



AGENDA

For the Council Meeting to be Held
At the Saanich Municipal Hall,
770 Vernon Avenue
MONDAY, AUGUST 21, 2017

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

That the meeting be closed in accordance with the *Community Charter*, Part 4, Division 3, 90 (1) (k) regarding negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

II. 7:30 P.M., COUNCIL CHAMBERS

A. ADOPTION OF MINUTES

1. Council meeting held August 14, 2017
2. Committee of the Whole meeting held August 14, 2017
3. Special Council meeting held August 15, 2017

B. BYLAWS FOR FINAL READING AND RATIFICATION OF PERMIT APPROVAL

1. **SPECIFIC AREA CAPITAL PROJECTS RESERVE FUND BYLAW**
P. 3 Final reading of "Specific Area Capital Projects Reserve Fund Bylaw, 2017, No. 9436". To establish a reserve fund for costs associated with the projects as outlined in the bylaw.
2. **DEVELOPMENT COST CHARGE RESERVE FUND BYLAW – NEIGHBOURHOOD AND COMMUNITY PARKS**
P. 5 Final reading of "Development Cost Charge Reserve Fund Bylaw – Neighbourhood and Community Parks, 2017, No. 9437". To establish a reserve fund for costs resulting from the acquisition or reclamation of park land and to provide fencing, landscaping, drainage, irrigation, trails, restrooms and playground and playing field equipment on park land.
3. **DEVELOPMENT COST CHARGE RESERVE FUND – CORDOVA BAY – ROADS**
P. 7 Final reading of "Development Cost Charge Reserve Fund – Cordova Bay – Roads Bylaw, 2017, No. 9438". To establish a reserve fund for capital costs or interest on debt incurred to construct transportation assets in Development Cost Charge Area – Cordova Bay.
4. **ZONING BYLAW AMENDMENT – NEW ZONE P-30/R**
P. 8 Final reading of "Zoning Bylaw, 2003, Amendment Bylaw, 2017, No. 9453". To create a new Personal Care, Office and Research Zone P-30/R.
5. **2474 ARBUTUS ROAD – REZONING TO P-30/R**
P. 9 Final reading of "Zoning Bylaw, 2003, Amendment Bylaw, 2017, No. 9454". To rezone part of the site from P-3 (Personal Care) zone to P-30/R (Personal Care, Office and Research) zone in order to allow a former care facility building on the site to be repurposed to accommodate office and research uses of ocean and climate scientists.
6. **5009 PROSPECT LAKE ROAD – DEVELOPMENT PERMIT**
P. 10 From the Committee of the Whole meeting held June 12, 2017, approval of Development Permit DPR00672 for the proposed construction of a single family dwelling partially within the floodplain.

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

D. BYLAWS

1. **OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW**
P. 11 Report of the Chief Administrative Officer dated August 11, 2017 recommending that Council rescind third reading of the “Officers and Administrative Structure Bylaw, 2017, No. 9424” and consider an amended third reading of the new “Officers and Administrative Structure Bylaw, 2017, No. 9424” as outlined in the report.

E. RESOLUTIONS FOR ADOPTION

1. **2015 - 2018 STRATEGIC PLAN UPDATE**
P. 21 Report of the Director of Corporate Services dated July 27, 2017 recommending that Council receive and approve the updated 2015-2018 Strategic Plan and direct staff to make it available on the municipal website.
2. **2018 BUDGET GUIDELINES**
P. 23 Report of the Director of Finance dated August 10, 2017 recommending that Council approve the proposed budget guidelines for preparation of the 2018 Financial Plan, and provide direction to staff with respect to any reduction scenarios to be prepared for the 2018 budget deliberation process.
3. **AWARD OF RFP #10/17 – REGENERATIVE AIR STREET SWEEPER**
P. 27 Report of the Director of Engineering dated August 14, 2017 recommending that Council approve the award of RFP #10/17 Regenerative Air Street Sweeper to Cubex Limited in the amount of \$261,185 (net price after trade-in and excluding taxes) plus change orders within budget.
4. **ACTIVE TRANSPORTATION PLAN PROGRESS UPDATE**
P. 29 Report of the Director of Engineering dated August 11, 2017 recommending that Council receive the report for information.

AGENDA

For the Committee of the Whole Meeting

** IMMEDIATELY FOLLOWING **

The Council Meeting in the Council Chambers

1. **5172 RAMBLER ROAD – SUBDIVISION AND REZONING**
P. 177 Report of the Director of Planning dated August 2, 2017 recommending that Council approve the application to rezone from Zone RS-18 (Single Family Dwelling) to Zone RS-6 (Single Family Dwelling) and that final reading of the Zoning Amendment Bylaw be withheld pending registration of a covenant to secure the items outlined in the report for a proposed subdivision to create one additional lot.
2. **3100 TILlicUM ROAD – DEVELOPMENT PERMIT**
P. 193 Report of the Director of Planning dated August 9, 2017 recommending that Council approve Development Permit DPR00676; direct staff to develop a lease agreement for lands where the building would be situated; consider the applicant’s grant request of \$253,006 to assist with site servicing costs and offset development application fees; consider the provision of an interest free loan to Saanich Neighbourhood Place Society for \$200,000 subject to public notification; and instruct staff to bring forward an appropriate increase in the transfer to the Facilities Reserve Fund for the budget year following completion of the building (estimated at \$32,000, commencing 2019).

* * * Adjournment * * *

“IN CAMERA” COUNCIL MEETING IMMEDIATELY FOLLOWS

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9436

TO ESTABLISH A RESERVE FUND

Mayor
Councillors
Administrator

Council
Administration
Media

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)

**CM
B.1**

3. This Bylaw may be cited for all purposes as the **"SPECIFIC AREA CAPITAL PROJECTS RESERVE FUND BYLAW, 2017, NO. 9436"**.

Read a first time this 14th day of August, 2017.

Read a second time this 14th day of August, 2017.

Read a third time this 14th day of August, 2017.

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

Mayor
Councillors
Administrator

Council
Administration
Media

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.

**CM
B.2**

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 14th day of August, 2017.

Read a second time this 14th day of August, 2017.

Read a third time this 14th day of August, 2017.

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

Mayor
Councillors
Administrator

Council
Administrator
Media

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 14th day of August, 2017.

Read a second time this 14th day of August, 2017.

Read a third time this 14th day of August, 2017.

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

Municipal Clerk

Mayor

**CM
B.3**

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9453

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

Mayor
Councillors
Administrator

Council
Administrator
Media

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 as follows:
 - a. By adding to Section 4.1 – Zones, the following new classification under Public:
"P-3O/R"
 - b. By adding to Section 4.2 – Zone Schedules, a new Zone Schedule 1704 – Personal Care, Office and Research Zone – which is attached hereto as Schedule "A".
- 2) This Bylaw may be cited for all purposes as the "**ZONING BYLAW, 2003, AMENDMENT BYLAW, 2017, NO. 9453**".

Read a first time this 24th day of July, 2017.

Public Hearing held at the Municipal Hall on the 15th day of August, 2017.

Read a second time this 15th day of August, 2017.

Read a third time this 15th day of August, 2017.

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

Municipal Clerk

Mayor

**CM
B.4**

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9454

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

Mayor
Councillors
Administrator

Council
Administration
Media

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 as follows:
 - a) By deleting from Zone P-3 (Personal Care) Zone and adding to Zone P-3O/R (Personal Care, Office and Research) Zone the following lands :

That part of Lot 1, Section 44, Victoria District, Plan 15918, shown as "Proposed P-3O / R Zone" on the sketch plan prepared by McElhanney Associates Land Surveyers Ltd., dated March 29, 2017 and attached hereto as Schedule "A".

(2474 Arbutus Road)
- 2) This Bylaw may be cited for all purposes as the "**ZONING BYLAW, 2003, AMENDMENT BYLAW, 2017, NO. 9454**".

Read a first time this 24th day of July, 2017.

Public Hearing held at the Municipal Hall on the 15th day of August, 2017.

Read a second time this 15th day of August, 2017.

Read a third time this 15th day of August, 2017.

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

Municipal Clerk

Mayor

**CM
B.5**



LEGISLATIVE SERVICES
Mayor
Councillors
Administrator
Media

Memo

To: Mayor and Councillors File: 2860-30 Prospect Lake
From: Angila Bains, Manager, Legislative Services
Date: August 1, 2017
Subject: **5009 Prospect Lake Road – Ratification of Development Permit**

At a Committee of the Whole meeting held June 12, 2017, Council considered Development Permit DPR00672 at the above noted property. Ratification of the Development Permit Amendment was withheld pending registration of a covenant to secure construction to a BUILT GREEN® Gold (or equivalent) energy efficient standard and to be solar ready, and to save the District and Province harmless in the case of flooding.

Please note that all outstanding items have been addressed and Council is requested to approve Development Permit DPR00672. This item is scheduled for the Council meeting on August 21, 2017.

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

A handwritten signature in blue ink, appearing to read "Angila Bains".

Angila Bains, B.A., CMC
Manager, Legislative Services

dh

cc: Paul Thorkelsson, CAO
Sharon Hvozdzanski, Director of Planning
Harley Machielse, Director of Engineering
Director of Building, Bylaw, Licensing and Legal Services

CM
B.6

1410-04 Admin
xref: 1110-30



The Corporation of the District of Saanich

Report

To: Mayor and Council
From: Paul Thorkelsson, Chief Administrative Officer
Date: August 11, 2017
Subject: Officers and Administrative Structure Bylaw

Mayor
Councillors
Administrator
Council
Administrator
Media

RECOMENDATION

That Council rescind Third Reading of the new "OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, NO. 9424" and consider an amended Third Reading of the new "OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, NO. 9424" as outlined in the report from the Chief Administrative Officer.

PURPOSE

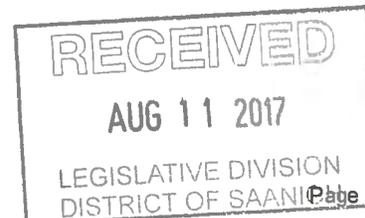
The purpose is to provide further information to support Council consideration of the new Officers and Administrative Structure Bylaw.

DISCUSSION

At the July 17, 2017 Council postponed consideration of adoption of the new "OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, NO. 9424". A number of questions were raised during Council deliberation. This report is provided to respond to those questions and clarifying both the intents and effects of the bylaw.

There was some confusion created at Council in the Staff Report and the proposed Bylaw regarding the recruitment, selection, hiring process of exempt Staff and the formal appointment as a Municipal Officer by Council per *The Community Charter*. Largely the changes to the new Bylaw No. 9424 were aimed at aligning the roles and responsibilities under the "single employee model" to the existing practices in Saanich.

Practice has been that the responsibility of the recruitment and selection (the hiring decision) of all Staff (including Officers) has been with the CAO. In the particular case of Officers of the Municipality, the hiring has then been followed by the statutory (per *The Community Charter*) appointment by Council resolution of those selected individuals to the Officer role in the Municipality. The recruitment and selection of the Director of Parks and Recreation and the Manger of Legislative Services are recent examples. The current processes for recruitment and selection of the Director of BBLL and the Municipal Solicitor are present examples.



CM
D.1

The competition, interviewing and hiring of those individuals is undertaken by staff (at the direction of the CAO) and the formal appointment as Officer undertaken by Council. For Director positions the practice has been to bring the hired incumbent before Council for a "Q and A" session along with the statutory appointment.

It is important to note that the appointment as an Officer by Council is a statutory requirement of *The Community Charter*, it is not an approval, or selection or confirmation of a particular candidate by Council. Council is required under the Charter to appoint only 3 statutory Municipal Officers roles; the CAO, the Corporate Officer, and the Financial Officer.

In terms of the recruitment, hiring and statutory appointment processes the proposed Bylaw can be clarified by amending the section "5. Appointment and Termination" to read:

5. Appointment and Termination

- a) *The recruitment, selection and appointment of the Chief Administrative Officer shall be made by resolution of Council.*
- b) *The recruitment and selection of other staff of the municipality shall be made by the Chief Administrative Officer in accordance with established guiding policies and Bylaws and any applicable collective agreements.*
- c) *The appointment of individuals as Officers of the Municipality shall be made by resolution of Council in accordance with the requirements of the Community Charter.*
- d) *The selection of the Acting Chief Administrative Officer shall be made by the Chief Administrative Officer. In the event of incapacitation of the Chief Administrative Officer, or vacancy in that position, the appointment of the Acting Chief Administrative Officer shall be made by resolution of Council.*
- e) *An Officer of the Municipality may be terminated by Council under the conditions provided for in the Community Charter.*

The two highlighted clauses provides clarity to both Council and readers of the Bylaw and more clearly expresses what has been practice in Saanich in alignment with Council's directions with respect to the "single employee model".

As noted *The Community Charter* requires municipalities to appoint 3 Officers of the Municipality in British Columbia. The Charter legislation permits municipalities to appoint other positions as Officers. For what can only be determined as historic reasons Saanich has maintained a lengthy list of positions that are appointed as Officers. There are no statutory or powers/duties/functions reasons for these positions to be included as Officers.

Few municipalities retain an approach similar to Saanich with most maintaining the statutory Officer appointments only as required by the Charter. Examination of a group of similarly sized municipalities and CRD municipalities provides some comparison outlined in the table:

Municipality	3 Community Charter Statutory Officer Positions	3 Statutory + Additional Officer Positions
Saanich		*
Abbotsford (City)	*	
Colwood	*	
Delta	*	
Esquimalt	*	
Kelowna	*	
Nanaimo		*
North Vancouver (District)		*
Oak Bay	*	

Note: Oak Bay is expecting to amend the Bylaw this Fall to reduce to the Officer positions as per *The Community Charter*

There is no statutory reason nor requirements for the inclusion of the positions as Officers as currently established in Saanich - it appears to be practice in that was established at least as far back as the 1980's, before the development of the Community Charter. In developing this bylaw changes were focused on clear expression of current practice. As such, the long list of Officers was simply brought forward from the previous version. This is not necessary and contributes to some confusion regarding the 'selection' and 'appointment' of Staff in their positions and as Officers of the Municipality.

As such it is also recommended that the proposed Bylaw can be further clarified by amending the section "4. Officer Positions" to read:

4. Officer Positions

Officers of the Municipality shall be:

- *Chief Administrative Officer*
- *Director of Finance*
- *Manager of Legislative Services*

The highlighted section change provides clarity to both Council and readers of the Bylaw and more clearly aligns the Bylaw with expectations of *The Community Charter* and best practice.

Council raised some additional concerns regarding the content of the proposed Bylaw No. 9424 and the roles and responsibility Council has regarding "oversight" of employment conditions (with respect to wages, benefits, employment agreements, severance agreements, etc.) of exempt Staff and Officers. These aspects of the employment of staff (officers or otherwise) are not governed by this Bylaw (in either the current or new form), nor are they intended to be. Employment conditions of exempt Staff are subject to a number of other policies, bylaws and labour law.

For Council's clarity in this regard, Bylaw No. 9362 is in place regarding the remuneration, benefits and representation for exempt employees. The requirements of the Bylaw are operationalized by a number of Administrative Policies that give clear direction on the establishment of exempt compensation, market compensation program (market comparisons for total compensation), vacation entitlements, leaves, job evaluation process, training and development, code of ethics, long term disability process, etc. In terms of the conditions of employment around severance, those aspects are governed by the Community Charter, British Columbia Labour Law and other enactments as may be applicable, except in the case of the Chief Administrative Officer where specific severance conditions are established under the employment agreement.

Collectively these provide the guidelines and framework that are used to ensure the consistency of employment conditions across the exempt employee group as well as placing the organization in the competitive market place with maintained internal equity (Job Evaluation process), external equity (Benchmark Survey every 3 years) and opportunity for Council to consider annual compensation adjustments based on market comparison data (annual review).

There is, as a result a robust framework of Bylaw, Policy and Law guidance in place for Saanich to ensure that the employment of Staff in the organization is fair, consistent and guided by Council in the interest of the community.

ALTERNATIVES

1. That Council rescind Third Reading of Bylaw No. 9424 and consider an amended Third Reading and Adoption of the Bylaw based on the recommendations of the Chief Administrative Officer.
2. That Council receive the Report from the Chief Administrative Officer for information and consider adoption of Bylaw No. 9424 as amended at Third Reading July 10, 2017.
3. That Council provide alternate direction to the Chief Administrative Officer.

FINANCIAL IMPLICATIONS

There are no direct financial implications to Saanich arising from this report

CONCLUSION

The report provides additional information and clarity regarding the intent and effect of the proposed new Bylaw that governs officers and the administrative structure in the District of Saanich. Additional amendments have been recommended by the Chief Administrative Officer that provide clarity to both Council and readers of the Bylaw and more clearly aligns the Bylaw with Council's direction with respect to the "single employee model", expectations of *The Community Charter* and best practice. An amended version of the proposed "OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, NO. 9424" has been attached to this report, incorporating the recommended amendments, for Council's consideration.

Prepared by



Paul Thorkelsson

Chief Administrative Officer

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9424

TO ESTABLISH OFFICER POSITIONS AND TO PRESCRIBE THE
POWERS, DUTIES, AND FUNCTIONS OF SUCH OFFICERS AND SET OUT THE
DEPARTMENTS AND ADMINISTRATIVE STRUCTURE UNDER WHICH THE
BUSINESS OF THE MUNICIPALITY SHALL BE CONDUCTED

WHEREAS the District of Saanich must by bylaw, under Section 146 of the *Community Charter*, establish officers' positions having responsibility under Sections 148 and 149 of the *Community Charter*;

AND WHEREAS the District of Saanich may, by bylaw, confer on an officer position the chief administrative responsibility for the Municipality under Section 147, of the *Community Charter*;

AND WHEREAS pursuant to Section 154 of the *Community Charter*, Council, may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS Council wishes to delegate to its officers and employees certain powers, duties and functions;

NOW, THEREFORE, The Municipal Council of the District of Saanich enacts as follows:

1. Definitions

In this bylaw, unless the context otherwise requires:

a) "**Act**" means the *Community Charter* of the Province of British Columbia.

"**Approving Officer**" means the Approving Officer of the Municipality and includes the Deputy Approving Officer in the absence of the Approving Officer.

"**Chief Administrative Officer**" means the Chief Administrative Officer of the Municipality.

"**Collector**" means the municipal officer assigned responsibility as collector of taxes for the Municipality.

"**District**" means the District of Saanich.

"**Council**" means the Council of the District of Saanich.

"**Director of Finance**" means the Financial Officer of the Municipality.

"Employee" means a person who is employed by the Municipality but who is excluded from the definition of 'employee' pursuant to the Labour Relations Code of British Columbia.

"Legislative Manager/Municipal Clerk" means the Corporate Officer of the Municipality and includes the Deputy Legislative Manager/Deputy Municipal Clerk in the absence of the Legislative Manager/Municipal Clerk.

"Manager of Revenue Services" means the Collector of the Municipality.

"Municipality" means the District of Saanich.

b) Words used shall have the meaning assigned to them by the *Community Charter*.

2. Municipal Departments

The business of the Municipality under the direction of the Chief Administrative Officer with and by the authority vested by Council shall be conducted by the following departments hereby established:

- Administration
- Corporate Services
- Engineering
- Finance
- Fire
- Building, Bylaw, Licensing and Legal Services
- Parks and Recreation
- Planning

3. Department Head Positions

Department Heads of the Municipality shall be:

- Chief Administrative Officer
- Director of Corporate Services
- Director of Engineering
- Director of Finance
- Fire Chief
- Director of Building, Bylaw, Licensing and Legal Services
- Director of Parks and Recreation
- Director of Planning

The head of each department shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

4. Deputy Department Head Positions

Deputy Department Heads shall be:

- Deputy Fire Chief.

Each deputy department head shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

5. Officer Positions

Officers of the Municipality shall be:

- Chief Administrative Officer
- Director of Finance
- Legislative Manager/Municipal Clerk

Each officer of the Municipality shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

6. Appointment and Termination

a) The recruitment, selection and appointment of the Chief Administrative Officer shall be made by resolution of Council.

b) The recruitment and selection of other staff of the municipality shall be made by the Chief Administrative Officer in accordance with established guiding policies and Bylaws and any applicable collective agreements.

c) The appointment of individuals as Officers of the Municipality shall be made by resolution of council in accordance with the requirements of the Community Charter.

d) The selection of the Acting Chief Administrative Officer shall be made by the Chief Administrative Officer. In the event of incapacitation of the Chief Administrative Officer, or vacancy in that position, the appointment of the Acting Chief Administrative Officer shall be made by resolution of Council.

e) An Officer of the Municipality may be terminated by Council under the conditions provided for in the Community Charter.

7. Powers, Duties and Functions

a). The Chief Administrative Officer's powers, duties and functions include those set out in section 147 of the *Community Charter* and are as further described in Schedule "A" – Powers, Duties and Functions of the Chief Administrative Officer.

b) The Director of Finance as the Financial Officer is assigned the responsibility of financial administration which includes the powers, duties and functions set out in

section 149 of the *Community Charter*. In addition the Director of Finance has any other powers, duties and functions assigned by the Chief Administrative officer, or required or permitted by any other enactment.

