagement work that the Saanich Police Department is undertaking.

Committee discussion:

- There currently is no specific LGBTQ support or diversity unity within the Saanich Police Department.
- It would be helpful if there was an email address of a "point person" on the Saanich Police website for a contact for LGBTQ support.
- An online diversity course is a start but not enough to properly train a person in sensitivity training. Face to face interaction is required for better understanding so that questions can be asked and answered.
- The Vancouver Police Board have issued an LGBTQ specific sensitivity training video.
- An education program for the LGBTQ community particularly LGBTQ youth of what to expect when reaching out to the police for help, should be considered.
- An invitation to school liaison officers to engage in LGBTQ outreach could be extended.
- A website should be developed for DAC along with a Twitter and Facebook presence.
- If a member of the community is concerned about threats they have received, the threats should be reported to the police department. The person's information could be flagged in the police computer so responding officers are aware of the potential for erroneous reporting.

April 7th, 2016 – Meeting at Gordon Head Recreation Centre with Charlene Parker, Manager

The committee was provided with a tour of Gordon Head Recreation Centre and discussed the capacity to run an All-Bodies Swim.

Committee discussion:

- Committee consensus was to support an All Body Swim at a Saanich recreation centre.
- A suggestion to reach out to other groups who have experience with hosting All Body Swims could be beneficial for the planning of a Saanich All Body Swim.
- The proposed Saanich All Body Swim should be Trans positive.

- The blinds could be drawn for the swims to give participants privacy.
- Approximately 50 swimmers are required for Saanich to cost recover.
- Hosting a regular All Body Swim was discussed.
- Gender neutral signage will be on the May 2016 agenda.

May 5th, 2016 – Meeting with Paul Nursey, President and CEO, Tourism Victoria and Tina Mousseau, Chief Marketing Officer, Tourism Victoria.

The committee was provided with an overview of the marketing efforts of Tourism Victoria.

Committee discussion:

- The promotional material seems to be primarily focussed on the L and the G.
- A suggestion was made on creating marketing material to highlight BTQ members to more fully capture the LGBTQ market.
- Marketing materials illustrating diversity within the LGBTQ community: more mature faces, families, and ethnic persons.
- Devor shared that attendees at a Trans conference held in Victoria felt very welcome from the moment they entered Canada.
- Creating a trans washroom guide similar to the trans washroom guide created in Vancouver would be a good tourism promotional item.
- The Chief Marketing Officer invited Committee members to blog to the Tourism Victoria site.

September 1st, 2016 – Meeting with Jo MacDonald, Human Resources Manager

The Manager of Human Resources presented information on the new computer program for collection of employee information.

Committee discussion:

- In the gender field Saanich can list multiple choice options.
- Passports allow for gender neutral response.
- The new Saanich software will not allow the gender field to be left blank. This is a requirement for the payroll function.
- Coding for the gender field could include “X” for skip, “T” for transgender.
- The corporation that developed the software could be asked on how they propose to fix this issue of gender identification.
- A query as to why recording of gender data should be a requirement for payroll was raised.
- The Director of Human Resources will report back to the LGBTQ Committee information on the programs used at other municipalities.
- Employee satisfaction surveys to assist with determining gender distributions within Saanich employees would have to be carefully considered due to privacy concerns.

October 6th, 2016 – Meeting with Harley Machielse, Director of Engineering

The Director of Engineering discussed some of the procedure and policy around Saanich capital projects.

Committee discussion:

- The washrooms at the Gorge pump station are unique as the washroom facilities were added to a pump station.
- Architects do the design work and look to building codes for signage requirements.
- The architect that was hired to plan the facility designed the signage.
- Saanich staff do not have input into the signage that is installed in washroom facilities.
- The screening to soften the visual impact of the signage is not working as well as anticipated.
- Saanich followed existing policy for design and signage at the pump station washrooms.
- The LGBTQ committee could be consulted with respect to washroom design and signage.
- Saanich does not build many new washroom facilities.
- There is not a Saanich policy for accessibility, just the BC building code requirements.
- Retrofitting existing washrooms in Saanich will be more costly and complicated than improving the design of new facilities prior to their construction.
- The design work for the Gorge washrooms was done 4 years ago and there was less awareness of gender neutrality.
- It may not be necessary to retrofit to make the Gorge washrooms gender neutral. Inside adjustments may not be large.
- Saanich should look to assistance for the LGBTQ committee to create broad accessibility policy recommendations for Saanich facilities.
- The City of Vancouver has policy around gender neutral facilities.
- Davies Street rainbow sidewalk was an expensive project. The specialized paint is very expensive.
- For a rainbow intersection the costs are typically in the range of \$40,000-\$50,00

1410-04 Eng.
xref: 5370-30



The Corporation of the District of Saanich

Mayor
Councillors
Administrator
Council
Administrator
Merrill

Report

To: Mayor and Council
From: Harley Machielse, Director of Engineering
Date: 06/06/17
Subject: Award of Tender #10/17 – Concrete Pipes, Manholes and Products



RECOMMENDATION

That Council approve the award of **Tender #10/17 – Concrete Pipes, Manholes and Products** to **The Langley Concrete Group / Lombard Pre-Cast LP**, who submitted a bid of **\$431,700** (price based on estimated annual quantities rounded to the nearest dollar and excluding taxes).

PURPOSE

The purpose of this report is to request approval to award **Tender #10/17 – Concrete Pipes, Manholes and Products** for the period ending June 31, 2018, with an option to renew for two (2) additional one (1) year terms upon mutual agreement.

DISCUSSION

Saanich issued a tender for “as and when requested” provision of concrete pipes and castings, non-reinforced and reinforced for the Greater Victoria Joint Purchasing Group (GVJPG), of which Saanich is a member.

One compliant response was received from the following vendor (price based on estimated annual quantities rounded to the nearest dollar and excluding taxes):

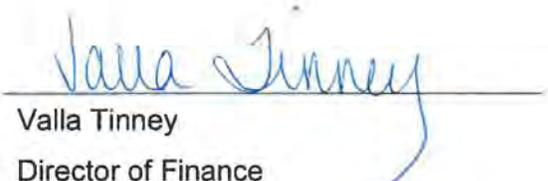
The Langley Concrete Group / Lombard Pre-Cast LP	\$563,510
Saanich portion is:	\$431,700
The rest of GVJPG portion is:	\$131,809

FINANCIAL IMPLICATIONS

The estimated weighted average increase is 1% for Saanich portion over the prices in 2016. Funding for this contract is available in the 2017 Engineering and Utility operational and capital budgets.

**CM
E.4**

Prepared by 
Harley Machielse
Director of Engineering

Reviewed by 
Valla Tinney
Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Engineering.


Paul Thorkelsson, Administrator

1410-04 Eng
xref: 5370-30



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: June 12, 2017

Subject: Award of Tender #18/17 - Supply of Hot and Cold Mix Asphalt

RECOMMENDATION

That Council approve the award of **Tender #18/17– Supply of Hot & Cold Mix Asphalt be awarded to Island Asphalt Company**, who submitted the low bid of \$489,390 (price based on estimated annual quantities rounded to the nearest dollar and excluding taxes).

PURPOSE

The purpose of this report is to request approval to award Tender #18/17 - Supply of Hot and Cold Mix Asphalt, for the period ending May 31, 2018.

DISCUSSION

A Tender was issued for the supply of Hot and Cold Mix Asphalt as and when requested. The pavement material is used for temporary and permanent repairs that support annual maintenance programs and capital projects.

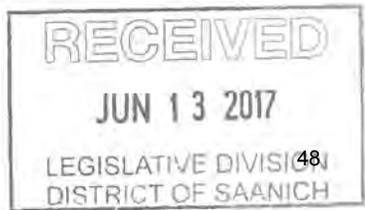
Two compliant responses were received from the following vendors (price based on estimated annual quantities rounded to the nearest dollar and excluding taxes):

- **Island Asphalt Company** **\$ 489,390**
- Capital City Paving **\$ 499,240**

FINANCIAL IMPLICATIONS

The estimated weighted average increase is 3% over the 2016 prices.

Funding for this contract is available in the 2017 Engineering Department's maintenance and capital works budgets.

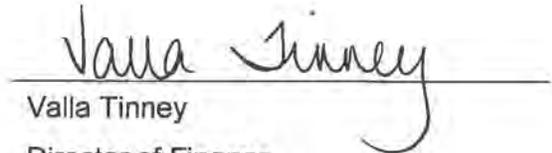


**CM
E.5**

Prepared by


Harley Machielse
Director of Engineering

Reviewed by


Valla Tinney
Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Engineering.



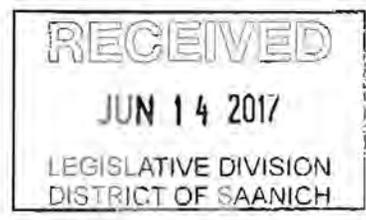
Paul Thorkelsson, Administrator

1410 - 04 Council
xref: 1500-20-11



Report

To: Mayor and Councillors
From: Councillor Susan Brice
Date: June 12, 2017
Subject: **Municipal Elections – Candidate Signs (Notice of Motion Introduced June 12, 2017)**



Mayor
Councillors
Administrator
Council
Administrator
Media

Election signs are a legitimate form of campaigning but in recent Saanich Municipal Elections there have been campaign signs erected prior to the official election period.

In order to minimize the potential for visual clutter there should be a limit on the number of days prior to Election Day when election signs are permitted.

With the upcoming by-election there is an opportunity to set a standard that all candidates will be expected to follow and this would become the standard for future elections in Saanich.

RECOMMENDATION:

That Staff be asked to advise on the best course of action to ensure that all Saanich municipal campaigns adhere to a regulated period of time when election signs are permitted.

Councillor Susan Brice

CM
E.6

1410-04 Council
xref: 1500-20-11 207



The District of Saanich

Report

Mayor
Councillors
Administrator

Council
Administrator
Media

To: Mayor and Council
From: Ken Watson, Director of Legislative Services
Date: 06/14/2017
Subject: Regulation of Election Signs on Municipal Property

RECOMMENDATION

That Council receive this report and attached Administrative Policy 2/ELE regarding Election Signs on Municipal Property.

PURPOSE

This report is provided for Council's information and in response to the proposed motion that "staff be asked to advise on the best course of action to ensure that all Saanich municipal campaigns adhere to a regulated period of time when election signs are permitted."

DISCUSSION

Administrative Policy 2/ELE was updated in April 2017 to include regulated periods of time when election signs are permitted on municipal property. This regulation applies to municipal, school district, Provincial and Federal elections.

With respect to municipal elections, signs would be permitted to be placed beginning the first day of the nomination period (46 days before general voting day) and must be removed 4 days after the election vote.

ALTERNATIVES

1. That Council receive the Administrative Policy 2/ELE for information
2. That Council provide alternate direction to staff regarding election signage regulation.

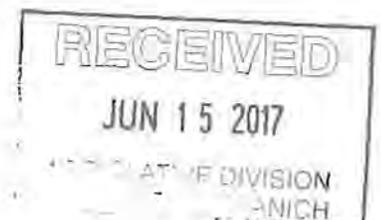
Prepared by

Ken Watson
Director of Legislative Services

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Legislative Services.

Paul Thorkelsson
Chief Administrative Officer



SUBJECT: ELECTION SIGNS ON MUNICIPAL PROPERTY		
DATE OF ISSUE:	JANUARY 4, 2000	ORIGIN: LEGISLATIVE
AMENDED:	SEPTEMBER 19, 2005	DIVISION
	SEPTEMBER 30, 2008	
	AUGUST 22, 2014	
	APRIL 14, 2017	

In order to protect public safety and public amenities in the District of Saanich, yet allow a candidate or political organization in a local, provincial, or federal government election campaign to place signs for election purposes, the following policy applies:

GENERAL REQUIREMENTS

- Sign permits are not required.
- Signs must not be visible from any voting place.
- Signs must not be illuminated, animated, rotating, flashing or have moving lights or other electrical features.
- Signs must meet the requirements of the *Local Election Campaign Financing Act*.
- Elections signs for municipal or school trustee elections or by-elections are permitted only within the municipal election period, beginning with the first day of the nomination period.
- Election signs for provincial or federal elections or by-elections are permitted only within the respective election period, beginning from the time the writ of election is issued.
- Election signs for the purposes of a federal, provincial, local government or school district referendum are permitted beginning thirty (30) days before the date of the referendum vote.
- Signs must be removed with four (4) days after the election or referendum vote.

GENERAL PROHIBITIONS

Signs are prohibited on:

- Medians and traffic islands, and in planting beds;
- Boulevard trees, or within one (1) metre of a boulevard tree;
- All Saanich facilities or structures, parks, and playing fields, including the adjoining boulevard area.

Signs are prohibited on public or private property that:

- Are within one (1) metre of a fire hydrant;
- Obstruct or detract from any traffic control device or signage;
- Obstruct the line of vision at an intersection; or
- Are placed in a manner that may constitute a hazard to pedestrians, cyclists or vehicles.

GENERAL ENFORCEMENT

- Signs installed in prohibited areas will be removed by Saanich staff if not removed or relocated within 24 hours notice to the applicable candidate or campaign office.
- Where there are immediate safety concerns or damage to municipal property, Saanich staff will immediately remove the signs and then contact the candidate or campaign office.
- Saanich will assume no responsibility for any damage to election signs where they are removed by Saanich staff in prohibited locations.

ADDITIONAL CANDIDATE RESPONSIBILITIES

- Persons installing signs on municipal property must be aware of the risk of damage to underground utilities. A call must be made by the candidate or their agent to **1-800-474-6886** at least 48 hours in advance of the installation in order to confirm that the location chosen is safe. Any damage to underground utilities or services as a result of election signs being placed on municipal property is the responsibility of the candidates and their agents.
- Candidates and their agents are liable for any damage done to Saanich property in placement of election signs on municipal property.
- Candidates and their agents should also reference applicable Provincial and Federal statutes and regulations for additional restrictions or requirements.



LEGISLATIVE SERVICES
Mayor
Councillors
Administrator
Council
Administ
Media

Memo

To: Donna Dupas, Legislative Manager
From: Elizabeth van den Hengel, Committee Clerk
Environment and Natural Areas Advisory Committee
Date: April 19, 2017
Subject: CONSERVATION TAX CREDIT

File: 1420-30 ENA

At the March 28, 2017 meeting of the Environment and Natural Areas Advisory Committee the Committee continued a discussion on a Conservation Tax Credit. The Committee resolved as follows:

“That the Environment and Natural Areas Advisory Committee requests that Council ask staff to draft a letter to the province in support of exploring a Conservation Tax Exemption Program.”

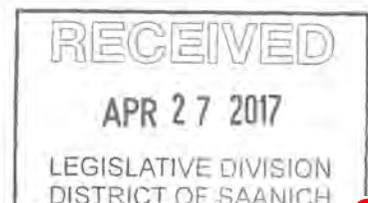
An excerpt from the March 28, 2017 minutes along with the supporting documents are attached for your information.

Elizabeth van den Hengel
Committee Clerk

e-copy: Mayor Atwell
Paul Thorkelsson, CAO
Director of Planning
Manager Environmental Services
Councillor Wergeland, Chair, ENA

/ev

Attachments (3)



**CM
F.1**

CONSERVATION TAX CREDIT

The Manager of Environmental Services facilitated a continuing discussion on a Conservation Tax Credit. The Manager of Environmental Services discussed the correspondence with A. Birch, Land Trust Alliance of British Columbia, Volunteer addressing questions the ENA Committee put forward. Accordingly the Committee resolved as follows:

MOTION: MOVED by K. Brown and Seconded by H. Gibbard “That the Environment and Natural Areas Advisory Committee requests that Council ask staff to draft a letter to the province in support of exploring a Conservation Tax Exemption Program.”

CARRIED

Elizabeth VanDenHengel - Fwd: for the ENA

From: Adriane Pollard
To: Elizabeth VanDenHengel
Date: 2/17/2017 4:04 PM
Subject: Fwd: for the ENA
Attachments: NAPTEP Briefing to BIM May 2015.docx; MNC report on CTIP.docx

E,
 Can you please forward this to the ENAC Members?
 Thank you,
 Adriane

Dear ENAC members,
 At this last meeting, I was asked to find answers to your questions about the Conservation Tax Incentive Program. The following information is mostly from Alf Birch (**in bold**), and I have added a few bits in too (in blue). Adriane

- What is the difference between NAPTEP and CTIP? Are they both worth looking at for Saanich?

At this point the CTIP proposal is fully based on the NAPTEP model. The only difference we've proposed at this point is a higher level of tax exemption than NAPTEP's 65% in order to incentivize greater participation.

- Would Saanich be involved in determining if an area is worthy of a covenant and subsequent tax reduction?

The NAPTEP program is fully voluntary and local governments must make a decision to opt-in in order to activate the program in their area. All local governments in the Islands Trust area have done so. As far as I know, no local governments have chosen to be involved in the screening and approval of specific covenant applications. All covenants are held by the Island Trust Fund Board. I suppose Saanich could, at the time of opting-in, request the power to approve specific covenants or to be a co-covenant holder along with a land trust if it wished to do so, although that would require staff time. Adriane notes that Saanich is already involved in such covenants so the likelihood is that we would continue to do so.

- One approach would be for Saanich to pre-identify the properties that would be most worthy. Could that work under the CTIP proposal? Should there be a minimum sized property?

Again, I expect Saanich could specify those kinds of conditions to its participation. NAPTEP does not have a minimum size requirement but it has been observed owners of small parcels do not find it attractive to bear the costs of establishing a covenant on their land in return for the small amount that they are going to save in tax exemption.

- How many worthy properties are in the EDPA? How many worthy properties are

there outside the EDPA?

This is an interesting question. One could rule out public land and parks, ALR, privately managed forest land and parcels that are small or have a low value and therefore would not benefit much from a tax exemption. All covenant properties must also meet environmental value criteria that make them important for preservation. The Island Trust Act specifies criteria that must be met for NAPTEP.

The District of Metchosin is currently carrying out a study to determine the potential impact of a CTIP in their area. For your information, I'm attaching a study that was done for Bowen Island Municipality which shows the approach which was taken to determining potentially eligible land and tax shift implications.

Adriane notes that between existing covenant properties and EDPA (not buffers), there are approximately 1400 properties. However, there are about 3000 properties affected by the SDPA and only one has a riparian tax reduction.

The *Community Charter*, section 225 (2) (c), allows municipalities to exempt properties from tax when eligible. In order to be eligible for a Riparian Tax Exemption three conditions must be met:

- 1. The property owner must register a covenant in favour of Saanich under section 219 of the *Land Title Act* that protects the riparian property, and**
- 2. Saanich Council must approve by bylaw the tax exemption for the area of property protected by covenant for riparian protection.**
- 3. The property owner will be required to enter into an agreement with Saanich respecting the extent of the tax exemption and the conditions on which it is made.**

- How much uptake would be required before the cost became noticeable?

The Bowen Island study is the best information that I've seen. Expected impacts are in the range of a few dollars per non-participating property per year.

- What would be recommended for Saanich--a program that results in a tax shift or one that uses a separate fund such as Provincial funds.

There are a number of "tools in the toolbox", CTIP / NAPTEP being only one. A number of municipalities, particularly in the interior, are pursuing "conservation funds" which are locally funded and can be used for a variety of land conservation purposes. Saanich is obviously already using a number of tools (park acquisition, zoning, etc). We believe CTIP could be a useful addition. I don't believe there are any current proposals for a program which would use provincial funds, although that would certainly make things more attractive.

- What is the capacity of Saanich (staffing, etc) to take this on?

In the NAPTEP experience the local governments opt-in to allow the program to operate but they do not administer the program. Therefore the demand on staff input is very small after the program is up and running.

Adriane notes that staff time could be more depending on the model. The Riparian tax exemption requires staff time.

- Is the Province leaning towards a CTIP? Is it on their radar at this time?

No, I think its fair to say the province has not given much indication of interest in a CTIP. Staff in the Ministry of Environment and some other ministries are doing some low level work in connection with the Species and Ecosystems at Risk plan. The current initiative by the Land Trust Allianc of BC is intended to build awareness and support in principle, recognizing that the details of a CTIP are not known at this point.

- Could Saanich request a legislative change just for Saanich?

No I don't think that would be feasible since I don't think the province would consider separate legislation for each municipality that is interested.

In conclusion, I'm attaching a short staff report which was done in the Municipality of North Cowichan. The Council there has recently approved a letter of support for CTIP, although I haven't seen a copy of the letter yet.

We do not know the specific details of a future CTIP. The purpose of the present initiative is to build local government awareness and support to request the provincial government to work on developing the details of a program. Having said that, we are basing our current thinking on the Island Trust NAPTEP program. The following comments are based on our best guess as to how the province might proceed and what a CTIP might look like.

Let me know if you have further questions or if you'd like to see some of the letters of support which we have received. I hope this can move ahead quickly in Saanich since we are hoping to collect letters of support and forward them to the province before the upcoming election.

To the committee members: I saw Alf's presentation last week at a symposium for the Species & Ecosystems at Risk Local Government Working Group. He has 6 letters of support from local governments plus another 6 on the way. He stated that NAPTEP is a good model but not necessarily what is proposed. The idea is to ask the Province to explore the idea and hopefully design something to allow local governments to offer a voluntary incentive but not to commit Saanich to implementing it or agreeing with the outcome.

I hope this information helps. Adriane



**ISLANDS TRUST STAFF REPORT
TO
THE BOWEN ISLAND MUNICIPAL COUNCIL**

DATE: May 25, 2015

SUBJECT: Islands Trust Natural Area Protection Tax Exemption Program

PURPOSE

To consider the implementation of the Islands Trust Natural Area Tax Exemption Program in the Bowen Island Municipality.

REQUEST

That the Bowen Island Municipal Council agree in principle to the implementation of the Natural Area Protection Tax Exemption Program in the municipality, and to further negotiate the terms of a letter of understanding with the Islands Trust Council, including any criteria for excluding or rejecting NAPTEP applications and options to jointly hold conservation covenants arising from the program.

ALTERNATIVE

That the Bowen Island Municipal Council not agree to the implementation of the Natural Area Protection Tax Exemption Program within the municipality until it receives more information.

1. DESCRIPTION OF ISSUE

The Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) was enacted in 2005 and since adopted in all seven of the Regional Districts within the Islands Trust Area. As required under provincial legislation, the Islands Trust is seeking the agreement of the Bowen Island Municipal Council to implement the NAPTEP in its jurisdiction.

NAPTEP is an Islands Trust Council program that is managed by its conservation land trust, the Islands Trust Fund. To qualify for NAPTEP a landowner must be willing to permanently protect, through a NAPTEP conservation covenant, one or more of the following eligible features on their property:

- Areas relatively undisturbed by human activity that are good examples of important ecosystems such as forests over 80 years old, woodlands, water features, sparsely vegetated natural areas, coastal bluffs, etc.
- Areas relatively undisturbed by human activity that are key habitat for rare native plant species or plant communities.

- Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging.
- Special geological features.

Eligible properties are typically classified as "residential" by BC Assessment, however Section 49.3 of the *Islands Trust Act* allows for other property classes to apply to the program. If the property is approved under the program, the property is then reassessed as residential class. Lands subject to other tax exemptions such as that in the Agricultural Land Reserve (ALR) or lands designated as Private Managed Forest Lands (PMFL) are typically not eligible for NAPTEP.

As of May 2015 there are 23 NAPTEP covenants registered on title in the Islands Trust Area, protecting 76 hectares of land. Trust Council has been approving an average of 8.35 new hectares each year throughout the Trust Area. The protected areas range in size from 0.48 hectares (1.18 acres) to 23.7 hectares (58.5 acres). NAPTEP participants are reporting annual reductions of \$1,300 to \$3,700 on their property taxes. Participants normally recover their upfront costs to participate (e.g. survey, legal and baseline report) in a few years. The Trust Fund Board's current minimum covenant size is 2 hectares.

Table showing history of NAPTEP participation since inception

Regional District	Island	Launch year	# of years since launch	# applicants since launch	# NAPTEP covenants registered	hectares protected	new hectares per year	reduction in taxable value for 2015	notes
SCRD	Gambier Is	2002	13	0	0	0	0		
Capital RD	Salt Spring	2005	10	12	10	44.9	4.49	\$ 2,629,900	1 pending, 1 withdrawn
Capital RD	Mayne	2005	10	0	0	0	0		
Capital RD	N. Pender	2005	10	12	8	13.8	1.38	\$ 2,247,115	1 pending, 1 withdrawn, 1 registered non-NAPTEP covenant
Capital RD	S. Pender	2005	10	0	0	0	0		
Capital RD	Saturna	2005	10	0	0	0	0		
Capital RD	Galiano	2005	10	2	2	3.4	0.34	\$ 372,450	
Nanaimo RD	Gabriola	2008	7	2	2	9.5	1.36	\$ 328,250	
Cowichan Valley RD	Thetis	2008	7	0	0	0	0		
Comox Valley RD	Hornby	2009	6	4	1	4.69	0.78	\$ 175,500	1 pending, 2 withdrawn
	Denman	2009	6	0	0	0	0		
Powell River RD	Lasqueti	2011	4	1	0	0	0		1 pending
Metro Vancouver	Bowyer, Passage	2013	2	0	0	0	0		
				33	23	76.29	8.35	\$ 5,753,215	
				Total applications	Total covenants	Total hectares	Avg new ha per year	Total reduction in taxable value for 2015	

If a land owner breaches the conditions of the covenant, the Islands Trust may remove the NAPTEP certificate from the property as per section 49.5 of the *Islands Trust Act*. If the certificate is cancelled, the land owner must pay the full value of the discounted taxes since the certificate was issued, plus applicable interest. The discharge of the NAPTEP certificate does not automatically result in the cancellation of the conservation covenant, which may remain in place.

2. IMPLICATIONS OF BRINGING NAPTEP TO BOWEN ISLAND MUNICIPALITY

2.1 SUSTAINABILITY IMPLICATIONS

Should Bowen Island Municipality adopt NAPTEP, the program will help protect important ecosystems and ecological features without creating public parkland with high ongoing operating costs and liabilities. A standard NAPTEP covenant restricts the following:

- Buildings or new roads
- Removal of native plants
- Use of herbicides and pesticides
- Alteration of watercourses or water bodies
- Grazing of animals
- Modification of the soil

Over 54% of Bowen Island (or 2755 hectares) is considered of high biodiversity value but only 14.2% of the island is currently under some form of protection by various private or public agencies. The high biodiversity value and significant amount of mature forest (49% of Bowen Island) make Bowen Island a high priority for conservation within the Trust Area. Private land owners can use NAPTEP to help add to Bowen Island's existing network of protected areas. More details are here: <http://www.islandstrustfund.bc.ca/i-am-a/local-government/ita-protected-areas/bowen-municipality.aspx>

2.2 ORGANIZATIONAL IMPLICATIONS

Under current policy, Islands Trust Fund staff promote the program and work directly with applicants. Staff prepare a report for each NAPTEP application received, outlining the ecological features and determining the property's eligibility for NAPTEP (based on the criteria in the *Islands Trust Natural Area Tax Exemption Regulation*). Based on this information, the Trust Fund Board then decides if it is willing to hold the covenant. The application is then referred to the relevant local trust committee / municipality for comment. The Trust Fund Board then requests the issuance of a natural area tax exemption certificate from Trust Council (to be issued once a covenant is registered). At the invitation of the applicant, the covenant may be jointly held by Bowen Island Municipal Council or another land conservancy.

Bowen Island Municipal Council may wish to have greater authority over the program, such as by pre-defining excluded classes or zones of property and / or by rejecting applications recommended by the Trust Fund Board. If so, the criteria for rejection should be clearly laid out in a Letter of Understanding (draft attached) and in promotional materials to provide transparency to applicants. Criteria for rejection could include setting annual maximums for numbers of applications, hectares or land value to mitigate the impact on other taxpayers.

2.3 FINANCIAL IMPLICATIONS

There are no direct financial implications or workload implications for Bowen Island Municipal Council with regard to the administration of NAPTEP, other than those agreed to in the proposed Letter of Understanding. The costs associated with covenant registration are paid by the land owner. The Islands Trust Fund Board pays for monitoring and enforcing the covenant.

There are financial implications for applicants, who pay the costs of surveys, baseline reports and covenant registration in order to get a permanent 65% tax exemption on the assessed value of that part of the land subject to the protection covenant.

There are financial implications for other tax payers in the form of a "tax-shift" after each new tax reduction for successful NAPTEP applicants. This may be partially offset by taxes collected from new development. Only when there is no net increase in new taxable development, would an increase in the tax rate be needed to raise the approved budget required by each taxation authority.

The increase in the tax rate depends on how many property owners in the designated area are approved for NAPTEP and how much new growth takes place to offset the tax exemption. The affected taxes include Provincial School, Provincial General, GVRD Municipal Levy, Translink, Electoral Area and Islands Trust. Local service taxes will also be affected but there is no impact on parcel taxes or the tax on improvements.

Only a fraction of Bowen Island properties would be eligible to apply for NAPTEP. Staff used the following assumptions for the estimates in this staff report:

- Excludes ALR, PMFL, crown land, parks and protected areas.
- Excludes properties smaller than 2 hectares.
- Excludes properties with assessed land value of less than \$200,000 (i.e. not including improvement value). The cost of entering the program generally outweighs the benefits for lands valued at less than \$200,000.
- At least 1 ha of the property likely meets the ecological requirements.
- A portion of the property is classified as "residential" by BC Assessment.

Using the assumptions above, and excluding 0.5 hectares for a residential footprint on each property, staff estimate there are 150 eligible properties covering 1,057 eligible hectares (or 17% of the assessed value of land on Bowen Island). The total eligible assessed land value eligible for NAPTEP using the above assumptions is \$187.27 million, or an average of \$1.25 million per property.

With a 65% discount on the three highest taxes (Municipal, Islands Trust and GVRD), NAPTEP would save the average applicant \$2,226 in taxes per year. As the table below shows, this amount would be distributed among all other Bowen Island tax payers. An average property protected by a NAPTEP covenant would cost each property owner an additional one dollar per year. If, after a few years, there were ten NAPTEP covenants, it would cost other property owners ten dollars per year. These estimates do not factor in the effect on properties with higher municipal tax rates such as utilities and light industry.

Average Tax Shift of NAPTEP to Bowen Island Municipal Levy per Approved Property

Taxation Authority	Hectares of Properties Eligible for NAPTEP	# of Taxable Properties	Assessed Taxable Land Value	Average Assessed Land Value per Property	2015 Mil Rate on Class 1	Property tax on average NAPTEP property	x 65% discount on average NAPTEP property	Average NAPTEP tax shift per taxable property**
	1057	150 (NAPTEP only)	\$187,273,370 (NAPTEP eligible only)	\$1,248,489 (NAPTEP eligible only)				
Municipal		2195	\$1,111,070,647	\$506,182	2.55393	\$3,188	\$2072	.94
Islands Trust		2195	\$1,107,002,970	\$506,182	.135598	\$169.29	\$110	.05
GVRD		2195	\$1,107,002,970	\$506,182	.053954	\$67.36	\$44	.02
Totals		2195				\$3,899,229 (all classes)	\$2226	\$1.01

Notes:

* The average residential footprint not eligible for NAPTEP is estimated at 0.5 ha per property. The 65% tax exemption applies to the adjusted land value.

**Assumes the tax shift will be redistributed evenly among the 2195 taxable parcels within the Bowen Island taxation area and does not factor in the effect on higher tax classes.

3. IMPLEMENTATION (Next steps upon Bowen Island Council approval in principle)

The deadline for new NAPTEP applications is April 1 of each year, for a reduction in tax in the following year. Should Bowen Island Municipality approve this program and complete the tasks below in 2015, it is possible that some properties could have tax reductions by 2017. Completing the tasks below after February 2016 would mean delaying the tax reduction until 2018.

