



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Regular Council Meeting
AGENDA

Monday, September 25, 2023, 7:00 p.m.
Council Chambers

All Council meetings are being conducted in a hybrid in-person and virtual format.

If you wish to speak or make a submission to Council, you can email municipalhall@csaanich.ca, call 250-652-4444 or deliver via the front reception prior to 12:00 noon on the day of the meeting. Questions to Council will be placed under correspondence for action.

(Please note that all proceedings of Open Council Meetings are live streamed and video recorded on the District's website.)

Pages

1. CALL TO ORDER

2. ACKNOWLEDGEMENT

We respectfully acknowledge that the land on which we gather is the traditional territory of the W̱SÁNEĆ people which includes W̱JOLEŁP (Tsartlip) and S̱ÁUTW̱ (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the September 25, 2023 Regular Council Meeting

Recommendation:

That the agenda of the September 25, 2023 Regular Council meeting be approved as circulated.

4. ADOPTION OF MINUTES

4.1 Minutes from the September 11, 2023 Regular Council Meeting

Recommendation:

That the minutes from the September 11, 2023 Regular Council meeting be adopted as circulated.

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5. BUSINESS ARISING FROM THE MINUTES (including motions and resolutions)

6. RISE AND REPORT

7. PUBLIC QUESTIONS

8. PRESENTATIONS/PETITIONS AND DELEGATIONS

8.1 Opportunity to be Heard

21

8.1.1 6708 Lochside Drive (6705 Danica Place) – Introduction Non-Farm Use and Temporary Use Permit

Council is considering a Temporary Use Permit to provide a temporary laydown area for the Highway 17 flyover construction project at 6708 Lochside Drive (formerly 6705 Danica Place).

Attachments:

- Notice of Opportunity to be Heard
- Draft Temporary Use Permit
- Report from the Director of Planning and Building Services
 - From the September 11, 2023 RCM
- Excerpt of Minutes
 - From the September 11, 2023 RCM

Recommendation:

That Non-Farm Use application #3100-20-6/23 be referred to the Agricultural Land Commission (ALC).

Recommendation:

That Temporary Use Permit #3100-20-6/23 be approved for issuance following approval from the Agricultural Land Commission and subject to any conditions thereof for a period of three (3) years.

Recommendation:

That in accordance with s. 493.1 of the Local Government Act, Council delegate renewal of Temporary Use Permit #3100-20-6/23 (6708 Lochside Road) to the Director of Planning and Building Services subject to:

- a. *That notification clearly states the temporary use may be considered for a period up to six (6) years,*
- b. *That there are no ongoing bylaw enforcement issues or history of complaints related to the use,*
- c. *That the renewal considers any conditions imposed by the Agricultural Land Commission, and*
- d. *That the permit terms and conditions would remain the same or be more stringent in nature such that the approved temporary uses are not expanded.*

8.2 Capital Regional District (CRD)

46

Presentation by the CRD on their transportation governance engagement workbook.

9. CORRESPONDENCE (Action Required or Recommended)

75

9.1 Pioneer Park Renaming Request

Correspondence received on October 18, 2022 from the W̱SÁNEĆ Leadership Secondary School requesting that the District change the name of Pioneer Park to HEL,HILEŁ (Gladness/Happiness).

Motions from the November 14, 2022 RCM:

1. *Formally acknowledge the request made by the students, contingent upon further conversations with student representatives from both schools, and stakeholders from the family representatives for the original property.*
2. *That staff be directed to reach out to students and stakeholders to facilitate a dialogue.*

Recommendation:

Staff recommendation:

That

1. *Pioneer Park in Brentwood Bay be renamed as HEL,HILEŁ Park;*
2. *A temporary sign be placed at the Park while staff work on a sign proposal using indigenous artists, preferably in partnership with the students of WLSS, to include pronunciation guidelines;*
3. *The School House property continue to be dedicated in memory of the settler families and that staff work with the families on enhanced additional signage/information board; and*
4. *Community education on the renaming, the meaning behind it, and the donation of the land by the settler families be included prominently on the District's website.*
5. *A plaque or naming option be offered to Roy Tidman as acknowledgement for the work in delivering the stage.*

10. CLOSED MEETING

10.1 Motion to Close

Recommendation:

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- *(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.*

90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following

- *(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

Following adoption of the above motion, the meeting will be closed to the public.

11. REPORTS OF COMMITTEES/MAYOR'S REPORT

11.1 COTW (Committee of the Whole)

11.2 All Other Committees of Council

11.2.1 Parks and Environment Standing Committee (PESC)

11.2.1.1 Minutes from the September 13, 2023 PESC Meeting 107
For information.

11.2.1.2 Options to Facilitate Communications on Waste Management for Central Saanich Residents and Businesses 110
Report from the September 13, 2023 PESC Meeting.
For information.

Attachment: Updated Appendix B

11.2.1.3	<u>Parks Master Plan - Draft Engagement Strategy Report</u> from the September 13, 2023 PESC Meeting.	112
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The following staff recommendation was not approved by PESC:

That the Parks and Trails Master Plan Engagement Strategy be endorsed.

Attachment: Updated Appendix A

11.3	<u>Council Members Reports - External Bodies</u>	
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12. STAFF REPORTS

12.1	<u>Capital Regional District</u> Report from the Chief Administrative Officer.	132
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Recommendation:

1. *Endorse the Level 1 “New CRD Service – Consolidating the Transportation Functions”. (Appendix A, CRD Transportation Governance Engagement Workbook, p.6).*
2. *Endorse the completed questionnaire found in Appendix B.*
3. *Request that the following changes be made:*
 - a. *Brentwood Bay is changed from a Rural Mobility Hub to a Complete Mobility Hub*
 - b. *Saanichton Village is changed from a Rural Mobility Hub to a Complete Mobility Hub*
 - c. *Turgoose Node is identified as a destination.*
 - d. *Panorama Recreation Centre is identified as a destination*

12.2	<u>2024 Financial Plan Guidelines</u> Report from the Director of Financial Services.	164
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Recommendation:

That the following 2024 Budget Guidelines be approved:

1. *Preliminary 2024 departmental budgets will be based on service levels from the 2023 budget, and non-discretionary increases (contracted services, wage and benefit costs, insurance, utilities, etc.).*
2. *Continue increases according to the 2022 Asset Management Plan (AMP) Financial Strategies. A 1.25% property tax increase for future asset replacement, a 0.50% increase for new and active transportation infrastructure, and maintain trajectories of Water and Sewer increases toward 2032 targets identified in the AMP.*
3. *Phase out operations funding from the COVID Safe Restart Reserve.*
4. *Water and Sewer utility budgets will be prepared consistent with prior years including wage and benefit, CRD bulk water cost, rate increases for asset management and non-discretionary increases.*
5. *Workforce planning and 2024 to 2027 Projects and Strategic Initiatives will be presented separately and considered with Councils referral to the Financial Plan.*
6. *Inclusion of the active transportation four-year capital plan of \$10.2 million as adopted by Council July 10, 2023, and the implementation of three staff positions funded from capital reserves and grant funding.*
7. *Removal of 2024 business license renewal fees budget as adopted by Council December 12, 2022.*
8. *That this report be referred to the Police Board for information.*

12.3	<u>Saanich Fire Dispatch Services Agreement</u> Report from the Fire Chief.	174
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Recommendation:

Approve the 5-year Saanich Fire Dispatch Services Agreement commencing on January 1, 2024, until December 31, 2028.

12.4	<u>8005 Turgoose – DP with Variances for dock – Referral Response</u> Report from the Director of Planning and Building Services.	177
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Recommendation:

That Development Permit 3060-20-17/22 for 8005 Turgoose Terrace to vary the maximum length of a dock and walkway from 30 m to 42 m and the maximum width of the dock from 3.0 m to 3.7 m, be authorized for issuance.

12.5	<u>Basements and Garages – Density Amendments to the Land Use Bylaw</u> Report from the Director of Planning and Building Services.	243
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Recommendation:

1. *That staff be directed to prepare a bylaw to amend Land Use Bylaw No. 2072 for consideration of First Reading that would have the effect of:*
 - a. *Adding a definition for basement,*
 - b. *Excluding basements and the first 28m² of a garage and all carports from Gross Floor Area and Floor Area Ratio for Residential Single Family, Residential Two Family, and Residential Attached,*
 - c. *Amending the definitions of Gross Floor Area and Floor Area Ratio, and*
 - d. *Amending the height in the R-1S Zone from 7.0m to 8.0m to align with the general residential zones.*
2. *That the proposed zoning amendments be referred to the Advisory Planning Commission for comment.*

13. BYLAWS

13.1 Other than Development Application Bylaws

- 13.1.1 2024-2027 Permissive Tax Exemptions 253
Report from the Director of Financial Services.

Recommendation:

1. *That Central Saanich Tax Exemption Bylaw 2157, 2023, and 2158, 2023 be introduced and read a first time.*
2. *That Central Saanich Tax Exemption Bylaw 2157, 2023, and 2158, 2023 be read a second time.*
3. *That Central Saanich Tax Exemption Bylaw 2157, 2023, and 2158, 2023 be read a third time.*

- 13.1.2 Maximum Secondary Suite Size 267
Report from the Director of Planning and Building Services.

Recommendation:

1. *That Land Use Bylaw, Amendment Bylaw No. 2152 be introduced and given first reading.*
2. *That Land Use Bylaw, Amendment Bylaw No. 2152 be referred to the Advisory Planning Commission for consideration.*

- 13.1.3 Heat Pump Financing Program Local Area Service Bylaw Amendment No. 8 275
Report from the September 11, 2023 RCM.

Recommendation:

That Central Saanich Financing for Heating System Retrofits Local Area Service Bylaw Amendment No.8, 2159 2023, be adopted.

13.2	<u>Development Application Bylaws</u>	
13.2.1	<u>1146 Sluggett Road – Rezoning and Development Permit with Variance (Infill)</u>	278
	Report from the Director of Planning and Building Services.	
	Recommendation:	
	1. <i>That Land Use Bylaw Amendment Bylaw No. 2119 (1146 Sluggett Road) be introduced and given First Reading.</i>	
	2. <i>That Rezoning Application 3360-20-4/22 and Development Permit Application 3060-20-4/22 for 1146 Sluggett Road be referred to the Advisory Planning Commission for comment.</i>	
13.2.2	<u>1592 Verling Avenue – Rezoning for an Additional Accessory Dwelling Unit</u>	297
	Report from the Director of Planning and Building Services.	
	Recommendation:	
	1. <i>That Land Use Bylaw Amendment Bylaw No. 2120 (1592 Verling Avenue) be introduced and given First Reading.</i>	
	2. <i>That Rezoning Application 3360-20-7/22 for 1592 Verling Avenue be referred to the Advisory Planning Commission for comment.</i>	
13.2.3	<u>7180 East Saanich Rd – Heritage Designation & Heritage Alteration Permit with Variances</u>	310
	Report from the Director of Planning and Building Services.	

Recommendation:

1. *That Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) be introduced and given First Reading.*
2. *That Heritage Designation Bylaw No. 2153 and Heritage Alteration Permit with Variances 6830-20-1/23 for 7180 East Saanich Road with the following variances be referred to the Advisory Planning Commission for comment:*
 - a. *Vary the front yard from 7.5 m to 6.16 m;*
 - b. *Vary the north side yard from 6.0 m to 2.61 m;*
 - c. *Vary the south side yard from 6.0 m to 1.38 m; and*
 - d. *Vary the height from 8.0 m to 9.55 m (bell tower).*

Recommendation:

1. That Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) be introduced and given First Reading.
2. That Heritage Designation Bylaw No. 2153 and Heritage Alteration Permit with Variances 6830-20-1/23 for 7180 East Saanich Road with the following variances be referred to the Advisory Planning Commission for comment:
 - a. Vary the front yard from 7.5 m to 6.16 m;
 - b. Vary the north side yard from 6.0 m to 2.61 m;
 - c. Vary the south side yard from 6.0 m to 1.38 m; and
 - d. Vary the height from 8.0 m to 9.55 m (bell tower).

14. UNFINISHED BUSINESS

15. NEW BUSINESS (Including Motions and Resolutions)

15.1 Notice of Motion - Submitted by Councillors Paltiel and Riddell on September 20, 2023

Notice of motion regarding the Traffic Safety Committee.

For introduction.

WHEREAS road safety and active transportation are both a significant priority for district residents and a strategic priority for this Council.

WHEREAS the current process sees that road safety concerns raised by Council and by the community are automatically referred to the District's Traffic Safety Committee for review, recommendation, and/or action or follow up.

WHEREAS many factors go into determining the best response to road safety concerns, including technical assessments, traffic/road studies, resident/user engagement, climate change, and the safety and preferences of all road users, including pedestrians, equestrian and cyclists.

WHEREAS the Traffic Safety Committee does not currently have a Terms of Reference to guide its work, recommendations, and decisions.

THEREFORE BE IT RESOLVED that the Traffic Safety Committee develop a Terms of Reference to formalize its membership, role, scope, and the criteria it will use to inform its decisions and recommendations to Council.

THEREFORE BE IT FURTHER RESOLVED that the Committee membership be expanded to include a staff member with expertise or focus in climate change and/or active transportation.

16. CORRESPONDENCE (Receive for General Information)

16.1	<u>Corr Vangenne, B re 8005 Turgoose Application - July 18, 2023</u> <i>For information.</i>	371
16.2	<u>Corr Gummer, G re Request for Funds for Lawn Bowling Club - Sept 9, 2023</u> <i>For information.</i>	383
16.3	<u>Corr Minister Dix re of Response to Child Care Shortage - Sept 11, 2023</u> <i>For information.</i>	384
16.4	<u>Corr Cuvelier, R re Pickleball Court Complaint - Sept 13, 2023</u> <i>For information.</i>	386
16.5	<u>Corr Sjerven, D re Pickleball Court Complaint - Sept 13, 2023</u> <i>For information.</i>	388
16.6	<u>Corr Schulz, B and D re 2151 Panaview Heights - Sept 19, 2023</u> <i>For information.</i>	389

Staff note: This has been forwarded to the Traffic Safety Committee.

For information.

17. CLOSED MEETING

17.1 Motion to Close

Recommendation:

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- *(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- *(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*

Following adoption of the above motion, the meeting will be closed to the public.

18. ADJOURNMENT



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the REGULAR COUNCIL Meeting

September 11, 2023, 7:00 p.m.
Council Chambers

Present: Mayor Windsor, Councillor Graham, Councillor King, Councillor Newton, Councillor Paltiel, Councillor Riddell, Councillor Thompson

Staff Present: Christine Culham, Chief Administrative Officer; Troy Ziegler, Director of Financial Services; Jarret Matanowitsch, Director of Planning and Building Services; Dale Puskas, Director of Engineering; Tony Bousquet, Manager of Information Technology; Stacey Lee, Deputy Fire Chief; Lisa Banfield, Emergency Program Manager; Nadine Dillabaugh, Manager of Human Resources and Organizational Development; Britt Burnham, Manager of Community Engagement; Andrea Pickard, Planner; Pamela Martin, Deputy Corporate Officer

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

2. ACKNOWLEDGEMENT

The Mayor respectfully acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOLELP (Tsartlip) and STÁUTW (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the September 11, 2023 Regular Council Meeting

MOVED AND SECONDED

That the agenda of the September 11, 2023 Regular Council meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. CLOSED MEETING

4.1 Motion to Close

MOVED AND SECONDED

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- *(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 7:03 p.m.

The meeting recessed back to open at 7:21 p.m.

5. ADOPTION OF MINUTES

5.1 Minutes from the July 24, 2023 Regular Council Meeting

MOVED AND SECONDED

That the minutes from the July 24, 2023 Regular Council meeting be adopted as circulated.

CARRIED UNANIMOUSLY

5.2 Minutes from the July 26, 2023 Special (Open) Council Meeting

MOVED AND SECONDED

That the minutes from the July 26, 2023 Special (Open) Council meeting be adopted as circulated.

CARRIED UNANIMOUSLY

8. PUBLIC QUESTIONS

There were no public questions.

11. REPORTS OF COMMITTEES/MAYOR'S REPORT

11.2 All Other Committees

11.2.1 Saanich Peninsula Accessibility Advisory Committee (SPAAC)

The Director of Engineering responded to questions from Council.

For information.

12. STAFF REPORTS

12.1 2024-2027 Strategic Implementation Plan

The Chief Administrative Officer provided a presentation on the report and responded to questions from Council.

The Director of Engineering responded to questions from Council.

MOVED AND SECONDED

That work on drainage improvement plans be highlighted in the implementation plan as work to be executed in 2025 and 2027.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That the 2024-2027 Strategic Implementation Plan be supported in principle and referred to the 2024 Financial Planning process.

CARRIED UNANIMOUSLY

12.2 Public Art Policy

The Deputy Corporate Officer provided information on the report and responded to questions from Council.

The Chief Administrative Officer and Director of Financial Services responded to questions from Council.

That Public Art Policy No. 22.ADM be approved as amended by striking the word "priority" and replacing it with "due consideration" in bullet four of the policy.

Opposed (1): Councillor Riddell

CARRIED (6 to 1)

12.3 6708 Lochside Road (6705 Danica Place) – Introduction Non-Farm Use and Temporary Use Permit

The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED

1. *That the proposal for a temporary layout area for the Keating Flyover Project at 6708 Lochside Road be referred to the Advisory Planning Commission (APC) and the Peninsula Area Agricultural Commission (PAAC) for comment.*
2. *That regarding Temporary Use Permit #3100-20-6/23 (6708 Lochside Road) an opportunity to be heard regarding the proposed temporary layout area for the Keating Flyover Project be scheduled for an upcoming meeting.*

Amendment:

MOVED AND SECONDED

That the motion be amended to remove referral to the Advisory Planning Commission and the Peninsula and Area Agricultural Commission.

Opposed (2): Councillor King, and Councillor Newton

CARRIED (5 to 2)

Amendment:

MOVED AND SECONDED

That a condition of approval be added to have the Ministry include betterment of the property following completion of the project as an opportunity to improve the agricultural community.

Opposed (5): Mayor Windsor, Councillor Graham, Councillor King, Councillor Paltiel, and Councillor Thompson

DEFEATED (2 to 5)

Motion as Amended:

That regarding Temporary Use Permit #3100-20-6/23 (6708 Lochside Road) an opportunity to be heard regarding the proposed temporary layout area for the Keating Flyover Project be scheduled for an upcoming meeting.

CARRIED UNANIMOUSLY

12.4 6259 Marie Meadows – Development Permit with Variances (Panhandle)

The Director of Planning and Building Services provided an introduction of the report and responded to questions from Council.

MOVED AND SECONDED

1. *That Development Permit with Variances Application 3060-20-8/21 for 6259 Marie Meadows Road be referred to the Advisory Planning Commission for comment.*
2. *That with regard to Development Permit with Variances Application 3060-20-8/21 for 6259 Marie Meadows Road, staff schedule an Opportunity to be Heard regarding the variances at a future Council meeting.*

Opposed (1): Councillor Thompson

CARRIED (6 to 1)

MOVED AND SECONDED

That staff be directed to proceed with removal of restrictions on secondary suites in pan handle lots in the Land Use Bylaw.

Opposed (1): Councillor Thompson

CARRIED (6 to 1)

13. BYLAWS

13.1 Other than Development Application Bylaws

13.1.1 Council Procedures Bylaw Amendment for Consent Agenda

The Deputy Corporate Officer provided information on the report and responded to questions from Council.

MOVED AND SECONDED

That consideration of amendments to the Council Procedures Bylaw be referred to a future Committee of the Whole meeting.

CARRIED UNANIMOUSLY

13.2 Development Application Bylaws

13.1.2 Heat Pump Financing Program Local Area Service Bylaw Amendment No. 8

The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED

That Central Saanich Financing for Heating System Retrofits Local Area Service Bylaw Amendment No.8, 2159 2023, be introduced and given first and second reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That Bylaw 2159 be read a third time.

CARRIED UNANIMOUSLY

13.2.1 Land Use Bylaw Amendment Bylaw No. 2127 and Housing Agreement Bylaw No. 2138, 2023 (7701 East Saanich Road)

MOVED AND SECONDED

That Land Use Bylaw Amendment Bylaw No. 2127 (7701 East Saanich Road) be given third reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That prior to final adoption of Bylaw No. 2127 (7701 East Saanich Road), the following be secured by covenant:

- a. *That the development constructs and retains a minimum of 10 units in the development as adaptable units and includes at minimum of one 2-bedroom unit and the lower level of a 3-bedroom townhouse style unit,*
- b. *That the rental rate for each unit includes one parking stall as needed at no additional charge,*
- c. *That the development be constructed Solar Ready by including electrical conduit and identifying suitable locations for the future installation of solar panels,*
- d. *That the owners will inform potential tenants that the site is located adjacent to lands that may be used for agricultural operations that may include a wide variety of farm activities, structures and uses, and may be subject to noises, dust and odours reasonably associated with agricultural uses applying normal farm practices,*

- e. *That prior to issuance of an Occupancy Permit the District receives confirmation that 61 lifetime Modo car share memberships have been purchased, one for each unit in the development,*
- f. *The owner shall contact all former tenants residing at 7701 East Saanich Road at the time of development approval within 2 to 6 months of completing the project to offer them a rental unit of their choice,*
- g. *The owner shall contact health care providers within 2 to 6 months of completing the project to offer rental units to health care workers, including but not limited to Saanich Peninsula Hospital, local medical clinics such as Shoreline Medical, and Island Health.*

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That Housing Agreement Bylaw No. 2138 (7701 East Saanich Road) be given second and third reading.

CARRIED UNANIMOUSLY

15. NEW BUSINESS (Including Motions and Resolutions)

15.1 Notice of Motion Submitted by Councillor Newton - September 5, 2023

Notice of motion regarding the Saanich Peninsula emergency room closure extension.
For introduction.

WHEREAS the provincial government, and Island Health back June, announced that the emergency room at the Saanich Peninsula hospital was to be closed in the evenings until the end of August.

WHEREAS Island Health just announced further closure or continuance of the closure at Saanich Peninsula hospital emergency room.

WHEREAS Saanich Peninsula hospital serves not only Central Saanich but also Sidney and North Saanich, the Gulf Islands and Saanich as the closest emergency department.

THEREFORE, BE RESOLVED at the District Of Central Saanich, write a letter to Island, Health and the Ministry of Health to restore funding to ensure adequate staffing is available to open and have continuance of emergency room services.

THEREFORE, BE IT FURTHER RESOLVED that the District Of Central Saanich request Sidney, North Saanich, the Gulf Islands, Saanich, and MLA Olsen to also write letters of support.

Councillor Riddell withdrew from the meeting at 8:24 p.m. due to her employment with the Province in the area of physician compensation.

MOVED AND SECONDED

That the notice of motion submitted by Councillor Newton on September 5, 2023 be considered at the September 11, 2023 Council meeting.

Opposed (2): Mayor Windsor, and Councillor King

CARRIED (5 to 2)

Councillor Newton requested that motion be severed, with the second clause to be considered at the September 25, 2023 Council meeting.

MOVED AND SECONDED

WHEREAS the provincial government, and Island Health back June, announced that the emergency room at the Saanich Peninsula hospital was to be closed in the evenings until the end of August.

WHEREAS Island Health just announced further closure or continuance of the closure at Saanich Peninsula hospital emergency room.

WHEREAS Saanich Peninsula hospital serves not only Central Saanich but also Sidney and North Saanich, the Gulf Islands and Saanich as the closest emergency department.

THEREFORE, BE RESOLVED at the District Of Central Saanich, write a letter to Island, Health and the Ministry of Health to restore funding to ensure adequate staffing is available to open and have continuance of emergency room services.

Opposed (3): Mayor Windsor, Councillor Paltiel, and Councillor Thompson

Conflict (1): Councillor Riddell

DEFEATED (3 to 3)

MOVED AND SECONDED

Therefore be it resolved that the District of Central Saanich request that the Ministry of Health support Vancouver Island Health Regional Health Authorities, and specifically the Saanich Peninsula Hospital by increasing the health budget and supports for nursing, and physicians, and health care professionals attraction and retention, as well as including opportunities for all other emerging health care providers, such as physician assistants.

CARRIED UNANIMOUSLY

Following consideration of the motion, it was noted that the second clause no longer required consideration at the future meeting.

Councillor Riddell returned to the meeting at 8:36 p.m.

15.2 Invitation for Mayor Windsor to attend Seattle Visitor Economy Mission

MOVED AND SECONDED

That Mayor Windsor be approved to attend the Seattle Visitor Economy Mission in Seattle Washington on October 3 and 4, 2023.

CARRIED UNANIMOUSLY

16. CORRESPONDENCE (Receive for General Information)

- 6.1 Corr Barnes, L and J re Overgrown Hedges Limiting Visibility of Road - July 27, 2023
The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED

That staff be directed to act according to resolve the matter noted in the correspondence from J. and L. Barnes dated July 27, 2023, expediently.

CARRIED UNANIMOUSLY

- 16.2 Corr Seabrook, G re Scouts Canada Fundraiser - August 1, 2023
For information.

- 16.3 Corr Zubko, D re Concerns with Keating Detour - August 4, 2023
For information.

- 16.4 Corr Gilpin, C re CRD Arts and Culture Support Service - August 10, 2023
For information.

- 16.5 Corr Runsewe, T re Request to Enroll in Electric Scooter Program - August 14, 2023
MOVED AND SECONDED
That the correspondence from T. Runsewe dated August 14, 2023 be forwarded to the October 5, 2023 Healthy Communities Standing Committee.
CARRIED UNANIMOUSLY

- 16.6 Corr Alto, M re CRD Arts and Culture 2022 Impact Report - Aug 29, 2023
For information.

- 16.7 Corr Plant, C re CRD Forum of All Councils October 2023 - Aug 31, 2023
For information.

- 16.8 Corr Willows, D re CSCA Taskforce Findings - Sept 5, 2023
Mayor Windsor responded to questions from Council.

For information.

17. CLOSED MEETING

17.1 Motion to Close

MOVED AND SECONDED

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 8:43 p.m.

The meeting recessed back to open at 9:51 p.m.

18. ADJOURNMENT

On motion, the meeting adjourned at 9:52 p.m.

Mayor Windsor

Emilie Gorman, Director of Corporate Services/Corporate Officer



Sep 12, 2023

Dear Neighbour,

This letter is to notify you that Council will be considering a Temporary Use Permit to provide a temporary laydown area for the Highway 17 flyover construction project at 6708 Lochside Dr. (formerly 6705 Danica Pl.) on Monday, Sep 25, 2023 at approximately 7:00 p.m. At Council's discretion, the permit could be renewed for up to 3 years. The location is shown on the map below.

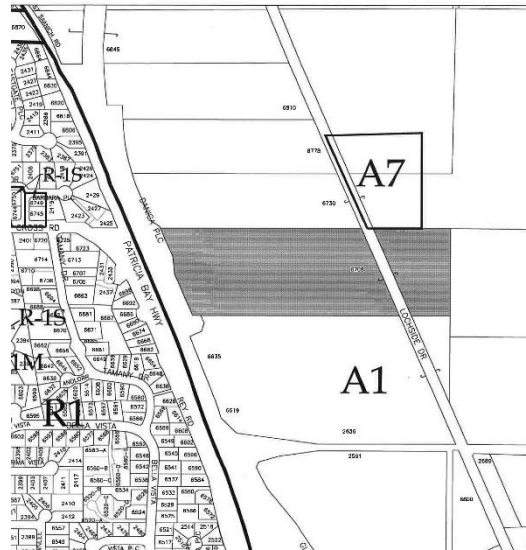
Property Address:

6708 Lochside Dr.

Property Legal Description:

LOT 3 SECTION 14 RANGE 4E SOUTH SAANICH DISTRICT PLAN 3152 EXCEPT PLAN 2522RW AM773RW, FOR MOBILE HOME SEE FOLIO 34-0854-001.

All persons who consider they are affected by the proposed permit shall be afforded an opportunity to be heard.



HOW TO PROVIDE INPUT:

- **Email or mail-in comments:** Your comments must be received by noon on the meeting date. Email: municipalhall@csaanich.ca
- **Attend the Opportunity to be Heard in person and speak to Council**
- **Attend Virtually:** Register to speak via electronic meeting, email municipalhall@csaanich.ca or call 250-652-4444 by noon on the meeting date and you will be sent instructions on how to connect.

WATCH THE MEETING

Live online or view the video the following day at centralsaanich.ca/council-meetings

Learn More

Central Saanich Municipal Hall, 1903 Mount Newton Cross Road

Monday to Friday, 8:30am to 4:30pm (excluding holidays)

Email: planning@csaanich.ca Website: CentralSaanich.ca/Planning



Central Saanich

TEMPORARY USE PERMIT

Permit No. 3100-20-6/23

*"1 6705 DANICA PL
6708 LOCHSIDE DR"*

TO: MOLHOLM, PAUL
MOLHOLM, SUSAN R
6705 DANICA PL
VICTORIA BC V8Y 1T9

(herein called "the Owner")

- 1) This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto except as specifically varied or supplemented by this permit.
- 2) This Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Parcel Identifier:

006-030-491

**SOUTH SAANICH DISTRICT FOR PARENT SEE FOLIO 34-0854-000, MANUFACTURED HOME
REG. # 89416.**

**LOT 3 SECTION 14 RANGE 4E SOUTH SAANICH DISTRICT PLAN 3152 EXCEPT PLAN 2522RW
AM773RW, FOR MOBILE HOME SEE FOLIO 34-0854-001.**

(herein called "the Lands")

- 3) Notwithstanding the Land Use Bylaw of the Municipality, a construction staging area for a highway flyover project is hereby permitted as a Temporary Use on the Lands.

- 4) Approval of this Temporary Use Permit is subject to the condition that the Permit would remain valid only so long as the Owner obtain the following:
 - a. The owner obtain approval from the provincial Agricultural Land Commission and remains in good standing with respect to any terms and conditions;
 - b. The construction staging area is strictly limited to that portion of the land shown on the attached plan and photos; and
 - c. That the uses are limited to uses typically required of highway construction projects such as soil stockpiling, parking for staff vehicles, sea cans for storage purposes, non-hazardous construction material storage (lumber, traffic delineators, erosion control supplies, etc.), and
 - d. That the decommissioning of the construction laydown area reinstates the land and soil to a condition that is suitable for agricultural purposes.
- 5) This Permit is valid for three years from the date of issuance and upon expiry the owner of the site shall discontinue the temporary use unless the permit is renewed by resolution of Council or their delegate.
- 6) Notice of this Permit shall be filed in the Land Title Office at Victoria, B.C. under Section 503 of the *Local Government Act*, and upon such filing the terms of this Permit or any amendment hereto shall be binding on all persons who acquire an interest in the Land affected by this Permit.
- 7) The Lands shall be used strictly in accordance with the terms, conditions, and provisions of this Permit.
- 8) This Permit does not relieve the Owner of the responsibility to comply with applicable Acts, regulations, bylaws, decisions or orders of anybody having jurisdiction over the Lands.
- 9) This Permit is **not** a Building Permit.

Temporary Use Permit No. 3100-20-6/23
1 6705 DANICA PL
6708 LOCHSIDE DR
Issued:

AUTHORIZING RESOLUTION PASSED BY THE MUNICIPAL COUNCIL ON THE TH DAY OF, 2023.

Permit Issuance Date:

Permit Expiration Date:

Signed in the presence of:

Witness

Address of Witness

Occupation

Witness

Address of Witness

Occupation

**THE CORPORATION OF THE
DISTRICT OF CENTRAL SAANICH**

MOLHOLM, PAUL

Date

MOLHOLM, SUSAN R

Date

Ryan Windsor, Mayor

Emilie Gorman, Corporate Officer

Attachments:
Appendix A Context Plan

Temporary Use Permit No. «ReferenceNumber»
«Civics»

Issued:

Page 4

Appendix B Construction Laydown Plan



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 11, 2023

Re: 6708 Lochside Road (6705 Danica Place) – Introduction Non-Farm Use and
Temporary Use Permit

RECOMMENDATION(S):

1. *That the proposal for a temporary layout area for the Keating Flyover Project at 6708 Lochside Road be referred to the Advisory Planning Commission (APC) and the Peninsula Area Agricultural Commission (PAAC) for comment.*
2. *That regarding Temporary Use Permit #3100-20-6/23 (6708 Lochside Road) an opportunity to be heard regarding the proposed temporary layout area for the Keating Flyover Project be scheduled for an upcoming meeting.*

Following the consideration of public input, including APC and PAAC comments, the following recommendations should be considered:

3. *That Non-Farm Use application #3100-20-6/23 be referred to the Agricultural Land Commission (ALC) and that public input, including comments from the Advisory Planning Commission (APC), be included with the referral information.*
4. *That Temporary Use Permit #3100-20-6/23 be approved for issuance following approval from the Agricultural Land Commission and subject to any conditions thereof for a period of three (3) years.*
5. *That in accordance with s. 493.1 of the Local Government Act, Council delegate renewal of Temporary Use Permit #3100-20-6/23 (6708 Lochside Road) to the Director of Planning and Building Services subject to:*
 - a. *That notification clearly states the temporary use may be considered for a period up to six (6) years,*
 - b. *That there are no ongoing bylaw enforcement issues or history of complaints related to the use,*
 - c. *That the renewal considers any conditions imposed by the Agricultural Land Commission, and*
 - d. *That the permit terms and conditions would remain the same or be more stringent in nature such that the approved temporary uses are not expanded.*

PURPOSE:

The purpose of this application is to enable a construction staging and layout area for the Keating Flyover Project located at 6708 Lochside Drive, see Appendix A for Context Map and Appendix B for the proposed construction laydown area. The subject property is located within the Agricultural Land Reserve, thus requiring a Non-Farm Use application with the Agricultural Land Commission. As the proposal is temporary in nature and expected to be complete by June 30, 2025 the applicant is requesting a Temporary Use Permit. The application information and rationale is included in Appendix C and D.

BACKGROUND:

The property is 6.089 hectares in size and is adjacent to the Patricia Bay Highway across from the Keating onramp to the Keating Industrial Park. The property is bisected by Lochside Drive. A stable and riding facility occupies the west side of Lochside Drive and the portion of the property on the east of Lochside Drive is used as a hay field. The property is zoned Agricultural (A-1) and is located in the Agricultural Land Reserve (ALR). The properties to the north, south and east are also zoned Agricultural (A-1) and located within the ALR. The properties to the north are split zoned A-7.

The subject property is located outside of the Urban Containment Boundary and is not included within the Erosion District. The property is within the Agricultural Land Use Designation in the Official Community Plan in which farming is the preferred and predominant use. The property is located within the Riparian Development Permit Area in the Official Community Plan. The current proposal for a construction staging area for the Keating Flyover Project will occupy the most western portion of the property fronting onto Danica Place and will not impact the current uses of the land nor is proposed to be located within the riparian area; therefore, an Environmental Development Permit is not required.

DISCUSSION:

Official Community Plan (OCP)

OCP policies generally support farming activities over development including:

- General Policy 4.2.11 Do not support applications for non-farm uses and non-adhering residential uses on agricultural lands unless demonstrated that the proposed use would directly support and complement agricultural operations.
- Policy 4.2.24 Do not support new non-farm uses on agricultural land for commercial, institutional, industrial, or recreational uses, unless they are directly related and accessory to farm activity.

Although the proposal does not align with OCP policies, the activities proposed would be temporary in nature and proposes an environmental plan for soil management as well as a decommissioning plan to reinstate the land to a suitable condition for agricultural activities once the temporary use is no longer required. The proposed non-farm use will support the construction of the Keating Flyover Project which is intended to increase traffic safety and improve flow into Central Saanich and the Keating Industrial Park.

Land Use Bylaw

The property is zoned A-1 Agriculture and there is no permitted use in the Land Use Bylaw that would apply to construction staging for a Provincial Highway project. Due to the temporary nature of the use, the request is for a Temporary Use Permit (TUP). The proposal will not expand buildings or infrastructure on the property and is proposing uses associated with construction including contractor and equipment parking, staging of construction materials, and sea cans for storage and safe keeping of construction equipment. The uses are intended to be removed following construction completion.

A Draft Temporary Use Permit (TUP) is attached in Appendix E. Conditions in the TUP include the following:

- The owner obtain approval from the provincial Agricultural Land Commission and remains in good standing with respect to any terms and conditions thereof,
- The construction laydown area is strictly limited to that portion of the land as shown on the attached plan and photos,
- That the uses are limited to uses typically required of highway construction projects such as soil stockpiling, temporary site office trailers, parking for staff vehicles, sea cans for storage purposes, non-hazardous construction material storage (lumber, traffic delineators, erosion control supplies, etc.), and
- That the decommissioning of the construction laydown area reinstates the land and soil to a condition that is suitable for agricultural purposes.

As this is a proposal for a unique land use not contemplated in the Land Use Bylaw or in policies, a TUP is an appropriate mechanism to authorize this use on a temporary basis.

NEXT STEPS:

Should Council want to consider the proposal then referring the application to the APC and scheduling an opportunity for input is recommended. Following public input, Council would have the following options.

With respect to the Non-Farm Use:

1. Council could deny the request and close the application.
2. Council could forward the proposal to the ALC for consideration and include comments for the ALC's consideration. As noted in the resolution, including a record of the public input received is recommended at minimum; however, Council could specify additional comments.
3. Council could forward the proposal to the ALC without additional comments.

With respect to the Temporary Use Permit:

1. Council could direct revisions to the draft TUP or reduce the time frame for approval from the maximum of three years.
2. Council could approve issuance of the TUP subject to a positive ALC decision.
3. Once the ALC decision is received, staff would finalize the process accordingly.
4. After three years, renewal of the permit could be delegated to the Director of Planning and Building Services subject to there being no ongoing issues.

OPTIONS:

Should Council determine that they do not support the proposal, then a resolution not to forward the non-farm use and to deny the TUP would be recommended.

CONCLUSION:

The applications being considered are for a non-farm use within the ALR, as well as a Temporary Use Permit to authorize a temporary construction laydown area for the Keating Flyover Project. Advancing the proposal to public input is recommended. Delegating the renewal of the TUP to the Director of Planning and Building Services would streamline the approval process in the event a renewal is required for the construction of the flyover.

Report written by:	Kerri Clark, Manager of Development Services
Respectfully submitted by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Site Context Map
- Appendix B: Construction Laydown Plan Area
- Appendix C: District of Central Saanich Application Form
- Appendix D: ALC Application Form
- Appendix E: Draft Temporary Use Permit

SITE CONTEXT PLAN

6708 Lochside Drv

APPENDIX A

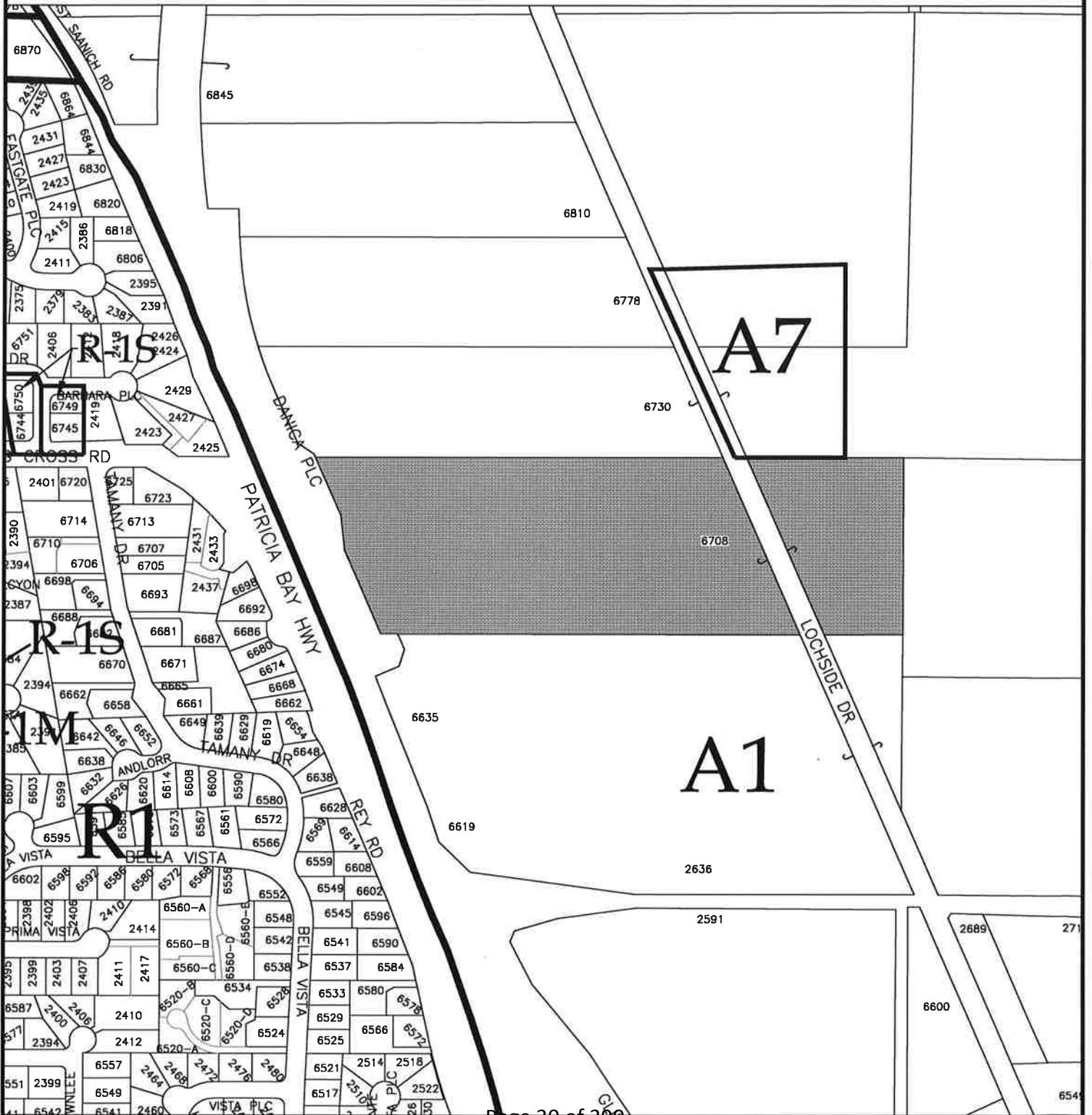
LEGEND

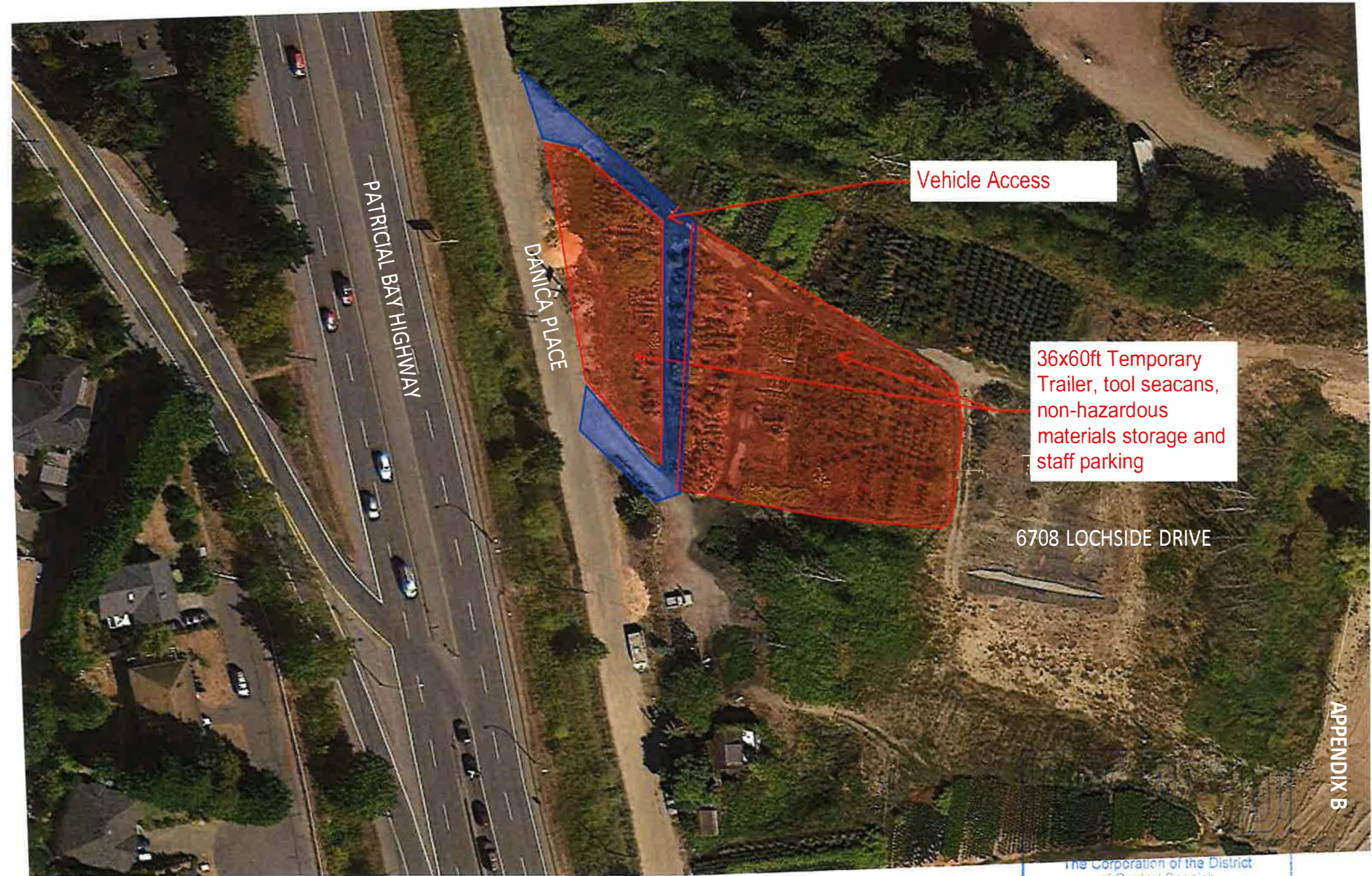


SUBJECT SITE



scale 1:5000





Vehicle Access

36x60ft Temporary Trailer, tool seacans, non-hazardous materials storage and staff parking

PATRICIAL BAY HIGHWAY

DANIČA PLACE

6708 LOCHSIDE DRIVE

APPENDIX B

The Corporation of the District of Central Saanich Planning Department



Development Application



1903 Mount Newton Cross Road Saanichton BC V8M 2A9 250 544-4209 www.centrialsaanich.ca

This collection of personal information is authorized under the *Local Government Act, Community Charter and Freedom of Information and Protection Privacy Act*. The information will be used for processing this application. Questions can be directed to the District's Information and Privacy Officer at 250-652-4444 or municipal.hall@csaanich.ca.

Please check all that apply

- Land Use Bylaw or Text Amendment (*Rezone*)
- OCP Amendment
- Subdivision
- Development Variance Permit
- Development Permit Residential Infill
- Development Permit Form & Character
- Development Permit Environmental
- Temporary Use Permit or Renewal
- Liquor/Cannabis Licence
- ALR Exclusion
- Heritage Alteration Permit
- Amendment to Covenant, Development Permit or Agreement
- _____

Project Info

Address	6705 Danica Place Victoria BC V8Y 1T9	Current Zoning	ALR
Current Land Title Certificate	Project Description		
<input checked="" type="checkbox"/> ATTACHED	To provide a TEMPORARY laydown area for the Hwy 17 flyover construction project		

Applicant

Contact Name	Julie Budgen - Corvidae Environmental Consulting Inc.		Company
#/Street	6526 Water St. Sooke, BC, V9Z 0X1	City	Postal Code
Telephone	(250) 642-0078	Cell	Email
			info@corvidenv.com

Owner

Name/Company	Paul Molholm		
#/Street	6705 Danica Place Victoria BC V8Y 1T9	City	Postal Code
Telephone		Cell	Email

The undersigned owner *OR* authorized agent of the owner* submits this development application and declares that the information submitted in support of the application is true and correct in all respects.

*** If the applicant is NOT the owner, or if multiple owners, please submit the OWNERS AUTHORIZATION FORM and confirmation of signing authority if numbered company.**

Applicant Signature	Date
	May 24, 2023

OFFICE USE		
Folder	Prospero file	Ref#
Folder	Prospero file	Ref#
Folder	Prospero file	Ref#



Development Required Documents and Details



Supporting Documents- All applications

<input checked="" type="checkbox"/>	Rationale Letter	Detail proposal, benefits, requested variances and project rationale
<input checked="" type="checkbox"/>	Current Certificate of Title and copies of Legal Documents listed on Land Title	
<input type="checkbox"/>	(1) set of 24x36 plans and (1) set of 11x17 plans	

Contaminated Sites Regulations

N/A	<i>If this project will require soil excavation, check (✓) below or indicate N/A</i>	
<input type="checkbox"/>	Property has been used for residential purposes only OR	
<input type="checkbox"/>	Property has been used for commercial or industrial purposes <i>(If used for commercial or industrial, refer to Schedule 2 of the Contaminated Sites Regulations and complete below)</i>	
<input type="checkbox"/>	Use NOT on list	OR <input type="checkbox"/> Use IS on list – Site Disclosure Statement and Fee is REQUIRED

Plan Checklist

	Calculations	Proposed zoning, lot area, lot coverage and floor area ratio
		Existing and new Geodetic elevations and building height
		Parking, loading and bicycle space numbers
		Total impermeable surface area (roof, paving, concrete patios etc)
	Site Plan	Property lines, proposed building setbacks, required variances
		Geodetic elevations at building, retaining walls etc
		Offsite improvements, access, grades, parking areas dimensions
		Location and design of any site signage proposed
		Service locations, sizes, (storm, sewer, water), rights of ways and easements
	Landscape Drawings	Location, size, species of plantings and trees, existing and new (may require Arborists report, tree survey, protection plan, replanting plan and estimate)
		Hard landscaping and surface materials
		Existing water bodies and water courses (streams, rivers, ditches etc)
Surface storm water management features (rain gardens, swales, permeable paving)		
Location, materials and height of screening (garbage/recycling), fencing and retaining walls		
Estimated cost of landscaping from certified professional		
Floor Plan	Layout of exterior and interior walls, windows, doors, and uses of each space for new buildings	
Building Elevations	Elevations of all sides of the building, including exterior finishes and roof top equipment	
	Average natural and finished grades on all elevations	
	Streetscape of new development with existing surrounding buildings	
	Exterior lighting details	
	Location and details of any signs affixed to the building (Comprehensive Sign Plan)	

Please review these requirements with your planner to determine those items applicable to your development and if any additional details are needed for your projects success.

Development Policies for Consideration



Amenity Contribution

N/A

New development should make a fair contribution to new community amenities, affordable housing, and other community needs, in order to meet the needs of a growing community and to address some of the impacts of growth. (See Council Policy O3.Fin for details)

Amenity Contribution **Target** Levels:

<input type="checkbox"/>	Affordable/Supportive Housing Community Amenity - \$2,000 per new unit/ lot or equivalent sq. metre total floor area commercial/industrial/institutional	Total \$
<input type="checkbox"/>	AND General Community Amenity - \$5,500 per new unit/lot or equivalent sq. metre total floor area commercial/industrial/institutional.	Total \$

OR

Consideration will be given to proposed amenity contributions at lower levels where the development application includes Non-Market and moderate income market rental housing components (as defined in the Saanich Peninsula Housing Needs Assessment Report)

<input type="checkbox"/>	Indicate alternative financial Amenity Contribution proposed:	Total \$
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OR

<input type="checkbox"/>	Indicate alternative Amenity Contribution proposed (road improvements, public art, etc.):
--------------------------	---

Rental Housing

N/A

The District's **Development Cost Charges** may be reduced by 30% if the development is eligible. Indicate below if you intend to apply for reduction within 30 days of occupancy permit issuance:

<input type="checkbox"/>	Not for profit rental house development, including supportive living housing (eligible for a rent or capital housing subsidy from federal, provincial or public housing authority)
<input type="checkbox"/>	For profit affordable rental housing development (where the development is subject of an affordable housing agreement under Section 483 of the Local Government Act)

Energy Efficient Construction

N/A
Temp. Structures

Compliance with BC Energy Step Code is **Required**. Please indicate which Step is applicable for this proposal:

<input type="checkbox"/>	Step 3 for residential (Part 9) single family, townhouse, wood frame up to 6 storey buildings
<input type="checkbox"/>	Step 2 for office, retail or residential over 6 storey buildings
<input type="checkbox"/>	Step 1 for assembly occupancy or care facilities
<input type="checkbox"/>	Step ____ for this use _____ (Higher Step than required in order to apply for Building Permit rebate)

Climate Action and Transportation

N/A

Transportation systems that are safe, convenient and energy-efficient are important as awareness grows about the impacts to climate change, automobile dependency, sprawl and overall health. Indicate if including options below.

<input type="checkbox"/>	Bus passes	Details :
<input type="checkbox"/>	Car Share	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Electric Vehicle Charging Stations that are constructed with a dedicated 240-Volt line, capable of 50 Amps and has a NEMA (6-50) socket. Number and location shown on plans.	
<input type="checkbox"/>	Indicate if other innovative systems in place to limit GHG emissions (solar, geothermal, etc.)	

Development Application Fees (as of September 1, 2021)



Zoning or OCP Amendments

Zoning Amendment ¹		
<ul style="list-style-type: none"> Single Residential/Duplex – Minimum Fee OR \$360 per lot, whichever is greater 	(min) \$3,600	
<ul style="list-style-type: none"> Multiple Dwelling or Townhouse, Non Residential or Mixed Uses ** 	\$4,800	
** includes Development Agreement, HRA/Heritage Designation Bylaws, if applicable.		
Official Community Plan Amendment ¹	\$3,600	
Heritage Revitalization Agreement (stand alone application)	\$3,600	
PLUS Public Hearing Fee (Rezoning/OCP/Heritage/Dev. Agreement & Amendments)	+ \$1,500	
Notification Sign	\$125	

Development Permits

Development Permits (<i>Form & Character, Environmental, Shoreline</i>)		
<ul style="list-style-type: none"> Delegated Minor (<i>without variances</i>) – i.e. Riparian, Shoreline 	\$800	
<ul style="list-style-type: none"> Single Residential/Infill and Duplex² – Minimum Fee OR \$200 per lot whichever is greater (<i>includes variances</i>) 	(min)\$2,500	
<ul style="list-style-type: none"> Multiple Dwelling or Townhouse² – Minimum Fee OR \$100 per unit, whichever is greater (<i>includes variances</i>) 	(min)\$3,100	
<ul style="list-style-type: none"> Industrial or Commercial (<i>includes variances</i>) 	\$3,100	
Amendment to Existing Development Permit (<i>other than variances</i>)	\$800	
Development Permit for Signage (Delegated)	\$250	
Development Variance Permit	\$2500	
Notification Sign	\$125	
Development Permit Renewal	\$400	

Subdivisions and Stratas

PLA/Subdivision Application, Boundary Adjustment, Lot Consolidation	\$1500 + \$100/each lot	
PLA (Subdivision) Renewal Fee	\$375	
Strata Conversion Request	\$750	
Notification Sign	\$100	

Other Permits and Fees

X	Temporary Use Permit	\$2,500	
	Temporary Use Permit <i>Farm Camping</i>	\$1,250	
	Temporary Use Permit Renewal	\$2,000	
	Temporary Use Permit Renewal <i>Farm Camping</i>	\$1,000	
	ALR Exclusion Application	\$2,200	
	PLUS ALR Exclusion Public Input Meeting	+ \$1,500	
	Liquor/Cannabis Licence Application	\$2,500	
	PLUS Liquor/Cannabis Licence Application Public Input Meeting	+ \$1,500	
	Public Hearing Postponed by Applicant after notifications	\$500	
	Heritage Alteration Permit	\$775	
	Covenant Amendment, MINOR Development Agreement Amendment	\$800	
	Notification Sign	\$125	
	Site Disclosure Statement (<i>formerly Site Profile</i>)	\$50	

¹ JOINT OCP Amendment/Rezoning Application - 75% of combined fees

² DP Rebate for Affordable Housing - with Registered Housing Agreement - 30% rebate on fee

To: Agricultural Land Commission,
2100 Labieux Rd., Nanaimo, BC, V9T 6E9
And
District of Central Saanich – Planning Department

From: Paul and Susan Molholm,
6705 Danica Place Victoria BC V8Y 1T9

**Agent Authorization, Agricultural Land Commission, Application for Non-Farm Use
Application ID: 68365**

AND

Temporary Use Permit – District of Central Saanich

To Whom it Concern,

This letter certifies that Julie Budgen, Qualified Environmental Professional with Corvidae Environmental Consulting Inc., has permission to complete the ALC application for *Non-Farm use application to the Commission* and the District of Central Saanich's temporary use permit for our property at 6705 Danica Place Victoria BC V8Y 1T9.

Regards,



Paul and Susan Molholm





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 68365

Application Status: Submitted to LG

Applicant: Paul Molholm

Agent: Corvidae Environmental

Local Government: District of Central Saanich

Local Government Date of Receipt: 05/24/2023

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: To provide a TEMPORARY laydown area for the Hwy 17 flyover construction project. Plans are as follows:

- Strip and store the topsoil (0-20 cm) in a low profile berm along the laydown area boundary. Seed with an agronomic mix immediately.
- Strip and store the subsoil (20-30 cm) store beside the topsoil in a low profile berm, seeded with an agronomic immediately following stripping.
- Setup temporary site office trailers in the areas highlighted in the attached pdf. This would include a 36x60 setup for our personnel and a 24x60 setup for the ministries representatives. These are modular type trailers supplied by ATCO, they require no ground disturbance to install.
- Parking for staff personal vehicles, we expect this to be around 15 cars/pickups on a typical day.
- Place sea-cans which will be used to store hand tools our crews will use during construction. These get dropped off of a truck without disturbing the ground in any way.
- With any remaining space we may store non-hazardous materials such as lumber, traffic delineators, and erosion control supplies.
- No ground disturbance will be required for the activities described above.
- The condition of the property will be documented prior to setup of our facilities, and returned to its original condition once the project is completed.
- Project completion is scheduled for June 30th 2025, at that time all temporary structures would be removed and restoration required to restore the original condition (nursery crops) will be completed. This includes:
 - ~ decompaction of the entire laydown area.
 - ~ recontouring
 - ~ apply the B-horizon (sub-soil) to a depth of 10-15 cm (same as current).
 - ~ apply the A-horizon (topsoil) evenly and to the landowner's specifications for farming. Add soil augmentation if requested by the landowner (compost or manure).

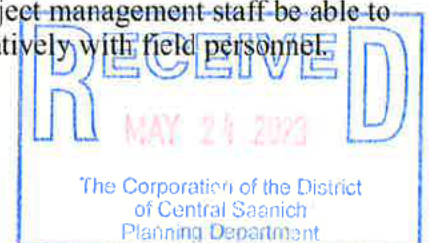
In addition to providing this plan for use of the land, to justify why it cannot be done somewhere else the following applies:

There is not sufficient space on site for the required staff offices/parking within the project right of way. This property was selected due to its proximity to the work, as it is crucial that project management staff be able to access site immediately to respond to on-site emergencies and work collaboratively with field personnel.

Agent Information

Agent : Corvidae Environmental

Mailing Address :



6526 Water Street
Sooke, BC
V9Z 0X1
Canada
Primary Phone : (250) 642-0078
Email : julieb@corvid.pro

Parcel Information

Parcel(s) Under Application

- Ownership Type :** Fee Simple
Parcel Identifier : 006-030-491
Legal Description : LOT 3, SECTION 14, RANGE 4 EAST, SOUTH SAANICH DISTRICT, PLAN 3152 EXCEPT PARTS IN PLANS 2522 RW AMD 773 RW
Parcel Area : 7.3 ha
Civic Address : 6705 Danica Place Victoria BC V8Y 1T9
Date of Purchase : 09/14/2007
Farm Classification : Yes
Owners
 - Name :** Paul Molholm
Address :
6705 Danica Place
Victoria, BC
V8Y 1T9
Canada
Phone : [REDACTED]
Email : [REDACTED]
-

Current Use of Parcels Under Application

- 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**
Plant nursery operations
- 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**
imported fill - NOI submitted Feb. 9 2021 - approval file #51607
- 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**
none

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm
Specify Activity : Treed and Farmland

East

Land Use Type: Agricultural/Farm
Specify Activity : Treed and Farmland

South

Land Use Type: Agricultural/Farm
Specify Activity : Treed and Farmland

West

Land Use Type: Transportation/Utilities
Specify Activity : Hwy 17 then residential

Proposal

1. How many hectares are proposed for non-farm use?

0.04 ha

2. What is the purpose of the proposal?

To provide a TEMPORARY laydown area for the Hwy 17 flyover construction project. Plans are as follows:

- Strip and store the topsoil (0-20 cm) in a low profile berm along the laydown area boundary. Seed with an agronomic mix immediately.
- Strip and store the subsoil (20-30 cm) store beside the topsoil in a low profile berm, seeded with an agronomic immediately following stripping.
- Setup temporary site office trailers in the areas highlighted in the attached pdf. This would include a 36x60 setup for our personnel and a 24x60 setup for the ministries representatives. These are modular type trailers supplied by ATCO, they require no ground disturbance to install.
- Parking for staff personal vehicles, we expect this to be around 15 cars/pickups on a typical day.
- Place sea-cans which will be used to store hand tools our crews will use during construction. These get dropped off of a truck without disturbing the ground in any way.
- With any remaining space we may store non-hazardous materials such as lumber, traffic delineators, and erosion control supplies.
- No ground disturbance will be required for the activities described above.
- The condition of the property will be documented prior to setup of our facilities, and returned to its original condition once the project is completed.
- Project completion is scheduled for June 30th 2025, at that time all temporary structures would be removed and restoration required to restore the original condition (nursery crops) will be completed. This includes:
 - ~ decompaction of the entire laydown area.
 - ~ recontouring
 - ~ apply the B-horizon (sub-soil) to a depth of 10-15 cm (same as current).
 - ~ apply the A-horizon (topsoil) evenly and to the landowner's specifications for farming. Add soil augmentation if requested by the landowner (compost or manure).

In addition to providing this plan for use of the land, to justify why it cannot be done somewhere else the following applies:

There is not sufficient space on site for the required staff offices/parking within the project right of way. This property was selected due to its proximity to the work, as it is crucial that project management staff be able to access site immediately to respond to on-site emergencies and work collaboratively with field personnel.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal

cannot be carried out on lands outside the ALR.

The Hwy 17 Flyover project is surrounded by ALR lands. This property would provide the ideal location for the staging and laydown area with the least impacts, as noted above.

4. Does the proposal support agriculture in the short or long term? Please explain.

The proposal is for TEMPORARY use only. The trailers, and all associated facilities and impacts, will be removed and the land will be restore the original condition.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

- Agent Agreement - Corvidae Environmental
- Proposal Sketch - 68365
- Certificate of Title - 006-030-491

ALC Attachments

None.

Decisions

None.



Central Saanich

TEMPORARY USE PERMIT

Permit No. 3100-20-6/23

*"1 6705 DANICA PL
6708 LOCHSIDE DR"*

TO: MOLHOLM, PAUL
MOLHOLM, SUSAN R
6705 DANICA PL
VICTORIA BC V8Y 1T9

(herein called "the Owner")

- 1) This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto except as specifically varied or supplemented by this permit.
- 2) This Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Parcel Identifier:

006-030-491

**SOUTH SAANICH DISTRICT FOR PARENT SEE FOLIO 34-0854-000, MANUFACTURED HOME
REG. # 89416.**

**LOT 3 SECTION 14 RANGE 4E SOUTH SAANICH DISTRICT PLAN 3152 EXCEPT PLAN 2522RW
AM773RW, FOR MOBILE HOME SEE FOLIO 34-0854-001.**

(herein called "the Lands")

- 3) Notwithstanding the Land Use Bylaw of the Municipality, a construction staging area for a highway flyover project is hereby permitted as a Temporary Use on the Lands.
- 4) Approval of this Temporary Use Permit is subject to the condition that the Permit would remain valid only so long as the Owner obtain the following:

- a. The owner obtain approval from the provincial Agricultural Land Commission and remains in good standing with respect to any terms and conditions;
 - b. The construction staging area is strictly limited to that portion of the land shown on the attached plan and photos; and
 - c. That the uses are limited to uses typically required of highway construction projects such as soil stockpiling, parking for staff vehicles, sea cans for storage purposes, non-hazardous construction material storage (lumber, traffic delineators, erosion control supplies, etc.), and
 - d. That the decommissioning of the construction laydown area reinstates the land and soil to a condition that is suitable for agricultural purposes.
- 5) This Permit is valid for three years from the date of issuance and upon expiry the owner of the site shall discontinue the temporary use unless the permit is renewed by resolution of Council or their delegate.
 - 6) Notice of this Permit shall be filed in the Land Title Office at Victoria, B.C. under Section 503 of the *Local Government Act*, and upon such filing the terms of this Permit or any amendment hereto shall be binding on all persons who acquire an interest in the Land affected by this Permit.
 - 7) The Lands shall be used strictly in accordance with the terms, conditions, and provisions of this Permit.
 - 8) This Permit does not relieve the Owner of the responsibility to comply with applicable Acts, regulations, bylaws, decisions or orders of anybody having jurisdiction over the Lands.
 - 9) This Permit is **not** a Building Permit.

AUTHORIZING RESOLUTION PASSED BY THE MUNICIPAL COUNCIL ON THE TH DAY OF, 2023.

Permit Issuance Date:

Permit Expiration Date:

Signed in the presence of:

Witness

Address of Witness

Occupation

Witness

Address of Witness

Occupation

**THE CORPORATION OF THE
DISTRICT OF CENTRAL SAANICH**

MOLHOLM, PAUL

Date

MOLHOLM, SUSAN R

Date

Ryan Windsor, Mayor

Emilie Gorman, Corporate Officer

Attachments:

Appendix A Context Plan

Appendix B Construction Laydown Plan



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the REGULAR COUNCIL Meeting

September 11, 2023, 7:00 p.m.
Council Chambers

Present: Mayor Windsor, Councillor Graham, Councillor King, Councillor Newton, Councillor Paltiel, Councillor Riddell, Councillor Thompson

Staff Present: Christine Culham, Chief Administrative Officer; Troy Ziegler, Director of Financial Services; Jarret Matanowitsch, Director of Planning and Building Services; Dale Puskas, Director of Engineering; Tony Bousquet, Manager of Information Technology; Stacey Lee, Deputy Fire Chief; Lisa Banfield, Emergency Program Manager; Nadine Dillabaugh, Manager of Human Resources and Organizational Development; Britt Burnham, Manager of Community Engagement; Andrea Pickard, Planner; Pamela Martin, Deputy Corporate Officer

12. STAFF REPORTS

12.3 6708 Lochside Road (6705 Danica Place) – Introduction Non-Farm Use and Temporary Use Permit

The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED

1. *That the proposal for a temporary layout area for the Keating Flyover Project at 6708 Lochside Road be referred to the Advisory Planning Commission (APC) and the Peninsula Area Agricultural Commission (PAAC) for comment.*
2. *That regarding Temporary Use Permit #3100-20-6/23 (6708 Lochside Road) an opportunity to be heard regarding the proposed temporary layout area for the Keating Flyover Project be scheduled for an upcoming meeting.*

Amendment:

MOVED AND SECONDED

That the motion be amended to remove referral to the Advisory Planning Commission and the Peninsula and Area Agricultural Commission.

Opposed (2): Councillor King, and Councillor Newton
CARRIED (5 to 2)

Amendment:

MOVED AND SECONDED

That a condition of approval be added to have the Ministry include betterment of the property following completion of the project as an opportunity to improve the agricultural community.

Opposed (5): Mayor Windsor, Councillor Graham, Councillor King, Councillor Paltiel, and Councillor Thompson

DEFEATED (2 to 5)

Motion as Amended:

That regarding Temporary Use Permit #3100-20-6/23 (6708 Lochside Road) an opportunity to be heard regarding the proposed temporary layout area for the Keating Flyover Project be scheduled for an upcoming meeting.

CARRIED UNANIMOUSLY

DRAFT



Transportation Governance

Engagement Workbook

Agenda

1. Project rationale
2. Transportation in the region
3. Workbook input
4. Next steps
5. Discussion



A background image of a bicycle rack filled with bicycles, overlaid with a semi-transparent orange filter. The text 'Project rationale' is centered in white.

Project rationale

Background



Why are we here?

Transportation is a priority.

Change is needed to achieve the ambitious goals set by the CRD.

We need to hear from you about how much change you want to see.



Regional Transportation Goals

1. Ease congestion
2. Support higher rates of walking, cycling and transit use
3. Reduce emissions



What does the CRD currently offer?

- Policy, planning and data
- Regional trails
- Coordination
- Governance



Transportation in the region

Transportation governance in the capital region

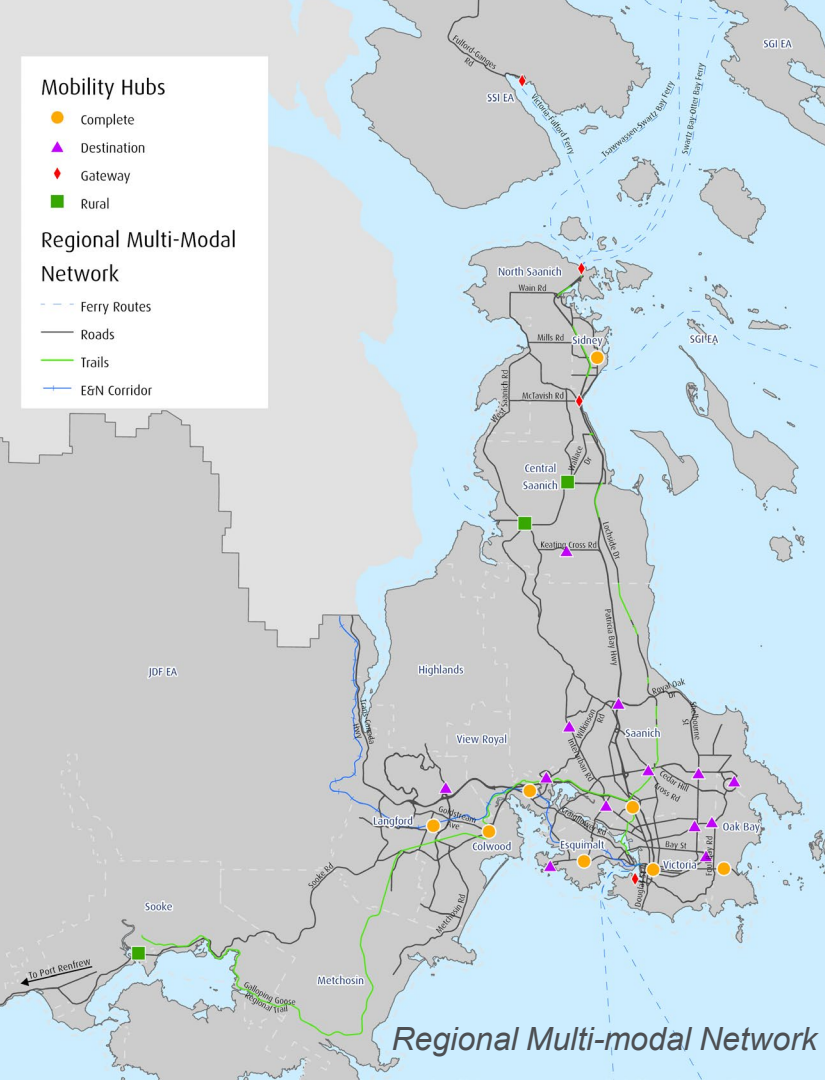
	 CRD	 Municipalities	 BC Transit	 MOTI
Governance features	<ul style="list-style-type: none"> CRD Transportation Committee / Board – same decision-makers as municipalities and VRTC Advisory: Working Group and Traffic Safety Commission Focus on data and planning alignment 	<ul style="list-style-type: none"> 13 local government councils Representation at CRD and VRTC Compete for limited funding Focus on policy and service delivery 	<ul style="list-style-type: none"> VRTC – same decision-makers as municipalities and regional Board Compete for limited funding Impacted by others' decisions 	<ul style="list-style-type: none"> Controls funding and legislation Shifting priorities to climate action and complete communities Responds to focused advocacy
 Regional and Multi-Use Trails	Primary	Direct service delivery impact	Consulted agency	Leases ROW
 Regional and Local Roads	Planning / policy impact	Primary	Direct service delivery impact	Legislation / funding
 Land Use – Corridors & Nodes	Planning / policy impact	Primary	Direct service delivery impact	Legislation
 Regional Transit Network	Planning / policy impact	Direct service delivery impact	Primary	Legislation / funding
 Provincial Highways	Planning / policy impact	Direct service delivery impact	Direct service delivery impact	Primary

Mobility Hubs

- Complete
- Destination
- Gateway
- Rural

Regional Multi-Modal Network

- Ferry Routes
- Roads
- Trails
- E&N Corridor



Regional Multi-modal Network

Regional Transportation Plan

Outcomes

- Regional Multi-modal Network (RMN)
- Outcome statements

Actions

- Plans / policy
- Infrastructure, service delivery & programming
- Land use
- Behaviour change



Regional Transportation Priorities

Advocate

Improve service delivery

- Transit (RapidBus)
- Transit (general)
- Transit (non-bus mass transit)
- Highway safety & multi-modal improvements
- SSI / SGI connectivity

Act

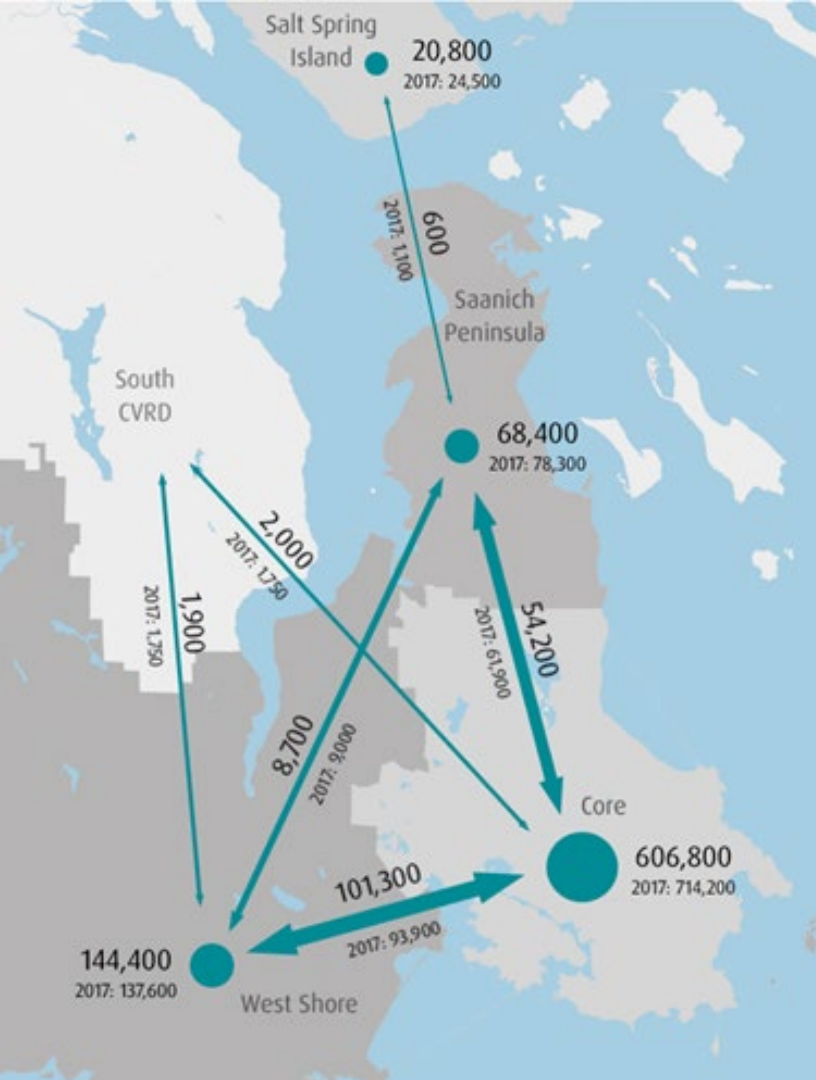
Deliver services, coordinate and aim for consistency

- Active transportation
- Transportation Demand Management (TDM)
- Safety policy
- Strengthen land use
- Parking & access upgrades

Pivot

Plan for long-term needs

- Governance
- Rail link & Westshore passenger ferry



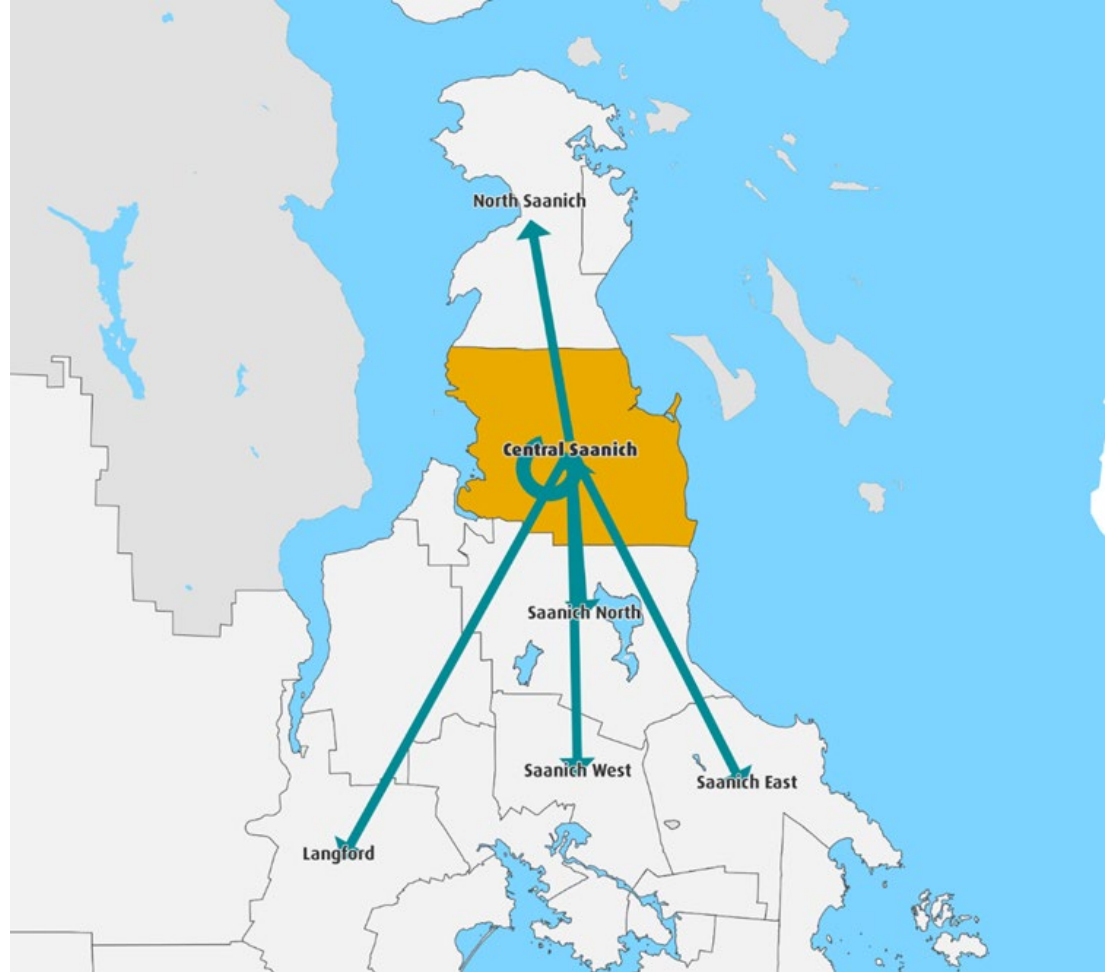
Sub-Regional Trip Patterns

Internal and External

2022 Origin Destination Household Travel Survey

Top Five Destinations of AM Peak Trips from Central Saanich

2022 Origin Destination Household Travel Survey





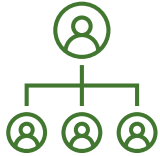
Delivering on resident expectations

- Live and work across local government boundaries
- Move easily across the region
- Expect quality service regardless of who delivers the service



Workbook Input

How far do we want to go?



Level 1: New CRD Service

CRD brings its transportation functions into one department to enable service-level changes



Level 2: Expand CRD Authority

CRD gets new funding and service authorities to change travel behaviour and build out the multi-modal network



Level 3: New authority

One organization makes decisions about service levels and investment in the network

Scope of change the CRD could deliver, based on authorities permitted by legislation.

Scope of change that requires new legislative authorities.



Who is being engaged?

- 13 municipalities
- Three electoral areas
- Agency partners (e.g., BC Transit, Victoria Regional Transit Commission, BC Ferries, Airport Authority, Island Corridor Foundation, Province)
- First Nations are invited to participate

Engagement Scope

In Scope

- ✓ Test support for matters where greater regional focus is needed to advance transportation priorities
- ✓ Identify decision-making preferences related funding, planning, policy and service delivery
- ✓ Explore opportunities and constraints related to governance change

Out of Scope

- ~ Updating the Regional Transportation Plan
- ~ Making changes to the regional multi-modal network
- ~ Identifying transportation issues and priorities
- ~ Amending authorities set out in legislation



Engagement Workbook

- Introduction and background
- Questionnaire
- Glossary

Examples

Considering trade-offs

Question 1. A – I

Transit



Allocate transit resources toward local transit routes in neighbourhoods.



Allocate transit resources toward frequent regional transit routes connecting high usage areas along transit oriented corridors.

Understanding expectations

Question 2. A – D

Agree

Neither agree nor disagree

Disagree

A new governance structure should strike a balance between regional and local priorities.



Examples

Identifying opportunities *Questions 3-4 (select)*

Please identify the following benefits that a change in transportation governance could bring to your local government by selecting all that apply using the checkboxes.

- Improved transportation connectivity within the municipality or electoral area
- Improved transportation connectivity within the region
- Collaborative decision making regarding the implementation of transportation priorities and service delivery
- Unified voice to pursue funding and/or policy changes for the regional multi-modal priorities and work with transportation service providers on service delivery
- Harmonizing design standards and bylaws across the region

Examples

Identifying opportunities *Questions 5-6 (rank)*

Please rank which factors should be the highest priority when building out the Regional Multi-modal Network from 1-4, with one being the most important. Enter the ranked number in each text box accordingly. When ranking, consider areas with the highest potential for meeting regional objectives.

Connecting residential areas and employment centers

Improving access to essential amenities (i.e., schools, healthcare facilities, shopping, recreational facilities and parks)

Enhancing connectivity between neighboring municipalities

Connecting to BC Ferries and Victoria International Airport (YYJ)

Examples

4. Open-ended *Question 7*

Are there any additional comments or suggestions you would like to provide regarding the understanding of and support for a change in transportation governance in our region?

Please provide comments or suggestions, if applicable.

A blue-tinted photograph of a person walking a child on a trike. The person is wearing a dark shirt and shorts, and has a baby strapped to their back. The child is sitting on a blue and white trike. They are walking on a sidewalk next to a street with trees and a traffic light in the background.

Next steps

Engagement timeline

**Spring
2023**



Present jurisdictional scan and governance concepts.

Seek direction to engage on scope and scale of change.

Broadly engage local governments, BC Transit, Ministry of Transportation and Infrastructure (MOTI), BC Ferries and the airport authority and analyze level of consensus of possible change.

