

PUBLIC INPUT ON COUNCIL AGENDA ITEMS

Public Input on
Council Agenda
Items

1110-30
Firearm and Bow
Discharge
Regulation Bylaw

1110-30
Officers and
Administrative
Structure Bylaw

1220-20
Derelict Boats

E. Dahli, on behalf of the Cadboro Bay Residents' Association:

Support for Dead Boat Society's (DBS) Request

- There is ongoing concern with derelict boats in the region; Saanich is to be commended on their efforts in having derelict boats removed from its beaches.
- Several groups including the Residents Association of Oak Bay, Surf Riders, and the Marine Association are working collaboratively with the Dead Boat Society; the DBS is requesting Saanich write a letter of support of their application for federal funding.
- The DBS will seek funding through the Federal Government and through crowd funding; the deadline for application for Federal funding is October 30-2017.
- The focus will be to have the boats in Oak Bay removed first; Oak Bay Council has not written a letter of support.
- The DBS has applied to become a registered society.

T. Bondaroff, Glasgow Avenue:

Firearm and Bow Discharge Regulation Bylaw

- He questioned if the Terms of Reference applies to padded arrows used in role playing.

R. Wickson, Inez Drive:

Support for Dead Boat Society's Request

- Mr. John Roe, who is leading the DBS, is knowledgeable and experienced; he was part of the group that helped to make the Gorge Waterway swimmable again.
- Municipal support may assist the group with moving through the process quicker.

K. Whitworth, Viewmont Avenue:

Officers and Administrative Structure Bylaw

- The report does not indicate where in the organizational structure Legislative Services, Strategic Planning and Archives will be.
- Hiring an in-house Municipal Solicitor will ensure stability and effectiveness; she welcomed the new Manager of Legislative Services to Saanich.

Mayor Atwell:

- The Strategic Planning Section will become part of the Corporate Services Department; Legislative Services will report to the Chief Administrative Officer (CAO).

In response to questions, the Acting Chief Administrative Officer stated:

- Archives will remain under Legislative Services; Legislative Services supports Mayor and Council and will become a Department reporting directly to the CAO.

1110-30
Firearm and Bow
Discharge
Regulation Bylaw

FIREARM AND BOW DISCHARGE REGULATION BYLAW

Three Readings of "Firearm and Bow Discharge Regulation Bylaw, 2017, No. 9414". To update the provisions of the bylaw to align with the *Right to Farm Act*.

In response to questions from Council, the Director of Legislative Services stated:

- The bylaw does not contemplate padded arrows; it permits archery as a sport of shooting at targets.
- The *Community Charter* provides for municipalities to regulate firearms and bows.
- The proposed bylaw is a result of recent correspondence from the Capital Regional District (CRD) requesting modifications in order to provide opportunity for farmers in Saanich to cull geese; culling is permitted under the *Right to Farm Act* but was in contravention of the bylaw.

Mayor Atwell stated:

- It may be appropriate to postpone consideration until staff can research the legality of padded arrows.

Councillor Haynes stated:

- The proposed changes are based on a request from the farming community to aid them to secure the productivity of crops and to meet Saanich's 2020 objective of 20% local food production.
- The cost of the degradation of crops as a result of animals is unsustainable; it is not appropriate to delay consideration as it affects the agricultural community.

MOVED by Councillor Brice and Seconded by Councillor Brownoff: "That Bylaw No. 9414 be introduced and read."

CARRIED

MOVED by Councillor Brice and Seconded by Councillor Brownoff: "That Bylaw No. 9414 be read a second time."

Councillor Brice stated:

- There is a degree of timeliness necessary to allow farmers to protect their crops; research on padded arrows could be undertaken before Final Reading of the bylaw.

Councillor Brownoff stated:

- The Province currently gives licenses to farmers outside the Urban Containment Boundary to cull pests; there is a rural and urban mix within Saanich and the bylaw is important to the rural community.
- The resident interested in padded arrows should speak with staff before Final Reading of the bylaw.

The Motion was then Put and CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Brice: "That Bylaw No. 9414 be now passed."