Bowen Island Municipality may choose to exclude specific property classes or zones from eligibility and/or define additional criteria for approving new NAPTEP applications than those used in the rest of the Islands Trust Area. Those excluded zones and approval criteria will be defined in Letter of Understanding.

Islands Trust Council and Bowen Island Municipality may revise and agree upon the draft Letter of Understanding attached to this briefing (requiring staff and council time for both governments).

Islands Trust Council would need to consider amendments to policy (IT Policy 2.1.x Administration of NAPTEP) to provide an alternative application process for Bowen Island applicants based on final Letter of Understanding. Such amendments could include:

- o revised timeline (earlier application deadline) for Bowen Island applicants to allow for additional review/approval process.
- o Bowen-specific application forms/guidelines.

After approval of associated policies and agreements above, Islands Trust staff would draft public communications and amend promotional materials to clarify special eligibility

requirements for Bowen Island property owners and seek approval of Bowen Island Municipal Council before publication and distribution. Bowen Island Municipal staff and councilors would need to allocate some time to review and report on the resulting applications.

4. ATTACHMENTS:

Map showing 150 properties that may be eligible for NAPTEP

Draft Letter of Understanding between Islands Trust Council and BIM Council

Islands Trust Council / Bowen Island Municipality Protocol Agreement (Feb 2014)

<http://www.islandstrust.bc.ca/media/303365/itbimprotocol.pdf>

Trust Council policy: Administration of Natural Area Tax Exemption Program

<http://www.islandstrust.bc.ca/media/174909/2.1.x%20naptaxexemption.pdf>

December 20, 2016

To: Council

From: Mark Ruttan, Director of Corporate Services / Deputy CAO

Subject: Proposed Conservation Tax Incentive Program

Purpose

The purpose of this report is to provide Council with staff comments regarding the conservation tax incentive program proposed by the Land Trust Alliance of BC.

Background

The BC conservation tax incentive program is a proposal of the Land Trust Alliance of BC to provide property tax relief to land owners who enter into voluntary conservation covenants to protect natural features on their land. It is modeled on a similar program that operates within the Islands Trust that provides 65% tax relief to owners who covenant to protect natural features of their land. The Alliance was formed in 1997 to develop educational, research and resource programs to help conservation groups steward, protect and restore BC's natural and cultural diversity.

In 2011 and 2015, the Union of BC Municipalities voted to ask the Province to grant local governments the legislative authority to implement natural area protection tax exemption programs. In response to the 2011 resolution, the Province agreed to work with regional district representatives to consider whether this should be a legislative priority and, if so, whether to model such a program on the Islands Trust program. In response to the 2015 resolution, the Province advised that while the Islands Trust program is unique and likely not applicable to municipal and regional districts generally, it is willing to work with "an interested regional district" to consider both the priority and policy implications of such a program. As of the date of the writing of this report, the Province is not engaged in such discussions.

On August 17, 2016, Council passed the following resolution: "That Council direct staff to provide a report commenting on the implications and likely effectiveness of the proposed conservation tax incentive program".

Discussion

The starting point for any discussion should be the Official Community Plan. Section 3.2.3.8 Plan says: "To achieve municipal goals and development objectives, the Municipality may consider the provision of incentives or other means".

It is difficult to say exactly what the implications of a conservation tax incentive program

in North Cowichan would be. At a minimum, such a program would result in lower property taxes for participants, offsetting higher taxes for non-participants, and increased administrative burden and costs to operate the program.

As for how effective such a program would be in conserving land that would not otherwise be conserved is difficult to say; it is hard to gauge landowner interest in such a program. The general sense of staff, however, is that the uptake of such a program and its impact on the general tax base would be minimal.

As an alternative to the proposed conservation tax incentive program, which could take years to thoroughly assess and implement, there are a few other options currently available, including:

1. restrictive covenants registered under the *Land Title Act*,
2. ecological gifts under the *Income Tax Act*,
3. permissive tax exemptions under the *Community Charter*, and
4. private managed forest land under the *Private Managed Forest Land Act*.

1. Restrictive Covenants – Section 219 of the *Land Title Act* allows a landowner to register a restrictive covenant on the title of their land. Such a covenant can stipulate that their land not be built on or subdivided, or that it not be built on or subdivided contrary to the covenant. It can also require that the land be protected, preserved, conserved, maintained, enhanced, restored or kept in its natural or existing state. Such a covenant will run with land and apply to future owners. Once registered, BC Assessment will take note of the covenant and reduce the value of the lands as appropriate. With a lower property assessment the owner will pay less in property taxes than they otherwise would. Land Trust organizations, such as Cowichan Land Trust, have used this form of covenant.

2. Ecological Gift Program – The *Income Tax Act* provides landowners with tax relief who gift or protect their ecologically sensitive land for future generations. Landowners can do this by either gifting their lands or granting a covenant or conservation easement. As of October 31st there have been 1260 ecological donations under this program valued over \$807 million across Canada, protecting over 180,000 hectares of wildlife habitat (<http://www.ec.gc.ca/pde-egp/>).

3. Permissive Tax Exemptions – Section 224 (2) (a) of the *Community Charter* provides municipalities with authority to exempt lands and improvements from municipal property taxation that are owned or held by a charitable, philanthropic or other not for profit corporation, if Council considers that the lands (or improvements) are used for a purpose that is directly related to the purposes of the corporation. Under this authority, Council has for many years granted property tax exemptions to the Ducks Unlimited, The Nature Conservancy of Canada, and the Nature Trust of BC. This authority does not allow Council to exempt taxes of properties held in individual owners' names.

4. Managed Forest Land – An owner with at least 25 hectares of land that commits to use their property for forest management activities can significantly reduce their property assessment, and consequently the property taxes they must pay, by applying

for managed forest classification (class 7). For example, an owner on the Maple Bay peninsula put their land in managed forest status last year and reduced their property taxes from approximately \$14,000 to \$4,000. If, within 15 years, a landowner withdraws their land from managed forest status, they must pay an exit fee representing the taxes that were saved.

Options

1. Await the outcome of discussions between the Province and an interested regional district.
2. Directly engage the Province in discussions, recognizing that the Province would appear to explore this with a regional district.
3. (Recommended) Ask the Province to evaluate the effectiveness and implications of conservation tax incentive programs elsewhere (eg. Ontario and Nova Scotia) and report their findings.

Implications

Asking the Province to undertake research should have no financial or manpower burdens on North Cowichan. If a conservation tax incentive program is eventually established this could provide another tool to help protect environmentally-sensitive lands for future generations. Forgone tax revenue will, of course, need to be offset through a tax shift, tax reductions, or new revenue sources.

Recommendation

That Council urge the Province to research conservation tax incentive programs to determine their effectiveness and what would be required to successfully implement such a program in BC.

Municipality of North Cowichan

Regular Council Agenda

Wednesday, January 18, 2017

Agenda Item 8.2 Proposed Conservation Tax Incentive Program

Purpose:

To review the Director of Corporate Services' December 20, 2016 report regarding the conservation tax incentive program proposed by the Land Trust Alliance of BC.

Recommendation:

That Council urge the Province to research conservation tax incentive programs to determine their effectiveness and what would be required to successfully implement such a program in BC.

October 25, 2016

Councilor Dean Murdock
Chair, Environment and Natural Areas Committee
District of Saanich

Dear Mr. Murdock,

The Land Trust Alliance of BC and other land trust partners are working on an initiative for a province-wide "Conservation Tax Incentive Program" (CTIP) to create an incentive for voluntary conservation of valuable natural areas on private lands. Such incentives are very important as we see rising land values and increased development of ecologically sensitive areas. Voluntary conservation of natural areas is an attractive means to meet municipal and regional environmental goals, such as your Official Community.

The proposed CTIP would be modeled on the successful "Natural Areas Protection Tax Exemption Program" (NAPTEP) in the Gulf Islands under the Islands Trust Fund. The NAPTEP has been in operation for 10 years and has helped to offset the cost to landowners for adopting voluntary conservation covenants. The program has not created adverse effects on local governments or non-participating landowners.

In September 2015, with the support of the Comox Valley Regional District, a resolution was passed by the Union of BC Municipalities calling for the province to pass enabling legislation for a CTIP. However, further indications of local support for CTIP are very helpful.

We are therefore requesting Saanich to provide a letter expressing support in principle for this kind of program. I am attaching a letter of support from the Town of View Royal, which can be used as a sample of the kind of letter we are seeking.

Thanks for your interest and support!

Best regards,



Alf Birch, LTABC Volunteer



TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6

Ph. 250-479-6800 • Fx. 250-727-9551 • E. info@viewroyal.ca • www.viewroyal.ca

May 18, 2016

Ministry of Community, Sport and Cultural Development
PO Box 9848 Stn Prov Govt
Victoria, BC
V8W 9T3

Attention: Minister Peter Fassbender

Dear Min. Fassbender:

Re: Provincial Conservation Tax Incentive Program

At the Council meeting held May 17, 2016, Town of View Royal Council discussed their support for the Provincial Conservation Tax Incentive Program as proposed by the Land Trust Alliance of BC (see attached letter dated May 9, 2016).

Council recognizes the importance of ecological protection on private lands as part of its goals and objectives and understands that the fully voluntary Natural Areas Protection Tax Exemption Program has already operated successfully for ten years in the Gulf Island area. Council believes a similar province-wide Conservation Tax Incentive Program would complement the Town's local environmental policies and programs.

The Town of View Royal is requesting that the Provincial Government make the necessary legislative amendments to enable local governments to use the Provincial Conservation Tax Incentive Program.

If you have any further questions, please do not hesitate to contact this office.

Yours truly,

Elena Bolster
Deputy Municipal Clerk



RECEIVED

MAY 25 2017

LEGISLATIVE DIVISION
DISTRICT OF SAANICH

A Solution to the EDPA Bylaw Challenge!

An Ownership Stewardship Program with Tax Incentive and Financial Assistance

Living on the coast of BC is like living on the cover of a National Geographic magazine. One can almost hear the camera of Wade Davis, famous ethnobotanist and anthropologist, author, and activist (who frequently visits the University of Victoria), clicking wildly, while excitingly citing distinctive ecosystems with some of the most exquisite and rarest fauna and flora on the planet.

In addition to these ecosystem attributes, it is important to also acknowledge that BC is an extraordinarily significant cultural landscape. In Saanich and the Salish Sea, we live in a cultural mecca on the unceded territory, barter routes, hunting corridors, and clam gardens, etc. of the Wsanec, Coast Salish, Songhees, and Lekwungen First Nations.

The land management techniques First Nations employed revered nature, and were also a survival mechanism. It should be noted; the First Nations motto is: "Keep it Alive".

First Nations ancestors employed fire to maintain open meadows for the harvest of Camas, etc., and it is such land management techniques which helped to create our current ecology (for example, Garry Oak ecosystems), and which helped to vitalize abundant fertility on the Saanich Peninsula. Consequently, all who live, work and play in Saanich benefit from this cultural legacy of land fertility. We do not own it today. It belongs to the future.

Most sensitive ecosystems in Saanich are located on private property, making stewardship vitally important. Saanich's Environmental Protection Area (EDPA) was created as a mechanism to protect these special places on private and public land for everyone, forever.

Further, many Saanich properties are stewarded by exemplary land owners whose properties are in the EDPA, and are key to Saanich's environmental vision. These land owners make a financial sacrifice via their economic donation to the municipality as a whole. These are the exemplars.

While, I believe ownership is an opportunity to pass the legacy of protected sensitive lands forward to the next generation, I also believe Land owners stewarding areas of biodiversity today should be rewarded through tax incentive programs and financial assistance.

I believe ownership is an opportunity to transcend rights to land that destroy ecosystem function, and therefore, also support the creation of a Saanich Legacy Stewardship Program, whereby exemplary stewards are acknowledged, profiled, and rewarded for stewarding biodiversity and sensitive ecosystems.

The above are several suggestions towards building solutions that benefit everyone. There are others, including models which can be tailored to meet Saanich's environmental objectives. The Islands' Trust Voluntary Tax Exemption Program is an example. The Trust, through its existing incentive program supports owners to voluntarily leave their properties in a natural state, rather

than develop or log it to pay property taxes.

Stewardship is a shared responsibility. Let's work together.

Nathalie Chambers

1410-04
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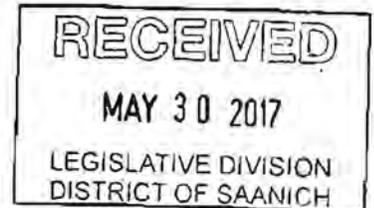
The Corporation of the District of Saanich

Mayor
Councillors
Administrator
Com. Assoc.
Applicant

Council
Administrator
Media

Report

To: Mayor and Council
From: Sharon Hvozanski, Director of Planning
Date: May 29, 2017
Subject: Subdivision and Development Variance Permit Application
File: SUB00747; DVP00388 • 827 Royal Oak Avenue



RECOMMENDATION

1. That proposed Lot B be exempted from the statutory requirement to provide a minimum 10% perimeter road frontage under Section 512(2) of the "Local Government Act" subject to registration of a covenant requiring that:
 - a. The design and construction of any dwelling on proposed Lot B conform to a minimum BUILT GREEN® Gold, or equivalent energy efficiency standard;
 - b. Any new dwelling on proposed Lot B include the necessary conduits to be solar ready for future installation of photovoltaic or solar hot water systems; and
 - c. That the new dwelling on proposed Lot B be constructed substantially in compliance with the plans prepared by Victoria Design Group date stamped March 1, 2017.
2. That Council approve Development Variance Permit DVP00388.

PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The subject application is composed of a request for: 1) a waiver from the statutory requirement to provide a minimum 10% lot perimeter as road frontage in order to create a panhandle lot; and 2) a variance to increase the percentage of non-basement area for the proposed dwelling from 80% to 94%. The applicant is Kirpal (Paul) Nirwan.

DISCUSSION

Neighbourhood Context

The subject property is within the Broadmead neighbourhood in the Royal Oak Local Area. Although the subject property is not within an identified "Centre" or "Village", it is within 600 m travel distance of Broadmead "Village" (see Figures 1 and 2).

**CW
2**

The rectangular shaped lot is zoned RS-10 (Single Family Dwelling) and is located on the south side of Royal Oak Avenue, approximately 100 m east of Chatterton Way. The Patricia Bay Highway is approximately 300 m to the west and Royal Oak Drive approximately 400 m to the north. The surrounding properties are also zoned RS-10 (Single Family Dwelling) and have been developed as single family residential.

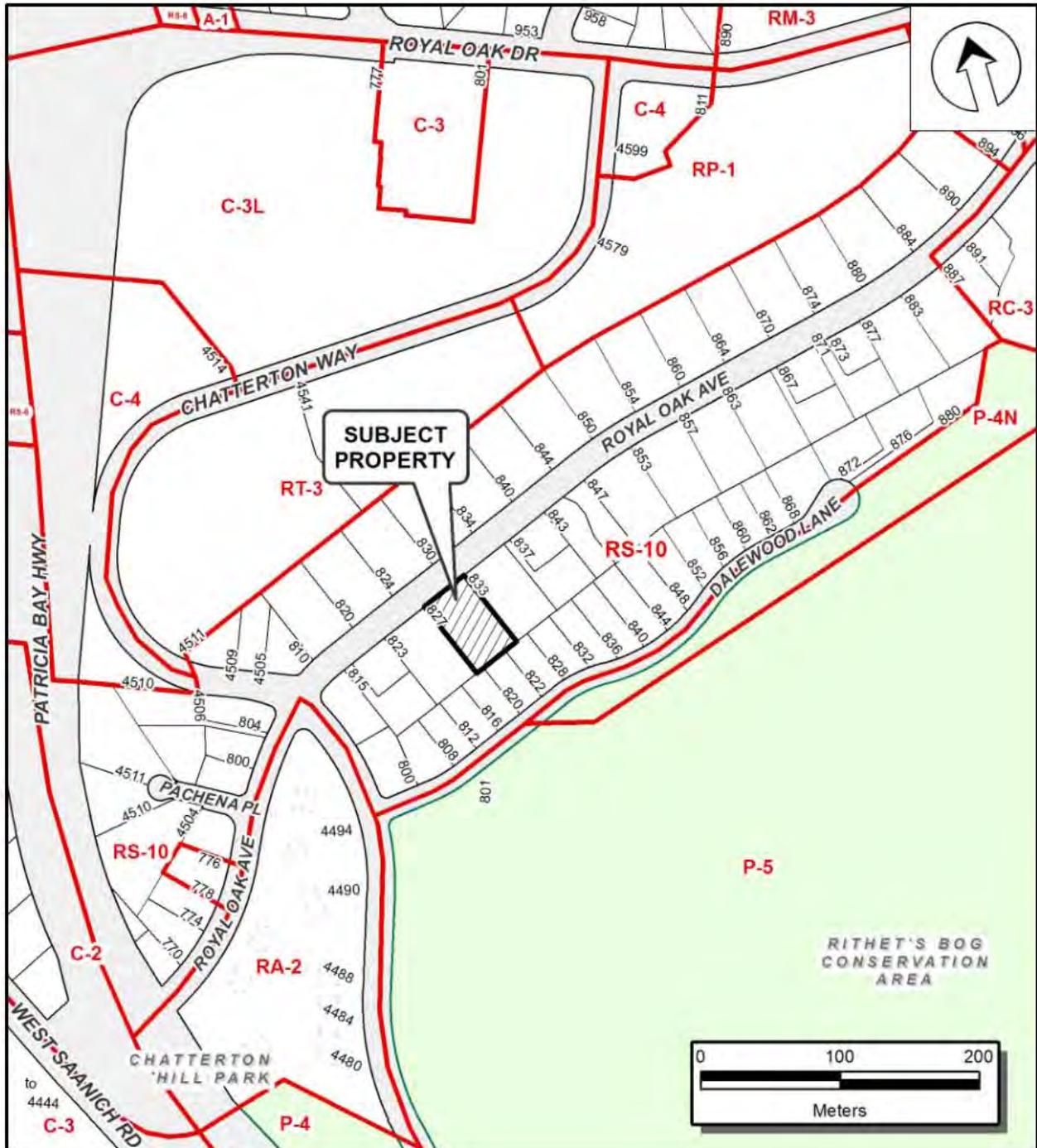


Figure 1: Neighbourhood Context

Proposed Land Use

There would be no change in zoning with the subject application. The proposed subdivision would create one panhandle lot under the existing RS-10 (Single Family Dwelling) Zone. Four other lots along Royal Oak Avenue have been subdivided to create a panhandle lot within the last 20 years, the most recent panhandle subdivision in 2012 created 835 and 837 Royal Oak Avenue. There would remain eight lots of a similar size in the neighbourhood that may apply to subdivide in the future under the same policy, subject to consideration of house location, tree retention, slope, and impact on adjoining amenities.



Figure 2: Orthophoto Neighbourhood Context

Site and Building Design

The site features perimeter hedges and an expansive lawn area extending from the rear of the existing dwelling to the rear lot line. The surface of the land slopes downward from Royal Oak Avenue with a ± 10 m change in elevation from the north east to the south west property corners.

Municipal records indicate the existing dwelling was built in 1957. The applicant is proposing to retain the house. The existing dwelling has 288 m² non-basement floor area and would comply with the RS-10 (Single Family Dwelling) zoning regulations based on the new lot area. The applicant is proposing a modern styled home design for the proposed panhandle, and is willing to secure the design by covenant (see Figure 4).

A variance is requested for the new house to be constructed on the panhandle in order to allow the amount of non-basement area to increase from 80% to 94%. The proposed new dwelling presents as single storey at the front (north property line), however due to the slope of the

property it presents as two full storeys at the rear (south property line) and results in a larger portion of the dwelling being non-basement.

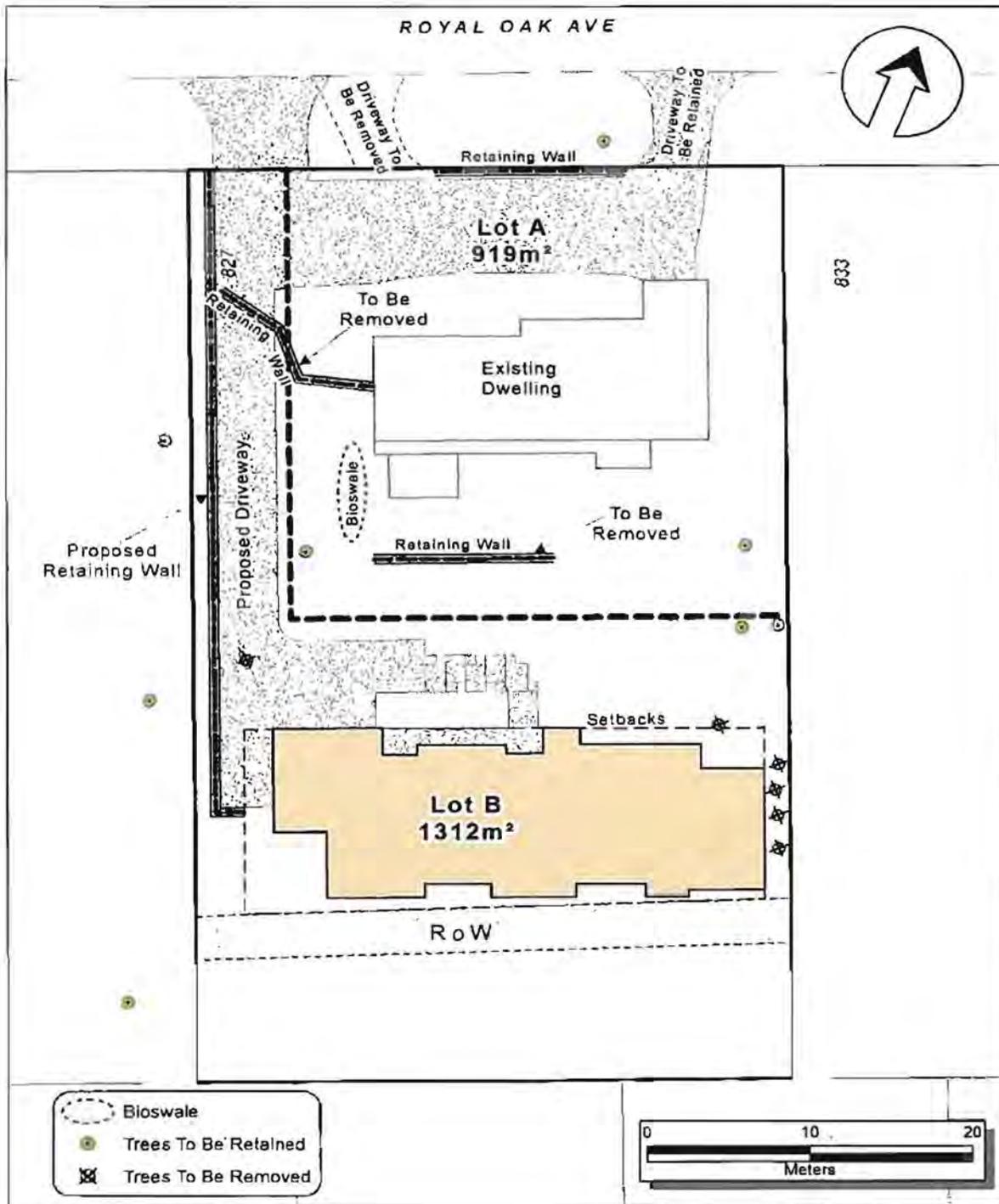


Figure 3: Proposed Subdivision



Figure 4: Proposed Dwelling Design (Provided by Victoria Design Group)

Consultation

The Royal Oak Community Association was sent a referral from the Planning Department and they responded that they have deferred the referral to the Broadmead Area Residents' Association (BARA) for comment. BARA responded that since the property is not within the covenant area they regulate they decline to comment on the proposal.

The applicant contacted the surrounding neighbours with a form letter of support for the proposed subdivision. Eight neighbours signed the form letter, one neighbour did not sign the form letter, however the applicant indicated this neighbour also had no objection. The applicant advised that one neighbour did object, but no further detailed information regarding their objection was provided.

In response to the early notification in relation to the proposed subdivision, one resident response was received. The resident noted generally that they did not support any additional density and also noted concerns about the potential impacts to the birds and wildlife from Rithet's Bog.

ALTERNATIVES

1. That Council approve the recommendations as outlined in the staff report.

The implications of this alternative are discussed in detail in the later sections of this report.

2. That Council reject the recommendations as outlined in the staff report.

Should Council decide to reject the recommendations regarding creating a panhandle lot contained in this report, the implications are that proposed subdivision would not proceed.

Should Council decide to support the 10% waiver but reject the recommendations regarding the variance request contained in this report, the implications are that the design of the proposed dwelling would need to be revised to be in compliance with the Zoning Bylaw.

3. That Council provide alternate direction to Staff.

Should Council provide alternate direction to staff, such as a redesign of the subdivision for example, the implications are that staff would work with the applicant to address comments from Council. The applicant would undertake any necessary revisions to the plans, and would resubmit their proposal, for review by staff and ultimately consideration by Council. This alternative would result in a delay in Council's decision regarding the panhandle subdivision.

FINANCIAL IMPLICATIONS

There are no immediate implications related to the District of Saanich Financial Plan.

STRATEGIC PLAN IMPLICATIONS

There are no implications to the District of Saanich 2015-2018 Strategic Plan.

PLANNING IMPLICATIONS

Policy

The following Saanich Planning Policies are most applicable to the subject proposal:

Official Community Plan (2008)

- 4.2.1.1 “Support and implement the eight strategic initiatives of the Regional Growth Strategy, namely: Keep urban settlement compact; Protect the integrity of rural communities; Protect regional green and blue space; Manage natural resources and the environment sustainability; Build complete communities; Improve housing affordability; Increase transportation choice; and Strengthen the regional economy.”
- 4.2.1.2 “Maintain the Urban Containment Boundary as the principal tool for growth management in Saanich, and encourage all new development to locate within the Urban Containment Boundary.”
- 4.2.1.14 “Encourage the use of ‘green technologies’ in the design of all new buildings.”
- 4.2.1.18 “Encourage new development to achieve higher energy and environmental performance through programmes such as ‘Built Green’, LEED or similar accreditation systems.”
- 4.2.1.20 “Require building and site design that reduce the amount of impervious surfaces and incorporate features that will encourage ground water recharge such as green roofs, vegetated swales and pervious paving material.”
- 4.2.4.3 “Support the following building types and land uses in Neighbourhoods:
- Single family dwellings;
 - Duplexes, tri-plexes, and four-plexes;
 - Townhouses;
 - Low-rise residential (up to four storeys); and
 - Mixed-use (commercial/residential) (up to four storeys).”

Royal Oak Local Area Plan (2001)

- 4.7 “Support the Broadmead Covenant Enforcement Society in its enforcement of the Broadmead design control covenants that protect and preserve the features of this neighbourhood.”
- 9.1 “Maintain single family housing as the predominant land use and promote appropriately located and designed small lot single family, multi-family and mixed residential housing.”
- 9.2 “Consider rezoning and subdivision for single family infill development in established neighbourhoods that is compatible with and contributes to the character and quality of the community and preserves the privacy of dwellings.”
- 9.4 “Consider relaxing the 10% frontage requirements for subdivision applications, for those lots on the south side of Royal Oak Avenue identified as Site A on Map 9.1, having regard to the house locations, tree retention, slope and impact on adjoining amenities.”

- 9.8 “Consider single family, multi-family or mixed residential housing for the potential housing sites identified on Map 9.1.”
- 9.9 “Apply the development guidelines in Tables 9.1, 9.3 and 9.4 when considering rezoning and/or subdivision and/or development permit applications for the potential housing sites identified on Map 9.1.”

Note: the property is within Site A on Map 9.1 and the Guideline in Table 9.1 is “refer to Policy 9.4.”

Policy Analysis

Official Community Plan

The proposal is consistent with the Official Community Plan which contemplates limited infill in neighbourhoods inside the Urban Containment Boundary, and the Royal Oak Local Area Plan which identifies this area as suitable for infill panhandle lots.

In 1992 the Dalewood Lane subdivision immediately south of the subject property was approved following consideration of future access to the subdividable lots fronting Royal Oak Avenue. It was determined at that time that panhandle subdivision options were available and that a road fronting Rithet’s Bog would maximize greenway and community access to parkland.

In 1998, a review of the subdivision potential of those lots on the south side of Royal Oak Avenue was undertaken and Council directed that Royal Oak Local Area Plan Policy 9.4, which supports waiving the 10% lot perimeter requirement, provide direction for future decisions. The proposed lot sizes, lot configurations and adjoining side and rear lot boundaries are compatible with the pattern of residential development in the surrounding neighbourhood. The creation of one lot for single family residential with a suite would have a negligible impact on traffic or street parking.

10% Waiver

Pursuant to Council Policy 99/321, all panhandle lots that do not provide a minimum road frontage of 10% of the lot perimeter shall be referred to Council for consideration of a waiver from the statutory requirement pursuant to Section 512(2) of the “Local Government Act”.

The following criteria are used by Council to assess the implications of proposed panhandle lots:

- a) Whether the reduced frontage of the proposed lots will adversely affect the streetscape or result in conflict with existing driveways, intersections, or natural features.

Presently, a semi-circular paved driveway provides access to the existing dwelling. The applicant proposes to create a new, wider shared driveway and servicing corridor along the westerly property line. It would then be blended into the driveway in front of the existing dwelling. The expanded driveway would result in the removal of a landscaped area containing smaller shrubbery. The existing westerly access to Royal Oak Avenue would be decommissioned and reseeded, the easterly existing driveway would be retained. One boulevard tree already exists closer to the easterly access, one additional boulevard tree would be required in accordance with Schedule I of the Subdivision Bylaw. Relocating and widening the existing westerly driveway would permit both parcels to use this access, no additional

accesses would be created. Provision of suitable reciprocal easements would be referred to the Approving Officer for consideration in the subdivision process.

Royal Oak Avenue is designated as a residential street with the property located midblock on a straight section of road. There are no apparent conflicts and the traffic generated by one additional single family dwelling would be insignificant.

- b) Whether the subdivision will result in an unacceptable loss of privacy to neighbouring properties.

Concerns over loss of privacy have not been received from neighbouring residents. Currently, the existing dwelling is sited well away from the rear of the parcel. As a result, adjoining properties on Dalewood Lane have enjoyed a large undeveloped space adjacent to their rear yards. While the subject parcel enjoys extensive south facing views, the sloping topography provides little opportunity to mitigate privacy impact to the lower lying properties on Dalewood Lane, which are all two storey

A mitigating factor is the location of a municipal right-of-way for sanitary sewer which traverses the rear of the subject property. No structure may be placed over the right-of-way, thus effectively increasing the rear yard setback to approximately 11 m for a dwelling on the proposed panhandle lot, whereas the Zoning Bylaw requires a 7.5 m setback.

- c) The extent to which buildings proposed for the lots will impact neighbouring properties by:
- i) overshadowing
 - ii) obstructing existing views
 - iii) blocking sunlight

The south facing, sloping terrain, and increased rear yard setback dictated by a municipal right-of-way should limit impact on views, overshadowing or blocking of sunlight to the existing dwelling. Due to the rising topography there would be no anticipated impacts on the dwellings to the south fronting Dalewood Lane.

- d) The extent of blasting, filling, excavating, and tree removal to be carried out to develop the proposed lots.

The site drops approximately 10 m in elevation from Royal Oak Avenue to the rear property line.

The proposal includes a retaining wall and fill along the western property line to construct the new driveway with a suitable grade. The height of the retaining wall will vary along the driveway length but would be up to 2 m (see Figures 2 & 5).