Summer 2023



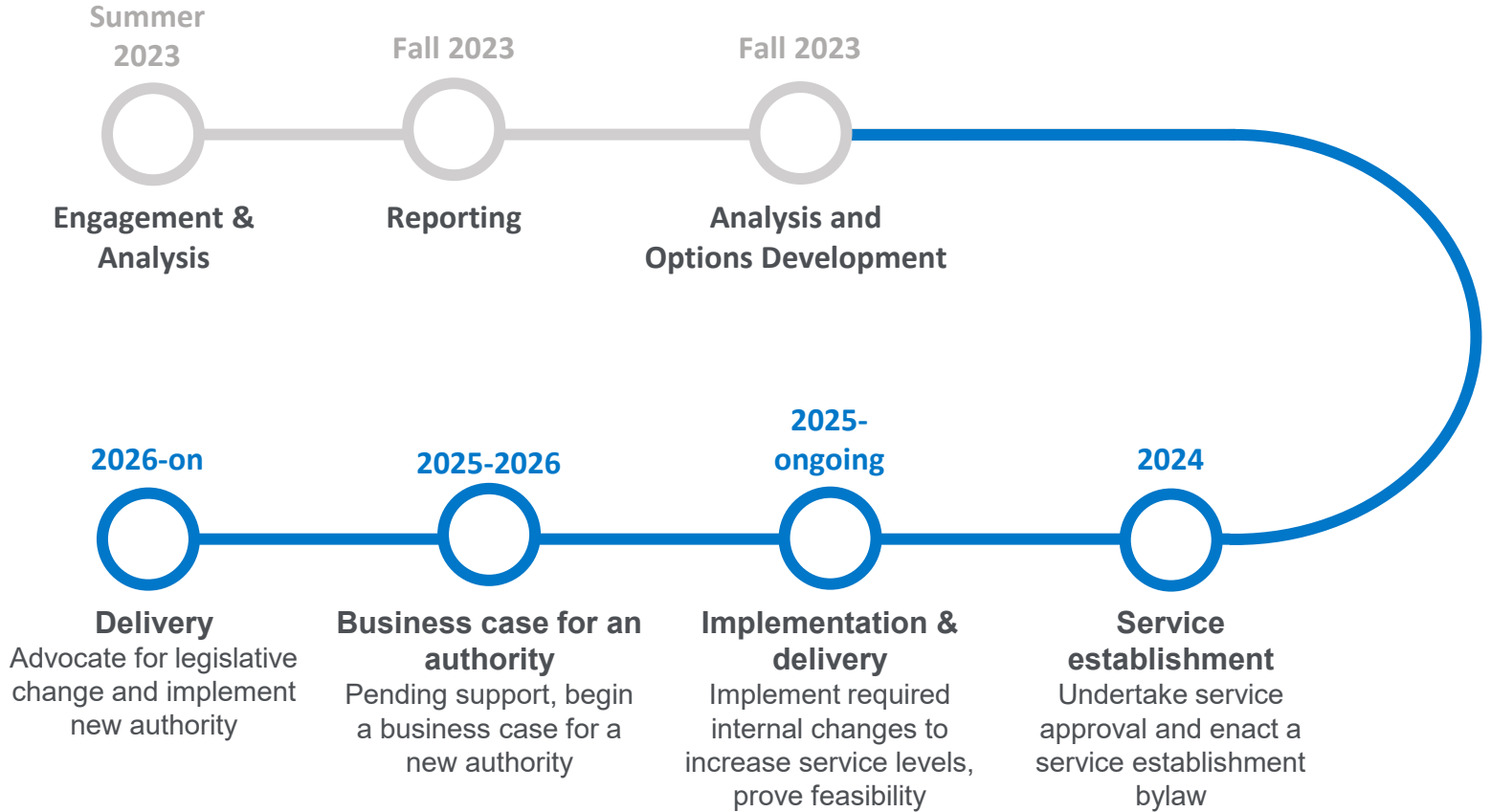
Fall 2023



Report back on level of consensus.

Decide on governance change achievable over this Board term.

Long-term timeline












** The long-term timeline is subject to level of consensus and approvals outside of regional district and local government control.*



What is success?

By the end of the Board term, the region has taken a concrete first step toward changing authorities.

Comparing different authorities

	 CRD	 TransLink	 Auckland Transport	 Halifax Regional Municipality (HRM)
Governance features	<ul style="list-style-type: none"> No mechanism to collectively address impact of decisions Compete for funding Focus on planning alignment 	<ul style="list-style-type: none"> Funding incentivizes collective decisions on regional network Limited funding source Complex decision-making 	<ul style="list-style-type: none"> Single local government Local and Federal government control of funding Does not set mobility outcomes; deliver on local government goals 	<ul style="list-style-type: none"> Single local government Significant control over mobility outcomes Product of amalgamation
 Regional and Multi-Use Trails	CRD	TransLink Metro Vancouver	Auckland Transport	HRM
 Regional and Local Roads	Local Governments	TransLink Local Governments	Auckland Transport	HRM Province
 Regional Transit Network	BC Transit	TransLink Local Governments	Auckland Transport	HRM
 Land Use – Corridors & Nodes	Local Governments	Local Governments Metro Vancouver	Local Government	HRM
 Provincial Highways	Province	Province	Federal Government	Province



What can we learn?

- Need strong business case for change
- Takes time to become fully operational – deliver in increments
- Build from a solid base – get the tools needed to control mobility



Discussion

Dear Ryan Windsor and fellow councillors,

We are Indigenous Leadership class at Stelly's Secondary School. We are writing this letter today to inform you about our concerns about the name of Pioneer park to HEL,HILEC park in Brentwood Bay.

The name 'Pioneer' is offensive to the indigenous people of WSÁNEĆ because the name 'pioneer' means "among the first people to explore a new country or area". This land was already named and being used before colonization occurred. By having the park named 'Pioneer Park', it does not acknowledge the reality that WSÁNEĆ peoples have lived on this land well before settlers arrived.

We support the call to action to change the park name that was brought forward at our Orange Shirt day event. Not only would this name change be more authentic to the place, it is an actionable step towards reconciliation. It is an actionable step because it actively recognizes our stewardship since time immemorial.

Thank you for taking the time to listen to what we have to say,

Rewell

Silas

RHing

Carressac

angelina

faeteba

M. Madelyn

Alysa





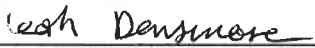
Petition to Change the Name of Pioneer Park to HEL,HILEC Park

Thank you for your support!

Ang Winkley	Doug Heinley
A. Korman	Aimee Lampard
Madeline Redman	Madeline Redman
Erin	Jason Bergman
	Isabel Lizama
Natalie Grey	
Sarah Meyers	Sarah Meyers
Zoe King	Zoe King
Shannon Moore (S.M.)	
Nicole Dunford	
Eric Kays	JAMIE KAYE
Eric Kays	Eric Schafeld
Edith Mackinnon	Rose George
Asha Sidhu	Justice Sam
Ethan Sam - 3at-25	
Hilda Wilson	
Melanie Paas →	Pat Peep
Heidi Hackman	A. Adams
Lynn Montgomery	Am.
Jessi Didy	Amely
Jim Glang	Jenny Large
W. H. H. H.	J. H. H.
Marlayna .s	
Gillian Daniels	
Tatiana Salem	
Ellaina Coley	E. Coley

Petition to Change the Name of Pioneer Park to HEL,HILEC Park

Thank you for your support!

Katherine Wilson-Payne ☺

Ava Wong-Loewen 
Aaron Bailey (Brentwood Bay)
Kyra Johnson
Jack Wilson
Nerentah

Chanel Ford 

Chloe Matthews
Emily Winkel

Petition to Change the Name of Pioneer Park to HEL,HILEC Park

Thank you for your support!

ajf
Isobel Dooley
Sophia Armstrong
Danisha
Olivia Dawshka
Kunya
Lily Adams
Charles Kwalt
William
Lacie Graham
Taylor Fisher
Cooper
Simon
Daniel Rogers
Amran Kama
Ollie Lau
Ben
Ekhan Gerritt
Lily Lemieux
Seth Muxaba
Jeremy Gichahi Jr
Adrienne Nomland
Lisa Keffman
Maddison Middlefield
Michael Collins
Maddison Ruffe
Ella Parry

Petition to Change the Name of Pioneer Park to HEL,HILEC Park

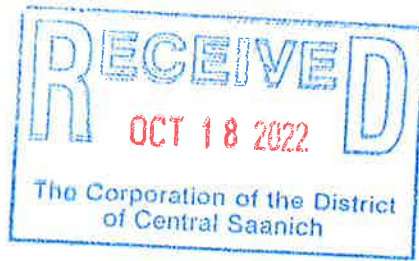
Thank you for your support!

Lily Brown
Brooke Karchner
Emily Leask
Sebastian Riedel
Istay Mei Gordon
Cash Breton
Jenny
Izzy Karchner
Connor Laughed
Noah MacAulay
Noah Blackie
Quinn Rozon
Amos Saxon
Lilly Schutze
John Demeriz
Briegan Simard
Conter W

Petition to Change the Name of Pioneer Park to HEL,HILEC Park

Thank you for your support!

Cameron Hildebrandt	grade 10
Jupiter Peters	grade 11 :D
Paul Staples snow	Gr 11
Damian Asym	Gr 11
Liam Adam	Gr 12
Izzie Carnera	Gr 10
Axel Underwood <small>stag</small>	Gr 10
Jessica Foreman	Gr 10
Olive Larsen	Gr 10
Jude Cutham-Keays	Gr 10
Wyatt Benson	GR 10
Liam Thudway-Cans	GR 10
Chaz Dompierre	Gr 10
Susannah Woodward	Gr. 10
Arthur Muter	10
Sarah Mendez	gr 10
Luca Bertucci	gr 10
Fernanda G Graham	gr 10
Lily Macintyre	gr 10
Michelle Cunningham	Teacher
Debby Branson	Pre-service Teacher
Ella Williams	gr 10
Grace Garvie	Gr 10
Aidan Warren	Grade 10
Zaura Alcock	gr 10
Dylan Peters	gr 10
Bella Shriever	gr 10
Ako Miyamoto	gr 10
Danisha Page	gr 10
Camille Tambelme	Teacher
Jennifer Hebb Jennifer Hill	EA



**ŚTEN,ISTEL-Walking together, moving each other forward
Sept 29th, 2022 started at 12:35 a precession of students walked into
Brentwood Bay.
ENÁN ŁTE ĆE ŦI,IN E TŦE ŚŦELIŦĶEŁ ŁTE - We really have an emotional
connection to our Children. We really care for our children
U, XÁ,XE MEQ TŦE ŚŦELIŦEŁĶEŁ
All Children are Sacred
*Every Child Matters***



This year, WŚÁNEĆ Leadership Secondary School in collaboration with Stelly's Secondary School co-planned a reconcili-ACTION walk, which commemorated the National Day for Truth and Reconciliation, Orange Shirt Day and U, XÁXE MEQ TŦE ŚŦELIŦEŁĶEŁ (Our Children Are Sacred to Us).

This took place from 12:15-2:15 pm on Thursday, September 29th. It was here that students expressed their feelings and effects of colonization (residential school, potlatch ban...) had on them. This is the day that students from WŚÁNEĆ Leadership School stood up and made a call to action to change the colonial name of "Pioneer Park". Attached is the letters to Central Saanich Municipality.

HEL, HILEØ:
Gladness/Happiness,
A place of gladness

Letters from WSÁNEĆ Leadership
Secondary School Students

Attention: Mayor of Central Saanich Ryan Windsor and Central Saanich Council, and Adam Olsen MLA

Re: Letter of Reconcili-ACTION Pioneer Park, name change

Pioneer

Definition: a person who is among the first to explore or settle an area.

Pioneer: synonyms for this word

**Settler,
Colonist,
Colonizer**

JOSEN TFE WSÁNEĆ SCUØEL LTE E TFE SNÁs.
(That name is offensive to us WSÁNEĆ students.)

XENIN ØECÁ ØL NÁ, TEN TFE YEYOS, ENEØ E TIÁ?
(Why is this park named this?)

NIŁ 2022! XENIN ØECÁ I, CE, OUES LTE TFE colonial SNÁ TIÁ?
(It's 2022! Why are we continuing to use this colonial name?)

ØL TOM I, WØKET ØSEN ŠWKÁLEØEN Central Saanich Municipality.
(It's time to open your feelings and minds.)

CE, OUES TFE YEYOSENENEØ ÁLE TFU MEQ TFE ELŁTÁLNEW.
(All people use the park)

ISTÁ YÁ COØES TFE "Inclusive" SNÁ. "ONEŁTEL"
(Let's use an inclusive name.)

I, HÁ, EQ CE TFE WSÁNEĆ CELÁNEN LTE.
(Remember the WSÁNEĆ History.)

TUE ÁLE LTE!
(We were here first.)

WSÁNEĆ SEN.
(I am WSÁNEĆ!)

WSÁNEĆ LTE!
(We are WSÁNEĆ)

Ć, SE LÁ, E ET WSÁNEĆ LEADERSHIP SIÁM, EŁ SCUL, ÁUTW.

Letter of Reconcili-Action

To: Mayor of Central Saanich Ryan Windsor and Central Saanich Council, and Adam Olsen MLA

XENÁN ØECÁ STIIs ETI Canada ØO MELEK E LTE TFA, ENEN.
(It's like Canada wants us to forget.)

HÁ, EQ LTE. SKÁN, KEN TFU NIŁ TENEW LTE.
(We remember. Our land was stolen from us.)

EWENE WÍYEMTW LTE TFE TENEW LTE.
(We never sold our land!)

ØŁ IOM I, I, YÁKT TFE SNÁs ÁLETI YEYOSEN, ENEØ.
(It's time to change the name of the park.)

EWES HIŁ LE I, ŠTEN TFE CELÁNEN LE
LTE ÁLE E TIÁ TENEW.
(It wasn't long ago when our ancestors were here on this land.)

TU, E ÁLE LTE. I, TEW LTE OL U O, MET ÁLE E ŁÁ, E.
(We are still here and this is still our home here)

ØŁ EMNIEN E ØSU NENIYE: SMÍET, MOEK, I, ØŁ ELEXOTES TFE ÁLI SIŁEN I,
TFE ÍY SDÁLNEW ÁLE E TIÁ TENEW.

(We would hunt the deer, ducks, & we would gather our berries & good medicine here on this land.)

Ć, SE LÁ, E ETI:
WSÁNEĆ LEADERSHIP SIÁM, EŁ SCUL, ÁUTW.

Letter of Reconcili-ACTION

To: Mayor of Central Saanich Ryan Windsor and Central Saanich Council, and Adam Olsen MLA

JÁN ŁTE ŚWETIN TŦEN SXÁ,ES EN Colonial SNÁ ET “Pioneer park.”
(We truly dislike the colonial name “Pioneer park”)

NIŁ ŒECÁ WJOŁEŁP TŦE ŦE,IT SNÁs E TŦÁ,E TENEW.
(The true name of this land is WJOŁEŁP.)

ŒE,ŒÁ,TES TŦE SIÁM,EŁ SCUL,ÁUTW SU NÁT TŦE YEYŒSENENEŒ HEL,HILEŒ.
(The WSÁNEĆ Secondary leadership School worked together to bring forward the new name HEL,HELIŒ.)

HIIIT ŁTE ŒECÁ I, HELI ŁTE E ŁÁ,E ET WJOŁEŁP.
(We’ve lived in WJOŁEŁP for a very long time.)

Œ,SE LÁ,E ŒECÁ E ŁÁ,E TŦE SYESES ŁTE.
(Our heritage belongs here.)

KÍEX I, S,KÁN,KEN TŦÁ,ENEN- SNÁs TŦU NIŁ WENITEM,KEN.
(Pioneer park’s name celebrates colonization and theft by its English name.)

NIŁ ŒE AXEN,ES TŦU NIŁ ŦILEĆ E TŦÁ,E SNÁ Pioneer. KÍEX ŒS AXENs ŒSÁ,IYE ŒE ŦILEĆ,ES TŦÁ,E TENEW. STI ŁTE ŒECÁ IYAKT TŦE ŚXENÁNS KĒLKÁLIYE E TŦÁ,ENEN.
(Pioneer defines that one “founded” or was the first to explore here, when WSÁNEĆ people were already here, so that name Pioneer is a lie and offensive to us. We need to change the narrative.)

ISTÁ ONEŁ ŒSU NIŁ! DOT OL WILNEW ELĒTÁLNEW U, Œ,ÁŁE E TIÁ TENEW.
(Lets honour and recognize the true first people on this territory.)

Œ,SE LÁ,E ET:
WSÁNEĆ LEADERSHIP SIÁM,EŁ SCUL,ÁUTW.

We are making a call of action to change the name Pioneer park to HEL,HILEØ: Gladness/Happiness, a place of gladness

Below are the signatures of our WLSS school family supporting this action:

Makayla Olsen

Grace Blackwood

Issac Bartleman

CILTENTOM

LIZIA' Elliott

Jeremy B

SXED FELISIYE

Renee Sampson

KEITH HARRY

Samantha Garcia

Aaliyah Jones

Jack Paul

DYAN Henry

Gabriel Harris

Kaydence Wilson

Kiana Peter

Kaiten Wilson-James

Kaleia Sampson

CULATA Uhder Wood

FELIYE Elliott

SEISIYE PETERS

Tara Williams

STIWET Elliott

Laura Hilman

Jasmine Henry

Cara McGuire

Cain Olsen

SIEGLEN ELLIOTT

Stephen Samu

VICTOR UNDERWOOD

SPENOXELTEN (Ham. J.)

James Daniel

Houston Eagleheart-Charlie

Johnny Rice

PERCY GEORGE

KYRUS THOMAS

CJ GEORGE

KEIL JOE

BRANDAN MARTIN

MIRACLE BARTLEMAN

KEVIN WILSON

MATTIAS SAM

WILLIAM BILLY

JESSE RICE

JOSHUA SAMPSON

ROBERT HARRIS

RICHARD HENRY

WIE BILLY

Kaleb Child - Musgamarki

Coreen Child - Yakawilas

Kiera Wilson - Child

Natalya Wilson Child

Manah Wilson Child

Tracey Murphy
JOEY SCHAUFF.

Lenny Henry

TYLER RICE

WILLIAM J.

Isabell pelkey

Elizabeth Jones

J Brantlema

Katie George

Kendrick Griffith

Jessica Chesnut Whitney

Charles Alphonse

Kai Olsen

~~Blessed~~

Veronica Smith

~~W~~

Phil

Diana Henry

~~Elf's~~

~~Alphonse~~

~~W~~

Bradley Morris

Julia Underwood

Solisa Saunders

Kathina Henry

Kimi Linkert

Kevin Markman

ROBERT LOUIS

SARA THOMAS

~~M~~

~~Jessie~~

Abby Alphonse

Jadensmith

MATHEW JONES

Lisa Underwood

Kendra Underwood

Eus Underwood

Le's Underwood

Kloe Wilson

Amelia Bartleman

ACACIA TOM

Kahailee Charless

Romana Antwood

Darnell TOM

Luther Norris

NIK

Romo Sam

TIMMY

Savanna

Courtney norris

Darrell Joseph

Bryce Fingado

HELI ETZEL

Billy Sampson

Haley Atkins

Shawnessu Sylvester

Maddy Billy

Lavonna Daniel

KIM!!

Sebastien Henry

Kristin
Mrs. Faires

Jen Shortt

Steve Ormrod

Darlene King

Adrienne Hottel

Lily Cooper

Shaylah Henry

Berkeley Lott

PENA' Elliott

GAVIN PELKEY

Lawrence B. Wetleam

KATEMOT

JASON H

FÁWENTEN SAMSON

Rita Morris

Ryan Sam

Lindsay Graham -
CO Carson

Linēa Ollett

Elena Prescott

MIA SAMSON

JENNIFER CLAXTON

BO bbi-Knh

CO E 

Anter Elliott

Nadine Sport

Neal

Christina Jones

Destiny Jones

Michael Morris

Thalia

Ethan

Anton Andrews

Down Osen.

charles

Lernard
OWEN RICE
Kester

Scott

Ian Sam

Wade Sampson.

Riley Morris

Christopher Rice

Tyson PEBLER

Ang Hamilton

Alex

Ethan

FELWELWET - Virginia Thomas

MATTHEW HONNE

Nichola Kach

Bill

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Rae-Deen Charlie

Joan Harry

Bonnie George

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Samara

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Iresha Sampson

Callie Sampson

Sheila Horne

Anjelic Bobo

Brandon George

Tevin

Bethany

millie

Whitney Davis

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Roxanne

Vanessa Harry

Jessica Wilson

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Shawn Freete

Josh Jimmy

NANO

Jacob Jack

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Cassandra Smith

Angeline Page

Josie-bill-bartleman

Ella Olsen

SEKANIYE Elliott

WIWQFIYE PETERS

MENEFIYE Elliott

TAMMAY

CNE thomson

GARY

MAUREEN WILLIAMS

EMILEY HORN

Stacy Hill

Korbin Henry

Delilah Wilson

McCuller - Jimmy - Charlie

Kingston Crosby

Debbie - Baker - Peckey

Eli Sky Jimmy

Mike V Peley

Bodhi Henry

DJ Alphonso

Ben Brown

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Adelaide Estelle

Kahle

Michelle Jones

Sarah Lewanski

Jessie Lane

Jordan N

HARVEY

Laura Graham

GILBERT Joe

Tiana Williams

LOLA YEI WET

Eva - Jean -

TRAYA

Cheyenne SALOPREE

Jaysiah-Bill-Battleman

MAZEUKEN MLEVAY

Owen

Keana-Lynn

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Jayden

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Daniella Coolla

Virginia Sampson

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Tison Wilson

Rozella

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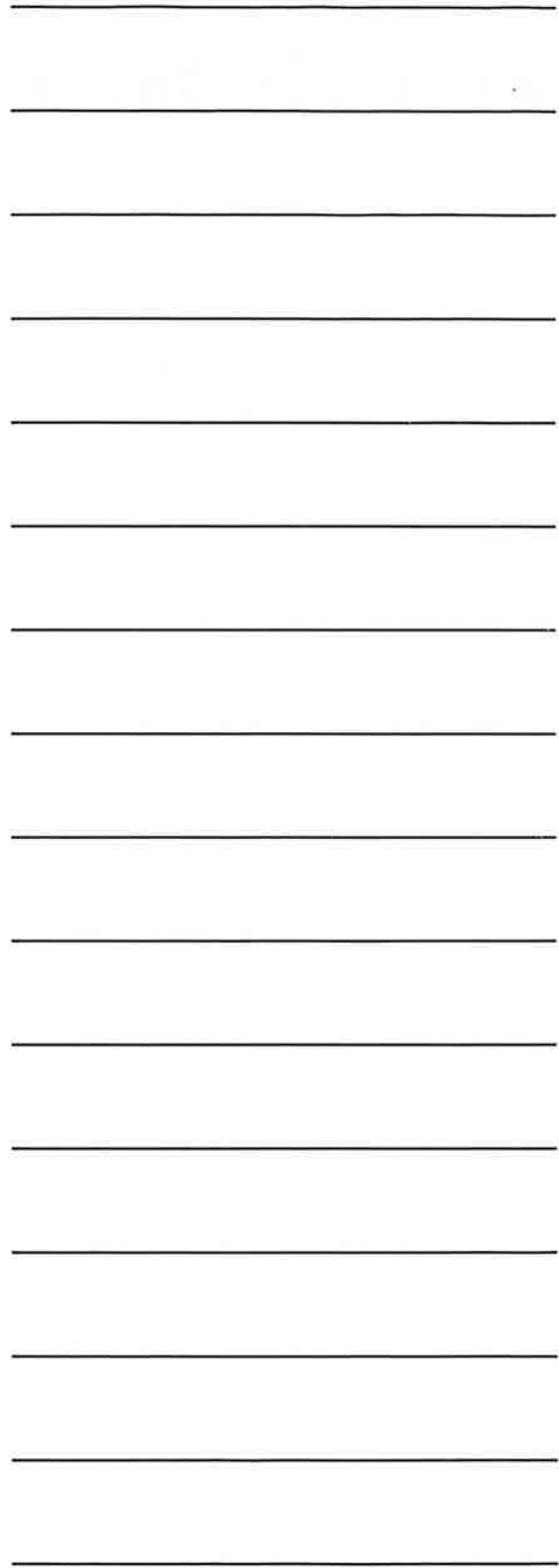
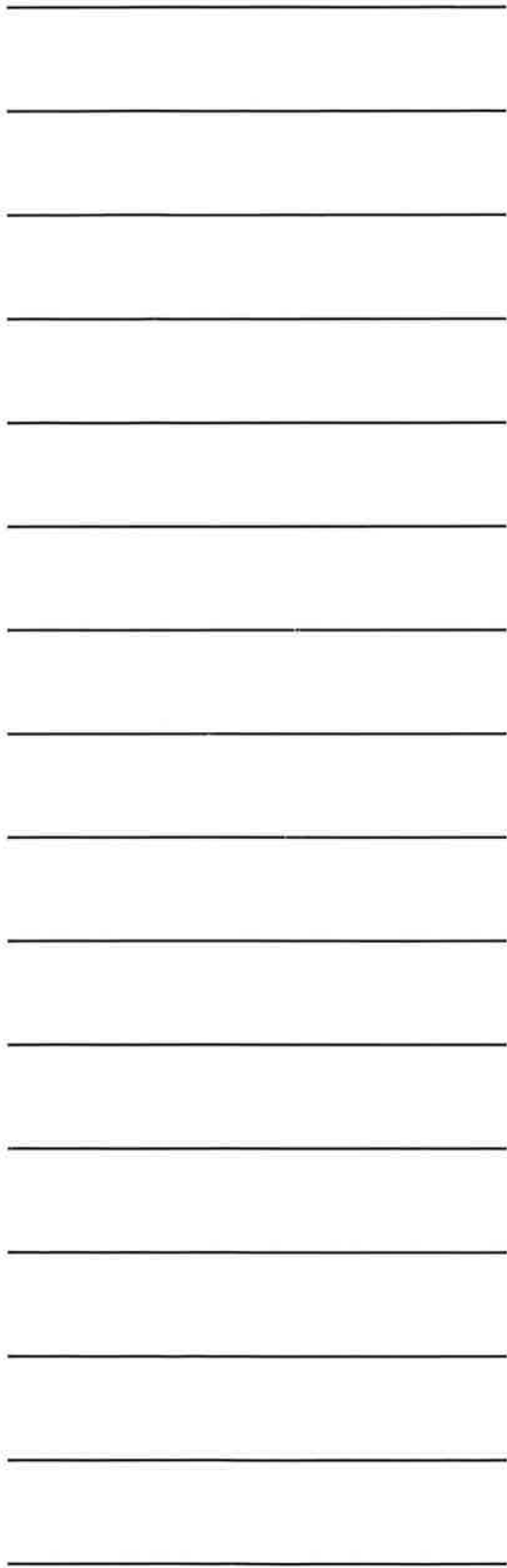
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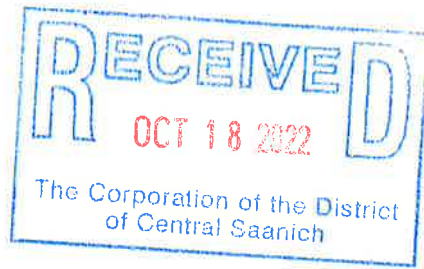
William (A) (H) (L) (O) (P)

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antonio's Smith







**THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the Parks and Environment Standing Committee**

September 13, 2023, 3:00 p.m.

Council Chambers

Present: Councillor King (Chair), Councillor Riddell

Absent: Councillor Thompson

Staff Present: Christine Culham, Chief Administrative Officer; Jarret Matanowitsch, Director of Planning and Building Services; Dale Puskas, Director of Engineering; Britt Burnham, Manager of Community Engagement; Jennifer Lukianchuk, Senior Climate Action and Natural Environment Coordinator; Pamela Martin, Deputy Corporate Officer

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m.

2. ACKNOWLEDGEMENT

The Chair respectfully acknowledged that the land on which we gather is the traditional territory of the W̱SÁNEĆ people which includes W̱JOLEŁP (Tsartlip) and S̱ÁUTW̱ (Tsawout) First Nations.

3. ADOPTION OF AGENDA

3.1 Agenda of the September 13, 2023 Parks and Environment Standing Committee Meeting
MOVED

That the agenda of the September 13, 2023 Parks and Environment Standing Committee meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the May 4, 2023 Parks and Environment Standing Committee Meeting
MOVED

That the minutes of the May 4, 2023 Parks and Environment Standing Committee meeting be adopted as circulated.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

6.1 Options to Facilitate Communications on Waste Management for Central Saanich Residents and Businesses

The Senior Climate Action and Natural Environment Coordinator provided a presentation on the report.

The Committee discussed additional recycling options and information to be included in the flyers.

The Director of Engineering responded to questions from Council.

The Committee discussed how the flyers will be provided to the public.

For information.

6.2 Parks Master Plan - Draft Engagement Strategy

The Manager of Community Engagement provided a presentation on the report and responded to questions from Council.

The Committee discussed the following:

- Other groups that could be included as resources.
- The project's timeline and if it will have any impact to other projects and priorities.
- How the survey will be circulated.

The Director of Planning and Building Services and the Director of Engineering responded to questions from Council.

The Committee discussed the proposed engagement strategy.

MOVED

That the Parks and Environment Standing Committee recommend that the level of engagement for the Parks Master Plan Engagement Strategy be changed to be at the involve and collaborate level.

Opposed (1): Councillor Riddell

DEFEATED (1 to 1)

MOVED

That the Parks and Trails Master Plan Engagement Strategy be endorsed.

Opposed (1): Councillor King

DEFEATED (1 to 1)

7. ADJOURNMENT

On motion, the meeting adjourned at 3:59 p.m.

Chair

DRAFT

Private Waste and Recycling Collection Service Providers (Local)

For Central Saanich Residents and Businesses

Curbside Collection - Provider	Garbage	Kitchen Scraps	Yard Waste (grass, leaves, small tree trimmings)	Blue Box Recycling (Recyclables)	Glass Bottles & Jars	Styrofoam & Plastic Bags
Capital City Recycling (CCR) (250) 652-5008 info@ccrvictoria.com	✓	✓	✓	N/A	✓ Commercial and Strata only	N/A
Pan-insula Disposal ¹ (250) 544 -1466 paninsuladisposal@telus.net	✓	✓	N/A	N/A	N/A	N/A
Capital Regional District (CRD) (250) 360-3030 https://www.crd.bc.ca/service/waste-recycling/recycle/blue-box-program	N/A	N/A	N/A	✓ Free Residential Service	✓ Free Residential Service	N/A
Waste Connections of Canada (previously Progressive Waste) (250) 652-4414 https://www.wasteconnectionscanada.com/contact-us/	✓	✓	N/A	✓	✓	✓ Commercial and Strata only
*GFL Environmental (took on Alpine) (250) 474-5145 https://gflenv.com	✓	✓	✓	✓	N/A	N/A
*Super Save Group 1-800-665-2800 https://supersave.ca/contact/	✓	✓	✓	✓	✓	N/A
*Waste Management of Canada 1-800-774-9748 www.wm.com/ca	✓	✓	✓	✓	N/A	N/A

Published details are for information only, the District of Central Saanich does not endorse any of the companies listed. Please check with individual company on service provided as materials collected may vary over time.

¹ Curbside residential service only

* Businesses and strata complexes only

Drop off Service Providers (Local) For Central Saanich Residents and Businesses

Drop-off Depots	Garbage	Kitchen Scraps	Yard Waste (grass, leaves, small tree trimmings)	Blue Box Recyclables (e.g., paper, plastic, glass & metal containers)	Refundable Beverage Containers	Metal / Appliances and/or Electronics	Foam packaging and flexible plastic
DL Bins 6844 Oldfield Road (250) 544-3103	✓	✓	✓				
Sidney Return-It Depot 10025 Galaran Road, Sidney (778) 351-2828				✓	✓	✓ Electronics	✓
Hartland Landfill & Recycling 1 Hartland Ave, Victoria (250) 360-3030	✓	✓	✓	✓	✓	✓ Electronics & Appliances	✓
Brentwood Auto & Metal Recyclers 7481 West Saanich Road (250) 665-7282						Small & large appliances ✓	
Farm to Garden Organics 6341 Old East Road (Enter via 6345 Lochside Drive) (778) 426-4626			✓				
PMD Recycling Solutions (Mobile) – 4 th Saturday of the month – Stelly’s Secondary, with fee (250) 893-8383.				✓		✓ Electronics	✓
ROAM (Reuniting Owners with Animals Missing) –6881 West Saanich Rd – Drop-off for donation only					✓		

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District of Central Saanich

Parks and Trails Master Plan Engagement Strategy

September 2023 – DRAFT 2

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1.0 Introduction

The District of Central Saanich has many beautiful parks, trails, and beach accesses enjoyed by members of the community and visitors to the District. However, many of these facilities are underdeveloped or underutilized and could be enhanced to better meet the community's needs now and into the future.

This engagement strategy outlines the engagement and communications approach for the Parks and Trails Master Plan project to gather feedback from key community groups, First Nations, park and trail users, and the broader community to inform the plan.

This strategy will be considered a living document, to be further refined on an ongoing basis throughout the process to ensure the project team can adapt to community needs as required.

Objective

The District would like to directly engage key community groups, First Nations, park and trail users, and the community in the development of the Parks and Trails Master Plan, to ensure the plan has community support and reflects the needs and ideas for the future development and growth of the District's parks and trails system.

Goals

- Ensure key affected groups and community members are informed of the process and have opportunities to participate.
- Engage with affected groups and community members in dialogue on the challenges, ideas, and opportunities to further develop and improve the District's parks and trails.
- Build awareness and encourage participation in the engagement processes for the project.
- Ensure interested parties and community members see their feedback reflected in the new Master Plan.

2.0 Background

The District has a comprehensive Parks and Open Space Master Plan from 1996 but as the community has evolved, a new Parks and Trails Master Plan is needed to address the current and future needs of the District. In addition, the District’s new Official Community Plan (OCP) envisions future growth to occur within the community, with a strong emphasis on densifying village centres through housing forms including apartments and townhouses. With this densification comes the great importance of providing opportunities for outdoor recreation and connections with nature, helping to foster a healthy community.

The Parks and Trails Master Plan development process will involve a parks and trails needs assessment at the community and neighbourhood level, analysis of existing parks and trails, their natural and physical assets, examining how the District’s parks and trails are currently used, and engaging with the community and affected groups to help establish priorities for park improvements and upgrades.

3.0 Communications and Engagement Strategy

Community and affected group engagement for this project will be conducted at the consult and at times involve level. Some community partners, including First Nations and Panorama Recreation Centre, for example, may be engaged at a collaborate level.

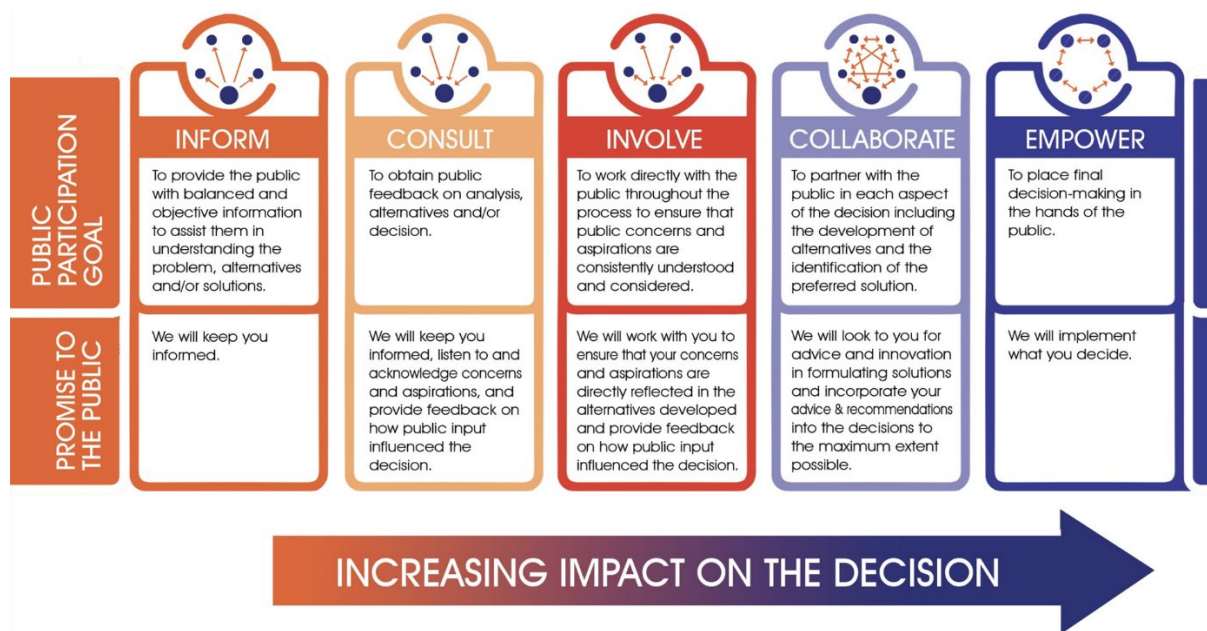


Image from IAP2 Canada



Engagement Process

Engagement will occur over a 3-phase process.

Phase 1: Setting Direction

The purpose of Phase 1 engagement will be to gather feedback from impacted parties and stakeholders, residents, visitors, user groups, community organizations, and District departments to identify ideas, opportunities, and concerns that the District should consider when developing the draft Master Plan.

Phase 2: The Draft Plan

The purpose of Phase 2 engagement will be to share the preliminary direction of the Master Plan (high-level vision, principles, goals, and preliminary actions) and gather feedback from the community to verify that feedback gathered in Phase 1 is reflected in the preliminary direction and to identify any areas that may have been missed. This feedback will help to refine and develop the final draft Plan.

Phase 3: The BIG Reveal!

The purpose of Phase 3 engagement will be to share the final draft of the Master Plan with the community and gather feedback to help the District finalize the Master Plan for Council review and approval.

Key Audiences

The following is a summary of key audiences and engagement levels for the project. This list is not exhaustive, new audiences will be added as identified. While many groups fall into multiple categories, they are listed in a single category.

Audience Type	Incomplete list of audiences
Public including underrepresented groups	<ul style="list-style-type: none"> • Central Saanich residents • Businesses and business organizations • Children and youth of all ages • BGC-SVI (formerly Boys and Girls Club) • Local housing providers • Inter-Cultural Association • Saanich Peninsula Accessibility Committee • Beacon Community Services • Legion Manor Retirement Living • Peninsula Newcomers Club • Thrive Victoria • B.C Transit
Internal Affected Groups	<ul style="list-style-type: none"> • Council • Parks and Environment and Standing Committee (PESC) • Planning Department • Parks, Recreation, and Community Services Department • Climate Action Specialist • Building, Bylaw, Legal and Licensing Department • Police Service • Emergency Program Manager
Government Partners	<ul style="list-style-type: none"> • Adjacent Municipalities (CRD, Saanich, North Saanich, Sidney) • Panorama Recreation • School District 63 (Saanich School Board) • Peninsula Recreation Commission • BC Provincial Parks • CRD Regional Parks

Audience Type	Incomplete list of audiences
First Nations and Knowledge Keepers	<ul style="list-style-type: none"> • SṪÁUTW (Tsawout) Nations community members, including knowledge keepers, staff and Council • WJOLÉLP (Tsartlip) Nations community members, including knowledge keepers, staff and Council • WŚÁNEĆ Leadership Council • Tseycum and Pauquachin staff • PEPÁKĒN HÁUTW • WŚÍ,ĶEM Ivy Project • CRD First Nations Relations staff • Prov of BC Archaeology Branch
Community Members/Associations and Cultural Groups	<ul style="list-style-type: none"> • Central Saanich Community Association • Saanichton Village Association • Brentwood Bay Community Association • Centre for Active Living 50 + • ArtSea • GVPL – Central Saanich • Saanich Peninsula Literacy Taskforce • Peninsula Chamber of Commerce • Saanich Pioneer Museum and Archives (Saanichton Green Park) • Heritage Acres • Saanich Legacy Foundation
Environmental Associations and Groups	<ul style="list-style-type: none"> • Central Saanich Community Association Climate Action Task Force • Peninsula Streams and Shorelines Society • Habitat Acquisition Trust • Land Conservancy • Greater Victoria Green Team • Saanich Inlet Protection Society • Saanich Peninsula Environmental Coalition • Victoria National History Society & Rocky Point Bird Observatory
Park and Trail User Groups (formal and informal)	<ul style="list-style-type: none"> • Nature Trail Society • Capital Bike • Tripleshot Cycling Club

Audience Type	Incomplete list of audiences
	<ul style="list-style-type: none"> • Central Saanich Community Gardens Society • BC Provincial Parks • CRD Regional Parks • Park Users – Playgrounds, tennis/pickle ball, basketball, baseball, soccer, gazebos and gathering areas, dog parks, etc. • Trail Users – Cyclists, walkers, hikers, dog walkers, equestrians, etc. • Beach Access users – paddlers and boaters • Tsawout Paddling Club • South Island Sea Kayaking Association • Victoria Canoe and Kayak Club • Dog groups and walkers • Saanich Peninsula Pickleball Association • Stage users • Disc golf groups • Equestrian groups • Peninsula Tennis Association • Central Saanich Community Gardens • Girl Guides of Canada • Scouts Canada • Central Saanich Lions Club • Central Saanich Little League • Extreme Fastball • Peninsula Soccer • Central Saanich Lawn Bowling Club • Daycare providers



Key Messages

Message 1:

The purpose of developing a new Parks and Trails Master Plan for Central Saanich, is to provide a roadmap for the District on how to improve upon and grow the community's parks and trail network to meet residents, user groups and visitor needs, now and into the future.

Message 2:

Participate in the engagement process for the development of the Parks and Trails Master Plan. Your ideas, thoughts and concerns are vital to the Plan's success.

Message 3:

We will work with you to ensure that your concerns and ideas are considered in the development of the plan, and we will provide feedback on how public input has influenced the plan.

Message 4:

Development of the new Master Plan will begin in August 2023 with a planned completion of November 2024. There will be many chances to shared your feedback with us throughout this project.

Message 5:

Your feedback will help ensure the new Master Plan reflects how you, your family or your organization use the parks and trails network in Central Saanich and how you hope to see them grow and evolve in the future.

Frequently Asked Questions

Why do we need a Parks and Trails Master Plan?

The current plan is outdated and does not reflect the current needs of the community. A new Master Plan will help the District plan and budget for enhancing and improving the parks and trails system over a 10- to 20-year period and will be developed with current and future needs in mind.

Will there be opportunities for public input?

Public input is essential to the development of the Parks and Trails Master Plan, to ensure it reflects local lived experiences and community needs. Online and in-person engagement will be made available to the public at every stage of the project.

Will the recommendations in this plan increase my taxes?

The new Master Plan will allow the District to plan and coordinate infrastructure improvements with provincial and federal grants along with municipal funds, to remain fiscally responsible and to minimize tax impacts on residents.

4.0 Communication and Engagement Tools

Communications Tools

Let's Talk, Central Saanich

The Let's Talk Central Saanich site will be live throughout the planning process. This site will provide the project team with the opportunity to share core information and project updates with the community.

AUDIENCE: All residents

District Newsletter

The District newsletters for September 2023, January 2024, and May 2024 will include project updates and upcoming events.

AUDIENCE: All homeowners and most households

Project videos

Will highlight the importance of providing feedback, how to participate in each round of engagement, and what we've heard to date. The videos can be posted on the project webpage and shared on social media platforms.

Community storyboards/feedback boards

Will be used in key park and trail locations to promote the project and as an opportunity to gather feedback from users in the parks and on the trails. Feedback boards can include lock boxes with surveys or other opportunities for public input.

Signposts

We will place 4 x 6 signs at the District's signpost locations to promote the project and engagement opportunities.

News releases

Will support the overall awareness of the Parks and Trails Master Plan development process.

Social media campaign

A social media campaign will be used to share updates about the project, raise awareness about the engagement events, why providing feedback on the project is important and how feedback will be used to inform the plan.

Direct email communication to Indigenous Communities and affected groups

Direct email communications about the project, including opportunities to provide feedback will be sent to community organizations to get the word out to their networks, as well as the public Through Let's Talk, Central Saanich, project e-newsletter.



What We Heard Reports (WWHR)

What We Heard reports will be created to summarize community input from each phase of the project. These reports will be posted online to allow the public to see the feedback used to inform the plan.

Project Launch

The project will be launched at the annual National Tree Day event on Sunday, September 24 at Adam Kerr Park. This will be the first opportunity to share information about the project with the public and create some excitement about the benefits of a new Master Plan and upcoming opportunities for public feedback.

Engagement Tactics

Council Presentations

Presentations to Council will occur at each phase of the project to provide project updates and present what we heard from the community to inform the plan.

Parks and Environment Standing Committee (PESC) Meetings

Meetings with PESC will be conducted at the beginning of each phase of the project to confirm the engagement approach, gather feedback on the Master Plan and present what we heard from the community to inform the plan.

Indigenous Community Events

Staff will collaborate with each Nation to determine the best approach for engaging members, staff and Council, such as an existing event to attend or if a stand-alone event would be best, and how and when it should take place. We will plan to facilitate 1 to 2 events, depending on the Nation's recommendations. In addition, there will be a large focus on identifying topics of interest, such as culturally significant and archaeological areas and use of parks for cultural events and harvesting; these topics will involve meetings in ways determined by the Nations and organizations listed under Audiences, as well as others that are yet to be identified.

Audience: Indigenous and indigenous-serving communities, staff, Councils and organizations

District Staff Meetings/Updates

Meetings with District departments will be conducted during each phase of the project to gather feedback from affected staff and District functions unique to the department's operational and infrastructure needs.

AUDIENCE: Internal affected groups

Meetings with stakeholders

Meetings with stakeholders such as School District 63, CRD and Panorama Recreation staff will be conducted during each phase of the project to gather feedback unique to the organization's operational and infrastructure needs.

AUDIENCE: Stakeholders

School Walking Tours Mapping Workshops and School Presentations

In partnership with School District 63, and coordinated through the board office, workshops and presentations will be conducted with students. These engagements will include local walking tours of parks and trails surrounding school locations, student-led mapping activities and interactive presentations. We will explore opportunities to connect the project with student curriculums, with activities such as “build your perfect park” or Parks and Trails Master Plan visioning activities. An emphasis will also be placed on gathering feedback from students about recreation spaces tweens would use in the future, by targeting engagement with kids currently 10+ and those younger to capture current and future wants and needs.

School	Grades	Activities
Stelly’s Secondary School	9-12	<ul style="list-style-type: none"> Phase 1: Walking parks and trail tours and student-led mapping activities (1 per school) Phase 2: Interactive presentations (1 per school) Phase 3: interactive presentations (1 per school)
Keating Elementary School	K - 6	
Brentwood Elementary School	K - 6	
ŁÁU, WELNEW Tribal School	K - 12	
Bayside Middle School	6, 7 and 8	
Individual Learning Centre	9-12	

AUDIENCE: Children/Youth

Pop-up Events

Pop-up events will be planned at key park and trail network locations, to gather feedback from community members using these facilities. These events may include intercept surveys, to collect data from those using the trails and parks.

Phase	# of Pop-up Events	Locations
Phase 1 (October – December 2023)	X 5	<ol style="list-style-type: none"> Peninsula Country Market Centennial Park Saanichton Green Park Adam Kerr Park Panorama Recreation Centre
Phase 2 (January – May 2024)	X 5	<ol style="list-style-type: none"> Pioneer Park Saanichton Green Newman Farm Park Centennial Park Verdier/Sauders



Community Organization Workshops

Workshops with community groups will be conducted to gather feedback unique to their interests, experiences and needs of the District's parks and trail system.

One workshop each with different community groups and organizations will be conducted in Phase 1 and Phase 2 (3 in total for each phase). The events will be themed workshops, world café style events, that include a variety of interactive opportunities for community organizations to provide feedback. Recreation, environmental, and general user groups will be invited to support perspective-taking and understanding of how different groups value and utilize the park spaces and the trail network.

AUDIENCE: Community Organizations

Emphasize paper forms of feedback

Through surveys and other tools, ensure paper opportunities are readily available.

AUDIENCE: All

Community Open Houses

Community open houses will be conducted in phases 1, 2 and 3, to allow the public to review the draft and final Master Plans, ask questions to the project team and provide thoughtful feedback to refine and finalize the plan.

AUDIENCE: All

Let's Talk, Central Saanich - Online Engagement

Online tools such as a survey, mapping tool and ideas tool will be used to allow for a wider audience of residents and community organizations to provide feedback, who may not be able to attend in-person events.

AUDIENCE: All

5.0 Engagement Risks and Mitigation Strategies

Risks	Mitigation Strategies
<p>Engagement process that is not inclusive and results in low participation and response rates.</p>	<p>The District will update and revise the key audience list, to ensure those impacted by the Master Plan have the opportunity to provide feedback.</p> <p>The engagement process will have many opportunities for feedback. This includes in-person events (pop-ups, workshops, and open houses) and online tools (surveys, website) that are convenient and accessible. We will use communication tools, including social media, print advertisement, and on-site signage, to reach as many members of the public and interested party members as we can. We will also reach out directly to typically underrepresented groups to confirm effective communication and participation tools that work for them.</p>
<p>Busy schedules, balancing school/work/life, and extracurricular activities.</p>	<p>We will engage residents and community organizations, through in-person on-site engagement sessions, where we go to the participants, in addition to providing online opportunities. This approach, including promotion across a variety of mediums such as social media advertising, advertising in public spaces etc. will increase target audience awareness and opportunity for participation.</p>
<p>Competing affected group Interests. Due to varying impacts on different affected groups or affected group groups, there is potential for competing priorities, interests, and values, potentially leading to high affected group emotions and interruptions to the process. It is anticipated there will be competing priorities.</p>	<p>The District will ensure all affected group groups can access the same information and have the same opportunities to provide input. We will make available all feedback shared (in aggregate form) from both affected group and community sessions, and online to create transparency about what was heard and understanding of the varying perspectives the District must balance in the Parks and Trails Master Plan.</p>
<p>Unrealistic expectations for parks and trail and recreational programming improvements.</p>	<p>We will develop key messages that address the scope and limitations of the project, as well as what type of feedback is needed and how input will be used in the development and implementation of the new Master Plan. We will ensure these key messages are incorporated in all internal and external communications materials, as well as with facilitation staff at in-person events.</p>
<p>Project scope growth or delays lead to an increased timeline.</p>	<p>We will clearly communicate any changes to the project timeline, such as extensions, to the community. We will keep the public engaged is delays occur with updates, sneak peeks and more.</p>

6.0 Timeline

<i>Method/Tactics</i>	<i>Promotion Strategy</i>	<i># of Activities</i>	<i>Audience</i>	<i>Expected Timing</i>
Launch (August – September 2023)				
PESC Meeting # 1 (Review Engagement Plan)	<ul style="list-style-type: none"> Regular schedule 	1	PESC	September 13, 2023
Public Launch (National Tree Day Event)	<ul style="list-style-type: none"> E-mail invitations Social media Let's Talk, Central Saanich 	1	All key audiences	Sunday, Sept 24, 2023
Let's Talk, Central Saanich Project Page Launch ¹	<ul style="list-style-type: none"> E-mail invitations Social media Feedback Boards District Newsletter Signage 	1	All key audiences	September 2023
Phase 1 (October – December 2023)				

¹ We understand that the online engagement platform will be switching to another provider at the end of 2023. It will be confirmed at a later date whether the first round of engagement will be held on the existing online platform or be set-up with the new platform.

<i>Method/Tactics</i>	<i>Promotion Strategy</i>	<i># of Activities</i>	<i>Audience</i>	<i>Expected Timing</i>
Pop-up Events <ul style="list-style-type: none"> - Peninsula Country Market, Oct 7 2023 (JM, Leigh, Jennifer, Laura?) - Centennial Park, (Nov 25 Saturday morning, Leigh, Jennifer) - Saanichton Green Park (October 20 Friday 2-4 pm direct mailer and SVA) - Rom Knott/ (October 26 Thursday 2-4 pm) - Panorama Recreation Centre (weekday evening, times with indigenous nations and swim classes – 2 hours (November 15, 5-7 pm JM and Laura or Britt) 	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • District Newsletter • Let’s Talk, Central Saanich Project Newsletter • Signposts 	5	All key audiences	October – December 2023
Internal Affected Group/Department Meetings (as needed)	<ul style="list-style-type: none"> • E-mail invitations 	1	District staff	October 2023
Meeting with stakeholder incl PRC # 1	<ul style="list-style-type: none"> • E-mail invitations 	1	Panorama Recreation staff	October 2023
Let’s Talk, Central Saanich – Online Engagement including survey	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • Signage 	1	All key audiences	October - December 2023
Indigenous-focused Community Events and Presentations TBD	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • District • Let’s Talk, Central Saanich • Signage • Posters 	2	Nation Members	November – December 2023

<i>Method/Tactics</i>	<i>Promotion Strategy</i>	<i># of Activities</i>	<i>Audience</i>	<i>Expected Timing</i>
Community Organizations Workshops – RSVP, 1- Trails and beach groups Nov 18 2-3pm – after open house (horses, hiking groups) 2- Rec users Thurs Nov 16 6-8 pm 3- Environmental focus Nov 18, 9:30-11 pm	<ul style="list-style-type: none"> E-mail invitations 	3	Community organizations	November – December 2023
School Walking Tours and Mapping Workshop	<ul style="list-style-type: none"> Coordination with schools 	5	Students	November – December 2023
PESC Meeting # 2	<ul style="list-style-type: none"> Regular schedule 	1	PESC	November 2023
Council Presentation #1	<ul style="list-style-type: none"> 	1	Council	November 2023
Community Open House, - Seniors Centre - Sat Nov 18, 11-2 pm	<ul style="list-style-type: none"> E-mail invitations Social media Feedback Boards District Newsletter Let’s Talk, Central Saanich News Release Signposts 	1	All key audiences	November – December 2023
WWHR	<ul style="list-style-type: none"> Let’s Talk Central Saanich Social media 	1	All key audiences	December 2023
Phase 2 (January – May 2024)				
Council Presentation # 2	<ul style="list-style-type: none"> District staff coordination 	1	District Council	February 2024
PESC Meeting # 3	<ul style="list-style-type: none"> Regular schedule 	1	PESC	February 2024
Meeting with Stakeholders incl PRC # 2	<ul style="list-style-type: none"> E-mail invitations 	1	Panorama Recreation staff	February 2024
Internal Affected Group/Department Meeting	<ul style="list-style-type: none"> E-mail invitations 	1	District staff	February 2024

<i>Method/Tactics</i>	<i>Promotion Strategy</i>	<i># of Activities</i>	<i>Audience</i>	<i>Expected Timing</i>
Let's Talk, Central Saanich - Online Engagement including survey	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • District Newsletter • Signposts 	1	All key audiences	March-May 2024
Indigenous Community Events	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • District Newsletter • Let's Talk, Central Saanich • News Release • Signposts 	2	Nation Members	March-May 2024
Community Organizations Workshops	<ul style="list-style-type: none"> • E-mail invitations 	3	Community organizations	March-May 2024
Pop-up Events <ul style="list-style-type: none"> - Rom Knott/Pioneer Park - Saanichton Green - Newman Farm Park - Centennial Park - Verdier Beach Access 	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • District Newsletter • Let's Talk, Central Saanich • Signposts 	5	All key audiences	March-May 2024
Interactive School Presentations	<ul style="list-style-type: none"> • Coordination with schools 	TBD	Students	March-May 2024

<i>Method/Tactics</i>	<i>Promotion Strategy</i>	<i># of Activities</i>	<i>Audience</i>	<i>Expected Timing</i>
Community Open House (virtual and in person)	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • District Newsletter • Let's Talk, Central Saanich • News Release • Signposts 	1	All key audiences	March-May 2024
WWHR	<ul style="list-style-type: none"> • Let's Talk Central Saanich • Social media 	1	All key audiences	May 2024
Phase 3 (June – November 2024)				
Council Presentation # 3	<ul style="list-style-type: none"> • District staff coordination 	1	District Council	June 2024
PESC Meeting # 4	<ul style="list-style-type: none"> • Regular schedule 	1	PESC	June 2024
Meeting with stakeholders incl PRC # 3	<ul style="list-style-type: none"> • E-mail invitations 	1	Panorama Recreation staff	June 2024
Internal Affected Group/Department Meeting	<ul style="list-style-type: none"> • E-mail invitations 	1	District staff	June 2024
Let's Talk, Central Saanich - Online Engagement including survey	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • Let's Talk, Central Saanich Project Newsletter • Signposts 	1	All key audiences	July – September 2024
Indigenous Community Events	<ul style="list-style-type: none"> • E-mail invitations • Social media • Feedback Boards • Let's Talk, Central Saanich • News Release • Signposts 	2	Nation Members	July – September 2024

<i>Method/Tactics</i>	<i>Promotion Strategy</i>	<i># of Activities</i>	<i>Audience</i>	<i>Expected Timing</i>
WWHR	<ul style="list-style-type: none"> Let’s Talk Central Saanich Social media 	1	All key audiences	November 2024
PESC Meeting # 5	<ul style="list-style-type: none"> Regular schedule 	1	PESC	November 2024
Council Presentation # 4	<ul style="list-style-type: none"> District staff coordination 	1	District Council	November 2024

7.0 Measures of Success and Reports

The engagement and communication methods, as well as public reception and feedback, will be monitored to help the team identify emerging issues and concerns, what is working and/or what needs to be improved, and what impacted groups we may not be hearing from. This information will help the team learn if any modifications to key messages and communications approaches are required, as well as inform the design and implementation of future engagement approaches undertaken for this project.

The following measurement and evaluation tools can be used to determine the success of the engagement and communications strategy and to support updates and changes to the engagement and communications strategy as needed:

- Diverse representation of Central Saanich residents and affected groups in the engagement process
- Hours/number of meetings with impacted groups
- Let’s Talk site statistics
- Let’s Talk visitor count
- Online survey response
- Page views
- Participant count at events
- Community feedback board responses
- Specific questions or concerns related to engagement and communications approaches
- The tone of media and online commentary
- Amount of media coverage
- Social media engagement
- Limited demographic questions on surveys and comment forms to understand project reach to various stakeholder groups.



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: Capital Regional District Transportation Governance Engagement Workbook

RECOMMENDATIONS:

1. *Endorse the Level 1 “New CRD Service – Consolidating the Transportation Functions”. (Appendix A, CRD Transportation Governance Engagement Workbook, p.6).*
2. *Endorse the completed questionnaire found in Appendix B.*
3. *Request that the following changes be made:*
 - a) *Brentwood Bay is changed from a Rural Mobility Hub to a Complete Mobility Hub*
 - b) *Saanichton Village is changed from a Rural Mobility Hub to a Complete Mobility Hub*
 - c) *Turgoose Node is identified as a destination.*
 - d) *Panorama Recreation Centre is identified as a destination*

PURPOSE:

To provide advice to Council on the Capital Regional District (CRD) Transportation Governance Engagement Workbook.

BACKGROUND:

On July 13, 2023, the CRD requested that Council endorse a completed workbook by Friday, September 29, 2023.

The questionnaire is an engagement opportunity by the CRD to provide feedback on potential transportation governance for the capital region and the role of the CRD.

The engagement process has been developed to provide feedback on the scope and scale of the governance change required to achieve regional mobility objectives as set out in the Regional Transportation Plan (RTP).

In the workbook package, the District received three documents:

- Transportation Governance Workbook (Workbook) (Appendix A)
- Questionnaire
- Glossary

Staff have completed a draft questionnaire (Appendix B) for Council’s review.

The Workbook states that “Local governments, BC Transit and the Province each have different responsibilities for planning, developing, operating and maintaining roads and pedestrian and cycling infrastructure. The current role of the CRD is limited to planning and policy support, working with partners to advance actions in the Regional Transportation Plan (RTP). The CRD also operates regional

trails. The RTP sets out the Regional Multi-modal Network (Appendix A, Workbook, p.4, Figure 1 Regional Multi-Modal Network Reference Map (2023)) and provides policy direction and actions.

The Workbook outlines that (Appendix A, Workbook, p.5):

Transportation governance considers three main dimensions: Level of multi-modal integration, decision-making authority, and funding.

To implement an authority, the region's municipalities, electoral areas and partner agencies would need to reach consensus on: Modes subject to the authority, desired service level for each mode, funding model and reporting relationship between the new authority and existing decision-makers.

As per the 2014, CRD commissioned Transportation Service Feasibility Study it was recommended “transitioning to a multi-modal governance framework in a stepwise fashion, with each step proving its feasibility before moving to the next.”

The CRD is exploring three potential levels of change in governance (Workbook, page 6, Figure 2):

Level 1	Level 2	Level 3
New CRD Service <i>Consolidating Transportation Functions</i>	Expanding CRD Authority <i>Empowering Change and Funding</i>	New Authority <i>Streamlined Decision-Making and Investment</i>
<p>The first step in our proposed governance framework involves consolidating the existing CRD regional transportation planning function with the active transportation function of regional trails into a single service.</p> <p>This new service would enable streamlined service-level changes and enhance coordination and decision-making processes.</p> <p>By centralizing responsibilities, we can lay the foundation for a more integrated and efficient transportation system within the capital region.</p>	<p>Building upon the consolidated department, the second level of our governance model focuses on expanding the authority of the CRD.</p> <p>This expansion would grant the CRD new funding mechanisms and service authorities to drive transformative changes in travel behavior and advance the development of a robust multi-modal network.</p> <p>With the ability to hold property, raise and distribute funds and offer targeted programs, the CRD would have greater flexibility and resources to implement innovative transportation solutions that meet the diverse needs of our region.</p>	<p>As we progress further along our path, the third level of our governance model envisions the establishment of a new regional transportation authority. Under this model, a single organization would be entrusted with making decisions regarding service levels and investments in the network.</p> <p>This comprehensive scope and scale of change would require new legislative authority, marking a significant milestone in our journey toward a fully integrated and sustainable regional transportation system.</p> <p>By centralizing decision-making processes, we can foster greater coordination, efficiency and accountability.</p>

Figure 2: Governance concepts

DISCUSSION:

Staff are recommending that Council support Level 1 – New CRD Service – Consolidating of Transportation Functions. Increased planning, coordination, and stakeholder engagement is required to manage the current trail system effectively. Beginning with the creation of the new service with increased resources to ensure the appropriate planning and resource levels are available to manage the current system while laying the foundation for increased integration.

One concern identified for the District of Central Saanich (DCS) is the categorization that has been used in Figure 1: Regional Multi-Modal Map Network Reference Map (2023) on page 4 of the Workbook and is requesting the following modifications in order for current and future planning to include appropriate service levels being identified for the DCS based on demographics and the DCS Official Community Plan (OCP).¹

1. Change Brentwood Bay from a Rural Mobility Hub to a Complete Mobility Hub.

Brentwood Bay is a Complete Community. The CRD Regional Growth Strategy Map 3a includes Brentwood Bay in the Urban Containment Boundary, and Map 3b identifies Brentwood Bay as a Node. The DCS's OCP identifies Brentwood Bay as a significant Village Centre in the community and on the Saanich Peninsula, with a mix of housing types, a vibrant commercial core, and three schools which serve the broader Peninsula. Brentwood Bay is also immediately adjacent to the Keating Business District, which further strengthens its role as a Complete Mobility Hub.

2. Change Saanichton Village from a Rural Mobility Hub to a Complete Mobility Hub.

Just as Brentwood Bay above, Saanichton Village is a Complete Community. The CRD Regional Growth Strategy Map 3a includes Saanichton Village in the Urban Containment Boundary, and Map 3b identifies it as a Node. The DCS OCP also identifies Saanichton as a Village Centre. The Village has a vibrant commercial centre, is experiencing housing growth, contains the Saanich Peninsula Hospital, and already has the Saanich Transit Exchange, which is a significant transportation hub on the Saanich Peninsula.

3. Identify the Turgoose Node as a Destination.

Turgoose is a growing Node on the Saanich Peninsula. There is an established commercial node already existing, on both Tsartlip First Nation lands and in DCS, and there is a growing community at the Marigold Development. The DCS's OCP identifies Turgoose as a Small Commercial Node. The Province, through MOTI recently invested in transit and bus stop improvements at the corner of the Pat Bay Highway and Mt. Newton Cross Road, providing infrastructure for the increasing demand for ridership in the area.

4. Identify Panorama Recreation as a Destination.

Panorama Recreation is the recreation hub of the Saanich Peninsula, serving the communities of Central Saanich, North Saanich and Sidney. This is a major destination on the Saanich Peninsula.

IMPLICATIONS:

Strategic

The DCS's OCP supports the proposed definitions of Brentwood Bay, Saanichton Village, Turgoose Node and Panorama Recreation.

¹ [Official Community Plan](#)

First Nations

A goal of the 2024-2027 Strategic Plan is to strengthen relationships with the First Nations based on the recognition of rights, respect and partnership, as such, consultation of First Nations in the development of this service is recommended.

Legislative

A regional district must adopt a service establishing bylaw to provide a new service to the community. This bylaw outlines what the service is, how it will be delivered, who will benefit, the maximum cost and how the costs will be recovered.

The decision to establish a new service is voted on by the entire regional district board -- a majority vote is needed to establish the service. However, before a service establishment bylaw can be enacted it must also be approved by the electors or taxpayers that will be affected by, or benefit from the service.

Staff are recommending that the scope included in the service establishment bylaw align with Level 1 with the consolidation of the current regional transportation planning and regional trail functions.

OPTIONS:

Option 1 (recommended)

1. Endorse the Level 1 “New CRD Service – Consolidating the Transportation Functions”. (Appendix A, CRD Transportation Governance Engagement Workbook, p.6).
2. Endorse the completed questionnaire found in Appendix B.
3. Request that the following changes be made:
 - a) Brentwood Bay is changed from a Rural Mobility Hub to a Complete Mobility Hub
 - b) Saanichton Village is changed from a Rural Mobility Hub to a Complete Mobility Hub
 - c) Turgoose Node is identified as a destination.
 - d) Panorama Recreation Centre is identified as a destination

Option 2

Alternative direction is provided.

CONCLUSION:

The CRD requested that to Council endorse a completed a questionnaire exploring three potential levels of change in transportation governance. Staff are recommending endorsement of Level 1 – the development of a new CRD service consolidating the current transportation functions with the anticipated outcome of Increased planning, coordination, and stakeholder engagement is required to manage the current trail system effectively. Also, to ensure appropriate service levels and resourcing is achieved for the District of Central Saanich, it is being recommended that changes be made to the categorizations of Brentwood Bay, Saanichton Village, Turgoose Node and the Panorama Recreation Centre.

Report written and submitted by:	Christine Culham, Chief Administrative Officer
Concurrence by:	Dale Puskas, Director, Engineering

Concurrence by:	Jarret Matanowitsch, Director Planning and Building Services
Concurrence by:	Emilie Gorman, Director, Corporate Services

ATTACHMENTS:

Appendix A: Transportation Governance Workbook

Appendix B: Draft Completed Questionnaire

July 13, 2023

File 8310-01

Municipal Chief Administrative Officers, Electoral Area Administrators, Partner Agencies
Via email

Dear Colleagues:

RE: CRD BOARD TRANSPORTATION GOVERNANCE ENGAGEMENT WORKSHOP PACKAGE

Further to my June 16, 2023, letter advising of the Capital Regional District (CRD) Board engagement on transportation governance, please find the attached transportation governance workbook package.

As mentioned in my previous correspondence, we are seeking your support to complete the workbook and have it endorsed by council resolution within a rather short turnaround time. We appreciate the effort required to help us meet our target response date of Friday, September 29, 2023.

The questionnaire offers the opportunity for your organization to provide valuable insight into challenges, expectations, and aspirations for transportation governance in the capital region. This engagement process has been developed to build consensus on the scope and scale of the governance change required to achieve regional mobility objectives as set out in the Regional Transportation Plan (RTP).

In the workbook package, you will find three documents:

- Introduction and background
- Questionnaire
- Glossary

Please return your completed questionnaire with council resolution to Alesha Hayes at ahayes@crd.bc.ca by Friday, September 29, 2023. If you are interested in having CRD staff present to council/organization, please contact Alesha to arrange a time.

Thank you for your assistance with this matter.

Sincerely,



Ted Robbins
Chief Administrative Officer

cc: CRD Board Directors
Municipal Corporate Officers
Kevin Lorette, General Manager, Planning and Protective Services

Active Transportation: If you get to your destination using your own power, that's active transportation. It includes walking, cycling, the use of a wheelchair, skateboarding, scootering, rollerblading, running, horseback riding, kayaking and canoeing, as well as using devices that give you a boost, like mobility aids, electric bikes and electric kick scooters.

Behaviour Change: Modifying people's actions, attitudes and habits. In this case, behaviour change refers to initiatives and campaigns that reduce the barriers that hinder people from using active and sustainable transportation. Behaviour change supports Transportation Demand Management and is typically delivered through targeted education and outreach.

Connectivity: The degree to which destinations are connected to one another and the directness of links. For example, a well-connected transportation network enables more direct travel between destinations. In the context of this questionnaire, questions about connectivity ask for feedback about what is more important as an area of focus: that the transportation network is connected within your own municipality or to destinations across the region.

Harmonizing design standards and bylaws: Agreed upon design standards and bylaw requirements shared across 13 municipalities and, where applicable, three electoral areas to ensure a relatively seamless user experience. In our region, harmonizing design standards and bylaws would require local governments to amend existing or adopt new bylaws so that regulations are the same across all local governments.

Local: In this context, local means transportation matters within your municipality or electoral area that support how residents move around but are not designated corridors on the Regional Multi-modal Network (see *Figure 1*), Pedestrian and Cycling Master Plan or BC Transit's Frequent Transit Network. Transportation matters that are local in nature generally benefit the residents of a single municipality or electoral area, play a connecting role to the regional network and can usually be delivered without significant impact on the Regional Multi-modal network.

Mobility: Having good quality multi-modal transportation options so that people can move around the region easily and efficiently.

Mode share: The percentage of trips taken using a particular type of transportation, such as walking, cycling, transit or personal vehicle. The mode share in our region is 26.6% of trips taken by walking, cycling and transit. The regional objective is to achieve a mode share of 45% of trips taken by active transportation and transit.

Mode shift: The change from using one mode of transportation to another. Recognizing that transportation modes are not always a choice and that in our region, the road network is largely built out, the desired shift is from single-occupancy vehicles to active and sustainable modes of transportation. For example, walking, cycling, public transit, carpooling or using electric vehicles to reduce environmental impact, congestion and promote healthier and more efficient travel options.

New Mobility Services: Non-traditional transportation services, means of transport and technological innovations that change the way we get around, share and use transportation infrastructure. Examples of new mobility services include large scale ride-hailing companies, car sharing and electric scooters. In other words, anything that is not a traditional means of transportation (e.g. bike, bus, personal vehicle).

Regional: In this context, regional means designated transportation corridors on the Regional Multi-modal Network (see *Figure 1*). These corridors connect residential, employment and growth centers (also known as nodes). The Regional Transportation Plan, Pedestrian and Cycling Master Plan and BC Transit's Frequent Transit Network identify these corridors and nodes. Transportation matters that are regional in nature require coordination among partners to deliver, benefit more than one municipality and impact the residents of more than one municipality.

Regional Multi-modal Network (RMN): Established in the Regional Transportation Plan, the RMN is a desired network of regionally significant transportation corridors, including major roads and trails, connecting with local and provincial networks and centers. Along the RMN, walking, cycling and using transit are viable alternatives to driving. The RMN map is provided in *Figure 1*.

Regional Transportation Plan (RTP): The RTP establishes a vision for transportation in the region and outlines outcomes and actions needed to achieve this vision. The RTP identifies the Regional Multi-modal Network, aims to improve mobility between communities, expand the range of accessible and affordable transportation options and support regional sustainability.

Sustainable transportation: Modes of transportation that reduce or eliminate greenhouse gas emissions, including active transportation as well as transit, carpooling and electric vehicles.

Traffic congestion: When the volume of vehicles on the road exceeds the capacity of the infrastructure, resulting in slower travel speeds, increased travel times, and reduced overall transportation efficiency. The regional road network is already built out in our region, making it challenging to implement infrastructure solutions that address congestion due to cost and geography. To address this, there is a need to shift mode share and explore alternative transportation options.

Transportation Demand Management (TDM): A strategy aimed at reducing congestion by providing people with choice in how, when and whether they travel.

Transportation governance: Decision-making structures, processes, policies and practices in place to deliver transportation services in the region. A governance structure sets out the powers, skills and responsibilities to provide services, including how decisions are made, who is involved in those decisions, who pays and who is accountable for implementation.



Capital Regional District

Transportation Governance Engagement Workbook

The Capital Region District (CRD) is engaging member municipalities, electoral areas and partner agencies over the summer and fall of 2023 to solicit feedback on regional transportation governance. First Nations will be invited to participate.

The purpose of this workbook is to provide CAOs, senior staff and elected officials with the information they will need to provide input on potential changes that will help achieve our shared transportation mode share and greenhouse gas reduction targets.

Once you have read through the information, please complete the questionnaire and pass a council resolution to endorse your response. The completed workbook with council resolution is to be returned by Friday September 29, 2023. Municipalities, electoral areas and partner agencies in our region are responsible for submitting one questionnaire each.

CRD staff will consolidate your feedback and report back to the CRD Board in November 2023.

Transportation is a critical issue

There are three core challenges affecting transportation in our region:

- Congestion** Leads to increased travel time and decreased quality of life for residents, especially during peak periods.
- Mode-shift** As the regional road network is already built out, implementing infrastructure solutions will be challenging due to cost and geography. To address this, shifting mode share and exploring alternative transportation options are necessary.
- GHG Emissions** The transportation sector accounts for 40% of the region's greenhouse gas (GHG) emissions. Reducing these emissions requires urgent action.

In response to these challenges, the CRD Board identified transportation as a strategic priority for the 2023-2026 term and directed staff to investigate governance options and expedite implementation. The CRD Board also approved transportation priority implementation strategies, focusing on areas such as active transportation, RapidBus implementation, highway safety and multi-modal improvements, connectivity to Salt Spring Island and the Southern Gulf Islands and improving access to local transit service in rural areas, among others.

Current transportation planning

Local governments, BC Transit and the Province each have different responsibilities for planning, developing, operating and maintaining roads and pedestrian and cycling infrastructure. The current role of the CRD is limited to planning and policy support, working with partners to advance actions in the Regional Transportation Plan (RTP). The CRD also operates regional trails. The RTP sets out the Regional Multi-modal Network (*Figure 1*) and provides policy direction and actions. The CRD identified 12 regional priorities to further support implementation.

The CRD Board set expectations for transportation improvements in the region by unanimously approving the regional transportation priorities. Staff have advised what can be done within the current structure through CRD, local government and partner agency work plans, the Transportation Working Group and the CRD Transportation Committee. To achieve regional aspirations, the CRD Board has given direction to investigate and expedite the consideration of governance changes.

The CRD Board will use your responses to the questionnaire in this workbook to determine the level of change that can be achieved over this term and, pending support, define regional aspirations over the long-term.

Additional background can be found in the following

- [2014 Regional Transportation Plan and Executive Summary](#)
- [2021 RTP Report Card](#)
- [2014 Transportation Service Feasibility Study](#)
- [2011 Pedestrian and Cycling Master Plan and Executive Summary](#)
- [Transportation Priority Areas](#)
- [Transportation Priority Area Implementation Strategies](#)
- [2023-2026 Board Priorities](#)
- [2023 Transportation Governance Jurisdictional Scan](#)

Mobility Hubs

- Complete
- ▲ Destination
- ◆ Gateway
- Rural

Regional Multi-Modal Network

- - - Ferry Routes
- Roads
- Trails
- E&N Corridor

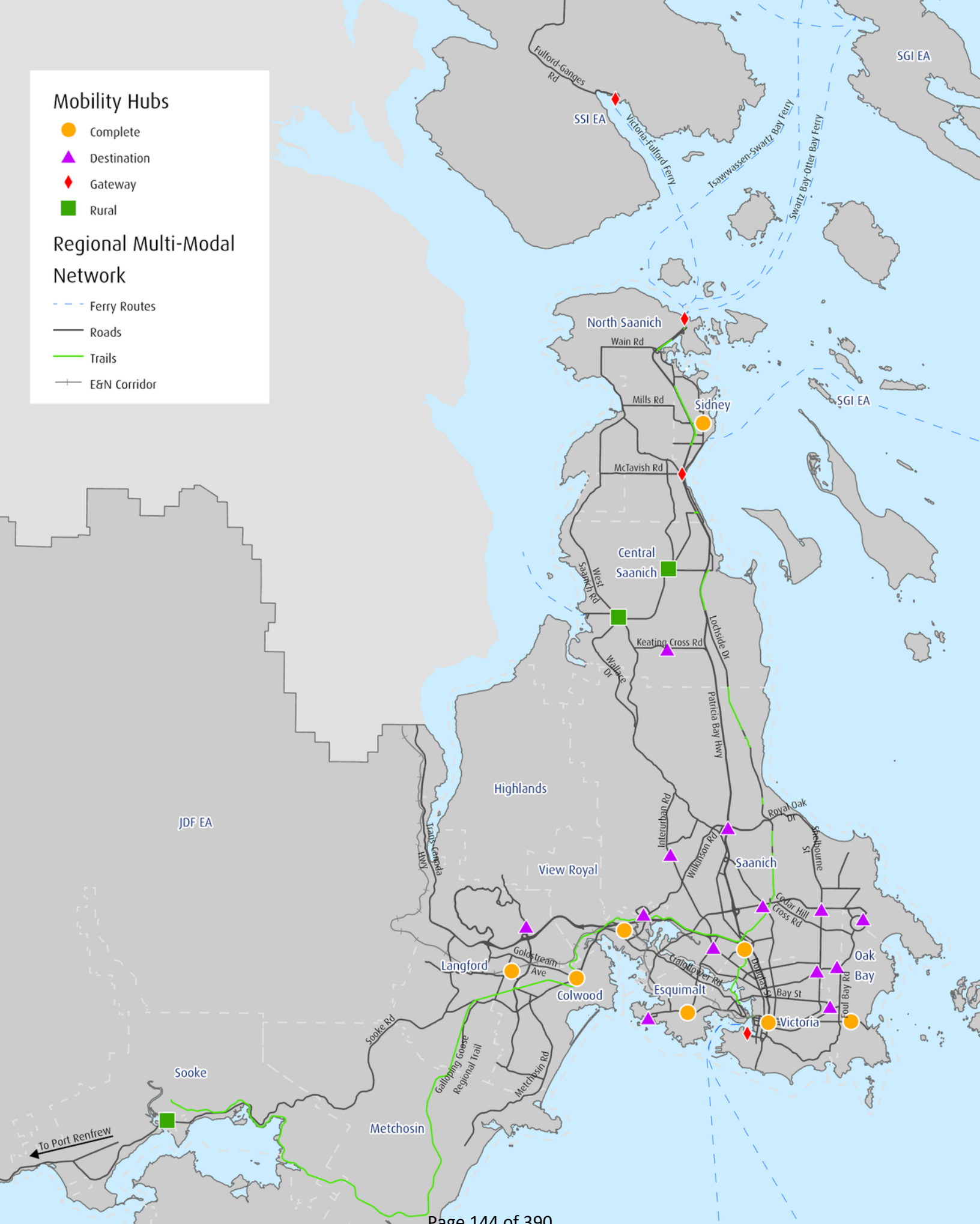


Figure 1: Regional Multi-modal Network Reference Map (2023)

What is transportation governance?

Transportation governance is about decision-making. A governance structure sets out how decisions are made, who is involved, who pays and who is accountable for implementation. Our current transportation governance framework is mode-specific and set out in legislation. This means that there are multiple decision-makers, which limits integrated multi-modal decision-making and leads to competition for limited funds.

To achieve our regional mobility objectives, we must change how we make decisions and fund transportation. With your support, we can work together to create a long-term cohesive approach to transportation governance in our region.

Along the spectrum of transportation governance, one level involves an authority. In general, a regional transportation authority is a governing body responsible for planning, coordinating and implementing transportation strategies and projects.

Regional transportation authorities typically operate within a particular geographical area, such as a metropolitan area or a group of municipalities. They work collaboratively with local governments, transit agencies and other stakeholders to develop integrated regional transportation plans and policies. The authority's role may vary depending on the governance model in place. For example, in British Columbia, the Province regulates transit through the British Columbia Transit Act and created the transportation authority TransLink through legislation.

If done effectively, a regional transportation authority can ease and support the transportation management and delivery burden on municipalities. This allows them to focus on other priorities important to their residents. The ultimate goal of a regional transportation authority is to improve mobility region-wide, which cannot be achieved through better coordination or governance changes alone.

Transportation governance considers three main dimensions:

- Level of multi-modal integration
- Decision-making authority
- Funding

To implement an authority, the region's municipalities, electoral areas and partner agencies would need to reach consensus on:

- Modes subject to the authority
- Desired service level for each mode
- Funding model
- Reporting relationship between the new authority and existing decision-makers

Governance potential

In 2014, the CRD commissioned a Transportation Service Feasibility Study which recommended transitioning to a multi-modal governance framework in a stepwise fashion, with each step proving its feasibility before moving to the next. Informed by the feasibility study, the CRD is exploring three potential levels of change in governance, each offering unique opportunities and considerations. These steps aim to ensure that the Regional Multi-modal Network seamlessly integrates major roads, trails and connections with local and provincial networks and centers.

The three governance levels in *Figure 2* below must be developed collaboratively. Each level can operate as a standalone model or build upon the successes and feasibility demonstrated in the previous step, ensuring a carefully considered and adaptable transition toward a desired multi-modal future. This approach allows us to evaluate and refine our strategies, ensure that decisions are evidence-based and confirm that each step is viable and effective before moving on to the next.

Your responses to this questionnaire will be used to turn these levels from concepts into governance options. Once the options are developed, CRD staff will be able to identify impacts and you will have another opportunity to provide feedback.

Level 1	Level 2	Level 3
<p>New CRD Service <i>Consolidating Transportation Functions</i></p>	<p>Expanding CRD Authority <i>Empowering Change and Funding</i></p>	<p>New Authority <i>Streamlined Decision-Making and Investment</i></p>
<p>The first step in our proposed governance framework involves consolidating the existing CRD regional transportation planning function with the active transportation function of regional trails into a single service.</p> <p>This new service would enable streamlined service-level changes and enhance coordination and decision-making processes.</p> <p>By centralizing responsibilities, we can lay the foundation for a more integrated and efficient transportation system within the capital region.</p>	<p>Building upon the consolidated department, the second level of our governance model focuses on expanding the authority of the CRD.</p> <p>This expansion would grant the CRD new funding mechanisms and service authorities to drive transformative changes in travel behavior and advance the development of a robust multi-modal network.</p> <p>With the ability to hold property, raise and distribute funds and offer targeted programs, the CRD would have greater flexibility and resources to implement innovative transportation solutions that meet the diverse needs of our region.</p>	<p>As we progress further along our path, the third level of our governance model envisions the establishment of a new regional transportation authority. Under this model, a single organization would be entrusted with making decisions regarding service levels and investments in the network.</p> <p>This comprehensive scope and scale of change would require new legislative authority, marking a significant milestone in our journey toward a fully integrated and sustainable regional transportation system.</p> <p>By centralizing decision-making processes, we can foster greater coordination, efficiency and accountability.</p>

Figure 2: Governance concepts

Examples of transportation governance models

The CRD shares many of the same transportation goals as other metropolitan regions: ease congestion during peak travel times, reduce emissions and support higher rates of walking, cycling and transit use. Similarly, the CRD is one of many jurisdictions trying to integrate different transportation modes into a single planning framework, ensure the proper authorities are in place and find dedicated funding to meet service levels.

Staff conducted a jurisdictional scan comparing three regional examples of different transportation governance models: TransLink (Metro Vancouver), Auckland Transport (Auckland, New Zealand) and Halifax Regional Municipality (Halifax, Nova Scotia). Each jurisdiction has undergone transformative change and represents archetypes of governance models, combining the three dimensions of transportation governance in different ways as shown in *Figure 3* below.