CARRIED

1410-04
Report –
Legislative
Services

NEW “OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, NO. 9424”, NEW “DELEGATION AUTHORIZATION BYLAW (RENEWAL OF LEASES), 2017, NO. 9448” AND AMENDMENTS TO THE “SIGNING AUTHORITY BYLAW, 2011, AMENDMENT BYLAW, 2017, NO. 9447”

Report of the Director of Legislative Services dated July 5, 2017 recommending that Council endorse and give Three Readings to Bylaws 9424, 9447 and 9448.

In response to questions from Council, the Director of Legislative Services stated:

- Currently, Council selects and appoints the Officers of the Municipality.

In response to questions from Council, the Acting Chief Administrative Officer stated:

- In order to eliminate confusion, the organizational changes will be communicated to the public once the new positions are closer to being filled.

1110-30
Officers and
Administrative
Structure Bylaw

Three Readings of “Officers and Administrative Structure Bylaw, 2017, No. 9424”.

**MOVED by Councillor Brice and Seconded by Councillor Wergeland:
“That Bylaw No. 9424 be introduced and read.”**

CARRIED

Mayor Atwell stated:

- Most of the proposed changes are housekeeping items.
- The final decision on appointments and employee contracts should be made by Council.
- Item 5(b) is not supportable.

In response to questions from Council, the Director of Legislative Services stated:

- The proposed amendment would give authority to the CAO to appoint the Officers of the Municipality; the intent of the changes is to reflect current practice.

In response to questions from Council, the Acting Chief Administrative Officer stated:

- Recruitment and selection for Officers positions is currently done by the CAO and supported by staff; the prospective candidate is brought to an In Camera meeting for a meet and greet with Council.
- Once the candidate is hired, Council is requested to approve their appointment as an Officer of the Municipality.
- Council does not participate in the recruitment and selection process.
- The proposed amendment would mean that the CAO would be authorized to appoint personnel as an Officer of the Municipality.

In response to questions from Council, the Director of Legislative Services stated:

- Council is not involved in the recruitment of employees; after an employee is hired to an Officer position, a formal appointment as Officer of the Municipality is approved by Council.

Mayor Atwell stated:

- Recruitment of candidates should continue to be done by the CAO and support staff; Council should be involved in discussions in relation to employee contracts and appointments.

Councillor Wergeland stated:

- It may be appropriate to add “and confirmed by Council” to item 5(b).

The Acting Chief Administrative Officer stated:

- When Council approves the five-year Financial Plan, it includes the financial implications of staffing; the CAO has the delegated authority to develop the structure of the organization and staff accordingly.
- As long as the funding is available in the Financial Plan, the CAO would have the authority to negotiate a salary with an individual as per policy.

The Motion was then Put and CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Brice: “That Bylaw No. 9424 be read a second time.”

CARRIED

MOVED by Councillor Wergeland and Seconded by Councillor Haynes: “That the Officers and Administrative Structure Bylaw, 2017, No. 9424 be amended by adding to 5(b) the words “and confirmed by Council”.”

Mayor Atwell stated:

- It is appropriate that Council review all employee contracts regardless of the availability of funding in the Financial Plan.

The Motion was then Put and CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Brice: “That Bylaw No. 9424 be given third reading as amended.”

CARRIED

1110-30
Delegation
Authorization
Bylaw

Three Readings of “Delegation Authorization Bylaw, 2017, No. 9448”.

MOVED by Councillor Brice and Seconded by Councillor Wergeland: “That Bylaw No. 9448 be introduced and read.”

CARRIED

MOVED by Councillor Brice and Seconded by Councillor Wergeland: “That Bylaw No. 9448 be read a second time.”

CARRIED

MOVED by Councillor Brice and Seconded by Councillor Wergeland: “That Bylaw No. 9448 be now passed.”

CARRIED

1110-30
Signing Authority
Bylaw

Three Readings of "Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No. 9447".

MOVED by Councillor Haynes and Seconded by Councillor Wergeland:
"That Bylaw No. 9447 be introduced and read."

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Wergeland:
"That Bylaw No. 9447 be read a second time."

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Wergeland:
"That Bylaw No. 9447 be now passed."