The main entrance for the new house would be designed so that the finished grade of the driveway/parking area at the front of the house would be level with the front entrance. No retaining walls or fill are proposed at the rear of the dwelling. Due to the topography and proposed finished grades, the lower level would have a walk-out access to the rear yard along the west and south elevations.

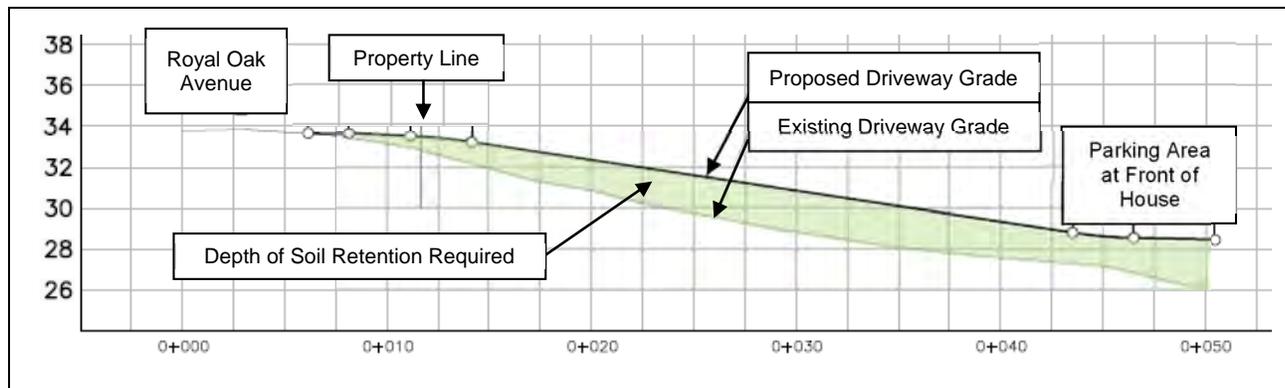


Figure 5: Driveway Profile

- e) The degree to which the buildings to be constructed on the proposed lots will blend in with the design, height, and siting of buildings on adjacent properties.

There is no consistent dwelling height, massing, or architectural style in the immediate neighbourhood. Most dwellings in the area are proportioned and sited to take advantage of the south facing slope and the proposed house would be consistent with that approach.

RS-10 (Single Family Dwelling) zoning would limit the maximum size of a new dwelling on the proposed panhandle lot, to 435 m² gross floor area, with 80% non-basement (348 m²). At 423 m² the proposed dwelling is close to the maximum allowable floor area, and it would exceed the allowable amount of non-basement area, therefore a variance is requested.

Note: If Council approves the 10% waiver, the following would be referred to the Approving Officer for consideration in the subdivision process: registration of suitable reciprocal access easements and planting of one additional Schedule I boulevard tree.

Site and Building Design

An important consideration with infill developments is that the scale, massing, and design of any proposed infill housing respects the neighbourhood character.

The proposed dwelling would be constructed to the rear of, and down slope from the existing dwelling, therefore it would not impact the streetscape to the same level as a new home on a standard lot would. Reconfiguring the driveway to have one shared access would mitigate impacts to the streetscape. Decommissioning the existing circular driveway would allow for more soft landscaping along the frontage.

The proposed house would have a gross floor area of 423 m² and include a secondary suite. The proposed dwelling has a modern design with exterior finishes, primarily being cement board siding and stucco, with cedar siding used to accent various elements such as the main entrance. The scale of houses in the neighbourhood has been increasing over the last 10 years. The proposed dwelling is in keeping with the newer houses in the immediate neighbourhood.

Variance

The objective of a regulation restricting the amount of non-basement area is to mitigate visual and overshadowing impacts arising from massing, since those portions of floor area below

grade would not have the same impacts on adjacent neighbours. As the proposed dwelling is designed to maximize the floor area, the sloping topography results in only a small portion of the lower level being considered basement. The dwelling presents as one level at the front of the house, and as two storeys from the rear. One option to remove the variance request would be to backfill the property to raise the finished grade; however, that option would result in more land alterations to the sloping topography without mitigating any of the potential impacts. As proposed, the dwelling would have a more functional walk-out lower level and would be sited in a similar pattern as surrounding developments, therefore the variance is supportable.

Servicing

No land dedication is required, however Royal Oak Avenue will be improved to residential road standards, including concrete curb and gutter, fronting the property.

New or upgraded services for water, sewer, and storm drain will be provided for both proposed lots. Stormwater management must be provided in accordance with the requirements of Schedule H "Engineering Specifications" of the Subdivision Bylaw. This subdivision is within a Type I watershed area which requires stormwater storage, construction of a wetland or treatment trail and sediment basin.

Environmental

The subject property is relatively clear of trees, however there is one Bylaw Protected Tree (Pin Oak) that is proposed to be removed as it would conflict with the proposed access driveway. An overgrown Cypress hedge along the eastern boundary would need to be removed, as well as a deciduous tree in close proximity to the proposed dwelling. An existing Flowering Cherry tree on the boulevard would be retained and a second Schedule I tree on the boulevard would be required as part of the subdivision.

The applicant has stated their willingness to commit to BUILT GREEN® Gold or equivalent for the new dwelling, including being constructed solar ready. This would be secured by covenant.

CLIMATE CHANGE AND SUSTAINABILITY

Policy Context

The Official Community Plan (OCP) adopted in 2008 highlights the importance of climate change and sustainability. The OCP is broadly broken down into the pillars of sustainability including environmental integrity, social well-being, and economic vibrancy. Climate change is addressed under the environmental integrity section of the OCP and through Saanich's Climate Action Plan.

Climate change is generally addressed through mitigation strategies and adaptation strategies. Climate change mitigation strategies involve actions designed to reduce the emissions of greenhouse gases, primarily carbon dioxide from combustion, while climate change adaptation involves making adjustments and preparing for observed or expected climate change, to moderate harm and to take advantage of new opportunities.

The following is a summary of the Climate Change and Sustainability features and issues related to the proposed development. It is important to note that this summary is not, and cannot be, an exhaustive list of issues nor a detailed discussion on this complex subject matter. This section is simply meant to ensure this important issue is a key part of the deliberations on the subject application.

Climate Change

This section includes the specific features of a proposal related to mitigation and adaptation strategies. Considerations include: 1) Project location and site resilience; 2) Energy and the built environment; 3) Sustainable transportation; 4) Food security; and 5) Waste diversion.

The proposed development includes the following considerations related to mitigation and adaptation:

- The proposal is an infill project located within the Urban Containment Boundary and Sewer Service Area that is able to use existing roads and infrastructure to service the development.
- The proposal is within 600 m travel distance of Broadmead “Village”.
- The site is approximately 200 m to Rithet’s Bog Conservation Area and 800 m to access the Centennial Park Trail System from West Saanich Road. Recreational facilities at Saanich Commonwealth Place are approximately 2 km travel distance.
- Lochside Elementary School is within 2 km and Royal Oak Middle School is approximately 1 km walking distance via the highway underpass.
- The applicant has stated their willingness to commit to BUILT GREEN® Gold or equivalent for the new dwelling, including being constructed solar ready.
- The proposed development includes sufficient area for backyard gardening.
- The property is located approximately 150 m from public transit stops on Chatterton Way. The current level of public transit service in the area includes one route available on Chatterton Way (Rte # 6) which runs between the Royal Oak Exchange and downtown Victoria. The #6 is a frequent service bus route with service every 15 minutes or less between 7 am to 7 pm, Monday to Friday.

Sustainability

Environmental Integrity

This section includes the specific features of a proposal and how it impacts the natural environment. Considerations include: 1) Land disturbance; 2) Nature conservation; and 3) Protecting water resources. The proposed development includes considerations related to the natural environment, such as:

- The proposal is a compact, infill development in an already urbanized area without putting pressures onto rural areas.

Social Well-being

This section includes the specific features of a proposal and how it impacts the social well-being of our community. Considerations include: 1) Housing diversity; 2) Human-scale pedestrian oriented developments; and 3) Community features. The proposed development includes the following considerations related to social well-being, such as:

- Secondary Suites are permitted in this development and one is proposed in the new dwelling. This housing option provides for alternative forms of rental accommodation and supportive housing for immediate family members. Suites also work to make a home purchase by young couples/families, and home retention by aging seniors, relatively more affordable.

Economic Vibrancy

This section includes the specific features of a proposal and how it impacts the economic vibrancy of our community. Considerations include: 1) Employment; 2) Building local economy; and 3) Long-term resiliency. The proposed development includes features related to economic vibrancy, such as:

- The development would create local short-term jobs during the construction period.
- Home based businesses would be permissible in this development.
- The development would site additional residential units within the commercial catchment/employment area for the businesses and services located within the Broadmead “Village”.

CONCLUSION

The proposal is consistent with the Official Community Plan which contemplates limited infill in neighbourhoods inside the Urban Containment Boundary, and the Royal Oak Local Area Plan which identifies this area as suitable for infill panhandle lots. In addition, the proposal has addressed the criteria set in place by Council to assess proposed panhandle lots.

The lot sizes, lot configurations, and adjoining side and rear lot boundaries are compatible with the pattern of residential development in the surrounding neighbourhood. The creation of one additional lot for single family residential with a secondary suite would have a negligible impact on traffic or on-street parking.

The design of the proposed dwelling would be consistent with the changing character of the area (i.e. larger houses being built based on the existing RS-10 [Single Family Dwelling] Zone parameters) over the last 10 years. The applicant is willing to register a covenant to secure the design of the dwelling as presented to Council.

The variance request to increase the percentage of non-basement area is largely because the site drops approximately 10 m in elevation from Royal Oak Avenue to the rear property line. The new dwelling presents as one level at the front of the house, and as two storeys from the rear. Backfilling to remove the need for a variance would not mitigate any potential impacts and could result in more impacts along the slope of land.

For the above-noted reasons, staff support the subject 10% waiver and Development Variance Permit.

Prepared by 
Andrea Pickard
Planner

Reviewed by 
Jarret Matanowitsch
Manager of Current Planning

Approved by 
Sharon Hvozanski
Director of Planning

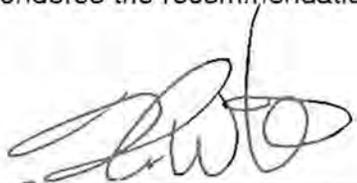
CWB/ads
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Attachments

cc: Paul Thorkelsson, Administrator
Graham Barbour, Manager of Inspection Services

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Planning.


For
Paul Thorkelsson, Administrator

DISTRICT OF SAANICH

DVP00388

DEVELOPMENT VARIANCE PERMIT

To: Kirpal Singh Nirwan
Davinder Kaur Nirwan
827 Royal Oak Avenue
Victoria BC V8X 3T3

the owner of lands known and described as:

Lot 4, Section 8A, Lake District, Plan 9095

827 Royal Oak Avenue

(herein called "the lands")

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by the Permit.
2. This Development Variance Permit applies to the lands,
3. The owner has submitted to the Approving Officer a tentative plan of subdivision to subdivide Lot 4 into two lots as shown on the plan of subdivision prepared by Victoria Design Group received on March 1, 2017, a copy of which is attached hereto *(herein called "the subdivision")*
4. The Development Variance Permit varies the provisions of the Zoning Bylaw 2003, as follows:
 - (a) By varying the allowable non-basement area provided by Section 230.4(c) of Schedule 230 attached to the Zoning Bylaw, 2003, No. 8200, in respect to the future dwelling on proposed Lot B of the subdivision from 80% to 94%.
5. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION PASSED BY THE MUNICIPAL COUNCIL ON THE

_____ DAY OF _____ 20 _____

ISSUED THIS _____ DAY OF _____ 20 _____

Municipal Clerk

Memo

To: Subdivision Office
From: Jagtar Bains – Development Coordinator
Date: March 4, 2016
Subject: Servicing Requirements for Development

**PROJECT: TO CREATE ONE ADDITIONAL LOT FOR SINGLE FAMILY DWELLING
USE UNDER CURRENT RS-10 ZONING. A PANHANDLE FRONTAGE**

**SITE ADDRESS: 827 ROYAL OAK AVE
PID: 005-538-378
LEGAL: LOT 4 SECTION 8A LAKE DISTRICT PLAN 9095
DEV. SERVICING FILE: SVS01994
PROJECT NO: PRJ2015-00629**

The intent of this application is to subdivide the above referenced parcel to create one additional lot for single family use. Some of the more apparent Development Servicing requirements are as listed on the following pages(s).



Jagtar Bains
DEVELOPMENT COORDINATOR

CC: Harley Machielse, DIRECTOR OF ENGINEERING



Development Servicing Requirements

Development File: SVS01994
Civic Address: 827 ROYAL OAK AVE
Page: 1

Date: Mar 4, 2016

Drain

1. STORM WATER MANAGEMENT MUST BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF SCHEDULE H "ENGINEERING SPECIFICATIONS" OF SUBDIVISION BY-LAW. THIS SUBDIVISION/DEVELOPMENT IS WITHIN TYPE 1 WATERSHED AREA WHICH REQUIRES STORM WATER STORAGE, CONSTRUCTION OF WETLAND OR TREATMENT TRAIL AND SEDIMENT BASIN. FOR FURTHER DETAILS, REFER TO SECTION 3.5.16, STORM WATER MANAGEMENT AND EROSION CONTROL OF SCHEDULE H "ENGINEERING SPECIFICATIONS" OF SUBDIVISION BY-LAW.
2. SUBSEQUENT DRAIN CONNECTIONS WILL BE REQUIRED FOR PROPOSED LOTS A AND B FROM THE EXISTING MAIN LOCATED ALONG THE REAR PROPERTY LINE.
3. THE EXISTING DRIVEWAY CATCHBASIN ON PROPOSED LOT A MUST BE CONNECTED TO THE STORM DRAIN.

Gen

1. THIS PROPOSAL IS SUBJECT TO THE PREVAILING MUNICIPAL DEVELOPMENT COST CHARGES.
2. PRIVATE EASEMENTS WILL BE REQUIRED FOR STORM DRAIN, SANITARY SEWER AND DRIVEWAY ACROSS PROPOSED LOT B IN FAVOR OF PROPOSED LOT A.
3. THE EXISTING HOUSE MUST BE CONNECTED OR RECONNECTED TO STORM DRAIN AND SANITARY SEWER.
4. PROPOSED STORM DRAIN AND SEWER SERVICES, ALONG THE WESTERLY PROPERTY LINE OF PROPOSED LOT B, ARE CONFLICTING WITH THE EXISTING WELL. THIS CONFLICT MUST BE ELIMINATED.

Hydro/tel

1. UNDERGROUND WIRING IS REQUIRED TO SERVE PROPOSED LOT B.

Road

1. ROYAL OAK AVENUE, FRONTING THIS SUBDIVISION, MUST BE WIDENED TO MUNICIPAL RESIDENTIAL STANDARDS COMPLETE WITH CONCRETE CURB AND GUTTER. A CONCEPTUAL PLAN MUST BE SUBMITTED SHOWING THE ROAD IMPROVEMENTS BETWEEN 817 AND 835 ROYAL OAK AVENUE PRIOR TO START OF DETAILED DESIGN.
2. THE EXISTING WESTERLY DRIVEWAY ON ROYAL OAK AVENUE MUST BE REMOVED AND THE AREA SCARIFIED.
3. DRIVEWAY FOR THE PANHANDLE LOT IS TO BE CONSTRUCTED IN ACCORDANCE WITH SAANICH STANDARD DRAWING NO. DES33. A RETAINING WALL WILL BE REQUIRED ALONG THE WESTERN SIDE OF THIS DRIVEWAY.

Sewer

1. THE EXISTING CONNECTION MUST BE CAPPED COMPLETE WITH AN INSPECTION CHAMBER FOR FUTURE USE BY PROPOSED LOT A.
2. SUBSEQUENT SEWER CONNECTION WILL BE REQUIRED FOR PROPOSED LOTB FROM THE EXISTING MAIN TRAVERSING THIS PROPERTY.

Water

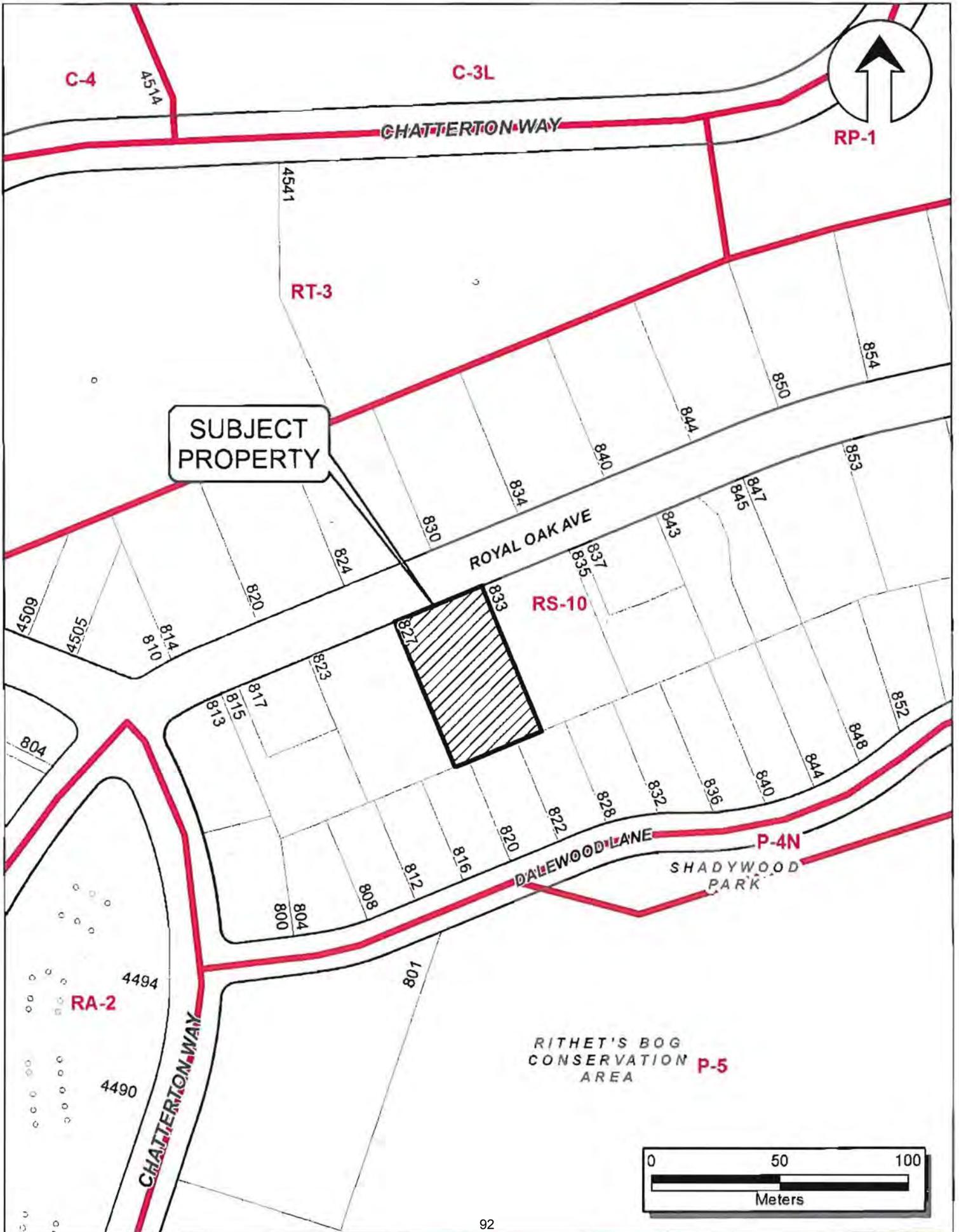
1. PROVISIONAL WATER CONNECTION WILL BE REQUIRED FOR PROPOSED LOT B FROM THE EXISTING MAIN ON ROYAL OAK AVENUE.

Development Servicing Requirements

Development File: SVS01994
Civic Address: 827 ROYAL OAK AVE
Page: 2

Date: Mar 4, 2016

2. THE EXISTING 13 MM WATER SERVICE TO PROPOSED LOT A, MUST BE UPGRADED TO 19 MM.





Talbot Mackenzie & Associates

Consulting Arborists

October 19, 2015

K.S. (Paul) Nirwan
4555 Gordon Point Drive
Victoria, BC V8N 6L3

Assignment: Review the plans provided, and prepare a tree retention report to be used during the proposal to subdivide a new panhandle lot in the rear of the 827 Royal oak Avenue property.

Methodology: Each bylaw-protected tree onsite was identified using a numeric metal tag attached to its lower trunk. Trees located on the municipal frontage and on neighbouring properties within 3 meters of the property line were not tagged, but are identified numerically on the attached site plan. Information such as tree species, size(dbh), crown spread, critical root zone(crz), health and structural condition, relative tolerance to construction impacts and general remarks and recommendations was recorded in the attached tree resource spreadsheet.

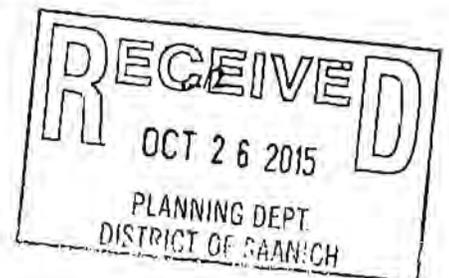
Tree resource: An 89cm dbh Pin oak(#299) is the only bylaw-protected tree located on the subject property. A 43cm dbh Flowering cherry growing on the municipal frontage is unlikely to be impacted. A row of 4 Chamaecyparis stems growing along the East property line may be shared ownership with the 833 Royal oak Avenue property. A weeping willow, English hawthorne, Big Leaf maple, crabapple, and a Mountain ash are growing on the 823 Royal Oak Avenue property within 3 meters of the property line.

Proposal: According to the plans provided, the proposal is to create a new panhandle lot off of the existing 827 Royal Oak Avenue property.

Mitigation of impacts:

Barrier Fencing: The areas, surrounding the trees to be retained, should be isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zones. The barrier fencing to be erected must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood, or flexible snow fencing (see attached diagram). The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

Box 48153 RPO Uptown
Victoria, BC V8Z 7H6
Ph: (250) 479-8733 ~ Fax: (250) 479-7050
Email: treehelp@telus.net



Building footprint: According to the plans provided, the proposed building footprint encroaches within the critical root zones of 4 *Chamaecyparis* stems (no tag 2) growing along the East property line, that may be shared ownership with the neighbouring property at 833 Royal Oak Avenue. In our opinion, the heavy pruning requirements for building clearance and likely impacts during excavation for the proposed building footprint, as well as over excavation cutslope, perimeter drains and working room will make these trees unsuitable for retention; therefore we recommend that they be removed. Any tree removal on the neighbouring property will have to be approved by the property owner and Saanich Parks.

Driveway footprint: According to the plans provided, bylaw-protected Pin oak #299 is located within the proposed driveway footprint and will require removal. The proposed panhandle driveway encroaches slightly within the critical root zones of trees # 4, 5, 6 and 7 located on the neighbouring property at 823 Royal Oak Avenue. The project arborist must be onsite to supervise excavation within the critical root zones of these trees.

Underground servicing: According to the plans provided, a sewer right of way runs parallel with the proposed building envelope. If the connection point encroaches within the critical root zone of the 97cm dbh Weeping willow (no tag 3) located on the neighbouring property at 823 Royal Oak Avenue, the project arborist must be onsite during excavation. We recommend that water, hydro, gas and storm drain (or stormwater management system-if required), be located outside of critical root zones of Municipal cherry (no tag 1), and trees located on the neighbouring property at 823 Royal Oak Avenue.

Pruning: *Chamaecyparis* hedge (no tag 2) located on the neighbouring property at 833 Royal Oak Avenue will require extensive pruning to attain adequate clearance from the proposed building. This pruning would require the removal of a significant portion of the canopies of all 4 stems, and the remaining trees would not provide the same aesthetic or screening function that it had prior to pruning. In our opinion, this pruning, as well as the anticipated impacts from excavation for the proposed building footprint, will require the removal of these trees.

Conclusion: One bylaw-protected tree (#299), will require removal due to its location within the proposed driveway footprint. A row of 4 *Chamaecyparis* stems (no tag 2), located on the East property line will be heavily impacted by excavation for the proposed building footprint and clearance pruning requirements, making them poor candidates for retention; therefore, we recommend that they be removed. Trees #3,4,5,6 and 7 located on the neighbouring property at 823 Royal Oak Avenue should be possible to retain, providing that their critical root zones can be adequately protected.

.../3

Please do not hesitate to call us at 250-479-8733 should you have any further questions.
Thank you.

Yours truly,
Talbot Mackenzie & Associates

Graham Mackenzie & Tom Talbot
ISA Certified, & Consulting Arborists
Encl. – Tree Resource Spreadsheet, Barrier Fencing Specifications

Disclosure Statement

Arborists are professionals who examine trees and use their training, knowledge and experience to recommend techniques and procedures that will improve the health and structure of individual trees or group of trees, or to mitigate associated risks.

Trees are living organisms, whose health and structure change, and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. It is not possible for an arborist to identify every flaw or condition that could result in failure nor can he/she guarantee that the tree will remain healthy and free of risk.

Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

Box 48153 RPO Uptown
Victoria, BC V8Z 7H6
Ph: (250) 479-8733 ~ Fax: (250) 479-7050
Email: treehelp@telus.net

for

825 Royal Oak Avenue

Tree #	d.b.h. (cm)	CRZ	Species	Crown Spread(m)	Condition Health	Condition Structure	Relative Tolerance	Remarks / Recommendations
No tag 1	43	5.0	Flowering cherry	7.0	Fair	Fair	Moderate	Municipal tree, under hydro lines. Located on property line. May be partially shared ownership. Will require extensive side-pruning/root pruning. Removal recommended.
No tag 2	4 stems	3.0	Chamaecyparis	3.0	Good	Fair	Moderate	Located on neighbouring property at 823 Royal Oak Avenue, history of large limb failure. Project arborist must be onsite to supervise excavation within crz.
No tag 3	97	10.0	Weeping willow	10.0	Fair	Fair	Poor	Located on neighbouring property at 823 Royal Oak Avenue. Project arborist must be onsite to supervise excavation within crz.
No tag 4	12, 18, 20, 25	5.0	English hawthorne	10.0	Fair	Fair	Good	Located on neighbouring property at 823 Royal Oak Avenue. Project arborist must be onsite to supervise excavation within crz.
299	89	9.0	Pin oak	14.0	Good	Fair	Good	Included-bark(not active), pruning wounds with surface decay. Located within proposed driveway footprint. Removal.
No tag 5	20, 22	3.5	Big Leaf maple	7.0	Good	Fair	Moderate	Located on neighbouring property at 823 Royal Oak Avenue, co-dominant. Project arborist must be onsite to supervise excavation within crz.
No tag 6	18, 18, 22	4.0	Crab apple	10.0	Good	Fair	Moderate	Located on neighbouring property at 823 Royal Oak Avenue, narrow uninos. Project arborist must be onsite to supervise excavation within crz.
No tag 7	23	2.5	Mountain ash	6.0	Fair	Fair	Poor	Located on neighbouring property at 823 Royal Oak Avenue. Project arborist must be onsite to supervise excavation within crz.

Prepared by:
Talbot Mackenzie & Associates
 ISA Certified, and Consulting Arborists
 Phone: (250) 479-8733
 Fax: (250) 478-7050
 email: Treehelp@telus.net

PROFESSIONAL DESIGN		7111		A1 17' A4		March 21, 2015		At Show		WSP	
STRUCTURE		UNIT 17 (4) 17111		A1 17' A4		March 21, 2015		At Show		WSP	
A1. Erection		A2. Work and Fix (Demolition)		A3. Work (Structure and Super Near Top)		A4. Work (Structure and Super Near Base)		A5. Work (Structure and Super Near Top)		A6. Work (Structure and Super Near Base)	
DATE		17111		17111		17111		17111		17111	
17111		17111		17111		17111		17111		17111	

Proposed Residence
Paul Newson
Lot 4
835 Royal Oak Avenue
Saanich B.C.

Recommended Barrier Fencing Locations

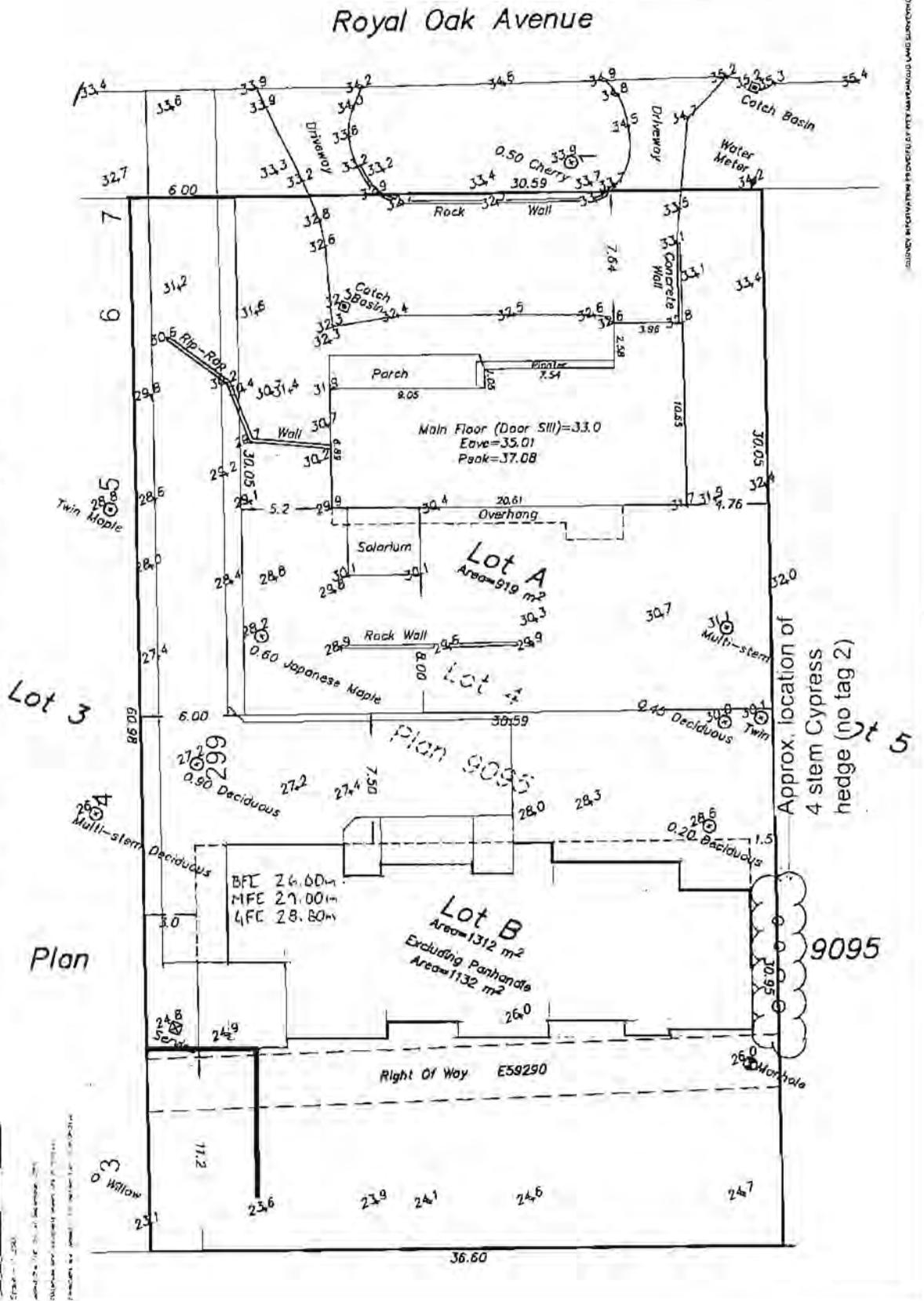


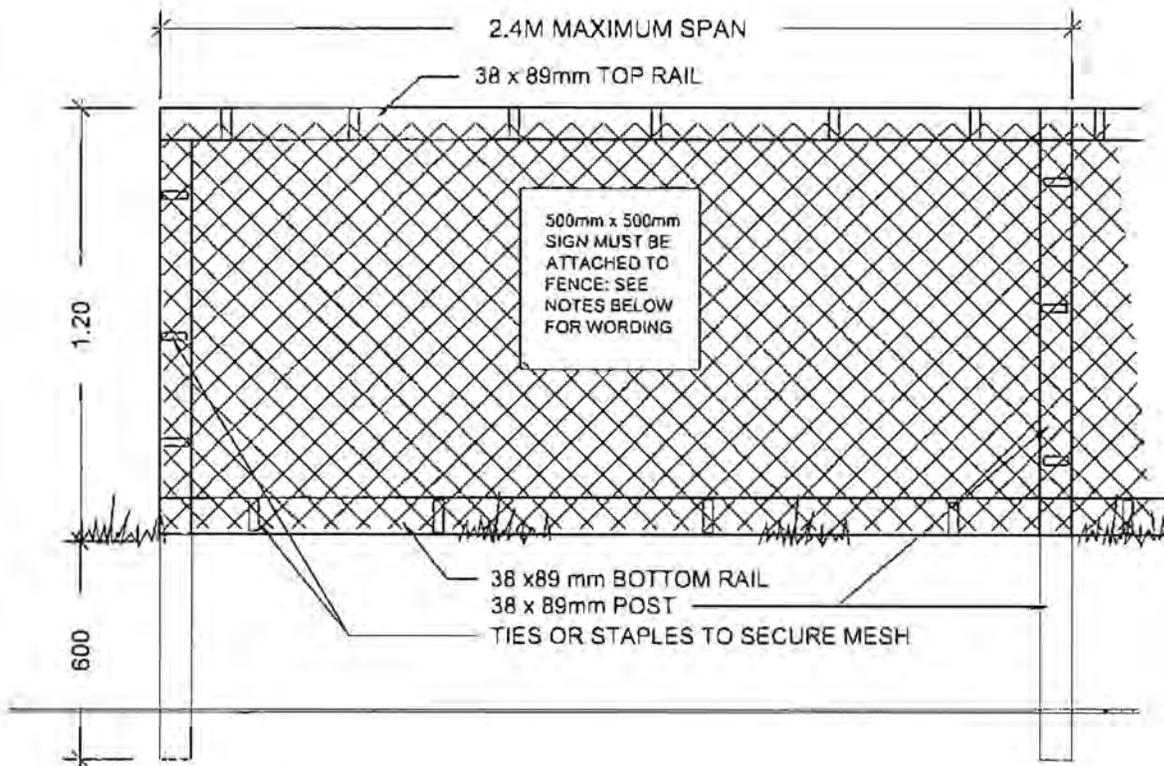
Plan

Proposed Subdivision Plan Of
Lot 4, Section 8A,
Lake District, Plan 9095.