	 CRD	 TransLink	 Auckland Transport	 Halifax Regional Municipality (HRM)
Governance features	<ul style="list-style-type: none"> No mechanism to collectively address impact of decisions Compete for funding Focus on planning alignment 	<ul style="list-style-type: none"> Funding incentivizes collective decisions on regional network Limited funding source Complex decision-making 	<ul style="list-style-type: none"> Single local government Local and Federal government control of funding Does not set mobility outcomes; deliver on local government goals 	<ul style="list-style-type: none"> Single local government Significant control over mobility outcomes Product of amalgamation
 Regional and Multi-Use Trails	CRD	TransLink Metro Vancouver	Auckland Transport	HRM
 Regional and Local Roads	Local Governments	TransLink Local Governments	Auckland Transport	HRM Province
 Regional Transit Network	BC Transit	TransLink Local Governments	Auckland Transport	HRM
 Land Use – Corridors & Nodes	Local Governments	Local Governments Metro Vancouver	Local Government	HRM
 Provincial Highways	Province	Province	Federal Government	Province

Figure 3: Comparison of transportation governance models

Three key findings from the jurisdictional scan

Another level of government created the transportation authorities to improve mobility.
 The CRD, municipalities, electoral areas and partner agencies must provide a strong business case for change, particularly about transit, to ask the Province for new powers.

It takes time to become fully operational.

Each transportation authority required over a decade for planning and consolidation to take full effect. This confirms a core assumption from the 2014 CRD Transportation Service Feasibility Study: implementation will happen incrementally, likely following a phased approach (*Figure 4*).

Success is built from a solid base.

Transportation authorities with the tools necessary to decide on mode integration, land use and funding have greater control over mobility outcomes.



We want to hear from you

We recognize the critical role transportation plays in our daily lives, impacting everything from quality of life to economic prosperity and environmental sustainability. A change in regional transportation governance represents a significant opportunity for us to work collectively, transcend boundaries and create a system that supports sustainable mobility, economic growth and community well-being.

Your perspectives, experiences and aspirations are integral to shaping the future of transportation in our region. Inclusive and collaborative decision-making is critical to developing a system that meets the diverse needs of our residents, businesses and visitors.

By participating in this engagement, you are contributing your insights, sharing concerns and helping co-create a transportation authority that represents the interests and priorities of our member municipalities, electoral areas and partner agencies.

What we aim to accomplish

Through this engagement, we seek to:

- Identify key trade-offs, challenges and opportunities in regional transportation governance.
- Determine the level of support for change and the need for additional tools and resources to advance regional transportation priorities.
- Strengthen collaboration, communication and partnership between member municipalities, electoral areas, partner agencies and the CRD.
- Understand your thoughts and expectations regarding the potential establishment of a regional transportation authority.

How to complete the questionnaire

The questionnaire is a form-fillable PDF. It has been designed to provide organizations with the flexibility to:

- Use it as a collaborative working document that can be shared as you prepare your responses.
- Be completed so that it can be attached as an agenda item.
- Be submitted so that results can be extracted and analysed.

While you can work from multiple copies, we ask that you submit one completed questionnaire in the electronic form-fillable PDF and one council resolution to endorse your response. Please do not submit a scanned copy of the PDF.

Please submit the completed questionnaire and council resolution to Alesha Hayes with CRD Regional and Strategic Planning at ahayes@crd.bc.ca by Friday September 29, 2023.

All feedback will be carefully considered in the development of a regional governance framework.

When completing the questionnaire, please consider the following:

1. A glossary is included in the workbook to provide definitions for terms and concepts used in the questionnaire.
2. At your request, CRD staff are available to provide a presentation on transportation governance, including additional background context and regional transportation priorities.
3. Your responses will be used to develop governance options for the CRD Board's consideration.
4. This is the first step to gather information about transportation governance in our region. There will be further opportunities for engagement and input through 2024.

If you have any questions, please contact:

Emily Sinclair, Senior Manager, Regional and Strategic Planning

T: 250-360-3244

E: esinclair@crd.bc.ca

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Making a difference, together

Capital Regional District

Transportation Governance Engagement Workbook

Considering trade-offs

The purpose of this question is to gather information on which transportation network aspects could benefit from a greater degree of regional decision-making. This information is important as it provides an indication of the types of trade-offs that partners are willing to make. This helps CRD staff scope the scale of governance change being contemplated. The need to explicitly consider trade-offs early in the process is a lesson-learned from previous transportation governance attempts.

1. In each category below, which focus would have the greatest impact on improving mobility for your residents? Please consider the trade-offs and select only one statement from each category using the radio buttons.

A. Funding

- | | |
|---|--|
| <input type="radio"/> Given a limited pool of funding, prioritize investments in local transportation projects and infrastructure improvements. | <input type="radio"/> Given a limited pool of funding, prioritize investments in regional transportation projects and infrastructure improvements. |
|---|--|

B. Connectivity

- | | |
|--|--|
| <input type="radio"/> Your residents' ability to travel intra-municipally (within their municipality). | <input type="radio"/> Your residents' ability to travel intra-regionally (between municipalities). |
|--|--|

C. Transit

- | | |
|---|--|
| <input type="radio"/> Allocate transit resources toward local transit routes in neighbourhoods. | <input type="radio"/> Allocate transit resources toward frequent regional transit routes connecting high usage areas along transit oriented corridors. |
|---|--|

D. Active transportation (includes regional trails)

- | | |
|--|---|
| <input type="radio"/> Invest in active transportation infrastructure that meets the local needs of your residents (e.g., local sidewalks, cycling lanes and trails). | <input type="radio"/> Invest in active transportation infrastructure that meets the regional needs of residents (e.g., continuous pedestrian and cycling network, regional trail network expansion, widening and lighting). |
|--|---|

E. Traffic flow and congestion

- | | |
|--|---|
| <input type="radio"/> Invest in local road improvements not on the Regional Multi-modal Network. | <input type="radio"/> Invest in corridor improvements on the Regional Multi-modal Network (see Figure 1). |
|--|---|

F. Transportation planning

- | | |
|---|--|
| <input type="radio"/> Municipal transportation plans inform the Regional Transportation Plan (RTP). | <input type="radio"/> The RTP takes precedence and directs municipal transportation plans. |
|---|--|

G. Behaviour change

- | | |
|---|--|
| <input type="radio"/> Local responsibility for delivering initiatives and programs to influence behaviour change. | <input type="radio"/> Regional responsibility for delivering initiatives and programs to influence behaviour change. |
|---|--|

H. New mobility services (e.g., ride hailing)

- | | |
|--|---|
| <input type="radio"/> Local responsibility for policy and regulations (i.e., business licensing and curb side regulation). | <input type="radio"/> Regional responsibility for policy and regulations (i.e., business licensing and curb side regulation). |
|--|---|

I. Grants

- | | |
|--|--|
| <input type="radio"/> Individually pursue grant funding for local transportation projects. | <input type="radio"/> Collaboratively pursue grant funding for priority projects identified on the Regional Multi-modal Network. |
|--|--|

Understanding expectations

Local governments and partner agencies use a number of actions – or levers – to improve mobility for residents. The purpose of this question is to gather information on the types of actions a regional decision-making body could take. This information is important as it provides direction about the type of service authorities a regional body would need to deliver on expectations. This helps CRD staff understand the level of change that is needed.

- 2. **With a change in transportation governance, it is important to acknowledge that some regional transportation projects may not have a direct local impact/benefit but will significantly improve regional mobility for residents. Please select whether you agree, neither agree nor disagree, or disagree with each statement using the radio buttons.**

Agree

*Neither agree
nor disagree*

Disagree

- A. **A new governance structure should strike a balance between regional and local priorities.**

————— —————

- B. **A new governance structure should focus on projects that have the greatest impact on improving regional mobility, even if it means fewer local projects in your jurisdiction.**

————— —————

- C. **A new governance structure should require decision-makers to consider the regional impacts of local decisions when making policy, funding and service-level decisions.**

————— —————

- D. **Some transportation services could be more efficiently delivered at a regional level by a new governance structure. If you agree, and have examples, please list up to three services for consideration.**

————— —————

Examples:

Please list up to three service examples for consideration, if applicable.

Identifying opportunities

Governance changes create new opportunities and challenges. The next series of questions gather information about the benefits and concerns that matter most to municipalities, electoral areas and partner agencies. This helps CRD staff understand areas of agreement and disagreement across the region and provides the information needed to scope governance options.

3. Using a local government lens, please identify your concerns about a change in regional transportation governance by selecting all that apply using the checkboxes.

- Loss of local control and decision-making power in balancing the diverse transportation needs of different jurisdictions (i.e., priority areas for new infrastructure would be established by a regional service and improvements would be directed toward the Regional Multi-modal Network or be required to reach a certain standard of design)
- Financial implications and resource allocation among jurisdictions (i.e., resources being invested in jurisdictions other than our own, according to regional priorities)
- Navigating jurisdictional complexities and legal considerations (i.e., amending or updating bylaws, local transportation plans, and dealing with the impacts of transferring authority)
- May result in a lower level of service for our local government (i.e., concern that services may be concentrated in areas with higher population density when analysing trade-offs)

4. Please identify the following benefits that a change in transportation governance could bring to your local government by selecting all that apply using the checkboxes.

- Improved transportation connectivity within the municipality or electoral area
- Improved transportation connectivity within the region
- Collaborative decision making regarding the implementation of transportation priorities and service delivery
- Unified voice to pursue funding and/or policy changes for the regional multi-modal priorities and work with transportation service providers on service delivery
- Harmonizing design standards and bylaws across the region

5. Please rank which factors should be the highest priority when building out the Regional Multi-modal Network from 1-4, with one being the most important. Enter the ranked number in each text box accordingly. When ranking, consider areas with the highest potential for meeting regional objectives.

Connecting residential areas and employment centers

Improving access to essential amenities (i.e., schools, healthcare facilities, shopping, recreational facilities and parks)

Enhancing connectivity between neighboring municipalities

Connecting to BC Ferries and Victoria International Airport (YYJ)

6. Please rank which factors should be given primary consideration when allocating funds for transportation infrastructure from 1-3, with one being the most important. Enter the ranked number in each text box accordingly.

Maintenance, improvements and replacement of infrastructure

Supporting anticipated future population growth

Balancing investments between different modes of transportation based on regionally established targets and priorities (i.e., active transportation, transit and general purpose travel lanes)

7. Are there any additional comments or suggestions you would like to provide regarding the understanding of and support for a change in transportation governance in our region?

Please provide comments or suggestions, if applicable.

Capital Regional District

Transportation Governance Engagement Workbook

Considering trade-offs

The purpose of this question is to gather information on which transportation network aspects could benefit from a greater degree of regional decision-making. This information is important as it provides an indication of the types of trade-offs that partners are willing to make. This helps CRD staff scope the scale of governance change being contemplated. The need to explicitly consider trade-offs early in the process is a lesson-learned from previous transportation governance attempts.

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B. Connectivity

- Your residents' ability to travel intra-municipally (within their municipality).
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C. Transit

- Allocate transit resources toward local transit routes in neighbourhoods.
- Allocate transit resources toward frequent regional transit routes connecting high usage areas along transit oriented corridors.

D. Active transportation (includes regional trails)

- | | |
|---|---|
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|---|---|

E. Traffic flow and congestion

- | | |
|---|---|
| <input checked="" type="radio"/> Invest in local road improvements not on the Regional Multi-modal Network. | <input type="radio"/> Invest in corridor improvements on the Regional Multi-modal Network (see Figure 1). |
|---|---|

F. Transportation planning

- | | |
|--|--|
| <input checked="" type="radio"/> Municipal transportation plans inform the Regional Transportation Plan (RTP). | <input type="radio"/> The RTP takes precedence and directs municipal transportation plans. |
|--|--|

G. Behaviour change

- | | |
|---|---|
| <input type="radio"/> Local responsibility for delivering initiatives and programs to influence behaviour change. | <input checked="" type="radio"/> Regional responsibility for delivering initiatives and programs to influence behaviour change. |
|---|---|

H. New mobility services (e.g., ride hailing)

- | | |
|--|--|
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|---|--|
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nor disagree*

Disagree

- A. A new governance structure should strike a balance between regional and local priorities.**

————— —————

- B. A new governance structure should focus on projects that have the greatest impact on improving regional mobility, even if it means fewer local projects in your jurisdiction.**

————— —————

- C. A new governance structure should require decision-makers to consider the regional impacts of local decisions when making policy, funding and service-level decisions.**

————— —————

- D. Some transportation services could be more efficiently delivered at a regional level by a new governance structure. If you agree, and have examples, please list up to three services for consideration.**

————— —————

Examples:

- Ride hailing
- Active transportation infrastructure design and linkage
- Transit

Identifying opportunities

Governance changes create new opportunities and challenges. The next series of questions gather information about the benefits and concerns that matter most to municipalities, electoral areas and partner agencies. This helps CRD staff understand areas of agreement and disagreement across the region and provides the information needed to scope governance options.

3. Using a local government lens, please identify your concerns about a change in regional transportation governance by selecting all that apply using the checkboxes.

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- Unified voice to pursue funding and/or policy changes for the regional multi-modal priorities and work with transportation service providers on service delivery
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5. Please rank which factors should be the highest priority when building out the Regional Multi-modal Network from 1-4, with one being the most important. Enter the ranked number in each text box accordingly. When ranking, consider areas with the highest potential for meeting regional objectives.

- Connecting residential areas and employment centers
- Improving access to essential amenities (i.e., schools, healthcare facilities, shopping, recreational facilities and parks)
- Enhancing connectivity between neighboring municipalities
- Connecting to BC Ferries and Victoria International Airport (YYJ)

6. Please rank which factors should be given primary consideration when allocating funds for transportation infrastructure from 1-3, with one being the most important. Enter the ranked number in each text box accordingly.

- Maintenance, improvements and replacement of infrastructure
- Supporting anticipated future population growth
- Balancing investments between different modes of transportation based on regionally established targets and priorities (i.e., active transportation, transit and general purpose travel lanes)

7. Are there any additional comments or suggestions you would like to provide regarding the understanding of and support for a change in transportation governance in our region?

As part of the CRD's Transportation Governance Survey, the District of Central Saanich requests that:

1. A managed plan to upgrade all regional trails to the advertised levels be put in place and include appropriate requisitions.

When evaluating priorities of trail upgrades a proper risk assessment is carried out to prioritize, and that requisitions reflect the need to address the identified needs, this should be completed for all trails, with condition assessments as part of the risk assessment. It is anticipated that trails like the Lochside Trail will be high on the priority list based on its usage, condition, vehicle/cyclist/pedestrian conflicts, and impact to the surrounding community.

2. When developing priorities and projects, that the need for collaboration with all shareholders, including employers in employment centers is included.

Due to differing needs of trail users and road users where the trails are on-road the need to be collaborative to find the appropriate uses is required to ensure funding is distributed. A function of active transportation is to support multi-modal use for regular travel, such as commuting to work, so shareholders like employers should be consulted during the process to ensure that regular travel can be incorporated.

Additionally, the District of Central Saanich requests that modifications be made to Figure 1: Regional Multi-Modal Network Reference Map (2023) in the Transportation Governance Workbook.

There are four changes requested:

1. Change Brentwood Bay from a Rural Mobility Hub to a Complete Mobility Hub.

Brentwood Bay is a Complete Community. The CRD Regional Growth Strategy Map 3a includes Brentwood Bay in the Urban Containment Boundary, and Map 3b identifies Brentwood Bay as a Node. The District's OCP identifies Brentwood Bay as a significant Village Centre in the community and on the Saanich Peninsula, with a mix of housing types, a vibrant commercial core, and three schools which serve the broader Peninsula. Brentwood Bay is also immediately adjacent to the Keating Business District, which further strengthens its role as a Complete Mobility Hub.

2. Change Saanichton Village from a Rural Mobility Hub to a Complete Mobility Hub.

Just as Brentwood Bay above, Saanichton Village is a Complete Community. The CRD Regional Growth Strategy Map 3a includes Saanichton Village in the Urban Containment Boundary, and Map 3b identifies it as a Node. The Central Saanich OCP also identifies Saanichton as a Village Centre. The Village has a vibrant commercial centre, is experiencing housing growth, contains the Saanich Peninsula Hospital, and already has the Saanich Transit Exchange, which is a significant transportation hub on the Saanich Peninsula.

3. Identify the Turgoose Node as a Destination.

Turgoose is a growing Node on the Saanich Peninsula. There is an established commercial node already existing, on both Tsartlip First Nation lands and in Central Saanich, and there is a growing community at the Marigold Development. The District's OCP identifies Turgoose as a Small Commercial Note. The Province, through MOTI recently invested in transit and bus stop



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: 2024 Financial Plan Guidelines

RECOMMENDATION(S):

That the following 2024 Budget Guidelines be approved:

- 1. Preliminary 2024 departmental budgets will be based on service levels from the 2023 budget, and non-discretionary increases (contracted services, wage and benefit costs, insurance, utilities, etc.).*
- 2. Continue increases according to the 2022 Asset Management Plan (AMP) Financial Strategies. A 1.25% property tax increase for future asset replacement, a 0.50% increase for new and active transportation infrastructure, and maintain trajectories of Water and Sewer increases toward 2032 targets identified in the AMP.*
- 3. Phase out operations funding from the COVID Safe Restart Reserve.*
- 4. Water and Sewer utility budgets will be prepared consistent with prior years including wage and benefit, CRD bulk water cost, rate increases for asset management and non-discretionary increases.*
- 5. Workforce planning and 2024 to 2027 Projects and Strategic Initiatives will be presented separately and considered with Councils referral to the Financial Plan.*
- 6. Inclusion of the active transportation four-year capital plan of \$10.2 million as adopted by Council July 10, 2023, and the implementation of three staff positions funded from capital reserves and grant funding.*
- 7. Removal of 2024 business license renewal fees budget as adopted by Council December 12, 2022.*
- 8. That this report be referred to the Police Board for information.*

PURPOSE:

The purpose of this report is to present 2024 budget drivers and a forecasted tax increase range. This early presentation assists to establish budget preparation guidelines and expectations for the District, and for Council to provide direction to staff.

REPORT SUMMARY:

The District continues its financial evolution in the 2024 Financial Plan by escalating existing asset replacement plans including the Brentwood Sewer project, water mains, ongoing road reconstruction, and fleet renewal and electrification. In July 2023 Council approved the implementation of \$10.2 million of active transportation infrastructure from 2024 to 2027 with use of grant funding and debt. Other

initiatives are also being reviewed such as major facility replacements and Provincial demands to increase housing.

Council’s strategic goals and initiatives are being developed for the current 2024 to 2027 term, in addition to workforce planning to ensure staff levels are adequate to complete the work outlined in the Plan. As the District’s work plan and service levels escalate away from the previous status quo, the budget and property tax impact will likely be significant to successfully achieve our goals.

Primary existing service level budget drivers, cost, and forecast property tax impact for 2024,

Wages and Benefits	\$ 710,300	3.47%
Prior-year use of COVID grant for operations	190,500	0.93%
Asset Management Plan	358,100	1.75%
Removal of Business License renewal fees	105,000	0.51%
TOTAL	\$ 1,338,900	6.66%

The 2024 Draft Financial Plan will include these drivers along with other non-discretionary increases, revenue increases (sale of services, etc.), and initiatives referred to the budget by Council for public engagement and Council consideration.

New initiatives such as work force planning and strategic initiatives will be presented to Council separately and included in the draft Financial Plan as referred by Council. Some new staff positions are expected to be included in the budget for currently under resourced areas, in addition to workforce planning recommendations. It’s currently forecasted that with budget drivers identified and other initiatives expected in the Plan, that the 2024 draft budget tax increase will be in the range of 7.0% or higher.

As is the case each year, staff will review and compile the budget with Council’s direction while looking for efficiencies, strategies, and a measured approach to balance service levels and taxation.

BACKGROUND:

The Community Charter requires that local governments in British Columbia approve a Five-Year Financial Plan (in bylaw format) and Property Taxation Bylaw on or before May 15 of each year. To produce this bylaw, the District updates its Five-Year Financial Plan which includes General Operations, Water and Sewer Utility and Capital Programs budgets.

The annual budget process, public engagement, and review are used to balance the level of operational services, implement Council's strategic initiatives, and maintain Asset Management Financial Strategies and long-term planning. In doing this the District strives to,

- Ensure adequate funding for services,
- Continue its long-term trajectory to reach infrastructure replacement targeted funding levels,
- Manage expenses, contain costs, be efficient,
- Regularly assess staff capacity and delivery of work plans ,
- Provide for contingencies, manage risks and operate prudently,
- Maintain reserves for the future, and,
- Use debt strategically;

This report provides recommended 2024 budget guidelines and information to assist Council with setting expectations for 2024 budget preparation and deliberations, and providing direction to staff.

Additional budget considerations are also provided in Appendix A.

DISCUSSION:

EXISTING SERVICE LEVEL COST DRIVERS

Wage and Benefits Increases

The most significant operations cost driver for the annual budget continues to be labour related costs. Wages and benefits represent approximately 57% of the Districts operating budget expenses. The Employee Association contract is expired effective December 31, 2022. The Fire Department IAFF settled on a five-year contract this year which expires December 31, 2024. The Central Saanich Police Association recently ratified a new agreement from 2022 through 2025, however wage rate increases for 2023 through 2025 are yet to be confirmed.

2024 Forecast Wage and Benefit Budget Increases		Est. Tax Increase
Administration, Planning, Engineering	\$ 400,550	1.95%
Police	290,100	1.42%
Fire	19,650	0.10%
2024 Forecast Increase	<u>\$ 710,300</u>	<u>3.47%</u>

The forecasts see the impact of changing labour contract increases post-COVID and amid rising interest rates, higher than normal inflation rates continuing, an increase to 2024 extended health and dental rates, and the CPP enhancement increase.

The forecast is also impacted by the cumulative result of contracts expired for multiple years now being settled at rates higher than previously forecasted, or revised forecasts to reflect current market conditions. Currently, budgeting for unknown wage rates continues to be a financial risk in 2024 for both the Police Association and Employee Agreement. A larger than normal contingency budget is expected again for 2024 to mitigate these risks.

As part of the Districts commitment to organizational excellence, an Employee Agreement Job Evaluation (JE) project has been undertaken in 2023 to ensure employees are paid fairly and equitably for the work they perform. Although specific outcomes of the project have not yet been decided, budget contingencies for this project have also been included.

Lastly, the forecast increases above are for existing 2023 staff positions only.

Use of COVID Safe Restart Grant/Reserve

As part of the 2023 Financial Plan, COVID grant funding was used to fund several items that will transition back to property taxes in 2024. The primary use was due to BC Assessment changes to new construction assessment in April. Council motioned the impact be funded from the COVID grant to maintain the previously published average home tax increase. The funding transitioning back to property taxes in 2024 is as follows,

Funding Use		Tax Increase
2020 Financial Plan reduction phase-in	\$ 25,000	
Fire Emergency Program phase-in	20,000	
COVID technology costs phase-in	10,000	
2023 Assessment change tax reduction	135,500	
Total	<u>\$ 190,500</u>	<u>0.93%</u>

Asset Management Plan financial strategies

The 2018 Asset Management Plan (AMP) implemented an annual property tax increase of 1.25%, and Water and Sewer rate increases over ten and fifteen years to increase annual funding for future asset replacement from approximately \$4.2 million to \$6.2 million.

As an outcome of the 2022 AMP five-year update, the annual 1.25% tax and utility rate increases were maintained in order to reach targeted funding levels of \$10.8 million by 2032 and within a fifteen-year plan. In addition, a new funding strategy was implemented in the 2022 Financial Plan of a 0.25% increase in 2022 and 2023, and 0.50% thereafter for new and active transportation infrastructure. In 2023 the new levy was increased from 0.25% to 0.75% to escalate the trajectory of funding and support implementation of \$10.2 million of active transportation amenities over the next four years.

Aging infrastructure replacement and new infrastructure expected by the community will continue to be a significant component of financial planning and additional staff resourcing will be required for replacement and ongoing maintenance of new infrastructure. Dedication to the AMP financial strategies, despite other budget pressures, is a critical success factor until targeted funding levels are achieved.

Although the tax and rate increase strategies are a fifteen-year plan, increases for capital are considered long-term or even perpetual due to construction cost escalation, expanding infrastructure service levels, and required upgrades for community growth and densification.

For 2024, the annual Asset Management Plan amount and tax increases will be as follows,

AMP Infrastructure Replacement	\$ 255,800	1.25%
AMP New Infrastructure	102,300	0.50%
Total	\$ 358,100	1.75%

The AMP is scheduled to be updated again in 2026 for 2027 financial planning.

Capital Plan Escalation, Delivery, and Staffing

A Growing Communities Fund (GCF) and Active Transportation Plan (ATP) Implementation Report was presented to Council July 10, 2023 and Council approved a four-year, \$10.2 million dollar capital plan to escalate ATP amenities. The Plan will be funded with the \$5.2 million Growing Communities Fund grant and \$5.0 million of debt.

This capital plan addition can not be delivered within existing staff levels without removal of required asset replacement plans. Staff are proposing three new staff positions be added to facilitate this work including two Engineering Technicians (one for asset replacement and one for ATP project management) and one Financial Analyst. As these positions are related to the capital plan, they will be funded within the plan and Active Transportation projects funding.

Although the current AMP does not provide funding specifically for staffing costs, staff are recommending the current flexibility within the plan be used to fund these staff positions until a staffing model can be evaluated and incorporated with the 2026 update.

Business License Renewal Fees

At the December 12, 2022 Council meeting, the following motion was passed,

- *to have the removal of Business Licenses renewal fees begin in 2024*

Staff will bring forward revisions to the Business License Bylaw and Fees and Charges Bylaw prior to 2024 Business license renewals. A communication plan and updated forms and process will also be implemented to facilitate the fee removal.

The impact to the 2024 Financial Plan and property tax increase is as follows,

2023 Business Licence Renewal Fees Budget	\$105,000	0.51% Tax Increase
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Police Services Cost

The Police budget represents core policing costs of labor, contracted costs for E-Comm dispatch, integrated units and supplies. Approximately 84% of policing costs are for wages and benefits. Over the last five years Police have averaged a 7.4% budget increase or a 1.8% average property tax increase.

Primary drivers of the Police budget are annual wage increases, seniority increment increases, overtime, WorkSafeBC claims top-up, and contracted services such as Greater Victoria Integrated units. E-Comm dispatch services also continues to escalate with a significant increase expected for 2024.

The 2024 Police budget increase is expected to be higher than prior years given forecast wage and benefit increases noted above, and non-discretionary increases for contracted services and integrated units. Although the Police Association Agreement has recently been ratified for 2022 to 2026, wage rates for 2023 forward are unknown as they point to “me-too” from other Police Departments which have not settled yet. Budget increases noted are expected to continue given ongoing wages and contracted services cost pressures of policing.

As part of good governance, staff will continue to introduce the Police budget and drivers to Council for information after Police Board adoption in December, and prior to presentation of the Districts complete budget and five-year plan.

Fire Department six-year plan (2018 – 2023) for 10-minute response service model

Fire Department budgets for the last six years are as follows,

	2018	2019	2020	2021	2022	2023
Net Budget	\$1,355,200	\$1,461,900	\$1,605,600	\$1,733,600	\$1,862,200	\$2,074,500
\$ Increase	\$85,200	\$106,700	\$143,700	\$128,000	\$128,600	\$212,300
% Increase	6.7%	7.9%	9.8%	8.0%	7.4%	11.4%
Tax Increase	1.2%	0.5%	0.6%	0.7%	0.7%	1.1%

To meet targeted response times, fire department staffing levels at Station 1 have been progressively enhanced through the career firefighter compliment and paid-on-call duty shifts and training to maintain minimum in station staffing levels for response. In addition, a Deputy Fire Chief position was added in 2020 to the department’s service model. 2023 is the last year of the response model implementation.

The Department will be reevaluating its service model and future department plans and reporting back to Council in 2024.

NEW PROJECTS AND SERVICE LEVEL DRIVERS TO BE CONSIDERED IN THE 2024 PLAN

There are a number of other significant plans before the District that will impact the 2024 and future Financial Plans including,

- Workforce Planning to match staff resources and capacity to achieving operational, capital, and strategic initiatives in the 2024 Five-Year Plan,
- Facilities redevelopment feasibility,
- Review of the District’s safety program,
- Review of geographical Information System (GIS) Implementation,
- Provincial directives and incentives to increase housing supply,
- Operational Projects and Council’s 2024 to 2027 Strategic Implementation Plan;

Workforce Planning and the Strategic Implementation Plan will be brought to Council under separate reports for consideration and referral to the 2024 budget process. Other initiatives will be brought to Council when they have advanced sufficiently for consideration to include in the Financial Plan, or for a future budget amendment if required.

Currently, projects and Council's four-year strategic plan initiatives are dependent on funding from prior year operating surpluses and not taxation. Projects and strategic initiatives have evolved from being considered "one time" expenditures to being consistent in the budget and linked largely to Council's Strategic Plans and direction. Over the last five years this area of the budget has grown from approximately \$300,000 annually to over \$1.4 million in 2023. A portion of consistent tax funding may be considered in the future to mitigate strategic initiatives being dependent on surplus or other non-tax sources of funding.

Other issues and overall approach

Revenue Forecasts

Income from investments supports the general, water and sewer operating budgets and offsets a portion of the property tax and utility rates each year. 2024 investment income is expected to be consistent with revenue levels established in the 2023 Plan. Income will continue to be budgeted prudently at a forecasted five-year average level to maintain consistent and predictable tax rates.

Some revenue changes and increases are also expected for 2023 such as First Nations service and Planning revenues due to expected fee increases and development volume. Increases in municipal service and other revenues are used to help mitigate cost driver increases. There are no significant forecasted revenue increases to note.

As is the case each year, the budget will be developed with an approach of balancing services being delivered, saving for the future, and overall impacts on taxation.

Early Approvals for 2024

The construction industry typically sets their work schedule in the fall for the following spring and summer. Tendering and awarding construction projects in the fall creates more interest and opportunity to receive quality and competitive bids and have the work completed in a timely manner. It also allows the contractor to set their schedule accordingly for the following year.

For vehicles and similar equipment, manufacturers have short windows of opportunity for us to place orders and have restricted the quantity of vehicle builds due to supply chain limitations. Council's early 2024 budget approval of specific items will permit us to be in position to react when the window of opportunity is open and get in the front of the queue. Manufacturers are not consistent when it comes to scheduling and make announcements at varying times of the year. Missing these windows can result in delays of up to a year or more.

A 2024 early approval report for specific capital projects and equipment will be presented to Council in October for consideration. An additional report is expected for operations once Council has adopted the plan, for those that require procurement or implementation prior to Q2 2024.

Water and Sewer Budget Forecasts

The Water budget will be prepared on a status quo basis while increasing transfers to reserve toward 2032 asset management targeted funding. Within the five-year plan additional rate increases are expected for capital replacement debt servicing, and escalation of Peninsula bulk water rates and other regional service changes. Bulk water rate increases from Saanich Peninsula Water Commission are expected for infrastructure replacement needs and resiliency upgrades over the next several years.

The Sewer budget will also be prepared on the same basis. Within the five-year plan additional rate increases are expected for debt serving of capital replacements including the Brentwood sewer project.

Summary

As the 2024 Financial Plan will not be concluded until April 2024, new factors or changes may emerge, or other projects be confirmed over the coming months. These issues and preliminary forecasts are a high-level overview of drivers for the Financial Plan. The District is entering an evolutionary phase due to,

- required annual replacement plans for existing infrastructure,
- major facilities at the end of their useful lives,
- new active transportation infrastructure expected by the community,
- Provincial housing supply demands and initiatives,
- Council’s four-year Strategic Implementation Plan;

To be successfully delivered these initiatives require increased staff service levels and funding. This, in addition to the current economic conditions of higher prices, interest rates, and inflation will significantly impact the five-year Plan when compared to past relative budget consistencies over the last five to ten years.

Primary existing service level budget drivers, cost, and property tax impact,

Wages and Benefits	\$ 710,300	3.47%
Prior Year Use of COVID	190,500	0.93%
Asset Management Plan	358,100	1.75%
Removal of Business License Renewal Fess	105,000	0.51%
TOTAL	\$ 1,363,900	6.66%

Staff do expect to include additional staff positions in the budget in area’s identified as under resourced and/or from the workforce planning study. It’s currently forecasted that with budget drivers identified and other initiative expected in the Plan, that the 2024 draft budget tax increase will be in the range of 7.0% or higher.

Additional initiatives noted above will be presented to Council separately and included in the draft Financial Plan once referred to by Council.

As is the case each year, staff will review and compile the budget with Council’s direction while looking for efficiencies, strategies, and a measured approach to balance service levels and taxation.

2024 Council Budget Guidelines Proposal

1. *Preliminary 2024 departmental budgets will be based on service levels from the 2023 budget, and non-discretionary increases (contracted services, wage and benefit costs, insurance, utilities, etc.).*
2. *Continue increases according to the 2022 Asset Management Plan (AMP) Financial Strategies. A 1.25% property tax increase for future asset replacement, a 0.50% increase for new and active transportation infrastructure, and maintain trajectories of Water and Sewer increases toward 2026 and 2032 targets identified in the 2022 Budget and AMP.*
3. *Phase out operations funding from the COVID Safe Restart Reserve.*
4. *Water and Sewer utility budgets will be prepared consistent with prior years including wage and benefit, CRD bulk water cost, rate increases for asset management and non-discretionary increases.*

5. *Workforce planning and 2024 to 2027 Projects and Strategic Initiatives will be presented separately and considered with Councils referral.*
6. *Inclusion of the active transportation four-year capital plan of \$10.2 million as adopted by Council July 10, 2023, and the implementation of three staff positions funded from capital reserves and grant funding.*
7. *Removal of 2024 business license renewal fees budget as adopted by Council December 12, 2022.*
8. *That this report be referred to the Police Board for information.*

Alternatively, Council can provide additional or different direction to staff.

The draft 2024 Financial Plan will be published in January 2024, with Council presentations to start in February.

CONCLUSION:

This report provides an outline of the many issues being considered and the approach taken to prepare the draft 2024 – 2028 Financial Plan for Council consideration in February 2024. It is an opportunity for Council to be updated on the budget preparation process, cost drivers, priorities, and considerations that will influence the budget process, and be able to provide staff feedback and direction on the preparation guidelines.

Respectfully written and submitted by:	Troy Ziegler, Director of Financial Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Financial Considerations

Appendix A 2024 Financial Planning Considerations

In addition to those detailed in the 2024 Budget Guidelines report, there are other issues considered during preparation of the budget. Other considerations include:

- **Inflation:** The inflationary pressures faced by local government including contract wage and benefit increases, construction cost escalation, utility costs, and other professional service providers. The twelve-month average change for Victoria Consumer Price Index (CPI) at December 2022 was 7.0%. The average has reduced to 5.5% at July 2023, however, is still decreasing less quickly than previously predicted by major banks.
It's expected that inflation and material and supplies price increases will continue to impact the District's budget, at minimum for 2024 and into 2025. In addition, price increases are not expected to decrease as we move through or at the end of this fiscal cycle.
- **Supply Chain Delays – Materials, Equipment and Vehicles:** Post Covid related supply chain delays and availability continue to be experienced. Certain materials and especially conventional and electric vehicles, and equipment are proving difficult to procure and get delivery on. These issues are being managed on an ongoing basis with our Procurement Coordinator and reviewing the budget and capital work plan regularly to adjust priorities and purchases based on the market and what can be achieved. Efforts to reduce the supply chain delay impacts, such as alternative procurements and temporary alternative service delivery, are constantly carried out to reduce the impacts on the budget and capital work plan. The 2024 capital plan will be adjusted accordingly based on market conditions and capital priorities.
- **Newly Mandated or Legislated Obligations:** The BC Accessibility Act's Implementation Plan is currently being prepared and may have implications in the 2024 budget and beyond. Additionally, the Province has identified the District to increase housing supply in the community, which may effect this budget area in the future.
- **Debt Servicing:** Current debt servicing levels are modest. Although interest rates have risen since early 2022, they are still considered relatively low. The strategic use of debt can assist in maintaining generational equity and move larger projects forward that otherwise could not be afforded. The Districts Asset Management Plan forecasts the use of debt to assist in managing cash flow for the renewal of existing and new infrastructure. Further debt financing is expected in the 2024-2028 Plan for Keating Flyover, Brentwood Sewer, and Water and Sewer underground replacements. As larger future projects requiring debt evolve, staff will continue to provide Council forecasts for use of debt, timing, and electoral consent thresholds.
- **Infrastructure Investment:** Working towards gradually achieving resilient infrastructure replacement funding is a challenge given that contributions to reserves were not progressive in the past; that is, the contributions to reserves do not contribute sufficiently for the future replacement of infrastructure that the District already owns. The Districts Asset Management Plan outlines an approach to resolve this growing challenge. The long-term fifteen-year approach plans to gradually increase annual capital program funding over a number of years to reach targeted infrastructure replacement funding levels by

2032. This will require additional funding through an infrastructure specific property tax. Deferring these contributions will simply transfer this significant financial risk to the next generation and require higher levels of debt in the future and risks increased infrastructure repairs when replacement is due to failure.

- **Adverse Weather Events:** recent years have seen several significant and more consistent weather events affecting BC such as a Heat Dome, extended dry periods, wildfires, and an Atmospheric River. Comparatively, the District fared very well through these events and received Provincial financial assistance through Emergency Management BC. The District is in a reasonable position financially with operational reserves and annual contingency budgets to deal the effects of these events. However, they impact departmental work and annual service plans should they continue and/or become more significant. In 2023 the District increased our emergency management staff position from part to full time to provide more capacity in planning for and coordinating responses for such events.
- **User Fees and Utility Charges:** User fees and charges form a significant portion of planned revenue. Many specific municipal services such as water, sewer and development services can be measured and charged for on a user pay basis. This approach attempts to fairly apportion the value of municipal service to those who make use of it. User fees accounted for approximately 18% of the District's budget. Annual reviews are completed to update the Districts fees and charges with each budget cycle or when required. Reviews will be completed annually in order to keep these up to date.
- **Investment Portfolio Revenue:** Income earned on investments supports the general, water and sewer operating budgets and offsets a portion of the property tax and utility rate requirement each year. 2024 investment income is expected to be consistent with revenue levels established in the 2023 Plan. Income will continue to be budgeted prudently at a forecasted five-year average level to maintain consistent and predictable tax rates. Longer term outlooks and portfolio holdings will continue to be monitored given current global economic uncertainties.
- **Property Taxation Policy:** The practice of the municipality has been to set tax rates in order to maintain tax stability. This is consistent with many municipalities across the province and is accomplished by maintaining the proportionate relationship provided between the property classes, while using new construction values to reduce taxes, deletions from the tax roll and changes in property classes, and assessment changes that are considered to be significant. This practice allows taxpayers in the municipality to be confident that in any year, their property tax bill will increase proportionately to the increase in tax revenue required year over year, taking into account assessment increases of their property to the assessment class average. This is particularly important in a rural agricultural municipality with a significant proportion of ALR farmland that is both assessed and taxed at low levels of taxation. New construction assessment can vary considerably from year to year as major development projects are completed. Note that a 1% property tax increase in municipal taxes generates \$204,660 in 2024.



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: Saanich Fire Dispatch Services Agreement

RECOMMENDATION(S):

Approve the 5-year Saanich Fire Dispatch Services Agreement commencing on January 1, 2024, until December 31, 2028.

PURPOSE:

For Council to consider the renewal of an existing agreement with a sole source procurement award for Fire Department dispatch services to the District of Saanich. The renewal of a five-year contract is estimated at \$100,000 annually or \$500,000 over five years.

BACKGROUND:

The Fire Department requires dispatch services through a 911 call taking centre to route fire related emergency calls, manage incident records and support our emergency responses through radio and paging communications. The current agreement expires at the end of December 2023 and the District of Saanich has provided an updated agreement to continue with no service interruptions.

Saanich Fire Dispatch operates from a purpose-built, secure, post-disaster facility at Saanich Fire's Station No. 1 on Vernon Avenue. Saanich began providing its fire call-taking and dispatch service in the 1940s and has been providing dispatch services to other fire departments within the Capital Regional District since 1997.

Saanich Fire Dispatch is a part of the Fire Department's Communications Division. The Communications Division follows National Fire Protection Association (NFPA) guidelines and standards in its staffing, training, call handling, equipment, and facility. Saanich has made a significant investment in this operation and is proud to offer a full dispatch and support service to its clients.

The District has received dispatch services from Saanich since 2008. The service level and quality has been excellent.

DISCUSSION:

The existing agreement was brought forward to Council in August of 2018 that provided background on the history of dispatch service providers in the region. Since 2018 we have seen

a reduction of available Dispatch service providers in the province. There are less choices now than five years ago. The dispatch centre in Langford and Victoria were closed in 2021 and 2022 resulting in many clients with the CRD moving to services provided by the District of Saanich. Dispatch services in the CRD are now provided by Surrey Fire Services and the District of Saanich. These two dispatch centres provide a similar level of service that meet national standards. The Surrey Dispatch centre has more clients, many of them remote communities, and provides more staff as they handle a larger call volumes.

The current Saanich agreement is set to expire on Dec 31, 2023, and a new contract is required. The updated agreement contains the introduction of a new service fee model which materially revises and simplifies the costing model to market per-call rates. The new agreement is anticipated to decrease costs by approximately 23%, or from \$124,640 (2023) to \$96,000 (2024).

The benefits of working closely with Saanich Dispatch has been critical as Saanich Fire is also a mutual aid provider with a fulltime response to our high-risk industrial properties. Maintaining a service that enable the best and quickest response with minimal delays in larger scale incidents is critical.

The Fire Department supports keeping this service with Saanich Fire Dispatch and renewing the agreement for another five years.

IMPLICATIONS:

Strategic

The service contract with Saanich Dispatch is aligned with the strategic priority of continuing to demonstrate organizational effectiveness.

Financial/ Resource

The cost savings anticipated with the new agreement have been factored into the 5-year planning of the 2024 budget. The total anticipated budget for 2024 is \$96,000, vs. 2023 budget of \$124,640.

A sole source award is justified for services from a public body under the New West Partnership Trade Agreement (NWPTA), which mitigates challenges from other suppliers against a sole source award.

Surrey also provides this service and their cost per call is less than Saanich. Moving to this service would require a disruption to our current service, costs associated with the transition and increased staff resources to manage the service and relationship.

First Nations

Both First Nations partners and the existing service agreements will be unchanged with the renewal of a new 5-year contract and will continue to receive quality 911 fire dispatch responses to their communities.

OPTIONS:

OPTION 1

Approve the 5-year Saanich Fire Dispatch Services Agreement commencing on January 1, 2024, until December 31, 2028.

OPTION 2

Renegotiate the agreement and extend for a single year and issue a procurement request for proposals for fire dispatch services.

CONCLUSION:

The District has received fire dispatch services from the District of Saanich since 2008. Staff recommend that the service from Saanich continue at new reduced rates, for continuity of operations and 2024 work plans, and continued support of the high-quality regional service, through a new five-year contract.

Report written and submitted by:	Kenn Mount, Fire Chief
Concurrence by:	Troy Ziegler, Director of Finance
Concurrence by:	Christine Culham, Chief Administrative Officer



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: 8005 Turgoose – DP with Variances for dock – Referral Response

RECOMMENDATION(S):

That Development Permit 3060-20-17/22 for 8005 Turgoose Terrace to vary the maximum length of a dock and walkway from 30 m to 42 m and the maximum width of the dock from 3.0 m to 3.7 m, be authorized for issuance.

(The above recommendation is from the initial staff report on this application, dated February 13, 2023)

PURPOSE:

This report provides an update on the application and the referral response received from Tsawout First Nation.

BACKGROUND:

As directed by Council on February 13 2023, staff referred the application to Tsawout First Nation for comment and a preliminary response was received on May 5 2023 (Appendix A). The response stated that more time was required for deeper and in person consultation, therefore, staff reached out to Tsawout on June 5 2023 for the purpose of scheduling an in person meeting on site.

On June 12 2023 Council passed the following motion with respect to the application:

That a decision on issuance of Development Permit 3060-20-17/22 for 8005 Turgoose Terrace to vary the maximum length of a dock and walkway from 30 m to 42 m and the maximum width of the dock from 3.0 m to 3.7 m, be deferred until such time further consultation with the Tsawout First Nation has taken place.

DISCUSSION:

On June 29 2023, staff received the response attached to this report as Appendix B. The response indicates that the application is not supported and that denial of the application is recommended.

The response is brought to Council for consideration of the development permit with variances. The initial staff report for the February 13, 2023 Council meeting is attached as Appendix C.

It should be noted that, at the July 10, 2023 Council meeting, the following motion was passed:

That Council direct staff to consult with Tsawout First Nation and Tsartlip First Nation to determine a process for development application early referrals for development proposals in Central Saanich.

In response to this motion, staff will be reaching out to First Nations to determine an appropriate process, and reporting back to Council as required.

OPTIONS

Option 1 (Staff Recommendation):

That Development Permit 3060-20-17/22 for 8005 Turgoose Terrace to vary the maximum length of a dock and walkway from 30 m to 42 m and the maximum width of the dock from 3.0 m to 3.7 m, be authorized for issuance.

Option 2:

That the application be declined.

Option 3:

That Council provide alternative direction.

CONCLUSION:

Council deferred decision on the application until such time further consultation with the Tsawout First Nation had taken place. The Tsawout First Nation have provided a response and Council is asked to consider the application for development permit with variances for a new dock at 8005 Turgoose Terrace.

Respectfully submitted by:	Ivo van der Kamp, Planner
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: May 5 2023 Response
- Appendix B: June 28 2023 Referral Response
- Appendix C: February 13 2023 Council Report



TSAWOUT FIRST NATION

7728 Tetayut Rd.

SAANICHTON, BC V8M 2E4

May 5, 2023

District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

Attention: Ivo van der Kamp, Acting Manager of Development Services

Dear Mr. Van der Kamp,

Re: Development Permit 3060-20-17/22, 8005 Turgoose Terrace

Tsawout First Nation acknowledges receipt of the referral for Development Permit 3060-20-17/22, 8005 Turgoose Terrace. The proposed project area resides within a significant traditional fishing location which has the potential to impact Tsawout's Douglas Treaty Rights (1852). After reviewing the application, we will require more time and deeper consultation in order to make an informed decision.

Tsawout holds unextinguished Aboriginal rights & title to the land and its resources within our traditional territory. As a signatory to the Douglas Treaty 1852, Tsawout has Treaty rights to hunt and carry on our fisheries as formerly, to the protection of our village sites, and to carry on our *CELÁNEN* (way of life) in perpetuity as guaranteed under the provisions of the treaty. Tsawout's Aboriginal and Treaty rights include the right to manage resources and to protect habitat where our rights can be exercised. These rights have been affirmed in several court cases.¹

Saanichton Bay has historically been and continues to be a significant cultural area neighbouring Tsawout's reserve. The *Claxton v. Saanichton Bay Marina* case (1987), fought and won by Tsawout over 15 years of litigation, reveals our concerns regarding any development within the proposed area. This area has since been protected under Tsawout's *Marine Use Law* (2021), which asserts our Douglas Treaty Rights and established rights to fish as formerly and manage traditional waters.

¹ See e.g., *R. v. White & Bob* (1964), 50 D.L.R. (2d) 613 (BCCA); *R. v. Bartleman*, [1984] 55 BCLR 78, 12 DLR (4th) 73; *Saanichton Marina Ltd. v. Claxton*, [1989] BCWLD 1269 (BCCA); *Mikisew Cree First Nation v. Canada (Minister of Canadian Heritage)*, 2005 SCC 69; *Tsilhqot'in Nation v. British Columbia*, 2007 BCSC 1700.

As you know, Tsawout First Nation has a long history and strong connection to the land and waters in our territory. We take the stewardship of these resources very seriously and want to ensure that any proposed development in our territory is done in a way that is respectful of our culture and values and is sustainable for future generations.

We look forward to continued discussions and collaboration with you regarding the project and our territory.

Kind regards,

Neesha Nandhra | Referrals Coordinator
250-652-9101 Ext [322] | <http://tsawout.ca>



TSAWOUT FIRST NATION



TSAWOUT FIRST NATION

7728 Tetayut Rd.

SAANICHTON, BC V8M 2E4

June 28, 2023

District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

Attention: Ivo van der Kamp, Acting Manager of Development Services

Dear Mr. Van der Kamp,

Re: Development Permit 3060-20-17/22, 8005 Turgoose Terrace

Tsawout First Nation acknowledges receipt of the referral for Development Permit 3060-20-17/22, 8005 Turgoose Terrace. The proposed project resides within Tsawout's QUEN,T Marine Protected Area (MPA) and has the potential to impact our Douglas Treaty Rights (1852). After reviewing the application under Tsawout's mandate to protect waters within our MPA boundary we have no choice but to deny approval of this application.

In accordance with our Marine Use Law (2022), Douglas Treaty and Aboriginal rights, and affirmed by the United Nations Declaration on the Rights of Indigenous Peoples, our QEN,T MPA (2023) is made to uphold our ancestral responsibilities, to prevent further infringement of our right to carry on our fisheries as formerly, to reverse cultural erosion and the trend of declining and mismanaged fisheries, and to provide sustainable and resilient fisheries for future generations. This Declaration confirms our commitment to restoring and maintaining the ecological health and the natural resources within the MPA for sustainable cultural, traditional, and economic uses for the benefit of the Coast Salish people and the communities with whom we have ongoing, respectful, and developing relationships.

We wish to work together with the District of Central Saanich to ensure that decisions that affect Tsawout's QUEN,T MPA (and therefore impact Tsawout Aboriginal and treaty rights) are made with our free, prior, and informed consent. An important aspect of building this relationship is ensuring that the District respects Tsawout's MPA and supports our right to self government.

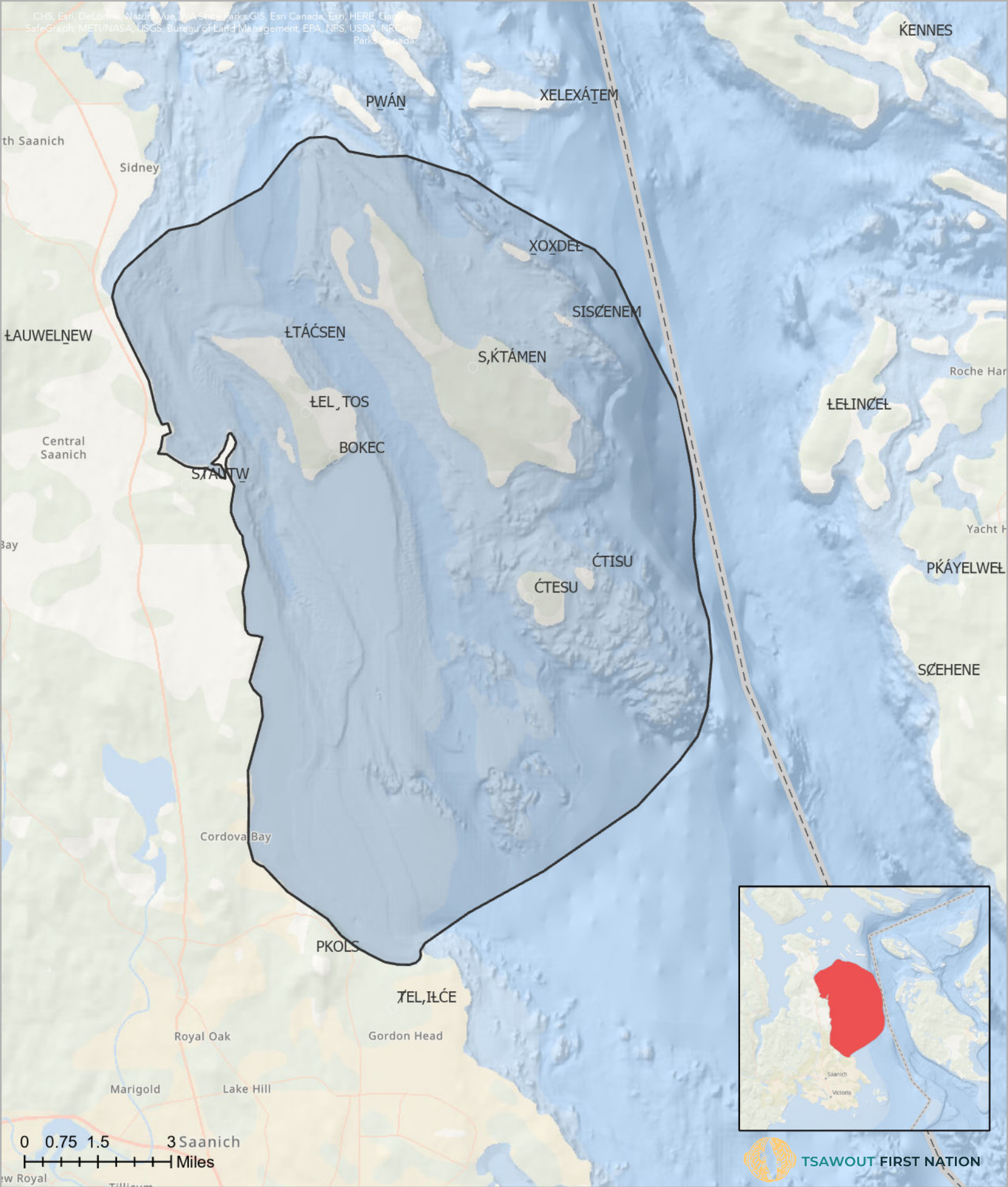
We look forward to continued discussions with you and your team on operations within our territory.

Kind regards,

Chrissy Chen | Fisheries Manager/Principal Negotiator



TSAWOUT FIRST NATION



QEN,T Marine Protected Area

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QEN,T MARINE PROTECTED AREA DECLARATION

We, the leadership, and saltwater people of the SƦÁUTW First Nation, being the holders of Douglas Treaty and Aboriginal rights and title in our unceded traditional lands, waters, and skies, do hereby declare the QEN,T Marine Protected Area (MPA), as shown in the attached map.

This Declaration is made in accordance with our inherent rights and our laws, customs, traditions, values, principles, and inherent stewardship responsibilities, including the responsibility to follow the SƦÁUTW First Nation *Marine Use Law*.

This Declaration is made in accordance with our Douglas Treaty and Aboriginal rights, which are recognized and affirmed by section 35 of the *Constitution Act, 1982* and reinforced by the *United Nations Declaration on the Rights of Indigenous Peoples*.

This Declaration is made in recognition of the many spiritual and cultural places, medicine and gathering places, fishing stations, village sites and burial sites within the QEN,T MPA, to which SƦÁUTW First Nation has a sacred and enduring connection.

This Declaration is made to uphold our ancestral responsibilities, to prevent further infringement of our right to carry on our fisheries as formerly, to reverse cultural erosion and the trend of declining and mismanaged fisheries, and to provide sustainable and resilient fisheries for future generations.

This Declaration confirms our commitment to restoring and maintaining the ecological health and the natural resources within the MPA for sustainable cultural, traditional, and economic uses for the benefit of the Coast Salish people and the communities with whom we have ongoing, respectful, and developing relationships.

This Declaration confirms our commitment to reclaiming SENĆOƦEN place names and revitalizing the SENĆOƦEN language.

This Declaration confirms our intent to ensure long-term planning and management of the MPA for continued cultural, social, educational, and economic benefit, and to reinforce our stewardship responsibilities. Our stewardship in the MPA will reflect key requirements of:

- restoring and maintaining our connection to the MPA and the natural, cultural, and spiritual resources in the MPA;
- protecting and managing the MPA's cultural and archaeological resources;
- ensuring that economic development is carried out in a sustainable manner;
- applying our language, stories, songs and dances, and place names to the MPA;
- protecting, conserving, and restoring the MPA's significant marine habitats and culturally important marine species; and
- generating long term funding for governance capacity.

With this Declaration, we invite Indigenous governments, communities, and organizations, and in particular our WSÁNEĆ and Coast Salish relations, to work in partnership with us to protect and restore the Salish Sea, promote community self-sufficiency and sustainable economic development, and exercise our Aboriginal and Treaty rights.

With this Declaration, we invite those who propose activities or economic development in the QEN,T MPA to work with us, in respect of our laws and our vision for the QEN,T MPA, to ensure an abundant and resilient future for all who rely on these waters.

With this Declaration, we call on Canada and British Columbia:

- to recognize the QEN,T MPA as an opportunity for Canada and British Columbia to meet their biodiversity and conservation commitments, and to work with SƦÁUTW First Nation towards co-governance of the MPA, including joint decision-making in planning, ongoing management, research, monitoring, enforcement, and restoration.
- to work with SƦÁUTW First Nation to establish interim measures respecting the issuance of any tenures, licences, and other authorizations within the MPA, and to work with SƦÁUTW First Nation to review and affirm existing tenures, licences, and other authorizations impacting the MPA; and
- to align Crown laws, policies, and decision-making processes within the MPA with our laws and our management objectives, in accordance with the with Crown's legal and constitutional obligations to recognize our inherent rights, and Canada and British Columbia's commitments to advance reconciliation and implement the *United Nations Declaration on the Rights of Indigenous Peoples*.

This Declaration is made without prejudice to the Nation's existing and future Douglas Treaty, Aboriginal rights and title interests and claims, and potential reconciliation agreements, and to existing management, planning or revenue sharing agreements and partnerships with Canada and British Columbia, non-government organizations, and other First Nations. The Nation intends to continue to honor these commitments.

Signed on June 21, 2023


Chief Harvey Underwood



Councillor Allan Claxton


Councillor John Etzel


Councillor Toby Joseph

Councillor Abraham Pelkey


Councillor Stanley Sam


Councillor Samantha Etzel

Councillor Donald Williams


Councillor John Wilson



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, February 13, 2023

Re: 8005 Turgoose Terrace – Development Permit with Variances (Dock)

RECOMMENDATION(S):

1. *That Development Permit 3060-20-17/22 for 8005 Turgoose Terrace to vary the maximum length of a dock and walkway from 30 m to 42 m and the maximum width of the dock from 3.0 m to 3.7 m, be referred to the Advisory Planning Commission for comment.*
2. *That with regard to Development Permit 3060-20-17/22 for 8005 Turgoose Terrace, staff schedule an opportunity to be heard on the variances at a future Council meeting.*

PURPOSE:

The application is to vary the maximum length of a walkway and dock from 30 m to 42 m in order to permit construction of a walkway, ramp and floating dock. The applicant is also requesting that the width of the dock be varied from 3.0 m to 3.7 m. A letter from the applicant is attached to this report as Appendix A.

BACKGROUND:

The applicant is proposing the construction of a ramp, walkway and dock within an existing water lease area as shown in Appendix B. The extension of the dock from 30 metres to 42 metres is to comply with the requirement of the Department of Fisheries and Oceans that the dock have a minimum clearance of 1.5 m from the seabed at low tide. The ramp from the upland will be constructed with a minimum height of 2.0 m to allow for public access. Works will include replacing the existing upland landing as the approach to the walkway.

A previous development variance permit application was submitted in 2012 to permit a dock with a length of 46 m but the application did not proceed.

Site context

The adjacent properties also have docks accessed by walkways that extend over the foreshore. The relatively shallow water depth has required that these docks extend out from the shore.

DISCUSSION:Land Use Bylaw

The Water Area: W-1 Zone, as shown on Appendix C, limits a private float or walkway to a maximum length of 30 m and a maximum width of 3.0 m.

The proposed ramp, walkway and dock would extend a total of 42 m from the present natural boundary. The dock would be 3.7 m wide x 10.0 m long. The additional width is to provide stability for the length of dock and is based on industry standard widths.

Official Community Plan

Development Permit Guidelines

The proposal is subject to the guidelines for the Marine Shoreline Development Permit Area which include guidelines for the construction and replacement of existing docks and boat launch facilities (Section 11.2.14). The following guidelines apply to the construction of docks:

1. *Docks and wharves should ensure that public access along the shore is maintained and should serve multiple users rather than one dock per property.*
2. *Docks and wharves should be sited to avoid impacts on sensitive ecosystems such as eelgrass beds, fish habitat, and natural processes such as currents and littoral drift.*
3. *Docks should be constructed in a manner that permits the free flow of water beneath. Supports should be located on a hard substrate.*
4. *Floating docks should not rest on the bottom at any time and a minimal, moveable ramp should be utilized to connect the dock with the shore rather than a fixed wharf or pier.*
5. *Piers and pilings and floating docks are preferred over solid-core piers.*
6. *Docks should not use unenclosed plastic foam or other non-biodegradable materials that have the potential to degrade over time. Docks should be constructed of stable materials that will not degrade water quality. The use of creosote-treated pilings is discouraged.*

The proposed ramp would not hinder public access and the dock would be floating so as to minimize impact on the natural environment. Overall, the proposed dock construction would be in accordance with the guidelines.

Marine Habitat Assessment Report

A Marine Habitat Assessment Report has been submitted (Appendix D). The assessment determined that there was no evidence of ecologically significant species or habitat within the foreshore area. The assessment concluded that the proposed dock would have minimal impact on the marine environment provided the construction is undertaken in accordance with the mitigation protection measures and best management practices recommended in the report.

The report includes a commitment to consultation with local First Nations prior to undertaking construction. A request has also been sent to the BC Provincial Archaeology Branch regarding known archeological sites. The expectation is that based on the minimal disruption to the upland, discovery of an archeological find is considered low.

Federal approval

The Department of Fisheries and Oceans (DFO) has reviewed the proposed dock and have provided a list of measures to be implemented in addition to those contained in the Marine Habitat Assessment Report (Appendix E). The recommendations are primarily in regard to construction monitoring and mitigation. Works are to be undertaken within the Summer Window (July 1- October 1) or the Winter Window (December 1-February 15).

CONCLUSION:

Compliance with the W-1 zoning regulations limiting the length of the dock to 30 m would result in non-compliance with the District’s development permit guidelines and DFO requirements. The Marine Habitat Assessment Report has concluded that the marine habitat would not be negatively impacted.

The proposal to remove the existing stairs and landing and construct a new abutment would have limited environmental impact and therefore staff are of the opinion that additional environmental reports are not warranted.

Accordingly, staff consider the request to vary maximum length of a dock from 30 m to 42 m and increasing the width of the dock from 3.0 m to 3.7 m to be supportable.

A draft Development Permit is attached to this report (Appendix F).

Respectfully submitted by:	Ivo van der Kamp, Acting Manager of Development Services
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Letter of Rationale
- Appendix B: Development Plans
- Appendix C: Site Context Plan
- Appendix D: Marine Habitat Assessment
- Appendix E: DFO Conditions
- Appendix F: Draft Development Permit



Sharon Horsburgh, Land Use Planner, MA RPP MCIP
BAYSHORE PLANNING SERVICES INC.
C. 250-710-0238
info@bayshoreplanning.com | [bayshoreplanning](http://bayshoreplanning.com)



September 16, 2022

Attn: Ivo van der Kamp
Acting Manager of Development Services
District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

RE: Letter of Rationale | Proposed Private Moorage at 8005 Turgoose Terrace, Saanichton

This application for a Shoreline Protection development permit is to permit private moorage consisting of construction of a proposed walkway, ramp and docking float at 8005 Turgoose Terrace, Saanichton, BC. This site is located near Turgoose Point on the north-west shore of Saanichton Bay, Central Saanich. The site is located on the east side of the Saanich Peninsula on Vancouver Island. The private moorage facility will provide moorage for up to three recreational vessels and small crafts such as kayaks and canoes.

The private moorage facility is proposed to be built within the former lease boundary of the unsurveyed Crown foreshore adjacent to the upland property of 8005 Turgoose Terrace (Permission No: v920510). The total area of the proposed foreshore lease is 742 m² (0.074 ha) with dimensions along the shoreline of 18 m in width, 48.6 m length on its northwest line, 15 m width on the northeast line and 53 m length on the southeast line. The private moorage facility designed for the property will be approximately 42 m long from the present natural boundary to the end of the float.

Two sections of walkway leading from the upland landing will be a total of 26.8 m in length, 1.2 m width. The walkway will be constructed to remain at least 2.0 m above the high water level to allow for public passage below in the foreshore area. The walkway will be connected to a hinged aluminum ramp 15.2 m long and 1.2 m wide. This hinged ramp will move up and down as the dock moves with the tides. The float is expected to be 3.0 m wide x 10.0 m long, coming off the ramp at a 90° angle (Appendix A.). Floatation for the dock will be of foam material encased in plastic and will float at a minimum of 1.6 m clear of the seabed at the shallowest point at low low water mark (LLWM). The aluminum ramp, walkway, and dock will be prefabricated off-site and then the components including the piles will be floated to the site by barge and installed using a marine crane.

The wharf walkway will connect to an existing concrete landing (abutment) formed above the natural boundary on the upland property. There currently exists stairs to the beach and this will be replaced and incorporated into the existing concrete/rock landing.

The private moorage facility will be constructed perpendicular to the shoreline. The installation of the dock shall coincide with Department of Fisheries and Oceans' preferred fisheries window for the area (Area 19 - Victoria) which is as follows: The Summer Window is July 1 - October 1 and the Winter Window is December 1 - February 15 of any given year (British Columbia Marine/Estuarine Timing Windows for the Protection of Fish and Fish Habitat-South Coast and Lower Fraser Areas).

Benefits

This project will allow safe access to the water from the upland property of 8005 Turgoose Terrace. The dock will allow safe storage and access to small recreational vessels and small crafts such as kayaks and canoes.

Project Rationale

The Project Site is located in the District of Central Saanich. According to the Official Community Plan of Central Saanich a development permit can be issued if a proposed development protects the shorelines and marine habitat in Coastal waters. The upland development along the shoreline has been designed to preserve and enhance a diverse marine plant and animal life.

The zoning in the area is W1 and this allows for residential private moorages. The proposal meets all requirements of the W1 zoning, except section 57.3(3), which states that the dock shall not be longer than 30 m. The upper foreshore area below the PNB at 8005 Turgoose Terrace is very shallow in depth (+1.0 m elevation at 10 m from the PNB). If the walkway (wharf), ramp, and float were to be designed to end at 30 m, as required within the W1 zoning, it would place the end of float at <-1.5 m chart datum (CHS) during low tide events. The Department of Fisheries and Oceans sets out a recommended minimum clearance for the entire float to sit within marine waters greater than 1.5 m chart datum (CHS) during low tides. The reason for this is to avoid the wash from propellers disturbing the seabed. A dock design which fits within the required 30 m at this location would impact substrate habitat below the float during the operational phase of this project.

To safely achieve protection of the seabed during low tide events, the proposed dock construction shall be designed to end at a length of 42 m from its connection to the upland property. A variance of 12 m is requested as part of this development application to extend the length to that shown in the provided plan drawings. Please see attachment 1 that is a site plan that illustrates the 30m zoning requirement is not practical to meet DFO's requirement. The neighbouring float is in the same area of the proposed float location.

The upland property is in a newly developed subdivision. There are several neighbouring private moorages adjacent to the Site which fall under the Province of BC's General Permission guidelines. This

indicates that any private moorage applications are to be submitted to the Department of Fisheries and Oceans for a project review. The proposed private moorage is based on a previously approved dock design that was approved in 2012 but was cancelled as the previous property owners did not construct the dock. The owners are moving the landing to reduce disturbance to the upland and are replacing an existing concrete/rock landing as the approach to the walkway.

A Marine Habitat Assessment (MHA) was conducted and submitted to the Department of Fisheries and Oceans (DFO) for project review. The DFO responded with a letter of Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat which is valid for 1 year (until May 20, 2023). The MHA suggests that no long-term harmful alteration, disruption or destruction of the marine habitat and organisms within is expected to occur if the contractor follows mitigation protection measures and best management practices identified within the report.

I have included payment of the \$2,500 development variance permit fee for this development permit with variance. For more information, please contact Sharon Horsburgh, Bayshore Planning Services at 250.710.0238.

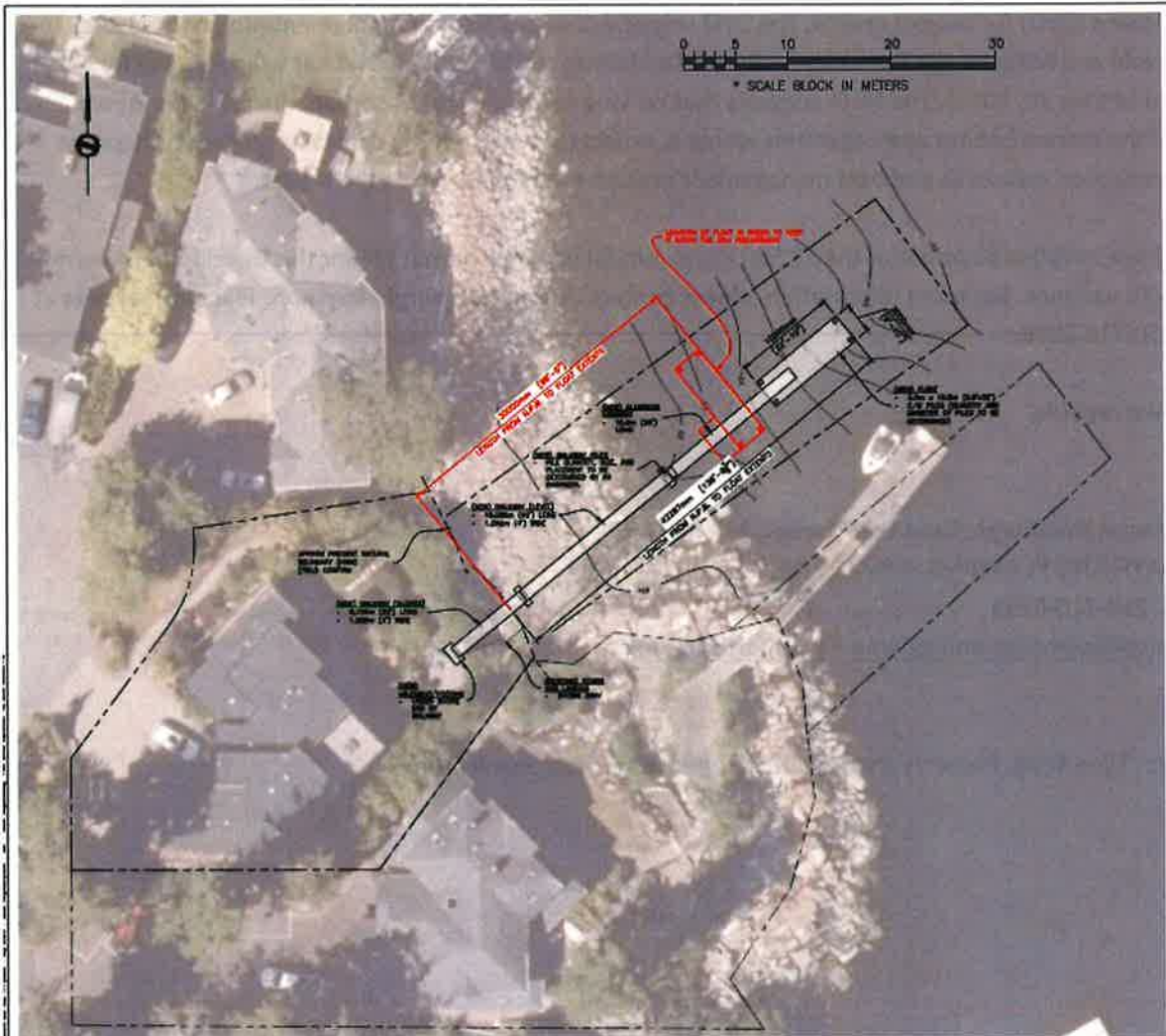
Best regards,

Sharon Horsburgh, Land Use Planner, MA RPP MCIP
BAYSHORE PLANNING SERVICES INC.
C. 250-710-0238
info@bayshoreplanning.com | [bayshoreplanning](http://bayshoreplanning.com)

cc: Lijun Song, Property Owner:8005 Turgoose Terrace, Saanichton, BC

Site Plan: 30-meter float position

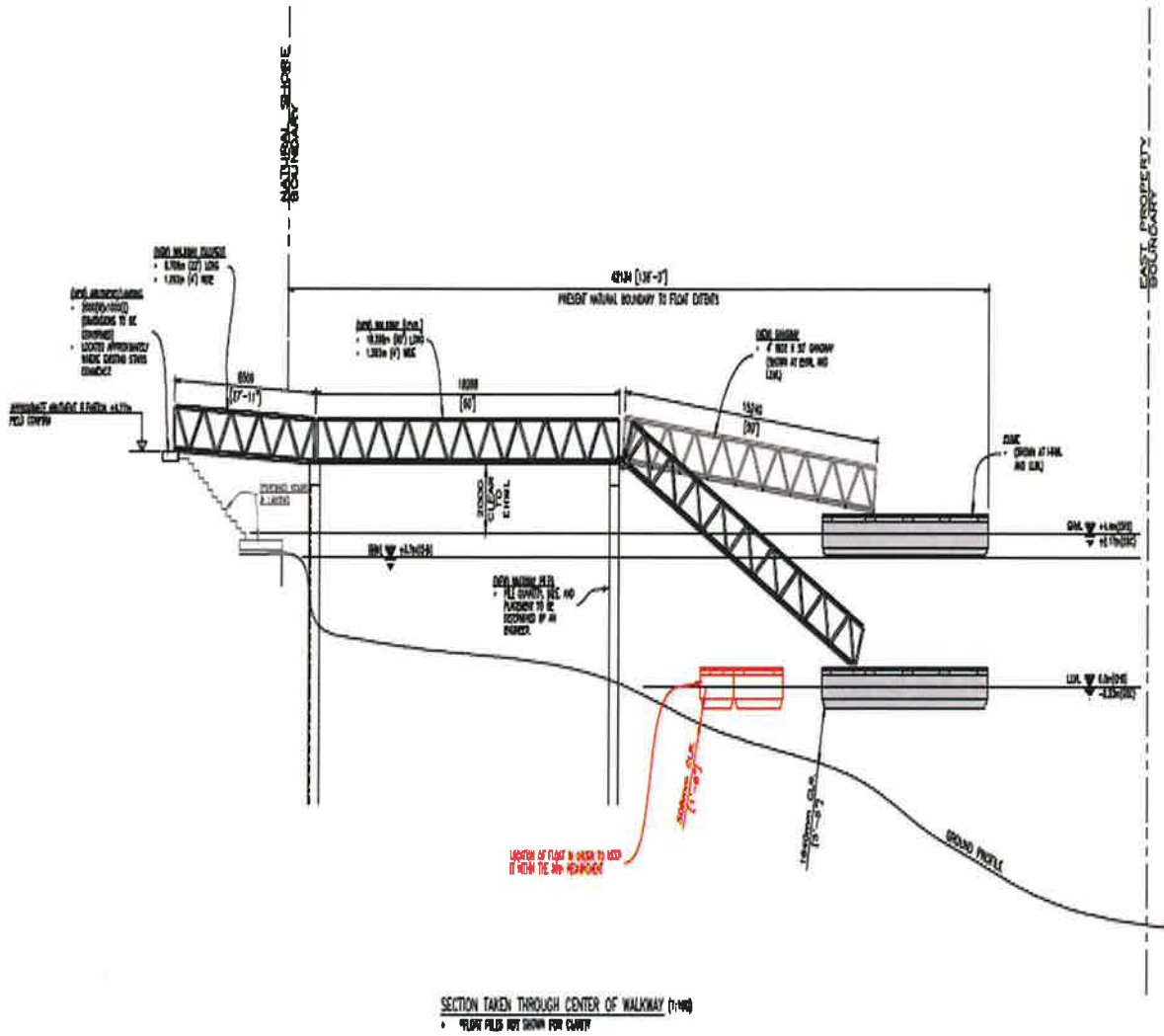
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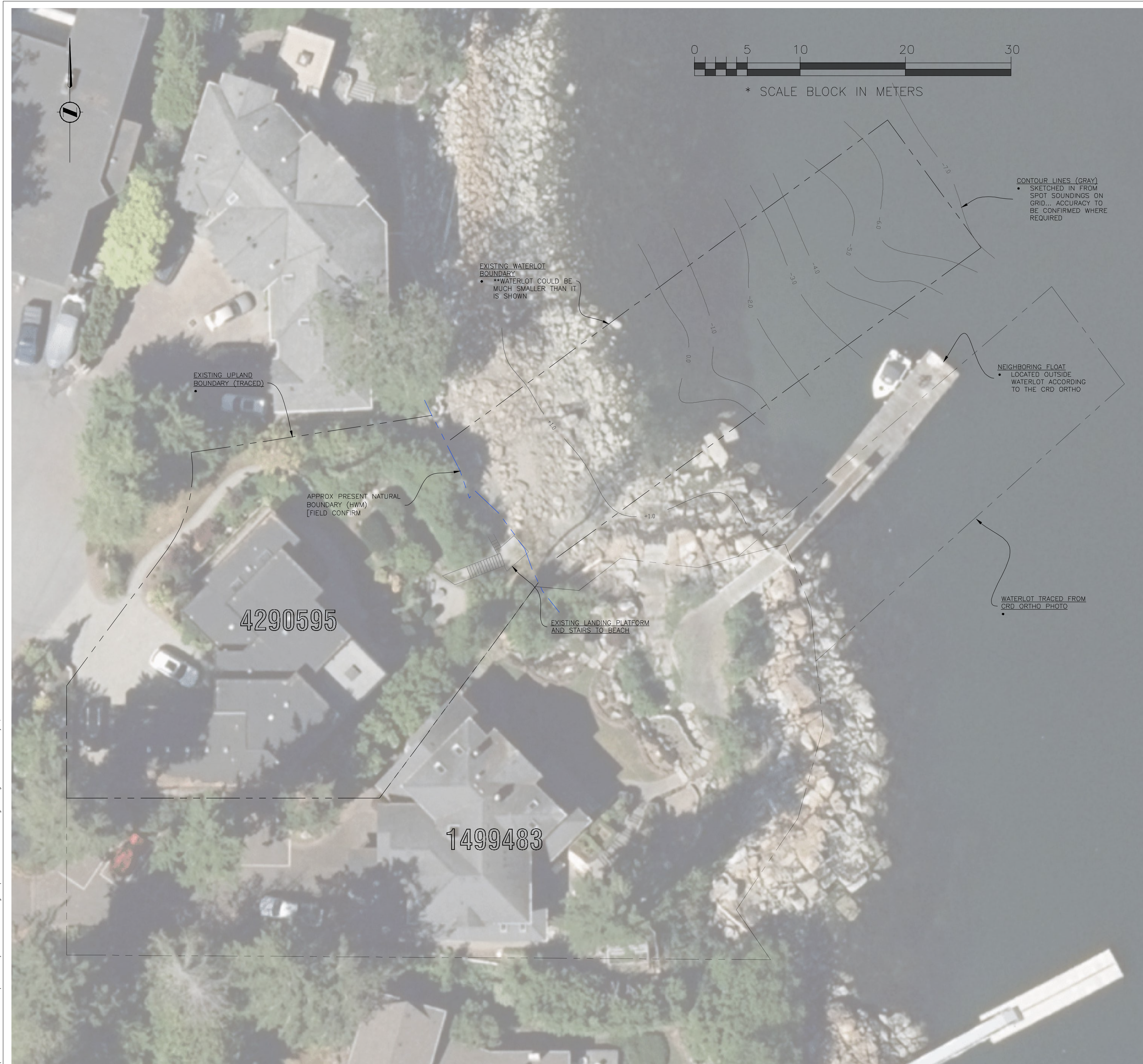


E	VARIOUS DRAWING ADJUSTMENTS	06/16/22	RLT	J	ADDING PNB ETC	06/16/22	RLT	InterTidal Design Bethany Beard & Co. Telephone: (293) 528-7791 email: info@intertidaldesign.ca Website: www.intertidaldesign.ca	OWNER: HOUSTON TURTLE	DESIGN BY: _____	
D	ADDING FILE OPTION	06/16/22	RLT	I	MINOR CHANGES	06/16/22	RLT		ENC: 3-DEC-2021	CHECKED BY: _____	
C	MOVING FLOAT BANDING ANCHORS	06/16/22	RLT	H	VARIOUS ADJUSTMENTS	06/17/22	RLT		FILE No: FILE 30	SCALE: 1:200	
B	MINOR REVISIONS AND CLEANUP	06/17/22	RLT	G	ADJUSTING LAYOUT OPTION	06/16/22	RLT				
A	ISSUED FOR REVIEW	02/23/21	RLT	F	VARIOUS DRAWING ADJUSTMENTS	02/26/21	RLT				
REVISIONS				REVISIONS							

Side Profile:

Red – indicates float placement at 30 m.





VERTICAL REFERENCE ELEVATIONS – SWARTZ BAY

GSC DATUM	CHART DATUM (CHS)
+2.17m	+4.4m *EHWL (EXTREME RECORDED HIGH WATER LEVEL)
+1.47m	+3.7m *HHWL (HIGHER HIGH WATER LEVEL, LARGE TIDE)
+0.00m	+2.23m *GSC DATUM (MEAN SEA LEVEL)
-2.23m	0.00m *CHART DATUM, LLWL (LOWER LOW WATER LEVEL, LARGE TIDE)

*CHS = CANADIAN HYDROGRAPHIC SERVICE DATUM (LWL = 0.0m CHS)
 *GSC = GEODETIC SURVEY OF CANADA DATUM (MSL = 0.0m GSC)

*ALL CONTOURS SHOWN IN THIS DRAWING SET ARE TO CHS DATUM U.N.O.
*CONTOURS SHOWN IN METERS
*ALL DIMENSIONS IN mm U.N.O.

INFORMATION USED TO CREATE THIS DRAWING SET:

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??	??	SPOT SOUNDING REFERENCE GRID	USED FOR CREATING BASIC (ROUGH) SOUNDING LAYOUT	8005 Turgoose Terrace Survey Layout.pdf
??	??	OLDER LEGAL PLAN AND SUBDIVISION LAYOUT	TEXT NOT READABLE ON WATERLOT... TRACED LOT LINES	8005 Turgoose Dock layout.pptx

* NOTE:
 THE INFORMATION AND DETAILS ON THIS DRAWING MUST BE CHECKED AND APPROVED BY AN ENGINEER OR OTHER APPROPRIATE EXPERT PRIOR TO STARTING THE PROJECT. THESE DRAWINGS ARE PRELIMINARY.

