



# AGENDA

For the Council Meeting to be Held  
At the Saanich Municipal Hall,  
770 Vernon Avenue  
**MONDAY, AUGUST 14, 2017**

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

That the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, 90 (1) (a) and 90 (2) (b) as the matters being considered relate to personal information about an identifiable individual who is being considered for a position appointed by the municipality and relating to negotiations between the municipality and a provincial government or the federal government or both and a third party.

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

A. DELEGATION

1. **FRIENDS OF MOUNT DOUGLAS PARK SOCIETY** – Presentation of the third edition of the Society's Park Plan

B. ADOPTION OF MINUTES

1. Council meeting held July 24, 2017
2. Committee of the Whole meeting held July 24, 2017

C. BYLAWS FOR FINAL READING

1. **SEWER CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW**

Final Reading of "Sewer Capital Program Loan Authorization, 2017, No. 9431". To authorize borrowing of \$1,500,000 for improvements to the sewer system in the Sewer Service Area.

2. **STORM DRAINAGE CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW**

Final Reading of "Storm Drainage Capital Program Loan Authorization Bylaw, 2017, No. 9432". To authorize borrowing of \$1,500,000 for improvements to the storm drainage system.

3. **TRANSPORTATION CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW**

Final Reading of "Transportation Capital Program Loan Authorization Bylaw, 2017, No. 9433". To authorize borrowing of \$2,000,000 for improvements to the transportation infrastructure.

4. **PARKS CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW**

Final Reading of "Parks Capital Program Loan Authorization Bylaw, 2017, No. 9434". To authorize borrowing of \$1,300,000 for improvements to the parks infrastructure.

D. BYLAW FOR FIRST READING (SUBJECT TO A PUBLIC HEARING)

1. **1649 & 1653 ALDERWOOD STREET – REZONING TO RS-4**

First Reading of "Zoning Bylaw, 2003, Amendment Bylaw, 2017, No. 9455". To rezone from RS-6 (Single Family Dwelling) zone to RS-4 (Single Family Dwelling) zone in order to create an additional lot, for a total of three parcels.

E. PUBLIC INPUT (ON BUSINESS ITEMS F, G, H, I)

F. BYLAWS FOR THREE READINGS

1. **DEVELOPMENT COST CHARGE BYLAWS**

Report of the Director of Finance dated August 4, 2017 recommending that Council rescind Third Reading of Bylaw 9402 and Bylaw 9403 and give Third Reading to the bylaws as amended, and give three readings to Bylaws 9436, 9437 and 9438:

- Development Cost Charges Bylaw, 1997, Amendment Bylaw, 2016, No. 9402
- Development Cost Charge Reserve Fund Transfers Bylaw, 2016, No. 9403
- Specific Area Capital Projects Reserve Fund Bylaw, 2017, No. 9436
- Development Cost Charge Reserve Fund Bylaw – Neighbourhood and Community Parks, 2017, No. 9437
- Development Cost Charge Reserve Fund – Cordova Bay – Roads Bylaw, 2017, No. 9438

#### G. RESOLUTIONS FOR ADOPTION

1. **AMENDED 2017 SCHEDULE OF COUNCIL MEETINGS FOR THE UPCOMING BY-ELECTION**  
Report of the Manager, Legislative Services dated August 8, 2017 recommending that Council suspend the rules in the Council Procedure Bylaw to allow for the regular Council meeting of September 11, 2017 to be held; and that notification be given of a Special Council meeting to be held on Tuesday, September 19, 2017.
2. **INTEREST FREE LOAN TERMS FOR THE HORTICULTURE CENTRE OF THE PACIFIC**  
Report of the Director of Finance dated August 4, 2017 recommending that Council approve the amendment to the loan agreement with the Horticulture Centre of the Pacific Society.

#### H. RECOMMENDATIONS FROM COMMITTEES

1. **ENVIRONMENT AND NATURAL AREAS ADVISORY COMMITTEE - WEST COAST LAW INITIATIVE**  
Recommendation from the June 21, 2017 Environment and Natural Areas Advisory Committee meeting that Council send a letter to major fossil fuel companies, modeled after the sample letter provided by the West Coast Environmental Law Group, addressing the fossil fuel industry's roles and responsibilities in climate change effects on the Municipality of Saanich.

#### I. REPORTS FROM MEMBERS OF COUNCIL

1. **REAFFIRMING IN 2017 THAT SAANICH IS A NUCLEAR WEAPONS FREE ZONE (NWFZ)**  
Further to the Notice of Motion at the July 24, 2017 Council meeting, report from Councillor Haynes dated July 28, 2017 recommending that Council reaffirm the declaration of June 6, 1983 that the District of Saanich is a Nuclear Weapons Free Zone.

## **AGENDA**

For the Committee of the Whole Meeting

**\*\* IMMEDIATELY FOLLOWING \*\***

The Council Meeting in the Council Chambers

1. **1806 SAN JUAN AVENUE – DEVELOPMENT VARIANCE PERMIT**  
Report of the Director of Planning dated July 10, 2017 recommending that Council approve Development Variance Permit DVP00379 to remove the existing church steeple and construct a new steeple designed to accommodate telecommunications equipment. A variance for height is requested.

**2. 3541 SHELBOURNE STREET – TEMPORARY USE PERMIT RENEWAL**

Report of the Director of Planning dated July 11, 2017 recommending that Council approve the application to renew Temporary Use Permit TUP00006 for an additional three years to enable the continued use of an existing single family dwelling for a Community Kitchen and Food Resource Centre.

**3. 4431 AND 4441 INTERURBAN ROAD – DEVELOPMENT VARIANCE PERMIT**

Report of the Director of Planning dated July 28, 2017 recommending that Council approve Development Variance Permit DVP00389 for the proposed Centre of Health and Wellness (CHW) building at the Camosun College Interurban Campus. Variances are requested for side yard setback, building height and parking.

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

“IN CAMERA” COUNCIL MEETING IMMEDIATELY FOLLOWS

District of Saanich  
 Legislative Division  
 770 Vernon Ave.  
 Victoria BC V8X 2W7

t. 250-475-1775  
 f. 250-475-5440  
 saanich.ca



### Application to Appear as a Delegation

The collection of personal information you provide on this form is authorized under the *Local Government Act*, *Community Charter* and section 26(c) of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. The information will be used for the purpose of processing your application to appear as a delegation before Saanich Council. The application will form part of the meeting's agenda and will be published on the website. Your personal telephone number and e-mail address will not be released except in accordance with FIPPA. Questions about the collection of your personal information may be referred to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775.

#### General Information

Name of Organization or Association

Meeting Date Requested (Except the last meeting of the month)    Application must be submitted by 12:00 noon at least 10 days prior to the meeting date.

Day                      Month                      Year

#### Contact Information

Name of Contact Person (for Organization or Association)

Telephone Number

E-mail

#### Presentation Information

Please be specific and attach additional information if required. Maximum presentation time is 10 minutes.

Topic of Discussion  
 Please describe the topic of your presentation

The Friends of Mount Douglas Park Society has just published the 3rd edition of the Society's Park Plan. Topics include best practices learned over the past 30 years in addition to ideas following the Park Charter in support of the Park as a natural environment for the inspiration and enjoyment of the public so that it will continue as a wilderness preserve for generations to come.

We will present a copy of the 32 page booklet to Council members.

I have attached background materials      Yes  No       Printed background information should be submitted for distribution with the agenda, or bring 13 copies to the meeting.

Audio/Visual Presentation      Yes  No       Presentation materials need to be submitted by noon on the Friday before the meeting and tested on Saanich equipment.

#### For Office Use

Delegation for Meeting: August 14, 2017

Refer to Committee: \_\_\_\_\_

Refer to Department: \_\_\_\_\_ Direct Action: \_\_\_\_\_ Response: \_\_\_\_\_

CM  
 A.1

**THE CORPORATION OF THE DISTRICT OF SAANICH**  
**BYLAW NO. 9431**  
**TO AUTHORIZE BORROWING FOR**  
**SEWER CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to improve the sewer system in the Sewer Service Area of the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$1,500,000 which is the amount of debt intended to be created by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the sewer system in the Sewer Service Area of the Municipality of Saanich, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$1,500,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the **"SEWER CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9431"**.

Read a first time this 8<sup>th</sup> day of May, 2017.

Read a second time this 8<sup>th</sup> day of May, 2017.

Read a third time this 8<sup>th</sup> day of May, 2017.

Received the approval of the Inspector of Municipalities on the

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the

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

\_\_\_\_\_  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**  
**BYLAW NO. 9432**  
**TO AUTHORIZE BORROWING FOR**  
**STORM DRAINAGE CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to construct (improve) the storm drainage system in the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$1,500,000 which is the amount of debt intended to be created by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the storm drainage system, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$1,500,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the "**STORM DRAINAGE CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9432**".

Read a first time this 8<sup>th</sup> day of May, 2017.

Read a second time this 8<sup>th</sup> day of May, 2017.

Read a third time this 8<sup>th</sup> day of May, 2017.

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Municipal Clerk

\_\_\_\_\_  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**  
**BYLAW NO. 9433**  
**TO AUTHORIZE BORROWING FOR**  
**TRANSPORTATION CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to construct (improve) the transportation infrastructure in the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$2,000,000 which is the amount of debt intended to be created by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the transportation infrastructure, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$2,000,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the **"TRANSPORTATION CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9433"**.

Read a first time this 8<sup>th</sup> day of May, 2017.

Read a second time this 8<sup>th</sup> day of May, 2017.

Read a third time this 8<sup>th</sup> day of May, 2017.

Received the approval of the Inspector of Municipalities on the

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the

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

\_\_\_\_\_  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**  
**BYLAW NO. 9434**  
**TO AUTHORIZE BORROWING FOR**  
**PARKS CAPITAL PROGRAM**

WHEREAS it is deemed desirable and expedient to construct (improve) the parks infrastructure in the Municipality of Saanich;

AND WHEREAS the estimated cost including expenses incidental thereto is the sum of \$1,300,000 which is the amount of debt intended to be created by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out, the construction of (improvements) to the parks infrastructure, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to borrow upon the credit of the Municipality, a sum not exceeding \$1,300,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.
3. This bylaw may be cited as the **"PARKS CAPITAL PROGRAM LOAN AUTHORIZATION BYLAW, 2017, No. 9434"**.

Read a first time this 8<sup>th</sup> day of May, 2017.

Read a second time this 8<sup>th</sup> day of May, 2017.

Read a third time this 8<sup>th</sup> day of May, 2017.

Received the approval of the Inspector of Municipalities on the

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the

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

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Mayor

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9455

TO AMEND BYLAW NO. 8200,  
BEING THE "ZONING BYLAW, 2003"

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The Municipal Council of The Corporation of the District of Saanich enacts as follows:

- 1) Bylaw No. 8200, being the "Zoning Bylaw, 2003" is hereby amended by deleting from Zone RS-6 and adding to Zone RS-4 the following lands:  
  
Lot 22, Section 56, Victoria District, Plan 18261  
  
(1649 Alderwood Street)  
  
Lot 5, Section 56, Victoria District, Plan EPP65180  
  
(1653 Alderwood Street)
- 2) This Bylaw may be cited for all purposes as the "**ZONING BYLAW, 2003, AMENDMENT BYLAW, 2017, NO. 9455**".

Read a first time this

Public Hearing held at the Municipal Hall on the

Read a second time this

Read a third time this

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

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Municipal Clerk

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Mayor

1410-04  
Report -  
Planning

xref: 2870-30  
Alderwood  
Street

**1649 & 1653 ALDERWOOD STREET – SUBDIVISION, REZONING AND DEVELOPMENT VARIANCE PERMIT APPLICATION**

Report of the Director of Planning dated July 11, 2017 recommending that Council support the application to rezone from RS-6 (Single Family Dwelling) zone to RS-4 (Single Family Dwelling) zone for a proposed subdivision to create one additional lot, for a total of three parcels and that Final Reading of the Zoning Amendment Bylaw be withheld pending registration of a covenant for the items outlined in the report. Variances are requested for lot width.

**APPLICANT:**

P. Jawl, Blair Street Properties and C. Pringle, Cadillac Homes, presented to Council and highlighted:

- The application is to subdivide to create one additional lot to build a total of three homes.
- The public pathway has already been built and existing services are in place.
- The proposed dwellings will be approximately 2,000-2,200 square feet and each will have a secondary suite.
- The proposed development will include the necessary conduits to be solar ready, be constructed to a BUILT GREEN® Gold standard and will fit within the character of the neighbourhood.

**PUBLIC INPUT:**

Nil

**COUNCIL DELIBERATIONS:**

**Motion:**

**MOVED by Councillor Haynes and Seconded by Councillor Brice: “That a Public Hearing be called to further consider the rezoning application on Lot 5, Section 56, Victoria District, Plan EPP65180 (1653 Alderwood Street) and Lot 22, Section 56, Victoria District, Plan 18261 (1649 Alderwood Street).”**

Councillor Haynes stated:

- The proposed development will increase the housing stock; the addition of the public pathway is appreciated.

Councillor Brice stated:

- This is an appropriate location for infill; it is close to schools and the Shelbourne centre.

Councillor Sanders stated:

- The public pathway is appreciated.

**The Motion was then Put and CARRIED**

1410-04  
xref: 1110-30 DCC



The Corporation of the District of Saanich

# Report

**To: Mayor and Council**  
**From: Valla Tinney, Director of Finance**  
**Date: August 4, 2017**  
**Subject: Development Cost Charge Bylaws**

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## RECOMMENDATION:

That Council

1. Rescind third reading of bylaws #9402 and #9403.
2. Consider amendments as required by the Ministry.
3. Give third reading to the Development Cost Charge Amendment Bylaw and the Development Cost Charge Reserve Fund Transfer Bylaw as amended.
4. Give three readings to additional reserve fund establishing bylaws.

## PURPOSE

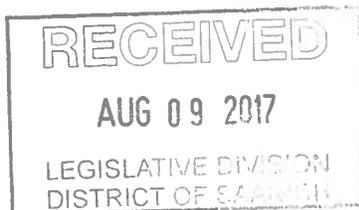
To bring Development Cost Charges (DCCs) bylaws #9402 and #9403 back to Council to rescind third reading, amend to incorporate changes now required by the Ministry of Municipal Affairs and Housing and give third reading as amended; in addition, to bring forward three new bylaws required by the Ministry.

## BACKGROUND

In October 2016, Council passed three readings of the following bylaws to enact the consolidation plan for the development cost charge program.

1. Bylaw 9402 amends the current DCC Bylaw by deleting the schedules (specific areas) that are no longer required and setting fees to zero where future projects are no longer anticipated.
2. Bylaw 9403 consolidates the existing reserve fund balances within certain areas and transfers any excesses to what will become newly established area-wide programs.

The bylaws had been reviewed by Ministry staff and had been given the go-ahead as supportable to the Minister. It was with this understanding that the bylaws were brought to Council. After submission for Ministerial approval as required under the Charter, a number of required changes to the bylaws were communicated back to Saanich. In order to make these changes, third reading must be rescinded, the amendments considered and new third reading passed. The bylaws will then be returned to the Ministry; our understanding is that no further amendments will be requested.



CM  
F.1

## DISCUSSION

The bylaws amendments before Council include:

### Bylaw 9402

1. Adding Schedules 7, 8, 9,10 and 11 (Viewmont A through E) to the list of deleted schedules and removing section e) substituting Schedules 7, 8, 9, 10 and 11 with new Schedule D - Viewmont Development Cost Charge Area. Ministry staff require that these schedules be deleted rather than consolidated as per the original bylaw and that the funds be transferred to a new non-DCC reserve fund to hold the funds for planned roads projects (see bylaw #9436 described below).

### Bylaw 9403

1. Removing the date December 31, 2016 from the transfer details. The date was originally included as it was anticipated that the bylaws would be finalized prior to this date. As the date has now passed it is no longer needed in the bylaw.
2. Amending the references to the DCC areas from their commonly known names to their full formal names.
3. Change the transfers for Cordova Bay DCCs to a newly established DCC Reserve Fund for Cordova Bay (transfers 1, 2, 3, and 4 and bylaw #9438).
4. Add sections to transfer funds for certain projects anticipated in the 5 year capital plan from existing DCCs to a newly required non-DCC Specific Area Capital Projects Reserve Fund (transfers 5 through 12 inclusive and bylaw #9436)
5. Adding transfers to separate the Neighbourhood/Community Parks Reserve funds that are currently held in one reserve fund, but accounted for separately (transfers 17, 18, 19 and 20 and bylaw #9437).

The following are new reserve fund establishing bylaws required by the Ministry to enact the consolidation plan.

1. Bylaw 9436 "Specific Area Capital Projects Reserve Fund" – to hold funds transferred from certain DCC reserves for projects to be completed under the 5 Year Capital Plan.
2. Bylaw 9437 "Development Cost Charge Reserve Fund – Neighbourhood and Community Parks" – to hold funds received under Schedule 27 of Bylaw 7692 (renamed Schedule B).
3. Bylaw 9438 – "Development Cost Charge Reserve Fund – Cordova Bay – Roads" – to hold funds received to the credit of Schedule 14 of Bylaw 7692 (renamed Schedule C – Cordova Bay)

## NEXT STEPS

The next phase of implementing a new DCC program at Saanich is completing a major DCC review to update the DCC charges based on the current complement of growth related projects. Council approved \$200,000 in the 2017 financial plan for this purpose. Staff have started work on this significant multi-department project and are currently developing an RFP to select a consulting firm that specializes in major DCC reviews. The RFP is scheduled for posting in August with an anticipated award date in September.

Prepared by Valla Tinney  
Valla Tinney  
Director of Finance

Attachments:

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I endorse the recommendation of the Director of Finance.

  
\_\_\_\_\_  
Paul Thorkeleson, CAO

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9402**

**TO AMEND BYLAW NO. 7692 BEING  
DEVELOPMENT COST CHARGES BYLAW, 1997**

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

1. Bylaw No. 7692 being the "Development Cost Charges Bylaw, 1997" is hereby amended as follows:
  - a. By deleting Schedules:
    - "1" North Quadra
    - "3" Douglas Street West
    - "4" Civic Core Area #1
    - "5" Civic Core Area #2
    - "6" Royal Oak
    - "7" Viewmont "A"
    - "8" Viewmont "B"
    - "9" Viewmont "C"
    - "10" Viewmont "D"
    - "11" Viewmont "E"
    - "12" Braefoot
    - "13" Gorge East
    - "15" Falaise
    - "16" Christmas Hill
    - "17" Gordon Head "A"
    - "18" Gordon Head "B"
    - "19" Gordon Head "C"
    - "29" Wilkinson Valley "A"
    - "30" Wilkinson Valley "B"
  - b. By renaming Schedule "28" – Municipal Wide Development Cost Charges to Schedule "A"
  - c. By renaming Schedule "27" - Neighbourhood and Community Parks Development Cost Charges - to Schedule "B"
  - d. By deleting Schedule "14" – Cordova Bay Development Cost Charge Area in its entirety and substituting therefore the attached new Schedule "C" – Cordova Bay Development Cost Charge Area
2. This Bylaw may be cited for all purposes as the "**DEVELOPMENT COST CHARGES BYLAW, 1997, AMENDMENT BYLAW, 2016, NO. 9402**".

Read a first time this 17<sup>th</sup> day of October, 2016

Read a second time this 17<sup>th</sup> day of October, 2016

Read a third time this 17<sup>th</sup> day of October, 2016

Third reading rescinded this

Read a third time as amended this

Approved by the Inspector of Municipalities

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

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Municipal Clerk

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Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9403**

**DEVELOPMENT COST CHARGE RESERVE FUND  
TRANSFERS BYLAW, 2016**

**WHEREAS** Development Cost Charge Reserve Funds have been established by the District pursuant to Community Charter Section 188(2) (a); and

**WHEREAS** the amount to the credit of certain reserve funds is greater than required for the purpose for which the fund was established; and

**WHEREAS** Council may, by bylaw adopted with approval of the minister, transfer amounts from a reserve fund required under section 188(2)(a) of the Community Charter to another reserve fund established for a capital purpose

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

1. In this bylaw, the following words have the following meanings:

“Excess amount” means the amount set out in Table “A” plus any receipt of funds and interest earned on such amount up to the date of transfer as determined by the Director of Finance.

“Installment receivable” means the amount set out in Table “B” for installments outstanding be paid pursuant to Local Government Act Section 933(6) and BC Reg. 166/84.

2. The following Reserves held under Development Cost Charges Reserve Fund Bylaw #9287 are to be transferred as follows:

<b>TABLE “A”</b>		
Transfer details:		Excess Amount or Balance
1.	The excess amount held to the credit of the Sewer DCC Reserve – Cordova Bay be transferred to the Development Cost Charge Reserve Fund – Cordova Bay - Roads.	\$ 1,746,798.21
2.	The excess amount held to the credit of the Water DCC Reserve – Cordova Bay be transferred to the Development Cost Charge Reserve Fund – Cordova Bay - Roads.	\$ 418,078.80
3.	The excess amount held to the credit of the Drain DCC Reserve – Cordova Bay be transferred to the Development Cost Charge Reserve Fund – Cordova Bay – Roads.	\$ 2,106,760.35
4.	The amount held to the credit of the Road DCC Reserve – Cordova Bay be transferred to the Development Cost Charge Reserve Fund – Cordova Bay - Roads	\$ 11,912.99
5.	The excess amount held to the credit of the Sewer DCC Reserve – Viewmont B and D be transferred to the Specific Area Capital Projects Reserve Fund.	\$ 937,502.50

Development Cost Charge Reserve Fund Transfers Bylaw 2016, No. 9403

Transfer details:		Excess Amount or Balance
6.	The excess amount held to the credit of the Water DCC Reserve – Viewmont A and B be transferred to the Specific Area Capital Projects Reserve Fund.	\$ 13,841.17
7.	The excess amount held to the credit of the Drains DCC Reserve – Viewmont A, B, C, and D be transferred to the Specific Area Capital Projects Reserve Fund.	\$ 2,826,113.84
8.	The excess amount held to the credit of the Roads DCC Reserve – Viewmont A, B, C, D and E be transferred to the Specific Area Capital Projects Reserve Fund.	\$ 191,627.41
9.	The excess amount held to the credit of the Sewer DCC Reserve – Wilkinson Valley A and B be transferred to the Specific Area Capital Projects Reserve Fund	\$ 247,967.87
10.	An excess amount held to the credit of the Water DCC Reserve – Gordon Head A, B and C be transferred to the Specific Area Capital Projects Reserve Fund.	\$ 44,124.00
11.	The excess amount held to the credit of the Water DCC Reserve - North Quadra be transferred to the Specific Area Capital Projects Reserve Fund.	\$ 98,699.11
12.	An excess amount held to the credit of the Drains DCC Reserve - Gorge East be transferred to the Specific Area Capital Projects Reserve Fund.	\$ 583,200.00
13.	The excess amount held to the credit of the Sewer DCC Reserves – Civic Core Area #1 and #2, Gordon Head B and C, Braefoot, Douglas Street West, and Gorge East be transferred to the Sewer DCC Reserve – Area Wide	\$ 781,485.61
14.	The excess amount held to the credit of the Water DCC Reserves – Civic Core Area #1 and #2, Gordon Head A, B and C, Braefoot, Christmas Hill, Douglas Street West, Gorge East and Wilkinson Valley A and B be transferred to the Water DCC Reserve - Area Wide	\$ 1,642,729.26
15.	The excess amount held to the credit of the Drainage DCC Reserves – Civic Core Area #1 and #2, Braefoot, Christmas Hill, Douglas Street West, Gorge East, North Quadra, Royal Oak and Wilkinson Valley A and B be transferred to the Drainage DCC Reserve – Area Wide.	\$ 1,778,753.98
16.	The excess amount held to the credit of the Roads DCC Reserves – Falaise, Braefoot, Christmas Hill, Douglas Street West, Gorge East, North Quadra and Wilkinson Valley A be transferred to the Roads DCC Reserve – Area Wide.	\$ 1,209,532.15
17.	The balance held to the credit of Neighbourhood and Community Parks - South East in the DCC Reserves – Parks as at December 31, 2016 be transferred to the DCC Reserve Fund – Neighbourhood and Community Parks - South East.	\$ 312,338.20
18.	The balance held to the credit of Neighbourhood and Community Parks - South West in the DCC Reserves – Parks as at December 31, 2016 be transferred to the DCC Reserve Fund – Neighbourhood and Community Parks - South West.	\$ 191,396.51
19.	The balance held to the credit of Neighbourhood and Community Parks - North East in the DCC Reserves – Parks as at December 31, 2016 be transferred to the DCC Reserve Fund – Neighbourhood and Community Parks - North East.	\$ 46,283.95
20.	The balance held to the credit of Neighbourhood and Community Parks - North West in the DCC Reserves – Parks as at December 31, 2016 be transferred to the DCC Reserve Fund – Neighbourhood and Community Parks - North West.	\$ 835,276.83

Development Cost Charge Reserve Fund Transfers Bylaw 2016, No. 9403

<b>Table "B"</b>		
	<b>Date Owing</b>	<b>Installment Receivable</b>
The installments receivable to the credit of the Drains and Roads DCC Reserves – Viewmont A, B, C, D and E be deposited when due to the Specific Area Capital Projects Reserve Fund – Viewmont Roads Capital Projects.	2018	\$ 83,599.36
	2019	\$ 36,976.64

This Bylaw may be cited for all purposes as the **“DEVELOPMENT COST CHARGE RESERVE FUND TRANSFERS BYLAW, 2016, NO. 9403”**.

