



# AGENDA

For the Council Meeting to be Held  
At the Saanich Municipal Hall,  
770 Vernon Avenue  
**MONDAY JULY 10, 2017**

I. 6:00 P.M., COMMITTEE ROOM NO. 2

Motion to close the meeting to the public in accordance with Sections 90 (1)(e) and 90 (2)(a) of the *Community Charter*.

II. 7:00 P.M., COUNCIL CHAMBERS

A. ADOPTION OF MINUTES

1. Council meeting held June 26, 2017
2. Committee of the Whole meeting held June 26, 2017
3. Special Council meeting held June 27, 2017

B. RISE AND REPORT

**P. 3**

1. Motions from Closed Meetings

C. PUBLIC INPUT (ON BUSINESS ITEMS D, E & F)

D. BYLAWS

1. **FIREARM AND BOW DISCHARGE REGULATION BYLAW**

**P. 4**

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*.

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

**P. 14**

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.

- 9424 Officers and Administrative Structure Bylaw, 2017
- 9448 Delegation Authorization Bylaw, 2017
- 9447 Signing Authority Bylaw, 2011, Amendment Bylaw, 2017

3. **931 BECKWITH AVENUE – SANITARY SEWER BYLAW AMENDMENT – SEWER SERVICE AREA INCLUSION**

**P. 30**

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.

E. RESOLUTIONS FOR ADOPTION

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

**P. 32**

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.

2. **AWARD OF TENDER 26/17 MUNICIPAL HALL BOILER REPLACEMENT**

**P. 33**

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

- 3. **AWARD OF QUOTATION 28/17 LED LIGHTING**  
**P. 35** Report of the Director of Engineering dated June 29, 2017 recommending that Council award Quotation 28/17 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.
- 4. **CRD DURRANCE/RUDY ROAD FIRE SERVICES AGREEMENT – RENEWAL**  
**P. 37** 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.
- 5. **AMENDING AGREEMENT TO INCLUDE THE CITY OF COLWOOD AS A PARTY TO THE FIRE SERVICES AGREEMENT**  
**P. 44** Report of the Fire Chief dated June 29, 2017 recommending that Council authorize the Fire Services Agreement 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.

F. REPORTS FROM SAANICH ADVISORY COMMITTEE CHAIRS

\* \* \* Adjournment \* \* \*

**AGENDA**

For the Committee of the Whole Meeting

\*\* IMMEDIATELY FOLLOWING\*\*

The Council Meeting in the Council Chambers

- 1. **2474 ARBUTUS ROAD – REZONING AND DEVELOPMENT VARIANCE PERMIT**  
**P. 52** 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 Permit DVP00387 for the proposed repurposing of a former care facility building to accommodate office and research uses for a new Ocean and Climate Research Campus. Variances are requested for parking and road frontage improvements.
- 2. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW, 2017**  
**P. 77** 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.

\* \* \* Adjournment \* \* \*

“IN CAMERA” COUNCIL MEETING IMMEDIATELY FOLLOWS

# Rise and Report

Report Out: July 10, 2017

Subject: Motions from Closed Meetings

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## In Camera Meeting held May 1, 2017

2710-40 "That Council approve the acquisition of Lot 8, Block 6, Section 1, Lake District, Plan 1719 (Wallingford Avenue) on the terms negotiated."

**CM**  
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1410-04  
X: 1110-30

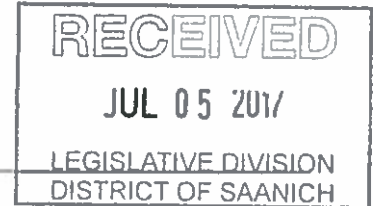


The District of Saanich

Report

To: Mayor and Council  
From: Ken Watson – Director of Legislative Services  
Date: 7/5/2017  
Subject: Firearm and Bow Discharge Regulation Bylaw

Mayor  
Councillors  
Administrator  
Council  
Administrator  
Media



RECOMMENDATION:

That Council endorse and give three readings to the new “Firearm and Bow Discharge Regulation Bylaw, 2017, No. 9414”.

PURPOSE

The purpose of this report is to provide Council with an updated “Firearm and Bow Discharge Regulation Bylaw, 2017, No. 9414” for consideration.

BACKGROUND

At the March 14, 2016 Council Meeting correspondence was received from Mike Hicks, a Director on the Capital Regional District Board requesting that Council consider modifications to the *Firearms and Bow Discharge Regulation Bylaw* in order to provide opportunity for farmers in Saanich to remove Canada Geese causing damage to their crops. This correspondence was accompanied by a report from Councillor Fred Haynes recommending that staff review the bylaw and report back regarding potential bylaw amendments supporting this (the report and the CRD correspondence is attached for information). The following motion was adopted :

*“That Council direct staff to review the recommendation from Mike Hicks, Regional Director, Juan de Fuca Electoral Area, with respect to amending the District of Saanich’s Firearms and Bow Discharge Regulation Bylaw, and report back to Council with options for an appropriate bylaw amendment, including any implications.”*

DISCUSSION

Pursuant to Council’s direction, Saanich Police and Legislative Services staff undertook review of the existing bylaw with a view to making changes to meet the needs of farmers while ensuring the safety of the community. This review concluded that the current bylaw is very dated offering a variety of “hunting opportunities” through permits granted by the Chief Constable. In practice, no such permits have been issued in many years and such permits would be invalid as regulation of hunting is not within the authority provided to municipalities under the Community Charter.

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It was determined based on the review that a re-write of the current bylaw was needed in order to ensure all provisions are within municipal authority and that the bylaw reflects current needs and expectations of the community regarding public safety.

In addition, revisions to address the concerns expressed by the CRD regarding crop protection were also considered in the re-write. The current Saanich bylaw does not allow farmers to use firearms for crop protection purposes, while the Right to Farm Act suspends the operation of municipal firearms bylaws for farmers engaged in a normal farm practice such as shooting animals damaging their crops. New bylaw provisions were needed to effectively confirm the rights granted under the Right to Farm Act and make the bylaw consistent with that Act.

The proposed new Bylaw includes specific changes to meet these requirements as follows: changes:

1. Bylaw Authority under the Community Charter cited
2. Additional definitions provided for clarity.
3. Exemption provided to Peace Officers and related enforcement agency officers.
4. General prohibition of discharge of firearms in Urban Containment Area provided.
5. Exemptions provided outside Urban Containment Area for certain activities.
6. Further exemptions provided outside Urban Containment Area for farmers undertaking crop protection subject to appropriate permits from senior government.
7. Prohibition of Crossbows under the Archery provisions.
8. Permits for hunting no longer provided for.
9. Penalty for contravention increased from \$100 to \$500.

**ALTERNATIVES**

1. That Council endorse and give three readings to the new Firearm and Bow Discharge Regulation Bylaw, 2017, No. 9414 and direct staff to bring this Bylaw back for final consideration at a subsequent Council meeting.
2. That Council provide alternate direction to Staff.

Prepared By:



Ken Watson  
Director of Legislative Services

KMW/sl

cc. Bob Downie – Chief Constable  
Tod Byrant - Staff Sgt Admin  
Chris Nation – Municipal Solicitor

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Legislative Services.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end, positioned above a horizontal line.

Paul Thorpe  
Chief Administrative Officer

THE DISTRICT OF SAANICH

BYLAW NO. 9414

A BYLAW

TO REGULATE THE DISCHARGE OF FIREARMS AND BOWS.

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WHEREAS a municipal council may, by bylaw, regulate or prohibit the discharge of Firearms and of Bows pursuant to Sections 8(3)(e) and 8(5) of the *Community Charter*,

The Municipal Council of the District of Saanich enacts as follows:

**DEFINITIONS**

1. In this Bylaw, unless the context otherwise requires,
  - (a) "Archery" means the sport of shooting with a drawbow and arrow at a target.
  - (b) "Bow" means a drawbow, or crossbow
  - (c) "Crossbow" means a bow fixed on a stock with a mechanism to hold the bow drawn and release via a trigger.
  - (d) "District" means the District of Saanich
  - (e) "Drawbow" means a bow that is drawn with the tension supplied by the archer, which does not have a locking mechanism this includes a long bow, recurve bow and composite bow.
  - (f) "Conservation Officer" includes a conservation officer as defined in the *Wildlife Act*, 1996 R.S.B.C. C. 488
  - (g) "Pound Inspector" means any person appointed by the Council to carry out the duties so assigned in the "Animals Bylaw, 1997, No. 7699" or any successor bylaw.
  - (h) "Firearm" means any rifle, pistol, or shotgun, and includes an air gun, air rifle, air pistol includes air guns, air rifles, air pistols and spring guns, but does not include a starting pistol that is incapable of firing a projectile and is used for the discharge of blank ammunition in connection with an athletic sporting event
  - (i) "Highway" means a street, road, lane, bridge, viaduct, forestry road and any other way open to the use of the public, but does not include a private right-of-way on private property.

- (j) **"Urban Containment Boundary"** means the geographic boundary which separates urban from rural land uses as defined in *the Official Community Plan Bylaw, 2008, No. 8940*" including amendments or any bylaw replacing this bylaw.
- (k) **"Legal Shooting Range"** means a place that is designated or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or target shooting competitions, and that has required approvals and operates in accordance with all applicable Federal, Provincial and local government statutes, regulations and bylaws including, but not limited to the *Firearm Act [RSBC 1996] c 145 and Firearms Act [S.C. 1995] c.39.*
- (l) **"Livestock"** means the same as defined in the *Livestock Act [RSBC 1996]* as may be amended from time to time and, for the purposes of this Bylaw,
- (m) **"Zoning Bylaw"** means the District's "Zoning Bylaw. 2003" Number 8200 including amendments or any Bylaw replacing this Bylaw.

## **GENERAL**

- 2.1 No person shall discharge any *Firearm or Bow* within the *District* except in accordance with this Bylaw.
- 2.2 The provisions of this Bylaw shall not apply to a police officer, special municipal constable, pound inspector, *Conservation Officer*, employees of the Fish and Wildlife Branch, the Department of Fisheries and Oceans, the Canadian Wildlife Service, or a Special Constable of the Society for the Prevention of Cruelty to Animals, who have lawfully authority to use firearms in the performance of their duties.

## **FIREARMS AND CROSSBOW DISCHARGE RESTRICTIONS**

- 3.1 No person shall discharge any firearm or crossbow within that part of the *District* lying inside the *Urban Containment Boundary*.
- 3.2 No person shall discharge any *firearm or crossbow* within that part of the *District* lying outside the *Urban Containment Boundary* except as specifically provided in Sections 4.1 and 5.1 of this Bylaw.

## **EXCEPTIONS TO FIREARMS DISCHARGE RESTRICTIONS**

- 4. A person may discharge a Firearm on lands outside the *Urban Containment Boundary* when the person :
  - a) is engaged in the humane destruction or slaughter of domestic *Livestock*, where such *Livestock* is legally kept in according to the provisions of the *Zoning Bylaw* and other applicable bylaws.
  - b) is engaged in a commercial slaughterhouse operation which is legally operating in accordance with the *Zoning Bylaw* and other applicable bylaws.



- c) is a member of the Armed Services of Canada and is engaged in practice shooting upon a *Legal Shooting Range*, drill exercises, manoeuvres or ceremonial activities.
- d) is a member of an organized Rifle Association or Pistol Association and is engaged in practice shooting upon a Legal Shooting Range.
- e) is participating in a shooting competition in a Legal Shooting Range

**FURTHER EXCEPTIONS SUBJECT TO PERMITS FROM OTHER AGENCIES**

- 5. Subject to provisions of the *Migratory Birds Convention Act*, the *Farm Practices Protection (Right to Farm) Act*, the *Wildlife Act* and all regulations thereto, on lands Zoned for Agricultural use under the *Zoning Bylaw* upon which a farm operation [as defined in the *Farm Practices (Right to Farm) Act*] is being conducted, a person may discharge a *Firearm* or *Crossbow* when the person :
  - a) is an owner or occupier of the land, or an employee of an owner or occupier of the land, or a person with the permission of the owner or occupier of the land, and
  - b) is the holder of valid and subsisting permits that may be required under the referenced acts to permit discharge of a firearm or crossbow including, but not limited to, a Canadian Wildlife Service Crop Protection Permit, and federal Migratory Game Bird Hunting Permit, and
  - c) discharges the firearm or crossbow for the purpose of protecting crops or livestock from birds or animals.

**PROVINCIAL AND FEDERAL FIREARMS LAWS APPLY**

- 6. Nothing in this Bylaw relieves any person from compliance with all Federal and Provincial laws regarding firearms, including but not limited to the requirement to obtain licenses for the use and possession of firearms.

**BOW DISCHARGE RESTRICTIONS**

- 7.1 Discharge of a *crossbow* is subject to the same restrictions as a firearm as set out in Section 3 and exemptions set out in Sections 4.1 and 5.1
- 7.2 The discharge of a *drawbow* within the District is limited to recreational *Archery* purposes including the shooting of an arrow with a *drawbow* at a stationary inanimate target.
- 7.3 The person discharging the *drawbow* shall do so only with due regard for the safety and security of other persons and property.

**PENALTY**

- 8. Any person who is guilty of an infraction of any of the provisions of this bylaw shall, upon Summary conviction, be liable to a penalty of not less than Five Hundred Dollars (\$500.00).

**REPEAL**

9. The "Firearm and Bow Discharge Regulation Bylaw, 2000, No. 8092" and amendments thereto are hereby repealed except insofar as they may repeal any other bylaw.

**CITATION**

10. This Bylaw may be cited for all purposes as "FIREARM AND BOW DISCHARGE REGULATION BYLAW, 2017, No.9414".

Read a first time this            day of            , 2017.

Read a second time this        day of            , 2017.

Read a third time this         day of            , 2017.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Corporate Seal on the day of            , 2017.

\_\_\_\_\_  
Clerk of the District of Saanich

\_\_\_\_\_  
Mayor



# Report

**To:** Mayor and Councillors  
**From:** Councillor Fred Haynes  
**Date:** February 29, 2016  
**Subject:** Reduction of Non-migratory Geese Population to Help Sustain Local Food

Mayor  
Councillors  
Administrator

Council  
Administrator  
Media  
Mar 10 16 11

Concerns about the non-migratory geese population in the Capital Region go back many years and were the impetus for the development of a Regional Canada Goose Management Strategy through the Capital Regional District (CRD). Recently, our attention was drawn once again to the damage done by the predations of our non-migratory Canadian Geese population to the crops essential to both our local food production, and the economic viability of our local farmers. Such consequences are inconsistent with the aspirations expressed in our Official Community Plan.

Council's recognition of the importance of agriculture and local food is shown in its implementation of the Task Force on Agriculture and Food Security. Agriculture and agribusiness are also one of the eight sectors identified for regional economic development by the newly formed South Vancouver Island Economic Development Association (SVIEDA) in which the District of Saanich is a full funding partner.

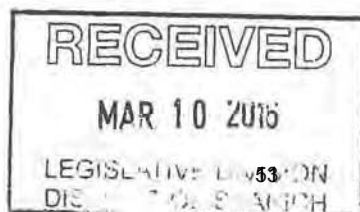
This year we received correspondence from Mike Hicks, Regional Director, Juan de Fuca Electoral Area (attached) asking that the rural municipalities in the CRD consider amendments to their firearms bylaws. The amendment suggested would allow farmers that qualify for a Federal Canadian Wildlife Service Crop Damage Permit a limited hunting opportunity to protect their crops from resident Canadian Geese in the hopes of reducing the overall numbers of the resident Canadian Geese that have made the CRD their permanent home. There are an estimated 6,000 resident, non-migratory geese in the CRD and it is forecasted that these numbers will grow to 60,000 in the next 20 years. The 6,000 present today already cause considerable harm to our farmers and 60,000 will be devastating.

Given that the District of Saanich is both an urban and rural municipality, careful consideration of the implications of any amendment to the firearms bylaw is necessary. With this in mind, I would like to see staff review the recommendation from Director Hicks and report back to Council with options for an appropriate bylaw amendment, including any implications.

**RECOMMENDATION:**

That Council direct staff to review the recommendation from Mike Hicks, Regional Director, Juan de Fuca Electoral Area, with respect to amending the District of Saanich firearms bylaw and report back to Council with options for an appropriate bylaw amendment, including any implications.

  
Councillor Fred Haynes



CM  
F. 2



Making a difference...together

Mike Hicks  
Regional Director  
Juan de Fuca Electoral Area  
#3 – 7450 Butler Road  
Sooke, BC V9Z 1N1  
250 216 5802  
directorjdf@crd.bc.ca

Jan. 17, 2015

Mayor Atwell and Council  
District of Saanich  
770 Vernon Avenue  
Victoria B.C.  
Canada V8X 2W7

Dear Mayor and Council,

There are an estimated 6,000 resident, non-migratory geese in the CRD and it is forecasted that these numbers will grow to 60,000 in the next 20 years. The 6,000 are already causing incredible harm to our farmers and 60,000 will be devastating. The most practical, humane and cost effective method of maintaining or reducing the overall population is to allow limited and restricted hunting of geese.

Currently Metchosin, Saanich, Central Saanich, North Saanich, the Juan de Fuca Electoral Area, Salt Spring and the Gulf Islands allow limited hunting of geese for those farms who have obtained a Crop Damage Permit from the Federal Canadian Wildlife Service. The two year permits are issued to qualified farms that have worked with the local police and municipality. They are required to register their hunters and abide by the regulations set by the police and municipality.

Crop Damage Permits allow for the hunting of between 5 and 10 birds per week. Hunters are not allowed to use blinds or decoys and are forbidden from eating the geese. This activity is intended to scare away or "haze" geese and is not intended to have an impact on the total flock.

The regular hunting season has 4 two week seasons spaced between September and March. The CRD Board passed a motion on January 13, requesting that the rural municipalities change their firearms bylaw to allow hunting to take place on farms that have obtained a Crop Damage Permit from the Federal Government's Canadian Wildlife Service.

In practical terms farmers and their nominees would be allowed, in addition to their total of 5 geese per week to hunt during these seasons with blinds and decoys and take 10 geese per day per hunter. They would also be permitted to keep and eat these beautiful birds.

The restrictions imposed by the Wildlife Service and Crop Protection Permit would remain the same, the hunters would remain the same but the total number of geese would be dramatically reduced.

A suggested amendment to your current Firearms bylaw could be:

“ Any landowner or nominee with a current Canadian Wildlife Service Crop Protection permit, may hunt on their permitted lands using the Federal Migratory Birds regulations and in possession of a valid federal Migratory Game Bird Hunting Permit.”

We have a real problem in Saanich and throughout the CRD with the huge numbers of resident geese. If we all collectively change our bylaws to allow for limited and controlled hunting of geese on select farms, we can maintain or possibly reduce the numbers and hopefully give our farmers the means to help themselves.

Please take this to your council table for consideration .If you need more information I would be delighted to attend your meeting and answer any questions.

Thank you



Mike Hicks  
Regional Director  
Juan de Fuca Electoral Area



Mayor  
Councillors  
Administrator

Council  
Administrator  
Media

## The District of Saanich

# Report

**To:** Mayor and Council

**From:** Ken Watson – Director of Legislative Services

**Date:** 7/5/2017

**Subject:** New “Officers and Administrative Structure Bylaw, 2017, No. 9424”, New “Delegation Authorization Bylaw (Renewal of Leases), 2017, No. 9448” and Amendments of the “Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No. 9447”

### RECOMMENDATION:

That Council endorse and give three readings to the new “Officers and Administrative Structure Bylaw, 2017, No. 9424” and new “Delegation Authorization Bylaw (Renewal of Leases), 2017, No. 9448” and endorse and give three readings to proposed amendments of the “Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No. 9447”.

### PURPOSE

The purpose of this report is to provide Council with an updated “Officers and Administrative Structure Bylaw, 2017, No. 9424” and new “Delegation Authorization Bylaw (Renewal of Leases), 2017, No. 9448” and consequential amendments of the “Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No. 9447” for consideration.

### BACKGROUND

The proposed new “Officers and Administrative Structure Bylaw, 2017, No. 9424” would replace the current “Directors and Officers Bylaw, 2011, No. 9091” and would provide recommended changes as follows:

1. Amend the title of the senior officer from “Administrator” to “Chief Administrative Officer” in keeping with the terminology of the *Community Charter*.
2. Amend the organization structure to provide for the newly created Department of Building, Bylaw, Licensing and Legal Services and delete reference to the former Department of Legislative Services.
3. Provide for the new position of Director of Building, Bylaw, Licensing and Legal Services position and deletion of the former Director of Legislative Services position.
4. Provide for the Chief Administrative Officer to be appointed and supervised by Council and all other Officers to be appointed and supervised by the Chief Administrative Officer. This reflects the current practice.



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5. Provide specifications of the powers, duties and functions of the Chief Administrative Officer (as Schedule "A" in Bylaw 9424) to reflect those currently undertaken. This provides the same general powers, duties and functions as set out in Section 147 of the *Community Charter* with additional specific responsibilities and powers set out.

## DISCUSSION

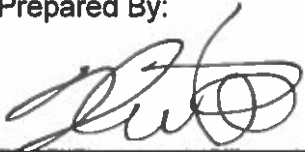
The proposed Bylaw is intended to provide for the current organizational structure, titles, reporting structures and duties of the Chief Administrative Officer. For convenience of review, the proposed bylaw attached has new or modified clauses highlighted.

The proposed amendments to the "Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No.9447" and the new "Delegation Authorization Bylaw (Renewal of Leases), 2017, No. 9448" are recommended to keep them consistent with the changes in position titles and reporting structure included in the new "Officers and Administrative Structure Bylaw".

## ALTERNATIVES

1. That Council give three readings to the new "Officers and Administrative Structure Bylaw, 2017, No. 9424" and new "Delegation Authorization Bylaw (Renewal of Leases), 2017, No. 9448" and endorse and give three readings to proposed amendments of the "Signing Authority Bylaw, 2011, Amendment Bylaw, 2017, No. 9447" and direct staff to bring these bylaws back for final consideration at the next regular Council meeting.
2. That Council provide alternate direction to Staff.