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C	25/05/22	KLT	H		
B	24/01/22	KLT	G		
A	12/3/21	KLT	F		

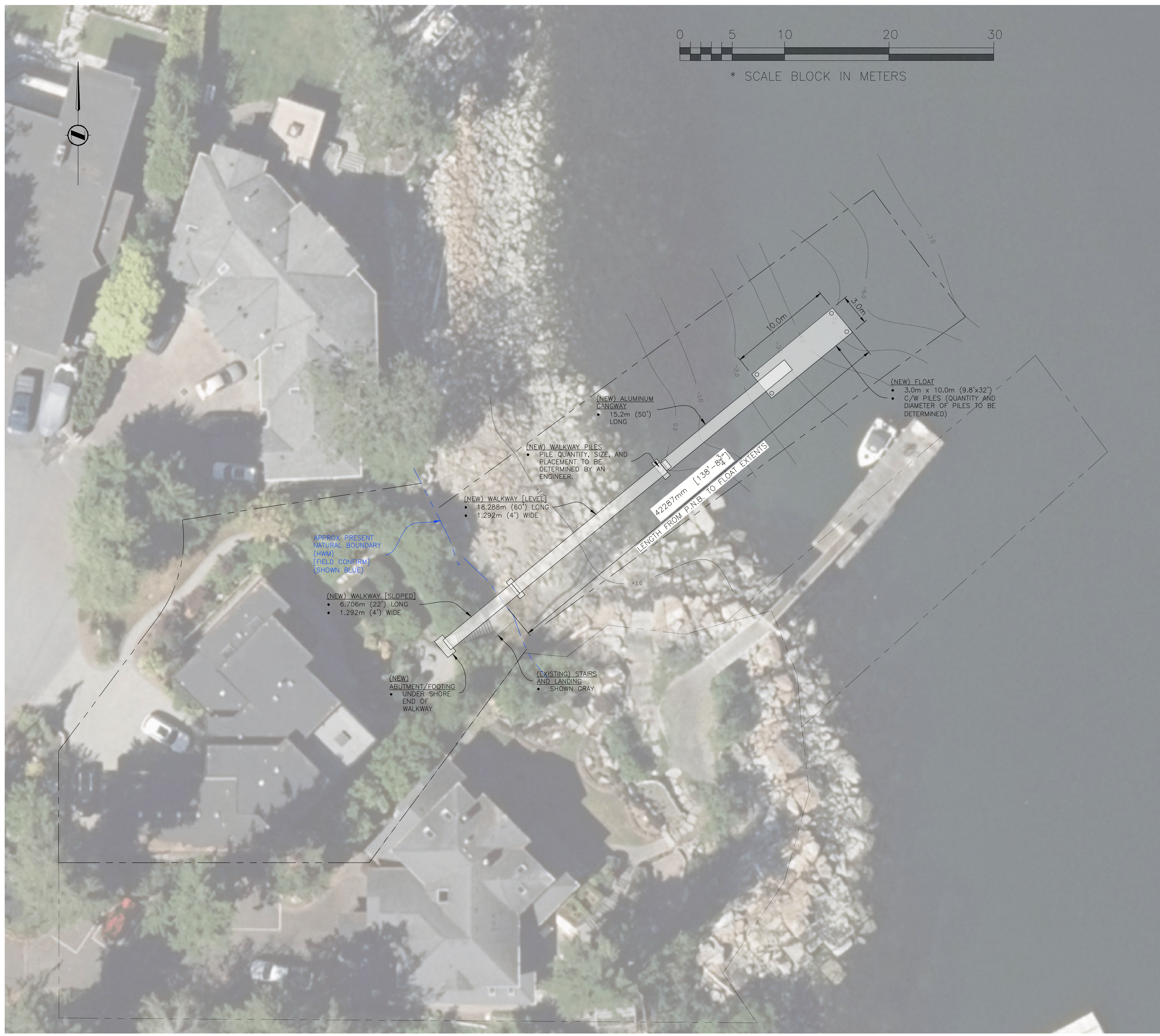
InterTidal Design
 Saltspring Island B.C.,
 Telephone: (250) 538-7551
 email: info@intertidaldesign.ca
 Website: www.intertidaldesign.ca

DRAWN BY: KRISTIN TUTTLE DESIGN BY: _____
 DATE: 3-DEC-2021 CHECKED BY: _____
 FILE No.: FILE_NO SCALE: 1:200

BAY SHORE PLANNING SERVICES INC.
 8005 TURGOOSE ROAD

NEW LAYOUT OPTION DRAWING No.: **K038-100** **E**

CANCEL PRINTS BEARING EARLIER REVISION



* NOTE:
 THE INFORMATION AND DETAILS ON THIS DRAWING MUST BE CHECKED AND APPROVED BY AN ENGINEER OR OTHER APPROPRIATE EXPERT PRIOR TO STARTING THE PROJECT. THESE DRAWINGS ARE PRELIMINARY.

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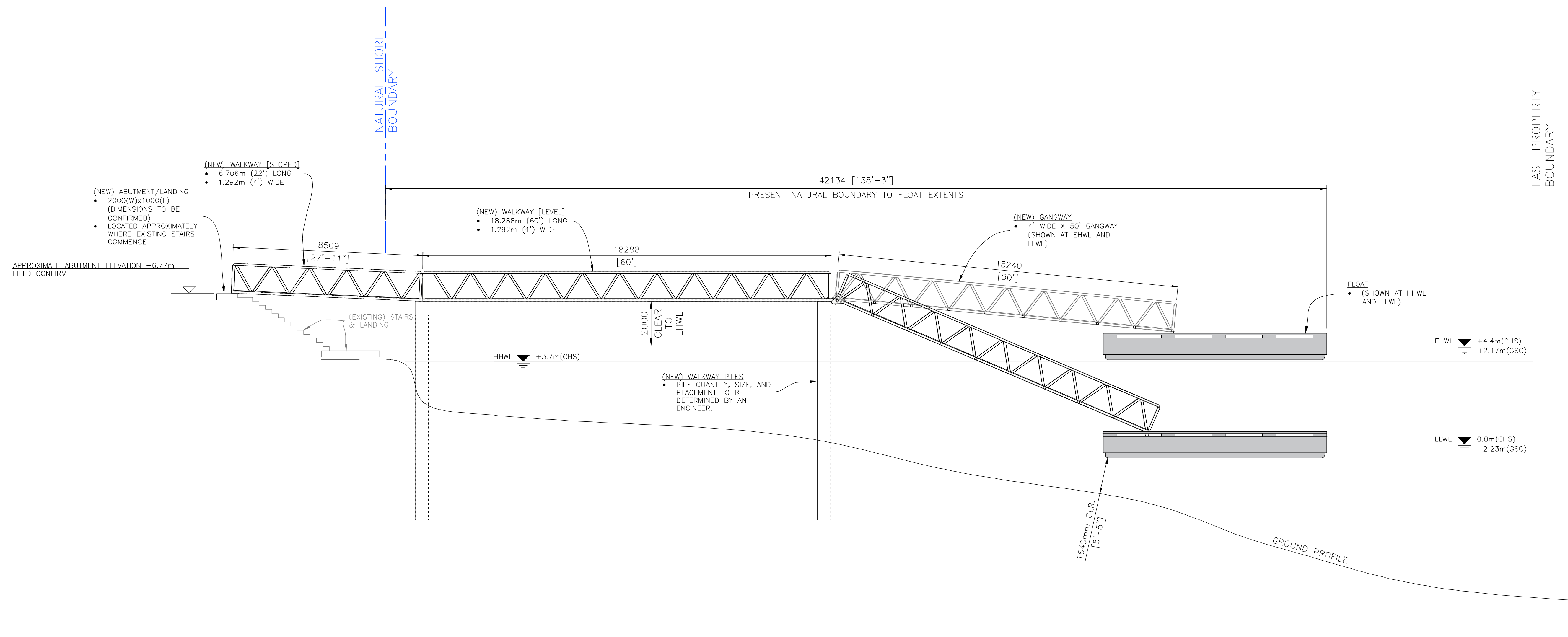
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D	15/02/22	KLT	I	02/08/22	KLT
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B	24/01/22	KLT	G	30/06/22	KLT
A	12/3/21	KLT	F	02/06/22	KLT

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 Saltspring Island B.C.,
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 email: info@intertidaldesign.ca
 Website: www.intertidaldesign.ca

DRAWN BY: KRISTIN TUTTLE DESIGN BY: _____
 DATE: 3-DEC-2021 CHECKED BY: _____
 FILE No.: FILE_NO SCALE: 1:200

BAY SHORE PLANNING SERVICES INC.	
8005 TURGOOSE ROAD	
NEW LAYOUT OPTION	DRAWING No.: K038-100
	J <small>CANCEL PRINTS BEARING EARLIER REVISION</small>

FILE: C:\Users\james\OneDrive\Work\Job Files\111\K038 - Bay Shore - 8005 Turgoose\K038 - BPP - 8005 Turgoose.dwg PLOT DATE: January 5, 2022 2:13:39 PM



SECTION TAKEN THROUGH CENTER OF WALKWAY (1:100)

*FLOAT PILES NOT SHOWN FOR CLARITY

* NOTE:
 THE INFORMATION AND DETAILS ON THIS DRAWING MUST BE CHECKED AND APPROVED BY AN ENGINEER OR OTHER APPROPRIATE EXPERT PRIOR TO STARTING THE PROJECT. THESE DRAWINGS ARE PRELIMINARY.

REVISIONS	D/M/Y	BY	REVISIONS	D/M/Y	BY
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D	30/06/22	KLT	I		
C	25/05/22	KLT	H		
B	02/02/22	KLT	G		
A	24/01/22	KLT	F	MINOR CHANGES	02/08/22 KLT

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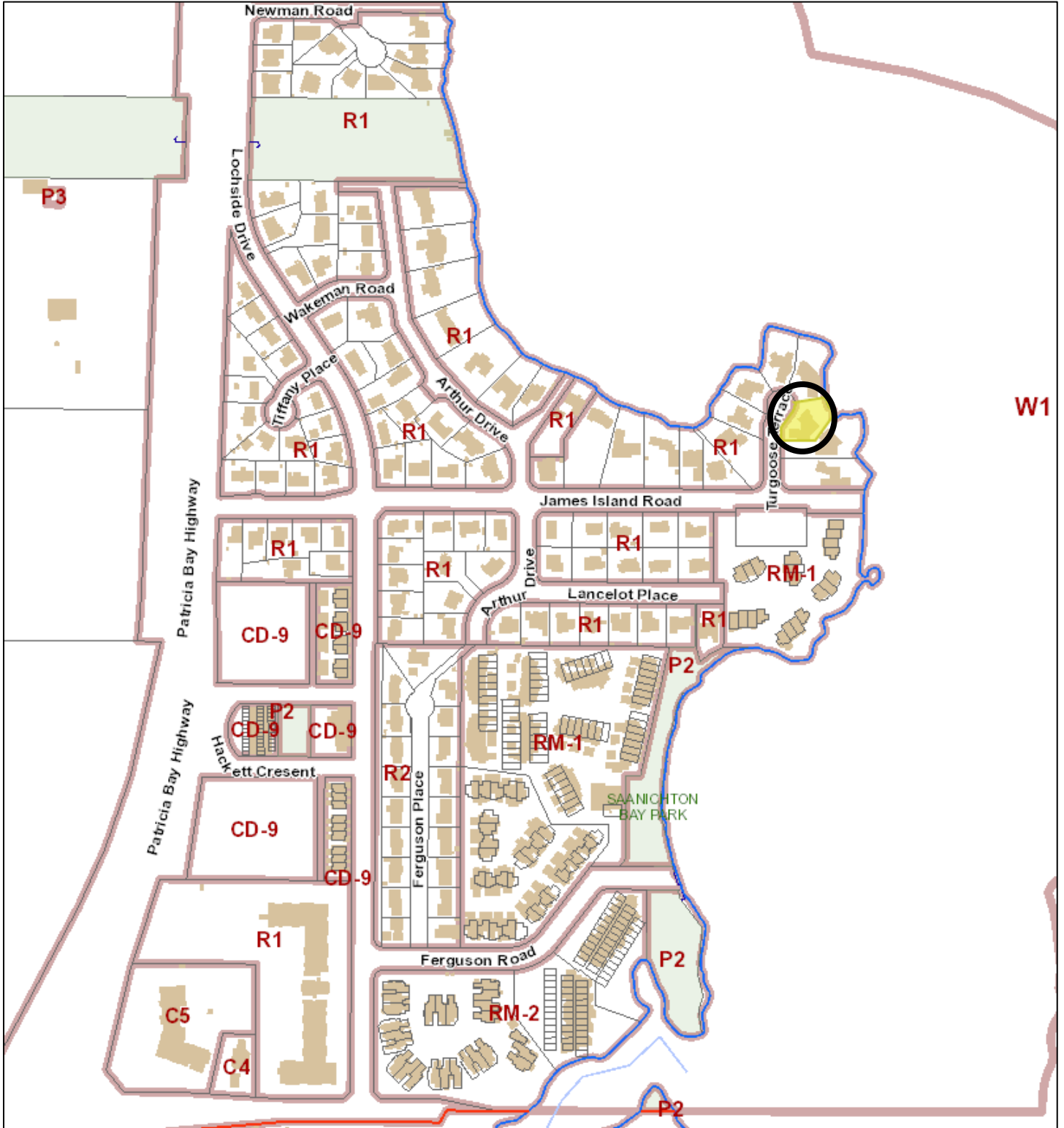
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BAY SHORE PLANNING SERVICES INC.
 8005 TURGOOSE ROAD

SECTION VIEW DRAWING No.: **K038-101** **F**
CANCEL PRINTS BEARING EARLIER REVISION

Site Context Plan

8005 Turgoose Terrace





MARINE HABITAT ASSESSMENT REPORT FOR PRIVATE MOORAGE FACILITY

SAANICHTON BAY

APRIL 2022



Prepared for: Zhang Yongli
8005 Turgoose Terrace,
Saanichton, BC, 8VM 1V4

Prepared by: Bayshore Planning Services Inc.
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LIST OF FIGURES

Figure 1. Location of 8005 Turgoose Terrace.

Figure 2. Project Site boundary with proposed private moorage located at 8005 Turgoose Terrace.

Figure 3. Transect and quadrat layout within the Project Site.

Figure 4. Substrate composition within the Project Site

LIST OF TABLES

Table 1. Potential species at risk within 1km of the Project Site.

Table 2. Substrate type classification.

Table 3. Relative commonness, relative abundance and density /m² of species recorded along belt transects.

Table 4. Relative commonness, percent cover and density /m² of species recorded in quadrats.

Table 5. Summary of construction stage potential impacting actions and possible environmental effects.

LIST OF APPENDICES

Appendix A. Private Moorage Facility Section View of Construction Plan

Appendix B. CDC Occurrence Map

Appendix C. Aquatic Species at Risk Report

Appendix D. Transect Photographs

1 INTRODUCTION

Bayshore Planning Services Inc. and Storm Coast Diving was retained by Zhang Yongli to complete a Marine Habitat Assessment (MHA) for the proposed installation of a single private dock (private moorage facility and/or dock) at 8005 Turgoose Terrace in Saanichton Bay, British Columbia (herein referred to as the Project Site and/or Site).

Parcel identifier: 004-290-593

Legal description: Lot 24, Plan VIP14876, Section 4, Range 4E, Land District 65

The private moorage facility will provide moorage for up to two recreational vessels and small crafts such as kayaks and canoes. The intent of the assessment is to provide supporting documentation for the private moorage under the Province of BC's General Permission guidelines. This application is to determine if the project is likely to result in an impact to fish and fish habitat. This report will be submitted to the Department of Fisheries and Oceans (DFO) for project review.

2 PROJECT OVERVIEW

2.1 PROJECT LOCATION

The proposed private moorage application for the walkway and docking float is located near Turgoose Point on the north-west shore of Saanichton Bay in Central Saanich. Saanichton Bay, located on the east side of the Saanich peninsula on Vancouver Island, and is a small indentation of Cordova Channel formed by James Island and Bazan Bay in the traditional territory of the W̱SÁNEĆ people, *Figure 1*. The proposed dock shall be built within the former lease boundary of the unsurveyed Crown foreshore adjacent to the upland property of 8005 Turgoose Terrace (Permission No: v920510). The total area of the proposed foreshore lease is 742 m² (0.074 ha) with dimensions along the shoreline of 18 m in width, 48.6 m length on its northwest line, 15 m width on the northeast line and 53 m length on the southeast line. See *Figure 2*. Project Site boundary with proposed private moorage for location of proposed foreshore lease.

2.2 SITE HISTORY

The Project Site is located in the District of Central Saanich. Land use planning is regulated by the Official Community Plan (2020) that regulates shoreline development through issuance of development permits (DP). A DP can be issued if a proposed development protects the shorelines and marine habitat in Coastal waters. The upland development along the shoreline has been designed to preserve and enhance a diverse marine plant and animal life. The zoning in the area is W1 and this allows for residential private moorages.

The upland property is located in a newly developed subdivision. There are several neighbouring private moorages adjacent to the Site which falls under the Province of BC's General Permission guidelines. This indicates that any private moorage applications are to be submitted to the Department of Fisheries and Oceans for a project review.

The proposed private moorage is based on a previously approved dock design that was approved in 2012 but was cancelled as the previous property owners did not construct the dock.

2.3 PROJECT DESCRIPTION

Construction plans for the private moorage facility include the installation of a floating dock, ramp and walkway that connects the property perpendicular to the shoreline. The installation of the dock shall

coincide with DFO's preferred fisheries window for the area (Area 19 - Victoria) which is as follows: The Summer Window is July 1 - October 1 and the Winter Window is December 1 - February 15 of any given year (British Columbia Marine/Estuarine Timing Windows for the Protection of Fish and Fish Habitat-South Coast and Lower Fraser Areas).

The private moorage facility designed for the property will be approximately 40 m long and include the installation of eight pilings to a minimum depth of 3.7 m. The wharf walkway is intended to connect to a small concrete landing (abutment) formed above the natural boundary on the upland property. The section of the wharf walkway leading from the concrete landing will be 20.4 m in length, 1.2 m width and will be connected to a hinged aluminum ramp 15.2 m in length, 1.2 m width. This hinged ramp will move up and down as the dock moves with the tides. The float is expected to be 3.658 m width x 10.0 m length, coming off of the ramp at a 90° angle (*Appendix A.*). Floatation for the dock will be of foam material encased in plastic and will float at a minimum of 1.6 m clear of the seabed at the shallowest point at low low water mark (LLWM). The aluminum ramp, walkway, and dock will be prefabricated off-site and then the components including the piles will be floated to the site by barge and installed using a marine crane.

Timing of construction shall be conducted during low to high tide events (combination) where movement and use of vessels is coordinated with area of works and level of tide to prevent grounding in shallow areas. Anticipated construction dates shall fall within the fisheries window in any given year for the project site and are expected to last 7 business days in total. See Section 6.1 and 6.2 for further details of proposed design and construction phases of the project.

See Appendix A. Private Moorage Facility Section View of Construction Plan for visual of proposed dock plans and ramp.

2.4 SPECIAL INTEREST GROUPS

As part of the proposed construction of the private moorage facility, a consultation process with the municipality and local First Nations will occur. All efforts shall be made to provide open and concise information about the Project to interested parties when requested.

A Request for known Archaeological Sites with the BC Provincial Archaeology Branch has been made. However, given the upland conditions of the property and the relatively small area proposed to be disturbed to install concrete abutments and piles, expectations of an archaeological "chance-find" are considered low. However, if cultural finds are identified activities must be halted and the Archaeology Branch contacted at 250-953-3334 for direction.

3 STUDY METHODS

The Marine Habitat Assessment was based on DFO/BC field sampling methodology and marine habitat classification. A literature review of the Project Site was conducted along with a dive survey via scuba within the intertidal and subtidal areas. The dive survey boundary and transects lines are provided in *Figure 3*.

3.1 LITERATURE REVIEW

A review of publicly available information was conducted for the Project Site and surrounding area to support the field assessment portion of the project. The collected information facilitates the characterization of potential habitat features, species presence, migratory, refuge or spawning areas, and potential species at risk within and surrounding the Study Area. A list of reviewed data sources for relevant information is located within the reference section.

3.1.1 ANTICIPATED HABITAT AND SPECIES UTILIZATION

The Project Site is located within the Georgia-Puget Basin ecoregion in the Southern Gulf Islands ecosection (SGI) on the Northwest shore of Saanichton Bay off of Cordova channel. Cordova Channel is a side channel among a series of narrow passages that link Juan de Fuca Strait to the Salish Sea. Freshwater influences on the area include: Tetayut Creek Watershed and Sandhill Creek which discharge to the channel south of the Project Site.

3.1.1.1 Intertidal and Subtidal Areas

The project site is anticipated to be shallow in depth (1-20 m depth range) with a slope (range ~1%). Intertidal areas are expected to consist of dynamic substrate consisting of silty-mud and fine to medium sand with some cobble. These substrates provide ideal habitat conditions for invertebrates to remain buried within, specifically shellfish. Coarse sand and intermittent boulders are also expected within the project site. These stable substrates provide excellent habitat for algae and invertebrates such as rockweed and barnacles.

3.1.2 SPECIES AT RISK

A review of potential species at risk within a 1 km search boundary of the Project Site was conducted. This search consisted of a review of the BC Conservation Data Centre (BC CDC) database as well as the Federal Species at Risk public registry and map. Table 1. Below summarizes potential species at risk listed in the BC CDC within the search area of the Project Site. BC CDC search results can be viewed in Appendix B. CDC occurrence map. The Federal registry search identified potential habitat uses for several aquatic species at risk within the search boundary. Although, these species are a concern, they are not anticipated to inhabit the Project Site or surrounding area. A Summary of the Federal registry search can be found in Appendix C. Aquatic Species at Risk Report.

A review of the Fisheries and Oceans Canada, Pacific Herring spawning records for Section 192 Cordova Bay, indicate the shoreline is not considered important for herring spawning.

The provincial Wildlife Tree Stewardship and Great Blue Heron Atlas database and maps were reviewed for recorded heron and eagle nests within or in the vicinity of the subject properties. A bald eagle nest was identified approximately 120 m inland from the project site. A Great Blue Heron Colony was identified through the Great Blue Heron Atlas database as well as through the BC CDC database review, the colony is approximately 1 km from the project site.

Table 1. Potential Species at Risk within 1km of Project Site.

SPECIES / CONSERVATION STATUS	HABITAT
Great Blue Heron (<i>Ardea herodias fannini</i>) BC List: Blue COESWIC: SC	Potentially found within the backshore of the Project Site.
Western red cedar (<i>Thuja plicata</i>) BC List: Red COESWIC: N/A	Potentially found within the backshore of the Project Site.
Osoberry (<i>Omieria cerasiformis</i>) BC List: Red COESWIC: N/A	Potentially found within the backshore of the Project Site.

3.1.3 REGULATORY FRAMEWORK

The Project falls under provincial, federal, and municipal regulatory jurisdictions which include:

Fisheries and Oceans Canada (DFO)

Fisheries Act

The Act's purpose is to protect fish and fish habitat, prevent pollution that may harm fish or fish habitat and to control the management of fisheries.

Section 36 of the Act is the key pollution prevention provision, prohibiting the deposit of deleterious substances into water frequented by fish, unless authorized by regulations under the Fisheries Act or other federal legislation. A deleterious substance can be any substance that, if added to any water, would degrade or alter its quality such that it could be harmful to fish, fish habitat or the use of fish by people. This regulation can be met by utilizing standard practices for spill response when working near the marine environment.

Section 35 of the Act implements measures to protect fish and fish habitat by preventing the killing of fish and any alteration of fish habitat that directly impairs the habitat's capacity to support one or more fish life processes. These measures can be met by following the standards and codes of practice that limit impacts on fish and fish habitats for works occurring around water.

Ministry of Forest, Lands, Natural Resource Operations and Rural Development

Land Act- Private Moorage

The construction of a private moorage facility in this area falls under General Permission guidelines and requires Department of Fisheries project review.

Transport Canada

Canadian Navigable Waters Act

This Act defines a Minor Works Order which allows works such as this Project, as it meets the assessment criteria and can proceed without an application for approval.

3.2 HABITAT SURVEY

The infield marine assessment of the Project Site was completed through a dive survey of the lower intertidal and subtidal areas of the proposed private moorage facility in November 2021. In addition to the dive survey, bathymetric depth sounding was also conducted at the time. The survey and field sampling methodology were conducted in accordance with DFO marine habitat and species characterization procedures.

3.2.1 ASSESSMENT METHODS

Bathymetric depth soundings were conducted by Storm Coast Diving during the dive survey of the Project Site. Depth soundings were taken from a 10m x 10m spot sounding grid and have been added to the figures within Appendix A. Private Moorage Facility Construction Plan. Due to the variability of the seafloor in the Project Site, depths at proposed float and anchor locations will need to be confirmed for adequate clearance.

Within the intertidal survey conducted on November 27, 2021, the transects were laid out across the survey area to maximize coverage. A 50 m reference transect was laid out perpendicular to shoreline via compass bearing and surface visualization. A total of five survey transects were run off the reference line across the

survey area heading North. The five survey transects were spaced 10m apart along the reference transect. 1m² quadrats were then placed along each survey transect at 5m intervals starting at the 0m mark (*Figure 3*).

Fish and large (maximum potential size > 5cm) mobile invertebrates were identified and counted within a 1m swath on either side of each transect line. Total coverage of the transect equals 150m². Counts or percent cover for sessile and small (maximum potential size < 5cm) mobile invertebrates, algae, marine plants and substrate composition were recorded within each quadrant.

Intertidal substrate type was noted qualitatively during the transect surveys and recorded quantitatively during the quadrat surveys. (*Table 2*) defines substrate type classification by material size class (DFO 2011).

Table 2. Substrate type classification.

Substrate	Definition
Silt/Clay/Mud	Loose sedimentary deposit; < 0.06 mm
Sand	Loose granular material; 0.06 - 2 mm
Gravel	Loose rounded fragments of rock; 2 - 64 mm
Cobble	Loose stone larger than gravel, smaller than a boulder; 64 - 256 mm
Boulder	A detached massive rock; > 256 mm
Bedrock	Solid rock underlying unconsolidated surface material
Shell debris	Shell fragments of various organisms

4 HABITAT AND SPECIES FINDINGS

4.1 INTERTIDAL AND SUBTIDAL AREAS

Substrate habitat and features observed during the dive survey was found to be composed primarily of mud (*Appendix D – Photo 1, 2, 5*) at ~ 54.75%, boulder (*Appendix D - Photo 6, 7*) at ~17.5 %, cobble (*Appendix D - Photo 3, 4, 9*) at ~ 9.75 % sand at ~ 9.5 % and bedrock (*Appendix D – Photo 8*) at ~ 5%.

Within the actual footprint of the proposed private moorage structure the habitat is consistent with the larger Project Site in composition. Beneath the proposed footprint, soft sediment mud extends from the proposed float portion of the dock and transitions to boulder mixed with cobble, and some shell and gravel on the approach to shore with bedrock underlying the proposed dock footprint at the shoreline (*Figure 4*).

Species found to be present were characteristic of the habitats recorded. A total of 33 species were recorded during the dive survey. 18 species were recorded when surveying the transects with a total of 54 individuals and 17 species recorded within the quadrat survey. Two species were recorded during both the transect and quadrat surveys, differing in size class. Of the 33 species recorded within the Project Site none are listed as species at risk.

To assess the commonness of each species the frequency of presence across all 5 transect lines and 20 quadrats was summed. (Tables 3 & 4)

Transect lines: *common* = 3 - 5, *moderately common* = 2, *uncommon* = 1

Quadrats: *common* = ≥ 10 , *moderately common* = 6 - 9, *uncommon* < 6

Relative abundance (RA) and species density/m² was calculated for species recorded along transects within the project area (Table 3). Percent Cover and species density/m² were calculated for the quadrat data within the project area (Table 4).

Coonstripe shrimp (*Pandalus danae*) was found to be most common with presence noted on 4/5 transects. Painted anemone (*Urticina crassicornis*) was also common with presence noted at 3/5 transects. Moderately common species were Graceful crab (*Metacarcinus gracilis*) and Noble sea lemon (*Montereina nobilis*) with presence noted at 2/5 transects. Species found to be uncommon were Northern spearnose poacher (*Agonopsis vulsa*), Leafy hornmouth (*Ceratostoma foliatum*), Leather star (*Dermasterias imbricata*), Widehand hermit crab (*Elassochirus tenuimanus*), Striped seaperch (*Embiotoca lateralis*), Buffalo sculpin (*Enophrys bison*), Mottled sea-star (*Evasterias troschellii*), Snake prickleback (*Lumpenus sagitta*), Giant plumose anemone (*Metridium farcimen*), Tidepool sculpin (*Oligocottus maculosus*), Barnacle nudibranch (*Onchidoris bilamellata*), English sole (*Parophrys vetulus*), Ochre star (*Pisaster ochraceus*) and Northern kelp crab (*Pugettia producta*) all with presence at 1/5 transects.

Densities ranged between 0.007 and 0.073 individuals/m².

During the quadrat survey Sea lettuce (*Ulva spp.*) was found to be the most common with presence at 14/20 quadrats. *Bivalvia spp.* were recorded through the presence of unknown siphons and were found to be moderately common, found at 8/20 quadrats. All other species were found to be uncommon. Coonstripe shrimp (*Pandalus danae*), Branched red algae (*Rhodophyta spp.*), Thatched barnacle (*Semibalanus cariosus*) were found at 4/20 quadrats. Barnacle nudibranch (*Onchidoris bilamellata*) and Wire weed (*Sargassum muticum*) were found at 3/20 quadrats. Bladed red algae (*Rhodophyta spp.*), Crenate barnacle (*Balanus crenatus*), Turkish towel (*Chondracanthus exasperatus*), Succulent seaweed (*Sarcodiotheca gaudichaudii*), and Large limpet (*Lottia spp./Tectura spp.*) were found to be present at 2/20 quadrats. Red spaghetti (*Gracilaria spp.*) Iridescent seaweed (*Mazzaella splendens*), Sea moss (*Endocladia muricata*), Rusty rock (*Hildenbrandia rubra*) and Rockweed (*Fucus distichus*) were found at 1/20 quadrats.

The percentage cover was highest for Crenate barnacle at 8.5% and lowest for Rockweed, Rusty rock and Red spaghetti at 0.05%. Densities ranged between 0.4 and 3.25 individuals/m².

Table 3. Relative Commonness, Relative Abundance and Density /m² of species recorded along belt transects.

Species Scientific Name	Species Common Name	Relative Abundance %	Relative commonness	Density/m ²
<i>Agonopsis vulsa</i>	Northern spearnose poacher	1.85	uncommon	0.007
<i>Ceratostoma foliatum</i>	Leafy hornmouth	3.70	uncommon	0.013
<i>Dermasterias imbricata</i>	Leather star	3.70	uncommon	0.013
<i>Elassochirus tenuimanus</i>	Widehand hermit crab	1.85	uncommon	0.007
<i>Embiotoca lateralis</i>	Striped seaperch	7.41	uncommon	0.027
<i>Enophrys bison</i>	Buffalo sculpin	7.41	uncommon	0.027
<i>Evasterias troschellii</i>	Mottled star	1.85	uncommon	0.007
<i>Lumpenus sagitta</i>	Snake prickleback	1.85	uncommon	0.007
<i>Metacarcinus gracilis</i>	Graceful crab	5.56	moderately common	0.020

<i>Metridium farcimen</i>	Giant plumose anemone	3.70	uncommon	0.013
<i>Montereina nobilis</i>	Nobel sea lemon	3.70	moderately common	0.013
<i>Oligocottus maculosus</i>	Tidepool sculpin	1.85	uncommon	0.007
<i>Onchidoris bilamellata</i>	Barnacle nudibranch	11.11	uncommon	0.040
<i>Pandalus danae</i>	Coonstripe shrimp	20.37	common	0.073
<i>Parophrys vetulus</i>	English sole	1.85	uncommon	0.007
<i>Pisaster ochraceus</i>	Ochre star	3.70	uncommon	0.013
<i>Pugettia producta</i>	Northern kelp crab	12.96	uncommon	0.047
<i>Urticina crassicornis</i>	Painted anemone	5.56	common	0.020

Table 4. Relative Commonness, Percent Cover and Density /m² of species recorded within quadrats.

Species Scientific Name	Species Common Name	%Cover	Relative commonness	Density/m ²
<i>Balanus crenatus</i>	Crenate barnacle	8.5	uncommon	
<i>Chondracanthus exasperatus</i>	Turkish towel	0.35	uncommon	
<i>Endocladia muricata</i>	Sea moss	0.25	uncommon	
<i>Fucus distichus</i>	Rockweed	0.05	uncommon	
<i>Gracilaria spp.</i>	Red spaghetti	0.05	uncommon	
<i>Hildenbrandia rubra</i>	Rusty rock	0.05	uncommon	
<i>Lottia spp./Tectura spp.</i>	Large limpet		uncommon	0.600
<i>Mazzaella splendens</i>	Iridescent seaweed	0.75	uncommon	
<i>Rhodophyta spp.</i>	Bladed red algae	0.35	uncommon	
<i>Rhodophyta spp.</i>	Branched red algae	0.8	uncommon	
<i>Bivalvia spp.</i>	Unknown siphon		moderately common	3.250
<i>Onchidoris bilamellata</i>	Barnacle nudibranch		uncommon	0.950
<i>Pandalus danae</i>	Coonstripe shrimp		uncommon	0.400
<i>Sarcodiotheca gaudichaudii</i>	Succulent seaweed	0.15	uncommon	
<i>Sargassum muticum</i>	Wire weed	0.85	uncommon	
<i>Semibalanus cariosus</i>	Thatched barnacle	10	uncommon	
<i>Ulva spp.</i>	Sea lettuce	2.3	common	

5 POTENTIAL IMPACTS

5.1 DESIGN AND OPERATION

The design and operation considerations of the proposed dock structure has considered the potential negative impacts to the marine environment. These potential impacts include:

- Damage to marine and foreshore habitat in areas where a dock makes direct contact with the substrate.

- Instances of chemical/heavy metal leaching into the marine environment where docks/pilings are constructed from preservative-coated lumber.
- Pilings can change water flow within the project area and surroundings causing erosion, scouring and sedimentation.
- Docks can block sunlight and cast shade upon the underwater habitats leading to lower light availability for plant photosynthesis.
- Increased boat traffic in an area can negatively impact the environment as a result of propeller damage to standing vegetation. Propeller wash can move and deposit sediment either displacing algae or seagrass that may be in the area, burying it or both.

5.2 CONSTRUCTION

Potential impacts to the environment during installation of pilings and walkway, ramp, floating dock and include the following:

- Underwater acoustic/auditory noise impacts to fish, birds, and marine mammals during pile installation.
- The potential for deleterious substances (hydrocarbons etc.) entering the marine environment during construction.
- As the project site is shallow there is the potential for substrate damage due to vessel grounding or propeller wash.
- The potential for accidents and malfunctions during all marine construction works including equipment failure, spills, and navigational hazards.

Table 5. Summary of construction stage potential impacting actions and possible environmental effects.

Project Activity	Potential Impacting Actions	Possible Affected Environmental Element/Resource/System/Process
Staging/site prep	Limited equipment to be confined on a barge.	Water quality
Pile Driving – barge and crane	Minor pile driving/drilling for the project. Installation of piles to design depth.	Acoustic environment, water quality, marine habitat, fish, marine invertebrates & marine mammals.
Use of heavy equipment	Construction using crane on barge	Acoustic impacts, water quality, marine habitat, Fish & aquatic fauna.
Transportation of materials/equipment	Heavy duty machine operation within marine environment.	Water quality, marine habitat, fish & aquatic fauna.
Fuelling	Potential release into marine environment – spills	Water quality, marine habitat, fish & aquatic Fauna
Accidents & Malfunctions	Crane failure causing release of hazardous materials to marine Environment	Water quality, fish & aquatic fauna

6 MITIGATION RECOMMENDATIONS

This section will describe the techniques, structures and construction practices that are proposed to mitigate potential impacts anticipated both during this project and once the proposed structure is in place. In addition to this document, a management plan will be developed to mitigate potential impact through discussion and commitments to appropriate best management practices (BMPs) with the dock builder.

6.1 DESIGN AND OPERATION MITIGATION MEASURES

The proposed private moorage facility will have the following design features and intended operational use to mitigate the potential negative effects that it may have on the surrounding species and their habitat.

- Fixed walkway shall be at a height of 1.5-2.0 m above the high water mark (HWM) and placement of floating dock in deep waters will prevent the occurrence of the dock making direct contact with the substrate below during LLWM.
- Pilings proposed for the construction are of marine grade quality and are not anticipated to leach into the surrounding marine environment.
- Due to the sitting location of the proposed dock, scouring and or erosion is not anticipated.
- The use of permeable (aluminum grating) over the walkway and floating dock provides sunlight penetration to the habitat located below the dock.
- The depth of seawater around the dock is adequate for small vessel traffic, it is not anticipated that there will be any impact due to “mow down” on standing marine vegetation from propellers or significant propwash effects.

The intent of the dock design should use materials which reduce the impact on the marine environment to the greatest degree possible. It is understood that a detailed design of the floating dock, walkway and concrete abutment will commence after permits are granted. These designs shall reflect the recommended mitigation measures above. A geotechnical assessment has also been recommended at the detailed design phase to confirm load capacity of walkway pier piles and abutment.

6.2 CONSTRUCTION MITIGATION MEASURES

Habitat impacts are expected to be temporary and short-term during the three Phases of construction. No changes to the habitat are expected that would impair its capacity to support the life processes of fish and other marine organisms present. All work should be manageable within standard construction practices, and if the owner and contractor follow the recommendations provided in this document.

During Phase 1 of the proposed dock construction, a small concrete abutment is expected to be poured in place above the shoreline which will be used as an attachment point for the walkway. Minimal vegetation is expected to be impacted during the placement of the concrete abutment. Protective down gradient barriers should be placed below the concrete forms to prevent accidental seepage of concrete material into the shoreline area.

Phase 2 of the construction will entail the placement of the steel pilings which will be floated to the Site on a barge. Pilings are expected to be driven into the seabed (min. 3.7 m depth) using a vibro hammer suspended from a crane on a barge, with tide moving from low to high, when there is sufficient depth to avoid potential grounding and propeller wash damage to the substrate. The substrate below the proposed dock footprint consists of soft sediment mud, boulder, cobble and some bedrock. A vibro hammer is expected to be sufficient to complete the pile installations in the mud substrate and potentially where

boulder and cobble exist; however, if hard substrate is encountered below mud/boulder/cobble the use of an impact hammer may be required to bring the piles to refusal depth. If inserting pilings into bedrock, it may be decided to drill the pilings into place. Drilling operations would include a down hole hammer drill with the piling acting as the drill casing, and sediment controlled through the use of a cyclonic separation. Turbidity in the water column will be minimized through this process and monitored for acceptable levels. All equipment is to be well maintained and free of oil leaks.

Phase 3 consist of the assembling of the dock components (wharf walkway, ramp and floating dock) and attaching to the piles. The aluminum ramp and dock are to be prefabricated off-site. As with the pilings, components of the dock will be floated to the site by barge. The elevated walkway is to be composed of aluminum grating to allow for extensive light penetration. All materials shall be installed with the use of a spud barge and crane. Repositioning of the Barge will be kept as efficient as possible minimizing the impact of the spuds throughout the construction process. Vessels, including the pile driving barge and work boats, will be operated in water deep enough to prevent grounding and propeller wash disturbance of the foreshore and seabed; barge spud deployment will be limited to the minimum necessary for safe operation of barge mounted equipment, and proper installation of project components.

6.3 RESIDUAL IMPACTS

There are no anticipated residual impacts from the construction or use of the proposed private moorage facility on the surrounding habitat and species identified within the surveys. No impact to the shoreline, seabed or marine habitat is expected from the proposed dock. There is no anticipated impact to sensitive marine habitat (i.e., kelp, eelgrass) from shading due to the elevation of the narrow walkway above the water and from the open exposure of the sun as it tracks across the sky during the day providing sufficient sunlight to the seabed.

6.4 ENVIRONMENTAL PROTECTION MEASURES

The purpose of this section is to ensure environmental compliance as per the Fisheries Act and to identify Best Management Practices (BMP)'s during the construction phase of the project.

The marine construction contractor(s) is to reference Protection Measures as identified below and with the following agency guidelines:

- Canadian Water Quality Guidelines for the Protection of Aquatic Life;
- Disposal of Waste Material following the Ministry of Water, Land and Air Protection under the B.C. Waste Management Act; and
- Best Management Practice for Pile Driving and Related Operations – BC Marine and Pile Driving Contractors Association – November 2003.

General environmental protections measures shall include:

- Conduct a pre-construction tailboard meeting to review construction schedule, spill control and sediment control measures as per environmental protection plans;
- Installation of the dock piles for the project is to take place during the DFO marine reduced risk window for the area in question (Area 19 - Victoria) which is as follows: The Summer Window is July 1 - October 1 and the Winter Window is December 1 - February 15 of any given year. (British Columbia Marine/Estuarine Timing Windows for the Protection of Fish and Fish Habitat-South Coast and Lower Fraser Areas);

- Pile driving should not be conducted during adverse weather conditions, high winds and rough sea conditions.
- Marine weather forecasts and tide tables are to be consulted prior to commencing work to avoid adverse environmental interactions;
- Pile driving will follow Best Management Practices for Pile Driving and Related Operations, and Measures to Avoid Harm (DFO 2012);
- Pile driving will be achieved from a small barge with tide moving from low to high when there is sufficient water depth to avoid potential grounding and propeller wash damage to the substrate.
- Hydroacoustic monitoring is not required for vibratory pile driving as this method is anticipated to produce non-impulse sound and low levels of underwater noise. If an impact hammer is used, hydroacoustic monitoring is to be conducted during pile installation in order to establish and maintain marine mammal exclusion zones based on the DFOs currently accepted marine mammal acoustic threshold value
- The acoustic guideline for marine mammal disturbance of 160 dB is not expected to be exceeded from the proposed pile size and method.
- Because of the small diameter of the pile it is assumed that the energy required to drive the pile to the final point of installation will not result in shock waves in excess of 30 kPa, therefore, protective measures to reduce shock waves are not expected to be required.
- If fish or marine mammals are observed to be in distress or affected from pile driving activities, stop work immediately and contact the EM of the project. Alternative protection measures including the use of a bubble curtain placed around the piles may be required.
- If any visible disturbance or distress of marine mammals is observed, all operations shall be shut down and notification provided to the local fisheries officer or the DFO reporting hotline 1-800-465-4336. The EM shall record all occurrences or negative effects during pile driving works in their monitoring reports.
- Any dead, stranded, sick or injured marine mammals observed in the Project area shall be reported to the EM and to DFO. The cause of death or injury should be investigated, and if related to work activities, mitigation to prevent future occurrences should be developed.
- During pile installations, the EM will monitor water quality to determine if the turbidity meets water quality guidelines. If necessary, measures will be employed to control turbidity such as deployment of a weighted silt curtain taking care to prevent fish entrapment.
- Water quality will be monitored inside and outside the silt curtain and compared to baseline readings outside the work area.
- Turbidity levels are not to exceed guidelines for aquatic life. * $<2\text{NTU}$ when background $<8\text{NTU}$ * - * $<8\text{NTU}$ when background $<80\text{NTU}$ * - *Not to exceed 10% when background is $>80\text{NTU}$ *
- If required, the silt curtain is to remain in place until suspended sediments have dropped out of the water column and turbidity has decreased to below threshold levels (as determined by the EM).
- Inspection of the effectiveness of hazardous materials storage and waste management systems.
- All construction work will be conducted in a manner that does not result in the deposit of a toxic or deleterious substance or construction waste into the marine habitat.
- The Environmental Monitor (EM) is to be made aware of all fuel, oil and / chemical spills that occur on the working barge and on land during the project as soon as possible.
- A Spill Response Plan with emergency contacts is to be developed and posted on the working barge and on the shore at the dock site.
- Conduct all marine work during daylight hours. Work carried out below the HWM should be done at low tide where possible, this decreases the amount of disturbed sediment being drawn out to deeper water.

If the depth of water at low tide is too low to avoid grounding/propeller wash from workboats and barges then work should be done at the point in the tide cycle moving from low to high tide when there is sufficient water depth to avoid damage to the seabed through grounding/propwash.

It is recommended that an Environmental Management Plan be developed for the construction phase of the project. Contractors can then refer to details within which include general environmental protection measures, spill prevention, spill response plan, pile driving, concrete pouring, and working in and around water.

7 SUMMARY AND CONCLUSIONS

The aim of this report is to characterize the existing environmental conditions of the Project Site and to assess the presence of biological resources, including sensitive and rare species or habitats and to assess whether the private moorage facility will have significant habitat and/or wildlife impacts both during construction and once in a state of final completion. The report presents the findings through literature review of both the foreshore and marine areas, and further field surveys of the intertidal and subtidal areas. Furthermore, this report outlines how proper implementation of the described mitigation measures and best management practices will limit any potential long-term harm to the marine habitat of the area.

The results of the field surveys showed the Project Site to have low numbers of organisms per species present as reflected by the population densities calculated (Table 3, 4). Of the 33 species recorded within the project area none were found to be species at risk under the federal Species at Risk Act. No ecologically significant species or habitats were recorded. The substrate area estimated to be affected by the insertion of pilings $\sim 0.848\text{m}^2$ based on a piling of 30 cm (12") in diameter. The construction methods and materials that are proposed are anticipated to have minimal impact on marine habitat.

Storm Coast Diving has considered the relevant environmental factors including potential impacts to fish, fish habitat and marine organisms found to be present in the area. Residual effects and cumulative effects as a result of the proposed walkway ramp and docks have also been considered. Based on the assessment, it is our professional judgment that no long-term harmful alteration, disruption or destruction of the marine habitat and organisms within is expected to occur if the contractor follows mitigation protection measures and BMP's identified within this report.

Storm Coast Diving will be available to provide Environmental Monitoring Services during the construction phase. As required by the new Fisheries Act, DFO is to be notified prior to project construction. Storm Coast Diving will be available to provide such notification upon request.

This report has been completed in accordance with generally accepted biological and environmental practices and is based on site assessments, previous studies, background information, literature reviews and government regulations at the time of writing. Anticipated impacts are based on the proposed development plan appended to the report and under the specified mitigation measures within this report. If the design, methods of construction or mitigation measures are to change, Bayshore Planning and Storm Coast Diving are to be provided the opportunity to assess the proposed changes and revise this report accordingly.

No other warranty is made, either expressed or implied.

Any questions regarding this report or its findings, please contact the undersigned. Bayshore Planning Services Inc. and Storm Coast Diving trusts that the information provided in this report meets your requirements.

Prepared by:



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2022-04-04

Date

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2022-04-04

Date

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8.1 LITERATURE REVIEW

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BC Ministry of Forests, Ecosystems of British Columbia, Feb 1991. Available at:

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<https://www.dfo-mpo.gc.ca/species-especies/sara-lep/map-carte/index-eng.html>

DFO, Pacific Ocean, Project Near Water. Available at:

<https://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>

DFO, Rockfish Conservation Areas. Available at:

<https://www.pac.dfo-mpo.gc.ca/fm-gp/maps-cartes/rca-acs/index-eng.html>

FIGURES

Figure 1. Location of 8005 Turgoose Terrace

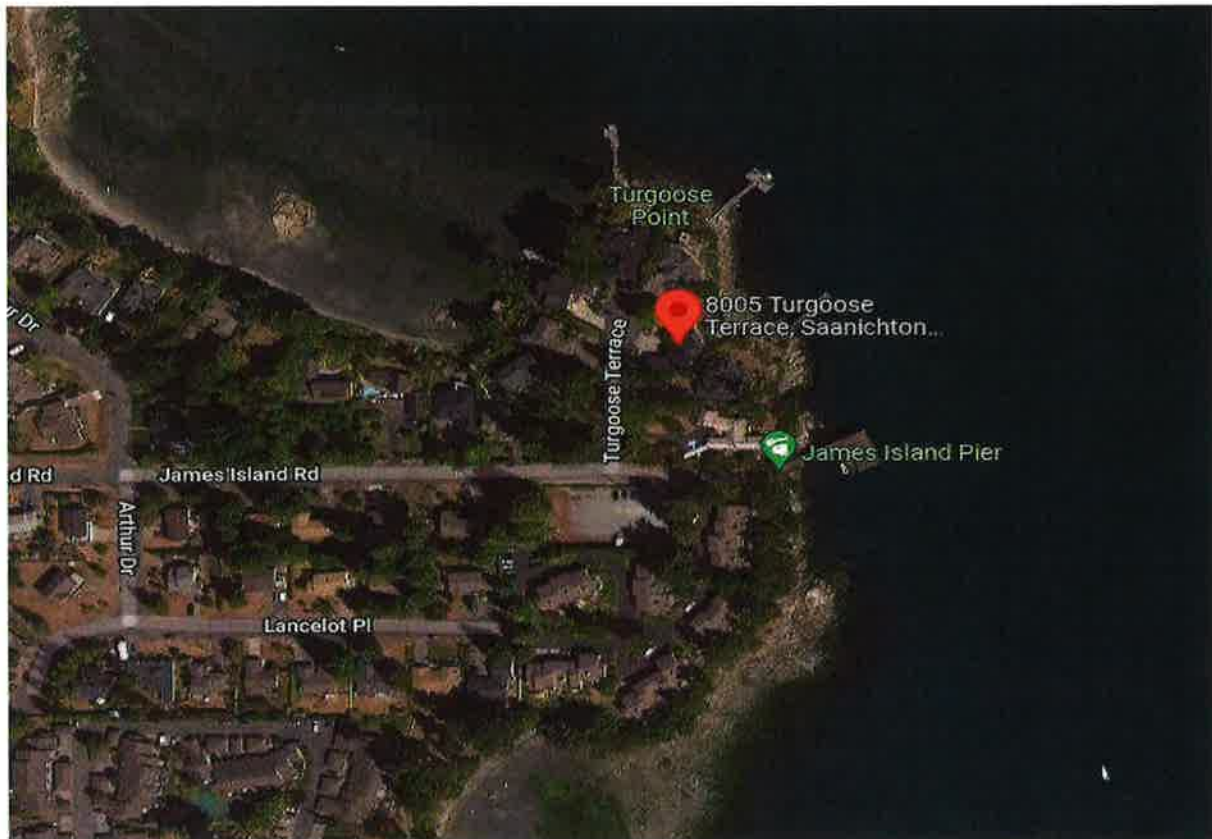


Figure 2. Project Site boundary with proposed private moorage located at 8005 Turgoose Terrace.



VERTICAL REFERENCE ELEVATIONS - SHARITZ BAY

CHS DATUM	UNMET DATUM (DMS)
+1.17m	+1.17m *CHS (LEGISLATE RECORDED HIGH WATER LEVEL)
+1.47m	+1.47m *CHS (LEGISLATE HIGH WATER LEVEL WATER TABLE)
+1.00m	+1.23m *CHS (DRAWN FROM SEA LEVEL)
+0.00m	+0.00m *CHS (DRAWN FROM SEA LEVEL)
+0.00m	+0.00m *CHS (DRAWN FROM SEA LEVEL)

*CHS = CHARTERED SURVEYOR'S CHS DATUM (L.S. = 0.0m CHS)
 *CHS = CHARTERED SURVEYOR'S CHS DATUM (L.S. = 0.0m CHS)

*ALL CONTOURS SHOWN IN THIS DRAWING SET ARE TO CHS DATUM U.N.D.
 *CONTOURS SHOWN IN METERS
 *ALL DIMENSIONS IN mm U.N.D.

INFORMATION USED TO CREATE THIS DRAWING SET:

COMPANY	DATE	DESCRIPTION	FILE USED	FILE NAME
GOOGLE AERIAL	2016-AUG	AERIAL ORTHO PHOTO	UNDERLAY	Aerial overvlew.jpg
TI	11	SPIT SOUNDINGS ON GRID	USED TO FOR CREATING BASIC ROUGH SOUNDING LAYOUT	8005 Turgoose Terrace Quarter Sounding.pdf
TI	11	SPIT SOUNDING REFERENCE GRID	USED TO FOR CREATING BASIC ROUGH SOUNDING LAYOUT	8005 Turgoose Terrace Survey layout.pdf
TI	11	SLURRY LEGAL PLAN AND SUBDIVISION LAYOUT	TEXT NOT RELIABLE IN WATERLOOT - TRACED LOT LINES	8005 Turgoose Back layout.pdf

NOTE:
 THE INFORMATION AND DETAILS ON THIS DRAWING MUST BE CHECKED AND APPROVED BY AN ENGINEER OR OTHER APPROPRIATE EXPERT PRIOR TO STARTING THE PROJECT. THESE DRAWINGS ARE PRELIMINARY.

REVISIONS	DATE	BY	REVISIONS	DATE	BY

InterTidal Design
 Salsbery Island B.C.
 Telephone: (250) 538-7851
 email: info@intertidal.ca
 Website: www.intertidal.ca

DRAWN BY: KRISTIN TUTTLE DESIGN BY: _____
 DATE: 1-DEC-2021 CHECKED BY: _____
 FILE No: FILE_NO SCALE: 1:200



BAY SHORE PLANNING SERVICES INC.
 8005 TURGOOSE ROAD
 NEW LAYOUT OPTION DRAWING No. K038-100 B



* NOTE:
 THE INFORMATION AND DETAILS ON THIS DRAWING MUST
 BE CHECKED AND APPROVED BY AN ENGINEER OR OTHER
 APPROPRIATE EXPERT PRIOR TO STARTING THE PROJECT.
 THESE DRAWINGS ARE PRELIMINARY.

NO.	DESCRIPTION	DATE	BY	CHKD.
1	ISSUED FOR REVIEW	11/17/11	JK	JK
2	REVISIONS			
3	REVISIONS			
4	REVISIONS			
5	REVISIONS			
6	REVISIONS			
7	REVISIONS			
8	REVISIONS			
9	REVISIONS			
10	REVISIONS			

InterTidal Design
 Salt Spring Island B.C.
 Telephone: (250) 533-7451
 email: info@intertidal.com
 Website: www.intertidal.com

DRAWN BY: KRISTIN TUTTLE DESIGN BY: _____
 DATE: 3-DEC-2011 CHECKED BY: _____
 FILE No.: FILE_NO SCALE: 1:200



BAY SHORE PLANNING SERVICES INC.
 8005 TURGOOSE ROAD
 NEW LAYOUT OPTION DRAWING No.: K039-100 D

Figure 3. Transect and quadrat layout within the Project Site.

Samaritan Bay

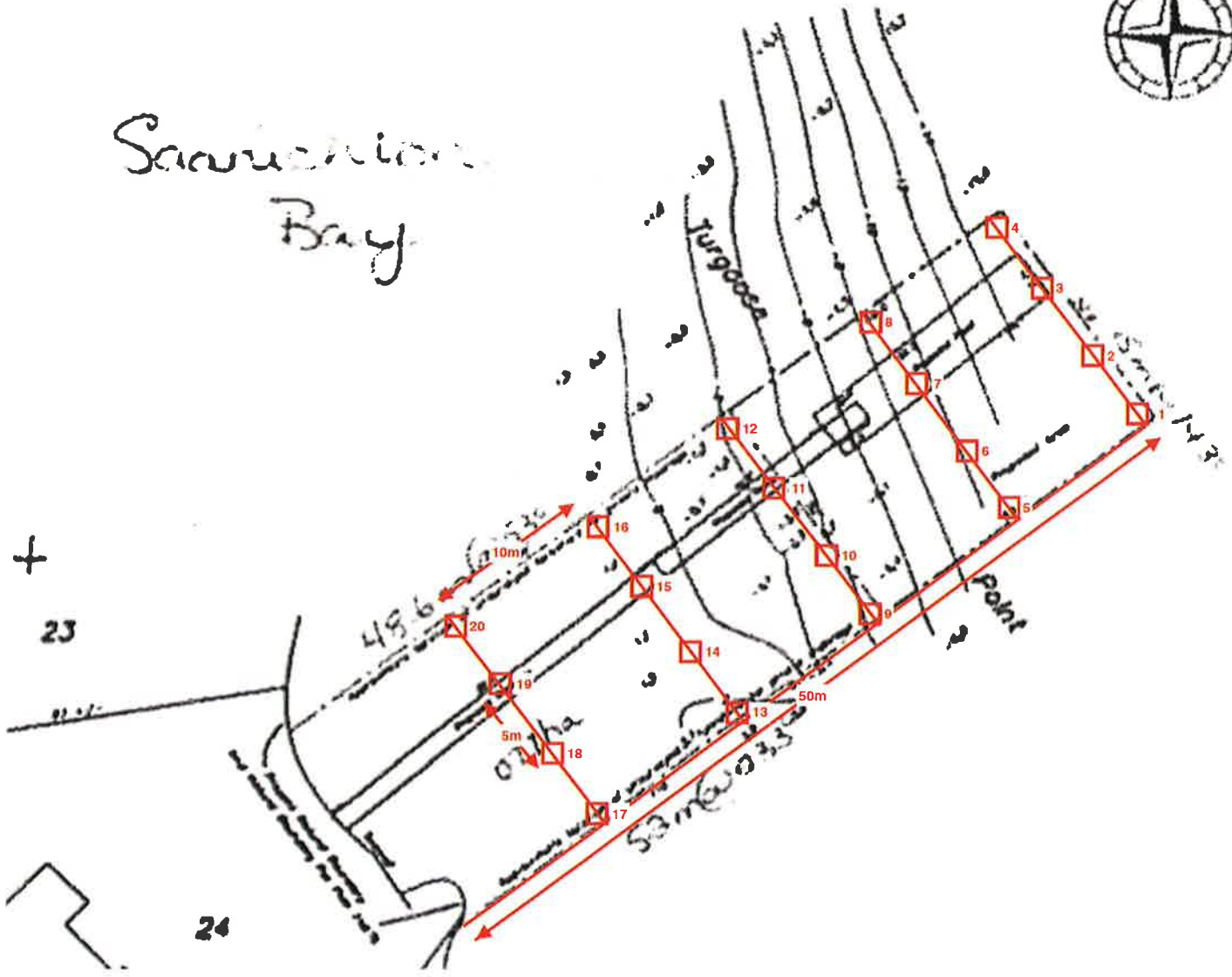


Figure 4. Substrate composition within the Project Site.



- Sand
- Mud
- Boulder
- Cobblestone
- Bedrock

* NOTE:
THE INFORMATION AND DETAILS ON THIS DRAWING SHALL BE CHECKED AND APPROVED BY AN ENGINEER OR OTHER APPROPRIATE EXPERT PRIOR TO STARTING THE PROJECT. THESE DRAWINGS ARE PRELIMINARY.

NO.	REVISIONS	DATE	BY
1	ISSUE FOR PERMIT	01/11/11	JL
2	FOR REVIEW	01/11/11	JL
3	FOR REVIEW	01/11/11	JL
4	FOR REVIEW	01/11/11	JL
5	FOR REVIEW	01/11/11	JL
6	FOR REVIEW	01/11/11	JL
7	FOR REVIEW	01/11/11	JL
8	FOR REVIEW	01/11/11	JL
9	FOR REVIEW	01/11/11	JL
10	FOR REVIEW	01/11/11	JL

InterTidal Design
 Consulting Island B.C.
 Telephone: (250) 885-7001
 email: info@intertidalbc.com
 Website: www.intertidalbc.com

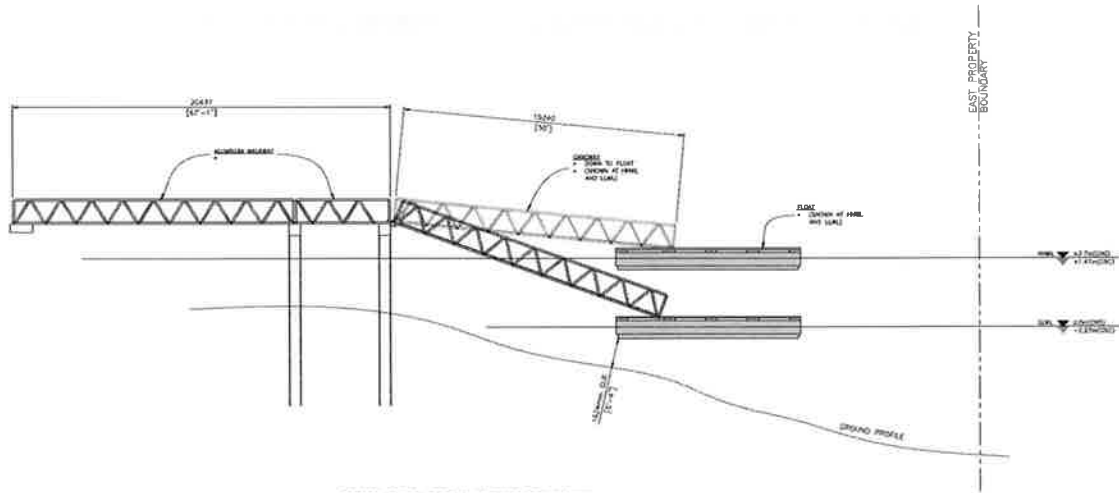
DATE: 01-11-11
 SHEET: 3-DEC-2061
 FILE No.: F&E_100
 SCALE: 1:200



BAY SHORE PLANNING SERVICES INC.
 8005 TURGOOSE ROAD
 NEW LAYOUT OPTION
 SHEET No.: K038-100
 DATE: 01-11-11

APPENDICES

Appendix A. Private Moorage Facility Section View of Construction Plan



SECTION TAKEN THROUGH CENTER OF WALKWAY (1:100)
 * FIBER PINS NOT SHOWN FOR CLARITY

* NOTE:
 THE INFORMATION AND DETAILS ON THIS DRAWING MUST BE CHECKED AND APPROVED BY AN ENGINEER OR OTHER APPROPRIATE EXPERT PRIOR TO STARTING THE PROJECT. THESE DRAWINGS ARE PRELIMINARY.

REV	DESCRIPTION	DATE	BY	CHECKED
A	CREATING SECTION VIEW	1/24/22	KJT	
B	ADJUSTING WALKWAY AND FIBER	1/24/22	KJT	
C				
D				
E				

InterTidal Design
 Salsbery Island LLC
 Telephone: (209) 538-4091
 Email: info@intertidal.org
 Website: www.intertidal.org

DRAWN BY: KRISTIN TUTTLE DESIGN BY: _____
 DATE: 24-JAN-2022 CHECKED BY: _____
 FILE No: _____ SCALE: 1:100



BAY SHORE PLANNING SERVICES INC.
 8005 TURGOOSE ROAD
 SECTION VIEW DRAWING NO. K038-101 8

Appendix B. CDC Occurrence Map



CDC Occurrence Map

Legend

Species and Ecosystems at Available Occurrences - CD

FEATURE_CODE

- Animal - Vertebrate
- Animal - Invertebrate
- Plant - Vascular
- Plant - Non-vascular
- Ecological Community

Species and Ecosystems at and Historical) Publicly Avail CDC

FEATURE_CODE

- Animal - Vertebrate
- Animal - Invertebrate
- Plant - Vascular

0 1.02 2.03 km

1: 50,000

Copyright/Disclaimer

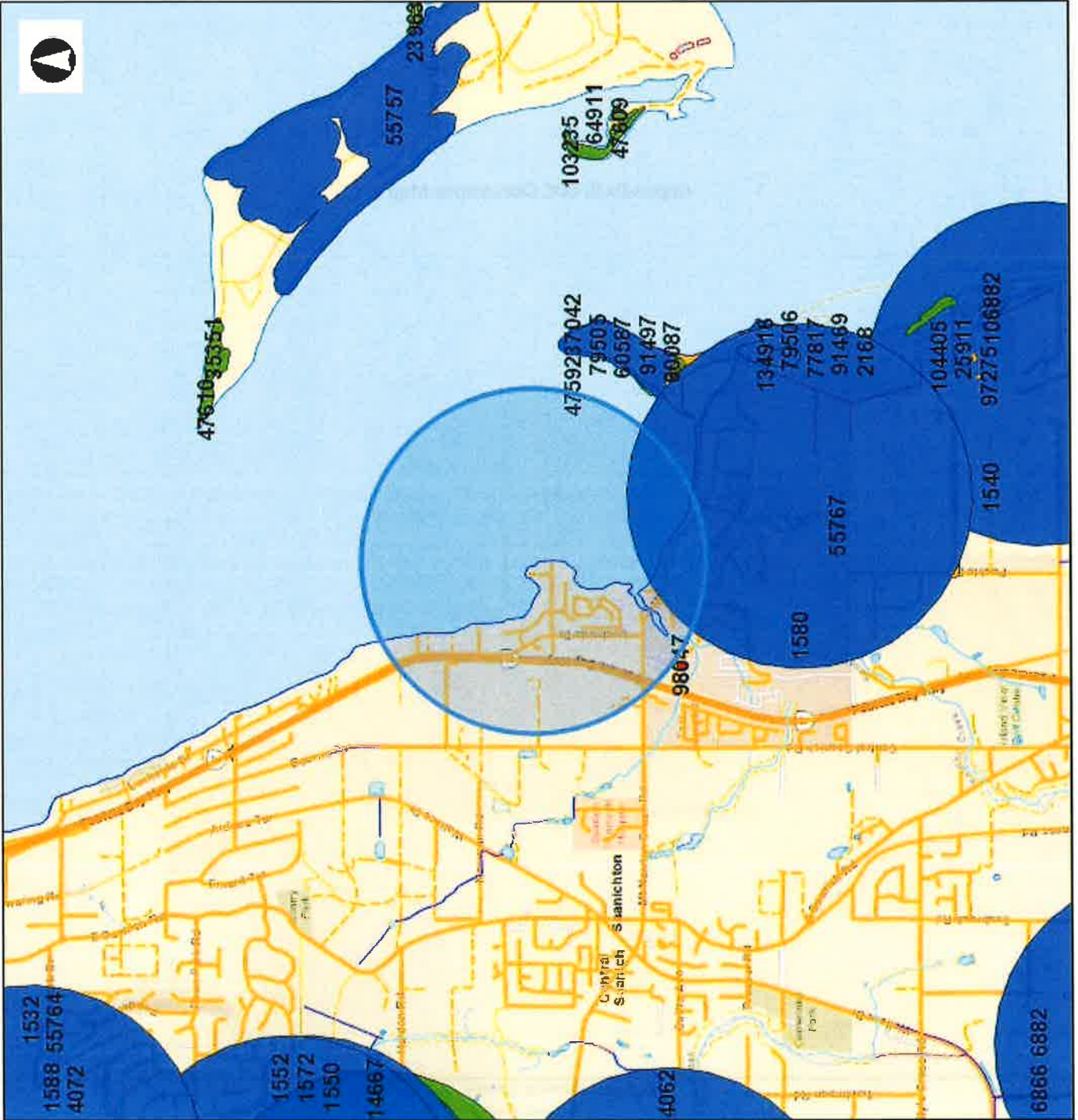
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CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83

Projection: WGS_1984_Web_Mercator_Auxiliary Spheroid

Key Map of British Columbia



Appendix C. Aquatic Species at Risk Report



One or more aquatic species listed under the Species at Risk Act are found (or potentially found) within the coloured areas.

-  Critical Habitat
-  Extirpated, Endangered, or Threatened
-  Special Concern

How to use this information:

1. The map and species list are intended to provide a general overview of aquatic species at risk and their critical habitat that may occur within the mapped area.

2. To assess your project go to: www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html

If you encounter an aquatic species at risk in an area that is not currently mapped, please notify your regional Fisheries Protection Program office to ensure that you are compliant with the Species at Risk Act.

The official source of information for species at risk is the Species at Risk Public Registry www.sararegistry.gc.ca

To protect fish and fish habitat, including aquatic species at risk, their residences, and their critical habitat, efforts should be made to avoid, mitigate and/or offset harm. Following the measures to avoid harm will help you comply with the Fisheries Act and the Species at Risk Act.

Critical habitat for these species is found within the outlined area

Critical habitat is identified in recovery strategies or action plans for species listed under Schedule 1 of the Species at Risk Act as extirpated, endangered or threatened.

Name	Where Found	Species Status
	No critical habitat	

Species found (or potentially found) within the outlined area

Name	Where Found	Species Status
Green Sturgeon	Pacific Ocean/Océan Pacifique	Special Concern
Harbour Porpoise - Pacific Ocean	Pacific Ocean/Océan Pacifique	Special Concern
Humpback Whale - North Pacific	Pacific Ocean/Océan Pacifique	Special Concern
Killer Whale - Northeast Pacific Offshore	Pacific Ocean/Océan Pacifique	Threatened
Killer Whale - Northeast Pacific Southern Resident	Pacific Ocean/Océan Pacifique	Endangered
Killer Whale - Northeast Pacific Transient	Pacific Ocean/Océan Pacifique	Threatened
Leatherback Sea Turtle - Pacific	Pacific Ocean/Océan Pacifique	Endangered
Longspine Thornyhead	Pacific Ocean/Océan Pacifique	Special Concern
Northern Abalone	Pacific Ocean/Océan Pacifique	Endangered
Rougheye Rockfish type I	Pacific Ocean/Océan Pacifique	Special Concern
Rougheye Rockfish type II	Pacific Ocean/Océan Pacifique	Special Concern

Steller Sea Lion	Pacific Ocean/Océan Pacifique	Special Concern
Yelloweye Rockfish - Pacific Ocean Inside Waters	Pacific Ocean/Océan Pacifique	Special Concern

Appendix D. Transect Photographs



Photos 1 & 2: Transect 1 mud and mixed substrate.



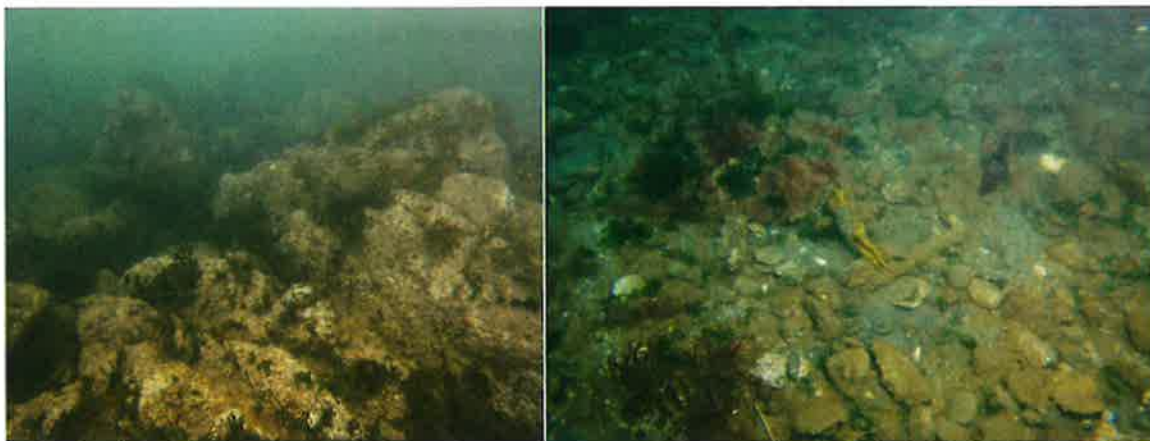
Photos 3 & 4: Transect 2 boulder and cobble



Photo 5: Transect 3 mud substrate



Photo 6 & 7: Transect 4 Boulder



Photos 8 & 9: Transect 5 bedrock and cobble



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Pacific Region
Ecosystem Management Branch
3190 Hammond Bay Road
Nanaimo, BC
V9T 6N7

Région du Pacifique
Direction de la gestion des écosystèmes
3190, rue Hammond Bay
Nanaimo, (C.-B.)
V9T 6N7

May 20, 2022

Our file Notre référence
22-HPAC-00467

Zhang Yongli and Lijun Song
8005 Turgoose Terrace
Saanichton, BC 8VM 1V4

Via email: xueli-zyl@hotmail.com

Dear Zhang Yongli and Lijun Song:

Subject: Dock Installation, Saanichton Bay, Saanichton – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on April 7, 2022. We understand that you propose to:

- Install a new dock including eight (8) new piles in order to create a private mooring area within a water tenure in Saanichton Bay adjacent to your private residence located at 8005 Turgoose Terrace in Saanichton, BC.

We understand the following aquatic species listed under the *Species at Risk Act* may use the area in the vicinity of where your proposal is to be located:

- Killer Whale (Northeast Pacific Southern Resident Population), Leatherback Sea Turtle (Pacific population) and Northern Abalone, all listed as Endangered;
- Killer Whale (Northeast Pacific Offshore and Northeast Pacific Transient Populations) listed as Threatened; and
- Longspine Thornyhead, Rougheye Rockfish (Type I & II), Yelloweye Rockfish (Pacific Ocean Inside and Outside Waters populations), Tope, Harbour Porpoise (Pacific Ocean population), Humpback Whale (North Pacific population), Grey Whale (Eastern North Pacific population), Steller Sea Lion, Bluntnose Sixgill Shark, and Green Sturgeon, all listed as Special Concern.

Our review considered the following information:

- *Request for Review* form submitted by email by Sharon Horsburgh of Bayshore Planning Services Inc., dated April 7, 2022;
- *Marine Habitat Assessment Report for a Private Moorage Facility in Saanichton Bay* prepared by Storm Coast Diving and Bayshore Planning Services Inc., dated April 4, 2022;
- Email correspondence on April 29, 2022 between Vanessa Smith (DFO) and Sharon Horsburgh; and
- Dive videos taken on November 27, 2021, with footage demonstrating the substrate and algae coverage in the project area, submitted by email by Sharon Horsburgh on May 5, 2022.

Canada

1/4

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*. The aforementioned outcomes are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures listed below **in addition to those set out in your project proposal**:

- Retain a Qualified Environmental Professional (QEP) to conduct environmental monitoring during all project activities that may result in potential negative effects to fish and fish habitat.
- Complete pile installations and in-water works, undertakings and activities within the least risk timing window for the area during the Summer Window (July 1 - October 1) or the Winter Window (December 1 - February 15).
- Only conduct works during daylight hours and weather conditions that permit visual observations of fish and marine mammals.
- Minimise the duration of in-water works.
- Ensure vessels are not operating in shallow water causing direct physical disturbance to the seabed/habitat from propeller scour.
- Water-based equipment used for pile and dock installation is not to ground upon the seabed except for the use of anchors or spuds needed to keep the equipment in place.
- Minimize movements/repositioning of the barge and subsequent spudding to minimize physical disturbance to the seabed.
- Avoid spudding down or anchoring in sensitive fish habitats such as eelgrass beds, kelp beds, or estuarine marsh. Clearly mark sensitive habitat areas to prevent accidental encroachment.
- If there is a risk of harm to a marine mammal from direct contact, temporarily suspend construction until there is no longer a risk of harm from direct contact or the individual has not been sighted for 30 minutes.
- Conduct water quality monitoring during pile installation to confirm that turbidity levels in the water column outside the immediate vicinity of the works are below approved British Columbia Water Quality Guidelines (Aquatic Life, Wildlife and Agriculture). If water quality guideline exceedances are detected, stop work and implement additional mitigation measures (e.g., slow work, install a sediment curtain, etc.) to minimize sedimentation.
- Keep a silt curtain on-site and deploy around the in-water works as required or as recommended by the environmental monitor.
- Develop and implement a spill prevention and response plan to avoid a spill of deleterious substances into the aquatic environment. Ensure appropriate gear (e.g., floating containment booms, absorbent pads, etc.) is onsite in the event that deleterious substances are released into the water. Onsite personnel should also be trained in spill prevention, containment and cleanup procedures.

- Pile installation using a vibratory hammer is the preferred method rather than impact driving (e.g., drop hammer) or drilling. If impact driving methods are used, complete pile installation in accordance with the following mitigation measures:
 - Only conduct impact pile driving during daylight hours and when weather conditions permit visual assessments for marine mammals.
 - Conduct hydroacoustic monitoring during impact pile driving to monitor underwater sound. Peak sound pressure levels should not exceed 206 dB re: 1 μ Pa and a SELcum of 186 dB re: 1 μ Pa²s to protect fish and pinnipeds.
 - Establish a cetacean exclusion zone (e.g., perimeter around the noise source) prior to impact pile driving where sound levels are not to exceed 160 dBRMS re: 1 μ Pa at the edge of the marine mammal exclusion zone during impact pile driving.
 - Monitor for cetaceans within the cetacean exclusion zone for at least 30 minutes prior to the start of impact pile driving. If a cetacean enters the cetacean exclusion zone, temporarily suspend impact pile driving until the individual has left the exclusion zone or has not been sighted for 30 minutes.
 - The use a soft start procedure is recommended where the impact energy is gradually increased over a 10 minute period. The soft start procedure is also recommended any time after there is a break of 30 minutes or more during impact pile driving.
 - If hydroacoustic monitoring indicates sound levels in excess of the above-mentioned thresholds, impact pile driving should cease and only resume after additional measures are implemented to effectively reduce sound levels below the thresholds.
- If drilling methods are used for pile installation, dispose of drill cuttings off site at an approved facility, and only discharge any sediment-laden water generated during drilling within the silt curtain.
- Develop and implement a site-specific debris management plan designed to avoid and mitigate the introduction of materials associated with dock installation.
- Avoid the use of expanded polystyrene (Styrofoam) floats for docks and other floating infrastructure unless the foam is encapsulated to prevent its release into the marine environment.
- Ensure equipment is in good working condition, and free of leaks prior to conducting works in or near fish habitat.
- Do not stockpile materials such as concrete or cement mixes below the high water mark or in areas where the material has the potential to enter fish-bearing waters.
- Ensure that poured-in place concrete is cured before removing site isolation to prevent seepage of potentially toxic substances into fish bearing waters.
- Ensure that poured-in place concrete is poured in a manner that avoids entry of uncured and cured concrete into the waterbody to prevent seepage and deposition of potentially toxic substances into the water body.
- Do not discharge or store cementitious materials and/or wash/contact water in a manner that may cause deleterious substances to leach into a waterbody or environmentally sensitive areas.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal is not likely to result in the contravention of the above mentioned prohibitions and requirements.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your Duty to Notify DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to the DFO-Pacific Observe, Record and Report phone line at 1-800-465-4336 or by email at DFO.ORR-ONS.MPO@dfo-mpo.gc.ca.

Please notify the Program by email at Vanessa.Smith@dfo-mpo.gc.ca at least 10 days before starting your project, ensuring your file number and appropriate on-site contact information is included. We recommend that a copy of this letter be kept on site while the work is in progress. It remains your responsibility to meet all other federal, provincial and municipal requirements that apply to your proposal.

Please note that the advice provided in this letter will remain valid for a period of one year from the date of issuance. If you plan to execute your proposal after the expiry of this letter, we recommend that you contact the Program to ensure that the advice remains up-to-date and accurate. Furthermore, the validity of the advice is also subject to there being no change in the relevant aquatic environment, including any legal protection orders or designations, during the one year period.

If you have any questions with the content of this letter, please contact Vanessa Smith at our Nanaimo office by email at Vanessa.Smith@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,

Barrie Tuite

Barrie Tuite
A/ Senior Fisheries Biologist
Fish and Fish Habitat Protection Program

c.c.: Sharon Horsburgh (Bayshore Planning Services Inc.) at sharon@bayshoreplanning.com
Bayshore Planning Services General Inbox at info@bayshoreplanning.com



Central Saanich

DEVELOPMENT PERMIT

NO. 3060-20-17/22
8005 TURGOOSE TERR

TO: [REDACTED]
[REDACTED]
[REDACTED]

(HEREIN CALLED "**THE OWNER**")

This Development Permit is issued subject to compliance with all of the applicable Bylaws of the municipality.

This Development Permit applies to the lands known and described as:

PARCEL IDENTIFIER: 004-290-593

LOT 24, SECTION 4, RANGE 4 EAST, SOUTH SAANICH
DISTRICT, PLAN 14876

(HEREIN CALLED "**THE LANDS**")

1. The development of the above noted lands shall be in accordance with the specifications and plans attached, which form Appendix "A" of the Development Permit.
2. This Development Permit is issued subject to compliance with the provisions of the Land Use Bylaw and all other applicable Bylaws of the Municipality, except as specifically varied by this Permit:
 - a. Subsection 5.57.3 (3) is varied to increase the maximum length of a private float or walkway from 30 metres to 42 metres and the maximum width from 3 metres to 3.7 metres;
3. Minor variations to the development (*and not to required or varied Bylaw requirements*) may be permitted by the Director of Planning and Building Services.

4. The owner shall substantially commence construction within 24 months from the date of issuance of this Permit, in default of which the Permit shall be null and void and of no further force or effect.
5. The terms and conditions contained in this Permit shall inure to the benefit of and be binding upon the owner, their executors, heirs or administrators, successors and assigns as the case may be or their successors in title to the land.
6. This Permit is **not** a Building Permit.

DRAFT

AUTHORIZING RESOLUTION PASSED AND ISSUED BY MUNICIPAL COUNCIL ON .

Permit Issue date:

Signed in the presence of:

Witness

[Redacted]

Address of Witness

Date

Occupation

Witness

Date

Address of Witness

Occupation

**THE CORPORATION OF THE
DISTRICT OF CENTRAL SAANICH**

Ryan Windsor, Mayor

Emilie Gorman, Corporate Officer



Central Saanich

APPENDIX "A"

DP # 3060-20-17/22

004-290-593

LOT 24, SECTION 4, RANGE 4 EAST, SOUTH SAANICH DISTRICT, PLAN
14876

8005 TURGOOSE TERR

Attachments:

Site and Section Plans dated December 3, 2021 by Bay Shore Planning Services Inc.

Marine Habitat Assessment Report dated April 2022 by Bay Shore Planning Services Inc. and Storm Coast Diving

Fisheries and Oceans Canada Letter dated May 20, 2022



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, February 13, 2023

Re: Basements and Floor Area Ratio regulations

RECOMMENDATION:

That staff be directed to conduct a review and report back to Council with considerations and options for excluding basements from floor area ratio regulations under the Land Use Bylaw.

PURPOSE:

The purpose of this report is to respond to a Council motion by reintroducing the discussion of how basements are regulated in the District in terms of Floor Area Ratio (density), and to seek direction from Council about the District undertaking further analysis on this matter.

BACKGROUND:

Basements are currently permitted in Central Saanich. However, they are included in the floor area calculation, and form part of the Floor Area Ratio (density) of dwellings.

At the January 23, 2023 Council meeting, the following motions were passed:

1. *That the previous discussion from the November 22, 2021 Council meeting on a Land Use Bylaw amendment that proposes excluding basements or parts thereof from Floor Area Ratio to encourage building basements in new construction be brought back to Council; and*
2. *That the discussion be referred to the Advisory Planning Commission for comment.*

The following are the motions that were discussed by Council in 2021:

At that November 22, 2021 meeting the following notice of motion was considered:

WHEREAS *basements can be part of a climate change resiliency strategy as experienced during the 2021 heat dome;*

WHEREAS *basements don't increase building footprint and thus do not have an increased impact on the landscape; and*

WHEREAS *other municipalities exclude basements from Floor Area Ratio.*

THEREFORE BE IT RESOLVED *that Council ask staff to bring forward a Land Use Bylaw amendment that proposes excluding basements or parts thereof from Floor Area Ratio to encourage building basements in new construction.*



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: Basements and Garages – Density Amendments to the Land Use Bylaw

RECOMMENDATIONS:

1. *That staff be directed to prepare a bylaw to amend Land Use Bylaw No. 2072 for consideration of First Reading that would have the effect of:*
 - a. *Adding a definition for basement,*
 - b. *Excluding basements and the first 28m² of a garage and all carports from Gross Floor Area and Floor Area Ratio for Residential Single Family, Residential Two Family, and Residential Attached,*
 - c. *Amending the definitions of Gross Floor Area and Floor Area Ratio, and*
 - d. *Amending the height in the R-1S Zone from 7.0m to 8.0m to align with the general residential zones.*
2. *That the proposed zoning amendments be referred to the Advisory Planning Commission for comment.*

PURPOSE:

This report provides options for Council consideration regarding amendments to the Land Use Bylaw to include a definition for “basement” and to exclude basements, a portion of a garage, and carports from the floor area ratio and gross floor area (density regulations).

BACKGROUND:

At its meeting of February 13, 2023, Council discussed basements in new homes as a climate resiliency strategy to allow basements as a reprieve from heat dome impacts, and further that basements do not have an increased impact on the landscape and most other municipalities in the region exclude basements from density regulations. Council directed staff to conduct a review and report back with options for excluding basements from the floor area regulations contained in the Land Use Bylaw. Council also directed that attached garages up to a specified limit be excluded. Staff have included exclusion of carports for consistency of bylaw interpretation.

