



**NOTICE OF MOTION**

1410-04  
Report - Council

Notice of Motion received from Councillor Brice that Saanich contact Capital Regional District (CRD) Housing and request that they provide a clear process that will allow Saanich staff to suggest the dedication of affordable units as a viable alternative to developers. CRD Housing to provide sufficient information to allow developers to give serious consideration to incorporating affordable housing into their development proposal. Information should include the minimum number of units for possible consideration, a straightforward application process, ongoing administration process and key contact information for CRD Housing personnel. Saanich's communication to CRD Housing will include a strong statement in favour of the option of including affordable housing administered by the CRD in future multi-family development options that come to Saanich for approval. The motion will be presented at the July 24, 2017 Council meeting.

**BYLAWS FOR FINAL READING**

1110-30  
Officers and  
Administrative  
Structure Bylaw

**OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW**

Final Reading of "Officers and Administrative Structure Bylaw, 2017, No. 9424". To update the bylaw with the proposed amendments.

1110-30  
Signing Authority  
Bylaw

**AMENDMENTS TO THE SIGNING AUTHORITY BYLAW**

Final Reading of "Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No. 9447". To update the bylaw with the proposed amendments.

1110-30  
Delegation  
Authorization  
Bylaw (Renewal of  
Leases)

**DELEGATION AUTHORIZATION BYLAW (RENEWAL OF LEASES)**

Final Reading of "Delegation Authorization Bylaw (Renewal of Leases), 2017, No. 9448". To provide authorization to the Director of Building, Bylaw, Licensing and Legal Services to approve the renewal of a lease of municipally owned property and to sign a renewal of a lease on behalf of the Municipality.

**MOVED by Councillor Brownoff and Seconded by Councillor Haynes:**  
**"That consideration of "Officers and Administrative Structure Bylaw, 2017, No. 9424", "Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No. 9447" and "Delegation Authorization Bylaw (Renewal of Leases), 2017, No. 9448" be postponed to a future meeting when the Chief Administrative Officer would be in attendance."**

Councillor Brownoff stated:

- She has questions about some of the positions listed in the Officers and Administrative Structure Bylaw; it would be helpful to have the Chief Administrative Officer present to answer the questions.

**The Motion was then Put and CARRIED**

6840-20  
Beckwith Avenue

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

Final Reading 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 Wergeland and Seconded by Councillor Brownoff: “That Bylaw No. 9446 be adopted by Council and the Seal of the Corporation be attached thereto.”**

**CARRIED**

**BYLAWS FOR FIRST READING (SUBJECT TO A PUBLIC HEARING)**

2870-30  
Killarney Road

**2558 KILLARNEY ROAD – REZONING TO RS-6**

First Reading of “Zoning Bylaw, 2003, Amendment Bylaw, 2017, No. 9449”. To rezone from RS-10 (Single Family Dwelling) zone to RS-6 (Single Family Dwelling) zone for the purpose of subdivision to create one additional lot.

**MOVED by Councillor Brice and Seconded by Councillor Haynes: “That Bylaw No. 9449 be introduced and read.”**

**CARRIED**

**PUBLIC INPUT ON COUNCIL AGENDA ITEMS**

Public Input on  
Council Agenda  
Items

N. Chambers, Blenkinsop Road, stated:  
- The presentation from the delegation was appreciated.

1110-30  
Firearm & Bow  
Discharge  
Regulation Bylaw

A. Beck, on behalf of the Quadra Cedar Hill Community Association

Presentation of the Annual Report:

- A greater effort to meaningfully engage the public earlier in the consultation process would be appreciated; it may be helpful to educate residents and demystify the budget process.

1110-30  
Council Procedure  
Bylaw

- The public should be asked what they see as valued targets.  
- Analysis should be provided on how capital funding is spent and if major capital initiatives are completed on time and on budget.

1970-30  
2016 Annual  
Report

T. Bonderoff, Glasgow Avenue

Firearm and Bow Discharge Regulation Bylaw

- The Live Action Role Play (LARP) community appreciates the amendments to the bylaw as it excludes suction cups and padded arrows which are used for LARP.

K. Harper, Bonair Place

Presentation of the Annual Report

- It would be prudent to engage the community earlier in the budget process.

