

**Minutes of the Committee of the Whole Meeting of The City of Victoria
Thursday, April 15, 2004**

Committee Present: Mayor Lowe, in the Chair; and Councillors Coleman, Fleming, Fortin, Hughes, Madoff, Savoie and Thornton-Joe

Staff Present: P. O'Reilly – Acting City Manager/Director of Engineering; and M.B. MacKenzie - Committee Secretary

Staff Present for a Portion of the Meeting: D. Atkinson – Director, Parks, Recreation & Community Development; S. Barber – Heritage Planner; J. Basey – Director of Planning and Development/City Solicitor; L. Chase – Planner; D. Chow – Manager, Recreation Services; Keith Dowdall – Director of Finance; K. Fowler – Manager, Regulatory and Development Services Division; C. Higgins – Coordinator, Corporate Communications; D. Koch – Manager, Planning Division; K. Leask – Community Recreation Co-ordinator; S. Masters – Manager, Administration; M. McCliggott – Comptroller; S. McKay – Community Development Co-ordinator; J. Moore – Programmer; G. Oberg – Manager, Supply Management Services; B. Sikstrom – Senior Planner; T. Stewardson – Community Recreation Co-ordinator; N. Taylor – Executive Assistant to Mayor; B. Wiffen – Property Manager; and R. Woodland – Corporate Administrator.

1. CALL TO ORDER

The Mayor called the meeting to order at 9:01 a.m.

2. ADOPTION OF MINUTES – COMMITTEE OF THE WHOLE, APRIL 8, 2004

Action: Councillor Coleman moved that the minutes of the Committee of the Whole meeting held April 8, 2004, be adopted.

CARRIED. 04/300

3. PLANNING AND DEVELOPMENT

3.1 Heritage Alteration Permit #120B – 508 Douglas Street

The Heritage Planner reviewed his report date March 31, 2004, reviewing an application for a new roof access hatch to allow the installation of new replica roof finials and a new strengthened roof gutter in conjunction with the internal seismic upgrading of South Park Elementary School.

Action: Councillor Madoff moved that, pursuant to Heritage Designation Bylaw #132, City Council authorize the issuance of Heritage Alteration Permit #120B, in accordance with:

1. Plans dated March 9, 2004;

2. Development meeting all bylaw requirements; and
3. Final plans to be in accordance with plans identified above.

CARRIED. 04/299

3.2 Gorge Road Update – Proposed Process and Working Group Membership (SC #17-03)

In 2003, City Council requested that City Planning staff review and update the City's planning policies in the Gorge Road area from Douglas Street to Harriet Road focusing on the future of motels and motel properties along Gorge Road. The expected outcomes of the update include:

- an overall vision for the Gorge Road area with accompanying planning principles;
- a clear set of policies and strategies for the future development of motel properties along Gorge Road; and
- implementation strategies which may include development permit areas, zoning regulations, development incentives and design guidelines.

A working group consisting of a cross-section of people from the industry and special interest groups will be established to provide advice to Planning Staff on a vision and planning principles for the area as well as options for implementation such as zoning and design guidelines.

Committee members discussed:

- a desire to see transportation and streetscaping integrated into the plan;
- the need to reduce the time lag between the development, planning, and implementation of design guidelines for Development Permit Areas; and
- including Gail Price-Douglas, Community Development Planner, as a member of the working group

Action: Councillor Madoff moved that Council endorse the proposed Gorge Road Update process as well as the proposed working group membership as outlined in the report dated April 7, 2004, from the Senior Planner.

CARRIED. 04/298

3.3 Humboldt Valley Precinct Draft Plan – Study Case File #15-03

In September 2003, Council approved a communications plan for the Humboldt Valley Precinct Draft Plan. In a report dated April 8, 2004, the Planner reviewed the establishment of a focus group consisting of residents, property owners, institutional representatives and the Fairfield Community Association, responsible for a vision and planning principles that will underlie the objectives and policies of the plan.

Highlights of the draft plan include:

- clear mapping and policy statements indicating anticipated future land uses, density and building height;
- recognition of the unique character of the area with a recommendation for a new Development Permit Area. In addition, there are a number of recommended rezonings in order to implement the policies of the draft plan;

- an appendix prepared by the City Archives detailing the historical context and importance of the Humboldt Valley; and
- an implementation schedule with reference to needed zoning amendments and other action items for plan implementation.

Discussion ensued regarding the Provincial Capital Commission's ownership of the St. Ann's Academy property and protection of this heritage site.

Action: Councillor Madoff moved that:

1. the report dated April 8, 2004 from the Planner and the draft Humboldt Valley Precinct Plan be received for information;
2. the draft plan be referred to the Advisory Planning Committee and the Heritage Advisory Committee;
3. a community Open House be held May 4, 2004, in the City Hall Ante Chamber to allow stakeholder groups and the public an opportunity to review and provide feedback on the draft plan
4. the Mayor send a letter to the Provincial Capital Commission communicating the City's vision to protect the St. Ann's Academy site by designating the property as a Municipal Heritage Site.

