

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

Monday, May 12, 2025, 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 S̱XÁUTW (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the May 12, 2025 Regular Council Meeting

Recommendation:

That the agenda of the May 12, 2025 Regular Council meeting be approved as circulated.

4. ADOPTION OF MINUTES

4.1 Minutes from the April 28, 2025 Regular Council Meeting

Recommendation:

That the minutes from the April 28, 2025 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	<u>2024 Audited Financial Statements</u>	16
	Presentation by Lenora Lee, KPMG on the 2024 Audit Findings report.	
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9.	CORRESPONDENCE (Action Required or Recommended)	
9.1	<u>Corr Seewald, J re Letter of Support - April 24, 2025</u>	51
	Correspondence from the Central Saanich Lawn Bowling Club dated April 24, 2025 regarding a request for letter of support for a grant application.	
	Staff recommendation: <i>That the District write a letter of support for the Central Saanich Lawn Bowling Club for their BC Gaming Grant application.</i>	
9.2	<u>Corr Holland, D re Changes to Booking with HandyDART - April 27, 2025</u>	52
	Correspondence from D. Holland dated April 27, 2025 regarding concerns with HandyDART.	
	Staff recommendation: <i>That the correspondence from D. Holland dated April 27, 2025 be referred to the Saanich Peninsula Accessibility Advisory Committee and the Accessible Transportation Advisory Committee.</i>	
10.	REPORTS OF COMMITTEES/MAYOR'S REPORT	
10.1	<u>COTW (Committee of the Whole)</u>	
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11.2	<u>7180 East Saanich Road – Temporary Use Permit</u>	91
	Report from the Director of Planning and Building Services.	
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	Report from the Director of Engineering.	
	<i>For information.</i>	
11.4	<u>Q1 2025 Strategic Implementation Plan Progress</u>	119
	Report from the Chief Administrative Officer.	
	<i>For information.</i>	

11.5	<u>Q1 2025 Strategic Implementation Plan - Capital Update</u> Report from the Director of Engineering.	134
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	Recommendation: <i>That Five Year Financial Plan Bylaw No. 2234, 2025 be adopted.</i>	
12.1.2	<u>Tax Rates Bylaw No. 2235, 2025</u> Report from the April 28, 2025 RCM.	156
	Recommendation: <i>That Tax Rates Bylaw No. 2235, 2025 be adopted.</i>	
12.1.3	<u>Light Industrial Zoning Bylaw Update</u> <u>From the April 28, 2025 RCM.</u>	158
	Attachments: <ul style="list-style-type: none"> • Bylaw No. 2223 • Bylaw No. 2233 	
	Recommendation: <i>That Zoning Amendment Bylaw No. 2223 (I1 - Light Industrial Zoning) be adopted.</i>	
	Recommendation: <i>That Zoning Amendment Bylaw No. 2233 (CD-1 Zoning) be adopted.</i>	
12.2	<u>Development Application Bylaws</u>	
12.2.1	<u>7840 Lochside Dr. – Rezoning, Development Permit and Subdivision (Mixed-Use)</u> Report from the Director of Planning and Building Services.	164

Recommendation:

1. *That the Rezoning and Development Permit with Variances applications for the project at 7840 Lochside Drive be referred to the Advisory Planning Commission.*
2. *That notice of First Reading be given and that, with regard to Development Permit Application 3060-20-23/23 (7840 Lochside Dr), staff schedule an Opportunity to be Heard on the following variances:*
 - *To increase the maximum height for a Residential Apartment building on proposed Lot 1 from 15.0 m to 21.7 m;*
 - *To reduce the rear yard setback for the residential building on Lot 1 from 10.5 m to 6.0 m;*
 - *To reduce the side (north) yard setback for the residential building on Lot 1 from 6.0 m to 3.6 m;*
 - *To reduce the side (south) yard setback for the residential building on Lot 1 from 6.0 m to 3.0 m;*
 - *To reduce the side (south) yard setback for the H+R building on Lot 1 from 6.0 m to 0.13 m;*
 - *To increase the maximum height for the amenity building on Lot 2 from 4.5 m to 5.7 m;*
 - *To increase the maximum height for the commercial unit on Lot 2 from 4.5 m to 6.3 m;*
 - *To reduce the side (east) yard setback for the amenity building on Lot 2 from 6.0 m to 0.9 m;*
 - *To reduce the side (east) yard setback for the commercial unit on Lot 2 from 6.0 m to 0.6 m;*
 - *To reduce the overall vehicular parking requirement from 420 to 316 stalls;*

13. UNFINISHED BUSINESS

14. NEW BUSINESS (Including Motions and Resolutions)

- 14.1 Notice of Motion Submitted by Councillor Riddell - May 3, 2025
Notice of motion regarding the Saanich Peninsula Outreach Team.

For introduction.

WHEREAS the Saanich Peninsula Outreach Team (SPOT) provides vital, relationship-based, trauma-informed, culturally sensitive primary care to complex and underserved populations on the Saanich Peninsula, with a focus on the W̱SÁNEĆ communities and others experiencing multiple barriers to accessing health services;

AND WHEREAS SPOT has already attached over 400 high-needs patients and provides walk-in care to many more through its interim arrangement at the Peninsula Health Unit, including ongoing support for individuals receiving addictions treatment and those living with complex mental health challenges, in a region with no dedicated addictions medicine clinic, and very limited access to community psychiatric services;

AND WHEREAS proactive, community-based care for complex patients has been shown to reduce emergency room visits, hospital admissions, and reliance on emergency services by addressing issues earlier and in a coordinated fashion;

AND WHEREAS the Central Saanich Police Service has withdrawn from the regional Integrated Mobile Crisis Response Team and has identified SPOT as a promising and needed service to help fill this gap in local mental health response;

AND WHEREAS over the past year, Central Saanich Police officers have spent between 67 and 232 hours per month waiting at Royal Jubilee Hospital while residents are assessed under the Mental Health Act—a costly and operationally challenging burden for a small police service;

THEREFORE BE IT RESOLVED THAT the District of Central Saanich Council direct the Mayor to write a letter to the Honourable Josie Osborne, Minister of Health advocating for:

1. The implementation of the promised alternative payment arrangements for SPOT physicians;
2. Immediate funding for the required allied health professionals;
3. Continued and expanded access to unoccupied clinic space at the Peninsula Health Unit to support service delivery;

AND BE IT FURTHER RESOLVED THAT the Mayor's letter be copied to Rob Botterell, M.L.A., the Honourable Lana Popham, M.L.A. Minister of Food and Agriculture, the Mayors and Councils of Sidney and North Saanich, and the Central Saanich Police Board and Chief of Police.

- 14.2 Notice of Motion Submitted by Mayor Windsor - May 5, 2025
Notice of motion regarding expanding the Keating Business District.

For introduction.

WHEREAS the Keating Business District is a vital employment and business centre on southern Vancouver Island, where space is limited and in high demand as indicated through low vacancy, and industrial leasing rates that are on-par with Toronto and Vancouver.

AND WHEREAS expanding the Keating Business District provides increased tax assessment base, helping to reduce taxes for residents, enabling the District to better provide service and infrastructure to its residents and rural community.

AND WHEREAS the Official Community Plan, in Policy 4.4.28, provides direction to consider expanding the Keating Business District to include existing Rural lands north of the extraction pit, which are contiguous with the existing Keating Business District.

AND WHEREAS the Canadian economy is experiencing unprecedented challenges, and strengthening our economy and job creation must be a priority.

THEREFORE BE IT RESOLVED that the District of Central Saanich initiate a process to include the Rural designated lands that are north of the gravel extraction area and immediately contiguous with the Keating Business District, within the Urban Containment Boundary and designate the land use and zoning for the purpose of expanding the Keating Business District.

15. CORRESPONDENCE (Receive for General Information)

- 15.1 Corr Hourigan, B re Bylaw Complaint 297
For information.

Staff Note: The District has been investigating the scope of operations since September 2022, including consulting with other enforcement agencies. The investigation remains open and concerns reported continue to be documented and reviewed as part of the file. As an active file, the District cannot disclose specifics at this time. Additional information about this matter can also be sought out by contacting the Ministry of Environment and Agricultural Land Commission directly for status on their respective legislation. The Farm Industry Review Board is also another available agency to provide support and clarification about noise and dust (which may be protected under the Right to Farm Act) resulting from this operation.

- 15.2 Corr Wodlinger, K re Speed Limit on Wallace - April 29, 2025 299
For information.

- 15.3 Corr Wear, A re Drugged and Inebriated People in Public Spaces - May 2, 2025 300
For information.
- Staff note:** Correspondence has been shared with Police Services.
- 15.4 Corr Barton, C re Motion to Evaluate 4 Pickleball Courts at Centennial Park - May 5, 2025 301
For information.

Staff Note: Staff bring a report back to Council in June.

16. CLOSED MEETING

16.1 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:

- (c) labour relations or other employee relations;*
- (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;*
- (g) litigation or potential litigation affecting the municipality.*

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.

17. ADJOURNMENT



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

April 28, 2025, 7:00 p.m.
Council Chambers

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

Absent: Councillor Paltiel

Staff Present: Christine Culham, Chief Administrative Officer; Emilie Gorman, Director of Corporate Services/Corporate Officer; Kenn Mount, Fire Chief; Jarret Matanowitsch, Director of Planning and Building Services; Dale Puskas, Director of Engineering; Ian Lawson, Chief Constable; Fernando Pimentel, Interim Director of Financial and Information Technology Services/Chief Financial Officer; Nadine Dillabaugh, Manager of Human Resources and Organizational Development; Kerri Clark, Manager of Development Services; Kyle Motiuk, Manager of Parks, Facilities, and Fleet; Stacey Lee, Deputy Fire Chief; Pamela Martin, Deputy Corporate Officer

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ACKNOWLEDGEMENT

The Mayor respectfully acknowledged that the land on which we gather is the traditional territory of the W̱SÁNEĆ people which includes W̱JOŁEŁP (Tsartlip) and STÁUTW (Tsawout) First Nations. Christine Culham, Chief Administrative Officer joined the meeting at 7:00 pm.

3. APPROVAL OF AGENDA

3.1 Agenda of the April 28, 2025 Regular Council Meeting

MOVED AND SECONDED

That the agenda of the April 28, 2025 Regular Council meeting be approved as amended by:

- *adding the Appendix A and correcting the recommendation for item #11.2;*
- *adding late correspondence to item #12.1.4;*

- replacing Appendix H on item #12.2.1; and
- adding a staff note for items #15.6 and #15.7.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes from the April 14, 2025 Special (Open) Council Meeting

MOVED AND SECONDED

That the minutes from the April 14, 2025 Special (Open) Council meeting be adopted as circulated.

CARRIED UNANIMOUSLY

4.2 Minutes from the April 14, 2025 Regular Council Meeting

MOVED AND SECONDED

That the minutes from the April 14, 2025 Regular Council meeting be adopted as circulated.

CARRIED UNANIMOUSLY

6. RISE AND REPORT

6.1 Motion from the February 24, 2025 Closed Council Meeting

That the District submit a “Notice of Complaint” to the Farm Industry Review Board regarding 6341 Old East Rd, also known as Farm to Garden, to ascertain whether or not the operations are considered “normal farm practices”.

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

7. PUBLIC QUESTIONS

Katy Young (Keating Holdings Ltd.): Asked a question regarding having the Municipal Fire Lane be extended to accommodate tenants at 6683 Mirah Road.

(Resident): Asked a question regarding a request to have the Kasian Feasibility Study report released to the public.

MOVED AND SECONDED

That staff review the Kasian Feasibility study to release any additional information that can be legally released, following legislated requirements.

CARRIED UNANIMOUSLY

8. PRESENTATIONS/PETITIONS AND DELEGATIONS

8.1 Brad Watson: Pickleball Courts

Brad Watson and Cindy Barton from the Peninsula Community Pickleball Club and Saanich Peninsula Pickleball Association provided a presentation regarding Pickleball Courts in at Centennial Park.

The Chief Administrative Officer and Manager of Parks, Facilities, and Fleet responded to questions from Council.

MOVED AND SECONDED

That staff be directed to permanently convert a court at Centennial Park Court 1 from tennis to four pickleball courts at the earliest opportunity.

MOVED AND SECONDED

That consideration of the motion be deferred until the District receives the PRC Needs Assessment Report.

Opposed (3): Mayor Windsor, Councillor Graham, and Councillor Riddell

DEFEATED (3 to 3)

Amendment:

MOVED AND SECONDED

That the motion be amended as follows:

*That staff be directed to permanently convert a court at Centennial Park Court 1 from tennis to four pickleball courts, ~~at the earliest opportunity~~ **following successful discussions with the appropriate Tennis Associations.***

CARRIED UNANIMOUSLY

Motion as Amended:

That staff be directed to permanently convert a court at Centennial Park Court 1 from tennis to four pickleball courts, following successful discussions with the appropriate Tennis Associations.

CARRIED UNANIMOUSLY

11. STAFF REPORTS

11.1 Overview of District of Central Saanich Short-Term Rental Regulations

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

For information.

11.2 2025 Financial Plan Adoption

The Interim Director of Finance/Chief Financial Officer and Chief Administrative Officer responded to questions from Council.

MOVED AND SECONDED

THEREFORE BE IT RESOLVED there be no increase in the total number of FTEs for this Budget (regardless of department), if funded by taxes. If a new position is to be added or deemed essential, then only after a review of what other positions would not be filled or phased out.

THEREFORE BE IT RESOLVED if a new position is considered, and would increase the total number of FTEs it only be considered if funded from outside sources, such as grants, and not from taxes. As well a review of these externally funded positions to determine which could continue after external funding has ended.

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

DEFEATED (3 to 3)

MOVED AND SECONDED

1. *That the Central Saanich 2025-2029 Financial Plan as presented in the March 31st staff report and meetings March 31st and April 7th, with additions and deletions detailed in Appendix C of the Financial Plan report (attached), be adopted.*
2. *That 2025-2027 three-year Capital Plan approval for core replacement programs, as identified in Table 8. of the March 31st staff report, plus/minus any budget changes noted in Appendix C, be approved.*

Opposed (1): Councillor King

CARRIED (5 to 1)

12. BYLAWS

12.1 Other than Development Application Bylaws

12.1.1 Five Year Financial Plan Bylaw No. 2234, 2025

MOVED AND SECONDED

1. *That Five Year Financial Plan Bylaw No. 2234, 2025 be introduced and given First Reading.*
2. *That Five Year Financial Plan Bylaw No. 2234, 2025 be read a second time.*
3. *That Five Year Financial Plan Bylaw No. 2234, 2025 be read a third time.*

CARRIED UNANIMOUSLY

12.1.2 Tax Rates Bylaw No. 2235, 2025

MOVED AND SECONDED

1. *That Tax Rates Bylaw No. 2235, 2025 be introduced and given first reading.*
2. *That Tax Rates Bylaw No. 2235, 2025 be read a second time.*
3. *That Tax Rates Bylaw No. 2235, 2025 be read a third time.*

CARRIED UNANIMOUSLY

12.1.3 Parcel Tax Roll Bylaw 2025

The Director of Corporate Services/Corporate Officer provided an introduction of the report.

MOVED AND SECONDED

1. *That Bylaw No. 2230, Parcel Tax Roll, 2025, be introduced and read a first and second time.*
2. *That Bylaw No. 2230 by read a third time.*

3. *That the Parcel Tax Review Panel be convened.*

CARRIED UNANIMOUSLY

12.1.4 Light Industrial Zoning Bylaw Update

The Director of Planning and Building Services provided an introduction of the bylaws.

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2223 (I1 - Light Industrial Zoning) be given first, second and third readings.

Amendment:

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2223 (I1 - Light Industrial Zoning) be amended to include a definition under Part 1 for "Wholesaler" as follows:

"Wholesalers" means establishments or places of business primarily engaged in selling merchandise to other businesses, including: retailers; industrial, commercial, institutional, or professional businesses, other wholesalers, and the general public; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such businesses.

CARRIED UNANIMOUSLY

Mayor Windsor divided the motion.

Motion as Amended:

That Zoning Amendment Bylaw No. 2223 (I1 - Light Industrial Zoning) be given first and second readings, as amended.

CARRIED UNANIMOUSLY

That Zoning Amendment Bylaw No. 2223 (I1 - Light Industrial Zoning) be given third reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2233 (CD-1 Zoning) be given first, second, and third readings.

Amendment:

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2233 (CD-1 Zoning) be amended by striking "not to exceed 120 seats nor 320 m²" from section 1(A)(25).

CARRIED UNANIMOUSLY

Mayor Windsor divided the motion.

Motion as Amended:

That Zoning Amendment Bylaw No. 2233 (CD-1 Zoning) be given first and second readings, as amended.

CARRIED UNANIMOUSLY

That Zoning Amendment Bylaw No. 2233 (CD-1 Zoning) be given third reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That the District provide Zoning Amendment Bylaws No. 2223 and No. 2233 to Ministry of Transportation and Infrastructure for review and approval.

CARRIED UNANIMOUSLY

12.1.5 2025 Fees and Charges Bylaw Amendments

Councillor King withdrew from the meeting at 8:56 p.m.

MOVED AND SECONDED

That Central Saanich Fees and Charges Bylaw 2229 be adopted.

Opposed (1): Councillor Newton

CARRIED (4 to 1)

12.2 Development Application Bylaws

12.2.1 1117 Greig Ave. – Zoning Bylaw Amendment for Farm Camping

Councillor Riddell withdrew from the meeting at 8:57 p.m. due to a potential pecuniary conflict of interest, as this is a close neighbour.

The Manager of Planning Services provided an introduction of the report.

Councillor King returned to the meeting at 8:58 p.m.

MOVED AND SECONDED

1. *That Zoning Bylaw Amendment Bylaw No. 2232, 2025 to permit a site-specific use for 8 Temporary Farm Camping tent sites with a total lot area of 4.76% at 1117 Greig Ave. be given First Reading; and*
2. *That the application be referred to the Advisory Planning Commission.*

Opposed (1): Councillor King

CARRIED (5 to 1)

Councillor Riddell returned to the meeting at 9:01 p.m.

14. NEW BUSINESS (Including Motions and Resolutions)

- 14.1 May 2025 Meeting Calendar
For information.

15. CORRESPONDENCE (Receive for General Information)

- 15.1 Corr Hourigan, B re Bylaw Complaint
For information.

- 15.2 Corr Lawson, D re April 7th Special (Open) Council Meeting - April 4, 2025
For information.

- 15.3 Corr Wilson, M re Dogs - April 10, 2025
The Director of Planning and Building Services responded to questions from Council.

For information.

- 15.4 Corr House, I re Bus Terminus East Saanich Road - April 15, 2025
For information.

- 15.5 Corr Obrien, E re Stoplight or Crosswalk at Mt Newton and East Saanich - April 17, 2025
For information.

- 15.6 Corr Tremblay, C re Knute Way -April 19, 2025

- 15.7 Corr McCue, H re Knute Way Obstruction - April 19, 2025

MOVED AND SECONDED

That correspondence items #15.6 and #15.6 be referred to the Saanich Peninsula Accessibility Advisory Committee and the Parks and Trails Masterplan, for comment and possible insight into other options.

CARRIED UNANIMOUSLY

- 15.8 Corr Seewald, J re PTE Renewal for 2026 - April 21, 2025
For information.

16. CLOSED MEETING

- 16.1 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; and*
- (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.*

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.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 9:06 p.m.

The meeting recessed back to open at 9:10 p.m.

17. ADJOURNMENT

On motion, the meeting adjourned at 9:10 p.m.

Mayor Windsor

Emilie Gorman, Director of Corporate
Services/Corporate Officer



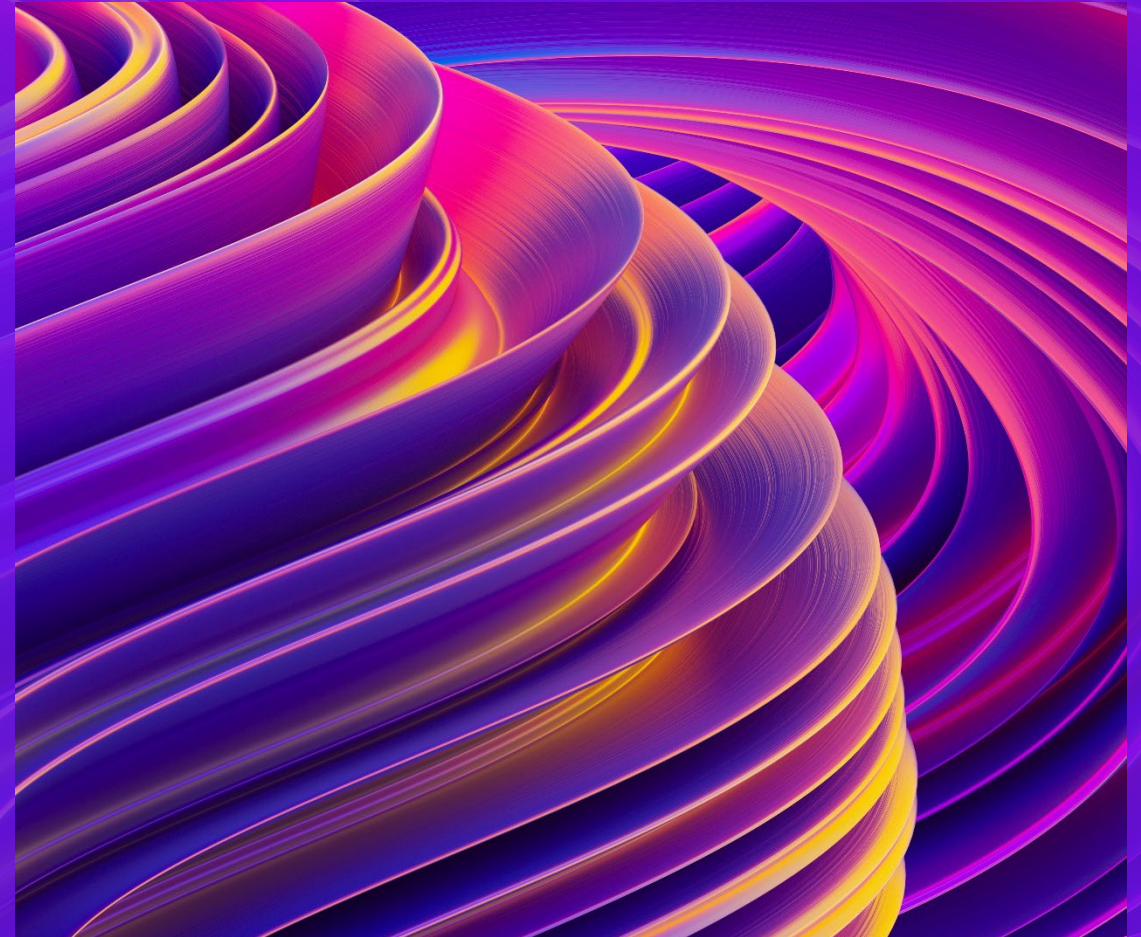
The Corporation of the District of Central Saanich

Audit Findings Report
for the year ended
December 31, 2024

KPMG LLP

Prepared for the meeting on May 12, 2025

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement

Lenora Lee

Lead Audit Engagement Partner

250-480-3588

lenoramlee@kpmg.ca

Ayomide Kolawole-Osafehinti

Senior Manager

250-480-3637

aosafehinti@kpmg.ca

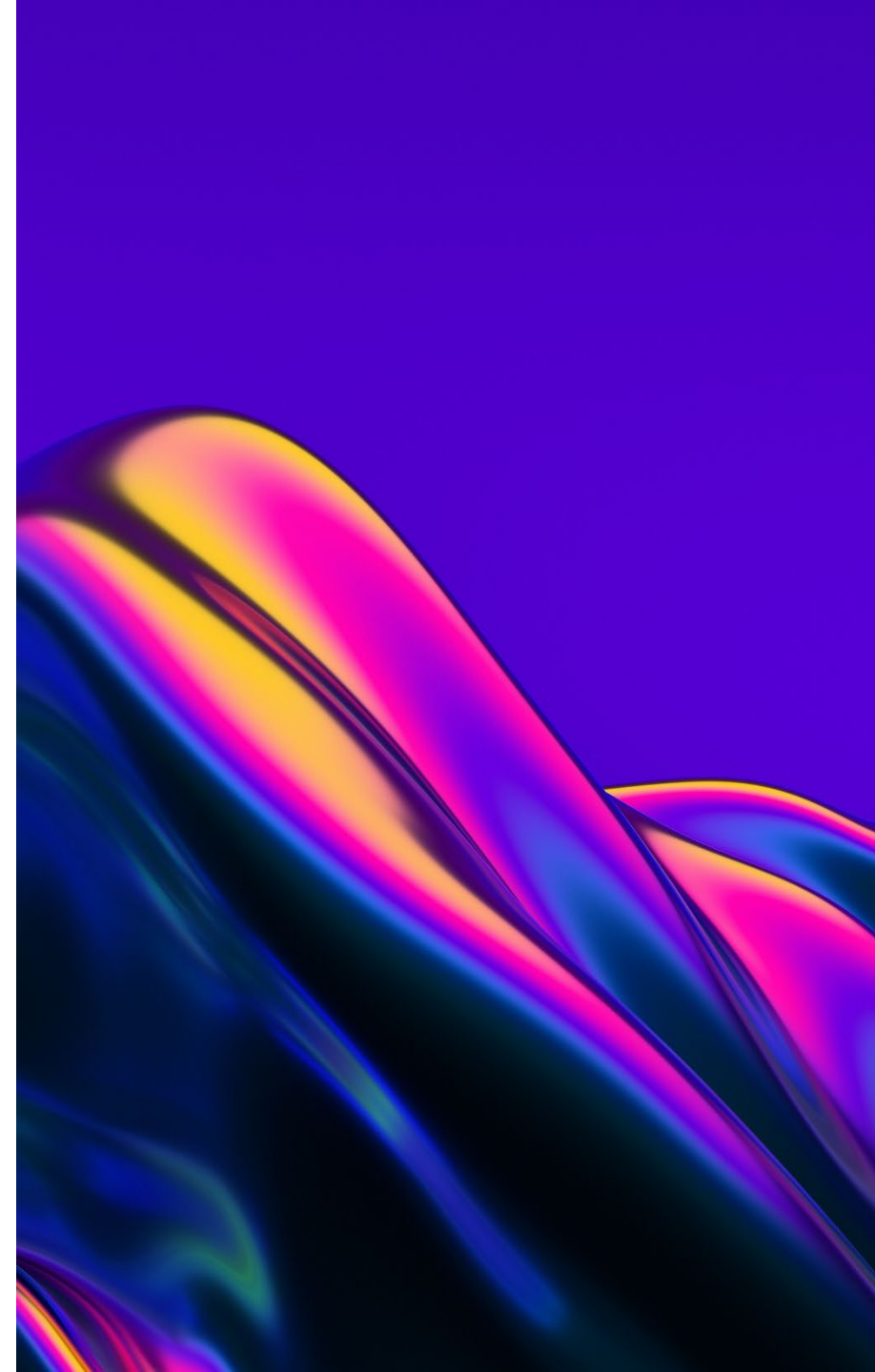


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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



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Appendices

The purpose of this report is to assist you, as a member of the Management and Council, in your review of the results of our audit of the financial statements. This report is intended solely for the information and use of Management and Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights



No matters to report



Matters to report – see link for details

Scope

Our audit of the financial statements of Corporation of the District of Central Saanich (the “District”) as of and for the year ended December 31, 2024, was performed in accordance with Canadian generally accepted auditing standards.

Status

We have completed the audit of the financial statements, with the exception of certain remaining outstanding procedures, which are highlighted on the ‘Status’ slide of this report.



Materiality

Materiality \$850,000



Risks assessment and results



Risk of management override of controls



No issues were noted in our testing over this non-rebuttable significant risk



Significant risks

No significant risks to report beyond those required by professional standards



Other areas of audit focus



Going concern matters

Uncorrected misstatements



Uncorrected misstatements



One uncorrected misstatement was identified. We concur with management’s representation that the difference is not material to the financial statements.

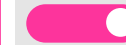
Corrected misstatements



Corrected misstatements

No corrected misstatements were identified.

Control observations



Control observations



We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting. We have provided an update on prior year control observations.

Policies and practices



Accounting policies and practices



Other financial reporting matters



Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with the Council
- Obtaining evidence of the Council's acceptance of the financial statements
- Obtaining a signed management representation letter

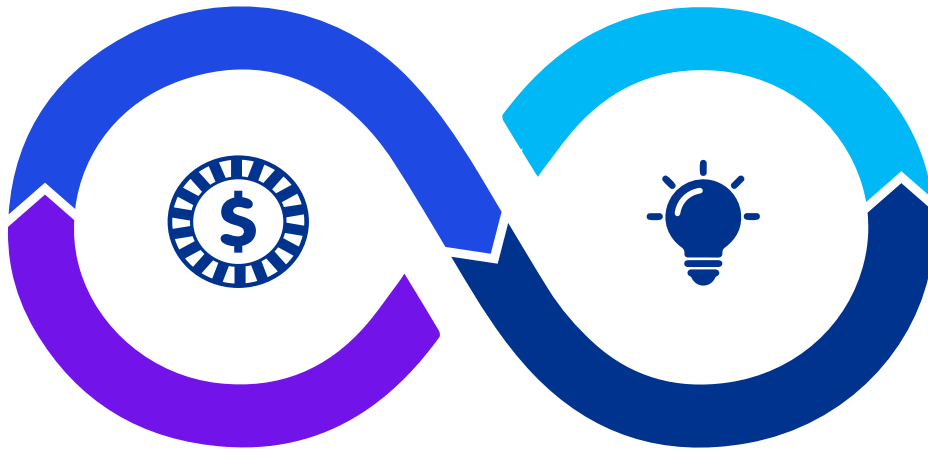
We will update the Council, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is included in the draft financial statements.





Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

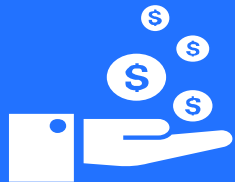
Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Materiality



Materiality
\$850,000
(2023: \$800,000)

Total expenses
\$33,570,019
(2023: \$31,436,197)

% of Benchmark
2.53%
(2023: 2.54%)

Audit Misstatement Posting Threshold
\$42,500
(2023: \$40,000)



Significant risks

Area	Why do we focus here	Our planned response
Risk of management override of controls (Significant risk)	<p>Section 240.32 of Canadian Auditing Standards states: “Management is in a unique position to perpetrate fraud because of management’s ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.”</p>	<p>Section 240.33 of Canadian Auditing Standards provides a number of required procedures that an auditor must perform at every entity irrespective of the auditor’s assessment of the risk of management override of controls. These include:</p> <ul style="list-style-type: none"> • Test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements. • Review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud. • For significant transactions that are outside the normal course of business for the entity, or that otherwise appear to be unusual given the auditor’s understanding, the auditor shall evaluate whether the business rationale (or the lack thereof) of the transactions suggests that they may have been entered into to engage in fraudulent financial reporting or to conceal misappropriation of assets. <p>Our audit methodology embeds these required procedures in our audit approach.</p> <p>No issues were noted as a result of procedures performed.</p>



Significant risks (continued)

The following are inquiries that we are required to make to those charged with governance:



Inquiries regarding risk assessment, including fraud risks

- What is Council's views about fraud risks, including management override of controls? And have you taken any actions to respond to any identified fraud risks?
- Is Council aware of, or has Council identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets?
 - If so, have the instances been appropriately addressed and how have they been addressed?
- How does Council exercise oversight of the District's fraud risks and the establishment of controls to address fraud risks?



Inquiries regarding organization processes

- Is Council aware of tips or complaints regarding the District's financial? If so, what was the District's responses to such tips and complaints?



Inquires regarding related parties and significant unusual transactions

- Is Council aware of any instances where the District entered into any significant unusual transactions?
- What is Council's understanding of the District's relationships and transactions with related parties that are significant to the District?
- Is Council concerned about those relationships or transactions with related parties? If so, the substance of those concerns?



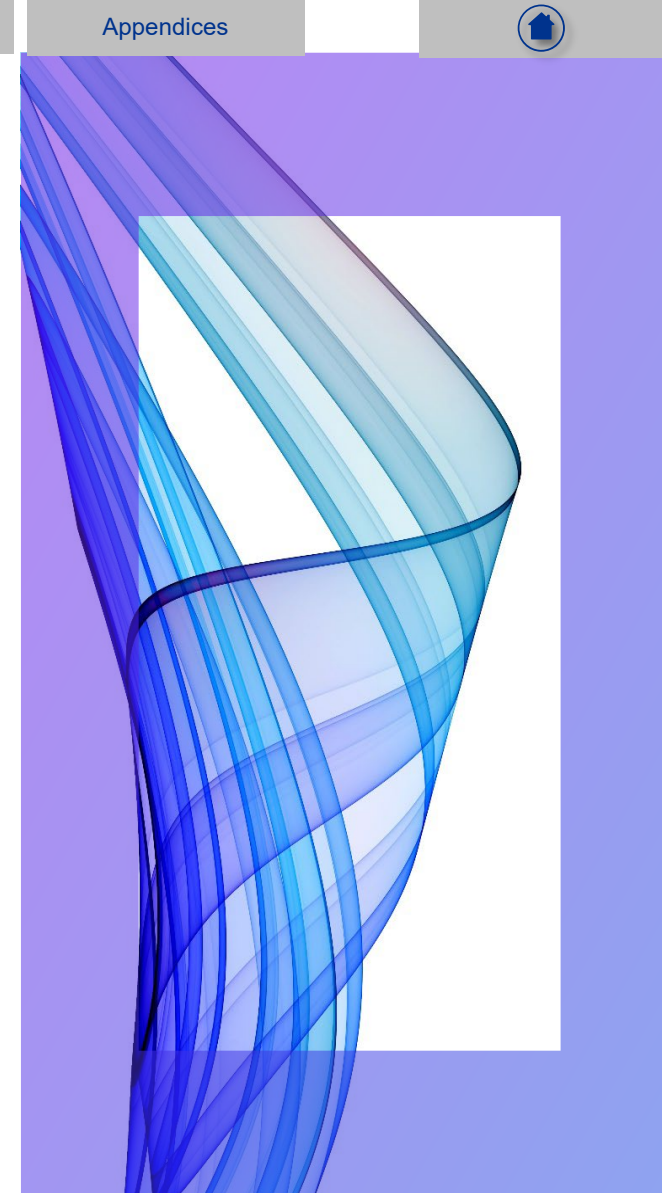
Other areas of audit focus and results



Revenue and deferred revenue

Our response and findings

- Government transfer revenues comprised of grants from other government sources were tested by way of sampling; a selection of revenue transactions were compared to invoices and cash receipt. We assessed the recognition of government transfers against the recognition principles of public sector accounting standards.
- Analytical procedures were performed over over property tax revenue, permits, licenses and interest revenue, and sale and user fee revenue, developing an independent expectation of the balance and comparing to actual.
- Deferred revenue receipts and disbursements were sample tested to verify that the amounts recognized as an increase met the definition of a liability and disbursements met the required stipulations to be recognized as revenue.
- Management performed an assessment of the impact of adopting PS3400 *Revenue*. This analysis identified that certain revenue streams, primarily permit revenue with multiple inspection points, require recognition of deferred revenue to align with requirements of the new standard. The impact was an increase in deferred revenue and decrease in accumulated surplus of \$289,000.
- We noted two grant that was restricted by the Province to be spent on certain eligible expenses (Climate Action Program and the Local Government Housing Initiatives). The District has recognized the full amounts as revenues in 2024, however, has not yet fully spent the grants on eligible expenses. Of the amounts spent, we noted the expenses are in line with restrictions of the grant programs. We recommend the unspent amounts be recognized as deferred revenue rather than as a reserve. The total overstatement of revenue and understatement of deferred revenue is \$183,590.





Other areas of audit focus and results

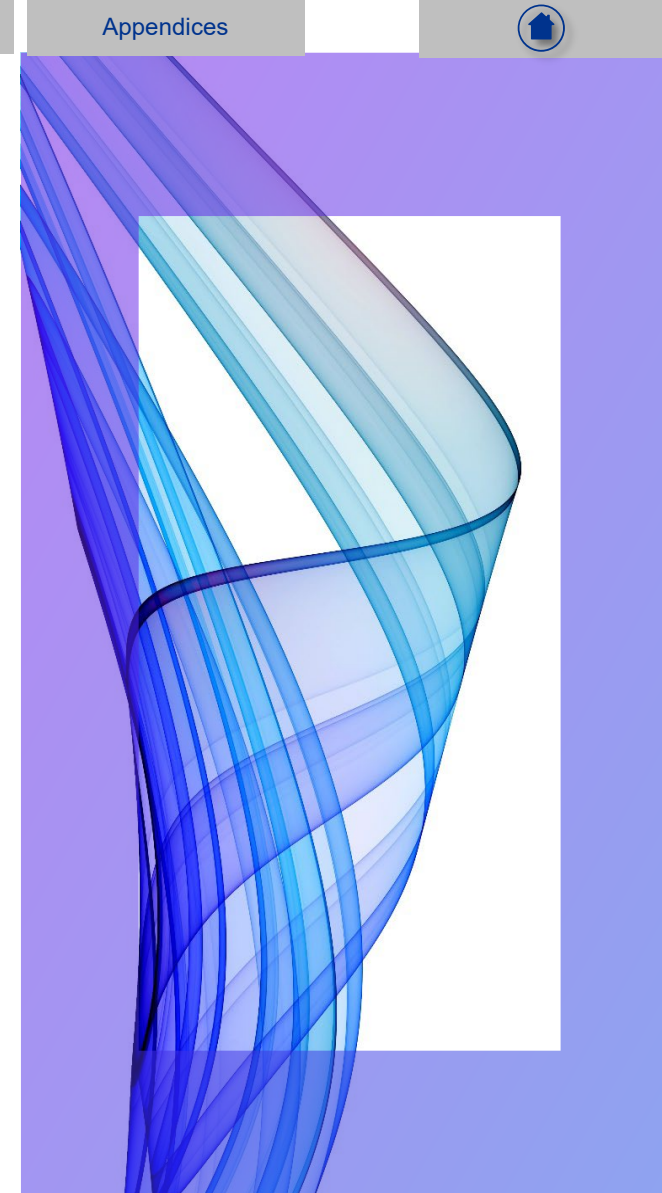


Tangible capital assets

Our response and findings

- We tested a sample of asset additions by agreeing amounts to invoices or other supporting documentation.
- We calculated expected amortization expense based on known amortization rates and compared the expected amortization expense to actual.
- We tested transfers from construction in progress to assets in use and confirmed the transfer occurred in the correct period and to the appropriate asset class.
- We assessed asset retirement obligations for activity impacting recognition and valuation in the year – remediation to reduce future liabilities, new obligations identified and assumptions used in the valuation of estimated liabilities.
- We assessed the impact of the new accounting standard PS3160, *Public Private Partnerships*, and noted no impact as a result of adoption of the new standard in 2024.

There were no issues noted in our testing.





Other areas of audit focus and results



Accounts payable, accrued liabilities and expenses (including payroll)

Our response and findings

- We performed a search for unrecorded liabilities by testing payments made subsequent to year end and assessing the completeness of liabilities and expenses.
- We compared actual expenses and liabilities to expectations taking into account known significant changes in operations and costs.
- We verified the accuracy of accruals to assess their reasonability.
- We compared actual payroll expense to budgeted amounts and investigated significant variances.
- We assessed the disclosures related to employee retirement benefit obligations and agreed amounts and assumptions disclosed to the actuarial report obtained by management.

There were no issues noted in our testing.

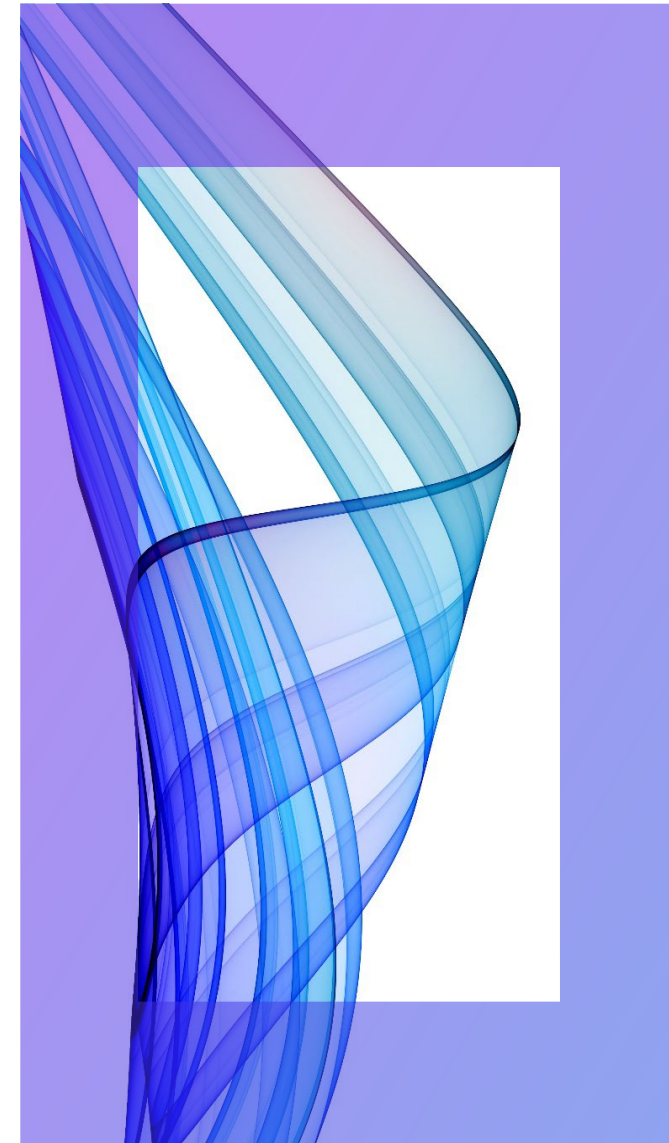


Cash, investment and debt

Our response and findings

- We confirmed cash and investment balances held as at December 31, 2024 with the appropriate financial institutions and reviewed bank reconciliations for all key operating accounts to identify and verify any significant period end reconciling items.
- We confirmed debt balances held as at December 31, 2024 with the Municipal Finance Authority and verified the accuracy of related accounts and disclosures.

There were no issues noted in our testing.





Uncorrected misstatements

Uncorrected misstatements include financial presentation and disclosure misstatements.



Impact of uncorrected misstatements – Not material to the financial statements

We identified two misstatements as a result of our testing.

Based on both qualitative and quantitative considerations, management have decided not to correct certain misstatements and represented to us that the misstatements—individually and in the aggregate—are, in their judgment, not material to the financial statements. This management representation is included in the management representation letter.

We concur with management's representation that the uncorrected misstatements are not material to the financial statements. Accordingly, the uncorrected misstatements have no effect on our auditor's report.

Below is a summary of the impact of the uncorrected misstatements:

	Statement of operations	Financial position		
Description	Annual Surplus (Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Opening accumulated surplus (Decrease) Increase
To defer the unspent portion of the Local Government Climate Action Program and Local Government Housing Initiative grants received in the year	(183,590)	-	183,590	-
Total misstatements	(183,590)	-	183,590	-



Control deficiencies

Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.

We did not identify any significant deficiencies in internal control over financial reporting.



Control and other observations

Current year other observations

Description	Observation and recommendation	Current year update
Salary allocation to capital projects	Capital investment in the District is increasing and starting in 2024, we noted 3 employees' salaries were added to capital costs of certain capital projects. Pay is allocated based on the total project costs incurred during the year. While this method is a reasonable allocation, as the capital program continues to increase and more information is collected, the District can consider the cost/benefit of more precise methods of tracking employee time, to reflect the amount of time dedicated to specific projects. In addition, if employees spend time on activities other than capital projects, tracking this time can reduce the risk that project costs are overstated.	We recommend management evaluate the cost/benefit and potential allocation methodologies to support the amount of time that is capitalized and the allocation to specific capital projects based on effort expended on each capital project.

Update on prior year other observations

Description	Observation and recommendation	Current year update
Related party relationships and transactions	<p>Effective for fiscal years beginning after April 1, 2017 entities operating under PSAB standards are required to disclose related parties transactions meeting certain criteria. Management are aware of the requirements and KPMG notes that through the Code of Ethics employees and Councillors are aware of their responsibilities, however there are no formal controls in place.</p> <p>KPMG recommends the development of a formal policy supporting the implementation of a declaration of any related parties and related party transactions for members of Council, senior management and their close family members.</p> <p>A register of all identified related parties should be kept and reviewed to support the monitoring of any related party transactions in the period..</p> <p>2024 Update All elected officers and senior management completed their declaration of interest in 2024.</p>	<p>KPMG notes that declarations of interest were completed. However, there is no formal policy to provide guidance for the completion of these disclosures.</p> <p>KPMG continues to recommend the development of a formal policy to provide guidance for and to support enforcement of the completion the disclosures. This should include procedures for management to follow when the policy is not adhered to.</p>



Other financial reporting matters

We also highlight the following:



Significant accounting policies



- Management adopted PS3160 *Public Private Partnership*, PS3400 *Revenue* and PSG-8 *Purchased Intangibles* on January 1, 2024. There were no issues noted as a result of adoption.
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of the District's transactions in relation to the period in which they were recorded other than as previously discussed.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non recurring amounts recognized during the period and extent of disclosure of such transactions.



Significant accounting estimates



- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.
- There were no significant factors affecting the District's asset and liability carrying values.



Significant qualitative aspects of financial statement presentation and disclosure



- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.

Appendices

1

Required
communications

2

Management
representation letter

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Audit quality

4

Current developments

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Changes to auditing
standards

6

Thought leadership
and insights



Appendix 1: Required communications



Auditor's report

Refer to the draft report attached to the financial statements.

Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.



Independence

As required by professional standards, we have considered all relationships between KPMG and the Entity that may have a bearing on independence. We confirm that we are independent with respect to the Entity within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any other standards or applicable legislation or regulation from January 1, 2024 up until the date of this report.

Management representation letter

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter is attached.



Appendix 2: Management representation letter

See attached management representation letter

[Letterhead of Client]

KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria, BC V8W 3Y7
Canada

May 12, 2025

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as “financial statements”) of The Corporation of the District of Central Saanich (“the Entity”) as at and for the period ended December 31, 2024.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 17, 2022, including for:
 - the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - providing you with all information of which we are aware that is relevant to the preparation of the financial statements (“relevant information”), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - providing you with unrestricted access to such relevant information.

- providing you with complete responses to all enquiries made by you during the engagement.
- providing you with additional information that you may request from us for the purpose of the engagement.
- providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the Entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- We have disclosed to you:
 - the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - others
 - where such fraud or suspected fraud could have a material effect on the financial statements.
 - all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, short sellers, or others.
 - all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment, or disclosure, in the financial statements have been adjusted or disclosed.

Related parties:

- We have disclosed to you the identity of the Entity's related parties.
- We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- All related party relationships and transactions/balances have been appropriately accounted for, and disclosed, in accordance with the relevant financial reporting framework.

Estimates:

- The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Misstatements:

- The effects of the uncorrected misstatements described in [Attachment II](#) are immaterial, both individually and in the aggregate, to the financial statements as a whole.

Other information:

- We confirm that the final version of Statement of Financial Information and Annual report will be provided to you when available, and prior to issuance by the Entity, to enable you to complete your required procedures in accordance with professional standards.

Non-SEC registrants or non-reporting issuers:

- We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

Christine Culham, Chief Administrative Officer

Fernando Pimentel, Deputy Director, Finance
Strategic Capital Planning

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Information is obscured if it is communicated in a way that would have a similar effect for users of financial statements to omitting or misstating that information. The following are examples of circumstances that may result in material information being obscured:

- a) information regarding a material item, transaction or other event is disclosed in the financial statements but the language used is vague or unclear;
- b) information regarding a material item, transaction or other event is scattered throughout the financial statements;
- c) dissimilar items, transactions or other events are inappropriately aggregated;
- d) similar items, transactions or other events are inappropriately disaggregated; and
- e) the understandability of the financial statements is reduced as a result of material information being hidden by immaterial information to the extent that a primary user is unable to determine what information is material.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II – Summary of Audit Misstatements Schedule(s)

Summary of uncorrected misstatement

	Statement of operations	Financial position		
Description	Annual Surplus (Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Opening accumulated surplus (Decrease) Increase
To defer the unspent portion of the Local Government Climate Action Program and Local Government Housing Initiative grants received in the year	(183,590)	-	183,590	-
Total misstatements	(183,590)	-	183,590	-



Appendix 3: Audit quality - How do we deliver audit quality?

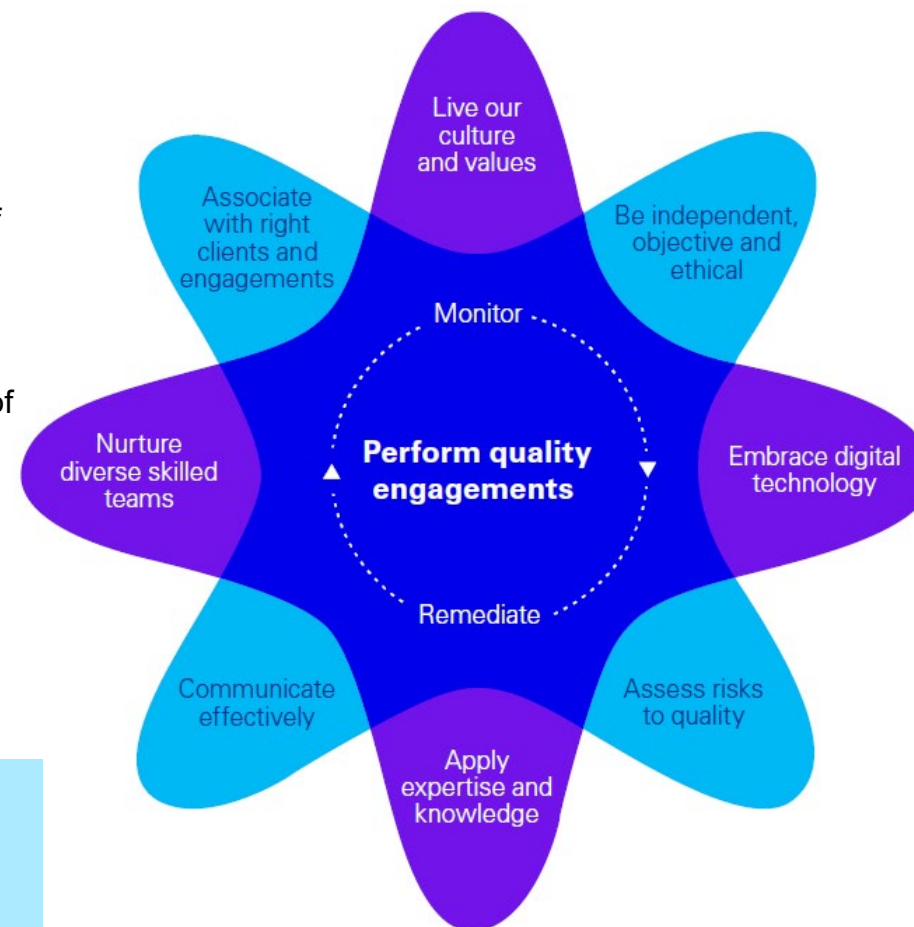
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

 [KPMG Canada Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendix 4: Current developments

Changes to accounting standards (continued)

Standard	Summary and implications
Employee Future Benefit Obligations	<ul style="list-style-type: none"> The Public Sector Accounting Board has issued proposed new standard PS 3251 <i>Employee benefits</i> which would replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. After evaluating comments received about the July 2021 exposure draft, a new re-exposure draft was released in October 2024. The re-exposure draft continues to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard. The proposed standard would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. The re-exposure draft also proposes that fully funded post-employment benefit plans use a discount rate based on the expected market-based return of plan assets and unfunded plans use a discount rate based on the market yield of government bonds, high-quality corporate bonds or another appropriate financial instrument. A simplified approach to determining a plan's funding status is provided. For most other topics, the re-exposure draft is consistent with the original exposure draft. A few exceptions are: <ul style="list-style-type: none"> Deferral provisions – Remeasurement gains and losses will be presented as part of accumulated remeasurement gains and losses. Valuation of plan assets – Public sector entities may continue to recognize non-transferable financial instruments that meet the definition of plan assets under existing PS 3250 guidance. Joint defined benefit plans – Defined benefit accounting will be used for measurement of the proportionate share of the plan, instead of previously proposed multi-employer plan accounting which was based on defined contribution plan concepts. Disclosure of other long-term employee benefits and termination benefits – The re-exposure draft does not include prescriptive disclosure requirements for other long-term employee benefits and termination benefits. The proposed section PS 3251 <i>Employee benefits</i> will apply to fiscal years beginning on or after April 1, 2029. Early adoption will be permitted and guidance applied retroactively, with or without prior period restatement. Comments on the re-exposure draft were due on January 20, 2025. The re-exposure draft can be viewed at the following link: Click here



Appendix 4: Current developments

Changes to accounting standards (continued)

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> • The revised Conceptual Framework is effective for fiscal years beginning on or after January 1, 2027 with early adoption permitted. • The framework provides the core concepts and objectives underlying Canadian public sector accounting standards. • The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.
Financial Statement Presentation	<ul style="list-style-type: none"> • The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after January 1, 2027 to coincide with the adoption of the revised conceptual framework. Early adoption is permitted. • The proposed section includes the following: <ul style="list-style-type: none"> • Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. • Separating liabilities into financial liabilities and non-financial liabilities. • Restructuring the statement of financial position to present total assets followed by total liabilities. • Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). • Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”. • A new provision whereby an entity can use an amended budget in certain circumstances. • Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.



Appendix 4: Current developments

Changes to accounting standards (continued)

Standard	Summary and implications
Intangible assets	<ul style="list-style-type: none"> The Public Sector Accounting Standards Board has issued proposed new standard PS 3155 <i>Intangible Assets</i> which would replace Public Sector Guideline 8 <i>Purchased Intangibles</i>. The new standard would be effective for fiscal years beginning on or after April 1, 2030 with early adoption permitted. The standard will include foundational guidance on acquired and internally generated intangibles. It excludes intangible assets addressed in other public sector accounting standards and other intangible items such as exploration and extraction costs for non-renewable resources or intangible assets related to insurance contracts. The definition of “intangible assets” requires an intangible resource to be separate and identifiable from goodwill. It also requires that the entity has control over the intangible resource, future economic benefits flow from the intangible resource, and the intangible resource is the result of a past transaction and/or other events. Internally generated goodwill is not permitted to be recognized as an asset. An intangible resource is recognized when it meets the definition of an intangible asset and the asset’s cost can be measured in a faithfully representative way. The generation of the asset is classified into a research phase and a development phase. Expenditures from the research phase of an internally generated project are expensed. An intangible asset arising from the development phase can be recognized if it meets certain requirements. Intangible assets are initially measured at cost and subsequently carried at cost less accumulated amortization and accumulated impairment losses. Intangible assets acquired through a non-exchange transaction are measured at fair value as of the date it is acquired. Comments on the exposure draft are due on May 30, 2025. The exposure draft can be viewed at the following link: Click here
Cloud computing arrangements	<ul style="list-style-type: none"> As part of its intangible assets project, the Public Sector Accounting Standards Board is also developing guidance on cloud computing arrangements. To ensure the development of this accounting guidance reflects current practices and needs, a survey has been launched to gather insights. The survey will inform the Public Sector Accounting Board about the types of cloud computing arrangements being encountered, magnitude of costs, key arrangement terms, current accounting policies and unique challenges in practice. We encourage all entities to complete the survey by May 30, 2025, which is at the following link: Click here



Appendix 5: Changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards - see Current Developments



Effective for current year (periods beginning on or after December 15, 2023)

ISA 600/CAS 600

.....
Revised special considerations – Audits of group financial statements

Click here for information about CAS 600 from CPA Canada:
[Revised CAS 600](#)

Effective for next year (periods beginning on or after December 15, 2024)

ISA 260/CAS 260

.....
Communications with those charged with governance

ISA 700/CAS 700

.....
Forming an opinion and reporting on the financial statements

Click here for information about CAS 260 and CAS 700 from CPA Canada:
[Amended CAS 260 and CAS 700](#)



Appendix 6: Thought leadership and insights

2024 Canadian CEO Outlook

KPMG interviewed more than 800 business owners and C-suite leaders across Canada on a variety of topics ranging from their top-of-mind concerns to their acquisition plans, the risks and rewards of artificial intelligence (AI), productivity, the omnipresent threat of cybercrime, and the impact of aging demographics on the workforce.

[Click here](#) to access KPMG's portal.

Future of Risk

Enterprises are facing an array of reputational, environmental, regulatory and societal forces. To navigate this complex landscape, the C-suite should seek to embrace risk as an enabler of value and fundamentally transform their approach. KPMG's global survey of 400 executives reveals that their top priorities for the next few years are adapting to new risk types and adopting advanced analytics and AI. As organizations align risk management with strategic objectives, closer collaboration across the enterprise will be essential.

[Click here](#) to access KPMG's portal.

Resilience Amid Complexity

In today's rapidly evolving and interconnected business landscape, organizations face unprecedented challenges and an increasingly complex and volatile risk landscape that can threaten their competitiveness and future survival. We share revealing real-world examples of how companies have overcome their challenges and emerged stronger as the rapid pace of change accelerates and look at the key components of KPMG's enterprise resilience framework and how it is helping these businesses build resilience and achieve their strategic objectives in an increasingly uncertain world.

[Click here](#) to access KPMG's portal.

Future of Procurement

Procurement is at an exciting point where leaders have the opportunity to recast their functions as strategic powerhouses. In this global report we examine how these forces may affect procurement teams and discuss how procurement leaders can respond – and the capabilities they will need to thrive. Our insights are augmented by findings from the KPMG 2023 Global Procurement Survey, which captured the perspectives of 400 senior procurement professionals around the globe, representing a range of industries.

[Click here](#) to access KPMG's portal.



Appendix 6: Thought leadership and insights (continued)

Artificial Intelligence in Financial Reporting and Audit

Artificial intelligence (AI) is transforming the financial reporting and auditing landscape, and is set to dramatically grow across organizations and industries. In our new report, KPMG surveyed 1,800 senior executives across 10 countries, including Canada, confirming the importance of AI in financial reporting and auditing. This report highlights how organizations expect their auditors to lead the AI transformation and drive the transformation of financial reporting. They see a key role for auditors in supporting the safe and responsible rollout of AI, including assurance and attestation over the governance and controls in place to mitigate risks.

[Click here](#) to access KPMG's portal.

Control System Cybersecurity Annual Report 2024

Based on a survey of more than 630 industry members (13% from government organizations), this report reveals that while the increase in cyberattacks is concerning, organizations have become more proactive in their cybersecurity budgets, focused on prevention, and acknowledging the threat of supply chain attacks. Furthermore, the report highlights a pressing need for skilled cybersecurity professionals in the face of escalating cyber threats. Explore the full report to help gain a clearer understanding of the growing cyber threat landscape and learn how to overcome the roadblocks to progress.

[Click here](#) to access KPMG's portal.

Cybersecurity Considerations 2024: Government and Public Sector

In every industry, cybersecurity stands as a paramount concern for leaders. Yet, for government and public sector organizations, the game of digital defense takes on a whole new level of intensity. The reason? The sheer volume and sensitivity of data they manage, which can amplify the potential fallout from any breach. These agencies are the custodians of a vast array of personal and critical data, spanning from citizen welfare to public safety and national security. This article delves into the pivotal cybersecurity considerations for the government and public sector. It offers valuable perspectives on critical focus areas and provides actionable strategies for leaders and their security teams to fortify resilience, drive innovation, and uphold trust in an ever-changing environment.

[Click here](#) to access KPMG's portal.

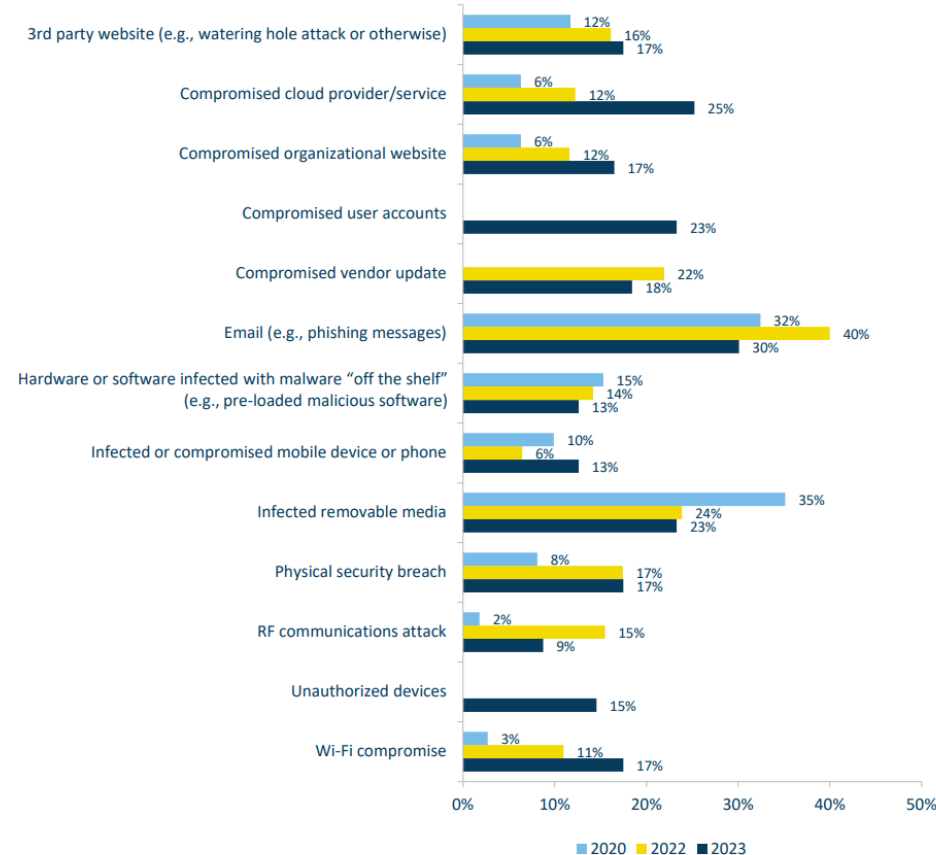


Appendix 6: Thought leadership and insights (continued)

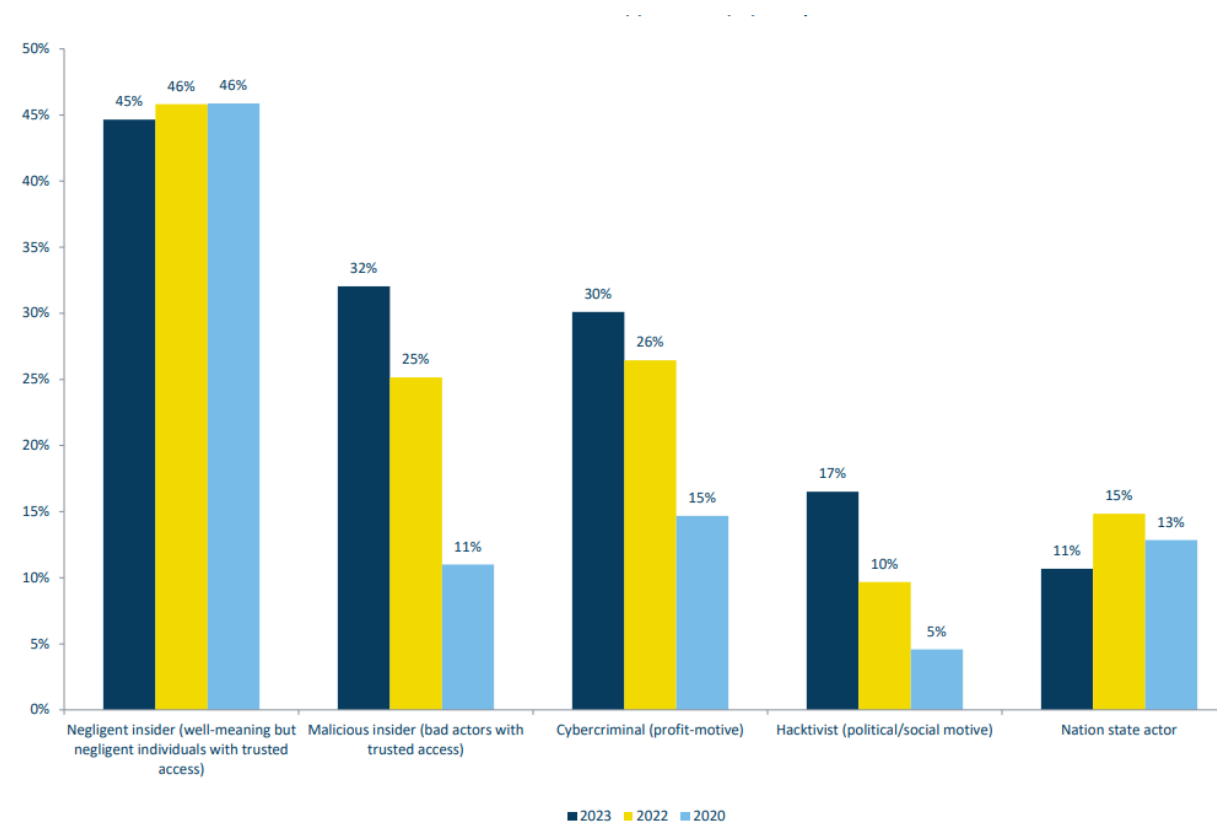
Ransomware in Canada

Canada is the fourth highest victim of ransomware attacks after the US, UK and Malaysia. Where ransomware attacks are successful, the costs can be substantial. COVID-19, lockdown and a shift to remote working has seen a rise in ransomware incidents. Vulnerabilities in people, process and technology controls, due to a shift to remote working over this period, have presented opportunities for cyber criminals.

Trends in types and frequency of cyber incidents



Trends in how cyber incidents arise





Appendix 6: Thought leadership and insights (continued)

AI brings Risks as well as Opportunities

Internal Risks & Considerations



Breaking Confidentiality

Many Generative AI models are built to absorb user-inputted data to improve the model over time. This could lead to exposure of key confidential information



Employee Misuse and Inaccuracies

Models generate responses based on input, so there is a risk of providing false or malicious content. Employees need to be cautious and review AI-generated content with a critical



Talent Implications

Professionals need to be made aware of their role in training and evolving the solution as high-quality output can only be achieved through high-quality, expert queries



Policies and Regulations

As the world's understanding of AI evolves, more policies and regulations will be brought upon by regulators which in turn need to be complied with

External Risks & Considerations



Misinformation, Bias and Discrimination

The model could generate a response containing inappropriate information or language. In cases where the model does not have an accurate response, it may 'hallucinate' with a false response.



Financial, Brand & Reputational Risk

Copying AI-produced information or code into any deliverable or product could constitute copyright infringement leading to legal and reputational harm



Intellectual Property and Copyright

Risks in copyright includes the potential creation of unauthorized plagiarized content, leading to infringement and violations of intellectual property rights



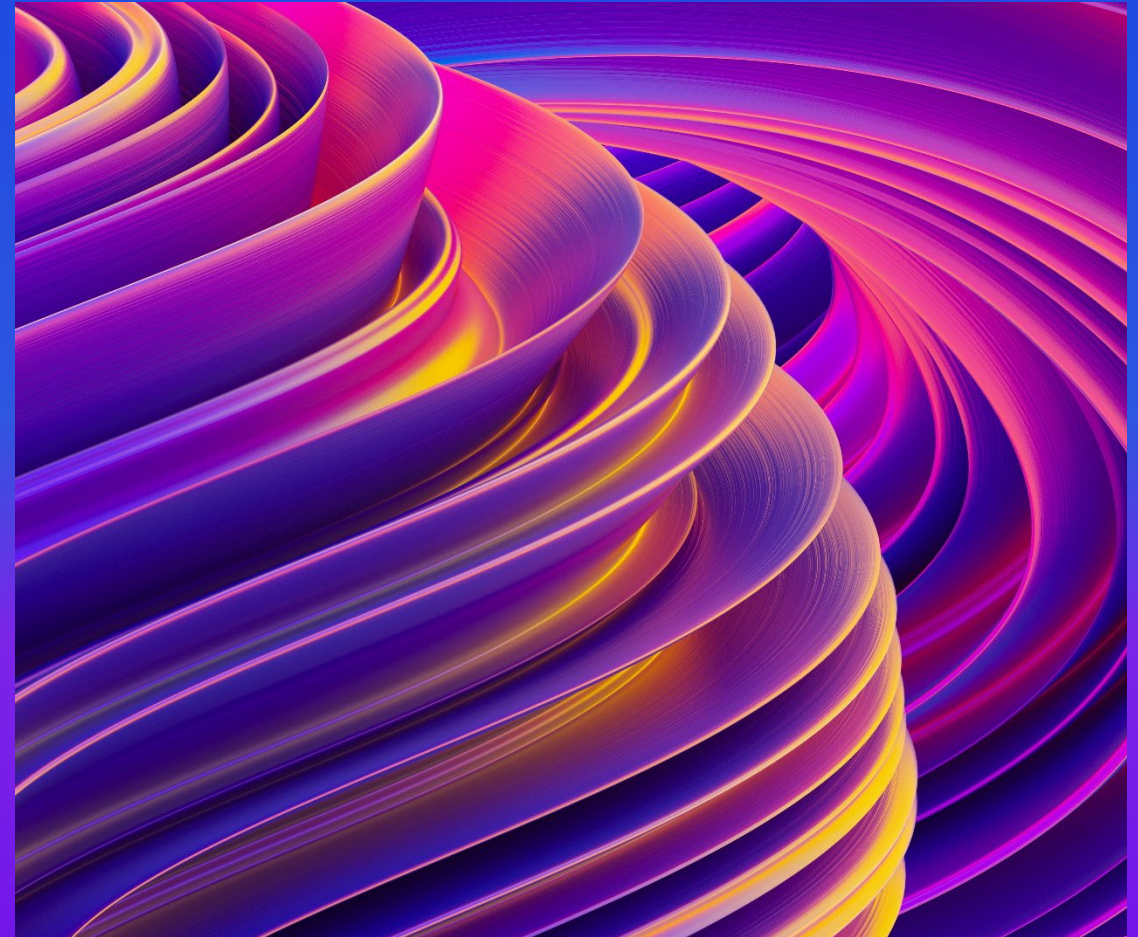
Cybersecurity

Generative AI models could be trained and employed for many cybersecurity attacks such as phishing scams, malware, data poisoning etc.



<https://kpmg.com/ca/en/home.html>

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Pamela Martin

From: [REDACTED]
Sent: April 24, 2025 10:20 AM
To: Municipal Hall
Subject: Letter of support

You don't often get email from [REDACTED] [Learn why this is important](#)

Good morning

The **Central Saanich Lawn Bowling Club (CSLBC)** is a vibrant community hub located in Saanichton, British Columbia. It serves as a regional center for seniors, offering a “sport for life” and numerous opportunities for volunteer participation. We are in the process of applying for a BC Gaming grant to help us evergreen some of our equipment and enhance day to day operations of the club.

Our project title is: Lawn Bowling Club Operations

Our aim is to modernize some of our club equipment which will enable us to provide the best service we can to our members and the community at large. Much of our equipment was donated many years ago and is in dire need of replacement. We are also wanting to secure some funding to offset the increased costs of maintaining our greens.

In order to obtain this grant, we are requesting a letter of support from the District of Central Saanich .

Your support would be greatly appreciated.

Kind regards

Joe Seewald
President
Central Saanich Lawn Bowls Club
1800 Hovey Rd
Saanichton, BC, V8M 1N4
Email: [REDACTED]
Website: www.central-saanich-lawn.com
Cell: [REDACTED]

“The information contained in this transmission may contain privileged and confidential information of the District of Central Saanich. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.”

1543 Stelly's Cross Rd
Saanichton, BC V8M 1S8

27 April 2025

The District of Central Saanich
Attn: Councillor Gordon Newton
1903 Mount Newton Cross Road
Saanichton, BC, V8M 2A9

RE: Changes to booking with HandyDART effective 24 April 2025

Dear Mr Newton:

I want to begin by saying how much I value the BC Transit/HandyDART employees with whom I interact on a daily basis – the call takers, bus drivers, trainers and the occasional supervisors that I meet or speak with are without exception ALL exemplary employees – courteous, competent, efficient and when required, patient and compassionate. Each of them is a credit to the company. In no way are any of them to blame for the dissatisfaction which the rest of my letter expresses.

I am writing to express my concerns regarding the sudden issue I experienced last Friday, 25 April in booking a ride for an appointment for 0930 which I have been booking without difficulty every Tuesday and Friday for the last two years. The call taker did his best to explain why I could not get a booking time that would get me to my appointment in time, but his explanation made no sense given that I had zero issues just three days prior in the same week. After talking to Paul, a supervisor with HandyDART, later that afternoon, though he tried, I still do not fully understand the rationale for the sudden change.

To summarize my concerns:

1. BC Transit/HandyDART have done the disabled community of Greater Victoria a great disservice by changing how rides are prioritized and doing so drastically and suddenly, resulting in many registered clients being unable to book rides to arrive at appointments in time, be they medical or otherwise and on which their mental and physical health may well depend.
2. BC Transit/HandyDART have apparently devised a prioritising system unknown to registered clientele which is used by call takers to decide which riders can get bookings for rides during peak hours. I acknowledge that clients needing rides to the renal clinics are a priority over all others. For all other HandyDART users, the priority system is unclear.
3. BC Transit/HandyDART have been irresponsible with taxpayer money (via provincial and municipal government taxes) by not providing sufficient notice and clearly worded messaging regarding the implementation to a change in their service model, which has resulted in confusion for both employees and clients, and a net result of extra time spent per call trying to explain something they either do not understand or are not at liberty to speak about, which has the snowball effect of referring more calls than usual to supervisors who then multiply the expenditure of time spent per client in trying to clarify the confusion on an individual basis. The cost in labour almost certainly outweighs the cost of a website statement and 1000 letters mailed out to registered clients.

4. BC Transit has a mandate from the Government of BC to provide reasonable public transportation service to all, which includes the disabled community. The cost to the provincial government's health care system will be far more substantial if people who are attempting to prevent a decline in their physical or mental abilities (and thus stay out of long term care) are prohibited from doing so for the simple reason that they cannot get to their appointments because the public transportation system the government is paying for cannot afford to maximize the number of HandyDART buses they put on the road during peak user times.
5. I was told by Paul, a supervisor with HandyDART on Friday 25 April that there has been a sudden increase in ridership accessing HandyDART, and that he has 12-14 drivers available but not booked for shifts, and additionally has buses available and not committed to routes, but cannot use either. The obvious question is – why not?
6. A sudden increase in new ridership in one week is unlikely, given the assessment process required to become a registered HandyDART client, so I am assuming this is established ridership that is causing the increased pressure on the system. Why?

