

**Minutes of the Committee of the Whole Meeting of the City of Victoria  
held Thursday, October 14, 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: D. Atkinson – Director, Parks, Recreation and Community Development; S. Barber – Heritage Planner; J. Basey – Director of Planning and Development/City Solicitor; J. Daly – Manager, Research, Planning and Design; K. Dowdall – Director of Finance; T. Galavan – Manager, Transportation; M. Hill – Downtown Community Development Co-ordinator; S. Hortsing – Project Manager; D. Koch – Manager, Planning Division; S. Masters – Manager, Administration; M. McCliggott – Comptroller; P. O'Reilly – Director of Engineering; N. Taylor – Project Manager, Victoria Agreement; 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 8:04 a.m.

**2. ADOPTION OF MINUTES -  
COMMITTEE OF THE WHOLE, OCTOBER 7, 2004**

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Action: Councillor Fortin moved that the minutes of the Committee of the Whole meeting held October 7, 2004, be approved with the following corrections:

1. Page 4, Item No. 8.1, Speeding – 2600/2700 Block Fernwood Road, replace “Councillor Savoie” with “Councillor Hughes”; and
2. Page 5, Item 8.6, Secondary Suites, replace the last sentence with the following:  
*“It was recommended that community associations be part of the secondary suite process.”*

CARRIED. 04/686

**3. CLOSED MEETING - 8:04 A.M.**

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

Staff Present: D. Atkinson – Director, Parks, Recreation and Community Development; S. Barber – Heritage Planner; J. Basey – Director of Planning and Development/City Solicitor; T. Galavan – Manager, Transportation; S. Hortsing – Project

Manager; D. Koch – Manager, Planning Division; M.B. MacKenzie - Committee Secretary; J. Martignago – City Manager; S. Masters – Manager, Administration; P. O’Reilly – Director of Engineering; and R. Woodland – Corporate Administrator

**Action:** Councillor Madoff 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. 04/685

**3.1 Land – Arena Update (Save-On-Foods Memorial Centre)**

The Committee discussed the revised construction schedule for the new arena.

Jack Peake, Acting Chair - Island Corridor Foundation, Doug Backhouse, John Lampman and Ken McRae joined the meeting at 8:44 for discussion of the following item.

**3.2 Land – Island Corridor Foundation**

Jack Peake outlined the Island Corridor Foundation’s current project, stating the need to resolve specific outstanding issues before the project is able to proceed.

Jack Peake, Doug Backhouse, John Lampman and Ken McRae left the meeting at 9:33 a.m.

**3.3 Legal – E & N Roundhouse**

The Mayor provided a brief update on the status of the E & N Roundhouse issue. The Committee agreed not to rise and report, but requested that the discussion and the resolution be recorded and kept confidential.

(Resolution Closed - 04/684)

**4. ADJOURNMENT OF CLOSED MEETING**

The Closed meeting adjourned at 10:14 a.m.

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

The Mayor called the Regular Committee of the Whole meeting to order at 10:14 a.m.

**6. DELEGATIONS**

## 6.1 **Victoria 2020 Working Group Report – “Downtown Victoria as A Place of Learning”**

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Martin Segger, Chair, Downtown as a Place of Learning Working Group, reviewed the objective of the Working Group, i.e., to make Victoria known as a leading learning community by the year 2020. In order to achieve this goal, he stated the need:

- to identify an area in the downtown core for concentrations of learning establishments;
- to expand of the Central Library’s size and operations; and
- for Tourism Victoria to promote Victoria as a learning centre.

Committee advised that recommendations be considered at a Special Committee of the Whole meeting on November 1, 2004.

## 6.2 **Beacon Hill Park Heritage Landscape Management Plan**

Hal Kalman, Principal, Commonwealth Historic Resource Management Ltd., reviewed the objective and premise of the Beacon Hill Park Landscape Management Plan with members of the Committee. He identified the Plan as a responsible management of change, and highlighted his report dated September 2004, including:

- inventory, evaluation, and statement of significance;
- current policy and management context;
- management plan;
- principal plant species culturally important to First Nations; and
- heritage inventory.

Commending Mr. Kalman on his thorough report, members of the Committee had the following comments:

- the importance of protecting and managing Beacon Hill Park’s assets; and
- the usefulness of the report in guiding future decisions of Council.

In his report dated October 8, 2004, the Manager, Research, Planning and Design, advised that the vision, goals and recommendations contained in the 2001 Beacon Hill Park Management Plan Phase 1 addressed the need for managing the cultural and heritage resources of Beacon Hill Park. Commonwealth Historic Resource Management Limited has identified and assessed the Park’s heritage landscape, built and archeological resources and developed strategies for their ongoing management and protection.

**Action:** Councillor Coleman moved that Council adopt, in principle, the recommendations contained in the Executive Summary of the report entitled *Beacon Hill Park Heritage Landscape Management Plan*, dated September 2004, subject to further reporting from staff.

CARRIED. 04/683

**Action:** Councillor Coleman moved that the recommendation from the *Beacon Hill Park Heritage Landscape Management Plan*, dated September 2004, regarding the Lookout Building/Checker’s Pavilion, be referred to the

Parks, Recreation and Community Services Advisory Committee, for a further report to Committee of the Whole.