Read a first time this 17<sup>th</sup> day of October, 2016

Read a second time this 17<sup>th</sup> day of October, 2016

Read a third time this 17<sup>th</sup> day of October, 2016

Third reading rescinded this

Read a third time as amended this

Approved by the Inspector of Municipalities

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

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

\_\_\_\_\_  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9436**

**TO ESTABLISH A RESERVE FUND**

WHEREAS the Council may pursuant to Section 188 of the Community Charter establish a reserve fund;

AND WHEREAS it is deemed desirable and expedient to establish a reserve fund for the purpose of expenditures related to certain capital works;

AND WHEREAS money from municipal contributions or other revenue sources shall be paid into the reserve fund;

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

1. There is hereby established a Reserve Fund pursuant to the provisions of the Community Charter, to be known as the "Specific Area Capital Projects Reserve Fund".
2. The moneys so set aside and any interest earned thereon shall be expended solely for the purposes of:
  - a) Wilkinson Valley Sewer Debt
    - Principal and Interest – SI Bylaw #102 Dysart Lift Station
  - b) Gordon Head Water Capital Projects
    - Feltham Road Watermain – Tyndall Ave to Fairburn Drive
  - c) North Quadra Water Capital Projects
    - Beckwith Avenue Watermain
  - d) Gorge East Drainage Capital Projects
    - Drain Mains
      - i. Obed Avenue: Harriet Rd to Qu'Appelle St
      - ii. Donald Street: Gorge Rd to Obed Ave
      - iii. Orillia Street: Gorge Rd to Obed Ave
  - e) Viewmont Roads Capital Projects
    - Sidewalks, Bikelanes and Curb and Gutter
      - i. West Saanich Road: Elk Lake Drive to Pipeline Rd and 4410 West Saanich Road to Glanford Ave
      - ii. Wilkinson Road: West Saanich Rd to Mann Rd
      - iii. Elk Lake Drive: 4700 Block (west side north of Marsett Place)
3. This Bylaw may be cited for all purposes as the "**SPECIFIC AREA CAPITAL PROJECTS RESERVE FUND BYLAW, 2017, NO. 9436**".

Specified Area Capital Projects Reserve Fund Bylaw 2017, No. 9436

Read a first time this

Read a second time this

Read a third time this

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

.....  
Municipal Clerk

.....  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9437**

**TO ESTABLISH DEVELOPMENT COST CHARGES RESERVE FUNDS**

WHEREAS the Council must, pursuant to Section 188 of the Community Charter, establish a reserve fund for money received in respect of the imposition of development cost charges;

AND WHEREAS development cost charges are imposed pursuant to section 566 of the Local Government Act and are established under Development Cost Charges Bylaw No. 7692, 1997;

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

1. The following Reserve Funds are hereby established for monies received pursuant to the imposition of development cost charges established under Development Cost Charges Bylaw, 1997, No 7692, or successor bylaw:

	Reserve Funds	Monies to be credited to the Reserve Funds	Authorized purpose of expenditure from the Reserve Funds
A.	Neighbourhood and Community Parks Development Cost Charges – South East	All money paid to the District under any development cost charges bylaw for the area so stated and interest earned thereon.	To be used solely to pay the capital costs of, or principal and interest on debt incurred to acquire park land or reclaim land as park land, provide fencing, landscaping, drainage, irrigation, trails, restrooms, changing rooms, and playground and playing field equipment on park land.
B.	Neighbourhood and Community Parks Development Cost Charges – South West		
C.	Neighbourhood and Community Parks Development Cost Charges – North East		
D.	Neighbourhood and Community Parks Development Cost Charges – North West		

2. Money paid into the Reserve Funds may, until required to be used, be invested in the manner provided in the *Community Charter* for the investments of municipal funds.
3. This Bylaw may be cited for all purposes as the **“DEVELOPMENT COST CHARGE RESERVE FUND BYLAW - NEIGHBOURHOOD AND COMMUNITY PARKS, 2017, NO. 9437”**.

Read a first time this

Read a second time this

Read a third time this

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

.....  
Municipal Clerk

.....  
Mayor

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9438

TO ESTABLISH A DEVELOPMENT COST CHARGES RESERVE FUND

WHEREAS the Council must, pursuant to Section 188 of the Community Charter, establish a reserve fund for money received in respect of the imposition of development cost charges;

AND WHEREAS development cost charges are imposed pursuant to section 566 of the Local Government Act and are established under Development Cost Charges Bylaw No. 7692, 1997;

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

1. The following Reserve Fund is hereby established for monies received pursuant to the imposition of development cost charges established under Schedule "14" "Cordova Bay" of Development Cost Charges Bylaw, 1997, No 7692, or successor bylaw:

Reserve Fund	Monies to be credited to the Reserve Fund	Authorized purpose of expenditure from the Reserve Fund
Development Cost Charges – Cordova Bay - Roads	All money paid to the District under any development cost charges bylaw for the area and purpose so stated.	To be used solely to pay the capital costs of, or principal and interest on debt incurred to construct transportation assets in Development Cost Charge Area – Cordova Bay

2. Money paid into the Reserve Funds may, until required to be used, be invested in the manner provided in the *Community Charter* for the investments of municipal funds.
3. This Bylaw may be cited for all purposes as the **"DEVELOPMENT COST CHARGE RESERVE FUND – CORDOVA BAY – ROADS BYLAW, 2017, NO. 9438"**.

Read a first time this

Read a second time this

Read a third time this

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

.....  
Municipal Clerk

.....  
Mayor

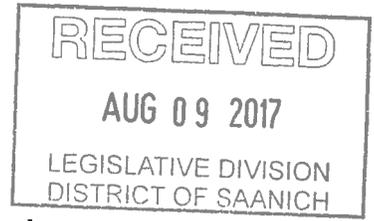
1410-04 Leg  
xref: 1110-30



The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Angila Bains, Manager, Legislative Services  
**Date:** 8/8/2017  
**Subject:** Amended 2017 Council Schedule of Meetings for September



## RECOMMENDATION

That Council, pursuant to Section 11 of "Council Procedure Bylaw, 2015, No. 9321", suspend its rules to allow for the Regular Meeting of Council to be held on Monday, September 11, 2017 at 7:00 p.m. in the Council Chambers at the Municipal Hall;

That Council direct the Municipal Clerk to post notice of a Special Meeting of Council to be held on Tuesday, September 19, 2017 at 7:00 p.m. in the Council Chambers at the Municipal Hall.

## PURPOSE

The purpose of this report is to seek Council's endorsement of an amended 2017 Schedule of Meetings for the month of September in order to conduct the 2017 Municipal By-Election.

## DISCUSSION

The District of Saanich has announced the Notice of Nomination Period for the up-coming 2017 Municipal By-Election for a vacant seat on Council. Once the Nomination Period has closed, an official notice of the By-Election will be issued. The date of Saturday, September 23, 2017 has been established as the general voting day for the Municipal By-Election. Advanced voting dates are established as Wednesday, September 13, 2017 and Monday, September 18, 2017 pursuant to "Elections Procedures Bylaw, 2017, No.9425" and will be held in the Council Chambers.

In accordance with "Council Procedure Bylaw, 2015, No.9321", Section 11(b)(vi) states that Regular Council meetings shall be held each Monday, except that there will be no regular Council meeting the two Mondays before and the Monday after general voting day; these dates are September 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>, 2017.

Staff have reviewed the 2017 Schedule of Meetings and note that the Council/Committee of the Whole meetings of September 11<sup>th</sup> and 18<sup>th</sup> will be affected by the Council Procedure Bylaw requirement to not hold meetings around election proceedings. Due to advanced voting being provided in the Council Chambers, the space will not be available for the Council meeting scheduled for September 18, 2017. Currently, there is no meeting scheduled for September 25, 2017 due to the Union of British Columbia Municipalities Convention.

**CM  
G.1**

The Manager, Legislative Services is recommending Council suspend the rules of the Council Procedure Bylaw to allow the Monday, September 11, 2017 Council Meeting be held. Further, that staff be directed to schedule a Special Meeting of Council on Tuesday, September 19, 2017 at 7:00 p.m. in the Council Chambers at Municipal Hall.

**ALTERNATIVES**

1. That Council, pursuant to Section 11 of "Council Procedure Bylaw, 2015, No. 9321", suspend its rules to allow for the Regular Meeting of Council to be held on Monday, September 11, 2017 at 7:00 pm in the Council Chambers at the Municipal Hall;

That Council direct the Municipal Clerk to post notice of a Special Meeting of Council to be held on Tuesday, September 19, 2017 at 7:00 pm in the Council Chambers at the Municipal Hall.

2. That Council provide alternate direction to staff.

**FINANCIAL IMPLICATIONS**

There are no specific financial implications with amending the 2017 Schedule of Meetings for September.

**CONCLUSIONS**

This report is seeking Council's consideration to amend the 2017 Schedule of Meetings for September to accommodate proceedings of the up-coming Municipal By-Election as well as providing options for Council to conduct business as usual.

Prepared by

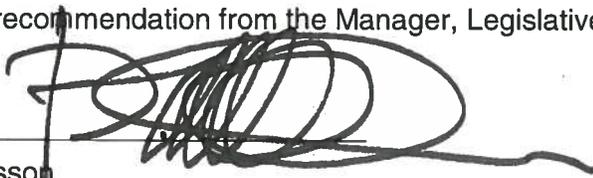
  
\_\_\_\_\_  
Angila Bains  
Manager, Legislative Services

Attachment:  
Amended 2017 Schedule of Meetings – September

cc: All Directors

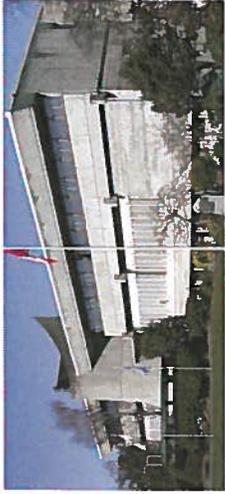
**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Manager, Legislative Services.

  
\_\_\_\_\_  
Paul Thorkelsson  
Chief Administrative Officer

# 2017

## SCHEDULE OF MEETINGS



### SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4 <b>Stat.</b>	5	6	7	8	9
10	11 <b>C/CW</b>	12 <b>PH</b>	13 Advance Voting	14	15	16
17	18 Advance Voting	19 <b>C/CW</b>	20	21	22	23 General Voting Day
24	25 <b>UBCM</b>	26 <b>UBCM</b>	27 <b>UBCM</b>	28 <b>UBCM</b>	29 <b>UBCM</b>	30

- C/CW** Council/Committee of the Whole
- C/CW** Open Forum at 7:00pm followed by Council/CW at 7:30pm
- PH** Public Hearing (Special Council Meeting)
- FP** Financial Plan (Special Committee of the Whole Meeting)
- FP\*** 6PM Start - Financial Plan (Special Committee of the Whole Meeting)
- No Regular Council/CW Meetings:  
Stat = Statutory Holiday  
Per BL = Per Council Procedure Bylaw
- AVICC** Association of Vancouver Island & Coastal Communities AGM
- FCM** Federation of Canadian Municipalities AGM
- UBCM** Union of British Columbia Municipalities AGM

• All regular Council, Committee of the Whole, Public Hearing and Financial Plan meetings commence at 7:00pm except for the last meeting of each month.  
• Please Note that the dates provided for Public Hearings and Financial Plan meetings are subject to cancellation or date change.



The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Valla Tinney, Director of Finance  
**Date:** August 4, 2017  
**Subject:** Horticultural Centre of the Pacific Society – Loan Agreement Amendment

**RECOMMENDATION:**

That Council approve the amendment to the loan agreement with the Horticultural Centre of the Pacific Society.

**PURPOSE:**

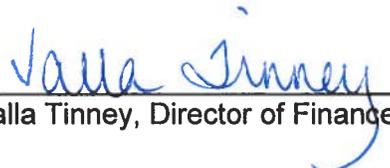
The purpose of this report is to obtain final approval to execute the interest free loan agreement amendment with the Horticultural Centre of the Pacific Society.

**DISCUSSION:**

At the April 3, 2017 special Committee of the Whole meeting the following motion was passed:

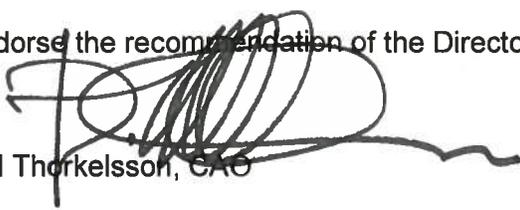
*“That it be recommended that Council approve the request for an agreement amendment for the Horticultural Centre of the Pacific Society interest free loan to a 25-year repayment schedule, subject to public notification”.*

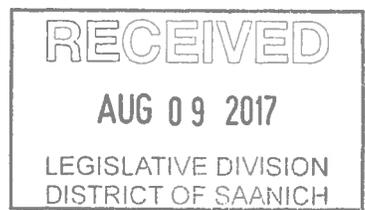
Public notification of intent in accordance with the Community Charter is complete with advertisements placed in the Saanich News on July 21<sup>st</sup> and 26<sup>th</sup>. The amended agreement is appended for final Council consideration.

Report prepared by:   
 Valla Tinney, Director of Finance

**CHIEF ADMINISTRATIVE OFFICER’S COMMENTS:**

I endorse the recommendation of the Director of Finance

  
 Paul Thorkelsson, CAO



**CM  
G.2**



5690-30  
Horticultural  
Centre of the  
Pacific Society

**HORTICULTURAL CENTRE OF THE PACIFIC SOCIETY – REQUEST FOR INTEREST FREE LOAN**

Report from the Director of Finance dated March 23, 2017 recommending Council approve the requested agreement amendment for the Horticultural Centre of the Pacific Society interest free loan to a 25-year repayment schedule at \$8,640 per year subject to public notification.

**MOVED by Councillor Brice and Seconded by Councillor Wergeland: “That it be recommended that Council approve the request for an agreement amendment for the Horticultural Centre of the Pacific Society interest free loan to a 25-year repayment schedule, subject to public notification.”**

**CARRIED**



LEGISLATIVE SERVICES

## Memo

**To:** Angila Bains, Manager of Legislative Services **File:** 1420-30 ENA  
**From:** Elizabeth van den Hengel, Committee Clerk  
Environment and Natural Areas Advisory Committee  
**Date:** July 11, 2017  
**Subject:** WEST COAST LAW INITIATIVE

At the June 21, 2017 meeting of the Environment and Natural Areas Advisory Committee the Committee considered the proposal from the West Coast Law Initiative, on the impacts of the fossil fuels on climate change in Saanich. The Committee resolved as follows:

**“That the Environment and Natural Areas Advisory Committee request that Council send a letter to major fossil fuel companies, modeled after the sample letter provided by the West Coast Environmental Law Group, addressing the fossil fuel industry’s roles and responsibilities in climate change effects on the Municipality of Saanich.”**

An excerpt from the June 21, 2017 minutes along with the supporting documents are attached for your information.

*S. Traud*

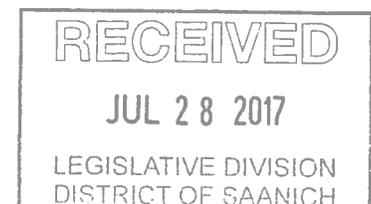
*EV* Elizabeth van den Hengel  
Committee Clerk

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

/ev

Attachments (3)

**CM  
H.1**



## **WEST COAST LAW INITIATIVE**

The Chair facilitated a continued discussion on the West Coast Law Initiative, and the following highlights are noted:

- The concept of requesting assistance from big oil companies to address climate change impacts in Saanich is supported by the Strategic Plan and aligns with Saanich efforts to reduce the municipal carbon footprint.
- Oil companies have a share of responsibility for climate change impacts to Saanich infrastructure.
- A letter could be sent to Saanich residents outlining how fossil fuel use impacts municipal costs.

**Motion:**        **MOVED by G. Klima and Seconded by M. Haig-Brown: “That the Environment and Natural Areas Advisory Committee request that Council send a letter to major fossil fuel companies, modeled after the sample letter provided by the West Coast Environmental Law Group, addressing the fossil fuel industry’s roles and responsibilities in climate change effects on the Municipality of Saanich.”**

**CARRIED**  
**With H. Drage OPPOSED**

## **WEST COAST LAW GROUP INITIATIVE**

Mr. Andrew Gage with West Coast Environmental Law gave the Committee a presentation of an initiative that they have been formulating. The following highlights are noted:

- Climate change has substantial costs to municipalities for upgrading infrastructure to address rising sea levels and other associated climate changes.
- The West Coast Environmental Law group is proposing a letter be sent to big oil companies requesting compensation for climate costs that the tax payer will have to address.
- A new conversation should be started, addressing the economic impacts of climate change and the roles/ responsibilities of local governments and the fossil fuel industry.
- Society routinely hears of the benefits of the fossil fuel economy which does not take into account the costs of the fossil fuel economy. Looking at the two parts of the fossil fuel economy together gives a more accurate picture of the true costs.
- Large global companies should not be permitted to continue to profit in the billions with no financial responsibility to local communities that are facing large expenditures to address the impacts of the fossil fuel industry.
- Conversations have started in BC and in countries around the world.
- Accountability cannot be 100% on the individual user, the companies that profit from climate change inducing products must take responsibility for their share of the expenses, cradle to grave lifecycle of the products they produce.
- A draft letter illustrating a request to fossil fuel companies to assist with climate change infrastructure upgrades will be electronically circulated to the Committee members for discussion at a future meeting.

Committee discussion occurred and the following highlights are noted:

- It is a sound idea to have companies who profit for the sale of fossil fuels to have a share in the responsibility to pay for the damage that their products cause.
- Traditionally CO2 emissions seem to have been shielded from the “pollute and pay” responsibility.
- End user taxes hide company responsibility and disproportionately burdens the individual.
- Some companies that have been faced with large expenses related to the damage caused by their products/actions go bankrupt and resulting in little or no compensation to address the damage.
- The fossil fuel enabling environment must be addressed-capitalist model, economic impacts and jobs.
- A letter should be sent after Saanich quantifies the anticipated infrastructure costs due to the impacts of climate change.
- Municipalities could quantify their anticipated future infrastructure costs and use these numbers to request financial assistance from the fossil fuel companies.

Chevron Corporation  
6001 Bollinger Canyon Road  
San Ramon, California 94583  
United States of America

Attn. CEO of Chevron

Dear Sirs/Mesdames:

**Re: Chevron's fair share of climate costs in Saanich, BC, Canada**

As you know, fossil fuel pollution from the burning of fossil fuels is the main cause of climate change. Like other communities around the world, the District of Saanich is increasingly concerned about the harmful effects that climate change will have on our community, and we are being forced to prepare for progressively more serious impacts.

Saanich is a coastal municipality located on southern Vancouver Island, bordered on one side by a tidal inlet known as the Gorge waterway, and on another by the Strait of Georgia. Naturally we are concerned about rising sea levels and coastal erosion associated with climate change, with stretches of the Gorge shoreline already experiencing flooding under certain circumstances. Similarly, we are already seeing wetter winters and drier summers, which create additional challenges for our community and its infrastructure.

As the elected government of Saanich, we have a responsibility to our citizens to ensure that our infrastructure and services are developed and maintained in ways that will be able to withstand the "new normal" that climate scientists have predicted for our region, and that our citizens are well protected from current and future climate impacts.

Climate change – as a result of fossil fuel pollution – is now inevitable, and growing more severe as you continue to market your products without aggressively moving to a different, more sustainable business model. However, by planning for and adapting to increased global temperatures at an early date, we can minimize future economic and other impacts of climate change on our District.

Clearly, as we move forward with preparing our community and infrastructure for climate change, we will be incurring additional costs and inconvenience as a result of the increased severity of climate change attributable to your products and operations. It has been estimated that the emissions from those products and operations amount to fully 3.34% of historic human-caused greenhouse gas emissions.<sup>1</sup>

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<sup>1</sup> Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854–2010" *Climatic Change* (2014) 122: 229. doi:10.1007/s10584-013-0986-y, updated to 2013 at [http://climateaccountability.org/carbon\\_majors\\_update.html](http://climateaccountability.org/carbon_majors_update.html), last accessed 23 September 2016.

While we recognize that individual consumers, and our community, do play a role in the fossil fuel economy, your company has had the power to lead the transition away from that economy, but has instead profited to the tune of many billions of dollars from products that you have known, or should have known, would harm our communities.<sup>2</sup> You cannot make billions of dollars selling your product, knowing that it is causing significant financial harm to communities around the world, and not expect to pay at least some of that harm.

As a community, we will expect you to pay your fair share of the costs associated with preparing Saanich for climate change. We suggest that 3.34% is a reasonable figure, based on the contribution that your company has made to human caused greenhouse gases in the global atmosphere.

If you do not agree, please inform us what proportion is your fair share, and why. In addition, we would like to hear what steps you plan to take to reduce or eliminate the future impacts of your company's products on our community.

Even if fossil fuel companies like yours do pay your respective shares (either voluntarily or through legal recourse), our community will still bear the costs of climate change – for example, costs that cannot be recovered from now defunct companies or loss and damage that, while climate-related are not recoverable.

However, we are committed to doing our part to minimize those costs and impacts, and we look forward to your confirmation that you will do your part as well.

Sincerely,

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<sup>2</sup> <https://www.smokeandfumes.org/fumes>, last accessed 23 September 2016.

1300-410 Highlands  
xref: 2560-01



POST TO	Govt	POSTED	JUL 24 2017
COPY TO	SH		
INFORMATION	<input checked="" type="checkbox"/>		
REPLY TO WRITER	<input type="checkbox"/>		
COPY RESPONSE TO LEGISLATIVE DIVISION			
REPORT	<input type="checkbox"/>		
FOR			
ACKNOWLEDGED			

File: 0110.20

July 14, 2017

District of Saanich  
770 Vernon Avenue  
Victoria BC V8X 2W7

Dear Mayor and Council,

**RE: CLIMATE RESPONSIBILITY/ FOSSIL FUEL**

At the June 5, 2017 regular meeting of District of Highlands Council, Andrew Gage of West Coast Environmental Law provided District of Highlands Council a presentation of Climate Accountability.

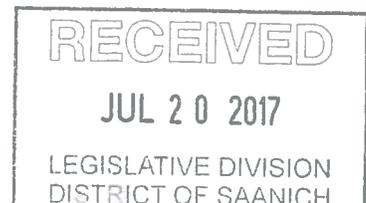
Included in Mr. Gage's presentation was the proposal that Local Governments in British Columbia forward a Climate Accountability Letter to the world's largest fossil fuel companies. Ultimately Highlands Council endorsed this request and has forwarded letters requesting that these 20 companies pay their fair share of costs associated with preparing for Climate Change.