Prepared By:

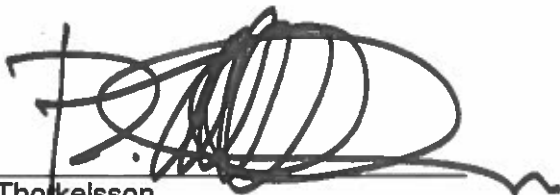


Ken Watson  
Director of Legislative Services

KMW/sl

## ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Legislative Services.



Paul Thorkeilsson  
Chief Administrative Officer

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9424

TO ESTABLISH OFFICER POSITIONS AND TO PRESCRIBE THE  
POWERS, DUTIES, AND FUNCTIONS OF SUCH OFFICERS AND SET OUT THE  
DEPARTMENTS AND ADMINISTRATIVE STRUCTURE UNDER WHICH THE  
BUSINESS OF THE MUNICIPALITY SHALL BE CONDUCTED

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WHEREAS the District of Saanich must by bylaw, under Section 146 of the *Community Charter*, establish officers' positions having responsibility under Sections 148 and 149 of the *Community Charter*;

AND WHEREAS the District of Saanich may, by bylaw, confer on an officer position the chief administrative responsibility for the Municipality under Section 147, of the *Community Charter*;

AND WHEREAS pursuant to Section 154 of the *Community Charter*, Council, may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS Council wishes to delegate to its officers and employees certain powers, duties and functions;

NOW, THEREFORE, The Municipal Council of the District of Saanich enacts as follows:

1. Definitions

In this bylaw, unless the context otherwise requires:

a) "**Act**" means the *Community Charter* of the Province of British Columbia.

"**Approving Officer**" means the Approving Officer of the Municipality and includes the Deputy Approving Officer in the absence of the Approving Officer.

**"Chief Administrative Officer"** means the Chief Administrative Officer of the Municipality.

"**Collector**" means the municipal officer assigned responsibility as collector of taxes for the Municipality.

"**District**" means the District of Saanich.

"**Council**" means the Council of the District of Saanich.

"**Director of Finance**" means the Financial Officer of the Municipality.



"**Employee**" means a person who is employed by the Municipality but who is excluded from the definition of 'employee' pursuant to the Labour Relations Code of British Columbia.

"**Legislative Manager/Municipal Clerk**" means the Corporate Officer of the Municipality and includes the Deputy Legislative Manager/Deputy Municipal Clerk in the absence of the Legislative Manager/Municipal Clerk.

"**Manager of Revenue Services**" means the Collector of the Municipality.

"**Municipality**" means the District of Saanich.

b) Words used shall have the meaning assigned to them by the *Community Charter*.

## 2. Municipal Departments

The business of the Municipality under the direction of the Chief Administrative Officer with and by the authority vested by Council shall be conducted by the following departments hereby established:

- Administration
- Corporate Services
- Engineering
- Finance
- Fire
- Building, Bylaw, Licensing and Legal Services
- Parks and Recreation
- Planning

## 3. Department Head Positions

Department Heads of the Municipality shall be:

- Chief Administrative Officer
- Director of Corporate Services
- Director of Engineering
- Director of Finance
- Fire Chief
- Director of Building, Bylaw, Licensing and Legal Services
- Director of Parks and Recreation
- Director of Planning

The head of each department shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

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#### 4. Deputy Department Head Positions

Deputy Department Heads shall be:

- Deputy Fire Chief.

Each deputy department head shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

#### 4. Officer Positions

Officers of the Municipality shall be:

- Chief Administrative Officer
- Director of Corporate Services
- Director of Engineering
- Director of Finance
- Fire Chief
- Director of Building, Bylaw, Licensing and Legal Services
- Director of Parks and Recreation
- Director of Planning
- Legislative Manager/Municipal Clerk
- Deputy Legislative Manager/Deputy Municipal Clerk
- Manager of Inspection Services
- Manager of Revenue Services
- Approving Officer
- Deputy Approving Officer
- Municipal Solicitor

Each officer of the Municipality shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

#### 5. Appointment and Termination

- a) The appointment of the Chief Administrative Officer shall be made by resolution of Council.
- b) The selection and appointment of the other Officer positions shall be made by the Chief Administrative Officer.
- c) The selection of the Acting Chief Administrative Officer shall be made by the Chief Administrative Officer. In the event of incapacitation of the Chief Administrative Officer or vacancy in that position, the appointment of the Acting Chief Administrative Officer shall be made by Council.
- d) The appointment of an Officer may be terminated by the Council under the conditions provided for in the Community Charter.

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6. Powers, Duties and Functions

- a). The Chief Administrative Officer's powers, duties and functions include those set out in section 147 of the *Community Charter* and are as further described in Schedule "A" – Powers, Duties and Functions of the Chief Administrative Officer.
  - b). The Director of Finance as the Financial Officer is assigned the responsibility of financial administration which includes the powers, duties and functions set out in section 149 of the *Community Charter*. In addition the Director of Finance has any other powers, duties and functions assigned by the Chief Administrative officer, or required or permitted by any other enactment.
  - c). The Legislative Manager/Municipal Clerk as the Corporate Officer is assigned the responsibility of corporate administration which includes the powers, duties and functions set out in section 148 of the *Community Charter*. In addition the Legislative Manager/Municipal Clerk has any other powers, duties and functions assigned by the Chief Administrative officer, or required or permitted by any other enactment.
  - d). The Manager of Inspection Services is assigned the responsibility for carrying out the functions of the Manager of Inspection Services under the Building and Plumbing Bylaw, 2005, No. 8627 and any successor bylaw.
  - e). The Manager of Revenue Services is assigned the responsibility as Collector of Taxes for the Municipality as set out in the *Community Charter*.
  - f). The Manager of Inspection Services is assigned the responsibility as Licence Inspector under the Business Licence Bylaw, 2002, No. 8213 and any successor bylaw.
  - g). The Approving Officer is assigned the responsibility for carrying out the functions of the Approving Officer under the *Land Title Act*, the Subdivision Bylaw, 1995, No. 7452 and any successor bylaw, and any other Statute or Bylaw that assigns responsibilities to the Approving Officer.
  - h). The powers, duties and responsibilities of those persons appointed to the positions of Officers, which are not prescribed by statute or by bylaw, shall be as determined from time to time by the Chief Administrative Officer.
7. The "Directors and Officers Bylaw, 2011, No. 9091" and amendments thereto are hereby repealed except insofar as they may repeal any other bylaw.

8. This bylaw may be cited as the **"OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, NO. 9424"**.

Read a first time this            day of            , 2017.

Read a second time this        day of            , 2017.

Read a third time this         day of            , 2017.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Corporate Seal on the day of            , 2017.

---

Municipal Clerk

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Mayor

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## SCHEDULE "A"

### **Powers, Duties and Functions of the Chief Administrative Officer**

The Chief Administrative Officer for the Municipality has the following duties, powers and functions:

- a. carrying out the powers, duties and functions specified in Section 147 of the *Community Charter* and other provisions applicable to the Chief Administrative Officer in other enactments;
- b. selecting Officers and coordinating, motivating, directing and supervising these key officials and prescribing their duties and responsibilities;
- c. determining compensation of non-union employees in accordance with the corporate policies and budgets established by Council;
- d. appointing, promoting, disciplining, suspending or terminating any employee of the City, subject to any contract of employment or collective agreement in force, other than Officers;
- e. subject to Council approval, negotiating all collective agreements;
- f. developing and recommending for Council approval, policies dealing with matters as directed by Council, and may initiate such policies for consideration by Council;
- g. implementing all Council approved policies and directives;
- h. developing, approving, and implementing policies, procedures and practices dealing with administrative matters;
- i. preparing and submitting to Council budgets for capital and operating programs annually or more frequently as directed by Council. In the event Council does not adopt an operating budget for the new calendar year by December 31st of the previous year, the CAO, during the period of January 1 of the new calendar year and the date on which Council adopts the five year financial plan for the new calendar year, is hereby empowered to authorize expenditures based on the previously approved five year financial plan bylaw.
- j. preparing and submitting such reports and recommendations as may be required by Council;
- k. hiring and retaining legal counsel on behalf of the Municipality including the power to instruct counsel to commence or defend any action or proceeding in any court of law, or before any tribunal, arbitrator or any other person, for or on behalf of the City.
- l. taking whatever legal actions or measures deemed necessary in response to an emergency;
- m. the authority to assign additional responsibilities to an officer, including acting on behalf of another officer during absence;
- n. the authority to assign to other appointed officers and employees of the Municipality any powers, duties or functions assigned to the Chief Administrative Officer under this bylaw to achieve more efficient and effective administration of the City's affairs;
- o. designating an Acting Chief Administrative Officer during any absence.

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9447

TO AMEND BYLAW NO. 9092,  
BEING THE "SIGNING AUTHORITY BYLAW, 2011"

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The Municipal Council of The Corporation of the District of Saanich in open meeting assembled enacts as follows:

1. Bylaw No. 9092 being the "Signing Authority Bylaw, 2011" is hereby amended as follows:
  - a) By deleting sub-section (d) of Section 1 and substituting therefor the following:

"(d) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality and, in the absence of the Chief Administrative Officer, includes the Acting Chief Administrative Officer."
  - b) By deleting Section 6 and substituting therefor the following:

"6. Chief Administrative Officer  
The Chief Administrative Officer may enter into and sign the following types of agreements or other documents on behalf of the Municipality:

    - (a) Grant applications and grant funding agreements.
    - (b) Memoranda of Agreement or Memoranda of Understanding between the Municipality and a Union, the Province, the Federal Government or another Municipality or School District.
    - (c) Agreements or other documents relating to functions within the area of responsibility of the Chief Administrative Officer."
  - c) By deleting sub-section (2) of Section 7 and substituting therefor the following:

"(2) The Director of Corporate Services may delegate all or part of the authority outlined in s. 7(1) to the Manager of Human Resources and Manager of Information Technology (was noted under the Director of Finance)."
  - d) By deleting sub-section (2) of Section 9 and substituting therefor the following:

"(2) The Director of Finance may delegate all or part of the authority outlined in s. 9(1) to the Senior Manager, Financial Services, Manager of Accounting and Audit, Manager of Revenue Services and Manager of Information Technology. (Move this one to Director of Corporate Services)"

e) By deleting Section 11 and substituting therefor the following:

"11. Director of Building, Bylaw, Licensing and Legal Services

(1) The Director Building, Bylaw, Licensing and Legal Services may enter into and sign the following agreements and other documents on behalf of the Municipality:

- (a) Leases, tenancy agreements, licenses, contracts for the purchase and sale of land, consulting contracts, facility use agreements, settlement agreements, releases, and damage claims.
- (b) Agreements or other documents relating to functions under the responsibility of the Building, Bylaw, Licensing and Legal Services Department.

(2) The Director Building, Bylaw, Licensing and Legal Services may delegate all or part of the authority outlined in s. 11(1) to the Lands Manager, Risk Manager, and Manager of Inspection Services."

f) By deleting sub-section (2) of Section 12 and substituting therefor the following:

"(2) The Director of Parks and Recreation may delegate all or part of the authority outlined in s. 12(1) to the Senior Manager of Recreation Services and the Senior Manager of Parks."

g) By deleting sub-section (2) of Section 13 and substituting therefor the following:

"(2) The Director of Planning may delegate all or part of the authority outlined in s. 13(1) to the Manager of Environmental Services, Subdivision Coordinator/Approving Officer, and Manager of Community Planning.

2. This Bylaw may be cited for all purposes as the **"SIGNING AUTHORITY BYLAW, 2011, AMENDMENT BYLAW, 2017, NO. 9447"**.

Read a first time this \_\_\_ day of \_\_\_\_\_, 2017

Read a second time this \_\_\_ day of \_\_\_\_\_, 2017

Read a third time this \_\_\_ day of \_\_\_\_\_, 2017

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9092**

**TO PROVIDE FOR THE SIGNING OF AGREEMENTS**

WHEREAS pursuant to the *Community Charter* the Municipality has the capacity, rights, powers and privileges of a natural person of full capacity including the power to enter into agreements;

AND WHEREAS the Council may, by bylaw, delegate its powers, duties and functions to its Officers and Employees;

AND WHEREAS it is desirable to delegate to certain Officers and Employees of the Municipality the authority to enter into agreements and contracts on behalf of the Municipality and to execute such agreements and contracts so as to bind the Municipality thereto;

NOW THEREFORE the Council of The Corporation of the District of Saanich in open meeting assembled enacts as follows:

1. Definitions

In this bylaw unless the context otherwise requires:

- (a) "Agreement" includes a contract.
- (b) "Mayor" includes the Acting Mayor in the absence of the Mayor.
- (c) "Municipal Clerk" includes the Deputy Municipal Clerk in the absence of the Municipal Clerk.
- (d) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality and, in the absence of the Chief Administrative Officer, includes the Acting Chief Administrative Officer.

2. Execution by Authorized Signing Officers

Subject to compliance with any applicable requirements of the *Community Charter*, the *Local Government Act* or any other enactment, all agreements or other documents which the Municipality has the authority to make or enter into shall be deemed to be properly executed if they are signed by one of the Officers or employees authorized by this bylaw to sign such agreements or other documents.



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3. Execution by Mayor and Municipal Clerk

Subject to compliance with applicable requirements of the *Community Charter*, the *Local Government Act* or any other enactment all agreements or other documents which the Municipality has the authority to make or enter into shall be deemed to be properly executed if they are signed by the Municipal Clerk and the Mayor.

4. Documents to be Executed by the Mayor and Municipal Clerk

The following types of documents shall be signed by the Mayor and Municipal Clerk:

- (a) Any contract for the purchase of goods or services having a value in excess of \$200,000.00.
- (b) Any agreement between the Municipality and the Federal Government, Provincial Government, the Capital Regional District or any other Municipality or School District, other than a Memorandum of Agreement or Memorandum of Understanding.
- (c) Any agreement specifically approved by a resolution of the Municipal Council.
- (d) Collective agreements between the Municipality and a Union.

5. Documents to be Executed by the Municipal Clerk

(1) The following types of documents shall be executed by the Municipal Clerk:

- (a) Any agreement or other document intended to be registered in the Land Title Office.
- (b) Any application for a grant and a grant funding agreement in which the application for the grant was approved by a resolution of the Council.

(2) The Municipal Clerk may enter into and sign any agreement or other document of the Municipality, including all those types of agreements and other documents for which signing authority is granted to other Officers and Employees under this Bylaw.

6. Chief Administrative Officer

The Chief Administrative Officer may enter into and sign the following types of agreements or other documents on behalf of the Municipality:

- (a) Grant applications and grant funding agreements.

(b) Memoranda of Agreement or Memoranda of Understanding between the Municipality and a Union, the Province, the Federal Government or another Municipality or School District.

(c) Agreements or other documents relating to functions within the area of responsibility of the Chief Administrative Officer.

#### 7. Director of Corporate Services

- (1) The Director of Corporate Services may enter into and sign the following agreements and other documents on behalf of the Municipality:
  - (a) Memoranda of Agreement and Memoranda of Understanding between the Municipality and its Unions; agreements and other documents related to the Disability Trust, Employee Benefit Plans, Pension Plans, Workers Compensation Board, ICBC claims, consulting agreements.
  - (b) Agreements or other documents relating to functions under the responsibility of the Corporate Services Department.
- (2) The Director of Corporate Services may delegate all or part of the authority outlined in s. 7(1) to the Manager of Human Resources and Manager of Information Technology.

#### 8. Director of Engineering

- (1) The Director of Engineering may enter into and sign the following agreements and other documents on behalf of the Municipality:
  - (a) Servicing and warranty agreements, grant applications and grant funding agreements, consulting contracts, applications and agreements for water licences and other water rights.
  - (b) Agreements or other documents relating to functions under the responsibility of the Engineering Department.
- (2) The Director of Engineering may delegate all or part of the authority outlined in s. 8(1) to the Manager of Transportation, Manager of Underground Services, Manager of Public Works, Manager of Development and Municipal Facilities and the Manager of Facility Operations.

#### 9. Director of Finance

- (1) The Director of Finance may enter into and sign the following agreements and other documents on behalf of the Municipality:

- (a) Agreements or other documents related to borrowing, raising money, banking, grants, taxation, assessment and the Municipal Finance Authority.
- (b) Agreements or other documents relating to functions under the responsibility of the Finance Department.
- (c) Leases of equipment where the value of the lease does not exceed \$200,000.00.
- (d) Contracts and agreements for the purchase or lease of goods or services where the value of the purchase or lease is \$200,000.00 or less.

(2) The Director of Finance may delegate all or part of the authority outlined in s. 9(1) to the Senior Manager, Financial Services, Manager of Accounting and Audit, Manager of Revenue Services.

#### 10. Fire Chief

- (1) The Fire Chief may enter into and sign the following agreements and other documents on behalf of the Municipality:
  - (a) Agreements or other documents relating to functions under the responsibility of the Fire Department.
- (2) The Fire Chief may delegate all or part of the authority outlined in s. 10(1) to the Deputy Fire Chief.

#### 11. Director of Building, Bylaw, Licensing and Legal Services

(1) The Director Building, Bylaw, Licensing and Legal Services may enter into and sign the following agreements and other documents on behalf of the Municipality:

- (a) Leases, tenancy agreements, licenses, contracts for the purchase and sale of land, consulting contracts, facility use agreements, settlement agreements, releases, and damage claims.
- (b) Agreements or other documents relating to functions under the responsibility of the Building, Bylaw, Licensing and Legal Services Department.

(2) The Director Building, Bylaw, Licensing and Legal Services may delegate all or part of the authority outlined in s. 11(1) to the Lands Manager, Risk Manager, and Manager of Inspection Services.

12. Director of Parks and Recreation

- (1) The Director of Parks and Recreation may enter into and sign the following agreements and other documents on behalf of the Municipality:
  - (a) Partnership agreements with other public agencies and community organizations, sponsorship agreements, consulting agreements, grant applications and grant funding agreements, facility and park use agreements and facility maintenance agreements.
  - (b) Agreements or other documents relating to functions under the responsibility of the Parks and Recreation Department.
- (2) The Director of Parks and Recreation may delegate all or part of the authority outlined in s. 12(1) to the Senior Manager of Recreation Services and the Senior Manager of Parks.

13. Director of Planning

- (1) The Director of Planning may enter into and sign the following agreements and other documents on behalf of the Municipality:
  - (a) Consulting agreements, grant applications and grant funding agreements.
  - (b) Agreements or other documents relating to functions under the responsibility of the Planning Department.
- (2) The Director of Planning may delegate all or part of the authority outlined in s. 13(1) to the Manager of Environmental Services, Manager of Subdivision/Approving Officer, and Manager of Community Planning.

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9448

TO AUTHORIZE THE DELEGATION OF POWER

WHEREAS the Council may pursuant to Section 154 of the *Community Charter* delegate its powers, duties and functions to its officers and employees;

NOW THEREFORE the Municipal Council of The Corporation of the District of Saanich in open meeting assembled enacts as follows:

1. "The Council hereby delegates to the Director of Building, Bylaw, Licensing and Legal Services or in their absence the Land Agent the power to approve the renewal of a lease of municipally owned real property to a non-profit society or other non-profit organization and to sign a renewal of a lease on behalf of the Municipality."

2. Repeal

"Delegation Authorization Bylaw (Renewal of Leases), 2013, No. 9218 and all amendments thereto are hereby repealed.

3. Title

This bylaw may be cited for all purposes as the "DELEGATION AUTHORIZATION BYLAW (RENEWAL OF LEASES), 2017, NO. 9448".

Read a first time this \_\_\_ day of \_\_\_\_\_, 2017

Read a second time this \_\_\_ day of \_\_\_\_\_, 2017

Read a third time this \_\_\_ day of \_\_\_\_\_, 2017

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Mayor

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9446**

**TO AMEND BYLAW NO. 8792  
BEING THE "SANITARY SEWER BYLAW, 2006"**

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The Municipal Council of The Corporation of the District of Saanich in open meeting assembled enacts as follows:

1. Bylaw No. 8792 being the "Sanitary Sewer Bylaw, 2006", is hereby amended as follows:
  - (a) By deleting Maps 27 from Schedule "D" and substituting therefore new Map 27 dated July 2017 attached hereto as Schedule "1".  
  
Lot 3, Section 65, Victoria District, Plan VIP59979  
(931 Beckwith Avenue)
2. This Bylaw may be cited for all purposes as the "**SANITARY SEWER BYLAW, 2006, AMENDMENT BYLAW, 2017, NO. 9446**".

Read a first time this day of , 2017.

Read a second time this day of , 2017.

Read a third time this this day of , 2017.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the day of , 2017.