It is not lost on anyone using HandyDART that not only did fares per trip recently increase, but that the new HandyDART facility opened to great fanfare just two weeks ago. Until last week, most people I spoke to recognized that fares going up slightly for the first time since 2010 was reasonable, and that the new facility was much needed. Unfortunately, an \$84M facility and an increase in fares have occurred simultaneously with a sudden and unreasonable cut in service for HandyDART clients and frankly the optics are not good. This is compounded by the fact that the website states proudly that the new facility has been designed with future expansion of service in mind. I fail to see how decreasing service to the point that existing ridership cannot book rides for appointments can possibly fit with future expansion.

Please be assured that I am taking this issue to whomever in my municipality and the provincial government who may be able to assist BC Transit in improving the HandyDART service for the disabled community of Greater Victoria. In an effort to keep this letter relatively short, I have omitted a lot of details and specifics. Please feel free to contact me with questions or for further information. I look forward to a thoughtful reply in the near future.

Thank you,

Dawn Holland

[REDACTED]
[REDACTED]

CC: Victoria Regional Transit Commission, Ryan Windsor, chair;
District of Central Saanich, Gord Newton, council Accessibility Advisory committee rep;
MLA for Saanich North and the Islands, Rob Botterell;
BC Ministry of Transportation and Transit, Mike Farnworth; and
BC Secretary for Accessibility, Dana Lajeunesse



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, May 12, 2025

Re: **2024 Audited Financial Statements**

RECOMMENDATION(S):

That the 2024 Audited Financial Statements be accepted.

BACKGROUND:

Section 167 of the Community Charter requires that each year municipal financial statements be prepared by the Financial Officer and presented to Council for acceptance. The District is required to prepare financial statements in accordance with generally accepted accounting standards as prescribed by the Public Sector Accounting Board. The attached financial statements have been certified by the Financial Officer and audited by the Districts auditors KPMG.

This report provides an overview of the financial statements in addition to the auditor's findings and presentation.

DISCUSSION:

Financial Position (page 4 of Financial Statements):

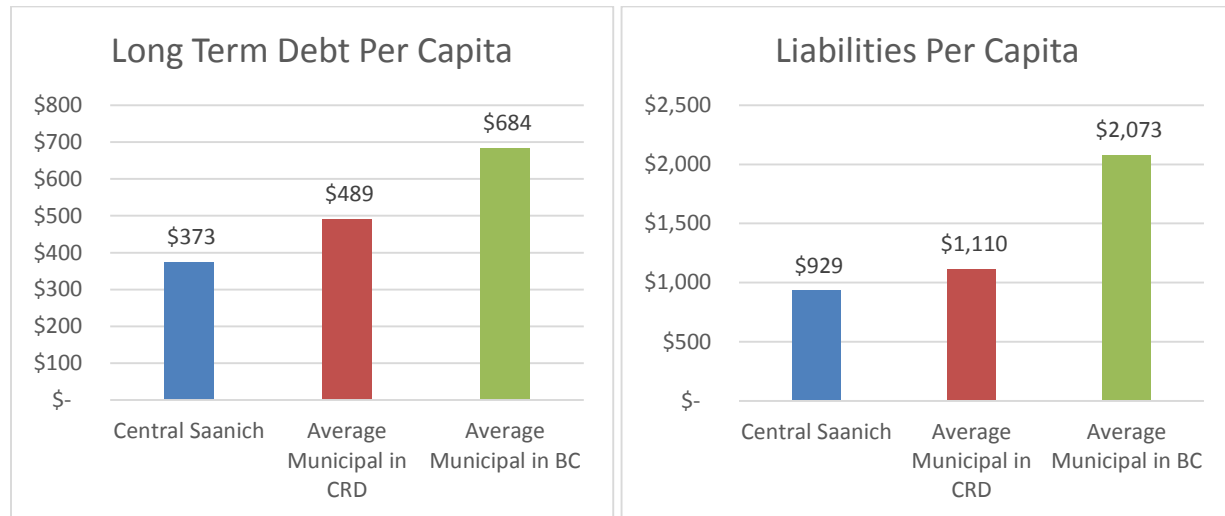
The District's overall financial position improved by \$12.2 million (M) in 2024 (\$145.1M to \$157.3M). This is largely due to the following:

- Tangible capital assets increased \$20.5M (including land acquisition for Hovey and Butterfield Park)
- Cash & Investments decreased \$5.9M, mainly due to increase in capital expenditures and land acquisition
- Accounts payables increased \$3.8M, due to outstanding payables on large capital projects

Other items to note include:

- Continued favourable returns in investment interest revenue
- Increase in deferred revenue (development cost charges and charges in lieu)
- Increase in accounts receivable (grants receivable)

Liabilities and debt are important factors in municipal financial health. Central Saanich has a reasonable level of liabilities and debt on a per capita basis in comparison regionally and across the province. The Districts debt is expected to increase over the next five-years as identified in the 2025 capital plan.



(2023 LGD Statistics)

Statement of Operations (page 5 of Financial Statements):

The District's operations for the year resulted in a surplus of \$12.6M. This statement is in accordance to Public Sector Accounting Standards and does not take into consideration items such as transfers to/from reserves, capital expenditures, and debt. Council approves the Financial Plan based on all revenue and expense items and in order to provide consistent financial reporting, the operating results for the year are in the attached Appendix A with comments, in budget presentation format.

Reserves:

Reserves have decreased by \$7.5M in 2024 (\$52.3M to \$44.8M). As stated, there was an increase in reserves used for capital expenditures including land acquisition, but also due to delays in grant funding and MFA Debt issuance for the Brentwood/Hagen Sewer upgrade (using capital reserves in the interim). Additional transfers to reserves have been made based on 2024 surplus as indicated in the 2024 Q3 Financial Report presented to Council on November 4, 2024. Additional transfers are as follows:

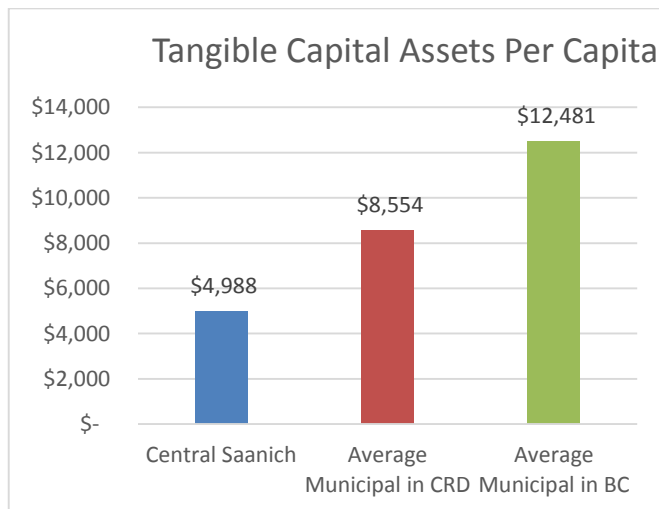
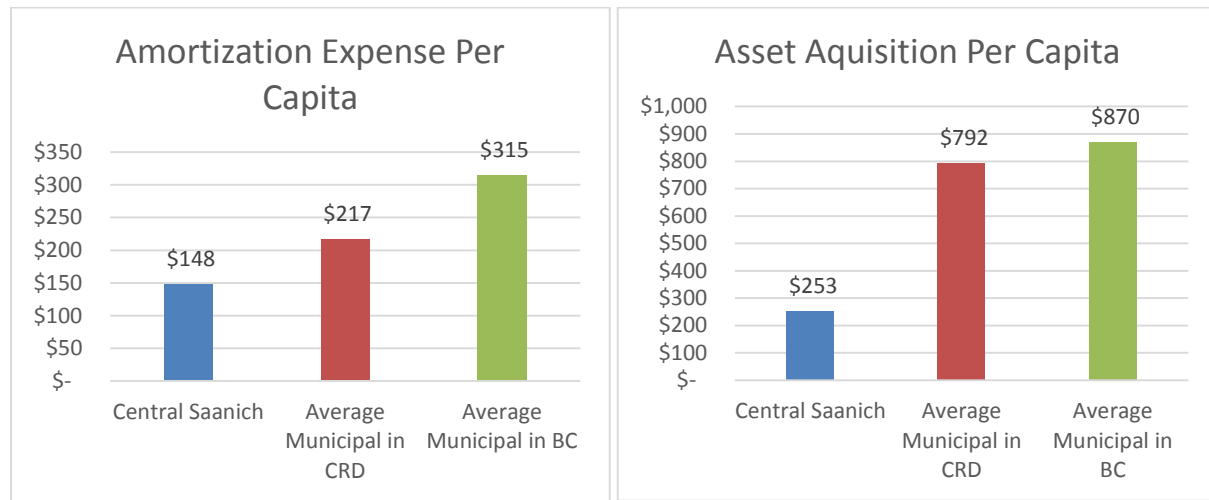
General Capital Reserve	200,000
Reserve for Future Expenditures – 2025 Strategic Projects	700,000
Total	\$ 900,000

Note 9 of the financial statements (page 21) details reserve holdings at December 31, 2024.

Total surplus and reserves of \$157.3M are modest for a municipality of our size and are in accordance with the Districts Reserves policy.

Tangible Capital Assets (municipal infrastructure):

Measures of asset sustainability include annual acquisition spending relative to the asset base, amortization, new infrastructure required, and long term asset replacement plans.



Amortization, asset acquisition, and capital asset values are below both the Capital Region average and the Provincial average. The District will need to increase annual capital spending and replacement of infrastructure in accordance with the Districts Long Term Financial Plan and asset master plans in order to reach resilient replacement levels. The District has not kept pace with assets wearing out with its annual replacement. This concern is currently being addressed as the District's 2024 capital program saw significant replacement investment compared to previous years and this trend is expected to continue as end-of-life infrastructure is replaced.

The District's capital program has increased from \$11.8M in 2023 to now \$29M in 2024 (including budget amendments). Significant progress was made towards the 2024 capital plan with \$23M of the \$29M budget spent in 2024.

A number of significant capital projects were completed or substantially completed in 2024 including:

- Centennial Park Fieldhouse and Daycare Improvements (\$250k)
- Various equipment (IT, Police Fire and Works Yard) (\$1.2M)
- Multi-Use Path - Mt Newton Cross Rd (\$600k)
- Saanich X Rd sidewalk (\$500k)
- Annual road reconstruction (\$700k)
- 15 Vehicles, including 4 electric vehicles (\$2.7M)
- Hovey and Butterfield Park land acquisition (\$8M)
- Phase 1 (sewer mains) for the Brentwood/Hagen Sewer Upgrade (\$8.3M)

The District has procured all but one budgeted vehicles in 2024, and Phase 1 of the Brentwood/Hagen Sewer Upgrade (sewer mains) is scheduled to be completed by the end of April 2025. The District awarded the Phase 2 work (pump station and equipment) in April 2025 (\$4M).

CONCLUSION:

Central Saanich continued to improve its financial strength in 2024, by increasing capital assets and managing overall revenues and expenses within the 2024 financial plan budget. Continued financial discipline to move forward on the path outlined in the District's Long Term Financial Strategies and Resilient Asset Management Plan, and achieving annual replacement spending targets, will be critical success factors in the District's infrastructure long-term financial health.

Respectfully written and submitted by:	Fernando Pimentel, Acting Director of Finance and Technology Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Consolidated 2024 Budget Summary

Appendix B: 2024 Audited Financial Statements

Appendix A

District of Central Saanich

Consolidated 2024 Budget Summary

	2024	2024	% of	
	BUDGET	ACTUALS	BUDGET	Comments
Revenue				
Municipal property taxes	22,056,100	22,026,750	99.9%	Within expectations
Parcel taxes	-	-	0.0%	Within expectations
Penalties and interest	1,174,500	2,900,382	246.9%	Investment income trending favourably
Grants in lieu of taxes	369,100	378,526	102.6%	Within expectations
Sale of services	244,900	252,048	102.9%	Within expectations
Administration	72,500	150,730	207.9%	Revenue increase from additional share of PEMO equity
Police Revenues	1,583,700	1,933,861	122.1%	New grant (GGVAF) and additional small community grant funding received
Fire Revenues	440,800	452,184	102.6%	Within expectations
Planning Revenues	958,100	725,734	75.7%	Building permit and plumbing permit revenues trending lower
Corporate Services	-	-	0.0%	Within expectations
Engineering Revenues	172,000	151,473	88.1%	Subdivision fee revenues trending lower
Municipal Yard	32,800	27,782	84.7%	Within expectations
Parks	25,000	29,194	116.8%	Facility rentals trending higher
Facilities	70,600	62,421	88.4%	Reduced residential rentals. Within expectations, Hovey Rd no longer rented
Government Transfers	1,849,200	2,030,633	109.8%	Within expectations
Other	849,000	1,054,895	124.3%	Developer donations and utilizing DCC funding
Grants (Capital)	4,441,400	5,247,620	118.2%	Grants awarded; funding payments when capital projects completed
Water Utility	6,812,700	6,638,614	97.4%	Within expectations. Water usage less than forecasted
Sewer Utility	2,331,800	2,514,445	107.8%	Additional interest revenue
Total Revenue	\$ 43,484,200	\$ 46,577,292	107.1%	
Expenses				
Operating Expenses:				
Administration	1,270,100	838,603	66.0%	Contingency not fully utilized
Finance	1,005,600	1,215,831	120.9%	Increased interest payments on sureties, deposits & prepaid taxes
Information Technology	894,700	910,198	101.7%	Within expectations
Police Service	7,867,600	8,563,007	108.8%	Monthly reporting reviewed by the Police Board
Fire	2,673,000	2,893,238	108.2%	Additional staff O/T, training, wildfire and fleet expenses
Planning and Building Services	1,692,900	1,672,693	98.8%	Within expectations
Corporate Services	2,429,800	2,397,111	98.7%	Within expectations
Engineering	1,668,100	1,804,539	108.2%	Additional staff O/T, part-time personnel expenses
Municipal Yard	1,738,700	1,650,690	94.9%	Within expectations
Parks	1,445,700	1,396,349	96.6%	Within expectations
Facilities	587,500	857,938	146.0%	Additional facility maintenance & custodial services
Water	5,812,700	5,418,104	93.2%	Water usage less than forecasted, reducing bulk water consumption charge
Sewer	1,181,100	992,365	84.0%	Under due to debt delay and less contracted work
Projects and Strategic Initiatives	2,220,800	867,018	39.0%	Various projects ongoing
Total Operating Expenses	\$ 32,488,300	\$ 31,477,683	96.9%	
Total Net Operating Expenses	\$ 10,995,900	\$ 15,099,609		
Add:				
Reserves used for operating	478,200	317,412	66.4%	Operating expenditures funding from reserves
Reserves used for projects and initiatives	1,738,800	580,858	33.4%	Projects and strategic initiatives fundiing
Proceeds of Debt	4,070,000	-	0.0%	Debt not required. Projected in 2025
Reserves used for capital	19,776,300	17,126,175	86.6%	Capital expenditures funding from reserves
Transfer from Utility Operating	633,600	633,600	100.0%	Within expectations
Deduct:				
Capital Expenditures	(29,057,700)	(23,123,930)	79.6%	Various projects deferred or delayed, contingency not fully utilized
Transfer to Reserves	(8,024,100)	(9,337,276)	116.4%	Increases from additional investment income, grants and surplus in the year
Debt Servicing	(611,000)	(610,888)	100.0%	Within expectations
Total Surplus (Deficit) for the Year	\$ -	\$ 685,561		

Financial Statements of

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

Year ended December 31, 2024

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Financial Statements

Year ended December 31, 2024

Financial Statements

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Statement of Operations and Accumulated Surplus	5
Statement of Change in Net Financial Assets	6
Statement of Cash Flows	7
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MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of The Corporation of the District of Central Saanich (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.

On behalf of the District:

Chief Administrative Officer

*Deputy Director, Finance Strategic Capital
Planning*

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of The Corporation of the District of Central Saanich

Opinion

We have audited the financial statements of the Corporation of the District of Central Saanich (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations and accumulated surplus for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements".)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

DRAFT - May 6, 2025



Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

_____, 2025

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets		
Cash and cash equivalents (note 2)	\$ 21,377,229	\$ 13,235,135
Investments (note 2)	42,192,743	56,206,388
Property taxes receivable	546,420	455,178
Accounts receivable	6,548,783	5,320,914
Other government receivables	415,261	117,288
	71,080,436	75,334,903
Financial liabilities		
Accounts payable and accrued liabilities (note 3)	6,103,287	2,272,124
Refundable deposits	3,617,207	3,591,718
Deferred revenue (note 4)	9,686,123	9,315,417
Debt (note 5)	6,493,069	6,978,217
Employee future benefit obligations (note 6)	1,605,500	1,488,800
Asset retirement obligation (note 7)	724,576	693,855
	28,229,762	24,340,131
Net financial assets	42,850,674	50,994,772
Non financial assets		
Tangible capital assets (note 8)	113,717,491	93,221,935
Inventory of supplies	548,963	553,476
Prepaid expenses	221,234	288,255
	114,487,688	94,063,666
Commitments and contingencies (note 12)		
Accumulated surplus (note 9)	\$ 157,338,362	\$ 145,058,438

The accompanying notes are an integral part of these financial statements

On behalf of the District:

Deputy Director, Finance Strategic Capital Planning

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	Financial plan (note 13)	2024	2023
Revenue:			
Municipal property taxes (note 10)	\$ 22,056,100	\$ 22,026,750	\$ 20,456,271
Grants in lieu of taxes	369,100	378,526	374,256
Sale of services	2,569,800	2,185,088	2,514,577
Permits, licenses and interest	2,205,100	4,067,211	4,143,851
Government transfers (note 11)	6,290,600	7,727,216	7,095,865
Water utility	6,812,700	6,442,614	6,645,855
Sewer enterprise	2,331,800	2,211,645	2,100,139
Contributions and donations	849,000	1,099,893	689,688
Total revenue	43,484,200	46,138,943	44,020,502
Expenses:			
General government	6,104,900	3,633,249	3,633,428
Protective services	11,643,900	12,642,101	11,373,718
Transportation services	3,763,300	4,623,241	4,427,033
Environmental development services	1,870,100	1,082,842	809,892
Parks and cultural services	1,597,000	4,122,604	3,830,926
Water utility	6,421,100	5,738,446	5,830,770
Sewer enterprise	1,304,700	1,207,472	1,065,846
Other fiscal services	2,121,800	520,064	464,584
Total expenses	34,826,800	33,570,019	31,436,197
Annual surplus	8,657,400	12,568,926	12,584,305
Accumulated surplus, beginning of year	145,058,438	145,058,438	132,474,133
Adoption of PS 3400 Revenue Standard	-	(289,000)	-
Accumulated surplus, end of year	\$ 153,121,138	\$ 157,338,362	\$ 145,058,438

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Statement of Change in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

	Financial plan (note 13)	2024	2023
Annual surplus	\$ 8,062,700	\$ 12,568,926	\$ 12,584,305
Acquisition of tangible capital assets	(29,057,700)	(23,123,932)	(4,234,717)
Developer contributions of tangible capital assets	-	(285,145)	(487,811)
Amortization of tangible capital assets	3,300,000	2,897,487	2,767,924
Asset retirement obligation (note 7)	-	-	(693,855)
Loss on sale of tangible capital assets	-	16,032	-
Proceeds from sale of tangible capital assets	-	-	-
	(25,757,700)	(20,495,558)	(2,648,459)
Acquisition of inventory of supplies	-	4,513	9,744
Use of prepaid expenses	-	67,021	(58,208)
	-	71,534	(48,464)
Change in net financial assets	(17,695,000)	(7,855,098)	9,887,382
Net financial assets, beginning of year	50,994,772	50,994,772	41,107,390
Adoption of PS 3400 Revenue Standard	-	(289,000)	-
Net financial assets, end of year	\$ 33,299,772	\$ 42,850,674	\$ 50,994,772

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 12,568,926	\$ 12,584,305
Items not involving cash:		
Amortization of tangible capital assets	2,897,487	2,767,924
Loss on sale of tangible capital assets	16,032	-
Developer contributions of tangible capital assets	(285,145)	(487,811)
Accretion expense	30,721	-
Actuarial adjustment on debt	(141,057)	(124,306)
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	(91,242)	(6,170)
Accounts receivable	(1,227,869)	(536,166)
Other government receivables	(297,973)	(13,899)
Accounts payable and accrued liabilities	3,831,163	(168,680)
Refundable deposits	25,489	73,565
Deferred revenue	81,706	1,249,143
Employee future benefit obligations	116,700	73,100
Inventory of supplies	4,513	9,744
Prepaid expenses	67,021	(58,208)
	17,596,472	15,362,541
Capital activities:		
Acquisition of tangible capital assets	(23,123,932)	(4,234,717)
Investing activities:		
Purchase of investments	14,013,645	(9,449,788)
Financing activities:		
Debt repaid	(344,091)	(344,091)
Increase (decrease) in cash and cash equivalents	8,142,094	1,333,945
Cash and cash equivalents, beginning of year	13,235,135	11,901,190
Cash and cash equivalents, end of year	\$ 21,377,229	\$ 13,235,135
Supplemental cash flow information:		
Cash paid for interest	\$ (476,408)	\$ (493,644)
Cash received from interest	2,705,928	2,325,940
	\$ 2,229,520	\$ 1,832,296

The accompanying notes are an integral part of these financial statements

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

The Corporation of the District of Central Saanich (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

1. Significant accounting policies:

The financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The financial statements reflect the assets, liabilities, revenues and expenses of the District's activities and funds. Inter departmental balances and transactions have been eliminated. The District does not administer any trust activities on behalf of external parties. The District does not control any external entities and accordingly no entities have been consolidated into the financial statements.

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers without stipulations restricting their use are recognized in the financial statements as revenue in the period in which the transfers are authorized, any eligibility criteria are met, and reasonable estimates of the amounts can be made. Government transfers with stipulations restricting their use and that give rise to an obligation that meets the definition of a liability are recognized in the financial statements as revenues in the period in which the eligible expenditures are incurred, providing they are authorized and eligibility criteria are met.

(d) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

1. Significant accounting policies (continued):

(e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Work performed for third parties is recognized in the statement of operations as a revenue and expense.

Revenue from unilateral transactions is recognized when the District has the ability to claim or retain an inflow of economic resources and a past transaction or event giving rise to the asset has occurred. Revenue from exchange transactions is recognized when or as the Board has satisfied performance obligations.

(f) Cash and cash equivalents:

Cash and cash equivalents are defined as cash on hand, demand deposits, and short term highly liquid investments with a maturity date of less than 3 months at acquisition that are readily converted to known amounts of cash and which are subject to an insignificant risk of change in value.

Cash equivalents consist of investments in Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

(g) Investments:

Investments are recorded at cost plus earnings that are reinvested in the funds. Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(h) Deposits:

Receipts restricted by third parties are deferred and recognized as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

(i) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

1. Significant accounting policies (continued):

(j) Debt:

Debt is recorded net of repayments and actuarial earnings. Debt is recorded in the related segment that uses the proceeds to fund capital expenditures.

(k) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	15 - 40
Buildings	25 - 40
Equipment and vehicles	3 - 25
Roads infrastructure	20 - 60
Drainage infrastructure	5 - 60
Sewer infrastructure	5 - 60
Water infrastructure	5 - 60

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use. Heritage buildings are not amortized as they have an indefinite service potential. Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than book value of the asset.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

1. Significant accounting policies (continued):

(k) Non-financial assets (continued):

(iv) Inventory of supplies:

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost.

(l) Liability for contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the District is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up, and
- (v) a reasonable estimate of the liability can be made.

(m) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) the past transaction or event giving rise to the liability has occurred;
- (iii) it is expected that future economic benefits will be given up; and
- (iv) reasonable estimate of the amount can be made.

An liability for the removal of asbestos in several of the buildings owned by the District has also been recognized based on estimated future remediation expenses. Under the prospective method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. Assumptions used in the subsequent calculations are revised yearly.

The liability is discounted using a present value calculation, and adjusted yearly for accretion expense. The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets and are being amortized with the buildings following the amortization policies outlined in note 1(k).

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

1. Significant accounting policies (continued):

(n) Financial instruments:

The District's financial instruments include cash and cash equivalents, investments, accounts receivable, property taxes receivable, other government receivables, accounts payable and accrued liabilities, accrued payroll and benefits and debt.

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market and derivatives are subsequently measured at fair value as at the reporting date. All other financial instruments are subsequently recorded at cost or amortized cost unless the District elects to carry the financial instrument at fair value. The District has not elected to carry any other financial instruments at fair value.

Unrealized changes in fair value are recognized in the Statement of Remeasurement Gains and Losses. They are recorded in the Statement of Operations when they are realized. There are no unrealized changes in fair value in the years presented; as a result, the District does not have a Statement of Remeasurement Gains and Losses.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the Statement of Operations.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred. Transaction costs incurred on the acquisition of financial instruments recorded at cost are included in the cost and amortized on an effective interest basis.

(o) Measurement uncertainty:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating useful lives of tangible capital assets, asset retirement obligations and estimating provisions for accrued liabilities including employee future benefits. Actual results could differ from those estimates.

(p) Adoption of new accounting policies:

(i) Revenue

On January 1, 2024, the District adopted Canadian public sector accounting standard PS 3400 *Revenue*. The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. The District adopted the standard on a prospective basis, resulting in an increase in deferred revenue of \$289,000 at January 1, 2024.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

1. Significant accounting policies (continued):

(p) Adoption of new accounting policies (continued):

(ii) Public Private Partnerships:

On January 1, 2024, the District adopted Canadian Public Sector Accounting Standard PS 3160, *Public Private Partnerships* ("PS 3160"). The new standard addresses the recognition, measurement, presentation, and disclosure of infrastructure procured by public sector entities through certain types of public private partnership arrangements. The adoption of this new standard did not result in changes to previously reported amounts in the financial statements.

(iii) Purchased intangibles:

On January 1, 2024, the District adopted Public Sector Guideline PSG-8, *Purchased Intangibles*, applied on a prospective basis ("PSG-8"). PSG-8 defines purchased intangibles as identifiable non-monetary economic resources without physical substance acquired through an arm's length exchange transaction between knowledgeable, willing parties who are under no compulsion to act. Management has assessed the impact of adopting PSG-8 and found that at present no such items meet the criteria to be recognized as a purchased intangible.

2. Cash and cash equivalents and investments:

	2024	2023
Bank deposits	\$ 17,877,875	\$ 9,894,695
Municipal Finance Authority - Money Market	3,359,323	3,205,147
Restricted cash - MFA cash deposit	140,030	135,293
	<u>\$ 21,377,229</u>	<u>\$ 13,235,135</u>
Investments	\$ 42,192,743	\$ 56,206,388

Investments consist of Municipal Finance Authority of British Columbia ("MFA") Intermediate and Bond Funds, guaranteed investment certificates and other fixed income securities which have costs that approximate market values. Included in investments is \$3,681,690 (2023 - \$3,904,938) that can only be used for expenditures as provided by the development cost charge reserve bylaw and the relevant sections of the Local Government Act, unless otherwise authorized by the Ministry of Municipal Affairs, Province of British Columbia.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

3. Accounts payable and accrued liabilities:

	2024	2023
Trade accounts payable	\$ 4,745,656	\$ 929,730
Other government agencies	780,395	434,931
Accrued salary, wages and employee benefits:		
Payroll	201,990	588,719
Vacation	213,277	176,104
Overtime	161,969	142,640
	\$ 6,103,287	\$ 2,272,124

4. Deferred revenue:

	2024	2023
Parkland acquisition funds	\$ 334,927	\$ 320,027
Development cost charges	3,681,690	3,904,938
Restricted contractor donations	2,799,634	2,529,225
Prepaid taxes and other	2,869,872	2,561,227
	\$ 9,686,123	\$ 9,315,417

Schedule of Development Cost Charges

	2024	2023
Opening balance of unspent funds	\$ 3,904,938	\$ 2,974,533
Development cost charges received during year	353,752	963,282
Interest earned	173,000	131,000
	526,752	1,094,282
Less amount spent on projects and recorded as revenue	(750,000)	(163,877)
Closing balance of unspent funds	\$ 3,681,690	\$ 3,904,938

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

5. Debt:

- (a) The District issues debt instruments through the Municipal Finance Authority (MFA) pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenses.

The Loan agreements with the Capital Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

	Gross debt	Repayments and actuarial earnings	Net debt 2024	Net debt 2023
General Capital Fund	\$ 10,856,873	\$ 4,363,804	\$ 6,493,069	\$ 6,978,217

As a condition of the borrowing through the MFA, the District is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits are included in the District's financial statements as restricted cash. If the debt is repaid without default, the deposits are refunded to the District. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon the maturity of a debt issue the demand notes are released and deposits refunded to the District. As at December 31, 2024, there were contingent demand notes of \$226,811 (2023 - \$226,811) which are not included in the financial statements of the District.

- (b) Principal payments on debt for the next five years including actuarial adjustment are as follows:

2025	\$ 344,091
2026	290,409
2027	218,834
2028	218,834
2029	218,834
2030 and thereafter	5,202,067
	\$ 6,493,069

- (c) Interest expense on long term debt during the year was \$266,797 (2023 - \$266,797). Interest rates on long term debt range from 2.75% to 4.20% per annum.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

6. Employee future benefit obligations:

The District provides sick leave and certain other benefits to its employees.

	2024	2023
Employee benefit obligations:		
Accumulated sick leave	\$ 604,500	\$ 571,000
Retirement benefits	1,001,000	917,800
	\$ 1,605,500	\$ 1,488,800

Accumulated sick leave represents the liability for sick leave banks accumulated for estimated draw down at future dates.

Retirement benefits represent the District's share of the cost to provide employees with various benefits upon retirement including lump sum retirement payments, death benefits and certain vacation entitlements in the year of retirement for qualified employees.

The accrued benefit obligation and the net periodic benefit cost were estimated by an actuarial valuation as at December 31, 2024.

Information about liabilities for employee future benefit plans is as follows:

	2024	2023
Accrued future benefit obligation:		
Balance, beginning of year	\$ 1,488,800	\$ 1,415,700
Current service cost	131,400	123,800
Interest cost	51,800	53,500
Benefits payments	(53,100)	(97,200)
Amortization of actuarial gain	(13,400)	(7,000)
Balance, end of year	\$ 1,605,500	\$ 1,488,800

The difference between the actuarially determined accrued future benefit obligation as at December 31, 2024 of \$1,224,600 and the accrued benefit liability of \$1,605,500 is an actuarial gain of \$380,900. This actuarial gain will be amortized over a period equal to the employees' average remaining service lifetime of 11 years.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

6. Employee future benefit obligations (continued):

The significant actuarial assumptions adopted in measuring the District's accrued benefit obligations are as follows:

	2024	2023
Discount rates	4.30%	4.10%
Expected future inflation rates	2.50%	2.50%
Expected wage and salary increases	0% to 3.40%	0% to 3.40%

Municipal Pension Plan

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$1,475,442 (2023 - \$1,280,848) for employer contributions while employees contributed \$1,225,061 (2023 - \$1,077,182) to the plan in fiscal 2024.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

7. Asset retirement obligations:

The District's asset retirement obligations consist of:

(a) Water wells:

The District owns two water wells. Under the *Water Sustainability Act*, an owner of a well which is not in service must ensure that the well is deactivated or decommissioned as soon as practicable. The process of decommissioning a well involves completely filling in the well by a qualified professional.

(b) Asbestos containing materials:

The District owns and operates several buildings that are known to have asbestos, which represents a health hazard upon demolition of the building and there is a legal obligation to remove it.

Changes to the asset retirement obligation in the year are as follows:

	Water wells	Asbestos removal	Total
Opening balance	\$ 25,182	\$ 668,673	\$ 693,855
Accretion expense	1,112	29,609	30,721
Closing balance	\$ 26,294	\$ 698,282	\$ 724,576

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

8. Tangible capital assets:

2024	Land improvements		Buildings	Equipment and vehicles	Roads infrastructure	Drainage infrastructure	Sewer infrastructure	Water infrastructure	Assets under construction	Total
Cost										
Balance, beginning of year	\$ 30,721,615	\$ 9,550,466	\$ 19,723,125	\$ 15,338,474	\$ 63,438,165	\$ 17,927,240	\$ 15,566,096	\$ 21,107,015	\$ 807,574	\$ 194,179,770
Additions	8,036,664	70,264	498,401	3,650,029	678,260	261,426	98,909	152,419	10,091,891	23,538,263
Disposals	-	-	-	(1,478,106)	-	-	-	-	(129,190)	(1,607,296)
Balance, end of year	38,758,279	9,620,730	20,221,526	17,510,397	64,116,425	18,188,666	15,665,005	21,259,434	10,770,275	216,110,737
Accumulated amortization:										
Balance, beginning of year	-	4,774,820	8,132,149	10,671,487	49,724,806	10,628,629	8,747,250	8,278,694	-	100,957,835
Amortization	-	178,562	493,357	722,227	779,382	194,078	180,577	298,782	-	2,846,965
Amortization - asset retirement obligations (note 7)	-	-	49,273	-	-	-	-	1,247	-	50,520
Disposals	-	-	-	(1,462,074)	-	-	-	-	-	(1,462,074)
Balance, end of year	-	4,953,382	8,674,779	9,931,640	50,504,188	10,822,707	8,927,827	8,578,723	-	102,393,246
Net book value, end of year	\$ 38,758,279	\$ 4,667,348	\$ 11,546,747	\$ 7,578,757	\$ 13,612,237	\$ 7,365,959	\$ 6,737,178	\$ 12,680,711	\$10,770,275	\$ 113,717,491

2023	Land	Land improvements	Buildings	Equipment and vehicles	Roads infrastructure	Drainage infrastructure	Sewer infrastructure	Water infrastructure	Assets under construction	Total
Cost										
Balance, beginning of year	\$ 30,721,615	\$ 9,272,784	\$ 18,915,939	\$ 14,855,931	\$ 62,162,733	\$ 17,647,106	\$ 15,546,121	\$ 19,841,420	\$ 340,888	\$ 189,304,537
Additions including transfers	-	277,682	138,513	1,023,694	1,275,432	280,134	19,975	1,240,413	492,283	4,748,126
Additions – asset retirement obligations (note 7)	-	-	668,673	-	-	-	-	25,182	-	693,855
Disposals and transfers	-	-	-	(541,151)	-	-	-	-	(25,597)	(566,748)
Balance, end of year	30,721,615	9,550,466	19,723,125	15,338,474	63,438,165	17,927,240	15,566,096	21,107,015	807,574	194,179,770
Accumulated amortization:										
Balance, beginning of year	-	4,610,259	7,597,945	10,552,430	48,976,282	10,435,197	8,565,106	7,993,843	-	98,731,062
Amortization	-	164,561	534,204	660,208	748,524	193,432	182,144	284,851	-	2,767,924
Disposals	-	-	-	(541,151)	-	-	-	-	-	(541,151)
Balance, end of year	-	4,774,820	8,132,149	10,671,487	49,724,806	10,628,629	8,747,250	8,278,694	-	100,957,835
Net book value, end of year	\$ 30,721,615	\$ 4,775,646	\$ 11,590,976	\$ 4,666,987	\$ 13,713,359	\$ 7,298,611	\$ 6,818,846	\$ 12,828,321	\$ 807,574	\$ 93,221,935

DRAFT - May 6, 2025

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

8. Tangible capital assets:

(a) Assets under construction:

Assets under construction totaling \$10,770,275 (2023 - \$807,574) are not being amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:

During the year there were contributed assets of \$285,145 (2023 - \$487,811) recognized, which represents their fair market value at the date of contribution.

The contributed infrastructure consisted of roads \$20,145 (2023 - \$284,846), drains \$151,000 (2023 - \$177,815), water \$46,000 (2023 - \$8,250) and sewer \$68,000 (2023 - \$16,900).

(c) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Write down of tangible capital assets:

There were no write downs of tangible capital assets in use during the years presented.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2024	2023
Surplus:		
Invested in tangible capital assets	\$ 106,499,846	\$ 85,549,863
General	6,011,198	7,162,788
Total surplus	112,511,044	92,712,651
Reserve funds set aside for specific purposes by Council:		
Affordable housing contributions	188,500	176,500
Amenity contributions	835,000	802,000
Protective services	457,440	513,836
Federal gas tax	5,787,031	6,027,179
Financial stabilization	830,766	830,766
General debt retirement	5,993,500	5,210,800
Climate action – oil to heat pump program	320,000	320,000
Climate action	1,226,143	884,386
Future expenditures	2,445,019	1,905,027
General conditional contribution	36,712	36,712
Tree contribution	26,050	12,800
New infrastructure	250,266	239,700
COVID-19 Safe Restart	485,342	689,411
Growing Communities	5,758,898	5,607,800
BH Turf Field Loan	225,000	250,000
Total	24,865,667	23,506,917
Statutory Reserve Funds set aside for specific purposes by Bylaw:		
General capital	7,530,458	14,834,045
Local service area	322,390	307,990
Land sale reserve	416,781	1,497,930
Water utility	4,916,613	4,524,027
Sewer enterprise	6,775,409	7,674,878
Total	19,961,651	28,838,870
	\$ 157,338,362	\$ 145,058,438

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

9. Accumulated surplus (continued):

Schedule - Federal Gas Tax Reserve

	2024	2023
Opening balance of unspent funds	\$ 6,027,179	\$ 5,910,075
Funds received during year	855,018	832,608
Interest earned	270,400	227,400
Less amount spent on projects:		
Road reconstruction	(1,148,718)	(840,586)
Drainage replacement	(110,428)	(102,318)
Watermain replacement	(106,420)	-
Closing balance of unspent funds	\$ 5,787,031	\$ 6,027,179

10. Municipal property taxes:

Municipal property tax revenue, reported on the statement of operations, is comprised of the following:

	2024	2023
General taxation:		
Property taxes	\$ 43,768,480	\$ 40,385,587
Less taxes levied for other authorities:		
Provincial Government - school taxes	11,328,716	10,799,250
Capital Regional District	5,951,715	5,621,861
Capital Regional Hospital District	1,178,315	1,159,779
BC Transit Authority	2,945,131	2,023,839
BC Assessment Authority	335,964	322,731
Municipal Finance Authority	1,889	1,856
	21,741,730	19,929,316
	\$ 22,026,750	\$ 20,456,271

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

11. Government transfers:

The District recognizes the transfer of government funding as revenue when received and all related eligibility criteria and stipulations have been satisfied. The government transfers reported on the statement of operations are:

	2024	2023
Provincial government:		
Small communities and equalization payments	\$ 483,200	\$ 362,000
Infrastructure grants	5,247,620	-
Other	1,141,378	5,901,257
	6,872,198	6,263,257
Federal government:		
Gas tax agreement funds	855,018	832,608
	\$ 7,727,216	\$ 7,095,865

12. Commitments and contingencies:

- (a) The CRD debt, under provisions of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.
- (b) The District is a shareholder and member of the Capital Region Emergency Service Telecommunications (CREST) Incorporated which provides centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- (c) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, member municipalities are to share jointly for such claims in excess of individual deductibles ranging from \$5,000 to \$50,000 against any member. The District's deductible is \$10,000.
- (d) The District entered into a five year agreement for Police related dispatch services with E Comm Emergency Communications for British Columbia Incorporated effective January 1, 2021. The annual charge to the District will be based on the District's share of actual costs for the calendar year as determined in the agreement. The estimated cost for 2025 is \$434,000.
- (e) The District has identified a property that will be remediated in the future. A liability for estimated costs of \$130,000 has been recognized, as the District has committed to remediation and future economic benefits are expected to be given up.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

- (f) As part of the normal course of business, the District has entered into various agreements and contracts for services. This includes various capital projects as at December 31, 2024 with significant agreements totaling \$1,191,205. Funding for the majority of these obligations has been set aside in reserves for future expenditures, development cost charges and grant revenue. These amounts will be recorded in the accounts in the period when the goods and services to which they relate are received.

13. Financial plan:

The financial plan presented in these financial statements is based upon the 2024 operating and capital budgets approved by Council on April 22, 2024 adjusted for amortization and debt.

14. Risk management:

The District has exposure to the following risks from its use of financial instruments: credit risk, liquidity risk, and market risk (foreign currency risk, interest rate risk, and other price risk). Council is responsible for ensuring that the District has identified its major risks and ensures that management monitors and controls them. Management oversees the District's systems and practices of internal control and ensures that these controls contribute to the assessment and mitigation of risk. Management reports regularly to Council on its activities. The District has experienced no change in its risk exposure and has not made any changes to its risk management policies and procedures during the year.

(a) Credit risk:

Credit risk is the risk of a financial loss to the District if a counterparty to a financial instrument fails to meet its contractual obligations resulting in a financial loss. Such risks arise principally from certain financial assets held by the District consisting of cash and cash equivalents, investments and receivables.

Cash and cash equivalents and investments are held with reputable financial institutions with investment grade external credit ratings. The majority of receivables are owing from government agencies. The District is able to recover delinquent taxes through tax sale of properties with unpaid property taxes.

The District assesses on a continuous basis its receivables and provides for any amounts that are collectible in an allowance for doubtful accounts. The maximum exposure to credit risk is the carrying value of financial assets.

(b) Liquidity risk:

Liquidity risk is the risk that the District will not be able to meet its financial obligations as they become due. The District's objective is to have sufficient liquidity to meet these liabilities when due. The District prepares financial plans, monitors its cash balance and cash flows to meet its liquidity requirements. Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

14. Risk management (continued):

(c) Market risk:

Market risk is the risk that changes in market price, such as foreign exchange rates, interest rates and other price risks, will affect the District's results of operations or the fair value of its holdings of financial instruments. In the normal course of operations, the District makes purchases denominated in US dollars. The District does not have any material transactions denominated in foreign currencies at year end.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The District mitigates interest rate risk by investing in fixed-rate investments and debt. The District is subject to interest rate risk at maturity or refinancing.

The District is monitoring the potential impacts and options to mitigate risks arising from tariffs and cross border trade.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

15. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. Certain segments that have different governance and responsibility have been separately disclosed in the segmented information, along with the services they provide, which are as follows:

General Government:

The general government operations provide the functions of building services and maintenance, corporate administration, finance, human resources, legislative services and any other functions categorized as non-departmental.

Municipal services:

Municipal services include services provided to the residents of Central Saanich including police services, fire protection, building inspection, bylaw enforcement, development services and parks. These services are the direct responsibility of Council.

Water utility:

The water utility installs and maintains the water mains and pump stations and oversees the distribution of water purchased from the Capital Regional District.

Sewer enterprise:

The sewer enterprise installs and maintains the sewer mains and pump stations of the District.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The taxation revenues are allocated to the functions based on budgeted expenditures for 2024. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

2024	General government	Municipal services	Water utility	Sewer enterprise	Total
Revenue:					
Taxation	\$ 5,601,319	\$ 16,803,957	\$ -	\$ -	\$ 22,405,276
Non taxation	9,478	15,069,930	6,442,614	2,211,645	23,733,667
Total revenue	5,610,797	31,873,887	6,442,614	2,211,645	46,138,943
Expenses:					
Salaries, wages and benefits	2,469,968	13,698,630	694,727	550,500	17,413,825
Materials and supplies	74,178	1,558,344	4,242,387	76,271	5,951,180
Services	749,235	5,178,066	479,878	365,594	6,772,773
Other	-	504,032	-	-	504,032
Amortization	339,866	2,051,780	321,454	215,107	2,928,207
Total expenses	3,633,247	22,990,852	5,738,446	1,207,472	33,570,017
Annual surplus	\$ 1,977,550	\$ 8,883,035	\$ 704,168	\$ 1,004,173	\$ 12,568,926

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Notes to Financial Statements

Year ended December 31, 2024

15. Segmented information (continued):

2023	General government	Municipal services	Water utility	Sewer enterprise	Total
Revenue:					
Taxation	\$ 5,207,632	\$ 15,622,895	\$ -	\$ -	\$ 20,830,527
Non taxation	8,107	14,435,874	6,645,855	2,100,139	23,189,975
Total revenue	5,215,739	30,058,769	6,645,855	2,100,139	44,020,502
Expenses:					
Salaries, wages and benefits	2,385,285	12,511,765	625,232	426,010	15,948,292
Materials and supplies	78,249	1,356,774	4,481,820	74,344	5,991,187
Services	892,257	4,513,552	428,756	383,348	6,217,913
Other	-	510,881	-	-	510,881
Amortization	277,637	2,013,181	294,962	182,144	2,767,924
Total expenses	3,633,428	20,906,153	5,830,770	1,065,846	31,436,197
Annual surplus	\$ 1,582,311	\$ 9,152,616	\$ 815,085	\$ 1,034,293	\$ 12,584,305

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Schedule – COVID-19 Restart Reserve (unaudited)

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Balance, beginning of year	\$ 689,411	\$ 1,352,716
Spent:		
Facility and technology improvements	45,630	31,109
Grants or loans to other organizations	-	250,000
COVID-19 related revenue impact	158,439	377,200
Materials and supplies	-	339
IT equipment	-	4,657
	204,069	663,305
Balance, end of year	\$ 485,342	\$ 689,411

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Schedule – Local Government Housing Initiatives Funding Program (unaudited)

Year ended December 31, 2024, with comparative information for 2023

	2024
Balance, beginning of year	\$ -
Received:	
Provincial Transfer	233,695
Spent:	
Zoning Illustrations to address Bill 44	14,682
Parking Standards Review	11,400
Provincial Housing Implementation	61,122
	87,204
Balance, end of year	\$ 146,491

On December 21, 2023, the District was notified by the Province that we will receive allocated funding from the \$51 million capacity funding for local governments to implement legislative changes to support housing initiatives. The District had received \$233,695 in January 2024.

As part of the funding requirement, the District is required to provide a separate schedule to the annual audited financial statements. The form of the schedule is aligned with the annual reporting submitted to the Province.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Schedule – Growing Communities Fund (unaudited)

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Opening balance, beginning of year	\$ 5,607,800	\$ -
Received:		
Provincial transfer	-	5,501,000
Interest earned	261,300	106,800
Spent:		
Active transportation projects	(80,000)	-
Centennial Park Splash Pad	(30,202)	-
Balance, end of year	\$ 5,758,898	\$ 5,607,800



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, May 12, 2025

Re: 7180 East Saanich Road – Temporary Use Permit

RECOMMENDATION(S):

That with regard to Temporary Use Permit Application PL001757 for 7180 East Saanich Road, staff schedule an opportunity to be heard at a future Council meeting.

Following the consideration of public input, the following recommendations should be considered:

That following receipt of public input, Temporary Use Permit PL001757 be authorized for issuance for a period of three (3) years.

PURPOSE:

The purpose of this report is to consider a Temporary Use Permit (TUP) application to permit the use of a kitchen at the Shady Creek Church as a commercial food processing facility.

BACKGROUND:

In 2024, the Shady Creek or Central Saanich United Church undertook the construction of an addition to the existing church which included a commercial kitchen. As a result of a business license application, the District was made aware that the Shady Creek Church wishes to use the newly constructed commercial kitchen as a rentable space for Food Processing. At present, this is not a permitted use under the Zoning Bylaw for the P-1 Zone (General Institution).

This project was associated with a Heritage Designation of the Church and Hall buildings. The existing kitchen was constructed to support the community by providing a rentable commercial kitchen facility for individuals and small businesses to cook and bake products and is not built for large-scale food processing that results in “grease laden fumes”. A letter of rationale and site plan are attached as Appendix A and Appendix B.

DISCUSSION:

Subject Property:

7180 East Saanich Road lies within the urban containment boundary and 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 Cooperidge Park. To the north is a Telus communication building and Residential R-1 zoned lands. To the west and east is Agricultural A-1 zoned 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.

Official Community Plan:

The District's OCP designates the subject property as Institutional which serves the purpose of permitting a range of government or non-profit services to the community such as schools, churches, hospitals, or municipal services.

The OCP has several policies and objectives that support the development of community spaces and small businesses throughout the District and within Institutional zones including:

- Objective 4.4.D: Local entrepreneurs are supported, and the local economy is thriving with a range of commercial service and retail businesses, a diverse and productive agricultural sector, and home occupation businesses.
- Policy 4.11.8: Encourage all institutional uses to ensure sites are designed for accessibility of all ages and abilities and apply an equity lens to ensure the most marginalized users are given priority.

Specific to Temporary Use Permits, the District's OCP outlines that all lands in the District are designated as areas where temporary uses may be allowed, subject to the terms and conditions of a TUP approved by Council and that a TUP can include a wide range of terms and conditions and are approved by Council.

Many of the TUP general policies support the use of a commercial kitchen for the subject property, including:

- Schedule C Policy 1.b: Is generally compatible with surrounding land uses.
- Schedule C Policy 1.c: Would not be undesirable due to smoke, noise, vibration, dirt, glare, odour, or electrical interference.
- Schedule C Policy 1.d: Would not negatively impact lands of heritage, cultural, or environmental significance.
- Schedule C Policy 1.e: Would create no significant increase in demand for municipal services.
- Schedule C Policy 1.f: Not permanently alter the land upon which it is located.

The proposed use would be compatible with the above OCP policies.

Zoning Bylaw:

7180 East Saanich Road is zoned as P-1: General Institution which allows for community uses such as civic buildings, childcare facilities, gardens, and cemeteries. The District's Zoning Bylaw does not currently permit food processing within the P-1 zone. The Zoning Bylaw defines Food Processing as the use of a premises for the manufacturing of animal feed or the manufacturing of food or beverage products but excludes abattoirs and rendering plants. This use is only permitted in the CD-4 zone and I-1 Zone through the processing use.

Due to the broad uses included in the definition of Food Processing in the Zoning Bylaw such as the manufacturing of animal feed, the defined use is not recommended to be permitted for the subject property and a new definition that would better align with the application is recommended.

It is recommended that a new definition specific to a Commissary Kitchen that is not an industrial manufacturing use is proposed as follows:

A commercial use providing for the preparation of food or beverages for consumption off-premises only, which does not offer sales or service to patrons on the premises, and which may be used by catering services, food delivery services, and similar uses.

To ensure small batch, low level cooking that would not emit grease laden fumes, and that no retail service is provided, additional conditions are recommended for a TUP. With the comprehensive Zoning Bylaw update, staff will review Commissary Kitchen regulations to modernize uses where appropriate.

Business Licensing:

If the TUP is successful, a District of Central Saanich business license would be required by each kitchen operator prior to any commercial uses being carried out in the kitchen. As per normal practice inspections may occur to ensure building code compatibility.

Health and Safety:

If the TUP application is successful, the Vancouver Island Health Authority (VIHA) would be involved to ensure commercial and food safe standards are adequate and the kitchen is appropriate to be used as a commercial retail food production facility.

The Capital Regional District's (CRD) health and safety regulations relating to food handling and preparation are required to be met by each kitchen operator prior to any commercial uses. Related CRD and/or VIHA confirmation forms and documents would be required prior to the issuance of a business license. If any new kitchen fixtures or upgrades are required for a business, building or plumbing permits, completed CRD forms, and/or other applicable proposed work details may be required.

Temporary Use Permit:

A TUP would be valid for 3 years and could be requested to be extended for an additional 3 years. A future extension could be approved by the Director of Planning, Building, and Bylaw as per the District's Delegation of Authority Bylaw.

The following conditions will apply to the Commissary Kitchen use and be contained in the TUP:

1. No grease laden fumes, food makers are to be small batch and low level cooking operators.
2. No onsite restaurants or retail sales permitted.
3. Delivery is permitted subject to being delivered by the Commissary Kitchen operator.
4. Each Commissary Kitchen operator must be issued a business license prior to any commercial uses.
5. Capital Regional District regulations and health and safety forms must be completed prior to the issuance of a business license.

OPTIONS:**Option 1 (recommended):**

That with regard to Temporary Use Permit Application PL001757 for 7180 East Saanich Road, staff schedule an opportunity to be heard at a future Council meeting.

Following the consideration of public input, the following recommendations should be considered:

That following receipt of public input, Temporary Use Permit PL001757 be authorized for issuance for a period of three (3) years.

Option 2:

Council refer Temporary Use Permit Application PL001757 for 7180 East Saanich Road to the Advisory Planning Commission (APC) and that the Commission consider the following:

- Is the APC supportive of the application?
- Are there any substantial issues Council should consider?

Option 3:

Council provide alternative direction.

Option 4:

Council deny the Temporary Use Permit request.

CONCLUSION:

The proposed use of the church kitchen facility to be used as a Commissary Kitchen would support small-scale batch cooking and the conditions of the TUP would need to be met at the time of a business licence application. The TUP would be valid for 3 years with the option to extend for an additional 3 years.

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

ATTACHMENTS:

Appendix A: Letter of Rationale

Appendix B: Site Plan

Appendix C: Site Context Plan

Appendix D: Heritage Designation Bylaw No. 2153

Appendix E: Draft Temporary Use Permit

Temporary Use Permit - 7180 East Saanich Road

In March 2024, Central Saanich United Church received permission from the District to build an addition on the rear of the Sanctuary which would accommodate washrooms, a multi-purpose room, offices and a commercial kitchen. After completion of the addition, and the kitchen receiving Health approval, it was determined that the commercial kitchen could not be leased out to other users as it does not meet the Central Saanich Zoning Bylaw.

The concept prior to construction was to provide an area where people could come and make jam or baked goods for farmer's markets, and other small type entrepreneurs could come and rent the kitchen. There were also the ideas that cooking classes could operate from these premises.

It was also planned that should someone wish to rent the facility for a wedding, memorial service, birthday etc., they could rent the kitchen and hall so the whole function could take place within this area.

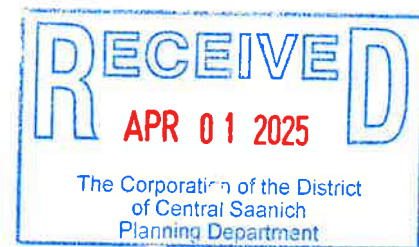
We are asking for Central Saanich Council to consider a Temporary Use Permit for the commercial kitchen to allow Kitchen/Food processing as a permitted use for the property. We also would like to rent the whole facility out for special functions as mentioned above.

We hope that Council sees this in a positive light and that they will approve the Temporary Use Permit for this site.

Respectfully submitted

Alan Cameron

Trustee





SHADY CREEK CHURCH

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL
FINLAYSON BONET ARCHITECTURE LTD. #4 - 7855 EAST SAANICH ROAD, SAANICHTON, BC V8M 2B4 PHONE: 250-656-2224 ARCHITECT OF RECORD: SILVIA BONET, ARCHITECT AIBC	SKYLINE ENGINEERING 380 - 4243 GLANFORD AVENUE, VICTORIA, BC V8Z 4B9 PHONE: 250-590-4133 ENGINEER OF RECORD: CORD MACLEAN, P.ENG., LEED AP, P. ENG	WEIR DESIGN & ENGINEERING INC. 3309 KEATS STREET, VICTORIA, BC V8P 4B2 PHONE: 250-590-2717 ENGINEER OF RECORD: JASON WEIR, P.ENG., LEED AP	PARALLEL ENGINEERING LTD. 5056 CORDOVA BAY ROAD, VICTORIA, BC V8Y 2K4 PHONE: 250-514-9259 ENGINEER OF RECORD: STEVE COOKE, P. ENG



ISSUED FOR BUILDING PERMIT
NOVEMBER 30, 2023

FLOOR ASSEMBLIES						
ASSEMBLY NUMBER	ILLUSTRATION IN PLAN	DESCRIPTION	FIRE RATING (REQUIRED)	TESTING AGENCY	U-VALUE (EFFECTIVE R-VALUE)	STC RATING
F1		CONCRETE SLAB ON GRADE <ul style="list-style-type: none"> 100mm REINFORCED CONCRETE SLAB ON GRADE 6mm POLYETHYLENE VAPOUR BARRIER R15 (150mm) RIGID INSULATION 300mm COMPACTED GRAVEL FILL BEARING SOIL NOTE: <ul style="list-style-type: none"> EXTEND RIGID INSULATION 1220mm IN FROM FOUNDATION WALL. 				
F2		ATTIC FLOOR ASSEMBLY <ul style="list-style-type: none"> 19mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) PRE-ENGINEERED ATTIC TRUSSES WITH 38x235 BOTTOM CORD @ 600mm O.C. (REFER TO STRUCTURAL) BATT INSULATION TO FILL CAVITY 16mm GYPSUM CEILING BOARD NOTE: <ul style="list-style-type: none"> IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT DRYWALL FOR GYPSUM WALLBOARD. 				
F3		BELL TOWER FLOOR ASSEMBLY 1 <ul style="list-style-type: none"> 19mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 38x190 FLOOR JOISTS @ 400mm O.C. (REFER TO STRUCTURAL) BATT INSULATION TO FILL CAVITY 6mm POLY VAPOUR BARRIER 13mm GYPSUM CEILING BOARD 				

WALL ASSEMBLIES						
ASSEMBLY NUMBER	ILLUSTRATION (PLAN)	DESCRIPTION	REQUIRED FIRE RATING	TESTING AGENCY	U-VALUE (EFFECTIVE R-VALUE)	STC RATING
W1		EXTERIOR WALL 1 <ul style="list-style-type: none"> FIBRE CEMENT LAP SIDING 19mm PRESSURE TREATED WOOD STRAPPING @ 400 O.C. (PRESSURE TREAT ALL CUT SIDES) SELF-ADHERED VAPOUR PERMEABLE SHEATHING MEMBRANE 13mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 38x140 WOOD STUD FRAMING @ 400mm O.C. (REFER TO STRUCTURAL) 140mm (R22) BATT INSULATION 6mm POLY VAPOUR BARRIER 16mm GYPSUM WALLBOARD NOTE: <ul style="list-style-type: none"> REFER TO STRUCTURAL FOR SHEAR WALL INFORMATION. IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT GYPSUM WALLBOARD FOR GYPSUM WALLBOARD. 				
W2		EXTERIOR WALL 2 <ul style="list-style-type: none"> FIBRE CEMENT PANEL SIDING W/ EASYTRIM REVEALS 19mm PRESSURE TREATED WOOD STRAPPING @ 400 O.C. (PRESSURE TREAT ALL CUT SIDES) SELF-ADHERED VAPOUR PERMEABLE SHEATHING MEMBRANE 13mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 38x140 WOOD STUD FRAMING @ 400mm O.C. (REFER TO STRUCTURAL) 140mm (R22) BATT INSULATION 6mm POLY VAPOUR BARRIER 16mm GYPSUM WALLBOARD NOTE: <ul style="list-style-type: none"> REFER TO STRUCTURAL FOR SHEAR WALL INFORMATION. IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT GYPSUM WALLBOARD FOR GYPSUM WALLBOARD. 				
W3		BELL TOWER WALL <ul style="list-style-type: none"> FIBRE CEMENT LAP SIDING 19mm PRESSURE TREATED WOOD STRAPPING @ 400 O.C. (PRESSURE TREAT ALL CUT SIDES) TYPE X BUILDING PAPER 13mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 38x140 WOOD STUD FRAMING @ 400mm O.C. (REFER TO STRUCTURAL) 16mm PLYWOOD SHEATHING NOTE: <ul style="list-style-type: none"> REFER TO STRUCTURAL FOR SHEAR WALL INFORMATION. 13mm PLYWOOD ON INTERIOR FACE OF ASSEMBLY FOR LADDER SUPPORT. 				
W4		EXTERIOR WALL 3 <ul style="list-style-type: none"> FIBRE CEMENT LAP SIDING 19mm PRESSURE TREATED WOOD STRAPPING @ 400 O.C. (PRESSURE TREAT ALL CUT SIDES) SELF-ADHERED VAPOUR PERMEABLE SHEATHING MEMBRANE 13mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 38x140 WOOD STUD FRAMING @ 400mm O.C. (REFER TO STRUCTURAL) 140mm (R22) BATT INSULATION 6mm POLY VAPOUR BARRIER 16mm TYPE 'X' GYPSUM WALLBOARD NOTE: <ul style="list-style-type: none"> REFER TO STRUCTURAL FOR SHEAR WALL INFORMATION. IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT GYPSUM WALLBOARD FOR GYPSUM WALLBOARD. 	1.0 HR F.R.R.	BCBC 2018 (Table 9.10.3.1-A) EW1a		

FOUNDATION WALL ASSEMBLIES						
ASSEMBLY NUMBER	ILLUSTRATION (PLAN)	DESCRIPTION	REQUIRED FIRE RATING	TESTING AGENCY	U-VALUE (EFFECTIVE R-VALUE)	STC RATING
FD1		FOUNDATION WALL 1 <ul style="list-style-type: none"> 150mm REINFORCED CONCRETE FOUNDATION WALL WITH A 400mm WIDE x 200mm DEEP CONCRETE STRIP FOOTING - REFER TO STRUCTURAL SELF-ADHERED SBS WATERPROOF MEMBRANE POLY PROPYLENE DRAINAGE MAT DRAIN ROCK FILTER FABRIC CLEAN BACKFILL NOTE: <ul style="list-style-type: none"> IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT DRYWALL FOR GYPSUM WALLBOARD. 				
FD2		FOUNDATION WALL 2 <ul style="list-style-type: none"> EXISTING CONCRETE FOUNDATION WALL 60mm STRUCTURAL SEPARATION - REFER TO STRUCTURAL 200mm REINFORCED CONCRETE FOUNDATION WALL WITH A 300mm WIDE x 200mm DEEP CONCRETE STRIP FOOTING - REFER TO STRUCTURAL 				
FD3		FOUNDATION WALL 3 <ul style="list-style-type: none"> 150mm REINFORCED CONCRETE FOUNDATION WALL WITH A 400mm WIDE x 200mm DEEP CONCRETE STRIP FOOTING - REFER TO STRUCTURAL 				

ROOF ASSEMBLIES						
ASSEMBLY NUMBER	ILLUSTRATION (PLAN)	DESCRIPTION	REQUIRED FIRE RATING	TESTING AGENCY	U-VALUE (EFFECTIVE R-VALUE)	STC RATING
R1		ROOF ASSEMBLY 1 <ul style="list-style-type: none"> ASPHALT OR FIBREGLASS SHINGLE TO MATCH EXISTING #15 FELT UNDERLAY 16mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) PRE-ENGINEERED SCISSOR TRUSSES @ 600mm O.C. (REFER TO STRUCTURAL) R14 BATT INSULATION BETWEEN BOTTOM CORD OF TRUSSES WITH R40 BLOWN IN INSULATION ABOVE 6mm POLY VAPOUR BARRIER 16mm GYPSUM CEILING BOARD 			8.499 RSI (R48.2)	
R2		ROOF ASSEMBLY 2 <ul style="list-style-type: none"> ASPHALT OR FIBREGLASS SHINGLE TO MATCH EXISTING #15 FELT UNDERLAY 16mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) PRE-ENGINEERED ATTIC TRUSSES @ 600mm O.C. (REFER TO STRUCTURAL) R14 BATT INSULATION BETWEEN BOTTOM CORD OF TRUSSES WITH R40 BLOWN IN INSULATION ABOVE 6mm POLY VAPOUR BARRIER 16mm GYPSUM CEILING BOARD NOTE: <ul style="list-style-type: none"> IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT GYPSUM CEILING BOARD FOR GYPSUM CEILING BOARD. 			8.499 RSI (R48.2)	
R3		ROOF ASSEMBLY 3 <ul style="list-style-type: none"> ASPHALT OR FIBREGLASS SHINGLE TO MATCH EXISTING #15 FELT UNDERLAY 16mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 40mm x 90mm PURLINS AT 600mm OC. PERPENDICULAR TO ROOF JOISTS 40mm x 285mm ROOF JOISTS @ 600mm O.C. (REFER TO STRUCTURAL) R14 BATT INSULATION 6mm POLY VAPOUR BARRIER 16mm GYPSUM CEILING BOARD NOTE: <ul style="list-style-type: none"> IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT GYPSUM CEILING BOARD FOR GYPSUM CEILING BOARD. 			8.499 RSI (R48.2)	
R4		BELL TOWER ROOF ASSEMBLY <ul style="list-style-type: none"> ASPHALT OR FIBREGLASS SHINGLE TO MATCH EXISTING #15 FELT UNDERLAY 16mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 38x140 RAFTER (REFER TO STRUCTURAL) 				

PARTITION ASSEMBLIES						
ASSEMBLY NUMBER	ILLUSTRATION IN PLAN	DESCRIPTION	REQUIRED FIRE RATING	TESTING AGENCY	U-VALUE (EFFECTIVE R-VALUE)	STC RATING
P1		38x89 PARTITION <ul style="list-style-type: none"> 13mm GYPSUM WALLBOARD 38x89 WOOD STUDS @ 400mm O.C. ACOUSTIC INSULATION @ WASHROOM SEPARATIONS 13mm GYPSUM WALLBOARD NOTE: <ul style="list-style-type: none"> IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT DRYWALL FOR GYPSUM WALLBOARD. 				
P2		38x140 PARTITION <ul style="list-style-type: none"> 13mm GYPSUM WALLBOARD 38x140 WOOD STUDS @ 400mm O.C. ACOUSTIC INSULATION @ WASHROOM SEPARATIONS 13mm GYPSUM WALLBOARD NOTE: <ul style="list-style-type: none"> IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT DRYWALL FOR GYPSUM WALLBOARD. 				
P3		PARTITION ADJACENT TO EXISTING BUILDING <ul style="list-style-type: none"> 16mm TYPE 'X' GYPSUM WALLBOARD 13mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) 38x89 WOOD STUDS @ 400mm O.C. 65mm STRUCTURAL SEPARATION (REFER TO STRUCTURAL) NEW LAYER 16mm TYPE 'X' GYPSUM WALLBOARD EXISTING WALL ASSEMBLY NOTE: <ul style="list-style-type: none"> REFER TO STRUCTURAL FOR SHEAR WALL INFORMATION. 				
P4		38x89 PARTITION - FIRE-RATED ASSEMBLY <ul style="list-style-type: none"> 16mm GYPSUM WALLBOARD 38x89 WOOD STUDS @ 400mm O.C. ACOUSTIC INSULATION 16mm GYPSUM WALLBOARD 	1.0 HR F.R.R.	BCBC 2018 W1a		
P5		25x89 SHEAR WALL <ul style="list-style-type: none"> 13mm GYPSUM WALLBOARD 38x89 WOOD STUDS @ 400mm O.C. ACOUSTIC INSULATION @ WASHROOM SEPARATIONS 13mm PLYWOOD SHEATHING 13mm GYPSUM WALLBOARD NOTE: <ul style="list-style-type: none"> IN WET LOCATIONS SUBSTITUTE MOISTURE RESISTANT DRYWALL FOR GYPSUM WALLBOARD. REFER TO STRUCTURAL FOR SHEAR WALL INFORMATION. 				
P6		38x89 SHEAR WALL <ul style="list-style-type: none"> 13mm GYPSUM WALLBOARD 38x89 WOOD STUDS @ 400mm O.C. ACOUSTIC INSULATION @ WASHROOM SEPARATIONS 13mm PLYWOOD SHEATHING 13mm GYPSUM WALLBOARD NOTE: <ul style="list-style-type: none"> REFER TO STRUCTURAL FOR SHEAR WALL INFORMATION. 	1.0 HR F.R.R.	BCBC 2018 W1a		
P7		MECHANICAL SHAFT WALL <ul style="list-style-type: none"> 25mm SHAFTLINER CT STUDS 1 LAYER OF 16mm TYPE 'X' GYPSUM WALLBOARD 	2 HOUR	ULC W452 SYSTEM 'A'		

CEILING ASSEMBLIES						
ASSEMBLY NUMBER	ILLUSTRATION (PLAN)	DESCRIPTION	REQUIRED FIRE RATING	TESTING AGENCY	U-VALUE (EFFECTIVE R-VALUE)	STC RATING
C1		MECHANICAL ROOM LID - FIRE RATED <ul style="list-style-type: none"> 19mm PLYWOOD SHEATHING (REFER TO STRUCTURAL) PRE-ENGINEERED ATTIC TRUSSES WITH 38x235 BOTTOM CORD @ 600mm O.C. (REFER TO STRUCTURAL) BATT INSULATION TO FILL CAVITY 2 LAYERS 16mm TYPE 'X' GYPSUM CEILING BOARD 	1.0 HR F.R.R.	BCBC2018 Table 9.10.3.1-B F4a		

FINLAYSON BONET
ARCHITECTURE LTD.

#4 - 7855 East Saanich Rd.
Saanichton, BC V8M 2B4

Phone: 250-656-2224

email: info@finlaysonbonet.ca

30Nov23 Issued for BP

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Checked: SMB

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Date: JAN 02, 2024

Project Name: **SHADY CREEK CHURCH**

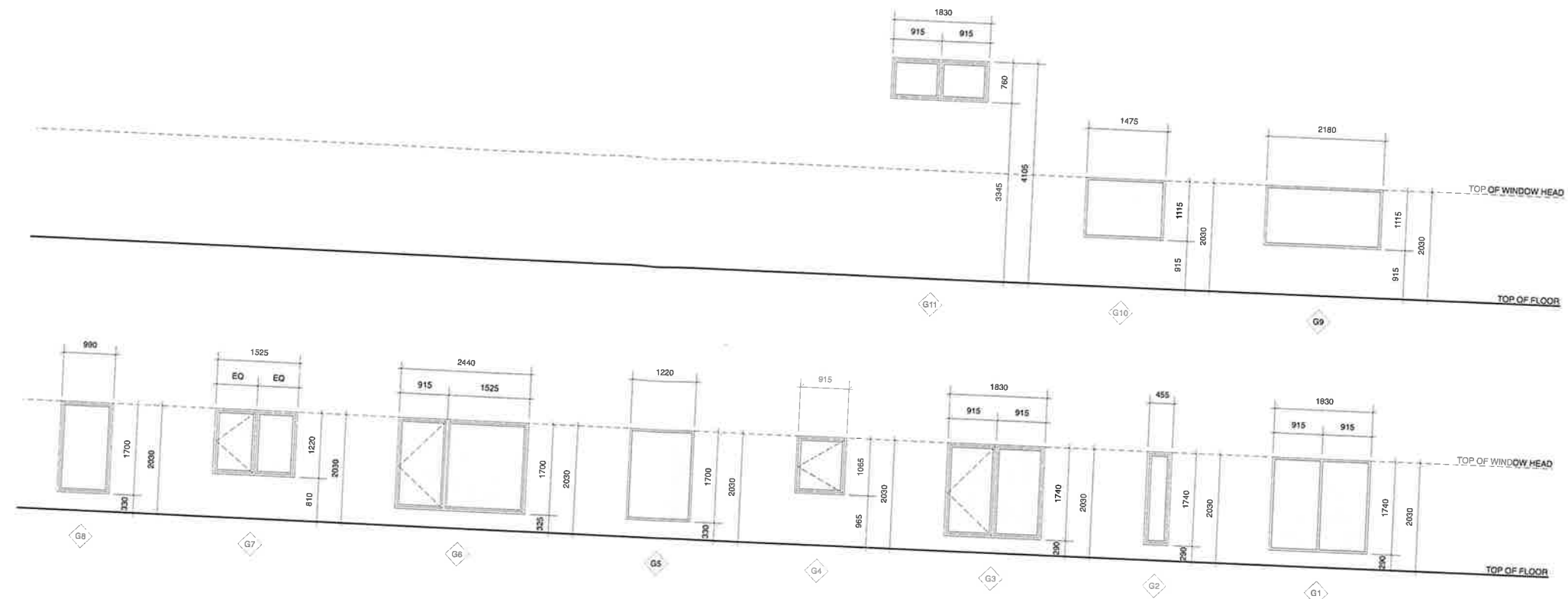
7180 EAST SAANICH RD.,
SAANICHTON, BC V8M 1Y4

Drawing Title: **ASSEMBLIES**

Drawing No: **A1.01**

Project No: **20383**

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2 WINDOW SCHEDULE
A1.02 Scale: N.T.S.