Attached for reference is the information received by Council at the June 5, 2017 Council meeting.

District of Highlands Council encourages all local governments in the Capital Region to send similar letters.

Yours truly,

Ken Williams  
Mayor





# CLIMATE ACCOUNTABILITY LETTERS

## AN INTRODUCTION FOR LOCAL GOVERNMENTS

Andrew Gage, Staff Counsel

“Wildfires. Drought. Flooding. Rising sea levels. Climate change is already reshaping and impacting BC communities in profound and frightening ways. As unchecked fossil fuel pollution continues to push global temperatures ever higher, we are frightened for our communities, for communities around the world, and for the world we leave our children. Vulnerable groups - the poor, Indigenous communities, women and children - are often hardest hit by climate impacts.” – Letter from BC Community Groups to Local Governments, 25 January 2017

On 25 January 2017, over 50 community groups from around BC – organizations focused on health, faith, human rights and environment – wrote to all of BC’s local governments asking that they take action to hold the fossil fuel industry accountable for its role in causing climate change and in the climate costs being caused by fossil fuel pollution.

In the short term, we are asking your municipality (or regional district) to send “Climate Accountability Letters” to 20 of the world’s largest fossil fuel companies asking them to pay for climate costs that are being incurred by your community. This brief will answer some questions that you may have about why your community should send these letters.

### Why does it matter to your community?

All our communities are facing a rising tide of costs, debt and claims for disaster relief arising from the many effects of climate change. With more frequent wildfires, 100-year storm events now coming every 25 years, snowpacks and aquifers disappearing, our communities are spending scarce taxpayer dollars to prepare for and respond to climate change. The situation is only going to get worse.

As it stands, the costs of building climate resilient communities fall to the taxpayer, as do the costs of re-building communities after floods or fires. Municipal governments bear much of the burden for these climate costs, because municipal infrastructure is frequently affected. In at least one case, municipalities in the U.S. were sued (by their insurers) for failing to prepare adequately for known climate impacts.<sup>1</sup>

It is time to ask whether taxpayers alone should be solely responsible to pay climate adaptation and damage costs, or whether costs should be shared with the companies that have made billions of dollars creating this situation. The products and operations of the **20 fossil fuel companies** are collectively responsible for roughly 30% of the greenhouse gases in the atmosphere today. That greenhouse gas pollution is changing the climate, and costing your community money as it is forced to respond and adapt.

It is essential that we have this conversation now. Communities need to know how much they can expect the fossil fuel industry to pay for their climate costs. The fossil fuel industry and its investors need to be able to make informed decisions about the future of the industry once they factor in the real costs of their activities.

## Why does it matter to our planet?

Fighting climate change only works when everyone does their fair share. We all share the same precious atmosphere.

Right now the world's largest fossil fuel companies are making hundreds of billions of dollars from products that cause greenhouse gas pollution and put communities around the world at risk. There are powerful economic incentives for those companies, their investors and the governments of the world to continue producing fossil fuels without regard to the consequences for our planet. In many cases these companies have known since the late 1960s that their products were likely causing climate change. Since that time many have funded climate misinformation and lobbied hard against global rules that would protect our communities from climate change.

When companies make massive profits from pollution and products that cause pollution, this is known as an "externality." It creates an economic system where some parties make money while the rest of us pay for the harm that they cause. Conversely, when companies are made to pay for the harm they cause, they, and their investors and governments, will start to have questions about the profitability of the industry.

Our efforts to reduce the greenhouse gases of our own communities (or even our own country) will only be a small drop in the global bucket. But if our communities demand accountability from **global** fossil fuel companies, the industry will finally have an incentive to stop opposing climate action – or, better yet, to start working for a sustainable future.

## What is a Climate Accountability Letter?

A Climate Accountability Letter is a letter written by the representatives of a community to a fossil fuel company asking them to be accountable for the harm caused to that community by their operations and products. These letters are extremely flexible. A community can decide which climate impacts they wish to highlight, whether to demand that the company pay its fair share of current, or future, climate impacts or demonstrate its accountability in some other way.

We provide templates for accountability letters for your community to adapt on the climate law in our hands website.<sup>ii</sup> We also provide a spreadsheet with the addresses and share of global greenhouse gas emissions of 20 of the world's largest fossil fuel companies.

## Is this within local government jurisdiction?

Municipalities and regional districts are incurring and will continue to incur costs related to climate change. Prudent management of their financial resources requires local governments to at least consider the possibility that some of those costs can be recovered from fossil fuel companies and, if appropriate, to take steps to do so.

One of the purposes of municipalities (according to the BC Community Charter) is "fostering the economic, social and environmental well-being" of the community – so Council also has a clear mandate to play its part in addressing climate change globally.

### **Why target fossil fuel companies?**

Some argue that we're all responsible for climate change, but if so, surely we can agree that some of us are more responsible than others?

In 2013 a peer-reviewed paper “Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854–2010”<sup>iii</sup> estimated the emissions from the operations and products of 90 entities – primarily fossil fuel companies. Just 20 of those fossil fuel companies – the 20 that we are asking you to write to – are responsible for almost 30% of the fossil fuels in the global atmosphere today.

But for the actions of these companies in extracting fossil fuels from the ground, and (in many cases), processing, transporting, marketing, and selling them for use by end consumers, these emissions would not have

ended up in our atmosphere. That's doubly true if you consider the impact of some of these companies in lobbying against action on climate change and in funding public misinformation on climate science. Had these companies acted, when they learned of the science of climate change in the 1960s, to shift the economy towards renewable energy, we would live in a very different, and more sustainable, society.

In addition, a focus on local impacts caused by fossil fuel companies creates new opportunities for local communities to have a global impact. Rather than focusing only on reducing the comparatively small amounts of greenhouse gases created in our own communities, we can also have a conversation about 30% of global emissions.

---

### **Shouldn't the Canadian (or BC) government be taking action?**

Yes, of course all levels of government should be taking action to fight climate change. But the Canadian and BC governments still rely on the fossil fuel industry in many ways – from campaign contributions to hopes of economic growth.

The fact that the senior levels of government have not yet taken action to hold fossil fuel polluters accountable does not mean that local governments cannot take action to recover their own climate costs. Indeed, a community concerned about local costs of climate change may be more willing to show leadership to protect its residents and environment, and may be more willing to

have a discussion about the role of the fossil fuel industry in contributing to those costs.

Sometimes when people look to the provincial or federal governments for climate leadership, they are looking for regulation of sources of greenhouse gases. While such regulation is important, such laws can only regulate emissions or other activities that take place in Canada (or in BC). The claims for compensation related to climate accountability that we recommend use legal tools that can cross borders and address global sources of emissions.

**Do you drive cars (or use gas)?**

In response to the 25 January 2017 letter, three mayors independently wrote to us with variations on the message that if we use fossil fuels, we cannot ask for the fossil fuel industry to be held accountable.

We are not denying that individuals play a role in reducing their own greenhouse gas emissions (while recognizing that the options available to individuals to entirely eliminate their fossil fuel use in today's society are limited). Nor are we suggesting that fossil fuels could be eliminated tomorrow.

What we are suggesting is that the responsibility of fossil fuel companies is at least as great as that of the individual, and they should pay their fair share of the costs. We are further suggesting that once the industry realizes that it may be required to pay its fair share, there will be a powerful incentive for the system to change – creating more options for individuals seeking to reduce their greenhouse gas emissions. This is a crucial step in helping society as a whole move away from gas-powered vehicles (and uses of fossil fuels involving combustion).

In the fight to phase out ozone-destroying HFCs, no one ever told those concerned about the ozone layer: “Yeah, but do you own a refrigerator?”

**Am I signing up for a lawsuit?**

By sending Climate Accountability Letters, your community is simply initiating a conversation, not a lawsuit, about the role of the fossil fuel industry in causing climate harm to your community.

In the 25 January 2017 letter sent to your government, we did also encourage you to consider the possibility of a class action by all BC local governments against some fossil fuel companies. However, sending letters to the fossil fuel companies does not commit your government to participate in or support such a court case.

If your community is interested in exploring the possibility of a lawsuit against the fossil fuel industry, please do contact us for more information.

**How do I find out more?**

Contact Andrew Gage at [agage@wcel.org](mailto:agage@wcel.org) or 250-412-9784 or learn more on the Climate Law in our Hands initiative website at [www.climatelawinourhands.org](http://www.climatelawinourhands.org).

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<sup>i</sup> <http://www.eenews.net/stories/1059999532>; The insurance company subsequently dropped the lawsuit, but the case stands as a warning to local governments that fail to prepare for climate change.

<sup>ii</sup> [www.climatelawinourhands.org/demand-accountability](http://www.climatelawinourhands.org/demand-accountability)

<sup>iii</sup> Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854–2010" *Climatic Change* (2014) 122: 229. doi:10.1007/s10584-013-0986-y



**Report**

**To: Mayor and Councillors**

**From: Councillor Fred Haynes**

**Date: 28 July 2017**

**Subject: Reaffirming in 2017 that Saanich is a Nuclear Weapons Free Zone (NWFZ)**

As Council was reminded in the delegation presentation from the Vancouver Island Peace and Disarmament Network at the July 17, 2017 Council meeting, many communities across Canada have declared themselves to be Nuclear Weapons Free Zones (NWFZ). We were informed this is part of an active global strategy to progressively increase the areas of the world that are free of nuclear weapons, while at the same time promoting grass roots awareness of peace and disarmament.

With this purpose in mind it is appropriate and meaningful that Saanich reaffirms its previous declaration from June 6, 1983 that was passed by the then Council on a motion from Alderman Peterson and seconded by Alderman Laurenson. The motion was passed but not unanimously.

I believe our Council will see value in reaffirming the NWFZ status of the District of Saanich and further to bring it in line with the recently adopted Treaty on the Prohibition of Nuclear Weapons.

**RECOMMENDATION:**

That Council reaffirm our declaration of June 6, 1983 that the District of Saanich is a Nuclear Weapons Free Zone (NFWZ) and bans the use, development, testing, production, manufacturing, acquiring, possession, stockpiling, transferring, receiving, threatening to use, stationing, installation, or deployment of nuclear weapons and any assistance with prohibited acts including financing their development and manufacture, or permitting the transit of them through the District.

A handwritten signature in black ink, appearing to read "F. Haynes". The signature is written in a cursive style with a long horizontal stroke at the end.

Councillor Fred Haynes

**CM  
I.1**

Notice of Motion:  
For the July 24<sup>th</sup> Council Meeting.

Councilor Fred Haynes

Tuesday, July 18, 2017

Reaffirming in 2017 that Saanich is a Nuclear Weapons Free Zone (NWFZ)

As Council was reminded in the delegation presentation from the Vancouver Island Peace and Disarmament Network many communities across Canada have declared themselves to be Nuclear Weapons Free Zones (NWFZ). We were informed this is part of an active global strategy to progressively increase the areas of the world that are free of nuclear weapons, while at the same time promoting grass roots awareness of peace and disarmament.

With this purpose in mind it is appropriate and meaningful that Saanich reaffirms its previous declaration from June 6<sup>th</sup>, 1983 that was passed by the then Council on a motion from Alderman Peterson and seconded by Alderman Laursen. The motion was passed but not unanimously.

I believe our Council will see value in reaffirming the NWFZ status of the District of Saanich and further to bring it in line with the recently adopted Treaty on the Prohibition of Nuclear Weapons.

#### MOTION

That Council reaffirm our declaration of June 6<sup>th</sup> 1983 that the District of Saanich is a nuclear weapons free zone (NWFZ) and bans the use, development, testing, production, manufacturing, acquiring, possession, stockpiling, transferring, receiving, threatening to use, stationing, installation, or deployment of nuclear weapons and any assistance with prohibited acts including financing their development and manufacture, or permitting the transit of them through the District.

1410-04 Planning  
x-ref: 2860-40



The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Sharon Hvozdzanski, Director of Planning  
**Date:** July 10, 2017  
**Subject:** Development Variance Permit Application  
**File:** DVP00379 • 1806 San Juan Avenue

## RECOMMENDATION

That Council approve Development Variance Permit DVP00379.

## PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The application is to remove the existing church steeple and construct a new steeple designed to accommodate telecommunications (antenna) equipment. A Form and Character Development Permit is not required. A part of this redevelopment a height variance of 6.8 m would be required. The applicant is Ingrid Matthews c/o Cypress Land Services.

## DISCUSSION

### Neighbourhood Context

The subject property is located at the corner of San Juan Avenue and Tyndall Avenue, across from Tyndall Park (see Figure 1). The surrounding neighbourhood is predominantly single family residential. A small mixed-use development is located across the street.

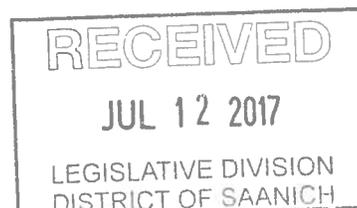
### Land Use

The land use and zoning would not change through this application. The property is home to Saint Dunstan's Anglican Church, which municipal records indicate was constructed in 1966.

### Site and Building Design

The church is set back on the large corner lot, sited over 40 m from San Juan Avenue and over 35 m from Tyndall Avenue (see Figure 2). The property has a gentle slope, declining approximately 8 m from the northeast to southwest corner.

The church's existing steeple has a narrow conical design with a small cross mounted on top. The proposed new steeple would have a rectangular shape with a small hip roof (see Figures 3 and 4). There is an existing small antenna currently mounted just below the base of the steeple, which has been painted to match the building reducing its visual impact. This antenna would remain in its current location. The proposed new steeple has been designed to accommodate the new telecommunications (antenna) equipment.



CW  
1

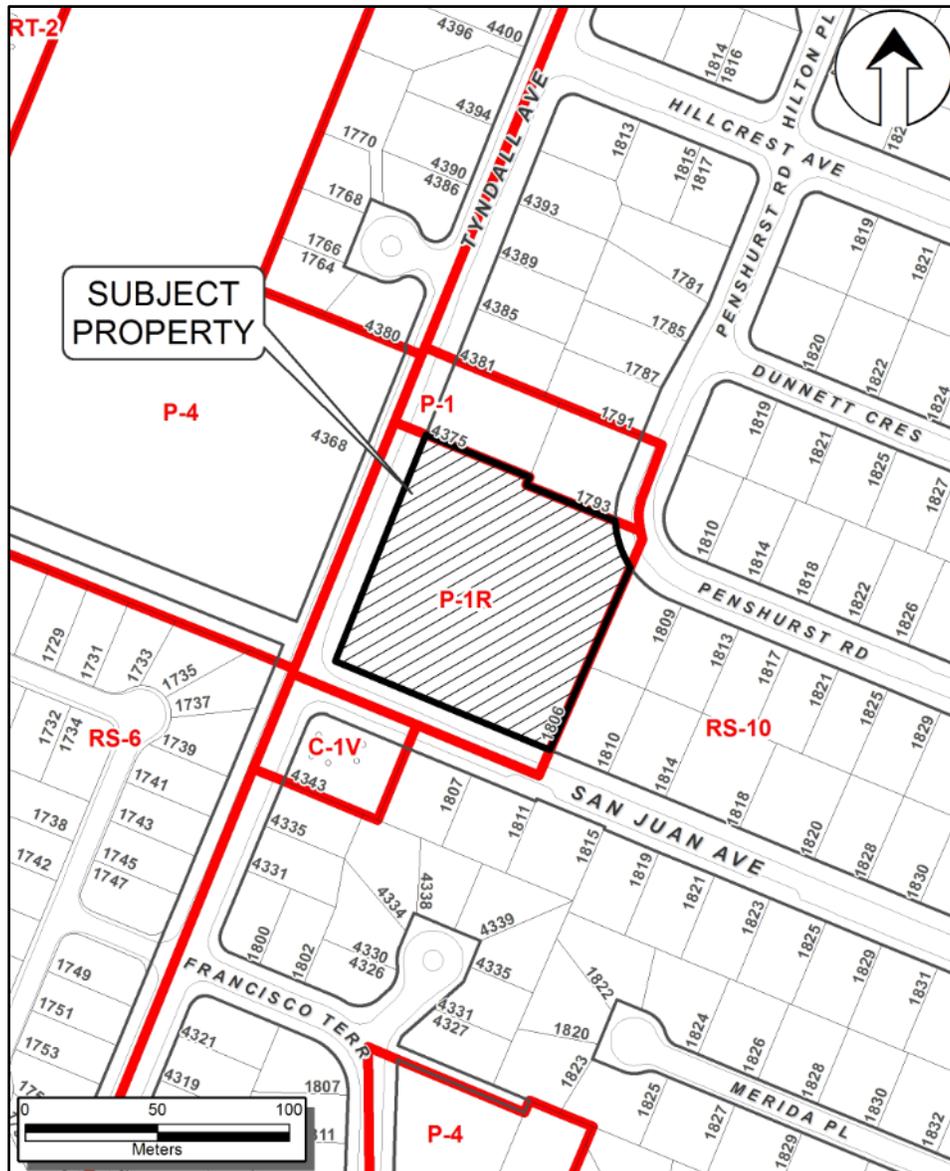


Figure 1: Neighbourhood Context

Cable trays for electrical wiring and remote radio head (RRH) equipment would be mounted to the wall of the church below the steeple and covered with cedar panel screening to match the exterior wall.

A fenced enclosure with an 11 m<sup>2</sup> footprint would be sited adjacent to the northeast building face to enclose and screen accessory equipment. The proposed enclosure would be constructed with cedar fence panels.

### Variance

A variance of 6.8 m is requested to increase the permitted height of the steeple from 10 m as permitted in the Zoning Bylaw, to 16.8 m. The existing non-conforming steeple is currently 16 m in height, as such the actual increase in height from the existing condition is 0.8 m.

### Consultation

Prior to making their submission, the applicant mailed notices to 16 of the adjacent neighbours seeking input. Information was also provided to the Gordon Head Residents' Association who advised the applicant that the Gordon Head Residents' Association Board discussed it and no concerns were raised.

A formal referral was sent from the Planning Department to the Gordon Head Residents' Association in regard to the height variance. A response was received indicating they have no objections to the proposal.

In terms of policy, when new antennas are proposed that would be mounted on existing buildings and the height would not be increased by more than 25%, they are exempt from the public consultation requirements under Industry Canada Regulations. In this case the height increase is only 5%, therefore consultation regarding the antenna under Industry Canada Regulations is not required. In addition, the proposed antennas would be considered a small antenna, making them exempt from the public consultation process under Saanich Antenna Policy 1/ANT. "Small antennas" have a frontal area of 1.6 m<sup>2</sup> or less.



Figure 2: Site Plan



**Photograph 1: Looking Northwest from San Juan Avenue**



**Photograph 2: Existing Steeple**

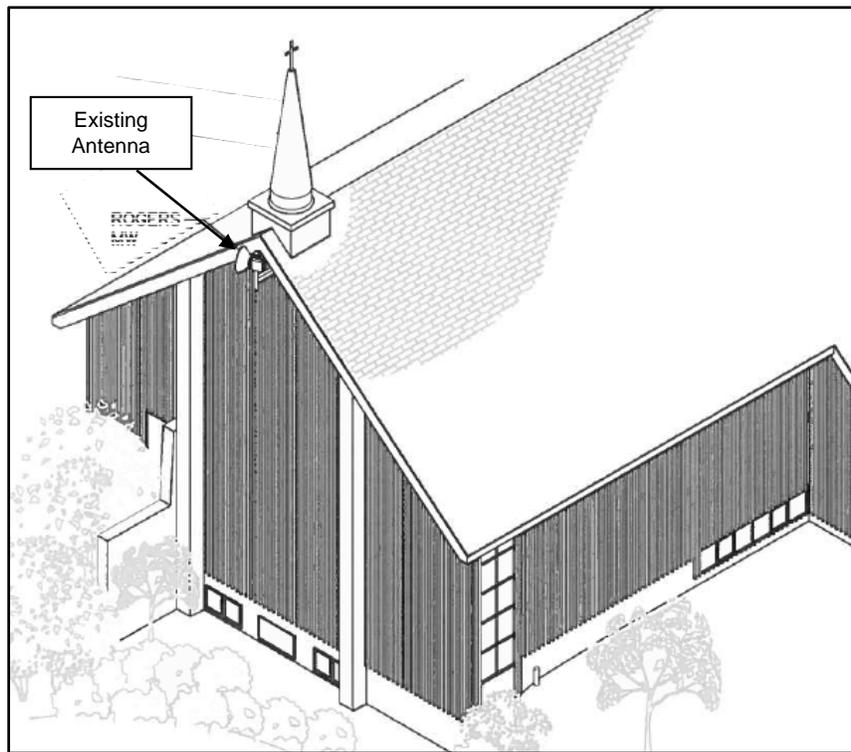


Figure 3: Existing Steeple

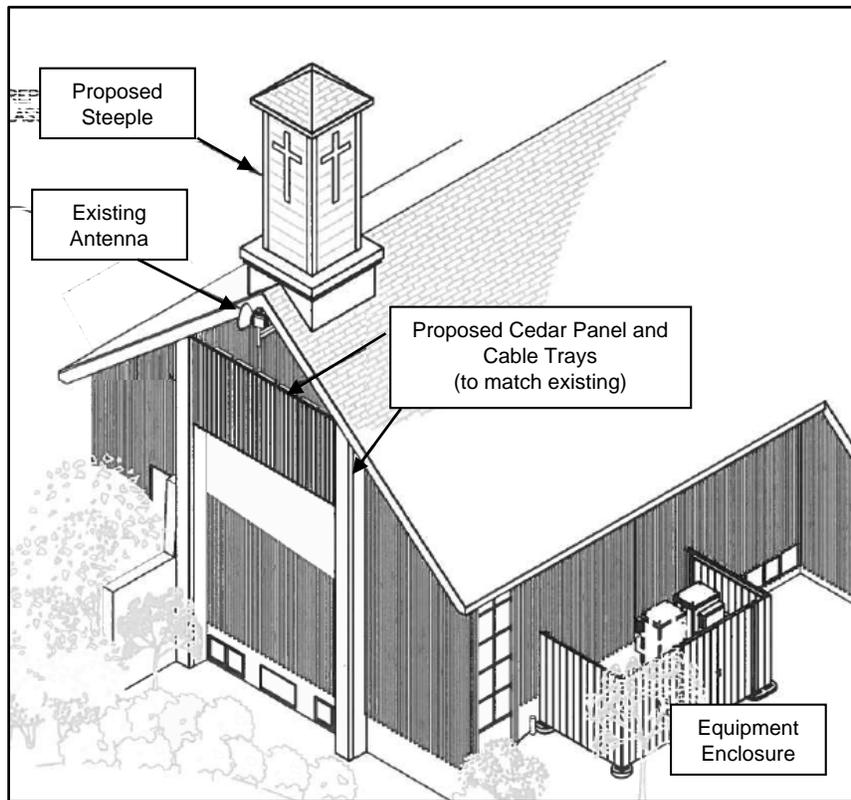


Figure 4: Proposed Steeple

## ALTERNATIVES

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

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

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

Should Council decide to reject the recommendation contained in this report, the implications are that the steeple would not be changed on the church. The applicant would still be able to mount the proposed antennas on the building without requiring approval from Saanich.

3. That Council provide alternate direction to Staff.

Should Council provide alternate direction to staff 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.

## FINANCIAL IMPLICATIONS

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

## STRATEGIC PLAN IMPLICATIONS

There are 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)

4.2.2.3 “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.”

4.2.4.4 “Support institutional land uses that fit with the character of residential neighbourhoods.”

#### Gordon Head Local Area Plan (2007)

7.3 “Require that site design, building scale, and landscaping for institutions respect neighbourhood character and the natural environment.”