CARRIED

6840-20
Beckwith Avenue

**931 BECKWITH AVENUE – SANITARY SEWER BYLAW AMENDMENT -
EWER SERVICE AREA INCLUSION**

Three Readings of "Sanitary Sewer Bylaw, 2006, Amendment Bylaw, 2017, No. 9446". To include the property located at 931 Beckwith Avenue in the Sewer Service Area.

MOVED by Councillor Haynes and Seconded by Councillor Sanders:
"That Bylaw No. 9446 be introduced and read."

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Sanders:
"That Bylaw No. 9446 be read a second time."

CARRIED

MOVED by Councillor Haynes and Seconded by Councillor Sanders:
"That Bylaw No. 9446 be now passed."

CARRIED

RESOLUTIONS FOR ADOPTION

1410-04
Report - Council

xref: 1220-20
Derelict Boats

**SUPPORT FOR DEAD BOAT SOCIETY'S REQUEST FOR ACCESS TO
FEDERAL FUNDING TO ADDRESS ABANDONED AND DERELICT BOATS**

Further to the Notice of Motion at the June 26, 2017 Council meeting, report from Councillor Haynes dated July 5, 2017 requesting that staff write a letter to the Dead Boat Society in support of their application to receive federal funds for boat removal on South Vancouver Island beaches.

Councillor Haynes stated:

- The Dead Boat Society has applied to become a registered society; the application for federal funding must be received by October 30, 2017.
- Derelict boats have been an ongoing problem in Saanich; the idea is to form partnerships headed up by the DBS to address concerns.

MOVED by Councillor Haynes and Seconded by Councillor Brice: “That staff be directed to write a letter to the Dead Boat Society in support of their application to receive federal funds for boat removal on South Vancouver Island beaches.”

Councillor Haynes stated:

- The letter of support would be dependent on the DBS becoming a society; they would work with other groups to secure federal funding.

Councillor Brice stated:

- Derelict boats have been an ongoing concern; she supports targeting senior levels of government to help solve the problem.
- The letter should highlight that Saanich, as a community, is looking to support initiatives in the removal of derelict boats.

Councillor Wergeland stated:

- Senior levels of government should be approached to determine a long term plan to address the issue.

Councillor Sanders stated:

- She is concerned that the DBS is not a registered society and therefore may not be eligible for federal funding.

Councillor Haynes stated:

- If each group applied for funding separately, they could be competing for smaller amounts of funding; he has been advised that the Federal Ministries prefer the partnership approach focusing on regional concerns.
- The DBS would focus on the boats in Cadboro Bay, Cordova Bay, Oak Bay and the Gorge Waterway.
- The intent is to have Saanich support the DBS to apply for funding to address the boat situation on Saanich’s waterways and beaches and therefore Saanich would not have to send in a separate application for funding.

Councillor Brownoff stated:

- Having not-for-profit societies partnering to removing derelict boats is supportable; supporting the DBS should not preclude Saanich from applying for funding on its own.
- Transport Canada’s Abandoned Boats Program includes recycling and end of life opportunities education and awareness; the CRD could apply for funding for these educational programs.

Councillor Sanders stated:

- Supporting the DBS should not preclude Saanich from applying for federal funding.

Councillor Haynes stated:

- The aim of the DBS is to secure funding for the removal of derelict boats.
- He does not believe that the funding from the Federal Government is Matched Funds; the DBS would also solicit for additional funding from other sources.

The Motion was then Put and CARRIED

1410-04
Report –
Engineering

xref: 5370-30
Tender 26/17

AWARD OF TENDER 26/17 MUNICIPAL HALL BOILER REPLACEMENT

Report of the Director of Engineering dated June 27, 2017 recommending that Council award Tender 26/17 for the Municipal Hall boiler replacement to Apex Steel and Gas Ltd., in the amount of \$367,300 (excluding GST), plus change orders within project budget.

MOVED by Councillor Brice and Seconded by Councillor Sanders: “That Council award Tender 26/17 for the Municipal Hall boiler replacement to Apex Steel and Gas Ltd., in the amount of \$367,300 (excluding GST), plus change orders within project budget.”

In response to questions from Council, the Director of Engineering stated:

- Currently, the Municipal Hall has one boiler; four smaller boilers would be more energy efficient as the boilers could be turned on individually as needed.
- It is approximately the same cost to replace one large boiler as opposed to four smaller boilers; the benefit of smaller boilers is that they are less expensive and easier to replace and would provide redundancy of the system.