Scale: 1:250
Date: 17111
Author: [Name]
Checked: [Name]
Approved: [Name]





TREE PROTECTION FENCING

NOTES:

1. FENCE WILL BE CONSTRUCTED USING 38 X 89 mm (2"X4") WOOD FRAME: TOP, BOTTOM AND POSTS. *
USE ORANGE SNOW-FENCING MESH AND SECURE TO THE WOOD FRAME WITH "ZIP" TIES OR GALVANIZED STAPLES.
2. ATTACH A 500mm x 500mm SIGN WITH THE FOLLOWING WORDING:
WARNING-HABITAT PROTECTION AREA. THIS SIGN MUST BE AFFIXED ON EVERY FENCE FACE OR AT LEAST EVERY 10 LINEAR METRES.

* IN ROCKY AREAS, METAL POSTS (T-BAR OR REBAR) DRILLED INTO ROCK WILL BE ACCEPTED



DETAIL NAME: **TREE PROTECTION FENCING**

H:\shared\parks\Tree Protection Fencing.pdf

DATE:	March/08
DRAWN:	DM
APP'D:	RR
SCALE:	N.T.S.

Planning - RE: ROCA referral for application at 827 Royal Oak Ave

From: "Marsha Henderson" [REDACTED]
To: "Liz Gudavicius" <Liz.Gudavicius@saanich.ca>
Date: 8/23/2016 2:51 PM
Subject: RE: ROCA referral for application at 827 Royal Oak Ave
CC: [REDACTED]

Hello Liz

I've met with the president of BARA to confirm they aren't able to comment for the reasons outlined in his correspondence to you. ROCA can't comment either as the subject property isn't within our community association boundaries (per our bylaws). I've recommended the applicant canvass his immediate neighbourhood and provide Saanich with their responses. Mr Nirwan indicated he has done/will do this.

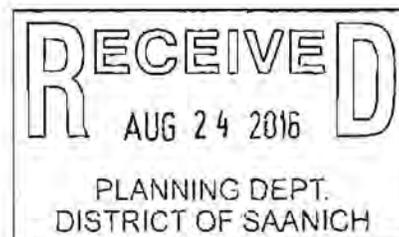
Hope this is sufficient, thank you for the opportunity to comment on the application.

Regards,

Marsha

Marsha Henderson
President
Royal Oak Community Association

From: Liz Gudavicius [Liz.Gudavicius@saanich.ca]
Sent: July 26, 2016 12:34 PM
To: Marsha Henderson
Subject: RE: ROCA referral for application at 827 Royal Oak Ave



Thanks for the update.
Liz

>>> "Marsha Henderson" [REDACTED] 8/26/2016 12:26 PM >>>

Hi Liz

Thank you for the feedback. Let me look up any precedents for this (there must be some in our files) and run

this by our exec again. I'll get back to you by Friday of this week.

Regards,

Marsha

Marsha Henderson

President
Royal Oak Community Association

From: Liz Gudavicius [<mailto:Liz.Gudavicius@saanich.ca>]
Sent: July 26, 2016 9:27 AM
To: [REDACTED]
Subject: ROCA referral for application at 827 Royal Oak Ave

Marsha,

We are preparing the report for this subdivision application. In March, a referral was sent to your Association for comment, your response was that it was in the Broadmead area, therefore you were deferring comments to BARA (attached). We have since received a response from Bob Isbister indicating that the property does not fall within their covenant area (attached).

I have attached a copy of the proposed subdivision, please review it and provide any comments your Association may have.

Thanks,

Liz Gudavicius

Subdivision Coordinator/Approving Officer
Current Planning Division
Planning Department
District of Saanich
770 Vernon Avenue
Victoria, BC V8X 2W7

t. [250-475-5494](tel:250-475-5494) ext 3414
f. [250-475-5430](tel:250-475-5430)
liz.gudavicius@saanich.ca
www.saanich.ca

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July 21, 2016

Paul Nirwan
827 Royal Oak Ave
Victoria BC
V8X3T3

SENT BY EMAIL
ATTACHMENT

Dear Mr. Nirwan:

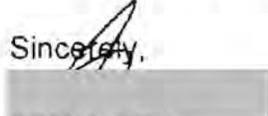
RE: Request for comments regarding plans for 827 Royal Oak
Avenue, Victoria BC V8X3T3

You have requested that we comment on your proposed plans for the above property.

As we explained to you some time ago, we do not consider this address to be within
Broadmead nor regulated by any covenant that is managed by BARA.

Accordingly, we cannot comment upon the development and neither consent to nor
oppose the development.

You have my permission to forward this email attachment to Saanich Planning.

Sincerely,

Bob Isbister
President
Broadmead Area Residents' Association

ENTERED
IN CASE
RECEIVED
JUL 25 2016
PLANNING DEPT.
DISTRICT OF SAANICH

Royal Oak

Planning - 827 Royal Oak Avenue

SUB00747

From: "Marsha Henderson" <[redacted]>
To: <Planning.Mun_Hall.Saanich@saanich.ca>
Date: 3/13/2016 9:13 AM
Subject: 827 Royal Oak Avenue

Regarding Site Address: 827 ROYAL OAK AVE
Legal: LOT 4 SECTION 8A LAKE DISTRICT PLAN 9095
Folder #: SUB00747

Hello Liz

Thank you for the opportunity to comment on this application. The executive of the Royal Oak Community Association prefers to defer this request to the Broadmead Area Resident's Association for comment, as its within their membership boundaries. I've already spoken with their president about it.

Regards

Marsha Henderson
President
Royal Oak Community Association

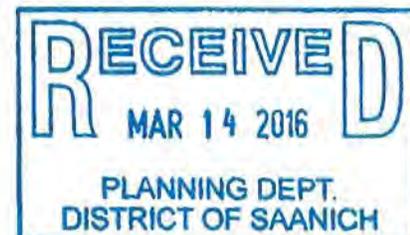


ENTERED
IN CASE

From: Planning.Mun_Hall.Saanich@saanich.ca [Planning.Mun_Hall.Saanich@saanich.ca]
Sent: February 19, 2016 3:01 PM
To: Royal Oak Community Association
Subject: Saanich Referral

February 19, 2016

Dear Royal Oak Community Association:



RE: Application for Subdivision:

Site Address: 827 ROYAL OAK AVE
Legal: LOT 4 SECTION 8A LAKE DISTRICT PLAN 9095
Folder #: SUB00747

An application for subdivision has been received for a site within your Community Association area. The project is currently being referred to internal departments and external agencies for

comment.

We are interested to know if your Community Association:

- Has no objection to the project
- Generally has no objection with suggested changes or concerns
- Does not support the project.

We would appreciate receiving your comments in writing or by email to planning@saanich.ca within 30 days, in order for us to consider them during the subdivision review process. If you cannot meet this time frame, please email or call our office to indicate if and when you might be able to respond to the referral.

It is suggested that you periodically check our website, www.saanich.ca *Active Planning Applications* as any revised site plans for this application will be posted there.

Sincerely,

Liz Gudavicius



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

To create one additional lot for single family dwelling under current RS-10 Zoning.

Dear Sir/Madam:

We live in the immediate neighborhood of the subject property. We have had the opportunity to review the application and layout of the proposed subdivision. We feel that this subdivision of one extra lot will be a complementary to the current layout of our subdivision.

We would like to support this application.

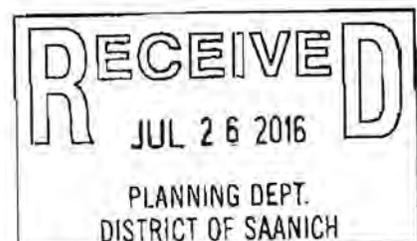
Sincerely,



Name: Rick Kraeker.

July 24, 2016

Address: [REDACTED] ROYAL OAK AVE



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

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We would like to support this application.

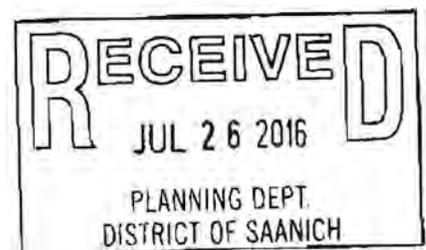
Sincerely




Name: LESLIE MARTIN

July 24, 2016

Address:  ROYAL OAK AVE



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

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Sincerely

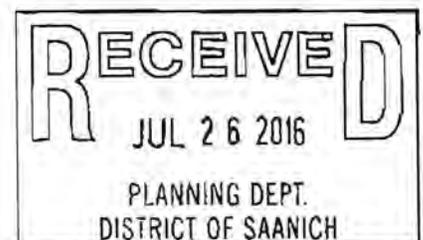


Name:

July 24, 2016

Address:

 ROYAL OAK AVE



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

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Name:

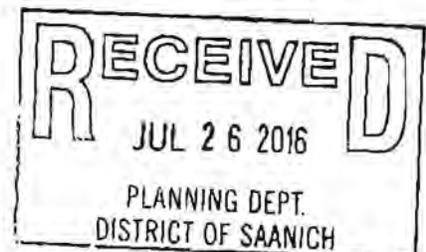
GERALD CONTR

Address:



ROYAL OAK AVE.

July 26, 2016



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

To create one additional lot for single family dwelling under current RS-10 Zoning.

Dear Sir/Madam:

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We would like to support this application.

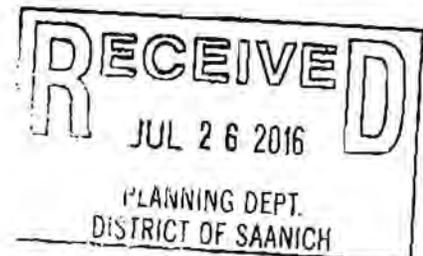
Sincerely

Name: BOB BASRA



July 24, 2016

Address: [REDACTED] ROYAL OAK AVE



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

To create one additional lot for single family dwelling under current RS-10 Zoning.

Dear Sir/Madam:

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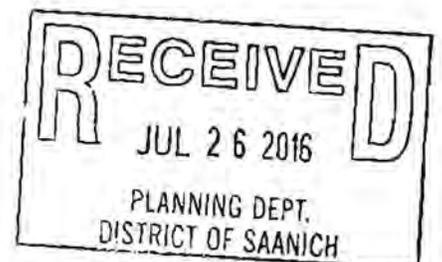
We would like to support this application.

Sincerely

Name:  

July 26, 2016

Address:  ROYAL OAK AVE



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

To create one additional lot for single family dwelling under current RS-10 Zoning.

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We would like to support this application.

Sincerely

Name:

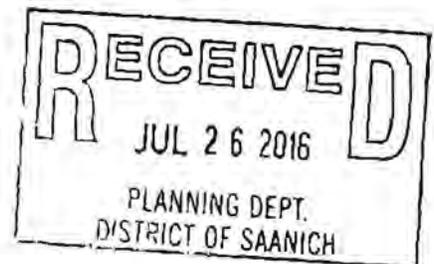
RAV PABLA

[Redacted]

July 24 2016

Address:

[Redacted] DALEWOOD



To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

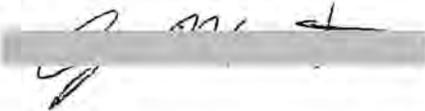
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We live in the immediate neighborhood of the subject property.
We have had the opportunity to review the application and layout of the proposed subdivision. We feel that this subdivision of one extra lot will be a complementary to the current layout of our subdivision.

We would like to support this application.

Sincerely



Name: Gerhard Marbe

July 24 2016

Address:  Royal Oak Ave.

RECEIVED
JUL 26 2016
PLANNING DEPT.
DISTRICT OF SAANICH

To

The Members of Council,
Municipality of Saanich
Saanich, BC

Ref: Subdivision Application for 827 Royal Oak Ave

To create one additional lot for single family dwelling under current RS-10 Zoning.

Dear Sir/Madam:

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We would like to support this application.

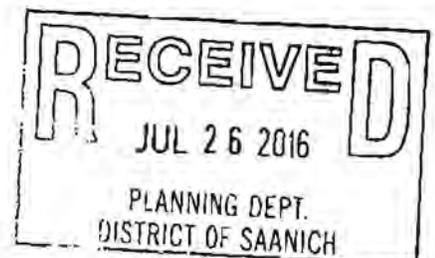
Sincerely

Name:

July 24, 2016

Address: [REDACTED] DALEWOOD

NO OBJECTION BUT WOULDN'T SIGN



Planning - Subdivision application 827 Royal Oak Ave

From: Anne MacLaurin [REDACTED]
To: <planning@saanich.ca>
Date: 3/7/2016 7:36 PM
Subject: Subdivision application 827 Royal Oak Ave

SUB 20747

To whom it may concern:

I live at [REDACTED] Chatterton Way and I walk along Royal Oak Avenue every day. I have looked at the lot being proposed and I do not agree with the proposal. The density is already quite high and adding yet another single family dwelling should not be permitted. The birds and wildlife from Rithet's Bog no doubt use all the trees and shrubs in the area. I don't agree that yet another piece of land should be cleared and built upon.

Please accept this letter as my protest against any further development on 827 Royal Oak Ave.

Best,
Anne MacLaurin



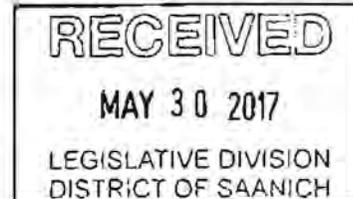


Mayor
Councillors
Administrator
Com. Assoc.
Applicant

Council
Administrator
Media

The Corporation of the District of Saanich

Report



To: Mayor and Council
From: Sharon Hvozdanski, Director of Planning
Date: May 29, 2017
Subject: Subdivision Rezoning and Development Variance Permit Application
 File: SUB00759; REZ00575; DVP00375 • 2558 Killarney Road

RECOMMENDATION

1. That Council approve the application to rezone from the RS-10 (Single Family Dwelling) Zone to the RS-6 (Single Family Dwelling) Zone;
2. That Council approve Development Variance Permit DVP00375;
3. That Council withhold Final Reading of the Zoning Amendment Bylaw pending registration of a covenant requiring that new dwellings on proposed Lots 1 and 2:
 - Conform to a minimum BUILT GREEN® Gold, Energuide 82, or an equivalent level of energy efficient building design and construction standard and are designed to be solar ready; and
 - That the sideyard setbacks be increased from the 1.5 m minimum required by the Zoning Bylaw to 2.0 m on the west side of proposed Lot 1 and 2.5 m on the east side of proposed Lot 2.

PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The subject application is for a Rezoning and Development Variance Permit to accommodate a subdivision at 2558 Killarney Road resulting in one new lot (two lots total). The applicant is Allan Chapman.

DISCUSSION

Neighbourhood Context

The subject property is located in the Cadboro Bay Local Area. This rectangular, RS-10 (Single Family Dwelling) zoned property measures 1294 m² in area and is located on Killarney Road northwest of Cadboro Bay Road. The block is also bounded by Hobbs Street and Sinclair Road, and is very close (150 m) to services and amenities in the Cadboro Bay Village "Centre". The area is a predominantly single family dwelling neighbourhood. Surrounding properties are

**CW
3**

all zoned RS-10 (Single Family Dwelling) with the exception of the adjacent parcel at 2561 Sinclair, which is zoned RS-10VC (Single Family Dwelling) and accommodates a veterinary clinic.

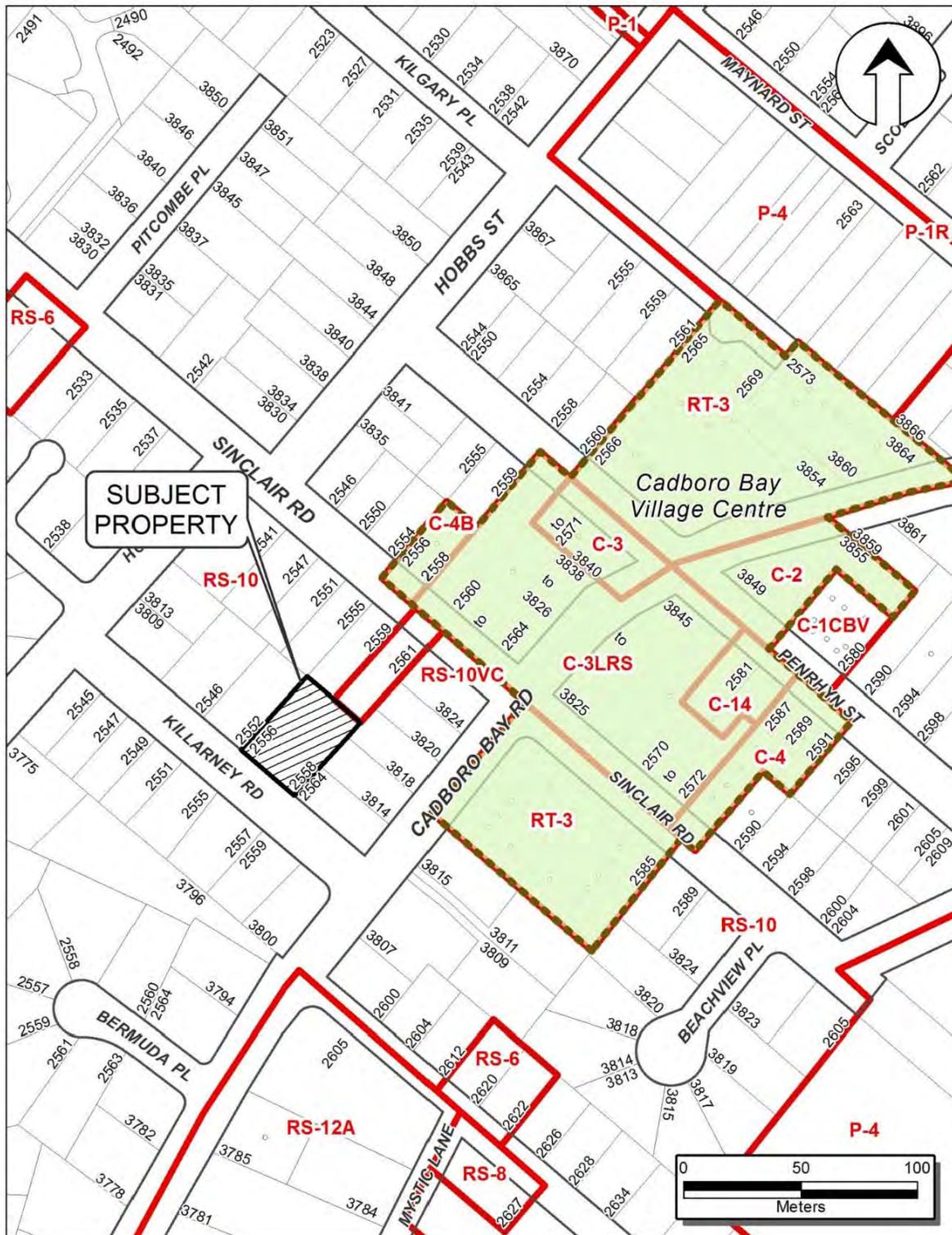


Figure 1: Neighbourhood Context

Nearby parks include Cadboro-Gyro Park (less than 300 m away) and Maynard Park (360 m away). The closest school is Frank Hobbs Elementary School, located 585 m walking distance to the north.

Proposed Land Use

The subject development proposal is to rezone from the RS-10 (Single Family Dwelling) Zone to the RS-6 (Single Family Dwelling) Zone Land Use in order to create one additional single family lot (two lots in total). Variances are required for lot width, for both lots.

Site and Building Design

The subject site slopes gently down from the southwest corner in the front to the northeast corner at the rear of the lot. The existing dwelling would be removed and a new dwelling constructed on each of the two proposed lots. Each dwelling would have an individual driveway access.

The applicant has provided a conceptual streetscape elevation along Killarney Road (see Figure 3). The elevations are provided for illustrative purposes to give an understanding of how the general massing of new houses on these lots would appear.

The proposal includes a variance request for lot width on both proposed lots. The Zoning Bylaw specifies a minimum width of 16 m for RS-6 zoned lots. Plans submitted show a width of 15.18 m for both proposed Lots 1 and 2, a deficiency of 0.82 m.

Consultation

The applicant states that a copy of their application package was sent to the Cadboro Bay Residents' Association (CBRA). In addition, the applicant has had discussions with all immediate and adjacent neighbours, including those on Killarney Road, Cadboro Bay Road, and Sinclair Road.

A referral was sent from the Planning Department to the CBRA. A response was received indicating no objection.

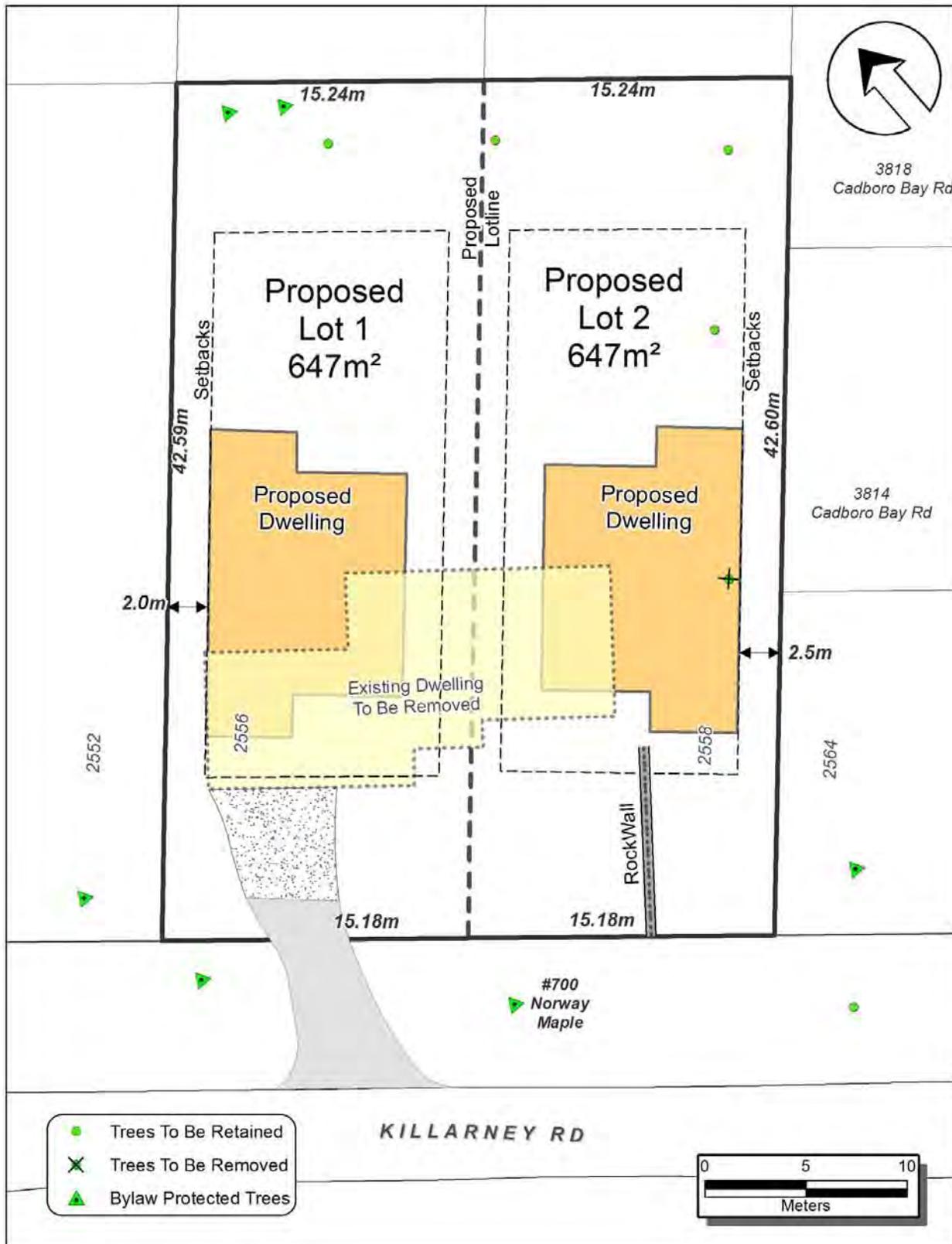


Figure 2: Proposed Subdivision

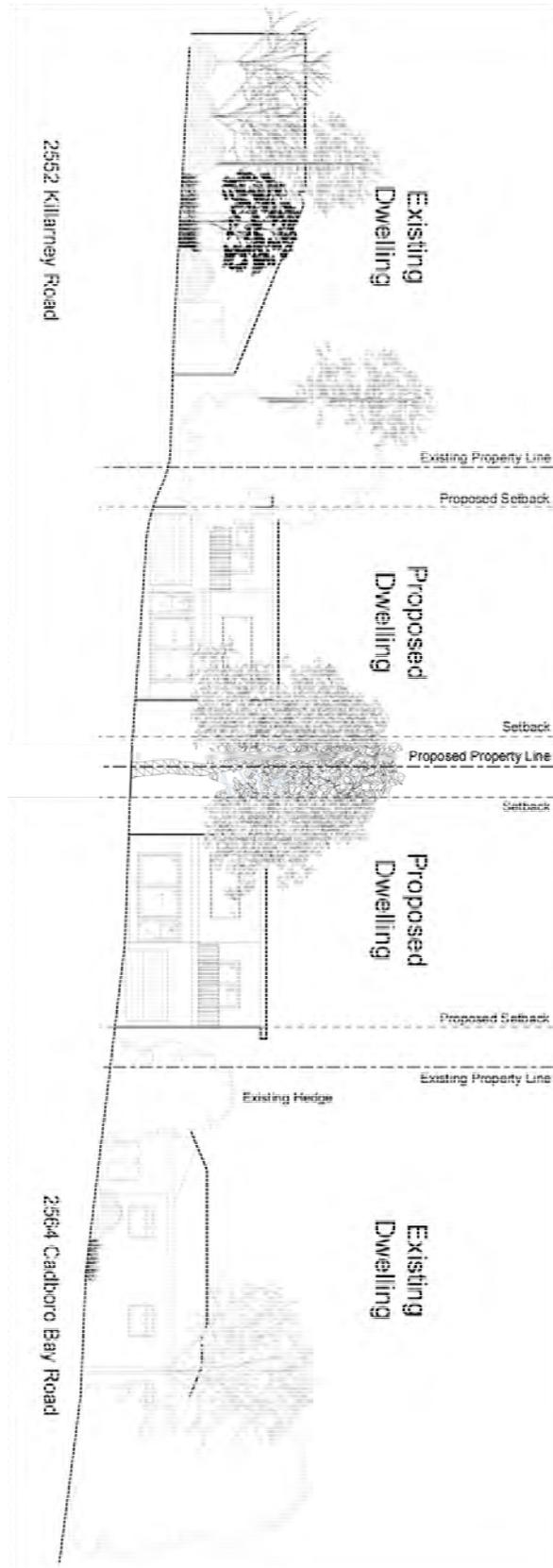


Figure 3: Conceptual Streetscape Elevation (from plans by Sparks Drafting & Design)

ALTERNATIVES

1. That Council approve the recommendations as outlined in the staff report.

The implications of this alternative are outlined within the body of this report.

2. That Council reject the recommendations as outlined in the staff report.

Should Council decide to reject the recommendations contained in this report, the implications are that the proposed rezoning and subdivision would not proceed. The subject property would retain its current RS-10 (Single Family Dwelling) zoning and the one existing single family dwelling would remain on the lot.

3. That Council provide alternate direction to Staff.

Should Council provide alternate direction to staff, such as a redesign of the subdivision for example, the implications are that staff would work with the applicant to address comments from Council. The applicant would undertake any necessary revisions to the plans, and would resubmit their proposal for review by staff and ultimately consideration by Council. This alternative would result in a delay in Council's decision regarding the rezoning application.

FINANCIAL IMPLICATIONS

The proposal has no immediate implications related to the District of Saanich Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposal has no implications related to the District of Saanich 2014-2018 Strategic Plan.

PLANNING IMPLICATIONS

Policy

The following Saanich Planning Policies are most applicable to the subject proposal:

Official Community Plan (2008)

- 4.2.1.1 "Support and implement the eight strategic initiatives of the Regional Growth Strategy, namely: Keep urban settlement compact; Protect the integrity of rural communities; Protect regional green and blue space; Manage natural resources and the environment sustainably; Build complete communities; Improve housing affordability; Increase transportation choice; and Strengthen the regional economy."
- 4.2.1.2 "Maintain the Urban Containment Boundary as the principal tool for growth management in Saanich, and encourage all new development to locate within the Urban Containment Boundary."
- 4.2.1.14 "Encourage the use of 'green technologies' in the design of all new buildings."