DOOR SCHEDULE

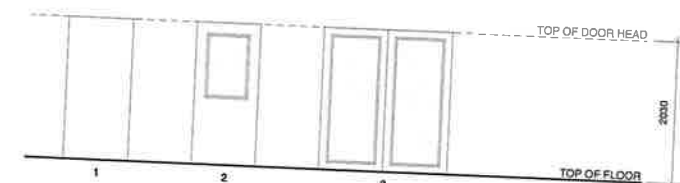
Door #	Location Info	Style	Size	Swing	Door	Material	Finish	Label	Glazing	Hdwe	Material	Frame	Finish	Notes
D101	ENTRY TO EXTERIOR	3	1830 x 2030	LH / RH	HM	PT	-	-	TEMP'D	PANIC	PS	PT	-	
D102	MULTIPURPOSE ROOM TO EXTERIOR	3	1830 x 2030	LH / RH	HM	PT	-	-	TEMP'D	PANIC	PS	PT	-	
D104	OPEN AREA TO MECHANICAL ROOM	1	1525 x 2030	LH / RH	HM	PT	-	-	TEMP'D	PANIC	PS	PT	-	CL GA
D105	CORRIDOR TO PASTOR'S OFFICE	2	915 x 2030	RH	WD	PT	45 MIN	-	TEMP'D	OFFICE	PS	PT	-	CL GA
D106	CORRIDOR TO KITCHEN	1	915 x 2030	RH	WD	PT	-	-	TEMP'D	OFFICE	WD	PT	-	CL GA
D107	CORRIDOR TO MULTIPURPOSE ROOM	2	915 x 2030	LH	WD	PT	-	-	TEMP'D	BARN DOOR	WD	PT	-	
D108	MULTIPURPOSE ROOM TO JANITOR CLOSET	1	710 x 2030	LHR	WD	PT	-	-	TEMP'D	PASSAGE	WD	PT	-	BARN DOOR
D109	MULTIPURPOSE ROOM TO CLOSET	1	1830 x 2030	LH / RH	WD	PT	-	-	TEMP'D	PASSAGE	WD	PT	-	WS
D110	CORRIDOR TO CORRIDOR	1	915 x 2030	LH	WD	PT	-	-	TEMP'D	SLIDER	WD	PT	-	WS
D111	CORRIDOR TO WASHROOM	1	760 x 2030	RH	WD	PT	-	-	TEMP'D	BARN DOOR	WD	PT	-	SLIDER
D112	CORRIDOR TO WASHROOM	1	760 x 2030	LH	WD	PT	-	-	TEMP'D	PRIVACY	WD	PT	-	BARN DOOR
D113	CORRIDOR TO ACCESSIBLE WASHROOM	1	915 x 2030	RHR	WD	PT	-	-	TEMP'D	PRIVACY	WD	PT	-	WS
D113	CORRIDOR TO RECEPTION	2	915 x 2030	LH	WD	PT	-	-	TEMP'D	PRIVACY	WD	PT	-	WS
D113	CORRIDOR TO RECEPTION	2	915 x 2030	LH	WD	PT	-	-	TEMP'D	OFFICE	WD	PT	-	CL WS

ABBREVIATIONS USED IN DOOR SCHEDULE

RH	RIGHT HAND SWING	ENTRY	KEYED LOCKSET
LH	LEFT HAND SWING	P/PULL	PUSH - PULL HARDWARE
RHR	RIGHT HAND REVERSE SWING	OFFICE	KEYED LOCKSET WITH INTERIOR BUTTON
LHR	LEFT HAND REVERSE SWING	PRIVACY	LOCKSET WITH INTERIOR BUTTON
RHRA	RIGHT HAND REVERSE ACTIVE LEAF	PANIC	PUSHBAR EXIT DEVICE
DBL	DOUBLE ACTING	PASSAGE	LOCKSET W/NO ANY LOCK
HM	HOLLOW METAL	ROLLCATCH	ROLLER CATCH HARDWARE
SCW	SOLID CORE WOOD	FOB	KEYLESS DOOR ENTRY SYSTEM
HCW	HOLLOW CORE WOOD	F/DUMMY	FULL DUMMY DOOR KNOB
AL	ALUMINUM	S/DUMMY	SINGLE DUMMY DOOR KNOB
PS	PRESSED STEEL	CL	DOOR CLOSER
ST	STEEL	WS	WALL STOP
WD	SOLID WOOD	FS	FLOOR STOP
GL	GLAZING	ELEC	ELECTRIC STRIKE
FACTORY	FACTORY FINISH	PR	PROXIMITY READER
FACTORY	FACTORY PRIMER - SITE PAINTED	GA	WEATHERSTRIPPING GASKETS
CLEAR	CLEAR LACQUER	KP	KICKPLATE
AND	CLEAR ANODIZED	THROWS	THROWS FLUSH BOLTS TOP AND BOTTOM
FLOAT	STANDARD FLOAT GLASS	HC	HANDICAP ACTUATOR
WIRED	GEORGIAN WIRED GLASS	MC	MORTISE CYLINDER
TEMP'D	TEMPERED GLASS	PKT	ROCKET DOOR
LSG	LAMINATED SAFETY GLASS	SLIDER	SLIDING DOOR

DOOR SCHEDULE GENERAL NOTES

- ALL DOORS INDICATED TO HAVE A FIRE RESISTANCE RATING IN SCHEDULE TO HAVE A MAXIMUM OF A 1/2" UNDERCUT BETWEEN FINISHED FLOOR AND UNDERSIDE OF RATED DOOR.
- ALL DOORS INDICATED TO HAVE A FIRE RESISTANCE RATING IN SCHEDULE TO BE PROVIDED WITH POSITIVE LATCHING HARDWARE DESIGNED TO HOLD THE DOOR IN A CLOSED POSITION TO ENSURE CONTINUITY OF FIRE RESISTANCE RATING.
- ALL ENTRY, PRIVACY AND PASSAGE DOOR HARDWARE TO BE LEVER ACTION.



1 DOOR SCHEDULE
A1.02 Scale: N.T.S.



**FINLAYSON
BONET**
ARCHITECTURE LTD.

#4 - 7855 East Saanich Rd.
Saanichton, BC V8M 2B4

Phone: 250-656-2224

email: info@finlaysonbonet.ca

30Nov23 Issued for BP

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24Oct22 Issued for BP

Rev Dir e Description

Checked SMB

Drawn RJC

Scale AS NOTED

Date

JAN 02, 2024

Project Name

SHADY CREEK

CHURCH

7180 EAST SAANICH RD.,

SAANICHTON, BC V8M 1Y4

Drawing Title

DOOR & WINDOW SCHEDULES

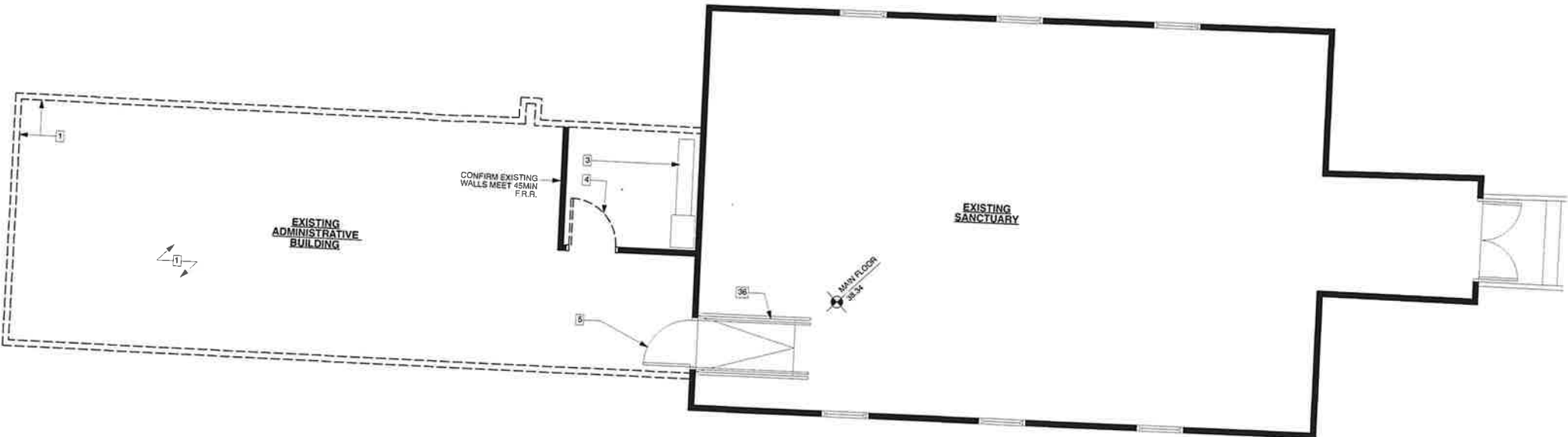
Drawing No.

A1.02

Project No.

20383

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1 EXISTING CHURCH PLAN
A2.00 Scale: 1:50

KEY NOTES

1. REMOVE EXISTING FOUNDATION, FLOOR, EXTERIOR WALLS AND ROOF AND DISPOSED OF OFF-SITE. PREP SITE FOR CONSTRUCTION OF NEW ADMINISTRATIVE OFFICES.

2. NOT USED.

3. EXISTING FURNACE AND DUCTING TO REMAIN - REFER TO MECHANICAL.

4. REMOVE EXISTING DOOR FRAME, DOOR SLAB AND HARDWARE AND DISPOSE OF OFF-SITE.

5. EXISTING DOOR TO REMAIN.

6. 600mm x 200mm SHELF MOUNTED NOT MORE THAN 1200mm ABOVE THE FLOOR. PROVIDE BLOCKING IN WALL.

7. WALL MOUNTED ACCESSIBLE SINK. INSULATE EXPOSED PIPING BELOW SINK. PROVIDE BLOCKING IN WALL.

8. BABY CHANGING TABLE TO BE "KOALA CLASSIC HORIZONTAL BABY CHANGING STATION" (56100) OR SIMILAR. PROVIDE BLOCKING IN WALL.

9. HAND DRYERS AS PER OWNER. PROVIDE BLOCKING IN WALL.

10. SURFACE MOUNTED SOAP DISPENSER.

11. SURFACE MOUNTED PAPER ROLL HOLDER.

12. PROVIDE ONE GRAB BAR AT LEAST 600mm LONG OR TWO GRAB BARS AT LEAST 300mm LONG AND LOCATED EITHER SIDE OF THE FLUSH VALVE. PROVIDE BLOCKING IN WALL.

13. L-SHAPED GRAB BAR WITH HORIZONTAL AND VERTICAL COMPONENTS NOT LESS THAN 760mm LONG MOUNTED WITH THE HORIZONTAL COMPONENT 760mm TO 836mm ABOVE THE FLOOR AND THE VERTICAL COMPONENT 150mm IN FRONT OF THE WATER CLOSET. PROVIDE BLOCKING IN WALL.

14. COAT HOOK MOUNTED NOT MORE 50 MM FROM THE WALL.

15. TOILET TANK LID TO BE BOLTED DOWN.

16. LINE OF ACCESS HATCH TO BELL TOWER ABOVE (TYPICAL).

17. BELL TOWER ACCESS LADDER.

18. PULL-DOWN ATTIC ACCESS LADDER.

19. 65mm STRUCTURAL SEPARATION - REFER TO STRUCTURAL.

20. CONCRETE UPSTAND ON A REINFORCED CONCRETE PAD FOOTING - REFER TO STRUCTURAL.

21. INSULATED BELL TOWER ACCESS HATCH.

22. HEAVY TIMBER POST - REFER TO STRUCTURAL.

23. HOT WATER TANK - REFER TO STRUCTURAL.

24. BELL TOWER VENT - PAINTED.

25. LINE OF STRUCTURE BELOW.

26. PREFINISHED METAL LEAVES TROUGH WITH LEAF GUARD AND RAINWATER LEADER.

27. ROOF VENT (50 NFA MINIMUM).

28. NEW WINDOW TO HAVE STAIN GLASS TREATMENT.

29. 100mm Ø PERIMETER DRAIN AND 100mm Ø PERFORATED FOUNDATION DRAIN - CONNECT TO EXISTING.

30. CONFIRM EXISTING FOUNDATION AND FOOTING ON SITE.

31. UNDER COUNTER STORAGE.

32. OFFICE PRINTER.

33. JANITOR'S SINK.

34. ADD 1 LAYER OF 16mm TYPE 'X' GYPSUM WALLBOARD TO EXISTING WALL ASSEMBLY.

35. PREFINISHED PERFORATED METAL SOFFIT.

36. EXISTING RAMP TO REMAIN.

37. MECHANICAL VENT (REFER TO MECHANICAL).

38. LINE OF BELL TOWER ABOVE.

39. LOCATION OF OPENING IN FOUNDATION WALL TO BE CONFIRMED ON SITE.

40. SLAB THICKENING - REFER TO STRUCTURAL.

41. CONFIRM EXISTING WALLS MEET 45 MIN F R R.

SYMBOL LEGEND

D0 DOOR TAG

G1 WINDOW TAG

P1 ASSEMBLY TAG

SECTION MARKER

DETAIL MARKER

KEY NOTE TAG

MATERIALS TAG

EMERGENCY LIGHT (SEE ELECTRICAL)

FIRE EXTINGUISHER

EXIT SIGN

FINLAYSON BONET ARCHITECTURE LTD.

#4 - 7855 East Saanich Rd.
Saanichton V8M 2B4
Phone: 250-656-2224
Fax: 250-656-2279
email: info@finlaysonbonet.ca

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Rev	Date	Description
1	09Dec22	Issued for Construction
2	23Nov23	Revised as noted
3	13Dec22	Revised as noted

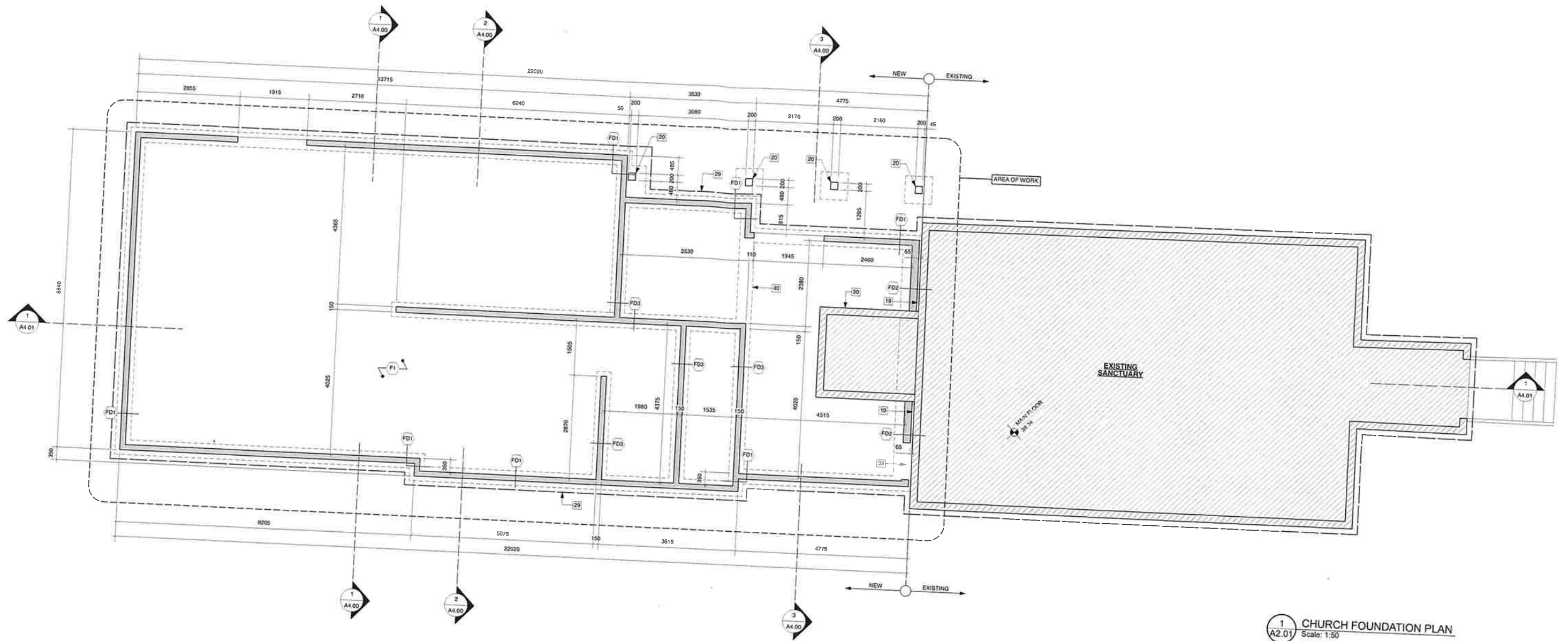
Project Name
SHADY CREEK CHURCH
7180 EAST SAANICH RD.,
SAANICHTON, BC V8M 1Y4

Drawing Title
EXISTING & DEMO PLAN

Project No
20383

Drawing No
A2.00

NOVEMBER 30, 2023



1 CHURCH FOUNDATION PLAN
A2.01 Scale: 1:50

KEY NOTES

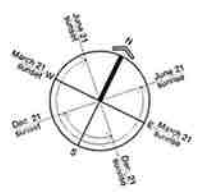
- REMOVE EXISTING FOUNDATION, FLOOR, EXTERIOR WALLS AND ROOF AND DISPOSED OF OFF-SITE. PREP SITE FOR CONSTRUCTION OF NEW ADMINISTRATIVE OFFICES.
- NOT USED.
- EXISTING FURNACE AND DUCTING TO REMAIN - REFER TO MECHANICAL.
- REMOVE EXISTING DOOR FRAME, DOOR SLAB AND HARDWARE AND DISPOSE OF OFF-SITE.
- EXISTING DOOR TO REMAIN.
- 400mm x 200mm SHELF MOUNTED NOT MORE THAN 1200mm ABOVE THE FLOOR. PROVIDE BLOCKING IN WALL.
- WALL MOUNTED ACCESSIBLE SINK. INSULATE EXPOSED PIPING BELOW SINK. PROVIDE BLOCKING IN WALL.
- BABY CHANGE TABLE TO BE "KOALA CLASSIC HORIZONTAL BABY CHANGING STATION" (KB100) OR SIMILAR. PROVIDE BLOCKING IN WALL.
- HAND DRYERS AS PER OWNER. PROVIDE BLOCKING IN WALL.
- SURFACE MOUNTED SOAP DISPENSER.
- SURFACE MOUNTED PAPER ROLL HOLDER.
- PROVIDE ONE GRAB BAR AT LEAST 600mm LONG OR TWO GRAB BARS AT LEAST 300mm LONG AND LOCATED EITHER SIDE OF THE FLUSH VALVE. PROVIDE BLOCKING IN WALL.
- L-SHAPED GRAB BAR WITH HORIZONTAL AND VERTICAL COMPONENTS NOT LESS THAN 750mm LONG MOUNTED WITH THE HORIZONTAL COMPONENT 750mm TO 838mm ABOVE THE FLOOR AND THE VERTICAL COMPONENT 150mm IN FRONT OF THE WATER CLOSET. PROVIDE BLOCKING IN WALL.
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- LINE OF ACCESS HATCH TO BELL TOWER ABOVE (TYPICAL).
- BELL TOWER ACCESS LADDER.
- PULL-DOWN ATTIC ACCESS LADDER.
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- CONCRETE UPSTAND ON A REINFORCED CONCRETE PAD FOOTING - REFER TO STRUCTURAL.
- INSULATED BELL TOWER ACCESS HATCH.
- HEAVY TIMBER POST - REFER TO STRUCTURAL.
- HOT WATER TANK TO HAVE SEISMIC RESTRAINTS.
- BELL TOWER VENT - PAINTED.
- LINE OF STRUCTURE BELOW.
- PRE-FINISHED METAL EAVES TROUGH WITH LEAF GUARD AND RAINWATER LEADER.
- ROOF VENT (50 NFA MINIMUM).
- NEW WINDOW TO HAVE STAIN GLASS TREATMENT.
- 100mm Ø PERIMETER DRAIN AND 100mm Ø PERFORATED FOUNDATION DRAIN - CONNECT TO EXISTING.
- CONFIRM EXISTING FOUNDATION AND FOOTING ON SITE.
- UNDER COUNTER STORAGE.
- OFFICE PRINTER.
- JANITOR'S SINK.
- ADD 1 LAYER OF 16mm TYPE 'X' GYPSUM WALLBOARD TO EXISTING WALL ASSEMBLY.
- PRE-FINISHED PERFORATED METAL SOFFIT.
- EXISTING RAMP TO REMAIN.
- MECHANICAL VENT (REFER TO MECHANICAL).
- LINE OF BELL TOWER ABOVE.
- LOCATION OF OPENING IN FOUNDATION WALL TO BE CONFIRMED ON SITE.
- SLAB THICKENING - REFER TO STRUCTURAL.
- CONFIRM EXISTING WALLS MEET 45 MIN F.R.R.

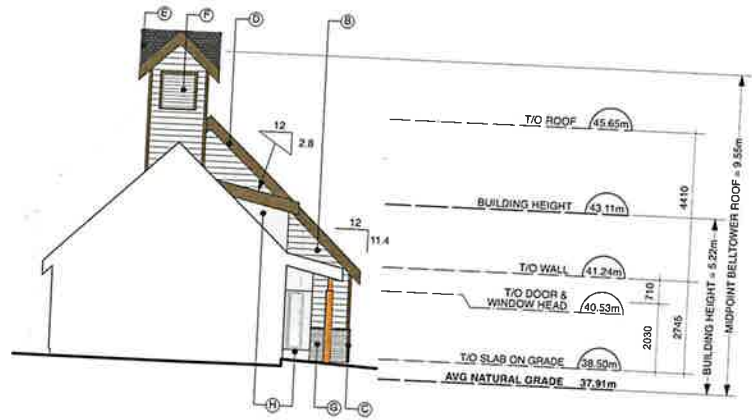
SYMBOL LEGEND

- DOOR TAG
- WINDOW TAG
- ASSEMBLY TAG
- SECTION MARKER
- DETAIL MARKER
- KEY NOTE TAG
- MATERIALS TAG
- EMERGENCY LIGHT (SEE ELECTRICAL)
- FIRE EXTINGUISHER

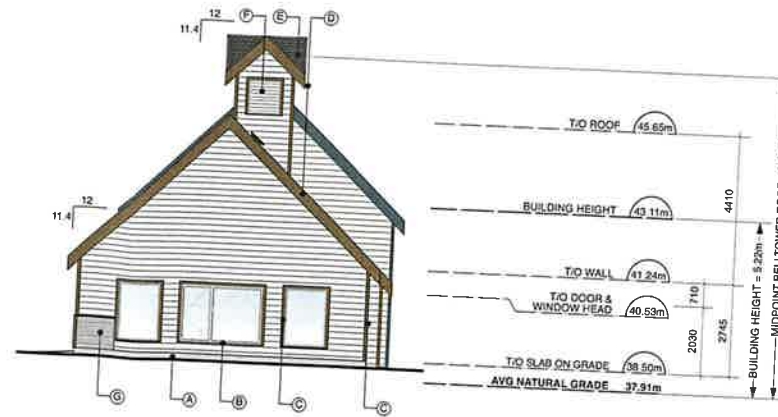
4 - 7855 East Saanich Rd.
Saanichton V8M 2B4
Phone: 250-656-2224
Fax: 250-656-2279
email: info@finlaysonbonet.ca

09Dec22	Issued for Construction	SHADY CREEK CHURCH 7180 EAST SAANICH RD., SAANICHTON, BC V8M 1Y4	Project No. 20383 Drawing No. A2.01
09Dec22	Revised as noted		
24Dec22	Issued for BP		
Rev	Date		
Checked	SMB	Scale: 1:50 Date: NOVEMBER 30, 2023	Drawing Title NEW CONSTRUCTION FOUNDATION PLAN
Drawn	RJC		
Scale	1:50		
Date	NOVEMBER 30, 2023		
23Nov23	Issued for BP		
09Jan23	Revised as noted		
13Dec22	Revised as noted		
Rev	Date	Description	

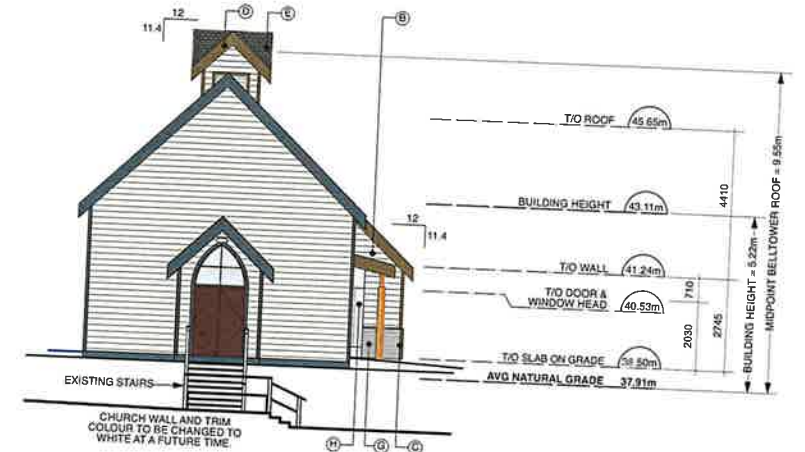




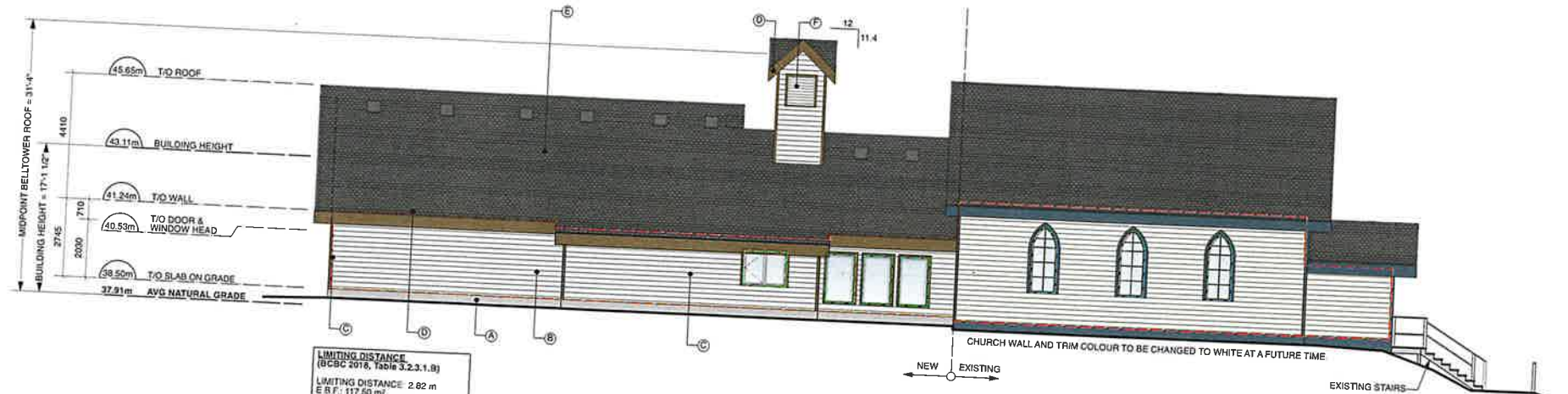
5 EAST ELEVATION - NEW ADDITION
Scale: 1:100



4 WEST ELEVATION
Scale: 1:100



3 EAST ELEVATION
Scale: 1:100



2 SOUTH ELEVATION
Scale: 1:100

MATERIALS LEGEND	
A. EXPOSED CONCRETE	
B. HORIZONTAL FIBRE CEMENT SHIPLAP CLADDING WITH FACING TO MATCH EXISTING CHURCH - PAINTED	
C. 3 1/2" FIBRE CEMENT CORNER, DOOR & WINDOW TRIM - PAINTED + 5 1/2" WINDOW APRON TRIM	
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. TIMBER POST & BEAM	
K. DOWNCAST LED LIGHTING	

MATERIALS LEGEND	
	FASCIA, CORNER TRIM, DOOR TRIM & WINDOW TRIM
	PANEL & LAP CLADDING
	NEW WINDOW & DOORS & BELL TOWER VENTS
	TIMBER BEAM AND POST



1 NORTH ELEVATION - OVERALL
Scale: 1:100



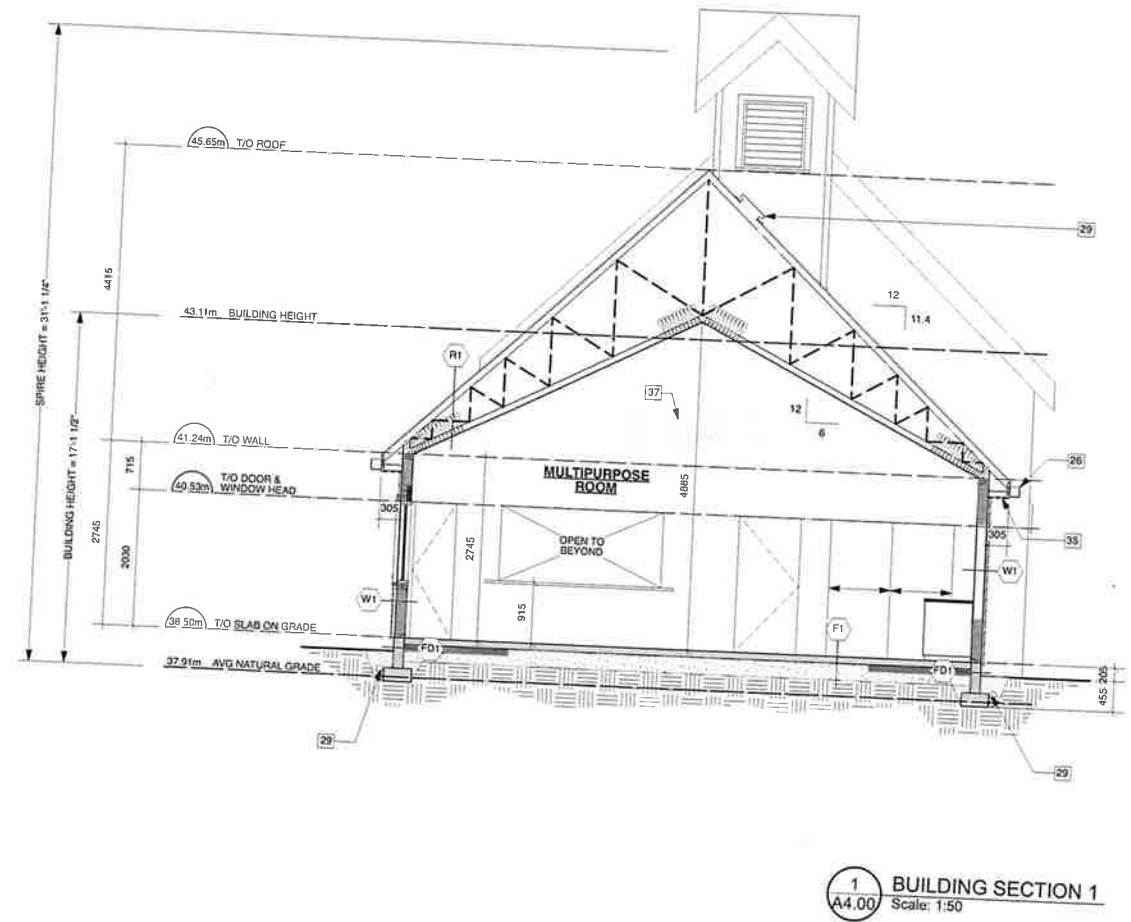
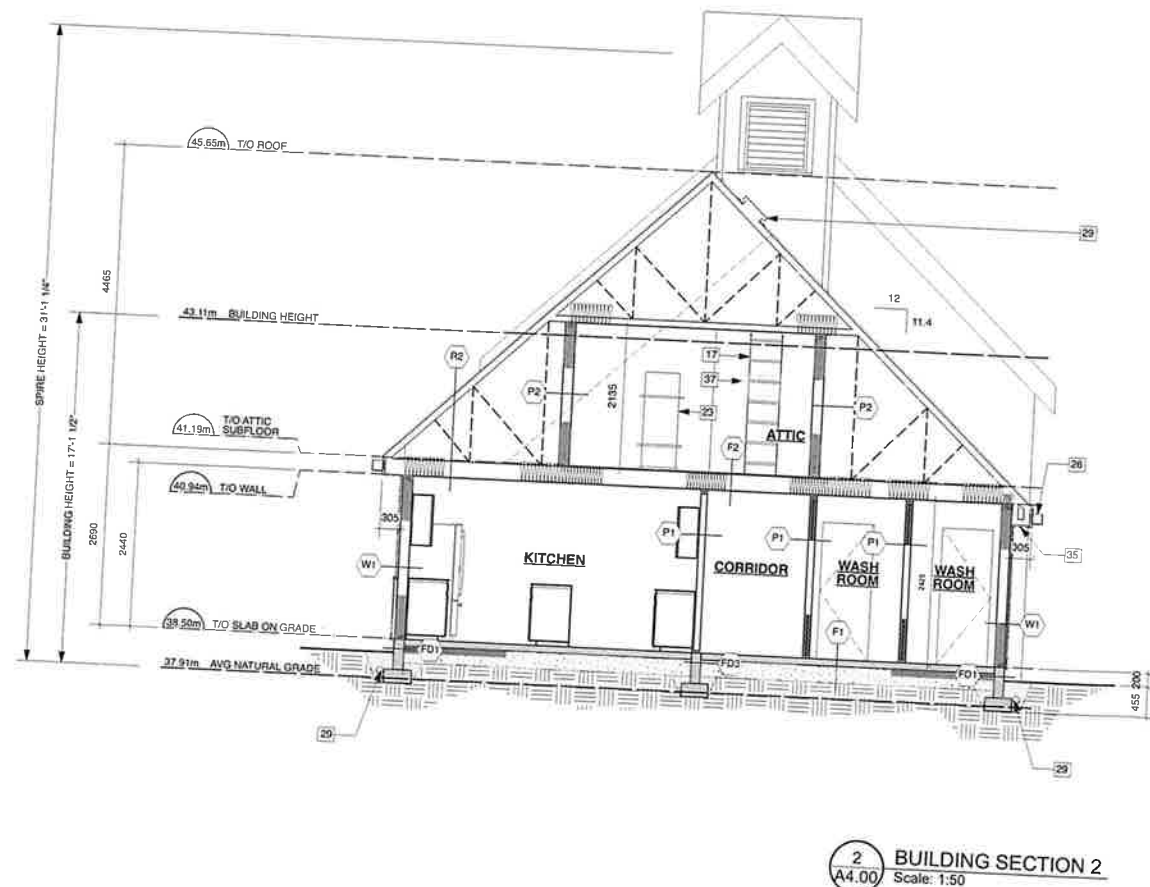
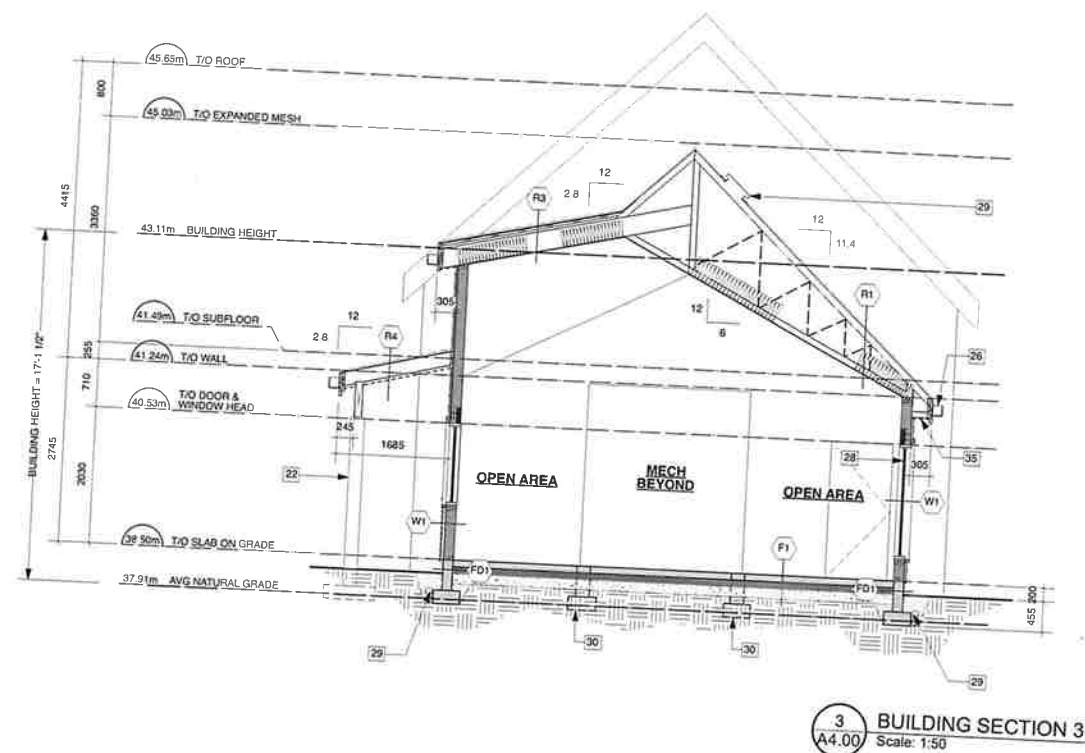
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email: info@finlaysonbonet.ca

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	24Oct22	Issued for BP
Rev	Date	Description
Checked		SMB
Drawn		RJC
Scale		1:100
Date		JAN 02, 2024

Project Name
SHADY CREEK CHURCH
7180 EAST SAANICH RD.
SAANICHTON, BC V8M 1Y4
Drawing Title

ELEVATIONS

Drawing No
A3.00R1
Project No
20383



SYMBOL LEGEND	
	DOOR TAG
	WINDOW TAG
	ASSEMBLY TAG
	SECTION MARKER
	DETAIL MARKER
	KEY NOTE TAG
	MATERIALS TAG
	EMERGENCY LIGHT (SEE ELECTRICAL)
	FIRE EXTINGUISHER
	EXIT SIGN

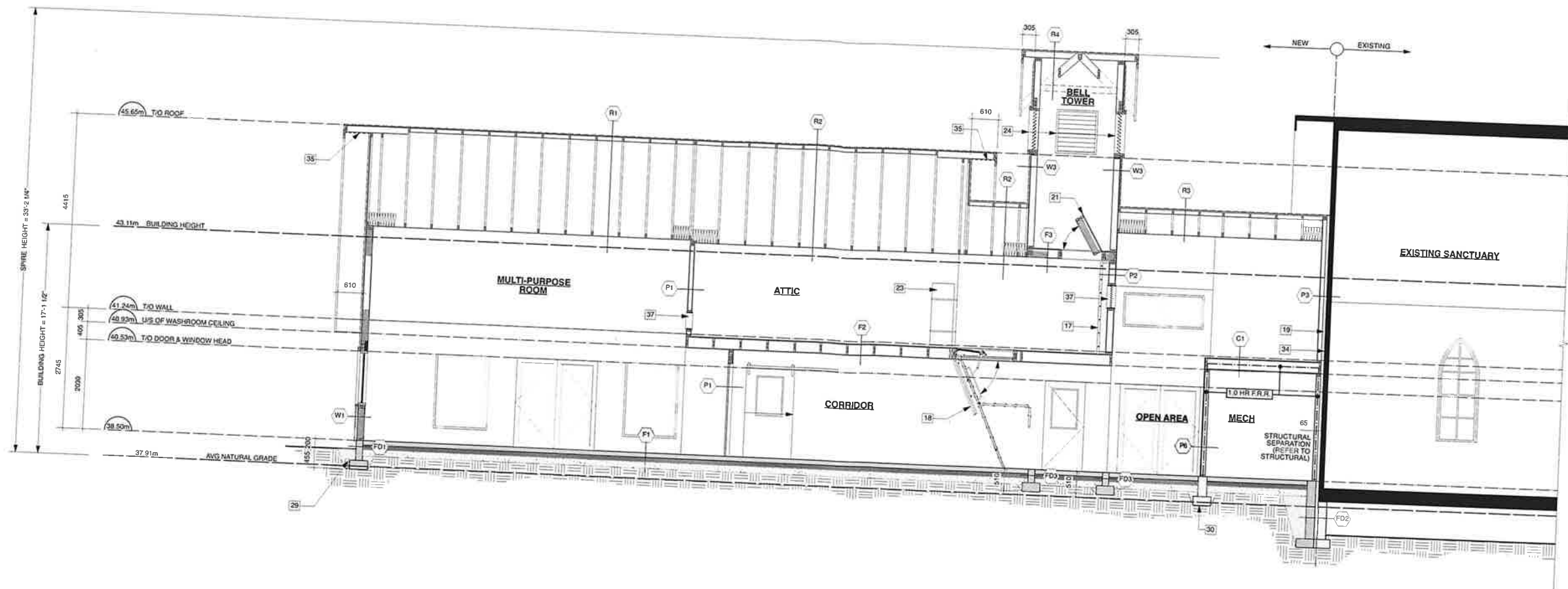
KEY NOTES	
1. REMOVE EXISTING FOUNDATION, FLOOR, EXTERIOR WALLS AND ROOF AND DISPOSE OF OFF-SITE. PREP SITE FOR CONSTRUCTION OF NEW ADMINISTRATIVE OFFICES.	13. L-SHAPED GRAB BAR WITH HORIZONTAL AND VERTICAL COMPONENTS NOT LESS THAN 760mm LONG MOUNTED WITH FLOOR AND THE VERTICAL COMPONENT 150mm ABOVE THE WATER CLOSET. PROVIDE BLOCKING IN WALL.
2. NOT USED.	14. COAT HOOK MOUNTED NOT MORE 30 MM FROM THE WALL.
3. EXISTING FURNACE AND DUCTING TO REMAIN - REFER TO MECHANICAL.	15. TOILET TANK LID TO BE BOLTED DOWN.
4. REMOVE EXISTING DOOR FRAME, DOOR SLAB AND HARDWARE AND DISPOSE OF OFF-SITE.	16. LINE OF ACCESS HATCH TO BELL TOWER ABOVE (TYPICAL).
5. EXISTING DOOR TO REMAIN.	17. BELL TOWER ACCESS LADDER.
6. 400mm x 200mm SHELF MOUNTED NOT MORE THAN 1200mm ABOVE THE FLOOR. PROVIDE BLOCKING IN WALL.	18. PULL-DOWN ATTIC ACCESS LADDER.
7. WALL MOUNTED ACCESSIBLE SINK. INSULATE EXPOSED PIPING BELOW SINK. PROVIDE BLOCKING IN WALL.	19. 65mm STRUCTURAL SEPARATION - REFER TO STRUCTURAL.
8. BABY CHANGE TABLE TO BE "KOALA CLASSIC HORIZONTAL BABY CHANGING STATION" (KB100) OR SIMILAR. PROVIDE BLOCKING IN WALL.	20. CONCRETE UPSTAND ON A REINFORCED CONCRETE PAD FOOTING - REFER TO STRUCTURAL.
9. HAND DRYERS AS PER OWNER. PROVIDE BLOCKING IN WALL.	21. INSULATED BELL TOWER ACCESS HATCH.
10. SURFACE MOUNTED SOAP DISPENSER.	22. HEAVY TIMBER POST - REFER TO STRUCTURAL.
11. SURFACE MOUNTED PAPER ROLL HOLDER.	23. HOT WATER TANK TO HAVE SEISMIC RESTRAINTS.
12. PROVIDE ONE GRAB BAR AT LEAST 600mm LONG OR TWO GRAB BARS AT LEAST 300mm LONG AND LOCATED EITHER SIDE OF THE FLUSH VALVE. PROVIDE BLOCKING IN WALL.	24. BELL TOWER VENT - PAINTED.
	25. LINE OF STRUCTURE BELOW.
	26. PREFINISHED METAL EAVES TROUGH WITH LEAF GUARD AND DRAINWATER LEADER.
	27. ROOF VENT (50 NFA MINIMUM).
	28. NEW WINDOW TO HAVE STAIN GLASS TREATMENT.
	29. 100mm Ø PERIMETER DRAIN AND 100mm Ø PERFORATED FOUNDATION DRAIN - CONNECT TO EXISTING.
	30. CONFIRM EXISTING FOUNDATION AND FOOTING ON SITE.
	31. UNDER COUNTER STORAGE.
	32. OFFICE PRINTER.
	33. JANITOR'S SINK.
	34. ADD 1 LAYER OF 16mm TYPE 'X' GYPSUM WALLBOARD TO EXISTING WALL ASSEMBLY.
	35. PREFINISHED PERFORATED METAL SOFFIT.
	36. EXISTING RAMP TO REMAIN.
	37. MECHANICAL VENT (REFER TO MECHANICAL).
	38. LINE OF BELL TOWER ABOVE.
	39. LOCATION OF OPENING IN FOUNDATION WALL TO BE CONFIRMED ON SITE.
	40. SLAB THICKENING - REFER TO STRUCTURAL.
	41. CONFIRM EXISTING WALLS MEET 45 MIN F.R.R.

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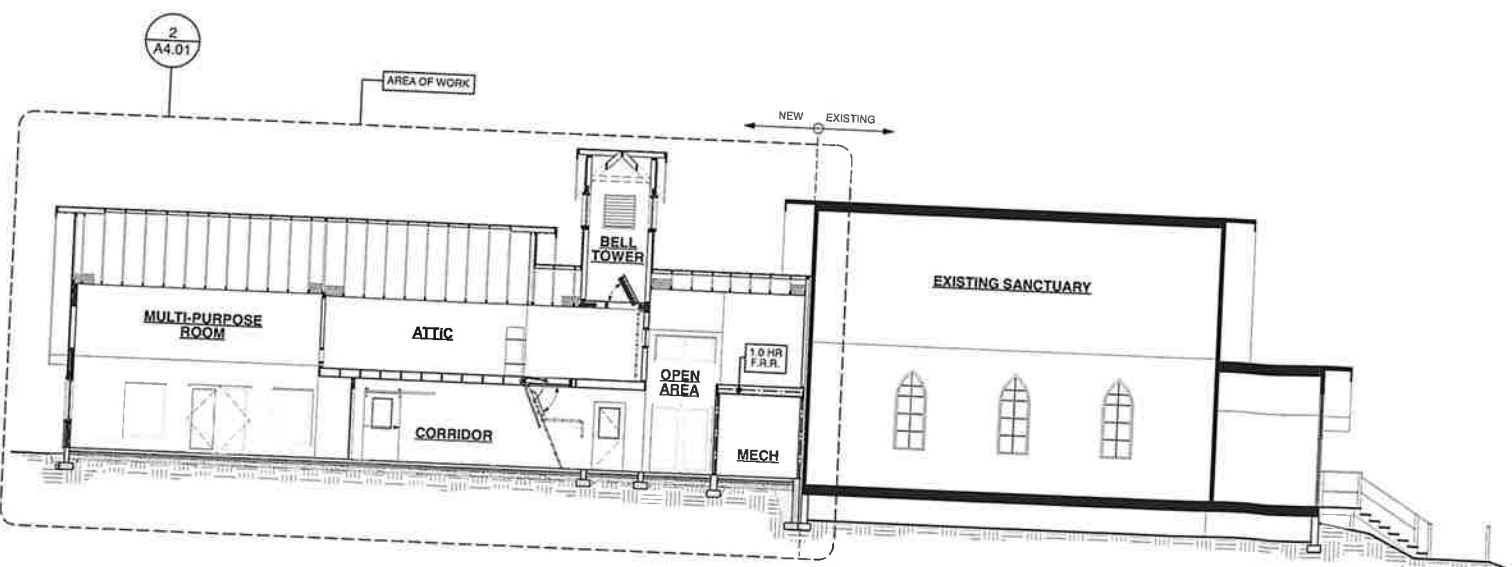
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Drawn		RJC
Scale		1:50
Date	JAN 02, 2024	
Project Name	SHADY CREEK CHURCH	
	7180 EAST SAANICH RD., SAANICHTON, BC V8M 1Y4	
Drawing Title	BUILDING SECTIONS	
Drawing No.	A4.00	
Project No.	20383	



2 BUILDING SECTION 4 - AREA OF WORK
A4.01 Scale: 1:50



1 BUILDING SECTION 4
A4.01 Scale: 1:100

KEY NOTES

1. REMOVE EXISTING FOUNDATION, FLOOR, EXTERIOR WALLS AND ROOF AND DISPOSED OF OFFSITE. PREP SITE FOR CONSTRUCTION OF NEW ADMINISTRATIVE OFFICES.
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13. L-SHAPED GRAB BAR WITH HORIZONTAL AND VERTICAL COMPONENTS NOT LESS THAN 750mm LONG MOUNTED WITH THE HORIZONTAL COMPONENT 100mm TO 130mm ABOVE THE FLOOR AND THE VERTICAL COMPONENT 150mm IN FRONT OF THE WATER CLOSET. PROVIDE BLOCKING IN WALL.
14. COAT HOOK MOUNTED NOT MORE 50 MM FROM THE WALL.
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SYMBOL LEGEND

- DOOR TAG
- WINDOW TAG
- ASSEMBLY TAG
- SECTION MARKER
- DETAIL MARKER
- KEY NOTE TAG
- MATERIALS TAG
- EMERGENCY LIGHT (SEE ELECTRICAL)
- FIRE EXTINGUISHER
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Checked: SMB
Drawn: RJC
Scale: AS NOTED

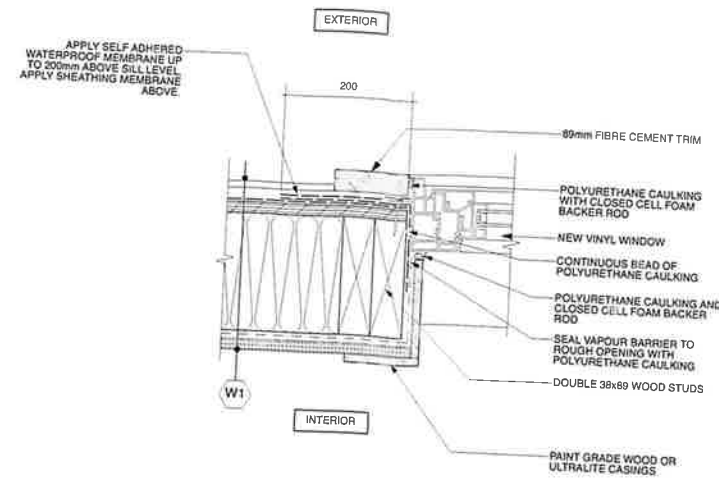
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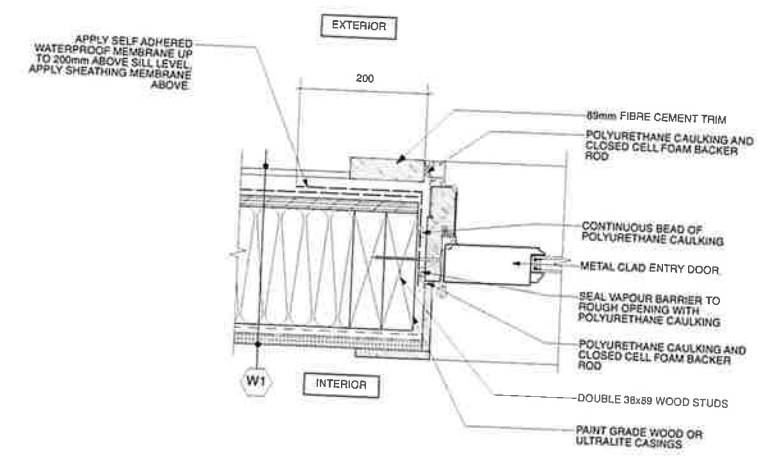
Drawing Title:
BUILDING SECTIONS

Drawing No:
A4.01

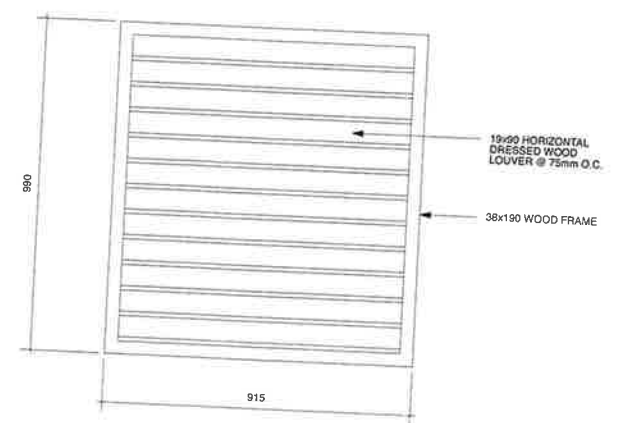
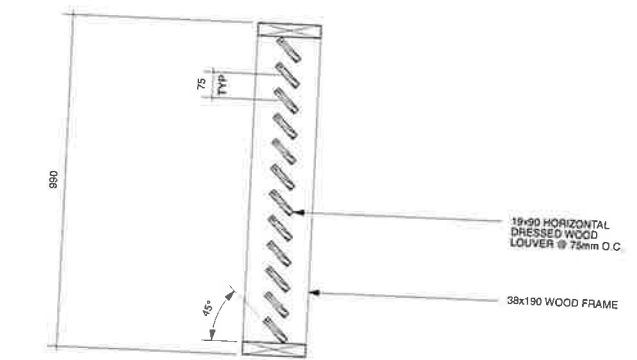
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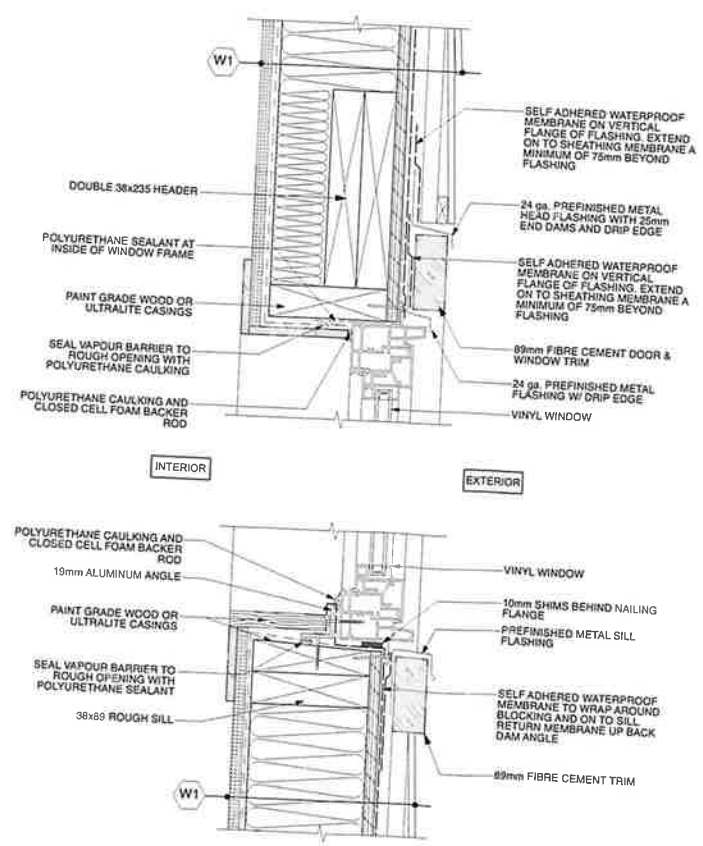
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A5.01 Scale: 1:4



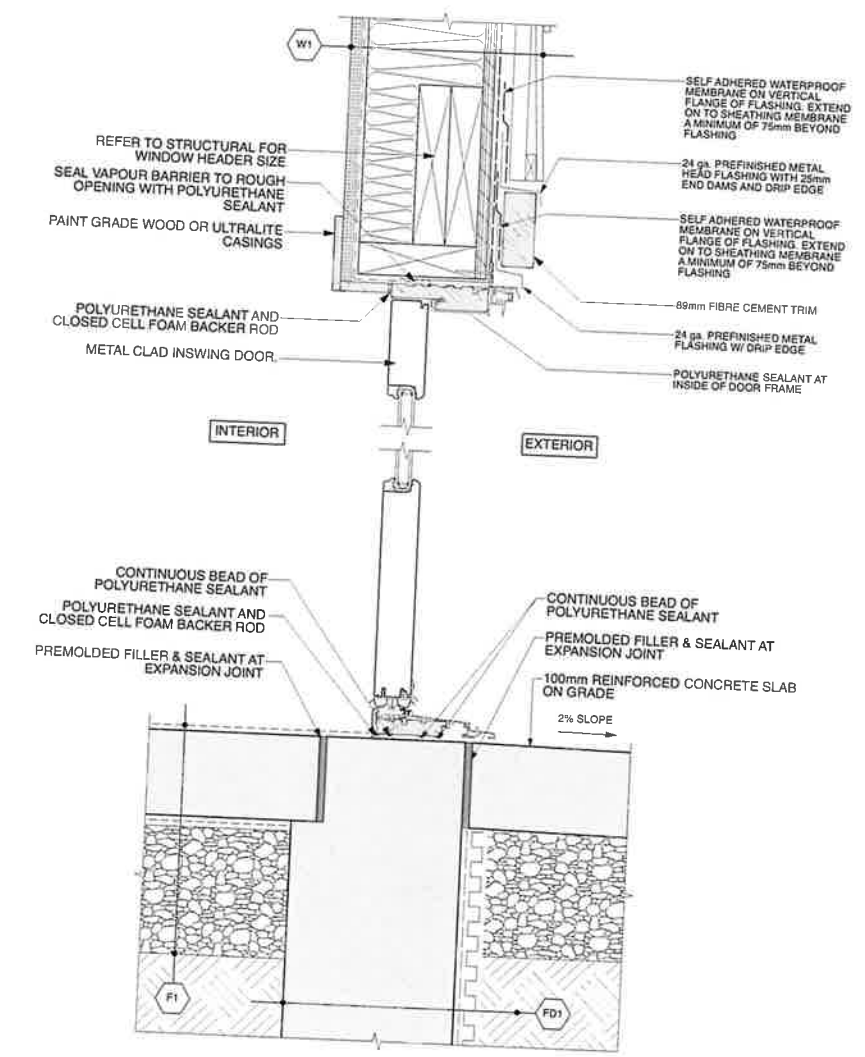
2 DOOR JAMB - PLAN DETAIL
A4.01 Scale: 1:4




5 BELL TOWER VENT
A5.01 Scale: 1:10



3 WINDOW HEAD & SILL - SECTION DETAIL
A5.01 Scale: 1:4



1 DOOR HEAD & SILL - SECTION DETAIL
A5.01 Scale: 1:4



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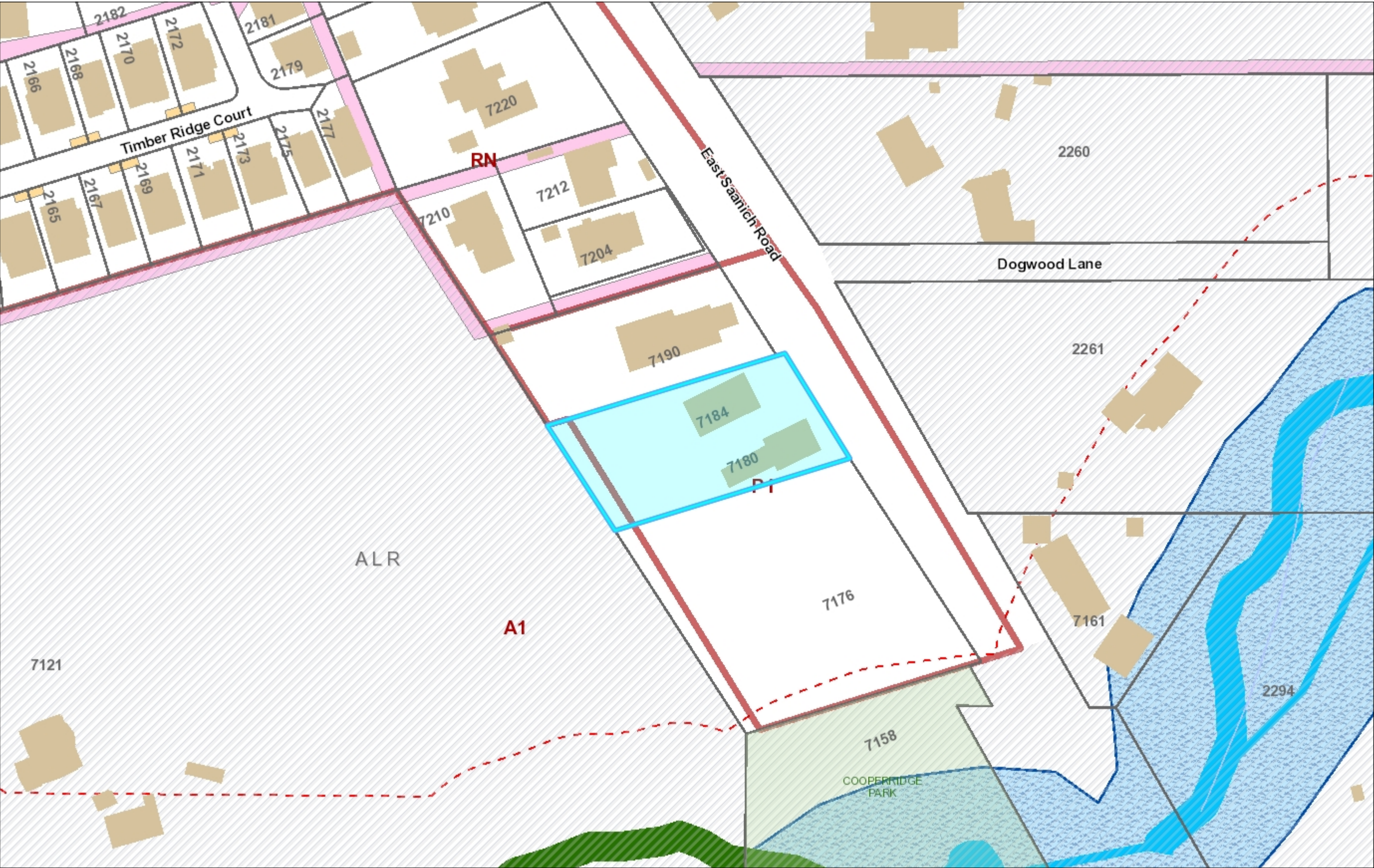
Drawing Title:
MISC. DETAILS

Drawing No.: **A5.01**
Project No.: **20383**

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7180 East Saanich Road - Site Context Map



Legend

- District Boundary
 - District Boundary
 - Shoreline
- RoadsSegment_3k_1k
- Address Number_3K_500
- Lot Hooks
- Parks
- Parcels
- Rivers & Creeks_1K_100
- Ponds
- Building Footprints
- ALR_Polygons_20k
- Zoning_Dissolved_10k
- Schedule I: Environmental Dev Areas
 - Marine Shorelines DPA (15m landw
 - Terrestrial Sensitive Ecosystems DI
 - Stream
- Schedule J: Riparian Developm
 - Stream
 - Ditch
 - Ponds
 - Sensitive Aquatic Ecosystems
 - Wetlands and Sensitive Riparian Ar
 - Riparian Development Permit Area:
- Right of Ways and Easements
 - Private Easement
 - Surveyed Right of Way
 - Unsurveyed Right of Way

1: 1,000



Notes

This map was automatically generated using Geocortex Essentials.

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**”.

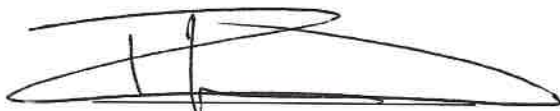
READ A FIRST TIME this **25th** day of **September** , 2023

READ A SECOND TIME this **23rd** day of **October** , 2023

PUBLIC HEARING HELD this **14th** day of **November** , 2023

READ A THIRD TIME this **14th** day of **November** , 2023

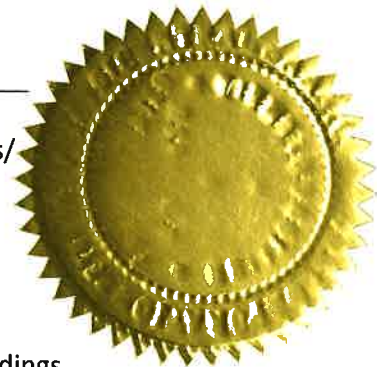
ADOPTED this **14th** day of **November** , 2023



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





Central Saanich

TEMPORARY USE PERMIT

Permit No. PL001757
"7180 EAST SAANICH RD"

TO: [REDACTED]
[REDACTED]
[REDACTED]

(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: 029-755-379

(herein called "the Lands")

- 3) Notwithstanding the Land Use Bylaw of the Municipality, Commissary Kitchen is hereby permitted as a Temporary Use on the Lands. A Commissary Kitchen is defined as:

A commercial use providing for the preparation of food or beverages for consumption off-premises only, which does not offer sales or service to patrons on the premises, and which may be used by catering services, food delivery services, and similar uses.

- 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. No grease laden fumes, food makers are to be small batch and low-level

- cooking operators.
 - b. No onsite restaurants or retail sales permitted.
 - c. Delivery is permitted subject to being delivered by the Commissary Kitchen operator.
 - d. Each Commissary Kitchen operator must be issued a business license prior to any commercial uses.
 - e. Capital Regional District regulations and health and safety forms must be completed prior to the issuance of a business license.
- 5) This Permit is issued on the condition that the Owner has provided to the Municipality security in the form of an irrevocable letter of credit to guarantee the performance of the terms of this Permit. This letter of credit shall be for the period from the date of issuance of this Permit to the date the Permit expires and shall be in the amount of \$5000.
- 6) Should the Owner fail to cease using the property for the Temporary Use hereby Permitted on or before the date of expiration of this Permit, or should the Owner fail to comply with the conditions of this Permit, then the entire amount of the security required above, shall be forfeited to the Municipality.
- 7) This Permit expires on .
- 8) Notice of this Permit shall be filed in the Land Title Office at Victoria, B.C. under subsection (1) of Section 927 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.
- 9) The Lands shall be used strictly in accordance with the terms, conditions, and provisions of this Permit.
- 10) 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.
- 11) This Permit is **not** a Building Permit.

AUTHORIZING RESOLUTION PASSED BY THE MUNICIPAL COUNCIL ON THE TH DAY OF, 202__.

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**

Date

Ryan Windsor, Mayor

Emilie Gorman, Corporate Officer



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, May 12, 2025

Re: Q1 2025 Traffic Safety Committee Update

PURPOSE:

To provide Council with a Traffic Safety Committee Update for Q1 2025.

BACKGROUND:

The Traffic Safety Committee (TSC) is comprised of members of the Central Saanich Police, Engineering, and the Bylaw Departments.

Staff meet every two months, or as frequently as required to respond to traffic safety concerns identified by Council, staff, or members of the public. During each meeting, staff review any correspondence referred to the Committee, or to discuss other traffic safety concerns identified since the previous meeting.

Items received between scheduled meetings deemed high importance are addressed without delay. Those items consist of downed signs, traffic light malfunctions, potholes, sight visibility problems, debris on roadway and other similar calls received.

DISCUSSION:

In the first quarter of 2025, the TSC met on February 13th to review referrals received regarding traffic safety concerns. Listing of all Q1 TSC business is attached at (Appendix A). The concerns consisted of:

- Road infrastructure and traffic flow
- Pedestrian safety at intersections
- New crosswalk requests
- Sight line improvements
- Traffic calming and speed humps

Staff have addressed most of the concerns raised. Some items are more complex in nature and will require detailed assessments through with the undertaking of speed and traffic counts or capital funds to complete. Items raised that are listed in the Active Transportation Plan will be reviewed for implementation as the overall ATP progresses through the capital planning process. Other measures based upon the BC TAC Manual, and the BC Active Transportation Guidelines will be considered and implemented as appropriate to the concerns raised.

Concerns raised due to the Flyover project were referred to the MOTI representative or addressed by Staff as appropriate.

Traffic Safety actions and implementations completed in Q1, 2025:

- Correction or removal of several regulatory traffic signs
- Street marking repairs
- Requests for signage reviewed and implemented as warranted
- Signal timing changes at Central Saanich and Keating Cross Road for improved flow and turning movements from Central Saanich Road (was Q4 2024)
- Speed limit reduction on Oldfield Road to 40km/h and Veyaness between Stelly's and East Saanich Road to 30km/h
- continued the design of the district-wide speed reduction pilot
- Procurement of 2 new speed reader boards (for installation at Keating and Willow Way plus one spare)

West Saanich Road at Wallace Drive Intersection

Central Saanich Engineering staff has engaged traffic consultants to update the signal timing sheet and traffic light configuration to accommodate the growing volumes experienced during rush hour times. Improvements may include leading pedestrian intervals which would place pedestrians in the middle of the crosswalk before cars are given the green light to go, making them more visible to drivers.

Work on this is planned for implementation on completion of final Sewer Project work in the intersection, as the intersection will be repaved and include the installation of new vehicle detection loops.

Advocates for Children and Road Safety Update

On January 21, 2025, engineering staff respectfully met with members of the Tsawout lead Advocates for Children and Road Safety group to discuss safety concerns faced by residents of Central Saanich Road. While many of the proposed improvements are scheduled to take place after the CRD Water Replacement Project, slated to start in Summer of 2025, some smaller but meaningful initiatives are in the works to help address some of the concerns.

1. Updated signage in the area
 - Larger signs have been installed to help improve visibility of the crosswalk on Mt Newton Cross Road
 - A new "share the road" sign has been installed with plenty of space to allow pedestrians to navigate around it on the north side and away from traffic
2. Bike rack installation near the pump station at the intersection
 - The bike rack has been temporarily placed with plans to pour a permanent concrete pad after the CRD project is completed
3. BC Hydro SLIM lighting request
 - A request has been placed with BC Hydro to add street lighting along Central Saanich Road fronting the Tsawout First Nation
 - Letters were sent to residents who would be most affected by added street lighting and the response was unanimous support
4. Speed reduction
 - The speed along Central Saanich Road will be reduced to 40km/h as part of the anticipated Speed Reduction Rollout planned for the summer of 2025

The District is working with a local Tsawout artist to design a painted crosswalk that is planned for Central Saanich Road. Additionally, the District plans to install speed humps along the Central Saanich Road corridor as a traffic calming measure. This work will take place after the CRD project is complete.

Bylaw Actions from the TSC Q1, 2025

- No bylaw issues raised in TSC in Q1

Police Actions from the TSC Q1, 2025

- Continue speed enforcement in areas of frequent driver behaviour is noted by residents, particularly along Wallace Drive near Marin Park.
- Continue enforcement of the commercial truck detour route for the Flyover project.
- Provided observations to Engineering on signage, site lines, road conditions, operation of speed reader boards or other operational matters relating to traffic safety.
- Provided in-depth assistance with the development of the speed limit reduction project.

CONCLUSION:

The District maintains a record of issues identified and discussed by the Committee, as well as any decisions made, and action taken (or not taken) to address concerns.

Report written by:	Amy Lafontaine, Active Transportation Project Coordinator
Respectfully submitted by:	Dale Puskas, Director of Engineering
Concurrence by:	Ian Lawson, Chief Constable, Central Saanich Police
Concurrence by:	Jarret Matanowitsch, Director of Building & Planning Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Q1 Traffic Safety Items

Q1 - 2025 TRAFFIC SAFETY COMMITTEE REPORTING

CATEGORY	MEETING DATE	DATE OF CORRESPONDENCE	ITEM #	CONTACT	LOCATION OF ISSUE	REQUEST	ACTION/STATUS/RECOMMENDATIONS	RESULTS
BIKE								No Current Bike related requests
INFRASTRUCTURE	13-Feb-25	4-Dec-24	5.1	NC	Verling Ave/Bryn Road	Fix potholes and edges of road, review turning radii for trucks.	Open	Engineering to review options for improved traffic flow with larger trucks at this intersection.
INFRASTRUCTURE	13-Feb-25	24-Jan-25	5.12	ARL	East Saanich Road at Central Saanich Road; Island View Road; Saanich Road	Review these intesections for volume and flow for future growth	Closed	Engineering to review these intersections and consider data collection to inform updates.
NEW CROSS WALK	13-Feb-25	5-Feb-25	5.13	ARL	Jeffree and East Saanich	Crosswalk ahead signage	ongoing	Engineering to review sightlines south of Jeffrey and consider possible signage upgrades.
PEDESTRIAN SAFETY	13-Feb-25	6-Dec-24	5.2	ARL	Wallace at West Saanich	Improve Pedestrian visiblity at crossing points	ongoing	Signalization improvements and lighting improvements are planned for summer 2025.
PEDESTRIAN SAFETY	13-Feb-25	11-Dec-24	5.5	ARL	Stellys at Seabrook	Add addition pedestrian infrastructure in area	ongoing	This request for sidewalk has been added to the engineering project priorities list to be scheduled for future construction. Engineering to review a more appropriate location for the requested crosswalk.
PEDESTRIAN SAFETY	13-Feb-25	11-Dec-24	5.6	ARL	Wallace Drive from Stelly's Cross to West Saanich Rd	Traffic Signage behind the school for School Zone	ongoing	Infrastructure improvements ongoing with wallace drive sewer installation. Speed reduction plan to include a 30km/h limit along this corridor.
PEDESTRIAN SAFETY	13-Feb-25	18-Dec-24	5.7	ARL	Brentwood Drive	Pedestrian safety in form of sidewalk and or hedges trimmed for visibility	ongoing	Engineering to review making brentwood drive into a 1 way to allow for more active transportation ammenities, including sidewalks.
PEDESTRIAN SAFETY	13-Feb-25	27-Dec-24	5.8	ARL	Mt Newton at East Saanich	Add Crosswalk sign prior to Crosswalk Light	ongoing	The District engaged with a consultant engineer to review intersection improvements which will be built into the 5-year work plan. Crosswalk ahead signage to be reviewed by engineering.
TRAFFIC CALMING	13-Feb-25	14-Jan-25	5.9	ARL	Early Place Near Verdier	Install more traffic calming speed bumps	ongoing	Traffic count and speed tube data to be collected and reviewed; install traffic calming as required.
TRAFFIC CALMING	13-Feb-25	10-Dec-24	5.4	ARL	Verling Ave	speed humps on Verling	Open	Speed hump design complete for Verling, installation for Summer 2025. Engineering to review speed reader board orientation.
TRAFFIC CALMING	13-Feb-25	23-Jan-25	5.10	ARL	Wallace Drive between West Saanich Road and Benvenuto	Traffic Calming and 4 way stop Wallace and Marchant	closed	Letters sent out to residents along wallace drive and within 100m radius on January 31, 2025 to address these concerns. Traffic calming measures are with Engineering.
TRAFFIC CALMING	13-Feb-25	23-Jan-25	5.11	ARL	East Saanich Road at Central Saanich Road	4 Way stop and increased crossings	open	Engineering to review these intersections and consider data collection to inform updates.
TRAFFIC SIGNAGE/CHANGE	13-Feb-25	6-Dec-24	5.3	ARL / PD	Wallace Dr at Marin Park	Increased Pedestrian/Bike Safety in area	Closed	"No passing on right" sign installed at Wallace.



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, May 12, 2025

Re: Q1 2025 Strategic Implementation Plan Progress

PURPOSE:

To provide an update to Council and the community on the progress made to date on the Strategic Implementation Plan (SIP), with Q1 2025 results.

BACKGROUND:

In 2024, Council adopted the 2024-2027 Strategic Plan that laid out the priorities and goals for the upcoming Council term. Taking that guidance, staff developed a Strategic Implementation Plan (SIP) to demonstrate the initiatives the organization will take to achieve progress towards those goals. Many of the initiatives are taken from previously adopted Master Plans or similar guidance documents, legislated requirements or previous Council requirements and taking feedback from the early 2024 Community Satisfaction Survey. The Integrated Planning and Reporting (IP&R) Framework is based on the community's aspirations for a period of at least 10 years through the adoption of the Official Community Plan and the Long-Term Financial Strategy and Asset Management Plan (AMP). It includes a suite of integrated plans that set out a vision and goals and strategic actions to achieve them. It involves a reporting structure to communicate progress to Council and the community as well as a structured timeline for review to ensure the goals and actions are still relevant.

IMPLICATIONS:

Strategic

Initial metrics were identified in the Strategic Plan. Refined metrics related to the Strategic Plan and SIP will be reported out annually in the Annual Report. The 2024 Annual Report, the first to include the metrics from this Strategic Plan, will be available in spring 2025.

Financial/ Resource

Year end processes are underway and will be reported out in the Annual Report.

CONCLUSION:

The District continues to undergo significant activities at the conclusion of the first quarter of 2025. The Q2 2025 report is anticipated in August 2025.

Respectfully submitted and submitted by:	Christine Culham, Chief Administrative Officer
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ATTACHMENTS:

Appendix A: Q1 Report 2025



INTEGRATED PLANNING & REPORTING

2025 - Q1 Report

May 2025

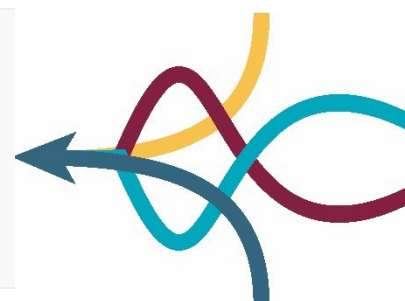
INTRODUCTION

ABOUT INTEGRATED PLANNING

The Integrated Planning and Reporting (IP&R) Framework is based on the community’s aspirations for a period of at least 10 years through the adoption of the Official Community Plan. It includes a suite of integrated plans that set out a vision and goals and strategic actions to achieve them.