CARRIED. 04/297

4. FINANCE

4.1 Asphalt Paving Works – Tender #04-015

In his report dated March 18, 2004, the Senior Buyer reviewed the tender and evaluation process for Tender #04-015 – Asphalt Paving Works.

Action: Councillor Fleming moved that Tender #04-015, Asphalt Paving Works, be awarded to Island Asphalt Ltd., on the basis of being the best overall value to the City at a total estimated contract price of \$337,000.00. This tender has a one-year extension option, allowing for a maximum two-year award.

CARRIED. 04/296

5. RECREATION SERVICES

5.1 Youth Week 2004

Committee reviewed a report dated March 16, 2004, from the Community Recreation Co-ordinator, Youth Services, providing an overview of Youth Week, May 1-8, 2004. This week is held annually across Canada to celebrate youth and their achievements. The City of Victoria Parks, Recreation and Community Development and the Community Centre Network Youth Programmers are working together to plan the Vee Dub Annual Sk8 Competition to showcase this event.

Action: Councillor Coleman moved that the report dated March 16, 2004, from the Community Recreation Co-ordinator, Youth Services, reviewing Youth Week 2004 activities, be received for information.

CARRIED. 04/295

5.2 Regional L.I.F.E. Program Proposal

In a report dated January 30, 2004, the Community Recreation Co-ordinator provided information on Leisure Involvement for Everyone (L.I.F.E.), a program designed to reduce financial barriers for participation in recreation services for residents in The City of Victoria. On January 1, 2000, L.I.F.E. became an inter-municipal program, and continues to grow steadily in most jurisdictions. The City of Victoria currently provides L.I.F.E. clients with 52 drop-in admissions annually, and a credit amount per family member that can be used for registration and passes/punch cards. Since there are an increasing number of people living in one municipality with the closest recreation centre in another municipality, it is proposed the 52 drop-in admission cards be honoured by all facilities in the region. Municipalities approving the change include Saanich, West Shore Recreation Society, Oak Bay, Esquimalt, and Panorama Recreation Commission.

The Committee, although supportive of this initiative, requested that staff evaluate the program to ensure the City is not absorbing additional costs as a result of the boundary changes.

Action: Councillor Coleman moved that Council approve the L.I.F.E. regional drop-in admissions card be implemented for a pilot of one year beginning January 2005.

CARRIED. 04/294

6. PARKS

6.1 Arena Ice, Floor, and Meeting Room Allocation Policy

In a report dated April 7, 2004, the Manager, Recreation Services outlined draft policies to guide the allocation and fees associated with the Community Use time provided under the Operating Agreement with RG Facilities for the Victoria Centre Facility. The principles used to guide the development of these policies include:

- ensuring accessible scheduling and services to the community;
- providing safe use of the facility;
- balancing organized sport activity and general recreational use;
- promoting accessibility by residents of the City of Victoria;
- promoting accessibility by regional funding partners;
- meeting the financial goals of the arena's business plan

Committee discussed several issues including:

- the number of hours allocated for non-professional lacrosse;

- negotiations with RG Facilities to convert the floor from cement to concert to turf;
- costs for schools to ensure equal access for all students; and
- charges for meeting rooms.

Action: Councillor Fleming moved that City Council approve the following policies attached to the report dated April 7, 2004, from the Manager, Recreation Services:

1. Victoria Centre Facility Allocation Policy (Appendix "A"); and
2. Victoria Centre Facility Rental and Admission Fees Policy (Schedule "H")

subject to the review of funding and/or charges for community organizations.

CARRIED. 04/293

6.2 Arena Fundraising Events Allocation Policy

The Committee reviewed a report dated April 8, 2004, from the Manager, Recreation Services, reviewing proposed policies for the public use of the Victoria Centre Facility for two Fundraising Special Events to be held annually by the City of Victoria.

The agreement provides the following parameters for these events:

- intended that 100% of the net proceeds are for the benefit of non-profit organizations;
- six months notice is required to cancel or change event dates;
- RG Facilities has first right of refusal on all event management services;
- City will reimburse RG Facilities for all costs incurred from the events if the non-profit organization fails to pay RG Facilities

The Committee discussed:

- the need to maximize the benefits of fundraising so the City can reduce grants;
- the importance of having fundraising events correspond with the City's strategic priorities; and
- weighted scoring.

Action: Councillor Coleman moved that the report dated April 8, 2004, from the Manager, Recreation Services, reviewing proposed policies for the public use of the Victoria Centre Facility for two Fundraising Special Events to be held annually by the City of Victoria, be tabled, pending further review by staff to address the Committee's concerns.