- 4.2.1.18 “Encourage new development to achieve higher energy and environmental performance through programmes such as ‘Built Green’, LEED or similar accreditation systems.”
- 4.2.2.3 “Consider the use of variances to development control bylaws where they would achieve a more appropriate development in terms of streetscape, pedestrian environment, view protection, overall site design, and compatibility with neighbourhood character and adjoining properties.”
- 4.2.3.9 “Support the following building types and uses in ‘Villages’:
- Small lot single family houses (up to 2 storeys)
 - Carriage/coach houses (up to 2 storeys)
 - Townhouses (up to 3 storeys)
 - Low-rise residential (3-4 storeys)
 - Mixed-use (commercial/residential) (3-4 storeys)
 - Civic and institutional (generally up to 3 storeys).”

Cadboro Bay Local Area Plan (2002)

- 7.1 “Maintain single-family housing as the predominant land use and promote appropriately located and designed multi-family housing.”
- 7.2 “Do not support rezoning to permit single family minimum lot sizes less than those identified on Map 7.1, unless located in the 780 m² designation and in accordance with Policy 7.3.”
- 7.3 “Consider rezoning for single-family infill subdivision to a minimum parcel size of 460 m² lot area and 14 m lot width in the Village neighbourhood provided that:
- a) It is compatible with the scale and massing of the neighbourhood;
 - b) It preserves the privacy of adjacent dwellings; and,
 - c) It requires no variance to lot width or depth.
 - d) Consideration of setback variance, if applicable, is undertaken on a site by site basis.”

Policy Analysis

The proposed rezoning and subdivision is consistent with Cadboro Bay Local Area Plan Policies 7.2 and 7.3 with respect to lot size. Map 7.1 of the Cadboro Bay Local Area Plan shows the subject parcel to be in an area designated for a Minimum Parcel Size of 780 m², however, the parcel is also located within the Village Neighbourhood boundary, and LAP Policy 7.3 allows consideration of single family infill lots as small as 460 m² (equivalent to the RS-4 [Single Family Dwelling] Zone) under certain conditions. The lots being proposed are larger than this minimum, being 647 m², which is just slightly smaller than the RS-8 (Single Family Dwelling) Zone minimum lot size of 665 m².

The proposal is also consistent with the Official Community Plan which contemplates limited infill in neighbourhoods inside the Urban Containment Boundary. The proposed lot sizes and configurations are compatible with the pattern of residential development in the surrounding neighbourhood. In the original subdivision in 1912 that created this block, this parcel was originally two parcels, equivalent in width to the adjoining parcels to the north. These original parcels were 15.24 m x 42.67 m (50 ft x 140 ft) in size. At some point these two lots were

consolidated into one lot. Should the proposed rezoning and subdivision be approved, the two lots created would revert to the size of the original lots. Similarly, three parcels to the west of the subject parcels were later consolidated then resubdivided into the two parcels that are now 2552 and 2546 Killarney Road. A variance is requested for lot width for the proposed lots. Proposed lot configurations comply with the RS-6 (Single Family Dwelling) Zone requirements except for the requested lot width variance. The requested variance of 0.82 m is relatively minor and would have negligible impact on the street appearance or character of the neighbourhood.

The Official Community Plan notes the importance of neighbourhood character and the role building style, exterior finish, massing, and height have on the effective integration of new housing stock. The applicant has provided a conceptual streetscape elevation along Killarney Road (see Figure 3). The elevations are provided for illustrative purposes only, in order to give an understanding of how the massing of the two new houses would appear in context with the existing neighbouring houses. The proposed RS-6 (Single Family Dwelling) Zone regulations would allow for new dwellings on proposed Lots 1 and 2 that would have a maximum of 248 m² non-basement gross floor area. Homes of this size and design would be in keeping with the general size of other new homes in the neighbourhood.

In response to concerns from a neighbour about privacy, the applicant is proposing to increase the side yard setbacks facing neighbours from the 1.5 m minimum to 2.0 m on the west side of Lot 1 and 2.5 m on the east side of Lot 2. In addition to increasing the distance between new dwellings constructed on proposed Lots 1 and 2 from existing neighbouring dwellings, the larger side yards would allow for sufficient space to maintain the mature laurel hedges on the property. The applicant is willing to register a covenant on title to require that house siting on proposed Lots 1 and 2 conform to these increased side yard setbacks. The applicant has also consulted the neighbours in regards to further protection of the hedges and is willing to commit to a covenant to secure their protection and future maintenance. This covenant would be referred to the Approving Officer as a condition of subdivision approval.

The applicant has stated that they are willing to commit to a BUILT GREEN® Gold, Energuide 82, or an equivalent level of energy efficiency for the houses on proposed Lots 1 and 2. These commitments would also be secured by covenant.

The applicant is reluctant to register a building scheme for the two lots, and notes that a scheme intended to reinforce a street or neighbourhood consistency would be of little or no value in this case, where there is no consistency of dwelling type or style along Killarney Road. Staff visited the neighbourhood and concur with this observation. Houses in the neighbourhood range from one to two storeys in height, and styles range from hipped roof bungalows to modern flat roof designs. Finishes on neighbouring houses include stucco, painted and natural wood siding in both horizontal and vertical orientations, and even brick accents. Pitched roofs are consistently clad in asphalt shingles. All the houses are consistent with house sizes allowable for lots this size under existing RS-10 (Single Family Dwelling) zoning, as would the houses constructed on the proposed new lots under the requested RS-6 (Single Family Dwelling) zoning. For lots of this size (647 m²) the allowable house size is almost identical under either zoning: 323.5 m² under RS-10 (Single Family Dwelling), or 310 m² under RS-6 (Single Family Dwelling). For these reasons a Building Scheme would be of less value than in another context where there is a more consistent house design pattern.

The Zoning Bylaw specifies a minimum width of 16 m for RS-6 (Single Family Dwelling) zoned lots. Plans submitted show a width at the front of the lots of 15.18 m, for proposed Lots 1 and 2, a deficiency of 0.82 m. The width of the lots at the rear property line is 15.24 m. Despite being narrower than the required width, the requested variance is minimal. In addition, the subject property was originally two lots, each the same size (15.24 m x 42.67 m, or 50 ft x 140 ft) as other lots on this block prior to later consolidation. The proposed subdivision would see the parcel of land that was originally two lots prior to their consolidation, return to their original state and size. The adjacent lots to the north facing Sinclair Road still retain their original width, and the proposed subdivision would be consistent with these.

Cadboro Bay Local Area Plan Policy 7.3 says—in part—to, “Consider rezoning for single family infill subdivision to a minimum parcel size of 460 m² lot area and 14 m lot width in the Village neighbourhood provided that: ... c) It requires no variance to lot width or depth.” While this application does seek a variance for lot width, the width of the lot is greater than the 14 m width minimum specified in the policy, and as noted is consistent with historical lot layouts for this block. For these reasons, the requested variance is supportable.

Servicing

Servicing requirements call for Killarney Road fronting this subdivision to be widened to 6.0 m complete with asphalt water control and a catch basin.

Stormwater management must be provided in accordance with the requirements of Schedule H “Engineering Specifications” of the Subdivision Bylaw. This subdivision is within a Type II watershed area which requires stormwater storage, oil/grit separator or grass swale and sediment basin.

Environment

Environmental Services has noted no environmental issues with the proposed development and have indicated no objection to the proposed subdivision.

According to the arborists report by D. Clark Arboriculture, there are two bylaw protected trees on the property. Both of these are in the rear of the property and would be retained along with three existing maple trees in the rear. There are also five bylaw protected trees outside the property lines — one in the front yard of each of the neighbouring properties, as well as three in the boulevard fronting the subject property. None of these five trees would be impacted by the proposed development and all are shown on associated plans to be retained. One non bylaw protected small fruit tree is within the footprint of the dwelling for proposed Lot 2 and would be removed. Parks notes that no Schedule I boulevard tree would be required provided the Norway maple #700 is successfully preserved. The tree preservation plan does show this tree to be protected and retained.

Climate Change and Sustainability

The Official Community Plan (OCP) adopted in 2008 highlights the importance of climate change and sustainability. The OCP is broadly broken down into the pillars of sustainability including environmental integrity, social well-being and economic vibrancy. Climate change is addressed under the environmental integrity section of the OCP and through Saanich’s Climate Action Plan.

The following is a summary of the Climate Change and Sustainability features and issues related to the proposed development. It is important to note that this summary is not, and

cannot be, an exhaustive list of issues nor a detailed discussion on this complex subject matter. This section is simply meant to ensure this important issue is a key part of the deliberations on the subject application.

Climate Change

This section includes the specific features of a proposal related to mitigation and adaptation strategies. Considerations include: 1) Project location and site resilience; 2) Energy and the built environment; 3) Sustainable transportation; 4) Food security; and 5) Waste diversion.

The proposed development includes the following considerations related to mitigation and adaptation:

- The proposal is an infill project located within the Urban Containment Boundary and Sewer Service Area, that is able to use existing roads and infrastructure to service the development;
- Limited infill through the development of new single family housing inside the Urban Containment Boundary provides a much-desired housing form within Saanich that people would otherwise have to commute further distances for elsewhere in the region. The number of lots so created are limited in number, acknowledge longstanding policies of the Official Community Plan and Local Area Plan, and will not result in significant long-term negative impacts, as long as the majority of future growth is focussed in “Centres”, “Villages”, and along key corridors;
- The proposal is located in the Village Neighbourhood area of the Cadboro Bay Local Area and less than 100 m from the Cadboro Bay Village “Centre” where a range of commercial and personal services are provided, employment opportunities exist, and where the majority of future residential and commercial growth is to be focused as per the Official Community Plan;
- The site is also within 585 m of Frank Hobbs Elementary School. Nearby parks include Cadboro-Gyro Park (less than 300 m away), and Maynard Park (360 m away). As a rough measure, in general a walking distance between 400 - 800 m is considered optimal in encouraging the average person to walk to a service or access public transit, instead of driving to their destination. Obviously, health, weather, comfort/ease of use related to alternative transportation, and purpose of the trip all play a role in a person choosing a particular travel mode;
- Sidewalk and cycling infrastructure are typical for a low density neighbourhood in Saanich. Improvements still need to be made to further support and encourage walking and cycling locally and in the Region;
- Proximity to public transit is good — north and southbound bus stops on Cadboro Bay Road are located 62 m and 47 m away respectively, and are serviced by transit Route #11 (UVic/Tillicum Mall) with frequencies of 15 minutes or less during peak times. In addition, Route #13 (UVic/10 Mile Point) has a stop 64 m away on Sinclair Road.
- The applicant has stated their willingness to commit to a BUILT GREEN® Gold, EnerGuide 82, or an equivalent level of energy efficiency for new dwellings constructed on Proposed Lots 1 and 2; and
- The proposed development includes sufficient area for backyard gardening. Long term plans call for a community garden in each Local Planning Area. An Agriculture and Food Security Task Force will be considering ways to improve food security in the community.

Sustainability

Environmental Integrity

This section includes the specific features of a proposal and how it impacts the natural environment. Considerations include: 1) Land disturbance; 2) Nature conservation; and 3) Protecting water resources. The proposed development includes considerations related to the natural environment, such as:

- The proposal is a compact, infill development in an already urbanized area without putting pressures onto rural areas.

Social Well-being

This section includes the specific features of a proposal and how it impacts the social well-being of our community. Considerations include: 1) Housing diversity; 2) Human-scale pedestrian oriented developments; and 3) Community features. The proposed development includes the following considerations related to social well-being, such as:

- Secondary Suites are permitted in this development. This housing option provides for alternative forms of rental accommodation and supportive housing for immediate family members. Suites also work to make a home purchase by young couples/families, and home retention by aging seniors, relatively more affordable; and
- A range of outdoor, community, and recreation opportunities are available within reasonable walking/cycling distance. Nearby parks include Maynard and Cadboro-Gyro Park.

Economic Vibrancy

This section includes the specific features of a proposal and how it impacts the economic vibrancy of our community. Considerations include: 1) Employment; 2) Building local economy; and 3) Long-term resiliency. The proposed development includes features related to economic vibrancy, such as:

- The development would create local short-term jobs during the construction period;
- Home based businesses would be permissible in this development; and
- The development would site additional residential units within the commercial catchment/employment area for the businesses and services located within the Cadboro Bay Village "Centre". The site is also less than 400 m from the University of Victoria Campus.

CONCLUSION

The proposed rezoning and subdivision at 2558 Killarney Road, resulting in one new single family dwelling lot (two lots in total), is consistent with the Official Community Plan which contemplates limited infill in neighbourhoods inside the Urban Containment Boundary. The proposal is also consistent with the Cadboro Bay Local Area Plan with respect to the proposed residential land use and lot size.

The existing dwelling would be removed, and proposed Lots 1 and 2 would be identically sized parcels of 647 m², with a width of 15.18 m and a depth of 42.6 m. The proposed lot sizes and configurations are compatible with the pattern of historical residential development in the surrounding neighbourhood.

The requested lot width variance of 0.82 m (2.6 ft) is relatively minor and would have negligible impact on the street appearance or character of the neighbourhood. In addition, the lots would simply be returning to their original historical state after an earlier consolidation from two lots to one.

The applicant is reluctant to register a building scheme for the two lots, noting the lack of consistency of dwelling type or style along Killarney Road. Staff concur with this observation. That being said, the proposed RS-6 (Single Family Dwelling) Zone regulations would allow for new dwellings on proposed Lots 1 and 2 that would have a maximum of 248 m² non-basement gross floor area, which would be in keeping with the general size of other new homes in the neighbourhood.

The applicant is willing to register a covenant to ensure that two new houses would be constructed to a minimum BUILT GREEN® Gold, Energuide 82, or an equivalent level of energy efficient building design and construction standard and would be designed to be solar ready. In addition, the proposed covenant would also ensure that the sideyard setbacks would be increased from the 1.5 m minimum required by the Zoning Bylaw to 2.0 m on the west side of proposed Lot 1 and 2.5 m on the east side of proposed Lot 2 to address neighbour privacy concerns.

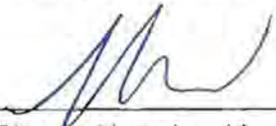
For the above-noted reasons, Staff support the subject Rezoning and Development Variance Application.

Prepared by 

Chuck Bell
Planner

Reviewed by 

Jarret Matanowitsch
Manager of Current Planning

Approved by 
for _____
Sharon Hvozdzanski
Director of Planning

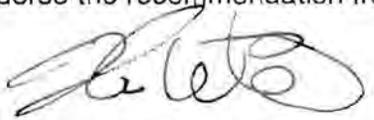
CWB/ads
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Attachments

cc: Paul Thorkelsson, Administrator
Graham Barbour, Manager of Inspection Services

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Planning.


for _____
Paul Thorkelsson, Administrator

DISTRICT OF SAANICH

DVP00375

DEVELOPMENT VARIANCE PERMIT

To: Allan Roy Chapman
2558 Killarney Road
Victoria BC V8P 3G7

the owner of lands known and described as:

Lot B (DD 327049-I), Section 44, Victoria District, Plan 1592

2558 Killarney Road

(herein called "the lands")

- 1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by the Permit.
2. This Development Variance Permit applies to the lands.
3. The owner has submitted to the Approving Officer a tentative plan of subdivision to subdivide Lot B (DD 327049-I) into two lots as shown on the plan of subdivision prepared by Island Land Surveying Limited received on June 10, 2016, a copy of which is attached hereto. (herein called "the subdivision")
4. The Development Variance Permit varies the provisions of the Zoning Bylaw 2003, as follows:
(a) By varying the minimum lot width provided by Section 210.6(a) of Schedule 210 attached to the Zoning Bylaw, 2003, No. 8200, in respect to proposed Lots 1 and 2 of the subdivision from 16.0 m to 15.18 m for proposed Lot 1 and proposed Lot 2.
5. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION PASSED BY THE MUNICIPAL COUNCIL ON THE

_____ DAY OF _____ 20 _____
ISSUED THIS _____ DAY OF _____ 20 _____

Municipal Clerk

Memo

To: Subdivision Office
From: Jagtar Bains – Development Coordinator
Date: May 1, 2017
Subject: Servicing Requirements for Development - REVISED

PROJECT: TO REZONE FROM RS-10 TO RS-6 TO CREATE ONE ADDITIONAL LOT FOR SINGLE FAMILY DWELLING USE RESULTING IN A TOTAL
SITE ADDRESS: 2558 KILLARNEY RD
PID: 007-170-696
LEGAL: LOT B SECTION 44 VICTORIA DISTRICT PLAN 1592
DEV. SERVICING FILE: SVS02031
PROJECT NO: PRJ2016-00363

The intent of this application is to subdivide the above referenced parcel into two lots for single family use. Some of the more apparent Development Servicing requirements are as listed on the following pages(s).



Jagtar Bains
DEVELOPMENT COORDINATOR

CC: Harley Machielse, Director of Engineering
Troy McKay, Manager of Transportation & Development



Development Servicing Requirement

Development File: SVS02031
Civic Address: 2558 KILLARNEY RD
Page: 1

Date: May 1, 2017

Drain

1. STORM WATER MANAGEMENT MUST BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF SCHEDULE H "ENGINEERING SPECIFICATIONS" OF SUBDIVISION BY-LAW. THIS SUBDIVISION/DEVELOPMENT IS WITHIN TYPE II WATERSHED AREA WHICH REQUIRES STORM WATER STORAGE, OIL/GRIT SEPARATOR OR GRASS SWALE AND SEDIMENT BASIN. FOR FURTHER DETAILS, REFER TO SECTION 3.5.16, STORM WATER MANAGEMENT AND EROSION CONTROL OF SCHEDULE H "ENGINEERING SPECIFICATIONS" OF SUBDIVISION BY-LAW.
2. SUBSEQUENT DRAIN CONNECTIONS WILL BE REQUIRED FOR PROPOSED LOTS 1 AND 2 FROM THE EXISTING MAIN ON KILLARNEY ROAD.

Gen

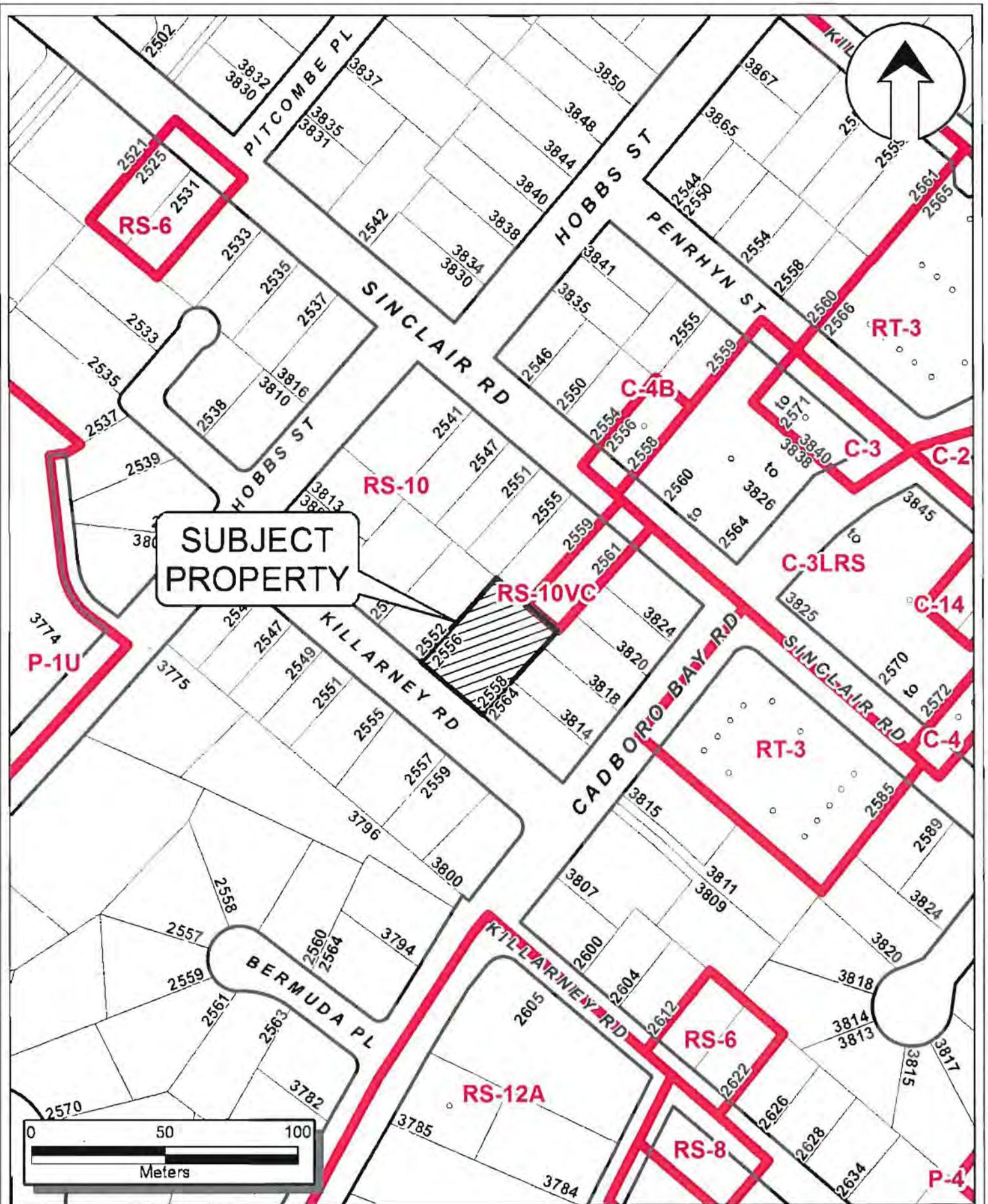
1. THIS PROPOSAL IS SUBJECT TO THE PREVAILING MUNICIPAL DEVELOPMENT COST CHARGES.
2. THE EXISTING NON-COMFORMING BUILDING MUST BE REMOVED PRIOR TO SUBDIVISION APPROVAL.

Sewer

1. THE EXISTING SEWER CONNECTION IS TO BE PROVIDED WITH AN INSPECTION CHAMBER FOR FUTURE USE BY PROPOSED LOT 2.
2. SUBSEQUENT SEWER CONNECTION WILL BE REQUIRED FOR PROPOSED LOT 1 FROM THE EXISTING MAIN ON KILLARNEY ROAD.

Water

1. PROVISIONAL WATER CONNECTION WILL BE REQUIRED FOR PROPOSED LOT 2 FROM THE EXISTING MAIN KILLARNEY ROAD.
2. THE EXISTING 13 MM WATER SERVICE TO PROPOSED LOT 1, MUST BE UPGRADED TO 19 MM.



Sustainability Statement

Environmental Consideration: The subject property has no ecologically sensitive areas. It has no heritage trees but has mature vegetation, with a very lovely, large, mature maple tree in the front yard (located on municipal property), three large mature Japanese maples in the back yard, by the rear property line, and mature laurel hedging along both side property lines. All the existing trees will be protected during construction and maintained. The laurel hedging will be maintained, at approximately its current height.

Green Design and Construction: The existing house would be sold and removed, if possible. If not possible, it would be deconstructed and material salvaged to the greatest extent possible. The new houses would be designed using an accredited architect or designer, and built to energy and water efficient standards, such as the "Built Green" performance standards. I am a hydrologist by training, and am interested in exploring the use of water conservation methods, such as permeable pavers, storm water retention and reuse for lawn and garden watering, to reduce municipal water use and to reduce storm water inflow to the municipal system.

Community Consultation: A copy of the application package has been referred to the Cadboro Bay Residents' Association, and to all immediate and adjacent neighbours. I have talked with all my neighbours on Killarney Road, as well as beside me on Cadboro Bay Road and behind me on Sinclair Road. I have had no expressions of opposition, and have had many expressions of support. I had only one expression of concern, from the immediate neighbor to the west side of my property (Mark and Susan, 2552 Killarney Road), regarding the maintenance of the laurel hedge for privacy. Mark and Susan have been my neighbours for 17 years, and it is my intention to continue cooperating with them on the maintenance of the hedge. The laurel hedge will be maintained at approximately its current height (about 4 metres) and density.

I will be attending a meeting of the Cadboro Bay Residents' Association, to explain and discuss the proposal.

Community Character: I believe my proposal is consistent with the intent of the Cadboro Bay Local Area Plan, to provide for modest increase in residential density in the area of the "Village Neighbourhood". It will allow for rejuvenation of an old (1951) property in a manner consistent with the local community, and that supports the needs of the developing demographic by creating a modest home for a young family as well as a modest home for myself as I transition into retirement. Because the zoning will be RS-6, the two new homes will be modestly-sized. They will, I believe, be in character with the street and the Cadboro Bay village area. My property may be unique (if not unique, then certainly rare) in the Cadboro Bay area, in that it is a very large single family property (I am aware of no other in the Village Neighbourhood area of comparable size) that was originally two separately-titled lots that were combined into one lot (in 1963).

Tree Preservation Plan

File: SUB00759; REZ00575; DVP00375; 2558 Killarney Road

A review by Brent Ritson, Park Referral Coordinator, noted three trees on the boulevard (#693, 700 and 213) and two trees in the back yard (# 663 and 664) as "worthy of protection". Also, tree # 215 is noted as Saanich Significant Tree #117). Mr. Ritson indicated that a "tree preservation plan" is required. I obtained the services of Darryl Clark, Consulting Arborist (Certified Arborist PN-6523A) to assess trees and make recommendations for tree protection. Mr. Clark's report is attached as Appendix A. As I noted in the subdivision and rezoning application, it is my intention to protect and preserve all the trees on the property and on adjacent Saanich property. Details of the Tree Preservation Plan is as follows - please refer to the tree inventory, below, and the site plan depicting the PRZ based on the tree inventory below (Figure 1). The proposed services plan is shown in Figure 2, and the existing services plan is shown in Figure 3.

Tree Inventory

Tag #	DBH (cm)	Species	Condition	Retain / Remove	PRZ (m)	Notes
Trees Inside Property Line						
663	44	Thuja plicata	Good	Retain	5.3	
664	34	Acer macrophyllum	Good	Retain	4.1	
Trees Outside Property Line						
215	120	Acer saccharinum	Good	Retain	21.6	Saanich significant tree #117, 2552 Killarney. PRZ based on 18x diameter
213	136	Thuja plicata	Good	Retain	16.3	heavy crown trim for hydro.
693	55	Thuja plicata	Good	Retain	6.6	
700	80	Acer platanoides	Good	Retain	9.6	heavy crown trim for hydro
n/t	20	Cornus Nuttallii	Good	Retain	2.4	2562 Killarney

PRZ- Protected Root Zone. For the purpose of this report, Mr. Clark, the arborist, recommended the PRZ be considered as 12x the diameter of the stem, measured in meters radially from the trunk with the exception of tree #215, where the PRZ is recommended as 18x the diameter of the stem.

Note: Because of multi-stemmed trunks, it was not possible to measure DBH for trees 215 and 700 at 1.4 m above ground as per the Saanich Tree Protection Bylaw (refer to Appendix C). Trees 215 was measured at 60 m above ground, and tree 700 was measured at 60 cm above ground. Tree 213 was measured as the sum of the three largest stems at 1.4 m above ground – however, the largest stem (80 cm diameter) is comprised of four stems that have coalesced and grown together.

Boulevard Trees

There are three trees on Saanich property in front of the subject property, one tree in front of the west neighbouring property (2552 Killarney Road) and one tree on the east neighbouring property (2562 Killarney Road) that require protection.

- Tree 700 (Norway Maple). This is a multi-stemmed mature tree on the boulevard directly in front of the subject property. This is a distinctive tree on Killarney Road that will be subject to a high level of protection during development.
- Tree 215 (Silver Maple). This is a mature tree in the front of the property at 2552 Killarney Road. It is Saanich Significant Tree 117. Being on the neighbour's property, it will not be affected by any direct machine or construction activity, and it is at least 10 metres away from any excavation.
- Tree 693. This is a young cedar on the boulevard near the west boundary of the subject property.

- Tree 213. This is a multi-stemmed Cypress clump on the boulevard near the east boundary of the subject property. It is "weedy", and has a heavily-pruned crown to accommodate the BC Hydro wires.
- Tree n/t. This is a small dogwood in the side yard of 2562 Killarney Road. The PRZ for this tree does not extend into the subject property.

The following recommendations from the arborist are intended to protect the trees on the boulevard and outside the property lines:

- Tree protection fencing (1.2 m high with "Warning – Habitat Protection Area" signage) will be installed around all trees, as depicted in Figure 1. The fenced areas will be exclusion zones, to protect the tree trunks, branches and the rooted zone. No construction material, equipment, debris, soil piling, excavation, etc., will occur within this zone.
- Areas outside the tree protection fence but still within the PRZ will be protected from vehicle traffic with either 3/4" plywood or a minimum 20cm of coarse wood chips.
- Excavation (building foundation, services, driveway) inside the PRZ of any tree identified in this plan will be supervised by a qualified arborist or designate. Roots exposed during excavation will be pruned to acceptable standard by the arborist.
- The construction of new house services (water, sewer, natural gas, hydro, driveway) include no improvements to the street frontage at 2558 Killarney, such as road widening or curb and gutter installation, to provide protection to the trees on the boulevard. It is noted that trees 213, 693 and 700 are located close to the existing road pavement, and that street improvements would have a high likelihood of affecting the trees.
- A new driveway will be required for Lot B. Due to its location inside the PRZ of trees intended for retention, special construction employing permeable pavers, geogrid material or a geotextile fabric will be required (see Figure 2 for examples). The details will be determined by the architect as part of the house design that will be submitted to Saanich for a building permit upon completion of the subdivision and rezoning process.
- At the present time it is not known if the existing driveway for Lot A will be retained or replaced. If it is replaced, the same special construction techniques to protect the root zone discussed above for Lot B will also be used for Lot A.

Back Yard Trees

Trees 663 and 664 (along with 697, 690 and 691) will all be protected and preserved by the following:

- Installation of tree protection fencing (1.2 m high, with "Warning – Habitat Protection Area" signage) will be installed diagonally across the entire width of the back yard, at the largest extent of PRZ, to protect the tree trunks and branches and the rooted zone. The fenced areas will be exclusion zones, to protect the tree trunks, branches and the rooted zone. No construction material, equipment, debris, soil piling, excavation, etc., will occur within this zone.

I trust this is sufficient for your needs.

Best Regards,



Allan Chapman, MSc, PGeo.

Phone: 

Email: 

Figure 1. Site plan showing Protected Root Zones and other tree protection features.

SITE PLAN PROPOSED SUBDIVISION OF LOT B (DD 327049-1), SECTION 44, VICTORIA DISTRICT, PLAN 1592.



NOTE:
Distances and area shown may vary upon completion of a comprehensive Legal Survey.

LEGEND

- WM Denotes water meter
- CB Denotes catch basin
- UP Denotes utility pole
- EP Denotes edge of pavement
- o 700 Denotes tree location & tag number

	Protected Root Zone
	Tree Protection Fencing Floating / Permeable Driveway

Field survey dated this 21st day of August, 2008.