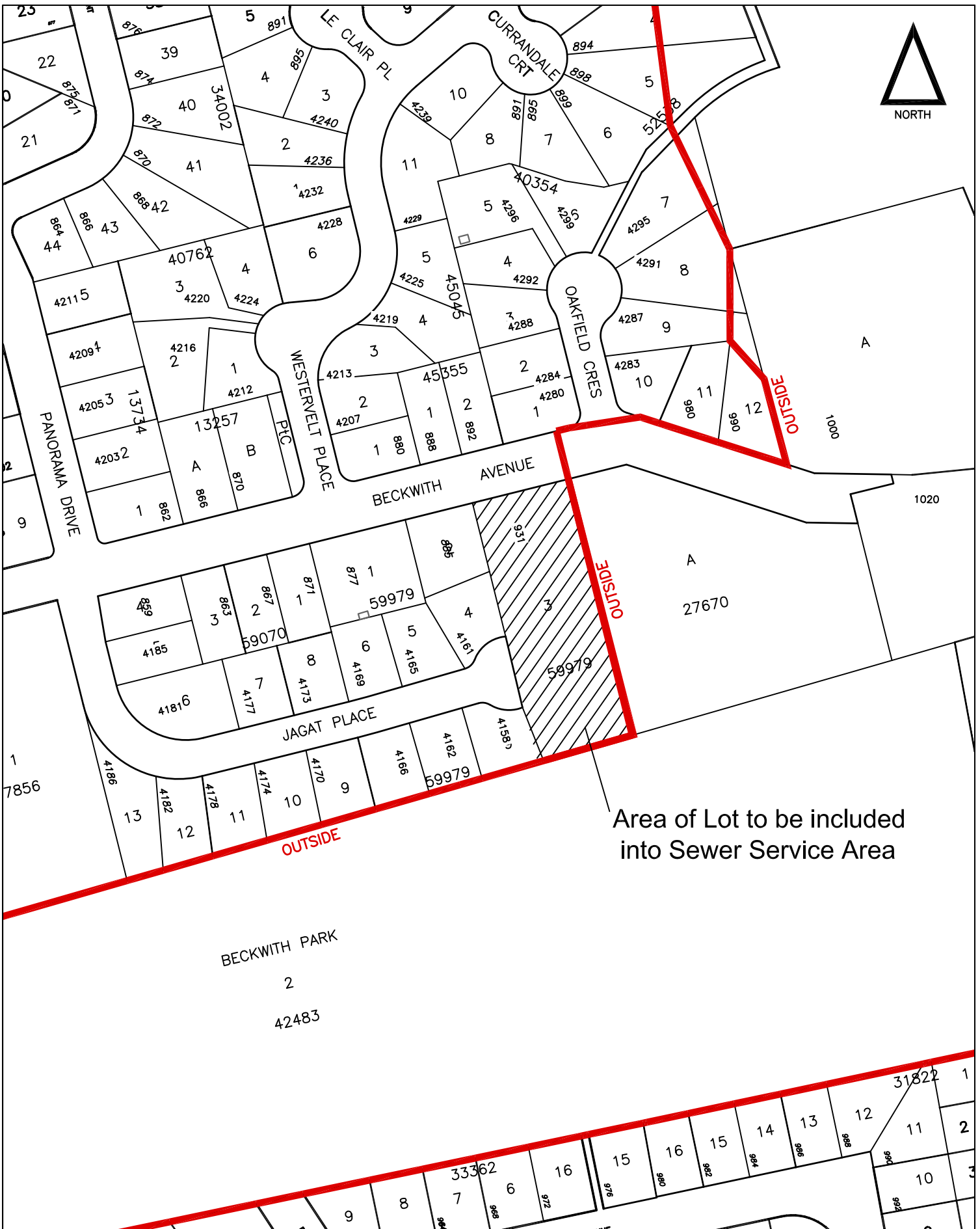
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Municipal Clerk

---

Mayor

**CM  
D.3**



Area of Lot to be included into Sewer Service Area

**\* For Reference Only \***  
 Excerpt of new Map 27

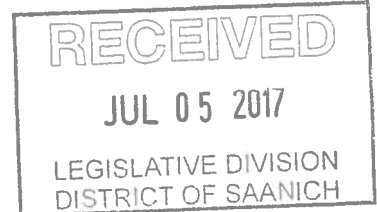
**931 Beckwith Avenue**  
 By-law #9446

1410-04  
X: 1220-20 Derelict Boats



# Report

**To:** Mayor and Councillors  
**From:** Councillor Fred Haynes  
**Date:** 5 July 2017  
**Subject:** Support for Dead Boat Society's Request for Access to Federal Funding to Address Abandoned and Derelict Boats



Mayor  
Councillors  
Administrator  
Council  
Administration  
Media

This report requests Council's support for an application by a South Island coalition, the Dead Boat Society (DBS), to seek access to federal funding for the removal of abandoned or derelict boats from our beaches and waterways. Collaborative action is recommended due to tight timelines and to produce better regional outcomes.

In May 2017, Transportation Minister Marc Garneau announced the launch of a national, five-year \$6.85 million Abandoned Boats Program led by Transport Canada to help remove existing smaller abandoned boats, educate boat owners about their responsibilities and support research into improving recycling options for boats. "Through the Oceans Protection Plan, our new Abandoned Boats Program will not only remove the highest priority small boats, but also help owners better understand how they can better protect our coasts and waterways," Garneau said.

The program consists of two sub-components: assessment and removals (A&R) supporting the permanent removal and disposal of abandoned or wrecked small boats and education, awareness and research (EA&R) component. The A&R application deadline is October 30 for 2017-2018 funding.

The Dead Boat Society, led by Mr. John Roe and Mr. Eric Dahli and others, includes the Community Association of Oak Bay, Cadboro Bay Residents Association, Royal Victoria Yacht Club, Veins of Life Watershed Society, Oak Bay, Salt Spring Island Trust, Saanich, C-Tow and Ralmax, plans to apply collaboratively for this funding to bring an effective South Island wide solution to this problem.

A similar request for support has been submitted by the DBS to Mayor Carol Hamilton, Chair of the Capital Regional District Environmental Advisory Committee. Indicating further federal interest, MP Murray Rankin will be visiting Cadboro Bay.

### RECOMMENDATION:

That staff be requested to write a letter to the Dead Boats Society in support of their application to receive federal funds for boat removal on South Vancouver Island beaches.

Councillor Fred Haynes

**CM**  
**E.1**



1410-04 Eng.  
xref: 5370-30



The Corporation of the District of Saanich

Report

Mayor  
Councillors  
Administrator  
Council  
Administration  
Media

To: Mayor and Council  
From: Harley Machielse, Director of Engineering  
Date: 6/27/2017  
Subject: Award of Tender # 26/17 Municipal Hall Boiler Replacement

RECOMMENDATION

That Council approve the award, plus change orders within budget, of Tender # 26/17 Municipal Hall Boiler Replacement Base Work to Apex Steel and Gas Ltd., for \$367,300 (excluding GST).

PURPOSE

The purpose of this report is to request approval to award Tender #26/17 Municipal Hall Boiler Replacement.

DISCUSSION

The boiler plant at Municipal Hall has reached the end its service life and is up for replacement. Similar to heating plant replacements within other municipal facilities this project will employ multiple, smaller boilers to increase the level of system redundancy and protect the facility from unforeseen shutdowns. The project will incorporate additional controls to optimize the system performance, achieve the greatest energy efficiency possible, and further reduce the Corporate GHG emissions by 35 tonnes.

A tender was issued for the supply of all materials, equipment, labour and services necessary for new, complete, operational and tested mechanical systems for heating, associated controls, plumbing and fire protection for the Saanich Municipal Hall Building (the Base Work).

The Tender evaluation was on Total Tender Price, which included the Base Work as well as Options 1, 2 and 3 (which the District has the ability to elect or not elect to award). Engineering Facilities has decided to proceed with the Base Work only.

Two compliant responses were received from the following vendors for the following Total Tender Price (rounded to the nearest dollar and excluding GST):

- Apex Steel and Gas Ltd \$ 463,600
- Mac's Heating Ltd. \$ 609,549

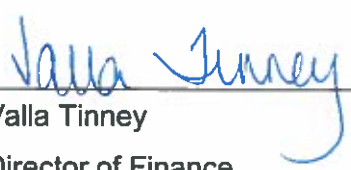


CM  
E.2

**FINANCIAL IMPLICATIONS**

Funding for this work is available in the 2017 Community Facilities capital budget.

Prepared by   
\_\_\_\_\_  
Harley Machielse  
Director of Engineering

Reviewed by   
\_\_\_\_\_  
Valla Tinney  
Director of Finance

LK

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Engineering.

  
\_\_\_\_\_  
Paul Thorkelsson, Administrator

1410-04 Eng  
xref: 5370-30



Mayor  
Councillors  
Administrator

Council  
Administrator  
Media

The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Harley Machielse, Director of Engineering  
**Date:** 6/29/2017  
**Subject:** Award of Quotation 28/17 LED Lighting

## RECOMMENDATION

That Council approve the award, plus change orders within approved budget, of Quotation 28/17 ATBM LED Lighting for roadway lighting to EECOL Electric, who submitted a bid of \$344,262.50 (excluding taxes) for the 2017 year with the option to extend for up to four additional years.

## PURPOSE

The purpose of this report is to request approval to award Quotation 28/17 ATBM LED Lighting for supply only of ATBM LED Roadway Fixtures for 2017 with the option to extend for up to four additional years.

## DISCUSSION

A quotation was issued for the supply and delivery of 820 ABTM LED Street Lighting Fixtures in 2017 with options to extend the award for up to four additional years. It is anticipated that the 5 year estimate for this equipment will be \$1,200,000. EECOL Electric is the Contractor that has been identified through a Government of BC competitive process as the supplier of the ATBM LED Roadway lighting and has the Government Supply Agreement with pricing for this product. These fixtures have a 10 year warranty. This purchase of fixtures is the second of a multi-year program to replace all HPS street lighting fixtures in Saanich with LED.

EECOL Electric bid for 2017 LED Lighting                      \$344,262.50

EECOL Electric has indicated that they will hold the ATBM LED pricing for these units until 2020, however, pricing may be reviewed if the Canadian Dollar rises or lowers.

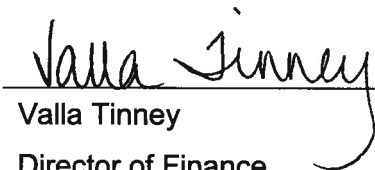
## FINANCIAL IMPLICATIONS

Funding for this material is available annually within the 2017-2021 Financial Plan's Transportation Capital budget.



**CM  
E.3**

Prepared by   
Harley Machielse  
Director of Engineering

Reviewed by   
Valla Tinney  
Director of Finance

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Engineering.

  
Paul Thorkelsson, Administrator

1410-04 Fire  
xref: 1050-30



The Corporation of the District of Saanich

Mayor  
Councillors  
Administrator

Council  
Administration  
Media

# Report



**To:** Mayor and Council  
**From:** Fire Chief Michael Burgess  
**Date:** June 28, 2017  
**Subject:** CRD Durrance / Rudy Road Fire Services Agreement – Renewal

## PURPOSE

The Fire Department is requesting Council approval for 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. The Fire Services Agreement would be effective for five years commencing September 1, 2017.

## BACKGROUND

The existing agreement with the CRD sets out terms under which the Saanich Fire Department will provide fire prevention and suppression services to nine properties located on Durrance, Rudy and Castlerock Roads in the Juan de Fuca Electoral Area.

The current agreement has been in place for four, five-year terms, providing for an annual retainer fee of \$2,000. A cost recovery fee structure for actual services rendered is in place and provides for personnel charges at two times the normal salary rate for each member's time spent providing services, and equipment charges for each apparatus deployed to the service area.

## DISCUSSION

The current Fire Services Agreement is scheduled to expire on August 31, 2017.

The Fire Department is able to continue with the existing provision of services subject to Council's renewal of the agreement which would include an annual retainer fee increase from \$2,000 to \$2,500. Similarly, equipment fee charges would increase from \$285 to \$300 per hour for each Engine and from \$207 to \$218 for each Tender vehicle deployed to the service area in response to a request for service.


A draft renewal agreement document is attached for Council's consideration.

**CM  
E.4**

**RECOMMENDATION**

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.


Prepared by   
\_\_\_\_\_  
Brock Henson  
Assistant Deputy Chief

Approved by   
\_\_\_\_\_  
Michael Burgess  
Fire Chief

BH/mr  
Attachment

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I endorse the recommendation from the Fire Chief.

  
\_\_\_\_\_  
Chief Administrative Officer

FIRE SERVICES AGREEMENT

THIS AGREEMENT MADE the \_\_\_\_\_ day of \_\_\_\_\_ 2017

BETWEEN:

CAPITAL REGIONAL DISTRICT  
625 Fisgard Street  
Victoria, British Columbia, V8W 2S6  
(the "CRD")

OF THE FIRST PART

AND:

The CORPORATION OF THE DISTRICT OF SAANICH  
770 Vernon Avenue  
Victoria, British Columbia, V8X 2W7  
(the "Municipality")

OF THE SECOND PART

WHEREAS:

- A. Section 796 of the *Local Government Act* provides that the Board may make agreements for the operation of services;
- B. By Bylaw No. 2506, as amended, "Durrance Road Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1997", the Regional District established a service for the operation of a fire prevention and suppression service and emergency response including but not limited to vehicle extraction in situations where the Fire Chief determines that the personnel and equipment resources of the fire department are capable of responding to the emergency within the service area described therein (the "Service Area");
- C. The Municipality may make agreements with another public authority under Section 23(1)(a) of the Community Charter;
- D. The Regional District has requested the Municipality to provide fire protection services for the Service Area under the terms and conditions set out in this Agreement;
- E. The Municipality operates a Fire Department and is prepared to offer the service under the terms and conditions set out in this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, the terms and conditions hereinafter contained (the receipt and sufficiency of which is hereby acknowledged) the parties hereto covenant and agree each with the other as follows:

**1. Interpretation**

In this Agreement "Services" means fire prevention and suppression, including, without limiting the generality of the foregoing, inspections, enforcement of enactments relating to fire prevention and suppression, elimination of fire hazards and attending at fires for the purpose of containment and extinguishment of the fires and to provide assistance to persons.

**2. Term**

The term of this agreement will be for a period of five years commencing on the 1st day of September, 2017 and terminating on the 31st day of August, 2022 unless otherwise terminated as provided in this Agreement.

**3. Service Area**

The Municipality will, under the terms hereof and subject to any applicable bylaw of the Regional District and any Federal or Provincial enactment, provide the Services in and for the Service Area.

**4. Service**

The Municipality will, through its fire department operating in the Municipality using the facilities and equipment from time to time available to that service on a twenty-four (24) hour basis, provide the Services to the residences and other buildings and structures within the Service Area to the extent of the staff and equipment available at the time of the notification of a fire in the Service Area.

**5. Annual Cost**

The Regional District shall pay to the Municipality for the Services provided under this Agreement, annually in advance the sum of TWO THOUSAND FIVE HUNDRED (\$2,500.00) DOLLARS or the sum of TWO HUNDRED AND FIFTY DOLLARS (\$250.00) per parcel included in the service area, whichever is the greater. The said annual sum shall be paid on or before the 1st day of September in each year during the term of this Agreement and if not paid by that date the Services contemplated by this Agreement will not be provided.

**6. Additional Cost**

6.1. In addition to the annual payment as set out in paragraph 5 hereof, the Regional District shall pay to the Municipality a Dispatch Fee consisting of the following:

**a. Personnel Charge**

For each Captain and firefighter, and hourly rate for time spent providing the Services at two times the normal hourly pay per hour or a portion of an hour for such person, and



**b. Equipment Fee**

The sum of **THREE HUNDRED (\$300.00) DOLLARS** per hour or a portion of an hour for each engine and **TWO HUNDRED AND EIGHTEEN (\$218.00) DOLLARS** for each tender vehicle dispatched to the Service Area in response to a request for Services for the Service Area (the "Dispatch Fee" ).

6.2. For the purpose of calculating the Personnel Charge each call-out shall be calculated at a minimum two hours.

6.3. For the purpose of calculating the Dispatch Fee, time spent travelling to and from the Service Area shall be included and the minimum time spent hereunder shall be deemed to be two hours per engine and tender vehicle.

6.4. The Regional District shall pay the Dispatch Fee to the Municipality THIRTY (30) days after invoice therefor, and if the Dispatch Fee is not paid by that date the charge shall bear interest at the rate of one half percent (1/2 %) per month, compounded monthly.

**7. Inspection**

The Regional District agrees, insofar as it lawfully can, to authorize and permit representatives of the fire department of the Municipality, or its contractors, to make fire inspections in relation to any land, buildings or structures in the Service Area. Such inspection may be made to any land, buildings or structures and water systems or fire hydrants which may be installed or located in the Service Area for the purpose of investigating, testing or determining water flow available for firefighting purposes.

**8. Bylaws**

The Regional District agrees, insofar as it lawfully can, to adopt a regulatory bylaw applicable to the Service Area which is consistent with the Municipality's "Fire Prevention Bylaw, 2006, No. 8807", " Smoke Alarm Bylaw, 1993 No. 7126" and "Street Address Bylaw, 1995, No. 7453 ".

**9. Indemnity**

The Regional District shall release, discharge, indemnify and save harmless the Municipality from and against any claims, causes of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of the provision of the Services by the Municipality except those which arise out of the negligent acts or omissions of the Municipality, its officers, directors, employees, volunteers or contractors.

**10. Termination**

Either party may, in addition to any other provision of this Agreement, terminate this Agreement upon giving to the other party NINETY (90) days written notice of its intention to terminate. If the Municipality gives such notice the Municipality shall refund to the Regional District any monies prepaid by the Regional District for any period of time after the effective date of such termination.

**11. Time**

Time shall be of the essence of this Agreement

## 12. Effective Date

This Agreement shall come into full force and effect on the 1st day of September, 2017.

## 13. Level of Service

This Agreement shall not be construed to create any greater standard of care or liability on the part of the Municipality in respect of the provision of the Services to the Regional District or to the Local Service Area than that which applies to the supply of such service to any other resident, land or building within the Municipality.

## 14. Arbitration

In the event of a dispute or disagreement arising from this Agreement or its interpretation, or in respect of the obligations of the parties hereunder, the matter in dispute, at the instance of either part, shall be submitted to a court of competent jurisdiction, or arbitration pursuant to this section. Notice of arbitration shall be given in writing and each of the Regional District and the Municipality is entitled to appoint one arbitrator, and the two arbitrators so appointed must appoint a third arbitrator or, failing agreement as to the appointment of a third arbitrator, such arbitrator must be appointed by a judge of the Supreme Court of British Columbia. The decision of the arbitrator is final and binding in all respects and the cost of arbitration will be borne equally by the parties. The arbitration will be governed in accordance with the provisions of the Commercial Arbitration Act of British Columbia or such replacement statute that it is in force as at the date of the notice of arbitration.

## 15. Binding Effect

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their successors and assigns.

## 16. Powers

Nothing in this Agreement shall prejudice or affect the Regional District' s or the Municipality' s rights and powers in the exercise of their statutory functions under statutes, bylaws, resolutions, orders, or regulations, all of which may be fully exercised as if this Agreement had not been executed and delivered by the Regional District and the Municipality.

## 17. Waiver

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

## 18. Headings

The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

**19. Language**

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

**20. Cumulative Remedies**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

**21. Law Applicable**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

**IN WITNESS WHEREOF** the parties hereto have executed this document by their authorized signature, on the day and year first above written.

The CAPITAL REGIONAL DISTRICT  
by its authorized signatories on the \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
CRD Board Chair

\_\_\_\_\_  
Corporate Officer

The CORPORATION OF THE DISTRICT OF SAANICH by its authorized signatories on the \_\_\_\_  
day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor

1410-04 Fire  
Xref: 1050-30

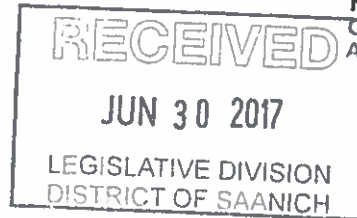
Council Jul 10/17



## The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Fire Chief Michael Burgess  
**Date:** June 29, 2017  
**Subject:** Amending Agreement 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



Mayor  
Councillors  
Administrator

Council  
Administration  
Media

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### OVERVIEW

The purpose of this report is to recommend Council approve the attached Fire Services Amending Agreement to include the City of Colwood as a party to the Fire Services Agreement.

### DISCUSSION

At its meeting of June 13, 2016 Council authorized 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 agreement.

The Fire Services Agreement is based on the principles of collaboration between interested parties and the concept of identifying operational and financial efficiencies through the delivery of shared municipal services.

The underpinning of the Fire Services Agreement is to enhance the level of available fire protection and life safety resources within the participating communities without incurring additional costs and in an equitable manner that ensures no one community unfairly benefits or receives services at the expense of another.

Participating agencies to the Fire Services Agreement share many service delivery and operational commonalities to leverage upon, including but not limited to, shared fire dispatch services, common and interoperable radio communications platforms, compatible operational

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policies and guidelines, joint training and exercising, and, a general willingness to work cooperatively with each other to provide cost efficient fire services to their respective residents.

To provide cost efficient fire services to their residents, the City of Colwood is requesting to participate as a party to the Fire Services Agreement. The addition of the City of Colwood to the Fire Services Agreement will further enable equity and fairness in the sharing and distribution of resources of each jurisdiction.

All parties to the Fire Services Agreement concur with the addition of City of Colwood to the Fire Services Agreement and are pending Council approval by each party.

## **CONCLUSION**

The addition of the City of Colwood as a party to the Fire Services Agreement will further enable equity and fairness in the sharing and distribution of resources of each jurisdiction. The mutual sharing of resources through the Fire Services Agreement allows communities to be fiscally responsible while providing excellent service.

## **RECOMMENDATION**

That Council authorize the Fire Services Agreement – Amending Agreement 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.

Prepared by



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Michael Burgess

Fire Chief

Approved by



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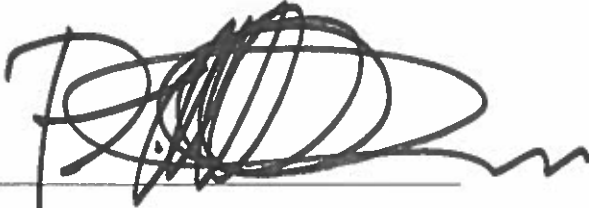
Michael Burgess

Fire Chief

MB/mr  
Attachment

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I endorse the recommendation from the Fire Chief.



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Chief Administrative Officer

# FIRE SERVICES AGREEMENT – AMENDING AGREEMENT



THIS Agreement is made as of the \_\_\_\_ day of \_\_\_\_\_ 2017,

BETWEEN:

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH  
1903 Mount Newton Cross Road  
Victoria, B.C.  
V8M 2A9

(Hereinafter called "Party")

AND:

THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT  
1229 Esquimalt Road  
Victoria, B.C.  
V9A 3P1

(Hereinafter called "Party")

THE CORPORATION OF THE DISTRICT OF SAANICH  
770 Vernon Avenue  
Victoria, B.C.  
V8X 2W7

(Hereinafter called "Party")

THE CORPORATION OF THE DISTRICT OF OAK BAY  
2167 Oak Bay Avenue  
Victoria, B.C.  
V8R 1G2

(Hereinafter called "Party")

THE TOWN OF VIEW ROYAL  
45 View Royal Avenue  
Victoria, B.C.  
V9B 1A6

(Hereinafter called "Party")

THE CITY OF COLWOOD  
3300 Wishart Road  
Victoria, B.C.  
V9C 1R1

(Hereinafter called "Party")

**WHEREAS** each of the Parties hereto, other than the City of Colwood, entered into a Fire Services Agreement made as of the 2<sup>nd</sup> day of August, 2016. (Herein called the "Fire Services Agreement").