It involves a reporting structure to communicate progress to Council and the community as well as a structured timeline for review to ensure the goals and actions are still relevant.

Guiding Documents	The <u>Official Community Plan</u> is the overarching vision and guiding document for the future of Central Saanich. The District's <u>Asset Management Plan</u> is a long-term financial plan that forecasts the annual funding to be required into the future for maintaining and replacing District assets/infrastructure, such as roads and buildings.
Vision	<p><u>Council’s Strategic Plan</u> is a short-term document that identifies the current priorities of Council and provides the organization’s leadership with the direction to ensure Council priority outcomes are achieved within their term. The Strategic Plan is developed at the start of Council's term and is informed by the Official Community Plan, Community Satisfaction Survey, community feedback, Council and staff.</p> <p>View video highlights.</p>
Resourcing Plans	<p>The Strategic Plan informs the development of the draft <u>2024-2027 Implementation Plan</u>, which lists the new projects the District has identified to achieve the goals of Council.</p> <p>The annual <u>Financial Plan</u> is a five-year balanced budget to guide our strategic investments and service plans while keeping property tax, utility fees, and user fees affordable over the long term.</p> <p>The WorkForce plan is a four-year analysis of the workforce needed to achieve the work plan.</p>



QUARTERLY REPORTING

Quarterly reports provide a progress update on the District’s 2024-2027 Strategic Implementation Plan. In addition, various aspects of reporting are provided during the Annual Report and Financial Plan process. The metrics for the strategic plan are provided in the Annual Report.

INTEGRATED PLANNING AND REPORTING FRAMEWORK



See Master Plans at CSaanich.ca/Plans

2024-2027 STRATEGIC PLAN

PRIORITIES	GOALS
Invest in Infrastructure and Active Transportation 	<p>Improve the active transportation network to foster a complete community where people live, work and play.</p> <p>Prioritize infrastructure investment renewal and upgrades that consider climate adaptation and mitigation, and future growth.</p> <p>Facilitate increased public amenities by leveraging resources and seeking partnerships, including childcare, recreation, healthcare, and social services.</p>
Expand the Supply of Affordable, Attainable, and Rental Housing 	<p>Adapt and respond to emerging legislation that seek to remove barriers and incentivize a broader range of housing options.</p> <p>Support and encourage development proposals that expand housing diversity, including purpose built rental and legal suites.</p> <p>Pursue partnerships with housing providers and government agencies to deliver affordable housing and amenities.</p>
Foster a Community of Inclusion, Diversity and Accessibility 	<p>Strengthen relationships with the WJOLELP (Tsartlip) and S7ÁUTW (Tsawout) First Nations based on the recognition of rights, respect and partnership.</p> <p>Support community inclusion, equity, accessibility and diversity through improvements to services and the built environment.</p> <p>Build an organizational culture of understanding of key equity, diversity, and inclusion concepts.</p>
Cultivate a Resilient Economy and Thriving Agricultural Sector 	<p>Be responsive to changing economic conditions and emerging sectors that help strengthen and diversify the District's business and industrial community.</p> <p>Support the agricultural community and encourage farming that improves food security.</p> <p>Promote our unique character and encourage visitors and residents to support local businesses, agri-tourism and tourism opportunities.</p>
Champion Climate Adaptation, Mitigation, and Preparedness 	<p>Ensure a resilient community that is supported and prepared for extreme events through public education, planning and response.</p> <p>Improve natural asset and ecosystem management through the principles of preservation and restoration.</p> <p>Reduce GHG emissions by continuing to demonstrate climate leadership and apply a climate lens to decision making and initiatives.</p>
Demonstrate Organizational Effectiveness 	<p>Deliver excellent, accessible and responsive customer service for our diverse community.</p> <p>Continue to improve internal processes through adoption of best practices, legislative authority, and new technology.</p> <p>Continue to build strong relationships through collaboration and engagement with community members, service providers, and government agencies to advance community interests.</p>

Progress on the goals is reported in Annual Report.

2025 Q1 Update

Project Name	Project Description	Dept	Schedule		Status			Q1 Update
			Start	Target	Not Started	In Progress	Complete	
Develop strategy for renewal of redevelopment of Municipal Facilities	Feasibility study of the age and condition of our municipal facilities.	Finance	2023	2027		O		Architect RFP complete and contract awarded, with engagement to begin June 2025.
Develop a Corporate Diversity, Equity and Inclusion Framework and integrate into District's plans, processes and policies	Create a workplace, via policy and governance, where all employees feel welcome, have access to fair treatment and opportunities, and all staff feel supported in their growth to provide service to the community.	Admin	2024	2025		O		Continuing to work with consultant on foundational learning and developing session for leadership to launch the program work.
Implement the Integrated and Planning and Reporting Framework	Develop integrated planning processes that include both Strategic and Operational planning.	Admin	2024	2027		O		Q1 report to be provided to Council on May 12th, 2025. Updating IP&R materials based on evaluation for improved alignment. Developed framework and master plan guidelines.
Modernize Human Resources systems and processes	Enhance and develop processes to ensure effective employee lifecycle management.	Admin	2024	2027		O		Continue to build library of resources in SharePoint for staff to access; documenting processes to ensure best practice, consistency, efficiency and knowledge transfer. Participate in Disability Management Audit to improve process.
Modernize and maintain a comprehensive Occupational Health and Safety (OH&S) Framework ensuring a strong workplace safety culture	Implement, manage and maintain a robust OHS system that prioritizes and builds systems towards a cultural of physical and psychological safety.	Admin	2024	2027		O		Working with Consultant to develop OH&S policies, programs, procedures and supporting documentation.
Continue to build a robust organizational learning culture with internal and external opportunities for staff development	Encourage and support the development and performance of staff through internal, external and mandatory training programs.	Admin	2024	2027		O		Planning Spring 2025 learning & Development calendar, including mandatory training. Supporting L&D applications through approved corporated learning budget.
Management Compensation Review	Conduct the management compensation review, conducted on average every 3-5 years as directed.	Admin	2025	2025		O		Started RFP.
Conduct employee survey to measure employee satisfaction, including accessibility and DEI	Establish a baseline and learn more about employee satisfaction and engagement, where to focus, and re-deploy survey to measure the impacts of efforts made to date.	Admin	2025	2027	O			Intended to start Q4. Working with consultant.
Develop a coordinated service delivery model for recreation facilities on the Saanich Peninsula in partnership with the Peninsula Recreation Commission	CRD leading based on a referral from Council to the Peninsula Recreation Commission (PRC) and the Town of Sidney and the District of North Saanich. CRD approved \$100k in the PRC budget for a Peninsula Recreation Commission. The DCS is on the project Steering Committee.	Admin	2024	2025		O		Awaiting consultation results from Peninsula Recreation, and updated timing on the study.

2025 Q1 Update

			Schedule		Status			
Project Name	Project Description	Dept	Start	Target	Not Started	In Progress	Complete	Q1 Update
Develop Student Employment Program	Develop an operationally funded program to hire short term positions for students.	Admin	2025	2025		O		Program development underway. Seek council support to fund in 2026.
Establish a natural assets inventory and management plan	Give full consideration to the value of the District's natural assets when integrating and replacing infrastructure or other assets, and consider establishing a natural assets inventory that catalogues the full extend of the benefits and services rendered by natural assets, including prioritizing work with First Nations.	Climate Leadership	2024	2025		O		Early budget approval has been given. RFP to be issued Q1 2025.
Oil to Heat Pump Program	Program that supports homeowners with zero interest loans to convert from a non-renewable fuel heat source to electric heat pumps.	Climate Leadership	2022	2025		O		Continuing to administer program and register last few residents for Heat Pump financing.
Develop an expanded home retrofit program	Continue Heat Pump Financing as an established program, and investigate other possible rebate programs following a similar model.	Climate Leadership	2024	2025		O		Continuing with Oil to Heat Pump Finanacing. Introduce an Energy Audit rebate program in 2025.
Develop a Municipal Operations Energy and Emissions Strategy	Develop a vehicle upgrade strategy for the municipal fleet and specify energy efficiency requirements for new and existing municipal facilities.	Climate Leadership	2024	2025		O		Facilities review complete. Fleet report anticipated Q1 2025.
Implement Zero Carbon and Energy Step Code	Research and report to Council about advancing the Zero Carbon and Energy Step Codes; amend Building Bylaw to implement Step Code.	Climate Leadership	2024	2025		O		Zero Carbon Step Code has been applied to Part 3 buildings in Nov 2024.
Complete a Tree Canopy Study	Undertake a tree canopy study to establish a baseline of the distribution and extent of tree canopy coverage and overall forest health.	Climate Leadership	2025	2025		O		Will be completed in conjunction with Natural Assets Inventory.
Implement Maber Flats Management Plan including hydrology and wetland restoration	Develop a land management plan for Maber Flats in collaboration with stakeholders based on the principles of agriculture, watershed health and water management.	Climate Leadership	2024	2025		O		Hydrology study is on-going. MOU drafting work underway.
Execute EV and Ebike Regional Public EV Charging Stations	Collaborate/coordinate with CRD on Regional Public EV Charging Network grant implementation, and consider adding charge-for-use at District EV charging stations.	Climate Leadership	2024	2025		O		Grant has been approved. EV Charger locations have been selected, and installation will begin in 2025.
Develop a public engagement framework and policy	Provide standards and guidelines to staff and Council on public engagement for all major projects to ensure consistent, high quality, inclusive engagement with the community.	Corporate Services	2024	2024		O		Strategy coming forward to Council in 2025.

2025 Q1 Update

Project Name	Project Description	Dept	Schedule		Status			Q1 Update
			Start	Target	Not Started	In Progress	Complete	
Develop and implement a Central Saanich focused Customer Service Strategy	Maintain the high levels of customer satisfaction through set standards, training and maximizing our resources.	Corporate Services	2023	2027		O		In development; draft review by the Leadership Team and staff by Q3 2025.
Implement Wayfinding Strategy	Improve signage through Capital and Operating plans to increase use of our amenities and businesses, improve safety, and contribute to Indigenous cultural revitalization.	Corporate Services	2023	2027		O		Underway. New Brentwood Bay sign anticipated Summer 2025. HEL, HILUC intro and info kiosks endorsed by Council April 2025, anticipated installation by Q3 2025.
Accessibility Plan Implementation	Implement the recommendations of the Accessibility Plan through integrated practices and work towards achieving the actions identified. Legislated requirement guided by Council adopted plan.	Corporate Services	2024	2026		O		Awaiting news of grant application for new accessible playground equipment. Accessibility woven into draft plans including Parks & Trails and Climate Adaptation grant. Additional training conducted. Hearing assistance improvement for Council Chambers underway.
Develop and deliver ongoing Road Safety Campaign	Support the Active Transportation Plan implementation through public education campaign to increase safety, in alignment with with construction projects and new AT infrastructure, and supported by community feedback.	Corporate Services	2024	2025		O		Promoted safe use of Wallace Drive during construction, planned 2025 bike education, supported Walking School Bus pilot at Keating Elementary, highlighted road safety improvements to public, supported police winter driving campaigns (Halloween, fall/winter driving, speeding, Distracted Driving, Counterattack).
Age-Friendly Community Plan Implementation	Implement the recommendations of the Age Friendly Plan through integrated practices and work towards achieving the actions identified.	Corporate Services	2024	2027		O		Ongoing
Redevelop property/housing section of website	Provide additional information and resources on the website to address increased emphasis on housing.	Corporate Services	2025	2025	O			Q4 anticipated start
Update Water Master Plan	Update of plans to be based on 2023 OCP and CRD Regional Water Strategic Plan; Master plans layout the capital requirement due to increase in demand and allows for DCC rates to be set for capital improvements based on capacity.	Engineering	2024	2025		O		Consultant has been retained with work starting in conjunction with Sewer Master Plan update.
Update Sewer Master Plan	Update of plans to be based on 2023 OCP and CRD Regional Water Strategic Plan; Master plans layout the capital requirement due to increase in demand and allows for DCC rates to be set for capital improvements based on capacity.	Engineering	2024	2025		O		Consultant has been retained with work starting in conjunction with Water Master Plan update.
Develop economic development and tourism website	Launch a site that supports the economic activity and attracts new investment to the District.	Corporate Services	2025	2025	O			Webpage content to be developed Q4 2025

2025 Q1 Update

Project Name	Project Description	Dept	Schedule		Status			Q1 Update
			Start	Target	Not Started	In Progress	Complete	
Dock Assessments	Structural reassessment of the the Brentwood Bay and James Island Docks to meet insurance and best management practice to ensure safety.	Engineering	2024	2025		O		Qualified contractors has been retained for assessment and minor repairs, assessment schedule for May 2025 with works, if required to follow.
Bridge Inspections	Structural assessment of the District's pedestrian bridges.	Engineering	2023	2025		O		Quotes for qualified consultants is being retained for assessment.
Develop MOU with neighbouring First Nations	Provide guidance and align expectations between all parties related to engagement, consultation and referrals.	Corporate Services	2024	2026		O		Additional funding for MOU development awarded by Council in early budget approvals. Consultant search underway.
Water Usage Review	Review high water usage users and large meters to evaluate non-revenue water, and accuracy of large meters.	Engineering	2023	2025		O		Review underway to be enacted in Q3 2025
Engineering Standards Update		Engineering	2025	TBD	O			Consultant to be retained at beginning of Q3, 2025.
Update Transportation Master Plan (Including ATP update)	Update 2002 master plan to address changes in demographics, density, best management practices with highlighting of capacity issues for future work or additional investigation resulting in a financial model and implementation plan that can be used for a DCC update and future works.	Engineering	2024	2025		O		Terms of Reference drafted Q2 with project completion in Q4, 2025
Update Integrated Stormwater Management Plan	Update the 14-year old ISMP based on the updated 2023 OCP and updated storm and climate data. Update is required to show works that have been complete or no longer required, and to assist plan out future capital works.	Engineering	2024	2025		O		Terms of Reference started with completion and RFP issued in Q2
Update the Long Term Financial Strategy and Asset Management Plan	Update the plan on a 5 year cycles as required under the current adopted plan.	Finance	2026	2026	O			\$25k budgeted, procurement in Q3 2025. Completion expected in 2026.
Firesmart Program	This program is grant funded and includes a Firesmart Co-ordinator to support local wildfire mitigation activities and home assessments.	Fire	2022	2025		O		2024 completed - new 2025 grant approved & program continues in 2025 & 2026
Update Development Cost Charge Bylaw	Recover costs associated with development and their impact on infrastructure capacity with an accurate and updated reflection of costs.	Engineering	2025	2025	O			This project will follow completion of updates to the Transportation, Water, Sewer Master Plans. Anticipated issue of RFP in Q3, 2025.
Undertake a Climate Change Risk and Vulnerability Assessment and develop implementation plan	Undertake a climate change risk and vulnerability assessment to identify areas most at risk within the District, prioritize action items, and inform the development of a community-wide Climate Change Adaptation Strategy.	Fire	2024	2025		O		Flood monitoring completed in the martindale valley. First Phase of engagement is complete. Working on "what we heard" and guiding documents. Second phase of engagement in May, 2025 with the project to be completed in Q4 of 2025

2025 Q1 Update

			Schedule		Status			
Project Name	Project Description	Dept	Start	Target	Not Started	In Progress	Complete	Q1 Update
Update Integrated Stormwater Management Plan	Update the 14-year old ISMP based on the updated 2023 OCP and updated storm and climate data. Update is required to show works that have been complete or no longer required, and to assist plan out future capital works.	Engineering	2024	2025		O		Terms of Reference started with completion and RFP issued in Q2
Update the Long Term Financial Strategy and Asset Management Plan	Update the plan on a 5 year cycles as required under the current adopted plan.	Finance	2026	2026	O			\$25k budgeted, procurement in Q3 2025. Completion expected in 2026.
Firesmart Program	This program is grant funded and includes a Firesmart Co-ordinator to support local wildfire mitigation activities and home assessments.	Fire	2022	2025		O		2024 completed - new 2025 grant approved & program continues in 2025 & 2026
Update Development Cost Charge Bylaw	Recover costs associated with development and their impact on infrastructure capacity with an accurate and updated reflection of costs.	Engineering	2025	2025	O			This project will follow completion of updates to the Transportation, Water, Sewer Master Plans. Anticipated issue of RFP in Q3, 2025.
Undertake a Climate Change Risk and Vulnerability Assessment and develop implementation plan	Undertake a climate change risk and vulnerability assessment to identify areas most at risk within the District, prioritize action items, and inform the development of a community-wide Climate Change Adaptation Strategy.	Fire	2024	2025		O		Flood monitoring completed in the martindale valley. First Phase of engagement is complete. Working on "what we heard" and guiding documents. Second phase of engagement in May, 2025 with the project to be completed in Q4 of 2025
Implement Fire Department Software Solution	Update Fire Department software with universal solution for digital inspections, investigations, PIP, Training, Responses, Apparatus checks and scheduling; current software is being decommissioned.	Fire	2024	2024		O		In progress, Inspection, assets and trainnig modules now implemented. Waiting for EComm to integrate response data. Have decomissioned non required software.
Review and update of Emergency Response Plan	Review the existing emergency response plan and update as necessary.	Fire	2024	2025	O			In progress, to be completed Q4 of 2025 due to regulations not being out from the Province through the EDMA
Engineering Management Software Needs Assessment	The District does not have an HRIS, asset management software (AMS) for expenditure forecasting, or maintenance management software (CMMS).	Engineering	2025	2026	O			Start Q3, 2025 due to IT BAU and backlog.
SSMUH Land Development Analysis		Planning	2024	2024			O	Complete.
Implement non-infrastructure portions of Active Transportation, including policy, communications and education	Implement the non-infrastructure portions of the Active Transportation Plan which could include education, promotion, policies, bylaws and incentive programs.	Engineering & Corporate Services	2024	2025		O		Underway

2025 Q1 Update

Project Name	Project Description	Dept	Schedule		Status			Q1 Update
			Start	Target	Not Started	In Progress	Complete	
Develop and implement GIS system	Maintain single source for linear and non-linear assets using technology, as identified in the 2022 Sustainable Asset Management Plan Update; GIS based inventory supports planning and analysis and will be used by almost every department in the District.	Finance	2024	2025		O		Fully staffed for GIS system implementation. Project implementation ongoing.
Indigenous Engagement Requirements Funding Program Planning & Implementation for EDMA	Engage within community on Disaster Risk Reduction and EM/EOC training support. Legislated requirement.	Fire	2024	2025		O		1st phase of address sign project is complete. Working on phase 2n. Working with Tsartlip on numbering is ongoing. Collaboration with ground-truthing completed and waiting for confirmation on a few addresses. Continue with Cultural Sensitivity Training and looking at a sub-regional approach for the Peninsula as well as participating in the regional project in Q3 2025. Additional funding confirmed and will be received in Q2 of 2025
Develop a Fire Department Master Plan	Determine a long term strategic approach to the development and maintenance of Fire Department service levels.	Fire	2024	2025		O		In progress, not completed in 2024. Extended into 2025. Draft report being reviewed by steering committee.
Develop a health and wellness program for our first responders	Support first responders to access the mental health tools, resources and training available.	Fire	2024	2025		O		Project deferred to 2025. To start in Q2.
Next Gen 911 Public Education	Automatic grant - program in development	Fire	2025	2025	O			Not started- begins 2025
Advance bylaw, policy and land use changes to support economic development and childcare	Improve zoning in the Keating Business District to enhance economic development. Remove zoning barriers to new childcare facilities.	Planning	2023	2025		O		Draft bylaw changes complete, will come forward with Comprehensive Zoning Bylaw update
Conduct accessory dwelling unit review on ALR and Rural lands	In light of ALR changes permitted up to 3 dwelling units on ALR lands, review options for the District to permit increased housing on ALR and Rural lands.	Planning	2023	2025			O	Complete. Approved by Council January, 2025
Coordinate an Emergency Operations Centre fullscale exercise scenario with mutual aid and PEMO partners	Conduct a fullscale EOC EP based scenario exercise with PEMO and mutual aid partners in joint EOC exercise.	Fire	2025	2025	O			Not started- begins 2025
Community Wildfire Resiliency Plan		Fire	2024	2024			O	Completed

2025 Q1 Update

Project Name	Project Description	Dept	Schedule		Status			Q1 Update
			Start	Target	Not Started	In Progress	Complete	
Parking Standards Review		Planning	2024	2025			O	Review complete. Work will inform Zoning Bylaw Update in 2025
Provincial Housing Initiatives Implementation	Legislated requirement	Planning	2024	2025		O		Reviewing OCP alignment, STR, ACC.
Update bylaw enforcement procedures, including streets and traffic	Review bylaw enforcement procedures and update bylaws to enable efficient and effect enforcement in response to community complaints. Includes mailed ticket authority for traffic and parking infractions.	Planning	2024	2025		O		Project planned for completion Q3 2025
Implement e-Apply and Our City to streamline development applications	Develop an on-line application portal, digital plan review, public Our City webpage, and consider expanding to other application systems within the District.	Planning	2023	2025		O		Continue expanding applications that are online.
Update the Parks and Trails Master Plan	Develop a Parks Master Plan to guide the acquisition and management of parks and trails within the municipality and to help meet the future parks and trails needs of the community.	Planning	2023	2025		O		Detailed park asset inventory being collected.
Update the OCP Development Permit Guidelines	Following adoption of the OCP in 2023, the DP Guidelines require an update to reflect policy. The DP guidelines will also address new provincial housing actions.	Planning	2023	2025		O		Staff reviewing draft DP guidelines. Planned completion Q4 - 2025
Update Building Bylaw with new Building Code requirements	Update the Building Bylaw to reflect recent, upcoming, and best practices for Building Code and building requirements.	Planning	2025	2026	O			Planned for Q4 2025 start
Implement Improvements to Approval Process	Further improve development application processes to support housing.	Planning	2024	2025		O		Zoning Bylaw has been consolidated with new SSMUH regulations. Updated information on website to inform public. Project charter being developed.
Implement calls for service software module for Bylaw complaints	Implement an online complaint system for bylaw complaints to improve customer service.	Planning	2025	2025	O			Planned for Q3 start
Comprehensive Zoning Bylaw Update	Improve the Land Use Bylaw to respond to changing development needs and community challenges.	Planning	2025	2026		O		On-going. Progress made during Q1, including Council workshop.
Explore land use options for Butler Pit and Keating North West	Continue to enhance and grow the Keating Business District to strengthen the economy by making best use of industrial lands.	Planning	2025	2027		O		In progress. Council have given direction for a District initiated rezoning of Extractions Lands.
Saanich Inlet Management	Review rural zoning to protect and regulate for the difference in natural landscape, including considering shoreline/forest/agriculture designations and working with local First Nations.	Planning	2025	2027		O		Regular meetings with Tsartlip. Reviewing Land use regulation options.

2025 WORKFORCE PLAN PROGRESS

The District's 2024-2027 Workforce Plan identifies the required staff to support the District's routine operations, such as upcoming capital projects, as well as delivering the new projects to achieve the goals of the 2024-2027 Strategic Plan. The Workforce Plan will be reviewed annually during the Financial Plan, and FTE requests may change subject to operational needs, funding availability, and Council approval.

Department	Capacity Shortfall/Gap	FTEs Requested	2024 Budget	2025 Budget	Filled
Administration	Administrative Support	1	1		Y
	OHS and Disability Management^	1		1	N
Corporate Services	Communications Specialist-Climate	1	1		Y
Engineering	Engineering Technician-Capital/Active Transportation	2	2		Y
	Roads Labour	1		1*	Y
	Facilities Project Coordinator	1		1*	Y
Finance and IT	Financial Analyst – Capital	1	1		Y
	GIS Coordinator	1	1		Y
	Network Client Specialist	1	1		Y
	Deputy Director, Strategic Capital Planning	1		1*	Y
Planning	Planning Technician	1	1		Y
	Building Inspection	0.4	0.4		Y
	Community Planner (18 month)	1	1		Y
Fire	Fire Inspection and Prevention^	1		1	N

*early approval; ^pending 2025 Financial Plan adoption

APPENDICES

A. Strategic Implementation Plan (including metrics)

B. Workforce Plan with Funding Sources and Detail

C. Related Plans and Documents

APPENDIX B:

WORKFORCE PLAN FUNDING SOURCES AND DETAIL

Funding Source	Department	Capacity Shortfall / Gap	2024	2025	2026	Business Need
Taxes	Administration	Administrative Support		0.5	0.5	2024 increase approved (1 FTE) to address business as usual (BAU)** backlog.
	Administration	OHS and Disability Management			1	Ensure compliance is met and best practices are adopted in the area of corporate occupational health and safety and disability management.
	Corporate Services	Police Communications			0.5	Increase to address BAU backlog.
	Engineering	Roads Labour			1	To support BAU backlog.
	Finance & IT	GIS Coordinator		1		To address BAU backlog and incremental increase due to inadequate GIS system to support effective District services.
	Finance & IT	Network Client Specialist		1		To address significant BAU backlog and incremental increase in service delivery.
	Fire	Fire Inspection and Prevention			1	To address BAU inspection backlog and incremental service increase for climate mitigation and emergency response.
	TOTAL FULL TIME EQUIVELENT (FTE)			2	3.5	0.5
	TOTAL CUMULATIVE ANNUAL FUNDING*			\$ 69,100	\$ 395,800	\$ 697,100
Surplus	Administration	Administrative Support		0.5		Same position as above (April 1, 2024 to May 31, 2025 as a 0.5 FTE funded from surplus) 1.0 FTE June 1, 2025 funded then from taxes.
	Finance & IT	Deputy Director			0.5	Position funded partly by surplus for operating duties and capital reserves for capital duties.
	Engineering	Facilities Project Coordinator			0.5	Position funded partly by surplus for operating duties and capital reserves for capital duties.
	TOTAL FULL TIME EQUIVELENT (FTE)			0.5	1	
	TOTAL CUMULATIVE ANNUAL FUNDING*			\$ 31,400	\$ 74,200	\$ 76,800
Grant	Corporate Services	Communications Specialist - Climate		1		To address BAU backlog and incremental increase for Climate Mitigation and Response for public education activities. Position to be renewed as Provincial grant funding continued.
	TOTAL FULL TIME EQUIVELENT (FTE)			1		
	TOTAL CUMULATIVE ANNUAL FUNDING*			\$ 37,900	\$ 93,700	\$ 96,500
Increased Permit Revenue	Planning	Planning Technician and Building Inspection		1.4		To support BAU backlog and significant increase in development services.
	TOTAL FULL TIME EQUIVELENT (FTE)			1.4		
	TOTAL CUMULATIVE ANNUAL FUNDING*			\$ 44,900	\$ 158,300	\$ 167,900
Capital Reserves	Finance & IT	Financial Analyst - Capital		1		To address incremental BAU increase and project management for Active Transportation projects and Capital projects due to increased service levels.
	Finance & IT	Deputy Director			0.5	Same position as above. Funded by surplus for operating duties and capital reserves for capital duties.
	Engineering	Facilities Project Coordinator			0.5	Same position as above. Funded by surplus for operating duties and capital reserves for capital duties.
	Engineering	Engineering Technician - Capital/Active Transportation		2		To address incremental BAU increase and project management for Active Transportation projects and Capital projects due to increased service levels.
	TOTAL FULL TIME EQUIVELENT (FTE)			3	1	
	TOTAL CUMULATIVE ANNUAL FUNDING*			\$ 242,300	\$ 544,400	\$ 633,600
TOTAL FTE = 13.9 By year:			7.9	5.5	0.5	

* Annual funding is total cumulative cost (not new)

** Business as Usual (BAU) is an umbrella term that covers all standard, day-to-day business operations

Separate from the Workforce Plan, two temporary Planning positions were added to the Planning Department, funded by a Provincial Grant, to address the increase in work as a result of Provincial housing legislation.

APPENDIX C:

RELATED PLANS AND DOCUMENTS

[Age-Friendly Plan](#)

[Accessibility Plan](#)

[Active Transportation Plan and Accelerated Active Transportation Plan Staff Report 2023](#)

[Agricultural Area Plan](#)

[Capital Plans](#)

[Childcare Action Plan](#)

[Climate Action Plan and EV and E-Bike Strategy](#)

[Community Economic Resilience Plan](#)

Community Wildfire Protection Plan (under development)

Emergency Response and Recovery Plan

Evacuation Plan

Extreme Weather Response Plan

[Financial Plan and Long Term Financial Strategy and Asset Management Plan](#)

Hazards, Risks and Vulnerability Plan

[Housing Needs Assessment](#)

[Keating Business District Implementation Plan](#)

[Keating Parking Strategy](#)

Parks Master Plan (in process)

[Official Community Plan](#)

[Residential Infill and Densification Plan](#)

[Saanichton Village Design Plan](#)

[Sewer Master Plan](#)

[Stormwater Master Plan](#)

Transportation Master Plan (to be updated)

[Wayfinding Master Plan](#)



The Corporation of the District of Central Saanich

BACKGROUND REPORT

For the Regular Council meeting on Monday, May 12, 2025

Re: Q1 2025 Strategic Implementation Plan - Capital Update

Below is background, for information purposes:

The District started executing a full 5-year capital plan in 2024 to advance the 2024-2027 Strategic Plan and continue executing the District's asset management plan. Major infrastructure replacement and new infrastructure planning, design and construction started and will continue to address aging infrastructure and address road safety and accessibility issues.

The Ministry of Transportation and Transit continued their Keating Flyover Project which greatly affects the District's roads, stormwater and water infrastructure in the Keating/Tanner Ridge neighbourhoods.

DISCUSSION:

Keating Flyover

The Ministry of Transportation and Transit's (MOTT) Keating Flyover project is progressing. MOTT have indicated that the contractor is substantially complete construction including the District's water and sewer main replacement and stormwater improvements. The traffic light controller replacement for the Central Saanich Rd/Keating Cross Road intersection, however, the phasing of the turning movements requires additional tweaking due to traffic movements. The District's works are still within budget.

The left turn lane from Highway 17 to Keating Cross Road has been moved temporarily to the exit and will remain there until the overpass is opened to traffic.

The current timeline received by MOTT indicates the flyover structure is to be open in the summer 2025 with remaining contracted works to be completed by the end of 2025.

Brentwood Bay Sewer

Contract A – Hazelwood Contracting was retained in spring 2024 for the lineal construction works. Lineal force main and gravity sewer pipe has been completed with majority of the road restoration, signage and road painting complete.

Additional paving is complete. Cost savings through re-use of existing concrete barriers has allowed for additional paving that has been undertaken. Due to the construction works additional Wallace Drive paving is required closer to Silverdale Place, cost savings on the additional paving is sufficient to address this section, with paving to occur in May.

Barriers and railing installation on the south side of Wallace Drive are substantially completed, remaining barriers are being procured and installed in May 2025. Way finding signage will follow in the late spring associated with other initiatives the District is undertaking along the Wallace Drive corridor.

Contract B – The pump station, connection and commissioning work was tendered in January 2025 with award to C1 Contracting at the April 14, 2025 Regular Council Meeting. Staff have worked with the contractor and due to equipment lead times being Q4 2025, pump station upgrades is being deferred to 2026 so that additional costs associated with bypass pumping is not incurred by the District. Staff are working with the Province on the grant requirements, however, as the delay is not due to funding, the grant amount has been expended, a construction tender is awarded, the delay does not increase costs, and the District mitigate risks with the Hagan pump station, staff do not anticipate any issues with the grant.

Due to this delay, the District will be making temporary repairs to the wet well of the Hagan pump station. Under Contract B it was to be decommissioned, but due to the risks to the existing pumps of forcemain clogging some wet well concrete repairs are required so that the pump station can continue to operate through the winter.

Active Transportation Program

Central Saanich Road pathway/East Saanich Road sidewalk and bike lanes are projects the District is working with the CRD on executing. The CRD is replacing transmission Main No. 4 from Lochside Drive and Heritage Acres, across Highway 17, along Central Saanich Road to Mt Newton Cross Road. The District has entered into a design agreement with the CRD to have the CRD complete detailed design of the sidewalk along Central Saanich Road and possibly replace an asbestos cement water main within the Central Saanich Road right-of-way. At the beginning of 2024 the CRD indicated that would be able to start construction in fall 2024, but due to technical issues with crossing the highway and alignment changes their design has been delayed. The CRD is tendering the project in May 2025.

Additionally, the CRD is extending their Bear Hill transmission main that stops at East Saanich Road and Wallace Drive. They are extending it to Dean Park Road along East Saanich Road. This coincides with crosswalk, bike lanes and sidewalk installation along a portion of East Saanich Road. This work is also required to facilitate replacement of the CRD's Main No. 4. Depending on the available budget, District asbestos watermain may be replaced at the same time.

Wallace Drive Watermain/Painted Bike Lanes and possible sidewalk is a project is under construction with the watermain substantially complete. The sidewalk and bike lane painting will commence upon completion of the watermain. The project is still on budget and for substantial completion by end of June.

Mt Newton Pathway has been phased due to proximity and to facilitate a BC Active Transportation Grant, that the District was successful in for Phase 1 – Highway 17 to Lochside Drive which is complete. Some feedback from users has been received on additional signage and possible bollards, staff are evaluating with the CRD to implement.

Phase 2 of the Mt Newton Pathway is still in conceptual design. Partners and shareholders, such as Island Health, CRD, and the SṠÁUTW First Nation consultation has been undertaken. Additional consultation with the SṠÁUTW is underway to finalize the options for alignment. Once complete public information sessions will be held and detailed design completed for tendering in fall 2025.

Active Transportation Education planning has started with the retention of a dedicated Active Transportation Projects Coordinator and Climate and Active Transportation Communications Specialist.

CONCLUSION:

Central Saanich infrastructure is aging, with a changing climate and needs from the residents. Coordination of capital projects to realize effective service delivery is required to ensure continued service and planned future needs.

Respectfully submitted by:	Dale Puskas, Director of Engineering
Concurrence by:	Fernando Pimental, Acting 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, May 12, 2025

Re: Community Partnerships Update 2024-2025

PURPOSE:

To provide Council with an update on 2024, and activity in 2025 for existing and proposed community partnerships, including Grant in Aid, Community Service Agreements, Community Partnership Program (Central Saanich Little League), Land and Facility Agreements (Newman Farm, Heritage Acres, Log Cabin), and Service Agreements (Peninsula Streams), and to seek direction on the renewal of Peninsula Streams Society Service agreement until the end of 2026.

BACKGROUND:

The District maintains a range of agreements with community partners, including financial contributions, land use, and facility use agreements, to support the delivery of services that enhance the quality of life for Central Saanich residents and align with District priorities. The management of these partnerships is service-based, with agreement renewals and negotiations overseen by the staff responsible for each functional area.

Many of these agreements are longstanding, having been developed and evolved over time. In recent years, the District updated its Grant-in-Aid and Community Funding policies to modernize and align short-term financial contribution programs with Council's strategic priorities. These policies provide shorter-term funding opportunities for services to provide programs within the community. This funding does not provide ongoing core operating funding.

1. The *Grant in Aid Program* provides modest seed funding of up to \$1,000 each year through two payment streams; community facilitated activities and new or special projects. This grant program is focused on providing seed money for new and special projects or one time community facilitated activities. Requests for ongoing operating funding or facility maintenance are not eligible. Council has also indicated that they wish to encourage applications related to sustainability, emergency preparedness, and accessibility. The Chief Administrative Officer has delegated authority to approve these grants.
2. To assist local community groups providing valued services, the District offers modest financial support through multi-year *Community Service Agreements*. Each Community Service Agreement is granted for a four-year term, providing financial certainty to organizations while aligning with Council's term and priorities. These agreements are not a guarantee of future funding beyond the term, but they ensure stability during the contract period to help deliver consistent, impactful community services.

3. The District's *Community Partnerships Program* provides a framework for working with community groups and volunteers to improve or develop community facilities, parks, and amenities, including expansions to existing agreements. The policy enables Council to conduct a coordinated review of partnership requests ahead of annual strategic planning and budgeting. This process ensures projects are assessed for alignment with Council and community priorities, resource needs, sustainability, funding plans, timelines, and compliance with procedural or legislative requirements.
4. When the Community Service Agreements program was updated to align with Council's strategic priorities and establish a standardized four-year funding model, it became clear that the *Peninsula Streams* and *Log Cabin* agreements fell outside the intent and scope of the updated program. These agreements focus more on land use, asset management, or service delivery functions rather than short-term financial contributions for community programming and therefore require separate oversight and renewal processes.
5. *Land and Facility Agreements* are formal arrangements between the District and external organizations for the use of District-owned lands or facilities. These agreements vary significantly in their history, purpose, and terms—reflecting how they were developed over time in response to unique circumstances. Currently, there is no structured system for managing these agreements, and no standardized templates or expectations are in place, resulting in inconsistent oversight and reporting. These agreements typically define permitted uses, responsibilities for maintenance and operations, reporting requirements, and the terms of occupancy or lease. They support public access, community benefit, and stewardship of municipal assets while ensuring alignment with District policies and priorities. Management of these agreements have historically been decentralized. Staff are currently implementing structural improvements by centralizing the oversight function, with subject matter experts responsible for partner management.

DISCUSSION:

1. Grant in Aid approved projects for 2025
(Appendix A, Approved Applications 2025)
2. Community Service Funding updates for 2024
The 2024-2027 Community Service Funding Program saw its first year completed in 2024. The programs support Council's strategic plan, specifically those that related to active transportation, a community of inclusion, diversity and accessibility, and a resilient local economy and thriving agricultural sector. Total program funding is approximately \$60,000 annually.

The current [Community Service Agreements](#) are in place for the 2024–2027 funding cycle and are aligned with the District's 2022–2027 Strategic Plan. A new call for proposals will be issued in 2027, following the adoption of the next Strategic Plan for the 2026–2030 Council term.
(Appendix B, Reports on programs provided in for 2024)
3. Community Partnership Program
Central Saanich Little League (CSLL) has submitted a proposal to install synthetic turf on Diamond 6 at Centennial Park. Initial discussions began in October 2023, with formal submission

and supporting materials provided between October 2023 and April 2024, followed by a presentation to Council in June 2024. Staff will continue supporting CSLL through the process and provide public updates as milestones are met, with final approval returning to Council upon completion of conditions.

4. Service Agreements

a. *Peninsula Streams*

The District maintains a service agreement with Peninsula Streams Society supporting ecological stewardship, restoration, and public education. Staff have renewed the service agreement for a two-year term (2025–2026), with a formal program evaluation in 2026.

This item is included in the Five-year Financial Plan.

b. *The Log Cabin Museum*

The Saanich Pioneers' Society is a non-profit charitable society, dedicated to the preservation of the historical records of the Saanich Peninsula. The Log Cabin Museum and Archives are in Saanichton Green Park. Staff have been working with the Society to through a service review. Their Board has done significant work over the last year in ensuring sustainability of their operations. Staff will be renewing the agreement for a five-year term at \$18,500 per year.

5. Land and Facility Agreements

- a. *The Farmlands Trust Society (FLTS)* operates an organic farm at Newman Farm under a Licence to Occupy expiring October 18, 2025. The agreement currently applies to the upper field, but the site as a whole includes arable land, heritage assets, trails, and environmentally sensitive areas. The District is undertaking a full review of the site as part of the Parks and Trails Master Plan process. Staff are working with FLTS to draft a revised lease agreement, with clear expectations for sustainability, reporting, and continuity. A five-year term with a five-year renewal option is under consideration.

- b. *Heritage Acres (Saanich Historical Artifact Society)*

In 2004, the Province of British Columbia transferred the Heritage Acres property to the District of Central Saanich under the condition that the land be licensed to the Saanich Historical Artifact Society (the Society) for its continued non-profit use. With the original term of the lease being 20 years, the District has recently extended the lease by 10 years as per the renewal terms within the lease. This is the first of 4 renewal terms of 10 years each. The Lease permits the Society to use the property for a non-profit historical artifacts museum and related facilities, farming demonstrations, a miniature railway, a caretaker's residence, and municipal park purposes. Recently, the District has been approached by the Society to seek an amendment to the Lease. Moving forward, the District will work with the Society to ensure compliance under the Lease while also seeking opportunities to align the agreement with the current priorities and strategic direction of the municipality.

IMPLICATIONS:

Legal/Legislative

Under the delegated authority bylaw, the Chief Administrative Officer (CAO) is authorized to approve leases and licenses of occupation for a community facility including any rights of renewal, under the conditions that the Chief Administrative Officer considers appropriate. Professional services that have

been included in the budget and are within the delegated amounts allowable in the Sustainable Purchasing Policy, are within the authority of staff.

Organizational Improvements

Land and facility agreements have historically been managed inconsistently across the organization, with varying levels of reporting, oversight, and monitoring depending on the agreement. As the District moves toward improved oversight and accountability, it is important that reporting requirements be consistently enforced and reviewed to ensure compliance with agreement terms. Ongoing evaluation will be necessary to ensure these community assets are being used to their highest and best purpose, aligning with Council's priorities. Strengthening oversight will require additional staff resources to manage and monitor agreements, review amendments, ensure compliance with zoning and regulatory requirements, and coordinate inspections or legal reviews as needed. A more structured framework for managing and evaluating these agreements is being developed and will be brought forward to Council in 2026 for consideration.

CONCLUSION:

The District's diverse portfolio of community partnerships—including financial contributions, service agreements, and land and facility agreements—provides valuable services aligned with Council's strategic priorities. While short-term funding programs have been modernized, other longstanding agreements require strengthened oversight to ensure alignment, accountability, and effective stewardship of municipal assets. As an interim step, staff are centralizing the oversight function to improve consistency in monitoring, reporting, and compliance across all agreements. This foundational work will support the development of a more structured framework for managing and evaluating community partnerships, which will be brought forward to Council for consideration in 2026.

Respectfully submitted by:	Christine Culham, Chief Administrative Officer
Concurrence:	Dale Puskas, Director of Engineering
Concurrence:	Emilie Gorman, Director of Corporate Services
Concurrence:	Fernando Pimental, Acting Chief Financial Officer

ATTACHMENTS:

Appendix A: Approved Grant In Aid Applications for 2025

Appendix B: Community Service Funding, Reports on programs provided in for 2024

Appendix A - Community Partnerships Update 2024-2025

Grant-in-Aid – Approved Applications 2025

New and Special Projects

Organization	Recommended (Max under Policy)
676 Kittyhawk Sponsoring Committee Society	\$1,000
Cycling Without Age Society	\$1,000
FED Urban Agriculture Society	\$1,000
Navy League of Canada Saanich Peninsula Branch	\$1,000
Peninsula Country Market	\$1,000
Sidney North Saanich Yacht Club	\$1,000
Stelly's Dry After Grad	\$1,000
Take a Hike Foundation	\$1,000
Victoria Brain Injury Society	\$1,000
Victoria Compost and Conservation Education Society	\$1,000
Total	\$10,000

Community Facilitated Events

Organization	Recommended (Max under Policy)
Saanich Peninsula Pipe Band	\$1,000
The South Island Farmers Institute	\$2,000
Total	\$3,000

The Community Service Agreement committed Capital Bike to deliver the following programming in 2024:

1. In-school cycling education for grades 4&5 students (ERG 4/5) at Keating, B,
2. In-school education for 6&7 (RTR 6/7) students, and
3. Six guided community rides.

Over the spring, summer and fall in 2024, Capital Bike delivered on the following:

ERG 4/5: The program includes: learning about the bicycle, its parts and how to maintain it; proper helmet use; key traffic laws and how to stay safe on a bike; in addition to school-ground practice of bike handling and traffic safety. Capital Bike bring bikes and helmets for any students who do not have a bike/helmet.

LÁU, WELNEW Tribal School in Brentwood Bay: On April 22, **67 Students** received in-class training, and on April 23 and May 21 they completed on-bike training.

Brentwood Elementary: On May 7 and May 9, **123 Students** received in-class training, and on May 9 and May 10, they completed on-bike training.

Keating Elementary: On Nov. 5, **162 students** received in-class training, and on Nov. 7, they completed the on-bike portion. Below are a few of the photos taken with permission.



Nov. 7 Keating Elementary ERG 4/5



Nov. 7 Keating Elementary ERG 4/5



Sept. 21 Social Guided Ride

Ride the Road 6/7: In 2024, Capital Bike was without both an Executive Director and the Bike Education Manager for five months each, resulting in an inability to schedule the Ride the Road program in 2024. This was deducted from the invoice. Capital Bike is fully staffed and already booking for 2025.

Guided Rides in Central Saanich: Between Aug. 12 and Sept. 21, Five of six planned rides were held (one was cancelled due to weather). In total 52 people registered for the following rides.

Aug. 12: Explore Rural Central Saanich by ebike: Lochside Trail-Heritage Acres-Martindale Valley (9)

Aug. 18: The Heart of Central Saanich: Family Ride (13)

Sept. 7: Centennial Park-Saanich Fairgrounds-TIKEL (Maber Flats) Nature Ride (13)

Sept. 15: Explore Rural Central Saanich by EBIKE, 2: Fairgrounds-Keating-Tanner Ridge-East Saanich

Sept. 21: Social Ride: The Heart of Brentwood Bay (3 – was impacted by weather)

The Guided Rides were promoted via Capital Bike's e-newsletter distributed to 14,000+ cyclists, on Capital Bike's website and via social media. The Family Ride and the final Social Ride included a stop at a local business for coffee. Capital Bike will work early in 2025 to pre-plan the Guided Rides to increase participation and more directly target District residents.

Central Saanich Community Service Agreement 2024 Report

Beacon Community Services partnership with the District of Central Saanich was created to reduce barriers to seniors in Central Saanich by helping to connect seniors with essential services and increase knowledge of Beacon's Better at Home (BAH) services. This initiative has been a large success. To date, 12 Beacon volunteers and Central Saanich residents provided over 800 hours of information and referrals services in Central Saanich. This collaborative effort has made a meaningful impact on seniors' access to support and services in Central Saanich, reducing barriers and decreasing social isolation.

Our Community Volunteer Income Tax Program (CVITP) Income clinic was held on Tuesdays and Thursdays, throughout March and April. One volunteer provided 34 volunteer hours and filed 93 income tax returns.

We have provided the following resource and referral support:

- **6 Housing** referrals to our Seniors Housing Coordinator
- **4 Handyperson** inquiries
- **4 Gardening** inquiries, volunteers matched to 2 clients
- **54 Disability Parking Permits** issued
- **10 Caregiver** inquiries, referred to our Family and Friends Caregiver Support Program
- **9 Grief support** – a listening ear and referral to community support
- **3 Work BC Employment** referrals
- **4 Newcomers to Canada** families and **4 Newcomers to Central Saanich**
- **Food Security** – information on where to get food and distribution of ***Farmers Market Nutrition Coupon Program***
- **Volunteer Recruitment and Engagement Fair** March 2024 reaching 70 people
- **Childcare Resources Childcare Resource and Referral (CCRR)** office on West Saanich/Wallace and refer many families to this new resource
- **2 Tenancy** dispute
- **2 Lawyer** referrals
- **Centre for Active Living** promotion and partnership of programs and activities
- We have connected with seniors, many of whom come back just to have a friendly visit and cup of tea with our volunteers

We have provided the following resources:

- **450 Seniors Services Directories** distributed
- **125 My Voice Advance Care Planning** booklets distributed
- **200 Tidelines** quarterly and the **Centre for Active Living** newsletters

BEACONCS.CA

2723 Quadra Street | Victoria BC | [250.658.6407](tel:250.658.6407)



Outreach/Community Engagement

We attended the Emergency Preparedness Expo at Heritage Acres and the Brentwood Bay Festival in June. This was a wonderful opportunity to connect to a wider community about information, resources, and referrals. We recruited 2 new volunteers at these events.

We have reached out to local doctors' offices, businesses, and the Thrift Stores to advertise the opening hours at the office and our Better at Home services. The district also posts in their quarterly newsletter and their social media platforms. More and more people know where to find us.

The future

The first full year of the Community Office being open has highlighted the need for residents to be able to access support and services in their community. Central Saanich is growing and the opportunity to access information locally keeps people in their community and reduces barriers for seniors in Central Saanich who find it difficult to travel to find the information we can provide.

While this was established as part of an Age-Friendly initiative, it is evolving as a multi-generational community resource. We relate to Community. Volunteers are engaged!

We continue to recruit volunteers and want to increase our opening days in Spring 2025. We hope to recruit another income tax volunteer to increase the days of our income tax clinic from 2 to 5 days in March and April 2025



January 6th, 2025

Dear Mayor Windsor and Members of Council,

RE: Community Service Funding Summary Report: CSAN Kitchen Program

Please accept this summary report for the CSAN Kitchen Program that was offered to youth ages 12-16 years and operated from our Central Saanich Club (1233 Clark Road) from Dec. 2023 to Dec. 2024.

The CSAN Kitchen Program engaged youth in hands-on culinary experiences designed to foster a connection to food, enhance life skills, and build a greater sense of community and togetherness. Over the course of the year, the program was structured into three distinct 3-month sessions, each held on Friday evenings. The primary goals of the program were to encourage youth to explore their culinary interests, develop essential life skills, and address food insecurity by connecting participants to local food sources.

Participants were actively involved in all aspects of the program this past year, including:

- **Menu Design:** Youth contributed to planning weekly meals. Some of the meals included: naan pizza & caesar salad, butter chicken & rice, lasagna & garlic toast, pork chops and mashed potatoes & gravy, chicken fried rice, sloppy joes, breakfast sandwiches and chicken souvlaki.
- **Budgeting:** The group worked within a budget to source ingredients for each meal. Supervisor did the shopping and overall budget.
- **Food Preparation & Cooking:** Youth rotated through various kitchen roles, from chopping vegetables to cooking main dishes.
- **Meal Sharing:** Participants set the table, served meals, and cleaned up afterward, enjoying prepared meals together as a community.
- **Take-home Ingredients:** At the end of each session, youth took home prepared ingredients and recipe cards to share their cooking experiences with their families.

Through this hands-on program, youth gained practical life skills, from teamwork and responsibility to cooking techniques. The program also helped reduce food insecurity by providing meals for both the participants and their families.

Demographics & Participation:

- **Average Attendance Per Night:** 9.5 youth
- **Staff Compliment-** 2 staff:10 Youth; excellent for relationship building and support
- **Total Registered Youth:** 29 youth/year
- **Gender Distribution:** Program maintained a near equal balance of female-identifying and male-identifying youth.
- **Average Age:** 13 years old
- **Repeat Enrollment:** 8 of the 13-youth enrolled in the first session chose to return for the second session, demonstrating strong engagement and satisfaction with the program.

Impact and Community Engagement:

The CSAN Kitchen Program aligned with the District's goal to foster a community of **Inclusion, Diversity, & Accessibility**. It provided a welcoming and inclusive space for youth of all backgrounds to engage with food in a meaningful way, while also building community bonds and friendships through shared meals and experiences. Youth came from various schools such as Bayside Middle, WSÁNEĆ, Tribal School, Stelly's Secondary and Heartwood Learning Community.

Key Highlights:

- A total of **81 meals were served to participants**, and **381 meals were provided to families**, directly addressing food insecurity (exceeded program goal of 360).
- **New youth** registered **throughout year**
- Utilizing the **community garden**- access to seasonal vegetables
- Youth enjoyed **learning new skills**, with many citing highlights such as trying new recipes and cooking for their families.
- Successful **Friday evening** youth program **engagement**

Testimonials:

- **Parent** (picking up youth): "I can't believe this program doesn't cost anything, this is amazing and my teenager loves it!"
- **Youth** (during program): "I've never made a crepe before, they're so much fun to make."
- **Youth** (after program): "I can't wait to show my mom!"
- **Staff** (during program): "I love seeing the friendships being formed" & "the skills being developed such as leadership".

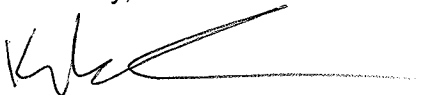
Areas of Growth:

An area that lacked development was the incorporation of guest speakers into the program from local farmers to local chefs. A planned year-end holiday potluck was not held due to staff illness, so we may look at doing it during the second session this year.

Conclusion:

The CSAN Kitchen Program was a success. Through active participation in cooking and sharing meals, the program not only addressed food insecurity but also contributed to youth development in a positive and impactful way. The continued participation and engagement from both the youth and their families further emphasize the program's success and its value in the community. We are grateful for the support provided by the District of Central Saanich, which makes this initiative possible.

Sincerely,



Kyla Sanderson
Program Director
250-686-9123
Ksanderson@bgcsvi.org



Saanichton Village Association
PO BOX 19
Saanichton, BC
V8M 1A0

December 20, 2024

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

Dear Britt,

RE: Saanichton Village Association Service Agreement

The Saanichton Village Association has been proud to provide the community with another year of events to bring the village of Saanichton together in fun and engaging ways with much thanks to Mayor and Council and the District of Central Saanich. Our service agreement with Central Saanich is integral to the work we do, and we are very appreciative of the ongoing support!

The SVA held its AGM in February at the Log Cabin Museum who is a lovely partner in our community. We welcomed Ryan Vantreight to speak to our audience about his role as the Fire Smart Coordinator and share valuable information around being fire smart. It was a lovely eventing.

In March of 2024, we finally got back to hosting the Saanichton Community Dinner at St. Mary's Church where we hosted 120 members of the community, plus many volunteers including local Woodwyn District Girl Guides, to a delicious catered meal and a live band to party to after dinner. The event was very well attended, and everyone had a wonderful time! We hired a Saanichton caterer, and a local band called Shenanigans who played while attendees enjoyed coffee and dessert in the church. The volunteers from St. Mary's and the local Girl Guides helped the SVA host this lovely event that will be held again in March 2025.

Our biggest events this year were two outdoor movies held at the Saanich Fairgrounds, who are another fabulous partner! On August 17th, we showed Back to the Future and on August 24th, Jumanji, Welcome to the Jungle to nearly 1500 people combined. Weather is always a factor but, in both cases, we were pretty lucky, and everyone thoroughly enjoyed themselves! For both events we had special add-ons like food vendors, a live band (Shenanigans again), the Peninsula Panthers playing games with attendees and a face painter. Both evenings were full of energy and tons of fun! We look forward to hosting another event like this in August 2025.

To round out 2024, we hosted the 20th Annual Saanichton Community Christmas on December 7th where almost 400 people came out to have breakfast provided by the CS Lions Club, have their photo with Santa, have a carriage ride provided by Tally Ho Carriage Tours, tour the village with their tree trail map and collect their handmade cookie kit to take home all in support of the Saanich Peninsula Lions Food Bank. This event raised \$11,000 in cash and food for the Food Bank, and we are enormously proud! Proud of the community for coming out and spreading some Christmas cheer and for their generosity towards the Food Bank! The 21st annual will be on December 6, 2025.

Sooo many fun community events to enrich our lives in Saanichton thanks to all our amazing community partnerships, including our very valuable one with Mayor and Council and the District of Central Saanich. Thank you so much!!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Martina Redman', enclosed within a blue oval outline.

Martina Redman
Treasurer
Saanichton Village Association

Brentwood Bay Community Association 2024 Year End Report

The Brentwood Bay Community Association is a non-profit society formed over 25 years ago by a group of residents and volunteers. Our aim is to strengthen our sense of community by providing arts and cultural events for all ages. Our events are fully accessible and wheelchair friendly and free of charge whenever possible. We provide a safe, inclusive and welcome place for everyone to enjoy events in our community. We acknowledge that our events are held on the traditional territory of the WSÁNEĆ people which includes WJOŁEŁP (Tsartlip) and STÁUTW (Tsawout) First Nations.

The BBKA is completely run by volunteers, from our board of directors, our event organizers, right on down to our 50/50 ticket sellers. This past year we've had several new members join the BBKA, including a number of young enthusiastic volunteers who grew up in Brentwood attending the festival and Music in the Park. They are now assisting with planning and hosting our events as they want to ensure that they continue for the next generation. We take this as a sign that what we do as a society is still relevant, appreciated, and vital to the health of our community.

As a grassroots organization, we rely on and appreciate the financial support and services in-kind from our business community, as well as donations from individual community members. We are also very grateful for the ongoing financial support from the Municipality of the District of Central Saanich.

The Year in Review:

The Brentwood Bay Festival

We held The Brentwood Bay Festival on June 1st this year in HEL,HILEŁ Park. We hosted a pancake breakfast followed by a parade, onstage entertainment, market & food vendors, games and activities, which were enjoyed by approximately 2500 festival attendees. This year we invited students and teachers from the WSÁNEĆ Tribal School to open our festival with a blessing and traditional drum songs. We plan to continue this new and welcome tradition.

Music in the Park

Our weekly free concert series held in HEL,HILEŁ Park for 7 Wednesday evenings in July & August began on July 3rd in 2024. Each week we had between 500 – 700 enthusiastic attendees. We seek out musicians who perform original music, and we are committed to booking with a vision of diversity, equity and inclusion. This year we invited two First Nations youth to open one of our concerts with drum songs, and it was gratifying to receive the overwhelmingly positive support from the community. This is another tradition we hope will continue to grow.

Holiday Light Up

A dedicated team of volunteers spent many hours refurbishing the lights and decorations which have been provided by the BBKA. They were installed along West Saanich Road with the assistance of Driftwood Communications, who donated the use of their bucket truck and operator on December 1st. We've continued this tradition each year, because we regularly hear how much the lights are enjoyed by all.

Dear Britt Burnham,

Re: Community Service Funding Program Report for 2024 Funding

ArtSea is grateful for the funding provided by the District of Central Saanich through the Community Service Funding Program, for the “Provision of arts programming for Central Saanich residents and supports and opportunities for Central Saanich artists.”

Key objectives of ArtSea programs include breaking down barriers related to age, language, culture, and physical and mental abilities while fostering community connectedness. Programs are designed to serve residents in rural and semi-rural areas, townships, and Indigenous communities. ArtSea also nurtures the creative economy, aligning with the goals of Central Saanich for resilience, inclusion, diversity, and accessibility.

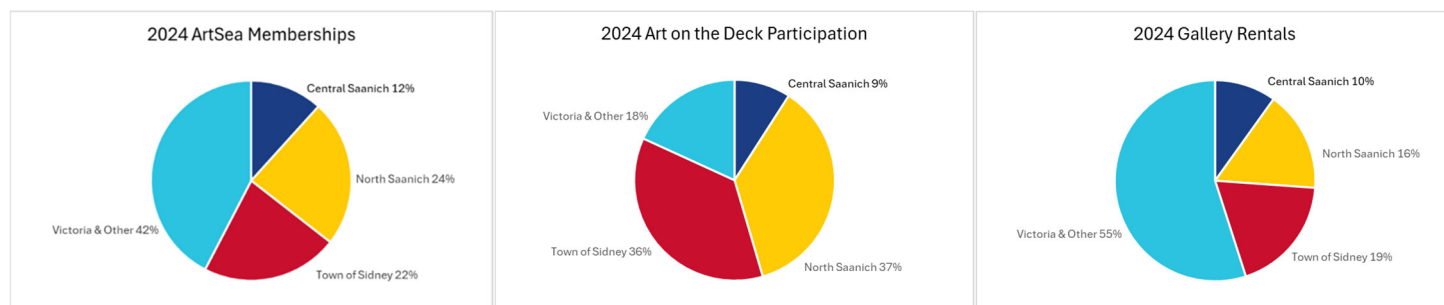
More than 1,000 Central Saanich residents participated in or benefited from ArtSea programs in 2024. Key highlights include:

Digital Engagement: A versatile website, monthly newsletter, and active social media channels kept Central Saanich residents informed and connected to local arts and culture opportunities.

Support for Artists: In 2024, ArtSea continued to support local artists and creators through the ArtSea Memberships and the Membership Directory. This platform provided a personalized online space for artists to share profiles, contact details, bios, and image galleries, connecting them with audiences and showcasing their work.

The ArtSea Gallery in Tulista Park served as an accessible hub for arts and cultural practitioners and a vital community connection point for volunteering or engaging with the community. In 2024, it was voted the Favourite Gallery on the Saanich Peninsula for the second consecutive year by Peninsula News Review Readers’ Choice Awards.

- **Art on the Deck:** During January and February, this unique initiative featured the work of local artists and artisans in the gallery’s windows, offering an outdoor art experience during winter.
- **Artist Exhibitions:** More than 136 local artists and artisans participated in self-directed exhibitions and hosted workshops from March to December. The gallery welcomed over 20,000 visitors, showcasing recent creations, artist demonstrations, and a vibrant community atmosphere. Notably, 78% of participating artists were new, while 22% were returning exhibitors.
- **Volunteer Contributions:** The gallery team was supported by valued volunteers who ensured smooth weekly transitions and a welcoming atmosphere for visitors.



The ArtSea Scholarship Program is an annual award presented to graduating students from School District 63 (Stelly's, Parkland, and Claremont) to foster youth development in the arts. In 2024, the Dianne Cross Award for the Arts was presented to two exceptional students: Daniel Rogers (Stelly's) and Abriella Mellings (Claremont).

The Saanich Peninsula Arts and Culture Grants and Bursaries Program (SPACG) provides funds to support arts and cultural activities on the Saanich Peninsula, with funds provided by the Town of Sidney and the District of North Saanich. In 2024, ArtSea enhanced the accessibility of the SPACG Program by accepting applications year-round. A total of \$31,530 in grants and bursaries were awarded to:

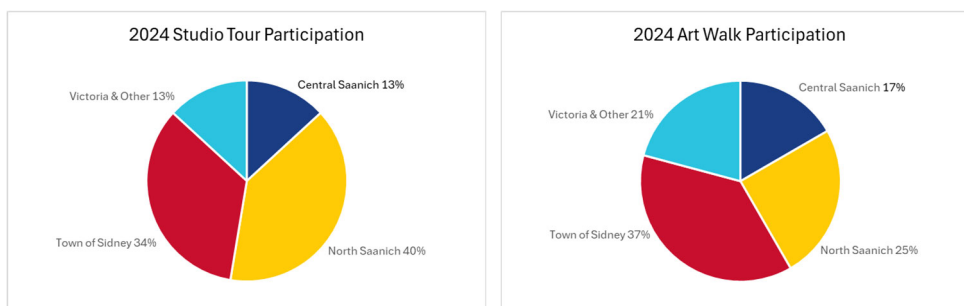
- The Seaside Folk 'n Fiddle Festival
- Via Choralis Performance Society - Spring Concert
- The Sidney Literary Society - Spring Reading Series
- Eine Kleine Summer Music - Chamber Music Performances
- Palm Court Light Music Society - Palm Court Light Orchestra
- Island Song Choir - Island Echo Performances on the Peninsula
- Deep Cove Folk Music Society - Song Writing Initiative
- The Sidney Literary Society - Fall Reading Series
- Via Choralis Performance Society - Christmas Performance

The Salish Sea Lantern Festival: The 11th annual festival celebrated music, performance, light, culture, and community. Lantern kits were sold at retail partners on the Saanich Peninsula, including the Brentwood Emporium. In early August, ArtSea offered in-person lantern-making workshops, inviting the community to create their own luminous masterpieces. The team also installed large-scale lanterns in the community, setting the stage for the vibrant displays by individuals, households, and local businesses during the Week of Lanterns. Approximately 2,000 attendees participated in the enchanting festival evening and lantern parade.

The ArtSea Studio Tour: Celebrating 30 years, this self-guided tour featured 39 artists, inspiring hundreds of visitors from Central Saanich and greater Victoria with diverse mediums, from sculpture and paintings to photography.

The World Art Day, Garden Door Challenge was a joint effort with Panorama Recreation Centre and the McTavish Academy of Art. This community-focused program saw more than 60 unique garden door creations, decorated by the community, displayed at Panorama Recreation Centre. The celebration included fabulous prizes and a generous spirit, with proceeds from the program supporting the Salish Sea Lantern Festival, further enriching our region's arts and cultural landscape.

The 4th annual Art Walk invited local artists to showcase artwork at local retail locations (invited by program partner, the Sidney BIA) and connected residents and visitors with local art in community spaces.



The ArtSea Team and Partners: In 2024, the ArtSea team included a volunteer Board of Directors, three staff members, two contractors, and valued volunteers. Collaborations with Saanich Peninsula municipalities, local organizations, businesses, artists, and arts enthusiasts enhanced community offerings.

Recognition for the District of Central Saanich: ArtSea recognizes the District of Central Saanich in marketing and promotional materials, the ArtSea website, monthly newsletters, the Annual Report, and all media related to arts and culture programming.

ArtSea is particularly grateful for the Central Saanich grant, especially given the challenges faced in 2024. Income from major grant programs fell short by nearly \$60,000 as resources were understandably prioritized to address the pressing needs of the homeless and hungry. We have helped ourselves by raising our membership fees, the gallery rental fees, and by implementing a successful fundraising campaign.

On behalf of ArtSea, thank you again for the support from the District of Central Saanich. We are excited to continue our collaborative efforts in supporting arts and culture within our community.

Sincerely,



Wendy Woollard

Treasurer, ArtSea Community Arts Council
treasurer@artsea.ca

Staff Contact:

Kirsten Norris

Director of Programs and Communication
ArtSea Community Arts Council
communications@artsea.ca

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2234

A bylaw to adopt a Five Year Financial Plan for the period 2025 to 2029, inclusive.

The Council of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. Schedules "A" and "B" attached to and forming part of this Bylaw are declared to be the Five Year Financial Plan of the Corporation of the District of Central Saanich for the years 2025-2029, inclusive.
2. It shall be lawful for the Director of Financial Services to pay from time to time the amounts which become necessary to fund the services and debt requirements mentioned in Schedule "A", attached to and forming part of this bylaw.
3. No transfers from one Department to another, or from Operation to Capital Expenditures, shall be made without the approval of the Municipal Council.
4. All payments from Municipal Revenue for the current year made prior to the passage of this Bylaw are hereby ratified and confirmed.
5. This Bylaw may be cited for all purposes as the **"Five Year Financial Plan Bylaw No. 2234, 2025"**.

READ A FIRST TIME this **28th** day of **April** 2025.

READ A SECOND TIME this **28th** day of **April** 2025.

READ A THIRD TIME this **28th** day of **April** 2025.

ADOPTED this day of 2025.

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/Corporate Officer

Schedule "A"
 "Five Year Financial Plan Bylaw No. 2034, 2025"
 The Corporation of the District of Central Saanich
 2025 – 2029 Five Year Financial Plan

	2025	2026	2027	2028	2029
Revenue					
Municipal property taxes	\$ 23,952,300	\$ 25,741,200	\$ 26,892,000	\$ 28,134,600	\$ 29,339,300
Grants in lieu of taxes	413,500	420,800	428,500	436,600	445,200
Sale of services	2,632,300	2,432,100	2,489,400	2,546,300	2,605,400
Permits, licenses and interest	2,186,100	2,189,500	2,242,900	2,246,100	2,249,400
Government transfers	2,635,000	1,305,000	889,200	889,200	889,200
Water utility - revenue	7,131,100	7,477,300	7,841,200	8,214,900	8,608,800
Sewer enterprise revenue	2,524,000	2,710,800	2,849,600	2,989,300	3,124,900
Contributions and donations	1,399,000	500,000	-	-	-
Total revenue	42,873,300	42,776,700	43,632,800	45,457,000	47,262,200
Expenses					
General government	\$ 5,985,800	\$ 6,171,600	\$ 6,261,700	\$ 6,442,600	\$ 6,614,500
Protective	11,169,300	11,940,400	12,472,200	12,867,200	13,276,000
Transportation	3,609,300	3,689,300	3,790,700	3,888,700	3,988,900
Environmental development	1,951,100	2,007,200	2,065,200	2,123,800	2,178,900
Parks	1,509,300	1,549,800	1,589,800	1,631,300	1,673,200
Projects and initiatives	2,961,800	880,900	605,000	185,000	85,000
Water utility	6,081,100	6,377,300	6,699,700	7,031,900	7,401,100
Sewer enterprise	1,159,000	1,194,800	1,229,600	1,264,300	1,299,900
Amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Total expenses	37,726,700	37,111,300	38,013,900	38,734,800	39,817,500
Accounting surplus (deficit)	5,146,600	5,665,400	5,618,900	6,722,200	7,444,700
Reserves, Capital and Debt					
Capital expenditures	\$ (26,954,700)	\$ (29,521,600)	\$ (47,446,600)	\$ (18,170,700)	\$ (8,715,100)
Debt	(780,700)	(1,114,600)	(2,779,400)	(3,565,800)	(3,727,900)
Equity for amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Reserves used for capital	18,832,100	29,245,200	20,684,800	5,841,800	6,391,000
Reserves used for capital-Debt	176,100	579,900	2,359,600	3,179,500	3,391,900
Reserves used for operating	557,200	261,100	159,200	162,500	165,800
Reserves and surplus used for projects	2,250,800	680,900	605,000	185,000	85,000
Debt proceeds	6,570,000	-	27,000,000	12,500,000	2,500,000
Transfer to reserves	(9,097,400)	(9,096,300)	(9,501,500)	(10,154,500)	(10,835,400)
Total Budget for the Year	-	-	-	-	-

Schedule “B”

“Five Year Financial Plan Bylaw No. 2234, 2025”

Corporation of the District of Central Saanich 2025 – 2029 Five Year Financial Plan

Revenue, Tax and Permissive Exemption Policy Disclosure

Proportion of Total Revenue:

Property Taxes	55.87 %
Fees and Charges	29.03 %
Other Sources	15.10 %
Total	100.00%

The Municipality will continue to pursue revenue diversification wherever possible with the objective of maintaining a reasonable tax burden by maximizing other revenue sources and balancing the burden with user fees and charges where feasible.

Distribution of Property Taxes:

Residential	78.68 %
Utilities	0.12 %
Light Industry	2.76 %
Business	17.38 %
Recreation/Non-Profit	0.90 %
Farm	0.16 %
Total	100.00 %

The Municipality will continue to set tax rates to ensure tax stability by maintaining the proportionate relationship between classes and uniform annual tax increases, consistent with the previous year’s approach.

Permissive Taxation:

The Municipality recognizes that there are organizations in the community, which enhance the quality of life by providing worthwhile programs and services. It is in the best interest of the community that these continue. Given the lack of resources for some of these organizations, the municipality can support the community by providing a limited level of merit based grants and permissive tax exemptions each year. The Municipality cannot be expected to support those organizations the provide services which are in the area of responsibility held by senior levels of government. The annual approval process is governed by the Municipality’s policy - Permissive Tax Exemption Policy 11.FIN.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2235

A Bylaw to Levy Tax Rates for Municipal, Hospital and Regional District Purposes for the Year 2025.

The Council of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2025:
 - (a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable for General Municipal purposes, rates in Column 'A' 'B' 'C' and 'D' of the Schedule attached to and forming a part of this bylaw.
 - (b) For all lawful purposes of the Capital Regional Hospital District on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column 'E' of the Schedule attached to and forming a part of this bylaw.
 - (c) For all lawful purposes of the Capital Regional District on the assessed value of lands and improvements taxable for General Municipal purposes, rates appearing in Column 'F' of the Schedule attached to and forming a part of this bylaw.
 - (d) For all lawful purposes of the Capital Regional District on the assessed value of lands and improvements taxable for General Municipal purposes on that part of the District of Central Saanich as defined by Sewer Enterprise #1 Bylaw No. 380, as amended, rates appearing in Column 'G' of the attached to and forming a part of this bylaw.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This Bylaw may be cited for all purposes as "**Tax Rates Bylaw No. 2235, 2025**".

READ A FIRST TIME this **28th** day of **April** 2025.

READ A SECOND TIME this **28th** day of **April** 2025.

READ A THIRD TIME this **28th** day of **April** 2025.

ADOPTED this day of 2025.

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/Corporate Officer

Schedule "A"

Tax Rates Bylaw No. 2235, 2025

2025 Tax Rates
(Dollars of tax per \$1,000 taxable assessment)

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
Property Class		Municipal General	Municipal Police	Municipal Infrastructure and Debt	Municipal Library	Hospital District	Regional District General	Regional District Sewer
1	Residential	1.093060	0.765290	0.678160	0.124520	0.123490	0.483390	0.288100
2	Utility	5.598320	3.919570	3.473320	0.637740	0.432220	2.475780	1.475550
5	Light Industry	1.445520	1.012050	0.896830	0.164670	0.419870	0.639280	0.381010
6	Business/Other	2.239330	1.567830	1.389330	0.255100	0.302550	0.990320	0.590220
8	Recreation/Non-Profit	2.366240	1.656680	1.468060	0.269550	0.123490	1.046440	0.623670
9	Farm	2.450880	1.715940	1.520580	0.279200	0.123490	1.083860	0.645970

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2223

A Bylaw to Amend the Zoning Bylaw
(Light Industrial Zoning Regulations)

WHEREAS the Council by Bylaw No. 2180, 2024 adopted the Zoning Bylaw and deems it appropriate to amend the Zoning 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 Zoning Bylaw No. 2180, 2024, as amended, is hereby amended as follows:

A) Inserting to Part 1, Definitions in the correct alphabetical order the following:

“General Light Industrial” - means an industrial activity and/or use including manufacturing, processing, assembling, fabricating, testing, servicing, repairing, storing, transporting, warehousing, wholesalers, and the distribution of products or materials directly associated with the industrial use on the lot. Activities on site shall not be offensive to the neighbouring areas by reason of smoke, dust or other airborne particles, odour, heat, or electrical or electronic interference.”

“Innovation Industrial” - means the provision of research and development, science, technology, engineering and mathematics (STEM) based services, analytical research or testing services including information technology, biotechnology, and energy and environmental technologies, and can involve the design, processing, manufacturing, storage and distribution of such technologies, including, but not limited to: electronics, electrical products; computer hardware, programming and software development; telecommunications’ systems including devices or similar equipment; precision engineering and robotics; pharmaceuticals; medical devices, batteries and fuel cells.

B) Amending to Part 1, Definitions “Wholesalers” to the following:

"Wholesalers" - means establishments or places of business primarily engaged in selling merchandise to other businesses, including: retailers; industrial, commercial, institutional, or professional businesses other wholesalers, and the general public; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such businesses.

C) In Section 5.25.1 (Light Industrial I1) remove the *not exceeding 75 m² gross floor area* following the Restaurant permitted use

D) In Section 5.25.1 (Light Industrial I1) remove the following uses from the permitted uses categories:

- (1) Agricultural Processing Centre
- (3) Boat Building
- (5) Business Offices but excluding Financial Institution, Medical/Dental Office, Realty Office, Insurance Office, and Travel Agency
- (11) Dry-cleaning Plant
- (12) Lumber and Building Sales
- (14) Light Manufacturing and Processing
- (16) Mini warehousing
- (17) Motor vehicle body work, painting and structural repairs
- (18) Parking Lot
- (22) Research Laboratory
- (23) Research and Development Facility
- (26) Storage Facility or Warehouse
- (27) Trades' Workshop
- (28) Truck Terminal or Courier Services
- (29) Vehicle Servicing
- (31) Wholesalers

E) In Section 5.25.1 (Light Industrial I1) add "General Industrial" and Innovation Industrial" to permitted uses and renumber the section as follows.

