

**Minutes of the Committee of the Whole Meeting of the City of Victoria  
held Thursday, May 6, 2004**

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

Staff Present: J. Martignago – City Manager; and M.B. MacKenzie - Committee Secretary

Staff Present for a Portion of the Meeting: J. Basey – Director of Planning and Development/City Solicitor; C. Carter – Bylaw Officer; R. Couch – Fire Chief; R. Dennis – Director, Human Resources; K. Dowdall – Director of Finance; K. Fowler – Manager, Regulatory and Development Services; S. Hortsing – Project Manager; M. Leskiw – Manager, Parks Division; S. McKay – Community Development Co-ordinator; S. Masters – Manager, Administration; P. O'Reilly – Director of Engineering; D. Scoones – Bylaw Enforcement Officer; B. Sikstrom – Senior Planner; N. Taylor – Executive Assistant to Mayor; C. Timms – Manager, Transportation and Development; B. Wiffen – Property Manager; R. Woodland – Corporate Administrator; and W. Zink – Manager, Community Development

**1. CALL TO ORDER**

The Mayor called the meeting to order at 8:17 a.m.

**2. CLOSED MEETING - 8:17 A.M.**

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

Staff Present: J. Basey – Director of Planning and Development/City Solicitor; K. Dowdall – Director of Finance; M. Leskiw – Manager, Parks Division; M.B. MacKenzie - Committee Secretary; J. Martignago – City Manager; S. Masters – Manager, Administration; 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. 04/341

Mayor Graham Hill, Councillor David Screech, Alan Haldenby - Acting CAO/Director of Planning, Jeff Long - Planner, and Mark Brennan, representing the Town of View Royal, joined the meeting at 8:35 a.m., for discussion of the following item.

**2.1 Land - Disposition**

The Committee discussed the land use plan adopted by View Royal Council that would apply to City-owned property in the Town of View Royal.

Mayor Hill, Councillor Screech, Alan Haldenby, Jeff Long and Mark Brennan left the meeting at 8:50 a.m.

**3. ADJOURNMENT OF CLOSED COMMITTEE OF THE WHOLE MEETING**

The Closed meeting adjourned at 9:04 a.m.

**4. CALL TO ORDER – REGULAR COMMITTEE OF THE WHOLE MEETING**

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

Staff Present: J. Basey – Director of Planning and Development/City Solicitor; J. Martignago – City Manager; and M.B. MacKenzie - Recording Secretary

Staff Present for a Portion of the Meeting: W. Clark – Manager, Business Support; K. Dowdall – Director of Finance; M. Leskiw – Manager, Parks Division; S. McKay – Community Development Co-ordinator; M. McCliggott – Comptroller; S. Masters – Manager, Administration; B. Wiffen – Property Manager; and R. Woodland – Corporate Administrator

The Mayor called the Regular Committee of the Whole meeting to order at 9:06 a.m.

**5. ADOPTION OF MINUTES – COMMITTEE OF THE WHOLE, APRIL 22, 2004**

Action: Councillor Coleman moved that the minutes of the Committee of the Whole meeting held April 22, 2004, be adopted.

CARRIED. 04/340

**6. FINANCE**

**6.1 2003 Audited Financial Statements**

Randy Decksheimer, Partner, KPMG, reviewed the City's 2003 Audited Financial Statements and Audit Report, and provided information to Committee members on:

- legislative requirements and changes for 2004;
- deferred revenue;
- increases on transfers for reserves;
- reserves for capital projects;
- the City's current financial position;
- the implications of long and short-term debt

**Action:** Councillor Fleming moved that Council adopt the 2003 Audited Financial Statements as presented.

CARRIED. 04/339

## **7. PLANNING AND DEVELOPMENT**

### **7.1 Development Variance Permit #04-14 – 1264 Walnut Street**

At its April 1, 2004 meeting, Committee of the Whole reviewed Development Variance Permit #04-14 to allow the construction of a duplex at 1264 Walnut Street on a lot 1.3m less than than the required 15m width. The Committee tabled the application pending receipt of a new duplex reconfiguration addressing design concerns. The original proposal failed to display a street presence for the rear duplex unit.

The Planner presented his report dated April 30, 2004, noting that the revised configuration provides street presence for both units on the property.

**Action:** Councillor Madoff moved that Council authorize the issuance of a Development Variance Permit in accordance with:

1. Plans stamped "Development Variance Permit No. 04-14", dated April 14, 2004;
2. Development meeting all bylaw requirements with the following variances:

Section 2.1.5(3)(a)(iii)	Relaxation of minimum lot width from 15m to 13.7m
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3. Final plans to be in accordance with plans identified above to the satisfaction of the Director of Planning and Development.