**AND WHEREAS** the Parties have agreed to include the City of Colwood in the Fire Services Agreement.

**NOW THEREFORE** in consideration of the mutual agreements contained herein, the Parties hereto covenant and agree as follows:

1. The Fire Services Agreement is hereby amended as follows:
  - a) By adding The City of Colwood as a new party to the agreement; and
  - b) By deleting the definition of "Parties" in s.1 f) and substituting therefor the following:

"1. f) "Parties" means, collectively, 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, The Town of View Royal and The City of Colwood, and "Party" means any one of them;"
2. All other terms and conditions of the Fire Services Agreement shall remain the same.



**IN WITNESS WHEREOF** the Parties hereto have executed this Agreement as of the date first set out above.

Executed by **THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH** )

This \_\_\_\_ day of \_\_\_\_\_, 2017: )

\_\_\_\_\_  
Authorized Signatory )

\_\_\_\_\_  
Authorized Signatory )

Executed by **THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT** )

This \_\_\_\_ day of \_\_\_\_\_, 2017: )

\_\_\_\_\_  
Authorized Signatory )

\_\_\_\_\_  
Authorized Signatory )

Executed by **THE CORPORATION OF** )  
**THE DISTRICT OF SAANICH** this )  
This \_\_\_\_ day of \_\_\_\_\_, 2017: )  
) )  
) )  
\_\_\_\_\_) )  
Authorized Signatory )  
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\_\_\_\_\_) )  
Authorized Signatory )

Executed by **THE CORPORATION OF** )  
**THE DISTRICT OF OAK BAY** )  
This \_\_\_\_ day of \_\_\_\_\_, 2017: )  
) )  
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\_\_\_\_\_) )  
Authorized Signatory )  
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\_\_\_\_\_) )  
Authorized Signatory )

Executed by **THE TOWN OF VIEW ROYAL** )  
This \_\_\_\_ day of \_\_\_\_\_, 2017: )  
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Authorized Signatory )  
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Authorized Signatory )

Executed by **THE CITY OF COLWOOD** )  
This \_\_\_\_ day of \_\_\_\_\_, 2017: )  
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**END OF DOCUMENT**

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xref: 2870-30 Arbutus

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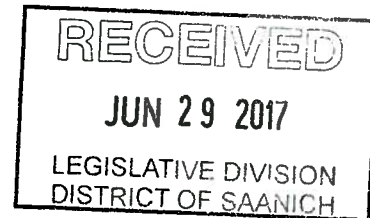
## The Corporation of the District of Saanich

Mayor  
Councillors  
Administrator  
Com. Assoc.  
Applicant

Council  
Administrator  
Media

# Report

**To:** Mayor and Council  
**From:** Sharon Hvozdzanski, Director of Planning  
**Date:** June 28, 2017  
**Subject:** Rezoning and Development Variance Permit Application  
**File:** REZ00588; DVP00387 • 2474 Arbutus Road



### RECOMMENDATION

1. That the Zoning Bylaw 8200 be amended by adding a new P-3O/R (Personal Care, Office & Research) Zone.
2. That the application to rezone part of the site at 2474 Arbutus Road from the P-3 (Personal Care) Zone to the new P-3O/R (Personal Care, Office & Research) Zone be approved.
3. That Development Variance Permit DVP00387 be approved.

### PURPOSE

The purpose of this report is to seek direction from Council on the subject application. The application is to rezone 7,650 m<sup>2</sup> of the 6.0 ha site from the P-3 (Personal Care) Zone to a new site-specific zone to allow a former care facility building on the site to be repurposed to accommodate office and research uses of ocean and climate scientists. Variances are requested for number and location of required parking spaces and to defer required road frontage improvements. The co-applicants are McElhanney Consulting Services Ltd. and UVic Properties Investments Inc. (UVic Properties).

### DISCUSSION

#### Neighbourhood Context

The site is located in the Queenswood neighbourhood of Cadboro Bay, on the north side of Arbutus Road between Haro Road and Queenswood Drive. The part of the site to be rezoned is located on the west side of the site adjacent to Haro Road (see Figure 1). Land use on three sides of the Queenswood property is single family dwellings zoned RS-12, RS-14 or RS-16. Queen Alexandra Foundation for Children, zoned P-3 (Personal Care), is to the west. Goward Park, and Goward House Senior's Activity Centre, zoned P-4 (Recreation and Open Space), is to the southwest.

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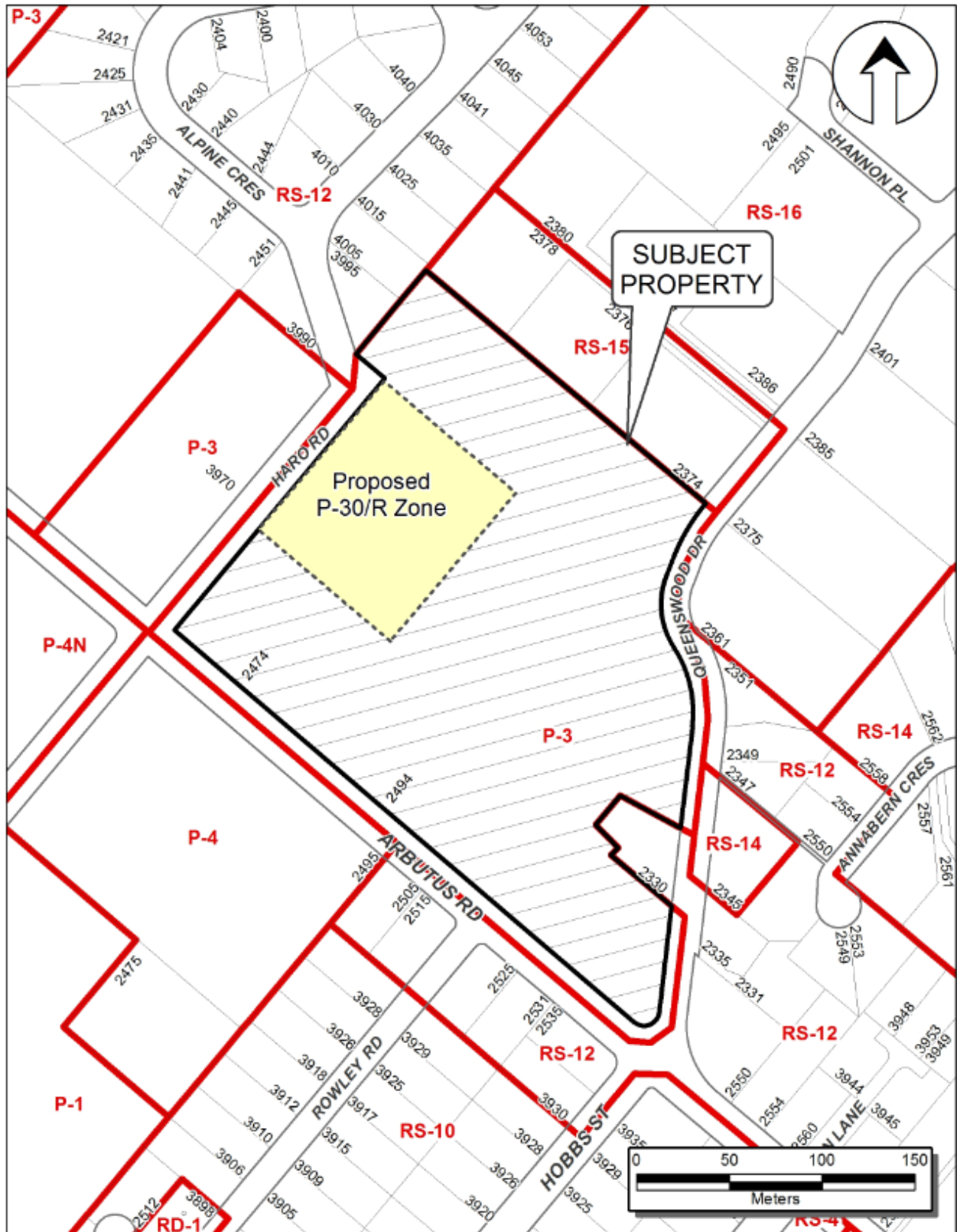


Figure 1: Neighbourhood Context

**Proposed Land Use**

In 2010, the University of Victoria acquired the six hectare Queenswood property from the Sisters of St. Ann to accommodate future expansion of academic programs and research in a location nearby the Gordon Head campus, as part of the University's strategic long-term plan. The site comprises two parcels. The main parcel, which is the subject of this application, contains a former care facility, retreat centre, and chapel. A 0.15 ha parcel adjacent to Queenswood Drive contains a former "Gameskeepers Cottage" which is listed on the Saanich Heritage Register as having heritage significance. The buildings on the Queenswood property, except the cottage, are currently unused.

In 2011, UVic applied to rezone the entire property from the P-3 (Personal Care) Zone to a new zone for university-related activities. No specific plans or details about proposed uses were submitted with the application. In September, 2016, the application was withdrawn pending a future public process by UVic to formulate a comprehensive plan for the property.

The proposed rezoning of 7,650 m<sup>2</sup> of the site to a new site-specific zone would permit UVic to reuse the former care facility for its Ocean and Climate Research Campus. The campus would be occupied by the world-leading research group Ocean Networks Canada (ONC), and other researchers. ONC is a national research platform, created in 2007, that operates ocean observatories off the British Columbia coast and in the Arctic. The NEPTUNE and VENUS observatories off BC supply continuous power and internet connectivity to a suite of subsea instruments from the coast to the deep sea, supporting research on complex ocean and Earth processes. Policy makers and governments use this critical knowledge to take action on climate change mitigation and adaptation, and on sustainable ocean management. ONC comprises about 100 internationally renowned researchers, scientists, technicians, administrators, teachers and innovators.

No changes are proposed to the exterior of the building or to the grounds. Other buildings on the Queenswood site would remain unused until UVic has completed a process to develop a comprehensive plan for the property and a Zoning Amendment Bylaw, and any other required approvals, have been adopted by Council. Community engagement would be a key aspect of any such future plans.

The proposal includes a Development Variance Permit application to vary the number and location of off-street parking spaces. A Building & Plumbing Bylaw variance to defer required road frontage improvements is also requested.

**New Zone**

The rezoning application, if approved, would make the property split-zoned. Zoning Bylaw s. 4.5 provides that where a lot is included in more than one zone, the zone boundary shall be deemed to be a lot boundary for purposes of determining applicable uses and regulations other than building setbacks.

The proposed P-3O/R (Personal Care, Office & Research) Zone would permit the same uses as the current P-3 (Personal Care) Zone which include hospital, nursing home, accessory buildings and structures, community residential facility, congregate housing, adult daycare and child daycare. In addition, the new zone would permit office and research uses. The maximum density would be 0.60 Floor Space Ratio (FSR) which reflects the existing density for the area to be rezoned. Building setbacks which are based on the lot boundaries rather than the zone boundary would remain the same as for the existing P-3 Zone.



Figure 2: Existing Site Plan

**Consultation**

UVic has stated that public consultation was undertaken to raise awareness of the project, inform community members of the scope of the current rezoning, and, to obtain broad and diverse input from community members.

UVic engaged the services of DIALOGUE, Consulting Architects and Designers to undertake a public consultation process for the proposed development. Consultation included a mail-out sent to 59 neighbours, an Open House held on September 19, 2016, online information about the project, and one-on-one discussions with neighbours who were unable to attend the Open House. The Consultant reported that over 100 people attended the Open House and 40 residents completed comment sheets. In addition, two meetings were held with the Cadboro Bay Residents Association.

DIALOGUE has noted that public comments about the project were generally positive and a number of area residents indicated that they would be happy to see the site used once again. Some concerns were expressed about increased traffic on Arbutus Road close to a children's centre/daycare.

A referral was sent by the Planning Department to Cadboro Bay Residents Association on March 17, 2017 and a response was received April 13, 2017, indicating no objection.

**ALTERNATIVES**

1. That Council approve the recommendations as outlined in the staff report.

The implications of this alternative are discussed in detail in the later sections of this report.

2. That Council reject the recommendations outlined in the staff report.

Should Council decide to reject the recommendations contained in this report, the implications are that the proposed rezoning would not proceed. The subject property would retain its P-3 (Personal Care) zoning and use of the existing building by Ocean Networks Canada (ONC), and other researchers, would not go ahead.

3. That Council provide alternate direction to Staff.

Should Council provide alternate direction to staff, the implications are that staff would work with the applicant to address comments from Council. This alternative would result in a delay in Council's decision regarding the rezoning application. A processing delay may jeopardize project funding that could force UVic to abandon the project.

**FINANCIAL IMPLICATIONS**

The proposal has no immediate implications related to the District of Saanich Financial Plan.

**STRATEGIC PLAN IMPLICATIONS**

The proposal has no implications related to the District of Saanich 2014-2018 Strategic Plan.



## PLANNING IMPLICATIONS

### Official Community Plan (2008)

- 4.2.4.4 “Support institutional uses that fit with the character of residential neighbourhoods.”
- 4.2.6.1 “Review rezoning applications for institutions considering such factors as: intended use, servicing, access, traffic generation, transit routes, lot size, open space, scale, neighbourhood context, accessibility, and environmental impacts.”
- 6.2.7 “Provide opportunities for new advanced technology and knowledge-based businesses by supporting expansion of the Vancouver Island Technology Park, and research related activities on the University of Victoria, Royal Roads and Camosun College campuses.”

### Cadboro Bay Local Area Plan (2002)

- 6.10 “Work with the owners of institutional properties shown on Map 11.1 to retain natural vegetation, including visual buffers along lot boundaries and consider environmental issues, such as watercourses, and wildlife habitat, in their management.”

### Planning Analysis

The proposal is consistent with the Official Community Plan policy which supports opportunities for new and expanded advanced technology and knowledge-based businesses in Saanich. Expansion of UVic to include the Queenswood Campus would make use of an existing building which has been vacant for years to accommodate the world-leading research group Ocean Networks Canada (ONC), and other researchers. No significant changes are proposed to the building exterior or grounds. Rezoning only that portion of the site containing the former care facility building to a new zone which would permit the same uses as the current P-3 (Personal Care) Zone, in addition to research and offices, would ensure that a change in use for the balance of the site could not occur without rezoning following a public process by UVic to develop a comprehensive plan for the use and development of the entire Queenswood site.

### Mobility

Access to Queenswood Campus is from Arbutus Road which is designated as a Collector Street. Bunt & Associates estimated vehicle trip generation using the Institute of Transportation Engineer’s (ITE) Trip Generation Manual trip rate for office space at 1.49 vehicles per 93 m<sup>2</sup> (1,000 ft<sup>2</sup>). This would equate to approximately 24 two-way vehicle trips during the PM peak hour from the ONC office space. Bunt examined the traffic impact of double this amount of traffic in order to be conservative and to allow for full occupation of the proposed office and research building. The analysis indicates that traffic impacts of the proposed use on the surrounding road network are anticipated to be negligible. The Arbutus Road/Finnerty Road intersection is expected to remain at level of service (LOS) A. Two-way traffic volumes would continue to allow adequate road capacity for vehicles turning onto Arbutus Road from minor leg approaches such as Hobbs Street or the Queenswood site access.

In an effort to encourage and support alternative transportation, bicycle parking would be provided in excess of the Zoning Bylaw requirement and end-of-trip facilities including showers, change facilities, and lockers would also be provided.

### Requested Variances

The applicant requests variances for the number and location of off-street parking spaces and to defer required road frontage improvements.

Based on the Zoning Bylaw requirement, the proposed office and research use would require a total of 150 parking spaces. Currently, 76 parking spaces are available on the site. Two additional parking spaces would be created in an existing loading area, for a total of 78 parking spaces.

Bunt & Associates, Transportation Planners and Engineers were engaged by the applicant to prepare a Transportation Report including a parking supply and demand analysis. The report included existing parking demand information for ONC's current location, approximate mode split according to informal staff surveys, and a conservative estimate of new staff and visitor parking demands, recognizing that approximately half of the ONC staff are away from their office at a given time. Based on the programmable office space in the building, at build-out approximately 204 total staff and visitors are expected to use the facility. The forecast parking demand at build-out is 77 spaces. All parking on the site would be pay parking, in accordance with UVic's Campus Pricing and Transportation Demand Management (TDM) policy. Reserved parking spaces for individual staff members would not be permitted. All spaces would be available to staff and visitors alike.

It should be noted that the estimated parking demand for the rehabilitated building would utilize all of the available parking on the site. No new parking is proposed on the Queenswood site at this time meaning that other buildings on the site, which are currently unused, could not be occupied unless additional parking is provided or a further parking variance is approved by Council.

Based on Zoning Bylaw s. 4.5, the zone boundary is treated as a lot boundary for the purposes of determining applicable uses and regulations, including parking. Zoning Bylaw s. 7.6(a) requires that off-street parking spaces and manoeuvring aisles must be provided on the same lot as the use for which they are required. In this case, the applicant requests a variance to allow 74 of the 78 available parking spaces to be located outside the proposed P-3O/R Zone boundary on the P-3 (Personal Care) zoned portion of the Queenswood site.

Based on UVic's successful Transportation Demand Strategy that is applicable to all of its facilities, and the history of parking demand on the Gordon Head Campus, the requested parking variances can be supported.

Section 4.7.2 of the Building & Plumbing Bylaw requires that an owner must upgrade all works and services on the site being developed and along the entire frontage of any highway adjacent to the site in accordance with the standards and specifications of the Subdivision Bylaw. The Development Servicing Requirements require that Arbutus Road, fronting the property, must be widened to municipal collector road standards including a 1.8 m bike lane, complete with concrete curb, gutter and where possible 1.8 m wide separated sidewalk. No improvements were requested at this time along the Haro Road and Queenswood Drive frontages.

Based on the limited funding available for the ONC project, UVic has requested a variance to the Building & Plumbing Bylaw requirements to defer the required off-site frontage improvements until a future land use and development plan is available for the entire Queenswood site. To allow bus passengers at the southeasterly bus stop to safely access the site, UVic proposes to construct a temporary concrete bus pad and provide a 1.5 m wide

temporary gravel pathway from the bus stop to the southern-most access driveway (see Figure 3). From there, pedestrians can use the internal driveway and pathways to reach the ONC building. This would be funded from the Operations and Maintenance budget and implemented within 12 months of the rezoning approval.

On the basis that: no new buildings are being constructed at this time; the use of the balance of the site for university purposes would require rezoning; and that UVIC in the interim will install a temporary bus stop pad and gravel pathway as outlined in figure 3, the request for a variance to defer frontage improvements can be supported.

### **Servicing**

The Development Servicing Requirements for the development provide that that the existing storm drainage system, sewer system, and water service would be used to service the refurbished building. The Engineering Department has requested 2.348 m wide property dedication for road allowance along the entire frontage of Queenswood Drive complete with a 7.0 m corner cut at Arbutus Road and Queenswood Drive. Property dedication for a 6.0 m corner cut is required at Arbutus Road and Haro Road. In addition, as a result of the paid parking proposed on site, a traffic engineer must conduct a review of parking conditions on the surrounding road network covering a 1.0 km radius of the Queenswood site and make recommendations for changes to parking including implementation of Residential Only Parking Restrictions. Parking restriction signs, if required, would be installed by the District of Saanich at the owner's expense. UVic has agreed to undertake the required property dedication subject to BC Minister of Advanced Education approval, as well as the other Development Servicing Requirements, except the Arbutus Road improvements, and has commissioned Bunt & Associates to undertake the parking review.

### **Environment**

In 2010, as part of a previous process to rezone the Queenswood site for University use, ENKON Environmental Ltd. was hired by UVic to complete an environmental overview of the site to determine opportunities and constraints and provide best management practices which would minimize environmental impacts associated with University land use. The review noted that the 6.0 ha Queenswood property consists of a mixture of developed land as well as mixed woodland ecosystems with some areas showing signs of disturbance and vegetation regeneration. The majority of the woodland area consists of mixed forest of Douglas-fir, grand fir, bigleaf maple and arbutus. There is a significant amount of invasive English ivy present in the treed areas which is seriously compromising the health of the trees as well as reducing the biodiversity of the understory layer.

No tree removals or major habitat restoration works are proposed as part of this rezoning. UVic has stated that minor clearing of existing trails for public safety, and replanting of existing landscape areas, would occur as part of the ongoing facilities maintenance. Consideration would be given to designating natural state covenant areas to protect the rare ecosystems on the site, habitat restoration, and designation of significant and memorial trees as part of a future process to development a comprehensive plan for the entire Queenswood site.



**Figure 3: Proposed Bus Pad and Pathway**

## CLIMATE CHANGE AND SUSTAINABILITY

### Policy Context

The Official Community Plan (OCP) adopted in 2008 highlights the importance of climate change and sustainability. The OCP is broadly broken down into the pillars of sustainability including environmental integrity, social well-being and economic vibrancy. Climate change is addressed under the environmental integrity section of the OCP and through Saanich's Climate Action Plan.

Climate change is generally addressed through mitigation strategies and adaptation strategies. Climate change mitigation strategies involve actions designed to reduce the emissions of greenhouse gasses, primarily carbon dioxide from combustion, while climate change adaptation involves making adjustments and preparing for observed or expected climate change, to moderate harm, and to take advantage of new opportunities.

The following is a summary of the Climate Change and Sustainability features and issues related to the proposed development.

### Climate Change

This section includes the specific features of a proposal related to mitigation and adaptation strategies. Considerations include: 1) Project location and site resilience; 2) Energy and the built environment; 3) Sustainable transportation; 4) Food security; and 5) Waste diversion.