Council Procedure Bylaw

- It would be appreciated if the agenda could be provided to the public earlier than it currently is; the governance review process may address that item as well.

H. Charania, Genevieve Road

Council Procedure Bylaw

- Splitting the Council and Committee of the Whole meetings is supportable.
- Limiting the amount of time for a member of the public to speak is not appropriate; five minutes to speak on an item is suitable.
- Open Forum could be 15 minutes in duration with three minutes for each speaker; it is preferable that residents present to Council at the Open Forum rather than meet with the Mayor individually.

**BYLAWS**

1410-04

Report –  
Legislative  
Services

xref: 1110-30

Firearm and Bow  
Discharge  
Regulation Bylaw

**FIREARM AND BOW DISCHARGE REGULATION BYLAW**

Report from the Director of Legislative Services dated July 14, 2017 recommending that Council: Repeal Third Reading of the new “Firearm and Bow Discharge Regulation Bylaw, 2017, No 9414”, make amendments to the bylaw as recommended in the report, and provide Third Reading of the amended bylaw.

**MOVED by Councillor Haynes and Seconded by Councillor Wergeland:  
“That Council rescind third reading of Bylaw No. 9414.”**

**CARRIED**

**MOVED by Councillor Haynes and Seconded by Councillor Brownoff:  
“That Bylaw No. 9414 be given third reading, as amended.”**

Councillor Brownoff stated:

- She thanked the resident and staff for educating Council on padded arrows.

**The Motion was then Put and CARRIED**

**RESOLUTIONS FOR ADOPTION**

1970-30

2016 Annual  
Report

**2016 ANNUAL REPORT**

Presentation of the Annual Report to Council, including amendments.

The Acting Chief Administrative Officer stated:

- In accordance with the *Community Charter*, Council must annually consider the Annual Report and submissions and questions from the public.

The Strategic Projects Coordinator stated:

- Under the Sustainable Environment theme, the 2016 highlights were as follows: completion of the Rithet Reservoir Reconstruction program; work on the Sustainable Urban Forest Strategy and the “Pulling Together Program” continued; key initiatives are the continued development of watershed based drainage plans; street light conversion to LED and continued support for the CRD Core Area Wastewater Treatment Project.
- Highlights for the Balanced Transportation Theme included safety improvements as part of the Trans-Canada Highway/McKenzie and Admirals Road interchange, completion of the first phase of the Active Transportation Plan and advancement of the Shelbourne Valley Action Plan with staff seeking input on key mobility options; work will continue with BC Transit

including planning for a transit exchange at Uptown and bus rapid transit on Douglas Street, continued planning to protect and relocate Cordova Bay Road within Mount Douglas Park, and development of a Pedestrian/Bicycle network plan.

- Under the Healthy Community theme, the 2016 highlights included: the implementation of the Youth Development Strategy – Year 1, completion of the development phases of the Older Adult Strategy, and completion of phases 1 and 2 of the Agriculture and Food Security Plan.
- Future initiatives to be undertaken are: development of management plans for Cedar Hill Park and Haro Woods, continued development of the Facilities Master Plan and continuation of the governance review.
- Under Safe Community, the Saanich Police continued to target traffic enforcement in high risk areas, utilized intelligence-led policing to further crime reduction strategies and the Fire Department's portable and mobile radio units were upgraded to ensure reliability.
- Looking forward, disaster preparedness will be continued and Emergency Communications will look at using social media to distribute emergency updates.
- The 2016 highlights of the Vibrant, Connected Economy theme included: being on track to achieve sustainable infrastructure replacement levels by 2019 and the completion of the Wilkinson Bridge replacement project.
- Future initiatives include completion of an Uptown/Douglas Corridor planning study and a review of "best practices" for community amenity contributions.
- Service Excellence highlights for 2016 included: Next Generation website upgrades and upgrades to the financial systems software.
- Looking forward, initiatives include: webcasting of Council meetings and upgrades to hardware and software for the property tax and utility billing systems.