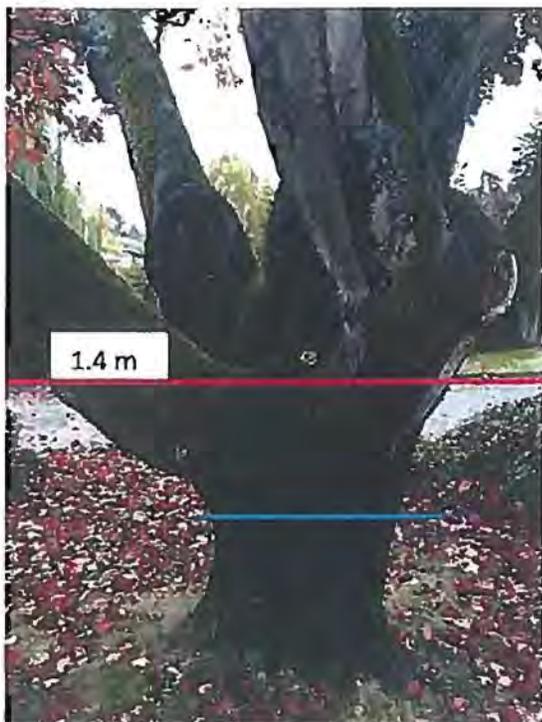
File: 44-CHAPMAN-MN2
Date: September 5, 2008
Island Land Surveying Ltd.
1-15 Cordillera Avenue
Victoria, B.C. V8Z 1T3
Tel 475-1515 Fax 475-1516
email: info@islandsurveying.ca



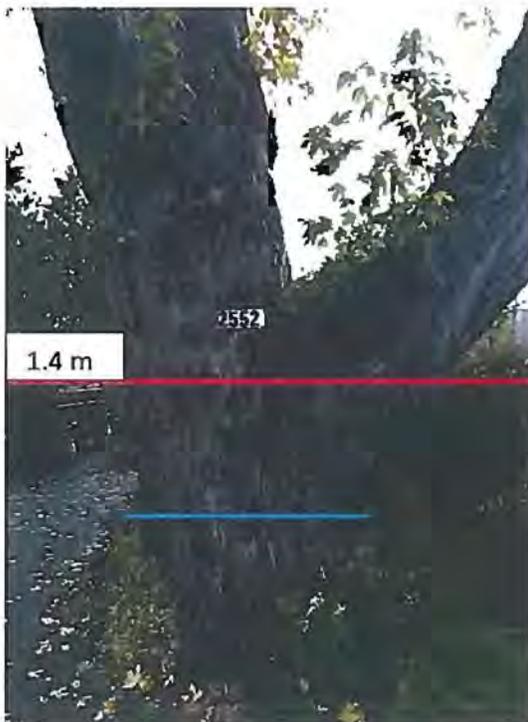
Tree Diameter Measurements – trees 215 and 700

The arborists's report contains questionable tree diameter measurements for two trees. I believe the reported diameters for trees 215 and 700 are based on measurements inconsistent with the Saanich Tree Protection Bylaw. The bylaw says: "*D.B.H. means the diameter of a tree at roughly breast height (1.4 metres (4.6 feet)) above the highest point of natural grade of the ground measured from the base of a tree. For multi-stemmed trees, the three largest stems shall be measured 1.4 metres (4.6 feet) above the highest point of natural grade and the D.B.H. of the tree shall equal the cumulative total of the D.B.H. of the three largest stems*". For this Tree Protection Plan, I am reporting diameters as follows:

Tree 700



Tree 215



Tree 700. The arborist reported 199 cm diameter. The tree has multiple braches, with cut-off stems on the branches. It is not possible to measure one stem at 1.4 m, and it is not possible to measure the three largest stems at 1.4 m. The tree was previously measured (in 2008) at 80 cm diameter. Saanich Parks measured it as 78 cm in July 2016. It was remeasured as being 80 cm at about 0.6 m above ground, which is what I have reported for the Tree Protection Plan.

Tree 215 (Saanich Significant tree 117) . The arborist reported 147 cm diameter at 1.4 m height. This measures across the swell of a significant branch. The tree was previously measured (in 2008) as being 120 cm diameter. It was remeasured as being 120 cm at about 0.6 cm above ground, which is what I have reported for the Tree Protection Plan.

I will follow direction from Saanich Parks if they believe otherwise.

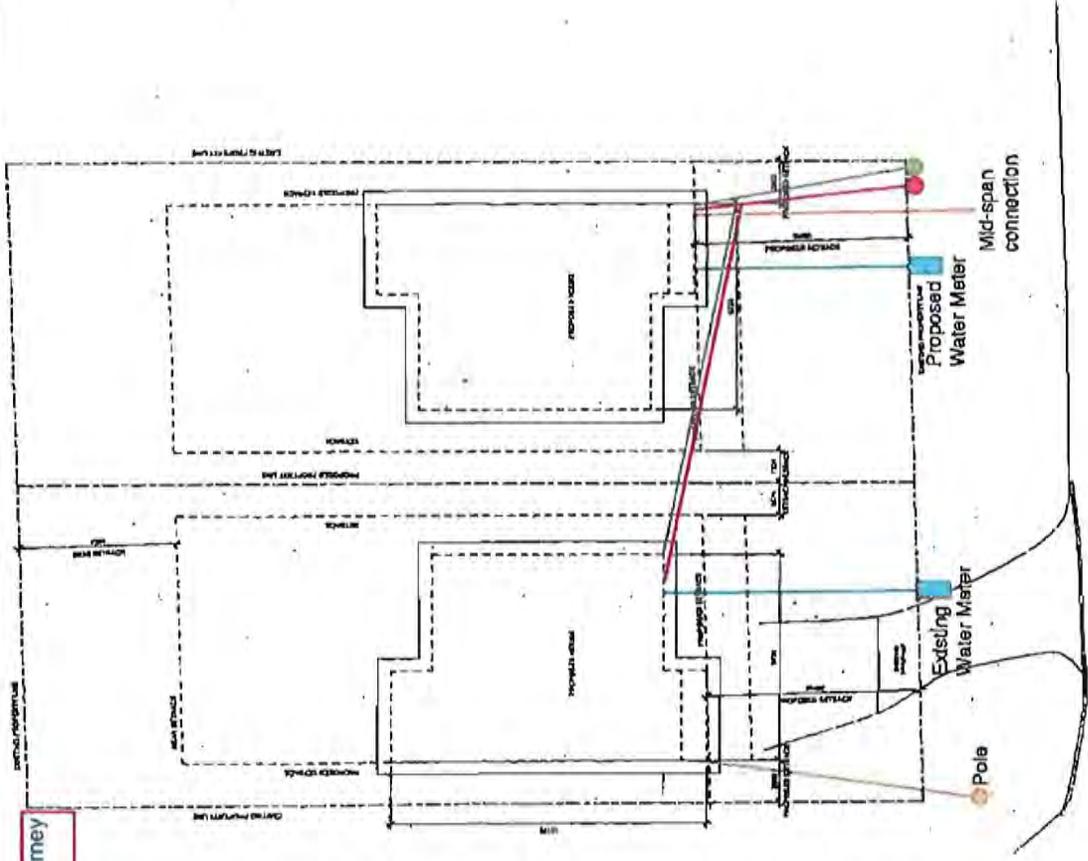
Allan Chapman

October 25, 2016

Figure 2. Proposed service plan - 2558 Killarney

SUGGESTED LOCATIONS OF SERVICES

- Denotes Water
- Denotes Sewer
- Denotes Storm Drain
- Denotes Hydro

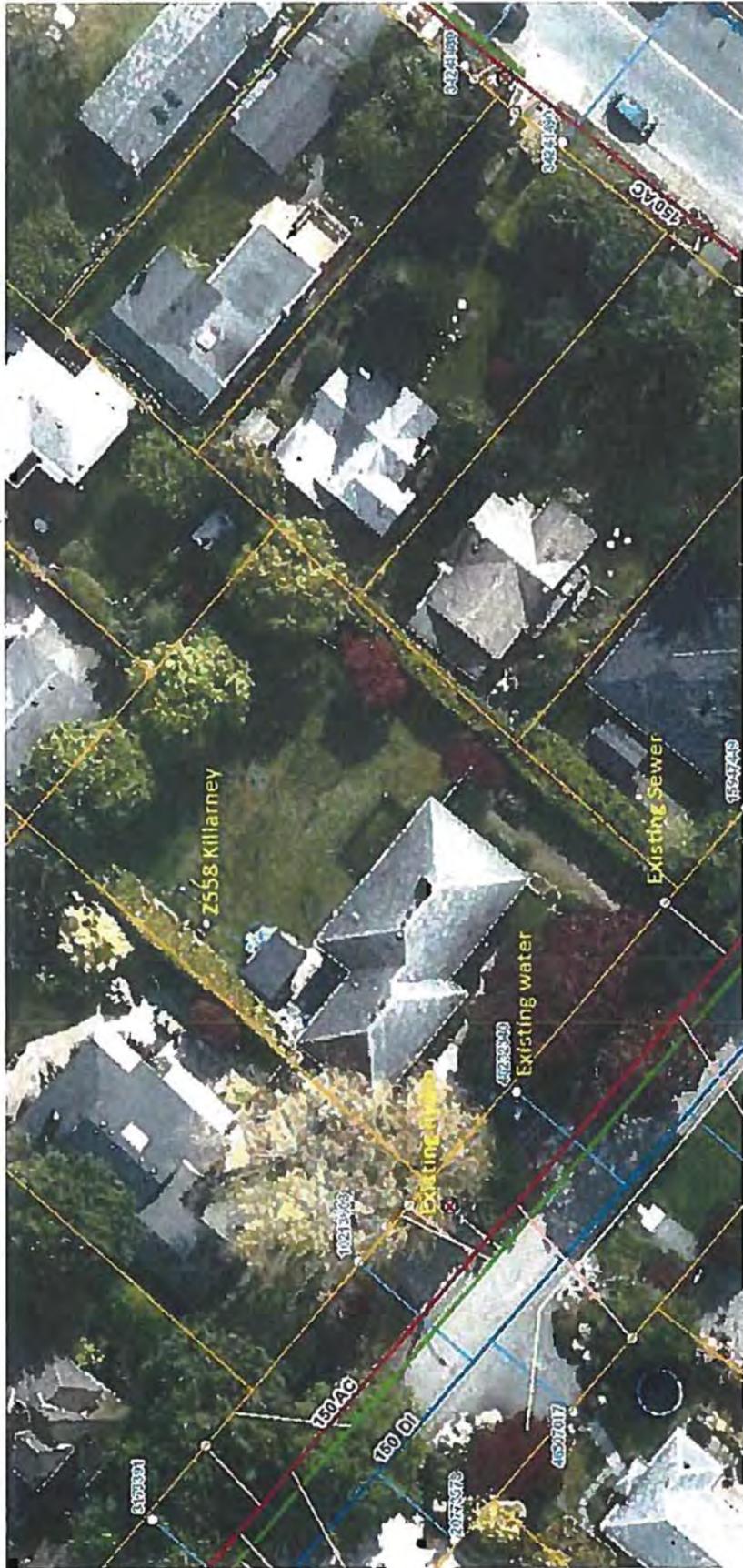


1. PROPOSED SITE PLAN
 Scale 1:327

2558 KILLARNEY ROAD

SITE PLAN
 JUNE 2, 2019

Figure 3. Existing services – 2558 Killarney Road



Tree Preservation Plan

File: SUB00759; REZ00575; DVP00375; 2558 Killarney Road

A review by Brent Ritson, Park Referral Coordinator, noted three trees on the boulevard (#693, 700 and 213) and two trees in the back yard (# 663 and 664) as "worthy of protection". Also, tree # 215 is noted as Saanich Significant Tree #117). Mr. Ritson indicated that a "tree preservation plan" is required. I am submitting this document as that plan. Please refer to the attached site plan.

Back Yard Trees

Trees 663 and 664 (along with 697, 690 and 691, mature Japanese Maples) will all be protected and preserved by the following:

- Installation of tree protection fencing (1.2 m high) with "Warning – Habitat Protection Area" signage, approximately 7.5 metres from the rear property line, and at least four metres from individual tree, to protect the tree trunks and branches and the entire rooted zone. The fencing will extend from near the west property line to near the east property line. Based on the submitted "proposed site plan", excavation would be a further 8-10 metres away from the fence, and so would be at least 12 metres away from any individual tree. This will be an exclusion zone. No construction material, equipment, debris, soil piling, excavation, etc., will occur within this zone.

Boulevard Trees

- Tree 700 (Norway Maple) will be boxed off with tree protection fencing (1.2 m high) with "Warning – Habitat Protection Area" signage. The fencing will be installed approximately 4 metres from the tree on the west, north and east sides, and 3 metres on the south side adjacent to Killarney Road.
- Trees 693 (cedar) will be boxed off with tree protection fencing, approximately 2 metres from the tree. The fencing will extend in a linear path approximately 2 metres from the west property line to protect tree 215 (Silver Maple – Saanich Significant tree 117). Tree 215 is on the boulevard in front of the neighbouring property, and will not be affected by any direct machine or construction activity. It is at least 10 metres away from any excavation.
- The fenced areas will be exclusion zones, to protect the tree trunks and branches and the rooted zone. No construction material, equipment, debris, soil piling, excavation, etc., will occur within this zone.
- Trench excavation for in-ground site services will be focussed in two locations (one for each new lot). For the western lot, the excavation will be restricted to the area noted as the existing asphalt drive. For the eastern lot, excavation will be restricted to a corridor east of the location noted as "Rock Wall" on the attached site plan. There will be no excavation for in-ground services within approximately 6 metres of tree 700, and 10 metres of tree 215.

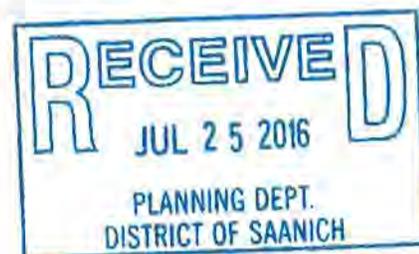
I trust this is sufficient for your needs.

Best Regards,


Allan Chapman, MSc, PGeo.

Phone: 

Email: 



SITE PLAN PROPOSED SUBDIVISION OF LOT B (DD 327049-1), SECTION 44, VICTORIA DISTRICT, PLAN 1592.



SCALE=1:500. All distances are in metres.

NOTE:

Distances and area shown may vary upon completion of a comprehensive Legal Survey.

LEGEND

- WM Denotes water meter
- CB Denotes catch basin
- UP Denotes utility pole
- EP Denotes edge of pavement
- o 700 Denotes tree location & tag number

Tree Protection Fencing



Field survey dated this 21st day of August, 2008.

File: 44-CHAPMAN-MN2
Date: September 5, 2008
Island Land Surveying Ltd. 1-15 Cadillac Avenue Victoria, B.C. V8Z 1T3 Tel 475-1515 Fax 475-1516 email: info@islandsurveying.ca

Appendix A. Arborist report



D. Clark Arboriculture
The Rise Victoria B.C.

www.dclarkarboriculture.com
Certified Arborist PN-8523A
ISA Tree Risk Assessor CTRA 459

Oct. 8, 2016

Received
Oct 24

2558 Killarney Rd. Saanich BC V8P-3G7

For Allan Chapman

Re: Proposed Development

Scope of Work

I have been retained to provide comments on trees impacted by a potential development, and Tree Protection Plan for the property at 2558 Killarney Rd. as per the requirements of the District of Saanich.

Conclusion

Demolition of an existing building and subdivision and construction of two new buildings at 2558 Killarney Rd. will impact the Protected Root Zone of 2 bylaw protected trees on the property, and 5 bylaw protected trees outside the property line. 3 of those 5 are located on the boulevard. The project can proceed following the recommendations in this report.

Tree Inventory

Inventory

Tag #	Species	cm/DBH	Condition	Retain/ Remove	PRZ
663	Thuja plicata	51	Good	Retain	6.12
664	Acer Macrophyllum	34	Good	Retain	4.08

Trees outside property line

693	Thuja plicata	55	Good	Retain	6.6
700	Acer platanoides	199 80	Good	Retain	17.91 9.6
213	Thuja plicata	136	Good	Retain	16.32
n/t	Cornus nuttallii	26 20	Good	Retain	3.12
117	Acer saccharinum	147 20	Good	Retain	26.46 21.6

DBH-Diameter at Breast Height. Measured at 1.4m from the point of germination. Where the tree is multi-stemmed at 1.4m, the DBH shall be considered 100% of the DBH of the three largest stems.

PRZ- Protected Root Zone. For the purpose of this report the PRZ is considered to be 12x the diameter of the stem, measured in meters radially from the trunk with the exception of tree #117 where the PRZ will be considered as 18x the diameter of the stem, and tree #700 where the PRZ will be considered as 9x the diameter of the sum of the 3 largest stems.

Impacts of Demolition and Construction

Demolition will take place with access for machines coming up the easterly driveway. Machines can move from the east and northeast to remove the existing building. Materials will be trucked out from the easterly driveway.

Construction access should also be from the easterly driveway. Some access can come from the existing paved westerly driveway. Access for removal of the existing house and construction of the two new houses will impact trees marked for retention.

The current driveway is expected to be retained to serve Lot A. A new driveway will have to be constructed to service Lot B. It is expected that the driveway for Lot B will be built over the existing non-paved easterly driveway. The new driveway is expected to impact trees marked for retention.

The sewer connection is located on the south of the property. The lateral from Lot A is proposed to run across the front of lot B and tie in at the same location to the main. There is currently no lateral connection identified for storm drainage. It is assumed that the location of for the storm laterals will follow a similar path to the sewer lateral. These services are expected to impact trees marked for retention.

The current water service is at the west side of the property. This will be used to service Lot A. It is unknown if an upgraded service to lot A will be required. A new service will have to be added to service lot B. These services are expected to impact trees marked for retention.

Power to the property currently comes from a pole at the west side. There is currently no decision on how power will be brought to Lot B. Electrical services may impact trees marked for retention.

There has been no indication that natural gas will be brought into Lot A or B.

Any improvements to the frontage at 2558 Killarney, including road widening or curb and gutter installation will impact trees marked for retention.

The height of the buildings is not expected to interfere in any way with the canopies of the trees marked for retention.

Tree Protection Plan

The Protected Root Zone (PRZ) of all protected trees recognized in this report shall be 12 times the diameter of the tree, with the exception of Significant Tree #117 which will be 18 times the diameter of the tree, and Tree #700 which will be 9 times the diameter of the tree. Saanich may approve a reduced PRZ for both of these trees at their discretion. Excavation inside the PRZ of any tree identified in this plan for any reason will take place under the supervision of the project arborist or his designate.

Working radially inward toward the tree, the excavator will remove the soil incrementally with a non-toothed shovel allowing any exposed roots to be pruned to acceptable standard by the project arborist. Where machine excavation may be too invasive, Hydrovac, Airspade or hand dug excavation methods may be required. Any excavation of the stump of a tree inside a PRZ must be supervised by the project arborist. As well, any excavation for underground services inside a PRZ will be supervised by the project arborist.

Any required pruning to accommodate any services or construction beyond the scope of what is set out in this report must be approved and supervised by the project arborist.

During construction protection fencing will be installed, the construction and location of which will be approved by the project arborist. Tree protection fencing must be anchored in the ground and made of 2x4 or similar material frame, paneled with securely affixed orange snow fence or plywood and clearly

marked as TREE PROTECTION AREA- NO ENTRY (see appendix A for an example). The area inside the fence will be free of all traffic and storage of materials.

Areas outside the tree protection fence but still within the PRZ may be left open for construction access. These areas will be protected by vehicle traffic with either 3/4" plywood or a minimum 20cm of coarse wood chips (root zone armour). Tree protection measures will not be amended in any way without approval from the project arborist. Any additional tree protection measures will be documented in a memo to Saanich and the developer.

The fence in the back yard will run diagonally across the whole yard from the outside edge of the largest PRZ.

Fences on the boulevard will be located at the edge of the paved surfaces and no less than 2m back from the current house footprint.

The existing driveway is being retained at this point and serves as a suitable protection for the PRZ of the trees in this area. Should the driveway be removed in whole or in part for any reason inside the PRZ of these trees, the removal must be supervised by the project arborist. Any new installation will have to be approved by the project arborist. Special construction techniques may be required.

A new driveway will be required for Lot B. Due to its location inside the PRZ of trees recommended for retention, special construction employing geogrid material or a geotextile fabric will be required (see appendix B for examples).

It is recommended that beyond the addition of new house services (sewer, storm, water, hydro, gas and driveway) no additional improvements be made to the frontage at 2558 Killarney to avoid any additional impacts to protected trees in that area.

Saanich requires 1 replacement tree be planted for every tree removed. Replacement tree locations will be determined when a landscape plan is developed, and a map of those locations will be submitted to Saanich and the developer in a memo before the completion of the project. Should suitable locations not be available, the developer may seek to donate the trees to a location determined by the municipality.

Thank you for the opportunity to comment on these trees.

Should any issues arise from this report, I am available to discuss them by phone, email or in person.

Regards,

Darryl Clark

Certified Arborist PN-6523A

ISA Tree Risk Assessor CTRA 459

Disclosure Statement

An arborist uses their education, training and experience to assess trees and provide prescriptions that promote the health and wellbeing, and reduce the risk of trees.

The prescriptions set forth in this report are based on the documented indicators of risk and health noted at the time of the assessment and are not a guarantee against all potential symptoms and risks.

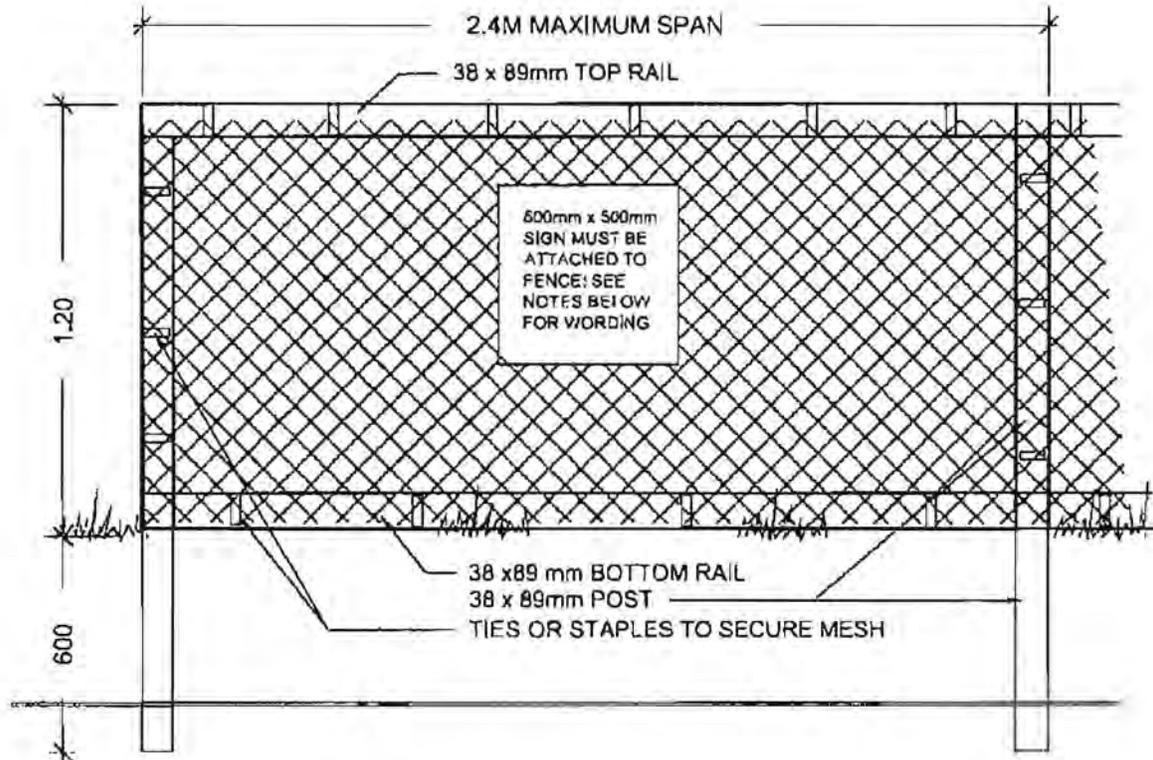
Trees are living organisms and subject to continual change from a variety of factors including but not limited to disease, weather and climate, and age. Disease and structural defects may be concealed in the tree or underground. It is impossible for an arborist to detect every flaw or condition that may result in failure, and an arborist cannot guarantee that a tree will remain healthy and free of risk.

To live near trees is to accept some degree of risk. The only way to eliminate the risks associated with trees is to eliminate all trees.

Assumptions and Limiting Conditions

- Altering this report in any way invalidates the entire report.
- The use of this report is intended solely for the addressed client and may not be used or reproduced for any reason without the consent of the author.
- The information in this report is limited to only the items that were examined and reported on and reflect only the visual conditions at the time of the assessment.
- The inspection is limited to a visual examination of the accessible components without dissection, excavation or probing, unless otherwise reported. There is no guarantee that problems or deficiencies may not arise in the future, or that they may have been present at the time of the assessment.
- Sketches, notes, diagrams, etc. included in this report are intended as visual aids, are not considered to scale except where noted and should not be considered surveys or architectural drawings.
- All information provided by owners and/or managers of the property in question, or by agents acting on behalf of the aforementioned is assumed to be correct and submitted in good faith. The consultant cannot be responsible or guarantee the accuracy of information provided by others.
- It is assumed that the property is not in violation of any codes, covenants, ordinances or any other governmental regulations.
- The consultant shall not be required to attend court or give testimony unless subsequent contractual arrangements are made.
- The report and any values within are the opinion of the consultant, and fees collected are in no way contingent on the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, or any finding to be reported.

Appendix A



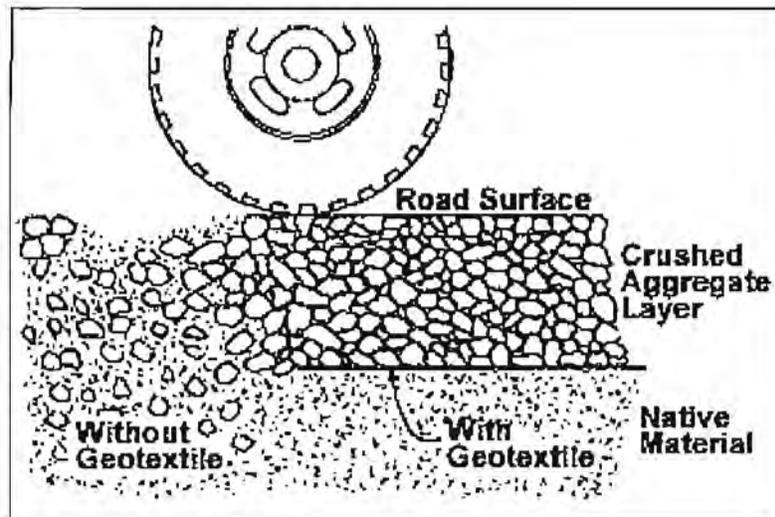
TREE PROTECTION FENCING

Tree Protection Fencing Specifications:

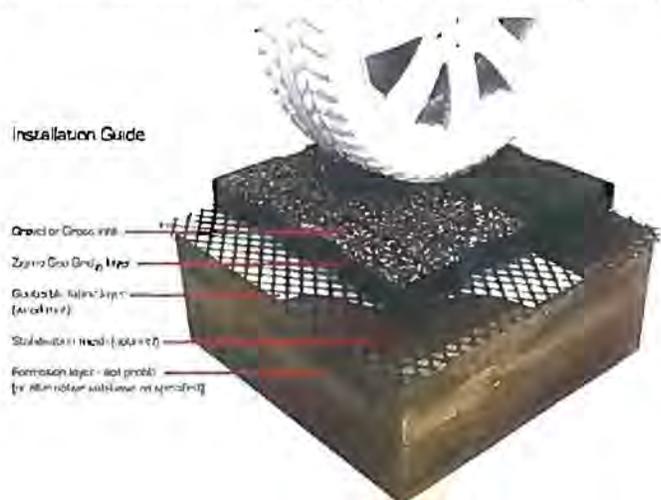
1. The fence will be constructed using 38 x 89 mm (2" x 4") wood frame:
 - Top, Bottom and Posts. In rocky areas, metal posts (t-bar or rebar) drilled into rock will be accepted
 - Use orange snow fencing mesh and secure to the wood frame with "zip" ties or galvanized staples. Painted plywood or galvanized fencing may be used in place of snow fence mesh.
2. Attach a roughly 500 mm x 500 mm sign with the following wording: **TREE PROTECTION AREA-NO ENTRY**. This sign must be affixed on every fence face or at least every 10 linear metres.

Appendix B

Examples of Special Driveway Design



From www.na.fs.fed.us/spfo/pubs/stewardship/accessroads/geotextiles.htm



From <http://accessterrain.com/product/geo-grid/>

Planning - RE: Saanich Referral

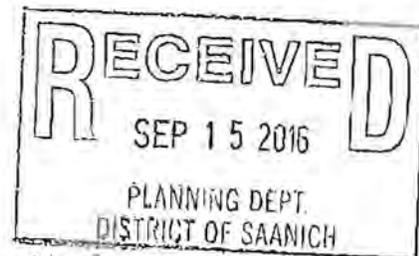
From: "Eric Dahli" [REDACTED]
To: <Planning.Mun_Hall.Saanich@saanich.ca>
Date: 9/15/2016 10:30 AM
Subject: RE: Saanich Referral
CC: "Bill Dancer" [REDACTED]

The Cadboro Bay Residents Association has no objection to this project at 2558 Killarney rd.

ENTERED
IN CASE

Eric Dahli, Chair

Cadboro Bay Residents Association



From: Planning.Mun_Hall.Saanich@saanich.ca [Planning.Mun_Hall.Saanich@saanich.ca]
Sent: Wednesday, September 7, 2016 9:41 AM
To: Cadboro Bay Residents Association <chairman@cadborobay.net>
Cc: ClerkSec <ClerkSec@saanich.ca>
Subject: Saanich Referral

September 7, 2016

Dear Cadboro Bay Residents Association:

RE: Application for Subdivision:

Site Address: 2558 Killarney Road
Legal: Lot B Section 44 Victoria District Plan 1592
Folder #: SUB00759; REZ00575; REZ00375

An application for subdivision has been received for a site within your Community Association area. The project is currently being referred to internal departments and external agencies for comment.

We are interested to know if your Community Association:

- Has no objection to the project
- Generally has no objection with suggested changes or concerns
- Does not support the project.

We would appreciate receiving your comments in writing or by email to planning@saanich.ca within 30 days, in order for us to consider them during the subdivision review process. If you cannot meet this time frame, please email or call our office to indicate if and when you might be able to respond to

the referral.

It is suggested that you periodically check our website, www.saanich.ca *Active Planning Applications* as any revised site plans for this application will be posted there.

Sincerely,

Liz Gudavicius

SUB 00759

REZ 00575

DVP 00375

Planning - Subdivision of 2558 Killarney

From: Landon MacLean [redacted]
To: "planning@saanich.ca" <planning@saanich.ca>
Date: 11/21/2016 9:10 AM
Subject: Subdivision of 2558 Killarney
CC: [redacted]

✓Clerks

Good morning, I am writing in support of the proposed sub-division of 2558 Killarney Rd.

My wife, Shana, own [redacted] Killarney Rd, across and slightly up from Allan Chapman at 2558 Killarney Rd.

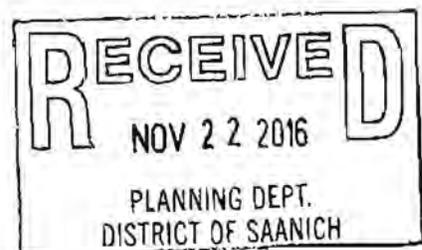
Allan has always been a friendly, respectful and courteous neighbor. Over the last ten years, we have spoken several times about the fact that he has a double lot and the related potential for re-development. Several months ago, Allan showed me preliminary drawings of what he envisioned for his property(s). The design appeared to be tasteful, made good use of the original lot lines, and did not detract from the neighborhood.

As urban density increases, I feel that projects such as Allan's meet the demand of a growing population base, while maintaining the character of an area. Allan's direct neighbor, who's street address is on Cadboro Bay Rd, has also approached us in seeking support to assemble property along the Cadboro Bay Rd frontage, with the intent to build a mixed use development. I would far prefer to see single family homes, such as Allan's proposal, proceed in our neighborhood.