DISCUSSION:

Currently, basements and garages/carports are included in density regulations in the District’s Land Use Bylaw. Basements are permitted in all residential zones. The Official Community Plan is silent on policies and design criteria around basements although there are extensive design guidelines for garages and parking that suggest limiting the visual impact on the streetscape by encouraging one car garages. Exclusion of the basement and garage/carport floor area from density calculations would incentivise the floor area to accommodate additional living space, include a secondary suite or provide additional storage space. Staff undertook a review of best practices for density regulations as they pertain to

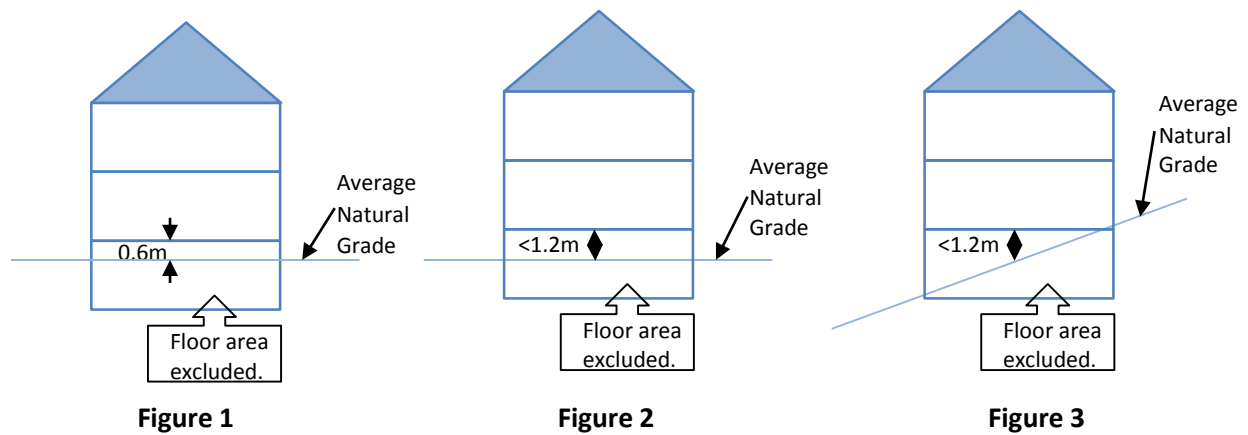
exemptions for basements and garages in residential dwellings. This included a review of the District’s Official Community Plan (OCP), the Land Use Bylaw, and a comparison analysis of definitions and zoning of other jurisdictions.

Definition Comparison Analysis

A comparison of zoning definitions was undertaken for North Saanich, Sidney, City of Victoria and the Agricultural Land Commission (ALC). A summary table comparing the definition of basement, exclusion of basement and garages from density, and the definition of GFA and FAR for the selected municipalities is included in Appendix A.

Basements

Currently, the District of Central Saanich Land Use Bylaw does not include a definition for basement. Basements are permitted and are included in the gross floor area of a building. The comparison municipalities typically define basements based on the maximum height between a finished ceiling and the average grade (Appendix A). The height above average grade slightly varies from 0.6m (Sidney) to 1.2m (North Saanich and Victoria), as shown in Figures 1 and 2.



To provide livable space or secondary suites in basements it is recommended that the definition for basement permit a portion of the space to be above average natural grade. A maximum basement height of 1.2m above average natural grade allows for windows to provide natural light into a basement which may better support secondary suites or other livable space. The additional height created by a basement finished ceiling above average natural grade may increase the overall height of the principal dwelling as calculated from average natural grade. On a flat site the added height from a basement will have minimal impact for a two-storey (8.0m) dwelling and may be accommodated through the design of the roof (Figures 1 and 2). On sloping sites, the basement could potentially appear as a full storey while not exceeding the maximum permitted height based on average existing grade, as shown in Figure 3.

It should be noted that the height limit of 7.0 m in the Small Lot Single Family Residential: R-1S Zone may limit the ability to include a basement and a two-storey dwelling where a basement ceiling is located above average grade. Accordingly, staff are recommending the maximum permitted height be increased to 8.0m to accommodate basements. This would be consistent with the height limits in the General Residential Zones. It is recommended that basement be defined by the finished ceiling height 1.2m above average grade and that it does not extend beyond the perimeter of the first floor.

As most municipalities allow basements and exclude them from density calculations there is minimal concern in the District adopting a similar approach. The potential considerations for excluding basements from density calculations include:

- Basements require excavation or blasting and a soil removal permit which may impact the neighbours and roadways temporarily due to construction activities.
- Sloped sites may result in exposure of greater than two storeys on the downslope side of the site (up to three storeys).
- Building heights may increase to accommodate basements (maximum 1.2m) but will not exceed the maximum building height of the general residential zones (8.0m).
- A secondary suite in a basement will not apply to gross floor area; however, must respect the maximum permitted floor area for a secondary suite of 90m² (subject of another report).
- Existing homes with basements wanting to renovate may increase the overall gross floor area of the dwelling if the basement is now exempt from density calculations; however, staff do not feel this will apply to many properties and a dwelling will still be limited by height, site coverage and yard setbacks of a zone.
- Impact to trees, drainage, natural hydrology.

Garages/Carports

Currently, the District does not exempt garages or carports from density regulations (Floor Area Ratio or Gross Floor Area) for Residential Single Family, Residential Two Family, or Residential Attached. Residential Attached was included within this review because garages are typically accessed at ground level similar to single family and two family dwellings. A review of other jurisdictions (Appendix A) shows that Sidney includes garage floor area for single family and two family dwellings; however, does not consider garage floor area for attached housing to be included within density calculations. Victoria exempts all garage area for single family, two family, and attached dwellings; however, it should be noted that the maximum garage area permitted to be exempted is 37m² (approximately a two car garage). The Agricultural Land Commission and North Saanich exempt parking up to a maximum floor area of 42m² and 65m² respectively for single family, two family, and attached dwellings.

Given the OCP policy strongly encourages one car garages through the development permit guidelines, it is recommended that a maximum floor area of 28m² be exempt from the density regulations. 28m² will allow for one car to park in a garage with an adjacent small storage or workspace while meeting the intent of the design guidelines.

Area calculations for density regulations are based on the extreme outer limits of a building wall. As carports typically do not have exterior walls, an exemption of only a portion of a carport area may lead to inconsistent interpretation of the outer limits of a carport. Therefore, it is recommended that the entire area of a carport area be exempt from density regulations for consistency. The location and size of carports will be limited by other zoning regulations including site coverage, height, and setbacks.

The comparison municipalities consider all garage area or a portion of a garage to be exempt from density calculations. It is recommended that a portion of garages to a maximum of 28m² be exempt to align with the OCP design guidelines. The potential considerations for excluding a portion of a garage and carport from density calculations include:

- May increase building size (maximum of 28m²); however, is minimal as other siting regulations restrict the building on a property.
- May result in and increase of two car garages or carports where one car is exempt.

- May enable additional dwelling units in townhome developments (added GFA from garage exemption may potentially add up to an additional unit). However this could be considered a positive impact to support additional housing in the community.
- Existing homes with garages wanting to renovate may increase the overall gross floor area if the a portion of the garage is exempt; however, staff do not feel this will apply to many properties and a dwelling will still be limited by height, site coverage and yard setbacks of a zone.
- More carports may be constructed.

Gross Floor Area (GFA) and Floor Area Ratio (FAR)

To support exclusion of single car garages/carports from Residential Single Family, Residential Two Family, and Residential Attached, amendments to Gross Floor Area (GFA) and Floor Area Ratio (FAR) will be required. Typically, the definition of GFA includes a list of exemptions such as stairwells, decks/patios, elevator shafts, etc. whereas FAR would be a ratio of the site area to gross floor area as shown in Appendix A. It is recommended that both GFA and FAR definitions be updated to reflect the following:

- Simplify the definition of FAR by removing specific space exclusions (e.g. garages/carports) and apply these to the definition of GFA.
- Amend definition of GFA to update included areas and list of specific space exclusions.
 - Include exemption for basements and garages/carports (maximum 28m²) for Residential Single Family, Residential Two Family, and Residential Attached (see attached draft bylaw in Appendix C).

Comparison Analysis of Dwelling Size and Basement and Garage Exemptions for Similar Zoning Bylaws

A comparison of the zoning regulations was undertaken for the same municipalities identified above. The comparison analysis of these communities is based on a generalization of lot sizes grouped from “extra small” to “large,” refer to Appendix B for the comparison table. This comparison provides insight into the potential impact of exempting basements and garages from density regulations.

The analysis shows that Sidney and Victoria enable exclusions from GFA for garages and basements; however, these do not significantly impact the permitted density on a lot and the size of dwellings is limited by site coverage, height, and yard setbacks. Garage and basement exclusions are more significant for North Saanich; however, the permitted density (FAR and GFA) controls the size of a dwelling on a property. Central Saanich does not currently exempt basements or garages/carports from density regulations which translates to a smaller liveable floor area where a dwelling has both a garage and a basement; exempting a portion of a garage, carports, and a basement from density regulations would allow for a similar liveable floor area to other municipalities. The comparison analysis shows that small zone regulations for other municipalities (similar zones to the Central Saanich R-1S Zone) are somewhat similar. Staff are of the opinion that exempting basements and a portion of a garage and carports is in line with what other municipalities allow in their zoning regulations.

IMPLICATIONS:

Strategic

Addresses Council’s priority to “Expand the Supply of Affordable, Attainable, and Rental Housing” through supporting and encouraging legal suites.

Legislative/Policy

OCP Policy 4.1.16: Within residential neighbourhoods, support secondary suites and a mix of infill housing forms, including small lots, panhandle lots, pocket neighbourhoods, duplexes, small scale multi-unit development and townhouses, where they are consistent with infill design guidelines.

Communications

A public hearing will be required to consider the proposed bylaw which will provide an opportunity for public input.

OPTIONS:

With respect to excluding basements, a portion of garages, and carports from density regulations, Council may wish to:

1. Support the staff recommendation and proceed with bylaw amendments;
2. Receive the report for information and not proceed with bylaw amendments; OR
3. Recommend an alternative motion.

CONCLUSION:

The recommended options contained in this report address the direction from Council regarding the exclusion of basements and garages/carports from the floor area and density regulations. The recommended definitions reflect best practices and are comparable to the zoning regulations for selected municipalities in the Region. Staff are of the opinion that excluding basements and 28m² of a garage and all carports from the Gross Floor Area of residential zones is consistent with other municipalities and the size of a dwelling will continue to be limited by siting regulations for height, yard setbacks, and site coverage.

Report written by:	Kerri Clark, Manager, Development Services
Concurrence by:	Jarret Matanowitsch, Director Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A – Comparison of General Land Use Bylaw Definitions
- Appendix B – Comparison of Typical Large, Medium, Small, and Extra Small Zones
- Appendix C – Draft Amendment Bylaw

Table 1: Comparison of General Land Use Bylaw Definitions

	North Saanich	Sidney	Victoria	ALC	Central Saanich CURRENT	Central Saanich PROPOSED
Definition of Basement	finished ceiling < 1.2 m above grade	finished ceiling < 0.6 m above grade	finished ceiling < 1.2 m above grade	1/2 height below grade Limited to building footprint	No definition	finished ceiling < 1.2 m above natural grade; and Limited to first floor building footprint
Basement	Excluded from GFA where finished ceiling is less than 1.2m above grade	Excluded from GFA where finished ceiling is less than 0.6m above grade	Excluded from GFA where finished ceiling is less than 1.2m above grade	Excluded from GFA when floor is less than half the height below grade	Included in GFA when floor to ceiling height is greater than 1.5m	Excluded from GFA where finish ceiling is less than 1.2m above grade.
Garage	65m ² excluded from GFA	Parking is only excluded for attached housing (not for SFD or Duplex)	Excludes all parking areas from GFA	42m ² excluded from GFA	All parking areas Included in GFA	28m² excluded from GFA
Gross Floor Area (GFA)	Applies to Single Family/Two Family/Attached Excludes: <ul style="list-style-type: none"> • first 65 m2 of a storey used for parking • floor area with height of <1.67m • first 185 m2 floor area of any basement 	Does not apply to Single Family/Two Family Applies to Attached Housing Excludes: <ul style="list-style-type: none"> • parking • bike/ storage areas, • crawlspace 	Applies to Single Family/Two Family/Attached Housing Excludes: <ul style="list-style-type: none"> • finished ceiling < 1.8 m above grade • floor area used for parking • decks/patios • elevator shafts 	Applies to Single Family Excludes: <ul style="list-style-type: none"> • Garages/carport-max. 42m² • Basements • Attics 	Applies to Single Family/Two Family/Attached Includes: <ul style="list-style-type: none"> • floor to ceiling height >1.5 m and • attached garages • carports • and stairwells 	Applies to Single Family/Two Family/Attached Includes: <ul style="list-style-type: none"> • floor to ceiling height >1.5 m • carports • Internal stairwells Excludes: <ul style="list-style-type: none"> • Basements • Attached garage max. 28m² • All unenclosed swimming pools, open balconies, porches, sundecks, and stairways, • Any crawl space, • Any elevator, electrical or mechanical penthouse
Floor Area Ratio (FAR)	The total gross floor area of all buildings on a lot is divided by the area of the lot	The total gross floor area divided by the lot area, not including any exclusions to Gross Floor Area	The ratio of the total floor area of a building to the area of the lot	N/A	Except Single Family & Two Family Excludes: <ul style="list-style-type: none"> • parking/storage/ below grade • unenclosed decks/stairs • crawlspace 	"Floor Area Ratio" means the figure obtained when the gross floor area of all buildings on a lot is divided by the lot area.

Table 2: Comparison of Municipal Zones by Lot Size

Municipality	Large lot					Medium Lot					Small lot					X Small Lot				
	Min. Lot Area	Min. Frontage	FAR	GFA	Site Coverage	Min. Lot Area	Min. Frontage	FAR	GFA	Site Coverage	Min. Lot Area	Min. Frontage	FAR	GFA	Site Coverage	Min. Lot Area	Min. Frontage	FAR	GFA	Site Coverage
C Saanich	R-1 Zone					R-1M Zone					R-1S Zone					R-1XS Zone				
	780m ²	21m	0.45	420m ²	30%	660m ²	21m	0.45	350m ²	30%	480m ²	14.75m	0.45	260m ²	30%	300m ²	10m	0.5	180m ²	40%
Sidney*	R1 Zone					R1.1 Zone					R1.2 / R1.3 / R3 Zones					R1.2 / R1.3 / R3 Zones				
	930m ²	N/A	N/A	Approx. 372m ² or 500m ²	40% one storey 30% two storey	500m ²	N/A	N/A	Approx. 200m ² or 300m ²	40% one storey 30% two storey	400m ²	N/A	N/A	Approx. 160m ² or 240m ²	40% one storey 30% two storey	255m ²	N/A	N/A	Approx 102m ² or 153m ²	40% one storey 30% two storey
North Saanich**	RS-1 Zone																			
	1,000m ²	19m	0.25	275m ²	25%															
Victoria	R1-A Zone										R1-B Zone					R1-S2 Zone				
	740m ²	24m	N/A	130m ² (min)	40%						460m ²	15m	N/A	280m ²	40%	260m ²	10m	0.6:1	190m ²	40%

* Sidney does not have minimum frontage requirements. GFA is not provided in zone, but approximate based on site coverage provided for comparison purposes.

** The smallest zone in North Saanich is similar to the larger zones in other municipalities but house size is equivalent to house size permitted in Small Lot (R-1S). With exclusions (garage, basement) this aligns with a similar house size per square metre of lot.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2151

A Bylaw to Amend Land Use Bylaw No. 2072
(Basements and Garages Density Amendments)

WHEREAS the Council by Bylaw No. 2072, 2021 adopted the Land Use Bylaw and deems it appropriate to amend the Land Use Bylaw;

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

1. "Central Saanich Land Use Bylaw No. 2072, 2021" is hereby amended as follows:

a) Add to Part 1 Definitions:

"Basement" means any part of a building between two floor levels that is partially or completely below grade and has a finished ceiling that is no more than 1.2 m above average natural grade. The basement is not to extend beyond the footprint of the first floor of the building and is limited to one storey.

b) Delete from Part 1 Definitions, the definition of "Floor Area Ratio" and replace with the following:

"Floor Area Ratio" means the figure obtained when the gross floor area of all buildings on a lot is divided by the lot area.

c) Delete from Part 1 Definitions, the definition of "Gross Floor Area" and replace with the following:

"Gross Floor Area" means the total area of all floors of a building with a floor to ceiling height of 1.5 m or greater, measured to the extreme outer limits of the building, the centre of party walls, or support posts where applicable, and includes and stairwells, but *excludes*:

- a) basement;
- b) carport;
- c) the first 28m² of floor area of a garage in a Residential Single Family, Residential Two Family or Residential Attached;
- d) except for Residential Single Family, Residential Two Family or Residential Attached any portion of an underground storey used for parking purposes, accessory storage areas, or areas containing mechanical equipment where that storey is located entirely below grade;
- e) unenclosed swimming pools, open balconies, porches, sundecks and stairways;

- f) any crawl space;
- g) any elevator, electrical, or mechanical penthouse

d) Delete Part 5, Section 37.7(1) and replace with the following:

(1) The maximum building height for a Residential Single Family on a standard lot is 8.0 m

2. CITATION

This Bylaw may be cited for all purposes as the “**Central Saanich Land Use Bylaw Amendment Bylaw No. 2151, 2023**”.

READ A FIRST TIME this	day of	, 20__
READ A SECOND TIME this	day of	, 20__
PUBLIC HEARING HELD this	day of	, 20__
READ A THIRD TIME this	day of	, 20__
ADOPTED this	day of	, 20__

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: **2024-2027 Permissive Tax Exemptions**

RECOMMENDATION(S):

1. *That Central Saanich Tax Exemption Bylaw 2157, 2023, and 2158, 2023 be introduced and read a first time.*
1. *That Central Saanich Tax Exemption Bylaw 2157, 2023, and 2158, 2023 be read a second time.*
2. *That Central Saanich Tax Exemption Bylaw 2157, 2023, and 2158, 2023 be read a third time.*

PURPOSE:

The District of Central Saanich may provide permissive property tax exemptions to not-for-profit and other organizations at the discretion of Council. The District's Permissive Tax Exemption Policy guides identification of organizations meeting Council's objectives.

BACKGROUND:

Under Section 224 of the Community Charter, Council may exempt land or improvements, or both, from taxation through a bylaw for a period not exceeding 10 years.

Exemption can be provided for the following:

- Charitable, philanthropic, or other not for profit corporation
- Used for a purpose the is directly related to the purpose of the District
- Owned by a local authority and used for the purpose of the authority
- Used in providing municipal service under a partnering agreement
- Used for the purpose of public worship
- Seniors homes
- Independent schools
- Athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes
- Private hospital under the hospital act

Also under Permissive Exemption in the Community Charter are Section 225, Partnering, heritage, riparian and other special exemption authority, and Section 226 Revitalization tax exemptions. The District does not currently have any exemptions under these sections.

There is no obligation under the Charter to provide exemptions and Council has the discretion to provide a full, partial, or no exemption for each property. At the August 16, 2021 meeting Council adopted a Permissive Tax Exemption Policy, which was subsequently amended in May 2022 (attached). The policy

includes the provision that the total Permissive Tax Exemptions approved in the current year for the subsequent year will not exceed 1.5% of the current year’s total budgeted property tax requisition.

DISCUSSION:

As per our Permissive Tax Exemption Policy, Council will consider applications for permissive tax exemptions annually, or as required according to Bylaw. Full applications will be required by applicants for a new bylaw term. Renewal years during the term of a bylaw will require a short form application to ensure the organization and use of the property remain consistent with the bylaw approval.

Full applications were received for 2024 as this is a new bylaw term. Applicant organizations submitted sufficient information under the policy given their varying size and sophistication to be compliant with the policy requirements and eligibility criteria. No new applications were received and no significant changes in operations or property use have been identified in the applications. The proposed bylaws exempt 28 properties (23 organizations) from municipal as well as provincial, regional, transit and other authority property taxes. The total estimated value of statutory and permissive tax exemption requests for 2024 is \$534,554 of which \$283,096 represents municipal taxes.

Our Permissive Tax Exemption Policy has a maximum limit of 1.5% of total taxation based on the prior year (2023) actual tax rates and assessment values. No reduction of exemptions is required for 2024 as actual exempted taxes in 2023 was 1.3% of total taxation.

Staff are recommending all applicants for approval.

Tax Exemption Bylaw Cycle

As reported to Council at the August 16, 2021 and October 18, 2021 meeting, although bylaws can be up to ten years, a four year bylaw aligned with election terms is recommended, with a renewal process in the other three years. The annual renewal process reviews for changes in the use of a property, ownership, as well as consideration of any new applications.

CONCLUSION:

All applicants have submitted appropriate and sufficient information under the District's policy and are considered eligible for exemption. Total exemptions are within the 1.5% of taxation maximum and the Tax Exemption Bylaws No. 2157 and 2158 are recommended for 2024, 2025, 2026 and 2027 tax years.

Report written by:	Fernando Pimentel, Manager of Finance
Respectfully submitted by:	Fernando Pimentel, Manager of Finance
Concurrence by:	Troy Ziegler, Director of Financial Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Schedule of 2024-2027 Exemptions
- Appendix B: Tax Exemption Bylaw 2157, 2023, and 2158, 2023
- Appendix C: 11.FIN Permissive Tax Exemption Policy

District of Central Saanich
 Estimated Statutory & Permissive Property Tax Exemptions (Bylaws 2157 and 2158)
 For the 2024-2027 Calendar Years

Roll	Address	Owner/Occupier	2024 Estimated Taxes			2025 Estimated Taxes			2026 Estimated Taxes			2027 Estimated Taxes		
			Municipal Taxes	Other Taxes	Total Taxes	Municipal Taxes	Other Taxes	Total Taxes	Municipal Taxes	Other Taxes	Total Taxes	Municipal Taxes	Other Taxes	Total Taxes
221075.010	7921 St Stephens	Anglican Synod Diocese of BC	\$ 16,189	\$ 12,432	\$ 28,621	\$ 16,999	\$ 13,053	\$ 30,052	\$ 17,849	\$ 13,706	\$ 31,554	\$ 18,741	\$ 14,391	\$ 33,132
230338.000	1973 Cultra	Anglican Synod Diocese of BC	13,376	10,272	23,648	\$ 14,045	\$ 10,785	24,830	\$ 14,747	\$ 11,324	26,072	\$ 15,485	\$ 11,891	27,375
221574.010	7742 West Saanich	Bishop of Victoria	8,255	7,018	15,273	\$ 8,668	\$ 7,369	16,037	\$ 9,102	\$ 7,737	16,839	\$ 9,557	\$ 8,124	17,681
230359.030	7577 Wallace Drive	Saanich Baptist Church	21,075	16,184	37,259	\$ 22,129	\$ 16,993	39,122	\$ 23,236	\$ 17,843	41,078	\$ 24,397	\$ 18,735	43,132
230543.020	7820 Central Saanich	Friendship Community Church	16,011	12,556	28,566	\$ 16,811	\$ 13,183	29,995	\$ 17,652	\$ 13,842	31,494	\$ 18,535	\$ 14,535	33,069
230249.030	8151 East Saanich	Mt. Newton Congregation of Jehovah's Witnesses	6,228	4,782	11,010	\$ 6,539	\$ 5,022	11,561	\$ 6,866	\$ 5,273	12,139	\$ 7,210	\$ 5,536	12,746
230559.030	2159 Mt. Newton	Saanichton Bible Fellowship	9,572	7,350	16,922	\$ 10,050	\$ 7,718	17,768	\$ 10,553	\$ 8,104	18,656	\$ 11,081	\$ 8,509	19,589
340615.001	7180 East Saanich	Central Saanich United Church	5,893	4,525	10,419	\$ 6,188	\$ 4,752	10,939	\$ 6,497	\$ 4,989	11,486	\$ 6,822	\$ 5,239	12,061
230309.000	1934 Cultra	Victoria Hindu Parishad	5,313	4,080	9,393	\$ 5,579	\$ 4,284	9,863	\$ 5,858	\$ 4,498	10,356	\$ 6,150	\$ 4,723	10,873
PLACES OF PUBLIC WORSHIP PROPERTIES			\$ 101,913	\$ 79,198	\$ 181,111	\$ 107,009	\$ 83,158	\$ 190,166	\$ 112,359	\$ 87,316	\$ 199,675	\$ 117,977	\$ 91,681	\$ 209,658
311247.000	1167 Stelly's X Road	Beacon Community Association (Brentwood House)	\$ 4,958	\$ 4,390	\$ 9,348	\$ 5,206	\$ 4,609	\$ 9,815	\$ 5,466	\$ 4,840	\$ 10,306	\$ 5,739	\$ 5,082	\$ 10,821
311321.000	1336 Marchant	Beacon Community Association (Sluggett House)	4,665	4,131	8,797	\$ 4,899	\$ 4,338	9,237	\$ 5,144	\$ 4,555	9,698	\$ 5,401	\$ 4,782	10,183
311287.030	1233 Clark Road	BGC South Vancouver Island	6,515	7,761	14,275	\$ 6,840	\$ 8,149	14,989	\$ 7,182	\$ 8,556	15,739	\$ 7,542	\$ 8,984	16,526
311289.011	7082 Wallace Drive	Brentwood Community Club	7,278	5,589	12,867	\$ 7,642	\$ 5,868	13,510	\$ 8,024	\$ 6,162	14,186	\$ 8,425	\$ 6,470	14,895
230353.000	1800 Hovey Road	Central Saanich Lawn Bowling Club	5,492	4,474	9,966	\$ 5,767	\$ 4,697	10,464	\$ 6,055	\$ 4,932	10,987	\$ 6,358	\$ 5,179	11,536
340834.000	6994 East Saanich Road	Central Saanich Lions Club	4,268	3,557	7,825	\$ 4,482	\$ 3,735	8,216	\$ 4,706	\$ 3,922	8,627	\$ 4,941	\$ 4,118	9,059
Portion of 230352.025 & 230353.010	Hovey Road	Central Saanich Little League	-	-	508	\$ -	\$ -	534	\$ -	\$ -	560	\$ -	\$ -	588
311289.090	1225 Clark Road	Central Saanich Senior Citizens Association	19,262	22,947	42,209	\$ 20,225	\$ 24,094	44,319	\$ 21,237	\$ 25,299	46,535	\$ 22,298	\$ 26,564	48,862
311248.001	7247 West Saanich Road	Greater Victoria Housing Society	9,744	8,629	18,373	\$ 10,232	\$ 9,060	19,291	\$ 10,743	\$ 9,513	20,256	\$ 11,280	\$ 9,989	21,269
350802.050	7321 Lochside	Saanich Historical Artifacts Society	15,615	13,574	29,190	\$ 16,396	\$ 14,253	30,649	\$ 17,216	\$ 14,966	32,181	\$ 18,076	\$ 15,714	33,791
230365.040	7601 East Saanich Road	South Vancouver Island Housing Society	66,238	58,654	124,892	\$ 69,550	\$ 61,587	131,137	\$ 73,028	\$ 64,666	137,694	\$ 76,679	\$ 67,899	144,578
220036.010	1528 Stelly's X Road	North & South Agricultural Society	17,512	19,507	37,019	\$ 18,388	\$ 20,482	38,870	\$ 19,307	\$ 21,506	40,813	\$ 20,273	\$ 22,581	42,854
230512.010	8105 Derrinberg Road	Saanich Masonic Temple Association Ltd.	5,396	4,144	9,540	\$ 5,666	\$ 4,351	10,017	\$ 5,949	\$ 4,568	10,518	\$ 6,247	\$ 4,797	11,044
311112.016	102-7143 West Saanich Road	Shoreline Medical Society	1,954	2,328	4,283	\$ 2,052	\$ 2,445	4,497	\$ 2,155	\$ 2,567	4,722	\$ 2,262	\$ 2,695	4,958
311112.017	103-7143 West Saanich Road	Shoreline Medical Society	3,797	4,523	8,319	\$ 3,986	\$ 4,749	8,735	\$ 4,186	\$ 4,986	9,172	\$ 4,395	\$ 5,236	9,631
360522.001	8073 Old V & S	The Farmlands Trust Society (Lessee)	546	513	1,059	\$ 574	\$ 539	1,112	\$ 602	\$ 566	1,168	\$ 632	\$ 594	1,226
340888.061	2476 Wilcox Terrace	Victoria Association for Community Living	2,927	2,592	5,518	\$ 3,073	\$ 2,721	5,794	\$ 3,227	\$ 2,857	6,084	\$ 3,388	\$ 3,000	6,388
230271.040	1867 Jefferey Road	Victoria Association for Community Living	2,333	2,066	4,398	\$ 2,449	\$ 2,169	4,618	\$ 2,572	\$ 2,277	4,849	\$ 2,700	\$ 2,391	5,092
311368.020	1166 Marin Park Drive	Victoria Association for Community Living	2,682	2,375	5,057	\$ 2,816	\$ 2,494	5,310	\$ 2,957	\$ 2,618	5,575	\$ 3,105	\$ 2,749	5,854
NOT FOR PROFIT, CHARITABLE, and PHILANTHROPIC PROPERTIES			\$ 181,183	\$ 171,751	\$ 353,443	\$ 190,242	\$ 180,339	\$ 371,115	\$ 199,755	\$ 189,356	\$ 389,671	\$ 209,742	\$ 198,824	\$ 409,154
TOTAL ESTIMATED STATUTORY AND PERMISSIVE EXEMPTIONS			\$ 283,096	\$ 250,949	\$ 534,554	\$ 297,251	\$ 263,497	\$ 561,282	\$ 312,114	\$ 276,672	\$ 589,346	\$ 327,719	\$ 290,505	\$ 618,813

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2157

A Bylaw to Exempt Certain Lands and Improvements from
General Taxation for the Calendar Years 2024, 2025, 2026, and 2027

WHEREAS in accordance with Section 224 of the *Community Charter*, the Municipal Council may, by Bylaw on or before October 31 in any year, exempt lands or improvements from taxation under Section 197 of the *Community Charter*;

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

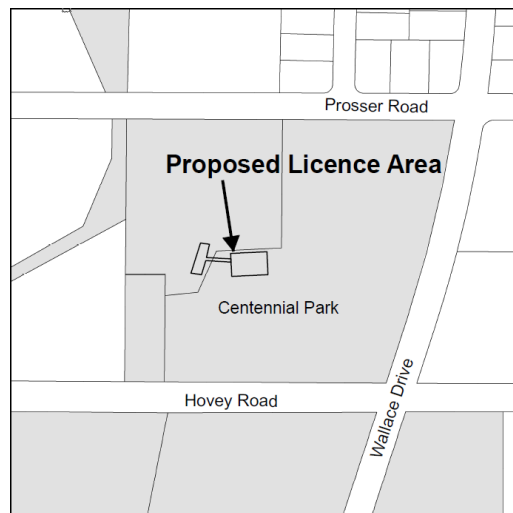
1. The following described lands and improvements are exempt from taxation prescribed under Section 197 of the *Community Charter* for the calendar years 2024, 2025, 2026, and 2027:

a)	<i>Roll</i> 311247.000	<i>Beacon Community Association</i> (<i>Brentwood House</i>)	<i>Lot A, Section 10, Range 1 West, South Saanich District, Plan 9873</i>
b)	<i>Roll</i> 311321.000	<i>Beacon Community Association</i> (<i>Sluggett House</i>)	<i>Section 11, Range 1 East, South Saanich District, Plan 1683</i>
c)	<i>Roll</i> 311287.030	<i>BGC South Vancouver Island</i>	<i>Lot A, Section 11, Range 1 West, South Saanich District, Plan 42604</i>
d)	<i>Roll</i> 311289.011	<i>Brentwood Community Club</i>	<i>Lot 1, Section 11, Range 1 West, South Saanich District, Plan 14319</i>
e)	<i>Roll</i> 230353.000	<i>Central Saanich Lawn Bowling Club</i>	<i>Lot 2, Section 7, Range 2 East, South Saanich District, Plan 9268</i>
f)	<i>Roll</i> 340834.000	<i>Central Saanich Lions Club</i>	<i>Lot A, Section 12, Range 4 East, South Saanich District, Plan 7838</i>
g)	<i>Roll</i> 311289.090	<i>Central Saanich Senior Citizens Association</i>	<i>Lot A, Section 11, South Saanich District, Plan 48179</i>
h)	<i>Roll</i> 311248.001	<i>Greater Victoria Housing Society</i>	<i>Lot A, Sec 10, Range 1 West, South Saanich District, Plan EPP 73208</i>
i)	<i>Roll</i> 350802.050	<i>Saanich Historical Artifacts Society</i>	<i>Lot A, Section 9, Range 4 East, South Saanich District, Plan VIP52520</i>

j)	<i>Roll</i> 230365.040	<i>South Vancouver Island Housing Society (Legion Manor)</i>	<i>Lot 2, Section 7, Range 2 East, South Saanich District, Plan 22729</i>
k)	<i>Roll</i> 220036.010	<i>North & South Agricultural Society</i>	<i>Lot A, Section 9, Range 1 East, South Saanich District, Plan 22102</i>
l)	<i>Roll</i> 230512.010	<i>Saanich Masonic Temple Association Ltd.</i>	<i>Lot 1, Section 3, Range 3 East, South Saanich District, Plan 17726</i>
m)	<i>Roll</i> 311112.016	<i>Shoreline Medical Society (Lessee)</i>	<i>Lot 16, Section 10, South Saanich District, Plan VIS2915</i>
n)	<i>Roll</i> 311112.017	<i>Shoreline Medical Society (Lessee)</i>	<i>Lot 17, Section 10, Range 1, South Saanich District, Plan VIS2915</i>
o)	<i>Roll</i> 360522.001	<i>The Farmlands Trust Society (Lessee)</i>	<i>Those Parts of Sec 3 SSD Plan 7532 except Plan 3RW 2306RW 2319RW, Rge 3&4 E lying S of Pcl K (DD47799I) & to the E of Rd dedicated by 7532.</i>
p)	<i>Roll</i> 340888.061	<i>Victoria Association for Community Living (Wilcox)</i>	<i>Lot 1, Section 16, Range 4E South Saanich Land District PL 48738</i>
q)	<i>Roll</i> 230271.040	<i>Victoria Association for Community Living (Jefferee)</i>	<i>Lot 40, Section 4, Range 2E South Saanich Land District PL 28545</i>
r)	<i>Roll</i> 311368.020	<i>Victoria Association for Community Living (Marin Park)</i>	<i>Lot 2, Section 12, Range 1W South Saanich District PL 29228</i>

2. A portion of the following described lands and improvements are exempt from taxation prescribed under Section 197 of the *Community Charter* for the calendar years 2024, 2025, 2026, and 2027:

- | | | | |
|----|---------------------------|--------------------------------------|--|
| a) | <i>Roll</i>
230352.025 | <i>Central Saanich Little League</i> | <i>Portion of Lot B, Section 7, Range 2E, South Saanich District, Plan 26527 owned by The Corporation of the District of Central Saanich and leased to Central Saanich Little League (Diagram Below)</i> |
| b) | <i>Roll</i>
230353.010 | <i>Central Saanich Little League</i> | <i>Portion of Lot A, Section 7, Range 2E, South Saanich District, Plan 26527 owned by The Corporation of the District of Central Saanich and leased to Central Saanich Little League (Diagram Below)</i> |



3. "Central Saanich Tax Exemption Bylaw No. 2094, 2021" is hereby repealed.
4. This Bylaw may be cited for all purposes as the **"Central Saanich Tax Exemption Bylaw No. 2157, 2023"**.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2158

A Bylaw to Provide Tax Exemptions for the
Halls and Lands of Buildings for Public Worship for years 2024, 2025, 2026, and 2027

WHEREAS it is provided by Section 220 of the *Community Charter* that a building set apart for public worship, and the land on which the building stands is exempt from taxation, and pursuant to Section 224, together with any hall considered by the Council to be necessary to the exempted building and the land on which such a hall stands, and any area of land surrounding the exempt building and exempt hall, or both, that the Council may, by bylaw, exempt;

AND WHEREAS it is provided by Section 220 of the *Community Charter* that an exemption is not allowed under Section 220 unless title to the land is registered in the name of the religious organization using the building, or in trustees for the use of that organization, or in a religious organization granting a lease of the building and land to be used solely for public worship;

AND WHEREAS it is provided by Section 224 of the *Community Charter* that in relation to property that is exempt under section 220, the Council may, by bylaw, determine the proportions which shall, for the land and improvements, be exempt;

AND WHEREAS there are certain buildings within the District of Central Saanich set apart and in use for public worship and therefore exempt from taxation, together with the land on which the buildings stand, that have halls considered by the Council to be necessary to the exempted buildings, and land surrounding the buildings thereon that it is deemed expedient and desirable to be exempted from taxation;

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

1. "Central Saanich Tax Exemption (Buildings for Public Worship - Hall and Lands) Bylaw No. 2095, 2021" is hereby repealed.
2. This Bylaw may be cited as "**Central Saanich Tax Exemption (Buildings for Public Worship Halls and Lands) Bylaw No. 2158, 2023**".
3. Pursuant to Section 224 of the *Community Charter*, the lands and any improvements thereon, described in Schedule "A" attached to and forming part of this Bylaw, only that proportion of the said lands and improvements that are classified as "Class 8 - Recreational Property/Non-Profit Organization" under the Assessment Act", are hereby exempt from taxation for the years 2024, 2025, 2026, and 2027.

READ A FIRST TIME this day of , 2023
READ A SECOND TIME this day of , 2023
READ A THIRD TIME this day of , 2023
ADOPTED this day of , 2023

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/Corporate Officer

**District of Central Saanich
 Bylaw Number 2158
 Schedule A**

a)	<i>Roll 221075.010</i>	<i>Anglican Synod Diocese of BC (St. Stephen's)</i>	<i>Lot A, Section 5, Range 1 West, South Saanich District, Plan 23729</i>
b)	<i>Roll 221574.010</i>	<i>Bishop of Victoria (Our Lady of the Assumption)</i>	<i>Lot A, Section 6, South Saanich District, Plan VIP61616</i>
c)	<i>Roll 230249.030</i>	<i>Mt. Newton Congregation of Jehovah's Witnesses</i>	<i>Lot 3, Section 3, Range 2 East, South Saanich District, Plan 20183</i>
d)	<i>Roll 230309.000</i>	<i>Victoria Hindu Parishad</i>	<i>Lot 7, Block 15, Section 6, Range 2 East, South Saanich District, Plan VIP488</i>
e)	<i>Roll 230338.000</i>	<i>Anglican Synod Diocese of BC (St. Mary's)</i>	<i>Lot REM 1, Section 6, Range 2 East, South Saanich District, Plan 3348</i>
f)	<i>Roll 230359.030</i>	<i>Fellowship of Evangelical Baptist Churches in BR (Saanich Baptist Church)</i>	<i>Lot B, Section 7, South Saanich District, Plan VIP72534</i>
g)	<i>Roll 230543.020</i>	<i>Friendship Community Church</i>	<i>Lot 2, Section 5, Range 3 East, South Saanich District, Plan 29706</i>
h)	<i>Roll 230559.030</i>	<i>Saanichton Bible Fellowship</i>	<i>Lot 1, Section 6, Range 3 East, South Saanich District, Plan 31617</i>
i)	<i>Roll 340615.001</i>	<i>Trustees of the Congregation of Central Saanich United Church</i>	<i>Lot A, Section 10, Range 3 East, South Saanich District, Plan EPP54009</i>



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
COUNCIL POLICY

Effective Date July 26, 2021 Amendment Date(s): May 24, 2022	POLICY NO. 11.FIN
	File No: 340-50/2021
SUBJECT: Permissive Tax Exemption Policy	
Department: Finance	

PURPOSE

To provide a framework for evaluation of applications for the exemption from property taxes pursuant to Division 7 – Permissive Exemptions of the *Community Charter*.

APPLICATION

This policy applies to all permissive tax exemption applications.

LEGISLATION, OBJECTIVES, AND PRINCIPLES

Section 220 of the *Community Charter* describes the general statutory taxation exemptions available to a municipality, providing automatic exemptions for certain types of properties.

Section 224 of the *Community Charter* authorizes Council to provide permissive tax exemptions. A permissive tax exemption is a means for Council to support organizations within the community which further Council’s objectives of enhancing quality of life by providing worthwhile programs and services, and exhibit principles of equity/fairness, inclusiveness, and accessibility.

Exemptions allowable under Section 224 are at the discretion of Council; there is no obligation to give the exemption. This policy provides guidance to organizations about the types of exemptions that are deemed to meet Council’s objectives and principles, and may be eligible for exemption.

Permissive exemptions must be passed by bylaw on or before October 31st for the following taxation year.

POLICY

The District of Central Saanich may provide permissive property tax exemptions to not-for-profit and other organizations at the discretion of Council.

Council will consider applications for permissive tax exemptions annually, or as required according to Bylaw. Full applications will be required by applicants for a new bylaw term. Renewal years during the term of a bylaw

will require a short form application to ensure the organization and use of the property remain consistent with the bylaw approval.

PROCESS

Applications must be submitted to the Financial Officer, using the prescribed form, before July 31st in any given year, for consideration of exemption for the following year. The Financial Officer or designate will review the applications for completeness, and contact applicants for additional information as necessary. Once all the required information is received, a summary report of all applications, relative to the eligibility criteria, will be prepared for Council.

Application requirements and other information:

- Copy of financial statements for the previous year;
- Evidence through the Canada Revenue Agency as a charity or BC Registry Services as a registered society of it's good standing. Exemptions will only be granted to Registered Charity or Non-Profit Organizations.
- Description of programs/services/benefits delivered from the subject lands/improvements (participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation) supporting the requirement that the use is "for a purpose that is directly related to the purposes of the corporation";
- Description of any third-party use of the subject land/improvements, including user group names, fees charged, and conditions of use.

All organizations whose tax exemption period is set to expire will be contacted and reminded to reapply, if appropriate.

ELIGIBILITY CRITERIA

1. Subject property must be one of:
 - a) Land and/or improvements, owned or held by an organization listed in section 2, the use of which council Considers to be directly related to the purposes of the corporation;
 - b) Land and/or improvements, ancillary to a statutory exemption under s. 220 of the *Community Charter*.
2. Nature of the applicant organization must be:
 - a) Not for profit organization;
 - b) Registered Charity;
 - c) Philanthropic organization
 - d) Athletic or service club/association;
 - e) Partner of the municipality by agreement under s. 225 of the *Community Charter*;
 - f) Municipality, regional district or other local authority;
 - g) Religious organization as tenant or licensee; or
 - h) Eligible for s.220 statutory exemption (e.g. place of public worship, cemetery, library, Indian land, seniors' home, hospital etc.) were it not for a secondary use.
3. The applicant organization's primary use of the land and/or improvements must benefit the community in one or more of the following ways:
 - a) Provides recreational facilities for public use;

- b) Provides recreation and/or social programs to the public;
- c) Provides programs or care to and/or facilities used by youth, seniors, or special needs groups;
- d) Provides affordable or special needs housing eligible for a Housing Agreement with the District, as per Section 483 of the local Government Act;
- e) Promotes economic development or tourism;
- f) Preserves heritage important to the community character;
- g) Preserves an environmentally, ecologically significant area of the community;
- h) Offers to the public cultural or educational programs which promote community spirit, cohesiveness and/or tolerance; and/or
- i) Offers services to the public in formal partnership with the municipality.

4. Additional information

- a) The District may request additional information, as deemed necessary.
- b) The District reserves the right to review records and/or property to verify information provided in support of the Application; and to share this information with BC Assessment for the purpose of assigning an Exemption assessed value.
- c) The Applicant and subject property owner, where applicable, must be in compliance with District policies, plans, bylaws, and regulations (i.e. business licensing, zoning).
- d) The Applicant must own or lease the subject property; and in the case of a lease, the lease requires payment of property taxes directly by the Applicant or written confirmation by the lessor that the entirety of the exemption will be provided to the applicant.
- e) The Applicant's services and activities must be inclusive, accessible and equally available to all residents of the District.
- f) The primary use of the property must provide benefits and accessibility to the residents of Central Saanich and members of the public for a nominal rate or fee.
- g) Successful applicants will be expected to publicly acknowledge the Exemption.

5. The total of Permissive Tax Exemptions approved in the current year for the subsequent year will not exceed 1.5% of the current year's total budgeted property tax requisition. The permissive exemption values will be calculated by using the current year's property assessment multiplied by the current year's tax rates. In the case where the total calculated permissive exemption values for the subsequent year exceed 1.5% of the current year's tax requisition, all permissive exemptions will be proportionately reduced.

DURATION OF EXEMPTION

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year.

EXTENT, CONDITIONS, PENALTY

1. Council may designate only a portion of the land and/or improvements as exempted where the following circumstances exist:
 - a) A portion of the land and/or improvements is used by the private sector and/or organizations not meeting Council's exemption criteria; or
 - b) The applicant already receives a grant-in-aid from the municipality.

2. Council may impose penalties on an exempted organization for knowingly breaching conditions of the exemption, including but not limited to:
 - a) Revoking exemption with notice;
 - b) Disqualifying any future application for exemption for specific time period;
 - c) Requiring repayment of monies equal to the foregone tax revenue.

APPROVALS

New bylaw applications and annual renewal applications will be received and reviewed by staff. Staff will provide information, commentary, and recommendations for Council's consideration of approval.



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: Maximum Secondary Suite Size

RECOMMENDATION(S):

1. *That Land Use Bylaw, Amendment Bylaw No. 2152 be introduced and given first reading.*
2. *That Land Use Bylaw, Amendment Bylaw No. 2152 be referred to the Advisory Planning Commission for consideration.*

PURPOSE:

This report provides options for supporting the creation of secondary suites in Central Saanich by eliminating the 90m² maximum suite floor area requirement to align with the BC Building Code. This report also addresses permitting secondary suites on panhandle lots and includes considerations for additional off street parking for secondary suites greater than 90m². Although not scheduled until the 2024 workplan, this report provides a brief overview of secondary suites in attached multi-unit buildings (Residential Two Family and Residential Attached). The proposed Land Use Bylaw amendments would do the following:

- Delete the maximum size for a secondary suite in a single family dwelling;
- Allow secondary suites on panhandle lots; and
- Delete the requirement for secondary suite parking to be located to the rear of the front setback.

BACKGROUND:

Council's motion from the July 10, 2023 Council meeting regarding Secondary Suites in Central Saanich moved the following:

- That the 90m² building requirement be removed for secondary suites as soon as legally permissible and in suites above 90m², an additional suite parking stall be required.
- That staff be directed to research and report back on amending the Land Use Bylaw to support suites when considering the secondary suite maximum floor area and parking location;
- That staff be directed to review options to amend the Land Use Bylaw to support secondary suites in attached multi-unit buildings in conjunction with the "Expand the Supply of Affordable, Attainable, and Rental Housing" strategic plan priority in 2024.

In addition, at the September 11, 2023 Council meeting the following motion was passed:

- That staff be directed to proceed with removal of restrictions on secondary suites in panhandle lots in the Land Use Bylaw.

Accordingly, this report provides options to remove the size requirements of secondary suites, address parking requirements for secondary suites, and allow secondary suites on panhandle lots.

DISCUSSION:

The BC Building Code, 2018 has been updated to provide local governments with more options for land use planning including removing size restrictions and percentage distribution of floor space of the secondary suite to the habitable space of the building and allowing secondary suites in more types of houses, such as duplexes and row housing. A review of the secondary suite requirements for other municipalities was carried out to determine the best practices for maximum secondary suite size and parking requirements. The following sections consider amendments to the land use bylaw for maximum suite size and parking to better support the creation of secondary suites in Central Saanich.

Review of other Municipalities:

A review of other British Columbia municipalities that adopted changes to their land use bylaws to align with the BC Building Code was undertaken. Specifically, the maximum size of a secondary suite and parking requirements were considered. The principal dwelling type was also reviewed with respect to Council's motion to explore secondary suites in multi-unit dwellings. Table 1 in Appendix A shows a list of municipalities that have addressed the BC Building Code changes since 2020. As there are a limited number of municipalities in the Capital Regional District that have considered changes to align with the BC Building Code at this time the Table was expanded to include relevant municipalities located on the mainland.

Appendix A shows that few municipalities have considered eliminating the maximum suite size requirement to align with the BC Building Code. The District of Oak Bay has no maximum size limits for secondary suites, no minimum lot size for residential zones, and no off-street parking requirements for secondary suites. The District of Saanich, City of Burnaby, and the District of West Vancouver do not have a maximum suite size for secondary suites. The City of Delta is proposing to eliminate the maximum floor area of a suite in the near future but currently limits a suite area to less than 50% of the gross floor area of a single family dwelling excluding the area of an attached garage, which is similar to the amendments the District of North Vancouver undertook in 2023. Other municipalities have opted to modestly increase the maximum suite size over 90m² or require that the suite is less than 50% of the gross floor area of the livable area of a dwelling (District of North Vancouver, City of Delta, Town of Gibsons, Regional District of Okanagan Similkameen, Township of Langley, City of Vancouver, and City of New Westminster). Of the municipalities that maintained a maximum floor area for a suite and amended the maximum size to greater than 90m², the average size ranges between 120m² to 130m² which would allow for three or more bedroom suites.

Most of the municipalities in Appendix A require one parking space for a secondary suite, even where a maximum floor area greater than 90m² is permitted. None of the municipalities in Appendix A have considered increasing parking requirements for secondary suites larger than 90m². The City of West Kelowna requires two parking spaces for a secondary suite with two or more bedrooms (maximum size for secondary suite is 90m²).

Land Use Bylaw:

Currently, the Central Saanich Land Use Bylaw has a maximum suite size of 90m². Additional limitations on suites include:

- Lots must be greater than 400m²;
- Not permitted on panhandle lots in the urban areas;
- Not to be used for short-term rental;
- One off street parking space is required for the suite occupants, to the rear of the front setback of a residential zone (for suites built after 2003);
- No exterior building elements which are generally inconsistent with the form and appearance of Residential Single Family buildings in the area; and
- No stratification permitted.

Maximum Secondary Suite Size:

The changes to the BC Building Code do not affect the character and design of a single family dwelling, but rather how the internal building should be designed to health and safety standards in order to permit a secondary suite within a principal dwelling. Regulating the maximum floor area of a secondary suite is one way to ensure that a suite remains subordinate within a dwelling. Removing the maximum floor area for a secondary suite could result in suites being the same size or larger than the principal dwelling. The principal dwelling and secondary suite would still be regulated by density (gross floor area and floor area ratio) as well as the height and yard setbacks of the zone. Ultimately, the size of the suite would not impact the built form or the form and character of the overall dwelling which would retain the appearance of a single family dwelling.

The Housing Needs Assessment (2020) indicates that there is a shortage of three or more bedroom units available for families in Central Saanich. Lone parent households that need to rent are identified in Core Housing Need within the Housing Needs Assessment (2020). Increasing the maximum floor area greater than 90m² will enable three or more bedroom secondary suites which will boost the supply of housing available for families in Central Saanich. Accordingly, staff support aligning the Land Use Bylaw with the BC Building Code and other municipalities to remove the maximum secondary suite size. The overall dwelling must still align with residential zoning regulations such as yard setbacks, height, density and lot coverage. An alternative option is provided in the options section of this report where Council wishes to increase the secondary suite size but retain a maximum size limit (Option 2).

Parking for Secondary Suites:

The Land Use Bylaw requires that a single family dwelling provide two parking spaces. A secondary suite requires one additional parking space and the parking space is to be provided to the rear of the front setback of a residential zone (for suites built after 2003). This is intended to regulate the number of vehicles parking in front of a house; however, results in greater pavement

and driveway area. This requirement is often onerous for homeowners to meet as side yards are typically 3m or less in width. It is recommended that the Land Use Bylaw be amended to remove this requirement.

Requiring an additional parking space for a secondary suite greater than 90m² is not typical of the municipalities shown in Appendix A, with the exception of the City of West Kelowna. An additional parking space for a suite greater than 90m² will result in four parking spaces required on a single family lot (two for the principal dwelling and 2 for the secondary suite). Requiring an additional parking space for larger suites may discourage the creation of three or more bedroom secondary suites which are needed to support families in Central Saanich. Currently, there is potential for vehicles to utilize on-street parking within the public right of way. Formal on-street parking is not established in most residential areas, however the Official Community Plan, Policy 4.9.35 suggests an update is warranted to the District's road design standards to consider other roadway uses such as on-street parking, landscaping, and street trees. The District will be updating its Transportation Master Plan and Engineering Standards as part of the Strategic Implementation Plan. With new road design standards, improved on-street parking may be secured as development occurs.

Maintaining the requirement for one parking space per secondary suite regardless of maximum size aligns with what other municipalities require; therefore, staff support one parking space per secondary suite. An alternative option is provided in the options section of this report if Council wishes to require an additional parking space for secondary suites where the floor area is greater than 90m² (Option 2).

Secondary Suites on Panhandle Lots:

At the September 11, 2023 Council Meeting, Council considered allowing a secondary suite on a panhandle lot (Marie Meadows). Currently, Secondary suites are not permitted on panhandle lots and the rationale at the time was to limit potential impacts to neighbouring properties and excess parking needs. Given the demand for housing Council may wish to allow secondary suites on panhandle lots in the Land Use Bylaw. The proposed change will not impact detached accessory dwelling units (cottages), which will continue to be prohibited on panhandle lots as per the Land Use Bylaw. As cottages are a separate building on a lot with less setbacks, there could be greater impacts on neighbours surrounding panhandle lots.

Future Considerations:

Staff were directed to review options to amend the Land Use Bylaw to support secondary suites in attached multi-unit buildings in conjunction with the "Expand the Supply of Affordable, Attainable, and Rental Housing" strategic plan priority in 2024. This review considered suites in single family dwellings, however, it was noted that several of the municipalities reviewed consider secondary suites in duplexes (Appendix A). The Township of Langley and the City of Vancouver allow secondary suites in duplexes. The City of Richmond allows secondary suites in single family dwellings, duplexes, triplexes, and townhouses. At this time there are a limited number of municipalities that consider secondary suites in multiple unit dwellings (duplexes, triplexes and townhomes). Staff will bring a report to Council regarding secondary suites for multiple unit dwellings in 2024 that would address duplexes, multiplexes and townhomes.

It should also be noted that that Province's Homes for People Action Plan is proposing legislation this fall that will allow four units on one traditional single family lot (or three depending on the size/type of lot) with additional density permitted in areas well-served by transit. The plan proposes funding for homeowners and municipalities to implement zoning changes related to small scale, multi-unit homes and secondary suites as well as grants to build community infrastructure and amenities associated from unprecedented growth – including demands associated with delivering more housing. Once unveiled this plan may offer more direction for consideration of secondary suites in other types of dwellings in December of this year.

IMPLICATIONS:

Strategic

This proposal aligns with the Expand the supply of Affordable, Attainable, and Rental Housing Priority to support and encourage housing diversity including legal suites.

Legislative/Policy

Aligns the Land Use Bylaw with the 2018 changes to the BC Building Code.

OCP

Policy 4.1.16 Within residential neighbourhoods, support secondary suites and a mix of infill housing forms, including small lots, panhandle lots, pocket neighbourhoods, duplexes, small scale multi-unit development and townhouses, where they are consistent with infill design guidelines.

OPTIONS:

1. The staff recommendation.
2. Alternative recommendation.

Options for an alternative recommendation are suggested below:

- *If Council wishes to limit the size of a secondary suite in a principal dwelling the following recommendation is provided:*

That the maximum size for a secondary suite in a single-family dwelling be no greater than 49% of the livable floor area of the principal dwelling.

- *If Council wishes to require additional parking for secondary suites greater than 90m² the following recommendation is provided:*

Two parking spaces are required where a secondary suite is greater than 90m².

3. Decline amendments to the Land Use Bylaw at this time.

NEXT STEPS:

Following second reading of the amendment bylaw a Public Hearing will be required and the amendment bylaw may be considered for third reading and adoption.

Staff will bring forward a report in 2024 regarding secondary suites in other types of buildings including duplexes, multiplexes and townhomes.

CONCLUSION:

To support secondary suites in existing and new dwellings within the District of Central Saanich it is recommended that the Land Use Bylaw be amended to align with the BC Building Code. The bylaw amendments include no maximum floor area for secondary suites, allowing secondary suites on panhandle lots, and no additional parking be required beyond one parking stall for the secondary suite. Ultimately, the principal dwelling will retain the form and character of a single family dwelling and additional regulations require that the secondary suite retains the exterior form and character of the Residential Single Family dwellings in the neighbourhood. Additional considerations for secondary suites in other types of buildings will be summarized in a report to Council in 2024.

Report written by:	Kerri Clark, Manager of Development Services
Respectfully submitted by:	Jarret Matanowitsch, Director of Planning and Building
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Table 1: Comparison of Maximum Suite Size for BC Municipalities

Table 1: Comparison of Maximum Secondary Suite Size for BC Municipalities

Municipality	Principal Dwelling Type	Maximum Size	Other Criteria
City of Burnaby (2023)	SFD Duplex	No Maximum Suite Size	<ul style="list-style-type: none"> Floor area of suite does not count toward total floor area for dwelling. No stratification No parking space required for secondary suite
District of Oak Bay (2022)	SFD	No Maximum Suite Size and No Maximum Lot size	<ul style="list-style-type: none"> No parking space required for secondary suite
District of Saanich (2020)	SFD	No maximum unit size (included in FAR and GFA of a zone)	<ul style="list-style-type: none"> One parking space required for secondary suite No stratification
City of Port Moody	SFD	No Maximum Suite Size	<ul style="list-style-type: none"> One parking space required for secondary suite No stratification
City of Delta (2023)	SFD	Floor area of SS shall be less than 50% of the gross floor area of a SFD excluding the floor area of an attached garage	<ul style="list-style-type: none"> One parking space required for secondary suite No stratification
District of North Vancouver (2023)	SFD	130m ² or 49% of net floor area of SFD	<ul style="list-style-type: none"> One parking space required for secondary suite No stratification
Town of Gibsons (2020)	SFD	Removed 90m ² but kept 40% size limit	<ul style="list-style-type: none"> No parking space required for secondary suite No stratification.
Regional District of Okanagan Similkameen (2021)	SFD	125m ²	<ul style="list-style-type: none"> One parking space required for secondary suite No stratification
Township of Langley (2020)	SFD Duplex	120m ²	<ul style="list-style-type: none"> No strata/subdivision permitted. No parking space required for secondary suite
City of West Kelowna (2022)	SFD	100m ² or 40% habitable GFA	<ul style="list-style-type: none"> One parking space per 1 bedroom secondary suite Two parking spaces per 2 bedroom secondary suite or more
New Westminster (2021)	SFD	<ul style="list-style-type: none"> Not exceed 40% of principal dwelling GFA. Max 90m² or if consistent with family friendly housing policy then 120m² in size (three or more bedrooms) 	<ul style="list-style-type: none"> One parking space required for secondary suite No stratification
City of Vancouver (2022)	SFD Duplex	49% of main part of house	<ul style="list-style-type: none"> No parking space required for secondary suite No stratification.
City of Richmond (2020)	SFD Duplex Triplex Townhouse	120m ² or 40% of GFA	<ul style="list-style-type: none"> No parking space required for secondary suite No stratification.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2152

A Bylaw to Amend Land Use Bylaw No. 2072
(Secondary Suite Amendments)

WHEREAS the Council by Bylaw No. 2072, 2021 adopted the Land Use Bylaw and deems it appropriate to amend the Land Use Bylaw;

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

1. "Central Saanich Land Use Bylaw No. 2072, 2021" is hereby amended as follows:

a) Delete from Part 4, Section 12.7 and replace with the following:

7 A Detached Accessory Dwelling Unit is not permitted on a panhandle lot within the Urban Settlement Area.

b) Delete from Part 4, Section 12.15(2) and renumber the following section.

c) Delete from Part 6, Section 4.10(4).

2. CITATION

This Bylaw may be cited for all purposes as the "Central Saanich Land Use Bylaw Amendment Bylaw No. 2152, 2023".

READ A FIRST TIME this day of , 20__

READ A SECOND TIME this day of , 20__

PUBLIC HEARING HELD this day of , 20__

READ A THIRD TIME this day of , 20__

ADOPTED this day of , 20__

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2159 2023

A BYLAW TO AMEND THE PROPERTIES PARTICIPATING IN THE LOCAL AREA SERVICE FINANCING FOR THE
RETROFIT OF RESIDENTIAL FOSSIL FUEL HEATING SYSTEMS TO ELECTRIC HEAT PUMP SYSTEMS

WHEREAS the District has adopted Bylaw No. 2107, 2022 to establish the general local service areas and the specific properties to benefit from the financing for the retrofit of residential oil, natural gas and propane heating systems to electric heat pump systems;

AND WHEREAS additional specific properties have approved, by way of petition, to participate in the financing and cost recovery process of the program;

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

1. Bylaw No. 2107, 2022 is hereby amended by:
 - a. Adding a Schedule I, attached hereto.
 - b. Replacing Schedule B with Schedule B, attached hereto
 - c. Replace Schedule D with Schedule D, attached hereto
 - d. Replace Schedule H with Schedule H, attached hereto

2. This Bylaw may be cited as "Central Saanich Financing for Heating System Retrofits Local Area Service Bylaw Amendment No. 8, 2159, 2023"

READ A FIRST TIME on this	11 th	day of	September	2023.
READ A SECOND TIME on this	11 th	day of	September	2023.
READ A THIRD TIME on this	11 th	day of	September	2023.
ADOPTED this		day of		2023.

Ryan Windsor
Mayor

Emilie Gorman
Corporate Officer

Schedule I - Local Service Area Bylaw No. 2107, 2022						
Parcels of land in the District that have petitioned for the Financing Service						
Registrant	Civic Address	Legal Address	PID	Received Petition	Property Assessed Value (\$)	
1	7233 Norman Lane, Brentwood Bay, V8M 1C6	LOT N 23 SECTION 10 RANGE 2W SOUTH SAANICH DISTRICT PLAN VIP1915	006-762-069	Yes	1,222,000	
2	6310 Rodolph Rd, Victoria, V8Z 5V8	LOT B SECTION 17 RANGE 4E SOUTH SAANICH DISTRICT PLAN VIP71947	024-958-107	Yes	1,325,000	
3	7201 Seabrook Road, Saanichton, V8M 1M5	LOT 7 SECTION 10 RANGE 3E SOUTH SAANICH DISTRICT PLAN 22989	003-270-009	Yes	1,127,000	
4	2359 Stylan Road, Victoria, V8Z 5S2	LOT 4 SECTION 15 RANGE 4E SOUTH SAANICH DISTRICT PLAN 23676	003-133-516	Yes	1,102,000	
5	1244 Marin Park Close, Brentwood Bay, V8M 1G7	LOT 6 SECTION 12 RANGE 1W SOUTH SAANICH DISTRICT PLAN 28478	001-676-369	Yes	1,199,000	

Schedule B - Local Service Area Bylaw No. 2107						
Parcels of land in the District that have petitioned for the Financing Service						
Registrant	Civic Address	Legal Address	PID	Received Petition	Property Assessed Value	
1	6457 Rodolph Rd, Victoria, BC V8Z 5W3	LOT 13 SECTION 16 RANGE 4E SOUTH SAANICH DISTRICT PLAN 23082	003-234-096	Yes	923,000	
2	6445 Rodolph Rd. Central Saanich, V8Z 5W3	LOT 16 SECTION 16 RANGE 4E SOUTH SAANICH DISTRICT PLAN 23082	003-271-692	Yes	960,000	
3	7738 East Saanich Rd., Saanichton, V8M 1L7	LOT 2 SECTION 6 RANGE 2E SOUTH SAANICH DISTRICT PLAN 45670	008-487-006	Yes	1,120,000	
4	1066 Greig Avenue, Brentwood Bay, V8M 1J6	LOT 2 SECTION 13 RANGE 1W SOUTH SAANICH DISTRICT PLAN 15472	004-151-151	Yes	1,017,000	
5	7226 Brentview Rd, V8M 1B9	LOT 7, BLOCK 1, SECTION 10 RANGE 2W SOUTH SAANICH PLAN VIP2420	004-756-371	Yes	1,072,000	
6	7969 See Sea Place Saanichton; V8M 1L4	LOT 6 SECTION 4 RANGE 3E SOUTH SAANICH DISTRICT PLAN 27883	002-223-937	Yes	996,000	
7	6372 West Saanich Road, Saanichton, V8M 1W8	LOT 2 SECTION 16 RANGE 1E SOUTH SAANICH DISTRICT PLAN 2769	006-378-277	Yes	414,000	
8	6734 Welch Road, Saanichton, V8M 1W6	LOT 18 SECTION 13/4 RANGE 6E SOUTH SAANICH DISTRICT PLAN 15663	004-525-825	Yes	1,258,000	
9	980 Waverly Terrace, Brentwood Bay, V8M 1H8	LOT 12 SECTION 10 RANGE 1W SOUTH SAANICH DISTRICT PLAN 26433 & RGE 2W.	002-758-091	Yes	1,003,000	
10	7251 Seabrook Rd., Saanichton V8M 1M5	LOT 2 SECTION 10 RANGE 3E SOUTH SAANICH DISTRICT PLAN 22989	003-270-041	Yes	862,000	
11	6349 Old West Saanich Rd., Saanichton, V8M 1W8	LOT PCLA SECTION 16 RANGE 1E SOUTH SAANICH DISTRICT	000-847-020	Yes	968,000	
12	6651 Welch Rd, Saanichton, V8M 1W6	LOT A SECTION 14 RANGE 6E SOUTH SAANICH DISTRICT PLAN 18326	003-874-036	Yes	1,214,000	
13	1019 Marchant Rd, Brentwood Bay, V8M 1E7	LOT 4 SECTION 12 RANGE 1W SOUTH SAANICH DISTRICT PLAN 27796	002-213-940	Yes	1,182,000	
14	8057 West Saanich Road, Saanichton, V8S 1M3	LOT 1 SECTION 4 RANGE 2W SOUTH SAANICH DISTRICT PLAN 13084	004-712-765	Yes	1,004,000	
15	6291 Springlea Road, V8Z 5Z5	LOT A SECTION 17 RANGE 4E SOUTH SAANICH DISTRICT PLAN EPP99012	031-043-755	Yes	1,027,000	
16	965 Peggy Anne Cr., Brentwood Bay V8M 1E5	LOT 2 SECTION 11 RANGE 2W SOUTH SAANICH DISTRICT PLAN 26897	002-460-777	Yes	934,000	
17	6667 Central Saanich, Road, Victoria, V8Z 5V1	LOT A SECTION 14 RANGE 4E SOUTH SAANICH DISTRICT PLAN VIS4094	023-553-847	Yes	899,000	
18	815 Sea Drive, Brentwood Bay, V8M 1B1	LOT 1 SECTION 12 RANGE 2W SOUTH SAANICH DISTRICT PLAN 10363	005-188-733	Yes	894,000	

Schedule D - Local Service Area Bylaw No. 2107, 2022						
Parcels of land in the District that have petitioned for the Financing Service						
Registrant	Civic Address	Legal Address	PID	Received Petition	Property Assessed Value (\$)	
1	7969 See Sea Place Saanichton; V8M 1L4	LOT 6 SECTION 4 RANGE 3E SOUTH SAANICH DISTRICT PLAN 27883	002-223-937	Yes	996,000	
2	6893 West Saanich Rd., Brentwood Bay, V8M1G8	SECTION 12 RANGE 1E SOUTH SAANICH DISTRICT PLAN 207R	004-470-397	Yes	1,218,000	
3	7228 Meadowlark Lane, Brentwood Bay V8M 1J9	LOT 3 SECTION 10 RANGE 1W SOUTH SAANICH DISTRICT PLAN 26513	002-788-624	Yes	983,000	
4	7085 Brentwood Drive, Brentwood Bay, V8M 1B6	LOT 13 BLOCK 2 SECTION 11 RANGE 2W SOUTH SAANICH DISTRICT PLAN 1682 EXCEPT PLAN 9	002-216-094	Yes	950,000	

Schedule H - Local Service Area Bylaw No. 2107, 2022						
Parcels of land in the District that have petitioned for the Financing Service						
Registrant	Civic Address	Legal Address	PID	Received Petition	Property Assessed Value (\$)	
1	1972 Blackthorn Dr, Saanichton V8M 1L8	LOT B SECTION 7 RANGE 2E SOUTH SAANICH LAND DISTRICT PLAN VIP69878	024-646-423	Yes	980,000	
2	980 Waverly Terrace, Brentwood Bay, V8M 1H8	LOT 12 SECTION 10 RANGE 1W SOUTH SAANICH DISTRICT PLAN 26433 & RGE 2W	002-758-091	Yes	1,179,000	
3	7950 Galbraith Crescent, Saanichton V8M 1K7	LOT 25 SECTION 4 RANGE 2E SOUTH SAANICH DISTRICT PLAN 28545	001-762-079	Yes	986,000	
4	1911 Venross Place, Saanichton V8M 1K4	LOT 2 SECTION 4 RANGE 2E SOUTH SAANICH DISTRICT PLAN 28177	002-007-673	Yes	1,137,000	
5	1140 Lucille Dr., Brentwood Bay, V8M 1H6	LOT A, SECTION 11, RANGE 1 W, SOUTH SAANICH DISTRICT PLAN VIP57543	018-467-946	Yes	1,174,000	
6	6278 Marie Meadows Rd, Victoria, V82 5Z8	LOT 5 SECTION 17 RANGE 4E SOUTH SAANICH DISTRICT PLAN 16450	004-091-701	Yes	991,000	



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: 1146 Sluggett Road – Rezoning and Development Permit with Variance (Infill)

RECOMMENDATION(S):

1. *That Land Use Bylaw Amendment Bylaw No. 2119 (1146 Sluggett Road) be introduced and given First Reading.*
2. *That Rezoning Application 3360-20-4/22 and Development Permit Application 3060-20-4/22 for 1146 Sluggett Road be referred to the Advisory Planning Commission for comment.*

Following consideration by the Advisory Planning Commission the following recommendations should be considered:

1. That Land Use Bylaw Amendment Bylaw No. 2119 (1146 Sluggett Road) be given Second Reading and referred to a Public Hearing.
2. That with regard to Development Permit 3060-20-4/22 for 1146 Sluggett Road, staff schedule an Opportunity to be Heard regarding the variance for lot frontage.
3. That prior to adoption of Land Use Bylaw Amendment Bylaw No. 2119 (1146 Sluggett Road), a contribution be made to the General Amenity Fund of \$5,500 and to the Affordable or Supportive Housing Amenity Fund of \$2,000, for a total of \$7,500.
4. That after adoption of Land Use Bylaw Amendment Bylaw No. 2119 (1146 Sluggett Road) Development Permit 3060-20-4/22 be authorized for issuance.

PURPOSE:

The application is to rezone and subdivide the approximately 1,200 m² lot, currently zoned R-2: Residential Two Family. A letter from the applicant is attached to this report as Appendix A.

BACKGROUND:

The property is currently occupied by a one storey, side by side duplex. There are currently two driveways serving the property which would be removed as part of the proposed development.

The surrounding properties are primarily two storey single family residences on larger lots. The adjacent single family residence at 1134 Sluggett is buffered from the subject property by a mature hedge.

The majority of the properties are currently zoned R-2: Residential Two Family as shown on the context map (Appendix B).

The property at 1155 -1163 Sluggett Road was rezoned in 2019 from R-2: Residential Two Family to the R-1XS Zone and R-2S Zone to create two small lot single family dwellings and a small lot duplex.

The subject property was the subject of a previous rezoning application in 2018. The application was to rezone the property to R-2S: Small Lot Residential Two Family to permit two small lot duplexes. The proposal included variances for lot coverage and lot frontage. Council did not give the rezoning bylaw third reading on the basis that the application was not considered to be consistent with the Infill Guidelines contained in the Official Community Plan.

DISCUSSION:

The proposal would see a portion of the lot rezoned to Small Lot Residential Two Family: R-2S in order to permit a back to front duplex on a 667 m² lot. The proposal includes two parking spaces in a garage and an additional two surface parking spaces.

The remaining 576 m² of the property would be rezoned to Small Lot Single Family Residential: R-1S to permit a single family dwelling with a secondary suite located above the garage. Two parking spaces would be provided in a garage with one surface parking space. An additional parking space would be provided for the secondary suite.

Access to the two lots would be through a shared driveway which would be secured through a reciprocal access easement at the time of subdivision. Plans are attached to this report as Appendix C and the landscape plan would be updated to reflect the site plan that was amended after staff review.

Official Community Plan

The property is located within the Urban Containment Boundary and designated as 'Neighbourhood Residential'. The policies contained in Section 4.1 Growth Management and Housing, support "a mix of infill housing forms, including small lots, panhandle lots, pocket neighbourhoods, duplexes, small scale multi-unit development and townhouses, where they are consistent with infill design guidelines."

Policy 2 encourages "Innovative and site-sensitive housing and subdivision designs that reduce storm water run off, demonstrate energy efficiency in building performance, and demonstrates a sensitive response to the site and its context."

The proposal would see a mix of infill housing with the duplex, single family dwelling and secondary suite, and a low-impact development sensitive to the surrounding single- and two-family residential properties.

Development Permit Guidelines

All lands contained within the Urban Settlement Area are designated as an "Intensive Residential Development Permit Area." The subject property is governed by the General Infill Guidelines as well as the specific Small Lot Guidelines.

The proposal would be in accordance with the General Infill Guidelines as it would integrate with the existing neighbourhood with respect to building height, massing and prevalent roof forms, and match the established neighbourhood patterns of development.

The proposal would see two driveways removed and replaced with a single driveway that would serve both lots. The double garages would face the internal driveway and not be visible from the street, and

surface parking stalls would consist of a combination of grass and concrete. The front yards would provide porches and a patio, and landscaping would provide screening. Overall the proposal would be in accordance with the general guidelines for infill developments.

With respect to small lot guidelines, these apply to properties with an area of 500 m² or less or which have a lot frontage of 15 m or less, which is the case for proposed Lot 2.

The proposed units have incorporated the second level in the roof form and stepped back the upper storey to mitigate impacts to neighbouring properties. As mentioned previously, the lots would have a shared driveway that would be secured through a reciprocal access agreement as part of the subdivision process.

Guidelines for small lot duplexes include a recommendation that *“preferably, both units in a duplex have their primary entrance oriented toward the street”*. The proposed duplex achieves this even though it is a front to back duplex.

Staff consider the form and character of the proposed residences to be generally consistent with the OCP policies and design guidelines for Infill developments. The form and character of the proposed development is in context with recent small lot developments in proximity to the subject property. A draft Development Permit is attached to this report as Appendix D.

The development will be required to be constructed in accordance with Step 3 of the Energy Step Code and the highest level of the Zero Carbon Step Code being Emissions Level 4 (Zero Carbon). In addition, the parking requirements included in the Land Use Bylaw require an energized parking space for each dwelling unit. The applicant has agreed to construct the house to be solar ready by including the necessary conduit in a suitable location to support solar panel installation. A clause requiring solar ready construction has been included in the terms of the draft Development Permit.

Land Use Bylaw

R-2 (Existing)

The subject property is currently zoned Residential Two Family: R-2 which permits single family and two family dwellings. A residential two family dwelling requires a minimum lot area of 800 m². Accessory dwelling units are permitted in a single family dwelling but not in a two family dwelling.

R-2S

The proposal is to rezone a 667 m² of the site to Small Lot Residential Two Family: R-2S which would permit a two family dwelling with a minimum lot area and frontage of 550 m² and 14.75 m, respectively. The proposed lot and dwelling meet the regulations and the applicant is not requesting any variances for this lot.

R-1S

The remaining 576 m² of the site would be rezoned to Small Lot Single Family Residential: R-1S which would permit a single family dwelling and an accessory dwelling unit. The R-1S zoning requires a minimum lot area and frontage of 480 m² and 14.75 m, respectively. The applicant is requesting a variance to the minimum lot frontage from 14.75 m to 12.75 m for this proposed lot.

Staff consider the request to vary the minimum lot front for the proposed R-1S lot from 14.75 m to 12.75 m to be supportable on the basis that the lot will be ‘sharing’ the frontage with the adjacent lot proposed to be rezoned to R-2S. A draft amendment bylaw is attached to this report as Appendix E.

Community Amenity Contribution

As part of the rezoning contribution, the applicant is offering amenity contributions based on the *Community Amenity Contributions Policy*. Contributions consist of \$2,000 per unit toward the Affordable/Housing Community Amenity Reserve Fund and \$5,500 per unit toward the General Amenity Reserve Fund, for a total of \$7,500 based on the one additional unit that would be permitted under the proposed zoning. These contributions would be required prior to the adoption of the amendment bylaw.

Trees

Two protected trees identified as a Grand Fir and a Lombardy Poplar are located on the subject property. The letter from the arborist (Appendix F) concluded that the Fir is showing signs of stress and has the potential for failure. The Poplar has damaged the neighbours’ drain tile and is sensitive to development close to it. The arborist is recommending that both trees be removed “to prevent the possibility of property damage and injury”.

The arborist letter also recommends measures to protect the mature hedge on the adjacent property. Recommendations include placing fencing to protect the hedge and ensure that no excavation takes place within 1.0 – 1.5 metres from the hedge. These recommendations would be included as conditions in the development permit and tree replacement would be secured as a condition of the required tree permit and in accordance with the District’s Tree Management Bylaw. The landscape plan shows 14 trees to be planted, exceeding the minimum bylaw requirements for lots of this size.

CONCLUSION:

The proposal to create two lots that would be developed with a duplex and single family dwelling with secondary suite is generally in accordance with design guidelines contained in the OCP. The proposal meets land use bylaw regulations with the exception of the requested variance for lot frontage and staff have no concerns with the variance. The dwellings would be constructed in accordance with Energy Step Code Level 3 and Zero Carbon Step Code Level 4. The proposal would include energized parking spaces and community amenity contributions as per Council’s policy.

Report written by:	Ivo van der Kamp, Planner
Respectfully submitted by:	Kerri Clark, Manager of Development Services
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Letter of Rationale
- Appendix B: Site Context Plan
- Appendix C: Development Plans
- Appendix D: Draft Development Permit
- Appendix E: Draft Amendment Bylaw
- Appendix F: Arborist Letter

February 16, 2022

District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC
V8M 2A9

Re: Rezoning of 1146 Sluggett Road, Brentwood Bay, BC

Dear Mayor and Council,

I would like to take this opportunity for providing a rationale for proposed project at the above-mentioned address.

This property is a 1245 Sq m (13,400 Sq ft) lot, currently zoned as R2 in the Urban Settlement Area. It has a duplex on it. As per the Central Saanich Zoning Bylaw, minimum lot size for an R2 lot is 460 Sq m (4951 Sq feet). Therefore, the lot, which is close to the Village centre, is grossly underutilized, with a very old dwelling unit on it (built around 1960). Through this proposal, I am requesting rezoning and sub-dividing the property to construct one duplex and one single family dwelling unit, which will not only create appropriate additional housing opportunities in the District, but will also improve the overall street appeal in the neighborhood by removing an old property and replacing it with two new units.

Some of the key features of the proposal are:

- Proposal to create one duplex (R2S) and one single family home (R-1S).
- Three independent units, and an additional one-bedroom rental unit (in the proposed R-1S unit), and with varying layouts, will provide options to potential families.
- No frontage, lot size or floor area ratio variances being requested on the R2S lot. Only 1.99m frontage variance being requested on the R1S unit. However, inspite of the variance being requested, all the setbacks will still meet R-1S lot requirement.
- Design of the unit on R-1S lot has been done with the aim of reducing living space on the upper floor to provide a low profile of the unit towards the rear and the side.

In addition, I have been very diligent with the proposal and the design to ensure that it is fully aligned with the District's Official Community Plan, especially with the new design guidelines for infill development as per Section 11.10 of the OCP, as well the separate sections that apply to duplexes and small lots. I am highlighting some of the key features of the proposal and how it aligns with the OCP:

- Integration of triple bottom line considerations- environmental, social and economic, into the proposal, by creating an energy-efficient unit, reduction of GHG emissions (as compared to the current property), no adverse environmental impact, and creating a variety of housing/rental options.
- The proposal, if approved, will create 3 independent units, including a 1-bedroom rental suite, within easy walking distance to transit, services, recreation and other daily needs.

- The proposal allows for a modest, low-impact growth within the established Urban Settlement Area, while retaining and protecting the current rural village character.
- By proposing the step-3 energy code units, the project will help reduce GHG emissions.
- Support the OCP Fundamental Principle of using the limited land supply wisely by intensive land use and higher overall densities within the Urban Settlement Area.
- By infilling and intensification of the existing residential areas, as against new developments, the proposal does not need any new utility infrastructure.
- By aligning the proposal with the District’s Objective of ensuring that the lands designated for residential use within the Urban Settlement Area Boundary accommodate the projected growth of the District, the proposed project will directly contribute to offsetting the shortfall as identified in the 2019 Report on “Housing Capacity, Needs Assessment and Growth Projections”.
- Specific design considerations:
 - Supports creation of a socially diverse community by creating a range of housing opportunities in the form of a strata-fee free duplex, a single-family unit and a small rental unit. In addition, the design of the duplex units has been done in a way so as to have a master bedroom on the main level in one unit and on the upper level in the other unit. This will allow the units to be occupied/purchased by families with diverse preferences/age groups.
 - Appropriate design aesthetics and respect for local character and context have been given in the proposal. A total of 7 parking stalls have been proposed to prevent any inconvenience to the neighborhood.
 - Strategies to reduce overlook and increase privacy have been incorporated into the design. The design minimizes shadowing and privacy impacts as much as possible, with no decks on the upper levels overlooking the neighbors and minimum/small windows on the upper level. The plan also incorporates adequate green foliage for added privacy for neighbours.
 - The proposed development integrates with the existing neighbourhood with respect to building height, massing and prevalent roof forms.
 - Pedestrian entrances emphasized with garage entries recessed behind/on the sides.
 - Colour schemes incorporating natural tones compatible with the neighbourhood.

I hope the above proposal meets the requirements of the District.

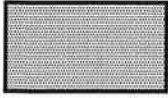
I look forward to the support from the Honorable Mayor and Council for this project.