- c) The Legislative Manager/Municipal Clerk as the Corporate Officer is assigned the responsibility of corporate administration which includes the powers, duties and functions set out in section 148 of the *Community Charter*. In addition the Legislative Manager/Municipal Clerk has any other powers, duties and functions assigned by the Chief Administrative officer, or required or permitted by any other enactment.
 - d) The Manager of Inspection Services is assigned the responsibility for carrying out the functions of the Manager of Inspection Services under the Building and Plumbing Bylaw, 2005, No. 8627 and any successor bylaw.
 - e) The Manager of Revenue Services is assigned the responsibility as Collector of Taxes for the Municipality as set out in the *Community Charter*.
 - f) The Manager of Inspection Services is assigned the responsibility as Licence Inspector under the Business Licence Bylaw, 2002, No. 8213 and any successor bylaw.
 - g) The Approving Officer is assigned the responsibility for carrying out the functions of the Approving Officer under the *Land Title Act*, the Subdivision Bylaw, 1995, No. 7452 and any successor bylaw, and any other Statute or Bylaw that assigns responsibilities to the Approving Officer.
 - h) The powers, duties and responsibilities of those persons appointed to the positions of Officers, which are not prescribed by statute or by bylaw, shall be as determined from time to time by the Chief Administrative Officer.
8. The "Directors and Officers Bylaw, 2011, No. 9091" and amendments thereto are hereby repealed except insofar as they may repeal any other bylaw.

9. This bylaw may be cited as the "**OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, NO. 9424**".

Read a first time this day of , 2017.

Read a second time this day of , 2017.

Read a third time this day of , 2017.

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

Municipal Clerk

Mayor

SCHEDULE "A"

Powers, Duties and Functions of the Chief Administrative Officer

The Chief Administrative Officer for the Municipality has the following duties, powers and functions:

- a. carrying out the powers, duties and functions specified in Section 147 of the *Community Charter* and other provisions applicable to the Chief Administrative Officer in other enactments;
- b. selecting Officers and coordinating, motivating, directing and supervising these key officials and prescribing their duties and responsibilities;
- c. determining compensation of non-union employees in accordance with the corporate policies and budgets established by Council;
- d. appointing, promoting, disciplining, suspending or terminating any employee of the City, subject to any contract of employment or collective agreement in force, other than Officers;
- e. subject to Council approval, negotiating all collective agreements;
- f. developing and recommending for Council approval, policies dealing with matters as directed by Council, and may initiate such policies for consideration by Council;
- g. implementing all Council approved policies and directives;
- h. developing, approving, and implementing policies, procedures and practices dealing with administrative matters;
- i. preparing and submitting to Council budgets for capital and operating programs annually or more frequently as directed by Council. In the event Council does not adopt an operating budget for the new calendar year by December 31st of the previous year, the CAO, during the period of January 1 of the new calendar year and the date on which Council adopts the five year financial plan for the new calendar year, is hereby empowered to authorize expenditures based on the previously approved five year financial plan bylaw.
- j. preparing and submitting such reports and recommendations as may be required by Council;
- k. hiring and retaining legal counsel on behalf of the Municipality including the power to instruct counsel to commence or defend any action or proceeding in any court of law, or before any tribunal, arbitrator or any other person, for or on behalf of the City.
- l. taking whatever legal actions or measures deemed necessary in response to an emergency;
- m. the authority to assign additional responsibilities to an officer, including acting on behalf of another officer during absence;
- n. the authority to assign to other appointed officers and employees of the Municipality any powers, duties or functions assigned to the Chief Administrative Officer under this bylaw to achieve more efficient and effective administration of the City's affairs;
- o. designating an Acting Chief Administrative Officer during any absence.



The District of Saanich

Report

Mayor
Councillors
Administrator

Council
Administrator
Media

To: Mayor and Council
From: Laura Ciarniello, Director, Corporate Services
Date: 07/27/2017
Subject: 2015-2018 Strategic Plan Update

RECOMMENDATION

That Council receive and approve the updated 2015-2018 Strategic Plan and direct staff to make it available on the municipal website.

PURPOSE

To provide the updated 2015-2018 Strategic Plan to Council for consideration and approval.

DISCUSSION

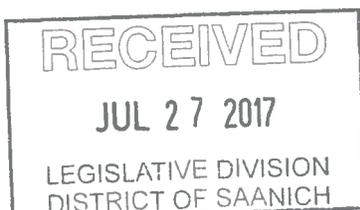
The creation of the Strategic Plan occurs shortly after an election and is adopted on a four year cycle. For the Strategic Plan to remain meaningful, ongoing review and updating is required to reflect progress on stated initiatives, prioritize remaining projects and to accommodate emerging priorities. To this end and going forward, Council has instructed staff that they would like to have this 'check-in' process occur three times per year.

As part of the Strategic Planning process, Council met with staff on February 22, March 17 and May 16 to review progress and provide direction regarding updates to the Plan. Based on the directions received from Council the Plan has been modified to update progress statements, remove completed initiatives, remove initiatives that are no longer needed and add initiatives required to address emerging issues.

The updated 2015-2018 Strategic Plan provided with this report reflects this ongoing "plan maintenance" that has been undertaken by Council.

STRATEGIC PLAN IMPLICATIONS

Another key component in the Strategic planning process is to obtain feedback and input from citizens. This is accomplished, in part, through the use of business and citizen surveys. In the past these surveys have been conducted every third year to correspond with the election. Given that the election cycle has moved to 4 years, staff are proposing to undertake the survey every two years to provide additional opportunities for citizen input and to obtain more current/relevant data which Council can use during their 'check-in' processes.



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ALTERNATIVES

1. That Council receive and approve the updated 2015-2018 Strategic Plan and direct staff to make it available to the public on the municipal website.
2. That Council provide alternate direction to Staff.

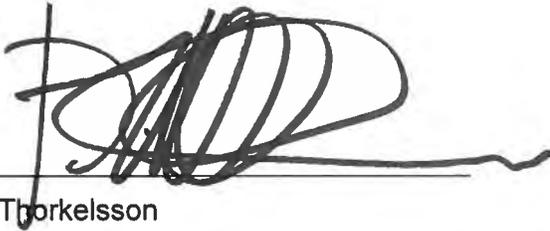
Prepared by



Laura Ciarniello
Director, Corporate Services

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director, Corporate Services.



Paul Thorkeleson
Chief Administrative Officer

1410-04 Finance
Xref: 5280-20



The Corporation of the District of Saanich

Report

Mayor
Councillors
Administrator
Council
Administrator
Media
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To: Mayor and Council
From: Valla Tinney, Director of Finance
Date: August 10, 2017
Subject: 2018 Budget Guidelines

PURPOSE

The purpose of this report is to present proposed budget guidelines for 2018.

BACKGROUND

Each year guidelines are developed to provide direction to all departments in the preparation of the following year's budget.

DISCUSSION

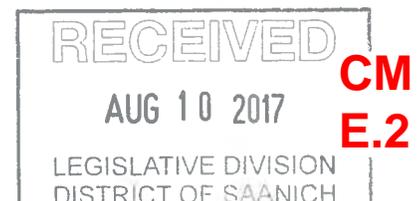
It is anticipated that for 2018, the trend experienced over the last several years will continue. Building permit revenues are expected to remain stable or rise minimally, and non-market revenue is also not expected to increase significantly. Wage and benefit contingency estimation for the first budget draft is likely as CUPE and Police collective bargaining processes have not yet actively commenced. The impact in 2018 of partial year approved staffing in 2017 is \$415,000.

Annual non-discretionary increases are again anticipated for the Greater Victoria Public Library, CREST and eComm. There are contractual commitments approved by Council in 2017 that also impact the 2018 budget such as the ongoing phase in of lease costs for 57 Cadillac and software licencing for new information technology assets acquired in 2017.

Additional funding for capital infrastructure replacement is required to continue progress toward sustainability targets; drainage continues to have the largest annual funding shortfall. Where room may be available within the allocation for the sustainability targets, building reserves for the backlog of facilities projects and essential information technology upgrades continues to be recommended.

In 2017, council requested and considered 1% and 1.5% reduction scenarios. None of the service level operating budget reductions/revenue opportunities were approved, however Council did approve reductions to the capital infrastructure funding and contingency levels. Council also did not support use of the prior year surplus to reduce the tax rate, but opted to set the funds aside for Strategic Initiatives to be determined at a future date.

Should Council wish to receive reduction scenarios as part of the 2018 budget deliberation, staff seek direction on what type of reductions Council would consider. Options previously presented include:



- Reduce additional funding to the capital infrastructure program – reduction of \$553,000 from debt servicing and capital funding approved by Council in 2017 budget
- Fund current year operations from prior year surpluses – not supported by Council in 2017 or the current term
- Reduce grant funding/permissive tax exemptions – while no formal commitment was made by Council to reduce grant funding, the community grant budget was reduced by over \$57,000 during the grant approval process; permissive exemptions continue to be assessed as per Council's policy and objectives statement
- Departmental options – 2017 reductions scenarios are provided for reference in Attachment B; none were selected for implementation in 2017 budget

NEXT STEPS

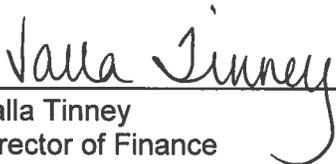
The proposed guidelines provided in Attachment A are consistent with 2017 (with one exception noted), holding operational accounts to prior year levels except for contractual and non-discretionary increases, increasing capital funding to stay on track for sustainability targets, and allowing resource requests for critical operational items or where cost savings will be realized. The guideline for "maximum 0.10% increase for operating costs arising from previous year additions" has been removed as these costs are now being considered through the review of non-discretionary increases.

RECOMMENDATION

That Council:

1. Approve the proposed budget guidelines for preparation of the 2018 financial plan.
2. Provide direction to staff with respect to any reduction scenarios to be prepared for the 2018 budget deliberation process

Prepared by:


Valla Tinney
Director of Finance

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I endorse the recommendation of the Director of Finance.


Paul Thorke, CAO

2018 Budget Guidelines

Whereas Council supports staff taking advantage of any opportunities to increase operational efficiencies and cost savings initiatives and reporting on the impact, if any:

And Whereas Council wishes to provide direction to staff for the preparation of the 2018 Financial Plan;

Now Therefore, Council resolves to establish the following Budget Guidelines for the 2018 Financial Plan upon which departmental submissions shall be based:

1. Preliminary 2018 departmental net budget totals will be limited to a 0.0 percent increase over the 2017 adopted net budget totals, exclusive of existing personnel costs, phased in funding for positions approved by Council in the prior year, core capital increases, and non-discretionary increases;
2. Fleet rental rates will be limited to a maximum 1.0 percent increase over 2017 levels;
3. Existing personnel costs will be calculated using 2018 bargained rates (or estimates prepared by Finance if not known);
4. Funding for salary and benefits costs arising from the JE changes must be provided within existing budgets, with the exception of any impacts resulting from CUPE LOU #11 – Job Evaluation, which will be negotiated and incorporated into the budget as a standalone item;
5. Capital expenditures funded from current taxation revenue (Core Capital) will be increased by 2% plus a maximum 0.75% property tax increase to fund infrastructure replacement;
6. Resource requests for additional operating budgets (including one time projects) and new tax funded personnel will only be considered where critical capacity issues can be clearly demonstrated or where upfront investment will result in longer term savings as outlined in a business case. Resource requests will be reviewed by the senior management team and assessed for alignment with stated strategic priorities and overall corporate benefit. Capital projects will continue to be managed within existing capital budgets (including increases referenced in #5).
7. Budget reduction scenarios as per Council direction.

Departmental Budget Reduction Options

2017

Item	Est. Budget Reduction 2017
Recognition Banquet	18,350
Staff Development	36,450
Senior Management Development	9,980
Implement new Garden Waste Program user fee	250,000
Reducing facility hours at Pearkes	3,500
Removing Drop in from Saanich Access Pass	10,500
Eliminate free/discounted rentals at Recreation Centres	20,000
Decrease seniors' subsidies	29,000
Eliminate dust control in Park's parking lots	13,000
Discontinue cleaning of Park's parking lots by contractor.	20,000
Discontinue roadside mowing	65,000
Eliminate community outreach for Environmental Services	21,460
Eliminate volunteer coordinator - Invasive Species Management	50,250
Reduce funding to festivals and events	Up to 86,500
	633,990



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The Corporation of the District of Saanich

Report

Mayor
Councillors
Administrator

Council
Administration
Media

To: Mayor and Council
From: Harley Machielse, Director of Engineering
Date: 8/14/2017
Subject: Award of RFP #10/17 Regenerative Air Street Sweeper



RECOMMENDATION

That Council approve the award of Request for Proposal #10/17 Regenerative Air Street Sweeper to **Cubex Limited** who submitted the best overall proposal, for an amount of \$261,185.00 (net price after trade-in and excluding taxes) plus change orders within budget.

PURPOSE

The purpose of this report is to request approval to award the purchase of one (1) Regenerative Air Street Sweeper.

DISCUSSION

A Request for Proposal was issued to select one (1) qualified Proponent to supply one (1) Regenerative Air Street Sweeper.

Compliant responses were received from the following vendors:

- Rollins Machinery Ltd.
- Vimar Equipment Ltd.
- **Cubex Limited**

Proposals were evaluated on Specification Compliance, Warranty, Parts Availability and Services (including parts discount), Environmental Considerations and Corporate Sustainability Practices, Delivery Time, and Price (after trade-in). **Cubex Limited** scored the highest on the combined criteria, with a thorough proposal.

FINANCIAL IMPLICATIONS

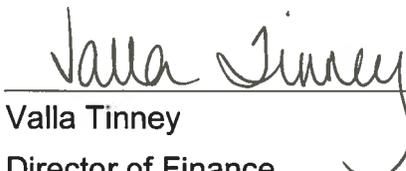
Funding for this equipment is available in 2017 Fleet Capital Budget for Vehicle Acquisitions.

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The Corporation of the District of Saanich

Prepared by 
Harley Machielse
Director of Engineering

Reviewed by 
Valla Tinney
Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Engineering.

For 
Paul Thorkelsson, Administrator

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The Corporation of the District of Saanich

Report

Mayor
Councillors
Administrator
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To: Mayor and Council
From: Harley Machielse, Director of Engineering
Date: 8/11/2017
Subject: Active Transportation Plan Progress Update

RECOMMENDATION

That Council receive this report for information.

PURPOSE

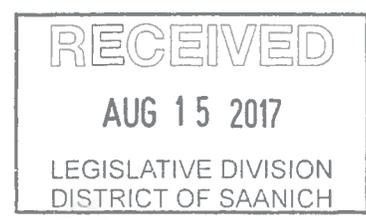
The purpose of this report is to provide an update on the development of the Active Transportation Plan and present the proposed Vision, Goals and Targets to Council for information purposes.

DISCUSSION

In May 2016, staff initiated the development of the Active Transportation Plan by preparing a draft Terms of Reference endorsed by Council at its May 6, 2016 meeting. A Request for Proposals was issued in July 2016 to develop the Active Transportation Plan. Urban Systems was selected as the preferred proponent. In December 2016 the District launched the Active Transportation Plan process, branded as Moving Saanich Forward.

Active Transportation includes any form of human powered transportation. Walking and cycling are the most popular and well-known forms of active transportation. However, the definition extends much further and can also include pushing a stroller, in-line skating, using a mobility aid, equestrians, etc.

The Active Transportation Plan will guide the District's investments in active transportation over the next 30 years. The plan will establish a vision, goals, targets and corresponding directions and actions for improving active transportation policies, standards, infrastructure and programs. By developing an Active Transportation Plan and promoting walking and cycling, the District can work to reduce automobile dependence and greenhouse gas (GHG) emissions, improve public health and social connections, and reduce demands on infrastructure.



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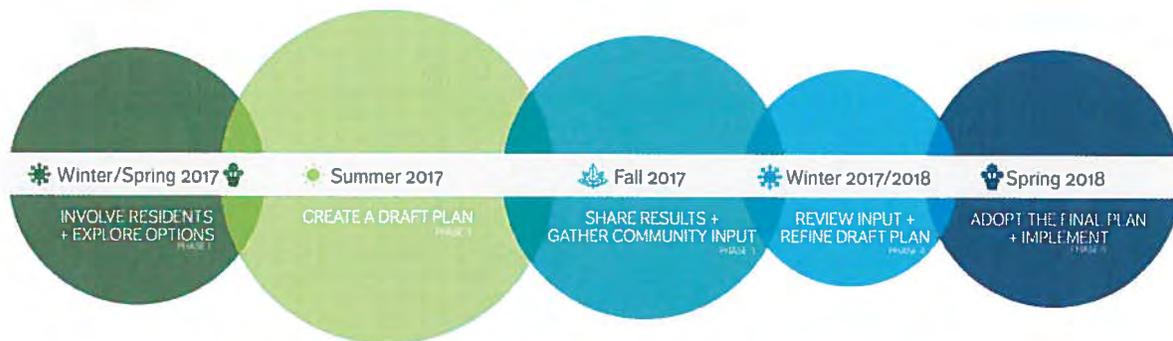
The Active Transportation Plan will contribute to increased transportation options by improving the accessibility, comfort, convenience and safety of active transportation. The purpose of the plan is to provide a vision to guide the development, promotion and implementation of safe, attractive and convenient active transportation choices in Saanich to the year 2050.

The objectives of the Active Transportation Plan are to:

1. Provide a plan that has been developed through citizen and stakeholder engagement
2. Review and update the policy framework for active transportation in Saanich
3. Increase awareness of active transportation in Saanich through promotion, education and community outreach
4. Improve the quality of active transportation with safe innovative design principles
5. Develop a safe and integrated active transportation network plan for Saanich
6. Set priorities for construction of active transportation infrastructure
7. Measure and track the implementation progress and success of active transportation

Development of the Active Transportation Plan is occurring in five phases, followed by implementation of the Plan, which would be ongoing (See Figure 1). The District has completed the first phase of the process and are entering into the second phase. The implementation plan will be developed on a four year cycle to allow adjustments as needed and to ensure the objectives of the plan are being met.

Figure 1: Planning Process



Supporting Council Policies

The policies adopted by Saanich Council in the Official Community Plan (OCP) express the fundamental values and goals of the community and establish the direction for achieving a collective vision. The OCP embraces three themes that Council and the community identified as core focus areas for Saanich over the next 30 years: Environmental Integrity, Social Well-Being and Economic Vibrancy. To ensure that the strategic planning initiatives remain focused on these priorities, six corporate themes are aligned to the community themes - Sustainable Environment, Balanced Transportation, Healthy Community, Safe Community, Vibrant Connected Economy, and Service Excellence.

The OCP also includes a vision that “Saanich is a sustainable community where a healthy natural environment is recognized as paramount for ensuring social well-being and economic vibrancy, for current and future generations.”

The vision further states that vibrant, distinct neighbourhoods provide a high quality of life for individuals and families; a variety of travel modes connect neighbourhoods and businesses, allowing for the effective, efficient, and safe movement of people, goods, and services; and walking, cycling, and transit are viable and popular travel options, resulting in less car dependence.

OCP Policy specifically states to “Encourage and support non-vehicular transportation by providing a safe, interconnected, accessible and visually appealing cycling and walking network.”

The purpose of the Active Transportation Plan is to provide a vision to guide the development, promotion and implementation of safe, attractive and convenient Active Transportation choices in Saanich over the next 30 years. The Plan will address policy, pedestrian and cycling networks, access to transit, environmental considerations, regional connectivity, amenities and design characteristics in order to deliver a successful Active Transportation program in Saanich.

Public Engagement

The Saanich policy for engaging residents is based on the International Association of Public Participation (IAP2) spectrum of public participation. It is recognized that providing citizens with knowledge and tools about public process and encouraging public participation is an integral part of good governance.

A Public Engagement Strategy has been developed for the Active Transportation Plan that follows the Saanich Public Engagement Policy. The Public Engagement Strategy recognizes the importance of obtaining extensive input from the public and key stakeholders throughout the process.

Input from the community is an essential component of the Active Transportation Plan process. Two rounds of public engagement have taken place to date, as summarized below.

Round 1 Engagement Summary

The first round of public engagement for the Active Transportation Plan took place between December 2016 and February 2017 involving a variety of in-person events and other opportunities to participate online. The purpose of the first round of engagement was to gain a better understanding of:

- How Saanich residents currently move around;
- Why walking, biking and other active mobility options are important to residents;
- What challenges do residents face today when actively moving around Saanich; and
- What opportunities exist to improve mobility options in Saanich.

The first round of engagement reached out to more than 2,000 people in a two-month period, including:

- **Pop-Up Engagement:** The Moving Saanich Forward team set-up pop-up tents in 6 locations throughout the District. Locations were selected based on areas with high foot-traffic and a diversity of residents. The pop-ups were used designed to spread awareness for the project and more specifically, give opportunities to provide input. This activity resulted in more than 700 interactions.
- **Interactive Survey:** An interactive survey was available online and through hardcopy for all residents to complete between December 2, 2016 and January 31, 2017. In total, 1,376 people completed the survey.
- **Engagement Labs:** On January 14, 2017 the District hosted the first open public events for the Moving Saanich Forward. Engagement Labs were held at two locations resulting in more than 250 conversations.
- **Walk Bike Rally – Stakeholder Workshop #1:** On February 7, 2017, 70 invited stakeholders, representing various interest groups, attended a half-day workshop at Cedar Hill Golf Course. The 4-hour session included presentations and rotating group discussions on a variety of topics, including how Moving Saanich Forward can help achieve Saanich’s strategic goals.
- **Saanich Talks Events:** The District held two Saanich Talks public events with invited experts to speak on topical issues. Over 100 people attended the two talks on January 11, 2017 and January 19, 2017.