CARRIED. 04/292

7. ADMINISTRATIVE MATTERS

7.1 Disposition of Communications

Committee received a memorandum dated April 15, 2004, from the Manager, Administration, reporting that certain communications received in the Legislative Services Division have been dealt with on the date and in the manner indicated.

Action: Councillor Savoie moved that the Disposition of Communications dated April 15, 2004 from the Manager, Administration, be received for information and filed.

CARRIED. 04/291

Regarding Item 8 of the report, Councillor Savoie requested that the Heritage Planning Committee determine the value of the adjacent house on Speed Street that is not currently part of the City's Heritage Registry.

7.2 2004 FCM Conference – May 27-31, 2004

The Committee reviewed a report dated April 6, 2004, from the Executive Secretary, providing information on the 2004 Federation of Canadian Municipalities Conference to be held in Edmonton, Alberta, from May 27-31, 2004.

Action: Councillor Madoff moved that Council approve:

1. the attendance of Mayor Alan Lowe, and Councillors Denise Savoie and Chris Coleman to the 2004 FCM Conference in Edmonton, Alberta; and
2. funding of approximately \$4,740.00 to cover related expenses.

CARRIED. 04/290

7.3 Proclamation

Action: Councillor Hughes moved that the week of May 1-8, 2004, be proclaimed "Naturopathic Medicine Week" in The City of Victoria, British Columbia.

CARRIED. 04/289

8. COUNCILLOR INQUIRIES

8.1 Pile of Debris – Upper Harbour Place

Councillor Savoie asked staff to investigate the pile of dirt adjacent to Upper Harbour Place. It was requested that if the property is not going to be developed soon, the pile be removed.

8.2 Urban Forest Master Plan

Councillor Savoie asked that staff provide an update on the status of the Urban Forest Master Plan.

9. COUNCILLOR INFORMATION SHARING

9.1 Secondary Suite Workshop

Councillor Fortin reminded the Committee of the Secondary Suite Workshop, to be held from 7:00 p.m. – 9:00 p.m. on Wednesday, May 5, 2004, in the Ante Chamber.

10. CLOSED MEETING - 10:57 A.M.

Committee Present: Mayor Lowe, in the Chair; and Councillors Coleman, Fleming, Fortin, Hughes, Savoie and Thornton-Joe

Staff Present: D. Atkinson – Director, Parks, Recreation & Community Development; J. Basey – Director of Planning and Development/City Solicitor; K. Fowler – Manager, Regulatory and Development Services Division; C. Higgins – Co-ordinator, Corporate Communications; M.B. MacKenzie - Recording Secretary; M. McCliggott – Comptroller; G. Oberg – Manager, Supply Management Services; P. O’Reilly – Acting City Manager/Director of Engineering; N. Taylor – Executive Assistant to the Mayor; B. Wiffen – Property Manager; and R. Woodland – Corporate Administrator

Action: Councillor Hughes moved that Committee of the Whole convene a closed meeting that excludes the public under Section 11(6) of the Council Bylaw for the reason that the following agenda items deal with matters specified in Section 11 (3) and/or (4) of the Council Bylaw.

CARRIED. 04/288

11.1 Poundkeeper Appointments

Action: Councillor Thornton-Joe moved that it be recommended to Council that Earl Garner and Wendy Johnston be appointed to the position of Poundkeeper.

CARRIED. 04/287

11.2 Land – Disposition of City-Owned Land

Councillor Savoie stated that contrary to earlier information she had received from a member of the public, there is presently no City property for sale on the foreshore.

11.3 Land - Disposition

Action: Councillor Hughes moved that the report dated April 5, 2004, from the Property Manager, be tabled, pending further review by staff.

CARRIED. 04/286

Councillor Madoff joined the Closed meeting at 11:12 a.m.

11.4 Legal/Land

The Mayor sought the Committee's direction regarding a current legal/land issue.

11.5 Land – Dockside Project

Action: Councillor Savoie moved that staff be directed to continue with Option 1, outlined in the report dated April 5, 2004, from the Manager, Regulatory and Development Services, as a priority of Council, subject to integrating the Committee's concerns into the design principles.

CARRIED. 04/285

Councillor Thornton-Joe was excused from the meeting at 12:05 p.m.

11.6 Land – Acquisition of Property

Action: Councillor Fortin moved that consideration of the acquisition of property be tabled, pending receipt of an appraisal of the property.

CARRIED. 04/284

Councillor Fleming served Notice of Motion to discuss at the next Closed Committee of the Whole meeting, the acquisition of property.

Councillor Thornton-Joe re-joined the meeting at 12:40 p.m.

11.7 Legal - Board of Variance

Councillor Madoff asked that a letter be sent to the Provincial Government outlining the Committee's concerns regarding the scope of authority of the Board of Variance.

12. ADJOURNMENT

The meeting adjourned at 12:50 p.m.

Mayor Lowe, Chair