Sincerely,
Sunny Dhaliwal

SITE CONTEXT PLAN

1146 Sluggett Rd

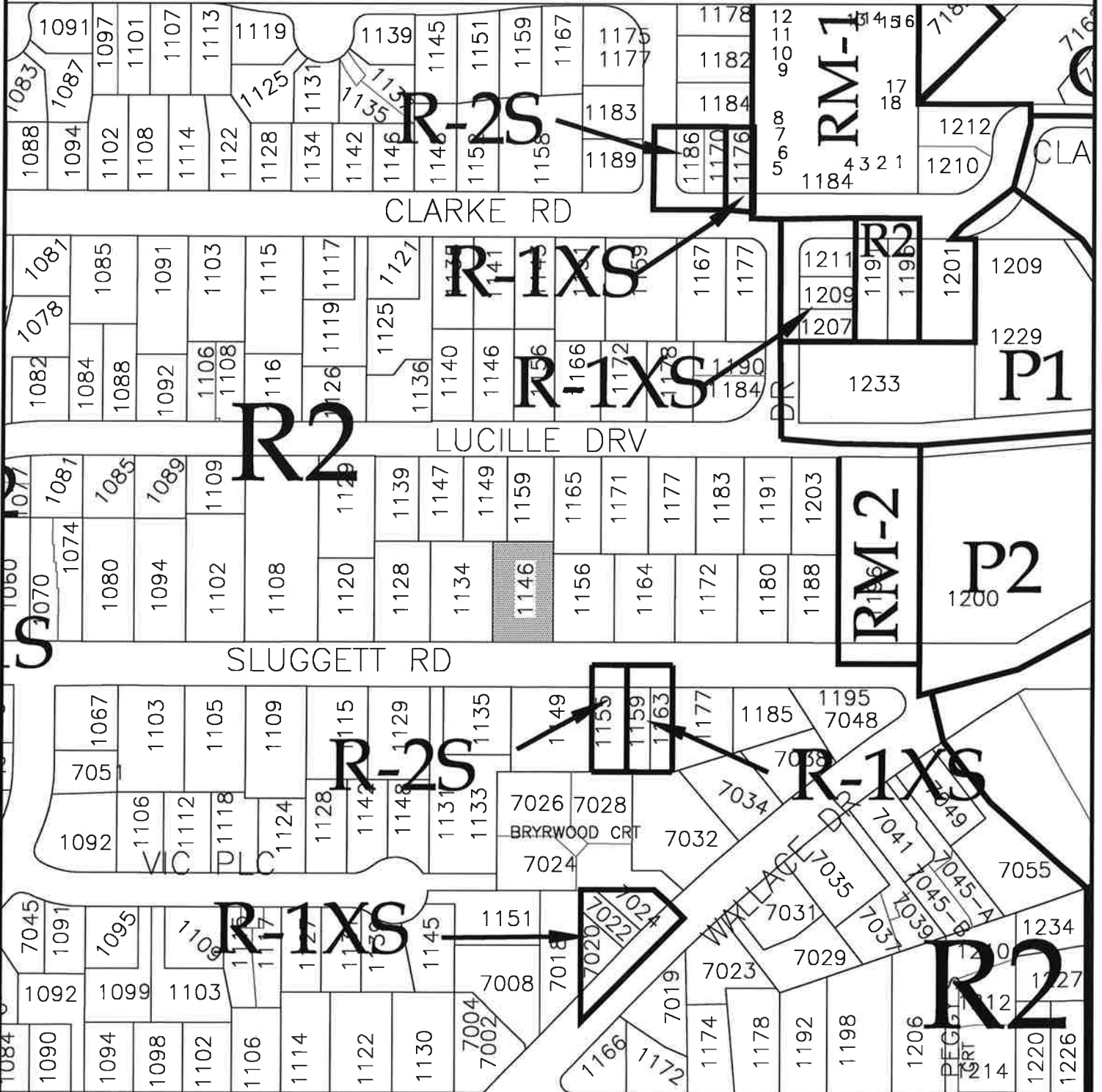
LEGEND



SUBJECT SITE



scale 1:2500



SKETCH PLAN OF:

1146 SLUGGETT ROAD
 LEGAL - LOT B, SECTION 11, RANGE 1 WEST
 SOUTH SAANICH DISTRICT, PLAN VIP58159

LOT 1 (DUPLEX)

AVERAGE GRADE CALCULATION:

$$\begin{aligned} &53.21 + 53.22 + 53.19 + 53.22 + 53.21 + 53.22 \\ &= 319.27 / 6 \\ &= 53.21\text{m} \end{aligned}$$

SITE DATA	R-2S	LOT 1
ITEMS	PERMITTED	PROPOSED
LOT AREA	550.00 sq.m.	667.45 sq.m.
BUILDING HT.	8.00 m.	7.43 m.
LOT COVERAGE	35.00 %	34.54%
LOT FRONTAGE	14.75 m.	14.75 m.
SETBACKS		
- FRONT (SOUTH)	6.00 m.	7.97 m.
- REAR (NORTH)	7.50 m.	7.50 m.
- SIDE (EAST)	1.50 m.	4.11 m.
- SIDE (WEST)	1.50 m.	1.50 m.
- TOTAL SIDE YARD	4.50 m.	5.61 m.
PROPOSED FLOOR AREA		
- MAIN FLOOR (UNIT A)		102.62 sq.m.
- UPPER FLOOR (UNIT A)		40.47 sq.m.
- GARAGE (UNIT A)		25.11 sq.m.
		TOTAL= 168.20 sq.m.
- MAIN FLOOR (UNIT B)		69.01 sq.m.
- UPPER FLOOR (UNIT B)		64.36 sq.m.
- GARAGE (UNIT B)		25.11 sq.m.
		TOTAL= 158.48 sq.m.
GROSS FLOOR AREA	max. 330.00 sq.m.	326.68 sq.m.
FLOOR AREA RATIO	0.50 : 1	0.49 : 1

LOT 2 (SINGLE FAMILY W/ SUITE)

AVERAGE GRADE CALCULATION:

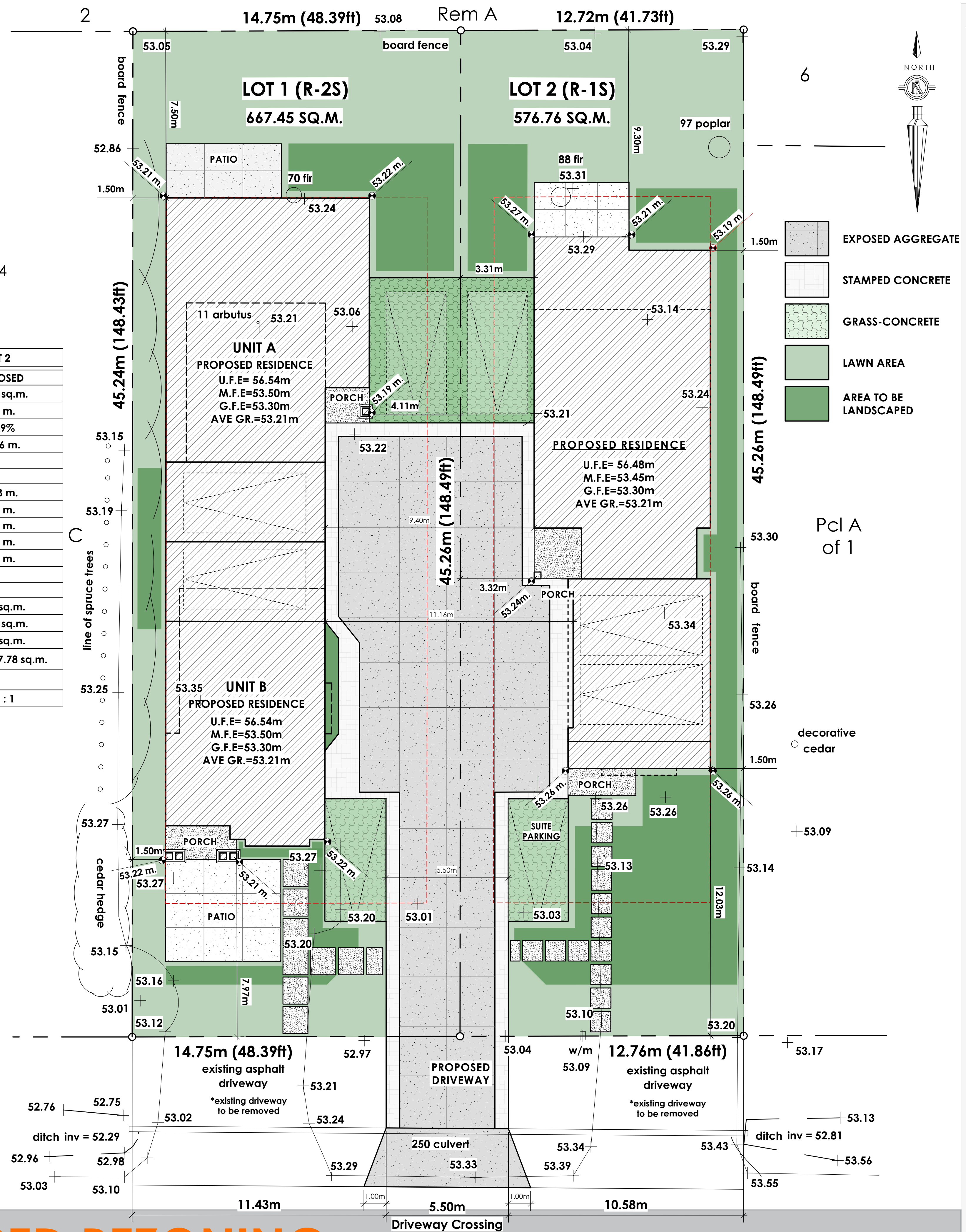
$$\begin{aligned} &53.27 + 53.21 + 53.19 + 53.26 + 53.26 + 53.24 \\ &= 319.43 / 6 \\ &= 53.24\text{m} \end{aligned}$$

SITE DATA	R-1S	LOT 2
ITEMS	PERMITTED	PROPOSED
LOT AREA	min. 480.00 sq.m.	576.76 sq.m.
BUILDING HT.	max. 7.00 m.	6.91 m.
LOT COVERAGE	max. 30.00 %	29.99%
LOT FRONTAGE	min. 14.75 m.	*12.76 m.
SETBACKS		
- FRONT (SOUTH)	7.50 m.	12.03 m.
- REAR (NORTH)	7.50 m.	9.30 m.
- SIDE (EAST)	1.50 m.	1.50 m.
- SIDE (WEST)	1.50 m.	3.31 m.
- TOTAL SIDE YARD	4.50 m.	4.81 m.
PROPOSED FLOOR AREA		
- UPPER FLOOR		91.32 sq.m.
- MAIN FLOOR		123.03 sq.m.
- GARAGE		43.43 sq.m.
GROSS FLOOR AREA	max. 260.00 sq.m.	TOTAL= 257.78 sq.m.
FLOOR AREA RATIO	0.45 : 1	0.45 : 1

*VARIANCE REQUIRED

LOT FRONTAGE:
 PERMITTED: 14.75m
 PROPOSED: *12.75m

1 Siteplan
 Scale: 1:100



vd | victoria design group
 #103 - 891 ATTREE AVENUE
 VICTORIA, B.C.
 V9B 0A6
 P. 250.382.7374
 F. 250.382.7364

SITE PLAN

Date
 Mar 22, 2023

Project Address
 1146 Sluggett Road,
 Central Saanich

Prepared for
 Sunny Dhaliwal

Project #
 8059

Scale
 1:100

Drawn By
 NS

1146 SLUGGETT ROAD - PROPOSED REZONING SLUGGETT ROAD

LOT 1 - R-2S
(DUPLEX)

ELEVATIONS



FRONT ELEVATION

RIGHT SIDE ELEVATION

Limiting Distance	4.11	m.
Exposed Building Face	136.51	sq.m.
Allowable Openings	12.38	%
Allowable Opening Area	16.90	sq.m.
Proposed Openings	11.23	sq.m.



REAR ELEVATION

LEFT SIDE ELEVATION

Limiting Distance	1.50	m.
Exposed Building Face	129.65	sq.m.
Allowable Openings	7.00	%
Allowable Opening Area	9.08	sq.m.
Proposed Openings	9.01	sq.m.

Date

Mar 22, 2023

Project Address

1146 Sluggett Road,
Central Saanich

Prepared for

Sunny Dhaliwal

Project #

8059

Scale

3/16" = 1'-0"

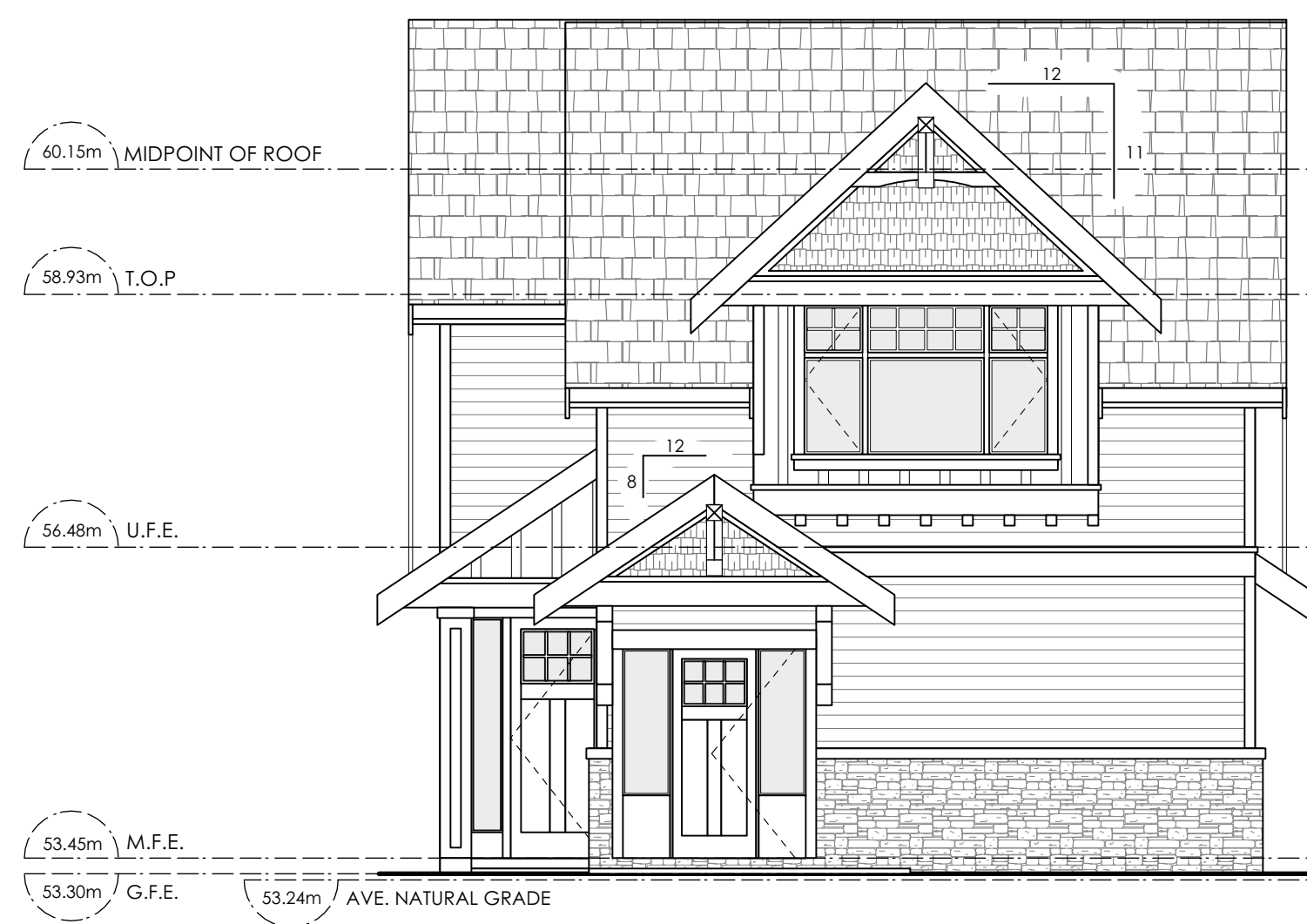
Drawn By

NS

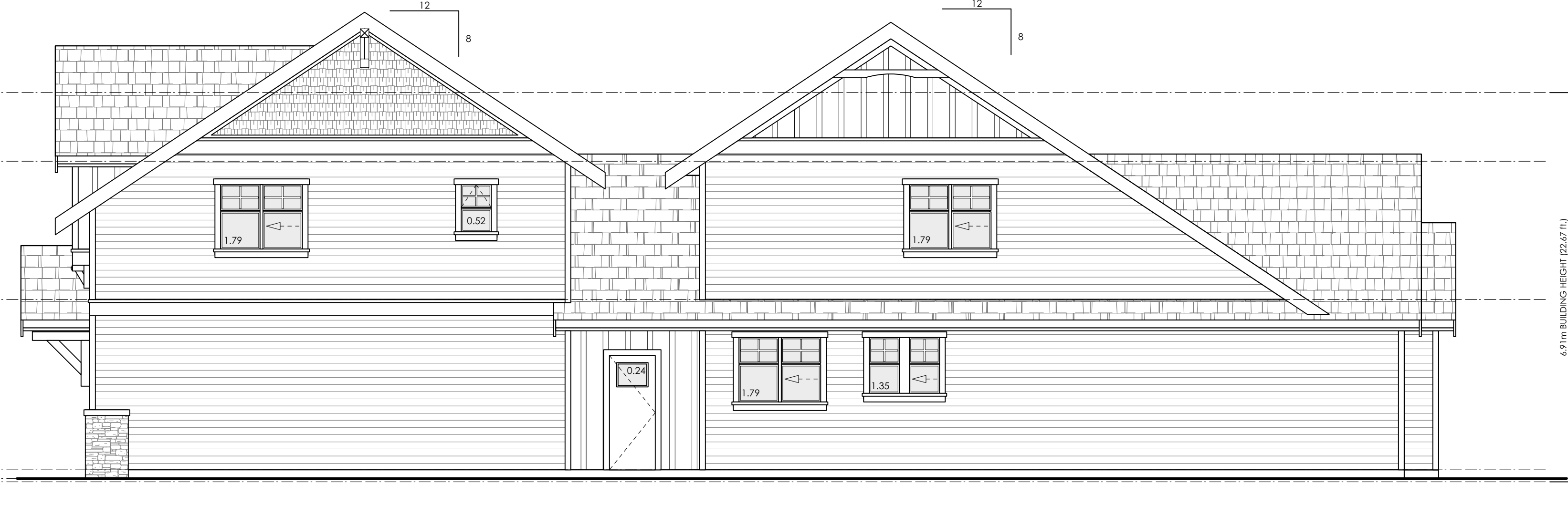
1146 SLUGGETT ROAD - PROPOSED REZONING

LOT 2 - R-1S
(SINGLE FAMILY
W/ SUITE)

ELEVATIONS

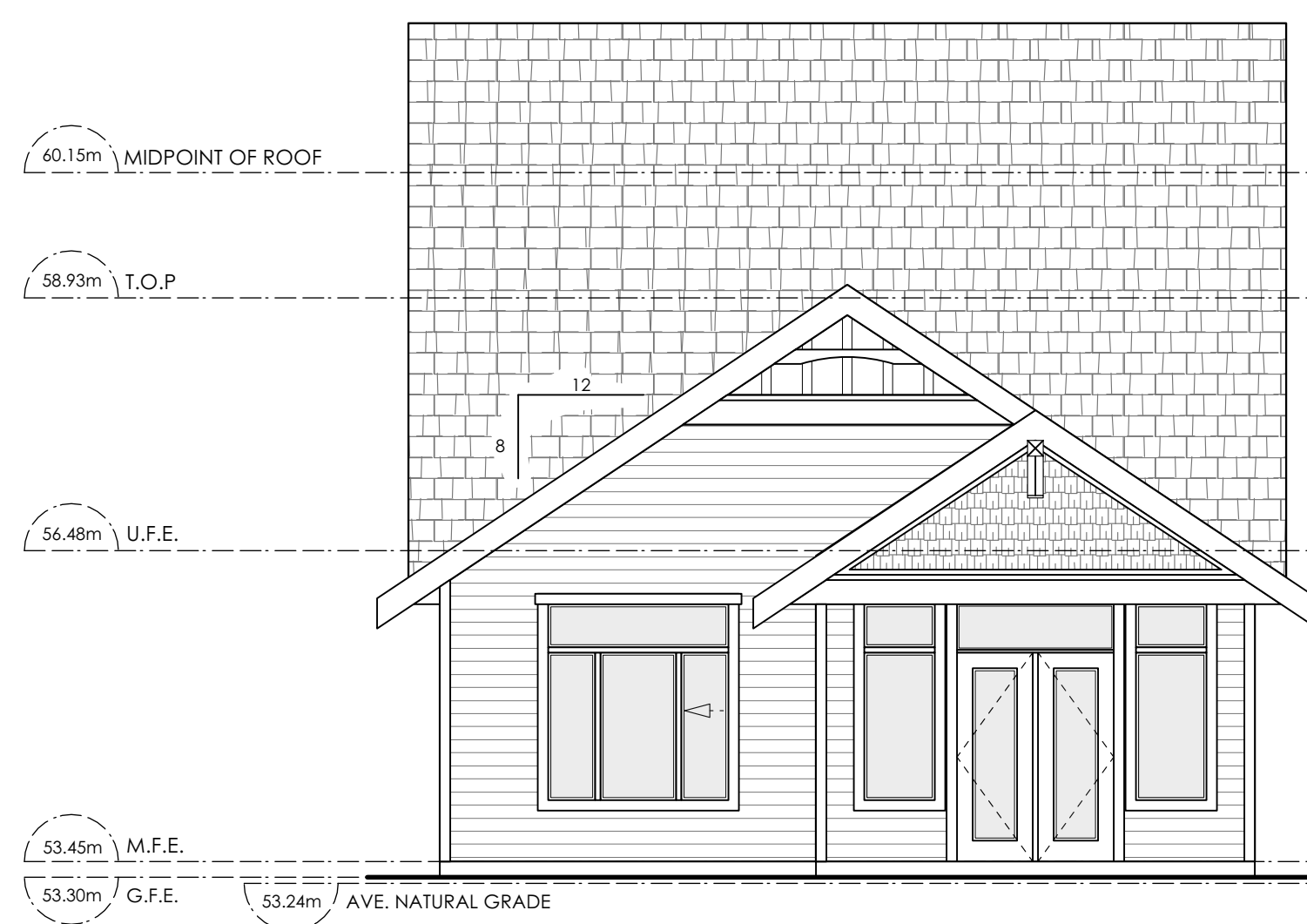


FRONT ELEVATION



RIGHT SIDE ELEVATION

Limiting Distance	1.50	m.
Exposed Building Face	111.25	sq.m.
Allowable Openings	7.00	%
Allowable Opening Area	7.78	sq.m.
Proposed Openings	7.48	sq.m.



REAR ELEVATION



LEFT SIDE ELEVATION

Limiting Distance	3.31	m.
Exposed Building Face	113.02	sq.m.
Allowable Openings	10.62	%
Allowable Opening Area	12.00	sq.m.
Proposed Openings	7.50	sq.m.

Date

Mar 22, 2023

Project Address

1146 Sluggett Road,
Central Saanich

Prepared for

Sunny Dhaliwal

Project #

8059

Scale

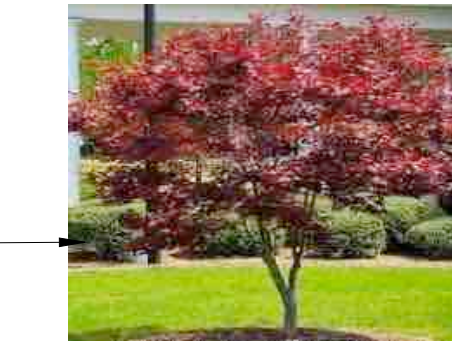
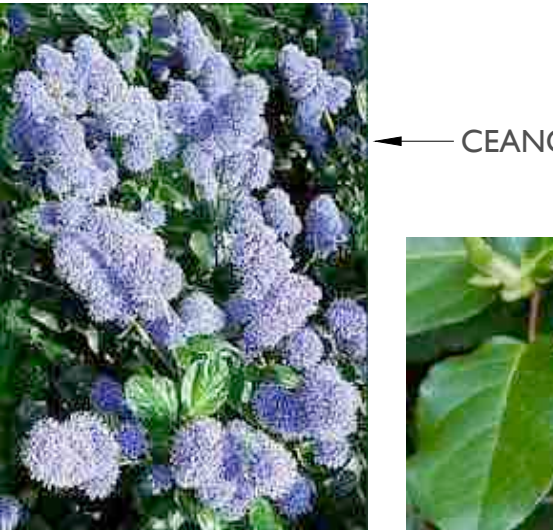
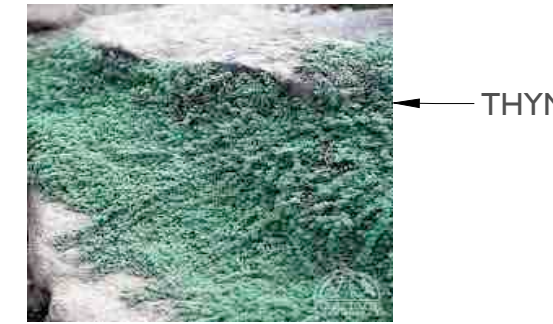
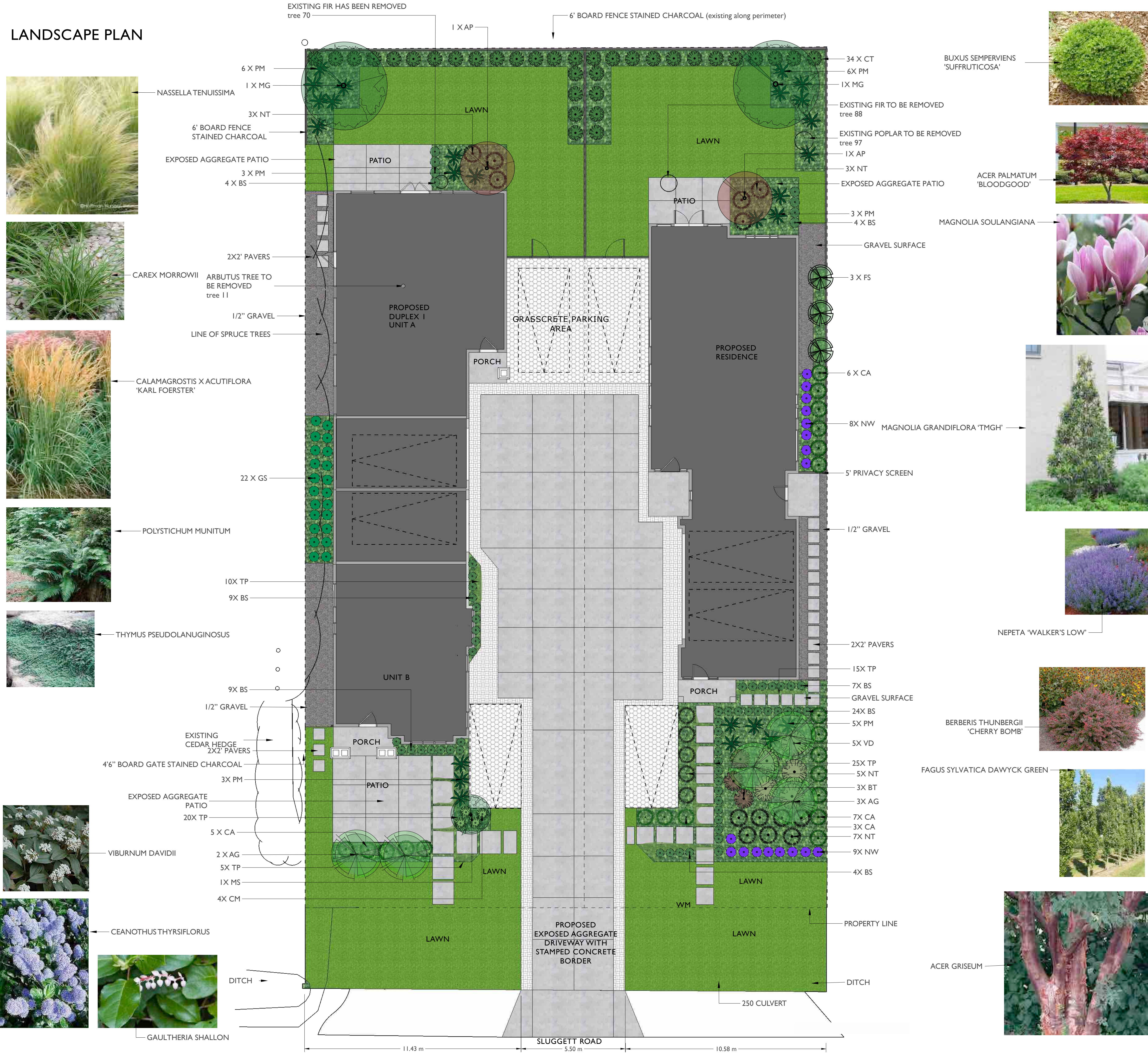
3/16" = 1'-0"

Drawn By

NS

1146 SLUGGETT ROAD - PROPOSED REZONING

LANDSCAPE PLAN



PLANTING PLAN

ABB.	QTY.	SIZE	BOTANICAL NAME	COMMON NAME
TREES				
AG	5	B&B 2cm cal.	ACER GRISEUM	PAPER BARK MAPLE
AP	2	B&B 1cm cal.	ACER PALMATUM 'BLOODGOOD'	BLOODGOOD MAPLE
FS	3	#15	FAGUS SYLVATICA 'DAWYCK GREEN'	COLUMNAR BEECH
MG	2	B&B 3cm cal.	MAGNOLIA GRANDIFLORA 'TMGH'	EVERGREEN MAGNOLIA
MS	1	B&B 1cm cal.	MAGNOLIA SOULANGIANA	SAUCER MAGNOLIA
SHRUBS				
BT	3	#3	BERBERIS THUNBERGII 'CHERRY BOMB'	CHERRY BOMB BARBERRY
BS	52	#2	BUXUS SEMPERVIRENS 'SUFFRUTICOSA'	DWARF BOXWOOD
CT	34	#15	CEANOTHUS THYRSIFLORUS 'VICTORIA'	CALIFORNIAN LILAC
VD	5	#5	VIBURNUM DAVIDII	DAVID'S VIBURNUM
PERENNIALS, FERNS AND GRASSES				
CA	21	#1	CALAMAGROSTIS X A. 'KARL FOERSTER'	'FEATHER REED GRASS
CM	4	#1	CAREX MORROWII	VAREIGATED SEDGE
PM	26	#1	POLYSTICHUM MUNITUM	SWORD FERN
NT	18	#1	NASSELLA TENUISSIMA	MEXICAN FEATHER GRASS
NW	17	#1	NEPETA 'WALKER'S LOW'	CATMINT
GROUNDCOVERS				
GS	22	#1	GAULTHERIA SHALLON	SALAL
TP	75	4"	THYMUS PSEUDOLANUGINOSUS	WOOLLY THYME

LANDSCAPE INSTALLATION PRELIMINARY BUDGET

SOFTSCAPE: \$25,970

TURF:	\$1.50/sq' X 3330sq'	\$4995
SOIL @ 12" DEPTH:	\$40/yd X 69yds	\$2760
MULCH @ 3" DEPTH:	\$55/yd X 17yds	\$935
SLINGER DELIVERY:	\$120/hr X 9hrs	\$1080
IRRIGATION:	\$600/zone X 8 zones	\$4800
LABOUR:	\$45/hr X 120hrs	\$5400
PLANTINGS:	assorted costs	\$6000

HARDSCAPE: \$29,849

GRASSCRETE:	\$15/sq' X 855sq'	\$12825
EXPOSED AG. PATIOS:	\$12/sq' X 773sq'	\$9276
1/2" GRAVEL @ 3" DEPTH:	\$52/yd X 5yds	\$260
2X2' PAVERS:	\$12 each x 19	\$228
FENCING:	\$44/lineal' x 165'	\$7260

CONSTRUCTION NOTES

-CONTRACTOR TO CHECK ALL DIMENSIONS AND ASPECTS OF THIS DRAWING AND MAKE WORK AGREE PRIOR TO CONSTRUCTION

-ANY CHANGES OR DEVIATIONS ARE THE RESPONSIBILITY OF THE OWNER

-ALL WORK TO COMPLY WITH MUNICIPAL BYLAWS

-DO NOT SCALE PLAN

PLANTING & IRRIGATION NOTES

New plantings are shown on Greenspace Designs Planting Plan dated September 5, 2023

Any plant substitutions shall be made in consultation with the landscape architect.

The Landscape and Irrigation Contractor shall determine the location of all underground services prior to the commencement of landscape work, and shall be responsible for the repair of all damage caused by landscape work to the Owner's satisfaction.

All topsoil and plants shall conform to BCNTA / BCCLA specifications.

Topsoil depths shall be as follows:

- trees 2m x 2m x 2m soil per tree
- shrubs 600 mm depth
- ground covers 150 mm depth

Grass seed shall be Premier Pacific Seeds Ltd All-Purpose Sun & Shade mix, sown @ 10 lb/1000 sq ft.

All grass areas established between October 15 and April 15 shall be sod. Sod shall be Anderson Sod Farm Easy Lawn 2000 or equivalent.

All planted beds shall be covered with a 100 mm layer of composted leaf mulch.

All trees shall be secured with two 75 mm diameter x 1.8 m long round poles set 1 m into ground.

Plants determined to be dead or dying at the end of one year from the date of installation shall be replaced by the Contractor at the Contractor's expense.

All planting beds shall be irrigated with an automatic underground system.

All irrigation materials and installation methods shall conform to IABC standards.

Irrigation within municipal rights of way shall conform to Central Saanich requirements.

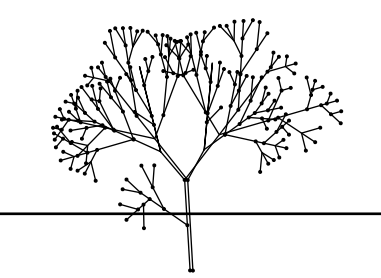
Backflow preventer requirements for irrigation lines shall conform to Central Saanich requirements.

The Irrigation Contractor shall test the irrigation system and ensure that it is fully operational prior to acceptance by the owner.

The Irrigation Contractor shall supply all manuals and instruct the owner on irrigation system operation.

GREENSPACE DESIGNS

sustainable landscape design



PROJECT TITLE :

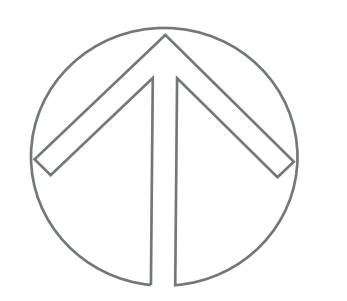
PROPOSED LANDSCAPE PLAN for
SUNNY DHALIWAL
1146 SLUGGETT ROAD, CENTRAL SAANICH, BC

PAGE TITLE :

LANDSCAPE PLAN, PAGE ONE of ONE
based on plans developed by others

DATE : SEPTEMBER 29, 2020
Revised SEPTEMBER 5, 2023

SCALE : 1/8" = 1'0"





DEVELOPMENT PERMIT

NO. 3060-20-4/22
1146 SLUGGETT RD

TO: DHALIWAL, SANDEEPINDER S
1175 MCKENZIE AVE
VICTORIA BC V8P 2L6

(HEREIN CALLED "**THE OWNER**")

This Development Permit is issued subject to compliance with all of the applicable Bylaws of the municipality.

This Development Permit applies to the lands known and described as:

PARCEL IDENTIFIER: 018-607-527
LOT B SECTION 11 RANGE 1W SOUTH SAANICH DISTRICT
PLAN VIP58159

(HEREIN CALLED "**THE LANDS**")

1. The development of the above noted lands shall be in accordance with the specifications and plans attached, which form Appendix "A" of the Development Permit.
2. This Development Permit is issued subject to compliance with the provisions of the Land Use Bylaw and all other applicable Bylaws of the Municipality, except as specifically varied by this Permit:
 - a. Subsection 5.37.8 is varied to reduce the minimum lot frontage from 14.75 metres to 12.75 metres for proposed Lot 2;
3. The dwellings shall be constructed solar ready by installing the necessary conduit in a suitable location to serve the future installation of roof mounted solar panels.
4. Minor variations to the development (*and not to required or varied Bylaw requirements*)

- may be permitted by the Director of Planning and Building Services.
5. The owner shall substantially commence construction within 24 months from the date of issuance of this Permit, in default of which the Permit shall be null and void and of no further force or effect.
 6. Construction of driveways and parking areas, and delineation of parking spaces shall be completed *prior to the issuance of an Occupancy Permit*.
 7. As a condition of the issuance of this Permit, and *prior to building permit issuance*, the following shall be **provided to the Director of Planning** for review and approval:
 - a. a final (updated) landscape plan that would reflect the site plan as attached to this permit; and
 - b. a landscape estimate and deposit in the amount of 125% of the estimated landscaping costs by way of either an irrevocable letter of credit, or a certified cheque.
 8. The existing hedge on the adjacent property shall be protected by way of protective fencing to be installed on the subject property prior to any works taking place and no excavation is to take place within 1.0 to 1.5 metres from the hedge.
 9. The Municipality is holding the security as specified to ensure that development is carried out in accordance with the terms and conditions of this Permit. The condition of the posting of the security is that should the owner fail to carry out specified landscaping provisions or create any unsafe condition, the Municipality may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be returned to the owner.
 10. As a condition of this Permit, the Owner shall ensure that the landscaping has been successfully established, maintained, and replaced if necessary for a period of one year following the completion of installation of the landscaping.
 11. Upon the completion of the installation of landscaping to the satisfaction of the municipality, the owner may provide a replacement letter of credit or certified cheque in

the amount of 10% of the initial amount of the security. The municipality may retain the security in the initial amount or the reduced amount for a period of one year following the completion of installation of the landscaping as security for the maintenance and replacement of the landscaping in the event that it is not properly maintained and replaced as necessary by the Owner in accordance with Section 8 of this Permit.

12. The terms and conditions contained in this Permit shall inure to the benefit of and be binding upon the owner, their executors, heirs or administrators, successors and assigns as the case may be or their successors in title to the land.
13. This Permit is **not** a Building Permit.

AUTHORIZING RESOLUTION PASSED AND ISSUED BY MUNICIPAL COUNCIL ON .

Permit Issue date:

Signed in the presence of:

_____	_____
Witness	DHALIWAL, SANDEEPINDER S
_____	_____
Address of Witness	Date
_____	_____
Occupation	
_____	_____
Witness	
_____	_____
Address of Witness	Date
_____	_____
Occupation	
THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH	_____
	Ryan Windsor, Mayor

	Emilie Gorman, Corporate Officer



Central Saanich

APPENDIX "A"

DP # 3060-20-4/22

018-607-527

LOT B SECTION 11 RANGE 1W SOUTH SAANICH DISTRICT PLAN

VIP58159

1146 SLUGGETT RD

Attachments:

Site Plan and Elevations by Victoria Design Group dated March 22, 2023

Landscape Plan (to be updated) by Greenspace Designs date stamped February 17, 2022

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2119

A Bylaw to Amend Land Use Bylaw
(1146 Sluggett Road)

WHEREAS the Council by Bylaw No. 2072, 2021 adopted the Land Use Bylaw and deems it appropriate to amend the Land Use Bylaw;

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

1. MAP AMENDMENT

Schedule 1 (District Zoning Map) of Appendix “A” of Bylaw No. 2072, 2021, cited as "Central Saanich Land Use Bylaw No. 2072, 2021" as amended, is hereby further amended by changing the zoning designation of the land legally described as LOT B SECTION 11 RANGE 1 WEST SOUTH SAANICH DISTRICT PLAN VIP58159 – Parcel Identifier 018-607-527 (1146 Sluggett Road), shown shaded on the map attached to this Bylaw as Appendix “A” from Residential Two Family: R-2 to Small Lot Residential Two Family: R-2S and Small Lot Single Family Residential: R-1S.

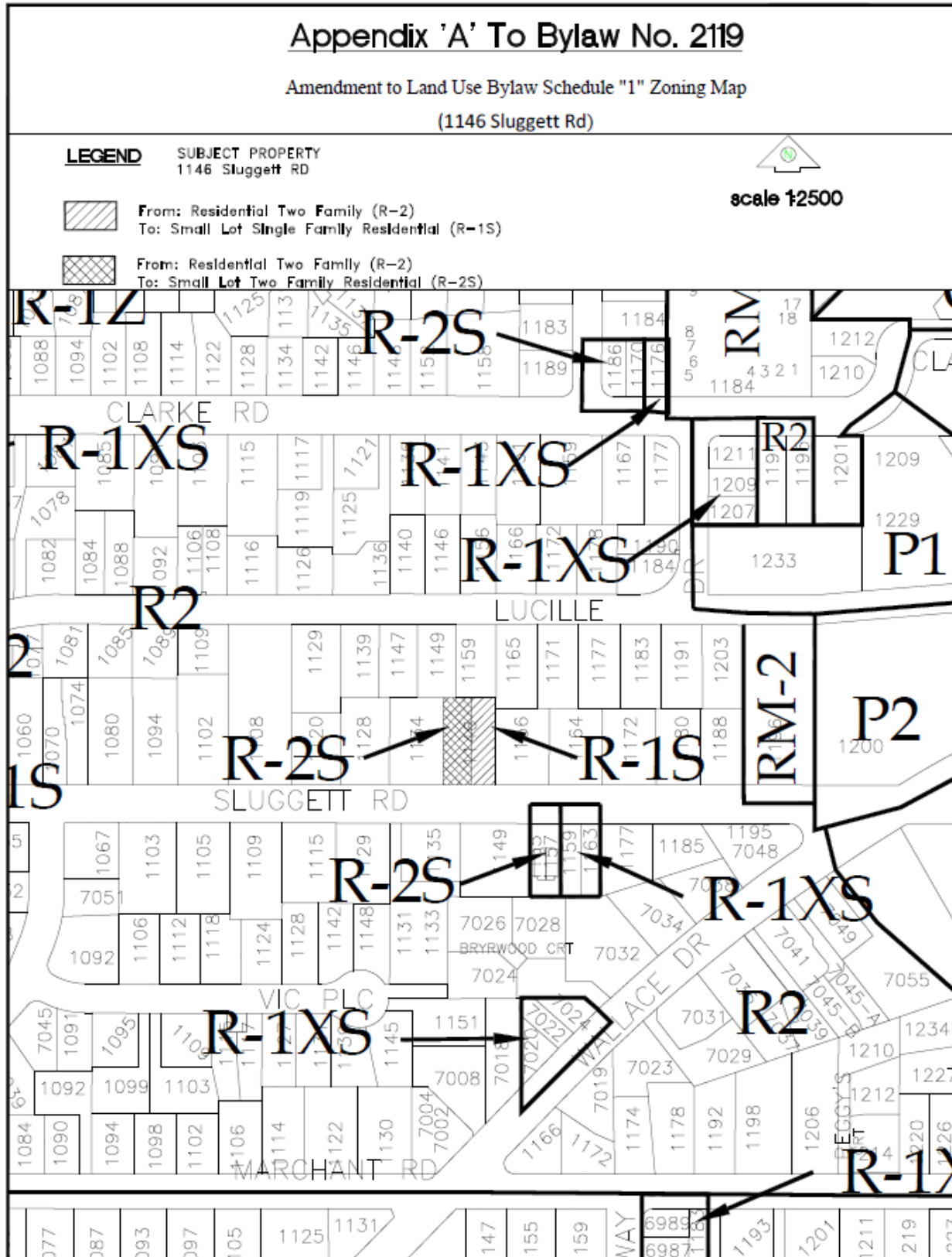
2. CITATION

This Bylaw may be cited for all purposes as the “**Central Saanich Land Use Bylaw Amendment Bylaw No. 2119, 2023**”.

READ A FIRST TIME this	day of	, 20__
READ A SECOND TIME this	day of	, 20__
PUBLIC HEARING HELD this	day of	, 20__
READ A THIRD TIME this	day of	, 20__
ADOPTED this	day of	, 20__

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer



Island View Tree Service
7217 Lochside Drive
Saanichton, BC
V8M 1W4
estimates@islandviewtreeservice.com

March 11, 2023

Sunny Dhaliwal
1146 Sluggett Road
Victoria, BC

Arborist Report

I was called to the above address to observe a Grand Fir (*Abies grandis*) with a dbh of 101.5 cm located in the centre of the subject property and to observe a Lombardy Poplar tree (*Populus nigra Italica*) with a dbh of 88.9 cm located at the right back side of the subject property. The trees are located in the back yard of the subject property surrounded by other homes. The Poplar tree overhangs the shed and the neighbor's property. The trees are in the immediate "pedestrian zone" for the homeowner.

The Grand Fir is showing clear signs of stress and damage. A large fissure has developed where the two co-dominant stems are formed at the base of the tree. There is clear evidence of bark peeling off and the potential for failure due to its health and condition as noted during my inspection. If failure should result the damage to property and to people in the immediate area would be severe.

The Lombardy Poplar tree is located in the right corner of the subject property in the back yard. Careful inspection of this tree has revealed extensive damage to the immediate neighbors drain tile at 1159 Lucille Drive. When I interviewed the neighbor there was clear signs of root damage emanating from the Lombardy Poplar. It should be noted the root structure of the Lombardy Poplar is very shallow, thus the potential for damage in a subdivision of homes is very high.

It is my opinion the Grand Fir and the Lombardy Poplar should be removed to prevent the possibility of property damage and injury. In particular both trees are located in a very sensitive area with its close proximity to residences and where family congregate in their back yard.

The property is also the subject of a rezoning application to allow for subdivision and development. It was noted that there are hedges on either side of the property that will require care to ensure the rootballs are not disturbed resulting in failure. As a result a perimeter fence should be established around these hedges and no excavation should be permitted with 3-5 feet to ensure the integrity of the rootballs. This should provide enough protection during the excavation process on the subject property.

Please contact me at 250 920 6812 if you need further clarification.

Thank you,



Dale Johnston
ISA-Certified Arborist. PN-6158AT



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: 1592 Verling Avenue – Rezoning for an Additional Accessory Dwelling Unit

RECOMMENDATION(S):

1. *That Land Use Bylaw Amendment Bylaw No. 2120 (1592 Verling Avenue) be introduced and given First Reading.*
2. *That Rezoning Application 3360-20-7/22 for 1592 Verling Avenue be referred to the Advisory Planning Commission for comment.*

Following consideration by the Advisory Planning Commission the following recommendations should be considered:

1. That Land Use Bylaw Amendment Bylaw No. 2120 (1592 Verling Avenue) be given Second Reading and referred to a Public Hearing.
2. That prior to adoption of Land Use Bylaw Amendment Bylaw No. 2120 (1592 Verling Avenue), a covenant be registered on title in accordance with Part 4 Section 13 Density Benefit of the Land Use Bylaw.
3. That after adoption of Land Use Bylaw Amendment Bylaw No. 2120 (1592 Verling Avenue), covenant FB491599, regarding the Temporary Dwelling, be authorized for discharge.

PURPOSE:

The application is to amend the current Rural Estate: RE-2 zone to permit an existing detached accessory dwelling unit in addition to an existing secondary suite. A letter from the applicant is attached to this report as Appendix A.

BACKGROUND:

The subject property and surrounding lands are primarily zoned Rural Estate: RE-2 as shown on the site context plan (Appendix B).

The 0.37 hectare property is within a larger pocket of rural properties extending northward from Verling Avenue to Kersey Road north of Keating Cross Road. Within approximately 200-250 m from the property, industrial lands are found to the east, and agricultural lands are found to the south and west.

The proposal is to allow for the continued use of a 117 m² carriage house in addition to the principal dwelling containing a secondary suite as previously permitted through a temporary use permit. Plans are attached to this report as Appendix C.

The initial temporary use permit (TUP) application for the subject property was a result of a bylaw complaint regarding the illegal conversion of an accessory building to a detached accessory dwelling unit. A legal secondary suite existed within the principal single family dwelling.

The TUP was authorized by Council in 2014 and was renewed by Council in 2017. As a condition of TUP issuance, a covenant was registered on title *“to ensure the Temporary Dwelling will be decommissioned if the Temporary Use Permit lapses, is cancelled, or if the Temporary Dwelling is no longer necessary for use by a family member”* and security was provided. At their meeting of February 22, 2021, Council authorized the further renewal of the TUP for a period of one year with the expectation that a rezoning application would be applied for.

DISCUSSION:

Official Community Plan

The Official Community Plan designates the property as ‘Rural Agriculture’, and it is located outside of the Urban Settlement Area Boundary. This designation applies to varying areas of rural pockets throughout the District that may include areas zoned for Agriculture that are not within the ALR. Lands designated as ‘Rural’ *are intended to be retained over the long term for rural residential and where suitable, agricultural uses.*

Part 4 .1 addresses Growth Management and Housing and includes the following policies regarding accessory dwelling units:

4.1.19 Support detached accessory dwellings, accessory to a single family dwelling, as an alternative to a secondary suite.

4.1.19 b) Carriage Houses are two storey detached accessory dwellings that are incidental, subordinate, and exclusively devoted to the principal residential use. Carriage houses are supported on Rural designated lands.

Part 4.3 Rural Lands contains broad policies regarding residential use of agricultural lands but does not specifically reference accessory dwelling units.

The proposal would be in accordance with the OCP in that it involves a detached accessory dwelling unit, however, it deviates from the OCP in that it would be in addition to a secondary suite.

Land Use Bylaw

The Rural Estate: RE-2 zone permits an accessory dwelling unit in accordance with Part 4, Section 12 & 13 of the Land Use Bylaw. Section 12 states:

1. Where an accessory dwelling unit is permitted in a single family residential zone in this Bylaw, only one accessory dwelling unit is permitted per lot in the form of a secondary suite wholly contained within the principal single family dwelling, or as a Detached Accessory Dwelling unit.

3. Where permitted outside of the Urban Settlement Area, a Detached Accessory Dwelling is permitted in the form of a one-storey cottage or two-storey carriage house.

6. A Detached Accessory Dwelling Unit is permitted on lots 500 m² in area or greater.

The proposal is in accordance with the above regulations other than, if approved, it would permanently permit the existing accessory building to be used as a detached accessory dwelling in addition to the existing secondary suite within the principal dwelling unit. This would be similar to allowances

implemented last year for properties that lie within the Agricultural Land Reserve (ALR), however, potential changes to District regulations are still under review.

It should be noted that both the ALR regulations as well as District regulations, including the RE-2 zone, set the maximum gross floor area for a detached accessory dwelling unit at 90 m², whereas the subject dwelling unit has a gross floor area of 117 m². In light of potential changes to accessory dwelling unit regulations currently under consideration by the District as well as the historic approval of the proposed use through the temporary use permit process, staff have no concerns with the proposed use.

Section 13 contains the following regulations regarding the density benefit where a detached accessory dwelling is permitted:

- (1) Require the detached accessory dwelling unit is used to provide rental housing under a tenancy agreement in accordance with the Residential Tenancy Act,*
- (2) Specify that no other accessory dwelling unit is permitted on the property,*
- (3) Prohibit the Detached Accessory Dwelling from being stratified, subdivided, or legally separated from the principal dwelling in any way, and*
- (4) Clarify that residential occupancy may include any property owners, family members, or caregivers, caretakers, or employees serving the property*

These requirements are generally secured through a covenant registered on title prior to the issuance of a building permit, however, since a building permit has previously been issued for the structure, staff recommend that a covenant be registered prior to bylaw adoption.

A covenant was registered on title in 2014 as a condition of the initial TUP. The covenant regulates the use of the building and sets conditions under which it could continue to be used as a temporary residence and under which circumstances it would require decommissioning and what that would involve. If the proposal is approved, this covenant could be discharged.

A draft amendment bylaw is attached to this report as Appendix D.

CONCLUSION:

The proposed zoning amendment is generally consistent with the policies in the Official Community Plan in respect to carriage houses sited on Rural designated lands. It deviates from the policies and current regulations with respect to the request to permit both a secondary suite as well as a carriage house, and to permit a gross floor area for a detached accessory dwelling unit of 117 m².

Should Council support the request, staff recommend that a covenant be registered prior to bylaw adoption in line with Part 4 Section 13 of the Land Use Bylaw and that restrictive covenant FB491599 be discharged.

Report written by:	Ivo van der Kamp, Planner
Respectfully submitted by:	Kerri Clark, Manager of Development Services
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Letter of Rationale

Appendix B: Site Context Plan

Appendix C: Development Plans

Appendix D: Draft Amendment Bylaw

Lori A. Shaw
Carriage House
1592 Verling Ave.
Saanichton, BC
V8M 1W8
loriashaw@mac.com



March 24, 2022

Dear Central Saanich Council,

RE: Zoning Amendment application

As I have been living in the Carriage house for the past several years under a “temporary use permit” we are asking to have this home rezoned for permanent use.

As noted in my earlier applications, this carriage house is on my parents’ property and sits on about an acre of land. The property and, formerly, the surrounding acres have been in my family for almost one hundred years. My grandfather, Robert Shaw, farmed this land.

My need for this housing has not changed. An elderly widow lives in the rental suite adjacent to the main house. My widowed mother lives alone in her house. I am able to be here for her so that she can age in place. I am also her emotional support and my grown children and I help her with household maintenance tasks.

Thank you for your consideration of this application. I am available to answer any questions. Enclosed is a cheque in the amount of \$5225. We hope that this amendment will pass and the return of the original deposit will be gratefully received. The land and housing has increased in value but we do not have extra funds and this is a significant expense for us.

In time, we hope to be able to possibly subdivide this property into two approximately half acre pieces. This would create further stability in our housing situation and I believe it would not impact the neighbourhood. I understand this isn’t possible at this time.

Sincerely,

Lori A. Shaw

SITE CONTEXT PLAN

1592 Verling Ave

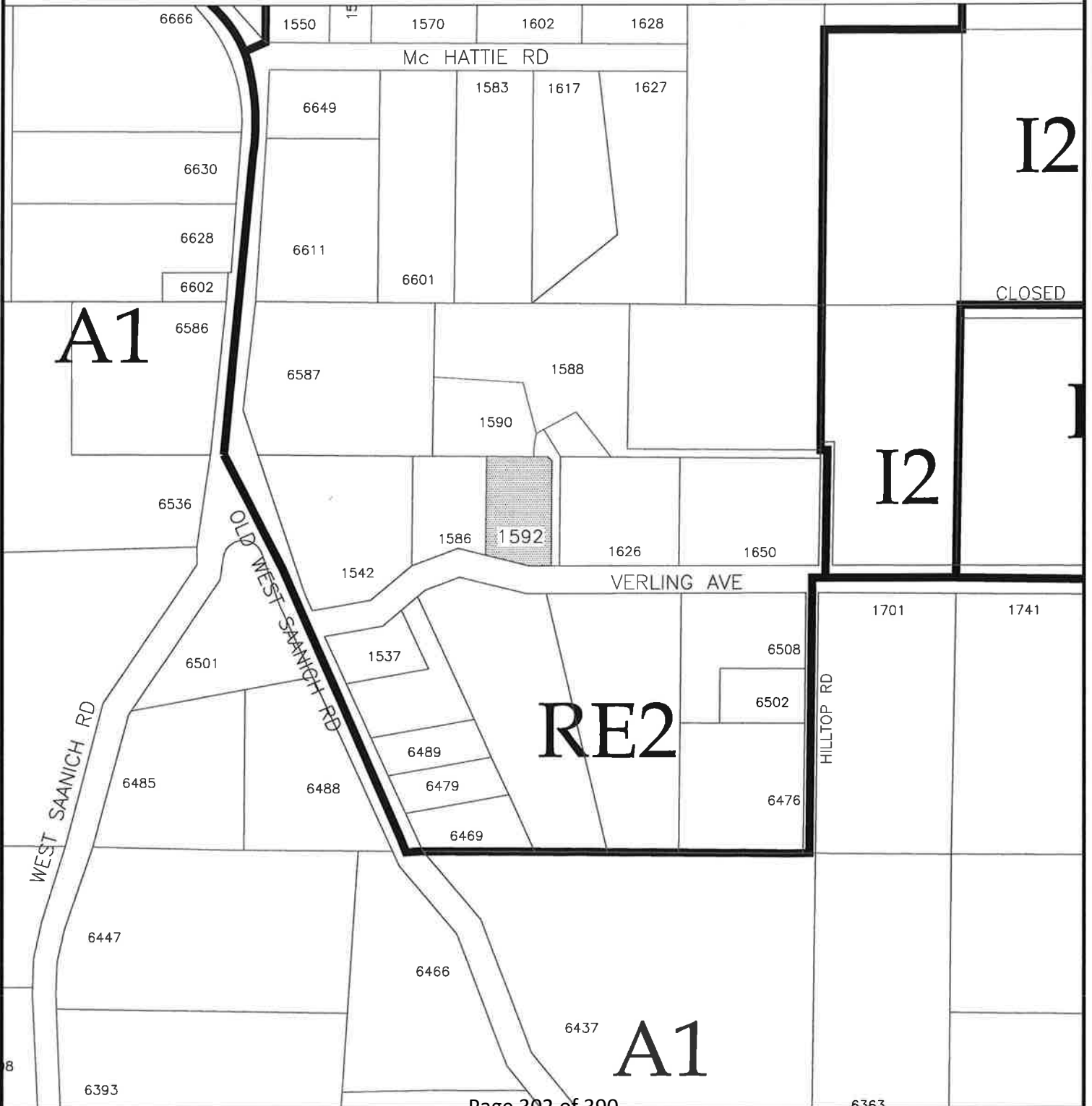
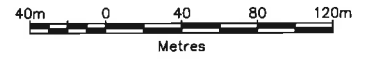
LEGEND



SUBJECT SITE



scale 1:4000



richard j. wey

B.C. Land Surveyor

FAX 652 4737

The Oakville - Suite 106, 9717 Third Street,
Sidney, B.C. V8L 3A3
Telephone (250) 656-5155

In the matter of:

Lot A, Section 15, Range 1 East,
South Saanich District, Plan VIP 61699.

Owner: Shaw

I have inspected the existing buildings shown at 1592 Verling Avenue
and hereby certify that the said structure is situate with respect
to nearby boundaries as shown on the sketch below.

This document is prepared for mortgage and municipal purposes only.

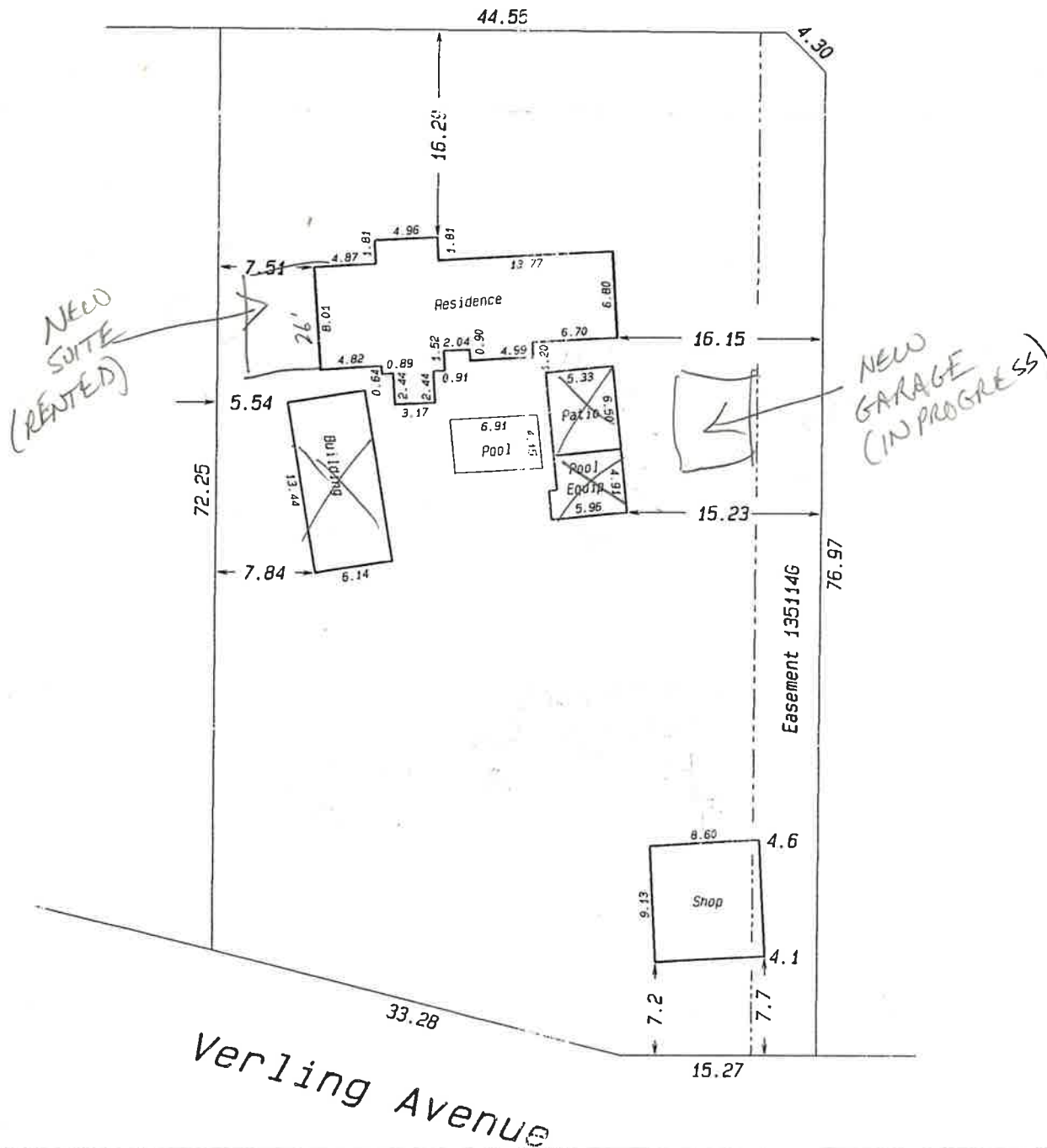
Dated this 6th day of September, 2000.

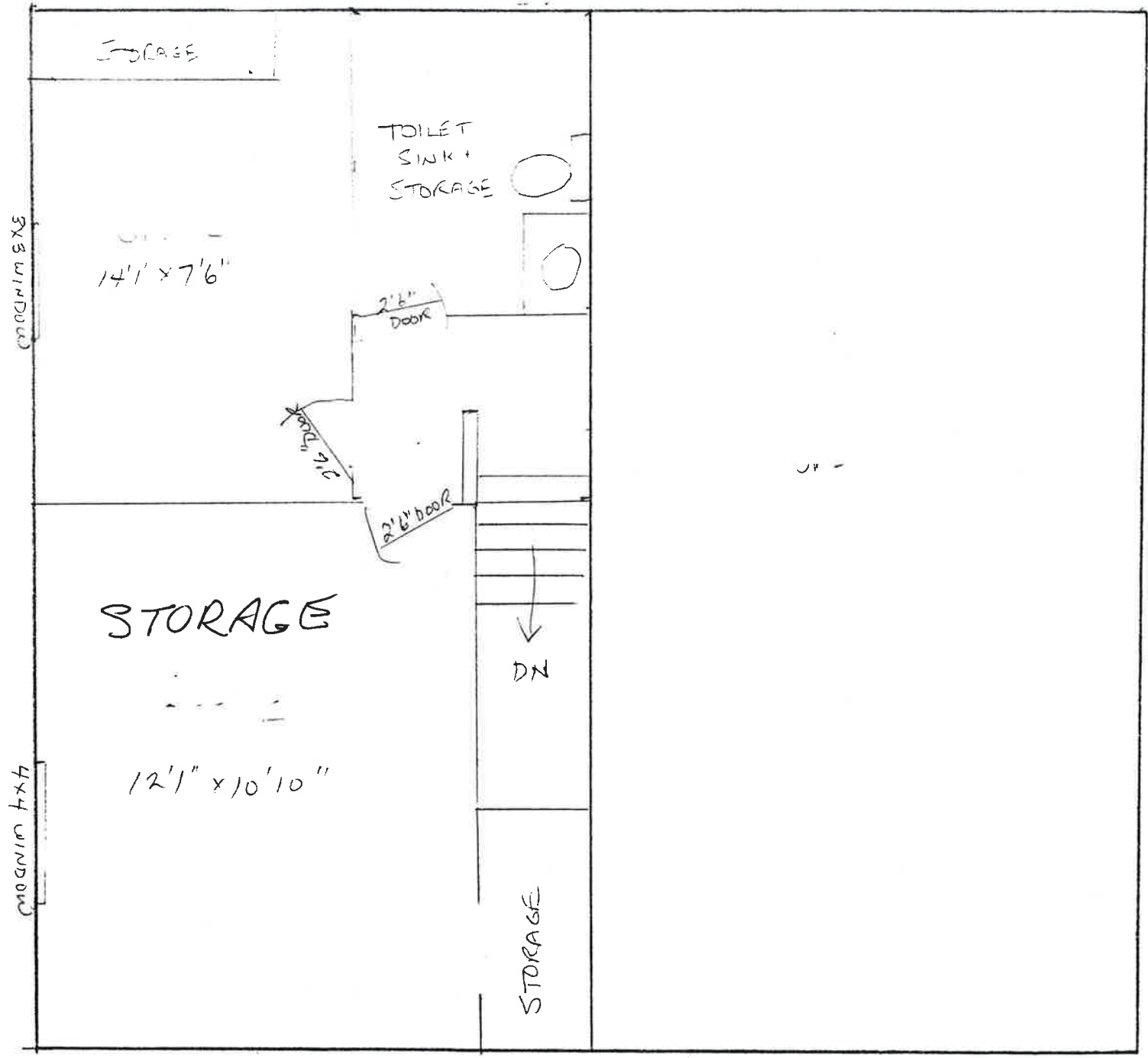
B.C.L.S. ©

This document is not valid unless originally signed and sealed.

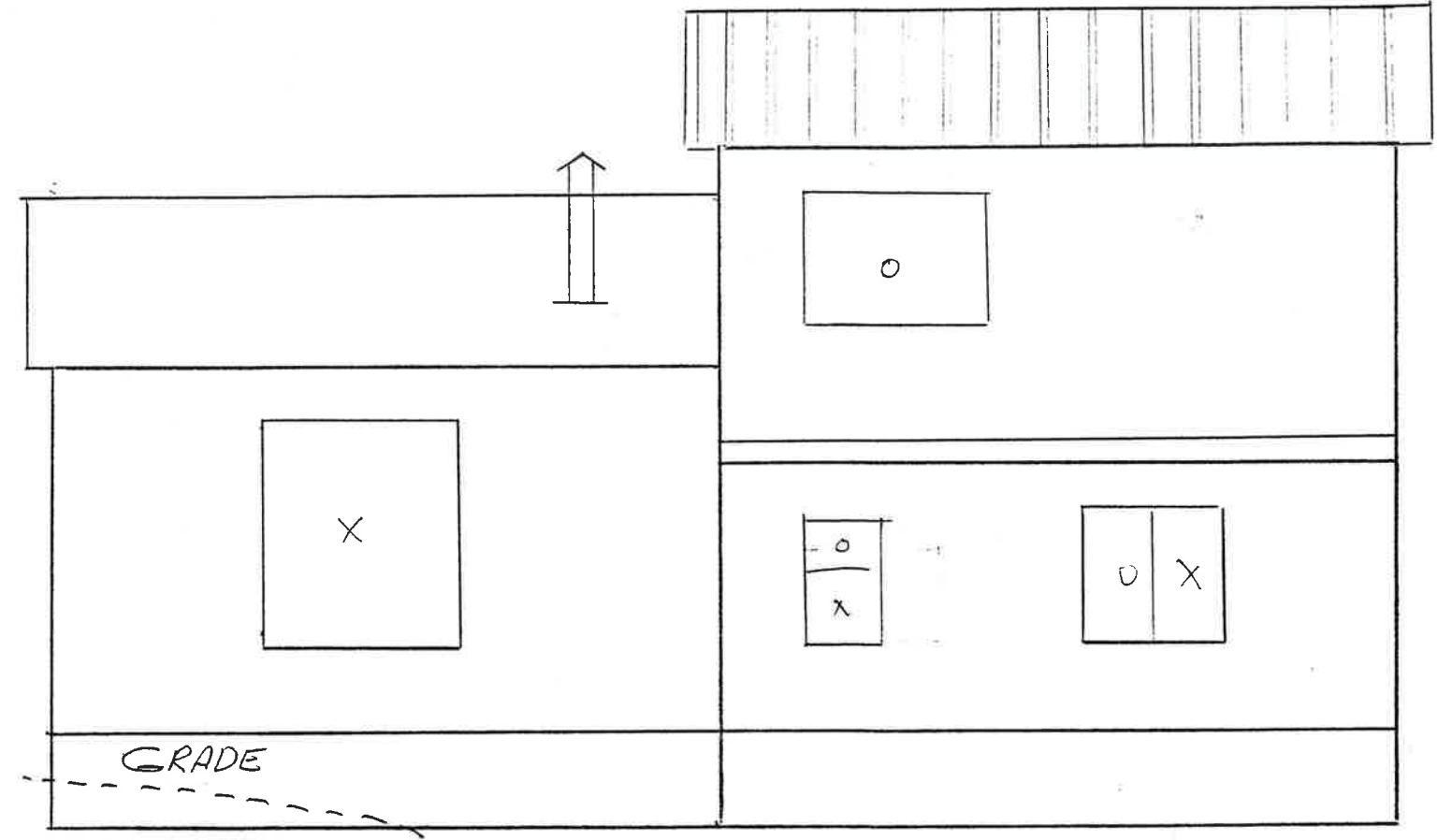
Distances shown are in metres.

Scale = 1:500





UP STAIRS FLOOR PLAN



EAST ELEVATION

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 JUL 09 2014
 The Corporation of the District
 of Central Saanich
 Planning Department

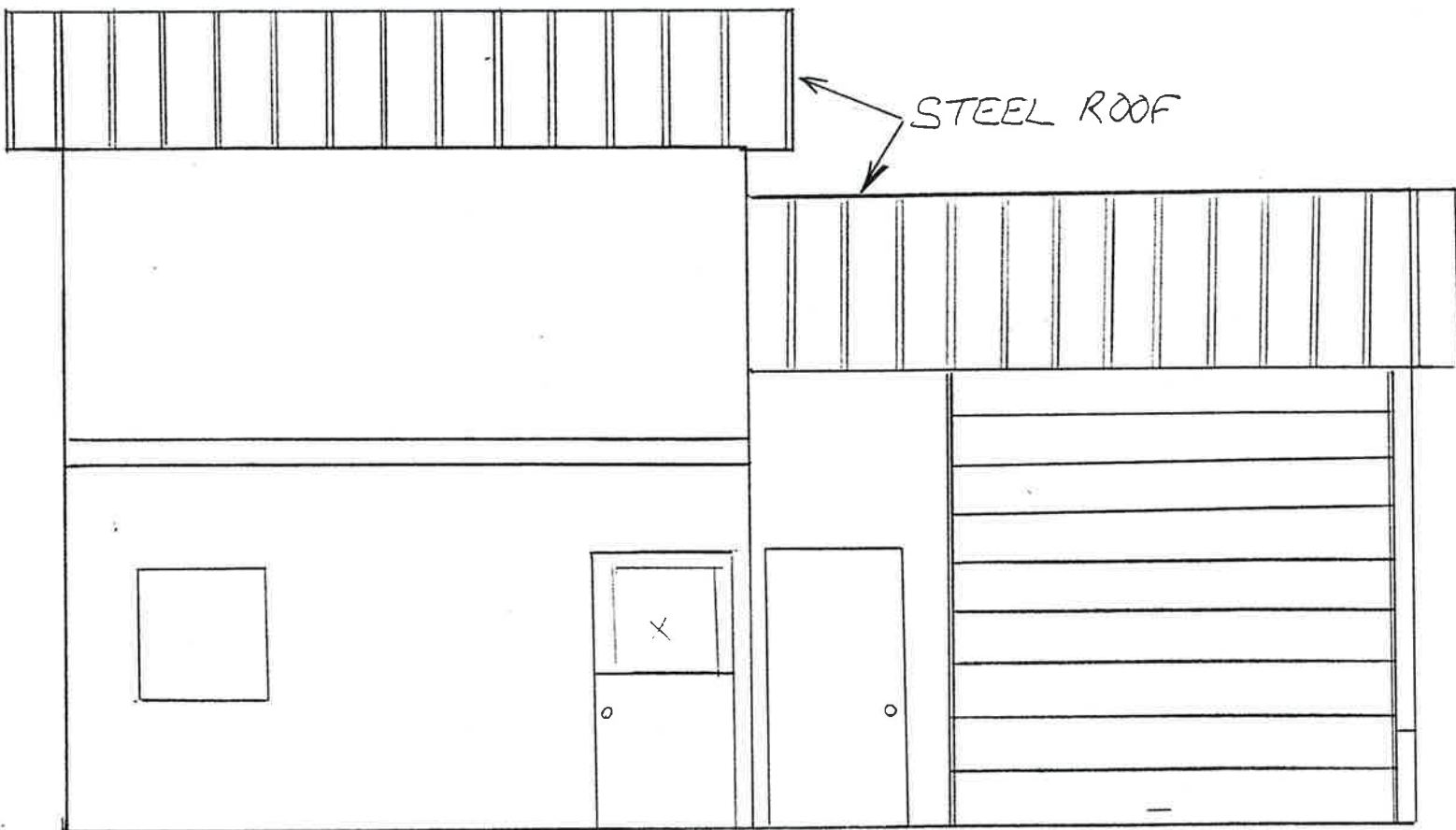
GARAGE-STORAGE OFFICE
 R+L SHAW SEPT 18/00
 1592 VERLING AVE
 SCALE 1/2" = 1 FOOT

* BLDG ENGINEERED BY CLIFF PROCTOR ENGINEERING
 SEE LETTER OF APRIL 13, 01

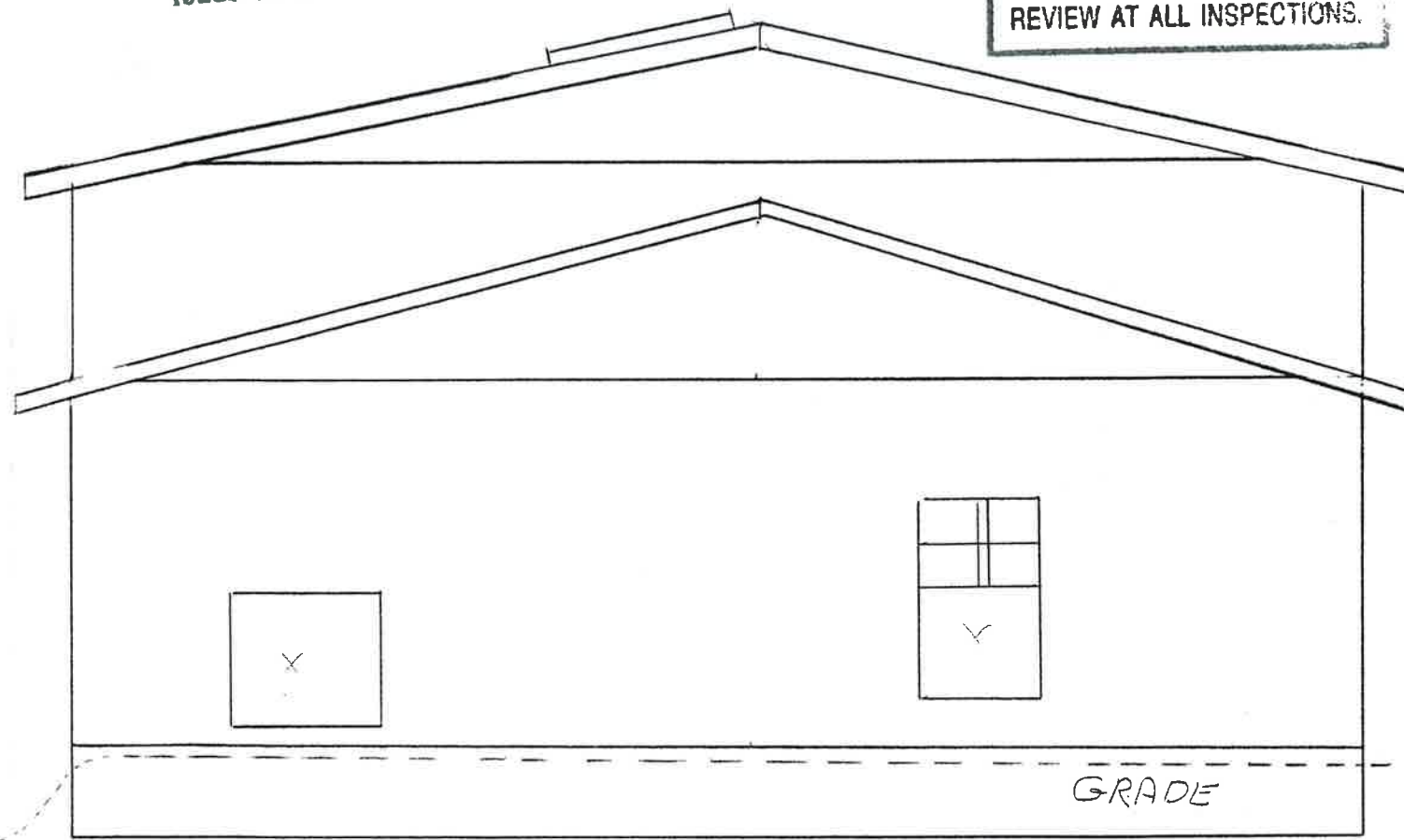
SITE COPY

THIS SET OF PLANS TO
 REMAIN ON SITE, AND
 TO BE AVAILABLE FOR
 THE BUILDING INSPECTORS
 REVIEW AT ALL INSPECTIONS.

P. Engineer to certify all joints, headers
 and beams where truss girders or other
 beams intersect, and create concentrated
 loads on that structure.



WEST ELEVATION



SOUTH ELEVATION

The Corporation of the District of Central Saanich
PERMIT PLANS
 These plans are accepted for construction, but do not
 constitute a complete plan examination. It is the
 responsibility of the owner to ensure that all work done
 conforms to the current British Columbia Building Code,
 Municipal bylaws and any special conditions.