### Analysis

The construction of the proposed steeple would see a relatively minor increase in height and massing compared to the existing steeple (increase height of .8m). It would have minimal impact to the overall character of the building and enclosing the new antennas would be preferred in order to mitigate any aesthetic impacts. Associated telecommunication equipment has also been enclosed behind panelling or fencing to again reduce any visual impacts on neighbours and complement the design of the church.

**Environment**

There are no environmental concerns with the proposal.

**CONCLUSION**

The requested variance is to permit a new church steeple to be constructed with a maximum height of 16.8 m. The Zoning Bylaw permits a maximum height of 10 m; however the existing steeple built in the mid 1960s, is legal non-conforming with a height of 16 m. The height difference between the current steeple and the proposed new steeple is relatively small at 0.8 m. The primary purpose of replacing the steeple is to visually screen both new telecommunication (antenna) equipment. Accommodating a new antennae inside a church steeple is an effective means of mitigating neighbourhood/building aesthetic issues that can be associated with telecommunication equipment.

For the above-noted reasons, staff support the Development Variance Permit application.

Prepared by



Andrea Pickard

Planner

Reviewed by



Jarret Matanowitsch

Manager of Current Planning

Approved by



Sharon Hvozdzanski

Director of Planning

CWB/ads

H:\Tempest\Prospero\Attachments\Dvp\Dvp00379\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

DISTRICT OF SAANICH  
DEVELOPMENT VARIANCE PERMIT

DVP00379

To: The Anglican Synod of the Diocese of British Columbia  
912 Vancouver Street  
Victoria BC V8V 3V7

(herein called "the Owner")

- 1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
- 2. This Development Variance Permit applies to the lands known and described as:

**Lot 2, Section 84, Victoria District, Plan 20562**

**1806 San Juan Avenue**

(herein called "the lands")

- 3. This Development Variance Permit varies the provisions of the Zoning Bylaw 2003, Section 1010.3 (b) by permitting a maximum height of 16.8 m (10 m permitted) as shown on the plans prepared by GS.Sayers Engineering Ltd., dated stamped received April 24, 2017, copies of which are attached to and form part of this permit.
- 4. The lands shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and shall comply with all Municipal bylaws except for those provisions specifically varied herein. Minor variations which do not affect the overall building and landscape design and appearance may be permitted by the Director of Planning or in her absence, the Manager of Current Planning.
- 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:** Planning Department  
**From:** Jagtar Bains – Development Coordinator  
**Date:** November 1, 2016  
**Subject:** Servicing Requirements for the Proposed Development Variance Permit

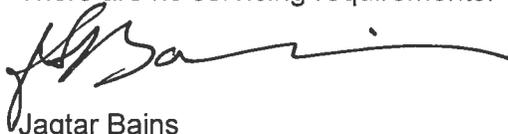
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**PROJECT: TO REMOVE THE EXISTING STEEPLE AND REPLACE IT WITH A NEW STEEPLE THAT IS DESIGNED TO ENCLOSE**

**SITE ADDRESS: 1806 SAN JUAN AVE  
PID: 000-074-926  
LEGAL: LOT 2 SECTION 84 VICTORIA DISTRICT PLAN 20562 SEC  
DEV. SERVICING FILE: SVS02043  
PROJECT NO: PRJ2016-00672**

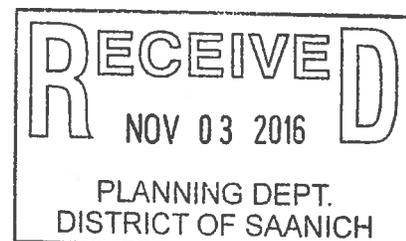
The above noted application for Development Variance Permit has been reviewed.

There are no servicing requirements.



Jagtar Bains  
DEVELOPMENT COORDINATOR

cc: Harley Machielse, Director of Engineering  
Catherine Mohoruk, Manager of Transportation & Development



RT-2



SUBJECT PROPERTY

P-4

P-1

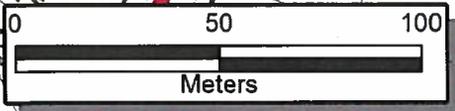
P-1R

RS-6

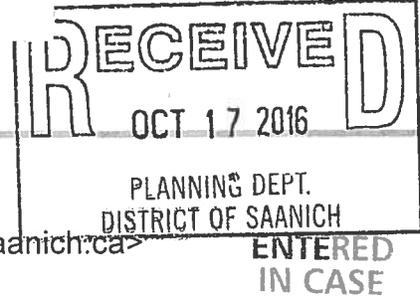
C-1V

RS-10

P-4



Planning - Re: Saanich Referral



**From:** Christine Poirier-Skelton [REDACTED]  
**To:** Planning Planning <Planning.Mun\_Hall.Saanich@saanich.ca>  
**Date:** 10/17/2016 1:06 PM  
**Subject:** Re: Saanich Referral  
**CC:** ClerkSec <ClerkSec@saanich.ca>, Peter Ostergaard [REDACTED]

ENTERED  
IN CASE

After discussion The Gordon Head Residents' Association has no objection to this project.

Chris Poirier-Skelton, President  
 Gordon Head Residents' Association

Sent from Chris Poirier-Skelton

Sent from Chris Poirier-Skelton

On Oct 17, 2016, at 10:56 AM, Planning Planning <Planning.Mun\_Hall.Saanich@saanich.ca> wrote:

October 17, 2016

Dear Gordon Head Residents' Association:

**Re: Application for Development:**

**Applicant:** Cypress Land Services  
**Site Address:** 1806 San Juan Ave  
**Legal:** Lot 2 Section 84 Victoria District Plan 20562 Sec 339  
 Lga.  
**Folder No.:** DVP00379  
**Description:** To remove the existing steeple and replace it with a new steeple that is designed to enclose telecommunication antennas. A variance for height is requested.

The District of Saanich has received an application for a site within your Community Association area. The Planning Department is referring the proposed plans and relevant information to your Community Association for review and comment. Please note that any requested variances may be subject to change based on the Planners detailed review of the file.

In a written letter or email to [planning@saanich.ca](mailto:planning@saanich.ca), please provide your comments to the Planning Department indicating if your Community Association:

- Has no objection to the project
- Generally has no objection with suggested changes or concerns
- Does not support the project (please provide reason).

We would appreciate receiving your comments by November 14, 2016 so that they can be included in the package that is forwarded to Council. 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.

**If you require further information about the proposed development please contact Andrea Pickard, Local Area Planner at 250-475-5494, ext. 3425.**

It is suggested that you periodically check our website, [www.saanich.ca](http://www.saanich.ca) *Active Development Applications* as any revised site plans for this application will be posted there.

Sincerely,

Andrea Pickard  
Planner

cc: Clerks Department

<P\_COMMUNITY ASSN LETTER.docx>

<REFERRAL.docx>

<LOCATION MAP.pdf>

<SITE\_OCT 12, 2016.pdf>

<ELEVATIONS\_OCT 12, 2016.pdf>



## The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Sharon Hvozdanski, Director of Planning  
**Date:** July 11, 2017  
**Subject:** Temporary Use Permit Renewal Application  
**File:** TUP00006 • 3541 Shelbourne Street

---

### RECOMMENDATION

That the application to renew Temporary Use Permit TUP00006 for three additional years be approved.

### PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The application is for renewal of a Temporary Use Permit to enable the use of an existing single family dwelling for a Community Kitchen and Food Resource Centre to continue for an additional three years. The current permit expires on September 16, 2017. The applicant is Laura Cochrane.

### DISCUSSION

#### Neighbourhood Context

The 566 m<sup>2</sup> site is located on the east side of Shelbourne Street between Donnelly Avenue and Cedar Avenue. It contains an older, 1950s single family dwelling. Surrounding land use is primarily single family dwellings although the site is near the edge of the Shelbourne Valley Neighbourhood "Centre" and within one kilometer of the Hillside Major "Centre" where there are a variety of retail and other commercial services. Over time, this area is expected to redevelop to higher density, multi-family housing consistent with the vision of the Shelbourne Valley Action Plan.

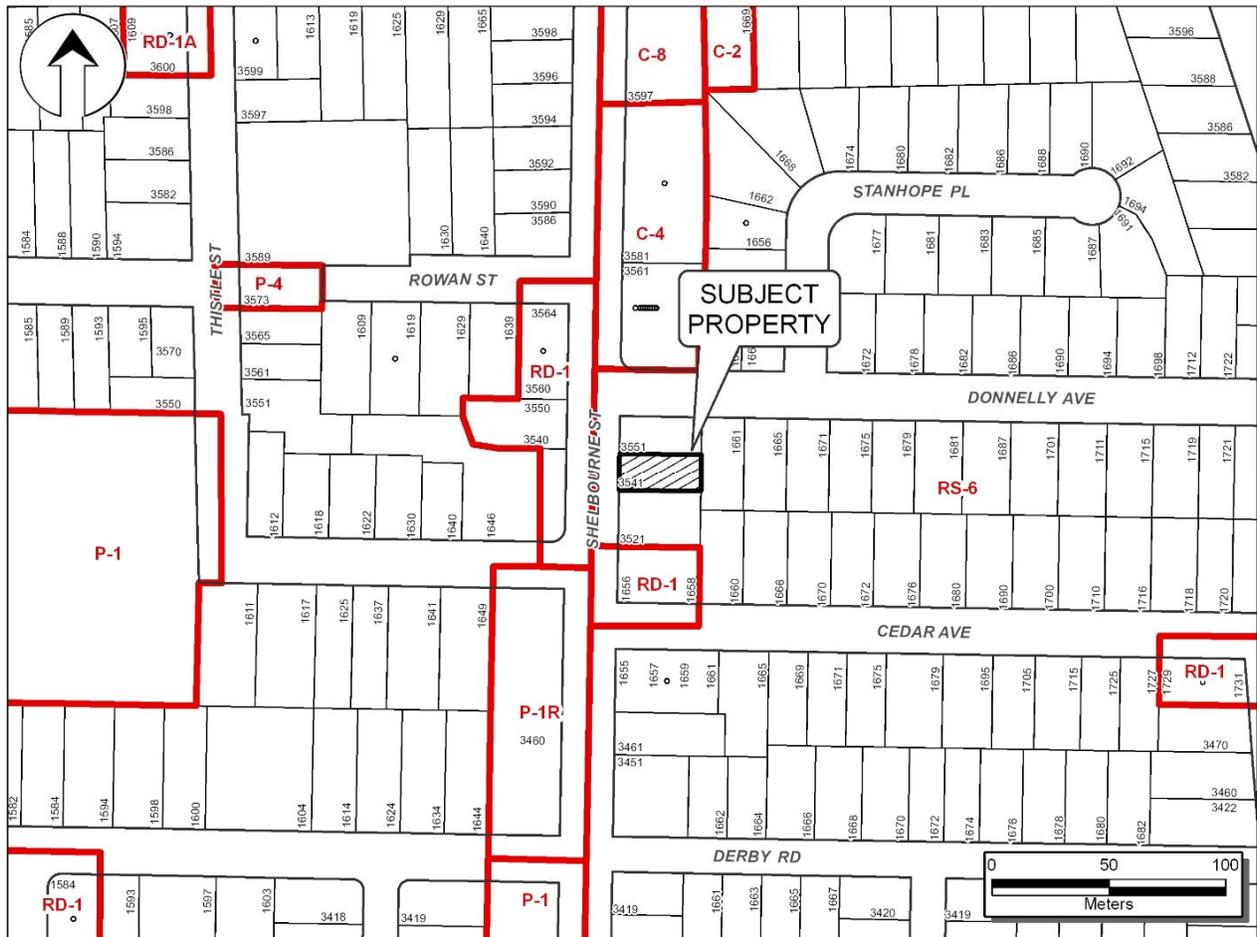
#### Proposed Land Use

"Shelbourne Community Kitchen" is a collaboration between faith organizations and local community associations. In 2014, Council approved a Temporary Use Permit, for a three year period, to permit the Community Kitchen to occupy the single family dwelling on an interim basis until a permanent location is secured in the Shelbourne Valley.

A Temporary Use Permit can be renewed only once for up to three additional years. After the expiry of the Temporary Use Permit, the Community Kitchen would either cease operation at its



current location, or the applicant could apply to rezone the property to allow for the Community Kitchen to continue.



**Figure 1: Neighbourhood Context**

**Site and Building Design**

No changes to the exterior of the building or additional structures are proposed. The property would continue to retain its residential character and single family dwelling form. A parking variance was granted in 2014 to vary the required on-site parking from six spaces to two spaces. Parking for two vehicles would continue to be available on-site.

For those who must drive to the site, the Community Kitchen entered into a parking agreement with the Shelbourne Street Church of Christ located nearby at 3460 Shelbourne Street for use of six parking spaces in their north parking lot. The parking lot is located 75 m away from the site via the pedestrian controlled intersection at Cedar Avenue. The agreement provides for Community Kitchen use of the spaces between 7:30 am and 9:30 pm, Monday to Saturday except when special events are scheduled at the church. This agreement would remain in place.

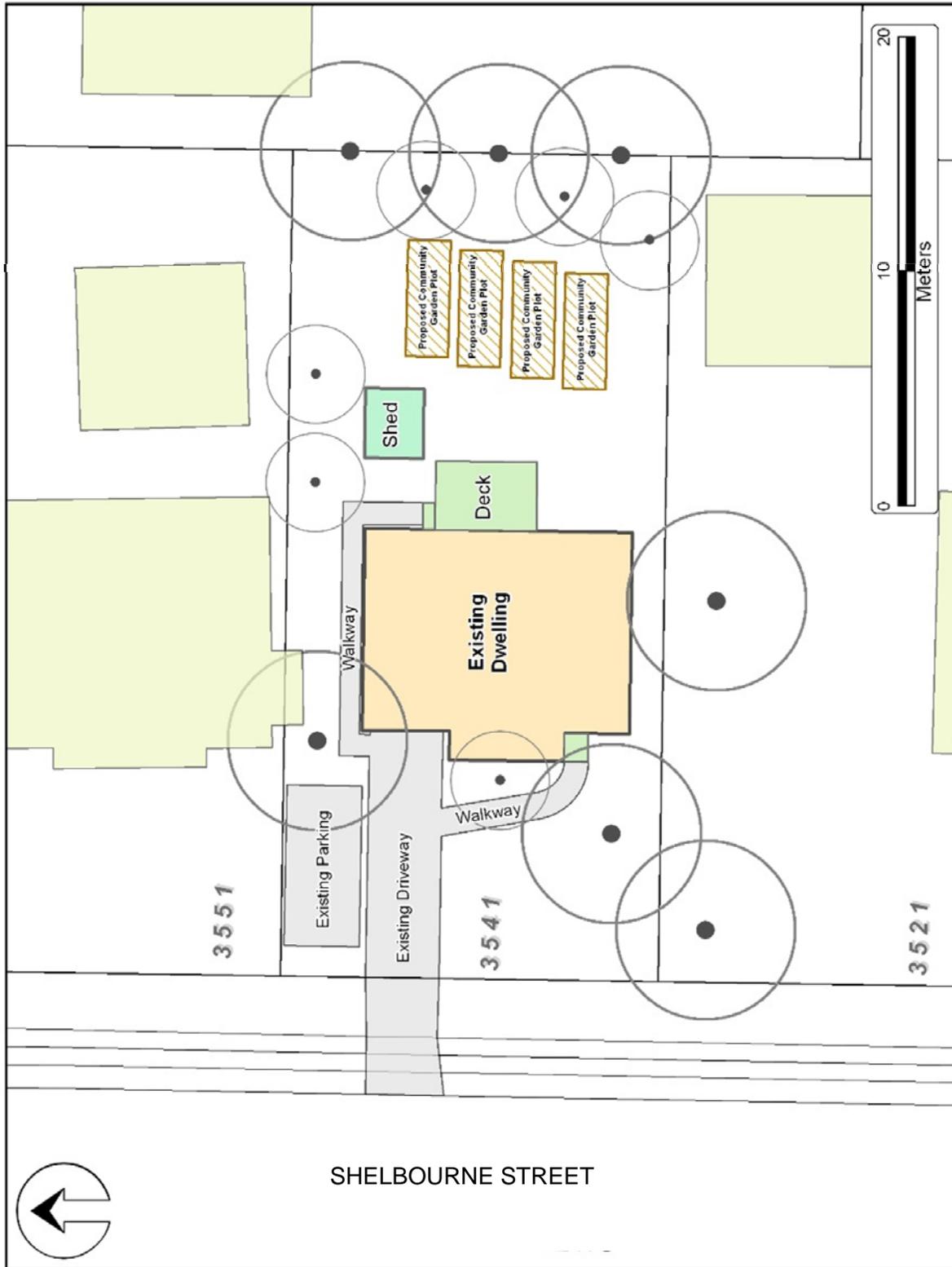


Figure 2: Site Plan

## **CONSULTATION**

Referrals were sent from the Planning Department to Mt. Tolmie Community Association and Camosun Community Association. Renewal of the Temporary Use Permit to permit the Shelbourne Community Kitchen to operate at 3541 Shelbourne Street for an additional three years is supported by both Mt. Tolmie Community Association and Camosun Community Association who are partners in the organization. In addition, several letters have been received from neighbours and clients of the Community Kitchen in support of the permit renewal request.

Saanich Bylaw Enforcement has stated that there have been no bylaw enforcement cases related the Shelbourne Community Kitchen in the three years that it has been in operation.

## **ALTERNATIVES**

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

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

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

Should Council decide not to renew the Temporary Use Permit for the Shelbourne Community Kitchen, the implications are that the Community Kitchen would need to discontinue the temporary use at its current location by September 16, 2017 or seek rezoning to an appropriate assembly zone.

3. That Council provide alternate direction to Staff.

Should Council provide alternative direction to staff, staff would work with the Shelbourne Community Kitchen to address comments from Council. This alternative would result in a delay in Council's decision regarding the TUP Renewal application.

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC PLAN IMPLICATIONS**

There are 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)

- 4.2.4.4. "Support institutional land uses that fit with the character of residential neighbourhoods."

- 5.1.1.1. “Ensure a healthy, sustainable and stable food supply by working with the Capital Regional District, the Province, food producers, the Vancouver Island Health Authority, municipalities, and other stakeholders to develop a long-term plan for improving local and regional food security.”
- 5.1.1.12. “Strengthen local sustainable agriculture by supporting ‘backyard gardening’ and community garden initiatives.”
- 5.2.1.2. “Continue to develop and enhance community pride and identity through the creation and implementation of events and on-going community services and programs.”
- 5.2.1.6. “Encourage and support a wide range of educational and learning opportunities which aid in community capacity building, and strive to meet a broad range of community needs.”

#### Shelbourne Local Area Plan (1998)

- 10.5 “Review applications for new institutional uses or expanded facilities and minimize disruption to residential areas by:
  - a) Prohibiting any access or egress via residential streets.
  - b) Requiring that parking areas are adequately screened or located away from residential property to minimize noise and visual impacts.
  - c) Considering the expected hours of operation and functions of the use.”

#### Shelbourne Valley Action Plan (2017)

- 5.3.7 “Consider new locations for small neighbourhood oriented commercial uses on major and collector roads outside the Valley’s designated Centres and Villages.”

#### **Analysis**

The Shelbourne Community Kitchen is consistent with Official Community Plan policies supporting improved local and regional food security. Being a collaboration between faith organizations and local community associations, it provides new learning opportunities which aid in community capacity building while maintaining the residential character of the neighbourhood. It is also consistent with Shelbourne Valley Action Plan policy 5.3.7 which supports small neighbourhood oriented commercial uses on major and collector roads outside the Valley’s designated “Centres” and “Villages”.

The use of an existing dwelling to accommodate the Community Kitchen on an interim basis has allowed the Community Kitchen to establish as an organization while it seeks a permanent location in the Shelbourne Valley. The site is centrally located in the Shelbourne Valley and it is serviced by frequent transit along Shelbourne Street. The Kitchen provides a much needed community service for community members living on low incomes.

The Community Kitchen has stated that the organization has experienced significant growth since its beginning in 2013, and it continues to broaden its financial and volunteer base. The Community Kitchen is working on the creation of a strategic action plan to ensure financial

sustainability and growth of the Society in the medium-to-long-term, which will include securing a permanent future home in an appropriate location.

No changes are proposed to the conditions of the Temporary Use Permit. The Permit requires the Community Kitchen and Food Resource Centre to operate in accordance with the following conditions:

- No outdoor activities on site between 9:30 pm and 7:30 am; and
- No special events to be scheduled at the Community Kitchen and Food Resource Centre during regular Sunday church services at the Shelbourne Street Church of Christ.

**CONCLUSION**

The Shelbourne Community Kitchen is consistent with Official Community Plan policies supporting improved local and regional food security. The Kitchen provides a much needed community service for community members living on low incomes. No enforcement concerns related to the Community Kitchen use have been received, over the past three years, since the Kitchen commenced operations.

For the above-noted reasons, staff support the renewal of the Temporary Use Permit for three additional years.

Prepared by:




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Neil Findlow  
Senior Planner

Reviewed by:




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Jarret Matanowitsch  
Manager of Current Planning

Approved by:




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Sharon Hvozdzanski  
Director of Planning

NDF/ads  
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Attachment

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

## DISTRICT OF SAANICH

TUP00006  
RENEWAL

## TEMPORARY USE PERMIT

To: **Jaswinder Kaur Sihota  
Kamaljit Sihota  
3213 Browning Street  
Victoria BC V8P 4C3**

*(herein called "the owner")*

1. This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto.

2. This Temporary Use Permit applies to the lands known and described as:

**Lot 4, Block 4, Section 37, Victoria District, Plan 1722 Except the West 4 Feet 6 Inches Thereof Taken for Road Purposes as Shown on said Plan.**

**3541 Shelbourne Street**

*(herein called "the lands")*

3. This Temporary Use Permit regulates the development of the lands as follows:

- (a) Notwithstanding the provisions of Section 210.1 of the Zoning Bylaw 2003, by allowing the lands to be used for a Community Kitchen and Food Resource Centre.
- (b) By requiring the buildings and lands to be developed in accordance with plans prepared by Home Design Services dated March 4, 2014, copies of which are attached.
- (c) By requiring the Community Kitchen and Food Resource Centre to operate in accordance with the following conditions:
  - No outdoor activities on site between 9:30 pm and 7:30 am; and
  - No special events to be scheduled at the Community Kitchen and Food Resource Centre during regular Sunday church services at the Shelbourne Street Church of Christ.

4. This Permit shall expire on September 16, 2020 at which time the right granted under this permit will cease.

5. The lands shall be developed strictly in accordance with the terms and conditions and provision of the Permit provided, however, that minor variations which do not affect the overall use and landscape design may be permitted by the Director of Planning.

6. The terms and conditions contained in this Permit shall enure to the benefit of and be binding upon the Owner, their executors, heirs and administrators, successors and assigns as the case may be or their successors in title to the land.