The proposed development includes the following considerations related to mitigation and adaptation:

- The proposal is to repurpose an existing unused building for office and research uses. Renovating an existing structure rather than building new will reduce the demand for new materials and diminish the amount of materials wasted and discarded from the deconstruction process;
- Renovations would be limited to the building interior and would include consideration for employee health and comfort, energy and water efficient systems, waste reduction, and use of locally sourced materials with high recycled and renewable resource content;
- The critical knowledge collected by ONC would be used by policy makers and governments to take action on climate change mitigation, and on sustainable ocean management;
- The site is located within 580 m walking distance of the main Gordon Head campus. As a rough measure, in general a walking distance between 400 – 800 m is considered optimal in encouraging the average person to walk to a service or access public transit instead of driving to their destination. Obviously, health, weather, comfort/ease of use related to alternative transportation, and purpose of the trip all play a role in a person choosing a particular travel mode;
- The proposal is able to use existing roads and infrastructure to service the development;
- Bus #11 (UVic/Tillicum Mall) provides public transit service along Arbutus Road at 10-15 minute intervals during weekdays and less frequently during weekends with bus stops nearby on Arbutus Road;
- All parking on the site would be pay parking, in accordance with UVic Campus Pricing and Transportation Demand Management (TDM) policy;
- Bicycle parking and end-of-trip facilities (showers, change rooms, and lockers) would be provided to support and promote active transportation; and
- An air quality management plan would be employed during the construction process, and monitoring systems would be installed for occupant health and comfort.

## **Sustainability**

### Environmental Integrity

This section includes the specific features of a proposal and how it impacts the natural environment. Considerations include: 1) Land disturbance; 2) Nature conservation; and 3) Protecting water resources. The proposed development includes considerations related to the natural environment, such as:

- No trees are proposed for removal as part of this development;
- The percentage of impervious cover would remain the same, compared to existing conditions; and
- UVic has committed to consider designation of natural state covenant areas to protect the rare ecosystems on the site, habitat restoration, and designation of significant and memorial trees as part of the future development of a comprehensive plan for the entire site.

### Social Well-being

This section includes the specific features of a proposal and how it impacts the social well-being of our community. Considerations include: 1) Housing diversity; 2) Human-scale pedestrian oriented developments; and 3) Community features. The proposed development includes the following considerations related to social well-being, such as:

- Activating a site which has remained vacant for years would contribute to the neighbourhood safety and security;
- As with the Gordon Head Campus, the Queenswood Campus and trails would remain accessible to the public for dog-walking and other activities;
- A Crime Prevention Through Environmental Design (CPTED) assessment was undertaken for the entire Queenswood site. Minor improvements to exterior lighting, pedestrian access, and wayfinding to improve safety for employees and visitors to the site would be undertaken as necessary through normal site maintenance; and
- The site is located in an area with complementary institutional uses, including facilities and services which may be accessed by occupants and visitors of the newly renovated building.

### Economic Vibrancy

This section includes the specific features of a proposal and how it impacts the economic vibrancy of our community. Considerations include: 1) Employment; 2) Building local economy; and 3) Long-term resiliency.

The proposed development includes features related to economic vibrancy, such as:

- Redesign of the interior space would include flexible systems which would allow the space to be easily reconfigured for future programming needs;
- The Queenswood Campus would enhance UVic's ability to contribute to the social, cultural and economic development of the community; and
- The Queenswood Campus is expected to provide employment for more than 200 staff, including researchers, scientists, technicians, administrators, teachers and innovators.

### **CONCLUSION**

UVic requests rezoning for a 7,650 m<sup>2</sup> area of the 6.0 ha site from the P-3 (Personal Care) Zone to a new site-specific P-3O/R (Personal Care, Office & Research) Zone to allow a former care facility building on the site to be repurposed to accommodate office and research uses. The new Ocean and Climate Research Campus would be occupied by the world-leading research group Ocean Networks Canada (ONC), and other researchers.

The proposal is consistent with the Official Community Plan policy which supports opportunities for new and expanded advanced technology and knowledge-based businesses in Saanich. Expansion of UVic to include the Queenswood Campus would make use of an existing building which has been vacant for years. Renovating an existing structure rather than building new would reduce the demand for new materials and diminish the amount of materials wasted and discarded from the deconstruction process.

Requested variances for the number and location of off-street parking spaces and to defer required frontage road improvements until a future land use and development plan is available for the entire Queenswood site can be supported on the basis that no new buildings are being constructed at this time and the potential impacts to the surrounding road network are anticipated to be negligible. UVic has agreed to review neighbourhood parking conditions on the surrounding road network and implement Residential Only Parking Restrictions, if required, at UVic's expense. In addition, UVic has agreed to provide the required property dedication for road allowance and to construct a temporary concrete bus pad and gravel pathway to assist staff and visitors arriving by bus to access the site safely.

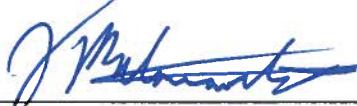
For the above-noted reasons, staff support the subject Rezoning and Development Variance Permit.

Prepared by:



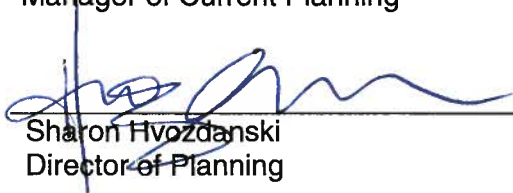
Neil Findlow  
Senior Planner

Reviewed by:



Jarret Matanowitsch  
Manager of Current Planning

Approved by:



Sharon Hvozdzanski  
Director of Planning

NDF/gv

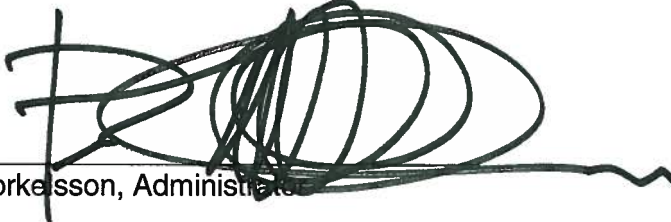
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Attachment

cc: Paul Thorkelsson, Administrator  
Graham Barbour, Manager of Inspection Services

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Planning.



Paul Thorkelsson, Administrator

**1704.1 Uses Permitted**

Uses Permitted:

- (a) Hospital
- (b) Nursing Home
- (c) Accessory Buildings and Structures
- (d) Community Residential Facility
- (e) Congregate Housing
- (f) Office
- (g) Research
- (h) Daycare, Adult
- (i) Daycare, Child

**1704.2 Prohibited Uses**

Prohibited Uses:

All uses not permitted by Section 1025.1 and without limiting the generality of the foregoing:

- (a) A Community Residential Facility for more than 10 persons excluding staff.

**1704.3 Density**

Density:

- (a) The maximum density for all uses shall not exceed a Floor Space Ratio of .60.

**1704.4 Buildings and Structures**

Buildings and Structures:

- (a) Shall be sited not less than:
  - (i) 10.0 m (32.8 ft) from a front, a rear and an exterior side lot line.
  - (ii) 6.0 m (19.7 ft) from an interior side lot line.
- (b) Shall not exceed a height of 9.0 m (29.5 ft).

**1704.5 General**

General:

The relevant provisions of Sections 5, 6, and 7 and Schedule B and F of this bylaw shall apply.

COPY



# DISTRICT OF SAANICH

COPY

NO. DVP00387

## DEVELOPMENT VARIANCE PERMIT

To: **Foundation for the University of Victoria**  
**3800 Finnerty Road**  
**PO Box 1700 STN CSC**  
**Victoria BC V8W 2Y2**

*(herein called "the Owner")*

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
2. This Development Variance Permit applies to the lands known and described as:

**Lot 1, Section 44, Victoria District, Plan 15918**  
**2474 Arbutus Road**

*(herein called "the lands")*

3. This Development Variance Permit further regulates the development of the lands as follows:
  - (a) By varying the provisions of the Zoning Bylaw 8200, Section 7.3(a) and Table 7.1 to permit the office/research development to have with a total of 78 parking spaces (150 spaces required) as shown on the plans prepared by McElhanney Consulting Services Ltd stamped received on March 2, 2017, and June 28, 2017 copies of which are attached hereto.
  - (b) By varying the provisions of the Zoning Bylaw 8200, Sections 4.5 and 7.6(a) to permit 74 of the 78 parking spaces for the office/research building to be located outside of the P-30/R Zone on the P-3 Zoned portion of the Queenswood site.
  - (c) By varying the Building and Plumbing Bylaw 2005, Section 4.7.2 to defer road frontage improvements for Arbutus Road, Haro Road and Queenswood Drive adjacent to the site pending further future development of the Queenswood site.
4. The lands shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and shall comply with all Municipal bylaws except for those provisions specifically varied herein. Minor variations which do not affect the overall building and landscape design and appearance may be permitted by the Director of Planning or in her absence, the Manager of Current Planning.
5. This Permit is not a Building Permit.

COPY

AUTHORIZING RESOLUTION PASSED BY THE MUNICIPAL COUNCIL ON THE

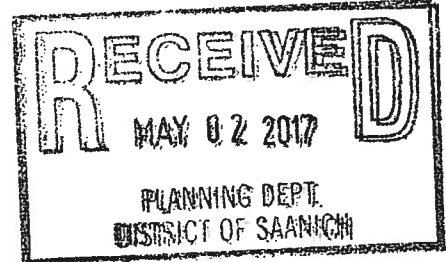
\_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Municipal Clerk

# Memo

**To:** Planning Department  
**From:** Jagtar Bains – Development Coordinator  
**Date:** May 1, 2017  
**Subject:** Servicing Requirements for the Proposed Development



**PROJECT:** Application to rezone the 7650 m2 of the site containing a former care facility from the P-3 (Personal Care) Zone to a new site-specific

**SITE ADDRESS:** 2474 ARBUTUS RD

**PID:** 004-557-379

**LEGAL:** LOT 1 SECTION 44 VICTORIA DISTRICT PLAN 15918 SEC

**DEV. SERVICING FILE:** SVS02083

**PROJECT NO:** PRJ2017-00098

The above noted application for rezoning & Development Permit has been circulated to the Engineering Department for comment. A list of servicing requirements has been attached on the following page(s). To allow Council to deal effectively with this application, we would appreciate confirmation, prior to the Public Hearing that the applicant agrees to complete the servicing requirements. Should there be any disagreement with any of these requirements, it should be discussed with the undersigned prior to the Public Hearing.



Jagtar Bains  
DEVELOPMENT COORDINATOR

CC: Harley Machielse, Director of Engineering  
Troy McKay, Manager of Transportation & Development

**General Information on Development Servicing**

Servicing requirements are stated at this time for the applicant's information. The requirements must be met prior to building permit issuance, including consolidation or subdivision, payments and/or deposits.

Services which must be installed by a developer must be designed by a Professional Engineer hired by the developer and installed under the Engineer's supervision. The design must be approved prior to building permit issuance. The approval process may take up to 30 working days of staff time to complete circulations and request revisions of the Engineer. Certain circumstances can lengthen the approval process.

A Financial sheet is issued with the design drawing which will state:

- 1) The estimated cost of developer installed servicing plus 20% which must be deposited.
- 2) The estimated cost of Municipal installed servicing which must be paid.
- 3) The Development Cost Charges payable.
- 4) Any special conditions which must be met.

This information is not intended to be a complete guide to development procedures. A more complete listing may be found in Section 2 of the Engineering Specifications, Schedule H to Bylaw 7452 (Subdivision Bylaw).

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IN CASE

# Development Servicing Requirement

Development File: SVS02083  
Civic Address: 2474 ARBUTUS RD  
Page: 1

Date: May 1, 2017

## Drain

1. There is an existing storm drainage system serving the existing building and parking area.

## Gen

1. Proposed renovations are required to comply with the 2012 BC Building Code and Municipal Bylaws. Building and plumbing permits will be required for all works.
2. A construction fire safety plan for the project is to be prepared in accordance with the BC Fire Code and submitted prior to issuing a building permit. Two draft plans (1 hard copy/1 digital) are to be submitted to the Fire Prevention Division for review and comment. A \$100 review fee is to be paid (cash or cheque) at the time of submission.
3. Two copies of construction fire safety plan, prepared in accordance with the requirements of the BC Building Code are to be submitted for review/comment to the Saanich Fire Department along with a fee of \$100.00 prior to issuance of the building permit.
4. All relevant precautions in Part 8 of the BC Building Code "Safety Measures at Construction and Demolition Sites" must be provided by the contractor prior to issuance of the building permit.

## Road

1. The corporation wishes to acquire 2.348 m wide property dedication for road allowance along the entire frontage of Queenswood Drive complete with a 7.0 m radius corner cut at Arbutus Road and Queenswood Drive.
2. 6.0 m radius property corner cut is required at Arbutus Road and Haro Road.
3. The recommendations of Transportation Review must be adhered to. See attachment for recommendations .
4. Arbutus Road, fronting this property, must be widened to municipal collector road standards, including a 1.8 m bike lane, complete with concrete curb, gutter and where possible 1.8 m wide separated sidewalk.
5. As the Building & Plumbing Bylaw, also, requires frontage road improvements on Haro Road and Queenswood Drive, it is recommended that UVic apply for Development Variance Permit to waive these requirements until further development in future.
6. Traffic engineer must conduct a review of parking conditions in the surrounding road network covering 1.0 km radius and make suggestions for changes to parking restrictions including implementation of Residential Only Parking Restrictions as a result of the paid parking proposed on site. Parking restrictions signs, if required, will be installed by the District at the owner's expense.

## Sewer

1. There is an existing sewer system serving this property.

## Water

1. The existing 50 mm water service and 150 mm line on Haro Road are to be used.

## 4. CONCLUSIONS AND RECOMMENDATIONS

### 4.1 Conclusions

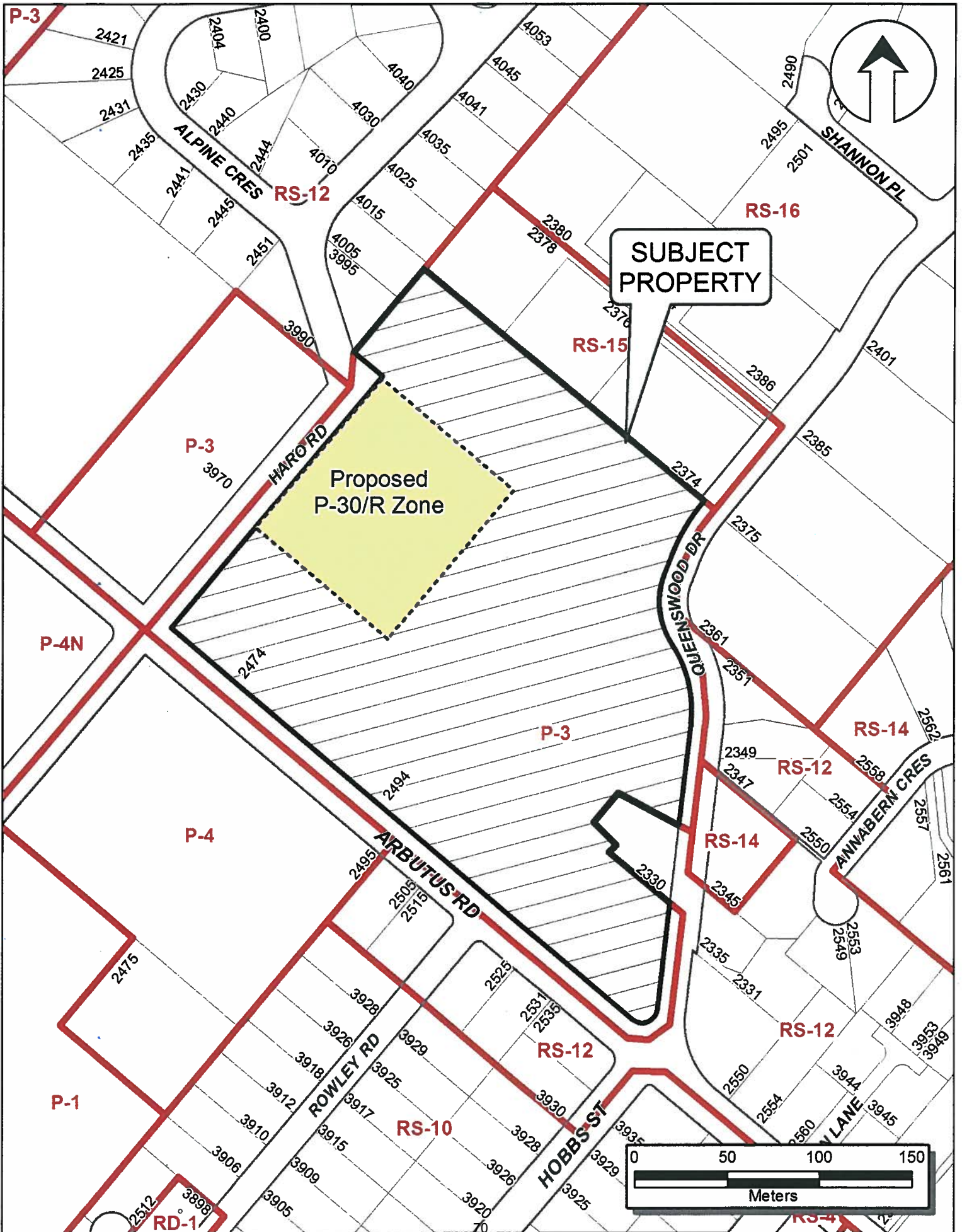
The anticipated traffic impacts of the proposed Ocean Network Canada & ocean and climate research use of the Care Facility building on the Queenswood site is anticipated to be negligible. The proposed land use has a very low trip generation rate compared to residential or commercial land uses.

Full occupation of the 26,752 sf of programmable office space in the Care Facility building is expected to result in a peak parking demand of approximately 77 spaces; the Queenswood site currently has a total of 76 available spaces. In addition to the existing 76 spaces, Bunt has identified area within the existing loading area to introduce two further spaces resulting in a total of 78 spaces which exceeds estimated peak parking demand.

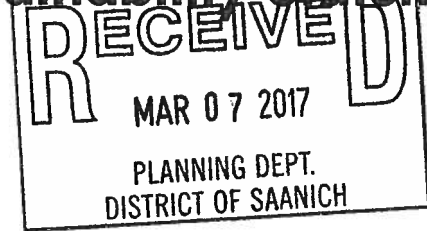
These parking supply calculations conservatively used a 50% driver mode split which is conservatively higher than the current University of Victoria driver mode split of 39.9% as observed in the University of Victoria's 2014 Campus Travel Mode Survey.

### 4.2 Recommendations

- Bunt recommends the addition of two parking spaces into the subject building's loading bay area.
- It is recommended that prior to occupation of areas beyond ONC's proposed 15,767 sf office area a parking occupancy study be undertaken to establish peak parking demand rates on the Queenswood site. At minimum three weekdays should be surveyed, with dates selected at random. If additional parking spaces are required prior to further Care Facility occupation then options for increasing parking can be undertaken at that time. Bunt noted various locations where further increases of parking supply could be added with minimal effort.
- Bunt recommends that the parking spaces be managed using pay parking rates consistent with other UVic campus locations.
- Bunt recommends that parking spaces not be reserved for individual staff members. All spaces would be available to staff and visitors alike.
- Bunt recommends that the University provide bicycle spaces that exceed bylaw as well as end-of-trip change facilities to encourage non-private vehicle use.



# Sustainability Statement



Parcel address: 2474 Arbutus Road, Victoria, BC

Proposed development: Interior renovation to existing care facility building, to accommodate office and research uses

Applicant: University of Victoria

Contact Person: Spencer Massie, Project Manager, UVic Properties

## ENVIRONMENTAL INDICATORS

The University of Victoria is committed to upholding a high level of leadership in sustainability through the development of green buildings and sustainable campus practices. A core environmental benefit of this project is the reuse of an existing building, with the goal to reduce waste while avoiding site impacts, recognizing the ecological value of the site and the broad environmental and social benefits of retaining the site's existing vegetated spaces to the fullest extent possible. At the same time, best practices in green building will be employed throughout this renovation project, including the following strategies:

### Indoor Environmental Quality

Indoor air quality is very important for occupant health and wellness. An emphasis will be placed on sourcing materials that are non-toxic and have low levels of volatile organic compounds (VOCs). An air quality management plan will be employed during the construction process, and monitoring systems will be installed for occupant health and comfort. Access to natural light will be maximized through the interior renovation of the space. Window shading systems will be included to reduce excess light pollution emitted to the exterior environment, while providing increased occupant comfort through the mitigation of glare and heat gain during the summer months.

### Energy Efficiency

Efficient Energy Star appliances and electronics will be specified for the project, reducing the energy demand from the occupants on the building systems and electricity grid. Highly efficient interior lighting systems will further reduce energy demand. A renewed roofing system will also reduce the amount of heat lost through the structure.

## **Water Efficiency**

All new fixtures and appliances will deliver a high level of water efficiency to reduce waste at the source.

## **Materials and Resources**

The decision to renovate an existing structure offers several sustainability benefits from the outset related to the reduction in demand for new materials, as well as diminishing the amount of materials wasted and discarded from a deconstruction process. Additionally, the re-design of the interior space to include flexible systems will allow the space to be easily reconfigured to address changing research needs, reducing the need for future renovations (and associated waste and demand for new materials).

In addition to reusing existing structural materials, the project will endeavor to select materials that are locally sourced, and contain high recycled content or incorporate rapidly renewable resources. Comprehensive construction waste management will be employed during the construction phase to minimize waste produced. To reduce materials entering the waste stream once the building is operational, the facility will be equipped with recycling and compost stations.

## **SOCIAL INDICATORS**

### **Community character and connectivity**

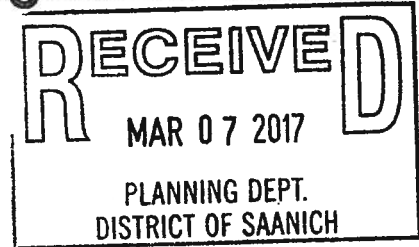
The interior renovation of an existing building will preserve existing building character, extensive open space, and vegetated landscapes and screens, allowing the project to continue to support the forested, rural characteristics of this community and broader community character. The reuse of an existing building reduces the demand for the University to build new structures on open space, while taking advantage of existing infrastructure. At the same time, this project will benefit the community through activating a site which has lain vacant for several years. This will contribute to the site's safety and security, including walking trails throughout the site that are currently used by community members. The site is well-connected to UVic's Gordon Head campus, allowing ease of access for staff and faculty using the two sites. It is located within an area with complementary institutional uses, including facilities and services which may be accessed by occupants and visitors of the newly renovated building.