R. Newlove, Manager of Sustainability stated:

- The following Climate Action initiatives were undertaken in 2016: boiler replacement at the Gordon Head Recreation Centre, installation of electric vehicle fast charging station at Uptown Mall, and 90 Saanich homes being registered for rebates to switch from heating oil to air source heat pumps.
- Looking forward, Saanich will continue the five year program of converting streetlights to LED, will develop a plan to reach 100% renewable energy within the community by 2050 and develop a Corporate Building Operations Management System which will support the monitoring of energy use and greenhouse gas emissions within our facilities.

The Acting Chief Administrative Officer stated:

- In 2016, Saanich undertook many different types of public participation initiatives such as presentations, open houses, focus groups, general meetings, Town Hall meetings and site visits; individual and small group consultations numbered 2,840.
- Public feedback was sought on nine significant initiatives including the Mount Douglas Access Strategy, Tolmie Park renovation and Cedar Hill Park Plan.

In response to questions from Council, the Manager of Sustainability stated:

- The intent of the draft Climate Action progress update report was to provide background information in anticipation of the Terms of Reference that will be coming to Council.

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

- Individual consultations include all of the targeted one-on-one interactions that staff had with members of the public; the interactions were deliberate opportunities that staff took to meet or educate residents.
- A resident could provide input on any number of different projects that were undertaken and could be done online and unanimously.
- The amount of public participation is dependent on the phases of the projects that are underway; it would be difficult to predict how much public input would be undertaken in any given year.

Councillor Murdock stated:

- There has been a dramatic change over the years in the way that Saanich manages public input; staff are to be commended in their efforts to engage residents.
- It may be appropriate to change the slogan for public participation to “Your Community, Your Say”.

Councillor Brownoff stated:

- It should be recognized that more properties are qualifying for farm tax status; it is evident that Saanich residents take water conservation seriously.
- The increased number of vehicle collisions with pedestrian and cyclists is concerning.
- She questions if the decreased number of business licenses for Bed and Breakfasts may be a result of the increase in short term vacation rentals.

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

- The crash collision data in the Annual Report comes from ICBC; the Active Transportation Plan will address high risk intersections through structural improvements.

Councillor Brice stated:

- She appreciates that Saanich is on target in terms of the amount of new sidewalk and public transit ridership.

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

- In terms of the key indicators where the targets have not been met, it is best to look at them over an average of three years.
- Addressing the gaps in the bike network and providing facilities for all ages and abilities are considered in the construction of new bike lanes.

**MOVED by Councillor Brice and Seconded by Councillor Haynes: “That Council waive the requirement that public input take place before business items, as outlined in Section 29 (i) of the Council Procedure Bylaw, and allow the resident to speak at this point in the meeting.”**

**CARRIED**

D. Dickson, Monarch Place, stated:

- She questions if there is money allotted in the budget to update Local Area Plans.

In response, the Director of Planning stated:

- Funding has been allocated to update two Local Area Plans (LAP); staff will be bringing forward a report to Council for consideration of an expedited local area planning process and Council will make the decision on which LAP's will be reviewed.

**MOVED by Councillor Murdock and Seconded by Councillor Wergeland: "That the 2016 Annual Report be received, as presented."**

**CARRIED**

\*\*\*\*\*  
 The Directors of Engineering and Planning left the meeting at 8:14 p.m.  
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1410-04  
Report –  
Legislative  
Services

**APPOINTMENT OF ELECTION OFFICIALS FOR UPCOMING BY-ELECTION**  
Report from the Director of Legislative Services dated July 11, 2017 recommending Council set a date for the required by-election and appoint the Chief Election Officer and the Deputy Chief Election Officers.

xref: 1500-20-11  
Election

**MOVED by Councillor Brice and Seconded by Councillor Brownoff: "That: 1. The date for the municipal by-election be set for Saturday, September 23, 2017; and 2. Council appoint Angila Bains as Chief Election Officer and Sharon Froud and Paulette Vetleson as Deputy Chief Election Officers."**

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

- Ms. Vetleson is a retired Metro Vancouver Corporate Officer with over 20 years of experience; she will be assisting in managing election duties.

**The Motion was then Put and CARRIED**

**REPORTS FROM DIRECTORS**

1110-30  
Council Procedure  
Bylaw

**REPORT REGARDING CHANGES TO THE COUNCIL PROCEDURE BYLAW**

Report from the Director of Legislative Services dated July 12, 2017 recommending changes to the Council Procedure Bylaw as outlined in the report.