- (1) Audio/Visual Production Facility
- (2) Brewery
- (4) Cannabis Production
- (5) Car Wash
- (6) Catering Establishment
- (7) Commercial Composting
- (8) General Light Industrial
- (9) Health Club and Fitness Centre
- (10) Innovation Industrial
- (11) Laundry or Cleaning Plant
- (13) Photofinishing Services and Photography Studio
- (14) Printing and Publishing
- (15) Recycling Facilities
- (16) Restaurant
- (17) Sales, rental, service, storage and repair of:
 - a. agricultural equipment and garden implements;
 - b. boats and marine equipment;

- c. business and office equipment;
- d. construction and building equipment;
- e. farm, garden and pet supplies;
- f. furniture and appliances; and
- g. tires

(18) Veterinary Practice, in accordance with Part 4, Section 13

- F) Inserting after section 5.25.2 (Light Industrial I1) the following “Prohibited Use” section (5.25.3):

Prohibited Uses

Notwithstanding Section 5.25.1 (Light Industrial I1), the following uses are prohibited:

- (1) Any outdoor wrecking;
- (2) As the primary use, the storage or production of volatile materials that constitute a risk to health, safety or property due to the potential of fire, explosion or accidental release of toxic fumes, gases or other substances;
- (3) The primary processing of meat, poultry or fish or the involvement of live animals in any aspect of the operation;
- (4) The primary processing of wood, metals or chemicals; or
- (5) Gravel processing, garbage dumps, sawmills, planer mills, fertilizer plants, oil refineries or bulk oil storage plants or other uses that would be considered a form of heavy industrial development;
- (6) Parking or storage lots for offsite vehicles sales;

- b) Amend 5.25.4 (Light Industrial I1) by replacing “The maximum size of buildings and structures shall be as follows: Height - “11.0m” to “The maximum size of buildings and structures shall be as follows: Height - “18.0m”.

2. CITATION

This Bylaw may be cited for all purposes as the “**Central Saanich Zoning Bylaw Amendment Bylaw No. 2223, 2025**”.

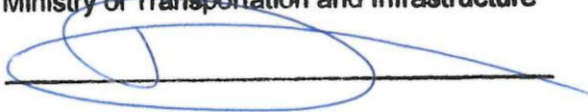
READ A FIRST TIME this	28 th	day of	April	, 2025
READ A SECOND TIME this	28 th	day of	April	, 2025
AMENDED this	28 th	day of	April	, 2025
READ A THIRD TIME this	28 th	day of	April	, 2025
APPROVED BY THE MINISTER OF TRANSPORTATION & INFRASTRUCTURE this	2 nd	day of	May	, 2025
ADOPTED this		day of		, 2025

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services

Approved pursuant to section 52(3)(a) of
the ~~Transportation Act~~

this 2nd day of May 2025
Ministry of Transportation and Infrastructure



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2233

**A Bylaw to Amend the Zoning Bylaw
(CD-1 Zone - Gateway Park)**

WHEREAS the Council by Bylaw No. 2180, 2024 adopted the Zoning Bylaw and deems it appropriate to amend the Zoning 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 Zoning Bylaw No. 2180, 2024, as amended, is hereby amended as follows:

- A) In Section 5.18.1 (CD-1 Zone Gateway Park) strike “not to exceed 120 seats nor 320 m²” from section 5.18.1.23.
- B) In Section 5.18.1 (CD-1 Zone Gateway Park) add “General Light Industrial” and Innovation Industrial” to permitted uses and renumber the section as follows.

The following uses are permitted as principal uses of the land:

- (1) Audio/Visual Production Facility
- (2) Boat building, sales and marine equipment
- (3) Brewery and agency retail store
- (4) Building supplies sales
- (5) Business and Office equipment sales
- (6) Business offices
- (7) Car Wash
- (8) Caretaker’s Dwelling, not to exceed 130 m²
- (9) Cold storage facility
- (10) Clothing manufacturing and sales
- (11) Dry-cleaning plants
- (12) Electronic instrument repair and manufacturing
- (13) Equipment sales, storage, service and rental
- (14) Food packaging
- (15) Furniture manufacturing and sales
- (16) General Light Industrial
- (17) Health Club and Fitness Centre
- (18) In-door squash and racket sports club

- (19) Innovation Industrial
- (20) Mobile Home and trailer sales
- (21) Modular home manufacturing
- (22) Motor vehicle body work, painting and structural repairs
- (23) Plastics Fabrication
- (24) Recycling Facilities
- (25) Restaurant
- (26) Sales and repair of agricultural equipment and garden implements
- (27) Tire Service, Sales and Associated Repairs
- (28) Truck terminal
- (29) Vehicle servicing
- (30) Warehousing
- (31) Welding and Machine shops
- (32) Wholesalers

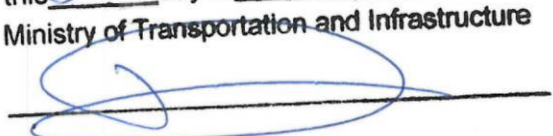
2. CITATION

This Bylaw may be cited for all purposes as the “**Central Saanich Zoning Bylaw Amendment Bylaw No. 2233, 2025**”.

READ A FIRST TIME this	28 th	day of	April	, 2025
READ A SECOND TIME this	28 th	day of	April	, 2025
AMENDED this	28 th	day of	April	, 2025
READ A THIRD TIME this	28 th	day of	April	, 2025
APPROVED BY THE MINISTER OF TRANSPORTATION & INFRASTRUCTURE this	2 nd	day of	May	, 2025
ADOPTED this		day of		, 2025

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services

Approved pursuant to section 52(3)(a) of
the *Transportation Act*
this 2nd day of May 2025
Ministry of Transportation and Infrastructure




The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, May 12, 2025

Re: 7840 Lochside Dr. – Rezoning, Development Permit and Subdivision (Mixed-Use)

RECOMMENDATION(S):

1. *That the Rezoning and Development Permit with Variances applications for the project at 7840 Lochside Drive be referred to the Advisory Planning Commission.*
2. *That notice of First Reading be given and that, with regard to Development Permit Application 3060-20-23/23 (7840 Lochside Dr), staff schedule an Opportunity to be Heard on the following variances:*
 - *To increase the maximum height for a Residential Apartment building on proposed Lot 1 from 15.0 m to 21.7 m;*
 - *To reduce the rear yard setback for the residential building on Lot 1 from 10.5 m to 6.0 m;*
 - *To reduce the side (north) yard setback for the residential building on Lot 1 from 6.0 m to 3.6 m;*
 - *To reduce the side (south) yard setback for the residential building on Lot 1 from 6.0 m to 3.0 m;*
 - *To reduce the side (south) yard setback for the H+R building on Lot 1 from 6.0 m to 0.13 m;*
 - *To increase the maximum height for the amenity building on Lot 2 from 4.5 m to 5.7 m;*
 - *To increase the maximum height for the commercial unit on Lot 2 from 4.5 m to 6.3 m;*
 - *To reduce the side (east) yard setback for the amenity building on Lot 2 from 6.0 m to 0.9 m;*
 - *To reduce the side (east) yard setback for the commercial unit on Lot 2 from 6.0 m to 0.6 m;*
 - *To reduce the overall vehicular parking requirement from 420 to 316 stalls;*

Following public input on the variances, the following recommendations should be considered:

1. That Zoning Amendment Bylaw No. 2236 (7840 Lochside Drive) be introduced and given First and Second Readings.
2. That Zoning Amendment Bylaw No. 2236 (7840 Lochside Drive) be given Third Reading.
3. That prior to consideration of adoption, a Housing Agreement Bylaw be brought forward for Council's consideration for introduction, First, Second and Third Readings to secure:
 - That the proposed new residential units remain rental in perpetuity;
 - That 10% of the rental units, or 13 units, be provided as affordable housing units and that these units remain affordable housing units for a period of 10 years;
 - That the affordable housing units shall consist of one 3-bedroom unit, nine 1-bedroom units and three studios;
 - That on an annual basis, the owner shall provide the Director of Planning with information confirming that the affordable housing units are rented out as such;

4. That prior to consideration of adoption, a covenant be registered to secure:
 - a. That a \$10,000 contribution be made toward Modo carshare memberships and that a further \$10,000 contribution be made toward BC Transit single-use bus tickets to be distributed amongst residents, and that these contributions be made prior to occupancy of the residential building proposed on Lot 1.
 - b. That a \$262,000 contribution be made to the Affordable or Supportive Housing Amenity Fund, and that this contribution be made prior to occupancy of the residential building proposed on Lot 1.
 - c. That a pedestrian cross walk as per the recommendations outlined in the Memorandum by Watt Consulting, dated May 3, 2024, be provided, or bonded for, prior to occupancy of the residential building proposed on Lot 1 and to the satisfaction of the District.
 - d. That prior to the issuance of a building permit:
 - i. the developer is responsible for the following offsite requirements are necessary to service the development subject to the satisfaction of the Director of Engineering:
 1. Sanitary sewer main extension on Ferguson Road;
 2. All electrical power and telecommunications located on site and serving the development are to be relocated underground;
 3. Submission of a FUS report and water servicing upgrades as required by the FUS report.
 - ii. The developer will complete the works to the satisfaction of the District prior to receiving an occupancy permit or enter into a servicing agreement as per section 506 of the *Local Government Act*.

PURPOSE:

This report is to introduce a proposal for a new 131-unit, 6-storey rental apartment building on the property at 7840 Lochside Drive. The report provides staff analysis of the proposal in light of the Official Community Plan, Zoning Bylaw regulations and applicable Development Permit guidelines as well as a staff recommendation.

BACKGROUND:

The applicant has provided a letter of rationale that is attached to this report (Appendix A), which outlines the proposal as well as the proponent-initiated community engagement that has occurred thus far. In addition, the letter outlines changes that have been made since the initial application was submitted in late 2023. Development plans are attached to this report as Appendix B.

The property is a 2.25 hectare site located on the northwest corner of the Mt. Newton and Lochside Drive intersection. The site is currently developed with two three-storey multi-unit buildings consisting of 126 rental apartment units. The site lies directly adjacent the former Marigold site and the current location of two new rental apartment buildings developed by Starlight Developments.

DISCUSSION:

The proposal consists of 131 new purpose-built rental units in a 6-storey wood frame building with one level of underground parking. In addition, four smaller standalone buildings are proposed, including an amenity building, commercial unit, bike storage building and a waste and recycling (W+R) building. The total new floor area proposed would almost double the current floor area on site. Subdivision of the site in two lots is proposed and would see the existing buildings as well as three of the proposed new smaller

buildings be located on one lot and the new 6-storey building and the W+R building be located on the second lot.

The following table shows the proposed unit mix for the development based on the size of the units measured as the number of bedrooms. In addition, a comparison is made with the numbers included in the Housing Needs Assessment (HNA). The table shows a larger portion of smaller units being proposed than suggested in the HNA.

Unit Type	Studio	1-Bed	2-Bed (+ den)	3-Bed	Total
Proposed	6 (5%)	85 (65%)	28 (21%)	12 (9%)	131
HNA	43%		39%	18%	n/a

10% of the proposed 131 rental units, or 13 units, are proposed to be affordable housing units. The units would consist of one 3-bedroom unit, nine 1-bedroom units and 3 studio's. This would be secured through a housing agreement bylaw to be adopted at the time of adoption of the zoning amendment bylaw. The units would be rented out at 80% of the market rental rate (CMHC) and remain affordable rental units for a period of 10 years. In addition, a contribution of \$2,000 per unit would be made toward the Affordable or Supportive Housing Amenity Fund, for a total contribution of \$262,000. This would be secured through a covenant on title and be required prior to occupancy of the new residential building.

Official Community Plan

Section 2.2 Fundamental Principles of the Official Community Plan (OCP), the following is stated Under the Manage Growth Carefully principle:

The District supports new development that is sensitive to its surrounding neighbourhood while providing the amenities and services needed in the community. New development occurs in a sustainable manner and supports a healthy, active community. Proposals that advance identified housing or community needs are encouraged.

Under the Provide a Range of Housing Opportunities and Protect Housing Affordability principle, the following can be found:

The District supports a wide range of housing types within the Urban Containment Boundary, and supports increased density that is sensitive to existing neighbourhoods within walking distance to existing or planned public transit services and the village centres. Proposals that advance identified housing needs are encouraged.

The proposal would fit within the surrounding neighbourhood, which consists of multiple 5- and 6-storey buildings, and be sited closer to the highway, with the two existing 3-storey buildings providing a gradual transition to adjacent buildings to the east which have a height of two or three storeys. The proposal includes 131 rental units with 10%, or 13 units, proposed as affordable housing units, meeting two needs identified within the Housing Needs Assessment. The proposal would allow for future traffic improvements in the area by way of road dedication along Mt. Newton Cross Road, see a new crosswalk installed on Lochside Drive and improve pedestrian access to existing transit services.

OCP Land Use Designation

The subject property is designated 'Commercial/Mixed Use' as shown on Schedule F: Land Use Plan of the OCP. This designation has the following as purpose: *Within the Urban Containment Boundary to permit mixed-use buildings most commonly with ground floor commercial and residential above, particularly in core areas with zoning that permits a broad range of commercial uses.*

The site is also impacted by the notation as ‘Small Commercial Node’ which has the following purpose: *Represent locations with historic commercial uses that are limited in size and can improve walkability for the surrounding neighborhood without detracting from the core commercial centres.*

Section 4.1 Growth Management and Housing includes the following objective: *D. Housing for All - Encourage the creation of affordable, rental and special needs housing in the District and support various tenure options to ensure adequate housing for a range of income levels and needs in the community, including housing for First Nations.*

The General Policies in Section 4.1 Growth Management include the following:

1. Focus new residential and mixed-use residential/commercial development within the Urban Containment Boundary in the form of infill and densification as designated on Schedule F: Land Use Plan. Uses outside of this boundary should be rural, agricultural, or open space.

9. Encourage underground parking in apartment and mixed-used developments of 3 or more storeys to enhance overall site design and landscaping opportunities.

13. Support the creation of new and the retention of existing rental housing within Central Saanich and discourage the conversion of rental housing of three or more units to strata ownership.

15. Encourage the provision of at least 10% of dwelling units as affordable housing in new attached or multi-unit residential or mixed-use residential/commercial development. Ideally this would be in the form that addresses an identified housing gap.

Section 4.4 Economic Growth includes the following General Policies:

2. Recognize four historic commercial nodes in the District and their unique opportunity to create a walkable community and a sense of place. The four nodes are identified as ‘Small Commercial Nodes’ on Schedule F: Land Use Plan and each node’s specific context includes:

a. Within the Urban Containment Boundary:

iii. The Turgoose node is a neighbourhood that includes existing auto-oriented uses and is undergoing a transition from the former garden nursery to smaller scale commercial uses with significant growth in housing units. The Turgoose node is highly accessible and is close to public transit and the Lochside Regional Trail. It is envisioned as an area for increased residential density and additional commercial uses to serve the surrounding neighbourhood, including adjacent SÁUTW (Tsawout) lands.

3. Encourage the development of unique, small-scale commercial uses, and discourage the development of large single-occupant retail franchises (i.e., bigbox stores).

Overall, the proposal is in substantial compliance with the designation and policies outlined in the OCP. The proposed uses are identified as a need within the District, the density is located in an appropriate location and the proposed siting would result in a gradual transition between higher density buildings and the adjacent lower density and, further away, single family residential neighbourhoods. The project includes a small-scale commercial unit to add to the existing commercial uses located within walking distance of the site.

Zoning Bylaw

The property is currently zoned Large Lot Single-Family Residential: R-1. This zoning was left in place, as opposed to being amended to either Residential Corridor (R-C) or Residential Neighbourhood (R-N), as neither of these zones permit the two multi-storey multi-unit buildings that currently exist on the lot. Staff note that the R-1 zone also not does permit the current use but that the use of the property was regulated

by way of a Land Use Contract that was registered on title in 1977. With the expiry of all Land Use Contracts in BC as of June 30, 2024, the current use of the property is grandfathered and considered legally non-conforming. Through this rezoning application, the zoning regulations can be brought in line with the existing use of the site as well as the uses being proposed through this application.

The proposal would see the property rezoned to Residential Attached: RM-5 and the zoning regulations would be amended by including accessory buildings such as for bike storage, garbage and recycling, a site office/amenity building and such as permitted accessory uses in the RM-5 zone. In addition, a site specific regulation would be included to permit commercial use on the subject property only, as the current zoning does not permit any commercial uses. Proposed commercial uses are business offices and medical/dental offices.

The site is currently 2.25 hectares in area, however, road dedication on two sides of the lot would result in the overall lot size being reduced to 1.86 hectares. As subdivision is proposed, each proposed new lot is required to meet the zoning parameters individually.

Proposed Lot 1

Proposed Lot 1 would consist of the new 6-storey apartment building, a waste and recycling (W+R) building, landscaping and parking areas, for a total site area of 5,223 m², after road dedication. There are no existing buildings located on this proposed lot. The total floor area proposed for the new building is 9,650 m² (103,871 ft²) and the number of apartment units would be 131.

Through the rezoning, a site specific regulation would be added to the RM-5 zone to permit a higher FAR. Both the 6-storey building as well as the W+R building require variances for setbacks. Based on the proposed plan of subdivision, the eastern lot line of proposed Lot 1 would become the front lot line. The table below indicates how the proposal fits in with the RM-5 zoning regulations.

Lot 1						
	Maximum		Proposed		Deviation	
F.A.R.	1.6		1.863		0.263	
Lot Coverage	45%		36.5%			
	Residential building			H+R Building		
	Required	Proposed	Variance	Required	Proposed	Variance
Height	15.0 m	21.7 m	6.7 m	4.5 m	3.2 m	
Front	6.0 m	> 6.0 m		6.0 m	> 6.0 m	
Rear	10.5 m	6.0 m	4.5 m	10.5 m	> 10.5 m	
Side (north)	6.0 m	3.6 m	2.4 m	6.0 m	> 6.0 m	
Side (south)	6.0 m	3.0 m	3.0 m	6.0 m	0.13 m	5.87 m

With respect to the variance for height for the residential building, the proposed height and the number of storeys (6) are similar to the three newly constructed buildings on the former Marigold lands to the north. The setback variances requested for the residential building are measured to the outermost edge of the balconies on the upper floors, the distance from the property line to the façade of the building would be greater. On the north side, the proposed building would face a parking lot located on the adjacent site, and on the south side, the building would be located adjacent a grassy area and parking lot for the Waddling Dog site. The rear yard variance would have no impact on the land that is to be dedicated to the Ministry of Transportation and Transit (MoTT). Based on the extent of the variances and the little to no impact expected on uses located on adjacent lands, staff have no concerns with the requested variances.

Proposed Lot 2

Lot 2 would consist of the two existing 3-storey rental apartment buildings, an amenity building, a commercial unit, a bike storage building, landscaping and parking areas, for a total site area of 1.34 hectares. The new floor area proposed with the three new buildings is 570 m², for a total floor area of 12,163 m² for the site, and the number of apartment units would remain at 126.

Both the amenity building and the commercial unit require variances for the east setback and height, whereas the bike storage building is compliant with all regulations. Based on the proposed plan of subdivision, the southern lot line of proposed Lot 2 would become the front lot line. The table below indicates how the proposal fits in with the RM-5 zoning regulations.

Lot 2						
	Maximum		Proposed	Deviation		
F.A.R.	1.6		0.91			
Lot Coverage	45%		35%			
	Amenity building			Commercial building		
	Required	Proposed	Variance	Required	Proposed	Variance
Height	4.5 m	5.7 m	1.2 m	4.5 m	6.3 m	1.8 m
Front	6.0 m	> 6.0 m		6.0 m	> 6.0 m	
Rear	10.5 m	> 10.5 m		10.5 m	> 10.5 m	
Side (east)	6.0 m	0.9 m	5.1 m	6.0 m	0.6 m	5.4 m
Side (west)	6.0 m	> 6.0 m		6.0 m	> 6.0 m	

Although the requested setback variances are substantial when compared to the required setback, both buildings would function better with the setbacks as requested. The commercial unit would benefit from greater proximity to the street and result in a sense of security and active frontage at the streetscape. The buildings are small enough to not cause a negative impact and would complement commercial uses located further along Lochside Drive. The increase in height is expected to have little to no impact on the adjacent residential building or public uses located along Lochside Drive.

Parking

Including the existing and proposed buildings, with a total of 257 residential units and 184 m² of commercial space, the parking requirement for the site would total 420 stalls. This is based on the 1.5 stalls per residential unit (for 385.5 spaces total), 0.1 space per unit for visitor parking (for 25.7 spaces total) and the requirement for 1 space per 22 m² of commercial retail space (8.35 spaces). Staff note that the architectural plans and parking study include the previous visitor parking requirement of 0.25 per unit as these documents were submitted prior to the recent amendment to the zoning bylaw to reduce the visitor parking requirement to 0.1 space per apartment and attached unit. In addition, the parking study includes the previously proposed 12 townhouse units, which have since been removed from the proposal.

The project proposes 316 parking stalls in total whereas 420 stalls are required, resulting in a variance of 104 spaces. The proposal would see 160 spaces provided on proposed Lot 1 and 156 spaces provided on proposed Lot 2, resulting in a parking ratio of 1.12 for the proposed lot with the new building and 1.07 for the proposed lot with the existing buildings. These numbers exclude the 0.1 space per unit for visitor parking requirement, which is met on both proposed lots. The proposed parking ratios are consistent with other multi-unit projects approved in the last five years.

To assess the proposed parking ratios, the proponent has provided a parking study (Appendix C) that was carried out for the two existing buildings on the subject site as well as 10 representative multi-family sites

in the region. The average parking demand on site was determined at 1.00 space per unit, which is consistent with various other recent projects within the District. The overall parking demand was determined at 288 (excludes the 4 spaces for 0 existing 3-bedroom units noted in the parking study and spaces required for the now-removed townhouse units), whereas 316 are being proposed, resulting in a surplus of 28 spaces in excess of the expected parking demand for the site.

The accessible parking requirement would be exceeded with this project as one additional 'Type A' stall would be provided above the requirement of two 'Type A' stalls and 16 'Type B' stalls.

The on-street parking analysis determined that the available spaces are well utilized, especially during the morning period, so that there is little capacity for parking spillover. The surplus parking on site could therefore be allocated to additional visitor parking should the need arise. The proponent is proposing to utilize a third party to manage on-site parking. A QR-code would be available for visitors to reserve a stall where parking between 7 am and 5 pm would be free and unlimited, and paid parking outside of those hours.

Bicycle parking

Proposed Lot 1 includes 131 new units and requires a total of 197 long term stalls (1.5 per unit) and 21 short term stalls (1 per 10 required vehicular parking stalls). The project would provide 342 long term stalls in the new parkade, 145 more than required, and 62 short term stalls between the two proposed new lots, 20 more than required, resulting in an overall surplus of 165 spaces above the parking requirement. Proposed Lot 2 would see a bike storage building being added, which would provide 30 long-term stalls in addition to the 91 existing stalls, as well as a portion of the aforementioned short term stalls, mainly near the two new proposed buildings. The long-term bicycle parking requirement for Lot 2 would not be met on site with the 121 total stalls proposed and 189 required, however, as the buildings are existing, they are exempt from having to meet the requirement. In addition, Lot 1 would provide 145 stalls in excess of the requirement for that lot.

Transportation Demand Management (TDM) Measures

Although the Parking Study does not include recommendations for TDM measures due to the proposed number of parking stalls exceeding the expected parking demand, the proponent is proposing to contribute \$10,000 in Modo carshare memberships and another \$10,000 in BC Transit single-use bus tickets to be distributed amongst residents that would be using transit. These contributions would be secured through a covenant to be registered on title prior to bylaw adoption.

Development Permit Guidelines

The proposal is viewed in light of the development permit guidelines for Residential Multi-family and Commercial/ Mixed-use projects. The guidelines suggest that new development should "respond sensitively to existing or planned adjacent development and be well integrated within the neighbourhood and local context". The proposed six-storey building would be similar in height to recent adjacent developments to the north, consisting of the Marigold development, which now includes three six-storey and one five-storey buildings. The building would be located away from adjacent less intensive development and along the highway. Two smaller, single-storey buildings including a commercial unit would be located along Lochside Drive.

Entrances to the various buildings are clearly defined and would be improved upon with the additional landscaping that is proposed. The buildings along Lochside Drive would have direct at grade pedestrian access to the street and would be connected with open spaces on site. Every residential unit would include a balcony or patio and these would overlook walkways, parking areas and private communal spaces to ensure security. The facades include articulation, various colours and materials, and complement the

adjacent development at 2515 Hackett Crescent. The project includes a new kids' playing area and other amenity areas as well as a roof top open space.

Parking areas would be located away from the street and the two existing access points to the current lot would be shared between the two new proposed lots. Streetscapes would be improved due to the two new smaller buildings and the landscaping and walkways surrounding them, while maintaining the current grassy areas and trees where possible. The landscape plans show a lighting plan for the entire site, improving pedestrian comfort and security. A substantial amount of landscaping is proposed and this is discussed in the section below. Overall the project is in substantial compliance with the OCP.

Landscaping

Landscape plans have been provided and show a kids' amenity area, a renovated outdoor pool area, a dog run amenity area, a roof top amenity area and a community garden area. The site of the new building would be landscaped with all new plantings around the building and parking areas. The site with the existing building would see new plantings around the buildings and parking areas, multiple new improvements such as the aforementioned amenity areas and retention of the grassy areas and most of the trees fronting Lochside Drive. The landscape plans can be found in Appendix B and include planting plans, plant materials schedule, a lighting plan and a tree management plan.

Approximately 11 trees would be removed to facilitate the proposed development and 19 would be retained. In addition, the landscape plan indicates that approximately 62 trees would be planted including six varieties. The plans show a pathway across the subject site connecting to lands to the south as well as to the adjacent site to the north, which provides a pedestrian connection to the bus stop along the highway. This connection was secured by Council as part of the development of the site at 2515 Hackett Crescent.

Traffic Impact Assessment

The proponent has provided a Traffic Impact Assessment (TIA) as well as an update to the assessment based on review comments from the District (Appendix D). The TIA looked at wait times for traffic turning onto Lochside Drive from Ferguson and James Island roads, a proposed crosswalk across Lochside Drive, the speed limit and cycling infrastructure on Lochside Drive, and vehicle queuing along Mt. Newton related to site accesses.

The TIA concluded that wait times are well within acceptable limits for peak hour traffic. Recommendations for a crosswalk design and location were provided and these will be implemented as part of the overall development of the site. A reduction of the speed limit from 50 k/h to 40 k/h was recommended and the District is currently reviewing speed limits across the municipality. The TIA supported the District-requested right-in/right-out access restriction and concrete median for Mt. Newton Cross Road and suggested a potential addition of a westbound vehicle lane in the future. The District has considered adding a lane in the future and allowances are in place, however, in the meantime, the road dedication would be utilized for on-street parking and loading spaces.

The update to the TIA takes into account the removal of the 12 townhouses and the recent addition of the adjacent 235-unit Starlight development with respect to traffic impacts on the Highway 17/Mt Newton Cross Road intersection, and reviews travel times along Mt. Newton Cross Road.

The update indicates that the levels of service (LOS) for the Highway 17/Mt Newton intersection are acceptable for the Highway through movements but that a couple of movements show unacceptable levels due to the long traffic light cycle length. The delays (wait times) would still be less than 80 seconds "which are considered acceptable for a highway signal with high volumes". Overall, the increase in delays were a few seconds but that did result in some LOS dropping from "acceptable" to "unacceptable" (from

a traffic movement perspective). Queue lengths were found not to increase much due to the new and proposed developments, however, it was noted that the queue length for the westbound left turn (onto the highway) would exceed the available storage length of the turn lane. The current conditions pose challenges to increasing the storage length but changes to Mt. Newton Cross Road in that area are being considered by the District. The prognosis for 2036 indicated that multiple movements would operate poorly and more storage lengths would be exceeded, however, this would be the result of background conditions (e.g. 2% growth rate from 2021 traffic volumes plus Marigold Phase 1 traffic) and not due to the proposed development. Changes to the signal timing alone would not solve these delays and/or queueing issues.

A review of travel times demonstrated that the recent development and proposed development together would result in an increase in travel time but that it would be limited to less than 14 seconds after completion of both developments. The subject proposal itself would lead to an increase in travel time of less than 10 seconds. The increase is considered minor and is largely tied to the long cycle length at the signal rather than an increase in volume of traffic.

Recommendations and/or considerations that came out of the TIA were for the District to contact MoTT to reduce the signal cycle length, reconfigure the section of Mt Newton Cross Road between the highway and Lochside Drive and improving access to the nearby Rapid Bus stops. Staff have reached out to MoTT regarding the signal cycle length option but have not yet received a response. These efforts will be ongoing and are not impacted by the development proposal.

The District has reviewed the aforementioned section of Mt Newton Cross Road and improvements are currently underway and further improvements are envisioned in the near future. These would include installing a median on Mt Newton Cross Road, adding a westbound vehicle lane and improving the Lochside Regional Trail along that section of road. In addition, access to the bus stops and a new shelter have been and are required as part of development on adjacent properties, including the current site.

Frontage Improvements

As part of the overall development, improvements would be made in the area surrounding the site. These improvements would see road dedication along Mt. Newton Cross Road that would facilitate future road widening and intersection improvements. Road widening, new curbs and sidewalk improvements along Mt. Newton Cross Road, including relocation of hydro poles and distribution lines, would be required as well as two on-street parking stalls for loading, pick up/drop off and deliveries. The current Mt. Newton access would be reconfigured to right-in and right-out only.

Off-site Improvements

A concrete pad and transit shelter would be required at the bus stop and a crosswalk is to be installed at Ferguson Road. The crosswalk would be a signed and marked crosswalk across Lochside Drive and one with Rectangular Rapid Flashing Beacons (RRFBs) is recommended by the TIA. The crosswalk would include four signs, four RRFB's, pedestrian pushbuttons and curb extension. The District would work with the proponent on the design of the crosswalk and related improvement and the proponent would cover (most of) the costs. As part of the site servicing, a sanitary sewer main extension on Ferguson Road is required and electrical power, gas and telecommunications are to be relocated underground. Additional upgrades may be required once FUS values are determined.

IMPLICATIONS:

Strategic

The project aligns with Council's 2024-2027 Strategic Plan that includes as a priority "Expand Supply of Affordable, Attainable, and Rental Housing", with the following goals:

- Support and encourage development proposals that expand housing diversity, including purpose built rental and legal suites;

Legislative/Policy

As per Council's (extended) motion to '*waive all Community Amenity and Affordable Housing Amenity Fees from all affordable rental, affordable home ownership and purpose-built rental applications for a period of two years*', there is no requirement for amenity contributions for this proposal. However, the proponent is offering a \$262,000 contribution to the Affordable or Supportive Housing Amenity Fund, 13 affordable housing units, and a new crosswalk that is valued at approximately \$50,000.

Process

The next step, if supported by Council, would be for the Advisory Planning Commission (APC) to review the proposal and provide comments for Council's consideration. Staff would draft the bylaws and development permit, send notifications for first reading and the opportunity to be heard, and Council would be asked to consider first, second and third readings of the bylaw when the proposal is brought back. A public hearing is prohibited as the proposal is consistent with the OCP and involves residential development.

Council has the option of directing staff to work with the proponent to address concerns they may have with certain aspects of the proposal, such as requested variances or the site design being compliant with design guidelines, prior to bringing the application back to Council and subsequent referral to the APC.

First Nations

The District had met with Tsawout First Nation regarding the traffic situation around the Mt. Newton /Highway 17 and Mt. Newton/ Lochside Drive intersections. The terms of reference for the TIA were a coordinated effort between the developer, Tsawout and the District, and the final TIA has been shared with all parties.

OPTIONS:

Option 1 (recommended):

1. That the Rezoning and Development Permit with Variances applications for the project at 7840 Lochside Drive be referred to the Advisory Planning Commission.
2. That notice of First Reading be given and that, with regard to Development Permit Application 3060-20-23/23 (7840 Lochside Dr), staff schedule an Opportunity to be Heard on the following variances:
 - a. To increase the maximum height for a Residential Apartment building on proposed Lot 1 from 15.0 m to 21.7 m;
 - b. To reduce the rear yard setback for the residential building on Lot 1 from 10.5 m to 6.0 m;
 - c. To reduce the side (north) yard setback for the residential building on Lot 1 from 6.0 m to 3.6 m;
 - d. To reduce the side (south) yard setback for the residential building on Lot 1 from 6.0 m to 3.0 m;
 - e. To reduce the side (south) yard setback for the H+R building on Lot 1 from 6.0 m to 0.13 m;
 - f. To increase the maximum height for the amenity building on Lot 2 from 4.5 m to 5.7 m;
 - g. To increase the maximum height for the commercial unit on Lot 2 from 4.5 m to 6.3 m;
 - h. To reduce the side (east) yard setback for the amenity building on Lot 2 from 6.0 m to 0.9 m;
 - i. To reduce the side (east) yard setback for the commercial unit on Lot 2 from 6.0 m to 0.6 m;
 - j. To reduce the overall parking requirement from 420 to 316 parking stalls;

Option 2 (no APC):

1. That notice of First Reading be given and that, with regard to Development Permit Application 3060-20-23/23 (7840 Lochside Dr), which includes variances, staff schedule an Opportunity to be Heard on the following variances:
 - a. To increase the maximum height for a Residential Apartment building on proposed Lot 1 from 15.0 m to 21.7 m;
 - b. To reduce the rear yard setback for the residential building on Lot 1 from 10.5 m to 6.0 m;
 - c. To reduce the side (north) yard setback for the residential building on Lot 1 from 6.0 m to 3.6 m;
 - d. To reduce the side (south) yard setback for the residential building on Lot 1 from 6.0 m to 3.0 m;
 - e. To reduce the side (south) yard setback for the H+R building on Lot 1 from 6.0 m to 0.13 m;
 - f. To increase the maximum height for the amenity building on Lot 2 from 4.5 m to 5.7 m;
 - g. To increase the maximum height for the commercial unit on Lot 2 from 4.5 m to 6.3 m;
 - h. To reduce the side (east) yard setback for the amenity building on Lot 2 from 6.0 m to 0.9 m;
 - i. To reduce the side (east) yard setback for the commercial unit on Lot 2 from 6.0 m to 0.6 m;
 - j. To reduce the overall parking requirement from 420 to 316 parking stalls;

Option 3:

That alternative direction be provided.

CONCLUSION:

Applications have been received for a 6-storey rental apartment building with four smaller accessory buildings, including a commercial unit, to be constructed on the property at 7840 Lochside Drive. The existing buildings would be retained and the lot subdivided in a panhandle configuration. The proposal is generally consistent with OCP policies and guidelines, as well as development permit guidelines. Variances are requested for height, setbacks and parking. The proposal includes affordable housing units, a contribution to the affordable housing fund, crosswalk improvements, road dedication and frontage improvements.

Report written by:	Ivo van der Kamp, Development 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: Development Plans
 Appendix C: Parking Study
 Appendix D: TIA and TIA Update

November 18, 2024

District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9
Attn: Mayor Ryan Windsor & Council

**RE: Application for Subdivision, Rezoning and Development Permit at 7840 Lochside Drive
Lot A, Section 5, Range 4 East, South Saanich District, Plan 31812, PID 001-130-374**

Dear Mayor Windsor and Council,

Starlight Developments is pleased to submit a revised subdivision, rezoning, and development permit application for our property located at 7840 Lochside Drive. Starlight Developments has revised the application in response to comments and direction received from District of Central Saanich Staff and Mayor and Council.

Proposal Overview

The proposed development at 7840 Lochside Drive is a significant contribution to the ongoing growth and community-building in Central Saanich, aligned with the vision outlined in the Marigold Lands Master Plan. This 131-unit, 6-storey, wood-frame purpose-built rental building, with one level of underground parking, will offer a variety of housing options and amenities to meet the needs of the local community.

The proposal includes a mix of residential units designed to accommodate a diverse range of residents, from families to seniors, with various unit sizes and configurations. The design incorporates both ground-oriented units and apartment-style living, ensuring that the development meets the needs of a wide demographic, including those seeking family-friendly units and seniors wishing to downsize while staying within the community.

To address the growing need for rental housing in the region, 10% of the new units will be designated as affordable housing, helping to meet the demand for affordable rental options in Central Saanich. The project also includes a commercial retail unit (CRU), which will enhance the neighborhood's walkability and provide space for local businesses.

This project also seeks to complement the ongoing construction of the Bella Vista development at 2515 Hackett Crescent, contributing to the broader vision of creating a highly connected, thoughtful, and sustainable community within the Urban Containment Boundary. The goal is to foster a welcoming, diverse, and accessible neighborhood that encourages greater housing choice for current and future residents.

The opening of Bella Vista in early 2025 will mark a significant step in the realization of this vision, and the 7840 Lochside Drive development is poised to further strengthen the area as a vibrant and inclusive neighborhood. This project is an exciting part of the continued growth of Central Saanich, helping to meet the housing needs of the community while also promoting sustainability and connectivity.

Ongoing Community Engagement

Over the last year, Starlight Developments has engaged the community for input and feedback on our application and design. Engagement activities include the following:

- **Open house** on October 4th, 2023, inviting tenants and neighbours to view the preliminary concept plans and ask questions of the development team.
- **Tenant meetings** on July 24th, 2024, inviting tenants of Lochside Apartments to discuss the application and share feedback.
- **Project information website**, sharing plans and application materials for public viewing.
- **Tenant updates** regarding building improvements to the existing Lochside Apartments, specifically on the pool upgrades.
- Engagement with **Tsawout First Nation**, welcoming input into the design of neighbourhood development and working in collaboration with Central Saanich to address broader infrastructure improvements.

Proposed Revisions

In response to the technical comments from municipal staff and feedback from our ongoing tenant and community engagement, Starlight is pleased to outline the following updates to our rezoning application, which address housing affordability, public realm infrastructure upgrades, improvements that will help to contribute to further pedestrian safety in the area, and enhancements on-site to further support active modes of transportation:

- A commitment to provide 10% of the new units as affordable housing units, to be secured through a development agreement.
- Removal of 12 townhome units fronting Lochside Drive based on thoughtful feedback provided by community stakeholders and local area residents.
- A frontage dedication along Mt Newton Cross Road which will enable the creation of street parking as well as left turn restrictions into the existing Lochside Apartments building.
- Proposed signalized pedestrian crossing across Lochside Drive (at Ferguson Road) and sidewalk improvements to existing northbound bus shelter.
- Refinement of architectural design to address feedback about building materials, massing, and details.
- Updated landscape plan including additional bike parking that will be provided to existing residents on site.
- A Transportation Impact Assessment (TIA) was also completed as part of our revised application. The TIA looked provided additional analysis in terms of pedestrian and cyclist movements in the area, an analysis on wait times at Mount Newton Cross Road and the Patricia Bay Highway, as well as existing speed limits.

The TIA noted that following the completion 2515 Hackett and 7840 Lochside Drive, an increase in vehicle volumes that will have negligible impacts on either traffic performance at the Mount Newton Cross Road and Patricia Bay Highway intersections or travel times along Mt. Newton Cross Road.

Conclusion

We value the opportunity to be part of implementing Central Saanich's OCP through this infill development proposal which will contribute much-needed new rental housing, while retaining and enhancing existing rental homes. We look forward to continuing the growth of the Marigold community and surrounding context and to our ongoing work with the District of Central Saanich through advancement of this application. With Central Saanich's support for the rezoning and development permit applications, we hope to be able to advance the project, in phases, starting in 2025.

Sincerely,



Ben Smith
Director of Development
Starlight Developments



Kelsey Tyerman
Assistant Development Manager
Starlight Developments



ARTIST RENDERING. FOR REFERENCE ONLY.

NORR

2300, 411 – 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com
NORR Architects Planners Inc.

7840 LOCHSIDE DRIVE

Saanichton, British Columbia

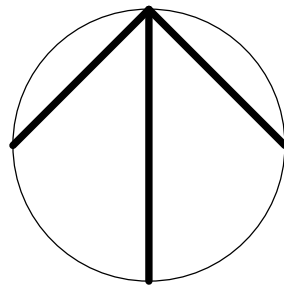
Starlight™ DEVELOPMENTS

DRAWING LIST	
DP00-00-00	COVER SHEET
DP1 0-00-00	SITE SURVEY
DP1 0-00-01	SITE LOCATION AND STATISTICS
DP1 0-00-01.1	SITE LOCATION AND STATISTICS-SUBDIVISION
DP1 0-00-02	SITE PLAN
DP1 0-00-03	PHASING PLAN
DP1 0-00-04	SHADOW STUDY
DP1 0-00-05	SHADOW STUDY
DP1 0-00-06	FIRE TRUCK SWEEP PATHS
DP1 0-00-07	PARKING STRATEGY PLAN
DP1 0-00-08	EXTERIOR VIEWS
DP1 0-00-09	EXTERIOR VIEWS
DP20-01-01	BUILDING 01 - LEVEL P1 OVERALL FLOOR PLAN
DP20-01-02	BUILDING 01 - FLOOR PLANS
DP20-01-03	BUILDING 01 - FLOOR PLANS
DP20-01-04	BUILDING 01 - ROOF PLAN
DP20-03-01	BUILDING 03, 04, 05 & 06 - FLOOR PLANS / ROOF PLAN / DETAILS
DP40-01-01	BUILDING 01 - ELEVATIONS
DP40-01-02	BUILDING 01 - ELEVATIONS
DP40-03-01	BUILDING 03, 04, 05 & 06 - ELEVATIONS
DP63-01-01	BUILDING 01 - UNIT PLANS
DP63-01-02	BUILDING 01 - UNIT PLANS

DEVELOPMENT PERMIT:DEVELOPMENT PERMIT NO.
NORR PROJECT NUMBER: NCCA22-0063
CLIENT PROJECT NUMBER: CLIENT PROJECT NUMBER

DEVELOPMENT PERMIT / RESUBMISSION - MARCH 26, 2025

SURVEY	CIVIL	ARCHITECTURE	STRUCTURAL
	J.E. Anderson 4212 GLANFORD AVENUE VICTORIA, BC, V8Z 4B7 250-727-2214	NORR 2300- 411 1ST STREET SE CALGARY, AB, T2G 4Y5 403-264-4000	Skyline Engineering 380-4243 GLANFORD AVENUE VICTORIA, BC, V8Z 4B9 250-590-4133
MECHANICAL	ELECTRICAL	INTERIORS	LANDSCAPE
M3 Mechanical 101-1803 DOUGLAS STREET VICTORIA, BC, V8T 5C3 250-940-2256	AES Engineering 500-3795 CAREY ROAD VICTORIA, BC, V8Z 6T8 250-590-9980		David Stoyko Landscape Architect 2686 EAST 6 AVENUE VANCOUVER, BC, V5M 1R3 604-720-0048



DATE	ISSUED FOR	REV
2023-11-20	DP-SUBMISSION	1
2024-04-04	DP-COMMENTS	2
2024-07-04	DP-SUBMISSION	3
2024-10-31	DP-SITE REVISION	4
2025-01-31	DP-RESUBMISSION	5
2025-03-26	DP-RESUBMISSION	6

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entered into a contract.

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the seal appearing hereon is signed and dated by the
Architect or Engineer

Project Component
DEVELOPMENT PERMIT
Key Plan

Consultants
Survey: J.E. Anderson
Civil: NORR
Architecture: Skyline Engineering
Structural: M3 Mechanical
Mechanical: AES Engineering
Electrical: AES Engineering
Interiors: David Stoyko Landscape Architect
Landscape: David Stoyko Landscape Architect

Seal(s)

NORR

2300, 411 – 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com

NORR Architects Planners Inc.

Project Manager T. ALMAASHI	Drawn Author
Project Leader F. ARISTI	Checked J. LACKMAN

Client
STARLIGHT

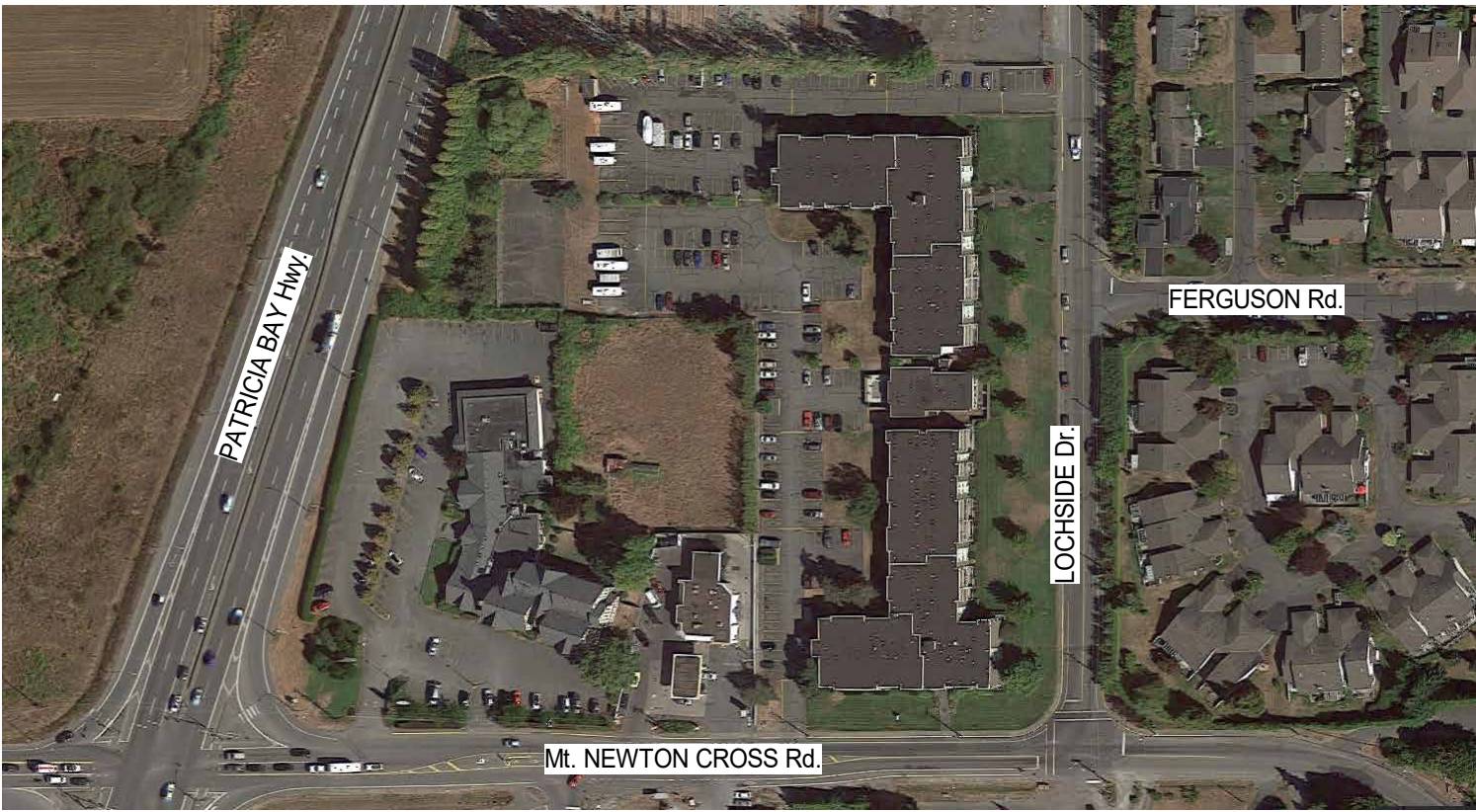
Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia
Drawing Title
SITE SURVEY

Scale
Project No. NCCA22-0063
Drawing No. DP10-00-00

LEGAL DESCRIPTION				
LOT BLOCK PLAN	LOT 'A'		SECTION 5	RANGE 4 EAST
	31812			
MUNICIPAL ADDRESS	7840 LOCHSIDE DRIVE			
	DISTRICT OF CENTRAL SAANICH, BC			
COMMUNITY	SAANICHTON			
LAND USE	TBD			
SITE AREA	SM	sq.ft.	acre	Ha
	18,631.76	200,550.64	4.60	1.86
EXISTING FAR		0.622	11,592.89	SM
NEW FAR PROPOSED		0.553	10,298.98	SM
OVERALL FAR PROPOSED + EXISTING		1.175	21,891.88	SM
BYLAW ALLOWABLE FAR		1.130		

SITE COVERAGE			
New Buildings + Existing Buildings	6,596.349	35.40%	



SITE LOCATION

SCALE: NTS

AREA CALCULATIONS - BUILDING 01												
USE		GROSS AREA		SALEABLE		EFFICIENCY	UNIT COUNT					
		m²	sq.ft.	m²	sq.ft.		%	STUDIO (E)	1 BEDROOM (A1 + B)	1 BDRM + DEN (A2)	2 BEDROOM (C, F, J, K)	3 BEDROOM (D)
PARKADE	RESIDENTIAL PARKADE	5,018.00	54,013.30									
LEVEL 01	RESIDENTIAL	1,590.66	17,121.74	1,280.83	13,786.76	80.52%	1	15	0	3	2	21
LEVEL 02	RESIDENTIAL	1,584.93	17,060.08	1,376.01	14,811.22	86.82%	1	14	0	5	2	22
LEVEL 03	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2	22
LEVEL 04	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2	22
LEVEL 05	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2	22
LEVEL 06	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2	22
MECH	MECH / LOBBY	134.65	1,449.34	-	0.00	0.00%						
TOTALS BUILDING 1		9,649.98	103,871.47	8,215.92	88,435.42	85.14%	6	77	8	28	12	131

AREA CALCULATIONS - OTHER NEW BUILDINGS													
	USE	GROSS AREA		SALEABLE		EFFICIENCY	UNIT COUNT						
		m²	sq.ft.	m²	sq.ft.		%	STUDIO	1 BEDROOM (A1 + B)	1 BDRM + DEN (A2)	2 BEDROOM (C, F, J, K)	3 BEDROOM (D)	TOTAL
BUILDING 03	AMENITY / LEASING OFFICE	307.16	3,306.26	-	0.00	0.00%	0	0	0	0	0	0	
BUILDING 04	CRU	183.75	1,977.81	183.75	1,977.81	100.00%	0	0	0	0	0	0	
BUILDING 05	W&R	78.55	845.52	-	0.00	0.00%	0	0	0	0	0	0	
BUILDING 06	BIKE STORAGE	79.55	856.28	-	0.00	0.00%	0	0	0	0	0	0	
TOTALS OTHER NEW BUILDINGS		649.01	6,985.87	183.75	1,977.81	28.31%	0	0	0	0	0	0	
OVERALL TOTAL NEW BUILDINGS		10,298.98	110,857.34	8,399.66	90,413.23	81.56%	6	77	8	28	12	131	
							4.58%	58.78%	6.11%	21.37%	9.16%	100.00%	
											TOTAL	131	UNITS

AREA CALCULATIONS - EXISTING BUILDINGS													
	USE	GROSS AREA		SALEABLE		EFFICIENCY	UNIT COUNT						
		m²	sq.ft.	m²	sq.ft.		%	STUDIO	1 BEDROOM	1 BED + DEN	2 BEDROOM	3 BEDROOM	TOTAL
	BUILDING EX.01	RESIDENTIAL	5,538.32	59,613.94	4,762.95	51,267.99	86.00%	0	32	0	29	0	61
	BUILDING EX.02	RESIDENTIAL	6,054.58	65,170.94	5,206.94	56,047.01	86.00%	4	25	0	36	0	65
	BUILDING EX.03	AMENITY / POOL	0.00	0.00	0.00	0.00	0.00%	0	0	0	0	0	0
	TOTALS EXISTING BUILDINGS		11,592.89	124,784.88	9,969.89	107,314.99	86.00%	4	57	0	65	0	126
	OVERALL TOTAL EXISTING + NEW		21,891.88	235,642.22	18,369.55	197,728.23	83.91%	10	134	8	93	12	257

PARKING REQUIREMENT - NEW BUILDINGS (PER LAND USE BYLAW)											
(SUBDIVISION LOT 1)											
USE		REQ. PARKING		REQ. PARKING		PROVIDED	VARIANCE				
		1.50	PER UNIT	196.5			160	69			
RESIDENTIAL	UNITS										
	VISITOR	0.25	PER UNIT	32.8							
TOTAL REQUIRED				229.25		160		69			

PARKING REQUIREMENT - EXISTING BUILDINGS (PER LAND USE BYLAW)											
(SUBDIVISION LOT 2)											
USE		REQ. PARKING		REQ. PARKING		PROVIDED	VARIANCE				
		1.50	PER UNIT	189.0			148	73			
RENTAL	UNITS										
	VISITOR	0.25	PER UNIT	31.5							
COMMERCIAL	CRU	1.00	PER	22.0m² of GFA	8.35	8.0		0			
TOTAL REQUIRED				228.85		156		73			
PARKING REQUIREMENT PER LUB - TOTAL				459		316		142			

PARKING DEMAND PER PARKING STUDY / TIA (see detailed ratios in TIA document)				
USE	EXISTING	NEW	TOTAL REQ. PARKING PER TIA	PROVIDED PARKING
STUDIO	2	4	6	
1 BEDROOM	55	69	124	
2 BEDROOM	73	29	102	
3 BEDROOM	4	17	21	
VISITOR		27	27	
COMMERCIAL / RETAIL	0	11	11	
			291	316
TOTAL PARKING DEMAND PER PARKING STUDY				291
TOTAL PARKING PROVIDED				316
				RESIDENTIAL SURPLUS 25

PARKING REQUIREMENT / PROPOSED COMPARISON (BYLAW VS. TIA)										
USE	UNIT COUNT	BYLAW REQUIREMENT			DEMAND: PARKING STUDY		PROPOSED PARKING		PROPOSED VS.	
		FACTOR	COUNT		COUNT		FACTOR	COUNT	BYLAW REQ.	PKNG DEMAND TIA
RENTAL STUDIO	10	1.50	15							
RENTAL 1 BEDROOM	142	1.50	213		291		1.23	316		
RENTAL 2 BEDROOM	93	1.50	140							
RENTAL 3 BEDROOM	12	1.50	18							
RENTAL VISITOR	257	0.25	64							
COMMERCIAL			8.35							
TOTAL PARKING DEMAND PER PARKING STUDY			459		291		316		(143)	25

PROVIDED PARKING STALL COUNT / BIKE STALL / STORAGE LOCKERS COUNT			
LOCATION	RESID. ST. LOCKERS	LONG TERM BIKE STORAGE (*)	PARKING
SURFACE PARKING NEW	-	0	40
SURFACE PARKING EXISTING AND REVISED	-	91	129
PARKADE P01	-	262	147
	0	353	316

(*) New proposed long term bike storage facility for Building 1 (6 storey building) is fully complying with current Land Use Bylaw. Long term bike storage for existing buildings follows original requirements and its current excess demand is partly covered by new proposed bike storage rooms.

BICYCLE PARKING					
TYPE		REQUIREMENT	COUNT	REQUIRED STALLS	PROVIDED (*) STALLS
		NEW PROPOSED	NEW UNITS	EXISTING UNITS	
Long Term	1.50 stalls/unit	119	126	UNITS	368
Short Term	0.10 stalls/parking stall	459		PARKING STALLS	46
Total Bicycle Parking Stalls				414	434

BARRIER FREE PARKING REQUIRED	
-------------------------------	--

TYPE	REQUIRED OVERALL PARKING	OVERALL BF STALLS REQUIRED	REQUIREMENT PER BF STALL TYPE
COUNTS	459 stalls	OVERA... 18 stalls	TYPE 'A' 2 stalls TYPE 'B' 16 stalls
TOTAL BARRIER FREE STALLS PROVIDED		19 stalls	3 stalls 16 stalls

EV CHARGING STATIONS	
TYPE	
EV Chargers Proposed to be installed	4 stalls
EV Ready parking stalls (Rough ins only) (Future)	129 stalls
TOTAL EV CHARGING STATIONS (AT OCCUPANCY + FUTURE)	133 stalls

DATE	ISSUED FOR	REV
2023-11-20	DP SUBMISSION	1
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2025-01-31	DP-RESUBMISSION	5
2025-03-26	DP-RESUBMISSION	6

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Project Component	DEVELOPMENT PERMIT
Key Plan	

Consultants	
Survey:	J.E. Anderson
Civil:	NORR
Architecture:	Skyline Engineering
Structural:	M3 Mechanical
Mechanical:	AES Engineering
Electrical:	
Interiors:	
Landscape:	David Stoyko Landscape Architect

Seal(s)

NORR

2300, 411 – 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com

NORR Architects Planners Inc.

Project Manager	Drawn
T. ALMAASHI	R. JENKINS
Project Leader	Checked
F. ARISTI	J. LACKMAN

Client	STARLIGHT
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Project	7840 LOCHSIDE DRIVE
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Saanichton, British Columbia	
Drawing Title	SITE LOCATION AND STATISTICS

Scale	1 : 1
Project No.	NCCA22-0063
Drawing No.	DP10-00-01

SUBDIVISION LOT 1				
MUNICIPAL ADDRESS	7840 LOCHSIDE DRIVE DISTRICT OF CENTRAL SAANICH, BC			
COMMUNITY	SAANICHTON			
LAND USE	TBD			
SITE AREA	SM	sq.ft.	acre	Ha
	5,222.70	56,216.65	1.29	0.522
EXISTING FAR		0.000	0.00	SM
NEW FAR PROPOSED		1.863	9,649.98	SM
OVERALL FAR PROPOSED		1.863	9,649.98	SM
BYLAW ALLOWABLE FAR		1.130		
SITE COVERAGE				
New Buildings		1,902.750	36.43%	

SUBDIVISION LOT 2				
MUNICIPAL ADDRESS	7840 LOCHSIDE DRIVE DISTRICT OF CENTRAL SAANICH, BC			
COMMUNITY	SAANICHTON			
LAND USE	TBD			
SITE AREA	SM	sq.ft.	acre	Ha
	13,409.07	144,333.99	3.31	1.341
EXISTING FAR		0.865	11,592.89	SM
NEW FAR PROPOSED		0.907	8.00	SM
OVERALL FAR PROPOSED +...		1.772	11,600.89	SM
BYLAW ALLOWABLE FAR		1.130		
VARIANCE		0.642		
SITE COVERAGE				
New Buildings + Existing Buildings		4,693.720	35.00%	

SUBDIVISION LOT 1											
AREA CALCULATIONS - BUILDING 01											
USE		GROSS AREA		SALEABLE		EFFICIENCY		UNIT COUNT			
		m²	sq.ft.	m²	sq.ft.	%	STUDIO (E)	1 BEDROOM (A1 + B)	1 BDRM + DEN (A2)	2 BEDROOM (C, F, J, K)	3 BEDROOM (D)
PARKADE	RESIDENTIAL PARKADE	5,018.00	54,013.30								
LEVEL 01	RESIDENTIAL	1,590.66	17,121.74	1,280.83	13,786.76	80.52%	1	15	0	3	2
LEVEL 02	RESIDENTIAL	1,584.93	17,060.08	1,376.01	14,811.22	86.82%	1	14	0	5	2
LEVEL 03	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2
LEVEL 04	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2
LEVEL 05	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2
LEVEL 06	RESIDENTIAL	1,584.93	17,060.08	1,389.77	14,959.36	87.69%	1	12	2	5	2
MECH	MECH / LOBBY	134.65	1,449.34	-	0.00	0.00%					
TOTALS BUILDING 1		9,649.98	103,871.47	8,215.92	88,435.42	85.14%	6	77	8	28	12
AREA CALCULATIONS - BUILDING 05											
BUILDING 05	W&R	78.55	845.52	-	0.00	0.00%	0	0	0	0	0
OVERALL TOTAL NEW BUILDINGS		9,728.53	104,716.98	8,215.92	88,435.42	84.45%	6	77	8	28	12

SUBDIVISION LOT 2											
AREA CALCULATIONS - OTHER NEW BUILDINGS											
USE		GROSS AREA		SALEABLE		EFFICIENCY		UNIT COUNT			
		m²	sq.ft.	m²	sq.ft.	%	STUDIO	1 BEDROOM (A1 + B)	1 BDRM + DEN (A2)	2 BEDROOM (C, F, J, K)	3 BEDROOM (D)
BUILDING 03	AMENITY / LEASING OFFICE	307.16	3,306.26	-	0.00	0.00%	0	0	0	0	0
BUILDING 04	CRU	183.75	1,977.81	183.75	1,977.81	100.00%	0	0	0	0	0
BUILDING 06	BIKE STORAGE	79.55	856.28	-	0.00	0.00%	0	0	0	0	0
TOTALS OTHER NEW BUILDINGS		570.46	6,140.36	183.75	1,977.81	32.21%	0	0	0	0	0

AREA CALCULATIONS - EXISTING BUILDINGS											
USE		GROSS AREA		SALEABLE		EFFICIENCY		UNIT COUNT			
		m²	sq.ft.	m²	sq.ft.	%	STUDIO	1 BEDROOM	1 BED + DEN	2 BEDROOM	3 BEDROOM
BUILDING EX.01	RESIDENTIAL	5,538.32	59,613.94	4,762.95	51,267.99	86.00%	0	32	0	29	0
BUILDING EX.02	RESIDENTIAL	6,054.58	65,170.94	5,206.94	56,047.01	86.00%	4	25	0	36	0
BUILDING EX.03	AMENITY / POOL	0.00	0.00	0.00	0.00	0.00%	0	0	0	0	0
TOTALS EXISTING BUILDINGS		11,592.89	124,784.88	9,969.89	107,314.99	86.00%	4	57	0	65	0
OVERALL TOTAL EXISTING + NEW		12,163.35	130,925.24	10,153.63	109,292.81	1.18	4	57	0	65	0
							3.17%	45.24%	0.00%	51.59%	100.00%

BUILDING HEIGHT	BYLAW REQUIRED	VARIANCE
3.1m	3.1m	
3.1m	6.2m	
3.1m	9.3m	
3.1m	12.4m	
3.1m	15.5m	
3.1m	18.6m	
3.1m	21.7m	15.0m 6.7m

BUILDING HEIGHT	BYLAW REQUIRED	VARIANCE
3.2m	4.5m	

BUILDING HEIGHTS	BYLAW REQUIRED	VARIANCE
5.7m	4.5m	1.2m
6.3m	4.5m	1.8m
3.1m	4.5m	

DATE	ISSUED FOR	REV
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DEVELOPMENT PERMIT
Key Plan

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Survey: J.E. Anderson
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Mechanical: AES Engineering
Electrical: David Stoyko Landscape Architect
Interiors:
Landscape:

Seal(s)

NORR

2300, 411 – 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com

NORR Architects Planners Inc.

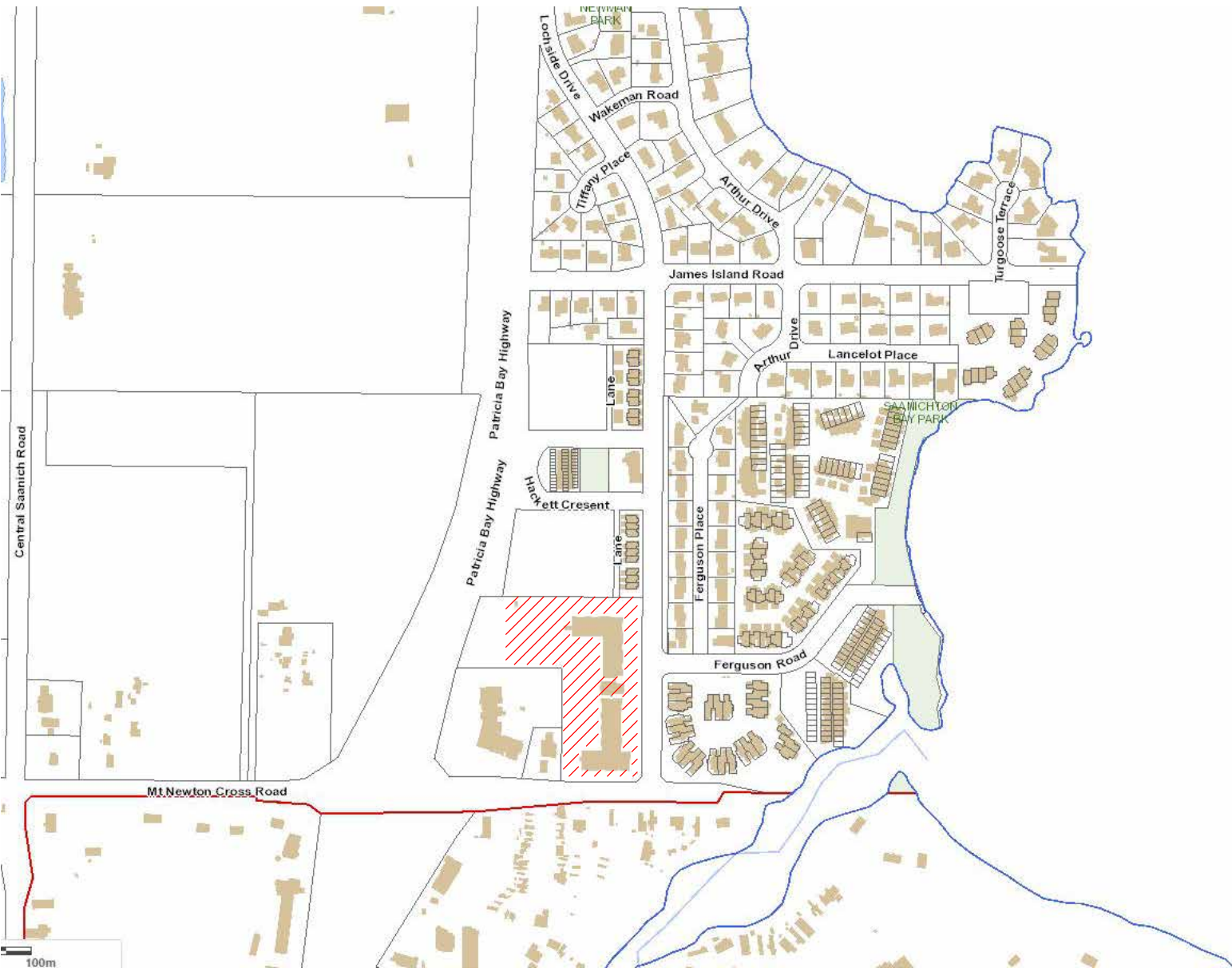
Project Manager T. ALMAASHI	Drawn R. JENKINS
Project Leader F. ARISTI	Checked J. LACKMAN

Client
STARLIGHT

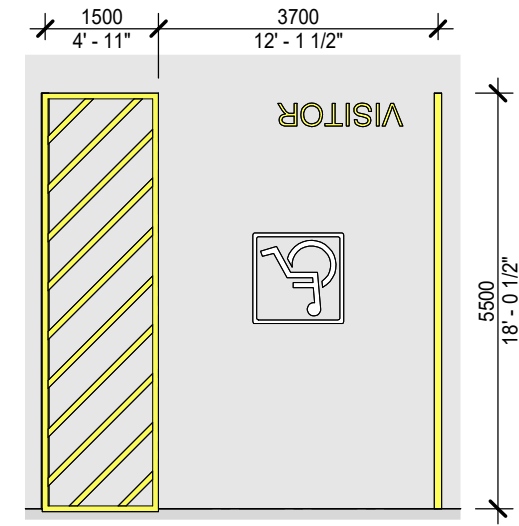
Project
7840 LOCHSIDE DRIVE
Saanichton, British Columbia

Drawing Title
SITE LOCATION AND STATISTICS-SUBDIVISION

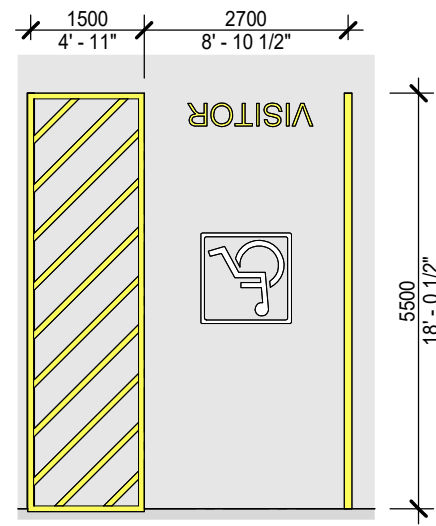
Scale
Project No.
NCCA22-0063
Drawing No.
DP10-00-01.1



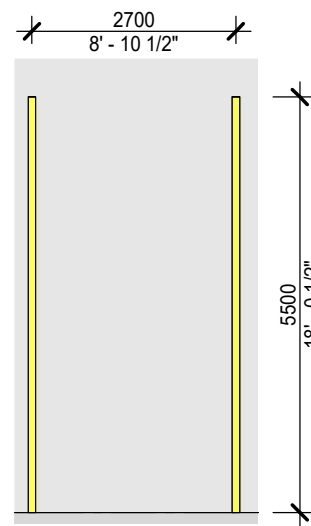
SITE LOCATION
N.T.S.