7. 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



770 Vernon Avenue  
 Victoria BC V8X 2W7  
 e-mail: planning@saanich.ca  
 website: www.saanich.ca  
 phone: 250-475-5471  
 fax: 250-475-5430

**REFERRAL FORM**

*Return TO*

<b>Application No.</b>	<b>Referral date:</b> March 22, 2017
<input type="checkbox"/> DPR -	<b>Comments due by:</b> April 21, 2017
<input checked="" type="checkbox"/> TUP00006 (Renewal)	<b>File Manager:</b> Neil Findlow
<input type="checkbox"/> DVP -	<b>Applicant:</b> Shelbourne Community, Marlene Davie 3541 Shelbourne Street Victoria BC V8P 4G6
<input type="checkbox"/> REZ -	<b>Owner:</b> Jaswinder Sihota Kamaljit Sihota
<input type="checkbox"/> SIG -	<b>Site address:</b> 3541 Shelbourne Street
<b>External Referrals:</b>	<b>Legal:</b> Lot 4, Block 4, Section 37, Victoria District, Plan 1722, except the west 4 feet 6 inches thereof taken for road purposes as shown on said plan.
<input type="checkbox"/> Ministry of Transportation	<b>ISD file #:</b>
<input type="checkbox"/> Observatory (5 km radius)	<b>Present zone:</b> RS-6
<input type="checkbox"/> Provincial Capital Commission (PCC)	<b>Proposed zone:</b> No Change
<input type="checkbox"/> BC Transit	<b>Current OCP designation:</b> General Residential
<input type="checkbox"/> School District # 61	<b>Required OCP amendment:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> School District #63	<b>DP Area:</b> Shelbourne
<input checked="" type="checkbox"/> Community Association Mt Tolmie Community Association, Camosun Community Association Quadra Cedar Hill Community Association	
	<b>Sign Posting Required:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Internal Referrals:</b>	<b>Project Description:</b>
<input checked="" type="checkbox"/> Planning	Renewal of Temporary Use Permit TUP00006 to enable use of an existing dwelling for a community kitchen and food resource centre for and additional three years. No changes are proposed to the kitchen operation or parking arrangement.
<input type="checkbox"/> Environment	
<input checked="" type="checkbox"/> Parks	
<input checked="" type="checkbox"/> Development Services	
<input type="checkbox"/> Police	
<input type="checkbox"/> Committee	
<input type="checkbox"/> Plan Check	
<input type="checkbox"/>	
<b>Departments and Agencies:</b> Please complete. If no response is received by the above "Comments due by" date, it is understood that you have no objections. Send email responses to planning@saanich.ca.	
<b>Name:</b> <i>Jagtar Bains</i>	
<b>Title:</b> <i>Development Coordinator</i> <b>Phone:</b>	
<b>Date:</b> <i>March 23, 2017</i> <b>E-mail:</b>	
<b>Response:</b>	
<input checked="" type="checkbox"/> No objection	
<input type="checkbox"/> No objection subject to comments below	
<input type="checkbox"/> Approval NOT recommended (please outline reasons and/or comments below)	

*We have no servicing requirements*  
*[Signature]*

ENTERED  
IN CASE

**RECEIVED**  
 MAR 23 2017  
 PLANNING DEPT.  
 DISTRICT OF SAANICH

### Clerksec - Shelbourne Community Kitchen Temporary Use Permit

**From:** "Lutheran Church of the Cross" <lutheranchurchofthecross@shaw.ca>  
**To:** <clerksec@saanich.ca>  
**Date:** 08/01/2017 9:43 AM  
**Subject:** Shelbourne Community Kitchen Temporary Use Permit  
**CC:** "Kim Cummins" <info@shelbournecommunitykitchen.ca>, "Ann Baty"  
**Attachments:** Shelbourne Community Kitchen Temporary Use Permit Aug 2017.pdf

Greetings,

Please find attached a letter to the Mayor and Council of Saanich, requesting approval of a Temporary Use Permit for the Shelbourne Community Kitchen.

If you need any further information please so not hesitate to contact me.

Thank you,

Deborah

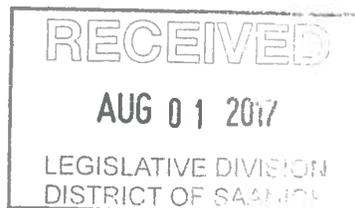
*Deborah Neal*  
Administrative Assistant



Lutheran Church of the Cross

lutheranchurchofthecross@shaw.ca  
office: 250-477-6222

POST TO	<i>General</i>	RECEIVED	AUG 03 2017
COPY TO _____			
INFORMATION	<input checked="" type="checkbox"/>		
REPLY TO WRITER	<input type="checkbox"/>		
COPY RESPONSE TO LEGISLATIVE DIVISION			
REPORT	<input type="checkbox"/>		
FOR _____			
ACKNOWLEDGED	<i>BIM(V)</i>	<input checked="" type="checkbox"/>	



2860-55 Shelbourne



August 1, 2017



Mayor and Council  
District of Saanich  
770 Vernon Avenue  
Saanich, BC V8X 2W7

Dear Mayor and Council,

Re: Shelbourne Community Kitchen Temporary Use Permit

Lutheran Church of the Cross Victoria, one of the sponsor groups of the Shelbourne Community Kitchen, strongly supports their application for a Temporary Use Permit.

The Shelbourne Community Kitchen is filling a unique need in the Shelbourne corridor. Its membership has grown substantially in a few years. Many of the people who access SCK attain skills for self-reliance in the area of food security, share in the benefits of volunteering and participate in culinary and gardening programs throughout the year. Its location allows good access for public transportation. Thanks to a visionary board and the resourceful leadership of the coordinator, Kim Cummins, SCK provides the much needed "hand up" to area lower income persons who cannot always afford nutritious food.

We urge Saanich Council to renew the Temporary Use Permit for Shelbourne Community Kitchen.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann Baty".

Ann Baty  
Lutheran Church of the Cross Council chair  
cc. Ms. Kim Cummins

POST TO	POSTED
COPY TO	
INFORMATION	<input type="checkbox"/>
REPLY TO WRITER	<input type="checkbox"/>
COPY RESPONSE TO LEGISLATIVE DIVISION	
REPORT	<input type="checkbox"/>
FOR ACKNOWLEDGED	

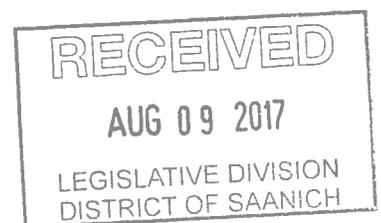
**Clerksec - 3541 Shelbourne St - Temporary Use Permit**

**From:** Camosun Community Association <camosunca@gmail.com>  
**To:** <mayor@saanich.ca>, Vicki Sanders <vicki.sanders@saanich.ca>, <Colin.Pla...>  
**Date:** 08/07/2017 5:59 PM  
**Subject:** 3541 Shelbourne St - Temporary Use Permit  
**CC:** <[REDACTED]>  
**Attachments:** CCA letter to Council - 3541 Shelbourne.pdf

Mayor & Council:

Please accept the attached in advance of the August 14th Committee of the Whole meeting.

Thank you





---

[www.CamosunCommunityAssociation.com](http://www.CamosunCommunityAssociation.com)

August 7th, 2017

Mayor Richard Atwell and Council  
District of Saanich

**Re: 3541 Shelbourne Street – Temporary Use Permit Renewal Application**

Dear Mayor Atwell and Council,

The Camosun Community Association (CCA) is proud to support the Shelbourne Community Kitchen Society and its application for Temporary Use Permit renewal. The CCA has been a partner organization of the Shelbourne Community Kitchen since 2013. The Kitchen provides a valuable community amenity as a food resource centre in the Shelbourne Valley. The past three years of operating at 3541 Shelbourne Street have been a positive experience for the Shelbourne Community Kitchen and many members of the community. A renewal of the Temporary Use Permit is appropriate as there have been no negative impacts on neighbouring residences.

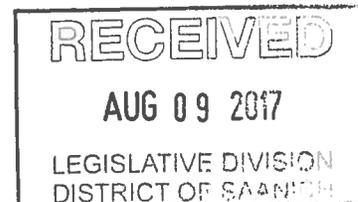
We look forward to the continued success of the Shelbourne Community Kitchen into the future. We appreciate Saanich Council's support for this project.

Sincerely,

Sandie Menzies  
President  
Camosun Community Association  
[CamosunCA@gmail.com](mailto:CamosunCA@gmail.com)

SM:ch

cc: Neil Findlow, Senior Planner, District of Saanich  
Laura Cochrane, Chair, Shelbourne Community Kitchen  
Marlene Davie, President, Mount Tolmie Community Association



SENT TO	General	POSTED
SENT TO		
INFORMATION	<input checked="" type="checkbox"/>	
TO WRITER	<input type="checkbox"/>	
COPY RESPONSE TO LEGISLATIVE DIVISION	<input type="checkbox"/>	
REPORT		
FOR		
ACKNOWLEDGED	BIM	✓

**Clerksec - Shelbourne Community Kitchen Temporary Use Permit**

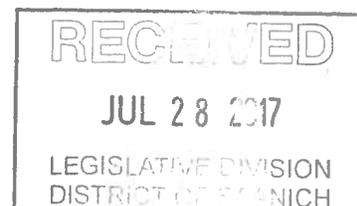
**From:** "Marlene Mitten" [redacted]  
**To:** <clerksec@saanich.ca>  
**Date:** 07/28/2017 12:00 PM  
**Subject:** Shelbourne Community Kitchen Temporary Use Permit  
**CC:** [redacted]

Mayor and Saanich Council,

St. Luke's Church has been a member of the Saanich community for over 155 years and welcomes all people that contribute to the wellbeing and vibrancy of Saanich as a whole. We at St. Luke's have been involved with the Shelbourne Community Kitchen since its inception and are thrilled with its growth and contribution to the surrounding community. We have a member from our Church community that sits on the Board of Directors and keeps us in close communication of all the wonderful activities that happen around the kitchen, pantry, classes and gardens.

We are very hopeful that the Saanich Council will continue to support this wonderful organization and extend its Temporary use Permit. If we can be of any further help in this decision please do not hesitate to contact us.

Yours Sincerely  
 Marlene Mitten  
 Rectors Warden  
 St. Luke's Church  
 Cedar Hill



**Planning - Re: Saanich Referral**

**From:** Camosun Community Association <camosunca@gmail.com>  
**To:** <planning@saanich.ca>  
**Date:** 6/21/2017 5:19 PM  
**Subject:** Re: Saanich Referral  
**CC:** Caleb Horn <[REDACTED]>

Dear Mr. Findlow,

The Camosun Community Association has no objection to the proposed Temporary Use Permit renewal. Please note that the CCA is a proponent of this project as a member organization of the Shelbourne Community Kitchen. We look forward to continuing to work with the neighbours and supporting food security in our community.

Sincerely,

Caleb Horn  
 Vice President  
 Camosun Community Association

On Wed, Mar 22, 2017 at 10:53 AM, Planning Planning <Planning.Mun.Hall.Saanich@saanich.ca> wrote:

Dear Community Association:

**RE: Application for Development:**

**Site Address:** 3541 Shelbourne St

**Legal:** Lot 4 Block 4 Section 37 Victoria Land District Plan 1722 Except The West 4 Feet 6 Inches Thereof Taken For Road Purposes As Shown On Said Plan.

**Folder:** TUP00006

The District of Saanich has received an application for a site within your Community Association area. The Planning Department is referring the proposed plans and relevant information to your Community Association for review and comment. Please note that any requested variances may be subject to change based on the Planners detailed review of the file.

In a written letter or email to [planning@saanich.ca](mailto:planning@saanich.ca), please provide your comments to the Planning Department indicating if your Community Association:

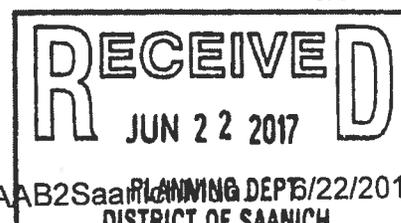
- Has no objection to the project
- Generally has no objection with suggested changes or concerns
- Does not support the project (please provide reason).

We would appreciate receiving your comments by April 21, 2017 so that they can be included in the package that is forwarded to Council. 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.

**If you require further information about the proposed development please contact Neil Findlow Local Area Planner at 250-475-5494 extension 3405.**

It is suggested that you periodically check our website, [www.saanich.ca](http://www.saanich.ca) Active Planning Applications as any revised site plans for this application will be posted there.

ENTERED  
IN CASE



April 9<sup>th</sup>, 2017

To: Mayor and Council  
District of Saanich  
770 Vernon Avenue  
Saanich, BC V8X 2W7

Re: Shelbourne Community

Dear Mayor and Council,

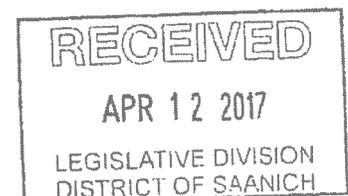
The Quadra Cedar Hill Community Association fully supports The Shelbourne Community Kitchen's application for a Temporary Use Permit.

The Shelbourne Community Kitchen has provided food security, agricultural and culinary education to Saanich residents through various programs throughout the year. We know that many families benefit from these programs and we hope that Saanich will continue to support their programming by renewing the TUP.

Sincerely,

Shawn Newby

Vice President.  
Quadra Cedar Hill Community Association.





April 3, 2017

The Mayor and Council  
District of Saanich  
770 Vernon Avenue  
Saanich, BC V8X 2W7

Re: Shelbourne Community Kitchen - Temporary Use Permit TUP00006

It is with great pleasure that the Mount Tolmie Community Association supports the Shelbourne Community Kitchen application to renew their Temporary Use Permit for 3541 Shelbourne Street.

The Shelbourne Community Kitchen is a unique and special organization that is very well supported by the community. The kitchen continues to build relationships with residents, local businesses, educational institutes, faith groups, and other organizations working on food security.

The Shelbourne Community Kitchen is a very supportive neighbourhood resource for those in the community who lack adequate access to nutritious food. And more importantly provides a place of belonging in a collaborative, safe, positive, learning and welcoming environment. This is very much in-line with Saanich's vision in the Strategic Plan and community themes: Social Well-being and Environmental integrity and noted in the OCP section five Social Well-being.

The Mount Tolmie Community Association believes that the programs are very valuable to the community and I hope that you approve the renewal of a Temporary Use Permit at this location.

Regards,

Marlene Davie  
President, MTCA

[info@mtca.ca](mailto:info@mtca.ca)

3541 Shelbourne  
2860-55



	ACKNOWLEDGED
✓	CLERKS
	REPLIED

3541 Shelbourne Street. Victoria. BC V8P 4G6

March 10, 2017

Mayor and Council  
District of Saanich  
770 Vernon Ave  
Victoria, BC V8X 2W7

Dear Mayor and Council,

RE: File: TUP00006; DVP00356 | 3541 Shelbourne Street

The Shelbourne Community Kitchen Society (the Kitchen) is requesting a 3 year extension of the Temporary Use Permit currently in place for 3541 Shelbourne Street, on behalf of property owners, Jaswinder Kaur Sihota and Kamaljit Sihota. This request is in line with the initial approval received September 15, 2014.

We appreciate the support we received from Mayor and Council, and Planning Department in 2014, and we hope to have your support in this application to extend the Temporary Use Permit.

The Kitchen increases food security in Saanich by providing access to healthy food for community members living on low incomes. We are a good neighbour, and have the support of local residents, many of whom are volunteers. We anticipate letters in favour of this application to be sent to you.

Although we are a young organization, we have experienced significant growth since our beginning in 2013, and we continue to broaden our financial and volunteer base in a careful and deliberate way. We are working on the creation of a strategic action plan to ensure financial sustainability and growth of the Society in the medium-to-long-term, which will encompass securing a permanent future home in an appropriate location.

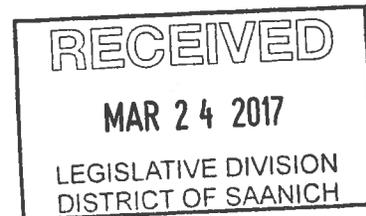
We would be grateful to receive support from Mayor and Council and the Planning Department in this application to extend the Temporary Use Permit for an additional 3 years. Thank you for considering this request.

Sincerely,



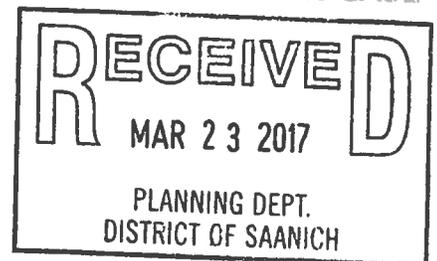
Laura Cochrane, Chair  
Shelbourne Community Kitchen Society

[www.shelbournecommunitykitchen.ca](http://www.shelbournecommunitykitchen.ca)



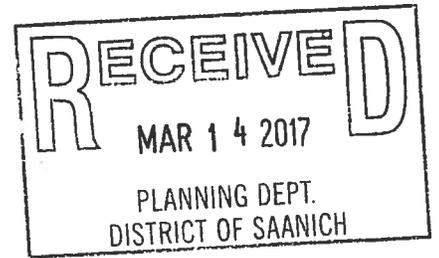
ENTERED  
IN CASE

cc: Jaswinder Sihota, owner, 3541 Shelbourne Street  
Jarrett Matanowitsch, Manager of Current Planning  
Neil Findlow, Senior Planner



March 7, 2017

Beverley Tracey  
[REDACTED] Donnelly Ave  
Victoria, BC [REDACTED]



District of Saanich  
Saanich Council

Re: Shelbourne Community Kitchen application for a Temporary Use Permit

My home is just around the corner from the Shelbourne Community Kitchen and as a resident in the neighbourhood I am writing in support of the kitchen's application for a three year extension to their Temporary Use Permit.

Our neighbourhood is a better, more diverse and generous neighbourhood in which to live and work and play because of community based organizations such as the Shelbourne Community Kitchen.

The house in which the kitchen is housed has improved with their occupancy, and their operation is organized, respectful and serving a genuine need in the Shelbourne corridor.

I would urge the members of council to approve a three year extension to the kitchen's Temporary Use Permit.

Thank you for your consideration in this matter. If you would like to be in touch with me please feel free to call me at : [REDACTED]

Yours truly,

Beverley Tracey

## Shelbourne Community Kitchen

My Daughter and I have been coming to Shelbourne Community Kitchen for the past year.

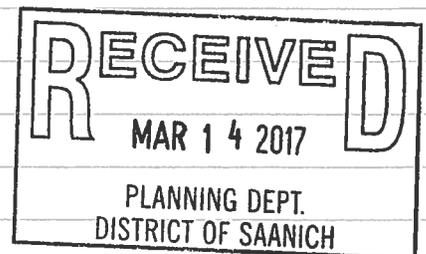
We are so grateful for all the work Kim and the other volunteers do to make it a success.

There's always fruit and vegetables there as well as essentials that we just can't afford otherwise.

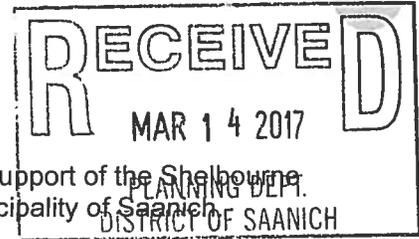
I am a Senior, low income  
My Daughter is on Provincial Disability

Neither one of us ever thought we would be in need of these services which Kim provides.

Our hope for Kim and her Volunteers is that the Shelbourne Community will continue.



From: Amy McTaggar  
Subject: Shelbourne Community Kitchen  
Date: March 5, 2017 at 10:08 AM  
To: vivianskinner@shaw.ca



To Whom it May Concern,

I write on behalf of the Cedar Avenue/Veteran Street Block Watch in support of the Shelbourne Community Kitchen renewing its Temporary Use Permit with the Municipality of Saanich.

When the Shelbourne Community Kitchen proposal was initially announced our neighbourhood was concerned with the impact it may have on our community. Many individuals from our area attended meetings and expressed concerns around increased traffic, undesirable patrons and increased noise levels. The Community Kitchen acknowledged all concerns and promised to have policies in place that would ensure they would be a "Good Neighbour".

We have now had the pleasure of having the Shelbourne Community Kitchen as part of our neighbourhood for almost three years and the impact has been nothing but positive. The concerns about increased traffic and noise levels have been unfounded and we have not had a complaint related to the property since their inception.

In a neighbourhood that is plagued with rental properties and parties the Sannich Community Kitchen has become a stable and trustworthy addition to the neighbourhood.

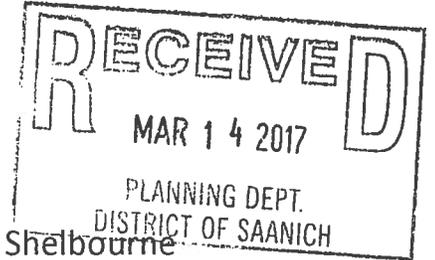
The Cedar Avenue/Veteran Street Block Watch has had the added benefit of being able to come together as a community two years in a row to collect food items to donate to the program at Christmas. Food security is important to us all and we are proud that we have a program in our neighbourhood that is doing so much to promote this.

Please consider this letter as full support to continue this program in our neighbourhood,

Amie Davies  
Block Watch Captain  
Cedar Avenue/Veteran  
MT-021

February 22, 2017

To Saanich Mayor and Council,



I am writing this letter as a neighbor and volunteer of the Shelbourne Community Kitchen in support of the application to extend the Temporary Use Permit for three years.

The Community Kitchen increases food security for individuals and families in Saanich in a very warm and welcoming way. I believe the huge growth in membership and the constant participation in our programs is proof that we are making a difference in our member's lives in many positive ways.

Sincerely,

Tammy Marshall

A handwritten signature in cursive script, appearing to read "Tammy Marshall", is written over a thick, horizontal grey redaction bar.

 Donnelly Ave

Victoria, BC

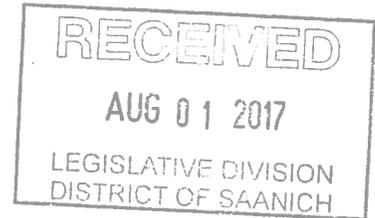




The Corporation of the District of Saanich

Report

To: Mayor and Council  
From: Sharon Hvozanski, Director of Planning  
Date: July 28, 2017  
Subject: Development Variance Permit Application  
File: DVP00389 • 4431 and 4441 Interurban Road



RECOMMENDATION

That Council approve Development Variance Permit DVP00389 for the proposed Centre of Health and Wellness (CHW) building.

PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The subject application is for a Development Variance Permit to construct a new four-storey, 9239 m<sup>2</sup> Centre for Health and Wellness (CHW) building for Camosun College at their Interurban Campus. Variances for interior sideyard setback, building height and parking are requested. The applicant is Colliers Project Leaders (Erik Thompson).

The property is zoned P-1 (Assembly) Zone and, while exempt from a regular Development Permit for form and character, Camosun College is party to the Glendale Lands Memorandum of Understanding (MOU), which establishes site and building design criteria.

DISCUSSION

Neighbourhood Context

The 59,095 m<sup>2</sup> parcel is one of a series of institutional properties in the area. The subject site is currently two parcels that the applicant is taking steps to consolidate, and is bounded by another parcel of the Camosun College Interurban Campus to the north, the Pacific Institute of Sport Excellence (PISE) to the south, and a wooded hill to the east that forms part of Layritz Park. Further to the north is a parcel containing the majority of the buildings comprising the Camosun College Interurban Campus, and north of that is Camosun's recently completed Centre for Trades Education and Innovation (CTEI) building, and the Horticultural Centre of the Pacific (HCP). Further to the northeast is the Vancouver Island Tech Park. Properties to the west across Interurban Road are primarily A-1 zoned Single Family Dwellings, though there is also an A-5 (Landscape Contractor) zoned parcel at 4370 Interurban Road.

CW  
3



The MOU, which is still in effect, was intended to protect environmentally sensitive areas and provide for new institutional uses, parkland and trails.

Relevant clauses of the MOU relate to off-site road improvements, Transportation Demand Management (TDM), biophysical and animal habitat assessments and design guidelines for site and building design work on the lands.