The input received from the first round of public engagement is summarized in Engagement Summary #1, which is included as Appendix 1.

Phase 2 Engagement Summary

The second round of public engagement took place between April and June 2017. During this round of engagement, the Moving Saanich Forward team hosted a series of neighbourhood events and a second Walk Bike Rally: Stakeholder Workshop. The purpose of the second round of engagement was to engage Saanich residents at a neighbourhood level in order to better understand the specific issues and opportunities facing each of the District's diverse neighbourhoods.

- **Saanich Cycling Festival:** On April 23, 2017, the District hosted its annual Saanich Cycling Festival. The Moving Saanich Forward team hosted a pop-up booth at the main Celebration Station at Municipal Hall. The booth featured background information on the Active Transportation Plan and a snapshot of what was heard during the first round of public engagement.
- **Community Roadshow:** Over a two-week period from May 9 to May 17, the Moving Saanich Forward team hosted a community roadshow in six different Saanich neighbourhoods, engaging more than 330 people. The roadshow stops included:
 - Gordon Head Recreation Centre: May 9, 2017
 - Broadmead Village: May 10, 2017
 - Pearkes Recreation Centre: May 11, 2017

- Uptown Plaza: May 14, 2017
- Cedar Hill Recreation Centre: May 16, 2017
- Red Barn Market: May 17, 2017
- **Walk Bike Rally – Stakeholder Workshop #2:** On June 6, 2017, more than 50 invited stakeholders, representing various interest groups, attended a three-hour workshop at the Camosun College Interurban Campus. The session included two keynote presentations and rotating group discussions on a variety of topics.

The input received from the first round of public engagement is summarized in Engagement Summary #2, which is included as Appendix 2.

In addition, a Project Advisory Committee has also been established to assist in the development of the Active Transportation Plan and includes representatives from:

- Ministry of Transportation and Infrastructure
- Camosun College Transportation Services
- UVIC Campus Planning and Sustainability
- Saanich Community Association Network
- Greater Victoria Placemaking Network
- Greater Victoria Cycling Coalition
- CRD Regional Planning
- Capital Region Equestrians
- Seniors Representatives
- Tourism Victoria
- Walk on Victoria
- City of Victoria
- Island Health
- BC Transit
- ICBC

Discussion Paper 1

The first deliverable of the Plan is titled Discussion Paper 1 – Baseline Conditions Report and is included in this report as Appendix 3. The purpose of the first Discussion Paper was to summarize existing conditions for active transportation in Saanich.

Discussion Paper 2

The second deliverable of the Plan is titled Discussion Paper 2 – Future Directions Report and is included in this report as Appendix 4. This paper summarizes the long-term vision, goals, and targets for the future based on public feedback. Below is a high-level overview as outlined in Discussion Paper 2.

Vision

A vision statement was developed to describe the broad aspirations for the future of active transportation in Saanich. The vision statement builds on the District's commitments as outlined in several overarching plans and strategies and reflects input received throughout the development of the Active Transportation Plan. The proposed vision to describe the state of active transportation in Saanich in 2050 is:

Active transportation is a safe, convenient, and enjoyable way to move around the District of Saanich, and is a common part of everyday life for all residents and visitors.

The District has a complete network of walking and cycling facilities that is accessible and comfortable for people of all ages and abilities and connect all Centres, Villages, Neighbourhoods, and other key destinations.

Active transportation is a key contributor to the District's economic vibrancy, cultural and recreational experiences, social-well being, natural environment, physical beauty, and neighbourhood and social connections.

This vision statement for Saanich sets the overall direction of the Active Transportation Plan and the goals and targets as well as the directions and actions that will be developed as part of this planning process.

Goals

Four supporting goals were developed to provide clear direction on how to achieve the vision. These goals were refined based on input received from stakeholders, and are intended to be both achievable and measurable to ensure the implementation of the Active Transportation Plan is successful. The proposed goals are presented and described below:

1. Build a culture for active transportation
2. Observe a significant shift to active modes of transportation
3. Improve safety for people using active transportation modes
4. Create more connections and places for walking and cycling

Targets

Targets are a critical component of an active transportation plan, as they provide an effective way to measure progress towards achieving the goals of the Plan. Targets will help to ensure the Active Transportation Plan is implemented as intended, and help to determine whether the plan is achieving its goals.

Target 1: Double the Proportion of Trips Made by Sustainable Transportation

One of the most common targets for active transportation plans is mode share, or the percentage of trips made by each mode of transportation. Today, 11% of all trips are made by walking or biking. The District's 2015-2018 Strategic Plan has set a target that this will increase to 18% by 2036 – a 64% increase from current levels. Feedback from the public and stakeholders indicated that a shift from 11% to 18% was not bold enough, and suggested a higher target. Additionally, including identifying a target for transit trips was also identified as desirable. This would provide the District with targets for all sustainable modes.

As such, the proposed revised target for the Active Transportation Plan is to double the proportion of trips made by walking and cycling by 2036, as well as to increase the percentage of transit trips from 7% to 14%. This would result in 36% of trips in the District being made by walk, bike or transit by 2036. A longer-term target was also developed, whereby 50% of trips made by Saanich residents would be made by walking, cycling or transit by 2050.

Target 2: Work Towards Zero Traffic-Related Fatalities or Serious Injuries

The Active Transportation Plan will seek to improve road safety – particularly among vulnerable road users such as pedestrians and cyclists. The Active Transportation Plan places a special emphasis on improving safety, a theme which will be interwoven throughout all components of the Plan. The District will work closely with all its partners to examine the location and contributing factors of collisions, and identify steps to improve road safety and reduce traffic-related injuries and fatalities in Saanich through a combination of engineering, enforcement, and education measures, with specific emphasis on safety measures for vulnerable road users. The target the District will work towards is zero traffic-related fatalities or serious injuries.

As development of the Plan moves forward, Discussion Paper 2 will serve as a guide to help determine how and what potential projects and policy changes will be considered to meet the proposed Vision, Goals, and Targets outlined in Phase 3 of the Plan.

CONCLUSIONS

To date the development of the Active Transportation Plan has provided many opportunities to engage the public in creating a Vision, Goals, and Targets for the plan. These overarching principles will guide the development of the draft plan detailing specific strategies and actions for implementation. The draft plan will be brought back to the public and Council for further consultation, refinement and final adoption.

Prepared by



David Williams,

Engineering Supervisor

Approved by



Harley Machielse,

Director of Engineering

DW/kj

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Attachments:

Appendix A – Engagement Summary #1
Appendix B – Engagement Summary #2
Appendix C – Discussion Paper #1 – Baseline Conditions Report
Appendix D – Discussion Paper #2 – Future Directions Report

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Engineering.



For Paul Thorkelsson, Administrator

The attachments to the Active Transportation Plan Progress Update (p. 37-176) have been posted separately to facilitate opening and viewing of the agenda package online.

Separate Links are posted under the agenda for:

Attachment A - Engagement Summary #1

Attachment B - Engagement Summary #2

Attachment C - Discussion Paper #1 - Baseline Conditions Report

Attachment D - Discussion Paper #2 - Future Directions Report

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The Corporation of the District of Saanich

Mayor
Councillors
Administrator

Council
Administrator
Media

Report

To: Mayor and Council
From: Sharon Hvozanski, Director of Planning
Date: August 2, 2017
Subject: Subdivision and Rezoning Application
File: SUB00777; REZ00583 • 5172 Rambler Road

RECOMMENDATIONS

1. That Council approve the application to rezone from the RS-18 (Single Family Dwelling) Zone to the RS-6 (Single Family Dwelling) Zone.
2. That Final Reading of the Zoning Amendment Bylaw be withheld pending registration of a covenant to secure the following:
 - BUILT GREEN® Gold;
 - Construction of the single family dwelling on proposed Lot 1 to be solar ready for future installation of solar photovoltaic or hot water heating system; and
 - That house design and massing on proposed Lot 1 generally conform to the plans presented to Council.

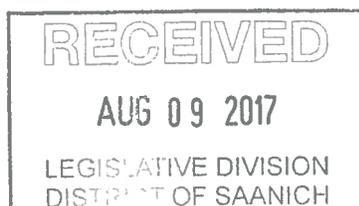
PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The subject application is for a rezoning from the RS-18 (Single Family Dwelling) Zone to the RS-6 (Single Family Dwelling) Zone to accommodate a subdivision at 5172 Rambler Road resulting in one new lot (2 lots total). The applicant is R. L. Johns Land Surveying Limited.

DISCUSSION

Neighbourhood Context

The RS-18 (Single Family Dwelling) zoned, double-fronting lot is located in Cordova Bay, between Lochside Drive and Rambler Road at the edge of Cordova Bay Village. Land use on three sides is a mixture of RS-6, RS-10, and RS-18 Zoned single family dwellings. The Cordova Bay Community Club badminton facility is adjacent to the site to the east. There is attached housing to the northeast along Sutcliffe Road. Mattick's Farm and Cordova Bay Village commercial areas are within 500 m walking distance of the site (see Figure 1).



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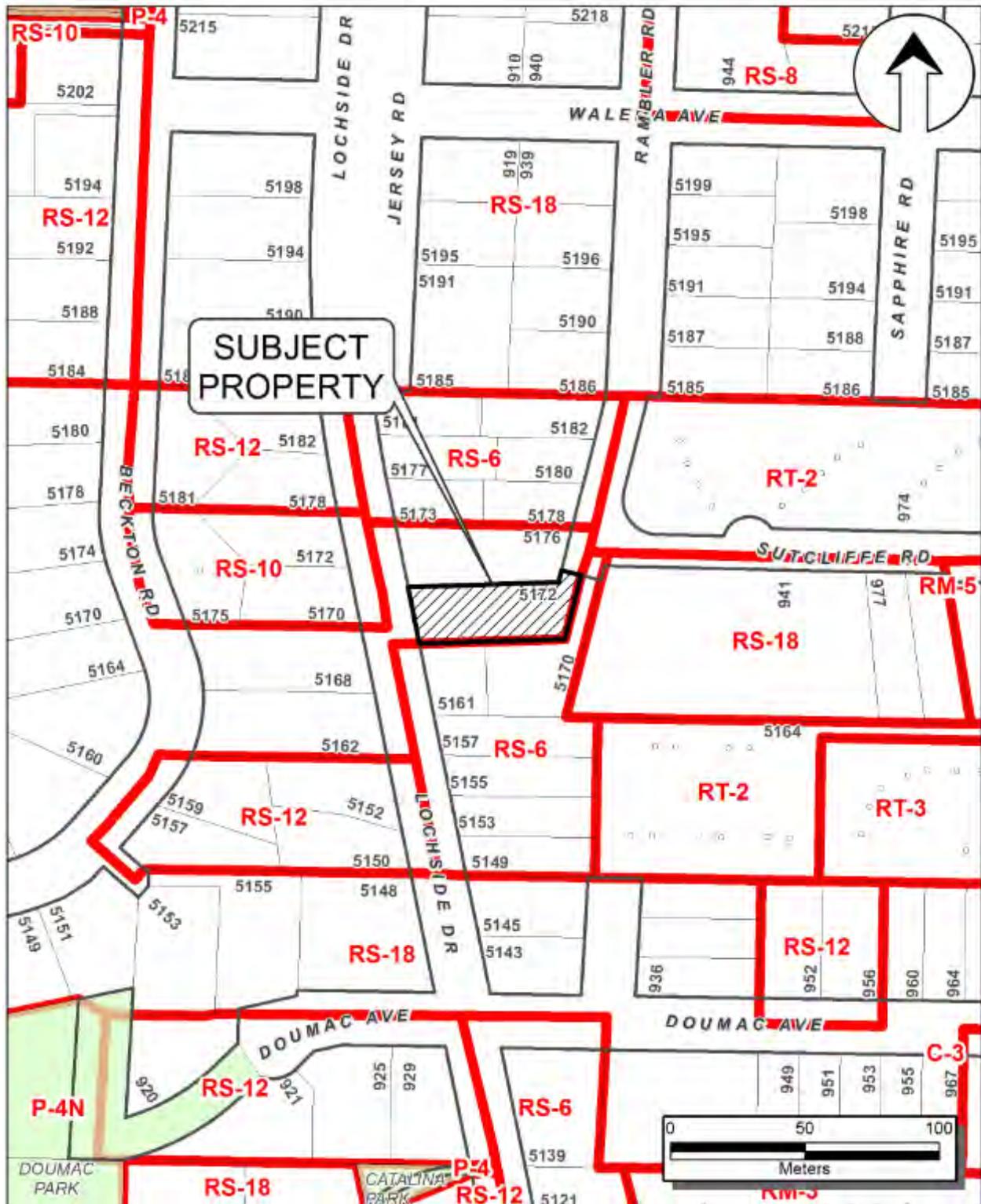


Figure 1: Neighbourhood Context

Proposed Land Use

The proposed rezoning would accommodate a subdivision to create one additional lot for a total of two lots for single family dwelling use. A dwelling with a secondary suite is under construction on the proposed remainder parcel (Remainder of Lot A). A new single family dwelling would be constructed on proposed Lot 1. The new dwelling would be permitted to have a secondary suite. The proposed lots would have areas of 587.10 m² (Lot 1) and 671.85 m² (Remainder of Lot A) which would exceed the minimum lot area of 560 m² for the RS-6 Zone (see Figure 2).

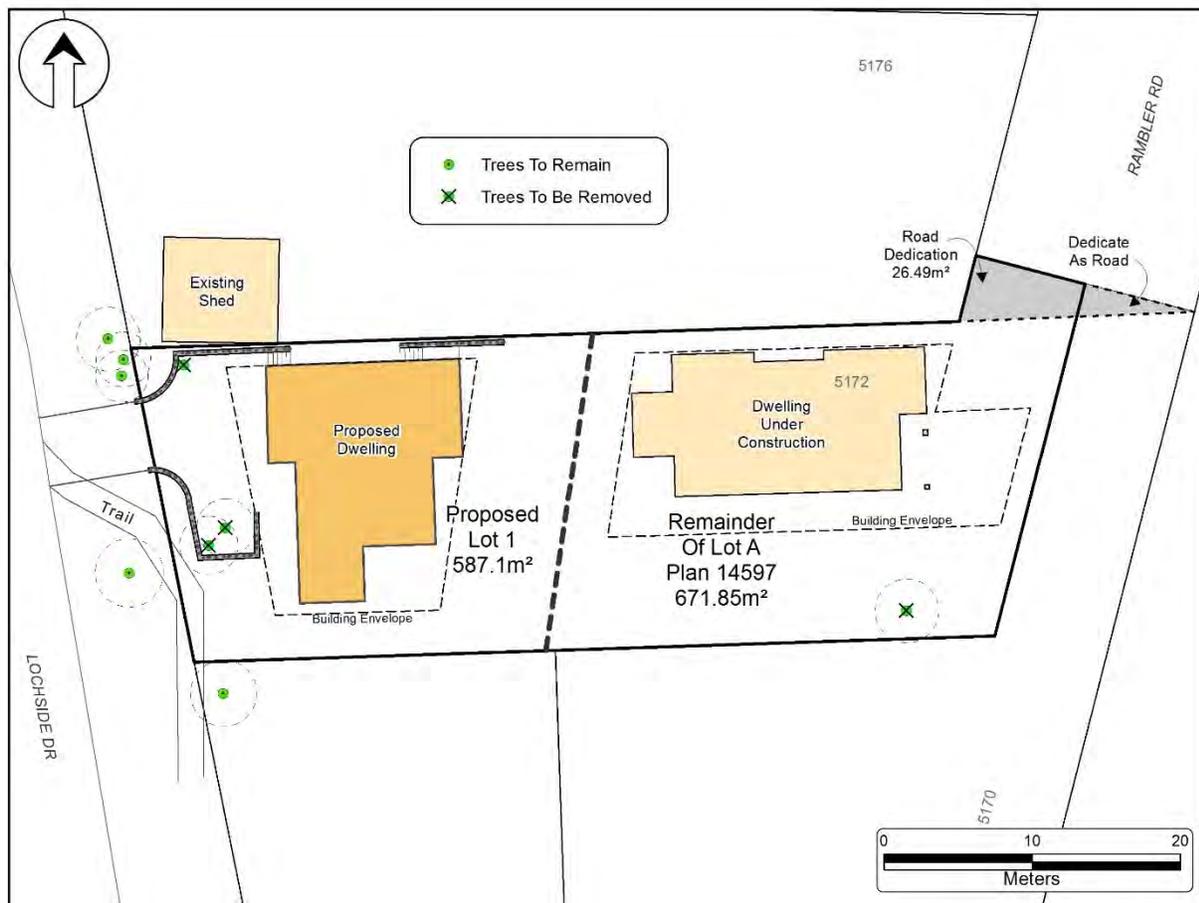


Figure 2: Proposed Subdivision

Site and Building Design

The 1284 m² site slopes down 7.0 m from southwest to northeast. The proposed remainder parcel would continue to be accessed from Rambler Road. The former panhandle access to the lot from Rambler Road would be eliminated and dedicated as road along with road dedication from the adjacent parcel to the east. A new driveway access would be provided from Lochside Drive to serve proposed Lot 1.

The Official Community Plan notes the importance of neighbourhood character and the role building style, exterior finish, massing, and height have on the effective integration of new housing stock. The applicant has provided plans for a house to be constructed on proposed Lot 1. The two storey plus basement house would have a non-basement floor area of 234.65 m². The maximum permitted non-basement area for the RS-6 Zone based on the lot area is 234.84 m². Due to the sloping topography, from Lochside Drive the house would appear

as one storey with a partial second storey over the garage (see Figure 3). A house of this size and design would be in keeping with the general size of other new homes in the neighbourhood. The applicant is willing to register a covenant on Title to require that house design and massing on proposed Lot 1 generally conform to the plans presented to Council.

The applicant has stated that they are willing to commit to a BUILT GREEN® Gold or equivalent level of energy efficiency for the house on proposed Lot 1 and that they would make the house solar ready.

Consultation

The applicant has advised that information about the proposed development was distributed to immediate neighbours and a presentation was made to the Cordova Bay Community Association. Planning sent a referral to the Cordova Bay Community Association and a response was received indicating no objections. Several letters in support of the proposed development have been received from nearby neighbours. One letter was received in opposition based on concern that the subdivision may contribute to additional vehicles parking along Lochside Drive and blocking the “safe route to school” trail. On-site parking would be provided in accordance with the Zoning Bylaw requirement. The existing “safe route to school” trail on Lochside Drive is encroaching on the property. The trail would be relocated within the boulevard so as not to conflict with the proposed driveway.

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 proposed rezoning and subdivision would not proceed. The subject property would retain its RS-18 Zoning and the one existing single family dwelling would remain on the lot.

3. That Council provide alternate direction to staff.

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

FINANCIAL IMPLICATIONS

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 2015-2018 Strategic Plan.

PLANNING IMPLICATIONS

Policy

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

Official Community Plan (2008)

- 4.2.1.1. “Support and implement the eight strategic initiatives of the Regional Growth Strategy, namely: Keep urban settlement compact; Protect the integrity of rural communities; Protect regional green and blue space; Manage natural resources and the environment sustainably; Build complete communities; Improve housing affordability; Increase transportation choice; and Strengthen the regional economy.”
- 4.2.1.2. “Maintain the Urban Containment Boundary as the principal tool for growth management in Saanich, and encourage all new development to locate within the Urban Containment Boundary.”
- 4.2.1.14. “Encourage the use of ‘green technologies’ in the design of all new buildings.”
- 4.2.4.3. “Support the following building types and land uses in Neighbourhoods:
- single family dwellings;
 - duplexes, tri-plexes, and four-plexes;
 - townhouses;
 - low-rise residential (up to 4 storeys); and
 - mixed-use (commercial/residential) (up to 4 storeys).”

Cordova Bay Local Area Plan (1998)

- 7.4 “Allow a minimum lot area of 560 m² for a conventional lot and 835 m² * for a panhandle lot within the village area designated Residential III on Map 7.1.”

The proposal is consistent with the Official Community Plan which contemplates limited infill in neighbourhoods inside the Urban Containment Boundary. The proposal is also consistent with Cordova Bay Local Area Plan policy 7.4 which allows a minimum lot area of 560 m² for a conventional lot in the village area. The proposed lots would have areas of 587.10 m² (Lot 1) and 671.85 m² (Remainder of Lot A). Proposed lot configurations comply with the RS-6 Zone requirements and the relevant Subdivision Bylaw regulations.