CARRIED. 04/682

### **6.3 United Way**

Keith Dowdall, Chairman, United Way, reviewed the City of Victoria's United Way campaign, noting a 2004/2005 goal of \$60,000.00. He highlighted the booklet entitled *The United Way of Greater Victoria, 2003/2004 Honour Roll*, noting the City of Victoria is listed under the following categories:

- Top 10 Employee Campaigns;
- Extraordinary Leading Organizations; and
- Leading Organizations – Government – Municipal.

Phyllis Argue, Campaign Associate, The United Way of Greater Victoria, thanked City Council and staff for their generous support of the United Way, noting that the City's contributions continue to increase each year. Contributions help the community by providing services to deal with many social issues including family stress, violence, poverty and substance abuse.

## **7. FINANCE**

### **7.1 Sanitary Sewer Main Lining – Tender No. 04-046**

The Senior Buyer highlighted his report dated September 30, 2004 regarding the tender process for Tender No. 04-046, Sanitary Sewer Main Lining.

**Action:** Councillor Fortin moved that:

1. Tender No. 04-046, Sanitary Sewer Main Lining be awarded to Insituform Technologies Ltd., at a total cost of \$256,209.23, based on being the overall lowest tender; and
2. this item be forwarded to the October 14, 2004 Council meeting for consideration.

CARRIED. 04/681

### **7.2 RFP No. 04-040 – Chiller Plant Replacement, Victoria Conference Centre**

In his report dated October 7, 2004, the Senior Buyer reviewed the Request for Proposal (RFP) process for RFP No. 04-040 – Chiller Plan Replacement, Victoria Conference Centre.

**Action:** Councillor Fleming moved that:

1. RFP No. 04-040, Chiller Plant Replacement, Victoria Conference Centre, be awarded to Trane BC for a total cost of \$235,400.00, based on providing the best overall value to the Victoria Conference Centre; and

2. this item be forwarded to the October 14, 2004 Council meeting for consideration.

CARRIED. 04/680

### **7.3 GST Reserve**

The Comptroller outlined his report dated October 6, 2004, advising that in February 2004, the Federal Government announced amendments to the Goods and Services Tax (GST) to implement a 100% rebate for municipalities. Prior to these amendments, municipalities were entitled to claim a rebate of 57.14% of amounts that it is required to pay as GST.

During an Operational Budget workshop held February 5, 2004, Committee of the Whole agreed to place the increased GST rebate in a reserve fund for future consideration. Subsequently, on April 8, 2004, Committee of the Whole agreed that the GST rebate be placed in a Reserve Fund, with the exception of the rebate applicable to capital projects funded by long-term debt. On June 4, 2004, the Director of Finance was directed by the Police Board to place the GST rebate resulting from expenditures by the Police Department in a Police Reserve Fund for future use.

On September 30, 2004, the Finance/Human Resource Committee reviewed a number of options paid as GST.

**Action:** Councillor Fleming moved that beginning in 2004 and for future years, Council approve:

1. The GST rebate of \$95,000 resulting from the Police Department Operating and Capital Expenditures be placed in a Police Reserve Fund for future use;
2. A Victoria Housing Trust Reserve Fund be created and funded by a contribution of \$250,000 from the City's share of the GST rebate; and
3. The remaining \$152,000 be placed in the Infrastructure Reserve Fund.

CARRIED. 04/679

It was noted that the City of Victoria is not using the GST rebate to provide tax reductions to its residents, but rather, as is the intention of the Union of British Columbia Municipalities, providing benefits to the community through initiatives such as infrastructure and housing.

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

### **8.1 City of Victoria Housing Trust Fund**

The Committee reviewed a report dated August 6, 2004, from the Manager, Community Development, advising of Council's directive to staff in January 2004, to collect funds for a municipal housing trust fund, and explore collapsing the City's Housing Trust Fund into the Capital Regional District's Housing Trust Fund when established and operating. During budget discussions, Council agreed to contribute a portion of the GST rebate to the City's Housing Trust Fund.

Committee members discussed:

- the pros and cons of leveraging the funds through an outside body such as the Victoria Foundation;
- the benefits of a regional levy for affordable housing;
- the need for guiding principles and mechanisms to augment the Housing Trust Fund;
- the regional approach of focusing affordable housing on seniors and youth, and the City's need for social housing; and
- whether or not the Fund should be collapsed into the Capital Regional District Housing Trust Fund.

**Action:** Councillor Fortin moved that:

1. The Director of Finance create a reserve called the Victoria Housing Trust Fund and that it be funded annually by contributing a payment of \$250,000 funded from the GST rebate, commencing in 2004; and
2. The Manager of Community Development:
  - (a) develop terms of reference for the Victoria Housing Trust Fund's use which incorporate the Advisory Housing Committee's suggestions, and report back to the Council in three month's time;
  - (b) investigate and report back to Council on what other funding mechanisms could potentially be directed to augment the Housing Trust Fund; and
  - (c) continue to work closely with the Capital Regional District's (CRD) Regional Planning Services Department and report back when the CRD's Housing Trust Fund is established.