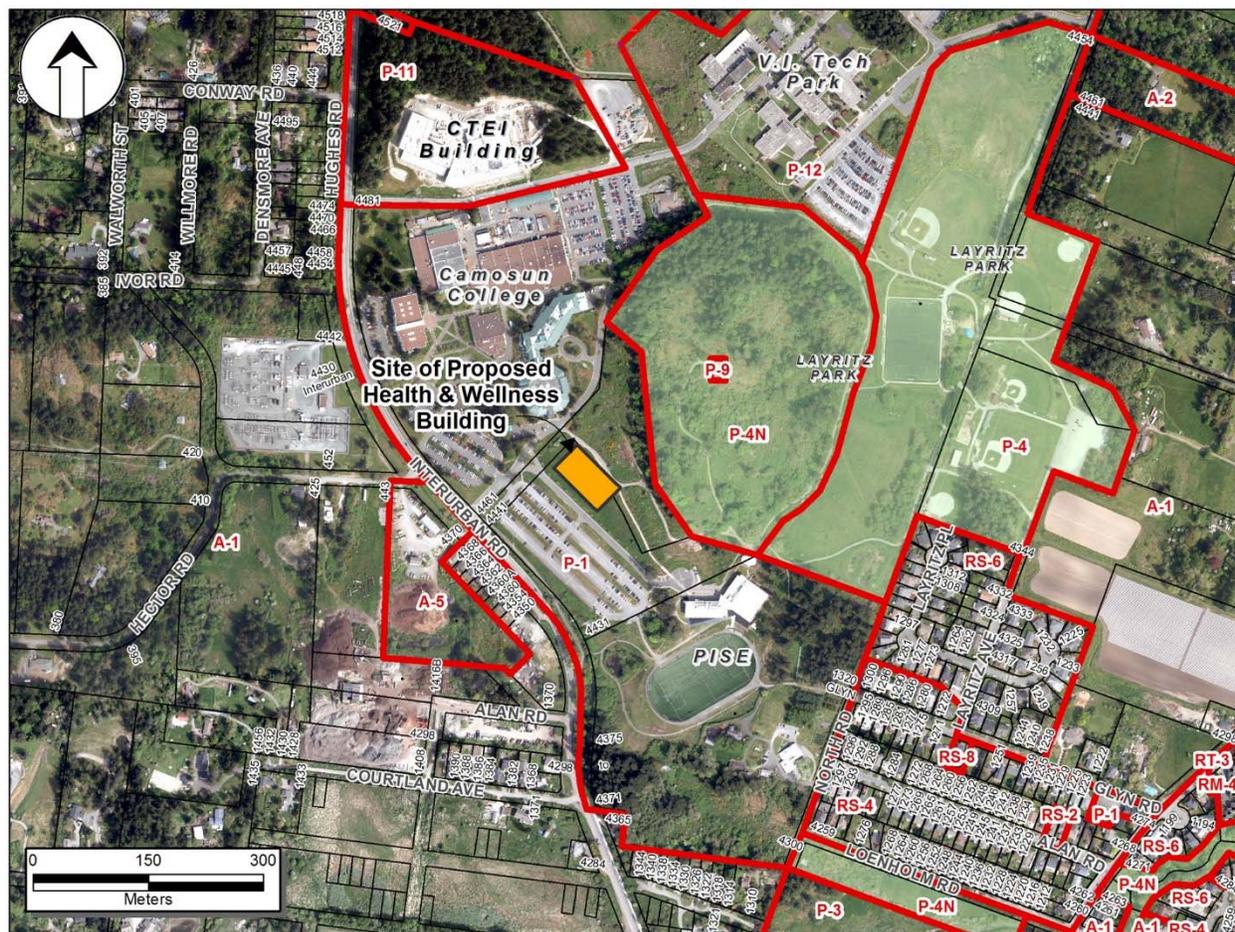


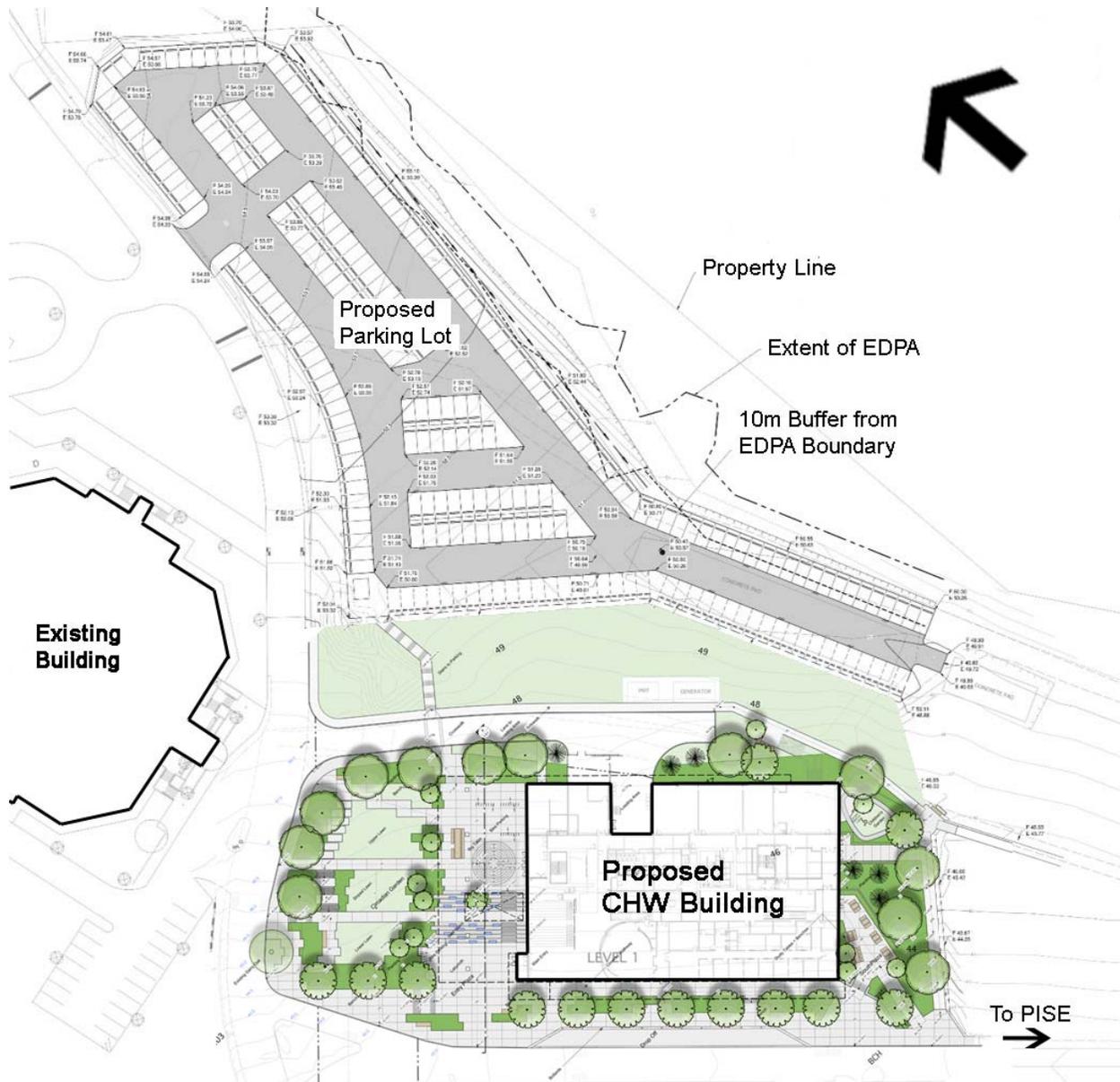
Figure 2: Neighbourhood Context - Air photo

### Proposed Land Use

The P-1 (Assembly) Zone includes College as a permitted use, therefore the proposed CHW building is acceptable from a land use perspective. The P-1 Zone does not specify a maximum density, however the proposed Floor Space Ratio (FSR) of the building would be 0.16, while the lot coverage would be 6.17%. Efforts have been made to minimize impacts to the surrounding natural areas by locating the building in an open, previously disturbed area. Variances are requested for interior lot line setback, building height, and parking.

A new parking lot with 193 stalls would be constructed north of the proposed building site.

The School for Health and Human Services would be moving from Camosun's Lansdowne Campus to the Interurban Campus and would occupy the proposed CHW building.



**Figure 3: Site Plan and Parking Lot** (from plans by Stantec Consulting Ltd. And Durante Kreuk Ltd.)

**Site and Building Design**

The subject site gently slopes approximately 6 m from the northeast to the southwest. The proposed building has been designed to take advantage of the elevation change, with the lower floors having barrier-free access at grade at various levels along the slope.

The design scheme is predicated on the idea that the two lower floors would be more transparent in character, and would be surmounted by two upper floors which would have more mass to them. This would be achieved in part by having the façades of the lower two floors composed of a glass curtain wall system. On the upper floors, preformed or corrugated metal siding in a dark charcoal grey colour would be interspersed between curtain wall segments.

The upper two floors would be ‘shifted’ slightly to the northwest, producing a sheltered overhang that features in the overall design as a covered outdoor social and study space. There would be

a series of seating areas stepping down the slope on the northwest side of the building, which would be mirrored on the inside of the building as a series of “social stairs” in the lobby space. The mass shift also results in an outdoor terrace at the southeast end of the building on the third floor. A covered arcade along the southwest façade of the building would protect pedestrians in inclement weather (see Figure 4).



**Figure 4: Southwest Elevation Rendering** (from plans by Stantec Consulting Ltd.)

The proposal includes an indigenous inspired gathering space on the ground floor next to the lobby, and social space which would allow for such traditional activities as smudging or drumming. A central open atrium, with natural lighting provided by a skylight, would allow for circulation of both air and people. Upper floors would consist of classrooms, offices, and lab space, with collaborative “breakout” areas in open spaces in or adjacent to the atrium space.

Primary materials would be glazing, including laminated glass guardrails at the outdoor terrace, metal siding, aluminum solar shades, architectural concrete and a combination of stained wood and “wood finish” metal soffits.

### **Variances**

A variance of 1.7 m is requested for interior side yard setback (6.0 m required, 4.3 m proposed).

A variance of 12.13 m is requested for building height (10.0 m required, 22.13 m proposed).

A variance for type of parking surface is requested (asphalt pavers or concrete required, a combination of asphalt and gravel proposed).

A variance of 134 parking spaces is also requested (329 spaces required, 195 spaces provided), as well as for 2 disabled parking spaces (4 required, 2 provided).

### **Consultation**

#### Public

On March 4, 2017 Camosun College held a presentation and review session for neighboring residents, businesses and community associations.

Concerns noted by residents included traffic, and night time light pollution from the CTEI building. Traffic concerns would be addressed through implementation of the applicant's revised TDM measures and concerns about lighting would be addressed through the design of the building, which incorporates shades and screens, and facility management.

#### Community Association

Referrals were sent from the Planning Department to the Prospect Lake Community Association, the Royal Oak Community Association, and the Residents Association of Strawberry Vale, Marigold and Glanford.

A response was received from the Royal Oak Community Association indicating no objection to the proposal, and expressing support for consideration of solar and grey water recycling, bicycle parking and end-of-trip facilities, inclusion of on-site food kiosks, and concerns about construction noise and increased traffic impact.

Bicycle parking has been provided including end-of-trip facilities, a café would be situated on the first floor of the proposed CHW building, and as noted above, implementation of the revised TDM measures should address traffic concerns.

#### Advisory Design Panel

Generally speaking, Institutional uses are exempt from the requirement to appear before the Advisory Design Panel (ADP) as a Development Permit is not required. In practice however, Institutional applications have appeared before the Saanich ADP as a courtesy.

In the case of Camosun College, Section 11.1 of the MOU refers to Design Guidelines outlined in the Environmental and Social Review (ESR) Aesthetic Analysis and states "Camosun and BCBC recognize the role of the Saanich Design Panel in ensuring the guidelines are met."

Therefore the Advisory Design Panel considered the application as Case #2017/08 on June 7, 2017. Comments from the ADP included the following: consideration of exterior holistic and experimental planting opportunities, locating accessible parking closer to the main entrance, and the use of reflective glass to minimize potential heat gain.

The Panel recommended "that the design of a new health and wellness teaching facility at 4431 and 4441 Interurban Road (Camosun College) be approved as presented and that comments from the Panel be considered."

The Panel appreciated the mass shifting, exterior finished and landscape plan and stated that the "elegant building design is well executed and respectful to the natural surroundings."

### **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 contained in this report, the implications are that the development would not proceed and the proposed School of Health and Wellness would not be constructed as proposed.

3. That Council provide alternate direction to Staff.

Should Council provide alternate direction to staff, 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 Development Variance Permit application and could compromise the applicant's receipt of federal funding earmarked for this project.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC PLAN IMPLICATIONS**

There are 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)

- 4.2.1.14 "Encourage the use of 'green technologies' in the design of all new buildings."
- 4.2.6.2 "Require institutional uses to locate within the Urban Containment Boundary and outside the ALR, except where they preserve large amounts of land as open space or provide other community amenities."
- 4.2.6.3 "Liaise with the institutional land owners to address operational and neighbourhood concerns, as required."
- 4.2.6.4 "Encourage institutional land owners to preserve on-site open space and make it publicly accessible."
- 4.2.9.25 "Support the use of Transportation Demand Management (TDM) by schools, institutions and major employers, to help reduce the reliance on automobiles, and make more efficient use of available parking and transportation resources."
- 4.2.9.37 "Consider parking variances where one or more of the following apply:
- transportation demand strategies (TDM) are implemented;
  - a variety of alternative transit options exist within the immediate vicinity of the proposed development;
  - there is a minimal reduction in required parking;
  - The development is located in a "Centre"; and
  - availability of on-street parking."

- 5.1.3.3 “Work cooperatively with the Greater Victoria Development Agency, school districts, post-secondary institutions, senior governments, and other stakeholders to support and improve employment and training opportunities that match the requirements of local employers.”

Rural Saanich Local Area Plan (2007)

- 15.8 Work with institutional landowners to educate them about the potential environmental and aesthetic benefits of retaining natural vegetation, including visual buffers along lot boundaries, and protecting environmental features such as watercourses and wildlife habitat through careful site management.

Glendale Lands Memorandum of Understanding (1997)

Relevant sections of the Glendale Lands Memorandum of Understanding (MOU) include the following:

- 5.0 Off-Site Road Improvements—  
Much of the improvements mandated under the MOU were done with the completion of the Tech Park. Also completed were improvements to Markham Road and payment toward signalization at the Interurban Road college entrance. Also under this section is a schedule of payments to be made to the District of Saanich as a contribution towards upgrading the Wilkinson Interurban Road Intersection.
- 5.4 Potential Signalization at Interurban Road college entrance—  
BCBC and Camosun College will, at their expense, install a traffic signal at the Interurban Road entrance to Camosun College once the service level of this Intersection deteriorates below level of service C as set out in the Highway Capacity Manual published by the Institute of Transportation Engineers which is in effect in 1996 [see ‘Transportation Impact Assessment’ section, below].
- 6.0 Transportation Demand Management—  
Camosun College and BCBC commit to utilizing Transportation Demand Management (TDM) practices. Each owner is to prepare and submit a TDM plan to Saanich for approval prior to the issuance of occupancy permits for new buildings.
- 6.4 The TDM will also address the provision for BCBC and Camosun College to limit developed parking to 50% of required number of spaces and the remainder 50% to be held in open space. This initiative is part of the TDM commitment to reduce the amount of parking space on the lands.
- 11.0 Design Guidelines as outlined in the ESR (Aesthetic Analysis)—  
Camosun and BCBC agree to utilize the Design Guidelines identified in the Aesthetic Analysis. These design guidelines address height, landscape and form. The Saanich Advisory Design Panel has a role in ensuring the guidelines are met.

**Policy Analysis**

The proposal is consistent with the Rural Saanich Local Area Plan which identifies the subject property for Institutional use. It is also consistent with the general goals of the Official

Community Plan which recognizes the role played by educational institutions in creating and sustaining a strong economy, society and culture.

The Local Area Plan notes the importance of retaining natural vegetation and protecting environmental features, and the Official Community Plan supports the preservation of on-site open space. The proposed CHW building would achieve both of these objectives by locating a four-storey building in a cleared area, thereby avoiding the sprawl inherent in a building with fewer stories and also keeping tree loss to a minimum.

The proposed building would be of a sustainable design, targeting LEED Gold certification, which is required by the Strategic Investment Fund (SIF) funding agreement through the Ministry of Advanced Education.

#### Transportation and Parking Impact Assessment

Section 6 of the MOU requires that Camosun College prepare and submit a Transportation Demand Management (TDM) strategy to Saanich for approval prior to the issuance of occupancy permits for new buildings. The MOU recognizes the phased nature of development at the College and permits a TDM to address the impacts of more than one new building.

For the PISE building, a TDM strategy was provided in 2006 which formed the basis of the variance granted for that building. In 2009, Camosun College prepared a Transportation and Parking Management Plan. For the CTEI building the applicant provided a copy of Camosun's Transportation and Parking Management 3 Year Working Plan from 2009, and a Final Report of the Working Plan from 2013. Given the reduction in vehicular mode share from 56% in 2010 to 49% in 2013, the TDM measures appeared to be successful.

As part of their current application, the applicant submitted a Transportation Impact Assessment prepared by Bunt & Associates. Among the recommendations was a signal to be provided, not at the Markham Street and Interurban Road intersection as envisioned in the MOU, but rather at the intersection of Interurban Road and the Internal Road, approximately 440 m to the south.

Engineering staff have reviewed this recommendation for a different signal location, but note that it does not consider the impact to transit vehicles who would not be able to reroute to this southerly entrance and would still be waiting on Markham Street to turn left on to Interurban Road. Staff therefore recommend that as a condition of development the applicant be responsible for the costs associated with signaling the north entrance to the site.

Other recommendations include:

- That anticipated increased vehicle volumes on the campus's Internal Road be reviewed and sidewalks be introduced on at least one side. Consideration of an improved Internal Road interface with Campus parking lot #2 (P2) is also suggested.
- That the District of Saanich explore opportunities to lengthen the intersection's westbound to southbound left turn lane (at the Intersection of West Saanich Road and Markham Road) and also explore opportunities to alert westbound West Saanich Road vehicles of potential left turn lane storage overflow (with introduction of signage).
- A minimum of 150 parking spaces be provided with the proposed CHW building with a contingency plan for up to 100 additional vehicle spaces to be introduced if campus vehicle mode share increases or if peak period parking space occupancy is observed to be

problematic after occupation and operation of the CHW building. (Note: the applicant has provided updated plans subsequent to the preparation of the TIA report which now provide 195 parking spaces with a provision for an additional 40 spaces).

- At least 20 Class 1 bicycle parking spaces be added to the campus and 36 Class 2 bicycle parking spaces be placed near the building's entrances, with a contingency to add more Class 2 spaces as required. (Note: Plans provided by the applicant show 36 Class 1 spaces located under the building overhang on the north side, as well as spaces suitable for Class 1 bicycle parking).
- Inclusion of end-of-trip cycling amenities in the proposed CHW building for staff and students. (Note: Level 01 of the proposed CHW building would include change rooms with lockers and showers).
- Continuation of the College's TDM efforts including an update of its TDM plan with consideration of:
  - A Transportation Information Brochure for new students
  - A review of Campus wide end-of-trip cycling facilities
  - A review of its segregation of staff and student parking spaces
  - The potential introduction of high occupancy vehicle parking spaces
  - Staggering class times when possible; and
  - A communication plan with BC Transit to ensure transit capacity can continue to accommodate increased Campus populations

Engineering staff have reviewed these items and recommend that in accordance with Section 6.0 of the MOU, the College must submit an updated TDM to the District of Saanich and the Director of Engineering for review and approval prior to issuance of an occupancy permit for the CHW building. The consultant's TDM recommendations could include part of the updated TDM plan for the Campus.

Other requirements of the MOU include the following:

Payment in the amount of \$235,000 is required for the installation of a traffic signal at the intersection of Interurban Road and the most northern entrance to Camosun College and the Vancouver Island Technology Park (Markham Road extension – private road), as per the Glendale Lands Memorandum of Understanding (MOU).

The remaining payment of \$104,000 towards the Interurban/Wilkinson intersection improvements as per Section 5.3 of the MOU is to be paid at time of building permit issuance, as per the MOU.

### **Variance Analysis**

The applicant is requesting variances to the interior side yard setback, building height, type of parking surface and number of parking spaces.

#### Interior Side Yard Setback

A variance of 1.7 m is requested for interior side yard setback (6.0 m required, 4.3 m proposed). This is measured to the northwest property line, which is shared with another parcel owned by Camosun College. The different parcels all function as part of the same campus, and this property line would not be evident to an observer. In addition, the buildings on the adjacent parcel would be separated from the proposed CHW building by an existing road on the adjacent

parcel, further increasing the distance between the proposed building and those existing. For these reasons, the proposed variance for interior side yard setback can be supported.

#### Building Height

A variance of 12.13 m is requested for building height (10.0 m required, 22.13 m proposed). The applicant states that the extra height is required to provide a facility designed to accommodate 1369 full-time staff and students and still reserve land for future use.

As mitigating factors, the applicant has provided drawings showing the proposed building in relation to other buildings nearby on campus and indicating that the roof elevation, at 62.85 m geodetic, is actually slightly lower than nearby buildings, such as the Centre for Business and Access, which has a roof elevation of 64.4 m geodetic (see Figures 5 and 6).

Note that the requested height variance includes the additional height of the skylight or atrium in the centre of the building. Given that the skylight/atrium is located in the centre of the building and set back from the roof edge, it would not be visible from the ground.

The applicant has also provided a drawing showing the proposed building viewed against the backdrop of Layritz Hill (see Figure 7). The summit of the hill has an elevation of 80 m, which is considerably higher than any of the buildings on campus. Given the location of the proposed building, the requested additional height would not block any views that were not already obscured by the surrounding built and natural environments.

For these reasons, the requested height variance can be supported.

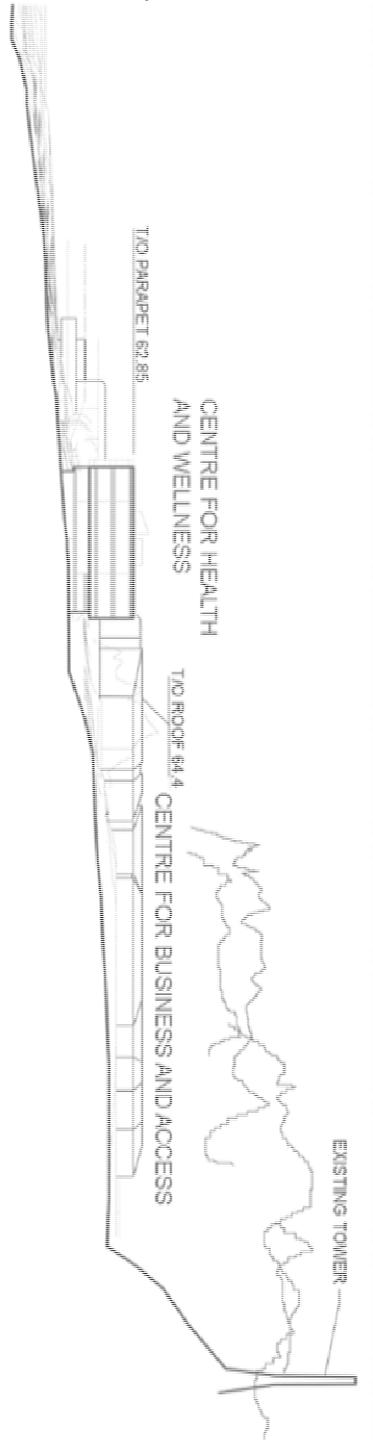


Figure 5: South – North Site Section (from plans by Stantec Consulting Ltd.)

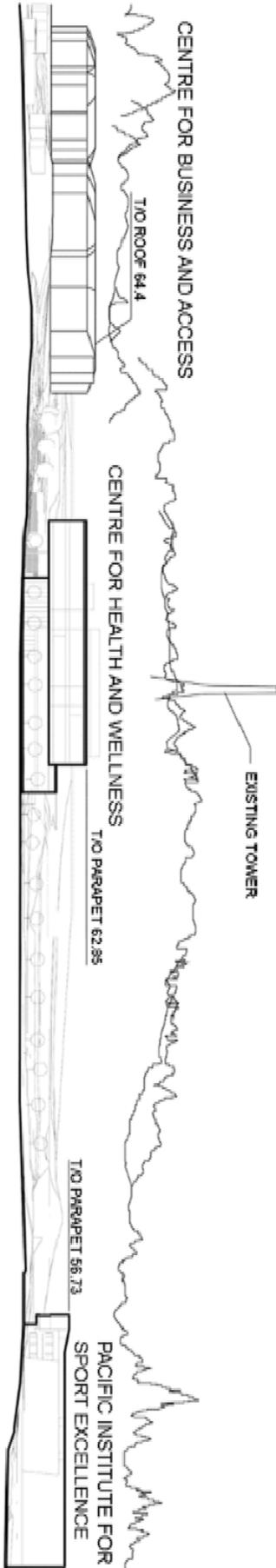


Figure 6: East – West Site Section (from plans by Stantec Consulting Ltd.)