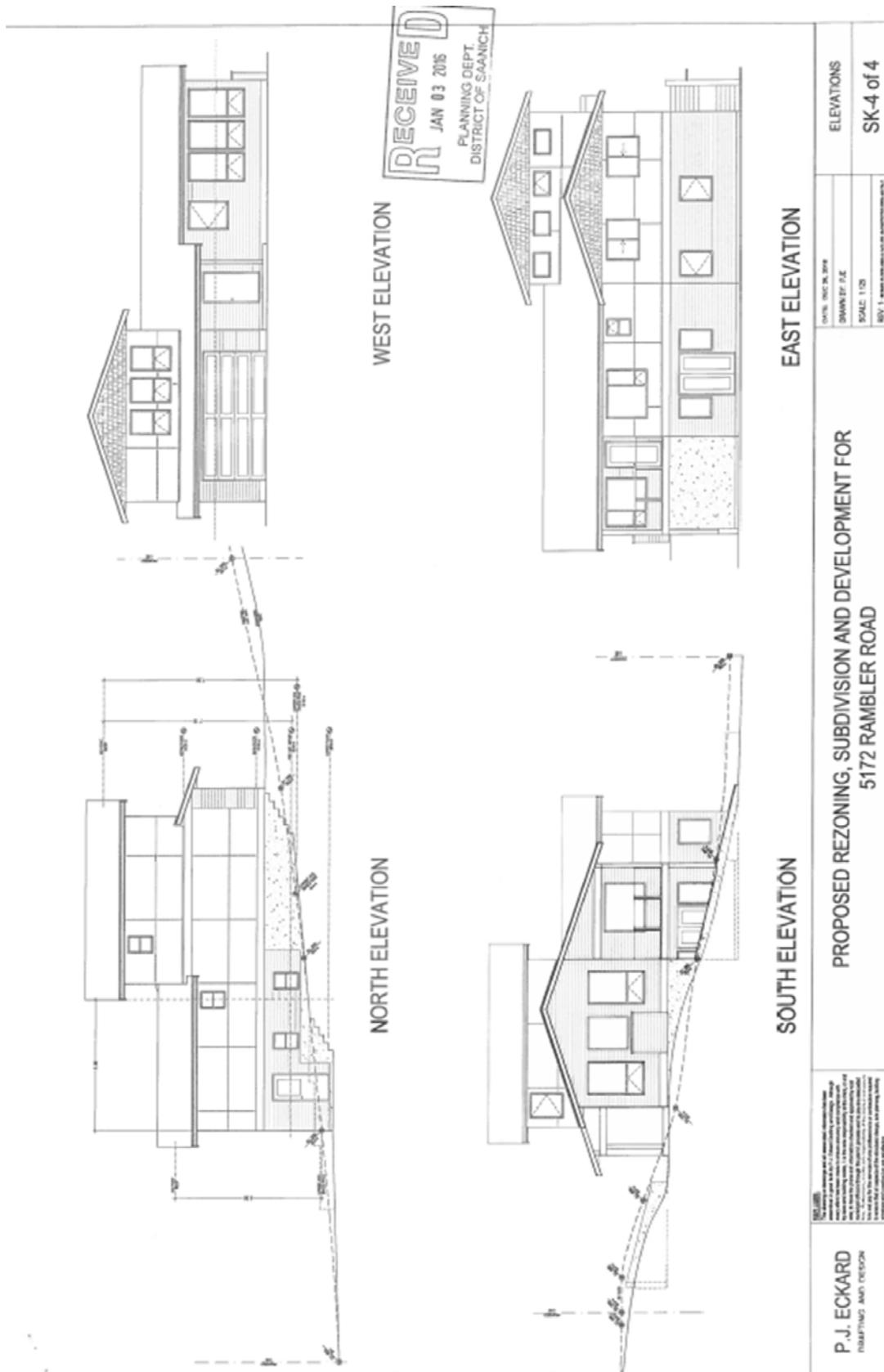


Figure 3: Proposed House Elevations

Environmental

Vegetation on proposed Lot 1 is mainly invasive, including scotch broom, spurge laurel, holly, and some English ivy. A Tree Protection Plan for the site was prepared by Gye and Associates, Project Arborists. The Plan notes that the site is generally clear of bylaw protected trees except for the Lochside Drive frontage which includes three Bigleaf maple trees within proposed Lot 1, and one Bigleaf maple and four Red Cedar trees within the boulevard. One Red Cedar tree on the boulevard near the north lot boundary, and two Bigleaf maple trees in the front yard of proposed Lot 1 would need to be removed to provide for construction of the driveway and on-site parking area. In addition, one Pacific Dogwood tree on the proposed remainder lot would need to be removed for site servicing.

The Tree Protection Plan notes that soil fills and cuts are to be avoided within protected tree areas and all excavation and blasting within 8 m of a protected tree will require supervision of the project arborist. In particular, grading of the driveway will require particular care to avoid unnecessary tree root damage and soil impacts as the proposed driveway is within the root zone of cedar trees #120, 121, 122, and 37. Saanich Parks staff concur with the project arborist's recommendations.

The Cordova Bay Local Area Plan describes Lochside Drive north of Claremont Avenue as the spine of the regional trail network for the Saanich Peninsula which accommodates a wide variety of users including pedestrians, equestrians, and cyclists in addition to local traffic. The Plan speaks to retaining the lane-like character, overhanging trees, and natural vegetation within the boulevard. While the canopies from the two Bigleaf maples to be removed do not overhang the road surface, they contribute to the density of shade. The tree loss may be felt by some trail users. One boulevard replacement tree would be required.

Servicing

Servicing requirements call for a cash contribution in lieu of road improvements along the frontage of the subdivision on Lochside Drive based on residential road standards. The existing "safe route to school" trail on Lochside Drive is encroaching on the property. The applicant proposes to relocate the trail within the boulevard in consultation with Saanich Parks and the Project Arborist. The trail would be relocated so as not to conflict with the proposed driveway.

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

Climate Change and Sustainability

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

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

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

Climate Change

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

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

- The proposal is an infill project located within the Urban Containment Boundary and Sewer Service Area, that is able to use existing roads and infrastructure to service the development;
- Limited infill through the development of new single family housing inside the Urban Containment Boundary provides a much-desired housing form within Saanich that people would otherwise have to commute further distances for elsewhere in the region. The number of lots so created are limited in number, acknowledge longstanding policies of the Official Community Plan and Local Area Plan, and will not result in significant long-term negative impacts, as long as the majority of future growth is focussed in “Centres”, “Villages”, and along key corridors;
- The proposal is located in the “Village” area of the Cordova Bay Local Area and within 500 m walking distance of the Cordova Bay Village “Centre” and Mattick’s Farm where a range of commercial and personal services are provided, employment opportunities exist, and where the majority of future residential and commercial growth is to be focused as per the Official Community Plan;
- The site is also within 250 m of Cordova Bay Elementary School. Claremont Secondary school is approximately 1.2 km from the subject property. Nearby parks include Agate Park (450 m) and Doumac Ravine Park (250 m). As a rough measure, in general a walking distance between 400 - 800 m is considered optimal in encouraging the average person to walk to a service or access public transit, instead of driving to their destination. Obviously, health, weather, comfort/ease of use related to alternative transportation, and purpose of the trip all play a role in a person choosing a particular travel mode;
- Lochside Drive fronting the site forms part of the Lochside Regional trail. The trail is the north-south spine of the Regional trails network and provides a safe walking and cycling route to Cordova Bay School, Mattick’s Farm, and Cordova Bay Village “Centre”;
- Public transit is available along Cordova Bay Road (Route #32 – Cordova Bay/Royal Oak) with an average weekday frequency of 57 minutes. The nearest bus stops are located 450 m away near the intersection of Cordova Bay Road and Doumac Avenue.
- The applicant has stated a willingness to commit to BUILT GREEN® Gold or equivalent level of energy efficiency for the dwelling to be constructed on proposed Lot 1 and to make the dwelling solar ready; and
- The proposed development includes sufficient area for backyard gardening. Long term plans call for a community garden in each Local Planning Area. An Agriculture and Food Security Task Force will be considering ways to improve food security in the community.

Sustainability

Environmental Integrity

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

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

Social Well-being

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

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

Economic Vibrancy

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

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

CONCLUSION

The proposed rezoning and subdivision at 5172 Rambler Road, resulting in one additional lot for single family dwelling use, is consistent with the Official Community Plan and Cordova Bay Local Area Plan. It would comply with the minimum lot area for a standard lot of 560 m² for the area designated Residential III on local area plan map 7.1.

A single family dwelling with a secondary suite is under construction on the proposed remainder lot. The design of the dwelling on proposed Lot 1 would be consistent with the character of other single family dwellings in the area and the applicant is willing to register a covenant to secure that the general character of the dwelling will be consistent with the plans presented to Council. For these reasons, the proposed rezoning and subdivision can be supported.

Prepared by 
 Neil Findlow
 Senior Planner

Reviewed by 
 Jarret Matanowitsch
 Manager of Current Planning

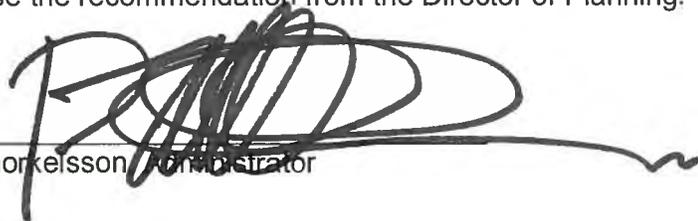
Approved by 
Ar:
 Sharon Hvozdzanski
 Director of Planning

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

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Planning.


 Paul Thorkelsson, Administrator

Memo

To: Subdivision Office
From: Jagtar Bains – Development Coordinator
Date: February 8, 2017
Subject: Servicing Requirements for Development

PROJECT: TO REZONE FROM RS-18 TO RS-6 SINGLE FAMILY ZONE FOR THE PURPOSE OF SUBDIVISION TO CREATE ONE ADDITIONAL LOT

SITE ADDRESS: 5172 RAMBLER RD

PID: 004-250-389

LEGAL: LOT A SECTION 31 LAKE DISTRICT PLAN 14597

DEV. SERVICING FILE: SVS02063

PROJECT NO: PRJ2016-00792

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



Jagtar Bains
DEVELOPMENT COORDINATOR

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



Development Servicing Requirements

Development File: SVS02063
Civic Address: 5172 RAMBLER RD
Page: 1

Date: Feb 8, 2017

Drain

1. Storm water management must be provided in accordance with the requirements of Schedule H "Engineering Specifications" of Subdivision By-law. This subdivision/development is within Type II watershed area which requires storm water storage, oil/grit separator or grass swale and sediment basin. For further details, refer to section 3.5.16, Storm Water Management and Erosion Control of Schedule H "Engineering Specifications" of Subdivision By-law.
2. Subsequent drain connection will be required for the proposed westerly lot from the existing main traversing 5170 Rambler Road.. This connection is to be extended along the southern property line of proposed easterly lot.

Gen

1. This proposal is subject to the prevailing municipal development cost charges.
2. Private easement will be required for sewer and storm drain along the southern property line of proposed eastern lot in favor of proposed western lot.

Road

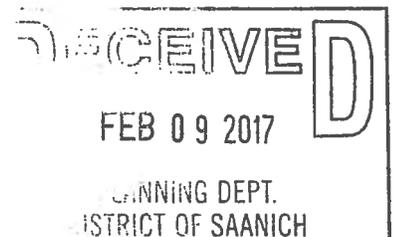
1. A cash contribution is required in lieu of road improvements along the frontage of this subdivision on Lochside Drive based on residential road standards.
2. The existing trail on Lochside Drive is encroaching on this property, therefore a statutory right-of-way is required in favor of the District.
3. Proposed driveway on Lochside Drive must avoid the existing trail.
4. Ensure the existing driveway shared by 5170 and 5172 Rambler Road is covered by appropriate easements.
5. Street lighting is required.

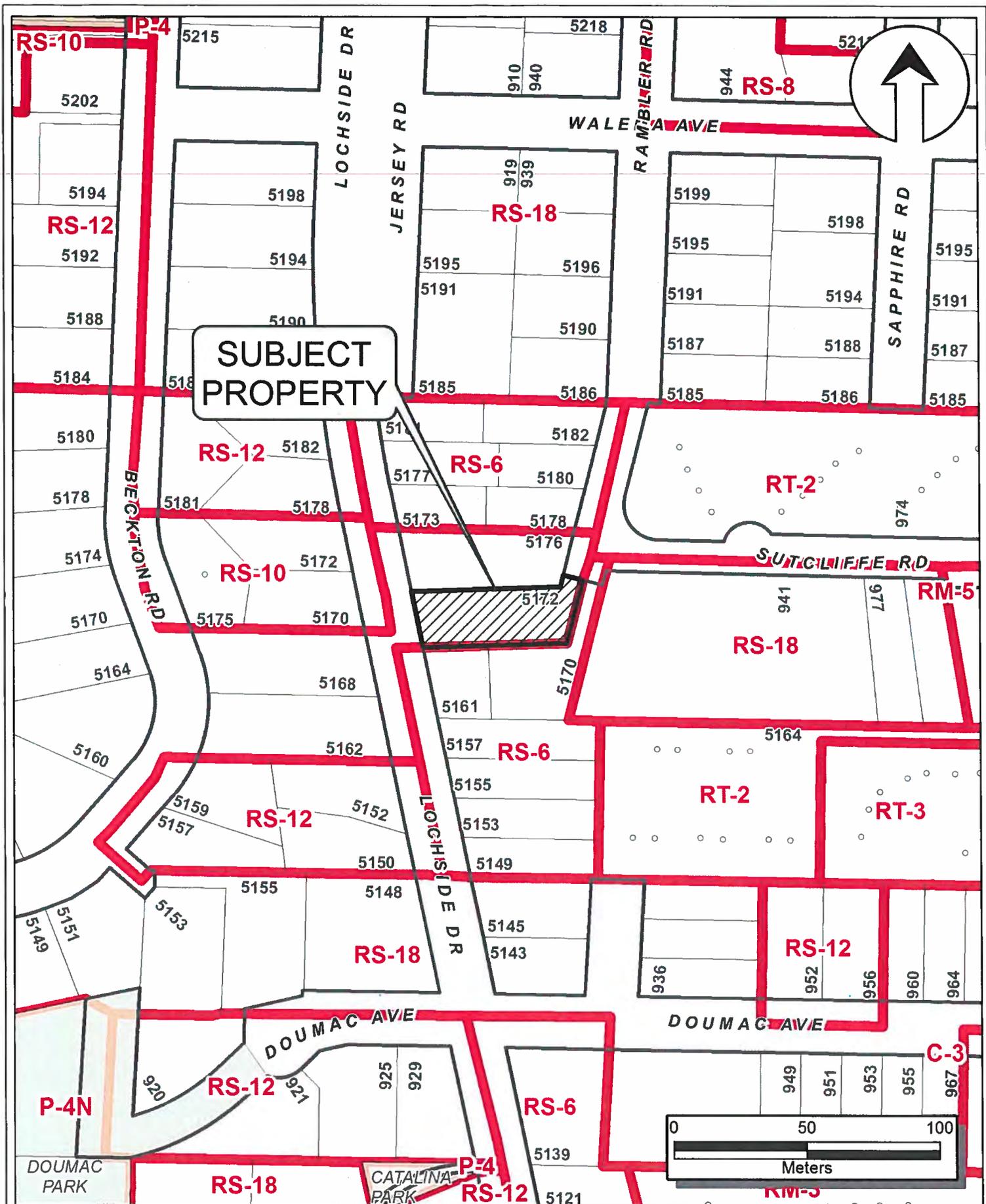
Sewer

1. Subsequent sewer connection will be required for proposed western lot from the existing main traversing 5170 Rambler Road. This connection is to be extended along the southern property line of proposed eastern lot.

Water

1. Provisional water connection will be required for proposed westerly lot from the existing main on Lochside Drive.





Planning - Re: Subdivision application at 5172 Rambler

From: "David" <[redacted]>
To: "Liz Gudavicius" <Liz.Gudavicius@saanich.ca>
Date: 3/29/2017 2:07 PM
Subject: Re: Subdivision application at 5172 Rambler

Liz

We have no objection to the proposed subdivision of the site and proposed construction at this location.

We believe the project has been well received by the community and the immediate neighbours.

Thank you for the follow-up.

David Cronkhite

From: Liz Gudavicius
Sent: Wednesday, March 29, 2017 9:51 AM
To: [redacted]
Subject: Subdivision application at 5172 Rambler

David,

I am following up on the referral to your group regarding this application.

We received the attached email and have a copy of our referral with the "generally no objection" box filled in. We are working on the report to Council, I just want to make sure that we have your comments.

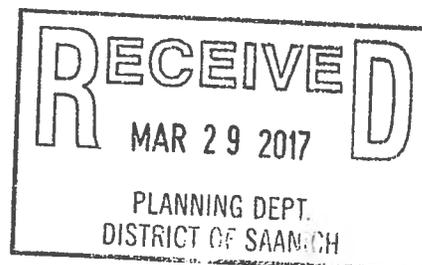
Thanks,

Liz Gudavicius

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

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

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20500777

✓	ACKNOWLEDGED
✓	CLERKS
	REPLIED

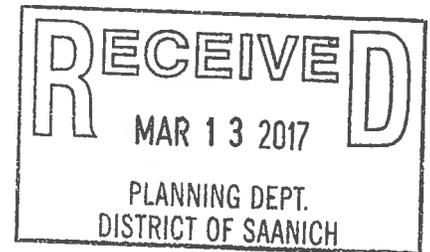
From: Gerald Klassen <[REDACTED]>
To: <planning@saanich.ca>
Date: 3/12/2017 1:45 PM
Subject: 5172 Rambler Road

In my earlier e-mail I was against the subdivision of this property, my position has not changed, but some things have come to light which makes me want to confirm my opposition.

Firstly, the planner indicated that by opposition to the subdivision of cars parking on the adjacent trail to the property were bylaw issues. Subsequently, I called bylaw enforcement about two cars parked on the trail. Bylaw enforcement informed me that the police dealt with matters through their street and traffic division. I then reported the cars to the police. My call was returned promptly by a commissioner. The commissioner was reluctant to issue tickets to the vehicles because there was no indication that parking was not allowed where the cars were parked. The only indication that there is a trail along Lochside (where it is adjacent to the road) is a strip of plastic wood, which in places has been covered over by cars parking on the trail.

If this property is approved for subdivision the parking of cars on the trail adjacent to this property must be address at the approval process to ensure the trail is accessible for the purpose it was built. For example, signage should be required indicating no parking on the trail. Moreover, the municipality should sign the trail so bylaws can be enforced.

gerald klassen



From: Gerald Klassen [redacted]
To: <planning@saanich.ca>
Date: 3/3/2017 3:32 PM
Subject: 5172 Rambler Road

To Planning Department

I am against this proposed development to create 2 lots if access to the new lot is from Lochside Drive.

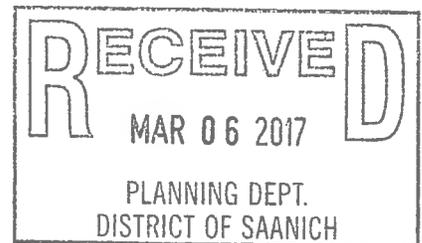
Saanich built a walking trail along Lochside Drive adjacent to the applicant property which provides a place for pedestrians so that they do not have to walk on the road surface but the proposed subdivision will force walkers back on to the road surface. This has happened on either side of applicant property. To the north of the applicant, the trail is adjacent the road surface and cars are regularly parked directly on the trail forcing walkers on to the road surface. South of the applicant the trail is separated from the road by a vegetation strip until it crosses driveways to existing houses. However, it is quite common to find vehicles parked on these driveways blocking the trail completely which again forces walkers back on two the road surface. Another house in this area will only make the situation worse. It will add another driveway that could cause the trail to be blocked, moreover, it will mean more cars looking for parking which will lead to more cars parking directly on the trail.

Saanich Tax payer money should not be used to build things that are rendered unusable by development.

Access to this lot should come from Rambler Road if it is to be subdivided.

Gerald Klassen
[redacted] Del Monte Ave
[redacted] [redacted]

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



ENTERED
IN CASE

1410-04
xref.
2860-30



The Corporation of the District of Saanich

Report

Mayor
Councillors
Administrator
Council
Administra
Media

To: Mayor and Council
From: Sharon Hvozanski, Director of Planning
Date: August 9, 2017
Subject: Development Permit Application
File: DPR00676 • 3100 Tillicum Road

RECOMMENDATION

- 1. That Council approve Development Permit DPR00676;
- 2. That Council direct staff to develop a lease agreement for lands where the building would be situated;
- 3. That Council consider the applicant's grant request of \$253,006 to assist with site servicing costs and offset development application fees;
- 4. That Council consider the provision of an interest free loan to Saanich Neighbourhood Place Society for \$200,000 subject to public notification; and
- 5. That Council instruct staff to bring forward an appropriate increase in the transfer to the Facilities Reserve Fund for the budget year following completion of the building (estimated at \$32,000, commencing 2019).

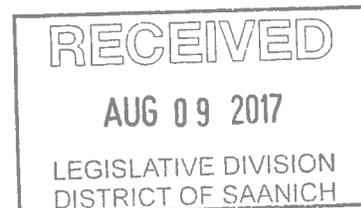
PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The application is for a Development Permit to accommodate Saanich Neighbourhood Place, permitting a building that would house 49 childcare spaces. The building would have additional office space to lease to other community minded organizations, as well as general meeting and event space for the community. A parking variance is requested. The report also seeks Council direction regarding a lease agreement for the use of land owned by the District of Saanich, a grant request from Saanich Neighborhood Place, a loan request from Saanich Neighbourhood Place, and an annual increase in the Facilities Reserve Fund upon the completion of the building.

DISCUSSION

Neighbourhood Context

This 5.6 ha panhandle parcel is owned by the District of Saanich and is situated immediately south of Tillicum Mall and the Silver City theatre complex, and east of Cuthbert Holmes Park. The parcel forms part of Tillicum Park and is split zoned P-4N (Natural Park) Zone and P-4HR (Recreation, Health Zone – Cedar Hill/Pearkes). The Saanich Centennial Library, Archives, and G.R. Pearkes Community Recreation Centre are currently located on the P-4HR zoned section of the parcel, as would be the proposed daycare building.