The Motion was then Put and CARRIED

1410-04
Report –
Engineering

xref: 5370-30
Quotation 28/17

AWARD OF QUOTATION 28/17 LED LIGHTING

Report of the Director of Engineering dated June 29, 2017 recommending that Council award Quotation 28/17 for LED lighting to EECOL Electric in the amount of \$344,262.50 (excluding taxes), plus change orders within approved budget, for the 2017 year with the option to extend for up to four additional years.

MOVED by Councillor Sanders and Seconded by Councillor Brownoff: “That Council award Quotation 28/17 for LED lighting to EECOL Electric in the amount of \$344,262.50 (excluding taxes), plus change orders within approved budget, for the 2017 year with the option to extend for up to four additional years.”

In response to questions from Council, the Director of Engineering stated:

- Last year, staff leveraged the Provincial Corporate Supply Agreement which is a centralized procurement program that Saanich is a part of; LED pricing was received from EECOL and those prices are secured for this year and four additional years.

The Motion was then Put and CARRIED

1410-04
Report – Fire

xref: 1050-30
Fire Services
Agreement

CRD DURRANCE/RUDY ROAD FIRE SERVICES AGREEMENT – RENEWAL

Report of the Fire Chief dated June 28, 2017 recommending that Council authorize renewal of the Fire Services Agreement with the Capital Regional District (CRD) for provision of fire protection services in the Durrance Road Fire Protection Local Service Area (Durrance, Rudy and Castlerock Roads), in accordance with CRD Bylaw No. 2506, for the period September 1, 2017 to August 31, 2022.

MOVED by Councillor Haynes and Seconded by Councillor Wergeland: “That Council authorize renewal of the Fire Services Agreement with the Capital Regional District for provision of fire protection services in the Durrance Road Fire Protection Local Service Area (Durrance, Rudy and Castlerock Roads), in accordance with CRD Bylaw No. 2506, for the period September 1, 2017 to August 31, 2022.”

CARRIED

1410-04
Report – Fire

xref: 1050-30
Fire Services
Agreement

AMENDING AGREEMENT TO INCLUDE THE CITY OF COLWOOD AS A PARTY TO THE FIRE SERVICES AGREEMENT

Report of the Fire Chief dated June 29, 2017 recommending that Council authorize the Fire Services Agreement be amended to include the City of Colwood as a party to the Fire Services Agreement between the Corporation of the District of Central Saanich, the Corporation of the Township of Esquimalt, the Corporation of the District of Saanich, the Corporation of the District of Oak Bay and the Town of View Royal for the provision of resources by a party to another party to respond to an emergency incident, class of event or category of event as determined by the Fire Services Committee pursuant to the Fire Services Agreement.

MOVED by Councillor Brice and Seconded by Councillor Brownoff: “That Council authorize that the Fire Services Agreement be amended to include the City of Colwood as a party to the Fire Services Agreement between the Corporation of the District of Central Saanich, the Corporation of the Township of Esquimalt, the Corporation of the District of Saanich, the Corporation of the District of Oak Bay and the Town of View Royal for the provision of resources by a party to another party to respond to an emergency incident, class of event or category of event as determined by the Fire Services Committee pursuant to the Fire Services Agreement.”

CARRIED

1410-20
Advisory
Committee
Updates

REPORTS FROM SAANICH ADVISORY COMMITTEE CHAIRS

Council members provided updates on the various Advisory Committees they chair.

Adjournment

On a motion from Councillor Brownoff, the meeting adjourned at 8:30 p.m.

The meeting reconvened at 10:37 p.m.

RECOMMENDATIONS

From the Committee of the Whole Meeting held July 10, 2017

1110-30
Council Procedure
Bylaw

AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW

MOVED by Councillor Brownoff and Seconded by Councillor Brice: “That Council direct staff to review the comments of the public and Council and bring back a staff report for consideration at a future meeting.”

CARRIED

Adjournment

On a motion from Councillor Brownoff, the meeting adjourned at 10:38 p.m.

.....
MAYOR

I hereby certify these Minutes are accurate.