### **Transportation**

The site is accessible via the existing Victoria Regional Transit System, with bus stops located nearby on Arbutus Road. Staff and faculty using the building will have access to subsidized bus passes, to encourage the use of public transportation. Bicycle parking and end-of-trip facilities will also be provided within the renovated building, to support and promote active transportation.



# Stormwater Management Statement



**a) Will there be an increase or decrease in impervious area compared to existing conditions?**

Only an interior renovation to an existing building is planned as part of this project. The intention is for building occupants to use existing access roads and parking, and for construction staging to occur on existing hardscape areas, so no site changes or impacts to on-site pervious areas are anticipated as part of this project. No increase or decrease in impervious area will occur.

**b) What percentage of the site will be impervious cover compared to existing conditions?**

The percentage of impervious cover will remain the same, compared to existing conditions.

**c) How will impervious surface area be minimized (e.g. minimizing paved area and building footprints, pervious paving, green roofing, absorbent landscaping)?**

The Queenswood site currently contains extensive pervious area. This project seeks to avoid any impacts to the site's pervious areas by focusing on an interior renovation to an existing building, and employing existing parking and roadway areas for future building tenant needs.

**d) How will the proposed system detain and regulate flows and improve storm water quality (e.g. infiltration systems, engineered wetlands, bioswales)?**

Only an interior renovation to an existing building is planned as part of this project.

**e) If the intent of the guideline cannot be met, explain why.**

The intent of the guideline has been met through this approach.

**Planning - RE: Saanich Referral For 2474 Arbutus Road**

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**From:** "Eric Dahli" [redacted]  
**To:** "Planning Planning" <Planning.Mun\_Hall.Saanich@saanich.ca>  
**Date:** 4/13/2017 12:38 PM  
**Subject:** RE: Saanich Referral For 2474 Arbutus Road  
**CC:** [redacted]

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Attention Neil Findlow

Based on the information provided to date and pending an onsite review once the asbestos has been removed, The Cadboro Bay Residents Association has no objection to the topic project to rezone the 7650 m of the site containing a former care facility from the P-3 ( Personal Care) Zone to

a new site specific zone in order to renovate the existing building to accommodate office and research uses of ocean and climate scientists, including a subsequent review of variances if required

Thanks

Eric Dahli, Chair

Cadboro Bay Residents Association

**From:** Planning Planning [Planning.Mun\_Hall.Saanich@saanich.ca]  
**Sent:** Friday, March 17, 2017 11:53 AM  
**To:** Eric Dahli [redacted]  
**Subject:** Saanich Referral For 2474 Arbutus Road

March 17, 2017

Dear Cadboro Bay Residents Association:

**Re: Application for Development:**

**Applicant:** McElhanney Consulting and UVIC Properties  
**Site Address:** 2474 Arbutus Road  
**Legal:** LOT 1 SECTION 44 VICTORIA DISTRICT PLAN 15918 SEC 339 LGA.  
**Folder No.:** REZ00588; DVP00387  
**Description:** Application to rezone the 7650 m<sup>2</sup> of the site containing a former care facility from the P-3 (Personal Care) Zone to a new site-



*mf.*

✓	ACKNOWLEDGED
✓	CLERKS
	REPLIED

Mayor Richard Atwell & Council  
 Planning Department  
**Municipality of Saanich**  
[council@saanich.ca](mailto:council@saanich.ca)  
[planning@saanich.ca](mailto:planning@saanich.ca)

**UVic Childcare Alliance**



March 9, 2017

**Re: Queenswood Re-zoning / University of Victoria application**

Dear Mayor Atwell & Members of Council,

We are writing today with regards to the current application being considered from the University of Victoria on the proposed rezoning of the Queenswood property. The Queenswood property is currently zoned under a P3 - Personal Care Zone designation. Under this designation, according to Schedule 1025 of the Saanich Zoning Bylaw 8200, one of the listed permitted uses of the property is **daycare, child**.

Although supportive, in principal, of the concept of transforming the Queenwood property into an Oceans and Climate research campus, we would like to ask the Council to only approve such a re-zoning submission, if a percentage of the property remains specially designated for childcare purposes. This designation will be to the long term benefit of Saanich residents and community.

At the last open house hosted by UVic at the Cadboro Bay United Church on September 19, 2016, a number of residents expressed their desire to see childcare options integrated into the proposed re-development. This was captured through the numerous comments provided on the feedback board.

The Oceans Networks Canada (ONC) research group is not slated to use all of the available space at the Queenswood property; and there is currently an opportunity to designate a portion of the remaining vacant space to addressing an ongoing community need for quality childcare options.

Accessing child care convenient to home, work, or school is a real challenge for many parents in Saanich, particularly those who depend upon public transit. When it is not conveniently located, parents must drive to access care for their children. This not only contributes to increased traffic congestion and greenhouse gas emissions, it also leads

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PLANNING DEPT.  
DISTRICT OF SAANICH

to less time spent physically active, participating in the community, and engaging in family activities.

Child care contributes to the local economy by supporting the success of parents and local employers. Family-friendly communities offer a range of facilities and services to help workers stay in their community, including: housing and transportation; schools; parks; and child care (Israel and Warner 2008). Accessible, affordable, and quality child care benefits the social and financial needs of parents and the educational and developmental needs of children.

The Queenswood property is located close to Frank Hobbs Elementary School, Campus View Elementary School, Arbutus Middle School, the Cadboro Bay Village, Queen Alexandra Centre for Children's Health and the university campus itself.

The Cadboro Bay neighbourhood has very limited zoned spaces for child care providers, and few options to meet the significant and ongoing demand for spaces at existing facilities. It is for this reason that the UVic Child Care Alliance is keen to protect a portion of the Queenswood property for childcare purposes.

With this in mind, we respectfully ask that you integrate a requirement for a portion of the Queenswood property to remain under the P3 designation, in perpetuity, specifically for the provision of childcare services.

Sincerely,

Johnathan Faeber, Member  
Erica Woodin, Member  
LeAnne Golinsky, Member  
**UVic Childcare Alliance**

**The UVic Childcare Alliance** is a collective of engaged parents, living and working in the Municipality of Saanich, with a deep commitment to supporting quality, affordable child care options within the community: <https://uvicchild.wordpress.com/>

**Cc: pres@uvic.ca; provasst@uvic.ca; usec@uvic.ca**



District of Saanich

Report

To: Mayor and Council  
From: Ken Watson, Director of Legislative Services  
Date: 7/4/2017  
Subject: Amendments to Council Procedure Bylaw, 2017

Mayor  
Councillors  
Administrator

Council  
Administrator  
Media

RECOMMENDATIONS

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 this report.

BACKGROUND

In April 2015 a new Council Procedure Bylaw was adopted to bring into effect enhanced public participation opportunities at Council meetings. In December 2015 Council reviewed the effectiveness of the new Bylaw and directed staff to investigate further improvements including clarification of delegation procedures, modifications to the new "Open Forum" public input period and changes to the rules of debate. These changes were made in May 2016 with a focus on providing further clarity and openness regarding Council's procedures. At that time Council asked for a "check-in" opportunity six to eight months following the adoption of the amendment bylaw to review effectiveness of Council's procedures.

DISCUSSION

Since the May 2016 updates to the procedure bylaw, there has been some Council feedback and comments from citizens that have been noted for potential improvements. These are:

1. The Council/Committee of the Whole (C/W) meetings often run too late.
2. Perception that the informal Open Forum session is unimportant to Council.
3. Desire for Council to have a longer period for agenda review prior to the meeting.

This report focuses on these observations and provides Council with amendment options to consider. General housekeeping amendments are also included for consideration.

As part of generating and evaluating options for Council's consideration, staff have undertaken a review of Council procedures from a number of municipalities including eight that Saanich generally compares practices with as well as the neighboring municipalities in the Capital Region. In addition, the UBCM's pro-forma municipal procedures bylaw was also reviewed. A tabulated summary of these comparisons is attached for Council's information. This is referred to as the "municipal procedures review" in this report.



CW  
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Having meetings extend beyond four hours and late into the night is not a procedural best practice. After several hours of concentration, especially late at night, the “intellectual capacity” of any group is compromised by mental fatigue. This can lead to less effective communications, and reduced decision making quality.

Since May 2016, staff have logged the adjournment time of Council and C/W meetings (see attached list). On nine (9) occasions (30% of the time) the combined meeting adjourned after the 11 p.m. time stipulated by the procedure bylaw with the latest adjournment being at 1:37 a.m. The average time of adjournment has been about 10:15 p.m.

The municipal procedures review indicates that adjournment time requirements are about evenly split between 10 p.m. and 11 p.m. and that a motion to extend provisions are also evenly split between a simple majority and a 2/3 majority requirement.

Contributing factors to the length of the Saanich Council meetings that extended past the 11 p.m. adjournment time generally were:

- the scheduling of the Regular and C/W meetings back to back;
- the length of Council debate;
- the number of speakers and speaking time allotted during public input; and
- the later start on the last meeting of the month to accommodate the informal open forum session.

Based on the above, options are reviewed and recommendations provided for changes to the Procedure Bylaw in five areas:

#### **1. Scheduling**

Council and C/W meetings currently occur on the same evening which inevitably lengthens the process but does have the advantage of condensing the number of evenings that meetings occur.

The municipal procedures review indicates that there is a varied approach to the types, scheduling and number of meetings held. For example, not all municipalities have Committee of the Whole meetings, some hold all public hearings on separate days from the Council meeting. Most often however, Council meetings are held on Mondays in the evening, and for municipalities that have C/W meetings they are most often scheduled on alternating weeks from the Regular meetings. Most municipalities with a Monday meeting schedule do not schedule meetings during weeks observing statutory holidays, or the weeks of the FCM and UBCM conventions

Consecutive Council and C/W meetings as currently practiced by Saanich is not a common model. Most municipalities that utilize C/W find it effective to have the Regular and C/W on different nights, usually alternating weeks.

For Council's consideration, an option is provided changing the relative scheduling of the Council and the C/W meeting in order to reduce the frequency of meetings continuing past 11 p.m.

**Option 1: Split the Council and Committee of the Whole meetings and schedule on Mondays of alternating weeks.**

This Option separates Regular and C/W meetings to alternate Mondays, provides for two Council meetings per month (with the exceptions of June, August, and September), provides for two C/W meetings per month (with the exceptions of April, August, September and December) and it also provides for two meeting free weeks in August and at Christmas as well as no meetings the week of the UBCM or the week following the FCM. Public Hearings are generally scheduled the Tuesday following a Council meeting. Where agenda volumes and anticipated hearing lengths allow, public hearings could be scheduled the same night as the Council meeting.

The number of both Regular and C/W meetings is reduced and as a result, the number of agenda items per meeting will generally increase somewhat. The number of meetings per year proposed is within the normal frequency of those scheduled by other municipalities looked at in the municipal procedures review.

The table below outlines the number of meetings and meeting weeks under our current schedule and under the proposed revised schedule. In addition, a calendar showing details of the proposed meeting schedule for this option is attached for clarity.

	Meeting weeks per year	Regular Council & CW Mtgs	Regular Council Meetings	Committee of the Whole
Current Meeting Schedule	33	66	33	33
Option 1 (alternate Mondays)	41	41	21	20

**2. Length of Council Debate**

Both the Regular and C/W meeting lengths are impacted by the length of the Council debate process. One of the recent changes to the bylaw removed restrictions on the number of times a Councillor could speak to a motion but kept a 10 minute time limit per address as follows:

*Clause 31(d) "No member shall speak until recognized by the Mayor and no member shall speak more than once until all members have had an opportunity to speak. No member without the leave of Council shall speak to any question, or in reply for longer than ten minutes."*

This rule applies to debate at both Council and C/W meetings.

The municipal procedures review showed that most municipalities that utilize a C/W provide for more flexible and informal debate rules at the C/W than at regular meetings. This is in keeping with the commonly accepted definition of C/W as *"the entire membership of a legislative body sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action."*

Debate rules for most municipalities reviewed include a limit on the number of times a member may speak on an issue at regular meetings but no limit on this for C/W. The most common number of speaking opportunities provided at regular meetings is two with additional opportunities at the discretion of the chair. Debate rules also commonly provide for a maximum speaking time generally provided for at both regular meetings and C/W. The time limit provided is sometimes longer at C/W. Speaking times specified for Regular meeting debate is most commonly 5 minutes and in a few cases 10 minutes.

Best practices for debate at Regular Council meetings, as modelled in the UBCM's sample procedures bylaw, provide for each member to express their viewpoint in advance of the decision with some limited opportunity for rebuttal and response. This is in keeping with the formal legislative and quasi-judicial nature of Council meetings. The C/W meeting format, by definition, provides the opportunity for more informal "back and forth" debate on issues. Such informal debate, coupled with public input at the C/W, assists members in formulating the viewpoint they will express and position they will take at the Council meeting decision.

For Council's consideration, an option is provided with respect to changing the rules of debate with the objective of providing more formal and focussed debate at the Regular meeting while retaining at the C/W meeting the current informal debate and discussion format.

#### **Option 2 – Council Debate**

- a) At the Regular Council meeting a member may speak to a motion twice for a maximum of five (5) minutes each time;**
- b) No member shall speak a second time until all have had the first opportunity to speak. Exception if in response to a question without introducing a new matter; and**
- c) At C/W meetings there is no limit on the number of times a member may speak but for a maximum time of five (5) minutes each time.**

#### **3. Length of Public Input**

Current procedures for both the Regular and C/W meetings include a component for public input without limit on the number of speakers and with the time per speaker set at five (5) minutes (10 minutes for Neighborhood Community Associations at C/W). The same five (5) minute rule applies to those presenting applications for land use or development, except that the limitation per speaker may be waived by the Chair. The consistent practice has been that applicants and their representatives present at a CW meeting without any maximum time limit.

Since May 2016, the average number of speakers at the Regular meetings has been 3 with a maximum of 36. The average number at C/W has been 9 with a maximum of 29. Public input has been a significant component of meetings that have adjourned later than 11 p.m.

Regarding C/W meetings the procedure bylaw currently provides that:

*"Any person who has an interest in a matter being considered by Council at a C/W meeting may be afforded an opportunity to be heard in person or through a representative...No person shall address C/W on one matter for longer than five minutes."*



While there is no “order of business” defined in the bylaw for C/W meetings, the practice is that public input is received separately as part of the consideration of each agenda item. Many of the agenda items at C/W meetings concern land use development considerations regarding amendments to the Zoning Bylaw and the Official Community Plan (OCP). Section 9 (a) of *The Land Use and Development Procedures Bylaw* requires that:

*“Every application for a bylaw amendment under Section 2 (a) of this bylaw shall be considered at a Council or Committee of the Whole meeting at which time Council may;*

- (i) forward the application to a Public Hearing;*
- (ii) amend and then forward the application to a Public Hearing; or*
- (iii) reject the application.”*

Under our current procedure bylaw part of Council’s consideration at C/W meetings regarding the decision to advance a bylaw to public hearing provides for input from “any person who has an interest in a matter”. This effectively constitutes a “public hearing” before the formal Public Hearing. This input is often extensive and has in the past resulted in a misapprehension by the public and press that Council has “approved” an application at C/W when in fact it has been forwarded to a future Public Hearing.

The municipal procedures review indicates that about 70% of municipalities offer some form of public input period at regular meetings that is less formal than the traditional opportunity of a delegation. Where it is provided for, informal public input is generally facilitated through a “question period” at the beginning or end of the meeting. Most municipalities find it effective to set the length of the public input period with times ranging from 15 minutes to 45 minutes with 20 minutes being most common. Some municipalities require speakers to register prior to the beginning of the meeting. Almost all set a maximum speaking time ranging from 2 to 5 minutes with the most common being 2 or 3 minutes.

In B.C. public input at Council meetings has become more common and valued in recent years. Saanich provides for this at both Regular (new in 2015) and C/W (for many years). Saanich is unusual however in that for both Regular and C/W meetings the time provided for public input is unlimited. It is difficult to determine the number of people who may wish to speak at a meeting and when no time limit or limit on number of speakers is provided for, the resulting time required may preclude completion of the business scheduled within a reasonable time.

For Council’s consideration, options are provided for changing the public input opportunities to fixed durations as well as providing adjustments to individual address time limits.

### **Option 3 – Public Input Time Frames**

- a) At each Regular Council meeting a public input period of maximum 30 minutes duration will be held. Individuals may provide input on agenda items permitted under procedure bylaw Section 53 (a) and shall not speak more than once or for a period longer than three (3) minutes.**
- b) At C/W, a representative on behalf of a neighbourhood community association will receive up to ten (10) minutes to address the agenda item provided the matter has been the subject of a neighbourhood engagement process undertaken by the association.**

- c) **At C/W, applicants would have an aggregate of 30 minutes for their representatives to speak.**
- d) **At C/W, individual members of the public would have an opportunity to speak with the total time for such public input limited to 20 minutes per agenda item.**
- e) **At C/W meetings an individual providing input on an agenda item shall not speak more than once per agenda item or for a period longer than five (5) minutes.**

#### **4. Open Forum**

The Open Forum session is a monthly informal opportunity for the public to engage with Council. It is currently 30 minutes in duration and held at 7 p.m. prior to the last regular Council meeting of the month. Individuals are invited to ask questions of or address members of Council on a District-related topic with a maximum speaking time of three (3) minutes. The Open Forum is informal in that it is not a business item within the proceedings of a convened meeting.

Public comment has been received that the Open Forum session does not appear to be important to Council. This perception may be, at least in part, due to scheduling. While the 7 p.m. schedule (in advance of a regular meeting) was seen as a convenient time for members of the public, the experience is that there are interruptions and distractions as other members of the public and staff arrive for the Regular meeting at 7:30 p.m. In addition, the change in demeanor within the chambers at the transition from informal Open Forum to the formal Council meeting may lead to the perception that the Open Forum is seen as unimportant.

No other municipal procedures bylaws reviewed contain provision for an informal open forum outside the proceedings of a convened meeting of Council. It may be that other municipalities have similar opportunities for input but because of their informal nature they are not reflected in their procedure bylaw.

For Council's consideration, two options are provided for changes to the Open Forum:

- Option 4 a) Provide for a 10 minute "Open Forum" session at the conclusion of each Regular Council meeting. This provides an opportunity at each meeting for the public to address Council on any issue.**
- Option 4 b) Separate the Open Forum from the Council meeting by moving it to a different time and location that is convenient for the Mayor and Council (Mayor's office, Committee room or other location). Attendance by Councillors would be voluntary. Reinforce the informal nature with a roundtable format and provision of refreshments. As part of this Option, reference to the Open Forum would be removed from the procedure bylaw.**

#### **5. Agenda Review Period**

Some Councillors have indicated to staff that it would be valuable for both Council and the public if meeting agendas could be circulated farther in advance of the meeting than our current procedures. Currently our agendas are circulated Thursday afternoons or Friday mornings in advance of meetings the following Monday.

Review of other municipalities' procedures indicate a consistent practice of the agendas being released Thursday afternoon or sometime Friday in advance of the following Monday meeting. The only municipality that has a significantly earlier agenda availability (Tuesday prior) also has an "Addendum Agenda" provided at 4 p.m. Friday. In staff's view such a process would significantly complicate the agenda preparation and would introduce potential confusion. Any changes to release the agenda earlier, (without an addendum agenda) would result in an increased volume of late items (mostly correspondence) which Council and the public would not have seen in advance.

Based on the above, significant changes to the agenda release schedule are not seen as effective or efficient.

## 6. Housekeeping Amendments

### In Camera Meetings

The current procedure bylaw itemizes subject matters that must be considered at an in camera meeting as laid out in the *Community Charter*. The *Community Charter* has been amended to include an additional item as follows:

*"a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under Section 23 (2) of the Auditor General for Local Government Act."*

It is recommended that this clause be added to our procedure bylaw to keep it consistent with the Charter's provisions.

## ALTERNATIVES RECOMMENDED

1. **Meeting Scheduling** - Option 1 is recommended to separate Regular and C/W meetings to alternate Mondays and thus reduce the likelihood of meetings extending past the 11 p.m. adjournment time.
2. **Council Debate** - Options 2a to 2c are recommended to shorten and reinforce the formal nature of debate at the Regular meeting but to retain the informal debate process at C/W.
3. **Public Input Time** - Options 3a to 3e are recommended to provide for limitation on public input time periods ensuring that the time required for public input will not preclude completion of the business on the meeting agenda within the allotted time. Reduction of individual speaking times from five (5) minutes to three (3) minutes is also recommended to allow more individuals to speak within the public input time period provided.
4. **Open Forum** - Option 4a is recommended, provide for a ten (10) minute "Open Forum" period at the end of each Regular Council meeting.
5. **Agenda Review Period** - No changes are recommended to the Agenda release timing for reasons noted above.
6. **Housekeeping** - Inclusion of requirement for performance audit reports from the AGLG to be considered in camera as required by the *Community Charter*.

**SUMMARY**

Council previously requested a check-in to assess the effectiveness of the last revisions to the Council Procedure Bylaw in May 2016. This report presents options and recommendations in response to concerns about late meetings, public input sessions and agenda timing as well as suggested housekeeping amendments.

Following direction from Council, staff will return an itemized list of all directed changes as well as an amendment bylaw incorporating these changes.

Prepared by:



Ken Watson  
Director of Legislative Services

DD/KW

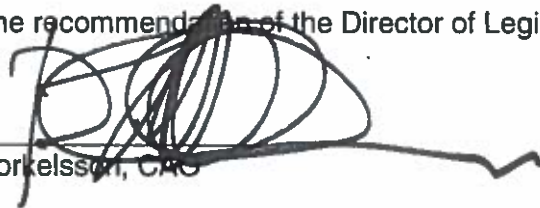
cc: CAO

Attachments (3):

Meeting Adjournment Log  
Scheduling Option Calendars  
Municipal Procedures Review

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I endorse the recommendations of the Director of Legislative Services.