The Director of Legislative Services noted that all approved procedures will be brought forward by bylaw at a future meeting.

1. Scheduling of Meetings

**MOVED by Councillor Murdock and Seconded by Councillor Haynes: "That the Council and Committee of the Whole meetings be split and scheduled on Mondays of alternating weeks".**

The Director of Legislative Services stated:

- There are currently 33 meeting weeks per year; the amendment would result in 41 meeting weeks per year.
- The length of the agenda depends on what business needs to be accomplished.

**The Motion was then Put and CARRIED**

## 2. Length of Council Debate

Councillor Murdock stated:

- It is his preference that members of the public are given five minutes to speak on an item at Council and Committee of the Whole meetings.

**MOVED by Councillor Murdock and Seconded by Councillor Haynes:  
"That:**

- At the Regular Council meeting, a member of Council may speak to a motion twice for a maximum of five (5) minutes each time;**
- No member of Council shall speak a second time until all have had the first opportunity to speak;**
- At Committee of the Whole meetings, there is no limit on the number of times a member of Council may speak, but members are limited to a maximum of five (5) minutes each time."**

Councillor Brice stated:

- Not having a limit on the number of times a Council member may speak at Committee of the Whole, may result in lengthy debate; it may be appropriate to only allow a member to speak twice on an item.

Mayor Atwell stated:

- The purpose of the amendments to the bylaw is to make meetings more efficient while not taking away from the debate.

Councillor Sanders stated:

- It may be appropriate to allow a Council member the chance to speak once before the motion is made and once after and also to be able to ask questions of staff and the applicant, if necessary.

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

- Council would continue have the opportunity to ask questions to staff and applicants, if necessary; the recommendation to not put a limit on the number of times a Council member speaks at Committee of the Whole encourages open debate.

Councillor Wergeland stated:

- It would be appropriate to allow three minutes each for Council debate.

Councillor Brownoff stated:

- Allowing one speaking opportunity and a second time if there is something to clarify would be suitable.

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

- It may be helpful for Council to place a motion on the floor earlier and then all debate would take place after the motion.

**MOVED by Councillor Murdock and Seconded by Councillor Haynes: "That the motion be amended that (c) include the wording that a member of Council may speak twice on an item."**

**The Amendment to the Motion was then Put and CARRIED**

**The Main Motion, as Amended, was then Put and CARRIED with Councillor Wergeland OPPOSED**

Amended Motion:

"That:

- a. At the Regular Council meeting, a member of Council may speak to a motion twice for a maximum of five (5) minutes each time;
- b. No member of Council shall speak a second time until all have had the first opportunity to speak;
- c. At Committee of the Whole meetings, a member of Council may speak twice on an item, but are limited to a maximum of five (5) minutes each time."

3. Length of Public Input:

**MOVED by Councillor Wergeland and Seconded by Councillor Haynes: "That at Regular Council meetings, individuals may provide input on agenda items permitted under the Council Procedure Bylaw, Section 53 (a), and shall not speak more than once or for a period longer than three (3) minutes."**

**CARRIED**

**MOVED by Councillor Brownoff and Seconded by Councillor Haynes: "That at Committee of the Whole meetings, a representative on behalf of a neighbourhood community association will receive up to ten (10) minutes to address the agenda item."**

**CARRIED**

**MOVED by Councillor Haynes and Seconded by Councillor Wergeland: "That at Committee of the Whole meetings, applicants would have an aggregate of 30 minutes for their representatives to speak."**

**CARRIED**

**MOVED by Councillor Murdock and Seconded by Councillor Haynes: "That at Committee of the Whole meetings, an individual providing input on an agenda items shall not speak more than once per agenda item or for a period longer than five (5) minutes."**

Councillor Brownoff stated:

- Allowing five minutes for speakers at Committee of the Whole is supportable.

Councillor Haynes stated:

- Allowing five minutes for input at Committee of the Whole is reasonable.

**The Motion was then Put and CARRIED**

Open Forum:

Councillor Brownoff stated:

- The amendment results in Open Forum becoming part of the regular Council meeting; registration of speakers and the topic they wish to comment on would be helpful.
- The topic to be discussed should be included in the agenda to ensure that members of the public who may be interested are aware and could attend the meeting.