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MUNICIPAL CLERK

DISTRICT OF SAANICH
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
HELD IN THE COUNCIL CHAMBERS
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, JULY 10, 2017 AT 8:32 P.M.

Present: **Chair:** Councillor Sanders
Council: Mayor Atwell and Councillors Brice, Brownoff, Haynes, Murdock and Wergeland
Staff: Laura Ciarniello, Acting Chief Administrative Officer; Sharon Hvozanski, Director of Planning; Harley Machielse, Director of Engineering; Angila Bains, Manager, Legislative Services; and Lynn Merry, Senior Committee Clerk

1410-04
Report –
Planning

2474 ARBUTUS ROAD – REZONING AND DEVELOPMENT VARIANCE PERMIT

xref: 2870-30
Arbutus Road

Report of the Director of Planning dated June 26, 2017 recommending that Council amend the Zoning Bylaw to add a new P-3O/R (Personal Care, Office & Research) zone; rezone part of the subject property from P-3 (Personal Care) zone to the new P-3O/R zone; and approve Development Variance Permit DVP00387 for the proposed repurposing of a former care facility building to accommodate office and research uses of ocean and climate scientists for a new Ocean and Climate Research Campus. Variances are requested for parking and road frontage improvements.

APPLICANT:

P. Kuran, UVic Properties; D. Smith, McElhanney Consulting; G. Gorrill, University of Victoria; K. Simpson, University of Victoria; and S. Massie, UVic Properties, presented to Council and highlighted:

- The impacts of the proposal are mostly internal other than a new roof; there will be no exterior structural changes or additions.
- The existing building is in very good shape structurally and is fully serviced.
- Funding for the project was received from the Federal Government's Strategic Investment Fund and the University of Victoria (UVic).
- Construction must be completed by April 2018.
- The renovations will allow the building to become an Ocean and Climate Campus with a focus on ocean health and safety; this program is currently offered on the UVic campus and will be relocated to this property.
- UVic is committed to preserving and repurposing the building; renovations offer a number of sustainability benefits including a reduction in the demand for new building materials and minimizing the amount of materials wasted and discarded from a demolition process.
- The redesign of the interior spaces will include flexible systems which will allow the space to be easily reconfigured for future programming needs; new fixtures and appliances will deliver a high level of water efficiency to reduce waste at the source; energy star appliances and electronics will be incorporated and will reduce the energy demand and the new roof system will reduce heat loss.
- In an effort to reduce materials entering into the waste stream, the facility will be equipped with recycling and composting systems and integrated with waste and resource management systems.
- Materials and equipment currently on site are being salvaged for reuse by UVic and off campus organizations.
- Reports have been commissioned for servicing adequacy for water, drainage and sanitary sewer; all existing servicing is adequate.
- A Crime Prevention through Environmental Design (CPTED) audit was completed; the conclusion was that the proposed tenant would be a positive activity generator for the immediate neighbourhood; in addition, outdoor video surveillance cameras will be installed and monitored.
- A Traffic Demand Management study reports that it is anticipated that the proposed use of the building will have a negligible impact on the neighbourhood.
- No tree removal or habitat restoration work is proposed.
- Variances are requested for the number and location of required parking spaces and to defer the required road frontage improvements; the site is equipped with 78 parking spaces which exceeds the peak parking demand.
- The limited funding available for the project will not allow for the expense of road frontage improvements; the applicant requests to defer the improvements until such time as the remainder of the property is subject to a development proposal.
- The University has agreed to dedicate a 2.3 meter wide strip along Queenswood Drive and property corner cuts at the Queenswood/Arbutus and Arbutus/Haro intersections; a temporary concrete bus pad will be constructed at the Queenswood/Arbutus intersection with a connecting gravel pathway into the site.
- Consultation took place with the Cadboro Bay Residents Association and the community and concerns identified have been addressed.

In response to questions from Council, the applicant stated:

- Per UVic policy, the parking at the new campus will be paid parking.
- To alleviate on-street parking concerns, “Residential Parking Only” signs will be installed in the immediate area.
- Employees and students at this campus will have access to the UVic bus pass program.
- Designation of the Games Keeper Cottage as a heritage building could be considered as part of future development.
- The site is currently hazardous material free.