Development in any urban area is inevitable in our region, but it is the proper management of these changes that will ultimately determine its success. Cadboro Bay is a desirable location in an already desirable City, and I strongly feel that Allan's use of his double lot to build two new tasteful homes is complimentary to the neighborhood, without taking away from the character and charm of the neighborhood.

I can be reached below if you would like to discuss further.

Best regards,
Landon MacLean



Planning - Rezoning of 2558 Killarney Road

<input checked="" type="checkbox"/>	ACKNOWLEDGED
<input checked="" type="checkbox"/>	CLERKS
	REPLIED

From: [Redacted]
 To: <planning@saanich.ca>
 Date: 9/26/2016 8:02 PM
 Subject: Rezoning of 2558 Killarney Road

FYI -
 LG

Attention: Liz Gudavicius, Subdivision Coordinator

Dear Ms. Gudavicius,

I am writing to provide comments with regard to the Rezoning Application for 2558 Killarney Road. I am the owner of [Redacted] Cadboro Bay Rd. and thus have received an invitation to provide comments.

Firstly, I would like to thank you for your diligence in seeking neighbours' comments. I have another property in a neighbouring municipality and I have not previously received this courtesy.

With respect to the application at hand, I have no strong objections to the plans I have viewed on the Saanich.ca website and I personally see the careful addition of greater density consistent with building a more viable walking community within the Cadboro Bay area.

My only comment on the plan is a caveat that I would hope it is consistent with what I would see as the mostly likely changes that are likely eventually to occur below this property, in the adjacent and nearby lots between its location and Cadboro Bay Rd. I believe it is highly likely that at some point within the next decade, one or more property owners of the lots along Cadboro Bay Rd., running all the way through my lot (3820) to the four way stop in the village center will, either through a combined effort or by way of sale to a developer, seek further development of those lots. Consistent with the existing community (including the townhouses on 2585 Sinclair Rd. and recent residential developments on Penrhyn St.), I believe the most likely proposal at that stage will be for a townhouse or mixed used development running all or partially along that block of Cadboro Bay Rd. running southwest from Sinclair Rd to Killarney Rd. I may have some self-interest in such a rezoning one day being approved, though I believe it is reasonable to say that any such project would be consistent with the three other existing "corners" of Cadboro Bay Village and, like the present application, would also be in the community interest for increasing density in the village area. That brings me to my sole comment with respect to 2558 Killarney Road: to the extent that the planning officers at Saanich believe that the 2558 Killarney application is consistent with future developments as I have described above, then I am fully in support of the application. However, if there were any aspect of this application (including any increased concern about slightly higher buildings being built between this property and Cadboro Bay Rd., particularly as the set-back will now be decreasing) then I would hope careful consideration is given to whether some additional density benefit here would be gained at the expense of much more density being gained on adjacent properties in the near future. Otherwise, I have no objections to this application.

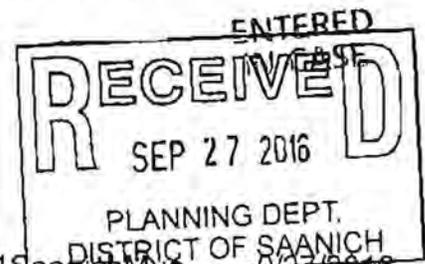
Thank you for your consideration of my comments

Yours sincerely,

John MacKay

This email may contain material that is confidential, privileged and/or attorney work product for the sole use of the intended recipient. Any review, reliance or distribution by others or forwarding without express permission is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies.

[Redacted]



Planning - File #SUB00759 REZ00575 DVP00375

From: Karen Schindelbauer [redacted]
To: "planning@saanich.ca" <planning@saanich.ca>
Date: 9/22/2016 2:05 PM
Subject: File #SUB00759 REZ00575 DVP00375

✓	ACKNOWLEDGED
✓	CLERKS
	REPLIED

RE: Proposed Subdivision of 2556/2558 Killarney

Dear Mayor and Council,

CB -> Please respond.

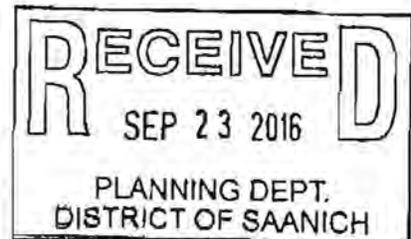
I would like bring a few points to your attention regarding the rezoning proposal of 2556 Killarney from a single to two separate lots. I reside adjacent to the building lot at [redacted] Cadboro Bay Road.

My house sits far back from busy Cadboro Bay Road and the area adjacent to my home is the only spot on the property where I can enjoy a relatively, quiet, peaceful and private moment outdoors. The proposed rezoning would eliminate this much treasured privacy element-currently made possible by the position of the existing Killarney house and its split level/single story configuration.

Please provide a response to the following:

- It appears from the submitted plans that the height and placement of the new buildings/windows would eliminate all elements of privacy on my property. Can anything be done to minimize this impact?
- It is hard to read the set backs on the submitted plan - I request that set backs be a minimum of 10 feet (3m) from the property line backing onto 2564 Killarney, 3814 Cadboro Bay and 3818 Cadboro Bay (planning advises this is the max that can be requested?).
- Over the years I have been made aware that there is a Spring (or other water source) at the back of the property bordering [redacted] Killarney. How will this issue be addressed? Should building redirect the water under any of the dirt basements at [redacted] Killarney, [redacted] Cadboro Bay or [redacted] Cadboro Bay it would cause significant damage to our old wooden structures.
- The laurel hedge running along the side of the Killarney address provides a good visual block - will the hedge remain and if not, what is the proposed replacement?
- The current plan shows two mirror image buildings - does the landowner intend to build both or will the plans change after the rezoning is complete?

Kind regards,
Karen Schindelbauer
[redacted] Cadboro Bay Road
Victoria BC
[redacted]



Sent from Mail for Windows 10

Planning - File SUB00759 Subdvidion of 2558 Kilarney Road

From: "Jerry Donaldson" [REDACTED]
To: <planning@saanich.ca>
Date: 9/12/2016 5:39 PM
Subject: File SUB00759 Subdvidion of 2558 Kilarney Road

SUB 00759
REZ 00575
DVP 00375
✓Clerks

Dear Sir:

My house is at [REDACTED] Sinclair, across the fence and slightly uphill from Mr. Chapman's house on Kilarney.

I whole-heartedly support this application. The existing lot was amalgamated out of two lots way back when, so the proposed subdivision makes sense historically.

Mr. Chapman's project preserves the character of the neighbour hood. The result will be two new, modest, single family houses.

Best Wishes

Jerry Donaldson

[REDACTED] **Sinclair Road**
Victoria, B.C. Canada
[REDACTED]



1410-04
xref: 8870-30



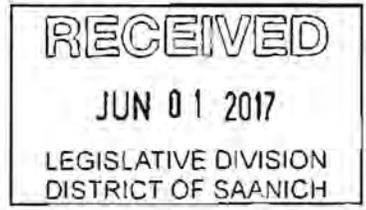
The Corporation of the District of Saanich

Mayor
Councillors
Administrator
Com. Assoc.
Applicant

Council
Administrator
Media

Report

To: Mayor and Council
From: Sharon Hvozdzanski, Director of Planning
Date: May 31, 2017
Subject: Subdivision and Rezoning Application
File: SUB00758; REZ00574 • 4623 Cordova Bay Road



RECOMMENDATION

1. That the application to rezone from the RS-18 (Single Family Dwelling) Zone to the RS-12 (Single Family Dwelling) Zone be approved.
2. That prior to Final Reading of the Zoning Amendment Bylaw, the applicant register a restrictive covenant for the following:
 - To protect the trees and other native vegetation along the Cordova Bay Road frontage in order to maintain the "green" approach to Mount Douglas Park;
 - To require that any new dwellings on the proposed lots would be constructed to a minimum BUILT GREEN® Gold, EnerGuide 82, or equivalent energy efficient standard;
 - To require that any new dwellings on the proposed lots would be constructed with the necessary conduit and piping to be considered solar ready for the future installation of solar photovoltaic or hot water heating systems; and
 - To require that development of the property be generally in accordance with the form and character statement (building scheme) provided by the applicant.

PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The subject application is for a rezoning to accommodate a subdivision at 4623 Cordova Bay Road resulting in one new lot (two lots total) for single family dwelling use. The applicant is Charles Shorthill.

DISCUSSION

Neighbourhood Context

The 1864 m², RS-18 (Single Family Dwelling) zoned parcel is located in the Cordova Bay neighbourhood, within the Urban Containment Boundary, at the northeast corner of the intersection of Cordova Bay Road and Ocean Park Lane. The site contains a 1970s brick dwelling. Surrounding land use is RS-12 zoned single family dwellings on three sides and RS-18 zoned single family dwellings to the south across Cordova Bay Road (see Figure 1).

CW
4

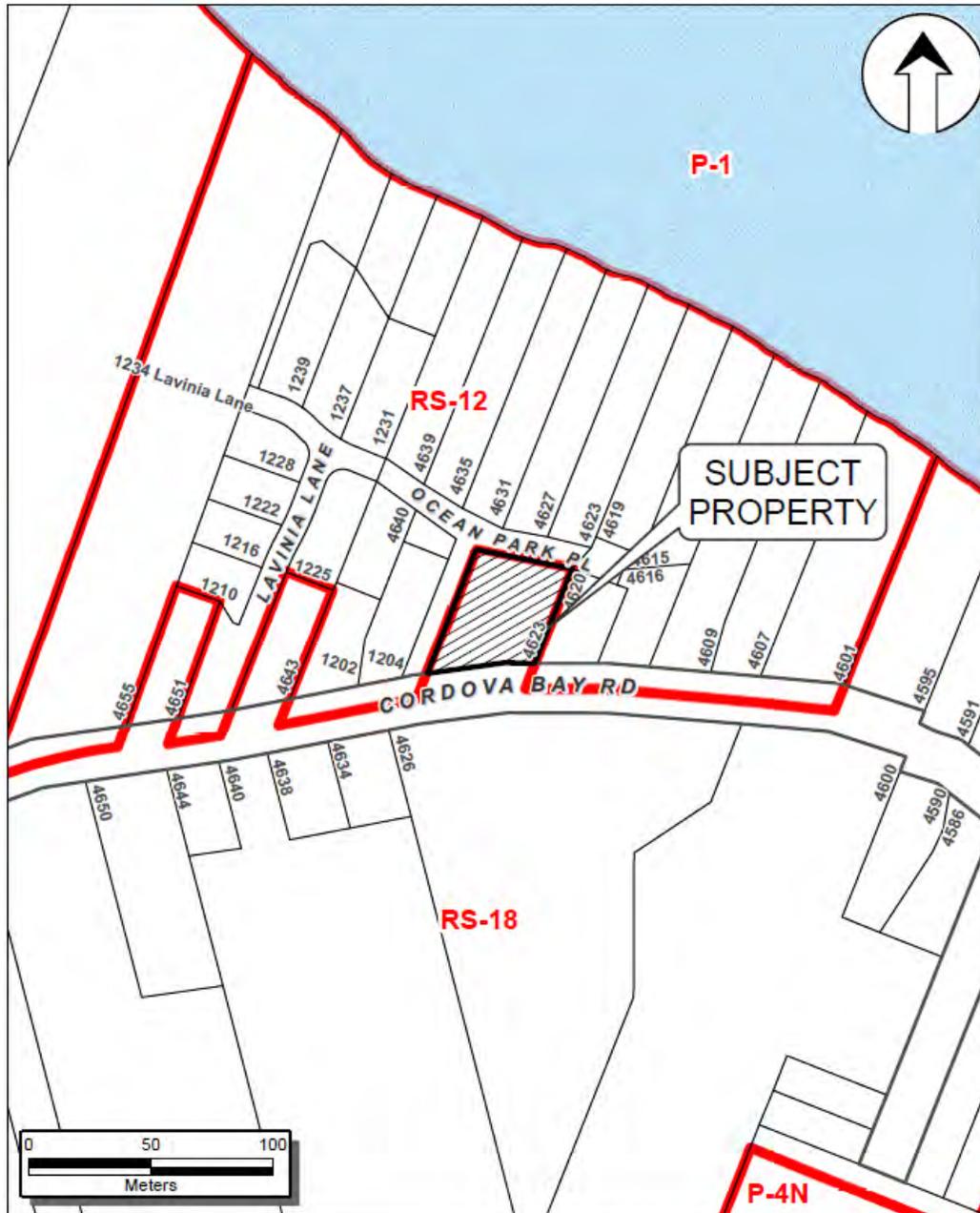


Figure 1: Neighbourhood Context

Proposed Land Use

The proposed rezoning would accommodate a subdivision to create one additional lot for a total of two lots. The proposed lots would have areas of 930 m² (Lot A) and 934 m² (Lot B). The applicant has stated that likely, he will sell the lots to a developer who would remove the existing house and construct two new houses. In the event that a buyer wishes to retain the existing house on proposed Lot B and develop the other lot, the existing house would need to be relocated as it now straddles the proposed lot line.



Figure 2: Bird's Eye View (Bing Maps)

Site and Building Design

The site drops in elevation about 3.6 m from southeast to northwest. In order to limit the number of new driveways along Cordova Bay Road, both proposed lots would be accessed using the existing driveway. An access easement would be required over proposed Lot A in favour of proposed Lot B. Access to the lots from Ocean Park Place would not be possible because it is a private strata road.

The applicant does not wish to provide house plans for the proposed lots. Based on the proposed lot area, using the Floor Space Ratio regulation, the RS-12 Zone would permit a house with a maximum 465 m² gross floor area (348 m² non-basement gross floor area) on proposed Lot 1 and 467 m² gross floor area (350 m² non-basement gross floor area) on proposed Lot 2. Each of the homes would be permitted to have a secondary suite.

In the event that a future purchaser of one of the lots wishes to retain the existing house, it would need to be moved about 6.0 m east so that it fits within the lot lines and required setbacks for proposed Lot B. This could be done by removing the attached two-car garage. The footprint for the reduced house would be 136 m², leaving enough room in the front yard to construct a replacement garage and turning area.

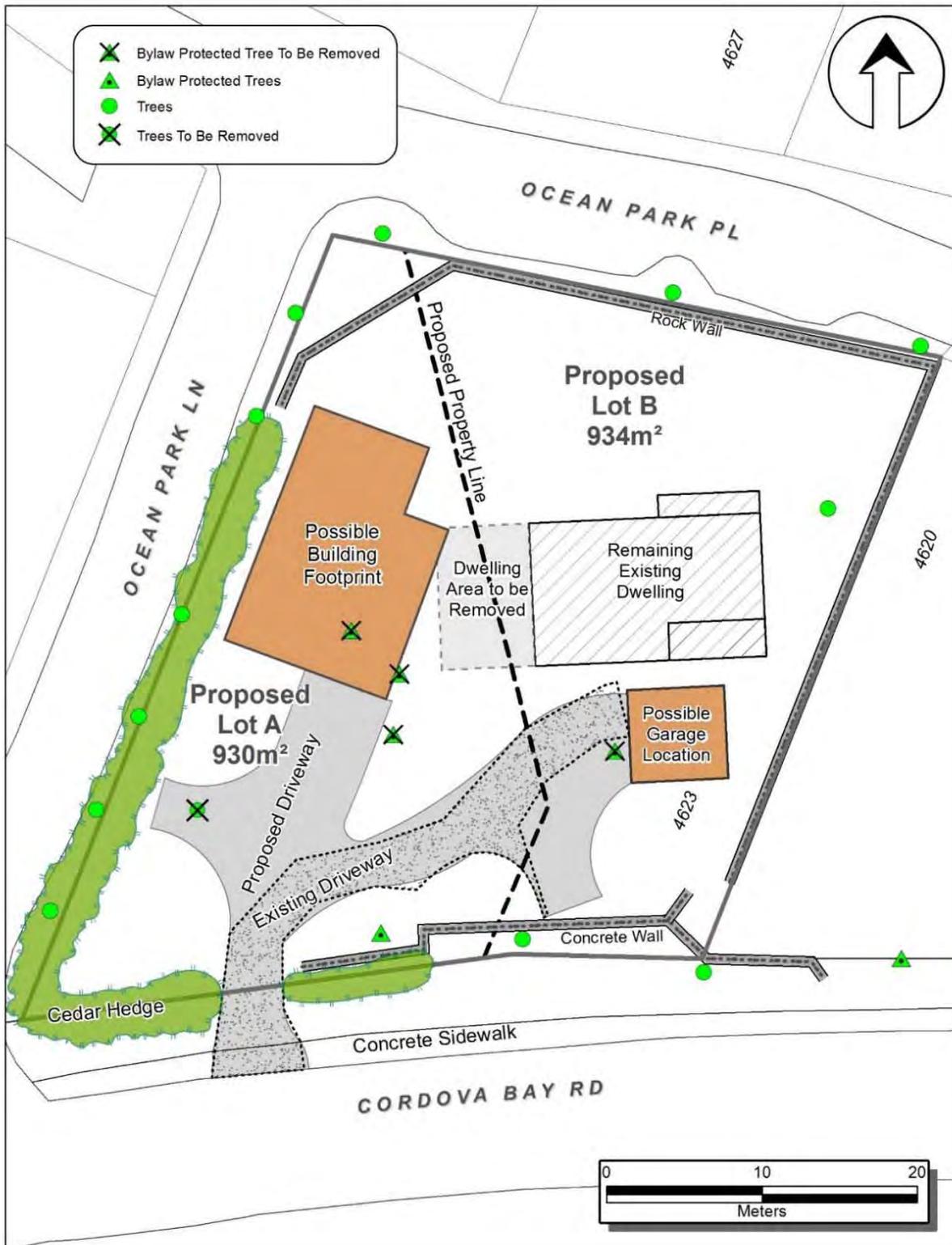


Figure 3: Proposed Subdivision

The applicant has provided a form and character statement (Building Scheme) which includes a commitment to sustainable building practices, construction to a minimum BUILT GREEN® Gold, EnerGuide 82, or equivalent energy efficient standard, and new dwellings to be solar ready for the future installation of solar photovoltaic or hot water heating systems. This commitment would be secured by covenant.

Consultation

The applicant has stated that information about the proposed development was delivered to immediate neighbours and to the strata president of the adjacent Ocean Park development. No negative comments were received.

In addition, a presentation was made by the applicant to the Cordova Bay Association for Community Affairs (CBACA).

A subdivision referral requesting comment about the proposal was sent by the Planning Department to the CBACA and a response was received indicating no objections to the proposal.

ALTERNATIVES

1. That Council approve the recommendation as outlined in the staff report.

The implications of this alternative are discussed in detail in the later sections of this report.

2. That Council reject the recommendations as outlined in the staff report.

Should Council decide to reject the recommendations contained in this report, the implications are that the proposed rezoning and subdivision would not proceed. The subject property would retain its current RS-18 zoning and the one existing single family dwelling would remain on the lot.

3. That Council provide alternate direction to Staff.

Should Council provide alternate direction to staff, such as redesign of the subdivision layout for example, the implications are that staff would work with the applicant to address comments from Council. The applicant would have his consultants undertake any necessary revisions to the plans, and would resubmit the proposal, for review by staff and ultimately by Council. This alternative would result in a delay in Council's decision regarding the rezoning application.

FINANCIAL IMPLICATIONS

The proposal has no immediate implications related to the District of Saanich Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposal has no implications related to the District of Saanich 2015-2018 Strategic Plan.

PLANNING IMPLICATIONS

Policy

The following Saanich Planning Policies are most applicable to the subject proposal:

Official Community Plan (2008)

- 4.2.1.1 “Support and implement the eight strategic initiatives of the Regional Growth Strategy, namely: Keep urban settlement compact; Protect the integrity of rural communities; Protect regional green and blue space; Manage natural resources and the environment sustainably; Build complete communities; Improve housing affordability; Increase transportation choice; and Strengthen the regional economy.”
- 4.2.1.2 “Maintain the Urban Containment Boundary as the principal tool for growth management in Saanich, and encourage all new development to locate within the Urban Containment Boundary.”
- 4.2.4.3 “Support the following building types and land uses in Neighbourhoods:
- Single family dwellings;
 - Duplexes, tri-plexes, and four-plexes;
 - Townhouses;
 - Low-rise residential (up to four storeys); and
 - Mixed-use (commercial/residential) (up to four storeys).”
- 4.2.1.14 “Encourage the use of ‘green technologies’ in the design of all new buildings.”

Cordova Bay Local Area Plan (1998)

The property is designated “Residential I” on Map 7.1 of the Cordova Bay Local Area Plan. The Local Area Plan policies applicable to this proposal are as follows:

- 5.1 “Encourage protection of indigenous vegetation, wildlife habitats, urban forest landscapes and sensitive marine environments within Cordova Bay when considering applications for change in land use”;
- 7.2 “Require a minimum lot area of 930 m² * within the area designated Residential I on Map 7.1, except:
- (b) on lots shown on Map 7.1 to be serviced by the proposed Cordova Bay Road sewer lift station, an average lot area of 930 m² may be considered only if significant portions of the site are set aside for park and/or environmental protection.”
- * excludes the area of the access strip for panhandle lots.
- 7.7 “Consider the impact of new development on established views through the rezoning, development permit and subdivision process.”

Policy Analysis

The proposal is consistent with the Official Community Plan which contemplates limited infill in neighbourhoods inside the Urban Containment Boundary. The proposed lots with areas of 930 m² (Lot A) and 934 m² (Lot B) would comply with Cordova Bay Local Area Plan, policy 7.1,

which requires a minimum lot area of 930 m² and are generally consistent with the RS-12 zoned lots in the adjacent Lavinia Lane and Ocean Park Place subdivision.

The Official Community Plan also notes the importance of neighbourhood character and the role of building style, exterior finish, massing, and height have on the effective integration of new housing stock. The applicant has stated that any new homes on the lots would match the style of the homes in the adjacent Ocean Park development. Building height would be maximized in order to have the best ocean views. The applicant has submitted a form and character statement (Building Scheme) that would be secured by covenant. It includes a commitment to sustainable building practices, construction to a minimum BUILT GREEN® Gold, EnerGuide 82, or equivalent energy efficient standard, and new dwellings to be solar ready for the future installation of solar photovoltaic or hot water heating systems.

Servicing

The existing storm drain and sewer connections on Ocean Park Place would be used to service both proposed lots. A private sewer and storm drain easement would be required across proposed Lot B in favour of proposed Lot A. A water connection would be required for proposed Lot A.

On-site stormwater management was not required for recent subdivisions in this area due to the coastal location. The coastal bluffs in this area are unstable and excessive groundwater could contribute to coastal erosion.

There are no road frontage requirements for this application. Cordova Bay Road between Blenkinsop Road and Mount Douglas Park has bike lanes and a concrete sidewalk along the north side.

Both proposed lots would be accessed using the existing driveway from Cordova Bay Road. An access easement would be required over proposed Lot A in favour of proposed Lot B.

Environment

Tree resources on the property and municipal frontage consist of a mixture of native and non-native species. A tree impact and retention report prepared by Talbot Mackenzie & Associates Consulting Arborists identified a total of 9 trees including 5 bylaw-protected trees (1 Pacific Yew and 4 Douglas-fir) within the property boundaries and 10 trees outside the site along the Cordova Bay Road, Ocean Park Lane and Ocean Park Place boulevards. The boulevard trees include a native willow along Cordova Bay Road and a row of young Red Maple and Honey Locust trees located on the Ocean Park Lane and Ocean Park Place common property strata road. A row of Western Red Cedar trees also grow as a hedge along the front (Cordova Bay Road) property line.

Four bylaw protected trees (a Pacific Yew and three Douglas-fir trees) and one non-protected tree are located where it is unlikely that they can be protected and retained. A total of 4 trees on the site, including a bylaw protected Douglas-fir tree and three non-protected trees, can be isolated from the construction impacts and retained (see Figure 2). The Tree Protection Bylaw requires one replacement tree for each tree removed. One boulevard tree would also be required.

When the adjacent Ocean Park subdivision was approved, Council requested covenant protection for the trees and other native vegetation along the Cordova Bay Road frontage in order to maintain the “green” approach to Mount Douglas Park. The applicant has indicated that

he would not be opposed to a similar covenant. If a similar covenant is registered on the subject property, the planting of one boulevard tree would not be required.



Figure 4: Cordova Bay Road Streetscape Looking East

CLIMATE CHANGE AND SUSTAINABILITY

The Official Community Plan (OCP) adopted in 2008 highlights the importance of climate change and sustainability. The OCP is broadly broken down into the pillars of sustainability including environmental integrity, social well-being and economic vibrancy. Climate change is addressed under the environmental integrity section of the OCP and through Saanich's Climate Action Plan.

The following is a summary of the Climate Change and Sustainability features and issues related to the proposed development. It is important to note that this summary is not, and cannot be, an exhaustive list of issues nor a detailed discussion on this complex subject matter. This section is simply meant to ensure this important issue is a key part of the deliberations on the subject application.

Climate Change

This section includes the specific features of a proposal related to mitigation and adaptation strategies. Considerations include: 1) Project location and site resilience; 2) Energy and the built environment; 3) Sustainable transportation; 4) Food security; and 5) Waste diversion.

The proposed development includes the following features related to mitigation and adaptation:

- The proposal is an infill project located within the Urban Containment Boundary and Sewer Service Area, that is able to use existing roads and infrastructure to service the development;
- Limited infill through the development of new single-family housing inside the Urban Containment Boundary provides a much-desired housing form within Saanich that people would otherwise have to commute further distances for elsewhere in the region. The number of lots so created are limited in number, acknowledge longstanding policies of the Official Community Plan and Local Area Plan, and will not result in significant long-term negative impacts, as long as the majority of future growth is focussed in "Centres",

- “Villages”, and along key corridors;
- A sidewalk and cycling lanes are available along Cordova Bay Road fronting this development. These facilities support and encourage walking and cycling locally and in the Region;
 - Public transit is available along Cordova Bay Road, Monday to Saturday, at 30 to 40 minute intervals week days and less frequently on Saturdays - a transit stop for Bus #39 is approximately 100 m to the west at Lavinia Lane;
 - A total of nine trees were identified on the site. Five of the trees are bylaw-protected. Four of the bylaw-protected trees would likely need to be removed. One for one replacement would be required. Four trees on the site, including a bylaw protected Douglas-fir tree would be retained;
 - Covenant protection would be provided for the trees and other native vegetation along the Cordova Bay Road frontage in order to maintain the “green” approach to Mount Douglas Park. An existing retaining wall along the frontage would also be retained to provide sound attenuation for the proposed new dwellings;
 - The applicant has committed to sustainable building practices and the development would be constructed to a minimum BUILT GREEN® Gold, EnerGuide 82, or equivalent energy efficient standard, which would be secured by covenant;
 - The applicant has indicated that any new dwellings to be constructed on the proposed lots would include the necessary conduit and piping to be considered solar ready for the future installation of solar photovoltaic or hot water heating systems. This commitment would be secured by covenant; and
 - The proposed development includes sufficient area for backyard gardening, although the tree cover may shade portions of these areas. Long-term plans call for a community garden in each Local Planning Area. An Agriculture and Food Security Task Force will be considering ways to improve food security in the community.

Sustainability

Environmental Integrity

This section includes the specific features of a proposal and how it impacts the natural environment. Considerations include: 1) Land disturbance; 2) Nature conservation; and 3) Protecting water resources.

The proposed development includes the following features related to the natural environment:

- The proposal is an infill development in an already urbanized area without putting pressures onto rural areas; and
- A Pacific Yew and three Douglas-fir trees are located where it is unlikely that they can be protected and retained. One replacement tree would be provided for each tree removed.

Social Well-being

This section includes the specific features of a proposal and how it impacts the social well-being of our community. Considerations include: 1) Housing diversity; 2) Human-scale pedestrian oriented developments; and 3) Community features.

The proposed development includes the following features related to social well-being:

- An existing retaining wall along the front property boundary would be retained to provide sound attenuation for the proposed new dwellings;
- Secondary Suites are permitted in this development. This housing option provides for alternative forms of rental accommodation and supportive housing for immediate family

members. Suites also work to make a home purchase by young couples/families, and home retention by aging seniors, relatively more affordable; and

- A range of outdoor, community, and recreation opportunities are available to serve the neighbourhood. Mount Douglas Park is 500 m to the east along Cordova Bay Road. Other nearby community facilities include McMinn Park (1.5 km), and Saanich Commonwealth Place Community Recreation Centre (3.2 km).

Economic Vibrancy

This section includes the specific features of a proposal and how it impacts the economic vibrancy of our community. Considerations include: 1) Employment; 2) Building local economy; and 3) Long-term resiliency.

The proposed development includes the following features related to economic vibrancy:

- The development would create local short-term jobs during the construction period;
- Home based businesses would be permissible in this development; and
- The development would site additional residential units within the commercial catchment/employment area for the businesses and services located within the Broadmead Village Shopping Centre.

CONCLUSION

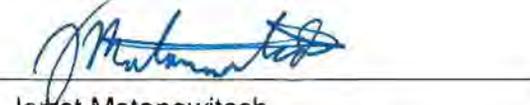
The proposed subdivision at 4623 Cordova Bay Road would comply with the Official Community Plan which contemplates limited infill in neighbourhoods inside the Urban Containment Boundary. The proposed lots with areas of 930 m² (Lot A) and 934 m² (Lot B) would comply with Cordova Bay Local Area Plan, policy 7.1, which requires a minimum lot area of 930 m², and are generally consistent with the RS-12 zoned lots in the adjacent Lavinia Lane and Ocean Park Place subdivision.

Based on the proposed lot area, the RS-12 Zone would permit a house with a maximum 465 m² gross floor area (348 m² non-basement gross floor area) on proposed Lot 1 and 467 m² gross floor area (350 m² non-basement gross floor area) on proposed Lot 2. Homes of this size would be equivalent to the maximum permitted 348 m² non-basement gross floor area for the RS-10 Zone and would be in keeping with other new homes in the neighbourhood. The architectural style of any new homes on the lots would match homes in the adjacent Ocean Park development.

The applicant has provided a form and character statement (Building Scheme) which includes a commitment to sustainable building practices, construction to a minimum BUILT GREEN® Gold, EnerGuide 82, or equivalent energy efficient standard, and new dwellings to be solar ready for the future installation of solar photovoltaic or hot water heating systems. This commitment would be secured by covenant.

Four bylaw-protected trees (a Pacific Yew and three Douglas-fir trees) and one non-protected tree are located where it is unlikely that they can be protected and retained. The tree bylaw requires one replacement tree for each tree removed. The applicant has indicated that he would not be opposed to a covenant to protect trees and other native vegetation along the Cordova Bay Road frontage in order to maintain the “green” approach to Mount Douglas Park.

Prepared by 
Neil Findlow
Senior Planner

Reviewed by 
Jarret Matanowitsch
Manager of Current Planning

Approved by 
Sharon Hvozdzanski
Director of Planning

NDF/gv
H:\Tempest\Prospero\Attachments\Sub\Sub00758\Report.Docx

Attachments

cc: Paul Thorkelsson, Administrator
Graham Barbour, Manager of Inspection Services

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Planning.