CARRIED. 04/338

### **7.2 Rezoning of S-1 and C-1 Zoned Lands – 1000 Block North Park Street between Cook and Vancouver Streets**

At its March 18, 2004 meeting, Committee of the Whole instructed staff to proceed with the consultation and rezoning process for the 1000 block of North Park Street.

The Planner reviewed his report dated April 21, 2004, outlining a rezoning initiative to implement a recommendation from the North Park Local Plan. The Plan proposes to have lands in the 1000 block of North Park Street rezoned to initiate a more desirable form of development and permit retail/artisan trades in a live/work environment. A public Open House held April 7, 2004, provided valuable, positive feedback from several property owners, that have resulted in two proposed changes to the zone that was originally presented to the Committee.

Staff was asked to provide the Committee with a report on the side yard setback requirements, before the application proceeds to a Public Hearing.

**Action:** Councillor Madoff moved that:

1. Council forward the proposed rezoning for consideration at a Public Hearing; and
2. The City Solicitor be instructed to prepare the draft zoning bylaw amendments according to the draft zone attached to the report dated April 21, 2004, from the Planner.

CARRIED. 04/337

### **7.3 Proposed Heritage Designation of a City-owned Building – 1240 Yates Street**

At its meeting of March 4, 2004, Committee of the Whole requested that the issue of heritage designation of the original fire hall at 1240 Yates Street be referred to the Heritage Advisory Committee for consideration.

In a report dated April 16, 2004, the Heritage Planner advised that this building dates back to 1899, and is the oldest remaining freestanding fire hall of the Victoria Fire Department. Since the building still retains much of its original architectural features, it was recommended that it be considered for heritage designation as a municipal heritage site.

**Action:** Councillor Madoff moved that as the City-owned building at 1240 Yates Street is worthy of heritage designation, City Council designate it as a municipal heritage site.

CARRIED. 04/336

### **7.4 Development Permit #04-16 – 1620 Blanshard Street**

In a report dated April 29, 2004, the Heritage Planner reviewed a Development Permit application for exterior alterations to an existing commercial building on the southwest corner of Blanshard and Fisgard Streets to allow removal of the third storey, seismic upgrades to the remaining two storeys, a new colour scheme, replacement of the existing canopy with a trellis canopy, and interior alterations. In addition, lot consolidation of four lots and changes to parking lot ingress and egress are also proposed.

**Action:** Councillor Madoff moved that Council authorize the issuance of a Development Permit in accordance with:

1. Plans stamped "Development Permit Application 04-16", dated April 7, 2004;
2. Development meeting all bylaw requirements; and

3. Final plans to be in accordance with plans identified above to the satisfaction of the Director of Planning and Development.

CARRIED. 04/335

## **7.5 Clean Hands Policy for Planning Approvals**

A report dated April 14, 2004, from the Manager, Planning Division, reviewed a policy for applications for rezoning, variances, and other types of planning approvals for cases where enforcement action is in progress. The policy incorporates features designed to make efficient use of City resources such as:

- cessation of illegal activity;
- active involvement of a professional acting on behalf of the applicant; and
- measures to guarantee compliance regardless of the outcome of the application

Responding to a question from the Committee, staff advised that an architect and an engineer may certify that unpermitted construction meets the requirements of the B.C. Building Code and City bylaws, thereby eliminating the need to deconstruct for inspection.

**Action:** Councillor Hughes moved that Council endorse the "Clean Hands Policy for Planning Approvals" attached to the report dated April 14, 2004, from the Manager, Planning Division.

CARRIED. 04/334

## **7.6 Annual Report 2003 and Work Plan 2004**

The Committee reviewed a report dated April 21, 2004, from the Director of Planning and Development, highlighting the accomplishments of the Planning and Development department during 2003, and reviewing the proposed Work Plan for the next five years.

**Action:** Councillor Hughes moved that the Planning and Development Department Annual Report 2003 and Work Plan 2004, attached to the report dated April 14, 2004, from the Director of Planning and Development, be received for information.

CARRIED. 04/333

## **8. PARKS, RECREATION AND COMMUNITY DEVELOPMENT**

### **8.1 Canadian Kennel Club Canine Good Neighbour Program**

In a report dated April 28, 2004, the Manager, Parks Division, outlined an application by the Canadian Kennel Club (CKC) for a permit to hold a Canine Good Neighbour Program at Topaz Park on June 12, 2004. The event, expected to be held annually, promotes, recognizes and rewards responsible dog ownership through a non-competitive evaluation process.

**Action:** Councillor Coleman moved that Council approve the CKC Canine Good Neighbour Program for 2004 and future years, provided there are no significant changes, subject to the applicant obtaining a Park Permit and abiding by all rules and regulations.