PUBLIC INPUT:

E. Dahli, Cadboro Bay Residents’ Association, stated:

- The Residents’ Association has no objections to the project.

COUNCIL DELIBERATIONS:

Motion: MOVED by Councillor Brice and Seconded by Councillor Haynes: “That a Public Hearing be called to further consider the rezoning application on Lot 1, Section 44, Victoria District, Plan 15918 (2474 Arbutus Road).”

Councillor Brice stated:

- She compliments the applicant for the volume of consultation that was undertaken; the proposed development repurposes the existing building and will be a minimal disruption to neighbours.

Councillor Haynes stated:

- He appreciates the commitment to repurpose, reduce, recycle and reuse; the development will free up space on the UVic campus.
- The community is supportive.

The Motion was then Put and CARRIED

1410-04
Report –
Legislative
Services

xref: 1110-30
Council
Procedure
Bylaw

AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW, 2017

Report of the Director of Legislative Services dated July 5, 2017 recommending that Council direct staff to bring forward for Council’s consideration, amendments to the Council Procedure Bylaw providing for changes to meeting scheduling, rules for debate, public input, open forum, and housekeeping issues as recommended in the report.

The Director of Legislative Services presented to Council and highlighted:

- Council requested a “check in” opportunity to review the changes made in 2016 to the Council Procedure Bylaw.
- Input received from the public and Council note three areas for potential improvements; Council and Committee of the Whole (C/W) meetings often run late, the perception that the Open Forum session is unimportant to Council, and the desire for Council to have a longer period for review of the agenda prior to the meeting.
- Procedure Bylaws from other municipalities were reviewed and some norms were developed based on the review.
- With respect to scheduling, currently Council and C/W meetings are on the same evening; most municipalities that utilize C/W have the meetings on different nights, usually alternating Monday evenings.

- Splitting the Council and C/W meetings to alternative Monday evenings would result in 41 meeting weeks per year.
- The length of meetings is also impacted by the length of Council debate; currently Council are able to speak to an item as many times as they would like at both Council and C/W meetings; in other municipalities debate at Council meetings is limited.
- Debate rules for most municipalities include, on average, a five minute maximum speaking time for each Councillor but no limit at C/W.
- Currently, there is no limit on the number of speakers providing public input but speaking time is limited to a maximum of five minutes for individuals and ten minutes for Community Association representatives.
- Land use development applications are presented at C/W and Council considers the decision to advance a bylaw to Public Hearing; members of the public can provide input on these C/W items and there may be a misapprehension by the public and media that Council has “approved” the application when in fact, they have approved the application being forwarded to a Public Hearing.
- It may be appropriate to limit the length of time for public input at both Council and C/W meetings.
- The 7:00 p.m. start for Open Forum was seen as a convenient time for members of the public, but the experience is that there are interruptions and distractions as other members of the public and staff arrive for the regular Council meeting.
- Holding the Open Forum at the end of the Council and C/W meeting or moving it to a different time and location may be considered.
- Some Councillors have indicated that they would like to receive the agenda package farther in advance of the meeting than current practice; that may result in the need for an Addendum Agenda which could complicate the agenda preparation process and be potentially confusing for Council and the public.
- The *Community Charter* has been amended to include reports from the Auditor General to be included in the list of subject matters to be considered at In Camera meetings therefore this clause should be added to the procedure bylaw.

In response to questions from Council, the Director of Legislative Services stated:

- Based on the number of items typically on a C/W agenda, it is recommended that public input be limited to 20 minutes aggregate per agenda item.
- It may be that if other municipalities provide Open Forum opportunities, they may not be reflected in procedure bylaws as they are not part of the regular Council meetings.
- In order to facilitate receiving the agenda earlier, there would be the need to change the deadline for receiving staff reports and correspondence from the public; it may also result in an increased amount of late correspondence that the public and the media would not have seen as a part of the published agenda package.

Councillor Murdock stated:

- Open Forum has not been incorporated into the agenda package; he is not convinced ten minutes at the end of a meeting would be sufficient.
- Giving the Community Associations advance notice of upcoming agenda items may address their concerns; it may be helpful to post more complex items on the website earlier in the process.

Mayor Atwell stated:

- CRD committee agendas are posted online end of day Friday with its meetings on the following Wednesday.