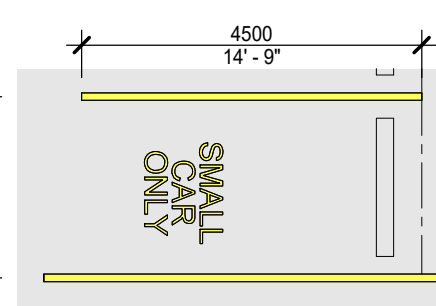
9 ACCESSIBLE PARKING STALL - TYPE A
DP10-00-02 SCALE: 1:100



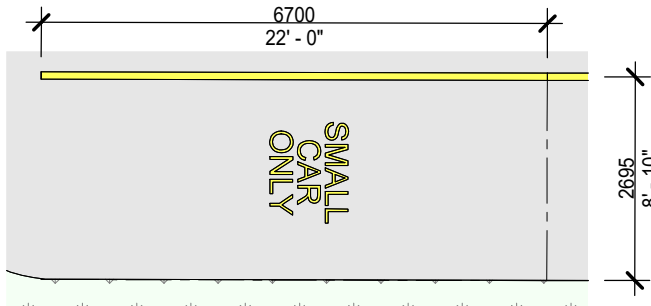
10 ACCESSIBLE PARKING STALL - TYPE B
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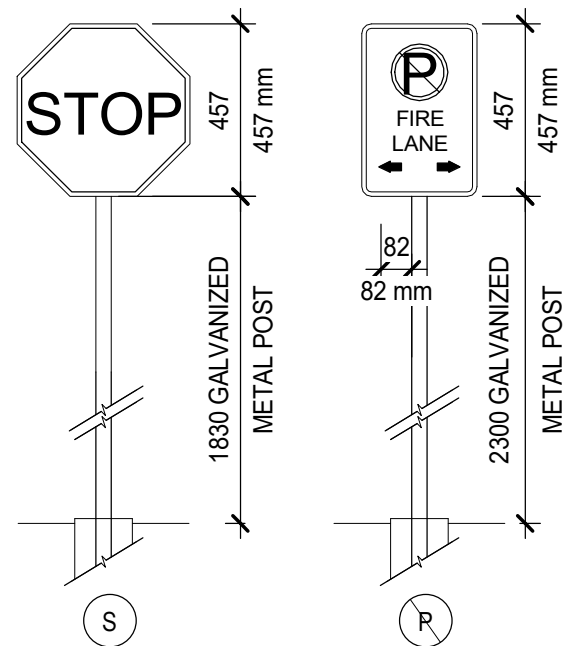
5 STANDARD STALL
DP10-00-02 SCALE: 1:100



6 SMALL CAR STALL
DP10-00-02 SCALE: 1:100

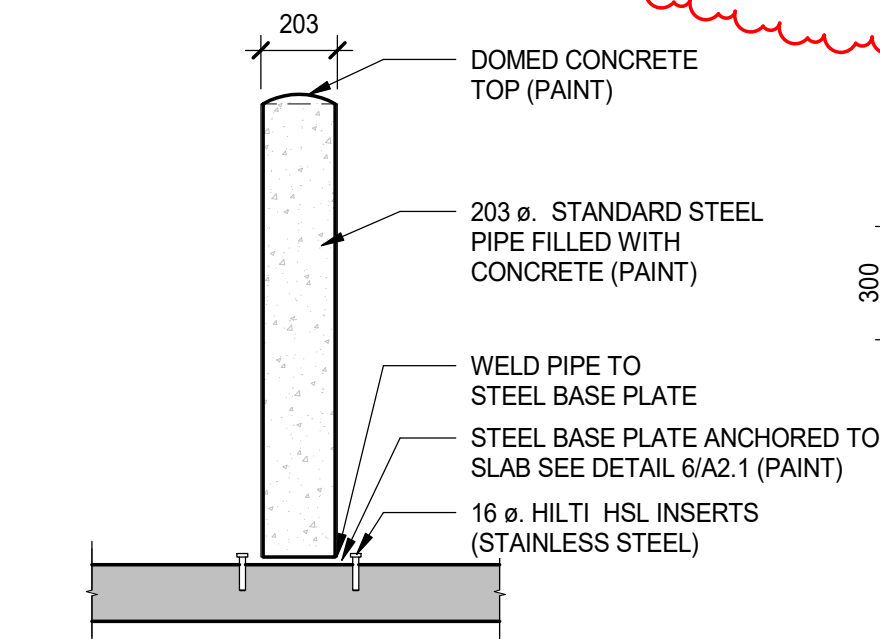


7 SMALL CAR PARALLEL STALL
DP10-00-02 SCALE: 1:100

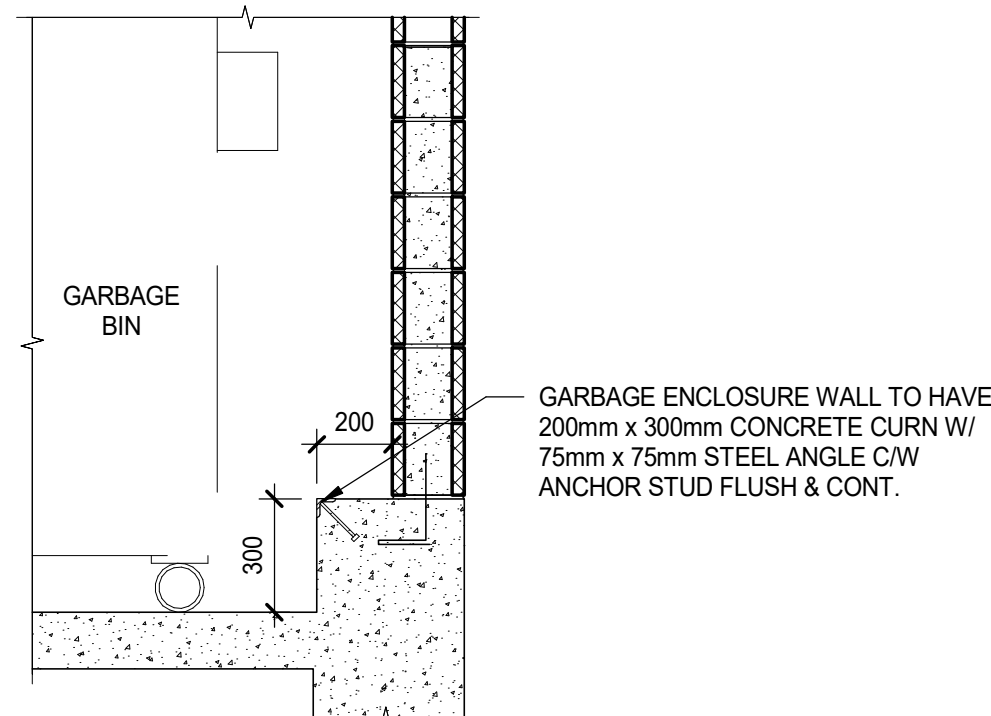


4 SITE SIGNAGE
DP10-00-02 SCALE: 1:20

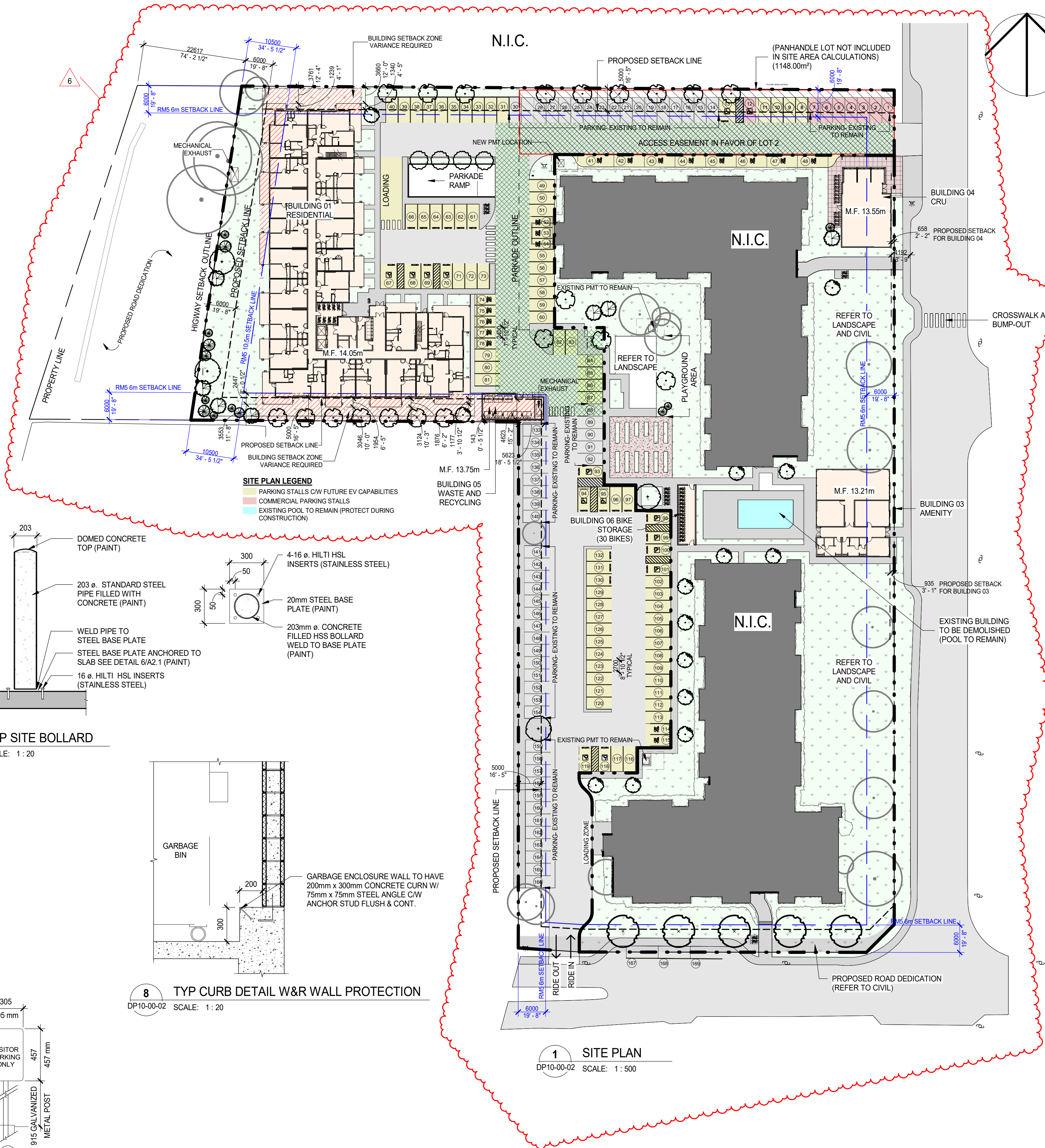
NOTE: FOR ALL SIGNAGE REQUIREMENTS AND SPECIFICATIONS - REFER TO CENTRAL SAANICH



11 TYP SITE BOLLARD
DP10-00-02 SCALE: 1:20



8 TYP CURB DETAIL W&R WALL PROTECTION
DP10-00-02 SCALE: 1:20



1 SITE PLAN
DP10-00-02 SCALE: 1:500

DATE	ISSUED FOR	REV
2023-11-20	DP SUBMISSION	1
2024-04-04	DP COMMENTS	2
2024-07-04	DP SUBMISSION	3
2024-10-31	DP-SITE REVISION	4
2025-01-31	DP-RESUBMISSION	5
2025-03-26	DP-RESUBMISSION	6

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Project Component
DEVELOPMENT PERMIT

Key Plan

Consultants
Survey: J.E. Anderson
Civil: NORR
Architecture: Skyline Engineering
Structural: M3 Mechanical
Mechanical: AES Engineering
Electrical: AES Engineering
Interiors: David Stoyko Landscape Architect
Landscape: David Stoyko Landscape Architect

Seal(s)

NORR

2300, 411 - 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com

NORR Architects Planners Inc.

Project Manager
T. ALMAASHI
Project Leader
F. ARISTI

Drawn
A. LLERENA
Checked
J. LACKMAN

Client

STARLIGHT

Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia

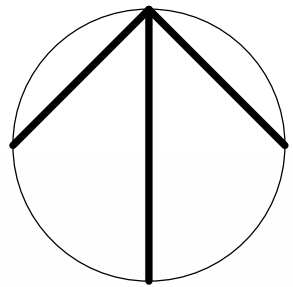
Drawing Title

SITE PLAN

Scale
As indicated

Project No.
NCCA22-0063

Drawing No.
DP10-00-02



MARCH 21th 10:00AM PDT



MARCH 21th 12:00PM PDT



JUNE 21th 10:00AM PDT



JUNE 21th 12:00PM PDT



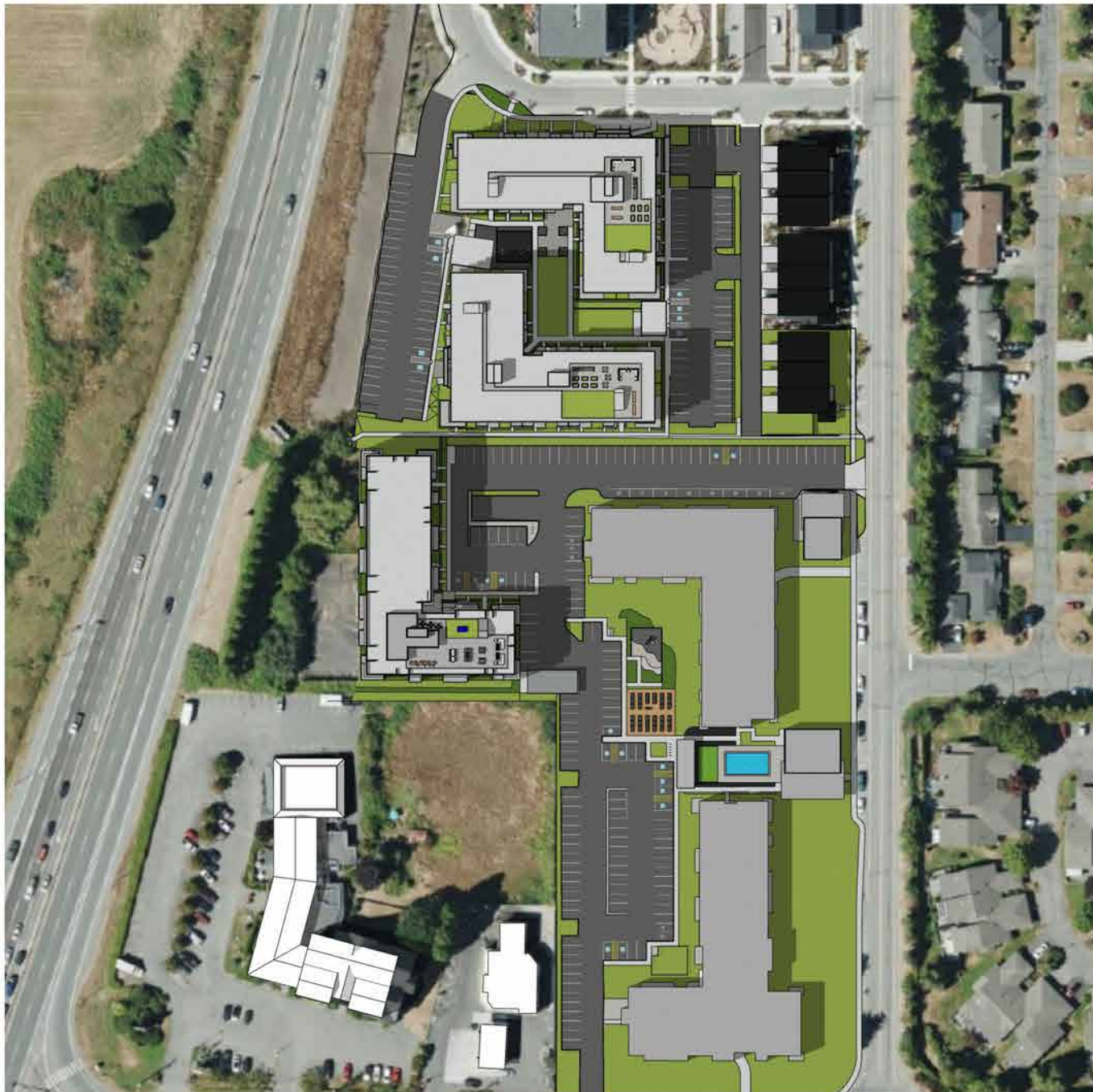
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MARCH 21th 4:00PM PDT



JUNE 21th 2:00PM PDT



JUNE 21th 4:00PM PDT

DATE	ISSUED FOR	REV
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2300, 411 – 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com
NORR Architects Planners Inc.

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Project Leader F. ARISTI	Checked J. LACKMAN

Client
STARLIGHT

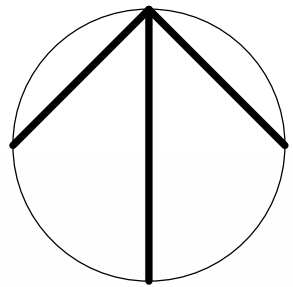
Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia
Drawing Title
SHADOW STUDY

Scale

Project No.
NCCA22-0063

Drawing No.
DP10-00-04



SEPTEMBER 21th 10:00AM PDT



SEPTEMBER 21th 12:00PM PDT



DECEMBER 21th 10:00AM PST



DECEMBER 21th 12:00PM PST



SEPTEMBER 21th 2:00PM PDT



SEPTEMBER 21th 4:00PM PDT



DECEMBER 21th 2:00PM PST



DECEMBER 21th 4:00PM PST

DATE	ISSUED FOR	REV
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STARLIGHT

Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia

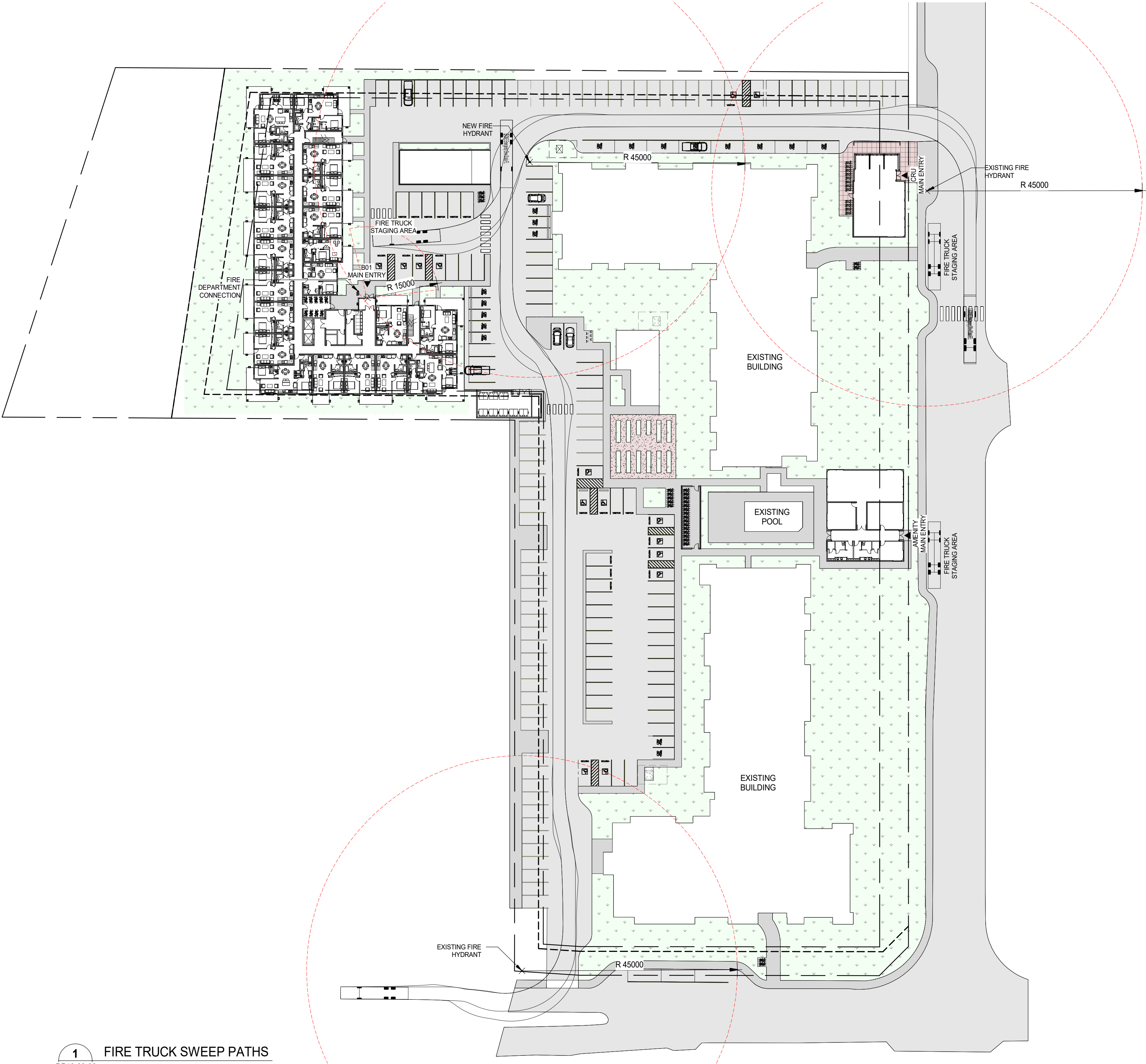
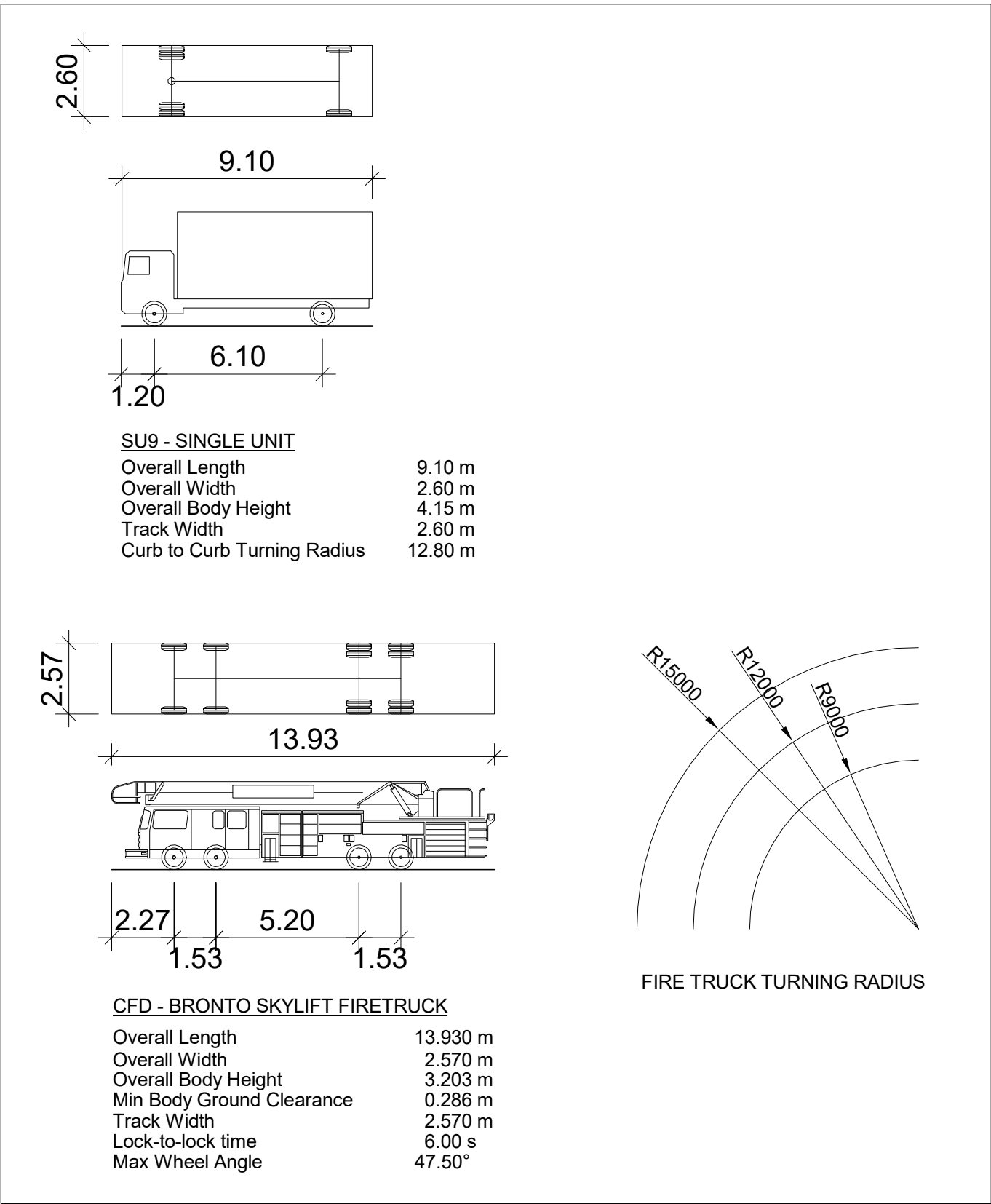
Drawing Title
SHADOW STUDY

Scale

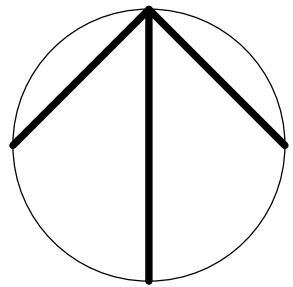
Project No.
NCCA22-0063

Drawing No.
DP10-00-05

VEHICLE LEGEND



1 FIRE TRUCK SWEEP PATHS
DP10-00-06 SCALE: 1 : 500



DATE	ISSUED FOR	REV
2023-11-20	DP SUBMISSION	1
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2024-07-04	DP SUBMISSION	3
2024-10-31	DP-SITE REVISION	4
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2025-03-26	DP-RESUBMISSION	6

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Project Component
DEVELOPMENT PERMIT

Key Plan

Consultants	
Survey:	
Civil:	J.E. Anderson
Architecture:	NORR
Structural:	Skyline Engineering
Mechanical:	M3 Mechanical
Electrical:	AES Engineering
Interiors:	
Landscape:	David Stoyko Landscape Architect

Seal(s)

NORR

2300, 411 – 1st Street SE
Calgary, AB, Canada T2G 4Y5
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NORR Architects Planners Inc.

Project Manager T. ALMAASHI	Drawn R. JENKINS
Project Leader F. ARISTI	Checked J. LACKMAN

Client
STARLIGHT

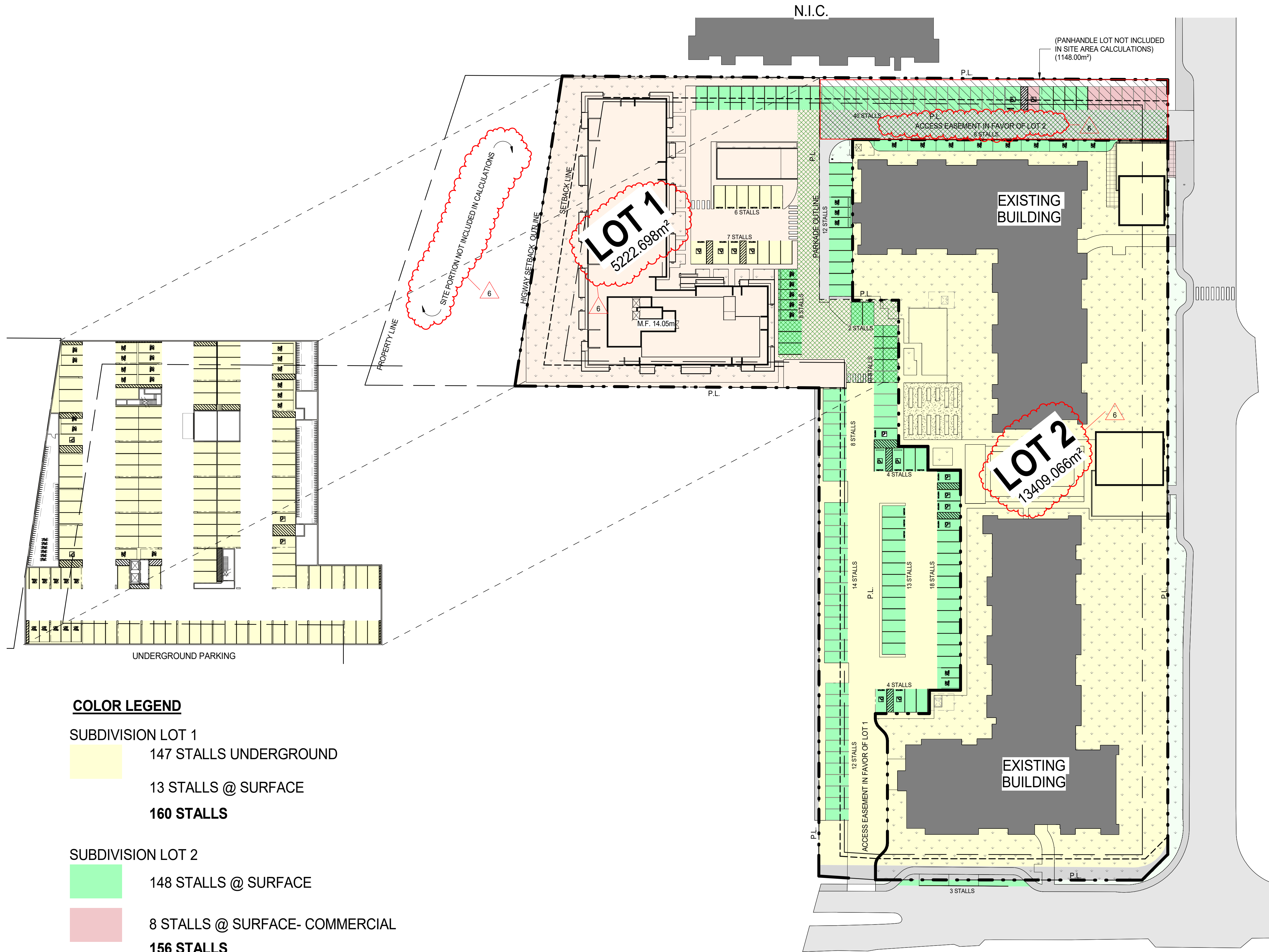
Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia
Drawing Title
FIRE TRUCK SWEEP PATHS

Scale
As indicated

Project No.
NCCA22-0063

Drawing No.
DP10-00-06



COLOR LEGEND

SUBDIVISION LOT 1

147 STALLS UNDERGROUND

13 STALLS @ SURFACE

160 STALLS

SUBDIVISION LOT 2

148 STALLS @ SURFACE

8 STALLS @ SURFACE- COMMERCIAL

156 STALLS

TOTAL: 316 STALLS

NOTE:

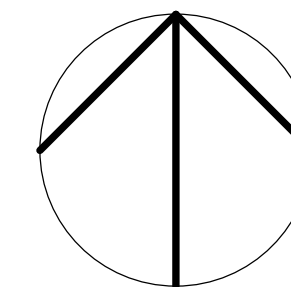
ALL STALLS ALLOCATED TO THE EXTISTING MULTI-RESIDENCIAL BUILDINGS ON LOT 1 (AS PER THE PROPOSED SUBDIVISION PLAN) WILL BE ACCESSIBLE THROUGH A SHARED ACCESS AGREEMENT THAT WILL BE REGISTERED ON TITLE

1

SUBDIVISION AND PARKING STRATEGY PLAN

DP10-00-07

SCALE: 1 : 500



DATE	ISSUED FOR	REV
2023-11-20	DP SUBMISSION	1
2024-04-04	DP COMMENTS	2
2024-07-04	DP SUBMISSION	3
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2025-03-26	DP-RESUBMISSION	6

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Project Component
DEVELOPMENT PERMIT

Key Plan

Consultants
Survey: J.E. Anderson
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Landscape: David Stoyko Landscape Architect

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norr.com

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Project Manager T. ALMAASHI	Drawn R. JENKINS
Project Leader F. ARISTI	Checked J. LACKMAN

Client

STARLIGHT

Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia

Drawing Title
**SUBDIVISION PARKING
STRATEGY PLAN**

Scale
1 : 500

Project No.
NCCA22-0063

Drawing No.
DP10-00-07



DATE	ISSUED FOR	REV
2023-11-20	DP SUBMISSION	1
2024-04-04	DP COMMENTS	2
2024-07-04	DP SUBMISSION	3
2024-10-31	DP-SITE REVISION	4
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Seal(s)

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NORR Architects Planners Inc.

Project Manager T. ALMAASHI	Drawn Y. XU
Project Leader F. ARISTI	Checked J. LACKMAN

Client
STARLIGHT

Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia

Drawing Title
EXTERIOR VIEWS

Scale

Project No.
NCCA22-0063

Drawing No.
DP10-00-08



DATE	ISSUED FOR	REV
2023-11-20	DP-SUBMISSION	1
2024-04-04	DP-COMMENTS	2
2024-07-04	DP-SUBMISSION	3
2024-10-31	DP-SITE REVISION	4
2025-01-31	DP-RESUBMISSION	5
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Project Component
DEVELOPMENT PERMIT

Key Plan

Consultants
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Calgary, AB, Canada T2G 4Y5
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Project Manager T. ALMAASHI	Drawn Y. XU
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Client
STARLIGHT

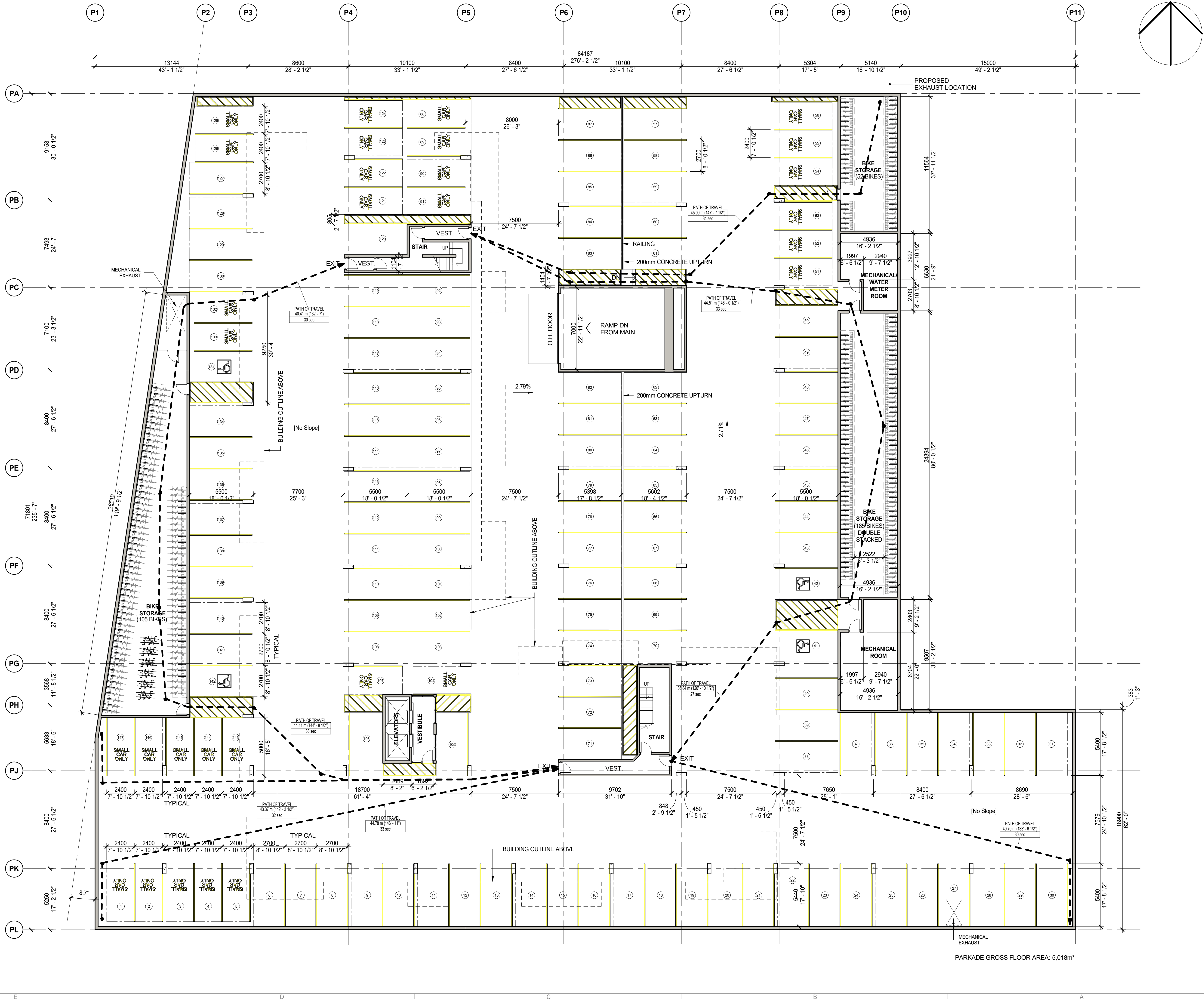
Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia
Drawing Title
EXTERIOR VIEWS

Scale

Project No.
NCCA22-0063

Drawing No.
DP10-00-09



DATE	ISSUED FOR	REV
2023-11-20	DP SUBMISSION	1
2024-04-04	DP COMMENTS	2
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2024-10-31	DP-SITE REVISION	4
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Project Component
DEVELOPMENT PERMIT

Key Plan

Consultants

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Electrical:	AES Engineering
Interiors:	
Landscape:	David Stoyko Landscape Architect

Seal(s)

NORR

2300, 411 - 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com
NORR Architects Planners Inc.

Project Manager J. LACKMAN	Drawn A. LLERENA
Project Leader F. ARISTI	Checked J. LACKMAN

Client
STARLIGHT

Project
7840 LOCHSIDE DRIVE

CITY, PROVINCE, COUNTRY

Drawing Title
**BUILDING 01 - LEVEL P1
OVERALL FLOOR PLAN**

Scale
1 : 150

Project No.
NCCA22-0063

Drawing No.
DP20-01-01

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DP20-01-04 SCALE: 1 : 150

Drawing No. **DP20-01-04**

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1 BUILDING 01 EAST ELEVATION
DP40-01-01 SCALE: 1:150



2 BUILDING 01 WEST ELEVATION
DP40-01-01 SCALE: 1:150

EXTERIOR MATERIALS LEGEND

NO.	MATERIAL TYPE	MATERIAL DESCRIPTION
01	FIBRE-CEMENT BOARD	HARDIE PANEL. COLOR: ARCTIC WHITE. FINISH: SMOOTH
02	METAL PANEL	METAL PANEL. COLOR: BLACK. FINISH: MATTE
03	STANDING SEAM METAL PANEL	COLOR: BLACK. FINISH: HIGH GLOSS
04	WIRECUT THIN BRICK CLADDING	COLOR: GRAPHITE GREY. MANUF: ROCKY MOUNTAIN STONEWORKS
05	FIBRE-CEMENT SIDING-WOODTONE LAP SIDING/ SOFFIT	JAMES HARDIE. COLOR: ASPEN RIDGE. SERIES: RUSTIC SERIES.
06	FIBRE-CEMENT LAP SIDING	JAMES HARDIE. COLOR: SAND CASTLE. SERIES: RUSTIC SERIES.
07	FIBRE-CEMENT SIDING-WOODTONE LAP SIDING	JAMES HARDIE. COLOR: CASCADE SLATE. SERIES: RUSTIC SERIES.
08	ALUMINUM RAILINGS	PREFINISHED ALUMINUM RAILINGS C/W GLASS PANELS. COLOR: MATTE BLACK
09	PREFINISHED ALUMINUM	WINDOW FRAMES- COLOR: BLACK
10	ENGINEERED WOOD COLUMN	STAINED WOOD. COLOR: ASPEN RIDGE
12	CLEAR GLAZING	TRIPLE PANE
13	PREFINISHED ALUMINUM FLASHING	ALUMINUM: BLACK
14	CONCRETE	CAST-IN-PLACE CONCRETE

DATE	ISSUED FOR	REV
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Project Component
DEVELOPMENT PERMIT

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norr.com
NORR Architects Planners Inc.

Project Manager
J. LACKMAN
Project Leader
F. ARISTI
Client
STARLIGHT

Drawn
A. LLERENA
Checked
J. LACKMAN

Project
7840 LOCHSIDE DRIVE

CITY, PROVINCE, COUNTRY

Drawing Title
BUILDING 01 -
ELEVATIONS

Scale
1 : 150

Project No.
NCCA22-0063

Drawing No.
DP40-01-01

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1 BUILDING 01 NORTH ELEVATION
DP40-01-02 SCALE: 1 : 150



2 BUILDING 01 SOUTH ELEVATION
DP40-01-02 SCALE: 1 : 150

EXTERIOR MATERIALS LEGEND

NO.	MATERIAL TYPE	MATERIAL DESCRIPTION
01	FIBRE-CEMENT BOARD	HARDIE PANEL. COLOR: ARCTIC WHITE. FINISH: SMOOTH
02	METAL PANEL	METAL PANEL. COLOR: BLACK. FINISH: MATTE
03	STANDING SEAM METAL PANEL	COLOR: BLACK. FINISH: HIGH GLOSS
04	WIRECUT THIN BRICK CLADDING	COLOR: GRAPHITE GREY. MANUF: ROCKY MOUNTAIN STONEWORKS
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Client

STARLIGHT

Project
7840 LOCHSIDE DRIVE

CITY, PROVINCE, COUNTRY

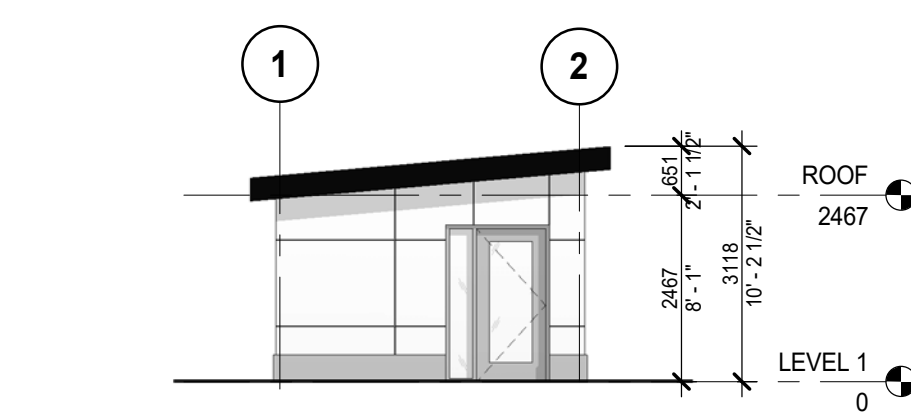
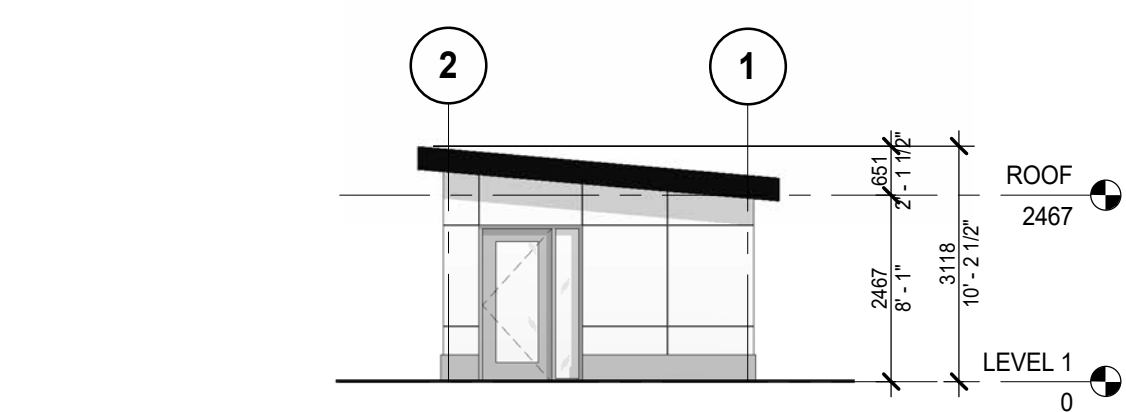
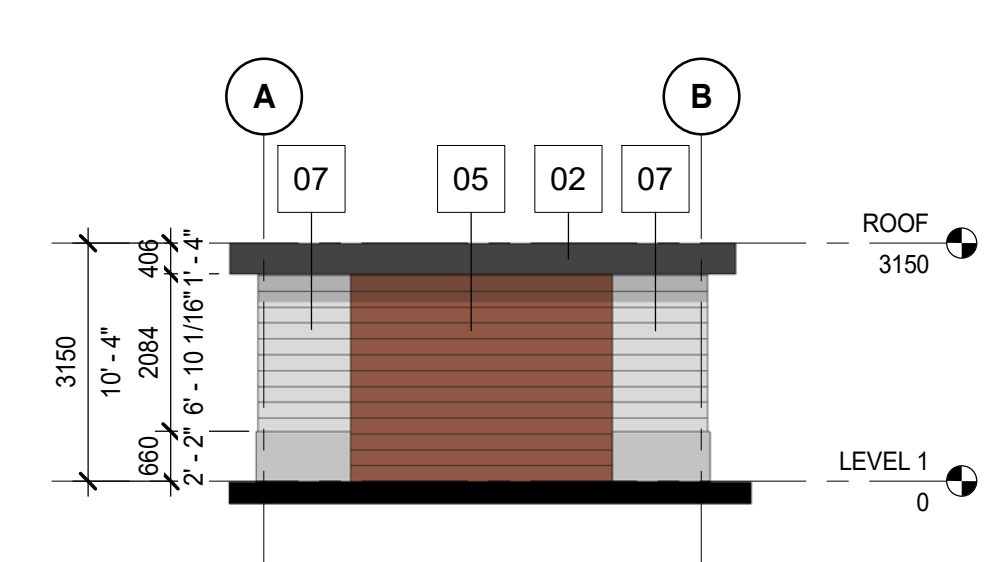
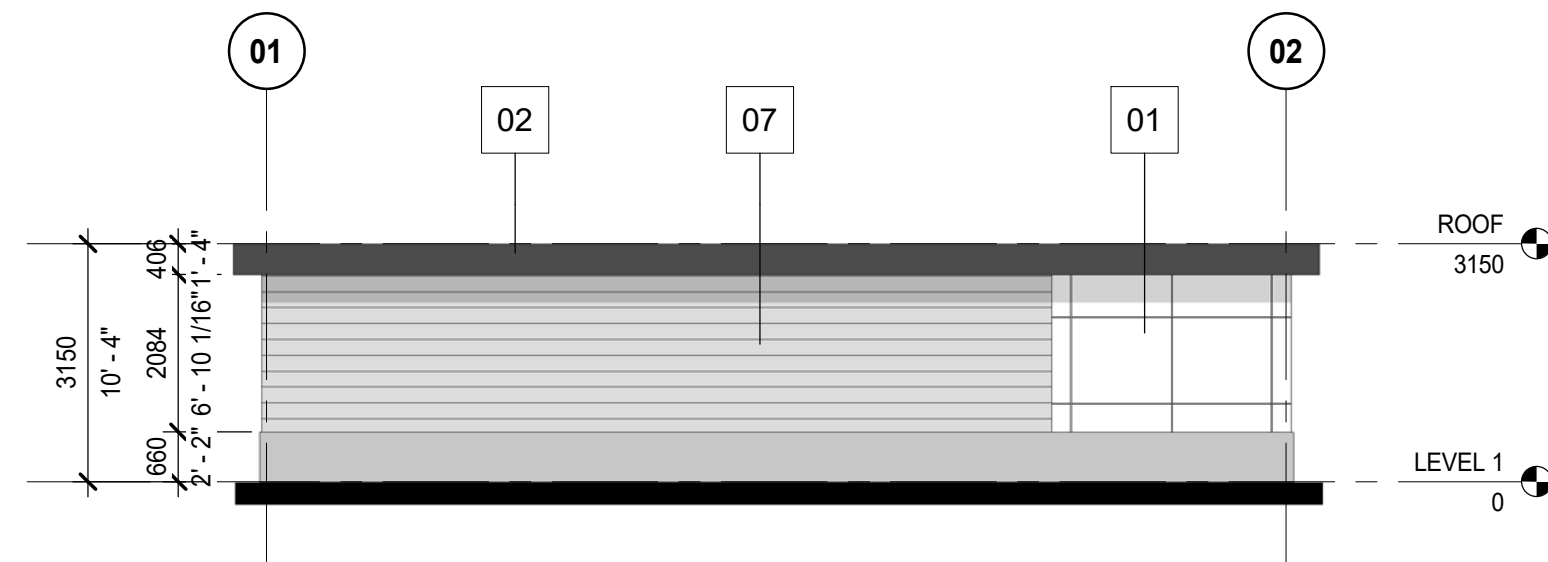
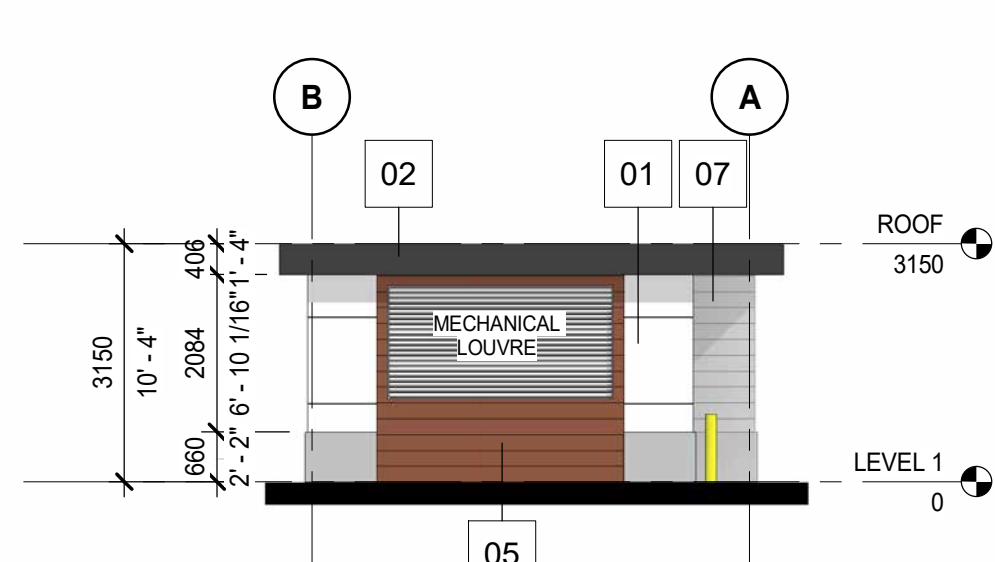
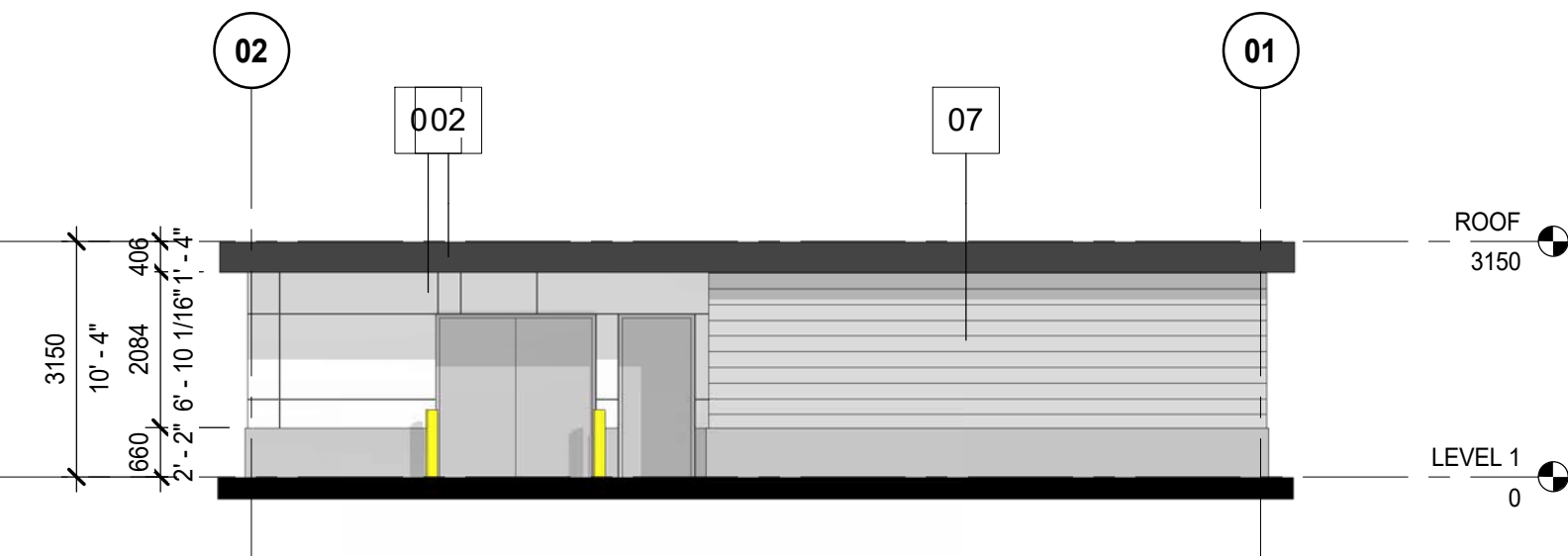
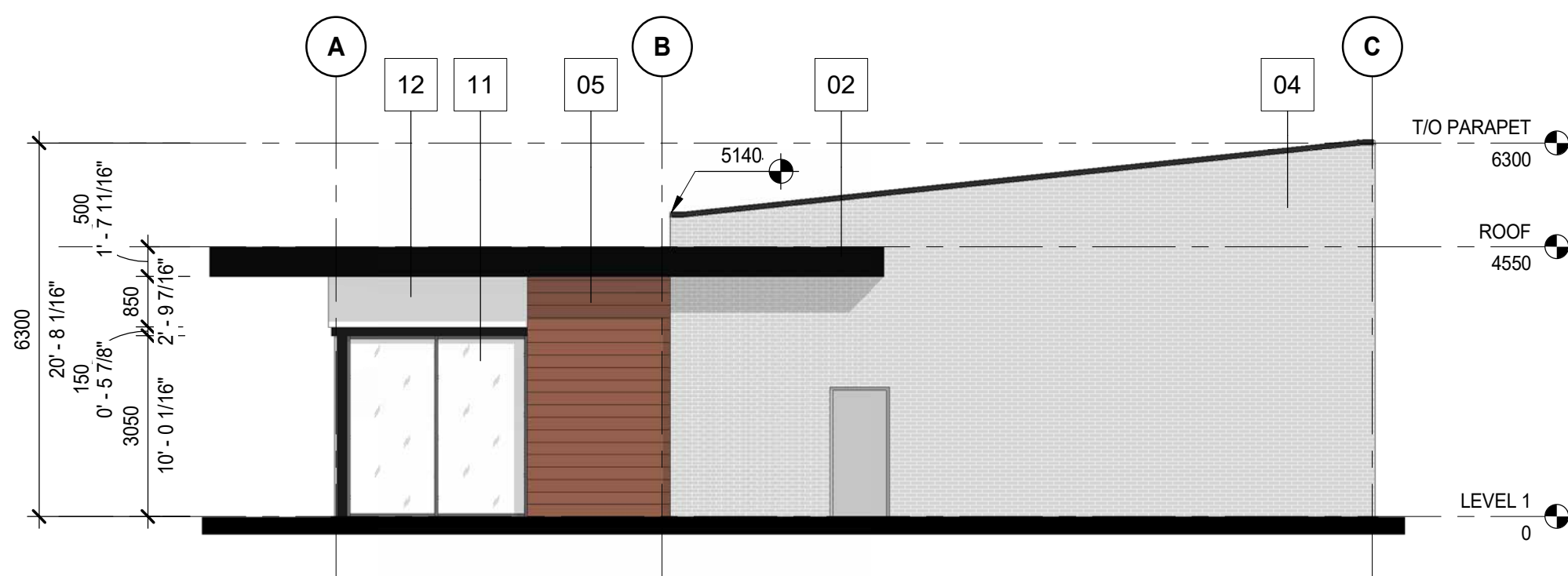
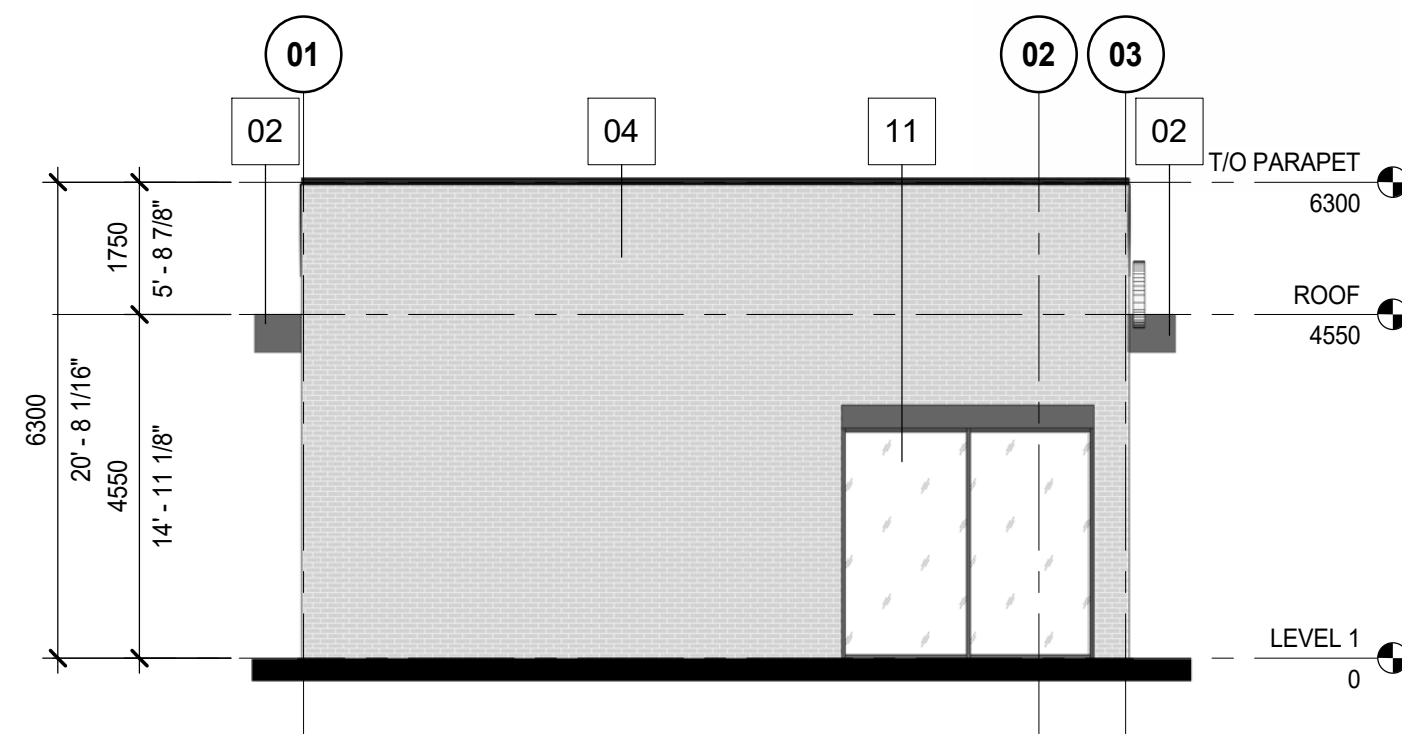
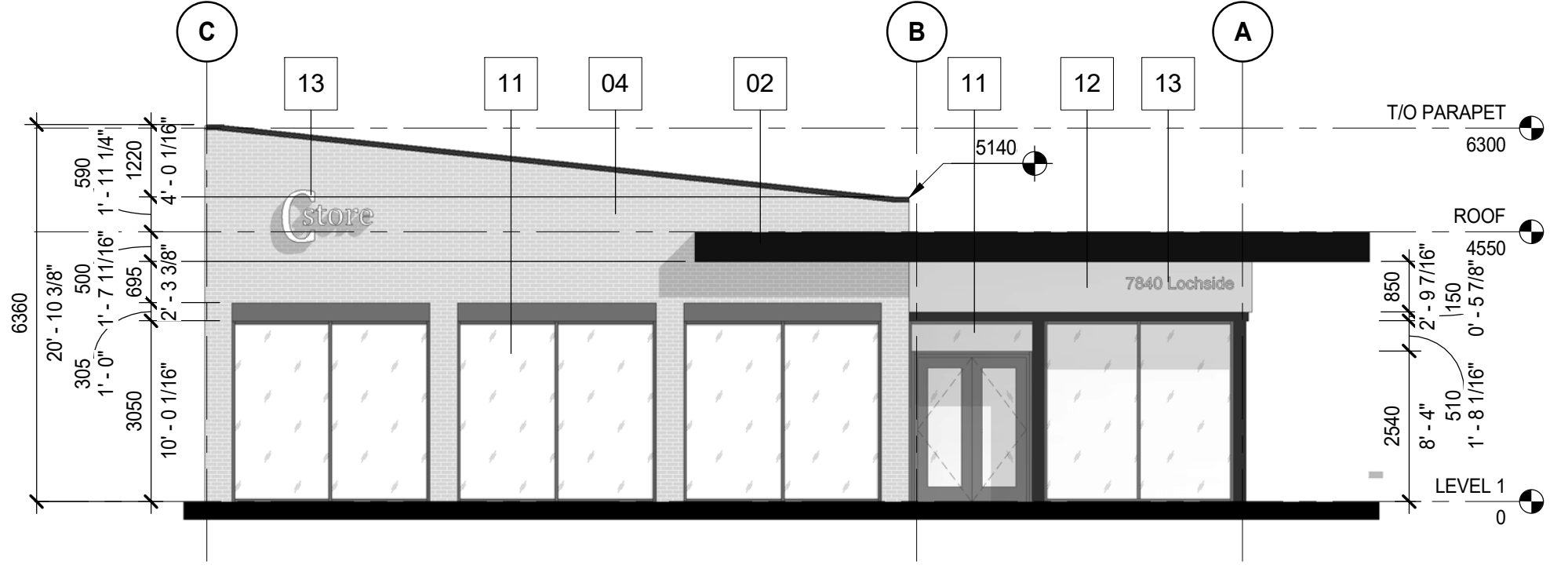
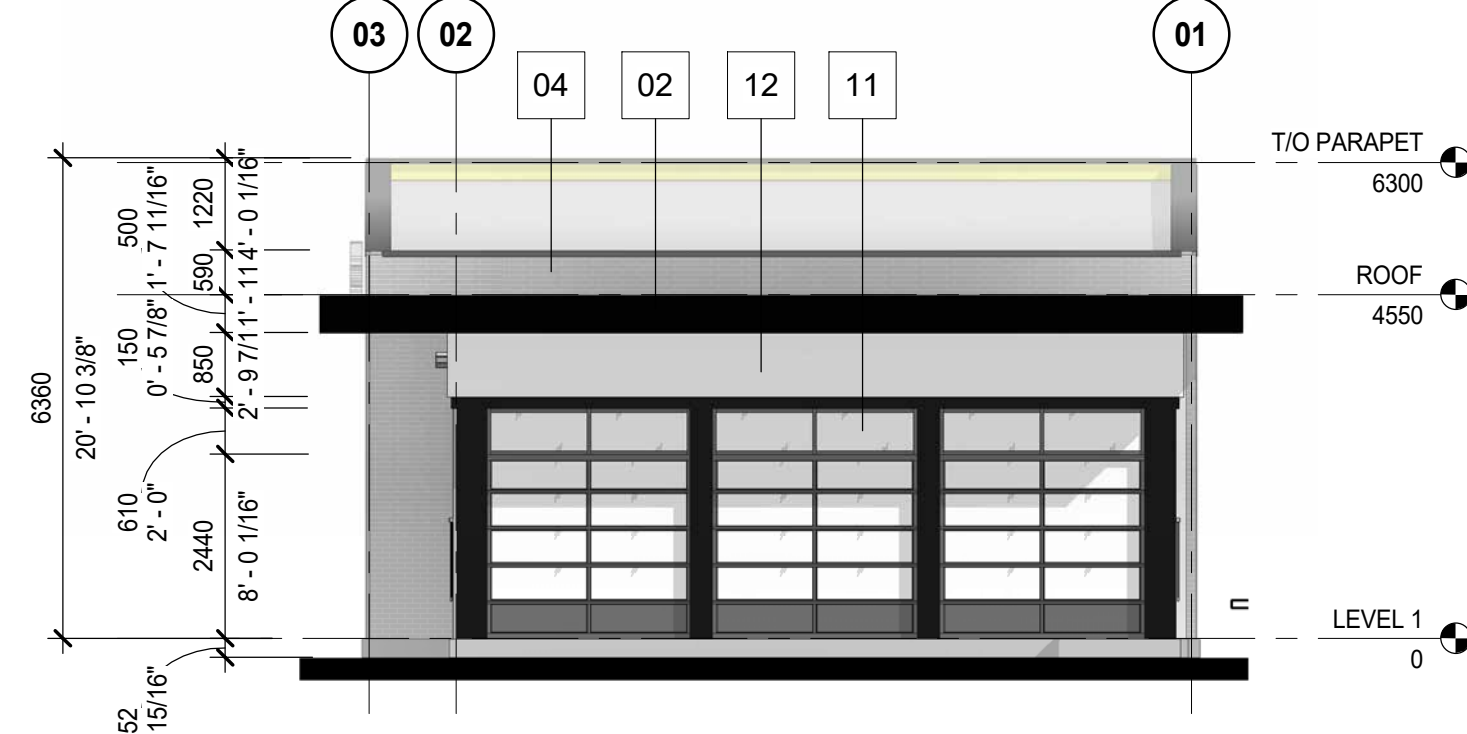
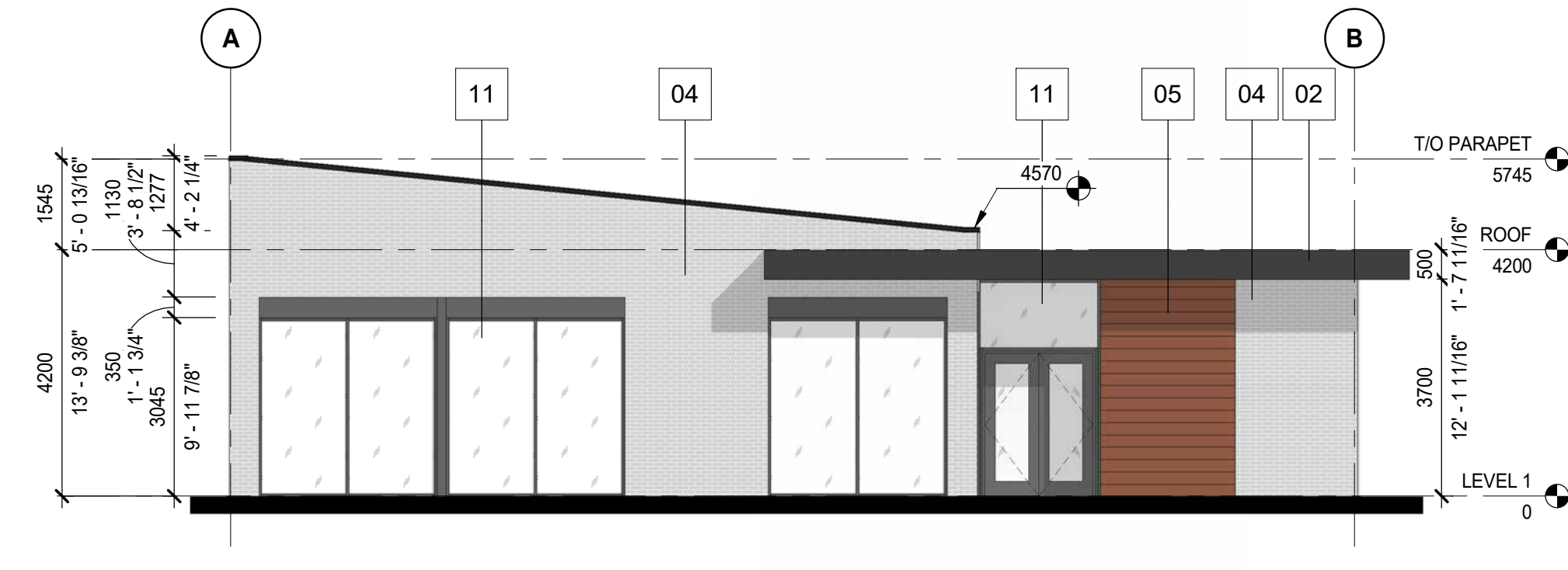
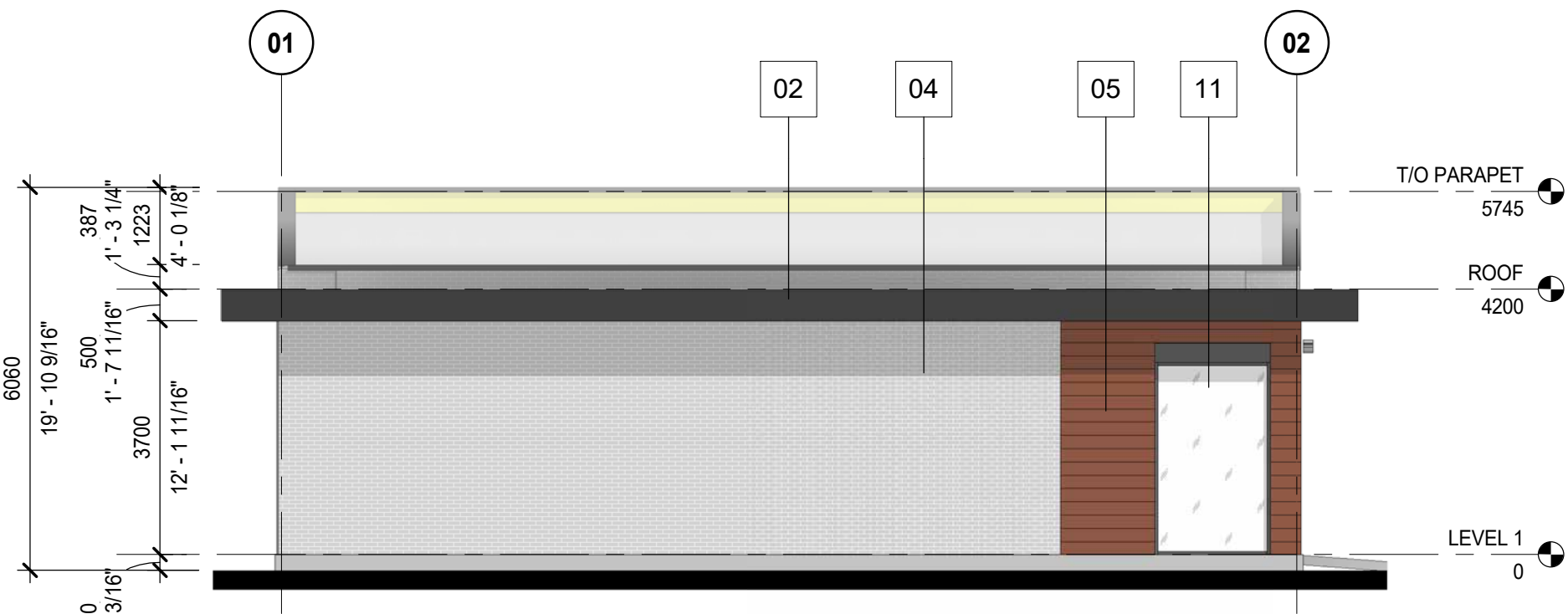
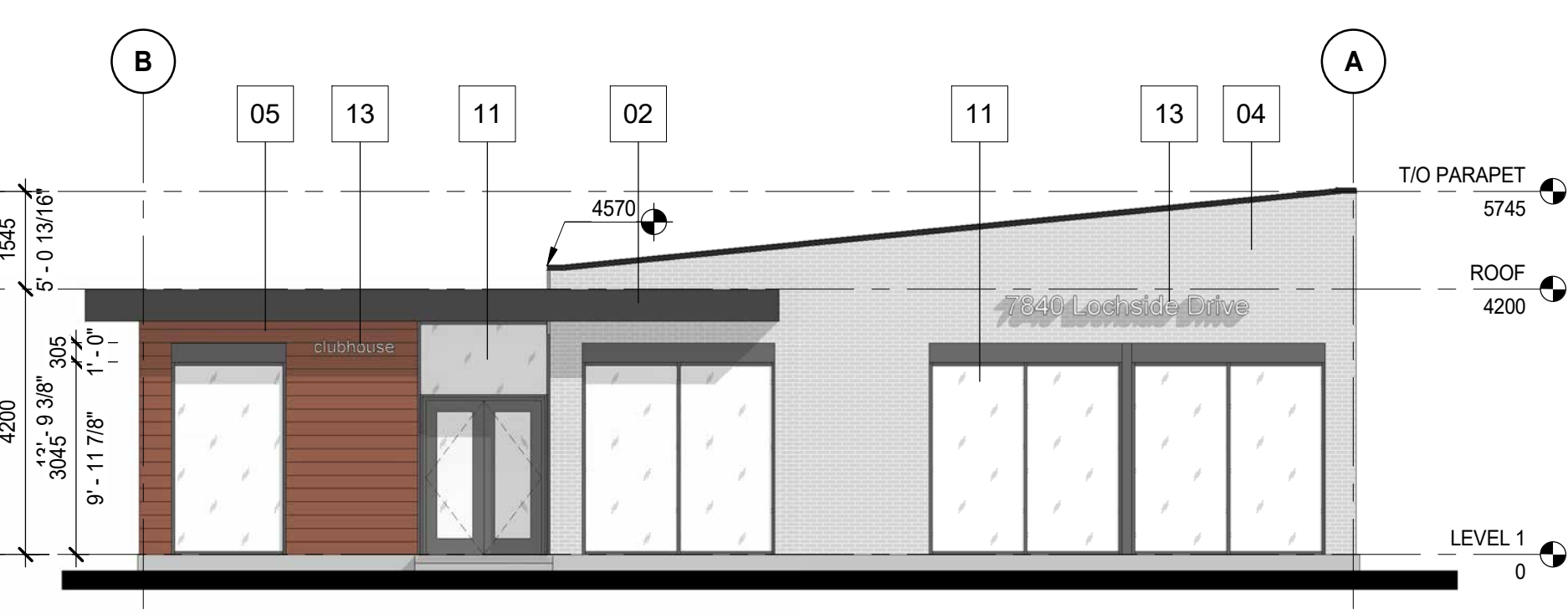
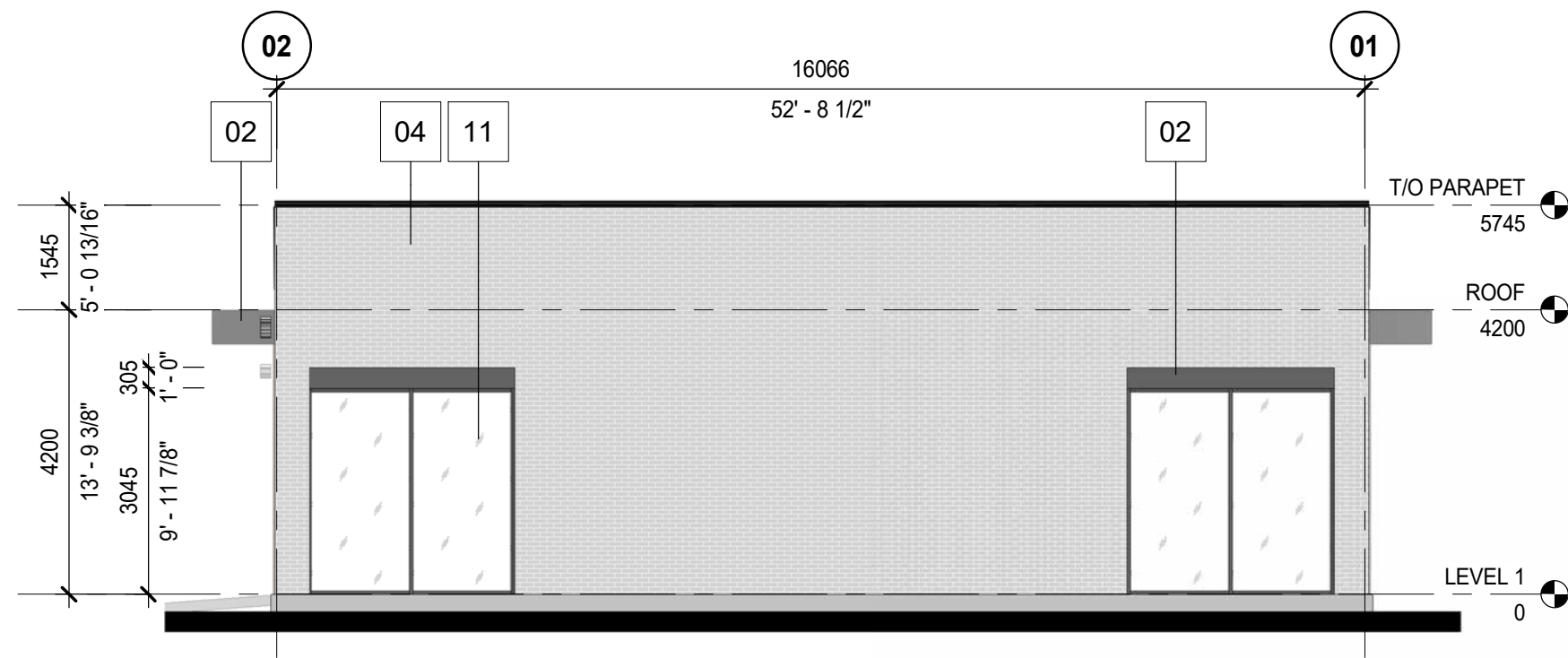
Drawing Title
**BUILDING 01 -
ELEVATIONS**

Scale
1 : 150

Project No.
NCCA22-0063

Drawing No.
DP40-01-02

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DATE	ISSUED FOR	REV
2023-11-20	DP SUBMISSION	1
2024-04-04	DP COMMENTS	2
2024-07-04	DP SUBMISSION	3
2024-10-31	DP-SITE REVISION	4
2025-01-31	DP-RESUBMISSION	5
2025-03-26	DP-RESUBMISSION	6

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This drawing shall not be used for construction purposes until the seal appearing hereon is signed and dated by the Architect or Engineer

Project Component
DEVELOPMENT PERMIT

Key Plan

Consultants
Survey: J.E. Anderson
Civil: NORR
Architecture: Skyline Engineering
Structural: M3 Mechanical
Mechanical: AES Engineering
Electrical: AES Engineering
Interiors: David Stoyko Landscape Architect
Landscape: David Stoyko Landscape Architect

Seal(s)

NORR
2300, 411 – 1st Street SE
Calgary, AB, Canada T2G 4Y5
norr.com
NORR Architects Planners Inc.