CARRIED. 04/332

## **8.2 Swiftsure 2004**

The Manager, Parks Division, reviewed his report dated April 27, 2004, regarding a request by the Swiftsure Committee to increase sponsor presence as a component of their annual Swiftsure International Race start activities at Clover Point on May 29, 2004. Although Council previously approved both sponsorship and souvenir sales, this request includes increased sponsor recognition and the addition of a live broadcast component.

**Action:** Councillor Coleman moved that Council approve the Swiftsure Committee's application for increased sponsorship presence and live, on-site broadcasting for 2004 and future years, provided that there are no other significant changes.

CARRIED. 04/331

## **8.3 Special Olympics Walk-n-Wheel-a-Thon**

In a report dated April 28, 2004, the Manager, Parks Division, provided information on a permit application by Victoria Special Olympics to hold their 13<sup>th</sup> Annual Special Olympics Walk-n-Wheel-a-Thon on Saturday, May 15, 2004. The event, which raises funds to help send local athletes to the Special Olympics, starts and finishes at the Canadian Coast Guard hangar on Huron Street.

**Action:** Councillor Coleman moved that Council approve the 13<sup>th</sup> Annual Special Olympics Walk-n-Wheel-a-Thon for 2004 and future years, provided there are no significant changes, subject to the applicant obtaining a Special Event Permit and abiding by all the rules and regulations.

CARRIED. 04/330

## **8.4 Lower Island Women's Soccer Association – Provincial Cup Soccer Tournament**

The Committee reviewed a report dated April 29, 2004, from the Manager, Parks Division, regarding the Lower Island Women's Soccer Association's (LIWSA) hosting of the Provincial Cup Soccer Tournament in Victoria June 4-6, 2004 at Topaz Park. To offset the cost of running the tournament, the LIWSC has applied for permission for a Special Occasion Liquor Licence as part of their planned activities on June 5, 2004.

**Action:** Councillor Coleman moved that the application by the Lower Island Women's Soccer Association for a Special Occasion Liquor Licence for the Provincial Cup Soccer Tournament in Victoria be approved for this

event only, subject to the applicant obtaining a Park Permit and abiding by all rules and regulations.

CARRIED. 04/329

## **8.5 2004 Greater Victoria Festival Society Request**

The Community Recreation Development Co-ordinator reviewed her report regarding a request from the Greater Victoria Festival Society (GVFS) for 2004 Festival Investment Grant (FIG) support of \$15,000 towards the operation of the Victoria Day and Santa Light Parades and the Greater Victoria Christmas Lighting Program.

At its February 26 meeting, Council approved a FIG of \$8,000.00 to the GVFS to maintain the Society's 2003 FIG level of support. Staff recommends an additional FIG grant of \$4,000.00 for 2004, to assist with the Society's succession planning. This grant is conditional on the GVFS:

- undertaking both deficit reduction and expanded sponsorship planning in order to eliminate future operating deficits;
- providing City recognition; and
- completing the grant reporting

Responding to a request from the Committee, the Community Recreation Development Co-ordinator noted that grants for succession planning have not been requested from other not-for-profit societies. This request, however, is unique due to the one-person operation and the necessity of overlapped training.

**Action:** Councillor Coleman moved that:

1. A grant of \$4,000.00 from the miscellaneous grant budget be given to the Greater Victoria Festival Society to assist with its succession planning in 2004; and
2. This grant recommendation be incorporated into the 2004 budget.

CARRIED. 04/328

## **9. COMMITTEES**

### **9.1 Advisory Planning Commission – Development Concept for the Dockside Lands**

At its February 5, 2004 meeting, Committee of the Whole directed staff to refer the draft Development Concept for the Dockside Lands to the Advisory Design Panel, Advisory Planning Commission, Victoria West Community Association, Transportation Advisory Committee, Greater Victoria Harbour Authority, and Victoria-Esquimalt Harbour Society.

At its regular meeting held April 6, 2004, the Advisory Planning Commission reviewed the development concept and provided recommendations attached to the report dated April 23, 2004, from the Secretary, Advisory Planning Commission.

**Action:** Councillor Madoff moved that the report dated April 23, 2004, from the Secretary, Advisory Planning Commission, outlining the Advisory Planning Commission's recommendations on the draft Development Concept for the Dockside Lands, be received for information.

CARRIED. 04/327

## 10. **ADMINISTRATIVE MATTERS**

### 10.1 **Disposition of Communications**

Committee received a memorandum dated May 3, 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 Holland moved that the Disposition of Communications dated May 3, 2004 from the Manager, Administration, be received for information and filed.