In response to questions from Council, the Manager, Legislative Services stated:

- The deadline for receiving correspondence is posted on the website; Community Associations and members of the public who have expressed interest in specific agenda items are notified in advance of the date that item would come to Council.
- The CRD utilizes an electronic agenda management system which allows for a quicker turnaround for agenda packages.
- Limiting the time for the public to speak at the Committee of the Whole on land use items was considered recognizing that there would be opportunity at the Public Hearing for the public to provide input on the item.

Councillor Wergeland stated:

- Public input provided at Committee of the Whole and the Public Hearing may be repetitive.
- It may be appropriate to limit the time allowed for Council to speak.

Councillor Brownoff stated:

- It may be helpful to provide the public with more notice of upcoming agenda items.
- She has concerns with the Open Forum becoming part of the regular Council meeting as the Council Procedure Bylaw does not allow Council to make a decision as a result of a presentation at Open Forum.
- An agenda management system may make the agenda process more efficient.

Councillor Sanders stated:

- Public input received at the Committee of the Whole meeting is valuable in that there are often suggestions that influence a better decision at Public Hearing.
- It may be appropriate that Council limit the length of time for debate.

Councillor Haynes stated:

- Having Open Forum at the beginning of a regular meeting is convenient for the public; it may be helpful to give the public earlier notice of agenda items.

In response to questions from Council, the Director of Legislative Services stated:

- Staff make every attempt to include all correspondence with the agenda so that Council and the public can read it in conjunction with reports.
- Agendas are posted on the website on Thursday afternoon or Friday morning.
- It may be appropriate to limit the length of speaking time to allow for more speakers.
- In camera meetings would be scheduled as required.

PUBLIC INPUT:

K. Harper, Bonair Place, stated:

- It would be helpful to receive the agenda and staff reports sooner; that may mean changing the deadline for receipt of reports.
- The public needs to know what will be on an agenda so that they can attend if they wish.
- Having the agenda available earlier may mean supplemental materials that would be available closer to the meeting date.

C. Horn, Knight Avenue, stated:

- Having Council and CW on alternating nights is supportable; if a meeting is lengthy, the public may leave before they have a chance to speak.
- Clarification would be needed on how it would be decided who would speak if public input speaking time is limited.
- It would be ideal if agenda items would be provided earlier; the agenda could be linked to the reports on the Active Development website page.

A. Beck, James Heights:

- The timer could be used if Council speaking times are limited; the public should receive the agenda earlier so that they could prepare and provide meaningful comments.
- It should be advertised that the public can put their name on a list to receive notification of a specific item being scheduled for a Council meeting.

K. Whitworth, Viewmont Avenue, stated:

- Splitting the Council and Committee of the Whole meetings is supportable; it would be helpful if both meetings were advertised at the same time so that the general public would understand that the meetings are held on alternating weeks.
- She questions how Council can be sure that the Community Associations have engaged with residents.
- Limiting input at the Committee of the Whole is not reasonable; it would be difficult to manage.
- A maximum of ten minutes defeats the purpose of having an Open Forum.
- In receiving the agenda package, it is necessary to have the complete information necessary to formulate an opinion; the package could be emailed to Community Associations earlier with a caveat that more documents may be forthcoming.

E. Dahli, Cadboro Bay Residents' Association, stated:

- It would be helpful to receive the agenda package earlier; that may mean changing the deadlines for receiving reports and correspondence.
- If a member of the public does not send their correspondence in on time, they could attend the meeting and provide input.

H. Charania, Genevieve Road

- Splitting the Council and Committee of the Whole meetings with a monthly Open Forum is supportable.
- At times, Community Associations are not given the ten minutes allowed.
- Applicants and consultants could be guided by staff to manage their speaking times better.
- More complex items should not be scheduled for the same meeting.
- The current time for the Open Forum is appropriate.
- It is important for Council to remember the principal of natural justice that "the one that decides must hear".

COUNCIL DELIBERATIONS:

In response to questions from Council, the Director of Legislative Services stated:

- If public input at the Committee of the Whole meetings was limited, the Presiding Officer would determine who would speak; registering speakers could be considered.