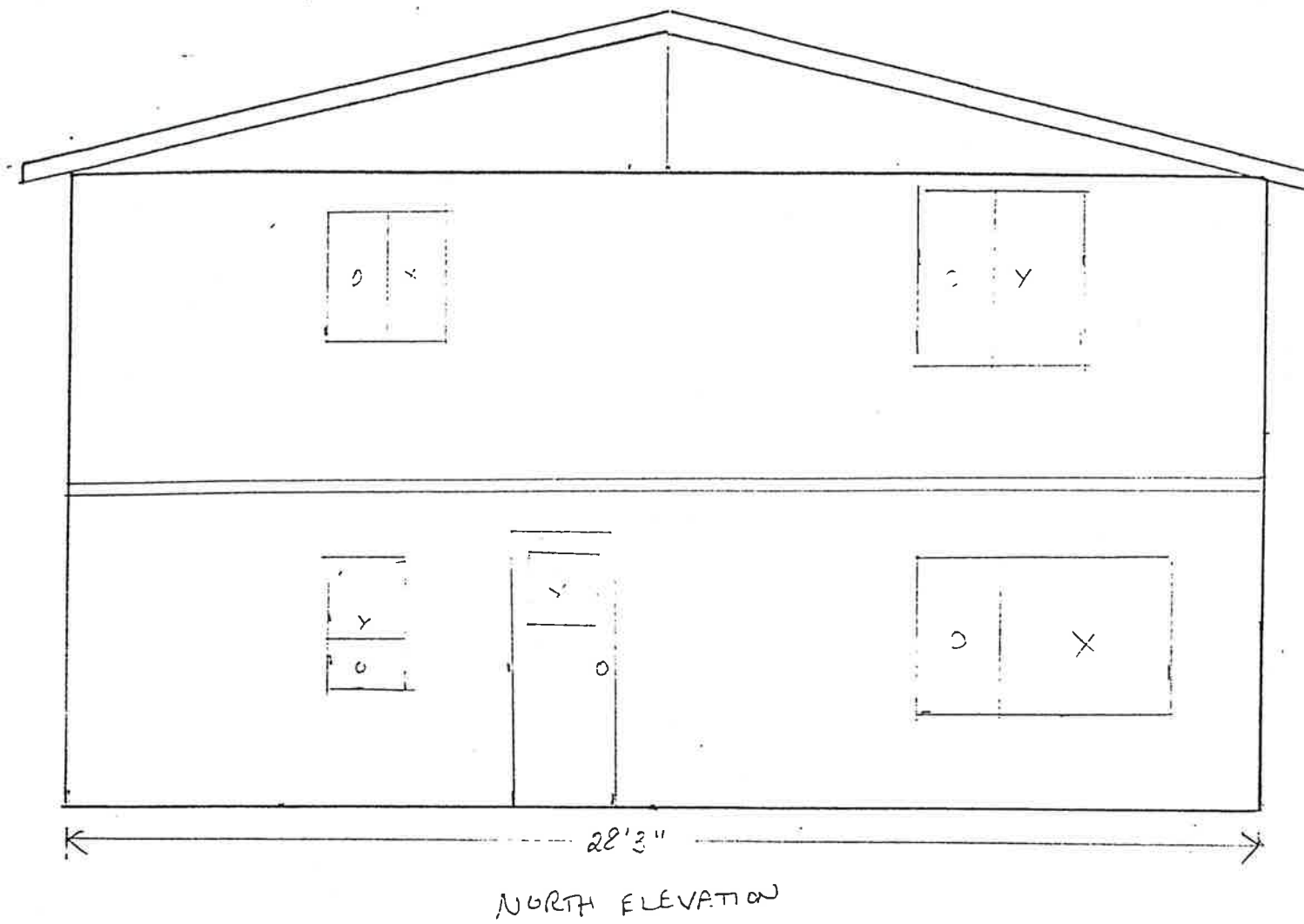
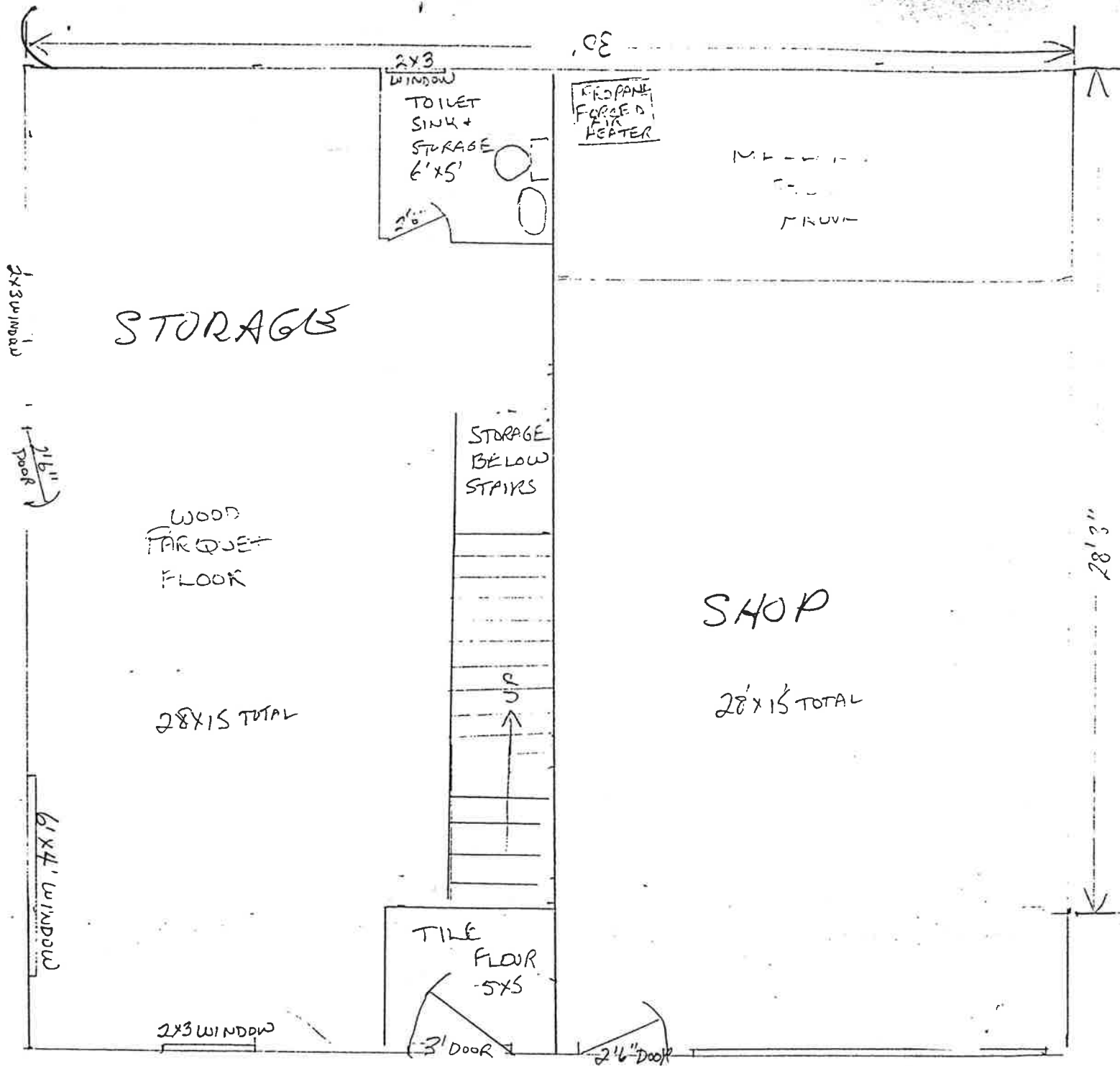
PERMIT No. 1

Sept. 13, 01 *CL*

DATE INSPECTOR

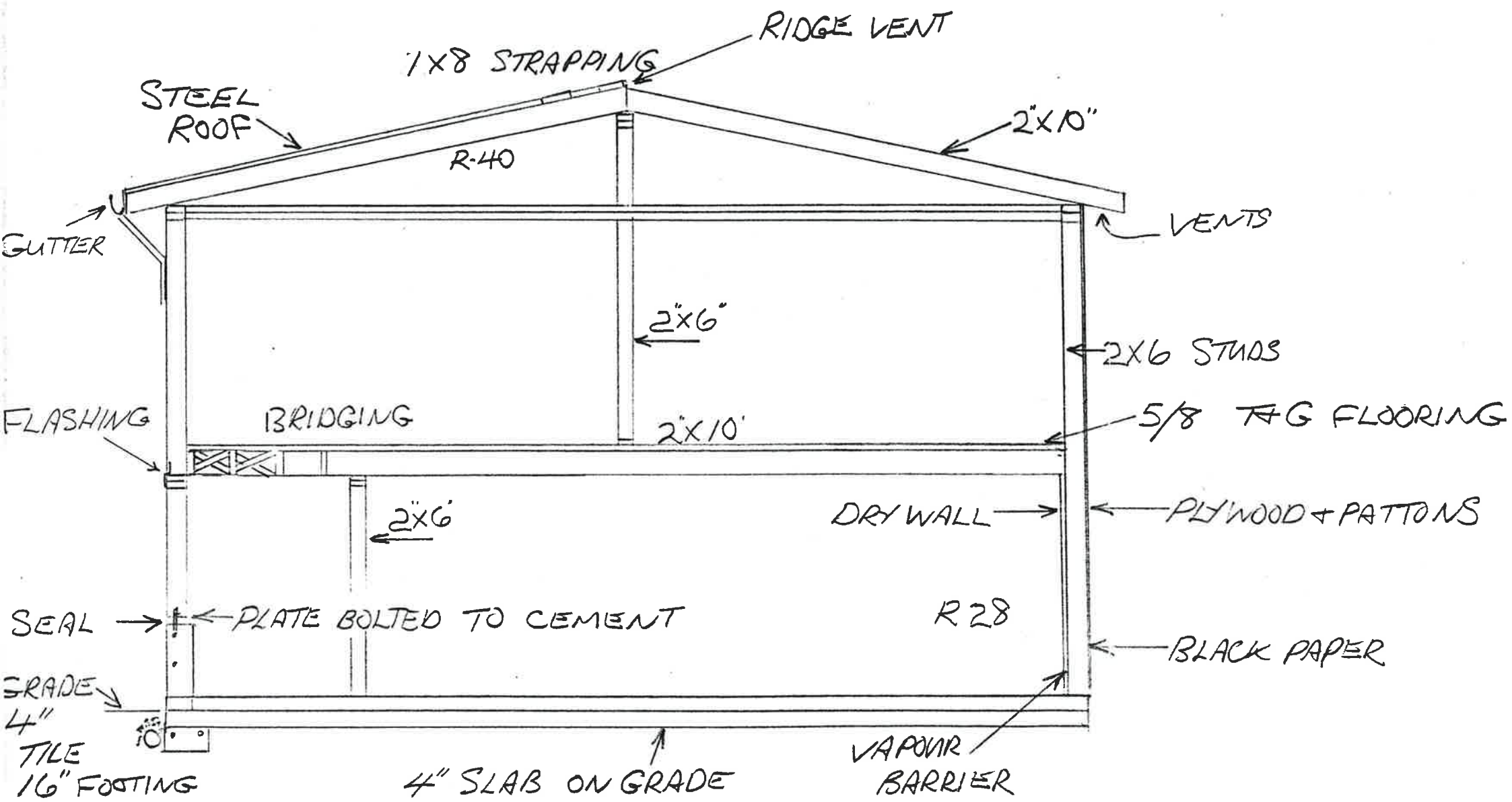
RECEIVED
 JUL 09 2014
 PERMIT ISSUANCE SUBJECT
 TO ATTACHED DOCUMENTS
 AND ANY NOTATIONS ON DRAWINGS
 The Corporation of the District
 of Central Saanich
 Planning Department

GARAGE STORAGE OFFICE
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 of Central Saanich
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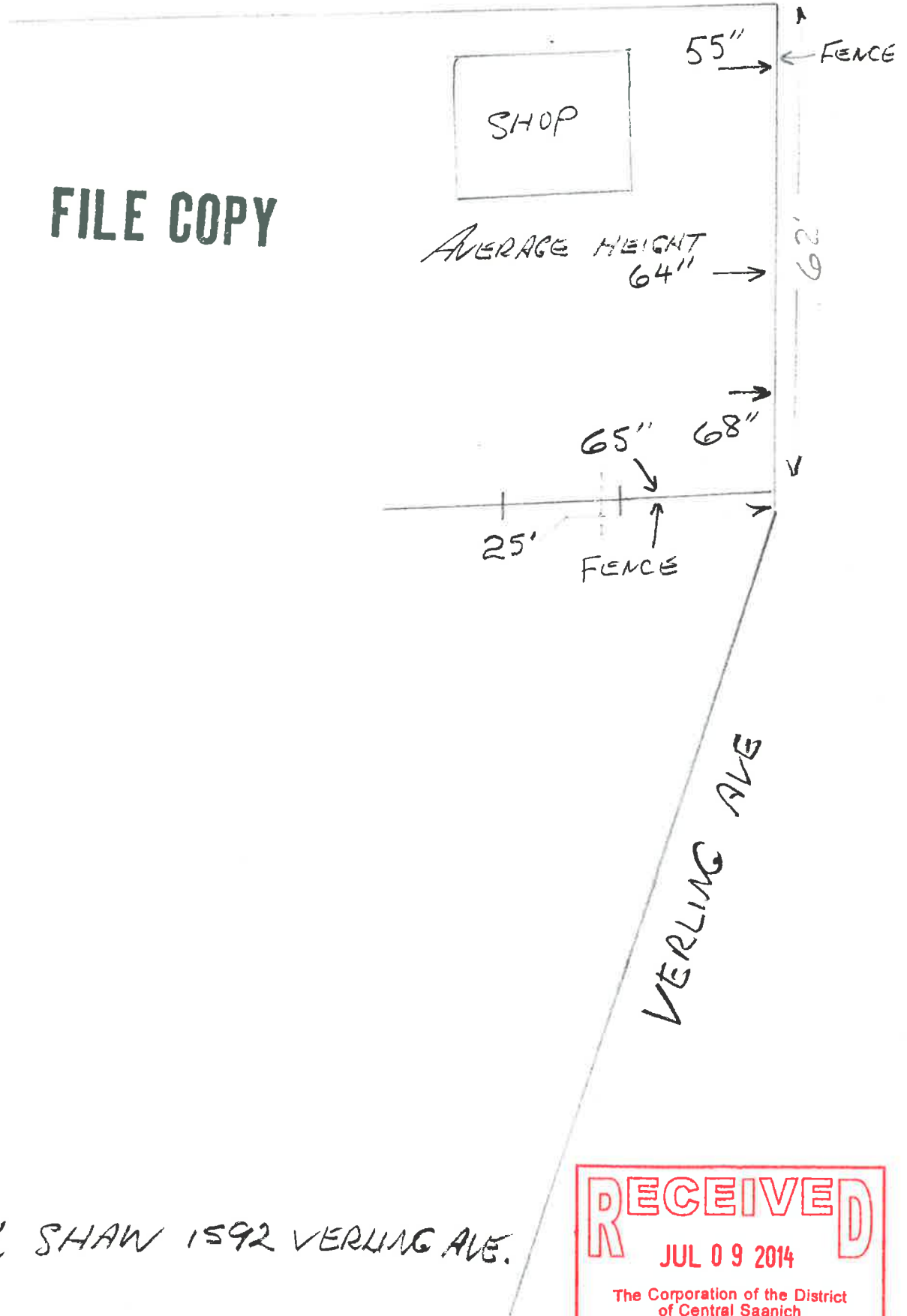


CROSS SECTION

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 The Corporation of the District
 of Central Saanich
 Planning Department

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FILE COPY



R+L SHAW 1592 VERLING AVE.



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2120

A Bylaw to Amend Land Use Bylaw
(1592 Verling Avenue)

WHEREAS the Council by Bylaw No. 2072, 2021 adopted the Land Use Bylaw and deems it appropriate to amend the Land Use Bylaw;

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

1. TEXT AMENDMENT

Appendix A, to the Central Saanich Land Use Bylaw No. 2072, 2021, as amended, is hereby further amended as follows:

By adding to Section 5.44.9 Site Specific Regulations the following as (9):
Despite the regulations for accessory dwelling units in the RE-2 (Rural Estate) Zone, a detached accessory dwelling unit in the form of a carriage house with a maximum gross floor area of 117 m² is permitted in addition to a secondary suite within the principal residence on Lot A, Section 15, Range 1 East, South Saanich District, Plan VIP61699 (1592 Verling Avenue)

2. CITATION

This Bylaw may be cited for all purposes as the “**Central Saanich Land Use Bylaw Amendment Bylaw No. 2120, 2023**”.

READ A FIRST TIME this	day of	, 20__
READ A SECOND TIME this	day of	, 20__
PUBLIC HEARING HELD this	day of	, 20__
READ A THIRD TIME this	day of	, 20__
ADOPTED this	day of	, 20__

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, September 25, 2023

Re: 7180 East Saanich Rd – Heritage Designation & Heritage Alteration Permit with
Variances

RECOMMENDATIONS:

1. *That Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) be introduced and given First Reading.*
2. *That Heritage Designation Bylaw No. 2153 and Heritage Alteration Permit with Variances 6830-20-1/23 for 7180 East Saanich Road with the following variances be referred to the Advisory Planning Commission for comment:*
 - a. *Vary the front yard from 7.5 m to 6.16 m;*
 - b. *Vary the north side yard from 6.0 m to 2.61 m;*
 - c. *Vary the south side yard from 6.0 m to 1.38 m; and*
 - d. *Vary the height from 8.0 m to 9.55 m (bell tower).*

Following consideration by the Advisory Planning Commission the following recommendations should be considered:

1. That Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) be given Second Reading and referred to a Public Hearing.
2. That with regard to Heritage Alteration Permit 6830-20-1/23 for 7180 East Saanich Road, staff schedule an Opportunity to be Heard regarding the variances to yard setbacks and height.
3. That after adoption of Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) Heritage Alteration Permit 6830-20-1/23 be authorized for issuance.

PURPOSE

The purpose of this report is to designate the property at 7180 East Saanich Road as heritage through a Heritage Designation Bylaw and to issue a Heritage Alteration Permit with Variances to support an addition to the rear of the Shady Creek Church.

BACKGROUND

Proposal

The applicant, representing the Trustees of the Congregation of Central Saanich, is requesting a Heritage Designation for the land, Church and Hall buildings, and a subsequent Heritage Alteration Permit (HAP) with Variances. The HAP proposes to demolish the existing annex to the Church, which is deteriorating, and replace it with a new 180m² addition providing washrooms, offices, kitchen, and a multipurpose room. The variances requested include the front yard setback, the north side yard setback, the south side yard setback, and the height of a bell tower. A letter from the applicant is attached in Appendix A and the application form is attached in Appendix B.

Site Context

The subject property is located on East Saanich Road between Shady Creek Drive and Dogwood Lane. To the south of the property is the Shady Creek Cemetery and Copperidge Park. To the north is a Telus communication building and Residential R-1. To the west and east is Agricultural A-1 property and ALR. The subject property is zoned General Institutional P-1 which includes the Shady Creek Church and a separate Hall building used for a daycare. A gravel parking area is located at the rear of the buildings. A stand of Douglas Fir trees is located along the southern property line. A context plan is included in Appendix C.

Heritage Significance

The property is listed in the Historic Buildings Inventory of Central Saanich (1987) and includes the following summary:

Shady Creek Church and Hall 1895 and later.

The church is a simple building in keeping with its original Methodist traditions. The building has no bell-tower, but a gable-roofed entrance porch with a Gothic transom lite. The Gothic windows on either side of the building are unadorned. The church hall is a shingle building, gable-roofed, with an entrance porch at the front and access doors on the side.

DISCUSSION

Heritage Designation

Heritage Designation will secure the subject property and the historical features of the Church and Hall buildings. A Heritage Conservation Plan and Statement of Significance was prepared by Liberty & Co. which provides background on the property and includes conservation objectives identifying the key elements to be preserved, restored, or rehabilitated (Appendix D).

The report identifies the heritage value of the church based on *its function as a place of worship, historic value for its association with Black pioneers Charles and Nancy Alexander, and aesthetic value for the plainness of the building, namely, its simplified Gothic Revival style characteristics.*

Although no longer on its original site, the church hall is identified as having heritage significance based on its association with the Royal Canadian Air Force (RCAF), which was stationed nearby during the Second World War. It is a representative example of utilitarian buildings used by the RCAF.

The Statement of Significance (SoS) in the report by Libert & Co. identifies the character defining elements of the Church and Hall to be preserved which generally include the exterior of the buildings and the interior of the Church limited to the beadboard with wainscot and cap molding, the painted lettering with the text “Worship the Lord in the Beauty of Holiness” and a circular wooden carving in the vestibule (Appendix D – page 10).

The proposed Heritage Designation bylaw will require a Heritage Alteration Permit to undertake alterations to the buildings. The Heritage Designation Bylaw includes exemptions for the following:

- Non-structural renovations or alterations to the interior of the building or structure that do not alter the exterior appearance of the building or structure or the interior character defining elements; and
- Non-structural normal repairs and maintenance that do not alter the exterior appearance of the buildings or structures. “Normal “repair” is defined as repair or replacements of non-structural elements, components or finishing materials of the buildings or structures with elements,

components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

A draft Heritage Designation Bylaw is included in Appendix E. Staff recommend that the proposed Heritage Designation Bylaw be given First Reading and referred to the Advisory Planning Commission.

Heritage Alteration Permit

The applicant is requesting a Heritage Alteration Permit (HAP) with Variances to replace a deteriorating annex at the rear of the Church. A site plan and elevation drawings are included in Appendix F. The plans show the proposed 180m² addition to the rear of the Church including the proposed bell tower. The plans include a reconfigured parking area to accommodate the required parking for the Church and daycare facility in the Hall. 19 parking stalls are required and a total of 23 parking spaces with 1 accessible stall is provided. No EV charging stations are required for existing buildings or additions to existing buildings as per the Land Use Bylaw.

The Heritage Conservation Plan by Liberty & Co. provides an assessment of the proposed addition in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The assessment provides guidance for consideration by the decision makers. The report provides detailed commentary on how the proposal aligns with rehabilitation of a historical place while protecting its historic value. To summarize the report for consideration of the issuance of a HAP, the following key points are provided:

- The re-use of a salvaged bell and a bell tower addition does not convey a false sense of historical development.
- The expanded use is appropriate from a conservation standard as it will provide a lasting and new life for the building and the rear location of the addition would ensure the heritage value of the place is maintained.
- The design of the addition is physically and visually compatible with, subordinate to, and distinguishable from the Shady Creek Church.

A HAP is required for any alterations to a Heritage Designated building and is delegated to the Director of Planning and Building; however, this proposal includes variances that exceed the limit delegated to the Director therefore Council will need to consider the application. A variance to the south side yard from 6.0 m to 1.38 m is requested in order to permit the construction of an addition to the existing church. It should be noted that the existing Church is also located within the required setback. Given the adjacent property is the cemetery there is minimal impacts associated with this variance request.

The existing church requires a variance to the front yard from 7.5 m to 6.16 m and the existing Hall requires a side yard setback (north) from 6.0 m to 2.61 m. The variances will allow the existing buildings to conform to the Land Use Bylaw, and enable any alternations or replacement that may otherwise not be permitted for legal non-conforming buildings. Staff do not have concerns with the variances as the buildings will not further encroach into the front yard or north side yard.

The applicant is also requesting a height variance from 8.0 m to 9.55 m to permit the construction of a bell tower. The Land Use Bylaw exempts 'spires' however not bell towers. As identified in the Heritage Conservation Plan, the proposed addition meets the expected *Standards and Guidelines for the Conservation of Historic Places in Canada* as determined in the report by Liberty & Co.; therefore, staff have no concerns for the proposed variances as they will have minimal impact on neighbouring properties and the heritage designation. A draft permit is included in Appendix G.

Trees

The arborist report (Appendix H) identified five mature Douglas Fir trees in proximity to the proposed addition to the church. The report recommends that these trees be retained. In addition to a tree protection fence, excavation of the site should follow the recommended procedure contained in the report.

IMPLICATIONS:

Strategic

Demonstrate Organizational Effectiveness by building strong relationships through collaboration and engagement with community members, service providers, and government agencies to advance community interests.

Legislative/Policy

Part 15 of the *Local Government Act* provides requirements for Heritage Conservation. As per Section 611, a report prepared by a Heritage Consultant (Liberty & Co.) has been submitted to support the application. A public hearing will be required as per 611 and 612 of the *LGA*. A Heritage Alteration Permit with Variances aligns with the requirements of sections 617 and 618 of the *LGA*.

Communications

As per the *Local Government Act* the application will require a Public Hearing for the Heritage Designation Bylaw and an Opportunity to be Heard for the variances.

OCP

Policy 4.8.8. *Encourage heritage designation on private lands through private initiatives or as part of a development approval.*

Policy 4.8.9. *Encourage the conservation of identified heritage buildings through measures such as the use of Heritage Designation or Heritage Revitalization Agreements (HRAs) for redevelopment applications that involve buildings with heritage value and supported by a heritage building assessment.*

OPTIONS

Option 1 (recommended):

1. That Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) be introduced and given First Reading.
2. That Heritage Designation Bylaw No. 2153 and Heritage Alteration Permit with Variances 6830-20-1/23 for 7180 East Saanich Road with the following variances be referred to the Advisory Planning Commission for comment:
 - a. Vary the front yard from 7.5 m to 6.16 m;
 - b. Vary the north side yard from 6.0 m to 2.61 m;
 - c. Vary the south side yard from 6.0 m to 1.38 m; and
 - d. Vary the height from 8.0 m to 9.55 m (bell tower).

Following consideration by the Advisory Planning Commission the following recommendations should be considered:

1. That Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) be given Second Reading and referred to a Public Hearing.

2. That with regard to Heritage Alteration Permit 6830-20-1/23 for 7180 East Saanich Road, staff schedule an Opportunity to be Heard regarding the variances to yard setbacks and height.
3. That after adoption of Heritage Designation Bylaw No. 2153 (7180 East Saanich Road) Heritage Alteration Permit 6830-20-1/23 be authorized for issuance.

Option 2: Defer the application for additional information.

Option 3: Not consider 7180 east Saanich Road for Heritage Designation and close the file.

CONCLUSION:

The proposed heritage designation will ensure the preservation of these significant historic buildings. The Heritage Designation Bylaw will ensure that future alterations beyond normal repair to 7180 East Saanich Road will require a Heritage Alteration Permit (HAP). The HAP application will allow for the removal the existing and deteriorating annex at the rear of the Church and a new addition that meets heritage standards and guidelines. The requested variances to the side yard and height will not impact neighbouring properties and support the new addition to the Church and will address the existing non-conforming yard setbacks for the Church and Hall buildings.

Report written by:	Kerri Clark, Manager of Development Services
Respectfully submitted by:	Jarret Matanowitsch, Director of Planning and Building
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Letter of Rationale
- Appendix B: Application Form
- Appendix C: Site Context Plan
- Appendix D: Heritage Conservation Plan
- Appendix E: Draft Heritage Designation Bylaw
- Appendix F: Development Plans
- Appendix G: Draft Heritage Alteration Permit
- Appendix H: Arborist report

September 7, 2023

Karri Clark
Manager of Development Services
District of Central Saanich
1903 Mt. Newton Cross Road
Saanichton, B.C.
V8M 2A9

Re: Heritage Designation and Building Proposal for Central Saanich United Church

7180 East Saanich Road

Dear Sir:

We are requesting you to consider Heritage Designation and a building proposal for Central Saanich United Church. With both the designation and addition it will allow the congregation to continue its vision of ministry on the Saanich Peninsula.

Building Proposal

As you may be aware the sanctuary of the existing Church was built approximately 126 years ago by Afro-Canadians and other pioneers newly settled in Canada. The church sanctuary should be classed Heritage because of the significance of the structure and the continuous use of the property as a church from the time it was built. With the property designated Heritage we are asking for approval to demolish the additions on the back so we might do some upgrades.

The proposed upgrades will enhance the safety, durability and utilization of the existing Central Saanich building and grounds. The Church Sanctuary would be preserved in the condition it is now. We will be demolishing the Heritage Room and the rustic shed on the rear behind the sanctuary as these buildings were add-ons throughout the years and have met their life expectancy. The old additions will be replaced by a larger structure of approximately 1437 sq.ft., which will contain washroom facilities, offices, kitchen and a meeting space. There are currently no washrooms facilities attached to the church at present, and those requiring the facilities must go to the Church Hall which

is across the lane. The population of the church members is older and requires closer and more accessible washroom facilities.

The Church hall area has been leased to a daycare operator approximately two years ago, therefore, it is only prudent that the washrooms be built in this addition where they are not shared by both parties.

The new structure will also contain a kitchen, sufficiently equipped for small receptions. It can be used as a commercial kitchen such as canning preserves. It could be utilized for social functions associated with the church or a private food service enterprise.

We are seeking Heritage Designation for the property including buildings. We are intending to provide some historic information panels, and pictures of the United Church in Central Saanich in the corridors and in the meeting area.

This would be a safe, sound, functional and attractive facility with amenities that could help support and be used by the community.

A premier venue for weddings, funerals and other celebrations, plus social gatherings.

The original wood wainscoting paneling on the lower part of the sanctuary plus the high ceilings make the acoustics excellent for all types of performances. We have recently upgraded the sanctuary with audio and video equipment making the church area suitable for performances. Unfortunately, the current absence of washrooms inhibits the viability of this venue.

The new building would be a natural location for community meetings, coffee drop-in, community meals, workshops, and musical performances. With new development happening close by to the Church there will be ample opportunities to work with and get to know our neighbours.

Construction and Variances

We are asking for two variances under the current Zoning Bylaw.

We are asking for relaxation of the side setback on the south side adjacent to the cemetery from 6 metres to 1.5 metres. This would allow the Church to maintain parking access in the rear of the property. The neighbouring property is the cemetery and no structures will be erected in this area on the adjacent property.

The second variance is for the bell tower. We are asking for a variance of 1.4 metres in height from 8 metres to 9.4 metres. The bell was donated to Brentwood Bay United Church by the Tidman Family in memory of their mother. When the Brentwood Bay Church was demolished, the congregation wanted the bell erected at the Shady Creek site and with the addition it is only right that we install the bell in the church at this time.

We have been working with a Structural Engineer and Arborist to work on the placement of the building. The Arborist believes that the placement of the building will not create hardship on the adjacent trees. The reinforced concrete slab and foundation that is anticipated for the building will make it solid and to building code with the trees not be compromised.

Conclusion

We believe the Church to be an historic asset to the Community and should be designated heritage. We also feel that the addition to the rear of the church will fulfill the needs of the congregation. We want to work with our partners to provide this much needed addition to our Church.

Sincerely

Alan Cameron

Member of Central Saanich United Church



Development Application

1903 Mount Newton Cross Road Saanichton BC V8M 2A9 250 544-4209 www.centzsaanich.ca



This collection of personal information is authorized under the Local Government Act, Community Charter and Freedom of Information and Protection Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Information and Privacy Officer at 250-652-4444 or municipal.hall@csaanich.ca.

Please check all that apply

- Land Use Bylaw or Text Amendment (Rezoned)
- OCP Amendment
- Subdivision
- Development Variance Permit
- Development Permit Residential Infill
- Development Permit Form & Character
- Development Permit Environmental
- Temporary Use Permit or Renewal
- Liquor/Cannabis Licence
- ALR Exclusion
- Heritage Alteration Permit
- Amendment to Covenant, Development Permit or Agreement

Project Info

Address	7180 - East Saanich Rd.	Current Zoning
Current Land Title Certificate	Project Description	
<input type="checkbox"/> ATTACHED	Addition to rear of the Church	

Applicant

Contact Name	Alan Cameron	Company
Trustees of the Congregation	Trustee	
#/Street	City	Postal Code
Telephone	Cell	Email

Owner

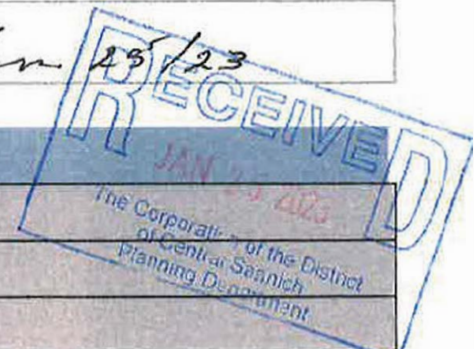
Name/Company	Trustees of the Congregation of Central Saanich	
#/Street	City	Postal Code
7180 - East Saanich Rd.		
Telephone	Cell	Email
250-652-2713		office@csa.ca

The undersigned owner OR authorized agent of the owner* submits this development application and declares that the information submitted in support of the application is true and correct in all respects.

* If the applicant is NOT the owner, or if multiple owners, please submit the OWNERS AUTHORIZATION FORM and confirmation of signing authority if numbered company.

Applicant Signature	Date
<i>Alan Cameron</i>	Jan 25/23

OFFICE USE		
Folder	Prospero file	Ref#
Folder	Prospero file	Ref#
Folder	Prospero file	Ref#

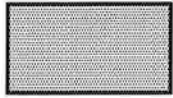


SITE CONTEXT PLAN

7180 East Saanich Rd

APPENDIX C

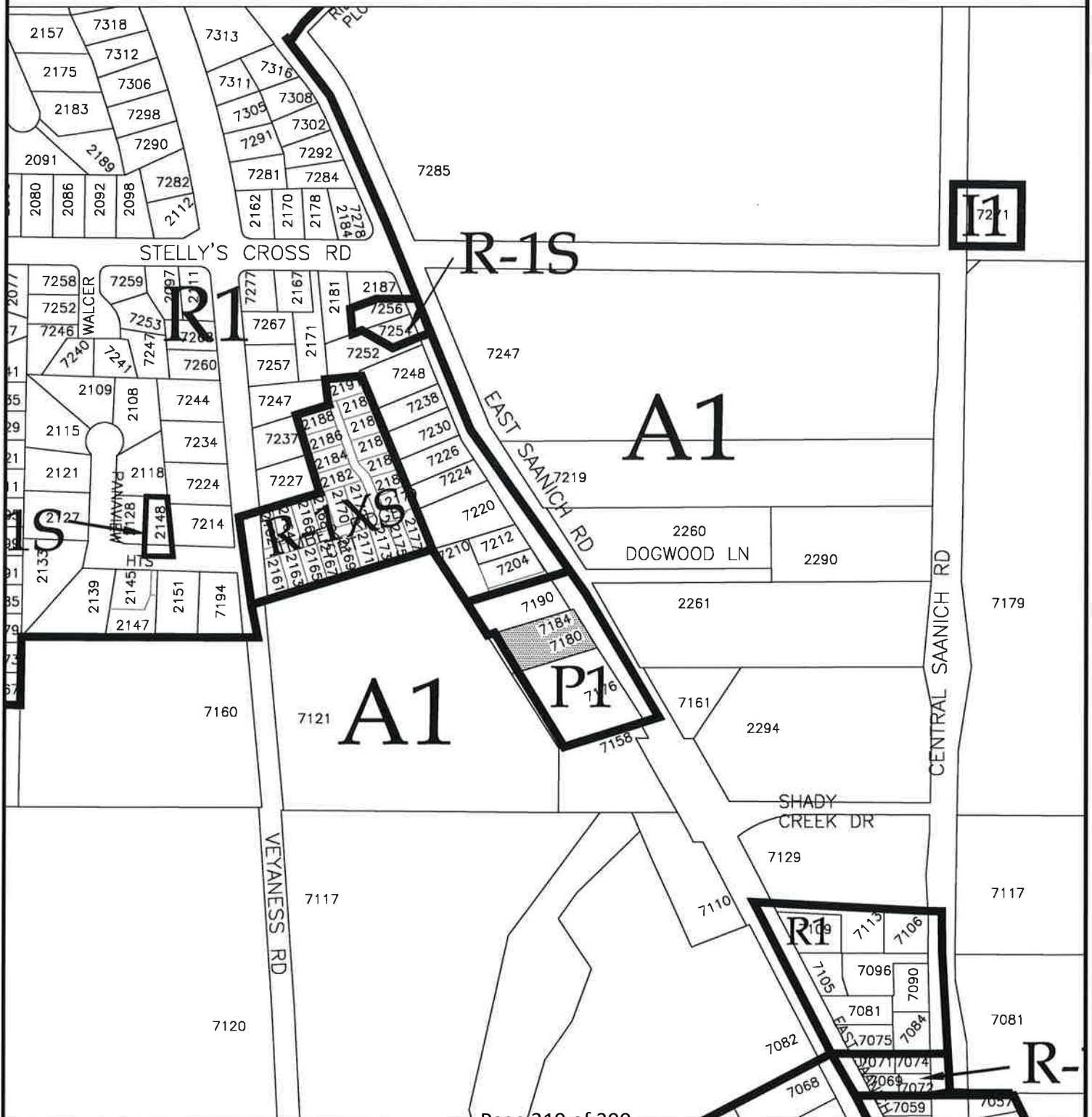
LEGEND



SUBJECT SITE



scale 1:4000



Shady Creek Church

Conservation Plan

AUGUST 31, 2023

**Liberty & Co.
Liberty Brears
Heritage Planning Consultant**



Introduction

Planning for the Conservation of Shady Creek Church

DESIGNATION

The Shady Creek Church (the 'Church') is a historic place located in the Central Saanich municipality. The owners of the Church require a Statement of Significance for submission to the District of Central Saanich as part of the application for designation of the property. Based on the Statement of Significance, the entire property including the Church and the Hall are recommended for heritage designation, but not the additions to the Church. The heritage designation would give long-term protection to the property. It is also recommended that the designation bylaw prohibit the following: exterior alterations; structural changes; moving of the structure; alteration, excavation, or construction on protected land. An alteration means, in general terms, to change in any manner. It is also recommended that the designation bylaw allow certain changes to the buildings on property without a heritage alteration permit including painting and regular maintenance.



Fig. 1 - Shady Creek Church and Hall

The Shady Creek Church is a significant social and religious institution in the Central Saanich community. The proposed development of an addition to the Church building has been assessed according to conservation principles in the *Standards & Guidelines for the Conservation of Historic Places in Canada*.

HERITAGE ALTERATION PERMIT

The owners require an assessment of a proposed addition to the Church as the work would involve the alteration of the property including excavation and construction. The assessment of the addition for submission to the District of Central Saanich forms part of the application for a Heritage Alteration Permit. The assessment has been conducted under the *Standards and Guidelines for the Conservation of Historic Places in Canada* (Standards and Guidelines), the pan-Canadian benchmark for heritage conservation practice. Parks Canada's Standards and Guidelines is a tool to help users decide how best to conserve heritage properties. The Standards and Guidelines establish a consistent set of conservation principles and guidelines used to guide decisions when making alterations to a heritage property.

CONSERVATION PLAN

The results of the assessment are provided in the form of a partial Conservation Plan, focusing on the proposed addition to the Church and not the alteration of the Church or Hall, as the owners do not plan to undertake any other changes except exterior painting of the Church. Any future alterations should be subject to the Heritage Alteration Permit process including an assessment under the Standards and Guidelines.

The conservation of a heritage property can be seen as a sequence of actions — from understanding the historic place, to planning for its conservation and intervening through projects or maintenance. The conservation decision-making process first requires an understanding of the heritage property in question and why it is significant.

The Statement of Significance (SoS) in the first part of this Conservation Plan explains why the Church is significant. It includes a statement on heritage value and a list of the elements defining its character. Recognizing the proposed addition to the Church is in the planning stage, the second part of this plan provides an assessment of the proposed addition according to the Standards and Guidelines.

Part One: Heritage Value

Shady Creek Church serves as a valuable legacy of the community's pioneering origins and early settler history. It is particularly valuable for its association with Charles Alexander, one of the first Black pioneers to settle and farm in the area. Charles had an important impact on the establishment of the Church.

KEY INFORMATION

Common Name: Shady Creek Church

Other Names

South Saanich Methodist Church (original); South Saanich United Church (1925); Shady Creek United Church (1952); Central Saanich United Church (2016)

Location: 7180 East Saanich Road, Central Saanich, British Columbia

Construction Dates

Church: c. 1894-95, vestibule addition in 1925

Hall: moved onto the property in 1955, washroom/office addition in 1971

HISTORIC CONTEXT

In 1852, the Crown entered treaty relationships with the W̱SÁNEĆ peoples through the signing of the North and South Saanich Douglas Treaties, which included the land now known as Central Saanich. In 1855, the first White European settlers arrived in Central Saanich and only a few years later, in 1861, the pioneering Black family of Charles Alexander, and his wife, Nancy, had also arrived.



Fig. 2 – Mr. and Mrs. Charles Alexander in the 1870s (BC Archives a-01068)

The Alexanders were one of hundreds of Black pioneering families who emigrated in 1858 and, as settlers, had a significant impact on the history of British Columbia. In 1858, hundreds of free Blacks left the oppressive racial conditions of San Francisco for a new life on Vancouver Island. Governor James Douglas had invited them here as promising settlers. There are few physical reminders in Victoria of the Black migration in 1858. A plaque on the seawall near the Empress Hotel marks the landing of the *Commodore* (the vessel that brought 35 blacks who constituted a fact-finding Pioneer Committee). Bricks on a sidewalk of Government Street, etched with the names of hundreds of Victoria's pioneers, have included the names of a few Black settlers. The Shady Creek Church may be the only extant structure that directly resulted from the efforts of Black migrants.

The establishment of the Shady Creek Church for a Methodist congregation is largely connected to Charles Alexander. The Alexanders settled in Central Saanich and farmed for thirty-three years. The Alexanders were “among the chief supporters and promoters” of the Shady Creek Methodist Church. As a farmer and a carpenter, Charles actively assisted in the construction of the first Shady Creek Church in 1862 on the east side of East Saanich Road and was one of its first lay ministers. Charles also served as a school trustee, helped to build the first schoolhouse in South Saanich, and was a founding member of the local agricultural and temperance societies.

The Saanich Peninsula initially developed as a sparsely populated farming community with settlers from England, Ireland, the United States, and other countries. The Shady Creek Church, which was associated at first with the Methodist Church in Victoria, served the community irrespective of church affiliations and all were welcome. Another Methodist Church on the Saanich Peninsula was later established to the north.

By the 1890s, the congregation needed another church building. A half-acre parcel of land was donated by a local farmer, Robert F. John, and it was on this land that the current Shady Creek Church was built. The deed was dated June 20, 1894, and was made out to the first trustees Henry J. Brooks, Thomas G. S. Sidwell, Richard J. Smith and Robert F. John. According to the deed, the land was to be “used as the site for a building or church dedicated to the service of Almighty God... for the benefit of the congregation of the Methodist Church in the South Saanich District.”



Fig. 3 – Mr. Charles Alexander (District of Saanich Archives 1981-018-004)



Fig. 4 – Clearing the cemetery land adjacent to Shady Creek Church (source unknown)

At the time, Robert F. John also donated an adjacent one-acre parcel of land to be used for a public, non-denominational cemetery. The cemetery was not owned by the church, but by local trustees.

Shady Creek Church was completed in 1895 according to the history book “In the Beauty of Holiness – Shady Creek Church 1895-1995”. The Church history is based on many sources, one of the most significant of which was the Reverend George Glover’s 1956 “History of the United Church of Canada – North and South Saanich Areas”.

The design for the Church was influenced by its connection with Methodism in Canada. During the late 19th century, Methodism flourished in Canada and ecclesiastical architectural styles influenced the design of early Methodist churches. The Methodists had essentially followed the precepts of the Anglican Church until the formation of the Canadian Methodist Church in 1884. Methodism had also been strong in the United States, as well.

By the time that a design was chosen for the Church, the Gothic Revival Style had been adopted as the one true architectural expression of the church building, due to the influence of the British Empire. The Anglican and Methodist Church advocated for the Gothic Revival Style to distinguish the church buildings from other buildings. There was a growing variety of Gothic Revival stylistic choices in ecclesiastical architecture and designs for churches were often published in pattern books.

The pattern books of the time advocated for the construction of these buildings in stone, but many rural churches were constructed of wood due to limited resources such as money and materials.

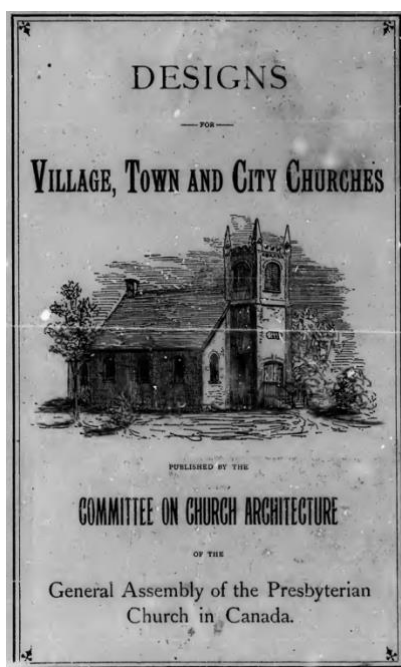


Fig. 5 – *Designs for Village, Town and City Churches*

The Committee on Church Architecture of the General Assembly of the Presbyterian Church in Canada published a pattern book of church designs entitled *Designs for Village, Town and City Churches* (fig. 4). It states “One imperative condition in the design of a small church in Canada, is the necessity for cheapness. This limitation the architect must accept... In such a case the problem is for the architect to impart to a wooden building some degree of beauty and dignity... The humbler the materials used by the designer, the simpler and more severe should be the treatment. Profusion of detail in an inferior material can but produce a cheap and tawdry effect. A structure of stone, though ill-designed, may possess a certain dignity by virtue of the solidity and permanence of its materials. But an ill-proportioned wooden building is nothing better than a shed. In his efforts to impart dignity to a building of this type, the designer is dependent solely on the proportion of its parts.”

Due to the need to design plain and functional church buildings of wood suited to their rural context, a vernacular form of the Gothic emerged. The Gothic vernacular was used for many small, yet dignified, parish churches in rural communities across Canada. The iconic image of the parish church, in its simplest form, came to be identified by its front-facing gable, central entry, white paint, and three or four windows per side. It was sometimes identified by a steeple or pointed windows. The simplest of plans in the pattern books, like the one mentioned above, didn't include a steeple, or pointed windows. The Gothic vernacular was ubiquitous throughout rural and remote areas and hung on for a very long time as it was practical, iconic, and easy to build.

The well-designed church building relied on the proportion of its parts, including the size and proportion of windows on the side elevations, and the regular pattern of spacing between. According to the pattern books, even the neat and plain frame of a small, rural church could still be dignified by its proportion of parts.

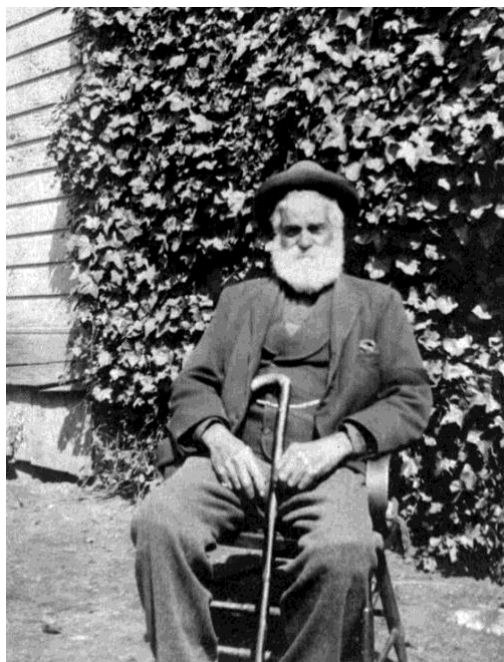


Fig. 6 – Charles Alexander (BC Archives a-09459)

By the time a design was chosen for Shady Creek Church, the iconic image of the parish church had been defined. The Gothic vernacular would have been generally accepted as the correct and appropriate way to build a Methodist church.

Shady Creek Church is a good example of a church built in the Gothic vernacular by a rural Methodist parish. It is particularly notable for its simplified design and construction without a steeple. Charles Alexander is known to have played a key role in choosing the simple design of the church. Charles was a farmer and a carpenter. Most farmers like him, who could also build barns, could erect such a structure. The choice of a simple design for a neat and plain wood frame building reflects its construction by the local farming community under the leadership of Charles Alexander. It also reflects the limited resources available to smaller churches in rural communities.

In 1920, the Shady Creek Methodist Church formally merged with the Presbyterian Church in a local union. And, in 1925, the Church became part of a larger union under the inauguration of the United Church of Canada. The Church then became known as the Shady Creek United Church. In 1925, the building was expanded with a vestibule at the front and a Sunday School room was added at the rear. In 1930, as part of work to renovate the church, a member of the congregation, Stewart Stoddart, painted the passage from Psalm 29:2 "*Worship the Lord in the Beauty of Holiness*" on the west-facing wall behind the pulpit (see Figure 8).

The Church continued to grow and in 1955 a new building was purchased for the overflowing Sunday School. A portion of a building, originally located at the Victoria Airport, was moved onto the property. The Victoria airport, formerly known as the Patricia Bay airport, had been used by the Royal Canadian Air Force (RCAF) and the Royal Air Force (UK) as both an operational and a training base during World War Two. The training was with the British Commonwealth Air Training Plan and many of the 180 people killed there during the war are remembered at the Memorial on Hospital Hill at Mills Road. The portion of the building moved to Shady Creek Church was half of the RCAF Officer's Mess building. It is a representative example of the wooden buildings constructed as barracks, training or administrative facilities used by the RCAF. Nearby to the Memorial on Hospital Hill was the original location of the RCAF Officer's Mess. The other half of this building was used as church for the Brentwood Bay United Church congregation.

Shady Creek United Church was renamed the South Saanich United Church when it and the Brentwood Bay United Church came under the care of a single pastoral charge. And, in 2016, the Brentwood Bay United Church congregation moved over to Shady Creek, prompting the need for its current name, the Central Saanich United Church.



Fig. 7 Interior of Shady Creek Church

STATEMENT OF SIGNIFICANCE

Description of Historic Place

The Shady Creek Church property is located on East Saanich Road in the District of Central Saanich, British Columbia. The historic place includes the Church, the Hall to the north, and the lot on which they are located. The property is adjacent to the Shady Creek Cemetery. The Church is a simple, one-storey building with a steeply pitched gable roof. The Hall is a one-storey building with a moderately pitched gable roof. Both buildings are clearly visible from the road.

Heritage Value of Historic Place

The Shady Creek Church has cultural value for its function as a place of worship, historic value for its association with Black pioneers Charles and Nancy Alexander, and aesthetic value for the plainness of the building, namely, its simplified Gothic Revival style characteristics.

Constructed in 1895, Shady Creek Church is important historically for its association with the family of Charles and Nancy Alexander. They were one of few Black pioneering families involved in the early development of the Central Saanich community. Though faced with discrimination common at the time, the Alexander family enriched the religious life of the community. Charles Alexander provided leadership and had an important impact on the establishment of the Church. He was also a respected farmer and community member.

The Church remains a significant social and religious institution and serves as a valuable legacy of the pioneering origins and early settler history of the rural community. At the time of construction, the Church was home to a Methodist congregation comprised of members from the surrounding farming community. In 1920, the Church joined with a local Presbyterian church, and in 1925, came under the inauguration of the United Church of Canada.

The Shady Creek Church is valued as a good example of the simplified Gothic Revival vernacular design used for small, yet dignified, parish churches in rural communities across Canada in the late 19th century. The simplified design and construction reflect the limited resources available to the rural community.

The Shady Creek Church Hall is important historically for its use as a Sunday School and demonstrates the enduring strength of the Church reputation as a social and religious institution in the 20th century. The Church continued to flourish, and the Sunday School expanded into the Hall after it was moved onto the property in 1955. Although no longer on its original site, the Hall also has historical value for

its association with the Royal Canadian Air Force (RCAF), which was stationed nearby during the Second World War. It is a representative example of utilitarian buildings used by the RCAF.

Character-Defining Elements

The key character-defining elements of the historic place include:

- location adjacent to the Shady Creek Cemetery

The character-defining elements of the Shady Creek Church building include:

- continuous function of the building as a place of worship
- free-standing, rectangular one-and-a-half-storey massing, and steeply pitched gable roof
- neat, plain one-room floor plan
- horizontal, wooden drop siding
- three Gothic pointed-arch, wooden casement windows on each side elevation, regularly spaced with tall, narrow proportions and a 4-over-6 division of panes
- one Gothic pointed-arch, wooden fixed window on either side of the vestibule
- wooden, paneled, double front door assembly with Gothic pointed-arch, 4-lite transom
- wooden front steps leading to the front entry
- elements of the Gothic Revival vernacular seen in the pointed arch of the windows and door, the central entry, and the front-facing gable roof
- interior walls sheathed with floor to ceiling beadboard running vertically as a wainscot below the cap molding and diagonally above to the top of the wall
- painted lettering on the west-facing interior wall with the text “Worship the Lord in the Beauty of Holiness”
- circular wooden carving in the vestibule dating to the time of construction

The character-defining elements of the Hall include:

- utilitarian design, small scale, and wood materials used for wartime buildings
- rectangular one-storey massing and moderately pitched gable roof
- single-hung wood windows
- basic and functional wood shingle siding

EXTERIOR FORM

The exterior form of the Shady Creek Church and Hall have been identified as character-defining elements. As an addition would have an impact on the Church, its exterior form is discussed in further detail. The Church, shown on the left in the image below, is located on the property with a relatively small set back from the street. The Hall, shown on the right, is adjacent but located on the property

with a deeper set back. Both buildings are visible from the street and prominent landmarks in the community. The exterior form of the buildings also relates to their surroundings, which includes views to and from the buildings, circulation for vehicles and pedestrians, and spatial relationships.



Shady Creek Church and Hall

The Church is located adjacent to the Shady Creek Cemetery. A tall row of trees is located along the property line separating the Cemetery and Church properties. The cemetery is a property with historical significance and valued for its contribution to the early development of Central Saanich. Given the connection to the history of the Church, views to and from the cemetery are an important part of its context.

Although the Cemetery is on separate property, the most common point of access to the Cemetery is from the parking lot at the rear of the Church. The Cemetery is also accessed by walking around the front of the Church. On Cemetery property, a commemorative plaque has been installed to commemorate the Black Pioneers in British Columbia. The plaque was installed by the Historic Sites and Monuments Boards of Canada in 1997. The Cemetery is also important for its connection to the Church, where members of the congregation and surrounding community have been buried.



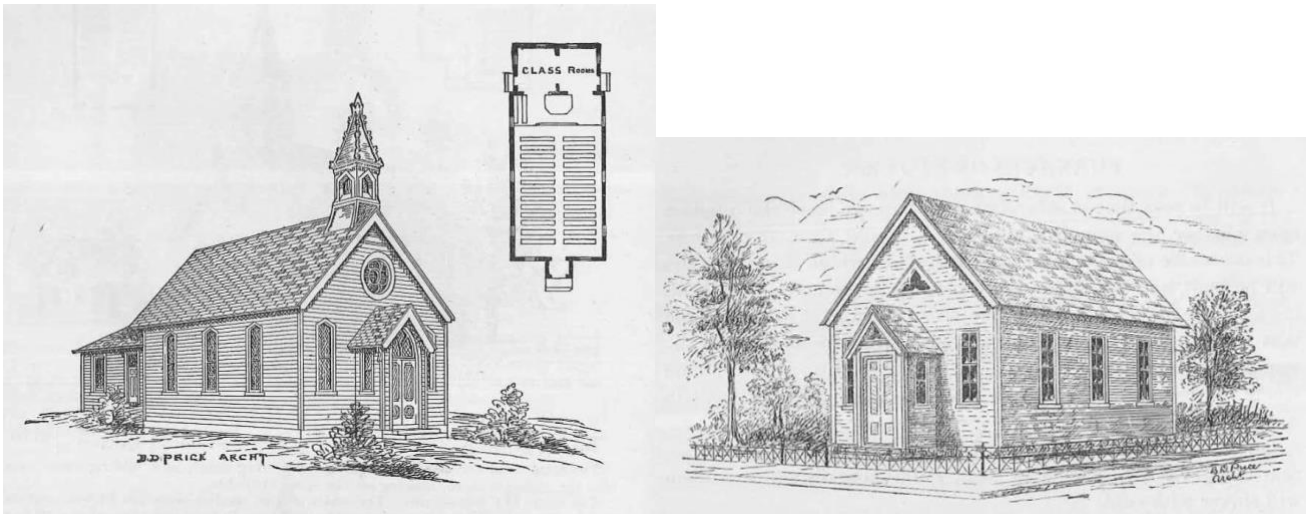
Shady Creek Cemetery



Constructed in 1895, the Church was designed according to a vernacular version of the Gothic Revival architectural style. Certain key elements defined the iconic image of the parish church – the front-facing gable with its central entry, white paint, and three windows per side. Shady Creek Church provides an excellent example of the iconic image of the parish church that would have been seen all over Canada at the time. It was an approach used for many small, yet dignified, parish churches. Typical of parish church designs, the Church is defined by its small scale, rectangular massing, tall and narrow window

proportions, steep roof, and central position of the entrance. The exterior form of the Church is essentially intact, except for the current paint scheme. Originally, the Church would have been painted with a predominant use of white as the colour for the body and trim.

The exterior form of the Church expresses the simple, one-room plan for the sanctuary. At the rear, a small 20x20 foot Sunday School classroom was likely built onto the Church in 1895, at the time of construction. In 1925, the vestibule was added at the front. And, in 1925, the Sunday School room was expanded at the rear.



Church Plans Nos. 1 and 21 from "Designs for Village, Town and City Churches"

The church plans shown above were not the plans used for Shady Creek Church but were similar. They illustrate how the Shady Creek Church design was typical of church plans at the time. The vestibule, added to the Church in 1925, was similar in design to the vestibule shown on typical church plans. The addition of the vestibule on Shady Creek Church did not have a negative impact on the exterior form of the church as it adheres closely to the proportions, massing and materials of vestibules for a typical church plan.

The church plan above also shows how a classroom was typically designed as a small addition. The Sunday School classroom on Shady Creek Church, likely constructed in 1895, was similar in design, as well. However, the classroom has been subject of a few alterations, discussed below, and no longer retains integrity.



Shady Creek Church additions at the rear

The original classroom the rear of the Church is clad in siding that changes mid-way down the side of the building (see image below). The change in siding corresponds with the small, 20x20 foot classroom.



Change in siding showing the extent of the original classroom

The classroom was expanded in 1925. When it was expanded, the west elevation of the original classroom was demolished. And, when the original classroom was converted to use as a furnace room, the exterior exhaust stack was installed. The integrity of the classroom has been compromised based on these later alterations. As such, the classroom has not been listed as a character-defining element. The storage room addition at the very end of the building, with its dirt floor and rough construction, has also not been listed as a character-defining element.

By 1955, plans were being made to replace the expanded classroom at the rear of the Church with a larger building on the property now used as a Hall. Shady Creek Hall was used as the main Sunday School classroom for many years and it has heritage value for its association with this use.

Part Two

The following assessment of the proposed addition has been conducted according to the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The assessment provides guidance for consideration by the decision makers.

According to the Standards and Guidelines, the primary conservation treatment for Shady Creek Church is **rehabilitation**. Rehabilitation is defined as the action or process of making possible a continuing or compatible contemporary use of a historic place, through an addition, while protecting its heritage value. In planning for the conservation of Shady Creek Church, all decisions need to be based on an understanding of the reasons why the place is important.

GENERAL STANDARDS

The Standards are used to offer a framework for making essential decisions about which character-defining elements of the historic place should be conserved and which ones can be altered while protecting heritage value. The Standards promote responsible conservation practices to help protect Canada's historic places. Based on internationally recognized conservation principles, they provide a philosophical approach to conservation work.

APPLYING THE STANDARDS

While all Standards apply to the proposed addition to the Shady Creek Church, the application of Standards 4, 5, and 11 were used to assess the design of the proposed addition. The complete list of Standards is provided in Appendix A.

GUIDELINES FOR BUILDINGS

The Standards and Guidelines contain a set of guidelines, as well. The Guidelines give direction on how to minimize the impact of new additions and provide practical advice for decision making when interventions are undertaken on a historic place. *Section 4.3.1 Guidelines for Buildings - Exterior Form* is relevant because the building's exterior form is identified as a character-defining element.

Guidelines 11-15 for Additions or Alterations to the Exterior Form:

	Recommended	Not Recommended
11	<i>Accommodating new functions and services in non-character defining interior spaces as an alternative to constructing a new addition.</i>	<i>Constructing a new addition when the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces.</i>

12	<i>Selecting a new use that suits the existing building form.</i>	<i>Selecting a use that dramatically alters the exterior form; for example, demolishing the building structure and retaining only the street façade(s).</i>
13	<i>Selecting the location for a new addition that ensures that the heritage value of the place is maintained.</i>	<i>Constructing a new addition that obscures, damages or destroys character-defining features of the historic building, such as relocating the main entrance.</i>
14	<i>Designing a new addition in a manner that draws a clear distinction between what is historic and what is new.</i>	<i>Duplicating the exact form, material, style and detailing of the original building in a way that makes the distinction between old and new unclear.</i>
15	<i>Designing an addition that is compatible in terms of materials and massing with the exterior form of the historic building and its setting.</i>	<i>Designing a new addition that has a negative impact on the heritage value of the historic building.</i>

ASSESSMENT OF THE PROPOSED ADDITION

1. Re-use of a salvaged bell

Shady Creek Church was intentionally built without a steeple or a bell tower. The location of the bell tower on the new addition is appropriate from a conservation standpoint. The bell tower is not located on Shady Creek Church and does not interrupt the roofline of the Church. As such, it would not convey a false sense of historical development.

Shady Creek Church is of value for its vernacular design and connection with the pioneering history of Central Saanich. The lack of a steeple or bell tower shows how the pioneering community was determined to build a church, even if it was simple or built with limited resources.

The new addition incorporates a bell that was salvaged from Brentwood Bay United Church, which is now demolished. Standard 4, provided below, addresses the challenges of adding elements from other properties.

Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.

There is always a high risk of loss of authenticity when adding elements from other places or eras. While materials from other buildings are salvaged and reused, careful consideration must be given to how and where this is done. The approach taken here is appropriate from a conservation standpoint.¹

2. Replacing existing additions

The current use of the church has been identified as a character-defining element and maintaining this use is in accordance with the standards. The expanded use is appropriate from a conservation standard, as it would likely provide a lasting and new life for the building. The use suits an expansion of the existing building form and the rear location for an addition would ensure the heritage value of the place is maintained.

The proposed addition involves the replacement of existing additions with a larger addition. Standard 5, provided below, advocates maintaining the use of the place or finding a viable new use that has little impact on its character-defining elements.

Find a use for a historic place that requires minimal or no change to its character-defining elements.

Interior spaces were explored but were not viable alternatives to constructing a new addition. The proposal involves maintaining the current use of the place in an expanded capacity. It is proposed that the use would be expanded by constructing an addition for washrooms, an office, and a multi-purpose room. To accommodate the expanded use, the existing, non-character-defining additions at the rear of the church would be removed.

3. Design of the addition

The addition is physically and visually compatible with, subordinate to, and distinguishable from the Shady Creek Church. As such it, does not have a negative impact on the heritage value of the church.

The design of the proposed addition was assessed according to the principles of compatibility, distinguishability, and subordination in Standard 11, provided below, and the Guidelines. As a rehabilitation project, the addition is needed to assure the continued use of Shady Creek Church.

¹ A salvaged bell was re-used at St. Paul's United Church in Sidney, BC. According to an article entitled "[Roots of Sidney church date back to 1920 and beyond](#)" the physical synthesis of two congregations at St. Paul's United Church was finished with the completion of a bell tower in 1984 featuring the bell from the former Wesley Methodist Church. The decision was based on communicating a different story and the building was not recognized as a heritage building.

Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

Standard 11 requires physical compatibility with the historic place. This includes using materials, assemblies and construction methods that are well suited to the existing materials. Standard 11 also requires that additions or new construction be visually compatible with, yet distinguishable from, the historic place. To accomplish this, an appropriate balance must be struck between mere imitation of the existing form and pointed contrast, thus complementing the historic place in a manner that respects its heritage value. Finally, Standard 11 requires an addition to be subordinate to the historic place. This is best understood to mean that the addition must not detract from the historic place or impair its heritage value. Subordination is not a question of size; a small, ill-conceived addition could adversely affect an historic place more than a large, well-designed addition.

Based on an assessment of the addition according to Standard 11, the addition does not obscure, radically change, or have a negative impact on character-defining materials, forms, or uses of the Church. The design of the addition has been done in a manner that is visually compatible with the exterior form of the Church and draws a clear distinction between what is historic and what is new. The undertaking of a large addition to the very small building with its neat, plain frame can be challenging, but the approach is appropriate from a conservation standpoint.

The massing of the part of the addition with the new entrance provides a break in the overall massing of the building. As such, the original volume of the Church is distinct and can hold its own. The addition uses a compatible rectangular massing and steeply pitched gable roof. The design vocabulary of the addition uses compatible materials and colours. The fibre cement siding is compatible with the predominant use of wood at the Church. Finally, the colour scheme of the new addition is distinct from the proposed colour scheme of the church. It is subtle and uses low high contrast between walls and trims. It will not be difficult to distinguish the Church once it is painted with white body and white trim, based on the original colour scheme shown in archival images.

Appendix A - General Standards

1. Conserve the *heritage value* of a historic place. Do not remove, replace or substantially alter its intact or repairable *character-defining elements*. Do not move a part of a *historic place* if its current location is a *character-defining element*.
2. Conserve changes to a *historic place* that, over time, have become *character-defining elements* in their own right.
3. Conserve *heritage value* by adopting an approach calling for *minimal intervention*.
4. Recognize each *historic place* as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5. Find a use for a *historic place* that requires minimal or no change to its *character-defining elements*.
6. Protect and, if necessary, stabilize a *historic place* until any subsequent *intervention* is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of *character-defining elements* to determine the appropriate *intervention* needed. Use the gentlest means possible for any intervention. Respect *heritage value* when undertaking an intervention.
8. Maintain *character-defining elements* on an ongoing basis. Repair character- defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any *intervention* needed to preserve *character-defining elements* physically and visually compatible with the *historic place* and identifiable on close inspection. Document any intervention for future reference.
10. Repair rather than replace *character-defining elements*. Where character- defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the *historic place*.
11. Conserve the *heritage value* and *character-defining elements* when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a *historic place* will not be impaired if the new work is removed in the future.

Appendix B - Research Sources

A copy of the 1894 deed to the land has been provided to the Central Saanich United Church. Robert F. John was the owner of the land until it was transferred to the trustees of the Church. He was one of the original trustees listed in the 1894 deed. The tax assessment rolls at the District of Saanich Archives list Robert F. John in association with the property for the years 1895-1904 and his estate in 1905 and 1906. The following resources are available through the Greater Victoria Public Library.

Brentwood pioneer: the life and times of John Sluggett, 1829-1909

Sluggett, Larry

History of the United Church of Canada, North and South Saanich Areas

Glover, George

Publication date: 1957

History of North and South Saanich pioneers and district

Virgin, Victor E.

Publication date: 1959

In the Beauty of Holiness: Shady Creek Church, 1895-1995

Pugh, Lorna Thomson

Publication date: 1995

Municipality of Saanich, 75th anniversary (1906-1981): history, celebrations & events

Publication date: 1981

Saanich centennial, 1906-2006: 100 years, 100 stories

Green, Valerie

Publication date: 2005

The Charles Alexander Family

Alexander Horshal, Karen Hazel

Publication date: 1993

*THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH***BYLAW NO. 2153**

A Bylaw for Heritage Designation
(Shady Creek Church – 7180 East Saanich Road)

The purpose of this Bylaw is to designate the land, the exterior of the buildings (Church and hall), and the designate character defining elements of the interior of the church building, as indicated in Schedule A, and located at 7180 East Saanich Road, to be protected as heritage property.

Under its statutory powers, including Section 611 of the Local Government Act, the Municipal Council of the District of Central Saanich in an open meeting assembled enacts the following provisions:

1. That the Church and hall buildings, as indicated in the diagram in Schedule A attached to this bylaw and located at 7180 East Saanich Road (legally described as PID: 029-755-379, Lot A, Section 10, Range 3E, South Saanich Plan, EPP54009, are designated to be protected heritage property.
2. Except as permitted by a Heritage Alteration Permit issued by the District, no person shall undertake any of the following actions in relation to the property protected under this Bylaw:
 - a. Alter the exterior façade of the buildings or structures;
 - b. Alter the interior character defining elements of the Church limited to and specifically the beadboard from wainscot to cap molding, painted lettering “Worship the Lord in the Beauty of Holiness” on the west wall and circular wooden carving in the vestibule of the church building;
 - c. Alter the roof structure or roofing;
 - d. Make a structural change to the building or structures;
 - e. Move the building or structures; or
 - f. Alter, excavate or build on land anywhere on the property.
3. Exemptions to Section 2 where action may be undertaken in relation to the property without first obtaining a Heritage Alteration Permit from the District include:
 - a. Non-structural renovations or alterations to the interior of the building or structure that do not alter the exterior appearance of the building or structure or the interior character defining elements; and
 - b. Non-structural normal repairs and maintenance that do not alter the exterior appearance of the buildings or structures.
4. For the purpose of Section 3, “normal repairs” means the repair or replacement of non-structural elements, components or finishing materials of the buildings or structures with

elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

5. This Bylaw may be cited for all purposes as the “**Heritage Designation (Shady Creek Church – 7180 East Saanich Road) Bylaw No. 2153, 2023**”.

READ A FIRST TIME this	day of	, 20__
READ A SECOND TIME this	day of	, 20__
PUBLIC HEARING HELD this	day of	, 20__
READ A THIRD TIME this	day of	, 20__
ADOPTED this	day of	, 20__

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer

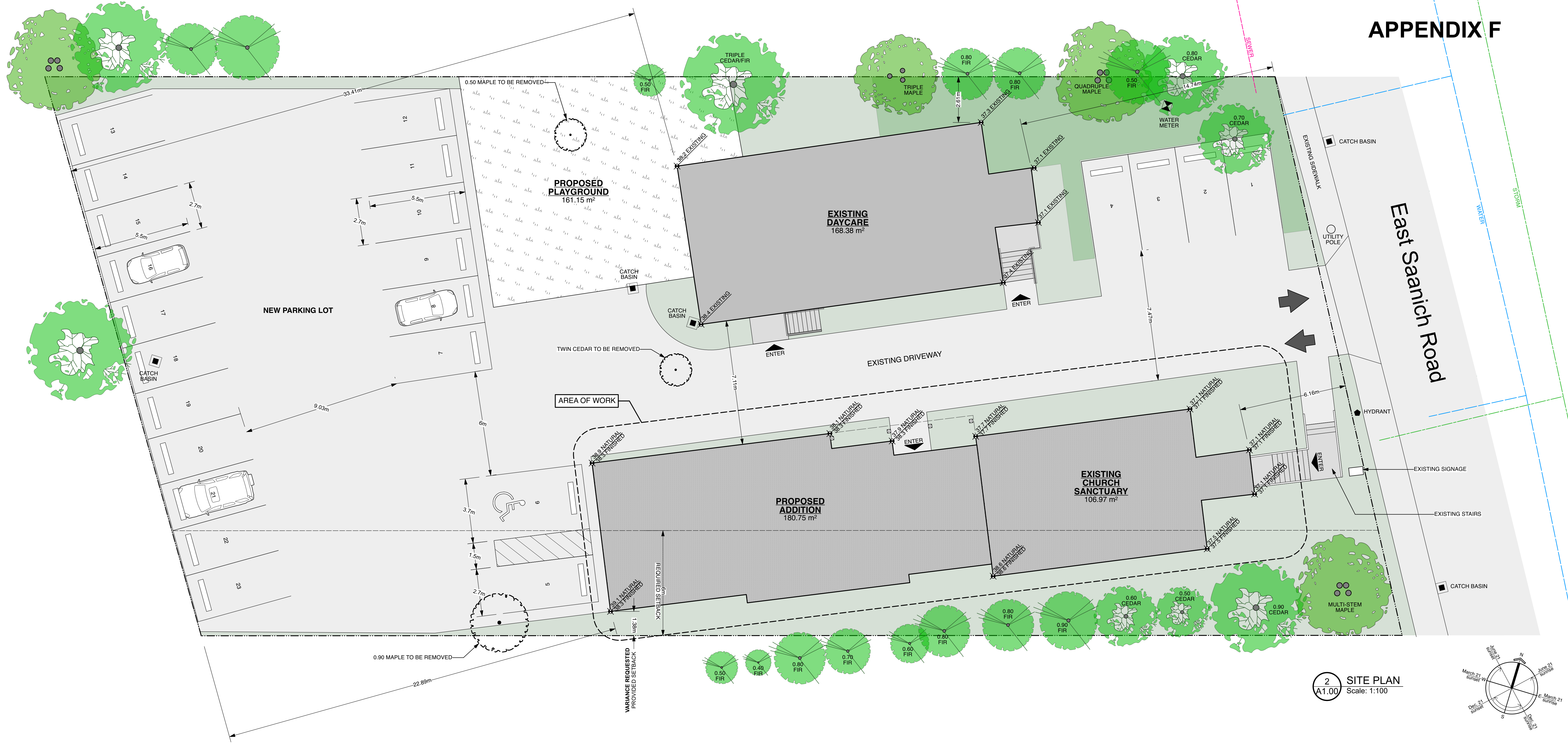
Attachments:

Schedule A – Heritage Designation of 7180 East Saanich Road and Church and Hall Buildings

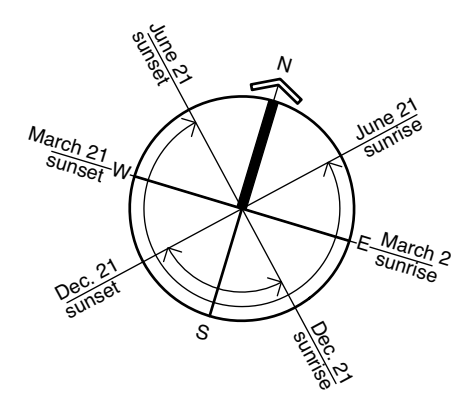
SCHEDULE A

Heritage Designation of 7180 East Saanich Road and Church and Hall Buildings





2 SITE PLAN
A1.00 Scale: 1:100



PROJECT DATA		
LEGAL DESCRIPTION: <ul style="list-style-type: none"> CRD GIS: PID 029-755-379, LOT A, PLAN EPP54009 CENTRAL SAANICH GIS: PID 009-400-851, SECTION 10, RANGE 3E 	LOT COVERAGE: <ul style="list-style-type: none"> EXISTING: 12.4% PROPOSED: 20.6% 	OCCUPANT LOAD - CHURCH: <ul style="list-style-type: none"> DAYCARE: 32 (28 CHILDREN + 4 ADULTS) CHURCH: <ul style="list-style-type: none"> EXISTING SANCTUARY (2440mm PEW LENGTH): 18 PEWS x 2440mm = 43,920 + 450mm PER PERSON = 97.6 MEETING ROOM: 65.93 m² + 0.95 = 69.4 KITCHEN: 23.51 m² + 0.3 = 2.5 OFFICES: 18.95 m² + 0.3 = 2.0 TOTAL: 97.6 + 69.4 + 2.5 + 2.0 = 172 (86 PER SEX)
LOT SIZE: 0.22 hectare / 0.54 acre / 2 216.52 m ²	FLOOR AREA RATIO: <ul style="list-style-type: none"> EXISTING: 20.1 PROPOSED: 28.1 	WASHROOMS - CHURCH: <ul style="list-style-type: none"> REQUIRED: <ul style="list-style-type: none"> DAYCARE: 1 MENS & 1 WOMENS CHURCH: 1 MENS & 1 WOMENS PROVIDED: <ul style="list-style-type: none"> DAYCARE: 4 UNISEX WASHROOMS AND 2 UNIVERSAL ACCESSIBLE CHURCH: 2 UNISEX WASHROOMS AND 1 UNIVERSAL ACCESSIBLE
ZONING: P-1 GENERAL INSTITUTIONAL	AVERAGE GRADE - CHURCH: <ul style="list-style-type: none"> NATURAL: 37.91 m FINISHED: 37.83 m 	PARKING: <ul style="list-style-type: none"> REQUIRED: 19 STALLS TOTAL <ul style="list-style-type: none"> DAYCARE: 6 STALLS SANCTUARY: 9 STALLS MULTIPURPOSE ROOM: 3 STALLS OFFICES: 1 STALL PROPOSED: 23 STALLS TOTAL, 1 ACCESSIBLE STALL
BUILDING AREA: <ul style="list-style-type: none"> EXISTING: <ul style="list-style-type: none"> DAYCARE: 168.38 m² CHURCH: 106.97 m² TOTAL: 275.35 m² PROPOSED: <ul style="list-style-type: none"> DAYCARE: 168.38 m² CHURCH: 287.72 m² TOTAL: 456.10 m² 	BUILDING HEIGHT - CHURCH: 5.22 m	
GROSS FLOOR AREA: <ul style="list-style-type: none"> EXISTING: <ul style="list-style-type: none"> DAYCARE: 336.76 m² CHURCH: 106.97 m² TOTAL: 443.73 m² PROPOSED: <ul style="list-style-type: none"> DAYCARE: 336.76 m² CHURCH: 287.72 m² TOTAL: 624.48 m² 	SETBACKS: <ul style="list-style-type: none"> FRONT YARD - EAST: 6.16 m EXISTING REAR YARD - WEST: 22.89 m INTERIOR SIDEYARD - NORTH: 2.61 m EXISTING INTERIOR SIDEYARD - SOUTH: 1.38 m VARIANCE REQUESTED 6m REQUIRED 	
	IMPERVIOUS PAVING: 1 640.13 m ²	

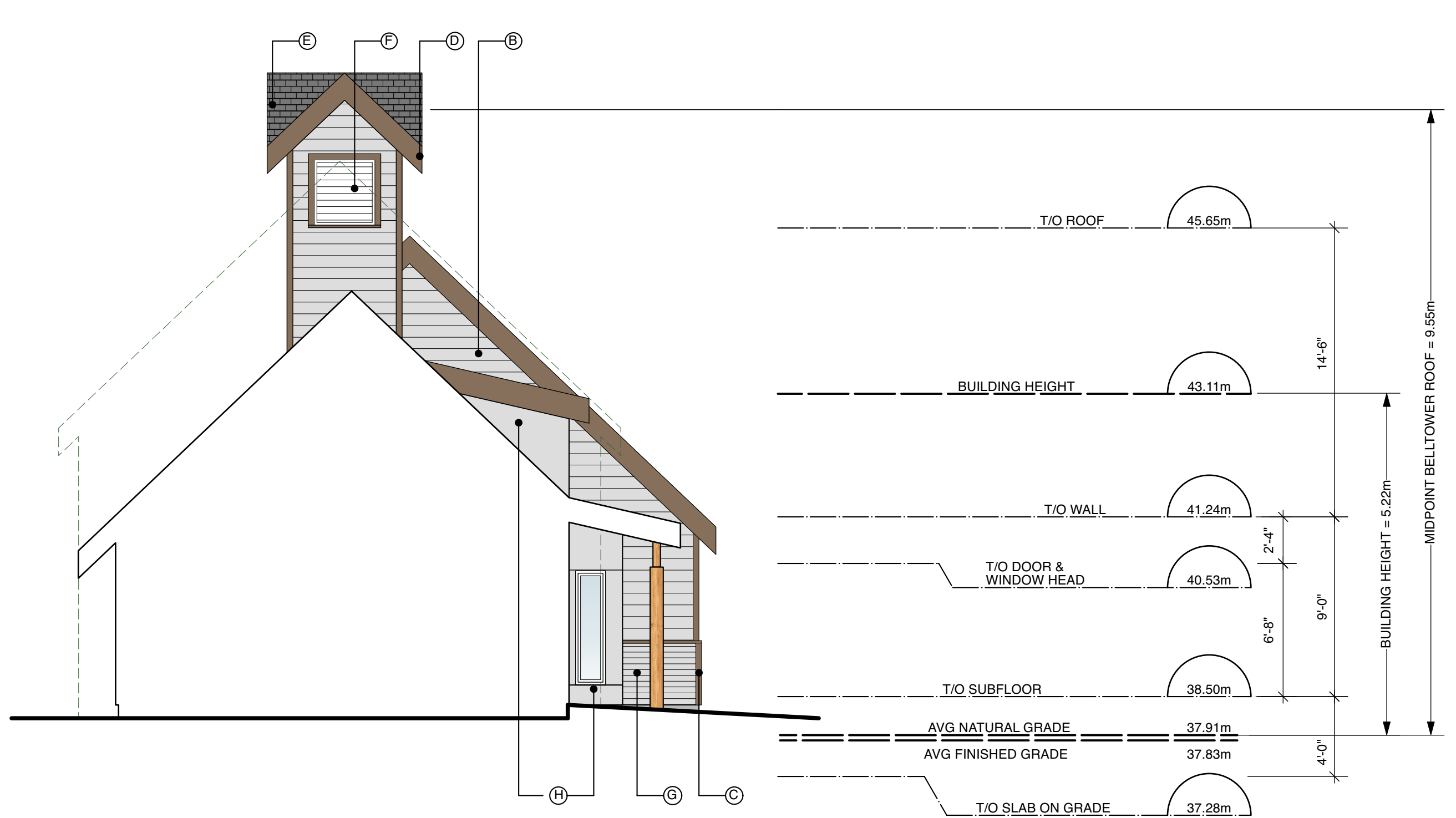


1 AERIAL
A1.00 Scale: N.T.S.

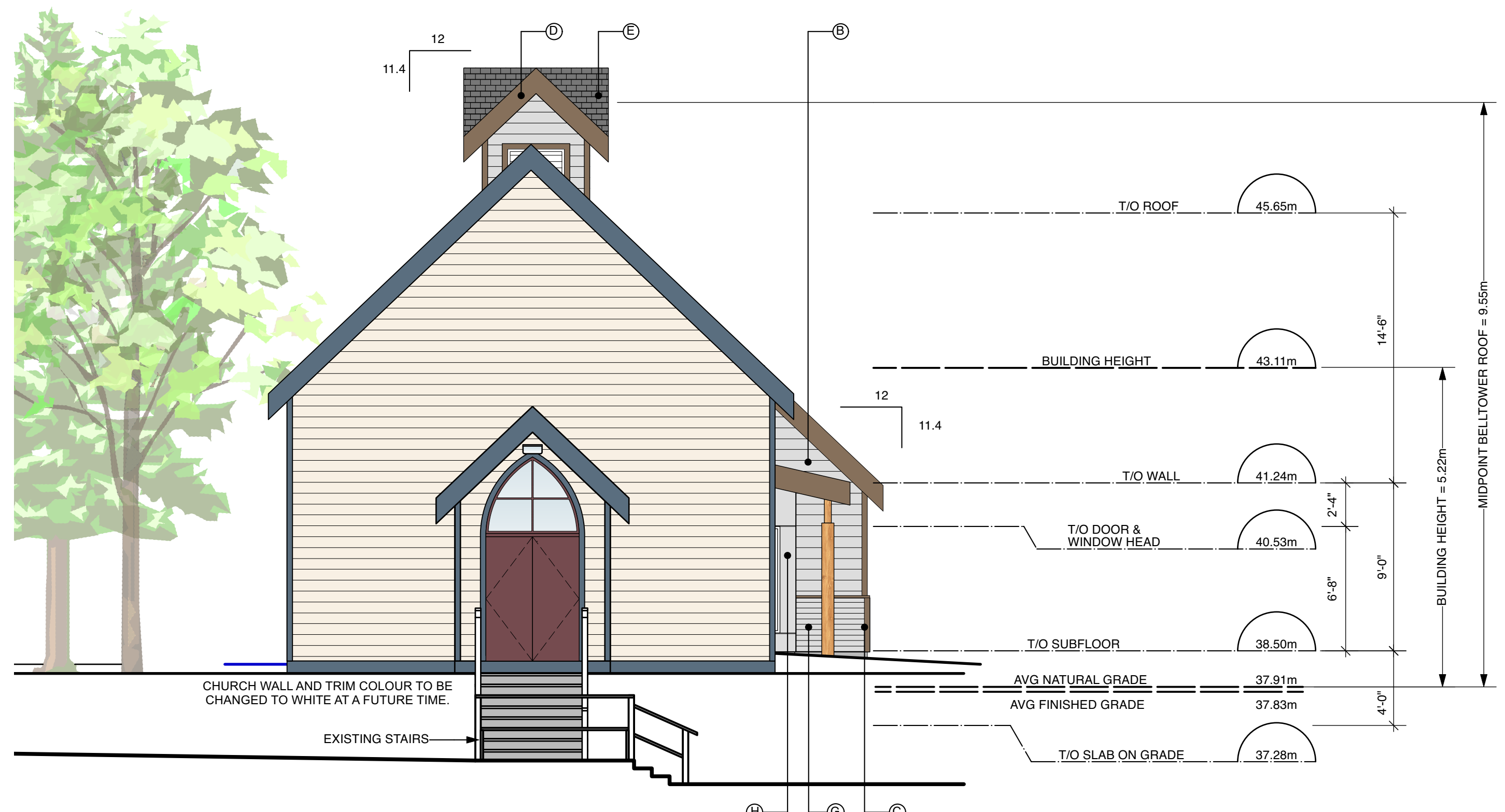
A1.00 - SITE PLAN & PROJECT DATA
SHADY CREEK CHURCH
 7180 EAST SAANICH RD., SAANICHTON, B.C. PROJECT NO. 20383
 SCALE: AS NOTED DATE: SEPTEMBER 5, 2023
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2 NORTH ELEVATION - OVERALL
 A4.00 Scale: 3/16" = 1'-0"



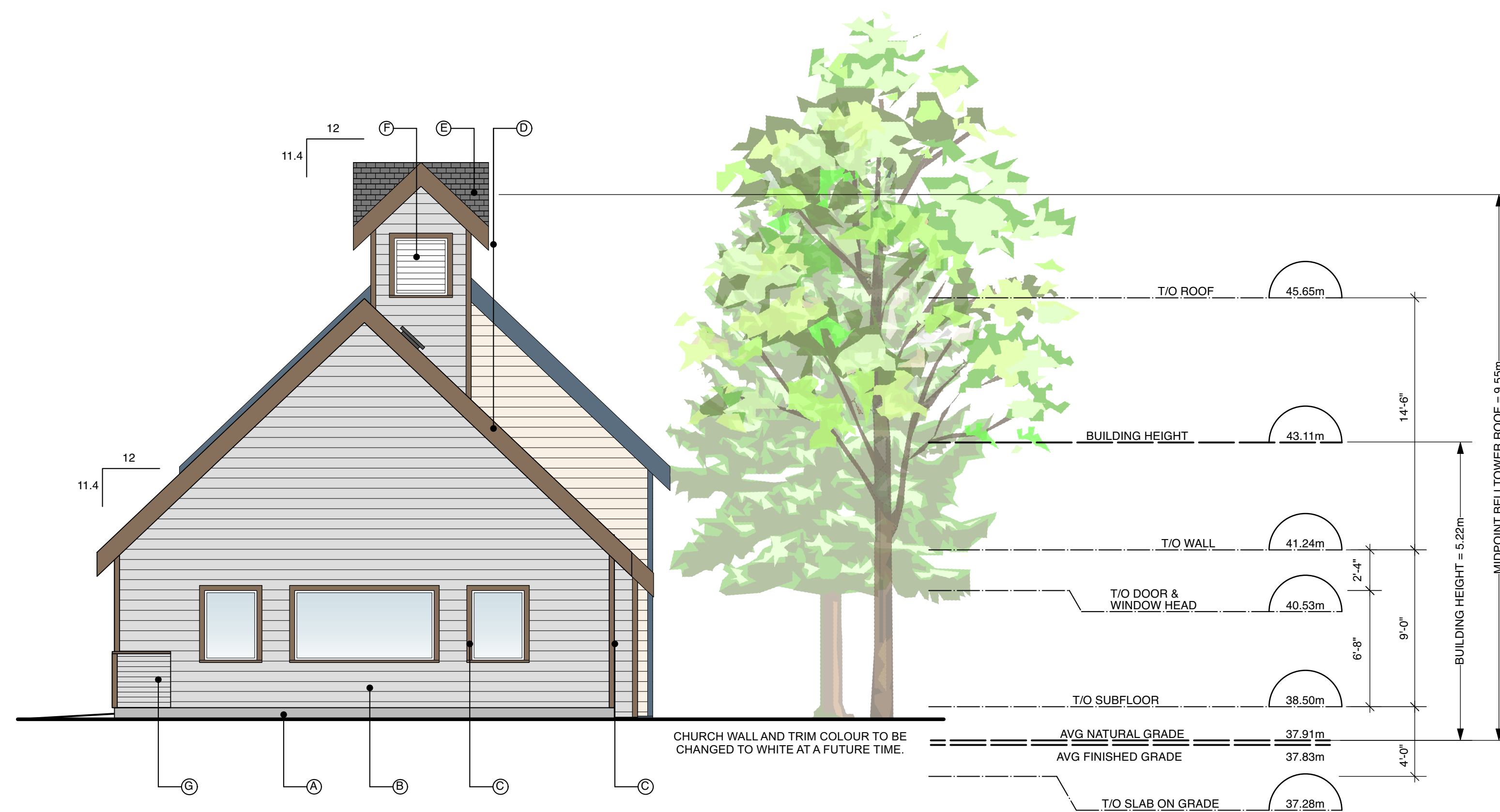
3 EAST ELEVATION - NEW ADDITION
 A4.00 Scale: 3/16" = 1'-0"



1 EAST ELEVATION
 A4.00 Scale: 3/16" = 1'-0"

MATERIALS LEGEND	
	NEW FASCIA, BELLYBAND, CORNER TRIM, DOOR & WINDOW TRIM
	NEW SHIPLAP CLADDING
	WINDOWS, DOORS & BELL TOWER VENT

MATERIALS LEGEND	
A.	EXPOSED CONCRETE
B.	HORIZONTAL FIBRE CEMENT SHIPLAP CLADDING WITH FACING TO MATCH EXISTING CHURCH - PAINTED
C.	3 1/2" FIBRECEMENT CORNER, DOOR & WINDOW TRIM - PAINTED
D.	COMB FACE FASCIA - PAINTED
E.	ASPHALT OR FIBREGLASS SHINGLE TO MATCH EXISTING
F.	BELL TOWER VENT - PAINTED
G.	HORIZONTAL FIBRE CEMENT SHIPLAP CLADDING WITH 4" FACING - PAINTED
H.	FIBRE CEMENT PANELS - PAINTED
J.	FIBRE CEMENT BELLY BAND - PAINTED
K.	DOWNCAST LED LIGHTING

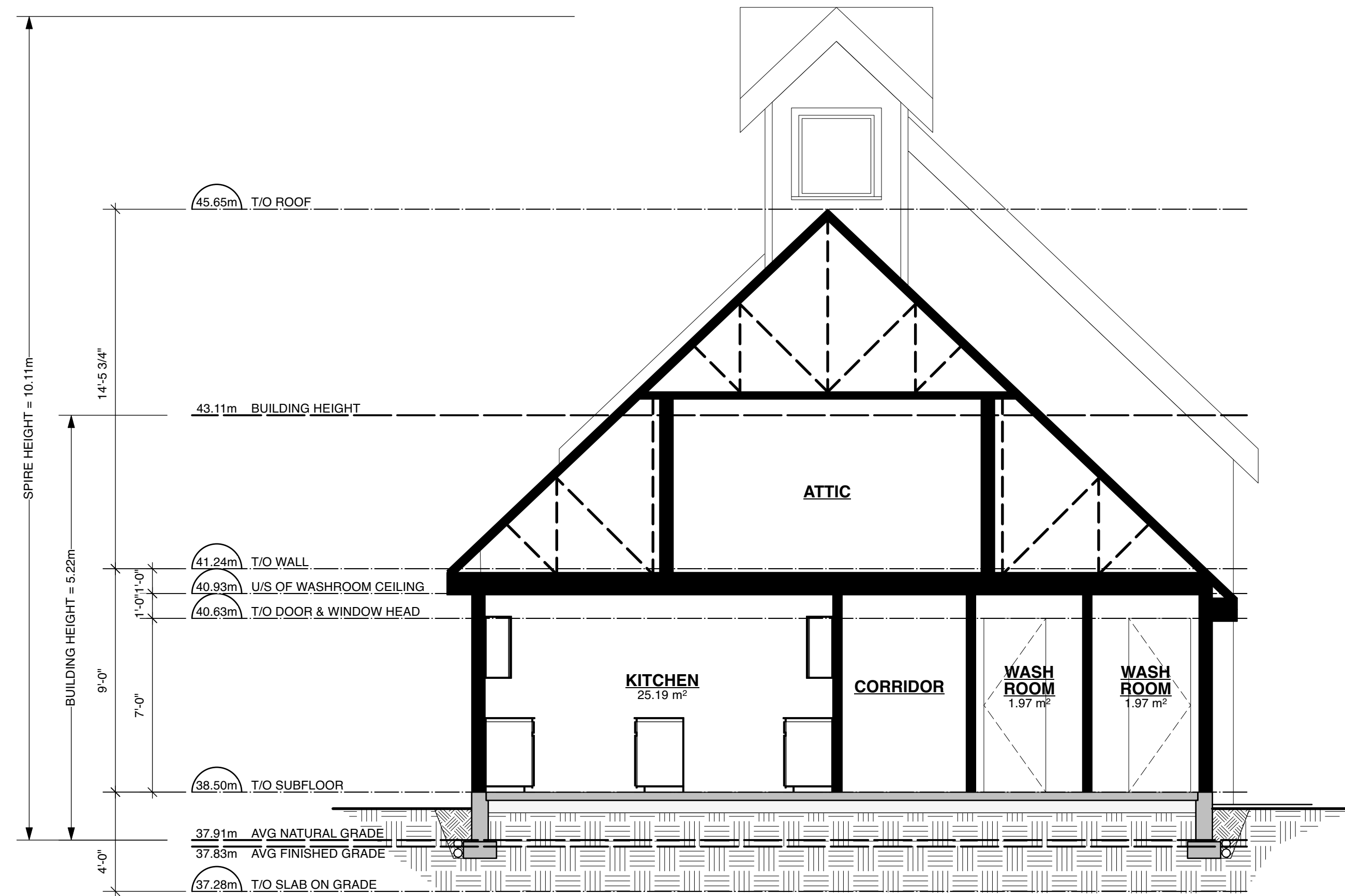


MATERIALS LEGEND

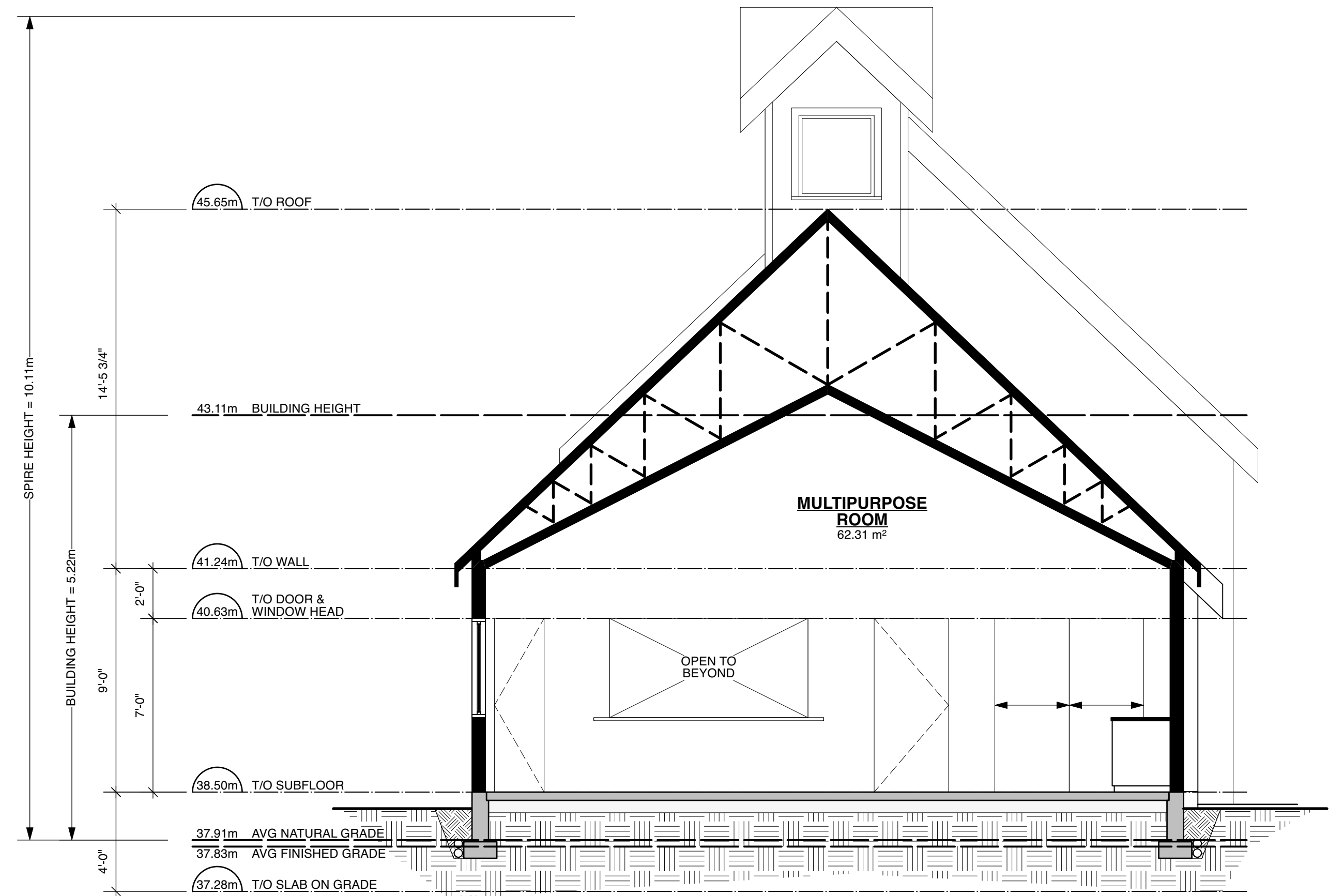
	NEW FASCIA, BELLYBAND, CORNER TRIM, DOOR & WINDOW TRIM
	NEW SHIPLAP CLADDING
	WINDOWS, DOORS & BELL TOWER VENT

MATERIALS LEGEND

A.	EXPOSED CONCRETE
B.	HORIZONTAL FIBRE CEMENT SHIPLAP CLADDING WITH FACING TO MATCH EXISTING CHURCH - PAINTED
C.	3 1/2" FIBRECEMENT CORNER, DOOR & WINDOW TRIM - PAINTED
D.	COMB FACE FASCIA - PAINTED
E.	ASPHALT OR FIBREGLASS SHINGLE TO MATCH EXISTING
F.	BELL TOWER VENT - PAINTED
G.	HORIZONTAL FIBRE CEMENT SHIPLAP CLADDING WITH 4" FACING - PAINTED
H.	FIBRE CEMENT PANELS - PAINTED
J.	FIBRE CEMENT BELLY BAND - PAINTED
K.	DOWNCAST LED LIGHTING



2 BUILDING SECTION 2
 A5.00 Scale: 1/4" = 1'-0"



1 BUILDING SECTION 1
 A5.00 Scale: 1/4" = 1'-0"

A4.00 - BUILDING SECTIONS
SHADY CREEK CHURCH

7180 EAST SAANICH RD., SAANICHTON, B.C. PROJECT NO. 20383

SCALE, AS NOTED DATE, SEPTEMBER 5, 2023

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Central Saanich

HERITAGE ALTERATION PERMIT

No. 6830-20-1/23

TO: TRUSTEES OF THE CONGREGATION OF
CENTRAL SAANICH
7180 EAST SAANICH RD
SAANICHTON BC V8M 1Y4

(HEREIN CALLED "**THE OWNER**")

1. Central Saanich Heritage Designation Bylaw, No. 2153 designates the historic property known as "Shady Creek Church" at 7180 EAST SAANICH RD for the purpose of heritage conservation.
2. This Heritage Alteration Permit is to allow certain improvements to be undertaken for a heritage-designated property (Shady Creek Church)" at 7180 EAST SAANICH RD.
3. The buildings are located on the lands known and described as:

Parcel Identifier: 029-755-379
Lot A, Section 10, Range 3E, South Saanich Plan
EPP54009
(herein called "*the Lands*")
4. This Heritage Alteration Permit authorizes the following improvements to the Shady Creek Church building, which are identified in the Heritage Conservation Plan by Liberty & Co., dated August 31, 2023 and plans by Finlayson Bonet Architecture Ltd., dated September 5, 2023 as appended to this permit.
5. This Heritage Alteration Permit is issued subject to compliance with the provisions of the Land Use Bylaw and all other applicable Bylaws of the municipality, except as specifically varied by this Permit:
 - a. Subsection 5.29.2(1) is varied to reduce the front yard setback from 7.5 metres to 6.16 metres; and
 - b. Subsection 5.29.2(3) is varied to reduce the north side yard setback from 6.0 metres to 2.61 metres and to reduce the south side yard setback from 6.0 metres to 1.38 metres;
 - c. Subsection 5.29.3(1) is varied to increase the maximum building height for a bell tower from 8.0 metres to 9.55 metres.