Paul Thorkelsson, CAO

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Date	Council Start Time	Delegation	Open Forum	Public Input on Council Agenda Item	C/W Start Time	Public Input on CW Items	C/W Adjourned
Dec 5/16	7:00 pm	0	N	1	7:47 pm	Core Area WW Treatment – 2 SVAP – Short Term - 27	11:45 pm
Dec 12/16	7:00 pm	0	N	1	8:00 pm	Farmland Trust – 6	9:02 pm
Dec 19/16	7:30 pm	0	Y 4 speakers	0	7:36 pm	Tillicum (Loews) – 1 Mann – 0 RGS - 5	9:11 pm
Jan 9/17	7:00 pm	2	N	1	7:40 pm	Arrow – 20	9:58 pm
Jan 23/17	7:30 pm	0	Y 7 speakers	9	8:39 pm	Viewmont – 6 RGS Bylaw – 4	11:05 pm
Feb 6/17	7:00 pm	0	N	0	Meeting cancelled due to snow		
Feb 20/17	7:04 pm	0	N	2	7:41 pm	Dieppe – 1 Shelbourne – 2 Stevens - 2	9:35 pm
Feb 27/17	7:32 pm	0	Y 3-4 speakers	6	8:52 pm	Mt Doug Parking – 4	9:28 pm
Mar 6/17	7:02 pm	2	N	0	7:49 pm	Tudor/Sea View – 17	11:15 pm
Mar 13/17	7:08 pm	0	N	0	7:41 pm	Boleskine – 13 Cedarglen/Glendennig - 3	11:08 pm
Mar 20/17	7:05 pm	0	N	0	7:30 pm	BC Sustainable – 14 Church – 0 McKenzie – 9	9:54 pm
Mar 27/17	7:32 pm	0	Y 3 speakers	3 85	8:37 pm	Sea View – 2 Treetop/Cordova Bay - 1	10:26 pm

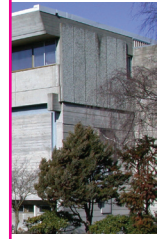


# Option 1

MONDAY ALTERNATE COUNCIL  
AND COMMITTEE OF THE WHOLE

Meeting weeks: 41  
Council meetings: 21  
CW Meetings: 20

Current Schedule:  
Meeting weeks: 33  
Council meetings: 33  
CW meetings: 33



## SCHEDULE OF MEETINGS

As of June 28, 2017

### JANUARY

S	M	T	W	T	F	S
1	2 Stat.	3	4	5	6	7
8	9 C	10 PH	11	12	13	14
15	16 CW	17	18	19	20	21
22	23 C	24 PH	25	26	27	28
29	30 CW	31				

### FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6 C	7	8	9	10	11
12	13 Stat.	14 CW	15	16	17	18
19	20 C	21 PH	22	23	24	25
26	27 CW	28 FP				

### MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6 C	7 FP	8	9	10	11
12	13 CW	14 FP	15	16	17	18
19	20 C	21 PH	22	23	24	25
26	27 CW	28 FP	29	30	31	

### APRIL

S	M	T	W	T	F	S
						1
2	3 C	4 FP	5	6	7 AVICC	8 AVICC
9 AVICC	10 CW	11	12	13	14 Stat.	15
16	17 Stat.	18	19	20	21	22
23 30	24 C	25 PH	26	27	28	29

### MAY

S	M	T	W	T	F	S
	1 CW	2 PH	3	4	5	6
7	8 C	9	10	11	12	13
14	15 CW	16 PH	17	18	19	20
21	22 Stat.	23	24	25	26	27
28	29 C	30	31			

### JUNE

S	M	T	W	T	F	S
				1 FCM	2 FCM	3 FCM
4 FCM	5	6	7	8	9	10
11	12 CW	13	14	15	16	17
18	19 C	20 PH	21	22	23	24
25	26 CW	27	28	29	30	

- C** Council
- CW** Committee of the Whole
- PH** Public Hearing (Special Council Meeting)

- FP** Financial Plan (Special Committee of the Whole Meeting)
- Stat.** No Regular Council/CW Meetings: Stat.= Statutory Holiday  
Per BL=Per Council Procedure Bylaw

- AVICC** Association of Vancouver Island & Coastal Communities AGM
- FCM** Federation of Canadian Municipalities AGM
- UBCM** Union of British Columbia Municipalities AGM



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## SCHEDULE OF MEETINGS

As of June 28, 2017

### JULY

S	M	T	W	T	F	S
2	3 Stat.	4	5	6	7	1 8
9	10 C	11 PH	12	13	14	15
16	17 CW	18	19	20	21	22
23	24 C	25 PH	26	27	28	29
30	31 CW					

### AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7 Stat.	8	9	10	11	12
13	14 C	15 PH	16	17	18	19
20	21 CW	22	23	24	25	26
27	28	29	30	31		

### SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4 Stat.	5	6	7	8	9
10	11 C	12 PH	13	14	15	16
17	18 CW	19	20	21	22	23
24	25 UBCM	26 UBCM	27 UBCM	28 UBCM	29 UBCM	30

### OCTOBER

S	M	T	W	T	F	S
1	2 C	3 PH	4	5	6	7
8	9 Stat.	10	11	12	13	14
15	16 CW	17	18	19	20	21
22	23 C	24	25	26	27	28
29	30 CW	31				

### NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6 C	7	8	9	10	11
12	13 Stat.	14 CW	15	16	17	18
19	20 C	21 PH	22	23	24	25
26	27 CW	28	29	30		

### DECEMBER

S	M	T	W	T	F	S
					1	2
3	4 C	5 PH	6	7	8	9
10	11 CW	12	13	14	15	16
17	18 C	19	20	21	22	23
24 31	25 Stat.	26 Stat.	27	28	29	30

- C** Council
- CW** Committee of the Whole
- PH** Public Hearing (Special Council Meeting)

- FP** Financial Plan (Special Committee of the Whole Meeting)
- No Regular Council/CW Meetings:  
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## PROCEDURES BYLAW SURVEY

	Time Set for Regular Meeting	Adjourn	Extend
<b>Comparable Municipalities</b>			
<b>Abbotsford</b>	Regular Council meetings will: begin at 7:00 pm, unless preceded by a Public Hearing. <i>Adjournment time not specified</i>	n/s	n/a
<b>Delta</b>	The evening session of Regular Meetings of Council will commence at 7:00 pm. In the event that any meeting of Council is still in session at 10:00 p.m., the Presiding Officer shall declare the meeting adjourned to another date and time, unless it is otherwise determined by Council resolution to extend the meeting.	10pm	simple majority
<b>Kamloops</b>	Regular Council meetings will: b) begin at 1:30 pm; and be adjourned before 11:00 pm on the day scheduled for the meeting unless Council resolves to extend beyond that time in accordance with Section 36. 36.1 Council shall observe an 11:00 pm adjournment whereby the item on the agenda under discussion at 11:00 pm will be the last item dealt with on that day unless, by majority vote, the Council members decide to extend the time of adjournment.	11pm	simple majority
<b>Kelowna</b>	Regular Monday afternoon Council meetings shall be scheduled to begin at 1:30 p.m. and Regular Tuesday evening Council meetings shall begin after the conclusion of the public hearing or if there is no public hearing, at 6:00 p.m.unless Council passes a resolution to change the time of a particular meeting. <i>Adjournment time not specified</i>	n/s	n/a
<b>Langley Township</b>	Regular Council Afternoon meetings ...and shall start at the time set by the Township Clerk/Deputy Clerk and end no later than 6:30pm, unless Council Members present unanimously consent to or adopt a resolution to extend the meeting. Regular Council Evening meetings... shall start at the time set by the Township Clerk/Deputy Clerk...and end no later than 10:00pm, unless Council Members present unanimously consent to or adopt a resolution to extend the meeting.	10pm	simple majority
<b>Nanaimo</b>	Regular Council meetings will: d) begin at 7:00 p.m.; and (e) be adjourned before 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 36. 36.1 The Council shall observe an 11:00 p.m. curfew whereby the item on the Agenda under discussion at 11:00 p.m. will be the last item dealt with on that day unless, by majority vote, the Council members decide to extend the time of adjournment.	11pm	simple majority



## PROCEDURES BYLAW SURVEY

	Time Set for Regular Meeting	Adjourn	Extend
<b>North Vancouver District</b>	Council must meet regularly; (ii) commence at 7:00 p.m.; and,iii) be adjourned at 10:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 26, A Council may continue a Council meeting (i) after 10:30 p.m. only by an affirmative of the members present; and, (ii) after 11:00 p.m. only by a unanimous vote of the members present.	10:30 PM	after 10:30 simple majority after 11pm unanimous
<b>Victoria</b>	Regular Council meetings must begin at 6:30 p.m. A Council meeting may continue after 11:00 p.m. only by an affirmative vote of 2/3 of the Council members present. (2) A motion for continuation under subsection (1) must establish a specific time for the adjournment of the Council meeting.	11pm	2/3 majority
<b>Neighbors</b>			
<b>Central Saanich</b>	Regular Council meetings of the DOCS shall in the Council Chamber at the DOCS Offices, commencing at 7:00 p.m.,be adjourned before 10:00 p.m. on the day scheduled forthe meeting, unless Council adopts a motion by two-thirds of the votes cast to extend the meeting beyond that time. (c) only with the approval of two thirds of the Council members present shall a meeting be extended to 11 :00 p.m., and only with the unanimous approval of all Council members present shall a meeting extend past 11 :00 p.m.	10pm	after 10pm 2/3 majority  after 11pm unanimous
<b>Colwood</b>	Each regular meeting shall begin at 7:00 p.m. Meetings of the Council or any Committee shall always adjourn at the hour of 10:00 p.m. if in session at that hour, unless otherwise determined by a two-thirds majority vote of the members present.	10pm	2/3 majority
<b>Highlands</b>	Regular Council meetings must (b) begin at 7:00 p.m.; (c) be adjourned at 10:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 28 of this bylaw; 28. (1) A Council may continue a Council meeting after 10:30 p.m. only by an affirmative vote of 2/3 of the Council members present.	10:30pm	2/3 majority
<b>Esquimalt</b>	Regular Council meetings must:(b) begin at 7:00 p.m. (c) be adjourned at 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 31; 31. (1) A Council may continue a Council meeting after 10 p.m. only by an affirmative vote of 2/3 of the Council members present.	10pm	2/3 majority

## PROCEDURES BYLAW SURVEY

	Time Set for Regular Meeting	Adjourn	Extend
<b>Metchosin</b>	Regular Council meetings must: be adjourned at 10:00 p.m., unless Council resolves to proceed beyond that time.	10pm	simple majority
<b>North Saanich</b>	Regular Council meetings will:(b) begin at 7:00 p.m. unless otherwise stipulated;(c) be adjourned before 11:00 p .m. unless Council resolves to proceed beyond that time...	11pm	simple majority
<b>Sidney</b>	Regular Council Meetings will be held at 7:00 p.m. in the Council Chamber. Council Meetings will adjourn at 10:30 p.m. unless Council resolves to continue under subsection (b); (b) Council may, by resolution, continue a Council Meeting for a maximum of 30 minutes;	10:30pm	max 30 minute extension simple majority
<b>Sooke</b>	Regular Council meetings must ; (c) begin at 7:00 pm; and (d) be adjourned at 11:00 pm on the day scheduled for the meeting accordance with section 33. 33. (1) A Council may continue a Council meeting after 11:00 pm only by an affirmative vote of the Council members present.	11pm	simple majority
<b>View Royal</b>	Council meetings shall commence at 7:00 p.m. or immediately upon termination of a scheduled public hearing Council shall always terminate the meeting proceedings at the hour of 10:00 p.m., if still in session at that hour, unless otherwise determined by an affirmative vote of at least two thirds of the members of Council then present.	10pm	2/3 majority
<b>Sample Bylaw</b>			
<b>UBCM</b>	(2) Regular Council meetings must: (b) begin at [time]; (c) be adjourned at [time] on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29;  29. (1) A Council may continue a Council meeting after [time] only by an affirmative vote [option: of 2/3] of the Council members present.		

<b>PROCEDURES BYLAW SURVEY</b>		<b>Generally Scheduled</b>		
	<b>Schedule of Regular Council vs. Committee of Whole</b>	<b>Regular</b>	<b>C/W</b>	<b>PH</b>
<b>Comparable Municipalities</b>				
<b>Abbotsford</b>	The availability of the schedule for Regular Council, Executive Committee, and Committee of the Whole meetings of a calendar year will be published annually on or before December 31st of the preceding year.	1st & 3rd Monday at 7pm	2nd & 4th Monday at 1pm	Before Regular
<b>Delta</b>	The evening session of Regular Meetings of Council will commence at 7:00 pm. If required, an afternoon session of the Regular Meeting will be scheduled Public Hearings will commence at 7:00 p.m.	2nd & 4th Monday 7pm	with Regular	Last Tuesday 7pm
<b>Kamloops</b>	be held on the days outlined in the annual Council Meeting schedule adopted by Council prior to December 31 of each year for the following year; b) begin at 1:30 pm	Mondays 1:30pm	No C/W	2 per month Mondays 7pm
<b>Kelowna</b>	Regular Monday afternoon and Tuesday evening Council meetings, and public hearings, shall be held on the dates each year established Regular Monday morning Council meetings shall be held on the dates each year established by a resolution	Mondays 9am/ 1:30pm	with Regular	2nd & 4th Tuesday 6pm
<b>Langley Township</b>	Council's meeting schedule shall include Regular Council Afternoon, Regular Council Evening, and Regular Council Public Hearing.	2nd & 4th Monday Aftn 3pm Eve 7pm	No C/W	follows Evening Regular
<b>Nanaimo</b>	Regular Council meetings will: (a) be held on the first and third Monday of each month. (d) begin at 7:00 p.m	1st & 3rd Monday at 7pm	2nd & 4th Monday at 4:30	1/mo Thrsdays 7pm
<b>North Vancouver District</b>	Council must meet regularly (i) on the first and third Mondays of each month, unless the Monday falls on a statutory holiday or unless otherwise resolved; and, (ii) commence at 7:00 p.m  The Committee of the Whole shall hold regular meetings at 7:00 p.m. in the committee room of the District Hall on the second and fourth Monday of each month, except August,	1st & 3rd Monday at 7pm	2nd & 4th Monday at 7pm	3rd Tuesday following 5pm workshop
<b>Victoria</b>	Council must establish and the Corporate Administrator must make available to the public a schedule of the date, time and place of regular Council meetings. Council meetings normally occur on the second and fourth Thursday of each month at 6:30 p.m. Committee of the Whole meetings normally occur on the first four Thursdays of each month at 9:00 a.m.	2nd & 4th Thursday 6:30pm	First four Thursdays 9am	as required 1st and 3rd Thursday 6:30pm

<b>PROCEDURES BYLAW SURVEY</b>		<b>Generally Scheduled</b>		
	<b>Schedule of Regular Council vs. Committee of Whole</b>	<b>Regular</b>	<b>C/W</b>	<b>PH</b>
<b>Neighbors</b>				
<b>Central Saanich</b>	Regular Council meetings of the DOCS shall: (a) be held: 1. on the days outlined in the annual "Annual Schedule of Regular Council Meetings" commencing at 7:00 p.m., Regular Council Meetings are held on the first and third Monday of each month and Committee Meetings are held on the second and fourth Monday of each month.	1st & 3rd Monday at 7pm	2nd & 4th Monday at 7pm	as required
<b>Colwood</b>	Regular meetings of Council shall be held on the second and fourth Mondays in each month, except as otherwise provided in this section, or in case such Monday is a holiday, on the immediately following business day. Each regular meeting shall begin at 7pm A meeting of the Committee of the Whole may be called at anytime by the Mayor with 24 hours notice to the Committee of the Whole.	2nd & 4th Monday at 7pm	as required	as required
<b>Highlands</b>	Regular Council meetings must (a) be held on the first and third Mondays of each month, with the exception of July and August (one meeting will be held in July and one meeting will be held in August), and (b) begin at 7:00 p.m.; At any time during a council meeting, Council may by resolution go into COTW	1st & 3rd Monday at 7pm	2nd Monday at 7pm	as required
<b>Esquimalt</b>	Regular Council meetings must (a) be held on the first and third Monday of each month, except that when such Monday is a statutory holiday, the meeting shall be rescheduled so that first and third meetings of the month are regular Council meetings; and [Amendment No. 2, 2014, Bylaw 2832] (b) begin at 7:00 p.m. Committee of the Whole (COTW) meetings shall be held on the 2nd Monday of each month, except that when such Monday is a statutory holiday, the meeting shall be rescheduled so that the second meeting	1st & 3rd Monday at 7pm	2nd Monday at 7pm	as required
<b>Metchosin</b>	Regular Council meetings must: i) be held in accordance with the dates and times specified in the annual schedule of Council and Standing Committee meetings, published prior to the end of each year;	1st & 4th Monday at 7pm	scheduled as required	as required
<b>North Saanich</b>	Regular Council meetings will: (a) be held on the first and third Monday of each month provided that such days are not statutory holidays; (b) begin at 7:00 p.m. unless otherwise stipulated	1st & 3rd Monday at 7pm	2nd Monday at 7pm	scheduled as required

<b>PROCEDURES BYLAW SURVEY</b>		<b>Generally Scheduled</b>		
	<b>Schedule of Regular Council vs. Committee of Whole</b>	<b>Regular</b>	<b>C/W</b>	<b>PH</b>
<b>Sidney</b>	<p>Regular Council Meetings will be held at 7:00 p.m. in the Council Chamber at Town Hall on the second and fourth Mondays of each month except as follows:(i) In July and August of each year, the regular Council Meetings will be held on the second Monday of each month unless otherwise resolved by Council; and (ii) In December of each year, the regular Council Meeting will be held on the first and third Mondays of the month unless otherwise resolved by Council.</p> <p>Regular Committee of the Whole meetings will be held at 6:00 p.m. in the Council Chamber at Town Hall on the first and third Mondays of each month except as follows:(i) In July and August of each year, the Committee of the Whole will not meet unless otherwise resolved by Council or called by the Mayor; and (ii) In December of each year, the Committee of the Whole Meeting will be held on the second Monday of the month unless otherwise resolved by Council.</p>	2nd & 4th Monday at 7pm	1st and 3rd Monday at 6pm	scheduled as required
<b>Sooke</b>	<p>Regular Council meetings must (a) be held on the second and fourth Monday of each month; (b) when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open following which is not a statutory holiday;(c) begin at 7:00 pm;</p> <p>COW meetings may (a) be held on the first and third Monday of each month, (b) when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open following which is not a statutory holiday;</p>	2nd & 4th Monday at 7pm	1st & 3rd Monday at 6pm	scheduled as required
<b>View Royal</b>	<p>Council meetings shall commence at 7:00 p.m. or immediately upon termination of a scheduled public hearing on the first and third Tuesday of each month, unless: (i) such Tuesday falls on a holiday, in which case the Council shall meet after the holiday at 7:00 p.m. on the first day that is not a holiday</p>	1st & 3rd Tuesday at 7pm	2nd Tuesday at 3:30pm	as required in advance of Council meeting
<b>Sample Bylaw</b>				
<b>UBCM</b>	<p>(2) Regular Council meetings must (a) be held on the [first or second] and [third or fourth] [day of week] of each month, and (b) begin at [time]; (c) be adjourned at [time] on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29; 29. (1) A Council may continue a Council meeting after [time] only by an affirmative vote [option: of 2/3] of the Council members present.</p> <p>38. (1) At any time during a council meeting, Council may by resolution go into COTW. (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of COTW</p>			

## PROCEDURES BYLAW SURVEY

Limits on Debate of Motions		# Times	Duration (min)
<b>Comparable Municipalities</b>			
<b>Abbotsford</b>	"a Member may speak no more than twice for a maximum of five (5) minutes total in connection with the same questions, unless: (i) the Chair permits the Member to speak more than twice, or (ii) if the Member is explaining a material part of a previous speech without introducing a new matter". CW same as Regular	2	5
<b>Delta</b>	Except as otherwise resolved by the Council members present, a member may: Speak only once to a matter, except that a member may speak a second time, after all others have had the opportunity to speak:(a) to explain a material part of the member's speech which may have been misunderstood, (b) to ask a question pertinent to the matter under debate. Speak for no more than five minutes at a time. Committee of the Whole the number of times a member may speak is not limited.	2	5
<b>Kamloops</b>	"When the Chair is of the opinion that there has been sufficient debate he may put the question" No CW but debate in committee same as for Council		
<b>Kelowna</b>	Members of Council may be limited to speaking once only in connection with a single question, by the presiding member, except to reply to debate on a substantive motion which the member has made. CW same as Council	1	
<b>Langley Township</b>	Each Member is entitled to speak up to two (2) times on each debatable motion, for a period not to exceed ten (10) minutes at a time, except when granted permission by Council to exceed those limits. A Member who wishes to speak for the second time on the same motion must wait until those who wish to speak on it for the first time have spoken. No CW but Council procedures apply for committees	2	10
<b>Nanaimo</b>	"When the Chair is of the opinion that there has been sufficient debate he may put the question" CW same provisions.		
<b>North Vancouver District</b>	after being recognized by the presiding member: 1) the first time on the matter for up to 4 minutes; 2) for up to 2 minutes the second time; and 3) for up to an additional two minutes to speak to any amendment CW - In keeping with the purpose of a Committee of the Whole there shall be no limit on the number of times or length of time a member may speak on an agenda item although the Chair shall use discretion to ensure that each member has a fair opportunity to speak.	2	4 first 2 second
<b>Victoria</b>	a member may speak more than once in connection with the same question only (i) with the permission of Council, or (ii) if the member is explaining a material part of a previous speech without introducing a new matter. CW (b) a member may speak any number of times on the same question; (c) a member must not speak longer than a total of 10 minutes on any question;	1	10