Paul Thorkelsson, Administrator



Memo

To: Subdivision Office
From: Jagtar Bains – Development Coordinator
Date: September 1, 2016
Subject: Servicing Requirements for Development

PROJECT: TO REZONE FROM RS-18 TO RS-12 TO CREATE ONE ADDITIONAL LOT FOR SINGLE FAMILY DWELLING USE

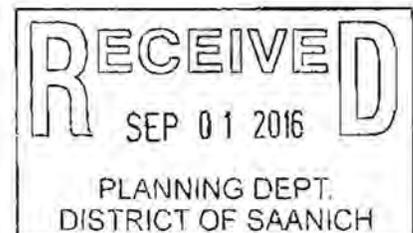
**SITE ADDRESS: 4623 CORDOVA BAY RD
PID: 003-086-348
LEGAL: LOT A SECTION 25 LAKE DISTRICT PLAN 23346
DEV. SERVICING FILE: SVS02025
PROJECT NO: PRJ2016-00346**

The intent of this application is to subdivide the above referenced parcel into two RS-12 lots for single family use. Some of the more apparent Development Servicing requirements are as listed on the following pages(s).

A handwritten signature in black ink, appearing to read "Jagtar Bains".

Jagtar Bains
DEVELOPMENT COORDINATOR

CC: Harley Machielse, Director of Engineering
Catherine Mohoruk, Manager of Transportation & development



Development Servicing Requirements

Development File: SVS02025
Civic Address: 4623 CORDOVA BAY RD
Page: 1

Date: Sep 1, 2016

Drain

1. THE EXISTING STORM DRAIN CONNECTIONS ARE TO BE USED BY BOTH LOTS.
2. THE EXACT LOCATION OF THE EXISTING STORM DRAIN LINE FROM THE HOUSE ON PROPOSED LOT B MUST BE DETERMINED TO ENSURE IT IS NOT ENCROACHING ON PROPOSED LOT A.

Gen

1. THIS PROPOSAL IS SUBJECT TO THE PREVAILING MUNICIPAL DEVELOPMENT COST CHARGES.
2. PRIVATE SEWER AND STORM DRAIN EASEMENT WILL BE REQUIRED ACROSS PROPOSED LOT B IN FAVOR OF PROPOSED LOT A

Road

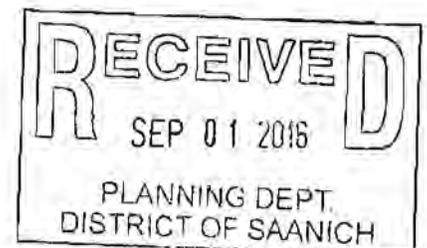
1. THE EXISTING DRIVEWAY IS TO BE USED BY PROPOSED LOTS A AND B. AN ACCESS EASEMENT IS REQUIRED OVER PROPOSED LOT A IN FAVOR OF PROPOSED LOT B.

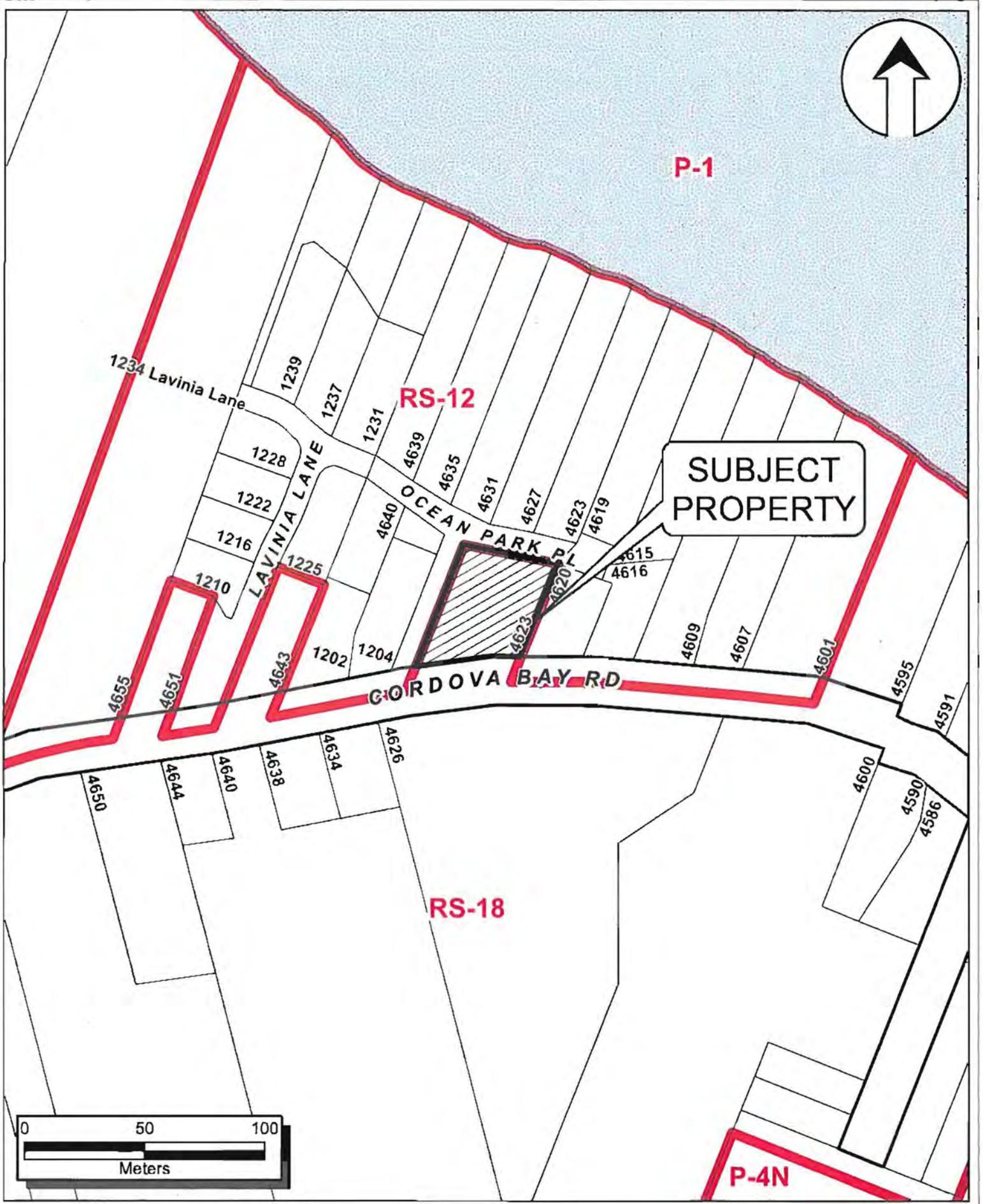
Sewer

1. THE EXISTING CONNECTIONS ARE TO BE USED BY PROPOSED LOTS A AND B. LOCATION OF THE EXISTING SEWER LINE FROM THE HOUSE ON PROPOSED LOT B MUST BE DETERMINED TO ENSURE IT IS NOT ENCROACHING ON PROPOSED LOT A.

Water

1. PROVISIONAL WATER CONNECTION WILL BE REQUIRED FOR PROPOSED LOT A.





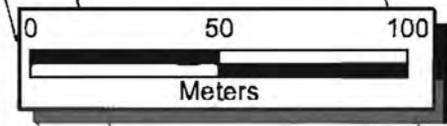
P-1

RS-12

SUBJECT
PROPERTY

RS-18

P-4N





Talbot Mackenzie & Associates

Consulting Arborists

March 03, 2016

Graham Shorthill
4623 Cadboro Bay Road
Victoria, BC V8X 3V6

Re: Tree Impact and Retention report for 4623 Cordova Bay Road

Assignment: Provide arborist services to review the potential impacts on the trees that are located within the property boundaries and the municipal frontage of the proposed two lot subdivision.

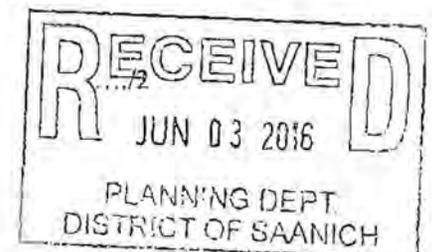
Method: For the purpose of this report, we reviewed the concept plans that were supplied, outlining the proposed property boundaries, house relocation, garage demolition, footprint of the new house and the driveway/parking area layout. During our February 23, 2016 site visit, we visually examined and documented the trees that are located where they could potentially be impacted by the house construction. Each tree that was examined is identified in the field with a numbered tag attached to its lower trunk. Several of the hedge trees along the municipal frontage were not tagged, but are identified in the spreadsheet as Not tagged #1 and #2. The information that was compiled regarding each of these trees is entered in a tree resource spreadsheet attached to this report.

Tree Resource: During our site visit, we identified the following:

- Five bylaw-protected trees located within the property boundaries, specifically: one Pacific yew #270 and four Douglas-fir trees #267, 268, 269 and 282.
- Two trees, English hawthorn #278 and Native willow #279 are located on the Cordova Bay Road municipal frontage and a row of Western Red Cedar trees grow as a hedge along this same property boundary.
- There is also a row of young Red maple and Honey locust trees located on the Ocean Park Lane common property strata road easement.
- The remainder of the trees that were documented are not protected by the municipal tree protection bylaw.

Potential Impacts: The plans that were reviewed show that Pacific Yew #270 and Douglas-fir # 267, 268, and 269 are located where it is unlikely that they can be protected and retained. Therefore, we recommend that these four trees be removed. It is our opinion, from the layout outlined in these same plans, that Douglas-fir #282 and the trees on the municipal frontage can be isolated from the construction impacts and retained.

Box 48153 RPO Uptown
Victoria, BC V8Z 7H6
Ph: (250) 479-8733 ~ Fax: (250) 479-7050
Email: trechelp@telus.net



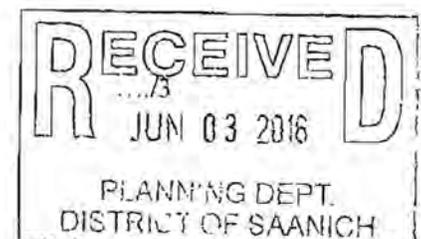
Mitigation of Impacts: We recommend the following procedures be implemented to reduce the impacts on the bylaw-protected and municipal trees that are to be retained.

1. **Barrier Fencing:** We recommend that protective barrier fencing be erected to isolate the root zones of the trees that are designated for retention from the construction impacts. The barrier fencing to be erected must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood, or flexible snow fencing (see attached diagram). The fencing must be erected prior to the start of any construction activity on site (i.e. site clearing, demolition, excavation, construction), and remain in place through completion of the project. Signs must be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.
2. **Excavation:** The project arborist should supervise any excavation that encroaches within or along the critical root zones of bylaw-protected Douglas-fir tree #282, the municipal trees and any other tree that is designated for retention.
3. **Servicing:** The servicing drawings that were reviewed indicate that most service connections are located where they will not impact the trees that have been identified for retention. One water service connection is located along the Cordova Bay Road municipal frontage near hemlock #280: if this tree is to be retained, we recommend it be protected with barrier fencing, and excavation for the water service should be supervised by the project arborist. An additional water service will have to be installed for the other lot. We recommend that this connection be made within the footprint of the driveway entrance, if the cedar hedge plantings are to be retained. If this hedging is to be removed, the service could be located elsewhere along this frontage as long as it is not within the critical root zone of Douglas-fir #282.

There are two storm and two sanitary connections located along the rear of the properties where they border the Ocean Park Lane road easement, near the proposed boundary between the two lots and where these services will be connected. Trees along the strata road that are adjacent to these services should be protected with barrier fencing, and excavation for the service connections should be completed under the direction of the project arborist.

4. It is likely that some pruning will be required for clearance to access and install the service connections. It is unlikely that the pruning of bylaw-protected or municipal trees will be required, however if either is to be pruned, it must be completed by an ISA Certified Arborist.

Box 48153 RPO Uptown
Victoria, BC V8Z 7H6
Ph: (250) 479-8733 ~ Fax: (250) 479-7050
Email: treehelp@telus.net



Review and site meeting: Once the building permit receives approval, it is important that the project arborist meet with the principals involved in the project to review the information contained herein. It is also important that the arborist meet with the site foreman or supervisor before any site clearing or other construction activity occurs.

Clients Responsibility: It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:

- Locating the barrier fencing
- Reviewing the report with the project foreman or site supervisor
- Supervise excavation within critical root zone areas of trees that are to be retained
- To instruct the contractor regarding any tree pruning that may be required.

Please do not hesitate to call us at 250-479-8733 should you have any questions.

Thank you,

Talbot Mackenzie & Associates



Tom Talbot & Graham Mackenzie
ISA Certified, & Consulting Arborists

Enclosures: Tree resource spreadsheet, Tree location and barrier fencing plan, Barrier fencing diagram

cc: **Danny Carrier, J.E Anderson**

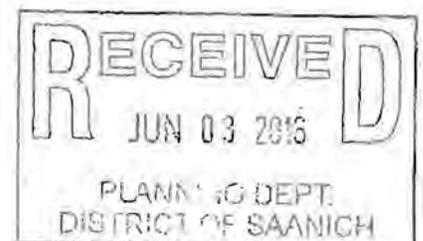
Disclosure Statement

Arborists are professionals who examine trees and use their training, knowledge and experience to recommend techniques and procedures that will improve the health and structure of individual trees or group of trees, or to mitigate associated risks.

Trees are living organisms, whose health and structure change, and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. It is not possible for an arborist to identify every flaw or condition that could result in failure nor can he/she guarantee that the tree will remain healthy and free of risk.

Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

Box 48153 RPO Uptown
Victoria, BC V8Z 7H6
Ph: (250) 479-8733 ~ Fax: (250) 479-7050
Email: treehelp@telus.net



Key to Headings in Resource Table

d.b.h. – *diameter at breast height* - diameter of trunk, measured in centimetres at 1.4 metres above ground level

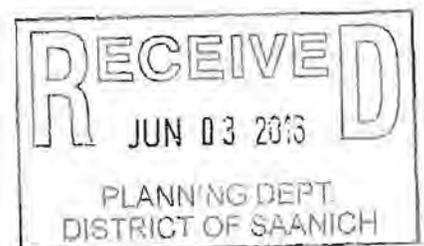
CRZ – *critical root zone* - estimated optimal size of tree protection zone based on tree species, condition and age of specimen and the species tolerance to root disturbance. Indicates the radial distance from the trunk, measured in metres.

Crown spread – indicates the diameter of the crown spread measured in metres to the dripline of the longest limbs.

Condition health/structure –

- Good – no visible or minor health or structural flaw
- Fair – health or structural flaw present that can be corrected through normal arboricultural or horticultural care.
- Poor – significant health or structural defects that compromise the long-term survival or retention of the specimen.

Relative Tolerance – relative tolerance of the selected species to development impacts.



January 23, 2016

TREE RESOURCE
for
4623 Cordova Bay Road

Tree #	d.b.h. (cm)	CRZ	Species	Crown Spread(m)	Condition Health	Condition Structure	Relative Tolerance	Remarks / Recommendations
✓ 268	86	10.0	Douglas-fir	14.0	good	fair	poor	Multiple leaders in upper canopy. May have been topped historically
✓ 267	85	10.0	Douglas-fir	17.0	good	good	poor	
✓ 282	42	5.0	Douglas-fir	10.0	good	good	poor	
No tag 1	hedge	3.0	Thuja	3.0	good	good	poor	Hedge on property boundary comprised of 14 trees measuring 26 cm and smaller. Topped heavily and maintained as hedge.
No tag 2	hedgerow	4.0	Thuja	9.0	good	good	poor	Tall hedgerow along property boundary comprised of 9 trees measuring between 9 and 34 cm.
280	42	5.0	Western hemlock	9.0	good	fair	poor	Topped low on the trunk historically. Two co-dominant stems. Not bylaw-protected.
278	multiple stems	4.0	English hawthorn	6.0	fair	fair	moderate	Located on the municipal frontage. Ivy covered.
✓ 279	multiple stems	5.0	Native willow	10.0	good	por	good	Located on the municipal frontage.

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 JUN 03 2016
 PLANNING DEPT.
 DISTRICT OF SAANICH

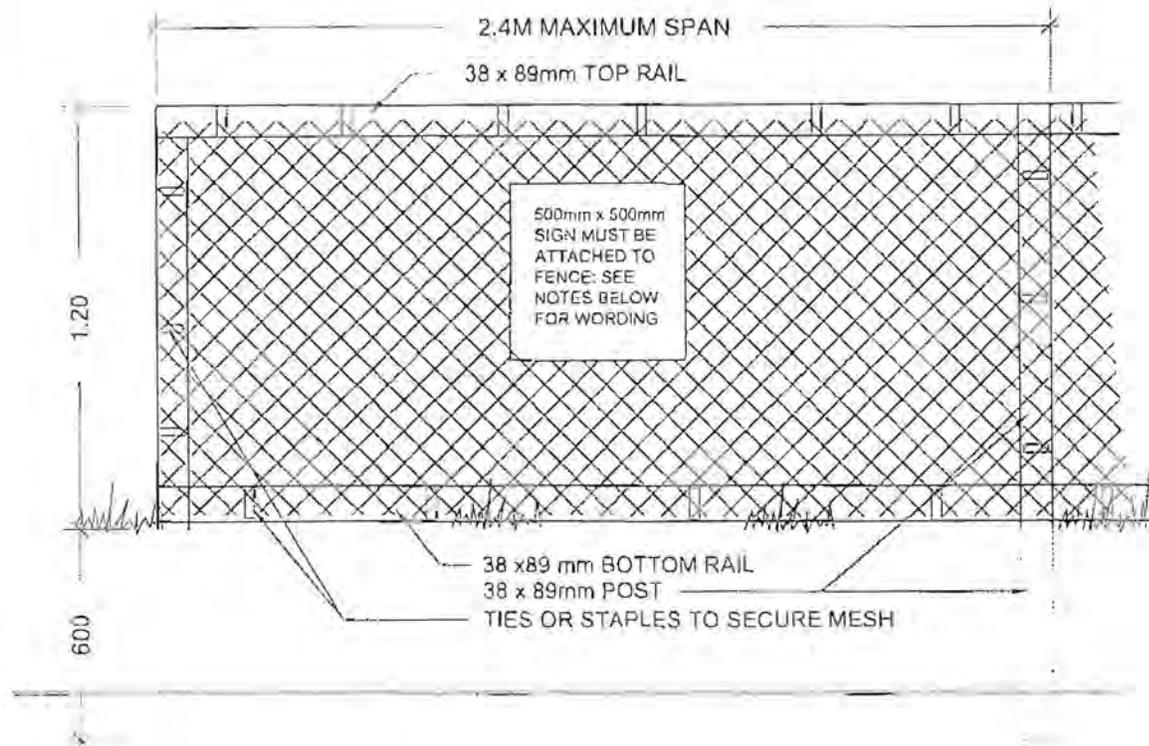
Prepared by
Talbot Mackenzie & Associates
 ISA Certified, and Consulting Arborists
 Phone (250) 479-8733
 Fax (250) 479-7050
 email: Treehelp@telus.net

TREE RESOURCE
for
4523 Cordova Bay Road

Tree #	d.b.h. (cm)	CRZ	Species	Crown Spread(m)	Condition Health	Condition Structure	Relative Tolerance	Remarks / Recommendations
✓ 265	9	3.0	Honey Locust	5.0	good	good	good	Located on shared strata road allowance. Protected by rock wall on property boundary.
✓ 266	9	3.0	Honey Locust	5.0	good	good	good	Located on shared strata road allowance. Protected by rock wall on property boundary.
✓ 277	11	3.0	Honey Locust	4.0	good	good	good	Located on shared strata road allowance. Protected by rock wall on property boundary.
✓ 276	13	3.0	Red maple	5.0	good	good	good	Located on shared strata road allowance. Protected by rock wall on property boundary.
✓ 275	13	3.0	Red maple	5.0	good	good	good	Located on shared strata road allowance.
✓ 274	13	3.0	Red maple	6.0	good	good	good	Located on shared strata road allowance.
✓ 273	13	3.0	Red maple	5.0	good	good	good	Located on shared strata road allowance.
✓ 272	13	3.0	Red maple	5.0	good	good	good	Located on shared strata road allowance.
✓ 271	11	3.0	Red maple	4.0	good	good	good	Located on shared strata road allowance.
270	40/48	7.0	Pacific yew	10.0	fair	fair	good	
269	97	11.0	Douglas-fir	10.0	good	fair	poor	Twin leaders in upper canopy. May have been lopped historically.

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JUN 03 2016
PLANNING DEPT.
DISTRICT OF SAANICH

Prepared by
Talbot Mackenzie & Associates
ISA Certified Arborist/Consulting Arborists
Phone (250) 479-8733
Fax (250) 479-7050
email: Treehelp@telus.net



TREE PROTECTION FENCING

NOTES:

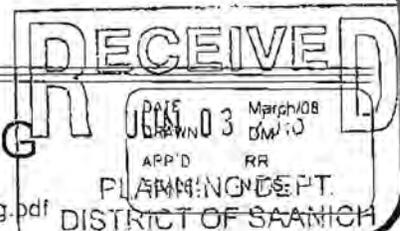
1. FENCE WILL BE CONTRUCTED USING 38 X 89 mm (2"X4") WOOD FRAME: TOP, BOTTOM AND POSTS. *
USE ORANGE SNOW-FENCING MESH AND SECURE TO THE WOOD FRAME WITH "ZIP" TIES OR GALVANZIED STAPLES.
2. ATTACH A 500mm x 500mm SIGN WITH THE FOLLOWING WORDING:
WARNING-HABITAT PROTECTION AREA. THIS SIGN MUST BE AFFIXED ON EVERY FENCE FACE OR AT LEAST EVERY 10 LINEAR METRES.

* IN ROCKY AREAS, METAL POSTS (T-BAR OR REBAR) DRILLED INTO ROCK WILL BE ACCEPTED

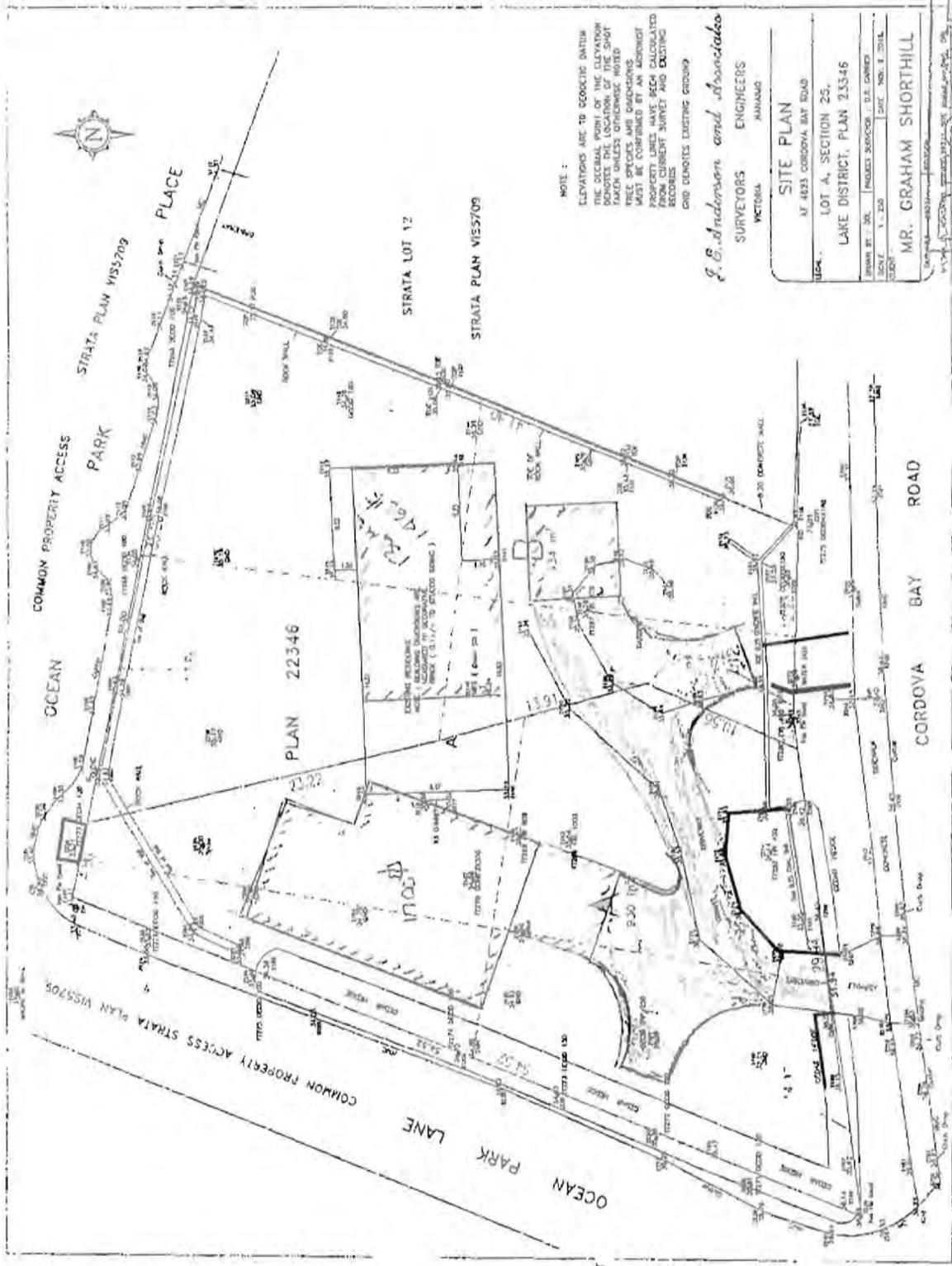


DETAIL NAME,

TREE PROTECTION FENCING



H:\shared\parks\Tree Protection Fencing.pdf



NOTE :
 ELEVATIONS ARE TO GEODIC DATUM
 THE DECIMAL POINT OF THE ELEVATION
 DENOTES THE LOCATION OF THE SHOT
 TAKEN UNLESS OTHERWISE NOTED
 THE PROPERTY LINES AND DISTANCES
 MUST BE CORROBORATED BY AN INDEPENDENT
 SURVEYOR'S REPORT AND EXISTING
 RECORDS
 CND DENOTES EXISTING GROUND

S. B. Anderson and Associates
 SURVEYORS ENGINEERS
 VICTORIA BRANNO

SITE PLAN
 AT 4833 CORDOVA BAY ROAD
 LOT A, SECTION 25,
 LAKE DISTRICT, PLAN 23346
 DRAWN BY : JAL PROJECT SUPERVISOR : D.E. GARDNER
 CHECKED BY : JAL DATE : NOV. 8, 2011
 MR. GRAHAM SHORTHILL

RECEIVED
 JUN 03 2013
 PLANNING DEPT.
 DISTRICT C - MANICH

Suggested locations for
 Barrier Fencing

Planning - 4623 Cordova Bay Road

From: mary lynn reimer <[REDACTED]>
To: <planning@saanich.ca>
Date: 8/23/2016 5:31 AM
Subject: 4623 Cordova Bay Road
Attachments: S_COMMUNITY ASSN LTR SUBD.pdf; LOCATION MAP.pdf; SITE PLAN_NOV 9 2015_AUG 4_ 2016.pdf

Dear Sirs/Mesdames:

This application was presented to the CBA with support letters from the near neighbours; the Cordova Bay Association has no objection to it.

Thanks - Mary Lynn Reimer

----- Original Message -----

Subject: Saanich Referral
Date: 2016-08-16 12:23
From: Planning.Mun.Hall.Saanich@saanich.ca
To: "Cordova Bay Association for Community Affairs" <cba.president@cbasn.com>

August 16, 2016

Dear Cordova Bay Association for Community Affairs:

RE: APPLICATION FOR SUBDIVISION:

SITE ADDRESS:

4623 CORDOVA BAY RD

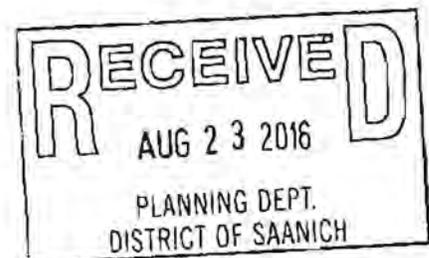
LEGAL:

LOT A SECTION 25 LAKE DISTRICT PLAN 23346

FOLDER #:

SUB00758; REZ00574

ENTERED
IN CASE



An application for subdivision has been received for a site within your Community Association area. The project is currently being referred to internal departments and external agencies for comment.

We are interested to know if your Community Association:

- Has no objection to the project
- Generally has no objection with suggested changes or concerns
- Does not support the project.

We would appreciate receiving your comments in writing or by email to planning@saanich.ca within 30 days, in order for us to consider them during the subdivision review process. If you cannot meet this time frame, please email or call our office to indicate if and when you might be able to respond to the referral.

It is suggested that you periodically check our website, www.saanich.ca [1] _Active Planning Applications_ as any revised site plans for this application will be posted there.

Sincerely,

Liz Gudavicius

District of Saanich | [REDACTED]
250-475-1775 | [REDACTED] www.saanich.ca

Approving Officer

Links:

[1] <http://www.saanich.ca/>

Planning - Fwd: File #: SUB00758:REZ00574

H623 Cordova Bay

From: Dianne Laforme [redacted]
To: <Planning@saanich.ca>
Date: 9/8/2016 6:08 PM
Subject: Fwd: File #: SUB00758:REZ00574
CC: [redacted]

Begin forwarded message:

From: "griff tripp" [redacted]
Subject: File #: SUB00758:REZ00574
Date: September 7, 2016 at 12:33:17 PM PDT
To: <Planning@saanich.ca>
Cc: [redacted]

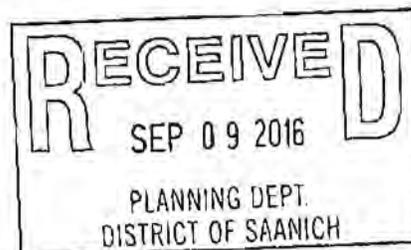
Good Afternoon

We would like to register our support for this subdivision and rezoning. Firstly, the rate of municipal tax increases Saanich Council continues to approve means we clearly need increased density to help moderate these costs. Secondly, having RS18 zoning on these small lots makes no sense; the zoning ought to reflect reality of the lot sizes.

Respectfully,

Griff and Pat Tripp
[redacted] Cordova Bay Road
Victoria BC [redacted] Canada

ENTERED
IN CASE



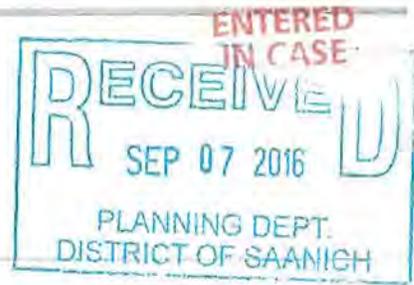
To Whom it May Concern,
We totally agree with Mr. and Mrs. Tripp and support this subdivision and rezoning for the same reasons they have stated above.

Respectfully,
Dianne Laforme
[redacted] Cordova Bay Road
Victoria B.C.
[redacted]

F

Planning - File #: SUB00758:REZ00574

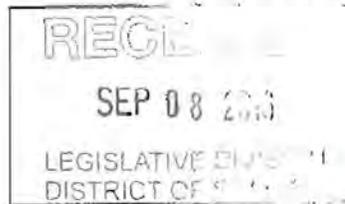
From: "griff tripp" [redacted]
To: <Planning@saanich.ca>
Date: 9/7/2016 12:35 PM
Subject: File #: SUB00758:REZ00574
CC: [redacted]



Good Afternoon

We would like to register our support for this subdivision and rezoning. Firstly, the rate of municipal tax increases Saanich Council continues to approve means we clearly need increased density to help moderate these costs. Secondly, having RS18 zoning on these small lots makes no sense; the zoning ought to reflect reality of the lot sizes.

Respectfully,
Griff and Pat Tripp
[redacted] Cordova Bay Road
Victoria BC [redacted] Canada



<input checked="" type="checkbox"/>	ACKNOWLEDGED
<input checked="" type="checkbox"/>	CLERKS
<input type="checkbox"/>	REPLIED
<input type="checkbox"/>	