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

- The intention is that Open Forum would be part of the regular Council meeting; it is not the expectation that Council would respond to members of the public that speak at Open Forum.
- A synopsis of the comments made at Open Forum would be captured in the minutes.

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

- Webcasting will be commencing shortly and Open Forum will become part of the public record; an overall summary of the comments made could become part of the minutes.

Councillor Haynes stated:

- Because the number of meetings would increase as a result of the bylaw amendment, the number of opportunities to speak would also be increased and would be more frequent than current practice.

Mayor Atwell stated:

- Open Forum would take place at Council meetings only.

Councillor Brice stated:

- There may need to be a process in place that allows individuals an equal opportunity to speak at Open Forum; registration may alleviate that concern.

**MOVED by Councillor Brice and Seconded by Councillor Haynes: "That Council provide for a ten (10) minute "Open Forum" session at the beginning of each Regular Council meeting providing an opportunity for the public to address Council on any issue."**

Councillor Wergeland stated:

- Registration may alleviate the concerns that the same individuals speak at Open Forum.

Mayor Atwell stated:

- There are advantages to moving Open Forum to the regular Council meeting including decreasing the number of interruptions and distractions and the potential delay in starting the Council meeting.
- Residents can still send correspondence to Council via email if they wish.

Councillor Murdock stated:

- Registration may undermine the intent of Open Forum; given that Open Forum would be ten minutes, Council will have to be disciplined not to engage with residents during Open Forum.

Councillor Haynes stated:

- There are other means to provide feedback to Council.

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

- There is a limit to two delegations per council meeting.

**The Motion was then Put and CARRIED  
with Councillor Wergeland OPPOSED**

**MOVED by Councillor Brice and Seconded by Councillor Haynes: "That individuals speaking at the Open Forum session shall not speak for a period longer than two (2) minutes."**

**CARRIED**

#### 5. Agenda Review Period

Mayor Atwell stated:

- There is a clear desire by the public to receive the agenda earlier; it would be appropriate to try to achieve that.

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

- Additional resources may be needed in order to prepare and make the agenda available earlier.

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

- Staff are committed to providing the best agenda package possible to ensure that Council can make informed decisions; the complete package contains reports and correspondence from the public; there is a need to redact for protection of personal privacy in all correspondence that is included in the package.
- Printing hard copies of the agenda packages also takes time.
- Further review of processes is needed to determine if the agenda could be made available earlier.

Councillor Murdock stated:

- Development applications are currently being posted on the website in advance of consideration by Council; it may be helpful to educate the public where those reports are located.

Councillor Haynes stated:

- An earlier agenda package may mean that there would be more late correspondence but that is acceptable.

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

- One-time funding is not available for additional staffing.

**MOVED by Councillor Brice and Seconded by Councillor Haynes: “That Council support the concept of providing agendas earlier to the public and request staff consider the concept and report back at a future meeting.”**

Councillor Sanders stated:

- It may be helpful to provide more information to Community Associations and the public on how the process works how residents can get on the list to get notified of items that they may be interested in.

**The Motion was then Put and CARRIED**

#### Other Amendments

**MOVED by Councillor Brownoff and Seconded by Councillor Murdock: “That the Council Procedure Bylaw be amended to include the requirement that reports pursuant to Section 23 (2) of the *Auditor General of Local Government Act* be received In Camera in compliance with the *Community Charter*, Section 90 (2) (e).”**

**CARRIED**

**MOVED by Councillor Sanders and Seconded by Councillor Brownoff: “That the Council Procedure Bylaw be amended to include the requirement that the Committee of the Whole be chaired by Councillors on a rotating basis.”**

**CARRIED**

1410-20  
CRD Updates

#### **CAPITAL REGIONAL DISTRICT ACTIVITIES UPDATE**

Council members provided updates on a variety of Capital Regional District initiatives.

Adjournment            On a motion from Councillor Wergeland, the meeting adjourned at 9:32 p.m.

.....  
MAYOR

I hereby certify these Minutes are accurate.

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MUNICIPAL CLERK