Heritage Alteration Permit

To designate and alter a heritage-designated property (Shady Creek Church) 7180 EAST
SAANICH RD

Page 2

6. The lands shall be developed strictly in accordance with the Terms and Conditions and provisions of the Permit provided, however, that minor variations which do not affect the overall appearance or heritage integrity may be permitted by the Director of Planning and Building Services.
7. The terms and conditions contained in this Permit shall enure to the benefit of, and be binding upon, the Owner, their executors, heirs, or administrators, successors and assigns, as the case may be, or their successors in title to the land.
8. This Permit is not a Building Permit.

Approved and agreed to by the owner:

Signed in the presence of:

_____ Witness	_____
_____ Address of Witness	_____ Date
_____ Occupation	
_____ Witness	_____
_____ Address of Witness	_____ Date
_____ Occupation	
THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH	_____ Jarret Matanowitsch Director of Planning & Building Services
	_____ Date of Issue

Attachments:

Appendix A – Heritage Conservation Plan by Liberty & Co., dated August 31, 2023

Appendix B – Development Plans by Finlayson Bonet Architecture Ltd., dated September 5, 2023



SouthShore Forest Consultants

Arborist Report

For

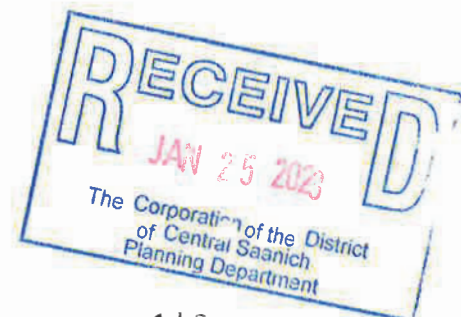
7180 East Saanich Road
District of Central Saanich, BC
Shady Creek Church Annex

October 8, 2022

Prepared for: Silvia Bonet, Principal Architect
Finlayson Bonet Architecture

Prepared by:

SouthShore Forest Consultants



SouthShore Forest Consultants

PO Box 2203, Sidney BC V8L-3S8

Phone: (250) 893-9056, email: butcherlodi@aol.com

GST # 777095324 RC001

Work Safe BC # 968408

Insurance/ CFC Underwriting – 5 million Dollar Liability- Policy PSG03515712

Incorporation # BC1069996 Ltd.

Intermunicipal Business Licence - #00016808

Executive Summary/Scope of Work

SouthShore Forest Consultants (SSFC) was contacted by the client, Finlayson Bonet Architecture in regards to a project located at 7180 East Saanich Road in the District of Central Saanich. The site, Shady Creek Church has proposed to demolish and reconstruct the “Annex” portion of the existing church. The Annex positioned beside a row of mature trees has been identified for demolition and reconstruction. During the development process impacts to Tree Protected Root Zones will occur.

Our preliminary investigation has determined that alternative excavation and/or foundation design may be considered in this case. Exposed tree root formations have been observed to be positioned within the development zone. In this case the roots have been assessed to be structural in size and formation at the base of grade at the existing Annex foundation.

Under the existing proposal we are certain that root impacts and/or disturbances will be sustained under the existing proposal. Our services will provide consultation and field services dedicated to reducing tree root impacts and/or provisions which address alternative constructive designs dedicated to root and tree preservation. This will include the demolition and development phases of the project. Furthermore, our services may provide post constructive remediation and maintenance programs dedicated to each of the impacted trees.

Our preliminary investigation of the site has indicated that significant root formations are present and positioned directly within the impact zone (Development Area). Five (5) trees were identified to have an increased potential for root impacts. Douglas-fir (*Pseudotsuga menziesii*) trees #72, #73, #74, #75 & #76 are positioned above the site approximately 3m from the edge of the Annex building.

The Client has requested that SSFC provide a Basic Visual Tree Assessment (BVTA) and Tree Preservation Plan (TPP) for the Site located at 7180 East Saanich Road in the District of Central Saanich.

SSFC agreed to complete the field assessment and provide the findings in an Arborist Report form with Table 1 - Tree Inventory and 'Appendix 'A' - Site Photos and Plan.

Methodology

On September 24, 2022 the site was entered and assessed by SSFC. Michael Butcher a Consulting Arborist with SouthShore Forest Consultants provided site inspection and visual tree assessment.

The site was assessed from grade. No form of diagnostic tools or invasive techniques were employed during the assessment. Most recently a "Basic Visual Tree Risk Assessment" (BVTA) Level (2) was performed while on site. All tree measurements were made with the use of a standard metal forestry tape and Clinometer (height measurements). Measurements and observations were recorded with the intent to provide a static representation of the area. A tree inventory is included as Table 1 of this report. Photographs of the Site and a Site Plan are included as Appendix 'A' of this report.

During the site assessment we observed, assessed and inventoried a total of twelve (12) trees positioned within or aligning the site. During the assessment we tagged trees with yellow plastic tree tags numbered #70 to #81.

- Trees #70 - #74 are positioned on private property – Graveyard
- Trees #75 - #81 are positioned on the Church property – Shady Creek Church
- Tree #75 may be a shared ownership tree due to its position on the property line.

Observations/Discussion

Existing Site Conditions

During our assessment we observed a large well established community church and cemetery property in the District of Central Saanich. A heritage site the church has existed since the late 1800's.

The site was observed to have a number of large Bylaw Protected Douglas-fir and Western cedar (*Thuja plicata*) trees positioned along the southern side of the church and annex. The trees observed to be aligned above the Annex and church dwellings must have been planted by

cultural means. Each of the trees were assessed to be mature native trees which appeared to be in fair condition. Each tree was assessed to be performing well within the existing site conditions.

Several (5) of the trees were assessed to be positioned on the neighbouring property to the south (cemetery). The cemetery was observed to be an open area with arrange gravestones and pathways. Our assessment of the cemetery that day had determined that it is considered to be a “Low Target” zone with no real stationary dwellings and/or high human activity.

During the assessment we observed each of the trees to have a skewed or uneven canopy formation. This appears to have been formed through tree pruning activities. Elevation pruning to provide structural clearances over the church dwellings must have occurred. Our observations indicate that each of the trees is leaning slightly into the neighbouring cemetery property.

Table 1 – Tree Inventory

Tag #	Spec.	DBH (cm)	Ht (M)	PRZ (M)	CRZ (M)	Cond P/F/G	Impact L/M/H	Bylaw Protected	Retain	Remove	Comments
70	D-fir	64	30	12	6	F/F	L	Yes	X		Off site tree – 5m to impact zone- P/P
71	D-fir	51	28	10	5	F/F	L	Yes	X		Off site tree – 4m to impact zone- P/P
72	D-fir	95	33	17	9	F/F	L/M	Yes	X		Off site Tree – 3m to impact zone – potential root impacts – Arborist monitoring required
73	D-fir	70	30	13	7	F/F	L/M	Yes	X		Off site Tree – 3m to impact zone – potential root impacts – Arborist monitoring required
74	D-fir	64	29	11	6	F/F	L/M	Yes	X		Off site Tree – 3m to impact zone – potential root impacts – Arborist monitoring required
75	D-fir	85	31	15	8	F/F	L/M	Yes	X		Shared ownership? – 3m to impact zone. Exposed root formations at edge of Annex – Arborist to monitor
76	D-fir	101	34	18	9	F/F	L/M	Yes	X		On site tree – exposed surface roots at Annex edge. Arborist to monitor
77	D-fir	90	33	17	9	F/F	L	Yes	X		On site tree 6m to impact zone
78	W cedar	65	20	12	6	F/F	L	Yes	X		On site tree 9m to impact zone
79	W cedar	55	23	9	5	F/F	L	Yes	X		On site tree 12m to impact zone
80	W cedar	100	24	18	9	F/F	L	Yes	X		On site tree 15m to impact zone
81	Bl maple	100	23	18	9	F/F	L	Yes	X		On site tree 18m to impact zone

Information Sheet

DBH - Diameter Breast Height – Calculated at 1.41 m above grade on tree stem

PRZ – Protected Root Zone, (calculated at a ratio of 1:18) 50cm DBH = 9m PRZ

CRZ – Critical Root Zone, (calculated at a ratio of 1:9) 60cm DBH = 5m CRZ

50cm DBH = 5m CRZ

Condition – P= Poor, F=Fair, G=Good

Footprint = Excavation edge along the outside of building envelope on grade.

Impact Zone – L = Low, M = Moderate, H, High. Constructive area, estimated at 0-1.5m outside the proposed building footprint.

M- Municipal tree, off site – Off Site Tree (private), on site – On Site Tree

P/L – Property Line

P/P – Private Property

Tree Species Common and Latin Names

B I maple – Big leaf maple (*Acer macrophyllum*)

Deodar cedar (*Cedrus deodara*)

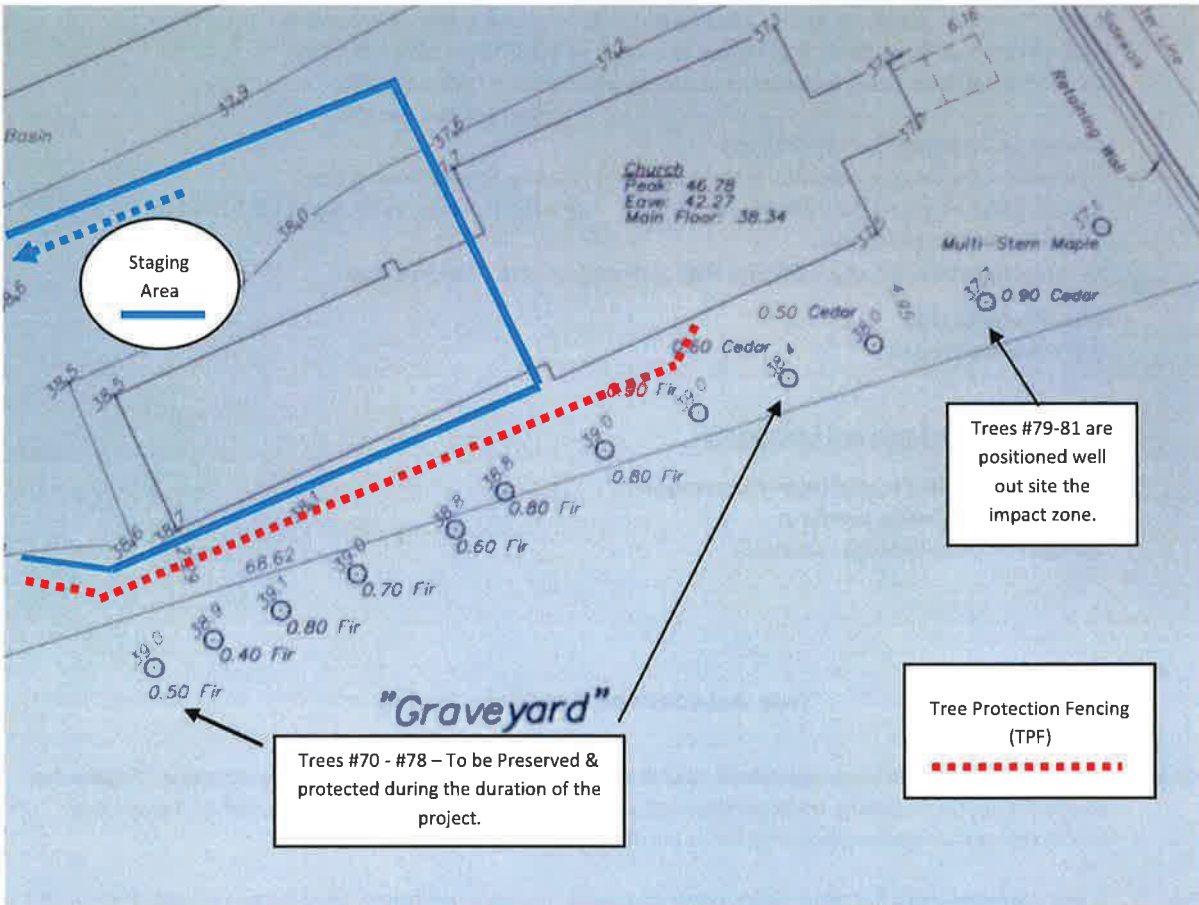
Douglas-fir (*Pseudotsuga menziesii*)

Tree Assessment Condition Rating

- Good -** A tree specimen which is exempt defects, branch dieback, moderate insect and fungal identification. This tree has evenly distributed branching, trunk development and flare. The root zone is undisturbed, leaf, bud and flower production and elongation are normal for its distribution.
- Fair -** A tree specimen which has minor defects, branch dieback, previous limb failure, identification of cavities and insect, or fungal identification. This tree has multiple (2-3) primary stem attachments; previous utility pruning, callus growth and poor wound wood development. Minor root girdling, soil heave and identifiable mechanical damage to the root flare or root zone.
- Poor-** A tree specimen where 30-40% of the canopy is identifiably dead, large dead primary branching, limited leaf production, bud development and stem elongation. Limb loss or failure, and heavy storm damage leading to uneven weight distribution. Large pockets of decay, multiple cavities, heavy insect and fungal infection. Root crown damage or mechanical severing of roots. Root plate shifting, heavy lean and movement of soil.
- Dead-** Tree has been observed to be dead with no leaf, foliar and bud development. No stump sprouts and root suckers are present.

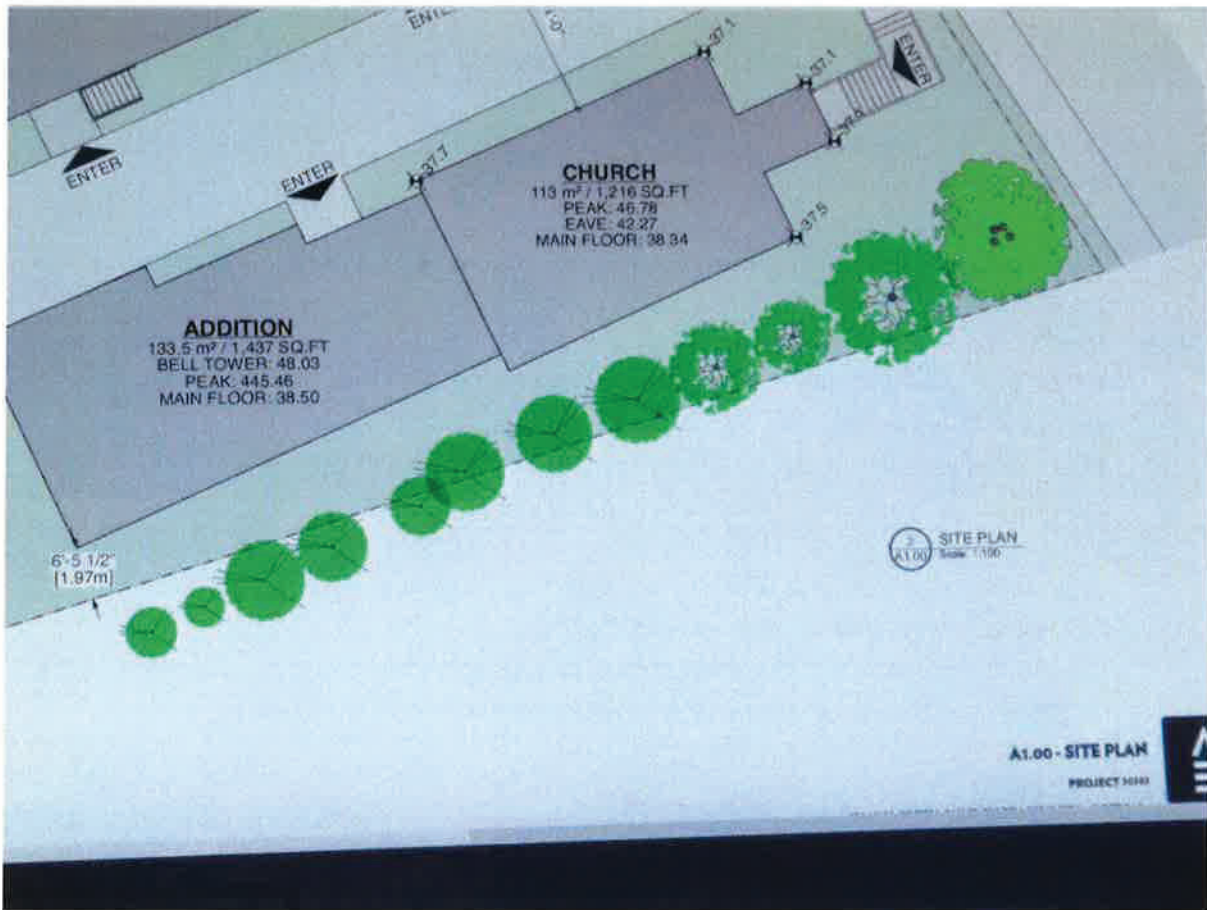
Appendix "A"

Figure #1 – Site Map



In this survey map you can see the positioning of the trees within the impact zone of the site. The staging area will be positioned outside the Tree Protection Area. In this case the property has a sufficient staging and materials storage area within the west parking area. **At no time will material and or equipment be permitted within the cemetery property.**

Figure #2 – Proposed Addition- Annex Building



In this figure you can see the proposed Annex addition to the rear of the existing church building.

Tree Protection Plan (TPP) – Site Specific

Tree Protection Zones and locations of fencing are indicated on the site map, Figure #1.

- Provide Tree Protection Fencing (TPF) as identified in Figure #1 site map. Consult with Project Arborist if further direction is required.
- Ensure that all TPF is constructed and positioned correctly within the site. Utilize the District of Central Saanich protective fencing requirements and ensure that signage is provide on the fencing in visible areas for public and constructive view.
- **Provide the Project Arborist to assess and monitor all excavation requirements which will be performed within the PRZ of all Bylaw Protected Trees within the site. This will require a 72-hour notice for scheduling purposes.**
- **Alternative excavation will be required. Our assessment of the site has determined that several large exposed roots are aligning the edge of the existing Annex. A preliminary exploratory excavation will be required. Pending the foundation and engineering requirements we have suggest that the use of hydro-excavation be utilized to further expose tree root formations.**
- **The demolition phase of the project shall be performed under the supervision of the Project Arborist. Please schedule for demolition with a 72hr notice.**

All of the TPF must be erected and installed in the proper locations. SSFC will provide marking paint on grade to identify approximate protection fencing locations. SSFC staff must provide inspection and verification of fencing detail for District of Central Saanich approval.

Each tree protection zone must be vacated of all construction materials and/or equipment. At no time can the fence be taken down unless the Project Arborist is contacted and approval is given. In such cases the Project Arborist must assess and assist fence removal and combined impacts which are require for construction completion. Michael Butcher 250.893.9056 – 72 hours notice required.

Landing/Storage Area

- Materials are to be staged/ stored in the location indicated on the site plan Figure #1. At no time can materials and/or equipment be staged or stored outside of the “Staging Area”.

Compaction Reduction

- The client will not be required to provide material for the reduction of soil and root compaction at this time. Pending due to excavation requirements. Our most recent assessment of the site indicates that compaction within tree root zones will be limited due to tree positioning (elevated).

Root Assessment and Observation

- Provide Project Arborist for excavation observation and assessment when working in the Protected Root Zones of any protected tree.
- Provide Project Arborist to assess and monitor all excavation requirements within the Development zone. The use of alternative excavation will be required. Hydro Vac and/or air spade excavation will be accepted when providing the exploratory root assessment. The Project Arborist shall determine root mitigation prescription. This included root preservation, pruning and further mitigation techniques.

Utility Corridor

- The Services (water, sewer and storm) to be determined at this time. Pending alignment corridors need to be identified.

Tree Mitigation

- Tree removal is not anticipated at this time.

Tree Protection Plan – General Notes

- i. Provide a detailed sign specifying that tree protection measures are in place and will be followed during the project. Fines will be posted for malicious acts and can be placed on individuals who disregard the tree protection plan and its guidelines. Signs will be placed at each entrance of the project detailing what is expected when working in potentially high impact tree protection zones.**
- ii. Provide tree protection fencing for all trees identified with protection requirement in this report. This fencing shall be four (4ft) feet in height and made of orange plastic. If required, header and footer boards will be used to secure the protective fencing. Utilize District of Central Saanich tree protection specifications.**
- iii. Tree protection and root protection signs will be placed on the fencing. No entry will be allowed, unless specified by the project arborist and in their presence while on site.**
- iv. Restrict vehicle traffic to designated access routes and travel lanes to avoid soil compaction and vegetation disturbances.**
- v. Make all necessary precautions to prevent the storage of material, equipment, stockpiling of aggregate or excavated soils within tree protection areas. No dumping of fuels, oils or washing of concrete fluids will be allowed in tree protection zones.**
- vi. Provide an onsite arborist when a risk of root damage, root cutting or limb removal is required within the tree protection zone.**
- vii. Avoid alterations to existing hydrological patterns to minimize vegetation impacts to the site.**
- viii. The use of a project arborist is required to provide layout of tree protection zones. The project arborist(s) will provide pre-construction information to all parties involved with the project. The arborist must be notified 72hrs prior to construction activities in sensitive areas. The project arborist should be used to provide root and branch pruning when diameters are greater than 6cm.**
- ix. At no time will tree protection zones be removed from the project unless approved by the project arborist.**

Excavation Process and Recommendation for Tree Root Zones

1. Provide and schedule Project Arborist to assess site prior to construction.
2. Inventory and identify trees and hazards which could complicate excavation process.
3. Utilize hand tools and cutting equipment when large tree roots are anticipated.
4. Provide small rubber tracked excavation equipment which will reduce soil compaction.
5. Excavator operator must be well informed about dig site and goal to complete project.
6. Use shallow excavation sweeps across the site to establish a depth which roots can be easily identified. (3cm to 5cm in depth of soil for each sweep across the soil face)
7. Roots greater than 6cm in diameter should be preserved and inspected by the Project Arborist. The project arborist shall determine if roots maybe pruned or cut
8. All roots greater than 6cm in diameter should be identified and documented for project records
9. Photos are highly recommended for documentation purposes.
10. **Hand digging and the use of alternative soil removal techniques may be required. Each tree and/or species profile had different demands when excavation is required. Soil profile, rock and grade formations must be considered. Hydro Excavation, Air Excavation and Boring are alternative excavation techniques.**

Role of the Project Arborist

As well as creating the Tree Preservation Plan, the Project Arborist must be on site to supervise work within or immediately adjacent to the tree protection areas identified on the attached tree plan.

The Project Arborist will be present to supervise landscaping operations and activity within the tree protection areas.

At completion of the project, the Project Arborist will confirm that any tree protection or remediation related deficiencies have been addressed by the owner and building contractor. Once all deficiencies (if any) have been remedied, the Project Arborist shall prepare a letter to the City of Victoria confirming completion of the project.

The following is a summary of important roles of the Project Arborist.

- A site meeting is required prior to the commencement of works adjacent to Tree Protection Zones to discuss the preservation plan prior to work commencing on site. **It is the responsibility of the Client to schedule a pre-work site meeting. *72 hrs Notice Required. SSFC 250-893-9056***
- The meeting will review the Tree Protection Plan, Tree Protection Zones and the specific measures required to protect the trees during the site preparation, construction and landscape phases of construction.
- The Project Arborist will inspect the Tree Protection Fencing and any other tree protection measures prior to a tree permit being issued by the City and prior to work commencing on site.
- The Project Arborist will be on site during the following work within or immediately adjacent to the Tree Protection Areas as indicated on the attached Site Plan:
 -
 - ❖ demolition
 - ❖ grading
 - ❖ excavation
 - ❖ rock removal or blasting
 - ❖ trenching for underground services and utilities
 - ❖ preparation of grade for the proposed driveways and parking areas
 - ❖ site inspections to insure adherence to Tree Protection Measures

Arborist Disclosure Statement:

Arborist are tree specialists who use their education, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risks.

Arborist cannot detect every condition that could possibly lead to structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below the ground.

Arborist cannot guarantee that the tree will be healthy and safe under all circumstances, or for a specific period of time. Trees are dynamic specimens, not static. Changes in conditions including the environment are unknown. Remedial treatments cannot be guaranteed.

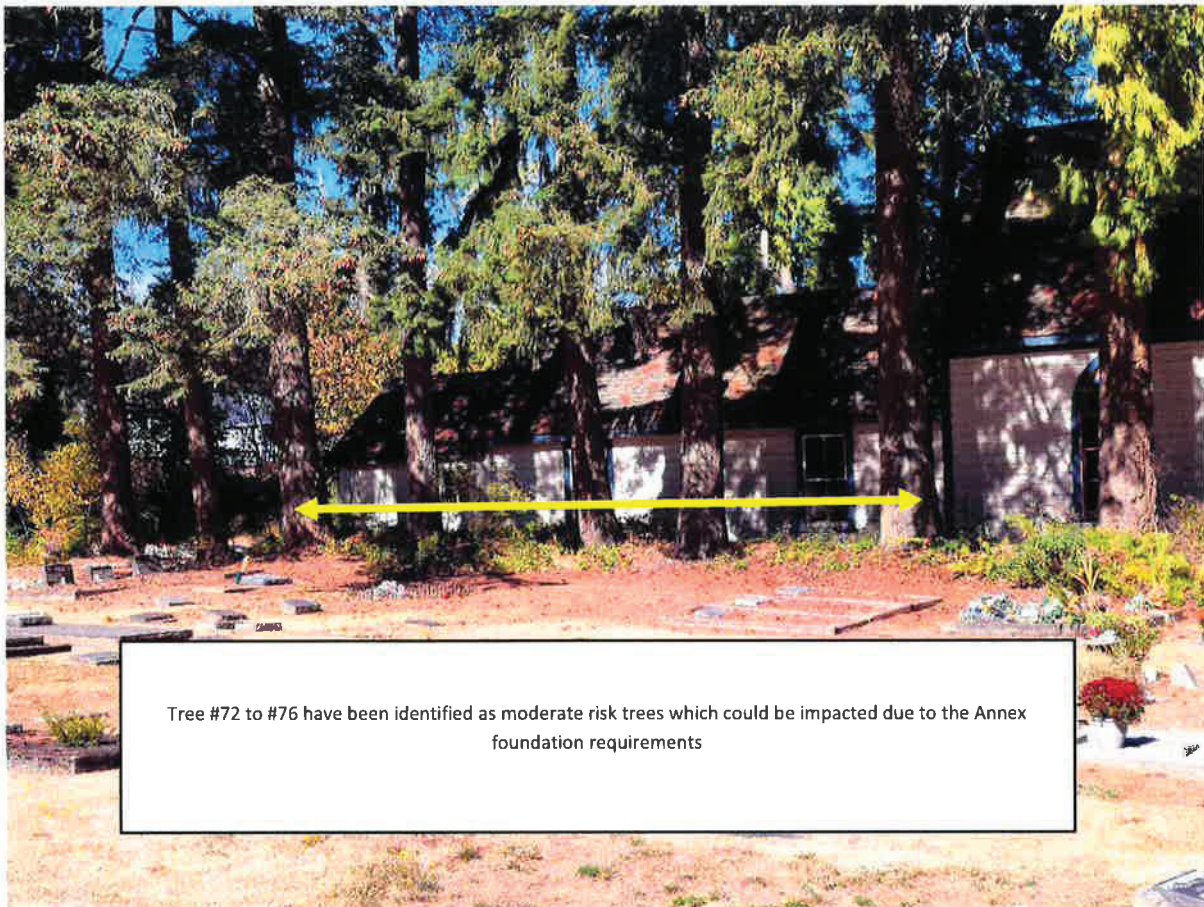
Trees can be managed, but they cannot be controlled. The only way to eliminate all risk is to eliminate all trees.

Michael Butcher, Consulting Arborist
SouthShore Forest Consultants
BSc Forestry
ISA-ON-0583A TRAQ# 1401

ATTACHMENTS

- Appendix A– Site Plan and Photographs

Photo #1– Trees Aligning the South Side of Annex Building



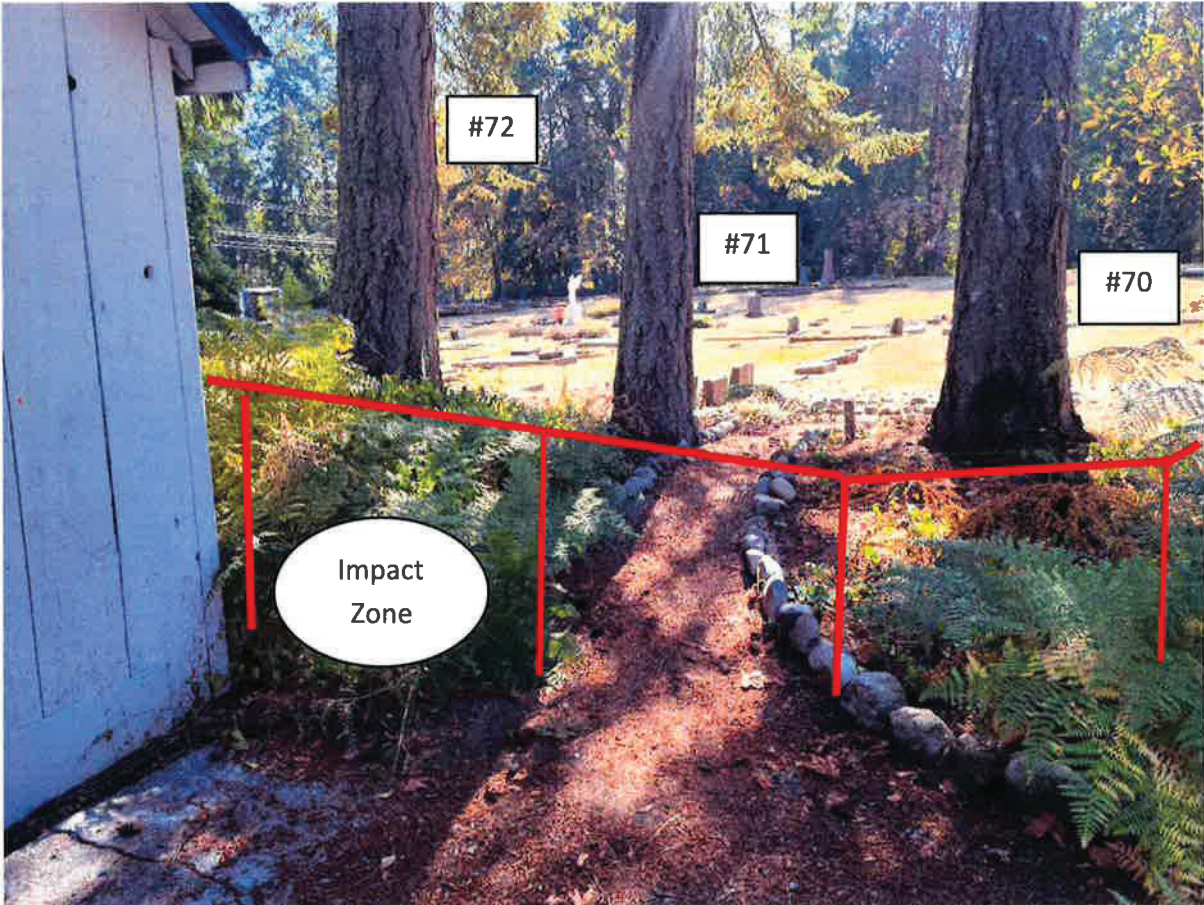
In this photo you can see the row of fir and cedar trees which align the south side of the Annex building.

Photo #2 – Full Canopy Photo



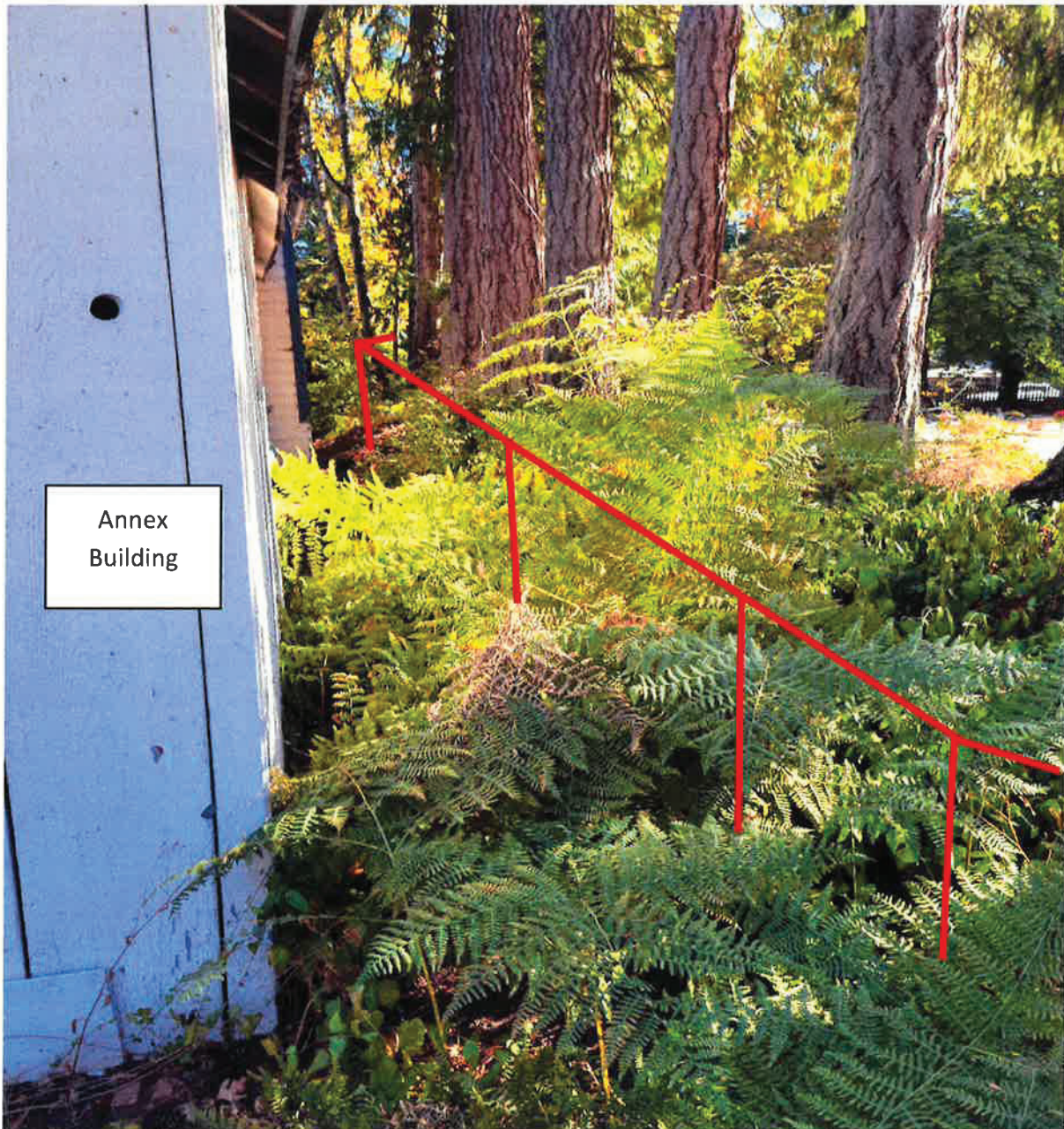
In this photo you can see the entire row of trees which align the Annex building. Each of the trees were assessed to be in fair condition and appeared to be performing well within the site.

Photo #3 – Fir trees #70, #71 & #72



In this photo you can see the approximate positioning of the Tree Protection Fencing (TPF).

Photo #4 – Fir trees #72, #73 & #74, #75 & #76



In this photo you can see the approximate positioning of the TPFing. Preserved the existing ground cover to provide the natural groundcover. **The use of hog-fuel and/or wood chips/mulch could be required (to be evaluated upon the completion of the demolition phase).**

Photo #5 – Exposed Surface Root – Edge of Annex Building



A preliminary exploratory excavation will be required upon the completion of the demolition phase. We will need to assess root size, formation and depth into the development area.

Photo #6 – Exposed Surface Roots – Edge of Annex Building



Photo #4 – Tree Protection Fencing (TPF) – Design



Photo #4 – Tree Protection Fencing (TPF) Signage



To be posted in visible areas of the TPF. As per Reference – District of Saanich

Memo – Notes

Addendum Sheet for Post Assessment Impacts & Photos

Sian Bell

From: [REDACTED]
Sent: Tuesday, July 18, 2023 2:19 PM
To: Planning; Municipal Hall
Cc: [REDACTED]
Subject: 8005 Turgoose Application
Attachments: 20230707 - Archipelago Technical Memo - Habitat Assessment Third Party Review - 8005 Turgoose.pdf

You don't often get email from [REDACTED]. [Learn why this is important](#)

Good afternoon Council and Mr. van der Kamp;

I write to you on behalf of my client Peter Schibli and following up on his submissions submitted at the June 12, 2023 hearing regarding the development application for 8005 Turgoose Terr. to install a dock on the foreshore.

Attached, as mentioned at the June 12 hearing is the review report Mr. Schibli commissioned to comment on the various deficiencies he believed were contained in the Marine Habitat Assessment submitted to the municipality of Central Saanich in support of the application.

I understand that Central Saanich is still awaiting input from the Tsawout Nation on the application but Mr. Schibli felt it was important for the Central Saanich Council to have all relevant information available if or when the Tsawout Nation chooses to provide comment to Central Saanich on the application.

We remain available to provide assistance should there be any questions regarding the above and attached.

Best regards,

Vangenne & Company Law Corporation

Robert T. Vangenne (Mr./he/him)

Barrister & Solicitor

p: [REDACTED]
e: [REDACTED]
w: [REDACTED]



Suite B – 777 Blanshard St, Victoria BC, V8W 2G9

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To: Peter Schibli

Date: 7 July 2023

From: Archipelago Ltd.

Re: Third Party Review – Marine Habitat Assessment Report for Private Moorage Facility at 8005 Turgoose Terrace

1.0 INTRODUCTION

Archipelago Marine Research Ltd. (Archipelago) was retained by Peter Schibli (resident at 8009 Turgoose Terrace, Saanichton, BC) to complete a third-party review of a marine habitat assessment (MHA) completed by Bayshore Planning Services Inc. (Bayshore) and Storm Coast Diving (Storm Coast) (Bayshore and Storm Coast 2022). The MHA was completed in 2022 and submitted to the District of Central Saanich (DCS) in support of a proposed marine-focused project to install a single dock (i.e., moorage facility) for private use for up to two recreational vessels at 8005 Turgoose Terrace in Saanichton Bay, BC (the Project Site). The property is zoned locally as W1.

The intent of the MHA was to summarize biophysical resources at the Project Site and outline potential Project effects that may result in impacts to fish and fish habitat through alteration, disruption, and destruction associated with Project works, including upland portions of the Project that may influence the marine environment or sensitive upland resources. The MHA states it was created as support documentation for submission to the province as required by General Permission Guidelines for Private Moorage.

This Technical Memorandum provides Archipelago's professional judgement of the MHA and summarizes MHA content and how it relates to industry guidelines, municipal requirements, and the current regulatory framework. Our review follows the format and headings of the MHA and includes commentary on biophysical assessment methods, interpretation of available results, species of conservation concern (federal and provincial), and the overall content and findings presented within the MHA and its appendices.

Archipelago did not visit the Project Site and our comments are related exclusively to the MHA and publicly available information (e.g., Google Earth).

This report was prepared by Archipelago for the sole benefit of, and exclusive use by Peter Schibli. The material in this report reflects Archipelago's best judgement considering the information available at the time of preparing the report. Any use that a third party makes of this report, or any reliance on or decisions based on it, is the responsibility of such third parties. Archipelago accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on the information provided herein.

Archipelago has performed the work as described above and made the findings and conclusions set out in this memorandum in a manner consistent with the level of care and skill normally exercised by members of the environmental science profession practicing under similar conditions at the time the work was performed.

This memorandum represents a reasonable review of the information available to Archipelago within the established scope. In preparing this memorandum, Archipelago has relied in good faith on information provided by others as noted in this document and has assumed that the information provided by those individuals is both factual and accurate. Archipelago accepts no responsibility for any deficiency, misstatement or inaccuracy in this report resulting from the information provided by those individuals.

2.0 MHA SECTION 2: PROJECT OVERVIEW

2.1 COMMENT 1 (PROJECT DESCRIPTION)

The Project Site is located within the traditional territory of the WSÁNEĆ on the east side of Turgoose Point near Bazan Bay on the eastern shoreline of Saanich Peninsula and contained wholly adjacent to and along the foreshore of the private residence at 8005 Turgoose Terrace, Saanichton, BC (Project Site approximately located at UTM 10 U 471309 E, 5383027 N). The proposed private moorage (the Project¹) includes:

- installation of eight pilings to a minimum depth of 3.7 m (30 cm diameter; location indeterminate within the MHA)
- a foam encapsulated floating dock with minimum seabed clearance of 1.6 m (expected dimensions = 10 m x 3.658 m),
- an aluminum gangway/bridge and ramp (20.4 m x 1.2 m), and
- a concrete landing located above the natural boundary on the foreshore (no dimension provided; no comments on the level land preparations or influence within the riparian area provided).

Appendix A (Private Moorage Facility Section View of Construction Plan) presents the general layout of the bridge, ramp, and dock infrastructure. The position of Project features in relation to chart datum are not presented. The position and number of piles, location and footprint area of the concrete pad, juxtaposition of the bridge with relation to intertidal and subtidal elevations are not clearly identified. According to the overview drawing, no anchor blocks or chains are required.

Detailed construction drawings were not included within the MHA.

The comment relating to a 3.7 m pile depth is not clear. It is unknown whether the proponent is referring to the depth the pile is seated into the seabed (which is normally a function of substrate cohesiveness, yet no geotechnical survey has been performed) or if this is referring to the minimum height of water above the seated pile. More information required.

No bathymetric survey data nor data relating upland survey control monuments to marine features were presented within the MHA.

The MHA states that the project design is based on a previous design for the property that was never built by the previous owners. This design was not included within the MHA for reference.

No information relating to where materials are being fabricated (i.e., onsite vs. offsite) or what percent of shading/light penetration the materials being used offer are presented.

2.2 COMMENT 2 (LEASE AREA)

The construction, placement, and use of private moorage facilities on Crown land require authorization from the Ministry of Forest, Lands, Natural Resource Operations and Rural Development. Private moorage facilities include docks, boat ways/ramps or boat lifts that are used for private residential use (FLNRORD 2023). No indication of authorization is present within the MHA.

Within Section 2 of the MHA, it states a “former lease boundary of unsurveyed Crown foreshore habitat adjacent to the upland property...”. Permission No. v920510 is provided within the MHA; however, the inclusion of the term ‘former lease boundary’ does not provide clarity on the status of the Permission No. This reference appears to infer that a lease for this foreshore area no longer exists; however, attaining one is required prior to the onset of

¹ Note: The MHA states that the current project design is based on a previous design that was submitted for approval (2012) by the previous property owners. Documentation associated with previous iterations of the dock have not been included in this review.

the Project. Therefore, if a required lease has yet to be retained for the Project, inclusion of the state of the application and/or active foreshore lease documentation would be beneficial to reviewers.

Private moorage applications within BC require a management plan to accompany submission (BC 2022). No separate management plan was presented as part of the MHA.

Figure 2b (Titled ‘New Layout Option’) provides a plan view (aerial) perspective of the Project Site with relation to a ‘boundary’. The ‘boundary’ may relate to the former lease, but this is not stipulated.

2.3 COMMENT 3 (TIMING WINDOWS)

Section 2 of the MHA contains general information on mitigation planning and general statements on least risk timing windows available from Fisheries and Oceans Canada (DFO). Timing windows assist with planning and are an important tool to time work in or around marine/estuarine water to respect the timing windows for in-water works identified for specific areas to protect fish, including their eggs, juveniles, spawning adults and/or the organisms upon which they feed (DFO 2023a).

In Section 2.3 (Project Overview – Project Description), the MHA proposes initial mitigation plans to prevent impacts to fish and fish habitat. Installation of the private moorage is proposed to occur within the DFO’s preferred fisheries windows July 1 – October 1 or December 1 – February 15. The work will be done by barge, so to avoid grounding the equipment, installation is slated to occur during rising tides exclusively. The MHA states construction would occur within prescribed timing windows for Area 19.

Neither a detailed schedule nor a preliminary tentative schedule are presented within the MHA; however, the installation is expected to last 7 days.

2.4 COMMENT 4 (SPECIAL INTEREST GROUPS)

Special Interest Groups (MHA Section 2.4) - The MHA states a consultation process with the municipality and local First Nations would occur. A request for Archaeological Sites with the BC Provincial Archaeology Branch has also been submitted. No updated information from the request is available within the MHA. No Chance Find plan or similar is referenced. The MHA stated construction activities have a ‘low’ probability of encountering heritage and/or cultural material. No reference related to who has professionally gauged the probability for encounter as ‘low’ was provided.

The MHA stated construction must be halted in the event ‘cultural finds’ are encountered; however information on what types or artifacts and where they may be encountered is lacking.

No information on planned consultation with local First Nations is presented within the document.

3.0 MHA SECTION 3: STUDY METHODS

The Study Methods section of the MHA broadly outlines two main components that were included as the habitat assessment methodology employed by Bayshore and Storm Coast: a literature review, and habitat survey.

3.1 COMMENT 1 (RELEVANT SPECIES AT RISK)

Section 3 of the MHA contains a short list of species at risk labeled as potentially present within 1 km of the Project Site. The list, presented in Table 1 of the MHA, appears to originate from the BC Conservation Data Centre (BC CDC). The BC CDC provides a database of all species with potential presence but can be queried by conservation status, biogeoclimatic region, taxonomic group, forest district, and other categories. The list provided in Table 1 of the MHA contains only three species (one bird and two plants) and is incomplete. Multiple species with potential

for encounter are missing. Additionally, information related to what categories were queried is not present. No information regarding upland ecological communities or their conservation status was provided.

No information on the probability of encounter (e.g., high, medium, low), migratory movements with relation to project timing, nesting, local habitat use, or information on why species at risk would not be encountered is provided. MHA Appendix C (Species at Risk federal registry [*Species at Risk Act* [SARA] Schedule 1]), identifies several marine species at risk that potentially use the habitat present within the search boundary (i.e., the Project site) but these have not been listed in Table 1. For reasons unknown, the MHA excludes these species from Table 1, stating that they are not anticipated to inhabit the Project site or surrounding habitat; no justification is provided for their exclusion.

Among the list of species at risk potentially present at the Project Site, northern abalone (*Haliotis kamtschatkana*; SARA Schedule 1 [Endangered]) is a species often encountered in local waters. Northern abalone are associated with harder substrates in the intertidal and shallow subtidal zone and occur mostly near shore at depths no greater than 10 m (DFO 2007); as stated in Section 4 of the MHA, these are the habitat features present within the Project Site. No justifiable reason to exclude consideration of northern abalone is provided.

Olympia oyster (*Ostrea lurida*) is another species at risk (SARA Schedule 1 [Special Concern]) that is encountered locally. As stated in the MHA, the Project Site is in the Southern Gulf Island eco-section (Demarchi 2011), an area in which the Olympia oysters occur (Polson and Zacherl 2009). Like northern abalone, Olympia oysters occur on hard substrates in both the intertidal and shallow subtidal zones (Polson and Zacherl 2009); therefore, the Olympia oyster may be present in and around the Project Site. No mention of Olympia oyster is presented.

3.2 COMMENT 2 (SPECIES AT RISK ACT)

Although Section 3 of the MHA specifically addresses species at risk, the Regulatory Framework summary (MHA Section 3.1.3) makes no mention of the SARA. The SARA states that any activity that could affect a wildlife species at risk listed on Schedule 1 of the SARA (e.g., northern abalone) requires a SARA permit for relocation. Given that the MHA indicates that northern abalone are potentially present in and around the Project Site (as presented in Appendix C), surveys specific to species at risk (i.e., dive surveys) are required; SARA specific permits to handle, transport, and relocate individuals (Transfer of Fish permit) to a permitted, pre-determined relocation site may also be required prior Project related activity commencement.

3.3 COMMENT 3 (WATER DEPTH)

The design of the Habitat Survey (MHA Section 3.2) describes the placement of five 15 m transects running parallel to the shoreline with increasing depth, and four quadrats placed adjacent to each transect at 5 m intervals. The data collected included counts of observed fish and mobile invertebrate species and percent cover of sessile invertebrates, vegetation, and substrate. However, the collection of other basic, standard data is absent from the methods. Survey depths and tidal state relative to chart datum are not provided but are important inclusions for assessment. Water depth and tidal zone (e.g., intertidal, subtidal) are major determining factors that shape biodiversity patterns, and without data on basic habitat features with relation to tidal elevation, the location of intertidal and subtidal boundary cannot properly be assessed, and subsequently the risk of Project activities to fish and fish habitat largely unavailable.

No diver based maximum depth corrected to chart datum was provided. The offshore extent of the survey is unclear. No tabulated quadrat data was presented within the report.

3.4 COMMENT 4 (ABALONE SURVEYS)

As stated above (Section 3.1 of this document), the MHA identifies northern abalone as a species at risk that may occur within and around the Project Site. Given that the Project has the potential to affect northern abalone, a

species protected under the SARA, a SARA permit may be required. As a requirement of the SARA permit, one or more abalone-specific surveys are required, which are to specifically occur at nighttime when abalone are most active. Methods for this type of survey should follow DFO protocols (DFO 2016). Abalone surveys are conducted at night in order to increase observability. Based on the quadrat observations, the MHA dive survey was likely conducted during daytime; no mention of timing during the day was presented within the report.

3.5 COMMENT 5 (SURVEY TIMING)

The MHA survey was conducted in November. This is outside the productive growing season for vegetation (generally recognized as May through September locally). Accurate qualitative values for sensitive habitats for perennial and annual species including eelgrass and kelps, respectively, would be unavailable during the survey period.

4.0 MHA SECTION 4: HABITAT AND SPECIES FINDINGS

4.1 COMMENT 1 (COMMONNESS MEASURE)

Section 4 of the MHA describes a method used to determine ‘commonness’ of the species observed. Commonness therein is a categorical variable determined by the proportion of transects or quadrats that contain each species. However, ‘commonness’ is not properly defined in the MHA, which is important given the numerous definitions for the word (Preston 1948). Furthermore, it is unclear if the method used therein provides a measure of commonness at all. For instance, the MHA states that the coonstripe shrimp (*Pandalus danae*) occurs in four of five transects, and concludes it is common in the Project Site. In contrast, the coonstripe shrimp occurs in four of 20 quadrats, so the MHA concludes it is an uncommon species as well; this contradiction is not addressed in the MHA. A related example includes one nudibranch species (*Montereina nobilis*) being considered moderately common (MHA Table 3), yet the relative abundance of this species, a method used to measure commonness (Preston 1948), is much lower than that of another nudibranch (*Onchidoris bilamellata*), which is considered uncommon; these contradictions are not addressed within the MHA. The ‘commonness’ measure used therein appears to be a measure of spatial homogeneity, which may explain the incongruence with relative abundance values. Especially given that the survey design laid transects parallel to the shoreline, the species with a broad depth range are considered more common than those with a narrow depth range, even if they are less common (lower density or relative abundance). In order to provide comparability between transects, the transects should have been surveyed in a shore perpendicular orientation, as stated in DFO protocols (e.g., DFO 2016).

4.2 COMMENT 2 (DENSITY MEASURE)

Section 4 of the MHA provides measures of density (individuals/m²); however, the MHA does not provide a description of how density was calculated precisely. Often, the reason quadrats and transects are used in marine surveys is to collect a representative sample of the study area to infer information about the entire study area. The survey design of the MHA is not suitable for this due to the lack of stratified sampling and shore-parallel transects. Thereby density values appear to represent the frequency of individuals observed within the transects and quadrats alone; the transect-derived and quadrat-derived density values represent only 30% and 4% of study area respectively.

4.3 COMMENT 3 (PROJECT SITE OVERVIEW)

Due to the inherent lack of representative data given by the transect- and quadrat-focused surveys, little information providing an overview of the Project Site is presented. General substrate composition is given for the Project Site (MHA Figure 4), but no overall information is given for vegetation, which is a concern when assessing the potential effects from Project shading.

No notes or comments are provided with relation to incidental observations of fauna observed outside transects or quadrats.

Additionally, a complete list of provincially and federally listed species of conservation concern is missing. Avian species at risk associated with the coastal waters of southeastern Vancouver Island include but are not limited to double-crested cormorant (*Phalacrocorax auritus*), marbled murrelet (*Brachyramphus marmoratus*), western grebe (*Aechmophorus occidentalis*), and great blue herons (*Ardea herodias fannini*). These species and others may frequent the area and are of potential concern (SARA 2002) but the report completely fails to provide the necessary comprehensive list a reviewer would require to ascertain the full relationship between Project Site, construction activities, and their associated potential impacts.

5.0 MHA SECTION 5: POTENTIAL IMPACTS

5.1 COMMENT 1 (MISPLACED PROJECT INFORMATION)

The Potential Impacts section of the MHA provides a list of general environmental impacts imposed by private moorage facilities and the activities needed for installation; this list would have been more appropriately placed in Sections 2 or Section 3, as the stated impacts would have provided context to support and shape the assessment methodology. For example, shading effects of docks are listed as a concern; therefore, providing results for the photosynthesizing organisms would have addressed this concern. Overall, the results within the MHA have little to no influence on the contents of this section.

6.0 MHA SECTION 6: MITIGATION RECOMMENDATIONS

6.1 COMMENT 1 (MISSING INFORMATION)

The Mitigation Recommendations section of the MHA provides a general list of varying measures that are to be employed during the installation of the private moorage facilities. Overall, the categorical breadth of mitigation measures encompasses various aspects of construction and are directly applicable; however, more detailed information is needed. For example, the MHA states that permeable aluminum grating will be used for the walkway between the foreshore and the dock, but it is unclear what specific material is proposed and how much light will penetrate (i.e., percent permeation) through the grated walkway. Same comment for the float structure.

The MHA also states that the dock is adequate for small vessel traffic, avoiding propwash effects on marine vegetation. However, it is unclear what constitutes a small vessel, and it is unclear what the water depth below the dock is expected to be when low-low tides occur. In reference to the activity described for work vessels, the MHA also does not specify what depth is considered deep enough to prevent propeller wash disturbance or if grounding will occur. The MHA states that a geotechnical assessment of the Project is to occur prior to Project activities, but more information is needed about the details entailing this and other activities. The level of detail presented offers few specificities.

The description of the environmental monitoring covers most of the requirements for the Project, although some aspects are missing. There are no references to the *Species at Risk Act*, which include all the work required if northern abalone are present in the Project area. There are also no references to any monitoring activities during work within the riparian zone, which will be required during both Phase 1 and Phase 3 of the Project activities that involve work in the foreshore. According to the methods the mid and upper intertidal, and foreshore areas were not quantitatively surveyed.

A project-specific Environmental Management Plan that includes a complete suite of prescriptive measures to reduce and/or avoid potential negative effects of project construction should be prepared. At minimum, the Plan should include details involving air quality (dust and noise), erosion and sediment control, waste management,

hazardous materials, spill prevention and response, underwater noise, species at risk, migratory birds, cultural and heritage considerations, inputs from stakeholders, and industry best management practices, provincial guidelines, and regulatory requirements. No Plan was mentioned or presented within the MHA.

6.2 COMMENT 2 (PILE DRIVING)

The MHA states piles will be of marine grade quality and not anticipated to leach into the surrounding environment. It further states that steel piles will be driven into the seabed and the footprint consists of mud, boulder, cobble, and bedrock. It is stated that a vibrohammer is expected to be sufficient for penetration, but an impact hammer may be required, drilling may also be required. Environmental mitigation measures listed within the MHA do not effectively attend to impacts related to impact pile driving or drilling. No mention of noise thresholds and cumulative limits for noise are presented or their potential effects on marine life, including Southern Resident Killer whales (another Schedule 1 SARA listed local species).

7.0 MHA SECTION 7: SUMMARY AND CONCLUSIONS

7.1 COMMENT 1 (SPECIES ABUNDANCE)

Section 7 provides a discussion and interpretation of the results produced within the MHA. Given the methodology, the interpretations of the results are overstated. Based on density, abundance, and percent cover calculations, the MHA claims that field surveys showed that the Project Site contains low numbers of all organisms observed; however, the results do not provide any evidence for the claim.

First, as stated above, the density calculations do not represent the Project Site as a whole; they represent the area covered by the transects and the quadrats, which are 30% and 4% of the Project Site area, respectively. Therefore, these density values do not provide enough evidence to make this claim outright.

Second, there is no basis for which to determine if the density values should be considered low. The Literature Review section provides no references for density values typically observed among comparative populations of the various species observed during the survey. There are also no specifications defining the density thresholds that would differentiate high and low numbers of organisms.

Third, the abundance and percent cover values cannot conclude anything about whether the numbers are “high” or “low”. Both the abundance and percent cover values are relative variables, which provide no information about the actual population size of any species.

The results as presented are relative to themselves and meaningless in a broader sense.

7.2 COMMENT 2 (SIGNIFICANT SPECIES AND HABITAT)

The MHA states that no species at risk were observed during the surveys. However, no surveys were conducted to specifically search for the relevant species at risk. Therefore, the due diligence outlined in the SARA was not met during this survey.

The MHA also states that no ecologically significant species or habitats were recorded. However, there are no specifications that would define a significant species or habitat. For example, English sole (*Parophrys vetulus*) are present in the Project Site, and given that they have been used as indicator species (e.g. West et al. 2017), one could argue that it is a significant species.

7.3 COMMENT 3 (ENVIRONMENTAL MONITORING SERVICES)

The MHA states that Storm Coast is available to provide Environmental Monitoring (EM) services. However, EM services need to be conducted by an accredited Qualified Environmental Professional (QEP). Environmental

monitors during construction will need to demonstrate suitable qualifications and have relevant education, experience, and be in good standing with an accredited organization as recognized under the *Professional Governance Act* (BC 2023).

8.0 GENERAL COMMENTS

8.1 COMMENT 1 (CONTENT LIMITATIONS)

Archipelago's review of the MHA was limited to a photocopied version provided indirectly by DCS through Peter Schibli. As such, finer details and small fonts associated with figure content (e.g., notes and descriptions associated with information to create drawings sets and Figures) were difficult to view.

The Project Site plan (Figure 2b) was not provided in conjunction with an official upland or bathymetric survey. Project interactions and potential impacts to the foreshore and intertidal portions of the project are more difficult to assess without corrected elevations to chart datum or offset from geodetic datum.

8.2 COMMENT 2 (DFO INPUT)

The MHA states the Project will be submitted to DFO for review² (BC 2023). Archipelago recommends the DCS include DFO's response to the habitat assessment report as part of their decision framework prior to finalizing planning decisions. No reference or citation was presented to provide available DFO guidance material to assist the reviewer in effectively assessing the MHA's ability to appropriately consider the potential cause-effect relationship for all Project components and the mechanisms by which project-specific stressors may lead to negative effects to the receiving environment (DFO 2023b).

8.3 COMMENT 3 (SUITABLE DEPTH)

The floating dock is described within the MHA to be minimum 1.6 m above the seabed. In-water elevations in Figure 2a and Figure 2b were made available by 'basic soundings' as noted on the figure. Without the presence of detailed bathymetry, the final location and length of adjoining dock features (i.e., walkway/bridge and gang way/ramp) are approximate. Anecdotal comment from Peter Schibli suggests the depth of water during lower tide events may not allow the dock to be positioned as currently proposed and still allow for a difference between the bottom of all portions of the dock and the seabed to be equal or greater than 1.6 m as suggested within the MHA.

If this is the case, then the bridge and gangway will be required to be lengthened, thereby potentially limiting adjacent property owner riparian access rights (BC 2022).

8.4 COMMENT 4 (SURVEY PROCEDURES)

The MHA states that the methodology outlined in the Habitat Survey section was conducted in accordance with DFO marine habitat and species characterization procedures, but there is no in-text citation to a document that outlines such procedures, nor does the Reference list provide any relevant citation. Archipelago cannot confirm that Storm Coast followed DFO survey procedures.

8.5 COMMENT 5 (DOCUMENT STRUCTURE)

Several shortcomings are present within the overall layout and structure of the MHA.

² DFO's Fish and Fish Habitat Protection Program ensures compliance with relevant provisions under the *Fisheries Act* and the *Species at Risk Act*. The formal review process requires submission support from qualified environmental professionals. Qualified environmental professionals are required to only act for the portion of an assessment that is within their area of expertise, and be registered in good standing with a professional affiliation working under the oversight of the *Professional Governance Act* (BC 2023).

The referencing system within the document is inconsistent and difficult to navigate. Although a list of reviewed data sources is provided in the Reference section, almost no in-text citations are made throughout the document; in-text citations that do appear are not present in the Reference section. It is also unclear how much review of the literature was done. For instance, in section 3.1.1 (MHA Anticipated Habitat and Species Utilization), the information provided does not require a review of literature. Furthermore, it is unclear if all the references provided in the Reference section are used in the text of the MHA due to the lack of in-text citations. For example, Simpson (1949), a paper that describes a type of diversity measurement (beta-diversity), is referenced, yet the report provides no measures of beta-diversity.

Additionally, the order in which information is presented in the document is not always logically sequential. Section 5 (Potential Impacts) could have been included within Section 2 (Project Overview) or a table presented that outlines what aspects of construction and project parts will be affected by what variables. The document does not effectively link cause and effects for all aspects of the Project.

The analytical methods described in Section 4 (Habitat and Species Findings), such as the ‘commonness’ measure, would have been more appropriately included in Section 3 (Study Methods).

Although a broad objective was presented in Section 1, no specific objectives related to the methodology are provided. Clear objectives are crucial to ensure the appropriate application of specific methodologies. Without these more specific objectives, the methods used in this study were largely not appropriate. The results from Section 4 also were not specifically referred to and do not inform any of the recommendations presented in Section 6 (Mitigation Recommendations).

8.6 COMMENT 6 (PROFESSIONAL BIOLOGIST)

Mr. Chris O’Sullivan is the individual that acted as the professional biologist who reviewed and signed off on the MHA. The MHA states that Mr. O’Sullivan is accredited Professional Biologist (P.Biol.) with the registrant number #5977. However, upon review of the Alberta Society of Professional Biologists (ASPB) registry of accredited professional biologists, Mr. O’Sullivan does not appear on the list, nor does his registrant number. If Mr. O’Sullivan was accredited at the time of signing (4 April 2022), then confirmation of this may be required. Upon review of the College of Applied Biology (CAB) of British Columbia, a Chris O’Sullivan is registered as an RPBio with the number #4170. If this is the same Chris O’Sullivan who reviewed and signed this MHA, confirmation will be required and updated credentials are appropriate for future versions of the report.

SUMMARY OF THE TECHNICAL MEMORANDUM

Archipelago was retained by Peter Schibli to provide professional judgement and 3rd party review of Bayshore and Storm Coast's MHA. The objective of the MHA was to summarize biophysical resources and potential project impacts to fish and fish habitat at the Site.

Archipelago's objectives were to review MHA components and their relation to industry guidelines, municipal requirements/eligibility, and relevant applicable government regulations and Acts.

It is Archipelago's opinion that the MHA lacks a complete set of appropriate components to effectively assess all biophysical resources at the Project Site. The MHA contains no figures or detailed construction drawings outlining infrastructure components and their relative position to detailed bathymetry/elevation.

The MHA does not clearly outline the status of the homeowner's provincial foreshore lease.

The MHA does not include information on First Nations consultancy or feedback from adjacent property owners and their potentially obstructed access to riparian areas.

A detailed list of applicable species of conservation concern with the potential for encounter and how their life history and habitat use overlap with the Project Site was not included in the MHA, including the ineffective exhibition of both provincially and federally species at risk. The lack of data within the MHA affected the assessment and suitability of the analytical methods provided within the report.

Overall, the MHA lacks the appropriate detailed level of care, understanding, and due diligence required to effectively assess the Project Site for physical and biological resources.

9.0 CLOSURE

Please contact the undersigned at 250-383-4535 or by email if you have any questions or comments regarding this document.



Andrew Rippington, RPBio
Senior Biologist



Thomas Giguère, MSc, RPBio (pending)
Marine Biologist

REFERENCES

- Bayshore (Bayshore Planning Services Inc.) and Storm Coast (Storm Coast Diving), 2022, *Marine Habitat Assessment Report for Private Moorage Facility*. Prepared for [redacted by DCS]. Submitted April 2022.
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Central Saanich Lawn Bowls Club
1800 Hovey Road
Saanichton, B.C. V8M 1N4
Website: csaanichlawnbowls.com

Mayor Windsor and Council
District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, B.C. V8M 2A9

September 1, 2023

Dear Mayor Windsor and Council

The Central Saanich Lawn Bowls Club will be celebrating our 40th anniversary in 2024. Our club offers a variety of activities for all ages, but more specifically the seniors in our community. Activities include outdoor lawn bowling (April to October), indoor activities such as Carpet bowling, Short Mat bowling, and variety of card games year-round, as well as many fundraising and social events throughout the year.

Our members volunteer hundreds of hours in maintaining the property and contract out other work (i.e. trimming cedar hedges). The Club maintains our greens at a cost of approximately \$20,000.00 per year which includes a part-time greenskeeper. The club is in dire need of a roller for our greens. The roller is required for improving surface smoothness, uniformity, and increasing the green speed. For the past couple of years, we have been borrowing rollers which is not always the most convenient for our greenskeeper or cost effective for the club. The Club has attempted to find a used roller for our Club without success. A new roller is approximately \$14,000.00. The Club would like the District of Central Saanich to consider purchasing this equipment in whole or in part. This equipment is essential in the maintenance of the greens and for providing a better playing surface for our members and visitors alike. By having a smoother surface and faster green speed the senior members (the Club has active members in their 80's and 90's) do not have to expend as much energy to roll the bowls down the green, thus they are more likely able to bowl later in their life. A typical 12-end game takes approximately 1.5 hours to play, with members rolling between 36-48 bowls each and walk approximately one kilometre.

Health professionals worldwide have recommended playing bowls, particularly our seniors, as it provides several health benefits, including:

1. Improves fitness (maintaining muscle mass, low impact form of exercise is kind to muscles and joints)
2. Improves vascular health.
3. Improved coordination and skill development.
4. Improves cognitive health.
5. Increases confidence and self-esteem.
6. Enhances mental well-being.
7. Improves mood, social relationships and enjoyment.

Thank you for considering this request and look forward to hearing from you.

Respectfully submitted,

Gord Gummer, Secretary
Central Saanich Lawn Bowls Club
(250) 818-0097



SEP 05 2023

1254320

Via email: municipal.hall@csaanich.ca

Their Worship Ryan Windsor
Mayor of the District of Central Saanich
1903 Mt. Newton Cross Rd
Saanichton BC V8M 2A9

Dear Mayor Windsor: *RYAN*

Thank you for your letter of March 7, 2023, regarding the child care shortage in the province. I am pleased to respond to your letter and apologize for the delay.

Your request for the number of child care spaces as a ratio of the population of 0 to 12 years of age cannot be completed as this information is not held by the Ministry of Health (the Ministry) nor by the Community Care Facilities Licensing Program. Licensed Child Care facilities are issued a maximum capacity of children who can be provided care; however, it is not known how many children attend on a full or part time basis, which may result in a number of children sharing one space. Records of the overall total of attendance is also not maintained by health authorities. As you have indicated in your letter, the Ministry of Education and Child Care does have information about the number of licensed spaces receiving operating funding from their Ministry.

It is acknowledged that The Central Saanich Council would like the Ministry to work with Health Authorities and the Ministry of Education and Child Care to develop and implement an Outdoor Child Care pilot, and that Washington State may provide learnings related to the future licensing of outdoor child care in British Columbia.

The Ministry works closely with all five health authorities across the province, and we are aware of the continued demand for more licensed child care spaces, as well as the growing interest in outdoor child care as an option for families.

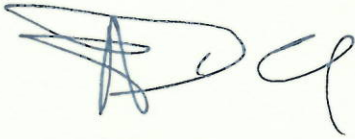
I will ensure your suggestions are shared with the Director of the Community Care Facility Licensing program, should the opportunity arise for changes to be made to the Community Care and Assisted Living Act (CCALA) and the Child Care Licensing Regulation.

...2

- 2 -

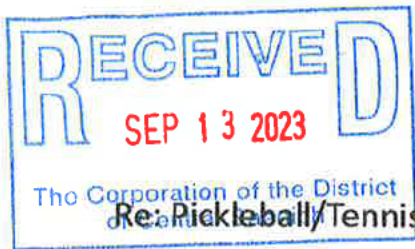
I appreciate the initiative of your district and thank you for taking the time to write and share your concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Adrian Dix', with a stylized flourish at the end.

Adrian Dix
Minister

pc: Honourable Mitzi Dean, Minister of Children and Family Development
Honourable Rachna Singh, Minister of Education and Child Care
Honourable Grace Lore, Minister of State for Child Care



To Mayor and Council

Re: Pickleball/Tennis Court at Centennial

September 12, 2023

After waiting for months to have a permanent Pickleball court, Central Saanich has instead opted to try to appease both Pickleball and Tennis players. As one Tennis player said, "Pickleball and Tennis do not mix, its just that simple". Yet, Pickleball has to "share" courts not only with Tennis but also Lacrosse. Two pickleball courts have been painted on the Lacrosse Box playing area, on a very rough surface. Once again Pickleball is shared with yet another sport, on their surfaces.

The court in question in Centennial is 60 x 110. There is adequate room to put in 3 permanent pickleball courts quite easily, not to mention an increase in revenue for the coffers at Central Saanich. It is the ideal spot to "re-surface" once again and install the courts and keep the sports separate. To simply paint over tennis lines and have two nets that have to be set up and taken down each time is unacceptable.

Tennis players lobbied for the tennis courts long before Pickleball came along and they should be acknowledged for all their efforts, however, the courts are now under utilized and the popularity of Pickleball has quickly outgrown the facilities available for residents to engage in this activity.

And this from the Victoria Regional Pickleball Association:

"This game of ours which is on fire across the country is building momentum here in the Region.

VRPA is viewing the design for 11 outdoor dedicated courts at Topaz Park this week. The District of Saanich is in planning stages for 6 courts at Fowler Park and the Pauquachin First Nations who acquired Glen Meadows golf course are seriously contemplating converting 3 tennis courts into a beautiful 8 dedicated pickleball court hub. The Township of Esquimalt is also seriously contemplating a 4-court indoor hub in March 2024. Soon the grief of limited dedicated court space will be somewhat alleviated. Regrets, I wish I could announce a 12-court dome facility but that remains elusive but not for want of trying".

Respectfully, I urge the council to review the number of pickleball players and the demand for a facility to accommodate this active group. Pickleball is a social, age inclusive game that is beneficial for the age groups that are residents of the area.

Robert M Cuvelier

Central Saanich Resident



R. M. Cuvelier



11th Sept

2023

Mayor and Counsel
Central Saanich.

As a home owner, taxpayer and pickleball player I would like to comment on the rejuvenated tennis courts across from Centennial Park.

I was impressed with the resurfacing and repainting of the tennis court lines, but was very disappointed with the few extra painted lines on # one court to make two temporary pickleball ball courts.

They are temporary because the nets have to be put up and taken down after each usage. You now have three designated tennis courts and no designated pickleball courts. Tennis players like to play on # one court as they don't have to chase the balls as far. If court #one is in use for tennis there are no pickleball courts available.

I don't know who designed and approved the changes but you missed a golden opportunity to correct a situation that's not going away, and that is there are more and more Pickleball players coming on board. You could have created two maybe three designated permanent pickleball courts. The way they are now designed, neither tennis players and certainly not Pickleball players are happy or impressed as the Pickleball players ended up with no designated courts and Tennis players have to put up with all the extra lines.

Poor planning has managed to alienate all concerned and make Pickleballers feel like second case citizens.

Yours sincerely,

Dale Sjerven

Central Saanich Mayor and Council,



The residents of 2151 Panaview Heights
one or two homes facing Panaview Hts.

We do have some concerns.

- ① Since the building of homes on Timber Ridge Crt,
we do have decreased water pressure. With the
building of two more homes on 7214 Veyaness property,
could this please be looked into.
- ② Drainage and flooding - The puddle at the corner of
Veyaness and Panaview could this be repaired by inserting a
drainage pipe along Veyaness area?
Then the coverage of the ditch by this area could give
parking spaces for the residents on Veyaness area.
- ③ Safety due to increase traffic on Veyaness Rd. A
cross walk and light at the corner of Veyaness Rd and
Timber Ridge Crt. would be safer for children and
people of all ages. This would also help the side roads
to exit easier.
Also it would be a help for Emergency Vehicles.

Thank You for your Consideration

Barb and Diana Schulz

Sian Bell

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Thursday, September 21, 2023 11:35 AM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Thursday, September 21, 2023 - 11:35

Submitted by user: Anonymous

Submitted values are:

Subject: INVITATION to CSaan Equestrian Meet & Greet October 26th

First & Last Name: Lin Phillips

Phone Number: [REDACTED]

Address: [REDACTED] Stellys Cross Road

Neighbourhood: Brentwood Bay

Email: [REDACTED]

Message:

The Central Saanich Equestrian and Horse Community

<https://www.facebook.com/groups/centralsaanichequestrians> is hosting a Fall Meet & Greet>

WHERE: Greenhawk Equestrian Supply @ 7154 W Saanich Rd, Brentwood Bay

WHEN: Thursday, October 26th

TIME: 6:30pm.

WHAT: Get to know each other, talk about Emergency Planning & Livestock

Lisa Banfield, Emergency Program Manager at Central Saanich Fire will be providing a brief intro to emergency planning and then get to meet and hear from local equestrians and horse owners, who would like to develop Wildfire Evacuation plans, routes and protocols for Central Saanich Livestock.

We'd love to see some Council members there that night, to also introduce themselves, get to know some of the local equestrians and hear ideas and concerns about wildfire evacuation of horses, in case of a future emergency.

Its a great chance to get to know some people in this huge equestrian community in Central Saanich and start to work together.

The results of this submission may be viewed at:

/node/295/submission/17489