## PROCEDURES BYLAW SURVEY

Limits on Debate of Motions		# Times	Duration (min)
<b>Sooke</b>	a member may speak more than once in connection with the same question only (i) with the permission of Council, or (ii) if the member is explaining a material part of a previous speech without introducing a new matter; a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.	1	10
	CW - a member may speak any number of times on the same question; a member must not speak longer than a total of 10 minutes on any one question.		10
<b>View Royal</b>	h) No member shall speak more than once on the same question without leave of the Council except in explanation of a material part of his/her speech which may have been misconstrued. i) Council members shall not exceed five (5) minutes when speaking or replying to any question.	1	5
	CW - Proceedings for Committee of the Whole meetings shall be the same as Council meeting proceedings and follow the rules and proceedings as set out in Part 4 of this Bylaw		
<b>Sample Bylaw</b>			
<b>UBCM</b>	(10) The following rules apply to limit speech on matters being considered at a Council meeting: (a) a member may speak more than once in connection with the same question only (i) with the permission of Council, or (ii) if the member is explaining a material part of a previous speech without introducing a new matter; (b) a member who has made a substantive motion to the Council may reply to the debate; (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate; (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.	1	15 total
	43. The following rules apply to COTW meetings: (a) a motion is not required to be seconded; (b) a motion for adjournment is not allowed; (c) a member may speak any number of times on the same question; (d) a member must not speak longer than a total of 10 minutes on any one question.		10



## PROCEDURES BYLAW SURVEY

Opportunities and Limits on Public Input/Participation		Open Public Input Period @ regular?	Time Period Set	Speaker Time Set
<b>Comparable Municipalities</b>				
<b>Abbotsford</b>	An individual or organization who wishes to appear before Regular Council, Executive Committee, or Committee of the Whole meeting as a delegation must submit a written request ...least ten (10) working days prior to the meeting; an individual or organization may only address Council once within a 12 month period on one topic, and not more than every three (3) months on different topics.	Delegations only, unregistered may appear by vote of Council	n/a	n/a
<b>Delta</b>	Persons wishing to address Council may do so: At a Regular Council Meeting, as a delegation scheduled to appear;  At Committee of the Whole a person or external organization wishing to appear before Council to discuss a specific topic must send a written request to the Clerk;  At informal Question & Answer Period held for the 15 minutes prior to the start of the regular Evening Session of a Regular Meeting of Council. Persons wishing to speak must register to do so....on the day of the meeting from 6:00 p.m. until 6:30 p.m. Precedence will be given to speakers who are addressing a matter which is on that evening's Regular Meeting agenda. Speakers must submit their questions in writing to the Clerk in advance. Speakers are requested...speak for not more than three minutes. Speakers are required to ask a question and are not permitted to make a speech.	Yes, Question and Answer prior to Regular, registration required	15min	3min
<b>Kamloops</b>	As delegation to Regular or by correspondence tp Regular. No C/W	No, Delegations only	n/a	n/a
<b>Kelowna</b>	Regular meeting Delegation - A person who is not an officer or employee of the City, who wishes to have a report or presentation scheduled to a Council meeting agenda, shall request the same through the Office of the City Clerk shall be limited to 10 (ten) minutes to make his or her presentation to Council, but may be asked to take additional time to respond to any questions from Council;  C/W - Public input may be permitted on an item scheduled to an open Committee of the Whole agenda, to a maximum of five (5) minutes per person, group, organization, body or delegation. Public input is not permitted on any items not on the Committee of the Whole agenda.	No, Delegations only	n/a	n/a
<b>Langley Township</b>	A citizen or group may submit an application to speak at a Council Meeting as a public delegation, by noon (12:00pm) of the fifth (5th) day preceding the meeting. For On-Agenda items only, late applications to speak as a delegation can be submitted to the Township Clerk/Deputy Township Clerk by 1 0:00am of the day of the Regular meeting. No C/W	No, Delegations only	n/a	n/a

## PROCEDURES BYLAW SURVEY

Opportunities and Limits on Public Input/Participation		Open Public Input Period @ regular?	Time Period Set	Speaker Time Set
<b>Nanaimo</b>	<p>All delegations shall be afforded ten (10) minutes to make their presentation and shall be restricted to the topic as included on their written submission; notwithstanding multiple speakers (four or more) on a single issue or topic shall be given five (5) minutes each to make their presentations;</p> <p>There shall be no limit to the number of delegations included on the Agenda for items that have been included on the agenda.</p> <p>Question Period - At the Conclusion of the proceedings, the Council members shall provide time to answer inquiries from the Media and any member of the public, but such inquiries shall be strictly limited to matters considered by the Council at that particular meeting. The Chair shall determine, if necessary, when sufficient discussion has taken place.</p>	Question Period at end of Regular	Chair Determines	
<b>North Vancouver District</b>	<p>A period of thirty minutes will be made available on each regular Council meeting agenda for public input. An individual shall not speak more than once at the meeting or for a period longer than three minutes. Speakers shall sign up in advance ...on a first come, first served basis...must sign up in person. Speaking slots will not be reserved nor can someone sign up on behalf of another. Where the speakers list has not filled the allotted thirty minutes and those signed up have already spoken, the Mayor may ask for speakers from the gallery on a first come, first served basis to fill any remaining time</p> <p>Speakers wishing to speak on an agenda item may sign up to speak during the thirty minute public input period or during the meeting at the time when the agenda item is on the floor</p> <p>CW Public input (a) Members of the public will have a total of ten minutes to make a statement or pose a question to the Committee related to an agenda item at that particular meeting. The Chair shall ensure that a fair opportunity to be heard is made available to as many members of the public as the limited time permits.</p>	<p>Public Input period at beginning of Regular sign-up required</p> <p>Public input also at C/W</p>	30 min	3 min
<b>Victoria</b>	<p>Council may, by resolution, allow an individual or a delegation to address Council on a matter provided a written application on the prescribed form has been received ..Where written application has not been received by the Corporate Administrator as prescribed in subsection (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present</p> <p>Question Period included in Regular Meeting Agendas. No specifics provided.</p>	Yes Question Period	?	?

## PROCEDURES BYLAW SURVEY

Opportunities and Limits on Public Input/Participation		Open Public Input Period @ regular?	Time Period Set	Speaker Time Set
<b>Neighbors</b>				
<b>Central Saanich</b>	The order of business at all regular meetings of Council... (includes) Public Questions. Members of the public wishing to address Council during the "Public Questions" sections of the agenda shall...(b) limit their questions to no more than two (2) minutes. Purpose of Committee of the Whole...(f) provide time for public engagement. The rules of procedure of Council shall be observed in COTW as far as applicable. Delegation only specified public input	Public Question period beginning of Regular		2 min
<b>Colwood</b>	In order to provide the public an opportunity to present concerns or ask questions of the Council and its members, each regular Council Meeting shall include a Public Participation Period. Persons wishing to address Council during the Public Participation Period must either be residents of Colwood or non-resident property owners unless otherwise approved by a two thirds majority vote of members. Twenty minutes shall be allotted for the Public Participation Period time allotted for the Public Participation Period may be extended upon a	Yes Public Participation Period beginning of Regular	20 min	"brief"
<b>Highlands</b>	The Council may, by resolution, allow an individual or a delegation to address Council at a meeting provided written application, outlining their intended presentation, has been received by the Corporate Officer by noon on the Friday preceding the meeting. Each address must be limited to 5 minutes	No, Delegations only	n/a	n/a
<b>Esquimalt</b>	The public will be provided an opportunity to ask questions or make comments on any item listed on the Council agenda ... excluding items which are, or have been, the subject of a Public Hearing. The maximum time allotted will be at the discretion of the Chair. Each individual address will be limited to two minutes..  The purpose of the COTW is to allow Council to meet in a less formal and structured manner to:...receive public input on matters placed before the Committee... the public can be afforded additional opportunities for input, ...  In addition to the opportunity provided to an applicant, the public may be given an opportunity to be heard or present written submissions respecting the matters on the agenda, excluding items which are or have been the subject of a Public Hearing. Public representations will be limited to one presentation by each person for a maximum of two minutes.	Yes, Public Input Period on mid Agenda	Discretion of Chair	2 min
<b>Metchosin</b>	Public Participation- A member of the public may have four minutes to address Council...Priority will be given to members of the public speaking to items on the agenda. Public Participation is limited to forty-five minutes in duration.  Question Period - At the conclusion of the proceedings, and no later than 9:30 p.m., the Council shall answer inquiries from the members of the public...questions must pertain to items on the agendas for that evening...question period will be limited to 20 minutes in duration.	Yes, both Public Participation & Question Period on Agenda	Public P - 45 min Question P - 20 min	Public P - 4 minutes

## PROCEDURES BYLAW SURVEY

Opportunities and Limits on Public Input/Participation		Open Public Input Period @ regular?	Time Period Set	Speaker Time Set
<b>North Saanich</b>	<p>the agenda for all regular Council meetings contains the following matters in the order in which they are listed below:...(d) Public participation period; Twenty minutes will be allotted for the Public Participation Period. (7) Each speaker under this section is limited to speaking for 3 minutes unless authorized by the Chair to speak for a longer period.</p> <p>C/W Opportunity to be Heard 38. (1) Any person that has an interest in a matter being considered by Council at a Committee of the Whole meeting may be afforded an opportunity to be heard in person or through a representative, ... (2) No person shall address Committee of the Whole on one matter for longer than five minutes unless the time limitation is waived by a majority of the Council...</p>	Yes Public Participation Period beginning of Regular	20 min	3 min
<b>Sidney</b>	<p>At every regular Council Meeting, a public participation period will be held from 7:00 p.m. to 7:20 p.m. (approximately 3 minutes per speaker) or until speakers have concluded, whichever comes first.</p> <p>C/W A person or group wishing to make a presentation to Committee of the Whole will provide information to the Corporate Administrator, which will include: (i) subject matter and any background material; and (ii) name(s) of the presenter(s) by 4:30 p.m. on the Tuesday prior to the Committee Meeting. A presentation will be limited to a total of 10 minutes</p>	Yes Public Participation Period beginning of Regular	20 min	3 min approx
<b>Sooke</b>	<p>The agenda for all regular Council meetings contains the following matters in the order in which they are listed below: (j) Public Question and Comment Period. Public Question and Comment Period is limited to ten (10) minutes in duration, unless extended by Council. (2) A member of the public may have two (2) minutes during the Public Question and Comment Period to address Council on items on the agenda for the meeting, unless extended by Council.</p>	Yes, Public Question and Comment	10 min	2 min
<b>View Royal</b>	<p>The order of proceedings (agenda) at all regular meetings (includes) 6. Public Participation Period (and) 10. Question Period. "Public Participation" is limited to thirty (30) minutes and "Question Period" is limited to fifteen (15) minutes, unless extended or reduced by a unanimous resolution. limit their statements in "Public Participation" to no more than five (5) minutes and questions in "Question Period" to no more than two (2) minutes, unless extended or reduced by a unanimous resolution</p>	Yes Public Participation Period beginning and Question Period at end of Regular	Public P - 30 minutes Quest P - 15 minutes	Public P - 5 minutes Quest P - 2 minutes
<b>Sample Bylaw</b>				
<b>UBCM</b>	<p>The agenda for all regular Council meetings contains the following matters in the order in which they are listed below: (l) Question Period;</p>	Yes, Question Period		

# PROCEDURES BYLAW SURVEY

## Agenda Release Timing

### Comparable Municipalities

<b>Abbotsford</b>	The Corporate Officer will make the Agenda available to the Members of Council before the meeting; and to the general public on the Friday afternoon before the meeting, by posting on the City's Website, except those meetings closed to the public.	Friday pm
<b>Delta</b>	At least 24 hours before a Regular Meeting of Council the Clerk must give further public notice of the meeting by: (a) posting a copy of the agenda on the Notice Board; and (b) making copies of the agenda available to members of the public at the Clerk's Office At least 24 hours before a Regular Meeting of Council, the Clerk must deliver a copy of the Agenda to each member of Council either personally or to the place the member has directed that notices be sent.	24hrs
<b>Kamloops</b>	Council agendas will be available to the members of Council and the public on the Friday afternoon prior to the meeting.	Friday pm
<b>Kelowna</b>	At least forty-eight (48) hours before a regular Council meeting or public hearing the City Clerk must give notice of the meeting or hearing agenda, including confirmation of the time, place, and date, by:(a) posting the agenda on the Notice Board at City Hall; (b) leaving copies of the agenda at a public counter at City Hall for distribution to members of the public as requested; (c) providing a paper or electronic copy to each member of Council.	48hrs Friday pm
<b>Langley Township</b>	The Township Clerk/Deputy Clerk must make the agenda available to the public by posting the agenda on the Public Notice Posting Place by noon (12:00pm) on the third (3rd) calendar day preceding the meeting, or as otherwise determined by Council.	Friday noon
<b>Nanaimo</b>	Council Agendas will be available to the members of Council and the public by 4:00 p.m. the Tuesday preceding the meeting. The deadline for essential or elective items to be included as a Late Item for the agenda is 11:00 a.m. with an addendum agenda made available by 4:00 p.m. on the Friday preceding the meeting	Preceding Tuesday 4pm

## PROCEDURES BYLAW SURVEY

	Agenda Release Timing	
<b>North Vancouver District</b>	At least three clear days before the day of the meeting, the Clerk shall give public notice of the time, place and date of the meeting by: (i) delivering a copy of the agenda to each member at the place to which the member has directed notices to be sent; (ii) posting a copy of the agenda on the Public Notice Posting Place...	Friday pm
<b>Victoria</b>	At least 48 hours before a regular Council meeting, the Corporate Administrator must give advance public notice of the date, time, and place of that meeting by (a) posting the agenda at the public notice board at City Hall, (b) delivering copies of the agenda to each of the members of Council, and (c) leaving copies of the agenda at a public counter at City Hall for the purpose of making the agenda available to members of the public.	Friday pm
<b>Neighbors</b>		
<b>Central Saanich</b>	At least 24 hours before a regular meeting of Council, the Corporate Officer must (b) send to each Member a copy of the notice and the agenda, at the place at which the Member has directed notices be sent.	24 hrs
<b>Colwood</b>	The Chief Administrative Officer shall prepare an Agenda before every regular meeting of the Council and shall circulate a printed or electronic copy to each member at least seventy-two hours before the meeting	72hrs Friday pm
<b>Highlands</b>	The Corporate Officer must make the agenda available to the members of Council and the public on the Thursday afternoon prior to the meeting.	Thursday pm
<b>Esquimalt</b>	The Corporate Officer must make the agenda available to the members of Council by 12 noon on the Friday prior to the meeting.	Friday noon
<b>Metchosin</b>	Not specified	n/s
<b>North Saanich</b>	The Corporate Officer must make the agenda available to the members of Council and the public on the Thursday afternoon prior to the meeting.	Thursday pm

## PROCEDURES BYLAW SURVEY

	<b>Agenda Release Timing</b>	
<b>Sidney</b>	Prior to each Council Meeting, the Corporate Administrator will:(i) prepare an agenda in accordance with section 12, in consultation with the Chief Administrative Officer and the Mayor, setting out all items for consideration at the meeting; (ii) provide one copy for each Member at the place to which the Member has directed agendas be sent at least 48 hours prior to the meeting; and (iii) make the agenda available to the public by posting it on the Notice Board after it has been provided to Council.	48hrs Friday pm
<b>Sooke</b>	The Corporate Officer must make the agenda available to the members of Council and the public by 4:30 pm on the Thursday prior to the meeting and by (a) placing a copy of the agenda in each member's mailbox at the Municipal Hall, and (b) placing copies for the public at the public service counter at the Municipal hall.	Thursday pm
<b>View Royal</b>	At least seventy-two (72) hours before a regular meeting of Council, the Clerk must give further public notice of the meeting by:(i) posting a copy of the agenda on the public notice board at the Town Hall; and by (ii) leaving a copy of the agenda at the reception counter at the Town Hall At least seventy-two (72) hours before a regular meeting of Council, the Clerk must ensure that a printed copy of the agenda material is available in the inbox of each member of Council at the Town Hall.	72hrs Friday afternoon
<b>Sample Bylaw</b>		
<b>UBCM</b>	The Corporate Officer must make the agenda available to the members of Council and the public on the [day of week] afternoon prior to the meeting.	

## Comparison – Meetings, Dates & Times

Municipality	No. of Meetings	Meeting Day	Time	Schedule	CW (Y/N)	Public Hearing	Other	
Abbotsford	Exec Com: 22 CW: 16 PH w/ Council: 21	Monday	Exec. Com. 3pm PH with Regular Council at 7pm	2 x Month No meeting stats; UBCM; FCM	Yes 2 x month held at 1:00pm	Monday, 2 x/month; at 7pm, with regular Council following	Breaks 2 weeks in August	Monday stat. holiday then held on alternatively scheduled Monday.
Coquitlam	Council w/ Committee: 29 w/PH: 11	Monday	7pm	2 x Month except stats; UBCM; FCM	Council in Committee/Council/ Public Hearing	Monday 1 x month, with regular Council following	No meetings during 2 weeks spring break No meetings in August	Christmas Closure – Hall Closed  Town Hall meetings
Delta		Monday	7pm, plus n afternoon session as needed.	2 x Month	No Reference	Tuesday at 7pm		
Kamloops	Council: 13  Council w/PH: 19	Tuesday	Regular Council 1:30 pm	4 x month Except for stats; FMC; UBCM	No Reference	Tuesday at 7pm; 2 x month	No meetings during 2 weeks spring break in March	Reduced schedule in July and August  2: Workshops
Kelowna	Council: 36  PH w/ Council: 24	Monday	Regular at 9am and 1:30 pm	Mondays except for stats; UBCM; FCM	No Reference	Tuesday at 6pm, regular meeting to follow.	Breaks in July and August in addition to recognized the stat holiday	2 Sessions on Thursday for Budget (Sept. and Dec.)



### Comparison – Meetings, Dates & Times

Municipality	No. of Meetings	Meeting Day	Time	Schedule	CW (Y/N)	Public Hearing	Other	
Langley (Township)	Council:	Monday	Regular afternoon at 3:00 pm; evening at 7pm	2 x / month; 2 <sup>nd</sup> and 4 <sup>th</sup> Monday Excluding stat holidays; UBCM; FCM	Break in August;	Follows Evening Regular		
North Vancouver (District)	Council: 33	Monday	1 <sup>st</sup> and 3 <sup>rd</sup> 7pm	Except stat holidays; UBCM: August: 2 weeks in December	Yes 2 <sup>nd</sup> and 4 <sup>th</sup> Monday 7pm	PH: 9	10:30 pm adjourn, except by motion to extend; extend beyond 11pm unanimous vote	Workshops start at 5pm; Workshop followed by Council; and followed by PH
Nanaimo	Council: 19  CW: 12	Monday	1 <sup>st</sup> and 3 <sup>rd</sup> Monday at 7pm (Except July & Aug 2 <sup>nd</sup> Monday	Except stat holidays; UBCM; FCM; and AVICC	Yes 2 <sup>nd</sup> and 4 <sup>th</sup> Monday 4:30 pm (except December)	PH: 12 Thursday at 7pm	11 pm adjourn, except by motion to extend	Reduced schedule in January, July and August
Victoria	Council:22  CW:41	Thursday	2 <sup>nd</sup> and 4 <sup>th</sup> at 6:30 pm	Except 2 weeks in August and December; UBCM;	Yes 1 <sup>st</sup> 4 Thursdays of the month; 9:00 am	Within schedule of regular meetings Thursday 7pm		
SAANICH	Council: 33 CW: 33	Monday		Except Stat holidays; UBCM; AVICC; FCM	Yes	PH: 17 w/Council following		

### Review of Public Input Opportunities at Council & Committee of the Whole Meetings 2016/2017

Date	Council Start Time	Delegation	Open Forum	Public Input on Council Agenda Item	C/W Start Time	Public Input on CW Items	C/W Adjourned
May 2/16	7:00 pm	0	N	0	8:05 pm	Enterprise – 10	9:22 pm
May 9/16	7:00 pm	1	N	36	12:28 am	Quadra – 0 Rainbow – 5	1:37 am
May 16/16	7:30 pm	0	Y 5 speakers	1	10:27 pp	Holland – 0 Del Monte - 12	11:15 pm
May 31/16	7:00 pm	0	N	0	8:16 pm	Vanalman - 0	8:27 pm
Jun 13/16	7:00 pm	0	N	3	9:50 pm	West Saanich – 1	10:35 pm
Jun 20/16	7:42 pm	0	Y 9 speakers	0	8:21 pm	Del Monte – 9 Saanich – 4	11:20 pm
Jul 4/16	7:00 pm	0	N	0	7:41 pm	West Saanich – 5 Alder – 1	9:10 pm
Jul 11/16	7:00 pm	0	N	8	8:17 pm	West Saanich – 3 Roy – 3	9:16 pm
Jul 18/16	7:30 pm	0	Y 10 speakers	0	7:36 pm	Kingsley – 3	8:10 pm
Aug 8/16	7:00 pm	0	N	2	7:37 pm	Roy – 5 Enterprise – 2	8:40 pm
Aug 15/16	7:00 pm	1	N	4	None		
Aug 22/16	7:30 pm	0	Y	12	9:55 pm	Mt Doug X Rd – 0 Interurban – 2	10:17 pm
Sep 12/16	7:00 pm	0	N	0	7:42 pm	Rainbow – 3 Cloverdale – 11 Agnes – 3 West Saanich – 0	10:17 pm

Date	Council Start Time	Delegation	Open Forum	Public Input on Council Agenda Item	C/W Start Time	Public Input on CW Items	C/W Adjourned
Sep 19/16	7:30 pm	0	Y 2 speakers	2	8:15 pm	CRD Homelessness - 2	9:25 pm
Oct 3/16	7:00 pm	0	N	2	7:55 pm	Braefoot – 3	8:35 pm
Oct 17/16	7:00 pm	0	N	1	8:06 pm	Tennyson – 1 Cedar Hill X Rd - 1	8:53 pm
Oct 24/16	7:30 pm	0	Y 4 speakers	3	9:14 pm	Hunt – 1 Townley – 18 ICF - 0	12:30 am
Nov 14/16	7:00 pm	0	N	2	8:37 pm	Prospect Lake – 0 Doumac – 3 Sea View - 17	11:58 am
Nov 21/16	7:00 pm	0	N	1	8:11 pm	CRD Watershed Coordinator – 0  Small Lot Housing - 4  Regional Transportation System - 1	10:00 pm
Nov 28/16	7:32 pm	0	Y 6 speakers	4	8:08 pm	Mt Doug Access Study – 10	10:54 pm