Project Manager T. ALMAASHI	Drawn R. JENKINS
Project Leader F. ARISTI	Checked J. LACKMAN

Client
STARLIGHT

Project
7840 LOCHSIDE DRIVE

Saanichton, British Columbia

Drawing Title
**BUILDINGS 03, 04, 05 & 06
-BUILDING ELEVATIONS**

Scale
1 : 100

Project No.
NCCA22-0063

Drawing No.
DP40-03-01

7840 Lochside Drive

Central Saanich, BC

RE-ISSUED FOR DEVELOPMENT PERMIT - April 01, 2025

LANDSCAPE DRAWING INDEX

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L0.1	LANDSCAPE DESIGN PRINCIPLES
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L1.1	LANDSCAPE PLAN - NORTH SIDE
L1.2	LANDSCAPE PLAN - SOUTH SIDE
L1.3	BUILDING 1 ROOF DECK
L1.4	TREE MANAGEMENT PLAN
L1.5	LIGHTING PLAN - NORTH SIDE
L1.6	LIGHTING PLAN - SOUTH SIDE
L2.0	PLANT MATERIALS
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L2.3	PLANTING PLAN
L2.4	PLANTING PLAN
L2.5	PLANTING PLAN
L2.6	PLANTING PLAN
L3.0	SECTIONS
L4.0	LANDSCAPE MATERIALS

David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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REVISIONS



7840 LOCHSIDE DRIVE

Central Saanich, British Columbia

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Reviewed:	DS
Project No.	21-018

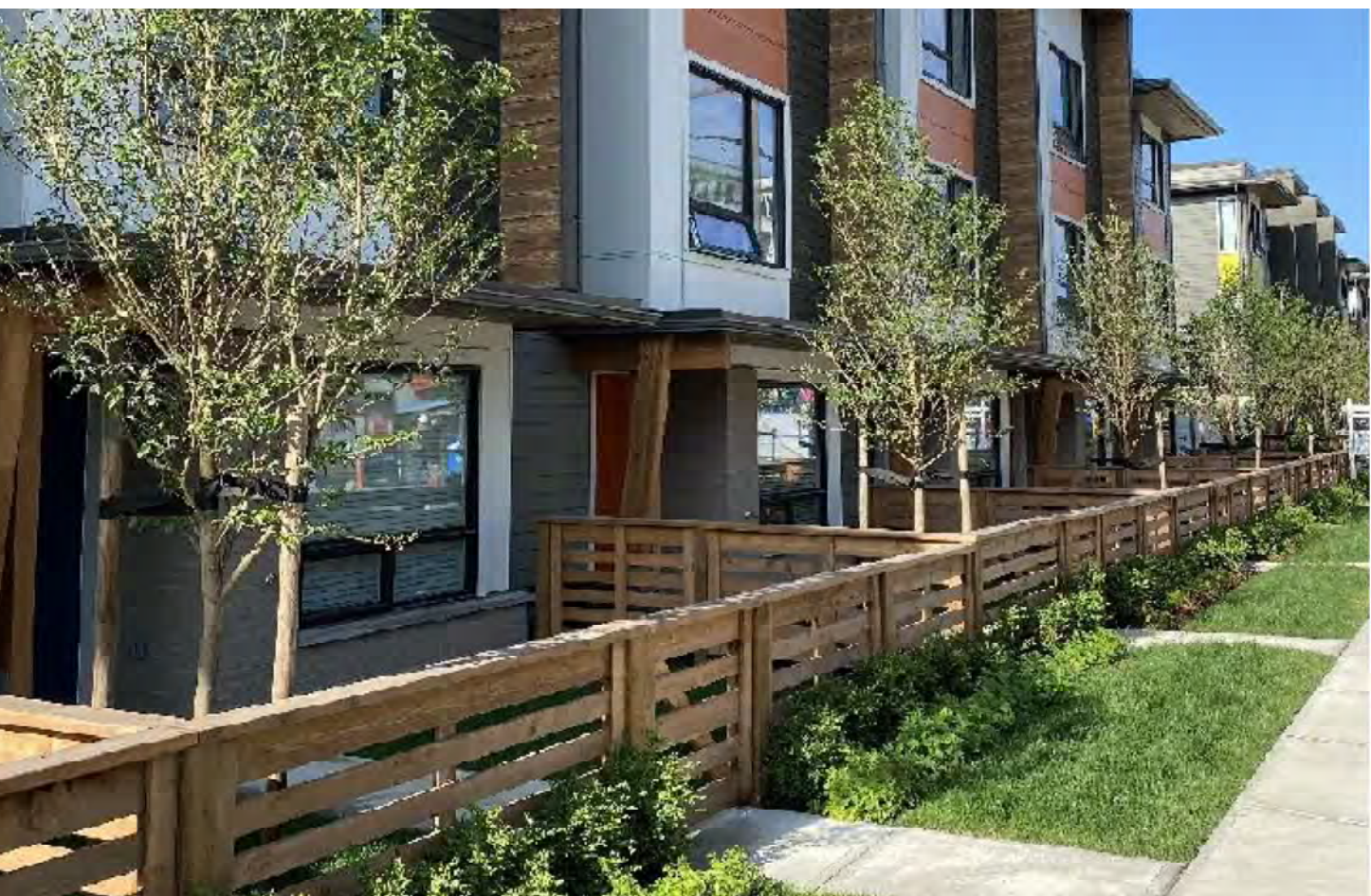
COVER SHEET

L0.0



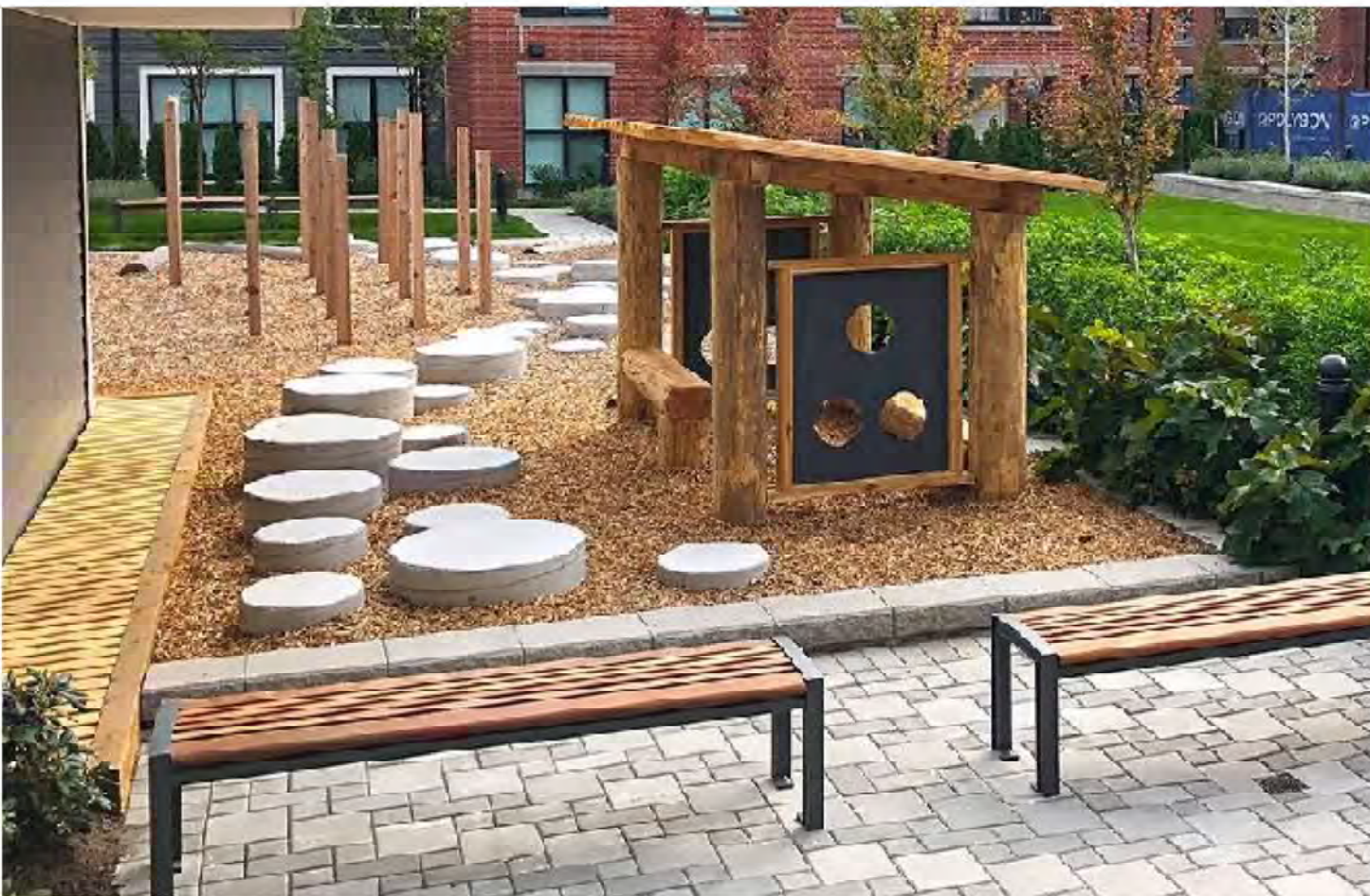
MAXIMIZE SPACE

THE INFILL CONCEPT ALLOWS A PROJECT TO TAKE BETTER ADVANTAGE OF LARGE SPACES. MANY SPACES THAT WERE PREVIOUSLY OPEN LAWN WITH LITTLE FUNCTION OR VALUE CAN BE BETTER UTILIZED TO LAYER IN ADDITIONAL GARDEN PLANTINGS OR AMENITY FEATURES, ALONG WITH THE FUNCTION SPACES THAT SERVE NEW BUILDINGS. AS THE NUMBER OF RESIDENTS INCREASES, THERE IS MORE VALUE AND ABILITY TO JUSTIFY LANDSCAPE FEATURES THAT WILL BE PUT TO GOOD USE.



PRIVACY AND VISIBILITY

TREES, PLANTERS, AND OTHER LANDSCAPE ELEMENTS ARE CAREFULLY PLACED TO BOTH SHIELD RESIDENTS FROM DIRECT OBSERVATION, OR SPILL FROM HEADLIGHTS OF CARS. AT THE SAME TIME, VIEW ANGLES ARE CAREFULLY MANAGED TO ALLOW GOOD VISIBILITY INTO THE AMENITY SPACES AND SITE EDGES TO ENHANCE FEELINGS OF SAFETY AND SECURITY. EDGE CONDITIONS CREATE A CLEAR BOUNDARY TO THE PUBLIC REALM, FOR A CLEAR HIERARCHY OF PUBLIC, SEMI-PUBLIC, AND PRIVATE SPACES. NEW LANDSCAPE YARDS AND SPACES ARE CAREFULLY DESIGNED FOR THE BEST BALANCE OF PRIVACY AND OBSERVATION.



ACTIVITY

LANDSCAPE SPACES AND ELEMENTS SUPPORT ACTIVE LIVING. CLEAR CIRCULATION ROUTES ALLOW ACCESS TO IMPORTANT ON-SITE AMENITIES, AS WELL AS LOCAL NEIGHBOURHOOD AMENITIES SUCH AS PARKS, PLAZAS, BIKE ROUTES, AND RETAIL. NUMEROUS PROJECT AMENITIES SUPPORT ACTIVE OUTDOOR ACTIVITIES. THE NEW POOL, COMMUNITY GARDEN, CHILDREN'S PLAY, AND OTHER SPACES WILL MAXIMIZE OPPORTUNITIES FOR SOCIAL ENGAGEMENT AND ACTIVE USE.

David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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7840 LOCHSIDE DRIVE

Central Saanich, British Columbia	
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DESIGN PRINCIPLES



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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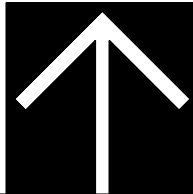


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OVERALL SITE PLAN



L1.0



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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Central Saanich, British Columbia	
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LANDSCAPE PLAN
NORTH

L1.1



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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REVISIONS

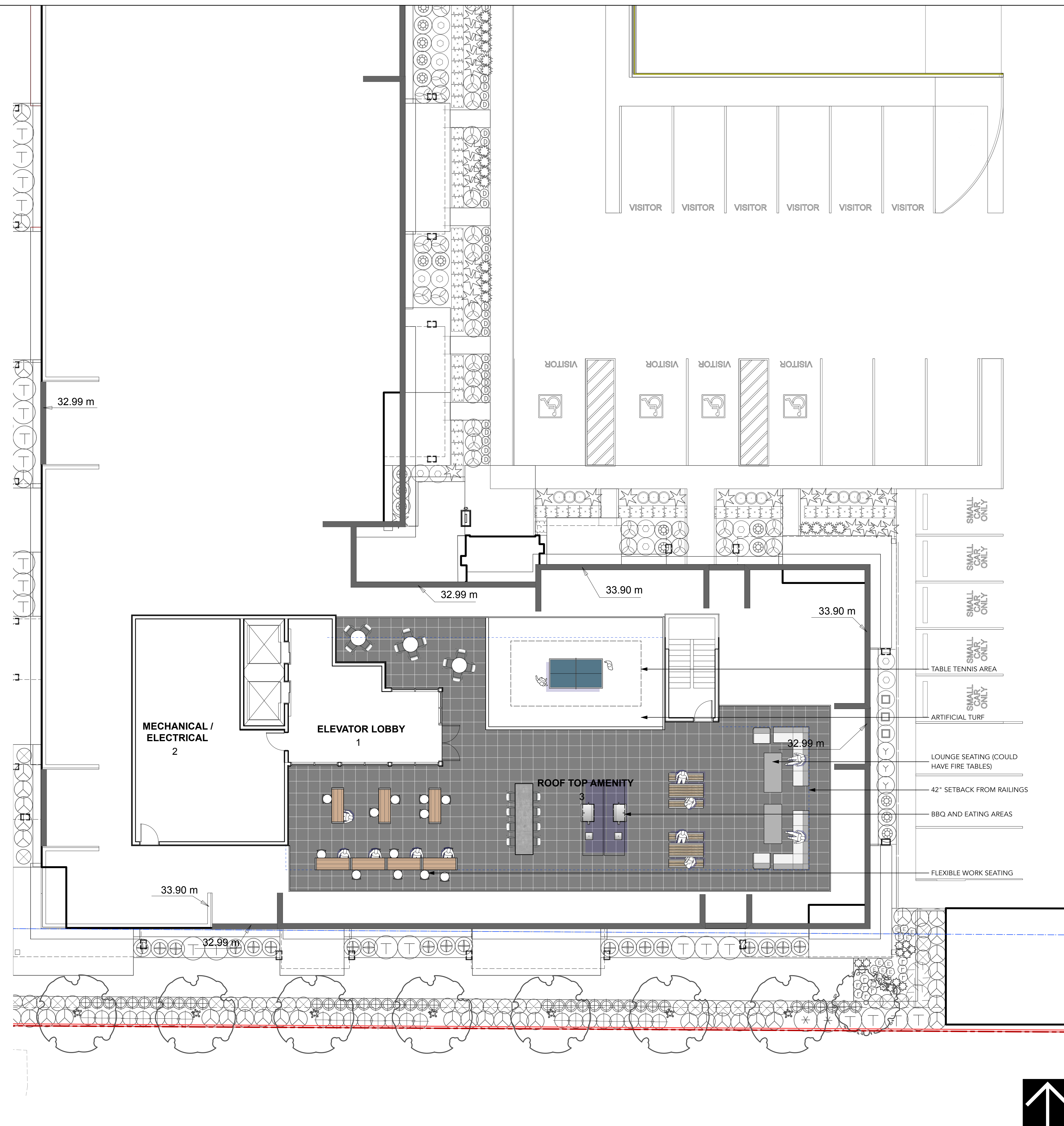


7840 LOCHSIDE DRIVE

Central Saanich, British Columbia	
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Project No.	21-018

LANDSCAPE PLAN
SOUTH

L1.2



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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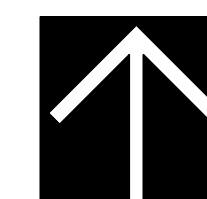
Central Saanich, British Columbia

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Reviewed: DS

Project No.	21-018
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LANDSCAPE PLAN
BUILDING 1 ROOF
AMENITY

L1.3

TREE PROTECTION LEGEND

SYMBOL

DESCRIPTION

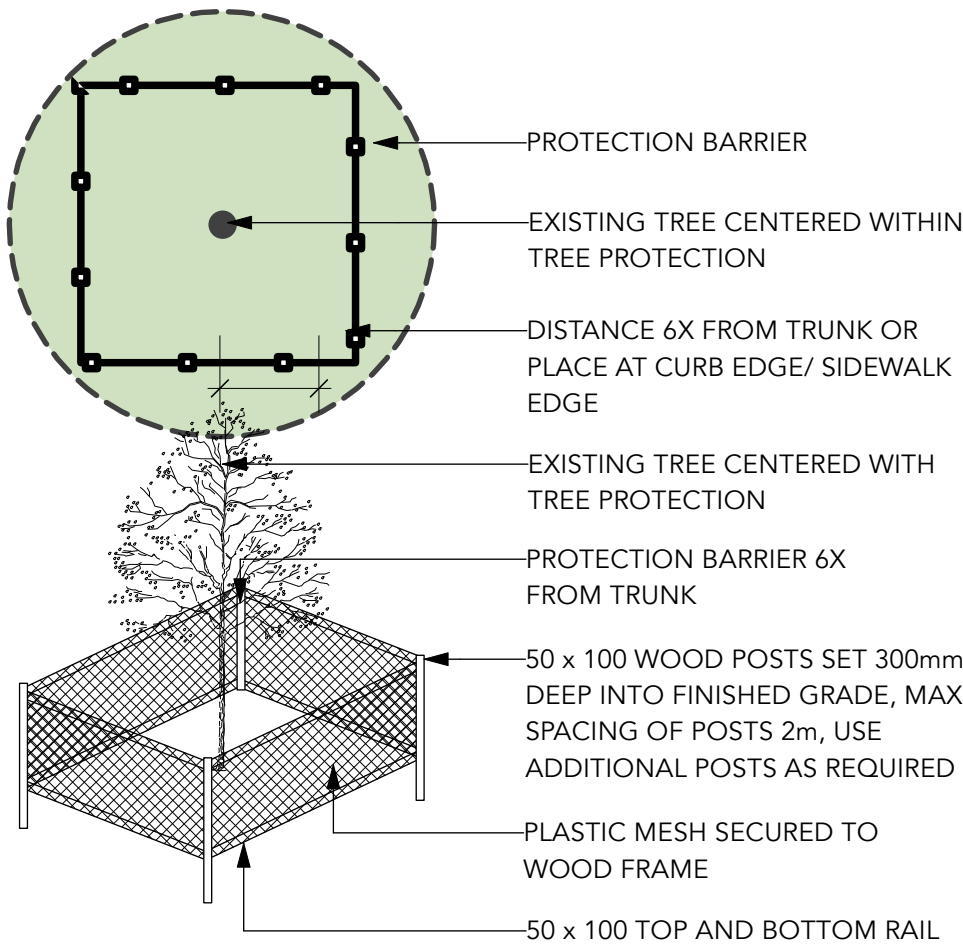
TREE TO BE RETAINED
PER ARBORIST REPORT

TREE TO BE REMOVED
PER ARBORIST REPORT

TREE PROTECTION FENCING
TREE PROTECTION FENCING TO BE INSTALLED PER CITY
OF VANCOUVER STANDARDS AND INSPECTED BY
ARBORIST PRIOR TO CONSTRUCTION ACTIVITY

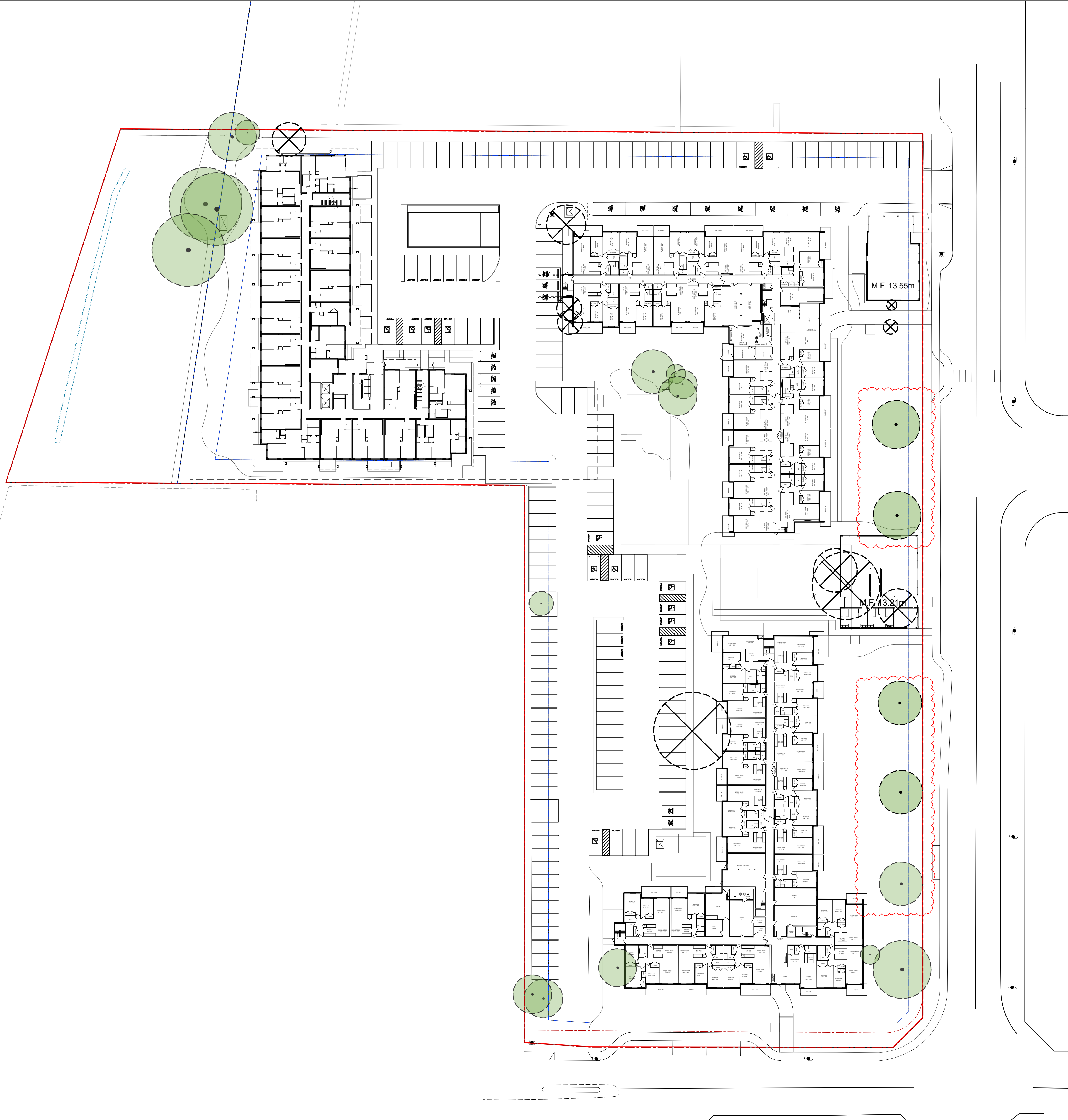
#12

TREE TAG
PER ARBORIST REPORT



TREE PROTECTION NOTES

1. REFER TO CERTIFIED ARBORIST REPORT TO VERIFY INFORMATION REGARDING EXISTING TREES TO BE RETAINED/REMOVED AND TREE RETENTION VIABILITY
2. INSTALL TREE PROTECTION BARRIER AROUND ALL TREES TO BE PRESERVED TO CITY OF VANCOUVER STANDARDS AND SPECIFICATIONS, SUBJECT TO REVIEW BY PROJECT ARBORIST.
3. INFORM ARBORIST WHEN ALL TREE BARRIERS HAVE BEEN INSTALLED. ARBORIST TO PROVIDE WRITTEN INSPECTION AND APPROVAL OF ALL BARRIERS AND SUBMIT INSPECTION REPORT TO CITY OF VANCOUVER STAFF FOR REVIEW AND APPROVAL PRIOR TO DEMOLITION / MOBILIZATION CONSTRUCTION ACTIVITY.
4. DO NOT REMOVE OR RELOCATE ANY TREE, EXCEPT AS INDICATED ON PLANS.
5. DO NOT ALTER EXISTING GRADE OR STORE MATERIALS UNDER THE DRIP LINE OR WITHIN TREE PROTECTION ZONE. EXCAVATION WITHIN DRIP LINES OF TREES ONLY WHERE INDICATED ON PLANS.
6. ALL RETAINED TREES ARE TO BE PRUNED AND PROTECTED BY CITY OF VANCOUVER TREE PROTECTION BY-LAWS.
7. FOR CARE AND PROTECTION OF EXPOSED ROOTS AND ROOT CURTAIN SYSTEM CONSULT PROJECT ARBORIST.
8. TUNNEL UNDER AND AROUND ALL SIGNIFICANT ROOTS BY HAND DIGGING. DO NOT CUT MAIN LATERAL ROOTS.
9. TRENCHING FOR UTILITY CONNECTIONS TO BE COORDINATED WITH ENGINEERING DEPARTMENT TO ENSURE SAFE ROOT ZONES OF RETAINED TREES. METHODS OF TREE PROTECTION FOR STREET TREES TO BE APPROVED BY CITY OF VANCOUVER.
10. CONTRACTOR TO CONTACT PROJECT ARBORIST, CITY ARBORIST AND/OR LANDSCAPE ARCHITECT 48 HOURS PRIOR TO ANY CONSTRUCTION WORK AFFECTING THE DRIP LINE OF TREES.
11. THIS PLAN IS NOT FOR CONSTRUCTION OF ANY PUBLIC PROPERTY FACILITIES. PRIOR TO THE START OF ANY CONSTRUCTION ON PUBLIC PROPERTY A LANDSCAPE PLAN MUST BE SUBMITTED TO ENGINEERING SERVICES AND BE ISSUED AS "FOR CONSTRUCTION". EIGHT WEEKS NOTICE IS REQUESTED. NO WORK ON PUBLIC PROPERTY MAY BEGIN UNTIL PLANS RECEIVE "FOR CONSTRUCTION" APPROVAL AND RELATED PERMITS ARE ISSUED. PLEASE CONTACT KEVIN CAVELL AT 604-873-7773 FOR DETAILS.
12. PROTECTION OF CITY STREET TREES IS REQUIRED. NO WORK MAY BE DONE WITHIN 1.0 METER OF THE CRITICAL ROOT ZONE OF THIS TREE UNLESS AN ISA CERTIFIED ARBORIST IS IN ATTENDANCE TO SUPERVISE. WORK INCLUDES DEMOLITION, EXCAVATION, CONSTRUCTION AND FINAL LANDSCAPING. ALL SITE WORK SUPERVISED BY THE ARBORIST SHALL BE DOCUMENTED IN A POST-CONSTRUCTION ARBORIST REPORT AND SUBMITTED TO THE DIRECTOR OF PLANNING IN A TIMELY MANNER. CALL 311 TO REQUEST THE PARK BOARD ARBORIST TO PRUNE, LIMB-UP AND OR COORDINATE SPECIAL TREE PROTECTION MEASURES AS REQUIRED BY THE ARBORIST.
13. ALL SIDEWALKS BETWEEN THE CURB AND PROPERTY LINE ARE TO BE RECONSTRUCTED FULLY AT THE APPLICANT'S EXPENSE.



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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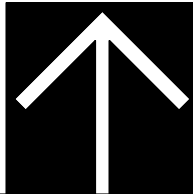


7840 LOCHSIDE DRIVE

Central Saanich, British Columbia

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Reviewed:	DS
Project No.	21-018

TREE MANAGEMENT
PLAN



L1.4

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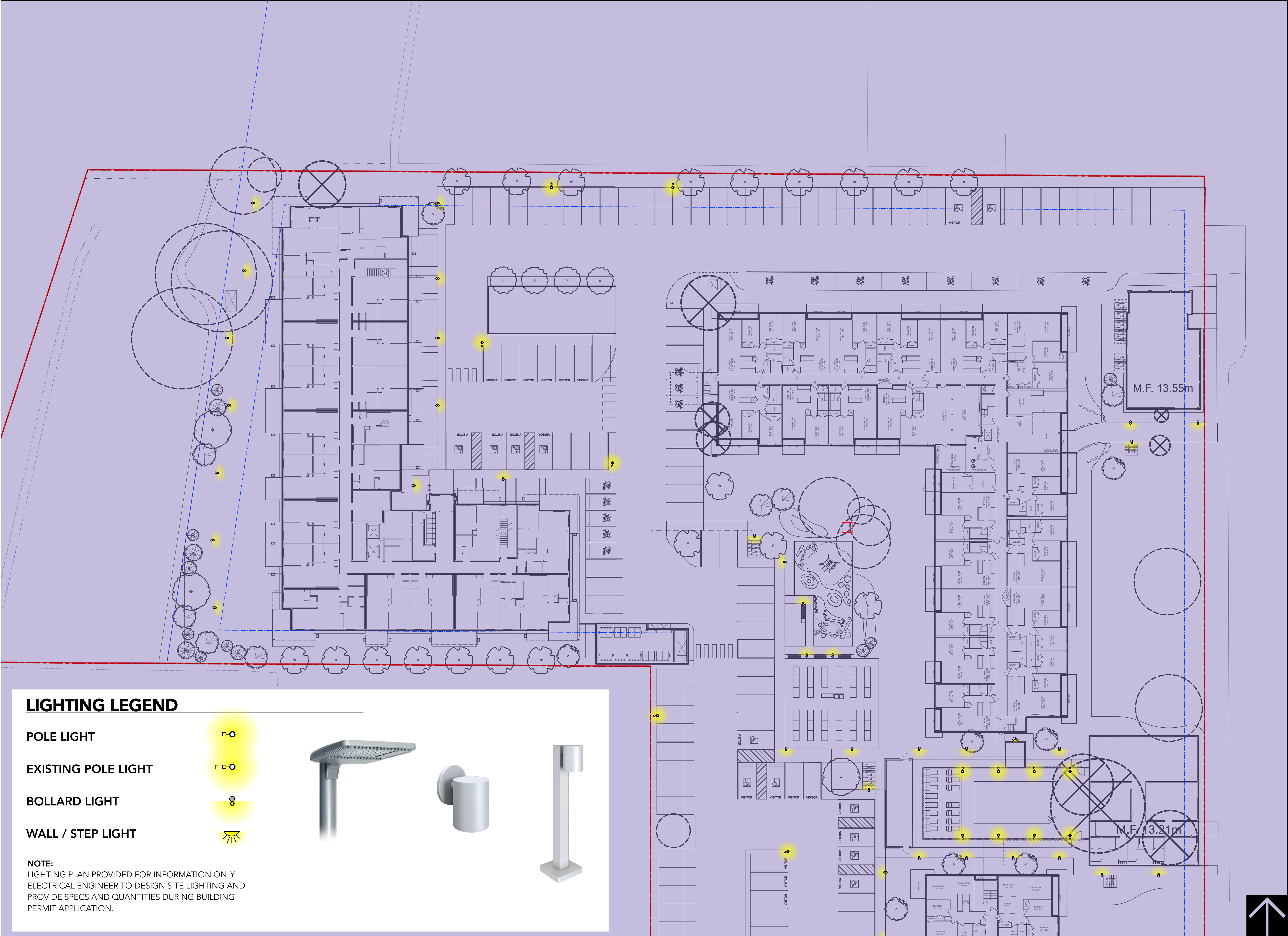
7840 LOCHSIDE DRIVE

Central Saanich, British Columbia

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LIGHTING PLAN

L1.5



LIGHTING LEGEND

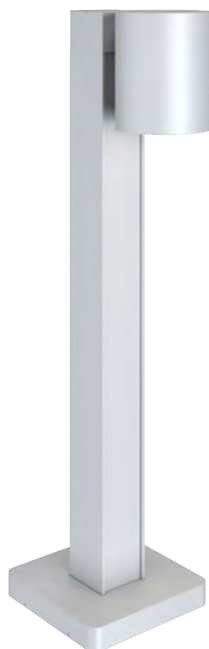
POLE LIGHT



EXISTING POLE LIGHT



BOLLARD LIGHT



WALL / STEP LIGHT



NOTE:
LIGHTING PLAN PROVIDED FOR INFORMATION ONLY.
ELECTRICAL ENGINEER TO DESIGN SITE LIGHTING AND
PROVIDE SPECS AND QUANTITIES DURING BUILDING
PERMIT APPLICATION.

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Project No.	21-018

LIGHTING PLAN

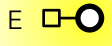
L1.6

LIGHTING LEGEND

POLE LIGHT



EXISTING POLE LIGHT



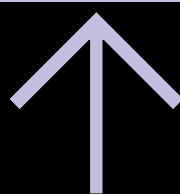
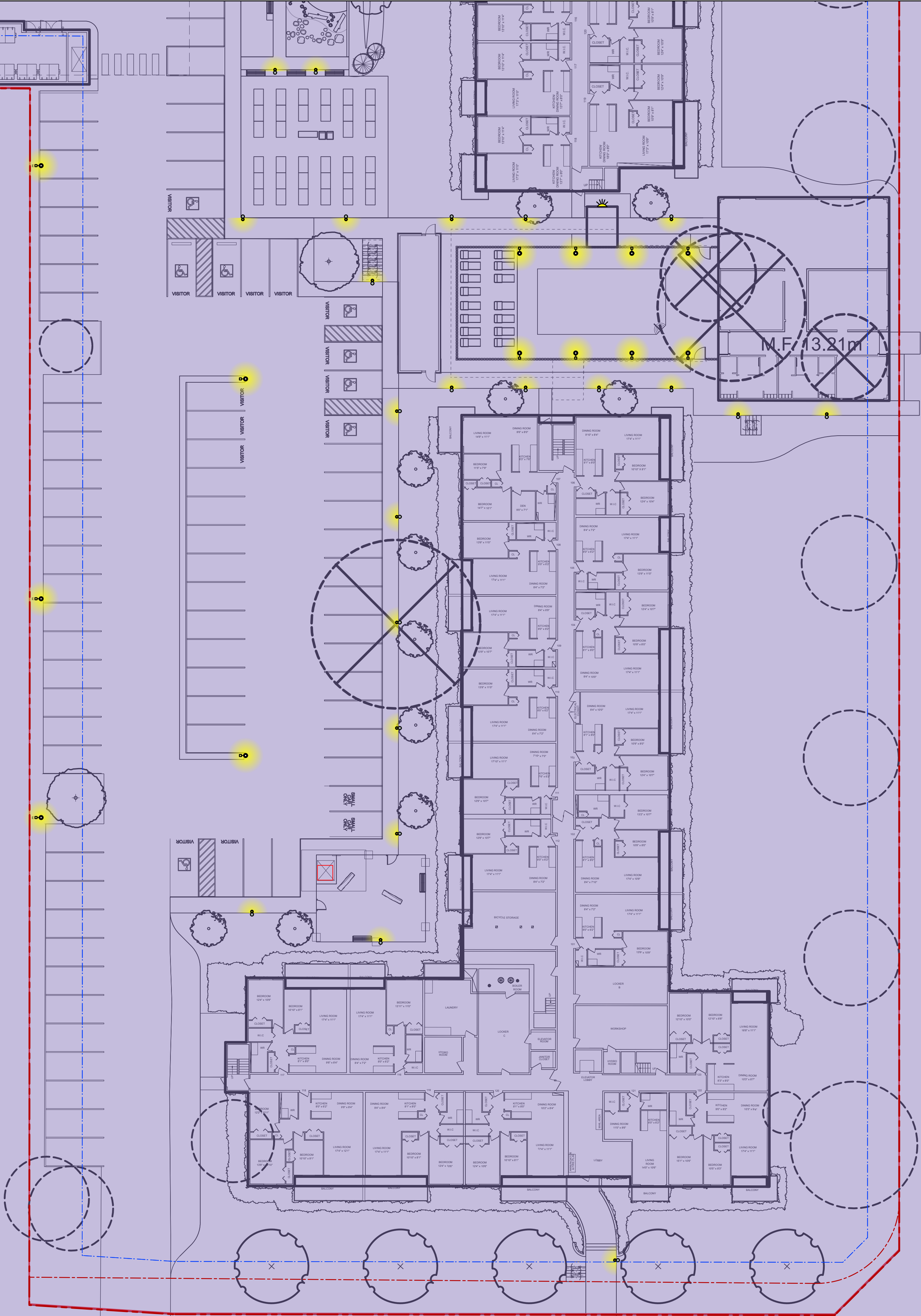
BOLLARD LIGHT



WALL / STEP LIGHT































































































































































































NOTE:
LIGHTING PLAN PROVIDED FOR INFORMATION ONLY.
ELECTRICAL ENGINEER TO DESIGN SITE LIGHTING AND
PROVIDE SPECS AND QUANTITIES DURING BUILDING
PERMIT APPLICATION.



PLANT LIST & MATERIALS



PLANT LIST					
QTY.	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	
TREES					
7	Acer griseum	Paperbark Maple	6cm cal.	as shown	 
4	Acer x freemanii 'Autumn Blaze'	Autumn Blaze Freeman Maple	6cm cal.	as shown	 
13	Picea omorika	Serbian Spruce	2.5-3m ht	as shown	  
20	Stewartia pseudocamellia	Japanese Stewartia	6cm cal.	as shown	 
14	Styrax japonicus	Japanese Snowbell	6cm cal.	as shown	  
4	Parrotia persica 'Vanessa'	Vanessa Persian Ironwood	6cm cal., B&B	as shown	 
5	STREET TREE	TO CITY STANDARDS	6cm cal.	as shown	    
	Acer Rubrum 'Scarlet Sentinel'	Scarlet Sentinel Red Maple			
SHRUBS, GROUNDCOVERS, GRASSES & PERENNIALS					
SUN FEATURE PLANTS					
5	Hamamelis x intermedia	Witch Hazel	2.5m ht., B&B	as shown	 
18	Mahonia aquifolium	Oregon grape	#3 pot	4' o.c	      
12	Euonymus alatus 'Compactus'	Burning Bush	#5 pot	48" o.c	    
SHADE FEATURE PLANTS					
5	Camellia x vernalis 'Yuletide'	Camellia 'Yuletide'	#5 pot	7' o.c	   
25	Cornus stolonifera	Red Osier Dogwood	#5 pot	4' o.c	    
7	Cotoneaster lacteus	Parney Cotoneaster	#5 pot	48" o.c	     
25	Ribes sanguineum	Flowering Currant	#5 pot	4' o.c	    
SUN SCREENING PLANTS					
70	Vaccinium ovatum 'Thunderbird'	Thunderbird Evergreen Huckleberry	#5 pot	4' o.c	     
89	Berberis thunbergii	Japanese Barberry	#5 pot	36" o.c	    
110	Pieris japonica 'Forest Flame'	Forest Flame Pieris	#5 pot	36" o.c	     
47	Ceanothus thyrsiflorus 'Victoria'	California Lilac	#2 pot	30" o.c	     
31	Spiraea bumulda 'Goldflame'	Goldflame Spiraea	#2 pot	36" o.c	  
SUN LOW PLANTS					
203	Cornus sericea 'Kelsey'	Kelsey Dwarf Dogwood	#2 pot	30" o.c	  
113	Fothergilla gardenii	Dwarf Fothergilla	#1 pot	24" o.c	  
216	Lavandula angustifolia 'Hidcote'	English Lavender	#1 pot	18" o.c.	   
187	Buxus 'Green Gem'	Boxwood	#3 pot	24" o.c	   
209	Arctostaphylos uva-ursi	Kinnikinnick	4"(10cm) pot	15" o.c	    
289	Fragaria chiloensis	Beach Strawberry	4"(10cm) pot	18" o.c	    
496	Rubus calycinoides	Emerald Carpet	4"(10cm) pot	18" o.c	    
18	Rudbeckia fulgida	Black Eyed Susan	#1 pot	18" o.c.	    
40	Echinacea pupurea	Purple Cone Flower	#4 pot	18" o.c.	    
56	Salvia nemorosa	Sage	#1 pot	18" o.c.	    
74	Pennisetum alopecuroides 'Hameln'	Dwarf Fountain Grass	#2 pot	24" o.c	   
34	Stipa Tenuissima	Mexican Feather Grass	#2 pot	24" o.c	 
SHADE SCREENING PLANTS					
46	Rhododendron 'Yaku Prince'	Yaku Prince Rhododendron	#5 pot	36" o.c	   
54	Rhododendron 'Ken Janeck'	Ken Janeck Rhododendron	#5 pot	36" o.c	   
57	Skimmia japonica	Japanese Skimmia	#5 pot	36" o.c	    
83	Symphoricarpos albus	Snowberry	#2 pot	36" o.c	    
95	Gaultheria shallon	Salal	#2 pot	36" o.c	    
SHADE LOW PLANTS					
155	Sarcococca hookeriana 'Humilis'	Himalayan Sweet Box	#2 pot	24" o.c	  
49	Mahonia nervosa	Dwarf Oregon-grape	#2 pot	36" o.c	      
275	Polystichum munitum	Western Sword Fern	#1 pot	36" o.c	    
296	Blechnum spicant	Deer Fern	#1 pot	24" o.c	    
146	Dicentra formosa	Western Bleeding Heart	#1 pot	18" o.c	   
64	Hosta	Hosta 'Blue Mouse Ears'	#1 pot	18" o.c.	  
267	Oxalis crassipes	Redwood Spurge	4"(10cm) pot	15" o.c	 
LAWN					
2013.386	Meadow Hydro-Seeding				
1071	Square Meter Sod				
	DROUGHT TOLERANT PLANTS			POLLINATOR FRIENDLY PLANTS	
	FOOD RESOURCE PLANTS			NATIVE PLANTS	
	SEASONAL INTEREST PLANTS			HABITAT VALUE PLANTS	
	EVERGREEN PLANTS				

David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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REVISIONS



7840 LOCHSIDE DRIVE

Central Saanich, British Columbia

Scale:	N/A
Drawn:	DS/EG
Reviewed:	DS
Project No.	21-018

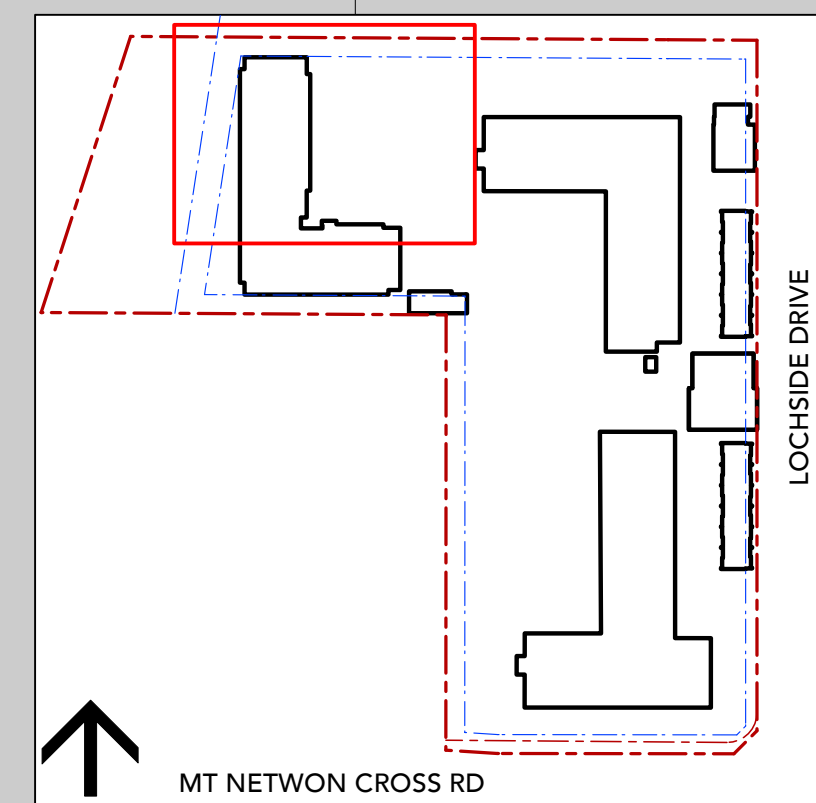
PLANT MATERIALS

L2.0

BUILDING 01
6 STOREY

VISITOR	VISITOR	VISITOR	VISITOR	VISITOR	VISITOR	

SMALL CAR ONLY	SMALL CAR ONLY	SMALL CAR ONLY	SMALL CAR ONLY
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KEY PLAN

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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7840 LOCHSIDE DRIVE

Central Saanich, British Columbia

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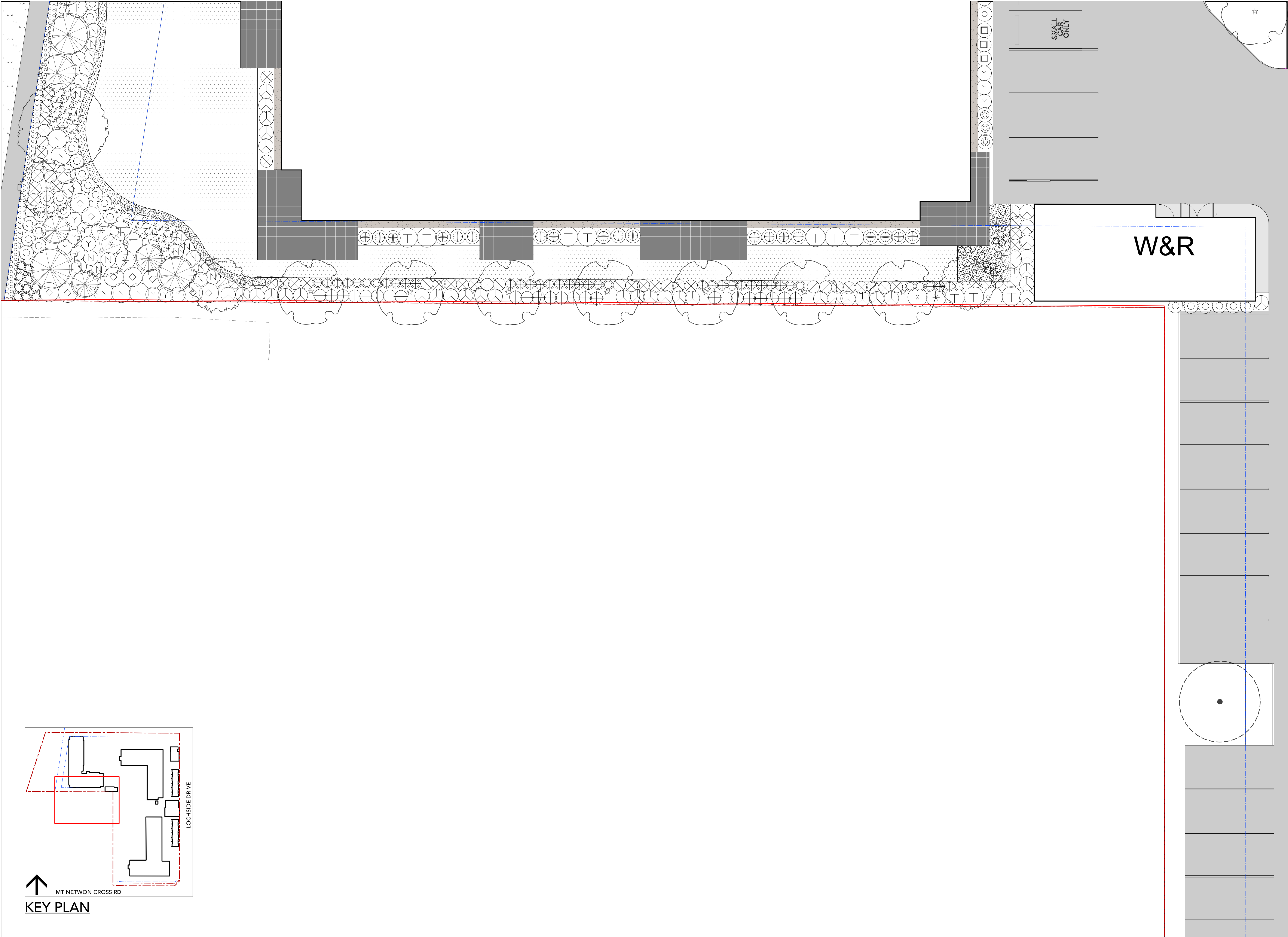
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PLANTING PLAN

L2.1



David Stoyko
Landscape Architect

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P 778.838.6310

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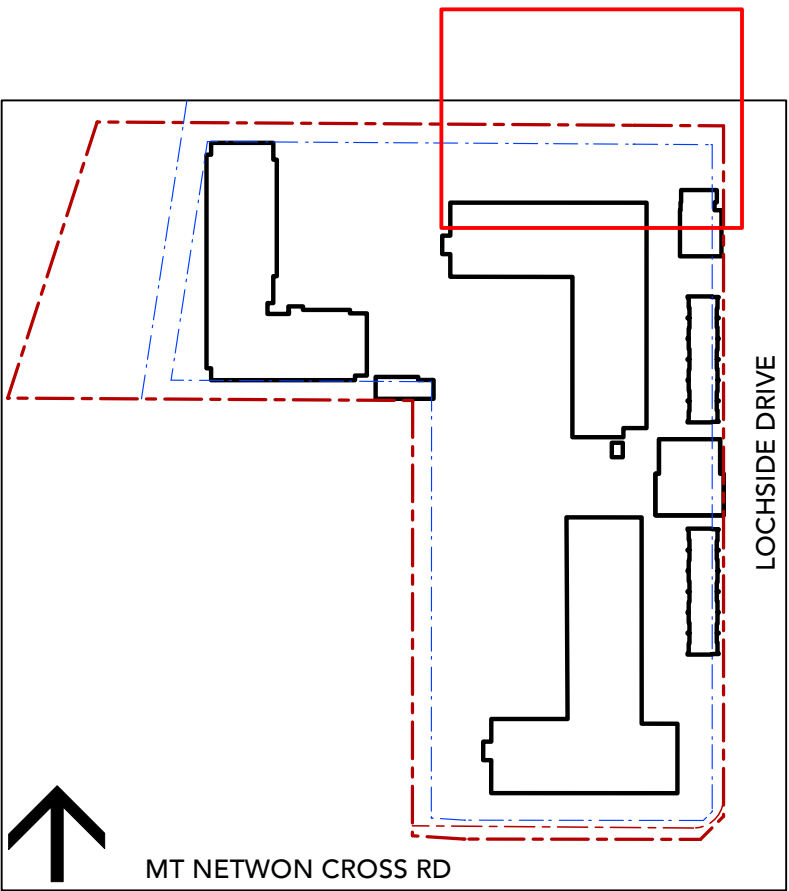
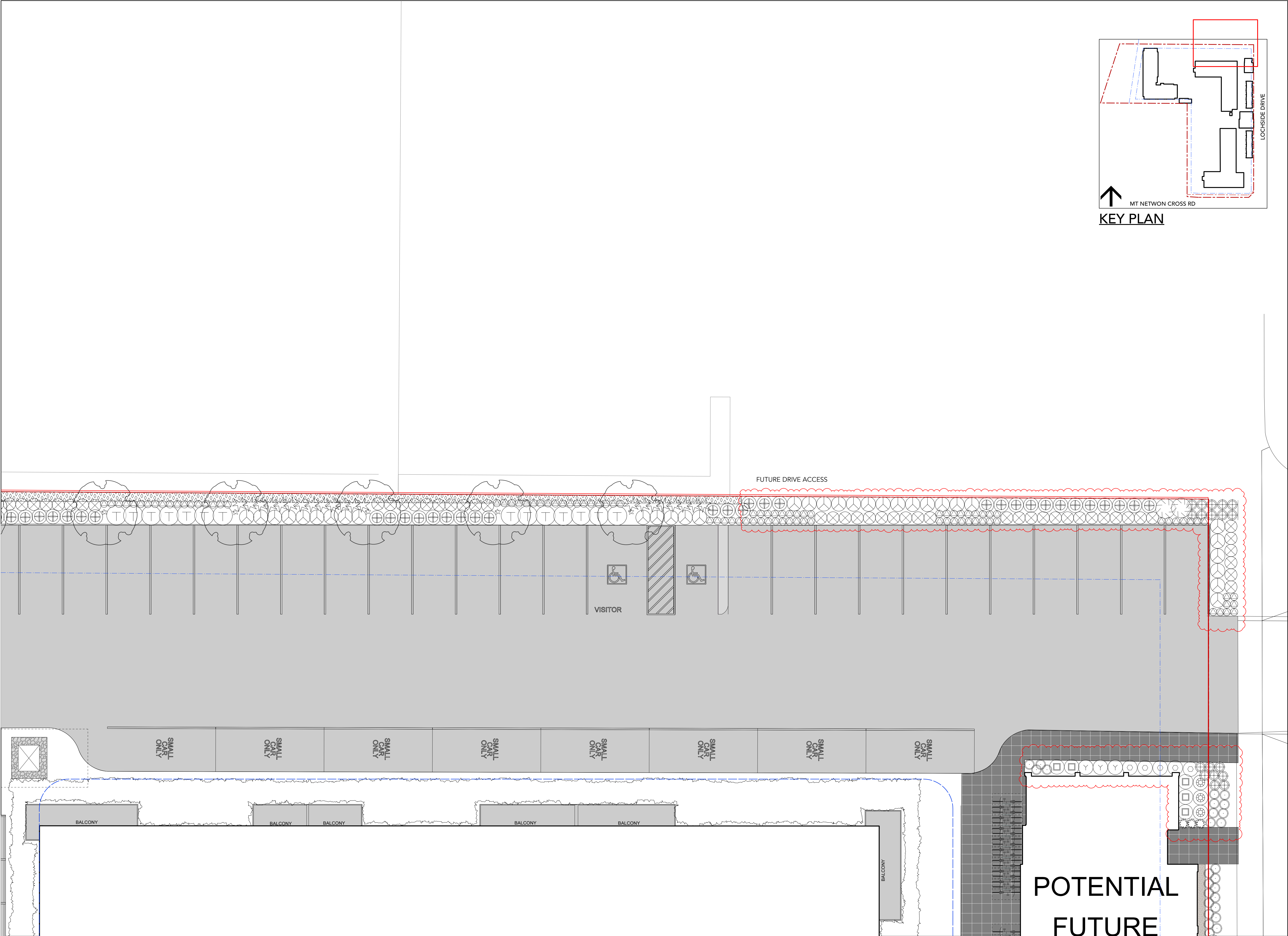


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PLANTING PLAN

L2.2



KEY PLAN

David Stoyko
Landscape Architect

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VANCOUVER BC V5M 1R3
P 778.838.6310

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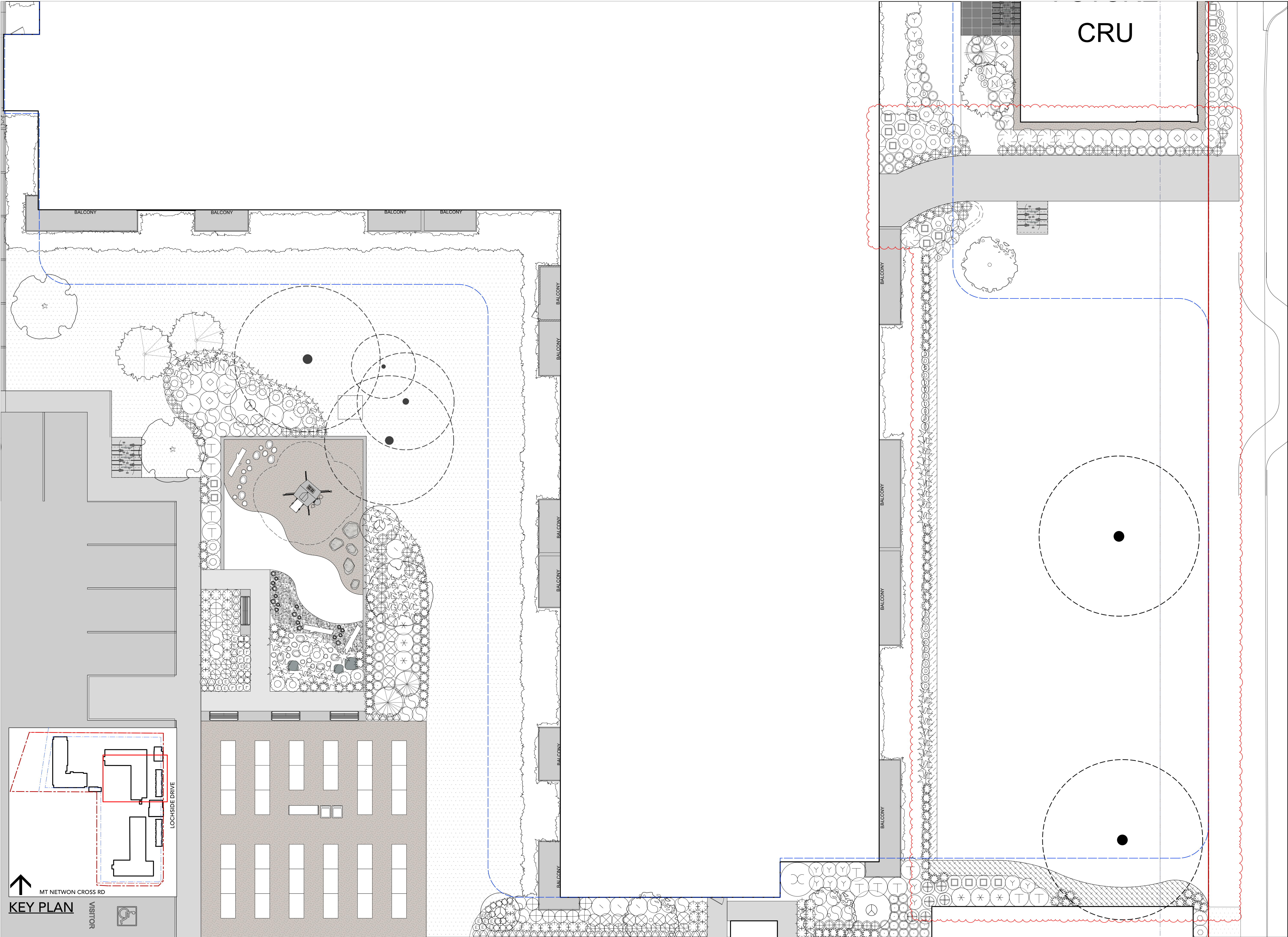
7840 LOCHSIDE DRIVE

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PLANTING PLAN

POTENTIAL
FUTURE

L2.3



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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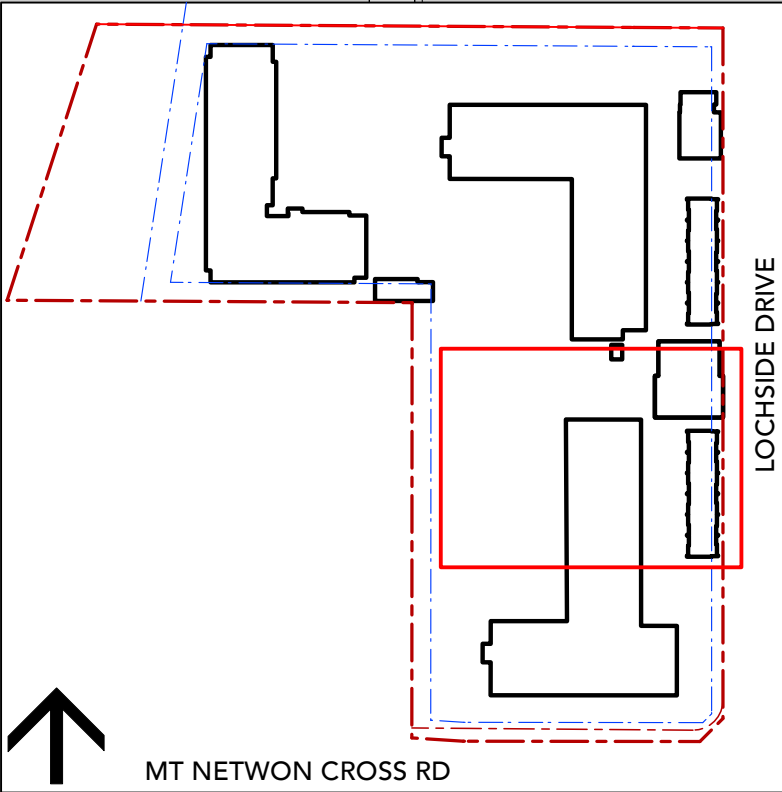
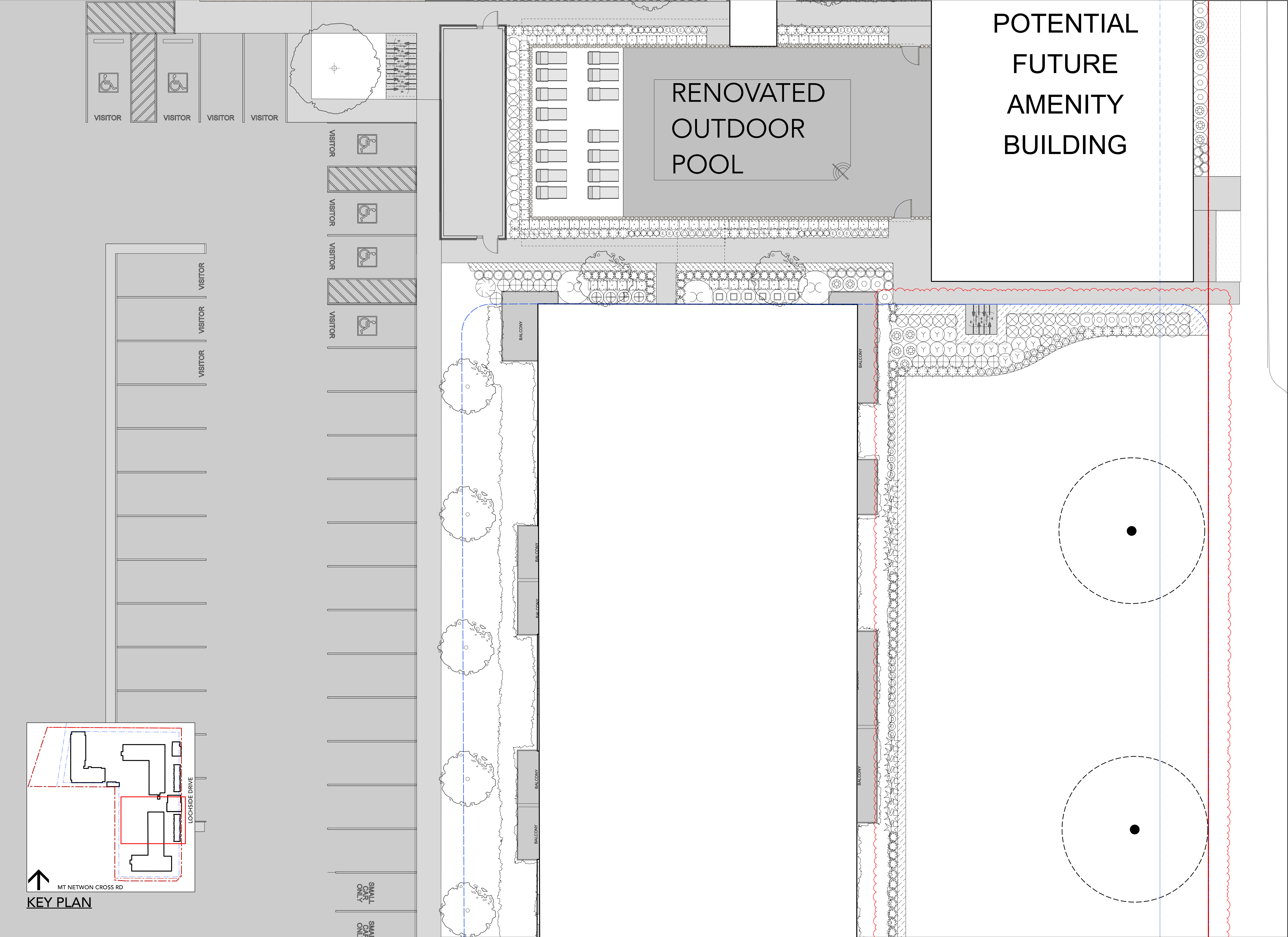
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PLANTING PLAN

L2.4



KEY PLAN

POTENTIAL
FUTURE
AMENITY
BUILDING

RENOVATED
OUTDOOR
POOL

David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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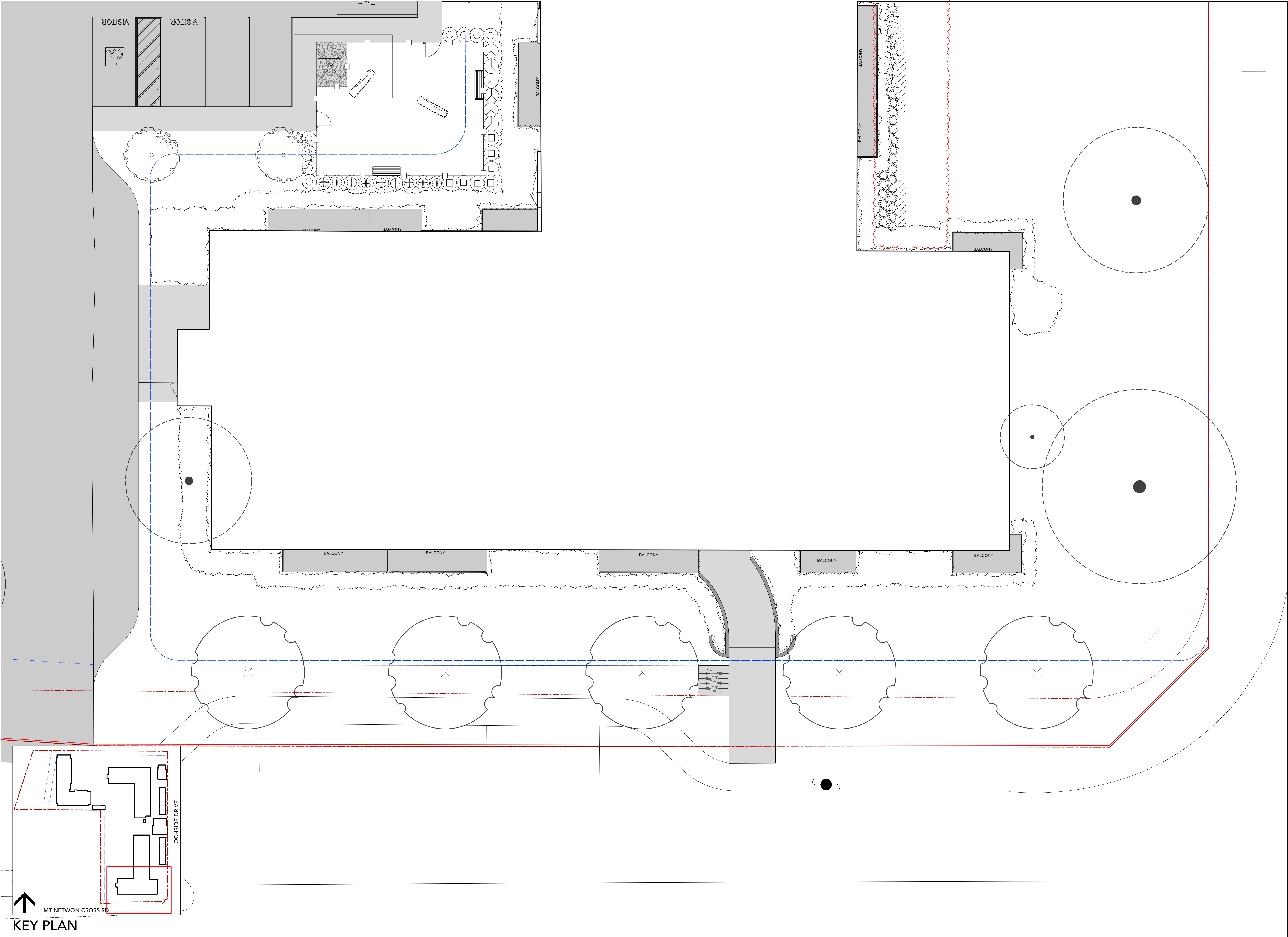
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PLANTING PLAN

L2.5



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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REVISIONS



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Central Saanich, British Columbia

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PLANTING PLAN

L2.6



David Stoyko

Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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7840 LOCHSIDE DRIVE

Central Saanich, British Columbia

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Reviewed: DS

Project No. 21-018

LANDSCAPE SECTION
- 6-STOREY BUILDING

L3.0

MATERIALS

1. CIP CONCRETE W/ SAWCUT
NATURAL BROOM FINISH

2. GROUND LEVEL FEATURE PAVER
VENETIAN COBBLE SERIES
80% GRANITE, 20% SANDLEWOOD

3. PATIO SLABS 2'x2'
NATURAL COLOUR

4. ARTIFICIAL TURF
PERMEABLE, NATURAL STYLE

5. BIKE RACK
MAGLIN ICONIC
CHARCOAL POWDERCOAT FINISH

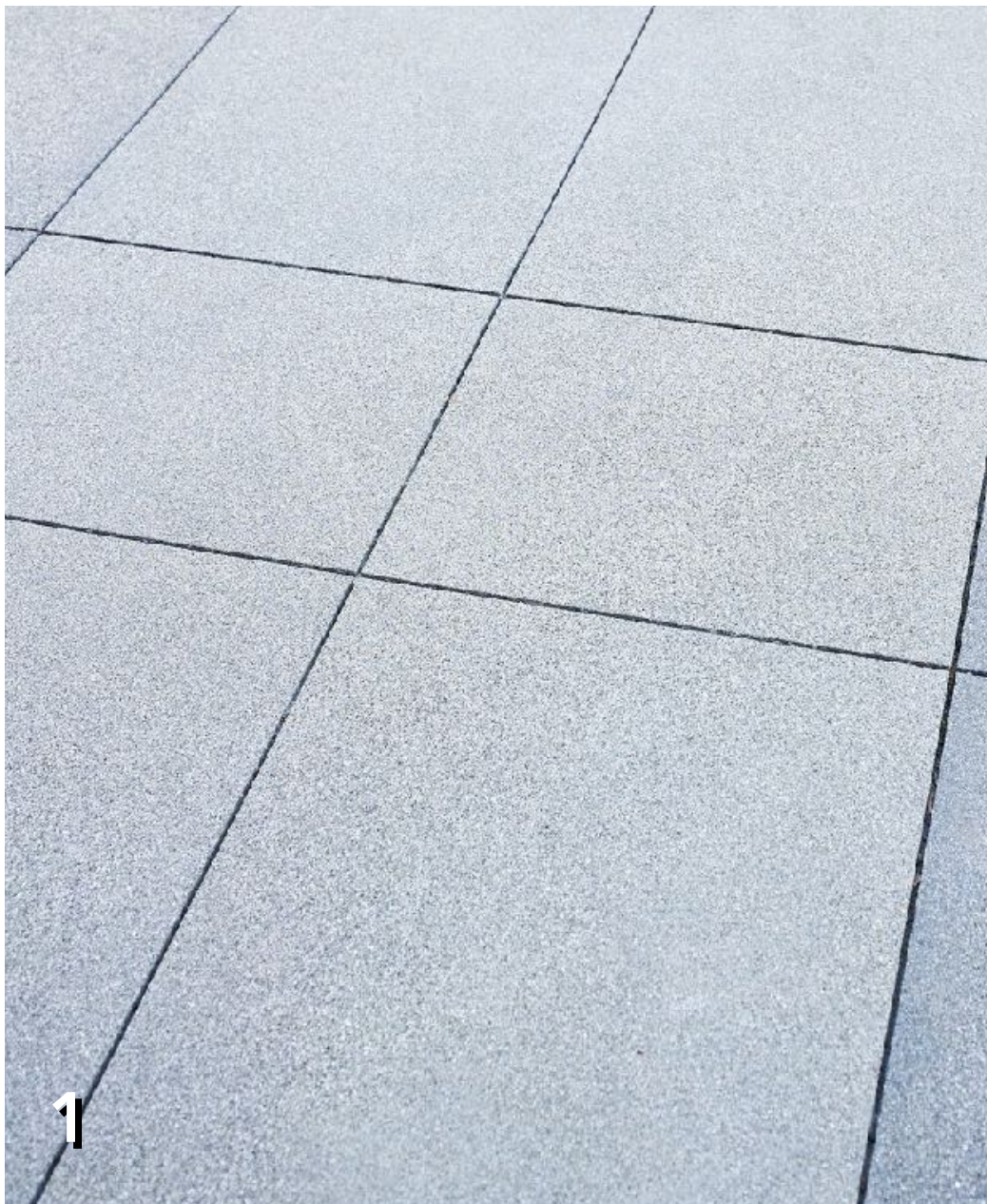
6. ROUND DECORATIVE ROCK
LOCAL MATERIAL

7. FIRE TABLE
DREAMCAST QUADRA 42"
LONDON FOG COLOUR

8. BENCH
MAGLIN ICONIC
SILVER FINISH

9. METAL PLANTERS
GREEN THEORY MODULAR PLANTERS

10. TABLE AND BENCHES
WOOD WITH ALUMINUM



David Stoyko
Landscape Architect

2686 6TH AVENUE EAST
VANCOUVER BC V5M 1R3
P 778.838.6310

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7840 LOCHSIDE DRIVE

Central Saanich, British Columbia

Scale:	N/A
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Project No.	21-018

LANDSCAPE
MATERIALS

L4.0



7840 LOCHSIDE DRIVE

Parking Study

Tim Shah, RPP, MCIP
Senior Transportation Planner

Author

Prepared For: Starlight Developments
Date: July 09, 2024
Our File No: 3183.B01

WATT VICTORIA
302 – 740 Hillside Ave
Victoria, BC V8T 1Z4
250-388-9877



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1.0 INTRODUCTION

Watt Consulting Group (WATT) was retained by Starlight Developments Ltd. to conduct a parking study for the proposed development at 7840 Lochside Drive in the District of Central Saanich. The purpose of this study is to determine the total parking demand for the subject site and how that compares to the proposed supply.

1.1 SUBJECT SITE

The proposed development site is located at 7840 Lochside Drive in the District of Central Saanich (see **Figure 1**).

Figure 1. Subject Site





1.2 SITE CHARACTERISTICS & POLICY CONSIDERATIONS

The following section provides information regarding services and transportation options in proximity to the subject site.



SERVICES

The site is located at the north-eastern boundary of the District of Central Saanich and it has access to a small number of commercial and retail amenities. Within 400m (about a 5-minute walk) of the site, residents can access a small number of amenities (Tim Hortons Café, McDonald's, Shell Gas station, Waddling Dog Pub, Marigold Cafe). The Saanich Peninsula Hospital is located 1.3 km away from the site. Saanichton Village is 2km away from the site (about a 4-minute drive, 10-minute transit ride, 8-minute bike ride, and 25-minute walk) and offers a more comprehensive set of amenities and services, including a grocery store, pharmacy, liquor store, medical services, office buildings, and restaurants.



TRANSIT

There are two bus stops—within 150m (about a 2-minute walk) of the subject site. The bus stops are served by two bus routes (#81 – Brentwood / Saanichton / Sidney / Swartz Bay, #82 – Sidney / Saanichton via Stautw) that provide service to employment hubs and destinations within the region including Swartz Bay, Sidney, Saanichton, and Brentwood Bay.