CW
2

In addition to Tillicum Mall to the north and Tillicum and Cuthbert Holmes Parks to the west, surrounding land use is primarily residential—mainly single family dwellings to the south and a mix of single and multi-family to the east across Tillicum Road. The closest school is Tillicum Community School, located 135 m to the east.

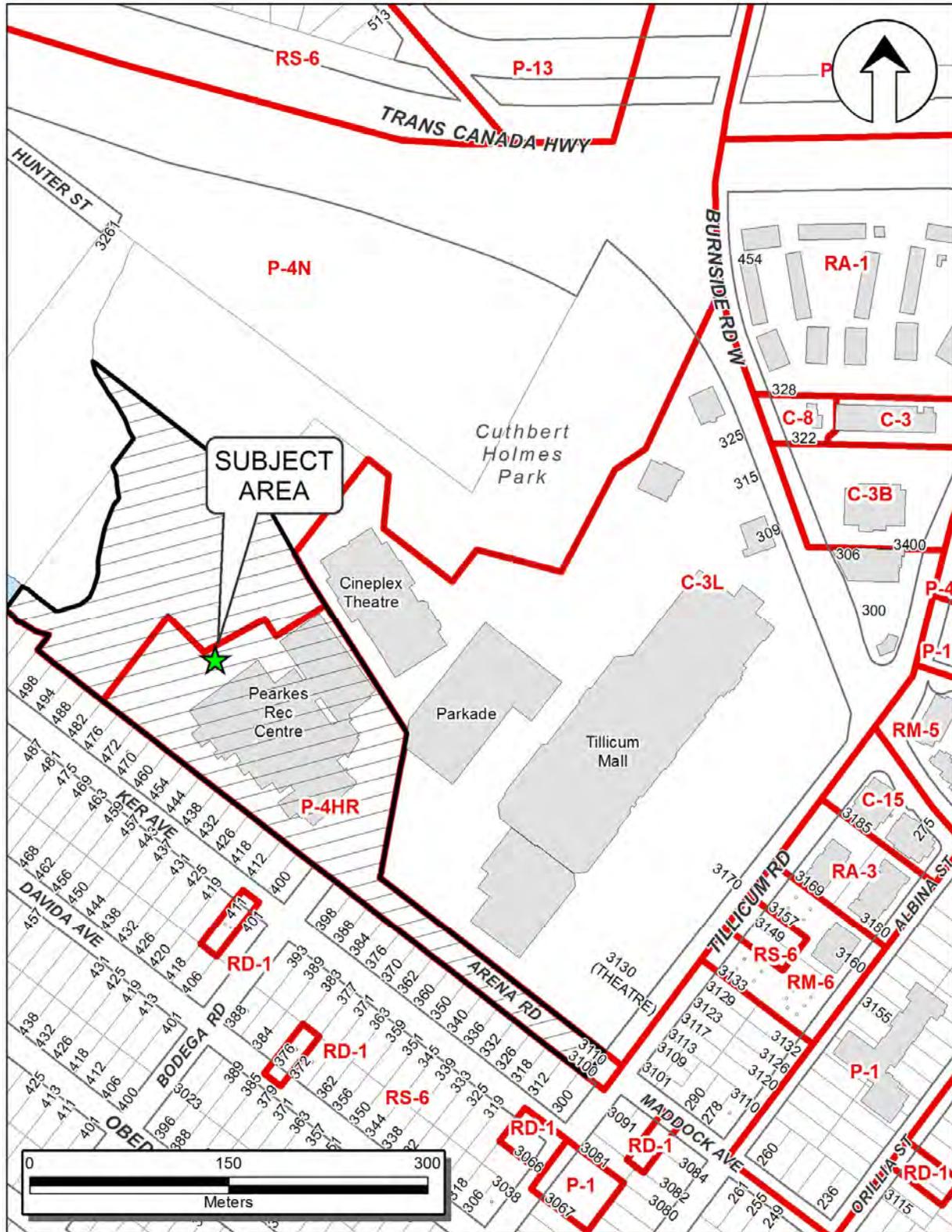


Figure 1: Neighbourhood Context

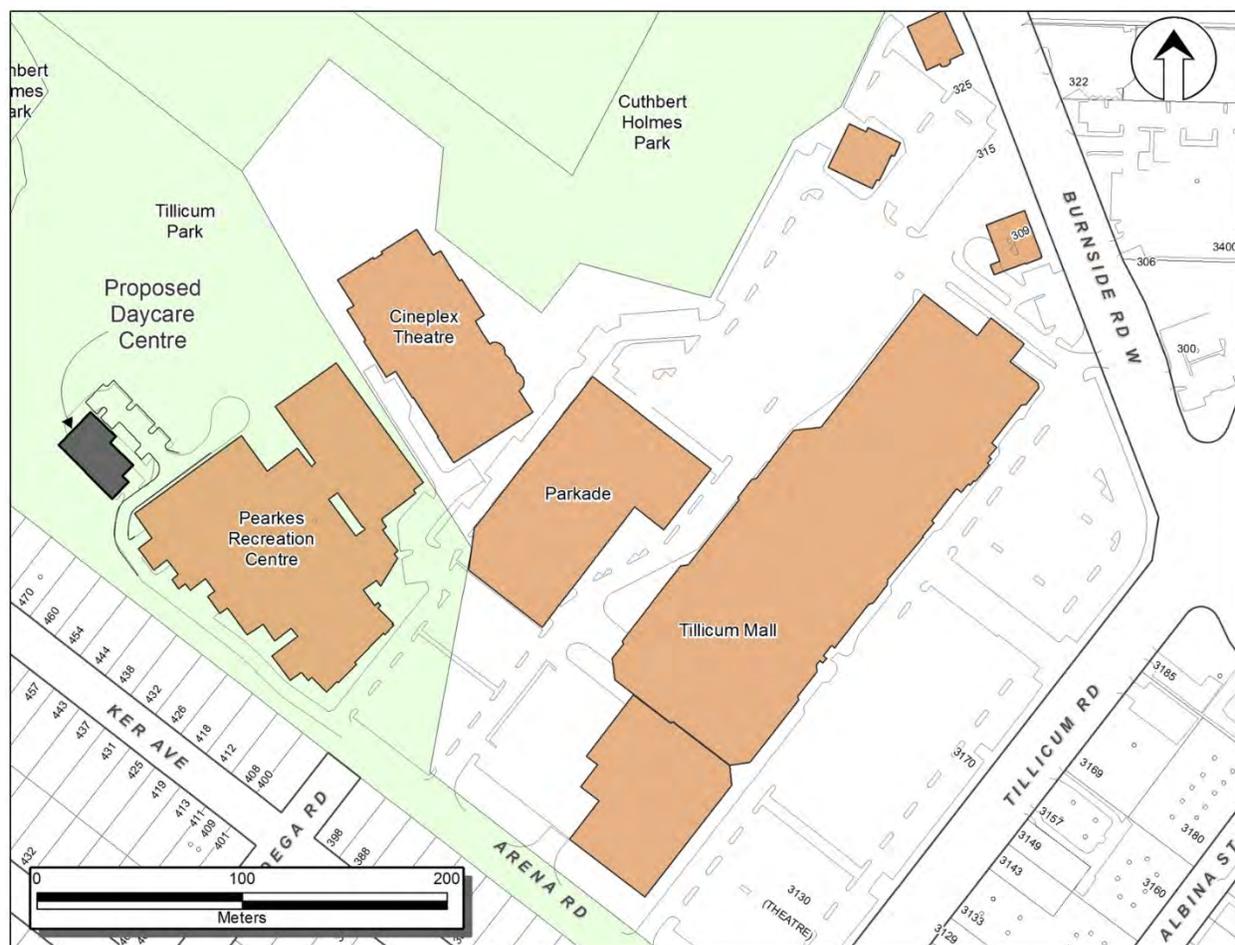


Figure 2: Site Plan

Proposed Land Use

The proposed 722 m² childcare centre building would be situated within an established recreational and commercial node that forms a large part of the Tillicum-Burnside Major “Centre”. The proposed daycare and ancillary uses are permitted under the existing P-4HR Zone. Saanich Neighbourhood Place was established in 1993 and has already been operating out of the G.R. Pearkes Community Recreation Centre for over 20 years.

The proposed building would house a childcare hub that would provide children’s daycare with 25 spaces for preschoolers ages 2 ½ to 5 years and 24 spaces for infants and toddlers. Also offered would be family support services as well as prenatal, parenting, and food security programs. Access to other community resources and programs would also be provided.

Saanich Neighbourhood Place has indicated they would like to partner with organizations such as Island Health (Vancouver Island Health Authority) and the Single Parents’ Resource Centre to enhance services to families and children in the Tillicum area.

The childcare use would occupy approximately half of the proposed building. The remaining area would house a meeting room, a large multi-purpose room, a small commercial kitchen, and rentable office spaces to other non-profit community organizations that serve children and families, who are looking for a more affordable option than their current office space or looking

to expand services. The childcare program would use these additional spaces as part of its programs for activities such as kindergym, food preparation, and meetings with parents and staff.

The Gorge Tillicum Community Association has stated that currently their board uses the Saanich Neighbourhood Place boardroom for its own board or committee meetings and they appreciate availability of space to conduct their community business.

Outdoor space is a component of the childcare facility and it is proposed that an area behind the new building be used to create an outdoor play area. While it is proposed that it be a “natural” play area, some vegetation would need to be removed and/or modified to comply with provincial childcare licensing requirements. The area is also required to be fenced, although it is planned that the play area be open to the public after childcare hours and during weekends and holidays.

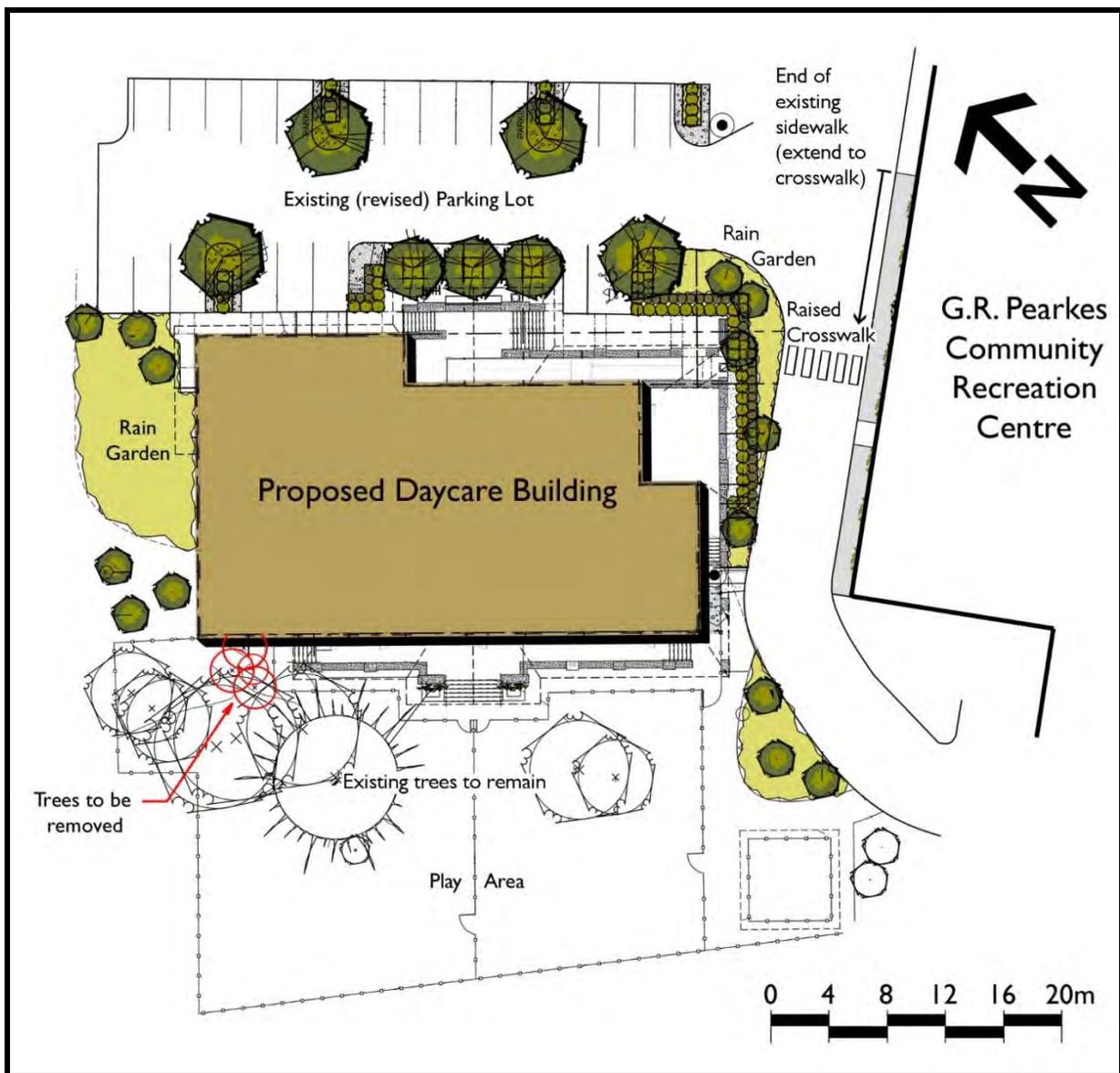


Figure 3: Site Plan (from plans by Lombard North Group [BC] Inc.)

Site and Building Design

The proposed site for the daycare building is immediately behind (west) of the G.R. Pearkes Community Recreation Centre, and is currently occupied by a parking lot. This area is flat, though at the west edge of the parking lot the land falls away towards the Colquitz River. A wooded area surrounds the existing parking lot. In an effort to retain as many trees as possible, the proposed Saanich Neighbourhood Place building would be located on a portion of the existing parking lot, rather than in the wooded area. A fenced play area would extend from the rear of the building into the wooded area (see Figure 3). The play area is intended to be a natural play space, retaining as much of the existing landscape as possible (for example boulders, logs, stumps), but also providing clear sight lines.

The portion of the existing parking lot that would remain would become a single manoeuvring aisle serving a bank of 90° parking on either side. A net loss of 36 parking spaces is proposed.

Landscaping would consist of natural plantings such as kinnikinnick and sough grass, and the addition of four Vine maples and five Garry Oaks. Rain gardens would be located to the east and west of the proposed building.

The proposed building would have an area of 722 m² and be one storey in height. The design of the proposed daycare is based on modular construction, where modules constructed elsewhere would be brought to the site and set on concrete footings and pilasters. To allow for plumbing, electrical, and other services to be located in the crawlspace, the floor height would be approximately 1 m above grade. The applicant states that modular construction was chosen as a way to minimize construction onsite, and thus lessen disruption to neighbours. Additional architectural elements such as porches, gables, stairs, and ramps would be constructed onsite, which would help to soften the modular look.

The base of the building would be constructed of concrete with brick siding in a blend of three colours. Walls above this base would be 1x6 vertical cedar siding, and above this a cornice of 1x6 horizontal cedar siding. Roofing would be a combination of a high-albedo (reflective) flat roof membrane and pitched gable roofs with dark grey asphalt shingles. Metal flashing would be in a charcoal grey colour, and window frames, guard rails, and hand rails would be painted black. The gables and porches would be of stained Douglas fir post-and-beam construction. The muted natural colour palette is intended to blend in with the natural surroundings (see Figures 4 and 5).

In terms of energy efficiency, the applicant states they are targeting the latest ASHRAE 90.1 standard. The proposed building is of modular construction, which is the most cost effective type of construction for the daycare facility. Constructing to a high energy efficiency standard may be cost prohibitive to the non-profit society. In addition, since this building is only one storey, with large open space areas, it could easily accommodate conduits for solar energy in the future. Due to the fact that the proposed building is cost effective modular construction, and that Saanich Neighbourhood Place is providing much needed daycare services in the community, staff are satisfied with not securing a building energy efficiency standard or solar readiness in order to not increase associated construction costs for the society.



Figure 4: Front (North) Elevation (from plans by Iredale Group Architecture)



Figure 5: Rear (South) Elevation (from plans by Iredale Group Architecture)

Proposed Lease Arrangement

The proposed childcare facility operated by Saanich Neighbourhood Place would be situated on the District of Saanich owned land. As such, a long term lease arrangement between the District of Saanich and Saanich Neighbourhood Place would need to be entered into, to establish the long term relationship.

The following are some of the key aspects of the lease:

- Saanich Neighbourhood Place would construct a childcare facility on the site, at their cost;
- The building must be constructed in accordance with the Council approved Development Permit plans;
- 20 year term lease of the land with an option to renew;
- \$10 annual lease rate;
- The building shall only be used as a childcare facility, and all other uses require the consent of the District of Saanich;
- Saanich Neighbourhood Place will be responsible for all maintenance, operation, and repair costs of the building;
- All maintenance, landscaping, and repair costs to the outdoor play area and building site, including tree maintenance, are the responsibility of Saanich Neighbourhood Place; and
- When the lease arrangement (including any renewal terms) expires, the building becomes a District of Saanich facility, and the District of Saanich assumes full responsibility for its operations, maintenance, repair, and replacement.

Childcare Facility Funding Sources

To assist with the construction of the proposed childcare facility, Saanich Neighbourhood Place has secured the following funding:

• Ministry of Child and Family Development Grant	\$500,000
• Saanich Neighbourhood Place Building Fund	\$170,000
• Government of Canada ESDC Grant	\$50,000
• Victoria Foundation Vital Loan	\$500,000
• Riokim Holdings (Tillicum Centre) Inc. *	\$200,000
• Victoria Foundation/Odd Fellows	\$15,000
• #simplegenerosity – Island Savings	\$50,000

Total Funding

\$1,485,000

In addition to the above secured funding, Saanich Neighbourhood Place has requested a grant from the District of Saanich in the amount of \$253,006 to assist with Engineering/site servicing costs and development fees.

* It should be noted that the above Riokim Holdings (Tillicum Centre) Inc. funding of \$200,000 was secured as part of an approved development proposal for a residential and commercial building at Tillicum Mall. The funding was a community contribution by Riokim Holdings (Tillicum Centre) Inc. specifically for a childcare facility. Although this funding is secured by covenant, it is not yet available for Saanich Neighbourhood Place, as the covenant requires the funding to be made available by Riokim Holdings (Tillicum Centre) Inc. at the issuance of a building permit. Riokim Holdings (Tillicum Centre) Inc. has not applied for a building permit and their redevelopment plans for the site are unknown at this time. Further discussion on this item,

and consideration of a loan from the District of Saanich is discussed in the Financial Implications section of this report.

Variances

A variance of 45 parking spaces is requested (nine new spaces required, a net loss of 36 spaces proposed).

Consultation

Public

In order to gauge community interest prior to presenting to Council, in February 2014 the applicant held two open houses for local neighbours to advise them of the proposal for Saanich Neighbourhood Place. Due to the fact that the G.R. Pearkes Community Recreation Centre is owned by the District of Saanich, it was necessary to seek Council approval to proceed with the proposal. At the December 15, 2014 meeting, Council moved, "That Council support the Saanich Neighbourhood Place childcare proposal, in principle, subject to the outcome of public participation process and a formal development permit application review."

The applicant held a subsequent Stakeholder meeting on June 2, 2016, and a Community Meeting on June 12, 2016, and were also present at the Gorge Tillicum Canada Day Picnics in 2015 and 2016. One-on-one interviews were held with key stakeholders such as Saanich Parks, Friends of Cuthbert Holmes, and Riokim Holdings (Tillicum Centre) Inc. between January 30 and March 31, 2015, and the applicants presented to the Saanich Parks Trails and Recreation committee in January 2015 and June 2016, and the Healthy Saanich Committee in February 2015 and June 2016. The applicant has also maintained a significant online presence through the use of a website, a Facebook page, links on other websites, and a web based survey.

Comments from the Open House held by the applicant as well as Surveys were overwhelmingly in favour of the proposal. Of 56 comment cards completed, 54 indicated support for the proposal. Of 20 respondents to an online survey, 100% indicated support of a childcare centre in the proposed location.

Community Association

A referral was sent from the Planning Department to the Gorge Tillicum Community Association. A response was received indicating support of the proposal, and encouraging forward thinking such as the use of solar and expectations of a high quality stormwater management system due to proximity to the Colquitz River. Details of the stormwater management and proposed rain gardens are included in the Environment section of this report.

Advisory Design Panel

The Advisory Design Panel (ADP) considered the application as Case #2017/02 on March 1, 2017. Comments from the panel included suggestions for a better blend of brick colour tones, reducing or eliminating the finials at the gable peaks, consideration of stone in place of concrete and consideration of a two-storey building. Efforts to soften and mitigate the modular look were appreciated.

The Panel recommended, "That the design to construct a Child Daycare Centre at 3100 Tillicum Road be approved as presented and the applicant consider the comments from the Panel."

The applicants have advised that the proposed brick blend would be more varied, and the finials at the gable peaks would be reduced. Stone would be too costly so they are retaining the concrete base, but much of this would be obscured by plantings.