Figure 7: View Looking Northeast (from plans by Stantec Consulting Ltd.)

### Type of Parking Surface

Section 7.7(b) of the Zoning Bylaw requires that “each parking space and maneuvering aisle in all parking areas shall be surfaced with asphalt, pavers, bricks, concrete, or other similar dust-free materials, but shall not be surfaced with sand, gravel, dirt, or any other unconsolidated substances.” The applicant is proposing paved drive aisles and gravel parking spaces.

This mix of paved maneuvering aisle and gravel parking spaces has proven successful at both Camosun campuses and a similar variance was granted as part of the CTEI application in 2014. At that time the applicant stated they considered it more environmentally sustainable than an all-asphalt parking surface.

The provisions of the Zoning Bylaw requiring paved surfaces instead of unconsolidated surfaces is primarily to reduce the nuisance of airborne dirt and dust. Given the more rural location and distance from neighbouring land uses, the requested variance to allow the proposed gravel parking spaces can be supported.

### Number of Parking Spaces

A variance of 113 parking spaces is requested (308 spaces required, 195 spaces provided).

Section 7.3(a) and Table 7.1 of the Zoning Bylaw state that 1 parking space per 30m<sup>2</sup> of gross floor area is required for Colleges. For the proposed 9239 m<sup>2</sup> building, 308 parking spaces would be required. The applicant is proposing to provide a total of 195 new parking spaces, with 193 in the parking lot to the north and 2 disabled parking spaces adjacent to the building. This would result in a variance of 113 spaces. The parking lot has been designed to allow an additional 40 spaces in the future.

In addition, Section 7.4(b) of the Zoning Bylaw requires one disabled parking space for every 100 parking spaces or part thereof. For this application therefore, four disabled parking spaces are required. The two disabled spaces that are proposed would result in a variance of two disabled parking spaces.

The College has stated several programs would be moving from the Interurban Campus to the Lansdowne Campus to offset the population increase due to the new CHW facility. Though no firm number has been decided upon, they estimate potentially 600 students and staff may move to Lansdowne Campus and occupy the buildings being vacated by the Faculty of Health and Human Services.

The reduction in the amount of required parking is also consistent with Section 6.4 of the MOU which describes a provision to limit parking to 50% of required number of spaces and the remainder 50% to be held in open space as part of the TDM commitment to reduce the amount of parking space on the lands. This reduction in parking is comparable with the Development Variance Permits previously approved for the Centre for Trades Education and Innovation (DVP00342) and the Pacific Institute for Sports Excellence (DVP2006-00019). In both cases, roughly one third of the required number of parking spaces were provided—under the requirements of the Zoning Bylaw, the CTEI building would have required 248 spaces and 83 were provided; the PISE building would have required 228 parking spaces and 80 spaces were provided.

These previous variances were supported on the basis of Camosun College’s commitment to a Transportation Demand Management (TDM) Strategy. A number of these TDM strategies have been successfully implemented at the Interurban Campus.

The Engineering Department has reviewed the request for a parking variance for the proposed CHW building and has stated that in order to support it, it is recommended that the District include the recommendations of the Transportation Impact Assessment as a condition of the occupancy permit, which is consistent with the MOU.

### **Servicing**

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 wetland or treatment train and sediment basin.

As part of a separate Stormwater Development Permit application the applicant is proposing a combination of gravel parking surfaces, swales, and connecting stormwater drainage of the proposed building and parking lot to a proposed “stormceptor” that would tie into the existing stormwater detention pond to the west of the outdoor playing field at PISE.

Other Servicing requirements include:

- Payment in the amount of \$104,000 towards the Interurban/Wilkinson intersection improvements as per the MOU.
- Payment in the amount of \$235,000 for the installation of the traffic signal at the intersection of Interurban Road and the most northern entrance to Camosun College and the Vancouver Island Technology Park (Markham Road extension – private road) as per the MOU.
- An updated Traffic Management Plan will be required for review and approval prior to the issuance of an Occupancy Permit.

### **Environment**

The site of the proposed CHW building is relatively clear of trees, and Environmental Services noted no environmental issues with the proposed development in that location. A new parking lot is also proposed to the north of the building site. A small portion of the proposed parking lot would encroach into the wooded area to the north, which is also an Environmental Development Permit Area (EDPA). A separate Environmental Development Permit has been sought by the applicant to allow the parking lot to be constructed. The permit was issued on June 12, 2017.

The arborists report identified 33 trees, all bylaw-protected, in the vicinity of the site of the proposed CHW building and the adjacent parking areas. Of these, 27 trees are identified for removal while 6 are proposed to be retained. The landscape plan shows 43 trees are proposed to be planted around the CHW building, including twelve Garry Oaks. An additional two small trees are shown to be planted on the outdoor terrace proposed for the third floor.

### **Climate Change and Sustainability**

The Official Community Plan (OCP) adopted in 2008 highlights the importance of climate change and sustainability. The OCP is based on the pillars of sustainability namely; environment, social, and economic. Climate change is addressed under the environmental section of the OCP and through Saanich’s Climate Action Plan and Climate Change Adaptation 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 gasses, 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.

### Climate Change

This section includes features of the 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 features related to mitigation and adaptation, such as:

- The proposal is an in-fill development that is able to use existing roads and infrastructure to service the development.
- The location of the proposed School of Health and Wellness building would be on open land, as would most of the proposed parking lot. Maintaining the existing tree cover as much as possible would protect the Urban Forest and preserve the carbon sink, as well as the buffering capacity of the natural environment. Twenty-seven trees are anticipated to be removed under the proposal.
- The applicants have committed to sustainable building practices and the proposed development would be targeting LEED Gold and aiming to incorporate passive design principles such as natural ventilation, thermal mass and solar shading.
- The property is 200 m from public transit, located on the Interurban Campus, and is serviced by Routes #8, #21, #22N, #39 and #83, with frequencies of 15 minutes on weekdays.
- The proposed parking lot would include six Electric Vehicle parking spaces.
- The development is readily accessible via modes of alternative transportation including cycling and public transit.

### Sustainability

#### *Environmental Integrity*

This section includes the key features of the proposal and how they may impact the natural environment. Considerations include: 1) Land disturbance; 2) Nature conservation; and 3) Protecting water resources. The proposed development includes features related to the natural environment, such as:

- The proposal is a compact, infill development in an already urbanized area without putting pressures onto environmentally sensitive areas or undisturbed lands.
- The proposal utilizes gravel parking surfaces, swales, and stormwater detention ponds for sustainable stormwater management.

#### *Social Well-being*

This section includes the key features of the proposal and how they may impact the social well-being of the community. Considerations include: 1) Housing diversity; 2) Human-scale pedestrian oriented developments; and 3) Community features. The proposed development includes features related to social well-being, such as:

- The site design incorporates outdoor areas that are suitable for active use and seating.
- The site is designed to have barrier-free accessibility and be welcoming to people of all ages and levels of physical ability.
- The proposal provides new institutional space within an existing institutional district.
- The proposed institutional use would preserve open space that is available to public users.
- The proposal includes community spaces such as an indigenous space as well as a clinic that will be open to the public.

### *Economic Vibrancy*

This section includes the key features of the proposal and how they may impact the economic vibrancy of the 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 proposed institutional space would be a major supplier of health practitioners.
- The development would create short-term jobs during the construction period.

## **CONCLUSION**

The applicant is seeking a Development Variance Permit for interior sideyard setback, building height, type of parking surface and number of parking spaces, in order to support the construction of a new Centre for Health and Wellness (CHW) at Camosun College's Interurban Campus.

The proposed CHW building would be a four-storey building located in a cleared area, avoiding sprawl and minimizing tree loss. The proposed building would be targeting LEED Gold certification.

A variance is requested for interior side yard setback, however, this is measured to a property line shared with another parcel owned by Camosun College which would not be evident to an observer. The buildings on the adjacent parcel would be separated from the proposed CHW building by an existing road on the adjacent parcel, increasing the distance between the existing and proposed buildings.

A variance is requested for building height. The applicant has provided drawings showing that the main roof height has a lower geodetic elevation than nearby buildings, and that the proposed building would be lower than Layritz Hill, which would serve as a backdrop to the proposed building when viewed from across Interurban Road. The proposed building is not anticipated to block any views that were not already obscured by the surrounding built and natural environments.

Due to site layout and topography, the impact of the requested variances for sideyard setback and building height would be minimized, and can be supported.

A variance is requested for type of parking surface. The requested gravel parking surface is acceptable given the more rural location of the Interurban campus, would reduce impervious surfaces, and would be consistent with similar variances granted for CTEI building in 2014.

A variance is requested for the number of parking spaces. Mitigating factors include the relocation of potentially 600 students and staff from Camosun's Interurban Campus to the

Lansdowne Campus to occupy the buildings being vacated by the Faculty of Health and Human Services.

The proposed reduction in the amount of required parking is also consistent with the Glendale MOU which includes provisions to limit parking to 50% of the required number provided the remaining land is held in open space. The applicant has also provided a Traffic Impact Assessment which outlines a number of TDM measures that would be part of a TDM that Camosun is required, under the terms of the MOU, to submit to the District of Saanich for approval prior to the issuance of an occupancy permit.

In conjunction with the successful and on-going TDM measures in place at the campus, the requested variances for parking numbers and surface material are consistent with previous variances, and are also supportable.

For the above-noted reasons, Staff support the subject Development Variance Permit application.

Prepared by   
Chuck Bell  
Planner

Reviewed by   
Jarret Matanowitsch  
Manager of Current Planning

Approved by   
Sharon Hvozdzanski  
Director of Planning

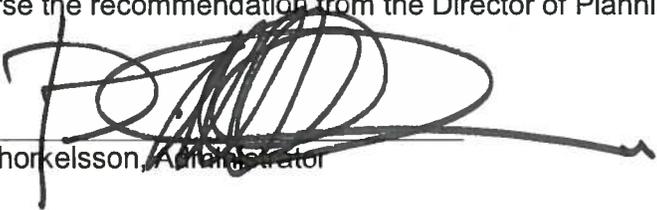
CWB/gv  
H:\TEMPEST\PROSPERO\ATTACHMENTS\DVP\DVP00389\CWB\_RPT\_4431 INTERURBAN ROAD.DOCX

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

## DISTRICT OF SAANICH

NO. DVP00389

## DEVELOPMENT VARIANCE PERMIT

**TO: Camosun College  
3100 Foul Bay Road  
Victoria, BC V8P 5J2**

*(herein called "the Owner")*

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
2. This Development Variance Permit applies to the lands known and described as:

**Lot 5, Section 20, Lake District, Plan VIP68477  
Lot 10, Section 20, Lake District, Plan VIP68477  
4441 and 4431 Interurban Road**

*(herein called "the lands")*

3. This Development Variance Permit varies the provisions of the Zoning Bylaw, 2003 as follows:
  - (a) By varying the provisions of Zoning Bylaw 2003, Section 7.3 (a) and Table 7.1 to permit 195 parking spaces (308 parking spaces required);
  - (b) By varying the provisions of Zoning Bylaw 2003, Section 7.4 (b) to permit 2 disabled parking spaces (4 disabled parking spaces required);
  - (c) By varying the provisions of Zoning Bylaw 2003, Section 7.7 (b) to permit parking spaces to be surfaced in gravel. Parking aisles to be surfaced in asphalt;
  - (d) By varying the provisions of Zoning Bylaw 2003, Section 1001.3 (a) (ii) to permit an interior sideyard setback of 4.3 m (6.0 m required);
  - (e) By varying the provisions of Zoning Bylaw 2003, Section 1001.3 (b) to permit a building height of 22.13 m (maximum 10.0 m required); and
  - (f) By requiring the buildings and lands to be constructed and developed in accordance with the plans prepared by Stantec Consulting Ltd. and Landscape plans by Durante Kreuk Ltd., date stamped received July 31, 2017, copies of which are attached to and form part of this permit.
4. The Owner shall substantially start the development within 24 months from the date of issuance of the Permit, in default of which the Municipality may at its option upon 10 days

prior written notice to the Owner terminate this Permit and the Permit shall be null and void and of no further force or effect.

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:** Planning Department  
**From:** Jagtar Bains – Development Coordinator  
**Date:** April 7, 2017  
**Subject:** Servicing Requirements for the Proposed Development

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**PROJECT: TO CONSTRUCT A NEW FOUR STOREY 9500 SQM SCHOOL OF HEALTH AND WELLNESS FOR CAMOSUN COLLEGE. VARIANCE**

**SITE ADDRESS: 4431 INTERURBAN RD  
PID: 024-387-339  
LEGAL: LOT 10 SECTION 96 LAKE DISTRICT PLAN VIP68477  
DEV. SERVICING FILE: SVS02080  
PROJECT NO: PRJ2011-00433**

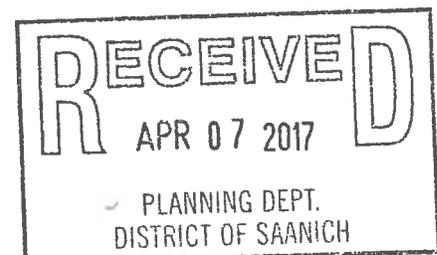
The above noted application for Development Variance Permit has been circulated to the Engineering Department for comment. A list of servicing requirements has been attached on the following page(s). To allow Council to deal effectively with this application, we would appreciate confirmation, prior to the Committee of the Whole Meeting that the applicant agrees to complete the servicing requirements. Should there be any disagreement with any of these requirements, it should be discussed with the undersigned prior to the Committee of the Whole Meeting.



Jagtar Bains  
DEVELOPMENT COORDINATOR

cc: Harley Machielse, Director of Engineering  
Catherine Mohoruk, Manager of Transportation & Development  
Adriane Pollard, Manager of Environmental Services

ENTERED  
IN CASE



# Development Servicing Requirements

Development File: SVS02080  
Civic Address: 4431 INTERURBAN RD  
Page: 1

Date: Apr 7, 2017

## Drain

1. Grease/oil interceptors must be installed on site.
2. All proposed building and parking areas must be drained in accordance with the BC Building Code requirements.
3. 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 train 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.

## Gen

1. The building is required to comply with the 2012 BC Building Code and Municipal Bylaws. Building and plumbing permits will be required for all works.
2. A construction fire safety plan for the project is to be prepared in accordance with the BC Fire Code and submitted prior to issuing a building permit. Two draft plans (1 hard copy/1 digital) are to be submitted to the Fire Prevention Division for review and comment. A \$100 review fee is to be paid (cash or cheque) at the time of submission.
3. This proposal is subject to the prevailing municipal development cost charges.
4. Two copies of construction fire safety plan, prepared in accordance with the requirements of the BC Building Code are to be submitted for review/comment to the Saanich Fire Department along with a fee of \$100.00 prior to issuance of the building permit.
5. All relevant precautions in Part 8 of the BC Building Code "Safety Measures at Construction and Demolition Sites" must be provided by the contractor prior to issuance of the building permit.
6. Consolidation of Lots 5 and 10, Plan VIP68477 is required prior to the issuance of Building Permit as the proposed building is straddling the existing lot line.

## Road

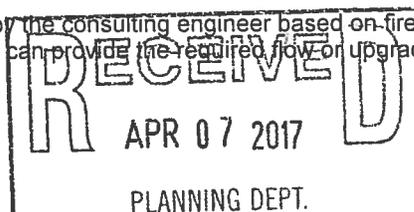
1. Payment in the amount of \$104,000.00 is required towards the Interurban/Wilkinson intersection improvements as per the existing Memorandum of Understanding, dated April , 1997.
2. Payment in the amount of \$235,000.00 is required for the installation of traffic signal at the intersection of Interurban Road and the most northern entrance to Camosun College and Tech Park (Markham Road extension- private road) as per the Memorandum of Understanding, dated April, 1997.
3. An updated Traffic Management Plan will be required for review and approval by the District prior to issuance of the Occupancy Permit.
4. See attached memo, dated April 05, 2017, additional comments.

## Sewer

1. Sanitary sewer loading calculations are required for this project from a consulting engineer to determine whether the existing system can provide the required flow or upgrading is required.

## Water

1. Fire flow requirement calculations for this project must be submitted by the consulting engineer based on fire underwriter's survey to allow the municipality to determine whether the existing water system can provide the required flow or upgrading is required.

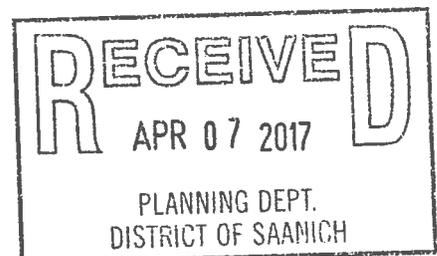


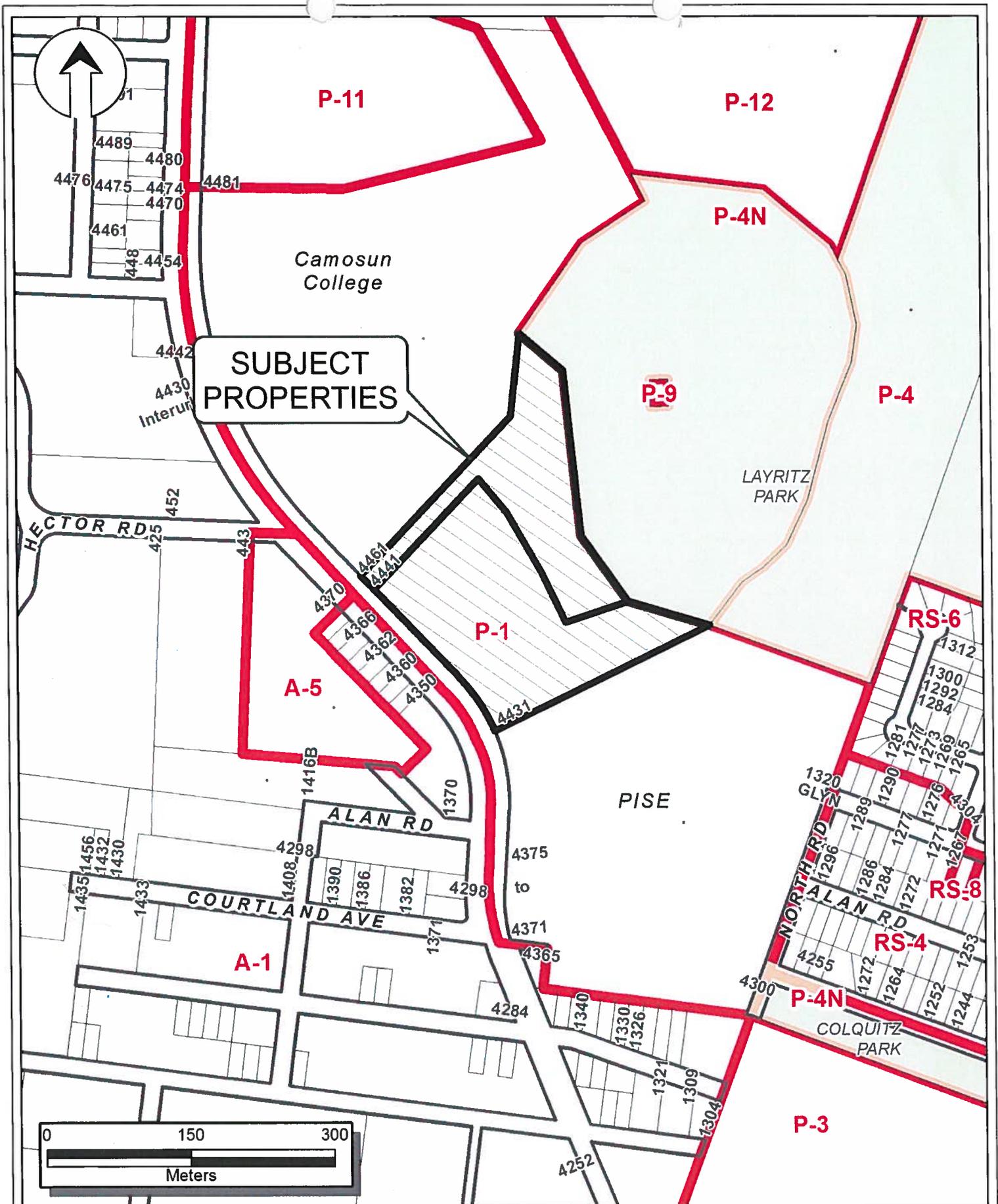
# Development Servicing Requirements

Development File: SVS02080  
Civic Address: 4431 INTERURBAN RD  
Page: 2

Date: Apr 7, 2017

2. A pumper connection for the fire sprinkler system must be provided at a location acceptable to the fire department and within 45 m of a fire hydrant. This pumper connection is to be free-standing and outside of collapse zone of the building.







**DEVELOPMENT PERMIT APPLICATION  
STORMWATER MANAGEMENT STATEMENT**

Parcel Address: 4431/4441 INTERURBAN ROAD.  
Applicant: CAMOSUN COLLEGE  
Date: MAR. 7, 2017  
Contact Person: ERIK THOMPSON, CAMOSUN PROJECT LEADERS  
Telephone: 250.415.9600

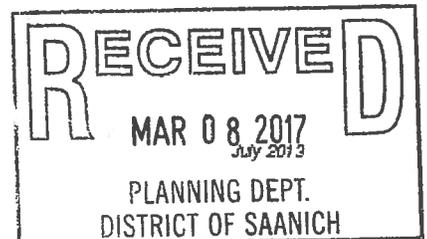
Storm water management is reviewed as part of the Development Permit Review process. Applications are required to meet:

1. The Engineering Specifications detailed in Section 3.5.16 of Schedule "H" of the Subdivision Bylaw, 7452; and
2. The intent of the Development Permit guidelines:
  - a) Development Permit Areas #1, 2, 3, 6, through 15, 17, 18, 20, 21, 22, 23
    - The total impervious cover of the site should minimize impact on the receiving aquatic environment. Consideration should be given to reducing impervious cover through reduction in building footprint and paved areas.
    - Storm water runoff controls should replicate the natural runoff regime. The controls could include on-site infiltration, storage in ponds or constructed wetlands, sand filtration and creative road/curb configurations.

b) Development Permit Area #27

Maintain pre-development hydrological characteristics should by the following means:

- minimize impervious surfaces.
- return the storm water runoff from impervious surfaces of the development to natural hydrologic pathways in the ground to the extent reasonably permitted by site conditions, and treat, store and slowly release the remainder per the specifications of Schedule H to the Subdivision Bylaw.
- minimize alteration of the contours of the land outside the areas approved for buildings, structures and site accesses by minimizing the deposit of fill and removal of soil, and
- minimize the removal of native trees outside the areas approved for buildings, structures and site accesses.



Keeping in mind the requirements of Schedule "H", describe how your storm water management concept will meet the intent of the relevant development permit guidelines. Provide details on types of treatment systems that will be used, considering the following questions:

- a) Will there be an increase or decrease in impervious area compared to existing conditions?
- b) What percentage of the site will be impervious cover compared to existing conditions?
- c) How will impervious surface area be minimized (e.g. minimizing paved area and building footprints, pervious paving, green roofing, absorbent landscaping)?
- d) How will the proposed system detain and regulate flows and improve storm water quality (e.g. infiltration systems, engineered wetlands, bioswales)?
- e) If the intent of the guideline cannot be met, explain why.

Use additional pages if necessary. Attach plans if available; detailed engineering plans will be required as part of the Building Permit process.