CARRIED. 04/326

### 10.2 **Proclamations**

**Action:** Councillor Thornton-Joe moved that the following proclamations be approved and forwarded to the May 13, 2004 Council meeting:

<i>"World Partnership Walk Day"</i>	<i>May 30, 2004</i>
<i>"A.L.S. (Lou Gehrig's Disease) Awareness Week"</i>	<i>May 31–June 5, 2004</i>
<i>"A.L.S. Flower Day"</i>	<i>June 5, 2004</i>
<i>"Real Estate Institute of Canada Week"</i>	<i>May 31 – June 6, 2004</i>

CARRIED. 04/325

## 11. **COUNCILLOR INQUIRIES**

### 11.1 **Amalgamation**

Councillor Coleman requested a workshop be held to discuss amalgamation, including exploration of models.

## 12. **COUNCILLOR INFORMATION SHARING**

### 12.1 **Quadra Village**

Councillor Coleman distributed the Quadra Village Update inviting everyone to Quadra Village Day on May 15, 2004. Several events are scheduled including sidewalk sales, music and a silent auction. Up to \$63,000.00 of money raised will be

matched by the City for improvements to the Village such as litter bins, benches, bike racks and light/banner poles.

**12.2 Notice of Motion – Update - Multi-Disciplinary Group Meeting, Seattle**

Councillor Fortin served Notice of Motion to discuss at the next regular Committee of the Whole meeting, his trip to Seattle, Washington, to attend a Multi-Disciplinary Group meeting on April 27, 2004 where strategies to deal with an increase in the abuse of crystal methamphetamine were explored.

**12.3 Notice of Motion - CREST**

Councillor Fortin served Notice of Motion to discuss The Capital Region Emergency Services Telecommunications':

1. \$1 million revenue shortfall and exploration of revenue streams, at the next Regular Committee of the Whole meeting; and
2. Contract, at the next Closed Committee of the Whole meeting.

**13. CLOSED MEETING - 10:12 A.M.**

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

Staff Present: J. Basey – Director of Planning and Development/City Solicitor; J. Carpenter – Facilities Planning; D. Chow – Manager, Recreation Services; K. Dowdall – Director of Finance; C. Higgins – Co-ordinator, Corporate Communications; M.B. MacKenzie - Recording Secretary; J. Martignago – City Manager; S. Masters – Manager, Administration; M. McCliggott – Comptroller; G. Oberg – Manager, Supply Management Services; C. O'Regan – Community Recreation Co-ordinator; 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. 04/324

**13.1 ADOPTION OF EXCERPT OF MINUTES – CLOSED COMMITTEE OF THE WHOLE MEETING, APRIL 22, 2004**

**Action:** Councillor Hughes moved that the excerpt of the minutes of the Closed Committee of the Whole meeting held April 22, 2004, be adopted.

CARRIED. 04/323

**13.2 Legal – Posters on Public Property**

Staff was directed to draft a policy on cost recovery for damage to civic property for consideration at the May 13, 2004, Committee of the Whole meeting.

**13.3 Land – Offer to Purchase**

**Action:** Councillor Savoie moved that staff draft a policy giving the Property Manager authority to submit an Offer to Purchase to negotiate the acquisition of specific property identified by Council policy and subject to final Council approval.

CARRIED. 04/322

**13.4 Land – Update on Proposed Acquisition**

**Action:** Councillor Fleming moved that the Committee rise and report on the proposed acquisition of 2245 Shakespeare Street.

CARRIED. 04/321

Leo Mariotto Construction Manager, RG Properties, joined the meeting at 11:08 a.m. for discussion of the following item.

**13.5 Land – Save-On-Foods Centre Project Update**

The Project Manager provided an update on the status of the Save-On-Foods Centre. The Committee requested monthly updates until the project is completed.

Mr. Mariotto left the meeting at 11:41 p.m.

**14. COUNCILLOR INQUIRIES**

#### **14.1 Legal – Bylaw Enforcement**

Committee directed City staff to focus on a bylaw enforcement issue in the Fernwood neighbourhood.

#### **15. WORKSHOP**

##### **15.1 Employee Relations Council-Staff Communications**

During the Strategic Planning sessions, Council requested that Council-staff communications remain a priority.

Aware of the complicated corporate structure of local government, the Committee discussed issues regarding Council-Staff communications including:

- requests for routinely available information, e.g., copies of bylaws, minutes, reports;
- contacting Directors for requests requiring research or action;
- Council's policy-setting role;
- the need for regular and consistent information from staff, and expected timeframes;
- Council's need to establish project timelines in conjunction with quarterly project updates by staff;
- verbal staff reports and Councillor inquiries; and
- the need for a quarterly report on the status of City projects

#### **16. ADJOURNMENT OF CLOSED MEETING**

The Closed meeting adjourned at 2:12 p.m.

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Mayor Lowe, Chair