ALTERNATIVES

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

Should Council decide to reject the recommendations contained in this report, the implications are that the proposed development would not proceed and the daycare would not be constructed. The subject property and existing parking lot would remain as is. Saanich Neighbourhood Place would presumably continue to work in a reduced capacity in their present location inside the G.R. Pearkes Community Recreation Centre. Another implication is that Saanich Neighbourhood Place could lose their funding to construct the childcare facility.

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 permit application and funding requests.

FINANCIAL IMPLICATIONS

There are a variety of financial implications for the District associated with this project:

Grant Request

Saanich Neighbourhood Place is asking Council for a grant to cover the following construction and servicing costs associated with this project:

• Stormwater Management System (This would entail the removal of the current bio swale that is in the existing parking area behind G.R. Pearkes Community Recreation Centre)	\$ 65,000
• Reconfiguration of the parking lot	\$ 70,000
• Cost of Engineering/Serviceing associated with the new building	\$ 80,000
• Side Walk Extension/Raised Cross Walk (along the back of G.R. Pearkes Community Recreation Centre to the corner where the building will be located)	\$ 10,000
• Offset value of Development Permit Fee	\$ 1,222
• Offset value of Development Cost Charges (DCC)	\$ 7,847
• Offset value of Building Permit Fee	\$ 18,937
Total	\$253,006

The above servicing costs are estimates from Saanich Neighbourhood Place consultants.

Should Council approve the grant, at the time of construction the applicant would provide invoices to the District of Saanich, and the actual cost of servicing would be provided to Saanich Neighbourhood Place, up to the amount of the grant approved by Council.

Options for funding a grant depend on the timing of the project. If the funds are needed in 2017, the District is limited to contingency funding or reallocation of existing capital project funding. Considering that we are more than halfway through the year and many capital projects are underway, the latter option is not recommended. Council set aside over \$1.2 million for Council Strategic Initiatives in the 2017 budget. Alignment of this project with the Strategic Plan is addressed in a subsequent section of this report. Council may consider approval of this grant to be an appropriate use of this fund.

If the funds are not required until 2018, the request would be included as part of the overall budget development and deliberation. This option does not provide certainty to Saanich Neighbourhood Place to allow them to prepare a solid project budget and move forward at this time.

There is also some inherent risk in project overruns and the possibility that Saanich Neighbourhood Place would look to the District of Saanich if any significant overages were incurred. The District of Saanich staff have not conducted an analysis of Saanich Neighbourhood Place's financial capability to construct, operate, and maintain the proposed daycare facility.

Potential Interest Free Loan Request

As discussed in the Childcare Facility Funding Source portion of the report, \$200,000 in funding is dependent upon Riokim Holdings (Tillicum Centre) Inc. moving forward with development of their site. As there is no indication of development occurring in the short term, Saanich Neighbourhood Place would be looking to the District of Saanich for an interest free loan until such time as the funds become available. There is risk associated with this approach as the development MUST contain dwelling units for the funds to be required. If a development without dwelling units was approved, this funding would not come though and either the District of Saanich would end up covering these costs or Saanich Neighbourhood Place would need to fit loan payments into their financial model. With no indication of timing, it is unknown how long the loan would be outstanding. This makes the public notification problematic. Provision could be made in the loan agreement requiring Saanich Neighbourhood Place to commence making payments at some future date should the Riokim Holdings (Tillicum Centre) Inc. development not materialize. Council would have the ability to decide to cover this portion of the costs through other means at any time.

For Council's awareness, Saanich Neighbourhood Place continues to fundraise to obtain all required funding to complete this project. Information submitted shows that they have at least a \$250,000 shortfall in addition to the \$200,000 unsecured funding through Riokim Holdings (Tillicum Centre) Inc.

Mortgage

Saanich Neighbourhood Place has included a mortgage of \$500,000 in their financial model. Staff anticipate that the Mortgagor may require a tripartite agreement given that Saanich is the landowner. It is also anticipated that the District of Saanich will be required to subrogate its interest free loan to the Mortgagor.

Current Financial Support to Saanich Neighbourhood Place

The District of Saanich is currently providing financial support to Saanich Neighbourhood Place of approximately \$60,000 per year for the following:

- Rental fees at below market and non-profit rates as set out by the Fees and Charges policy, for the Lam and Owen Rooms in G.R. Pearkes Community Recreation Centre for childcare programs representing approximately \$17,000 in lost revenue opportunity per year;
- Approximately \$35,000 per year in additional rental fee waivers as per a 1995 lease agreement with the District of Saanich for space used by Saanich Neighbourhood Place to operate their existing programs and services which includes the use of a kitchen, multiple offices, a large multipurpose space, and two meeting rooms; and
- Ongoing, consistent use of the Fieldhouse and kindergym equipment for young children's indoor play opportunities for a waived fee of approximately \$8,000 per year, which has been a long standing arrangement with the society.

The proposed childcare facility would involve a redesign of the parking lot and stormwater management system. As the new stormwater management system would be an improved design with rain gardens and would serve the rear parking lot of G.R. Pearkes Community Recreation Centre in addition to the childcare facility, the District of Saanich would maintain the rain gardens and stormwater management system. The estimated cost of this maintenance would be \$1,000 annually for a few years until the plantings are established. After that the annual maintenance costs is expected to decrease to about \$600.

Lessor Costs

Saanich Neighbourhood Place would enter a Lease for Land with the District of Saanich to secure the site that the childcare facility would be built upon. This agreement would stipulate that Saanich Neighbourhood Place will lease the land for \$10 per year for the term that it operates the childcare facility. The proposed term of the lease would be 20 years, with opportunities for renewal.

Consistent with some other lease agreements with community organizations (examples include the Prospect Lake Soccer Association and the Lochside Clubhouse), all insurance, utilities, custodial, maintenance, and capital repair costs would be the responsibility of Saanich Neighbourhood Place. Saanich Neighbourhood Place would also be responsible for landscaping services, and ensuring the forest area directly behind the building is inspected annually by a certified arborist, and that a report on the condition of the trees is submitted to the District of Saanich.

A below market lease arrangement of \$10 per annum is justifiable under this circumstance. Saanich Neighbourhood Place is assuming full financial and managerial responsibility for the construction, maintenance, and operation of the building that will eventually become a District of Saanich facility. In addition, a significant community benefit will be gained through this initiative with the increased capacity for childcare spaces.

Potential Operating Costs

Should Saanich Neighbourhood Place choose to no longer operate the childcare program, the building and all the associated costs that accompany the operation of the asset would become the responsibility of the District of Saanich. To provide Council with an understanding of the budget implications should Saanich be responsible for the operation of this building, the

following operating budget is provided. This estimate (in 2017 dollars) is based on the facility experience with buildings of a similar size as the proposed childcare facility. It should be noted that these are estimated figures based on the floor area of the building, and are only intended to give Council an idea of what the costs could be if the District of Saanich assumed responsibility for the proposed building. Revenue potential for the District of Saanich to offset these costs would be assessed if the District of Saanich were to take over operations.

Table 1: Estimated Operating Budget (in 2017 Dollars)

Funding Type	Cost Centre	Annual Budget
Operating	Maintenance	\$16,400
Operating	Utilities (SNP Estimate)	\$12,000
Operating	Janitorial	\$135,000
Operating	Landscaping	\$2,000
Total		\$165,400

Although operating the proposed building would present financial implications to the District of Saanich, it is anticipated that the high demand for childcare will continue. Therefore should Saanich Neighbourhood Place discontinue their childcare operations in the proposed building, the District of Saanich would have several options available, including leasing this purpose built childcare facility to another operator, or repurposing the building for another use to provide a service to Saanich residents.

Capital Funding Requirements

As the proposed building will become a District of Saanich asset at the end of the lease, it is imperative that the District of Saanich consider the full life-cycle replacement cost of the building and budget accordingly. The capital budget for the proposed building is established by evaluating the replacement cost of the building and averaging the annual budget. The value of the construction was estimated at \$1.6 million, by the Saanich Neighbourhood Place consulting architect. With the type of building proposed, it is estimated to have a 50 year life span. Based on this information, the following capital budget is proposed:

Table 2: Proposed Capital Budget

Funding Type	Annual Budget
Capital	\$32,000

As part of this report it is recommended that Council direct \$32,000 to the Facilities Reserve Fund upon completion of the building (estimated to be in 2019).

Tax Exemption Issues

With the implementation of a lease, the future assessed value of the property will not be eligible for a statutory exemption. Saanich Neighbourhood Place would need to submit a request for a permissive tax exemption for Council consideration. As the exemption legislation has strict timing requirements, there is a risk that the facility could be assessed property taxes depending upon when in the assessment cycle construction commences and completes. Should this occur, it is likely that Saanich Neighbourhood Place would also seek relief in the form of a grant from the District of Saanich for the value of the taxes. As this would be a newly built facility resulting in additional taxation, the net effect for the District of Saanich would be nil (additional taxes equals increased grants) except for the portion of taxes for other jurisdictions.

Determining the amount would require an estimate of the assessed value of the land and improvements which is not feasible at the time of report preparation as it does not directly correlate to construction cost.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal would help to advance the District of Saanich 2015-2018 Strategic Plan.

Part of the Saanich Vision is Social Well-Being. According to the Strategic Plan, this includes offering opportunities for housing, public services, and amenities that are affordable, accessible, and inclusive, and where residents can take advantage of a diverse range of recreational, educational, civic, social, arts, and cultural services.

PLANNING IMPLICATIONS

Policy

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

Official Community Plan (2008)

- 4.2.1.1 “Support and implement the eight strategic initiatives of the Regional Growth Strategy, namely: Keep urban settlement compact; Protect the integrity of rural communities; Protect regional green and blue space; Manage natural resources and the environment sustainably; Build complete communities; Improve housing affordability; Increase transportation choice; and Strengthen the regional economy.”
- 4.2.1.14 “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.”

Tillicum Local Area Plan (2000)

- 3.1 “Continue to provide resources through the budget process for the delivery and administration of programs targeted to families with young children.”
- 3.2 “Partner with other agencies to provide resources for the delivery and administration of family support programs at G.R. Pearkes Recreation Centre.”
- 6.2 “Preserve indigenous trees, shrubs, plants and rock outcroppings as much as possible within parks, boulevards, unconstructed road rights-of-way, and other public lands.”

- 11.2 “Require that site design, building scale, and landscaping for new institutional uses respect the character and scale of the surrounding neighbourhood.”

Saanich General Development Permit Area Guidelines (2008)

In relation to the proposed daycare facility, relevant guidelines from the Saanich General Development Permit Area include the following:

4. “Building profiles should follow the natural topography with as little change as possible to accommodate construction.”
7. “As many of the existing trees, as practicable, should be retained as part of the overall landscape design.”
14. “Public spaces should be created adjoining the street and/or within the site as a complementary extension of the pedestrian network and connect to ground floor access where possible. These spaces should provide both sunny and shaded spaces, a range of seating opportunities, have natural surveillance from adjacent buildings and create spaces that foster gathering, contemplation, relaxation and celebration. Wherever possible public spaces should be sited to respect and enhance important view corridors.”
17. “Architecture should be of a high quality that is contemporary and authentic. Innovative use of durable and high quality materials is expected. Elevations of buildings adjacent to a street should incorporate varied architectural elements and landscaping or smaller store-front business to avoid big blank walls.”
18. “Site design should incorporate, where appropriate, design elements to protect and enhance remnant riparian zones, watercourses and urban forests within major centres.”

Policy Analysis

The proposed childcare facility is consistent with the Tillicum Local Area Plan, in particular Policies 3.1 and 3.2 which envision family support programs at the G.R. Pearkes Community Recreation Centre.

The proposal is also consistent with the Official Community Plan through locating a community service (a daycare) within a Major “Centre”, thus helping to build a complete community as per Policy 4.2.1.1.

The Local Area Plan notes the importance of ensuring that site design, building scale, and landscaping respect neighbourhood scale and character. The proposal for Saanich Neighbourhood Place would achieve this by locating the daycare building behind the existing G.R. Pearkes Community Recreation Centre on the site of an existing parking lot. Natural tones of the proposed finishes are intended to blend in with the surrounding natural areas. It would be surrounded by wooded portions of Tillicum Park to the north, south, and west, and would be screened by the G.R. Pearkes Community Recreation Centre building to the east.

The proposal would also meet several of the Saanich General Development Permit Guidelines. Little or no change to the natural topography is proposed, the building would be located on the site of an existing parking lot in order to retain as many trees as possible, and public spaces are

proposed that would include an extension of existing pedestrian networks. Architecture is of a high quality, and the site has been designed to protect both the urban forest and nearby watercourses.

OTHER IMPLICATIONS

Parks, Recreation, and Culture Master Plan

The proposed childcare facility would advance objectives in the Saanich Parks, Recreation, and Culture Master Plan, including:

- “Foster community development and increase the capacity of the not-for profit sector”;
- “Take a more proactive role with our Early Childhood Development community through the increased potential of park and recreation programming to serve the development needs of children from birth to 6 years old, the care needs of young families, and the economic needs of the community.”

In addition, the proposal would help address a goal of the District’s Early Childhood Development Strategy, namely Goal #2, which is:

- “To enhance economic viability, and ensure sustainable supportive, and appropriate child care as an essential element of community infrastructure.”

The District of Saanich staff view that entering into a lease with Saanich Neighbourhood Place to operate a childcare facility on District of Saanich land would be a positive relationship and would support several policies and objectives of the District of Saanich. Saanich Neighbourhood Place is a long standing organization, which has a strong track record of community service. In addition, the District of Saanich has an existing relationship with Saanich Neighbourhood Place, as they currently provide a range of services at G.R. Pearkes Community Recreation Centre. The proposed lease arrangement would not only contribute to much needed childcare service in the community, but would also increase the capacity of a not-for-profit organization to provide their services.

Parking Variance

Previous parking requirements on G.R. Pearkes Community Recreation Centre site:

Required	Provided	Variance
699	173	526

New parking requirements on G.R. Pearkes Community Recreation Centre site:

Required	Proposed	Variance
708 (699 + 9)	137 (173 - 36)	571 (a further 45 spaces)

A variance of 45 parking spaces is requested (nine new spaces required, a net loss of 36 spaces proposed).

G.R. Pearkes Community Recreation Centre contains two ice surfaces, a weight room, aerobic and dance studio, meeting and activity rooms, four sport courts, and a teen activity centre. The Saanich Centennial Public Library and Saanich Archives are also located in this complex.

Since its construction in 1967/68 the G.R. Pearkes Community Recreation Centre has had numerous building additions. Each of the additions has required parking variances. Currently there are 173 existing parking spaces on the G.R. Pearkes Community Recreation Centre property. The most recent cumulative parking variance was for 526 spaces when the library addition was constructed in 2006, a variance which represents 75% of the required parking.

However, in terms of parking, the G.R. Pearkes Community Recreation Centre and Tillicum Mall tend to operate as one parcel. The different uses (restaurants, movie theatres, retail stores, ice skating, fitness centre, etc.) peak at different times throughout the week. To facilitate sharing, the Municipality and Tillicum Mall have a reciprocal parking easement that has been expanded over time. This reciprocal parking easement makes 1,022 spaces available on the adjacent Tillicum Shopping Center property, for use by visitors to G.R. Pearkes Community Recreation Centre. This easement results in the provision of 42% more parking than is required by the bylaw.

The ability to share parking minimizes the need for additional parking spaces while maximizing the use of parking spaces for all uses.

It should be noted that parking variances have previously been granted for the Tillicum Mall totalling 850 stalls. This includes a parking variance of 226 spaces granted for a proposed residential component which has yet to be constructed. A parking use study undertaken at that time (2007) in support of the Development Permit Amendment application for the multi-family housing and additional commercial floor area on the Tillicum Mall site indicated that, with the exception of the pre-Christmas peak period, parking usage was typically under 60%. This is reinforced by observations by Parks and Recreation staff who have stated that, "with the variances sharing the lot with (Tillicum Mall) there is perhaps only two weekends per year where the whole lot is stretched for parking."

In terms of parking demand for the proposed daycare facility, the applicant states that, based on experience with their preschool and programs, they anticipate that a number of parents would be walking and taking transit. There would be approximately 17 staff in the building, and at least 12 would be asked to park in front of the main G.R. Pearkes Community Recreation Centre. Parents would need 3-5 parking spots for a ten minute drop off. The revised parking lot would have 20 parking spaces, which would accommodate the expected demand.

G.R. Pearkes Community Recreation Centre is located in a Major "Centre" with good access to frequent public transit. In addition, the Galloping Goose Trail and the Colquitz River Park Trail provide cycle and pedestrian access to Tillicum Center. A further parking variance of 45 parking stalls is not expected to impact the availability of parking for users of the Community Centre or Mall, nor result in overflow parking on adjacent residential streets. For these reasons, the requested parking variance can be supported.

Servicing

Servicing requirements call for an existing sidewalk immediately behind the arena to be extended further south and then connect to the proposed daycare centre via a raised crosswalk (see Figure 3).

In addition, an existing 150 mm storm drain connection serving the present parking area, is to be replaced with a 200 mm connection.

Stormwater management must be provided in accordance with the requirements of Schedule H “Engineering Specifications” of the Subdivision Bylaw. This development is within a Type I watershed area which requires stormwater storage, construction of wetland or treatment train and sediment basin. Proposed stormwater management and proposed rain gardens are discussed in the Environment section of this report.

Environment

The applicant had originally planned to locate the proposed building in the wooded area to the south of the parking lot, however, the applicant states that at the request of the Community Association the proposed building was relocated on to the parking lot to avoid as much as possible the removal of trees. Most trees are being retained under the current proposal, however four Cottonwood trees, with a diameter breast height (dbh) ranging from 30 to 36 cm would be removed. A proposed sewer line that would pass through a brushy wooded area has been designed to avoid Garry Oak trees, but may require removal of one or two English Hawthorne trees. Parks have indicated the potential loss of these trees is not of concern. Nine new trees are proposed to be planted, consisting of four Vine maples and five Garry Oaks.

Environmental Services notes that the majority of the footprint for the proposed building would be on the existing parking area which currently contains a large bio swale, which would be lost with the construction of the proposed daycare. This bio swale was part of the stormwater mitigation plan when the arena and parking area was built. Stormwater from the existing parking lot is directed to this bio swale and then discharged through a culvert into a ditch that flows towards Colquitz Creek.

The applicant states their new stormwater management plan would include a rain garden and underground detention chambers, which would provide treatment and storage. Rainwater from the roof would be directed to a rain garden located west of the proposed building, and runoff from the parking lot would be directed to another rain garden located to the northeast of the proposed building. Engineering has indicated they are satisfied that the proposed flow calculations are adequate.

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.

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

Climate Change

This section includes 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 infill development located near the Tillicum-Burnside Major “Centre”.
- The proposal is an infill development that is able to use existing roads and infrastructure to service the development.
- 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. Four to six trees are anticipated to be removed under the proposal.
- The applicant states they are targeting the latest ASHRAE 90.1 standard.
- The proposed development would be located approximately 285 m from the closest public transit available on the adjacent Tillicum Mall parcel (Route #11). Additional public transit is available on Tillicum Road and Burnside Road West approximately 435 m and 490 m from the site, respectively.
- The current level of public transit service in the area includes three routes on Tillicum Road (Routes #8, #11, and #26) and four on Burnside Road West (Routes #8, #11, #21, and #26). Of these, Route #11 has a stop located within the Tillicum Mall site adjacent to the subject property.
- The development is readily accessible via all modes of alternative transportation including walking, 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 includes on-site rain gardens 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 increases the diversity of land uses within an existing neighbourhood by providing new institutional space.
- The proposed institutional use would preserve open space that is available to public users.
- The proposal would provide a service to families and children within a Major “Centre”.
- As a licensed childcare facility, families are able to access subsidy for this program.

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 development would create short-term jobs during the construction period.
- The proposal would encourage economic revitalization by increasing the range of services within the Tillicum-Burnside Major "Centre" that are available to the surrounding neighbourhood.

CONCLUSION

Childcare Facility

The subject application is for a Development Permit to accommodate a new building for Saanich Neighbourhood Place. The building would house 49 childcare spaces, lease space for other community organizations, and provide meeting and event space for the community.

The proposed building would be constructed on the District of Saanich owned G.R. Pearkes Community Recreation Centre site, which is zoned P-4HR (Recreation, Health Zone – Cedar Hill/Pearkes). The proposed childcare is a permitted use under the existing zone, and would be an appropriate use in the Tillicum-Burnside Major "Centre" providing much needed childcare as well as additional meeting space for the community.

The proposed location, scale, and design of the building adheres to a number of the Development Permit Area Guidelines by blending in with the surrounding natural area, minimizing tree loss, and reducing impacts on nearby watercourses. The requested variances for rear yard setback and parking are supportable.

The proposal to construct a new childcare building behind the G.R. Pearkes Community Recreation Centre is consistent with the Saanich Official Community Plan which has policies encouraging the building of complete communities, and the Tillicum Local Area Plan specifically refers to the, "delivery and administration of family support programs at G.R. Pearkes Recreation Centre."

Locating a community service such as the proposed childcare facility within a Major "Centre", easily accessible by transit and close to other services and amenities, is a benefit to the community and is supported by the Community Association. For the reasons noted above, staff support the proposed Development Permit application.

Lease

The proposed lease arrangement with Saanich Neighbourhood Place would allow a non-profit organization to expand childcare services in the District of Saanich. The proposal would advance a number of objectives in the Saanich Parks, Recreation, and Culture Master Plan, as well as the District's Early Childhood Development Strategy. It is recommended that Council direct staff to finalize the lease agreement with the applicant to lease of the land for its building operations.