**NOTE: Meeting the Development Permit guidelines and issuance of a Development Permit does not relieve the requirements of Schedule "H" of the Subdivision Bylaw.**

a) The total site undergoing development is approximately 1.7 Hectares. There will be an increase of impervious surface area of approximately 0.55 hectares post construction. The existing site is currently an undeveloped grass area with gravel pathways crossing it.

b) The present site impervious area is approximately 0%, as it is primarily made up of undeveloped grass and gravel areas. The percentage of the 1.7 Hectare site undergoing development that will become impervious is approximately 32%. This includes 0.3 ha area immediately surrounding the CHW building for accessible parking stalls and sidewalks as well as the building footprint of 0.25 ha.

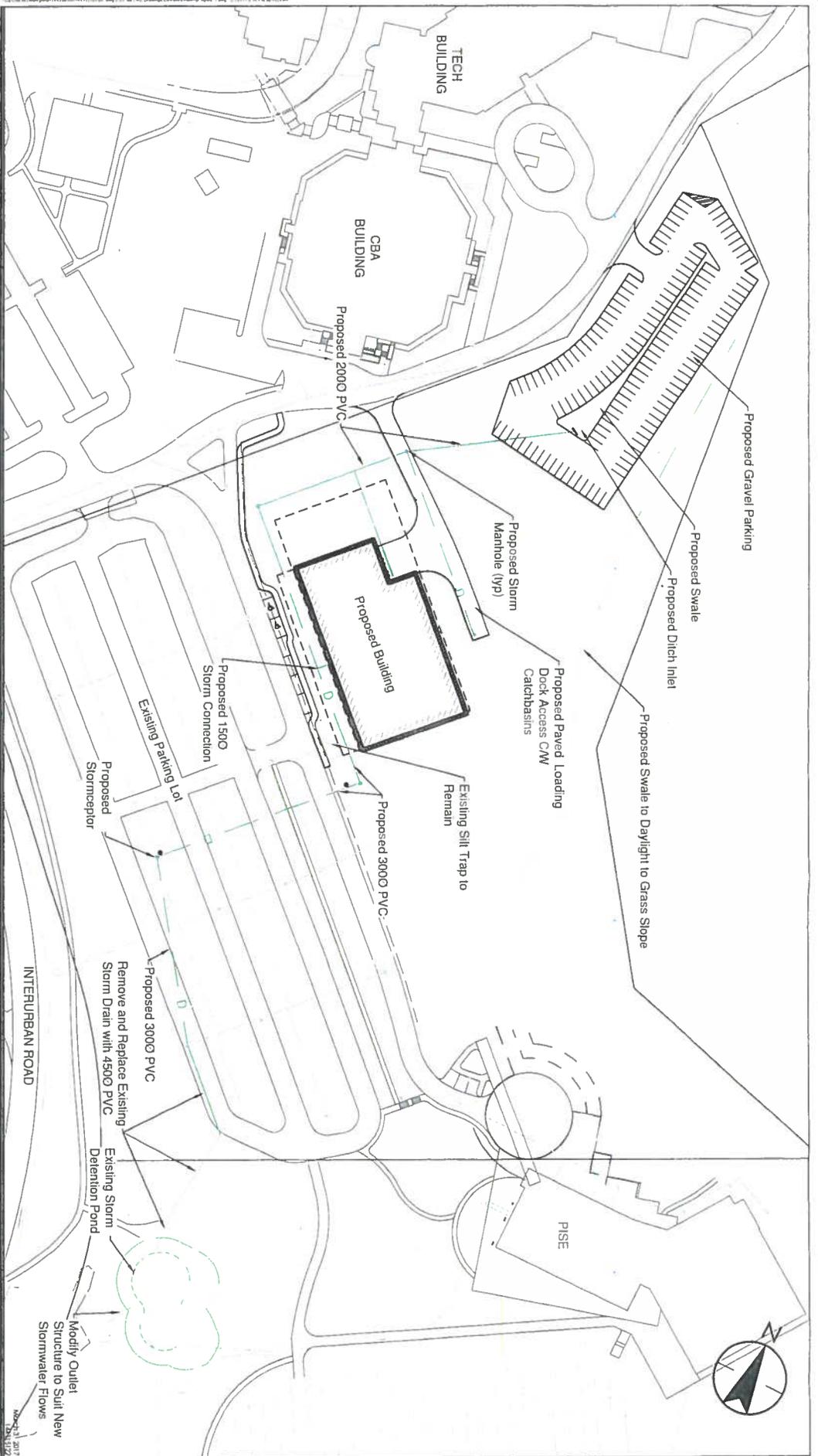
c) To reduce the area of impervious surface relating to the project, the building is planned to be a 4 storey building. This reduces the overall building sprawl, footprint, and the impermeable surface area contributing to the storm drain system. Additionally, much of the parking area being developed near the CHW building is being planned as a pervious gravel lot. This will assist in infiltration greatly when compared to an asphalt lot.

d) The proposed stormwater management system will regulate flows per District of Saanich Schedule H to Bylaw 7452 Type II watershed requirements, or LEED Green Building requirements, whichever is more stringent. This will be achieved via a oil/grit separator prior to entering an existing on-site detention pond with a flow controlled orifice, which has 470 m3 capacity (Infrastructure Impact Report by 1<sup>st</sup> Team Consulting Ltd. May 31, 2010).

e) As the project is also targeting LEED certification we feel that the guidelines will be met or exceeded.

Refer to attached Figure 1 for Stormwater Management Plan

If you require clarification, please contact:  
The District of Saanich • Planning Department • 3<sup>rd</sup> Floor • Municipal Hall  
770 Vernon Avenue • Victoria • BC • V8X 2W7  
Tel: 250-475-5471 Fax: 250-475-5430



Legend	
	Existing
	Proposed
	Manhole
	Catchbasin
	Clvert Headwall
	Ditch
	Diam
	Manhole
	Catchbasin
	Clvert Headwall
	Ditch

Notes  
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 PLANNING DEPT.  
 DISTRICT OF SAANICH



The  
**Storm Water  
 Management Plan**



## Talbot Mackenzie & Associates

Consulting Arborists

May 11, 2017

Camosun College  
c/o Colliers Project Leaders  
1110-1175 Douglas Street  
Victoria, BC V8W 2E1

Attention: Erik Thompson

Re: Tree removal to accommodate the Centre for Wellness and Health

At your request, we reviewed the plans supplied that outlined the footprints for the Centre for Wellness and Health building and the adjacent parking areas that are to be constructed at the Interurban Road Campus of Camosun College.

During our May 10, 2017 site visit, we visually examined and documented the resource of trees located with and adjacent to this area of construction, where they could be impacted.

Tree Resource: The documented trees are comprised of:

Species	Total
Garry oak	2
Arbutus	23
Douglas-fir	6
Grand fir	2

The arbutus trees grow on top of an area of fill soil and where the root collars have been buried by this fill. It is difficult to tell whether some of the individual stems are emerging from a single stump that has become buried in the fill or are arising as individual trees. From our observation of the trees at ground level, it appears that there may be 23 individual trees.

For identification in the field, we used the tag numbers previously attached to the lower trunks of the trees. Where tags were missing, or for trees that had not been previously tagged, we attached new numbered tags to their trunks. The information that was compiled is entered on a tree resource spreadsheet that is attached to this report, and includes the tree tag number, trunk diameter (d.b.h.), a defined critical root zone (CRZ) or root protection area, canopy spread, health and structural condition of the tree, bylaw-protected status, the status regarding tree removal and retention, species tolerance to construction impacts, and any noted remarks or recommendations.

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

..../2

**Potential Impacts:** During our site visit and review of the plans that were supplied, we identified trees in the following areas that are located where they will or could potentially be impacted.

**Tree Removals:** We identified a total of 28 trees that are located where their removal will be required.

- Arbutus #601 (11 trees), 602, 603 (5 trees), 604, 605, 606, 607, 608 and 609
- Douglas-fir #312, 313 and 615
- Grand Fir #310

**Trees to retain:** We identified 6 individual trees that are located outside the construction and clearing area, but where they could potentially be impacted.

- Garry oak #738 and 614
- Douglas-fir 610, 612 and 613
- Grand Fir #611

The remainder of the surrounding trees are located within the environmental protection area, and where they are isolated from the construction area by a defined buffer zone.

**Mitigation:**

We recommend the following procedures be implemented to reduce the impacts on the bylaw-protected trees that are to be retained.

**Barrier fencing:** In most locations, the erection of barrier fencing to isolate the trees from the construction activity should not be required, provided that the environmental protection area is clearly marked on the site, and the buffer area is posted with signs indicating a protection area that is off limits to all construction related activity. The exceptions are where the clearing and parking areas encroach close to or within the buffer area surrounding Douglas-fir 610, 612 and 613 and Grand Fir #611, and around the two Garry oak #738 and 614. We recommend that barrier fencing be erected at the edge of the canopy drip lines of these specific trees.

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). Signs must be posted around the protection zone to declare it off limits to all construction related activity.

Alternately, the perimeter construction fencing could be erected along the edges of the root protection areas in place of the standard tree protection fencing, provided that the fencing is posted with signage indicating that these areas are off limits to all construction related activity. The fencing must be erected prior to the start of any construction activity on site (i.e. site clearing, pavement removal, excavation, and construction), and remain in place through completion of the project. The project arborist must be consulted before this fencing is removed or moved for any purpose. Solid hording material may also be required to protect the trunks of trees from mechanical injury where vehicles or machinery are permitted close to tree trunks.

**Preconstruction site Meeting:** Prior to any tree and brush clearing commencing on this phase of the project, we recommend the project arborist meet with the project foreman to review the potential impacts and recommendations contained in this report.

**Supervision and Monitoring:** The project arborist should monitor the excavation adjacent to the trees that are to be retained along the construction corridor throughout the excavation stage.

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, Barrier Fencing Diagram

**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

TREE RESOURCE  
CAMOSUN INTERURBAN

Tree #	d.b.h. (cm)	CRZ	Species	Canopy Spread (metres dia)	Condition Health	Condition Structure	Bylaw status	Retention status	Relative Tolerance	Remarks / Recommendations
738	63	6.0	Garry oak	13.0	Fair	Good	Protected	Retain	Good	
601	4 to 15	3.0	arbutus	10.0	Good	Fair	Protected	Remove	Poor	11 individual trees comprised of 15 separate stems.
602	18/27	5.0	arbutus	6.0	Good	Fair	Protected	Remove	Poor	Two stems grow from one root base.
603	8 to 10	3.0	arbutus	6.0	Fair	Fair	Protected	Remove	Poor	Five separate trees
604	4 to 6	3.0	arbutus	4.0	Fair	Poor	Protected	Remove	Poor	One tree comprised of four stems
605	13	3.0	arbutus	4.0	Good	Good	Protected	Remove	Poor	
606	16	3.0	arbutus	4.0	Good	Good	Protected	Remove	Poor	
607	16	3.0	arbutus	3.0	Good	Good	Protected	Remove	Poor	
608	21	4.0	arbutus	5.0	Good	Good	Protected	Remove	Poor	
609	15/16	4.0	arbutus	4.0	Fair	Fair	Protected	Remove	Poor	

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

TREE RESOURCE  
CAMOSUN INTERURBAN

Tree #	d.l.h. (cm)	CRZ	Species	Canopy Spread (metres dia)	Condition Health	Condition Structure	Bylaw status	Retention status	Relative Tolerance	Remarks / Recommendations
312	59	8.0	Douglas-fir	10.0	Good	Good	Protected	Remove	Poor	
311	94	11.0	Douglas-fir	8.0	Good	Good	Protected	Remove	Poor	
310	55	7.0	Grand Fir	8.0	Good	Fair	Protected	Remove	Poor	
615	80	10.0	Douglas-fir	18.0	Fair	Good	Protected	Remove	Poor	
610	70	9.0	Douglas-fir	10.0	Fair	Fair	Protected	Retain	Poor	
611	55	7.0	Grand Fir	10.0	Good	Fair	Protected	Retain	Poor	
612	70	9.0	Douglas-fir	12.0	Good	Good	Protected	Retain	Poor	
613	63	7.0	Douglas-fir	10.0	Fair	Good	Protected	Retain	Poor	
614	22	3.0	Garry oak	5.0	Fair	Fair	Protected	Retain	Good	

Prepared by:  
Talbot Mackenzie & Associates  
ISA Certified, and Consulting Arborists  
Phone: (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.

Bylaw status – status of trees on the property and frontage

- Protected - tree that is protected under the current tree protection bylaw.
- Not protected - tree that is not protected under the current tree protection bylaw.
- Municipal - Tree that is located on the municipal frontage.

Tree status – Planned status of tree retention within proposed development

- Retain – Retention of tree proposed
- Possible retain – Retention possible with precautions
- Remove – Removal required or recommended

Relative Tolerance – relative tolerance of the selected species to development impacts.



## **CASE #2017/08**

**Application by Erik Thompson, Colliers Project Leaders, and Scott MacNeill, Stantec Consulting, for a Development Variance Permit to construct a new four-storey, 9,500 m<sup>2</sup> health and wellness school under existing P-1 (Assembly) zoning at 4431 and 4441 Interurban Road (Camosun College). Variances are requested to increase permitted building height and for required parking.**

Legal(s): Lot 5, Section 20, Lake District, Plan VIP68477  
Lot 10, Section 20, Lake District, Plan VIP68477  
Planning File(s): DVP00389  
Planner: Chuck Bell

### **Comments from the Planner:**

- The application proposes a 9,851 m<sup>2</sup> health and wellness school at Camosun College under existing P-1 zoning.
- Variances are requested for:
  - Building Height variance of 7.94 m (10.0 m maximum permitted, 17.94 m proposed);
  - Parking variance of 115 spaces (308 parking spaces required, 193 spaces proposed); and
  - Disabled parking spaces variance of two spaces (four disabled parking spaces required, two spaces proposed).
- Generally speaking, institutional uses are exempt from the requirement to appear before the Advisory Design Panel (ADP); however, in practice institutional applications appear before the ADP as a courtesy. In this case, Section 11.1 of the Glendale Lands Memorandum of Understanding refers to Design Guidelines and states “Camosun and BCBC recognize the role of the Saanich Design Panel in ensuring the guidelines are met.”

Erik Thompson, Colliers Project Leaders; Ray Wolf and Scott MacNeill, Principals, Stantec Architecture; Jennifer Stamp, Durante Kreuk Landscape Architects; and Ian Tol, Director of Facilities, Camosun College attended to present design plans and answer questions from the panel.

### **Comments from applicant / owner / applicant representative(s):**

- The proposed four-storey building envisions a new 21<sup>st</sup> century health sciences academic teaching and learning facility at the Interurban Camosun College campus.
- This facility will offer flexible and adaptable inter-professional education and collaboration opportunities.
- The facility will offer a connective entry, atriums, collaborative hubs, outdoor learning spaces, therapeutic gardens, an indigenous space, social stairs, a working teaching clinic, laboratory, café, classrooms and offices.
- Access and egress opportunities have been fully explored to create a stronger campus plan and embellish and improve campus networking and barrier-free connectivity.
- Atrium design will take advantage of natural daylight and will create a stacked effect for insulation while pulling the entire building together. Solar shading opportunities will be used as well as natural ventilation along the east classrooms.
- Exterior concepts include shifted massing to create a welcoming and public building, preformed, charcoal-coloured metal panels and corrugated metal siding, architectural exposed concrete, curtain wall system with high performance glass, laminated glass guardrail, Douglas Fir wood soffit, and anodized aluminum sunshades.
- Storm water management directed to a controlled pond and extensive landscaping will connect the interior and exterior of the building.

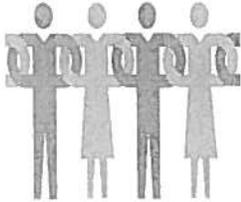
**Comments from the Panel:**

- Exterior holistic and experimental planting opportunities should be explored.
- Accessible parking should be located closer to the main entrance.
- Transparency on the lower half of the building is appreciated; extending the transparency to the entire building to allow for the campus to view the inner workings could be considered, roller shades which match the colour of the soffits would ensure privacy at night.
- Reflective glass should be minimized to efficiently deal with possible heat gains.
- Multiple exterior colours should be avoided so as to not detract from the classic longevity of the building.
- Interior and exterior bench material should be complimentary in colour.
- The concept of natural landscaping influencing the architectural design is appreciated and inspired.
- Mass shifting, exterior finishes and the landscape plan are appreciated.
- The efforts to minimize the effects of grade challenges are successful.
- This elegant building design is well executed and respectful to the natural surroundings.

**MOTION:**

**MOVED by C. Lee and Seconded by I. Gallant: “That it be recommended that the design of a new health and wellness teaching facility at 4431 and 4441 Interurban Road (Camosun College) be approved as presented and that comments from the Panel be considered.”**

**CARRIED**



## **Royal Oak Community Association**

Victoria, BC

RoyalOakCommunityAssociation@gmail.com

April 3, 2017

Mr Chuck Bell  
Planning Department  
District of Saanich  
770 Vernon Avenue  
Victoria, BC

Dear Chuck,

Re: Folder No. DVP00389  
Camosun College, 4431/4441 Interurban

The Royal Oak Community Association recognizes this proposal is not in our Community Association territory, though our Association borders it; it's our understanding that the proposal does not fall within any existing Community Association boundaries. We appreciate the opportunity to comment on this application.

At a March 29, 2017 general meeting, the Association membership approved the following motion: "To generally have no objection to the proposal to construct a new four storey 9500 sqm School of Health and Wellness for Camosun College." We add the following comments:

- We support consideration of both grey water recycling and the building being made solar ready.
- We understand the proposal includes storage for bicycles, as well as consideration of end-of-trip facilities for cyclists.
- We appreciate consideration for inclusion of on-site food kiosks.
- We also appreciate the concerns of the direct neighbours for construction noise to be kept within limits of the Saanich bylaw, as well as consideration of increased traffic impact on the neighbourhood.

Yours truly,

Marsha Henderson  
President  
Royal Oak Community Association

***Making a Difference***

## Community Engagement Information Session – Camosun College

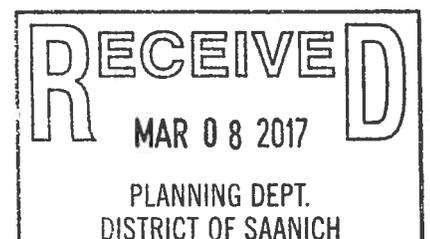
On March 4<sup>th</sup>, Camosun College held an Information Session for neighbouring residents, businesses and community associations.

The presentation was led by Ray Wolfe, Lead Architect, Stantec and covered the following topics:

- Ray spoke to the building's purpose and the nursing programs it will accommodate
- Facility will accommodate 1000 cohorts
- Campus connectivity, collaboration space, atrium, daylight, healthy building
- Parking
- Decanting of programs from Interurban to Lansdowne. Potentially access programs (post-secondary courses).
- Presented photos of interior spaces from similar buildings.
- Quality outdoor space, indigenous plantings
- Reviewed the project charter
- Sustainability; LEED Gold building

During the open Q&A, the following items were discussed:

- Concerns about CTEI – All exterior lights are on a single circuit. Difficult to diminish light pollution at night. South and west of CTEI building are over-illuminated.
- Concerns about heavy traffic along Interurban Road
- Resident suggest reopening of North street and constructing sidewalks on either side
- Potentially removing OH hydro lines and undergrounding
- Question about blasting
- Construction starting too early in the morning; noise bylaws
- Concerns about public funding not being used responsibly
- Submission of development application
- Pathways around the building. Stantec is cognizant of the trail network and comments that holistically nature is important to health. Intent to enhance the look of the surrounding areas.
- What materials are on the building exterior. Mixture of glass and low maintenance durable metal panels. Colours and siting considered to mesh into the landscape





## Presentation & Review Session

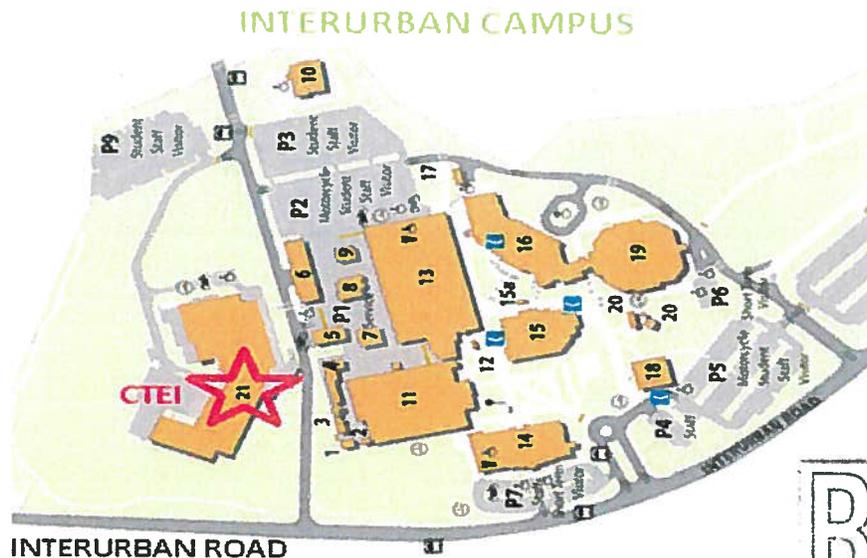
for the upcoming

## CENTRE FOR HEALTH SCIENCES

(located at Interurban Campus)

We welcome you to this upcoming event:

- What:** Presentation led by the Project Architect outlining the proposed building design and a review session to garner feedback
- When:** Saturday, March 4<sup>th</sup>, 2017 from 1:00 pm to 2:00 pm
- Where:** The Centre for Trades Education and Innovation (CTEI) ★  
Main Foyer, Interurban Campus





PLEASE FEEL FREE TO SHARE YOUR COMMENTS WITH US

YOUR NAME: Reg Smith

HOME ADDRESS: [REDACTED] Densmore

COMMENTS:

I hope that Saanich will
fix the traffic problem on
interurban. We are already
trapped by Camosun traffic
We recently had a medical emergency
and we could not get to the Victoria
General Hospital as interurban
was plugged with camosun traffic

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CENTRE FOR HEALTH SCIENCES PRESENTATION – MARCH 4TH



PLEASE FEEL FREE TO SHARE YOUR COMMENTS WITH US

YOUR NAME: Reg Smith

HOME ADDRESS: [REDACTED] Den.smcke

COMMENTS:

Don't make the same electrical engineering error with design of exterior lights as was made with this building.
The Trades building has all exterior lights are on a single circuit. They are either all on or off. This prevents light pollution management.
Our entire neighborhood is forced to look into the glare of the lights.
Remember the observatory needs a dark sky.
We are still unhappy with the light pollution.

CENTRE FOR HEALTH SCIENCES PRESENTATION – MARCH 4TH



PLEASE FEEL FREE TO SHARE YOUR COMMENTS WITH US

YOUR NAME: Frank A. Smith

HOME ADDRESS: [REDACTED] DENSMORE

COMMENTS:

The absurd amount of outdoor
night lighting on the trades Centre trespasses
on my property and home.
Do not make the same poor choices
when designing the lighting scheme.
Please consider the fact that this campus
is in a rural area. Your neighbours do not
want to see excessive lighting at night.

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CENTRE FOR HEALTH SCIENCES PRESENTATION – MARCH 4, 2017  
SIGN IN SHEET

	NAME (PLEASE PRINT FIRST AND LAST)	HOME ADDRESS	CONTACT (email or phone)
1.	FRANK C. SMITH	[REDACTED] DENSMORE	[REDACTED]
2.	Shelley Smith	[REDACTED] DENSMORE	[REDACTED]
3.	FRANK A. SMITH	[REDACTED] Densmore Ave	[REDACTED]
4.	Reginald Smith	[REDACTED] Densmore	[REDACTED]
5.	Susan Smith	[REDACTED] Densmore	[REDACTED]
6.	Moore & Moore	[REDACTED] WEST STANLEY RD	[REDACTED]
7.	Debrah [REDACTED]	[REDACTED] STANLEY CURVE	[REDACTED]
8.	Heather Henderson		[REDACTED]
9.			[REDACTED]
10.			
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 MAR 08 2017  
 PLANNING DEPT.  
 DISTRICT OF SAANICH