CARRIED. 04/678

Councillor Hughes left the meeting at 11:24 a.m.

Staff was asked to explore the leverage of funds through the Victoria Foundation, and report back to the Committee.

Councillor Fortin left the meeting at 11:43 a.m., during discussion of the following item.

## **8.2 Proposal for Establishing a Downtown Business Improvement Area (BIA)**

At its September 30, 2004 meeting, Committee of the Whole considered a request from the Downtown Victoria Business Association (DVBA) Business Improvement

Area (BIA) Steering Committee's request for the establishment of a BIA by Council initiative.

In his report dated October 15, 2004, the Downtown Community Development Coordinator reviewed the two options for proceeding with the BIA, either by Council initiative or ratepayers' petition.

**Action:** Councillor Holland moved that:

1. Council proceed with the establishment of a Business Improvement Area by Council initiative, based on the proposal submitted by the Downtown Victoria Business Association, contingent on confirmation of its registration as a Society prior to final reading of the bylaw; and
2. this item be forwarded to the October 14, 2004 Council meeting for consideration.

CARRIED. 04/677

Councillor Fortin re-joined the meeting at 11:48 a.m., during discussion of the following item.

### **8.3 Arena Schedule Update**

**Action:** Councillor Coleman moved that the report dated October 12, 2004, from the Project Manager, Victoria Arena, providing an updated arena schedule, be received for information.

CARRIED. 04/676

## **9. ADMINISTRATIVE MATTERS**

### **9.1 Disposition of Communications**

Committee reviewed a report dated October 14, 2004, from the Manager, Administration, reporting that certain communications received in the Legislative Services Division were dealt with on the date and in the manner indicated.

**Action:** Councillor Thornton-Joe moved that the Disposition of Communications dated October 14, 2004 from the Manager, Administration, be received for information and filed.

CARRIED. 04/675

### **9.2 Hazardous Materials Incident Response**

In a letter dated October 8, 2004, the Capital Regional District requested the City of Victoria's support for the Capital Regional District to make application for a grant under the Joint Emergency Preparedness Program (JEPP). If approved, the funds

will assist with the establishment of a regional hazardous materials incident response service (Hazmat Service) in 2005.

**Action:** Councillor Holland moved that Victoria City Council support the Capital Regional District's application for a grant under the Joint Emergency Preparedness Program (JEPP) to assist with the establishment of a regional hazardous materials incident response service (Hazmat Service) in 2005.

CARRIED. 04/674

## **10. COUNCILLOR INQUIRIES / INFORMATION SHARING**

### **10.1 Proposed Bylaw for Pawn Shops**

Councillor Fleming asked staff to contact the City of Vancouver and the City of Surrey to investigate the feasibility of a bylaw that would allow closed-circuit monitoring of pawn shops. He noted that a bylaw of this nature would be an excellent tool to assist the Police with the investigation of stolen merchandise.

### **10.2 Proposed Green Buildings Policy**

Councillor Savoie advised that the District of Saanich has developed a Green Buildings Policy, and asked staff to consider collaborating with Saanich to consider a similar policy for the City of Victoria.

### **10.3 Fernwood Community Association/Fernwood Community Centre**

Councillor Fortin advised that the Fernwood Community Association supported a motion of unification with the Fernwood Community Centre. There will be a general meeting November 24 for the membership to ratify the motion.

### **10.4 Premiere's Task Force on Homelessness, Mental Health and Addictions**

Mayor Lowe advised that the next meeting of the Premiere's Task Force on Homelessness, Mental Health and Addictions will be held on October 22, 2004 in Vancouver. At that meeting, he will discuss the City's priorities, i.e., a cold/wet weather strategy, and mid to long-term community response for housing.

Councillor Fleming left the meeting at 12:00 p.m.

## **11. CLOSED MEETING - 12:00 P.M.**

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

**Staff Present:** D. Atkinson – Director, Parks, Recreation & Community Development; J. Basey – Director of Planning and Development/City Solicitor; M.B. MacKenzie - Committee Secretary; J. Martignago – City Manager; B. Wiffen – Property Manager; and R. Woodland – Corporate Administrator

**Action:** Councillor Madoff 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. 04/673

**11.1 Land – Offer to Purchase – 182A Wharf Street**

The Property Manager reviewed his report dated September 27, 2004 regarding an offer to purchase property at 182A Wharf Street. The Committee requested that staff meet with the purchaser, discuss the Committee's concerns, and report back at the October 21, 2004 Committee of the Whole meeting.

**11.2 Land – Offer to Purchase – 165 Cook Street**

The Property Manager updated the Committee on an offer to purchase 165 Cook Street.

The Committee agreed not to rise and report, but requested that the discussion and the resolution be recorded and kept confidential.

(Resolution Closed - 04/672)

**11.3 Legal/Contract – CREST Update**

The Director of Finance reviewed the current status of the proposed CREST levy with respect to the legal agreement between the members.

**12. ADJOURNMENT**

The meeting adjourned at 1:03 p.m.

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Mayor Lowe, Chair