Should this lease arrangement come to an end, the District of Saanich would have several options, including leasing the building to another daycare provider, or repurposing this building for another use. Should the District of Saanich assume responsibility for operating this building, estimated annual operating costs would be approximately \$165,400.

Financial Considerations

Grant

The application from Saanich Neighbourhood Place also includes a grant request of \$253,006 to assist with site servicing costs and offset development fees. The value of this grant request is based on estimated servicing costs from the applicant's consultants. The staff recommendation is that Council consider the grant request from Saanich Neighbourhood Place.

Potential Interest Free Loan

Part of the Saanich Neighbourhood Place funding model includes a \$200,000 community contribution from Riokim Holdings (Tillicum Centre) Inc. related to a planned residential development at Tillicum mall. This money will only be made available by Riokim Holdings (Tillicum Centre) Inc. when they apply for a building permit. There is no indication that this residential project will move forward in the near future.

As the funding will not be available in the short term, Saanich Neighbourhood Place is looking to the District for an interest free loan until such time as the funds become available. There is risk associated with this approach as the development must contain dwelling units for the funds to be required. If a residential building is not constructed on the site, this funding would not come through and either the District of Saanich would end up covering these costs or Saanich Neighbourhood Place would need to fit loan payments into their financial model. With no indication of timing, it is unknown how long the loan would be outstanding. It is anticipated that this loan must be subrogated to the mortgage Saanich Neighbourhood Place requires to complete this project. Council would have the ability to decide to cover this portion of the costs through other means at any time.

Capital Funding

As the proposed building will become a Saanich asset at the end of the lease, it is important that Saanich consider the full life-cycle replacement cost of the building and budget accordingly. With a building lifespan of 50 years and a construction value of \$1.6 million, based on the sustainability funding model currently in place, the District of Saanich would need to set aside at least \$32,000 annually to the Facilities Reserve Fund to ensure sufficient funds are on hand for replacement at end of life. This amount would be subject to replacement value adjustments over time.

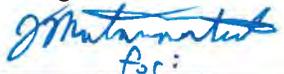
Although Saanich Neighbourhood Place continues to conduct fundraising, and have secured most of the required funding from other sources, there is an inherent risk of cost overrun with this project, and the possibility that Saanich Neighbourhood Place would look to the District of Saanich if any significant overages were incurred.

Prepared by 

Chuck Bell
Planner

Reviewed by 

Jarret Matanowitsch
Manager of Current Planning

Approved by  For:

Sharon Hvozdzanski
Director of Planning

Approved by 

Suzanne Samborski
Director of Parks and Recreation

Approved by 

Valla Tinney
Director of Finance

Approved by 

For: Harley Machielse
Director of Engineering

CWB/jsp

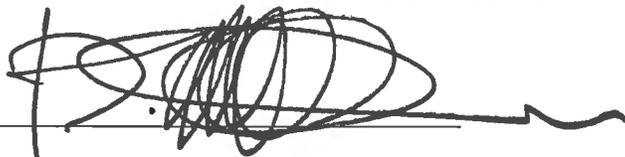
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Attachments

cc: Graham Barbour, Manager of Inspection Services

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Directors.



Paul Thorckelsson, Administrator

DISTRICT OF SAANICH

DPR00676

DEVELOPMENT PERMIT

To: **The Corporation of the District of Saanich**
770 Vernon Avenue
Victoria BC V8X 2WY

(herein called "the Owner")

1. This Development 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 Permit applies to the lands known and described as:

Lot A, Sections 13, 15 and 18A, Victoria District, Plan 19570, Except Part in Plan 32836

3100 Tillicum Road

(herein called "the lands")

3. This Development Permit further regulates the development of the lands as follows:
 - (a) By further varying the provisions of Zoning Bylaw 2003, Section 7.3 (a) and Table 7.1 to permit 137 parking spaces (708 required), and
 - (b) By requiring the buildings and lands to be constructed and developed in accordance with the plans prepared by Iredale Group Architecture and Landscape plans by Lombard North Group (BC) Ltd., date stamped received August 3, 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. Notwithstanding Clause 4, construction of driveways and parking areas, and delineation of parking spaces shall be completed prior to the issuance of an Occupancy Permit.
6. 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.

- 7. Notwithstanding the provisions of Section 6 of this Permit the following changes will be permitted and not require an amendment to this Permit:
 - (a) When the height or siting of a building or structure is varied 20 cm or less provided, however, that this variance will not exceed the maximum height or siting requirements of the Zoning Bylaw.
 - (b) Changes to the relative location and size of doors and windows on any façade which do not alter the general character of the design or impact the privacy of neighbouring properties following consultation with the Director of Planning, or Manager of Current Planning in her absence.
 - (c) Where items noted under Section 7(b) are required to comply with the Building Code and/or the Fire Code and those changes are not perceptible from a road or adjacent property.
 - (d) Changes to soft landscaping provided the changes meet or exceed the standards contained on the landscape plans forming part of this Permit.
- 8. 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.
- 9. 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

APPENDIX X

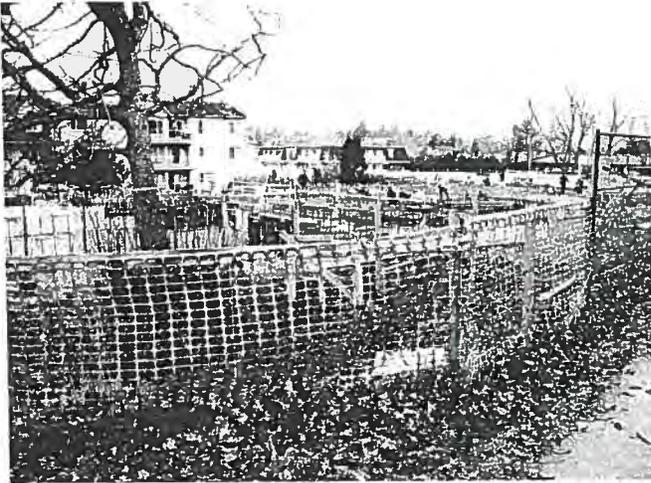
PROTECTIVE FENCING FOR TREES AND COVENANT AREAS

Protective fencing around trees and covenant areas is an important requirement in eliminating or minimizing damage to habitat in a development site.

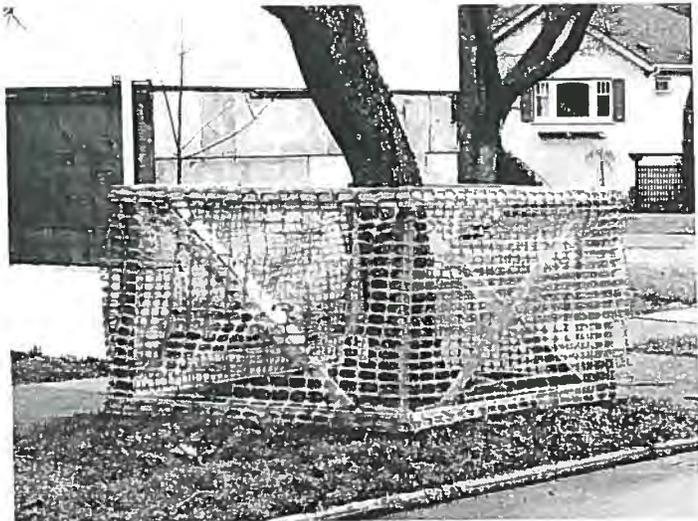
Prior to any activities taking place on a development site, the applicant must submit a photo showing installed fencing and "WARNING – Habitat Protection Area" signs to the Planning Department.

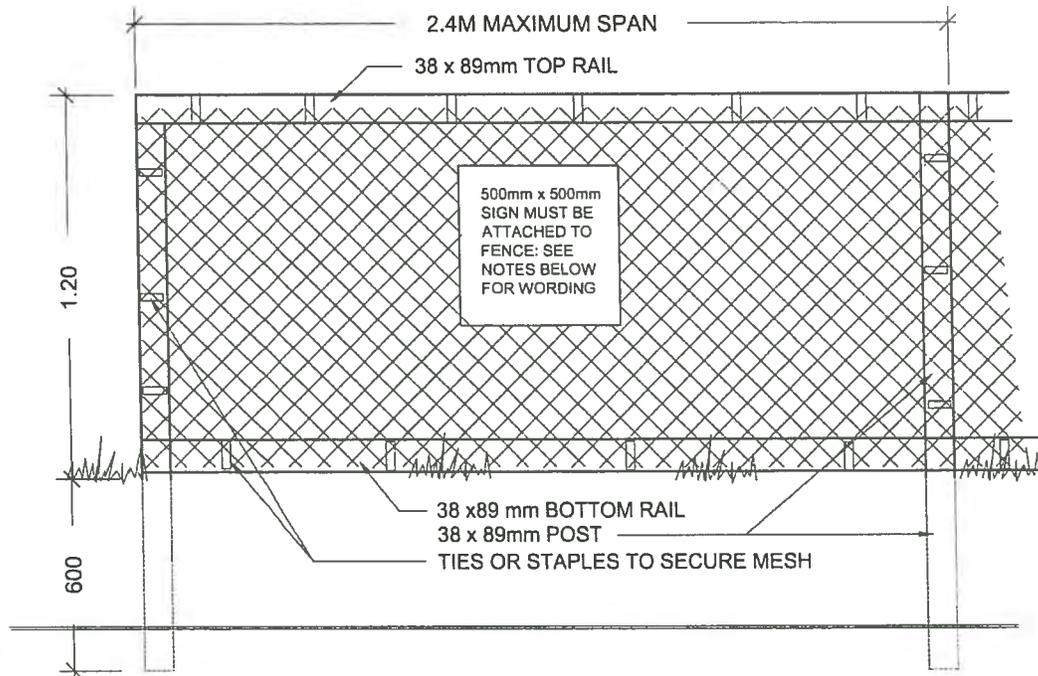
Specifications:

- Must be constructed using 2" by 4" wood framing and supports, or modular metal fencing
- Robust and solidly staked in the ground
- Snow fencing to be affixed to the frame using zip-ties or galvanized staples
- Must have a "WARNING – HABITAT PROTECTION AREA" sign affixed on every fence face or at least every 10 linear metres



Note: Damage to, or moving of, protective fencing will result in a stop work order and a \$1,000 penalty.





TREE PROTECTION FENCING

NOTES:

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

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



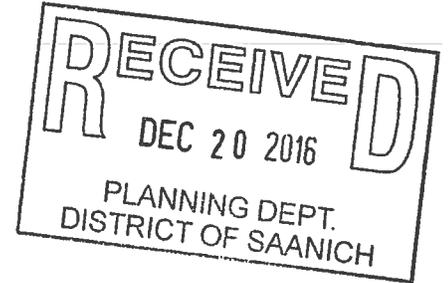
DETAIL NAME:

TREE PROTECTION FENCING

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

Memo

To: Planning Department
From: Jagtar Bains – Development Coordinator
Date: December 20, 2016
Subject: Servicing Requirements for the Proposed Development



PROJECT: TO CONSTRUCT AN EARLY CHILDHOOD CENTRE UNDER CURRENT SPLIT ZONING

SITE ADDRESS: 3100 TILlicum RD
PID: 003-290-085
LEGAL: LOT A VICTORIA DISTRICT PLAN 19570 SECTION 13 15
DEV. SERVICING FILE: SVS02052
PROJECT NO: PRJ2016-00770

The above noted application for Development 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

General Information on Development Servicing

Servicing requirements are stated at this time for the applicant's information. The requirements must be met prior to building permit issuance, including consolidation or subdivision, payments and/or deposits.

Services which must be installed by a developer must be designed by a Professional Engineer hired by the developer and installed under the Engineer's supervision. The design must be approved prior to building permit issuance. The approval process may take up to 30 working days of staff time to complete circulations and request revisions of the Engineer. Certain circumstances can lengthen the approval process.

A Financial sheet is issued with the design drawing which will state:

- 1) The estimated cost of developer installed servicing plus 20% which must be deposited.
- 2) The estimated cost of Municipal installed servicing which must be paid.
- 3) The Development Cost Charges payable.
- 4) Any special conditions which must be met.

This information is not intended to be a complete guide to development procedures. A more complete listing may be found in Section 2 of the Engineering Specifications, Schedule H to Bylaw 7452 (Subdivision Bylaw).

Development Servicing Requirements

Development File: SVS02052
Civic Address: 3100 TILlicum RD
Page: 1

Date: Dec 20, 2016

Drain

1. THE EXISTING 150 MMM STORM DRAIN CONNECTION, SERVING THE PRESENT PARKING AREA, IS TO BE REPLACED WITH 200 MM.
2. ALL PROPOSED BUILDING AND PARKING AREAS MUST BE DRAINED IN ACCORDANCE WITH THE B.C. 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. THE PROPOSED STORM WATER MANAGEMENT PLAN WESTBROOK CONSULTING, DATED SEPT. 2016, DOES NOT MEET THE REQUIREMENTS WITH RESPECT TO TREATMENT.

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.

Hydro/tel

1. UNDERGROUND WIRING IS REQUIRED TO SERVE THE PROPOSED BUILDING.

Road

1. THE EXISTING SIDEWALK BEHIND THE ARENA MUST BE EXTENDED SOUTHWARDS COMPLETE WITH A RAISED CROSSWALK. SEE ATTACHED DRAWING.

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.
2. SUBSEQUENT SEWER CONNECTION WILL BE REQUIRED FROM THE EXISTING MAIN LOCATED TO THE SOUTH OF PROPOSED BUILDING.

Water

1. SUITABLY SIZED WATER SERVICE AND FIRE LINE MUST BE INSTALLED FROM THE EXISTING MAIN LOCATED NEAR THE SOUTHEAST CORNER OF PROPOSED BUILDING. ALSO, A FLUSH VALVE WILL BE REQUIRED AT THE END OF THE EXISTING 150 MM MAIN.
2. FIRE FLOW REQUIREMENT CALCULATIONS FOR THIS PROJECT MUST BE SUBMITTED BY THE CONSULTING ENGINEER BASED ON FIRE UNDERWRITERS SURVEY TO ALLOW THE MUNICIPALITY TO DETERMINE WHETHER THE EXISTING

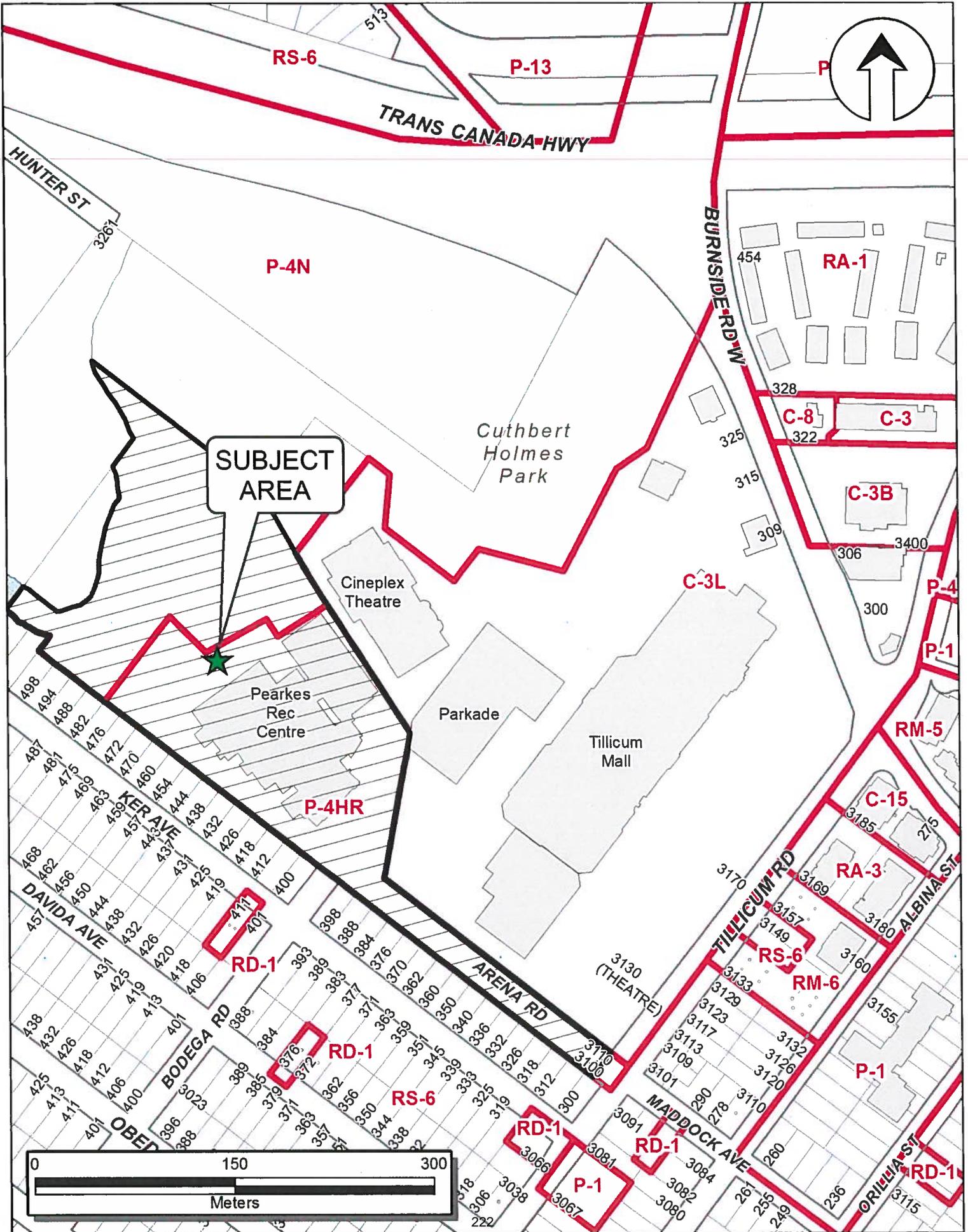
Development Servicing Requirements

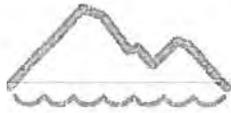
Development File: SVS02052
Civic Address: 3100 TILlicUM RD
Page: 2

Date: Dec 20, 2016

WATER SYSTEM CAN PROVIDE THE REQUIRED FLOW OR UPGRADING IS REQUIRED.

3. 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





WESTBROOK Consulting Ltd.

May 12, 2017

3031-02

District of Saanich
770 Vernon Avenue
Victoria, BC
V8X 2W7

Attn: Jagtar Bains

Re: Tillicum Day Care - Storm Water Management plan

Dear Sir:

Introduction

This storm water management plan supersedes the report dated October 19, 2016.

A daycare centre is being proposed in the existing parking lot within Tillicum Park. The park is located behind G. R. Pearkes Recreation Centre.

The stormwater from the existing parking lot is directed to a bio swale and then discharged through a culvert into a ditch that flows towards Colquitz Creek before discharging into the Gorge.

Design Criteria

The following criteria have been utilized in the design of the storm water management system and are in accordance with the District of Saanich's Schedule H engineering and subdivision bylaw.

As the site falls within a Type 1 watershed, the following criteria are required:

Item	Design Criteria
Storage Required	200 m ³ per ha of Impervious Area
Release Rate	5 L/s per ha of Total Contributory Area
Water Quality Improvements	Constructed Wetlands



Jagtar Bains
District of Saanich
May 12, 2017

Page 2

The runoff from the daycare and the roadways will be conveyed, treated and stored as follows:

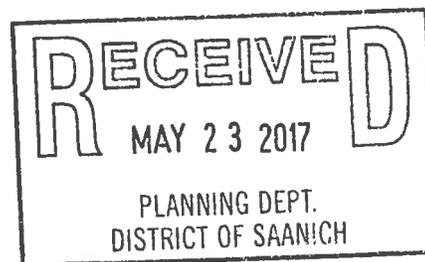
- The roof water will be directed to the rain garden located west of the proposed building.
- The runoff from the parking lot will be directed through curb cuts to the rain garden located to the northeast of the proposed building.
- The total treatment area (rain garden area) shall be a minimum of 1% of the contributing catchment area.
- The storm water runoff will be treated and stored in the rain gardens. Storm water will infiltrate through the soil and be collected in a perforated underdrain. During large storm events the storm water will overflow through a lawn basin.
- The rain gardens and detention gallery will be sized to accommodate 200 meters per hectare of impervious area.
- The storm water will be allowed to accumulate within the rain garden and the detention gallery where it will be released to the existing culvert through a restricted outlet in an adjacent flow control manhole. The restricted outlet will consist of a 200 mm diameter tee fitting with a submerged cap and a high level overflow. The outlet restriction will be sized to permit no more 5 L/s per hectare to leave the site.

The following table summarizes the required storage volume, treatment area and proposed rain garden size for each rain garden.

Rain Garden	Contributing Total Area (m ²)	Contributing Impervious Area (m ²)	Allowable Release Rate (L/s)	Required Treatment Area (m ²)	Required Storage (m ³)
Northeast	895	895	0.45	8.95	17.9
West	935	935	0.47	9.35	18.7



WESTBROOK
Consulting Ltd.



Jagtar Bains
District of Saanich
May 12, 2017

Page 3

Calculations

The following sample calculations were completed for the west Rain Garden.