- It is expected that Community Associations represent its membership and they are being allotted a longer period of time for input based on that assumption.
- Some municipalities offer a variety of times of day for meetings; holding meetings during the day may not be preferable for the public.

In response to questions from Council, the Manager, Legislative Services stated:

- The Appeal Process is outlined in the Council Procedure Bylaw, Part 8.

Councillor Brice stated:

- The current system is working well but there may be enhancements and efficiencies that could be considered; it is not appropriate to limit public input.
- It is important to preserve the opportunity to share information and debate while being respectful of everyone's time.
- Open Forum has a sense of awkwardness; it may be helpful to post that Council cannot make a commitment to a topic presented at Open Forum.

Mayor Atwell stated:

- Splitting the Council and Committee of the Whole meetings to alternate Mondays is supportable given the length of past meetings; it can be challenging to Chair meetings and manage time limits.
- It may be appropriate to allow Council two opportunities per item to speak.
- Given the size of the municipality, it would be challenging to limit public input; to cut off debate and discussion would not be fair.
- It is useful to hear from the public; it may be preferable to have an opportunity at the end of the meeting for commentary.
- He regularly meets with speakers after the Open Forum to discuss the item they brought forward.
- Agenda management software would be helpful; residents are looking to receive staff reports earlier.
- It may be better to hold In Camera meetings after regular meetings unless a guest is attending.

Councillor Haynes stated:

- If the Committee of the Whole meeting is held on a separate evening, there would be more time for public input.
- In terms of land use applications, it is important that Council and applicants hear the comments from the public so that concerns can be addressed before a Public Hearing.
- It may be appropriate to reduce the amount of time for each speaker.
- It would be helpful for the public to receive the agenda package earlier.
- Open Forum should be at the beginning of the regular meeting and the In Camera could be held either before or after.

Councillor Murdock stated:

- Splitting the meetings to alternating weeks is supportable.
- Council should be concise and respectful in debate; Council decisions are enhanced by having fulsome public input.
- The public may not be supportive of having the Open Forum at the end of the meeting; Open Forum should be incorporated into the agenda; that will signal its importance.
- It would be helpful to provide the public with the agenda sooner.
- The housekeeping item aligns with the *Community Charter*.
- The practice of having a rotating Chair for Committee of the Whole meetings may need to be incorporated into the bylaw.

Councillor Wergeland stated:

- Open Forum should be at the beginning of the regular meeting; the length of time for speakers should be limited to two minutes.
- Limiting input at Public Hearings is supportable; there may be duplication in the comments provided on an item at Committee of the Whole and at a Public Hearing.
- It is important for Council to be concise in debate; it is preferable to have in camera meetings after the regular Council meeting unless guests are required to attend.

Councillor Brownoff stated:

- Having separate meetings for Council and Committee of the Whole is supportable.
- The Council Procedure Bylaw should be amended to include the rotation of Chairs for Committee of the Whole meetings.
- Council debate is important but it may be appropriate to have a maximum time limit; it may also be appropriate to limit the amount of time that a member of the public can provide input to three minutes each.
- Clarification may be needed with respect to the process required for a Community Association to get ten minutes to speak.
- Open Forum should be held at the beginning of the regular meeting; members of the public may not stay if the meeting goes on too long.
- The requirement to redact correspondence adds to the time to prepare the agenda; staff reports could be provided to the public earlier.

Councillor Sanders stated:

- The public should be made aware of how they can get on the list to be notified of an item coming to Council.

Motion:

MOVED by Councillor Brownoff and Seconded by Councillor Brice: "That it be recommended that Council direct staff to review the comments of the public and Council and bring back a staff report for consideration at a future meeting."

Mayor Atwell stated:

- The motion is not supportable; Council can give direction to staff to move forward on some of the recommendations.

Councillor Brice stated:

- It would be the expectation that staff would consider the comments made by Council and the public and provide further direction at a future meeting.

Councillor Murdock stated:

- The bylaw should be considered in its entirety based on the feedback received from the public and Council.

**The Motion was then Put and CARRIED
with Mayor Atwell OPPOSED**

Adjournment On a motion from Councillor Brownoff, the meeting adjourned at 10:37 p.m.

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CHAIR

I hereby certify these Minutes are accurate

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MUNICIPAL CLERK