Contributing Impervious Area = 935m² ← Architecture Drawings

Required Storage Volume = Area×200m³/ha = 0.0935ha×200m³/ha = 18.7m³ ← Saanich

Soil Infiltration Rate = 10mm/hr ← MMCD Section 32 91 21 (With a factor of Safety of 2)

Rain Garden Depth = 150mm ← Design

Rain Garden Soil Depth = 500mm ← Design

Soil Void Space = 20% ← Design

$$\text{Rain Garden Area} = \frac{\text{Required Storage}}{(\text{Infiltration per day} + \text{Depth} + \text{Soil Depth} \times \text{Void Space})}$$

$$\text{Rain Garden Area} = \frac{18.7\text{m}^3}{(0.24\text{m} + 0.15\text{m} + 0.5\text{m} \times 20\%)} = 38.2\text{m}^2$$

*Based on 10mm/hr infiltration rate over 24 hours.

The following table summarizes the required storage volume, treatment area and proposed rain garden size for each specific storm water catchment area.

Rain Garden	Contributing Impervious Area (m ²)	Required Storage Volume (m ³)	Rain Garden Depth (mm)	Infiltration Rate (mm/hr)	Soil Depth (mm)	Soil Void Space (%)	Required Rain Garden Area (m ²)
Northeast	895	17.9	150	10	500	20	36.5
West	935	18.7	150	10	500	20	38.2

The available northeast rain garden area is 18m² and therefore additional storage will be provided within an infiltration gallery to the northwest of the parking area.

Rain Garden Storage = Rain Garden Area(Infiltration + Depth + Void Space×Soil Depth)

Rain Garden Storage = 18m²(0.24m + 0.15 + 0.5×20%) = 8.8m²

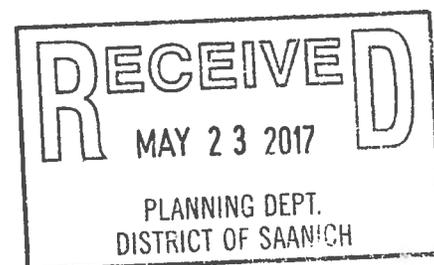
Additional Detention Required = Required Storage Volume – Rain Garden Storage

Additional Detention Required = 17.9m³ – 8.8m³ = 9.1m³

The additional detention required will be stored within Stormtech SC-310 chambers. Each chamber has a storage volume of 0.74m³. Therefore 13 chambers will be required to store the additional runoff volume.



**WESTBROOK
Consulting Ltd.**



Jaglar Bains
District of Saanich
May 12, 2017

Page 4

The stormwater runoff will be release through a flow control manhole with an overflow the adjacent park. The outlet will be dispersed through a perforated pipe. The restricted orifice was sized using the orifice equation.

$$Diameter(mm) = 2000 \sqrt{\frac{Flow(m^3/s)}{\pi(Orifice\ Coefficient(2 \times Gravitational\ Acceleration(m/s^2) \times height(m))^{0.5}}}$$

$$Diameter = 2000 \sqrt{\frac{(0.45 + 0.47) \times 10^{-3}}{\pi(0.6(2 \times 9.81 \times 0.56)^{0.5}}} = 24mm$$

Summary

The proposed storm water management system for the Tillicum Daycare Centre has been designed in accordance with District of Saanich requirements and good engineering practice.

The storm water runoff from the site will be detained and treated within rain gardens to the northeast and west of the daycare centre. Additional storage will be provided within a detention gallery to the west of the parking area.

The onsite detention gallery will consist of 13 Stormtech SC-310 chambers.

The storm water will be released through a 24mm diameter restricted orifice. The water will be dispersed through a perforated pipe to limit the erosion before entering the adjacent park.

Please refer Westbrook Consulting Ltd Drawing 303102, showing the storm water management components.

If you have any questions regarding the calculations, please contact our office.

Yours truly,
WESTBROOK CONSULTING LTD.

Nicole Fischer, EIT
Project Engineer

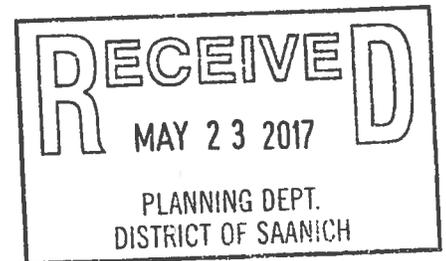
Reviewed by,

Mike Wignall, P. Eng. LEED AP
Project Manager

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WESTBROOK
Consulting Ltd.



THE CORPORATION OF THE DISTRICT OF SAANICH

TO: MAYOR AND COUNCIL
DATE: MARCH 10, 2017
FROM: ADVISORY DESIGN PANEL
SUBJECT: APPLICATION BY DAVID BOOTSMAN, IREDALE GROUP ARCHITECTURE, FOR A DEVELOPMENT PERMIT TO CONSTRUCT A CHILD DAYCARE CENTRE AT 3100 TILLICUM ROAD UNDER THE EXISTING P-4HR ZONING. VARIANCES ARE REQUESTED.

PLANNING FILES: DPR00676

CASE #2017/02

BACKGROUND AND PRESENTATION

The above referenced application was considered by the Advisory Design Panel at its meeting of March 01, 2017.

David Bootsman and Richard Iredale, Iredale Group Architecture; Colleen Hobson and Corrine Bains, Saanich Neighbourhood Place; Gary Darrah, Saanich Parks and Recreation Department; and James Partlow, Lombard North Group (BC) Inc. attended to present design plans and answer questions from the panel.

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

- The siting of the proposed one-storey building has been adjusted to respond to a request from the Gorge Tillicum Community Association.
- Landscaping will be added to the existing parking lot to preserve and enhance the succession alder forest.
- All daycare units will be oriented towards the forested area, as will the outdoor play area.
- Due to budget constraints, a modular design construction is proposed on raised concrete foundations with porches and ramps to give connection to the ground. This will result in an accessible building with a permanent impression.
- The porch will be constructed with heavy timber with an overall base of concrete brick veneer and will include buff coloured metal siding and SBS modified roofing with asphalt shingles to create a west coast cottage effect and to integrate successfully with the natural and forested landscape.
- Intention is to create a friendly, welcoming and appealing building.
- The Saanich Parks and Recreation Department recommended a design that would enhance the wooded setting; therefore all plant species are native and will include a horticultural variety including vine maple, red flowering currant and other native varieties.
- A seating area and open plaza will be incorporated into the outdoor design.
- Stormwater will be well managed throughout the site.
- Natural alternatives are being considered for the proposed chain-link fence that will surround the outdoor play area.

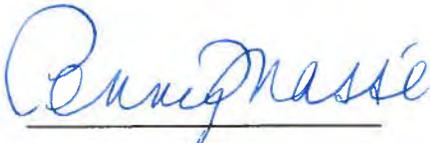
Comments from the Panel:

- A better blend of brick colour tones could be more appealing.
- Efforts to mitigate and soften the modular look are successful.
- The finials at roof peaks may be too retrospective.
- Although costly, stone in place of concrete would more efficiently blend with the natural environment.
- The modular building will be built off-site and will therefore result in a less intrusive construction process for surrounding neighbours.
- A multi-storey or two-storey building may be a better or more efficient use of the land.

PANEL COMMENT:

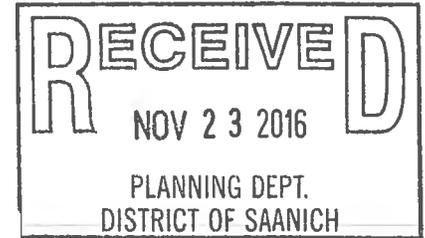
The following recommendation achieved consensus from Panel members present; however, a formal Motion is not required due to the institutional nature of the application.

“That it be recommended that the design to construct a Child Daycare Centre at 3100 Tillicum Road be approved as presented and the applicant consider the comments from the Panel”.



Penny Masse
Senior Committee Clerk

/pm
ec: *Director of Planning
Manager of Inspections
Iredale Group Architecture*



ENTERED
IN CASE

Report on the Public Participation Process for Saanich Neighbourhood Place Child Care Hub

SUMMARY

Saanich Neighbourhood Place is proposing to locate a 7000 sq ft child care building in the vegetative area adjacent to the parking lot in Tillicum Park (Pearkes Recreation Centre).

In December 2014, Council approved in principle the location for the child care centre, dependent on the outcome of a Public Participation Process and a successful Development Permit process.

TIME LINE

➤ January – March 2015

Purpose:

- Gather information from stakeholders regarding concerns, ideas and suggestions based on a 6600 sq. ft. building located at the north end of the parking lot, in the turn around.

Feedback Summary

- Need for childcare, especially infant and toddler, is critical
- Keep the building as far from Cuthbert Holmes Park as possible
- Green space located between the Ker St properties and the Pearkes rear parking lot is used for nefarious activities (illegal camping, campfires, dumping of garden refuse, and other materials)

➤ April – June 2016

Purpose:

- Presentation of refined building design and new location based on community input

Feedback Summary

- Need for childcare is critical.
- Support for the building in the general location, but not at the cost of any greenspace.

- Support to locate building on parking lot.
- All greenspace is important.
- Loss of a portion of the Cuthbert Holmes park to the McKenzie Interchange project creates additional pressure on the park.

Summary of Activities and Events

Method	Technique	Start Date	End Date	Target Audience
Electronic	SNP web site	January 30	Ongoing	Community at Large
	Face book Page Updates	Immediate	On going	Community at Large
	Web based survey	January 30	Ongoing	Community at Large
	Link on GTCA website	January 30	To March 15	Local neighbours
	Saanich website			Universal
	SNP distribution list	January 30	Ongoing	SNP members
Displays	Pearkes Rec Centre table display	March 9	March 14	Pearkes User Groups
	'Community' and 'Information/Events' bulletin boards at Pearkes Rec Centre	Jan 30	March 31	Local neighbours
	Tillicum Mall Community Booth	Feb 20 March 7		Community at large
	GTCA bulletin board at Pearkes	January 30	ongoing	Community at large
Events	Open House (2)	Feb 4 & Feb /14		Local Neighbours
	Stakeholder meeting	June 2/16		
	Community Meeting	June 12/16		
	Gorge Tillicum Canada Day Picnic	July 1/15		Community at Large/local Neighbours
	Gorge Tillicum Canada Day Picnic	July 1/16		Community at Large/local Neighbours
In person	One on one interviews with key stakeholders	January 30	March 31	Parks, Friends of Cuthbert Holmes, RIO Can
	Neighbourhood walk and talk	May 25		Neighbours on Ker St who back on to proposed site.
	GTCA Land Use Committee	Feb 2. 2015		
Committees	Parks Trails and Rec	January 2015		Committee members Councillor Plant
	Healthy Saanich	February 2015		Committee members Councillor Bryce
	Parks Trails and Rec	June 2016		Committee members Councillor Plant
	Healthy Saanich	June 2016		Committee members Councillor Bryce

Summary of Survey Monkey

20 respondents

1. Generally, do you support having additional quality childcare spaces in Saanich?
Yes 100%
2. Do you, or someone you know, anticipate needing childcare in the next 3 years?
Yes -80 %
No – 10 %
Maybe -10% -
3. Do you support a childcare centre in the proposed location?
Yes – 100%
 - ✓ proximate to rec centre, library and wild spaces- perfect place!!
 - ✓ It's basically dead space currently, rarely used for parking much.
 - ✓ I think the location is perfect
 - ✓ Much needed - love that it will be a hub of services
 - ✓ Specifically, I think this is a well-thought-out repurposing of an underused parking area. Generally, the location at Pearkes ideally ties care to existing services and to amenities, like the library and recreational space, that children will grow up using.
 - ✓ Good location for people that don't need to go to the core of the city
4. Do you have concerns about how this centre may impact the location?
Yes- 5%
No – 95%
 - ✓ I only see this as a beneficial addition to the neighbourhood
5. Are you a Saanich resident?
Within a 5-minute walk of Pearkes Rec Centre? – 30%
Within a 20-minute walk of Pearkes Rec Centre – 55%
I do not live in the neighbourhood – 15%

Summary of Comment Cards:

56 cards completed in total, 52 were from Saanich residents:

1. Saanich Neighbourhood Place is proposing to establish a new childcare facility, located in the rear parking lot of Pearkes Recreation Centre. This building will provide 24 full time infant and toddler spaces, 25 full time 3-5 yr. childcare spaces, and spaces for related services and community users.

Yes -54
No - 2

Comments:

General support of the project:

- ✓ 'We fully support the growth of this wonderful establishment. They do so much good for the community and our children. Thank you'
- ✓ 'This is a wonderful idea, as there is no such center around. There does to be more parent—programs and toddler groups'
- ✓ 'I think a daycare facility at SNP would do really well and be extremely beneficial to the mothers that already use the center.'
- ✓ 'Can't have enough'
- ✓ 'This is much needed and long overdue. Our two kids are thriving in this program and it will have life-long positive consequences.'
- ✓ SNP and Full o'Beans does such an amazing job. We would be blessed by an expansion.'
- ✓ 'Childcare is important to our community.'
- ✓ 'Great job Saanich, we need more places for childcare.'
- ✓ 'I don't think there is enough good programs around for little ones. It's going to be wonderful.'
- ✓ 'great idea!'
- ✓ 'I would use this facility.'
- ✓ 'Such a great facility and staff!'
- ✓ I use the park & the rec center on a regular basis. I support Saanich Neighbourhood Place and would like to see it be allowed to expand its services.
- ✓ 'I think this will be great for people in our community.'
- ✓ 'I think this place is going to be very welcomed children facility around that area.'
- ✓ '... I am in total support of this project. It would also open up job opportunities for qualified ECE or infant care workers....'
- ✓ Thank you for seeking public input!
- ✓ 'Very much in need.'

Comments regarding the need for Childcare:

- ✓ As the parent of a toddler, I know how desperately infant toddler childcare spaces are needed! Quality, licensed spaces are hard to find and waiting lists are long. This much needed facility will help make Saanich more family friendly and Pearkes is a great location
- ✓ 'Good, safe, clean childcare is proving very hard to find, so any new care center is a good thing' 'We are having a tough time finding childcare for our baby. He will be a year old soon and we don't have childcare lined up.'
- ✓ 'I am beyond excited for the infant childcare. I feel the community really needs this + infant care'
- ✓ 'much needed'
- ✓ 'Our area is definitely interested & in need of childcare as myself and plenty of friends are having children and building our families.'
- ✓ 'Hard to find daycare for 1 year old, this would be amazing!'
- ✓ 'We need more childcare facilities in this community.'
- ✓ 'There are not enough childcares.'
- ✓ 'We need more spots in reliable, affordable spots in Victoria!!'
- ✓ 'I believe the area is in high demand for childcare and would be a very welcomed facility.'

- ✓ 'Affordable childcare is needed in Victoria. It is a big issue for many families in Saanich and the rest of Victoria.'

Comments Regarding the Location

- ✓ 'I think it would be a big improvement of the area in question'
- ✓ 'Convenient, central location – perfect!'
- ✓ 'Seeing the location as it is now it needs to be revitalised and upgraded.'
- ✓ 'Yes – but the building should not involve the destruction of the 'Little Woods' it is named for! So, turn it 90 degrees, more to the back of the parking lot & bingo!'
- ✓ 'This sounds fantastic and is much needed in the area. I would like my son (1 year right now) to come to a facility like this 😊'
- ✓ 'Please consult with residents on Ker. That is my backyard, we support this wonderful addition it may also improve safety and security for neighbours. There is not enough childcare options in the neighbourhood.'
- ✓ 'I like having care near the park'
- ✓ 'Affordable, safe childcare is desperately needed in every area of this city, especially infant and toddler care. This is a great location though, because of proximity to bus routes, as well as a grocery store and health clinic, library etc.'
- ✓ 'This would be a perfect addition to the Pearkes Recreation Center and Saanich Neighbourhood Place. This would address a much needed service for this community. Saanich Neighbourhood Place is such an integral part of our community and families would greatly welcome this new space.'
- ✓ 'Nice to have near park and nature too.'
- ✓ 'We need childcare service spaces more than we need parking spaces & the planned outdoor space is in an area of the woods that seems to be used only for illegal dumping of garbage at the moment. I don't think this proposed use would take anything away from us – but it would add a lot.'
- ✓ 'People are looking for affordable, easy access daycare and not finding it in Saanich!'
- ✓ 'This is an ideal location to offer more affordable daycare.'
- ✓ 'We would love to see more daycare in this neighbourhood!'
- ✓ '..the more the better!'
- ✓ 'Child care spaces are needed in Saanich, this location would be great.'
- ✓ 'I like having so many activity options @1 location. Its easier to keep kids active when you don't have to look at schedules at several locations.'
- ✓ 'This location has been a major support site for both of my pregnancies. Now that my son is old enough to use the sporting facilities, we will use them. A continuous spectrum of care for children is very important to me. Affordable, reliable, convenient child care really appeals to me and my family.'
- ✓ 'I support the development of a new building in the existing parking lot, not in the forest. I see the parking lot on a regular basis and it is very rarely full. We can't keep carving pieces of parkland to accommodate increasing cars'



ENTERED
IN CASE

February 6, 2017

Mr. Chuck Bell
Planner
Municipal District of Saanich
770 Vernon Ave
Victoria, BC, V8X 2W7

Dear Mr. Bell,

Re: **Application for Development** - 3100 Tillicum Road
Lot A Victoria District Plan 19570 Section 13 15 & 18a,
Except Part In Plan 32836;
DPR00676

To construct an early childhood centre under current split zoning

The Gorge Tillicum Community Association is pleased to have an opportunity to provide community feedback on the proposal to construct an early childhood centre behind the Pearkes Recreation Centre. We have previously commented on this project in our letter to Saanich Neighbourhood Place dated November 27, 2014 (attached).

As we have stated, our community has been in support of adding daycare spaces in our neighbourhood for many years. In particular, infant daycare spaces are in high demand for the many families with young children who are situated in the Gorge-Tillicum area. Locating daycare spaces within walking distance for these families will increase traffic to surrounding businesses and services, which we see as a very positive benefit for our community.

The site of this proposal is felt to be suitable for a daycare as it is in a location with little vehicle traffic and backs onto a natural area. In our view, locating this facility in a sparsely used parking lot improves land use and should be supported. Having activity such as this will serve as a barrier to ongoing dumping activities and act as “eyes” on the rest of the area. As the location is surrounded by natural habitat, it will bring learning opportunities to all the children and tenants of the space while reducing the number of unwanted activities.

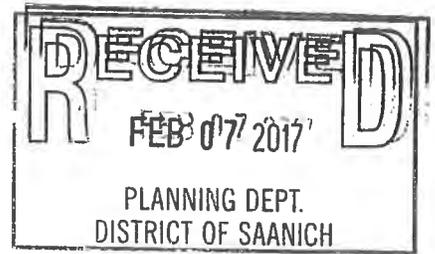
The property is under two zones, P-4N and P-4HR. The former is a natural park zoning and the latter is the recreation health zoning set for Pearkes. We understand that the project fits with the P-4HR zoning and may not fit with the P-4N zone. It seems that a minor adjustment to the zoning could be accommodated to allow for the building size. We note that a parking lot to serve the recreation centre certainly does not fit the intent of the P-4N zoning.

The building design appears to be suitable for this project. We understand that there will opportunities to use some of this space for community meetings. Currently the GTCA Board uses the SNP boardroom for its own board or committee meetings and we appreciate availability of space to conduct our community business.

As with all new developments proposed for our neighbourhood, we encourage forward thinking about environmental sustainability. For example, is there an opportunity here to set an example and include solar energy into the project? Certainly we would expect a high quality storm water management system because of the location, close to a wetland that feeds into Colquitz River.

Saanich Neighbourhood Place has a significant history of supporting families in our community through a variety of important services, including childcare. We view this development as an appropriate and welcome community addition, and observe its ability to further connect SNP and Pearkes with Gorge-Tillicum families.

Sincerely,



Robert Wickson
President,
Gorge Tillicum Community Association.

0860-30 Tillicum

Clerksec - Input re Development Permit DPR00676 (3100 Tillicum)

From: Bob Overman [REDACTED]
To: <clerksec@saanich.ca>
Date: 08/16/2017 9:33 AM
Subject: Input re Development Permit DPR00676 (3100 Tillicum)

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

Council
 Administration
 Media

Greetings--

We are homeowners on [REDACTED] Ker Ave southwest of the proposed development [REDACTED]

First, we love children and are glad that Saanich is working to create a safe place for them to grow and learn. We are fully supportive of Saanich Neighbourhood Place.

In terms of the new plan, since we have a back boundary that adjoins the project, we do have a few concerns:

- 1) that our privacy will be reduced having a playground 3m from our fence;
- 2) that noise from the playground will reduce the pleasant quiet environment we currently enjoy;
- 3) that our very pleasant back view from our deck and patio (currently the trees in the zone between our lot and the Rec Centre back parking lot) will be significantly downgraded from views of apparent wilderness to developed property.

To address these concerns we have 2 urgent requests:

- 1) that any existing trees in the 3m setback between our fence and the new playground fence be preserved;
- 2) that additional suitable screen trees be planted to block the view from the playground into our yard and to reduce the noise coming from the playground

We are pleased to see some trees in the playground zone are scheduled to be preserved. But we believe that unless both of our requests are met, that the intangible value (that is to say the enjoyment value) and also the resale value of our property will be damaged.

Thank you for the opportunity to speak on this issue.

Sincerely,

Bob & Arlene Overman
 [REDACTED]