The Victoria Region Transit Future Plan¹ provides guidance on future transit networks in the Victoria Region. The subject site is in proximity to the proposed Park & Ride facility and associated bus stops at the intersection of Mount Newton Cross Road and Highway 1. In addition,

¹ BC Transit. (2011). Transit Future Plan Victoria Region. Executive Summary. Available online at: <https://www.bctransit.com/documents/1507213421003>



BC Transit has identified Mt. Newton as part of the Peninsula RapidBus Line, which will receive Rapid Transit Frequency². RapidBus will be a connected, frequent, fast, and reliable service. BC Transit is proposing to implement the first RapidBus line between Westshore and downtown Victoria within the next three years followed by the Peninsula RapidBus thereafter. Specifically, as identified in the Peninsula Local Area Transit Plan, the initial implementation of the Peninsula RapidBus Line is one of the medium-term service priorities. There would be improvements to Route 70 to achieve 30-minute all day service, seven days a week. This would require 17,500 hours of new service and 7 buses.³



WALKING

The subject site can be described as car-dependent with a walk score of 42, suggesting that almost all errands require a vehicle.⁴ However, it is expected that the walk score will increase over the near future as the nearby development of Marigold Lands get build-out, providing some services steps away from the proposed development.⁵ While the subject site's walkability is currently poor, the District of Central Saanich Official Community Plan (OCP) contains several active transportation policies that direct the District to prioritize walking and pedestrian infrastructure improvements.⁶ Further, the District's Active Transportation Plan identifies a future multi-use pathway (MUP) along Mount Newton Cross Road as a priority project. Specifically, a multi-use pathway is recommended on the south side of Mount Newton Cross Road between

² RapidBus service would have a targeted minimum frequency of every 10 minutes, with higher frequency as demand requires. More information about RapidBus is available online at:

https://engage.bctransit.com/peninsula2021?tool=news_feed#tool_tab

³ More information about the Peninsula Local Area Transit Plan is available online at:

<https://www.bctransit.com/documents/1529716646896>

⁴ More information about walk score is available online at: <https://www.walkscore.com/score/7840-lochside-dr-saanichton-bc-canada>

⁵ Some of the existing services are not registered in the Walkscore website.

⁶ More information about the OCP is available online at: <https://letstalkcentralsaanich.ca/OCP>



Central Saanich Road and Highway 17. This facility, in combination with the future MUP further west along Mount Newton Cross Road, is anticipated to improve the walkability of the site and enhance overall connections to key destinations such as Saanichton Village.⁷



CYCLING

There are bike lanes on both sides of Lochside Drive. The site also benefits from direct proximity to the Lochside Regional Trail connecting to both Sidney and Victoria. This is a convenient, efficient and safe trail network to encourage users in the Capital Region to use alternative modes of transportation.

The District's Active Transportation Plan identifies a future on-road cycling facility on Mount Newton Cross Road between Highway 17 and Lochside Drive. If implemented, this is anticipated to improve cycling connectivity for the subject site as it will allow residents to connect to other parts of Central Saanich including Saanichton Village and Brentwood Bay. Further, the Active Transportation Plan has identified the improvement of cyclist accommodation along the Lochside Trail in the vicinity to the subject site.

⁷ District of Central Saanich & Urban Systems. (2021). Central Saanich Active Transportation Plan. Available online at: https://www.centralsaanich.ca/sites/default/files/uploads/documents/dcs_active_transportation_plan.pdf



2.0 PROPOSED DEVELOPMENT

2.1 LAND USE

A detailed description of the land uses that will be used to calculate parking demand are presented below. The proposed development is for a 131-unit multi-family market rental building, two buildings containing 12 townhouses, and a 183.75m² commercial / retail space. The proposed development is located on the same site with two existing market-rental buildings (7840 Lochside Drive & 2530 Mt Newton Cross Road) that have a total of 126 units. Therefore, the total number of units is 269 (existing and proposed units combined).

Table 1. Proposed Unit Mix

Unit Type	Unit Count - Proposed Multi-family	Unit Count - Existing Multi-family
Residential		
Studio	6	4
1 bedroom	76	57
1 bedroom + den	9	0
2 bedroom	28	65
3 bedroom	12	0
Total	131	126
	Townhouses	Townhouses
3 bedroom	12	-
Total	12	-
Commercial / Retail		
	183.75 m²	-



2.2 PARKING SUPPLY

2.2.1 VEHICLE PARKING

The proposed development includes a total of 313 vehicle parking spaces.

2.2.2 BICYCLE PARKING

The proposed development includes a total of 372 long-term bicycle parking spaces and 62 short-term bicycle parking spaces.

3.0 PARKING BYLAW REQUIREMENTS

3.1 VEHICLE PARKING

The District of Central Saanich Land Use Bylaw No. 2072 determines the minimum parking supply requirement. Per the Bylaw, the required parking supply for this site is 1.5 spaces per dwelling unit plus 0.25 spaces per unit for visitor parking. This rate applies to both apartments and townhouses. Also, the commercial/retail area within the site would be required to provide parking at a rate of 1 space per 22m². Therefore, the parking requirement for the entire site is 479 parking spaces. See **Table 2 and Table 3**. The proposed development is short 166 parking spaces from the parking requirement.

Table 2. Minimum Parking Supply Requirement (Existing Building)

Use	Bylaw Rate	Quantity (Units / Floor Area)	Required Spaces
Residential Apartment	1.5 per dwelling unit	126	189
Visitor	0.25 per dwelling unit	126	31.5
Sub-total			220.5



Table 3. Minimum Parking Supply Requirement (New Buildings)

Use	Bylaw Rate	Quantity (Units / Floor Area)	Required Spaces Required Spaces
Residential Attached	1.5 per dwelling unit	131	196.5
Residential Apartment	1.5 per dwelling unit	12	18
Visitor	0.25 per dwelling unit	143	35.75
Retail	1 per 22m ² of GFA	183.75	8.35
Sub-total			258.6
Total (Existing + New)			479 spaces (220.5 + 258.68)

3.2 BICYCLE PARKING

The District also requires 1 short-term bicycle parking (i.e., Class 2 in the form of bicycle rack) per 10 required vehicular parking spaces and 1.5 long-term (i.e., Class 1) bicycle parking spaces per unit. See **Table 4**. This results in a total of 386 long-term bicycle parking spaces in a secure, weather-protected bicycle parking facility and 48 short-term bicycle parking spaces located across the entrances of the seven buildings (three market-rental multi-family buildings + two townhouse buildings + commercial). The total bicycle parking requirement is 343 spaces. Even though the applicant is slightly short on the long-term bicycle parking bike parking, it is still meeting the overall bike parking requirement of 434 spaces.



4.0 EXPECTED PARKING DEMAND

Expected parking demand for the site is estimated in the following sections to determine if the proposed supply will adequately accommodate demand. Expected parking demand is based on [a] ICBC vehicle ownership data for representative multi-family apartment building sites in the District of Central Saanich, District of Saanich, and the West Shore and [b] parking observations of the two existing market-rental buildings (7840 Lochside Drive & 2530 Mt Newton Cross Road). Note, WATT was originally retained to complete the parking study in 2021. WATT also completed parking work at the site in 2019 prior to the COVID-19 pandemic. As such, the data in this section are from 2019 and 2021 and are still considered valid.

4.1 EXISTING BUILDINGS – RESIDENT PARKING DEMAND

4.1.1 OBSERVATIONS

Observations were conducted at the existing multifamily market-rental buildings at 7840 Lochside Drive and 2530 Mt Newton Cross Road to understand how the existing parking supply is utilized. To better analyze parking demand for the existing sites, both recent and historical data were used.

Observations were conducted on Tuesday January 8th, 2019, Wednesday January 9th, 2019, Tuesday November 16th, 2021, and Wednesday November 17th, 2021 from 9:00pm to 10:00pm (representing the peak period for residential land uses). Results indicate an average parking demand of 0.94 vehicles per unit and range from 0.92 to 0.96 vehicles per unit. See **Table 4**.



Table 4. Summary of Observations at Existing Sites

Site	Number of Units	Tuesday November 16 th , 2021 9:00pm		Wednesday November 17 th , 2021 9:00pm		Tuesday January 8 th , 2019 9:00pm		Wednesday January 9 th , 2019 9:00pm	
		Vehicles Observed	Demand Rate (vehicles per unit)	Vehicles Observed	Demand Rate (vehicles per unit)	Vehicles Observed	Demand Rate (vehicles per unit)	Vehicles Observed	Demand Rate (vehicles per unit)
7840 Lochside Drive*	126	116	0.92	116	0.92	121	0.96	120	0.95
2530 Mount Newton Cross Road*									

*The parking lots of these sites were treated as one as there was no clear distinction between them.

4.1.2 ADJUSTMENT FACTORS

Observations are a useful method of assessing parking demand rates; however, there are limitations to this method. One of these limitations is that residents' vehicles may not be present at the time of observation.

To mitigate this limitation, observations were conducted after 9:00pm when residents are most likely to be home. However, there is still a chance that some resident vehicles may not be present at the time of observation due a multitude of reasons. This issue was addressed by a study commissioned by Metro Vancouver, that recommended an adjustment factor of 10% should be applied when parking observations are conducted after 9:00pm.⁸ This adjustment factor was applied to the observation count with the highest number of observed vehicles to create an adjusted demand rate of 1.06 vehicles per unit. (See **Table 5**).

⁸ Metro Vancouver. (2012). The Metro Vancouver Apartment Parking Study, Technical Report. Available online at: http://www.metrovancouver.org/services/regional-planning/PlanningPublications/Apartment_Parking_Study_TechnicalReport.pdf



Table 5. Adjusted Parking Demand at Representative Sites

Site	Number of Units	Average Parking Demand Rate (vehicles per unit)	Adjusted Parking Demand Rate (vehicles per unit)
7840 Lochside Drive	126	0.96	1.06
2530 Mount Newton Cross Road			

4.1.3 PARKING DEMAND BY UNIT SIZE

Unit size type refers to the number of bedrooms provided within a residential unit. Research has shown that larger units will generally have more occupants or a family, therefore increasing the likelihood that additional vehicles will be owned by occupants and increase the parking demand.⁹

Parking demand by unit type was calculated using:

1. Adjusted peak parking demand at each site;
2. The breakdown of unit type (i.e., number of bedrooms) at each site¹⁰; and
3. The assumed “ratio differences” in parking demand between each unit type based on the King County Metro¹¹ study, which recommends one-bedroom units have a 20% higher parking demand than studio units; two-bedroom units have a 60% higher parking demand than one-bedroom units; and three-bedroom units have a 15% higher parking demand than two-bedroom units.

⁹ Metro Vancouver. (2018). Regional Parking Study – Technical Report, pg. 18.

¹⁰ The unit size breakdown for the representative sites was obtained via email from the Canada Mortgage and Housing Corporation.

¹¹ King County Metro. (2013). Right Size Parking Model Code. Table 2, page 21. Available online at: <http://metro.kingcounty.gov/programs-projects/right-size-parking/pdf/140110-rsp-model-code.pdf>



Table 6. Parking Demand at Existing Sites, Factored for Unit Type

Site	Adjusted Parking Demand Rate (vehicles per unit)	Unit Type			
		Studio	One-Bedroom	Two-Bedroom	Three-Bedroom
7840 Lochside Drive	1.06	0.43	0.94	1.19	1.46
2530 Mount Newton Cross Road					

4.2 PROPOSED BUILDINGS – RESIDENT PARKING DEMAND

4.2.1 MULTI-FAMILY

ICBC vehicle ownership data was obtained for 10 representative multi-family residential sites representing 624 units. A summary of the representative sites is outlined in **Table 7**. Sites were selected based on having comparable walk scores, transit access, and located in a more semi-urban / suburban setting. The average parking demand is 1 space per unit.



Table 7. Vehicle Ownership Rates at Representative Sites

Site	Units	Number of Vehicles	Parking Demand Rate (vehicles per unit)
1085 Goldstream Avenue	166	134	0.81
1338 Stellys Cross Rd	103	111	1.08
7878 East Saanich Road	48	49	1.02
665 Redington Avenue	50	49	0.98
1230 Verdier Avenue	36	38	1.06
1255 Verdier Avenue	24	32	1.33
665 Redington Avenue	50	49	0.98
380 Belmont Road	18	14	0.78
284 Belmont Road	48	48	1.00
2699 Peatt Road	81	83	1.02
Average			1.00

4.2.2 PARKING DEMAND BY UNIT SIZE

Similar to the rationale provided in **Section 4.1.3**, the parking demand was adjusted by unit type for each representative site. The parking demand rates by unit type are shown below:

- Studio Units | 0.60 spaces per unit
- 1-Bedroom Units | 0.78 spaces per unit
- 2-Bedroom Units | 1.22 spaces per unit
- 3-Bedroom Units | 1.40 spaces per unit



4.2.3 TOWNHOUSE RESIDENT PARKING DEMAND

ICBC vehicle ownership data was obtained for four representative townhouse sites representing 197 units. Similar to the multi-family residential units, these sites were selected based on having comparable walk scores, transit access, and located in a more semi-urban / suburban setting. A summary of the representative sites is outlined in **Table 8** along with the number of units and number of vehicles per site. The average parking demand is 1.62 spaces per unit.

Table 8. Vehicle Ownership Rates at Representative Sites

Site	Units	Number of Vehicles	Parking Demand Rate (vehicles per unit)
3351 Luxton Road	72	114	1.58
350 Latoria Blvd	32	51	1.59
1255 Wain Road	75	123	1.56
1893 Prosser Road	18	30	1.67
Average			1.62



4.3 VISITOR PARKING DEMAND

Visitor parking demand rates have been demonstrated in the range of 0.05 to 0.07 vehicles per unit for multi-residential buildings across the Greater Victoria region. In addition, other parking studies completed by WATT have found visitor parking to be in the range of 0.07-0.12 per unit in Lanford, Colwood, and Saanich, which indicates that visitor parking demand is not strongly influenced by location.

Based on past parking studies, a rate of 0.1 spaces per unit is recommended for visitor parking.

4.4 COMMERCIAL / RETAIL PARKING

The applicant is proposing a commercial-retail unit that is 183.75m². At the time of completing this report, the applicant has not finalized the specific use. Therefore, to be conservative, the use was assumed to be a convenience market, which has a high parking generation rate. The Institute of Transportation Engineers (ITE) Parking Generation Manual (5th edition) was utilized. Specifically, land use code 851 (convenience market) was selected. The average parking demand for this use is 5.44 spaces per 1,000 square feet (93m²). This translates into a demand of 1 space per 17m², which is recommended for the site.



4.5 SUMMARY OF EXPECTED PARKING DEMAND

Results from the analysis of expected parking demand for the proposed development is presented in **Table 9**, with a breakdown of expected parking demand for the site. A total demand of 311 spaces is expected for the subject site, which is 2 spaces lower than the supply.

Table 9. Summary of Expected Parking Demand

Land Use			Quantity	Demand Rate	Total Parking Spaces
Existing	Multi-Family Apartment	Studio Units	4 units	0.43 spaces / unit	2
		One-Bedroom Units	57 units	0.94 spaces / unit	55
		Two-Bedroom Units	65 units	1.19 spaces / unit	73
		Three-Bedroom Units	0 units	1.46 spaces / unit	4
Proposed	Multi-Family Apartment	Studio Units	6 units	0.60 spaces / unit	4
		One-Bedroom Units	85 units	0.78 spaces / unit	69
		Two-Bedroom Units	28 units	1.22 spaces / unit	29
		Three-Bedroom Units	12 units	1.40 spaces / unit	17
	Townhouses	Townhouses	12 units	1.62 spaces / unit	19
Existing + Proposed	Residential Visitor		269 units	0.1 spaces / unit	27
Proposed	Commercial/Retail		183.75 m²	1 space / 17m²	11
		Total Expected Parking Demand			311



5.0 ON-STREET PARKING ASSESSMENT

An on-street parking analysis was conducted in the area surrounding the subject site. Two counts were completed to capture the peak periods. The first count was completed on Wednesday October 11th, 2023 at 11:30am, which captures the peak time for a typical convenience market. Parking demand for the Marigold Café peaks during this time and it was therefore important to understand the on-street parking conditions surrounding the café. A second count was completed on Wednesday October 11th, 2023 at 9:30pm to capture residential peak parking demand (i.e., when residents are most likely to be home). Counts were completed on the following street segments:

- **Lochside Drive** (Mt. Newton Cross Road – Ferguson Road)
- **Lochside Drive** (Ferguson Road – Hackett Crescent South)
- **Hackett Crescent** (Lochside Drive – Lochside Drive)

A total of 56 on-street spaces were observed. On-street parking utilization was highest during the morning (11:30am) period where 78% (44 out of 56 spaces) were occupied. The evening count was less busy with a parking occupancy of 55%. This indicates that the on-street parking conditions are well utilized in the morning.

Further, the on-street parking conditions on the segment of Lochside Drive from Mt. Newton Cross Road to Ferguson Road were highly utilized with 100% occupancy during both count periods. In addition, when isolating the analysis to Hackett Crescent only, the parking occupancy is 83% during the morning period, suggesting that even less parking is available during the busier time.



6.0 CONCLUSIONS

The proposed development is for a 131-unit multi-family market rental building, two buildings containing 12 townhouses, a 183.75m² commercial / retail space, and preserving the two existing market-rental buildings (7840 Lochside Drive & 2530 Mt Newton Cross Road) that have a total of 126 units. A total of 269 units are proposed as part of the development.

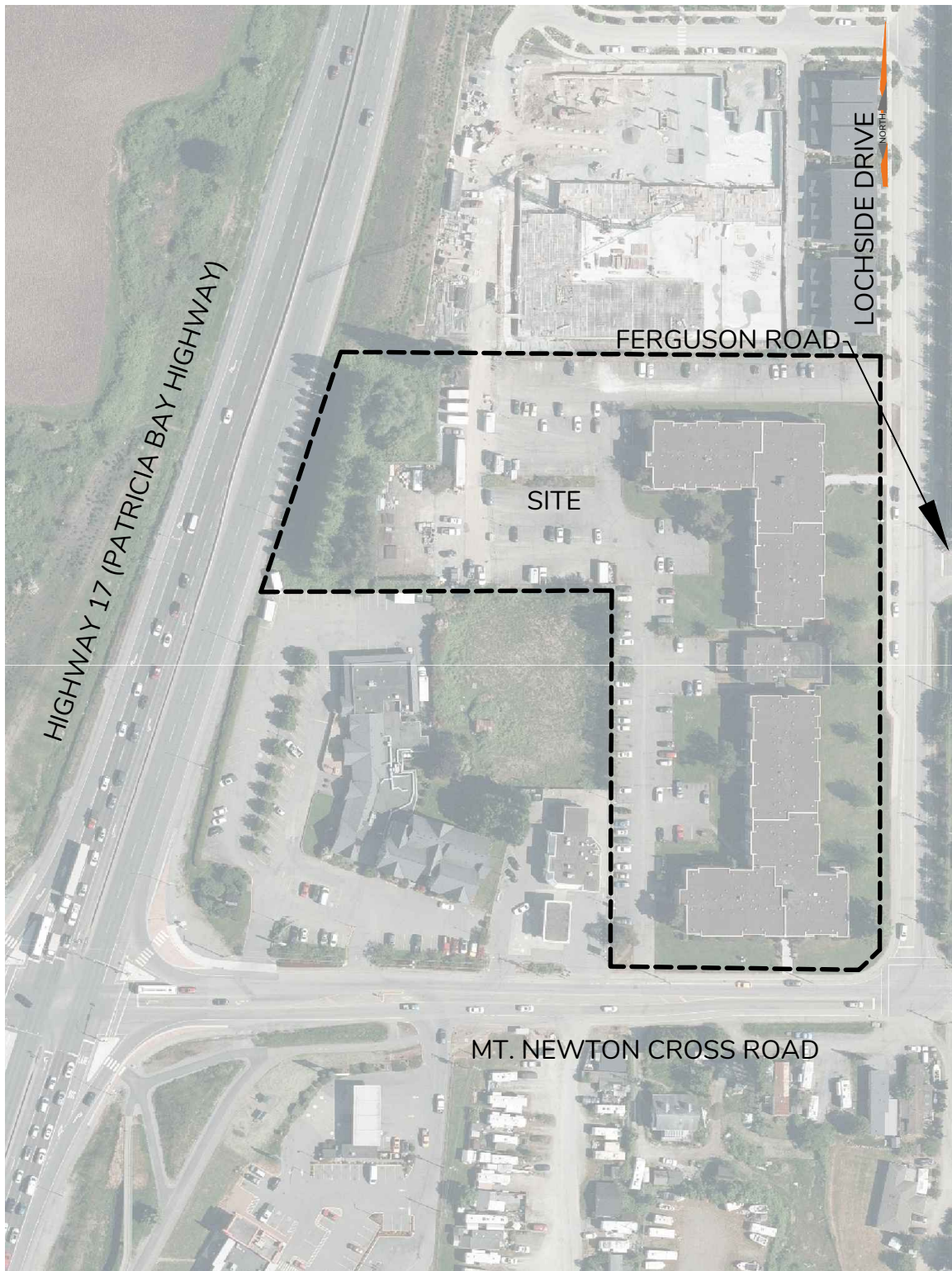
The parking analysis determined that the total expected parking demand for the site is 311 parking spaces, which is 2 spaces under the proposed supply (313). The on-street parking analysis found that the streets surrounding the site are well occupied, especially during the morning period. Therefore, there is little capacity for parking spillover.

MEMORANDUM

Date: May 3, 2024
To: Dale Puskas, P.Eng., District of Central Saanich
Cc: Kelsey Tyerman, Starlight Developments
From: Noah Reeder, EIT and Andy Kading, P.Eng., P.E., WATT Consulting Group
Our File No: 3734.B01
Subject: 7840 Lochside Drive - TIA Addendum

1.0 INTRODUCTION

WATT Consulting Group was retained by Starlight Developments to undertake a Transportation Impact Assessment (TIA) for the proposed residential development at 7840 Lochside Drive in Central Saanich, BC. That TIA, dated October 5, 2023, forecasted that the Mt. Newton Cross Road / Lochside Drive and Lochside Drive / Ferguson Road intersections will operate acceptably for vehicles until at least 2036 with their current configuration. The site location is shown in **Figure 1**.



After reviewing the TIA, the District of Central Saanich ("the District") has requested evaluation of the following:

- Examine and discuss wait times for making turns (particularly left turns) out at Ferguson Road and James Island Road
- The location and features of a proposed signed and marked crosswalk across Lochside Drive at or near Ferguson Road
- The allowable posted speed limit on Lochside Drive noting the All Ages and Abilities (AAA) cycling infrastructure, and
- Impacts of expected vehicle queuing along Mt. Newton Cross Road as it relates to one of the site accesses

2.0 FERGUSON ROAD AND JAMES ISLAND ROAD WAIT TIMES

Vehicles travelling from Ferguson Road and James Island Road onto or across Lochside Drive were observed on Tuesday, April 9, 2024 from 4:00 PM to 5:00 PM. **Table 1** shows the average time stopped for these vehicles by turning movement and the percentage of vehicles which came to a complete stop before proceeding. The average time stopped calculation assumes vehicles which came to only a rolling stop had stopped for zero (0) seconds.

Date: 2024-05-03

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To: Dale Puskas, P.Eng., District of Central Saanich

Subject: 7840 Lochside Drive - TIA Addendum

Table 1 – Existing Wait Times for Selected Turning Movements

Movement	Number of Vehicles	Average Time Stopped (s)	% Making Full Stop
Lochside Drive / Ferguson Road			
WBL	13	5	46%
WBR	10	2	30%
Lochside Drive / James Island Road			
WBL	15	3	60%
WBT	1	11	100%
WBR	5	0	0%
EBL	1	14	100%
EBT	0	N/A	N/A
EBR	2	0	0%

None of the vehicles observed were required to stop behind another vehicle before approaching the stop bar. The average time stopped is not considered excessive given the low volume of vehicles making these movements. Volumes are not expected to increase due to the proposed development or adjacent concurrent developments along Lochside Drive.

If these results were to be translated into Highway Capacity Manual (HCM) Level of Service (LOS) scores most would be LOS A (0sec - 10sec of delay) or LOS B (10sec – 15sec of delay). LOS of D or better is considered to be within acceptable operating conditions for peak hour traffic.

3.0 LOCHSIDE DRIVE / FERGUSON ROAD CROSSWALK

The District proposes to add a signed and marked crosswalk across Lochside Drive at or near Ferguson Road.

Based on the 2026 and 2036 projected vehicle volumes outlined in the TIA, the current and WATT recommended posted speed limits (see below), and the expected crossing

distance, the Transportation Association of Canada (TAC)'s *Pedestrian Crossing Control Guide* recommends a standard crosswalk with side-mounted signs. This is contingent on the construction of a curb extension in the southbound parking lane (west side of road) to reduce the exposed crossing distance for pedestrians.

This recommendation does not account for the area demographics or expected crossing demand. District staff have noted a significant senior population on the east side of Lochside Drive, which may result in increased crosswalk use by more vulnerable pedestrians. Recent development in the area has introduced significant residential and some retail (coffee shop) land use, and more multi-family residential development is expected in the short term, all of which is expected to increase crossing demand. For these reasons, a crosswalk with Rectangular Rapid Flashing Beacons (RRFBs) may be implemented at this location. If RRFBs are implemented on this site, TAC considers the curb extensions optional.

The precise location for this proposed crosswalk was chosen to minimize loss of on-street parking, align with existing street lighting, and to ensure the necessary stopping prohibitions are accounted for. Without a curb extension on the west side, southbound stopping prohibitions would need to be introduced at least 15 m before and 10 m after the crosswalk to ensure vehicles in the parking lane do not obstruct the visibility of pedestrians about to enter the crosswalk. This would result in an overall loss of five (5) on-street parking spaces. A curb extension would provide better pedestrian visibility and, when implemented with TAC's minimum recommended curb radii and a crosswalk width of 3.0 m, would require removal of only two (2) southbound on-street parking spaces.

The RRFB crosswalk should feature the following:

- RRFBs and side-mounted signs (PS-003-L/R) mounted back-to-back on each side of Lochside Drive for northbound and southbound traffic, for a total of four (4) signs and four (4) RRFBs on two (2) poles.
- Zebra crosswalk markings
- Pedestrian pushbutton with sign (PS-015-D) on each side
- A curb extension into the parking lane on the west side of Lochside Drive
- Northbound stopping prohibition for a minimum of 10 m north of the crosswalk
- TAC also recommends a northbound stopping prohibition 15 m south of the crosswalk; however, this distance is entirely within the Lochside Drive / Ferguson Road intersection where vehicles are already prohibited from stopping.

Optionally, the following improvements may be made to the northeast corner of the intersection, shown in order of importance:

MEMORANDUM

Date: 2024-05-03

To: Dale Puskas, P.Eng., District of Central Saanich

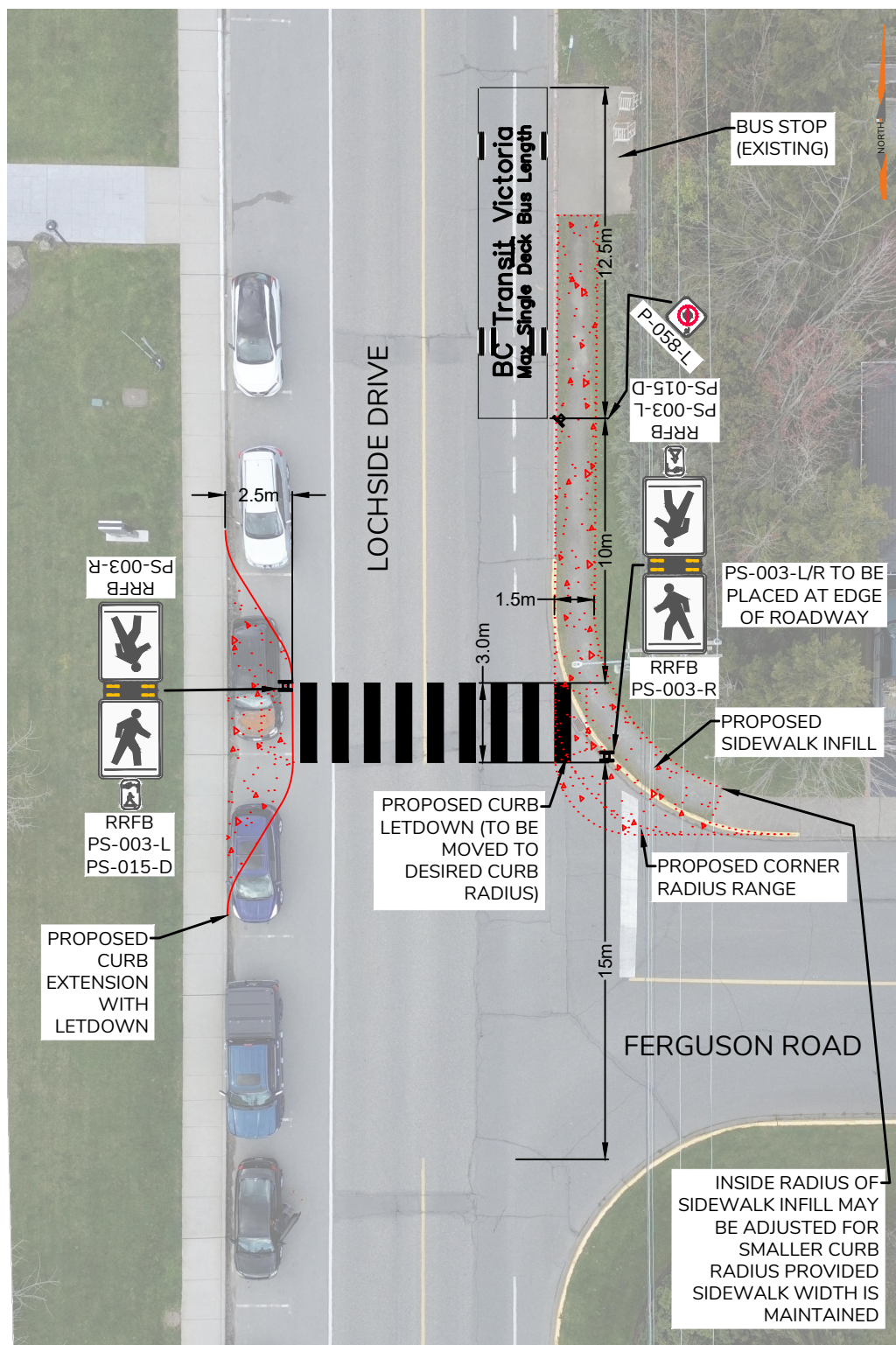
Subject: 7840 Lochside Drive - TIA Addendum

WATT CONSULTING GROUP

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1. Add a curb letdown facing the crosswalk to ensure accessibility for pedestrians with disabilities and other users.
2. Reduce the corner radius to the TAC recommended range of 3.0 to 5.0 m. TAC recommends smaller corner radii to reduce crossing distance and encourage lower speeds for right-turning vehicles. This corner currently has a radius of approximately 8.6 m.
3. Pave the existing gravel sidewalk from the corner to the bus stop north of the intersection, a distance of 18 m. This will improve accessibility and make the bus stop more appealing to all users.

A proposed conceptual design is shown in **Figure 2**.



MEMORANDUM

Date: 2024-05-03

To: Dale Puskas, P.Eng., District of Central Saanich

Subject: 7840 Lochside Drive - TIA Addendum

WATT CONSULTING GROUP

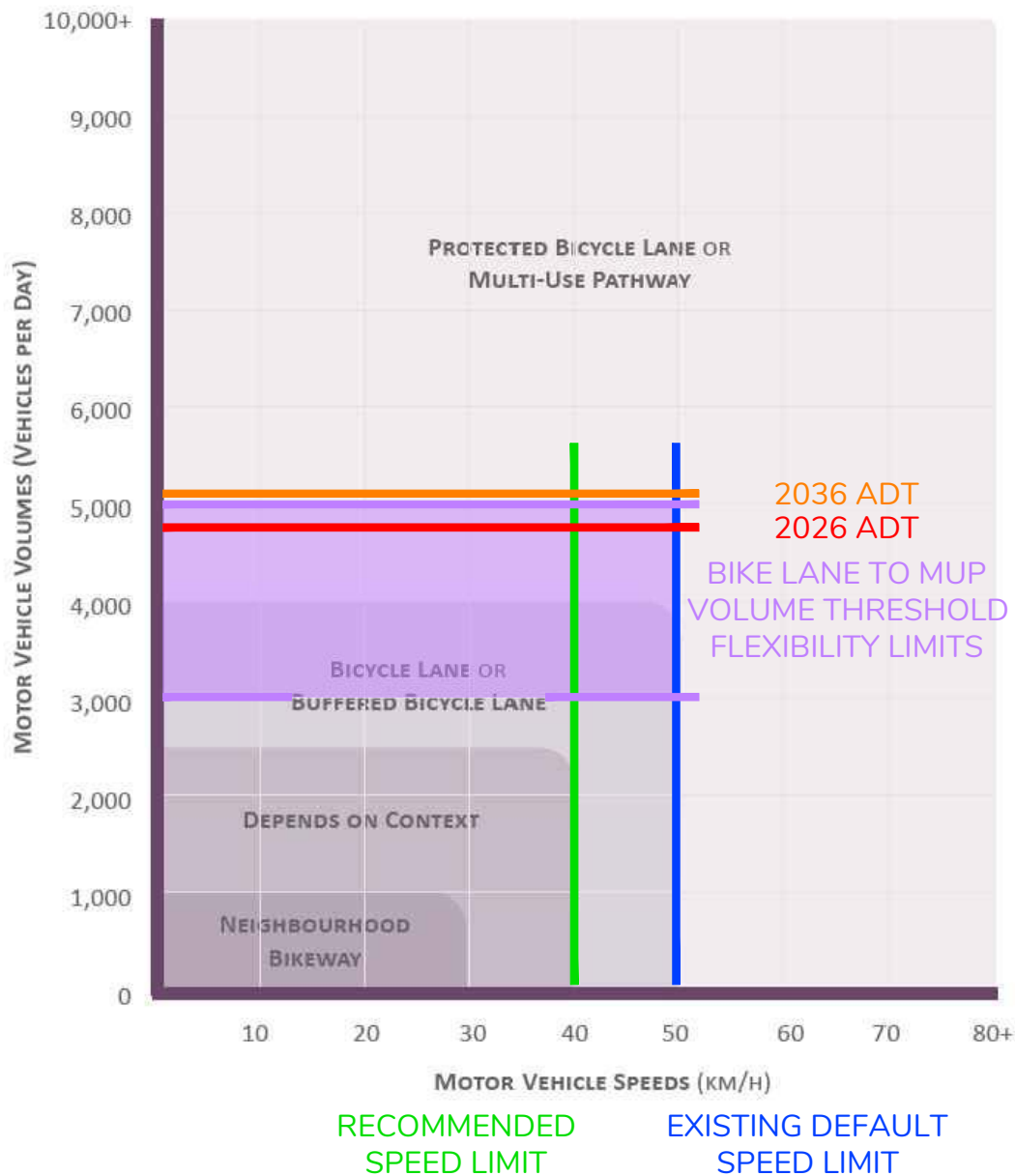
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4.0 LOCHSIDE DRIVE SPEED LIMIT

The portion of Lochside Drive along the site frontage is part of the Lochside Regional Trail, a popular walking and cycling route extending from downtown Victoria to the north end of the Saanich Peninsula. Based on the 2026 background vehicle volumes projected in the TIA for Lochside Drive, the *British Columbia Active Transportation Design Guide* (“the ATDG”) recommends protected bicycle lanes or a multi-use pathway. **Figure 3** shows the ATDG’s recommended facility types by motor vehicle volumes and speeds.



BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL
 URBAN / SUBURBAN / DEVELOPED RURAL CORE CONTEXT



NOTE:
 2026 AND 2036 ADT ESTIMATED AS 10 TIMES BACKGROUND PM PEAK HOUR VOLUME NORTH OF LOCHSIDE DRIVE / FERGUSON ROAD
 FORECAST IN TIA

The ATDG provides flexibility of +/- 1,000 vehicles per day in defining the volume thresholds for different bicycle facility types. This flexibility allows unprotected bicycle lanes to be considered acceptable with up to 5,000 vehicles per day on the road. Lochside Drive, which in 2026 is expected to have average daily traffic (ADT) of 4,750 vehicles per the TIA, has not yet exceeded this threshold.

A default speed limit of 50 km/h currently exists on Lochside Drive along the site frontage. The ATDG considers this the maximum acceptable vehicle speed for an unprotected urban bicycle lane; however, the guide does not consider this a AAA facility which require a greater degree of protection/safety for people riding and rolling. If the existing cycling facilities cannot be protected or separated to AAA standards a significant safety improvement for all users may be achieved by reducing the posted speed limit on Lochside Drive where the bicycle facilities are present from 50km/h to 40km/h. Lower collision speeds greatly reduce the likelihood of death or permanent injury to pedestrians.

5.0 MT. NEWTON CROSS ROAD SITE ACCESS

Based on current laning and the TIA's forecasted westbound 95th percentile queue lengths for the Highway 17 / Mt. Newton Cross Road intersection, queues are expected to obstruct the Mt. Newton Cross Road site access during the AM peak hour in 2026 and 2036. This is the case for both background and post-development conditions and is only expected during peak AM commuting times. Queuing is not expected to obstruct the site access during the PM peak hour although it may occur none the less.

The District's Engineering Review Comments dated March 7, 2024 call for a right-in/right-out access restriction enforced by a raised concrete median. This would remove the possibility of eastbound queues caused by vehicles waiting to turn left into the site. It would also remove the possibility of exiting vehicles cutting through the queue to make a left turn, which improves safety and speeds up right turn movements into the queue.

The comments also call for an additional vehicle lane along Mt. Newton Cross Road passing the site. If this is a westbound lane continuing to the Highway 17 intersection, this would likely help move queues downstream and away from the access.

6.0 RECOMMENDATIONS

6.1 Lochside Drive / Ferguson Road intersection

6.1.1 Primary Recommendations

WATT recommends that a crosswalk with side-mounted signs and RRFBs mounted back-to-back be implemented on the north leg of the Lochside Drive / Ferguson Road intersection with an extension of the west curb into the existing parking lane.

The crosswalk should feature the following:

- Side-mounted signs (PS-003-L/R) and RRFBs mounted back-to-back on each side of Lochside Drive for northbound and southbound traffic for a total of four (4) signs and four (4) RRFBs
- Pedestrian pushbutton with sign (PS-015-D) on each side, for a total of two (2) pushbuttons and two (2) PS-015-D signs
- Zebra crosswalk markings
- Northbound stopping prohibition for a minimum of 10 m north of the crosswalk

WATT also recommends that the existing gravel path from the northeast corner of the Lochside Drive / Ferguson Road intersection to the bus stop north of the intersection be replaced with concrete sidewalk.

6.1.2 Optional Recommendations

The following additional recommendations may be implemented time and budget permitting:

- Add a curb letdown to the northeast corner of the Lochside Drive / Ferguson Road intersection facing the new crosswalk to ensure accessibility for pedestrians with disabilities.
- Reduce the radius of the same corner. TAC recommends corner radii of 3.0 to 5.0 m at crosswalk locations.

6.2 Lochside Drive Speed Limit

WATT recommends that the speed limit on Lochside Drive near the development site be reduced to 40 km/h.

MEMORANDUM

Date: 2024-05-03

To: Dale Puskas, P.Eng., District of Central Saanich

Subject: 7840 Lochside Drive - TIA Addendum

WATT CONSULTING GROUP

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Sincerely,

WATT Consulting Group

Noah Reeder

Noah Reeder, EIT

Transportation Engineer-in-Training

T 250-388-9877 ext. 447

D 778-309-1843

E nreeder@wattconsultinggroup.com

#WEAREWATT



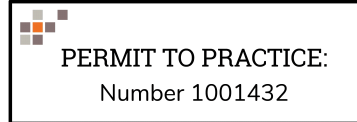
2024-05-03

Andy Kading, P.Eng., P.E.

Senior Transportation Engineer

C 236-464-3263

E akading@wattconsultinggroup.com



MEMORANDUM

Date: November 13, 2024
To: Kelsey Tyerman, Starlight Developments
From: MJ Oh and Andy Kading, P.Eng., P.E.
Our File No: 3734.B01
Subject: 7480 Lochside Drive TIA Addendum Number 2

1.0 INTRODUCTION

WATT Consulting Group is retained by Starlight Developments to provide an update to the previously submitted Traffic Impact Assessment (TIA) and addendum memo for the proposed development at 7480 Lochside Drive.

This memo reflects recent changes to the site plan including the removal of the proposed townhomes (12 Units). The memo provides a summary of the traffic analysis results for the short and long terms based on the recently revised site plan. The analysis also includes a concurrent development site (Marigold Phase 2: Hackett Crescent 235 Units) to identify the ultimate traffic impacts to the Highway 17 / Mt Newton Cross Road intersection and the need for any changes in mitigation. Additionally, a study of travel times along Mt. Newton Cross Road is undertaken.

See **Figure 1** for the study location and site plan.

1.1 Scope of Work

The District of Central Saanich has requested additional information and analysis on the anticipated queues and wait times for motorists as a result of the development. This addendum to the original document has the following scope of work:

- Generate traffic for the proposed developments based on the recent site information using trip generation rates from the *ITE Trip Generation Manual* (11th ed).

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- Adjust TIA analysis to remove the townhomes and rerun the results of the post development scenarios. Only queuing and related metrics will be examined.
- Build four analysis scenarios and review the analysis results including (1) background conditions, (2) with Hackett site trips, (3) with 7840 Lochside development trips, and (4) with combined two site trips for the short / long term each.
- Conduct travel time measures & on-site observation during peak time periods at the Highway 17 / Mt Newton Cross Road intersection.
- Discuss the results of the analysis and mitigation measures, and summarize the findings and recommendations.



Figure 1: Study Location and Site Plan

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2.0 TRAFFIC VOLUMES

Traffic count data were taken from the previous study (7840 Lochside Drive TIA, 2023), which used 2021 collected counts as the base traffic volumes for the analysis. The opening day is assumed to be in 2026. The analysis used a 2% annual growth rate to obtain all future background volumes. 2026 background volumes also include the Marigold Phase 1 traffic which was estimated at 45 trips for the PM peak hour. See **Figure 2** for the 2026 / 2036 background volumes for the opening day / 10-year horizon post development analysis.

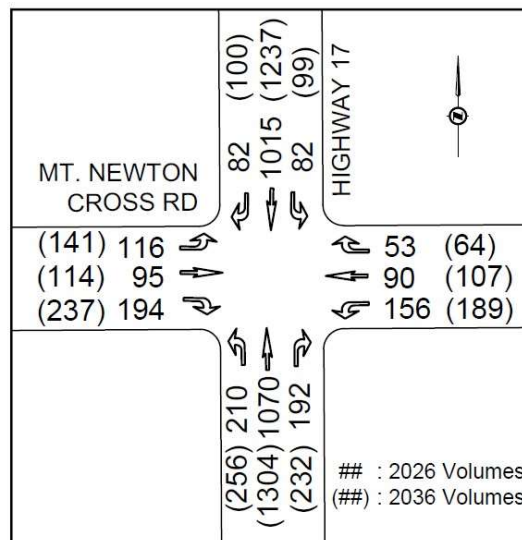


Figure 2: 2026 Opening Day / 2036 10-Year Horizon Background Volumes – PM Peak Hour

3.0 TRIP GENERATION AND ASSIGNMENT

The trip generation was based on the trip rates provided by the ITE *Trip Generation Manual* (11th Edition). The trip generation were conducted for the two sites: (1) Hackett Site (235 multi-family units) and (2) the proposed development: 7840 Lochside Drive site. From the previously proposed site plan (780 Lochside Drive).

12 townhomes have been removed from the 7840 Lochside Drive site and the development is currently proposing a total of 131 multi-family units and a 2,000 sq.ft of retail.

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Based on the updated land use scenarios, the Hackett Site (considered a concurrent development) was expected to generate 92 trips during the PM peak hour and the 7840 Lochside Drive development to generate 64 trips. Estimated site trips are summarized in **Table 1**.

Table 1: Estimated Site Trips – PM Peak Hour

Land Use	ITE Code	Size	Trip Rate	% In	% Out	Trips In	Trips Out	Total Trips
Hackett Site (Concurrent Development)								
Residential – Multi-Family (Mid-Rise)	221	235 units	0.39 / unit	61%	39%	56	36	92
Hackett Site Trips Total (PM Peak):						56	36	92
Proposed Development - 7840 Lochside Drive								
Residential – Multi-Family (Mid-Rise)	221	131 units	0.39 / unit	61%	39%	31	20	51
Commercial – Retail Plaza	822	2000 sq. ft.	6.59 *	50%	50%	7	6	13
7840 Lochside Trips Total (PM Peak):						38	26	64

*Note: Retail trip rate is per 1000 sq.ft.

The trips generated by the proposed development and concurrent site were assigned to the local road network using the same trip assignment used in the 2023 TIA, which was based on existing traffic patterns in the area. See **Figure 3** for the trip assignments.

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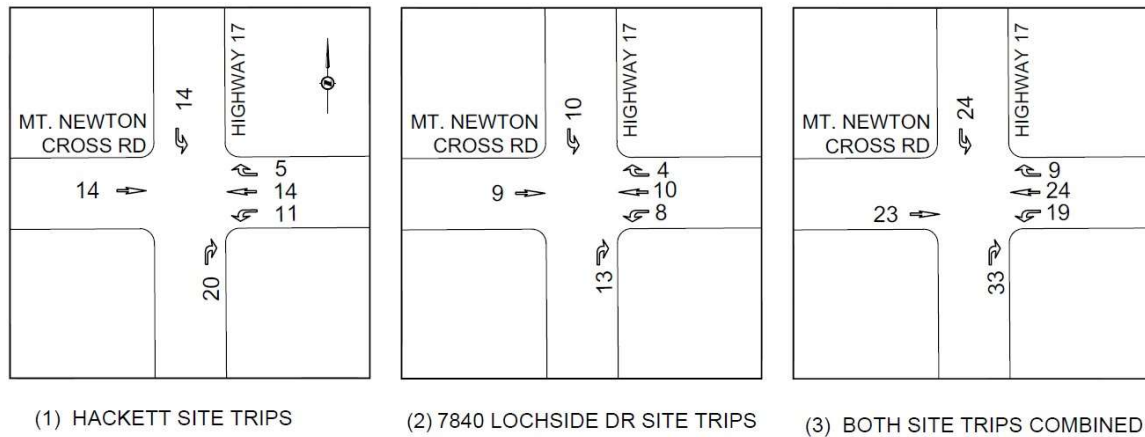


Figure 3: Trip Assignments with Three Development Scenarios

4.0 ANALYSIS RESULTS OF 2026 OPENING DAY

4.1 Details of Analysis

The critical peak time period for the analysis is the PM peak hour since the PM peak time was more significant than the AM based on the site observation & travel time measurement results. The analysis presented below for the Highway 17 / Mt. Newton Cross Road intersection during the PM peak hour results for the four (4) opening day analysis scenarios. These results use the Synchro/SimTraffic software package and the existing signal timing (with a PM cycle length: 168 seconds).

The four analysis scenarios are as follows:

- (1) 2026 opening day background conditions,
- (2) 2026 background with the concurrent development (Hackett site),
- (3) 2026 post development with no Hackett site, and
- (4) 2026 post development with Hackett site (both trips combined).

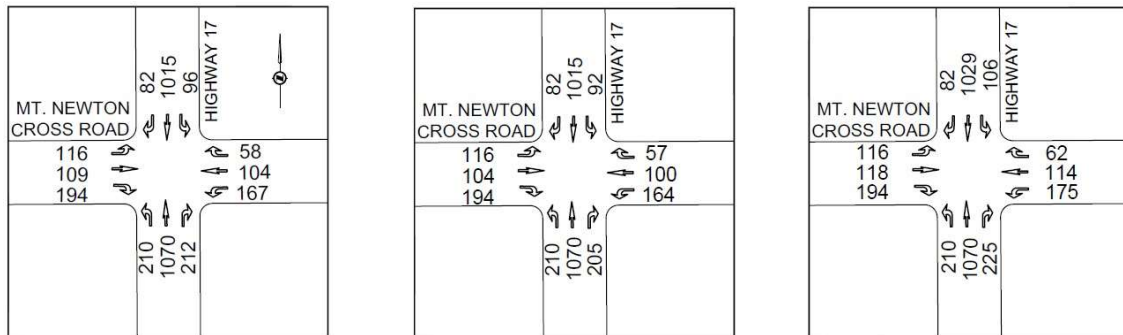
See **Figure 4** for opening day post development PM peak hour traffic volumes for the three future scenarios.

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(1) VOLUMES WITH HACKETT SITE (2) VOLUMES WITH 7840 LOCHSIDE DR (3) VOLUMES WITH BOTH SITES

Figure 4: Opening Day Post Development Volumes – PM Peak Hour

4.2 Results

See **Table 1** and **2** for delays and queues with 4 scenarios for the opening day.

At the Highway 17 / Mt. Newton Cross Road intersection, all movements operate at LOS E or better except for scenario (4) with two sites combined, where a couple of movements will experience a failing level of service (LOS F) while the Highway through movements will still operate at a LOS C / D during the PM peak hour. Unacceptable levels of service (LOS E / F) results were primarily due to the long cycle length at the signal which gives more split times for the highway through traffic. According to the Synchro results, longest delays at the intersection will remain under 80 seconds (average) which are considered as being acceptable for a highway signal with high volumes.

In general increases in delay were small with gains of a few seconds for any given movement. Changes in LOS, including those that slip from LOS E to LOS F are the result of a few seconds changing.

Based on known issues from the westbound movements at the signal 95th percentile queue length for the westbound left and through movement results were examined. Estimated queue lengths for the westbound left movement (longer queues than through movement) on Mt Newton Cross Road are estimated to be 75m to 81m (10 vehicles) for each scenario during the post development PM peak hour, which exceeds the storage length of the turn lane. Estimated additional queue lengths by new developments are marginal with +5m due to the Hackett site, 4m due to the 7840 Lochside development, and 7.2m (10% increase from existing) due to both development sites. Therefore, neither of the development sites will significantly increase queueing for the eastbound and westbound movements on Mt Newton Cross Road.

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Estimated queues exceed the existing left turn storage (45m) but an extension of that lane is difficult due to the median and two-way left turn lane for accessing driveways on Mt Newton Cross Road. In simulation and in field observations the queues for left turns and through movements were generally cleared within the allowed green time.

The Mt. Newton Cross Road section between Lochside Drive and Highway 17 is to undergo changes that will partially address the issues related to queue storage.

Table 1: Opening Day (2026) Background Conditions – PM Peak Hour

Intersection	Movement	(1) 2026 Background with No Development			(2) 2026 Background with Hackett Site		
		LOS	Delay (s)	95 th % Queue (m)	LOS	Delay (s)	95 th % Queue (m)
Highway 17 / Mt. Newton Cross Rd	EBL	D	49.1	57.0	D	49.3	57.0
	EBT	E	76.1	54.0	E	79.2	62.0
	EBR	B	16.9	1.3	B	19.4	5.1
	WBL	E	55.1	74.0	E	57.4	79.0
	WBT	E	65.4	50.0	E	66.7	57.8
	WBR	A	1.5	0.0	A	8.3	4.0
	NBL	E	74.3	107	E	76.4	108
	NBT	C	29.3	168	C	31.0	172
	NBR	A	0.2	0.0	A	0.2	0.0
	SBL	E	77.1	45.8	E	77.9	53.2
	SBT	D	44.7	194	D	45.3	192
	SBR	A	0.1	0.0	A	0.1	0.0

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Table 2: 2026 Post Development Conditions – PM Peak Hour

Intersection	Movement	(3) Post Development with No Hackett Site			(4) Post Development with Hackett Site		
		LOS	Delay (s)	95 th % Queue (m)	LOS	Delay (s)	95 th % Queue (m)
Highway 17 / Mt. Newton Cross Rd	EBL	D	49.4	57.0	D	48.9	56
	EBT	E	79.0	58.5	F	83.0	66
	EBR	B	19.3	4.8	C	20.2	7
	WBL	E	56.8	77.9	E	58.4	81
	WBT	E	65.9	55.5	E	65.3	62
	WBR	A	1.5	0.0	A	9.6	6
	NBL	E	76.3	108	E	79.9	113
	NBT	C	30.8	172	C	34.3	182
	NBR	A	0.2	0.0	A	0.3	0
	SBL	E	77.8	50.7	E	79.3	56
	SBT	D	45.1	192	D	47.4	194
	SBR	A	0.1	0.0	A	0.1	0

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5.0 ANALYSIS RESULTS OF 2036 10-YEAR HORIZON

For the long term (10-year horizon) analysis, 2036 background traffic volumes were obtained using a 2% growth rate from 2021 existing volumes plus the Marigold phase 1 traffic. See **Figure 5** for 2036 10-year horizon post development PM peak hour volumes with three scenarios.

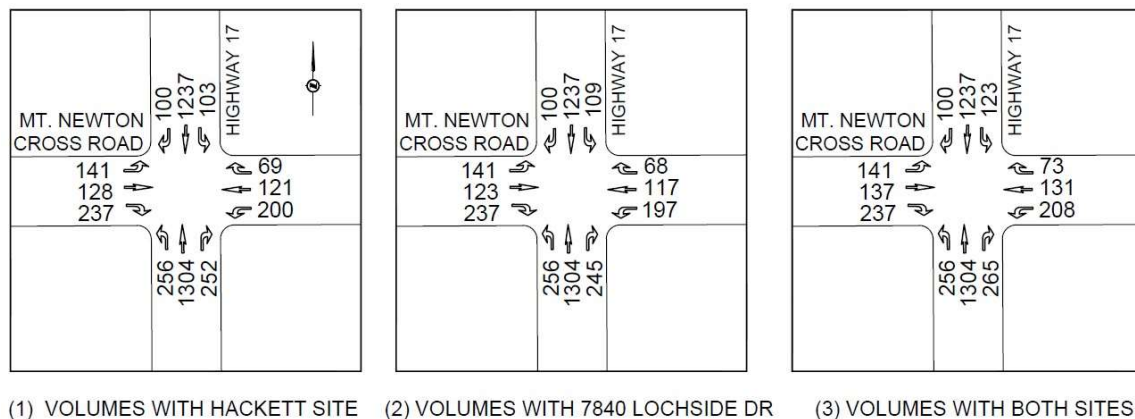


Figure 5: 2036 Post Development Volumes with Three Scenarios - PM Peak Hour

Under 2036 PM peak hour background conditions, the Highway 17 / Mt Newton Cross Road intersection operates poorly with multiple movements at LOS E/F, including left turn movements from Highway 17 and the westbound left and eastbound through movements from Mt Newton Cross Road. The northbound left queue length was estimated at 155m which exceeds the existing storage (125m) during the 2036 background PM peak hour. Estimated queues from the side streets exceed 100m.

However, the addition of site traffic does not result in any significant changes to the delay/LOS when compared to background conditions. The eastbound through movement will have the longest additional delay (increase by 13 seconds) and all other movements will have a maximum of 6 seconds additional delays. The increases in delay noted for the post development scenarios are primarily the result of the background traffic increases. For the westbound left movement, estimated queue lengths will increase to 117m with developments (background queue: 99.3m) based on the modelling results, but the expected queues are considered acceptable for the corridor traffic flow overall. If estimated 2036 conditions are realized in the future, new signal timing adjustments alone will not resolve the delay / queuing issues. See **Table 3** and **4** for delays and queues with 4 scenarios for the 2036 10-year horizon .

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Table 3: 2036 Background Conditions – PM Peak Hour

Intersection	Movement	(1) 2036 Background with No Development			(2) 2036 Background with Hackett Site		
		LOS	Delay (s)	95 th % Queue (m)	LOS	Delay (s)	95 th % Queue (m)
Highway 17 / Mt. Newton Cross Rd	EBL	E	68.8	69.8	E	68.2	68.9
	EBT	F	107	64.9	F	115	75.5
	EBR	D	46.7	34.6	D	46.5	35.1
	WBL	F	101	99.3	F	107	109
	WBT	E	77.4	59.5	E	77.3	66.2
	WBR	B	11.0	6.6	B	12.6	9.0
	NBL	F	105	155	F	110	157
	NBT	C	32.2	220	C	33.5	225
	NBR	A	0.3	0.0	A	0.3	0.0
	SBL	F	91.9	54.2	F	93.1	56.5
	SBT	D	54.7	243	E	57.0	247
	SBR	A	0.1	0.0	A	0.1	0.0

Table 4: 2036 Post Development Conditions – PM Peak Hour

Intersection	Movement	(3) 2036 Post Development with No Hackett Site			(4) 2036 Post Development with Hackett Site		
		LOS	Delay (s)	95 th % Queue (m)	LOS	Delay (s)	95 th % Queue (m)
Highway 17 / Mt. Newton Cross Rd	EBL	E	68.2	69.1	E	68.1	68.4
	EBT	F	113	69.7	F	120	85.8
	EBR	D	44.8	33.4	D	36.7	26.1
	WBL	F	104	105	F	107	117
	WBT	E	76.8	64.4	E	78.6	71.3
	WBR	B	12.5	8.7	B	13.8	10.6
	NBL	F	109	157	F	111	157
	NBT	C	33.5	225	D	36.6	236
	NBR	A	0.3	0.0	A	0.3	0.0
	SBL	F	92.8	60.1	F	92.9	65.7
	SBT	E	56.2	246	E	59.2	249
	SBR	A	0.1	0.0	A	0.1	0.0

6.0 TRAVEL TIME STUDY

6.1 On-site Travel Time Measure / Observation Results

The proposed developments in the area could exacerbate already existing queuing and travel time issues for the westbound movement at the Highway 17 / Mt. Newton Cross Road intersection. To examine the effects of this a travel time study was performed to measure total elapsed travel time in the AM and PM peak hour on October 24, 2024, using a floating car study method.

Peak hour travel times were measured from a stop line (start of the data run) at Lochside Drive / Mt. Newton Cross Road to the pedestrian crosswalk (end point of run) on the westbound through lane of the Highway 17 intersection, a distance of around 250m. Five

travel time runs were measured for the AM and five for the PM peak. The fastest travel time outcome of the measured five runs was excluded for each peak period in **Table 5** below.

Table 5: Summary of Measured Travel Time (sec)

Run Times	AM Peak (8:15 – 8:45)	PM Peak (4:15 – 4:45)
1	149	127
2	141	109
3	45	173
4	32	98
Average	91.8	126.8

*Note: Travel time measures conducted from the Lochside Dr stop line (starting point) to Hwy 17 signal crosswalk line of the east leg (ending point) which is a 250m interval on Mt Newton Cross Rd (Westbound).

On average the measured travel time was 35 seconds longer for the PM peak than the AM. The AM had more variability in the results with a high-low span of 117 sec, while the PM had less variability with a high-low span of 75 sec. Of the 8 listed run results only one exceeded the length of one signal cycle (168 sec), although most runs were more than 100 sec. Unsurprisingly this indicates that the signal operation heavily influenced the travel time.

6.2 Travel Time Estimates

In order to determine the effects of the proposed development on the travel time for westbound movements, from Lochside Drive to/through the Highway 17 intersection, a traffic simulation study was developed, and the results of the field observations were used to calibrate the simulation results and estimate future travel times.

6.2.1 Methodology

Synchro/SimTraffic traffic modeling software was used to produce travel time metrics given the traffic assumptions described above. The metric produced by the simulation include: Travel Time (in hours) and Vehicles Entered (i.e. number of vehicles that entered the model). The results were converted into a travel time metric of sec / veh, then

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isolated for the westbound through movement starting at the Lochside Drive intersection and ending at the Highway 17 intersection. The simulation metrics were then calibrated to the measured travel time average, and the calibration ratio was then applied to the future scenarios. Finally, an estimate of the range of travel times was produced using the measured high and low time from the field measurements.

6.2.2 Results and Discussion

Results of the simulation and the estimates produced are shown in **Table 6** below. Abbreviations are as follows: TT = Travel Time, Sim = Simulation, Est. = Estimated.

Table 6 - Travel Time Estimates

PM Peak Hour Metrics	2024 Background with No Dev	(1) 2026 Background with No Dev	(2) 2026 Background w Hackett	(3) Post Dev with w/o Hackett	(4) Post Dev w Hackett Site
Sim: WB TT Total (hr)	2	2.3	2.6	2.5	3
Sim: WB Veh (veh)	391	427	459	423	521
Sim: TT (sec/veh)	18.4	19.4	20.4	21.3	20.7
Measured TT (sec/veh)	126.8	-	-	-	-
TT Ratio (measured/sim)	6.886	-	-	-	-
Est. TT (sec/veh)	-	133.5	140.4	146.5	142.7
Est. Increase in TT (sec/veh)	-	6.7	13.6	19.7	15.9
Low Measured TT	98	-	-	-	-
Low Ratio	0.77	-	-	-	-
Expected Min TT	-	103	109	113	110
High Measured TT	173	-	-	-	-
High Ratio	1.36	-	-	-	-
Expected Max TT	-	182	192	200	195

The results can be read as:

- The existing 2024 background scenario westbound through traffic saw travel times between 89 sec – 173 sec to travel from Lochside Drive through the Highway 17 intersection.

- In the 2026 Scenario 1 without the developments, travel time will range from 103 sec – 182 sec, or an increase of roughly 5 sec – 9 sec, which is due to background traffic growth in the 2024 – 2026 timeframe.
- In the 2026 Scenario 2 with the Hackett development, travel time will range from 109 sec – 192 sec, or an increase of roughly 6 sec – 10 sec compared to the non-development scenario 1.
- In the 2026 Scenario 3 with the 7840 Lochside Drive development (the focus of this report), travel time will range from 113 sec – 200 sec, or an increase of roughly 10 sec – 18 sec compared to the non-development scenario 1.
- In the 2026 Scenario 4 with the 7840 Lochside Drive and Hackett developments (representing the combined effects of the two developments), travel time will range from 110 sec – 195 sec, or an increase of roughly 7 sec – 13 sec compared to the non-development scenario 1.

The utility of these results is that they demonstrate an increase in travel time is expected, and the results generally appear to be a reasonable estimate of the increase. For the scenario 3 (7840 Lochside Drive without the Hackett site) the increase is 10 sec – 18 sec, however the background scenario 1 adds travel time which should be adjusted for, and the net result is that the 7840 Lochside Drive development could add 5 sec – 9 sec of travel time. This increase is for an addition of 22 vehicles in the PM peak hour, or about one additional vehicle in the Mt. Newton Cross Road queue every 2.72 min. The signal cycle length is 168 sec or 2.8 min. In total one additional car will join the queue from the 7840 Lochside Drive development roughly every signal cycle and add approximately 5 sec – 9 sec of additional travel time as a result. The increase in general background traffic will add the same.

Based on the above the results should be considered a very rough approximation of travel time increases expected along the Mt. Newton Cross Road as a result of the developments. In general, the increases are minor, and based on the field observations and modeling, the delay on Mt. Newton Cross Road is largely tied to the very long cycle length at the signal, rather than the volume of traffic.

The results of scenario 4 are unexpected as it contains the most traffic and logically would therefore be expected to have the most travel time. This illustrates the limitations of this study, which uses a software metric that is a very rough estimate of the travel time. To emphasise the point, the existing 2024 background SimTraffic reported an 18.4

sec travel time, while the measured average value was 126.8 sec, a considerable difference.

Finally, because of the compounding uncertainty that would go into an estimate of travel time in 2036 a travel time analysis was not undertaken for that timeframe. Assumptions in background growth, changes to the Mt. Newton Cross roadway between Highway 17 and Lochside Drive, the Rapid Bus, etc., all compound into a situation where an estimate would be grossly inaccurate and therefore should not be explored least the results be confusing and useless.

7.0 CONSIDERATIONS FOR MITIGATION MEASURES

The delays experienced at Mt. Newton Cross Road approaching Highway 17 are largely due to the long cycle length of the MoTI signal, which runs a 168 sec (2.8 min) cycle length. This requires a wait of over 2 min to be served at the signal. Changes to that signal, namely reducing the amount of green time allocated to the highway and thereby shortening the cycle length and serving the side streets quicker, would likely have a positive impact on side street travel times.

As demonstrated above the addition of the development traffic does not have a significant negative influence on either traffic performance at the study intersections or travel times along Mt. Newton Cross Road.

Forthcoming improvements to Mt. Newton Cross Road and retiming of the traffic signal will both improve the situation. Lengthening the westbound left turn lane and moving bikes to a safer Lochside Trail access will both help greatly. However, the most decrease in passenger vehicle delay and travel time can be gained by reducing overall traffic; the access to the nearby Rapid Bus stops should therefore be prioritized in future designs to facilitate the safe and timely travel of pedestrians to and from those stops. This could include sidewalk, crossings, lighting, and buffering pedestrian traffic from the adjacent vehicle lanes if possible.

Finally, the access into / out-of the McDonalds / gas station are a significant issue as they are too close to the Highway 17 intersection, draw heavy volumes, and have significant traffic volumes that desire to turn back onto the highway, which often impedes the westbound (and eastbound) Mt. Newton Cross Road traffic. This should be rectified in future designs which should explore right-in right-out restrictions (which may require a roundabout at the Mt. Newton Cross Road / Lochside Drive intersection), or turn lane reconfiguration.

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8.0 RECOMMENDATIONS

The District should:

- Pursue MoTI for a re-timing of the Highway 17 / Mt. Newton Cross Road intersection to reduce overall cycle lengths.
- Facilitate pedestrian access to the Rapid Bus stations
- Reconfigure the Mt. Newton Cross Road section

Sincerely,

WATT Consulting Group



Andy Kading, P.Eng. P.E.

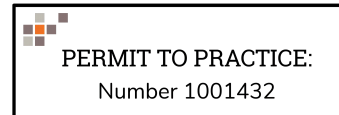
Senior Transportation Engineer

C 236-464-5265

E akading@wattconsultinggroup.com



2024-11-13



From: [REDACTED]
To: [Planning](#)
Cc: [Municipal Hall](#)
Subject: In regards to Starlight Development Proposal
Date: Friday, August 23, 2024 5:53:21 PM

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

August 23, 2024

Dear Planning Department and Council,

I am writing to express my strong opposition to the proposed development project on Lochside Drive, which includes the construction of 12 new townhouses and a six-story L-shaped building behind the existing apartment complex. I am deeply concerned about the negative impact this project will have on our community and the surrounding environment.

Firstly, parking is already a significant issue in the area, and this development will only exacerbate it. Despite many of the existing condos in the area not being fully occupied, residents and visitors are already forced to park on Ferguson Road and Lochside Drive due to insufficient parking availability. This overflow of vehicles not only creates congestion but also poses safety risks for both pedestrians and drivers. With no nearby stores, parks, or amenities, residents rely on traveling to Sidney or Saanichton for their daily needs, further increasing the demand for cars and contributing to traffic congestion.

Moreover, I am deeply troubled by the potential loss of our beautiful green spaces, particularly the liquid amber trees, which are slated for removal to make way for the townhouses. These trees are not only an integral part of our community's natural beauty but also play a crucial role in maintaining air quality and reducing noise pollution. The destruction of this green space is a loss that cannot be easily replaced and will significantly diminish the character and livability of our neighborhood.

Additionally, the proposed development fails to address the already problematic traffic situation on Mount Newton Road, especially between Lochside and Highway 17. The increased traffic from the new townhouses and the six-story building will only worsen the congestion, making it more difficult and dangerous for residents to enter and exit the area. The lack of thoughtful planning regarding site access and the number of entrances and exits along Mount Newton Road is a serious oversight that will have long-term negative consequences for traffic flow and safety in our community.

In conclusion, I strongly urge the Planning Department and Council to reconsider this development proposal. The addition of these new townhouses and the six-story L shape building, particularly with inadequate parking, will lead to increased parking and traffic issues, loss of green space, and degradation of our community's quality of life. I believe that more thoughtful and sustainable planning is needed to ensure that any new development enhances, rather than detracts from, the livability and environmental integrity of our area.

Thank you for considering my concerns. I look forward to your response and hope that the voices of the community will be taken into account in this decision.

Sincerely,

Glenn and Lorilei Baker
2561 James Island Rd
Saanichton, V8M1V6
[REDACTED]

“The information contained in this transmission may contain privileged and confidential information of the District of Central Saanich. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.”

2558 James Island Road,
Saanichton, B.C. V8M 1V6

19th August, 2024

Planning Department, District of Central Saanich
Mount Newton Cross Road, Saanichton

Dear Sirs,

As a resident of the area, I have looked with interest at the proposed plans for the Starlight Property at 7840 Lochside Drive.

I appreciate the need for housing in the CRD and, on the surface, the multi-storey unit proposed for the NW corner of the property appears to tie in with the multi-storey buildings on the Marigold Lands. However, I do have concerns which I hope the Council and Planning Department will take into consideration.

Traffic congestion is going to get much worse. This has been voiced to Council by the neighbourhood for months (even years) and a Public Meeting earlier this year raised a number of points. It is unfortunate that this matter seems to have been ignored. The stretch of Mt. Newton Cross Road between Hwy 17 and Lochside is already a bottleneck at peak times of day and has many entrances and exits onto it, plus the Lochside Trail. The traffic survey commissioned by Starlight refers to the impact of traffic needing site access, which will exacerbate the problems. Unfortunately the traffic surveys have seemingly made no allowance for the hundreds of vehicles soon to be added to the congestion when the Marigold Lands apartments are fully occupied. (Their numbers much larger than the original plans.). As you are aware, this is a car-dependent community, since there are few amenities nearby. Already there is overnight parking on Ferguson and it seems highly likely this will happen on other roads as the population increases.

I want to express my vehement opposition to cramming the proposed 12 new townhouses onto the Lochside Drive frontage. With the vastly increased housing density in the area we will surely be in need of more green space, not less. Therefore removing mature Liquidamber trees and building over lawns seems a travesty. Climate change is real and the cooling effect of large trees is well documented, aside from the benefits to people's mental health and lessening of noise pollution.

Yours truly,
Pamela Croger

From: [Ivo Van der Kamp](#)
To: Deneen@mcgltld.ca
Cc: [Planning](#)
Subject: Re: Trades Parking during Starlight's new build
Date: Friday, January 17, 2025 4:22:06 PM
Attachments: [Outlook-kvqgvvro](#)
[Outlook-wc50pikb.png](#)
[Outlook-0km4zrv0.png](#)
[Outlook-vezic3f.png](#)
[Outlook-342b0s12.png](#)
[Outlook-f3e3vgvn.png](#)
[Outlook-vuzhy0qg.png](#)

Hi Deneen,

Thank you for your enquiry.

We are aware of the parking issues in that area. There are a few reasons for this and I believe it will be a temporary issue that will soon be resolved with the completion of the developments in the area.

The development by GT Mann will be providing an additional 12 parking spaces to be used for the medical offices and the spaces will become available soon, if not already. Two major projects are nearing completion and would be providing their own parking spaces for residents as well as visitor parking. This should alleviate pressure on the surrounding area with respect to on street parking.

As the new Starlight project has not yet come before Council, there is an opportunity to provide Council with a letter stating your concerns regarding an additional fee for residents to park on site. This was an item that was discussed with the previous Starlight development now nearing completion.

With larger projects such as the ones nearing completion and the one being proposed, the District can request a parking and traffic management plan. This is to avoid exactly those issues you bring up in your email. The requirement for this plan will be applied to the new development, assuming it is approved. My guess is that the Starlight development, due to their proposal including a parkade that covered almost the entire site, did not have anywhere else on site to park vehicles for their trades people. This was exacerbated by a second large development happening in the area.

We did receive a parking study from the proponent and will review this in light of the issues you raise. In addition, as not the entire site would be developed, I'm hoping that any parking for trades people can be accommodated on the existing parking areas on site.

Thank you for bringing these matters to our attention and we will discuss further with the proponent when we next meet and see what assurances they can offer for their new project.

Please feel free to contact me for any further questions.

Kind regards,
Ivo

Ivo van der Kamp (he/him)
A/Manager of Development Services
District of Central Saanich
C: 236.638.3520 | CentralSaanich.ca



We gratefully acknowledge that the ancestral lands on which we work are within the traditional territories of the W̱SÁNEĆ peoples: W̱JOŁEŁP (Tsartlip), BOĆÉĆEN (Pauquachin), S̱ÁUTW̱ (Tsawout), W̱S̱IḴEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

From: Deneen Cunningham <Deneen@mcgltd.ca>
Sent: December 30, 2024 8:38 AM
To: Municipal Hall <Municipal.Hall@csaanich.ca>
Subject: Trades Parking during Starlight's new build

Good morning,

I am writing to express concerns regarding the upcoming construction project planned for 2025. I respectfully request that measures be taken to ensure tradespeople involved in the project refrain from utilizing residential street parking. During the most recent project, the use of street parking by trades resulted in limited availability for residents and their guests, with parking often fully occupied by 7:30 a.m. In previous developments, such as GT Mann's condominium build, trades were asked not to park in residential areas. I believe a similar requirement should have been applied to the Starlight development and should be considered for future projects. Additionally, I would like to again raise the issue of guest parking for the existing Starlight rental units. Since these spaces transitioned to a 'pay-per-use' model, there has been an

increase in guests parking on the street, further reducing available space for residents. Is Central Saanich allowing the new buildings to also have paid guest parking?

I am aware that a parking study was conducted in 2019, concluding that there was sufficient street parking. However, given the significant shifts in housing demands and community needs post-pandemic, I believe the relevance of this study should be reassessed. Housing growth and parking availability are closely linked, and the evolving landscape should be reflected in updated policies.

I encourage the municipality to consider implementing 'resident parking only' restrictions for the duration of the next construction phase to help alleviate pressure on local residents.

Thank you for your attention to this matter. I appreciate your consideration and look forward to your response.

Sincerely,

Take care,

Deneen Cunningham CFP, CLU, CH.F.C., CHS

Certified Financial Planner

McVagh Cunningham Group Ltd.

Quadrus Investment Services Ltd.

Investment Representative

deneen@mcgltd.ca

Direct Line: 778-401-2975 Our office hours are 8:30 to 4 pm, Monday through Thursday.

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NOTE: We have taken precautions against viruses, but take no responsibility for loss or damage caused by any virus present.

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From: [Municipal Hall](#)
To: [Planning](#)
Subject: FW: Starlight Development Proposal, May12 , 2025 meeting
Date: Wednesday, May 7, 2025 1:17:14 PM

-----Original Message-----

From: Carl Eriksen [REDACTED]
Sent: Wednesday, May 7, 2025 1:15 PM
To: Municipal Hall <Municipal.Hall@csaanich.ca>
Subject: Starlight Development Proposal, May12 , 2025 meeting

Members of Council , please do not approve the latest proposal from Starlight Development . I am sure Council by now is aware of the arguments why the community feels this should not proceed . The major concerns related to the lack of services and inadequate road infrastructure . The section of Mount Newton Cross Rd from Lochside to Pat Bay highway cannot accommodate the anticipated increase in traffic from this development and future developments to the south .

Respectfully , Carl Eriksen .
2558 Ferguson Rd .
Sent from my iPad

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From: [Planning](#)
To: [Planning](#)
Subject: FW: Starlight development project
Date: Wednesday, May 7, 2025 2:51:38 PM

From: Marianne <no-reply@web-response.com>
Sent: Monday, July 15, 2024 6:02:24 PM
To: Building <building@csaanich.ca>
Subject: Starlight development project

Submitted on Mon, 07/15/2024 - 6:02pm

Submitted by: Anonymous

Submitted values are:

Subject

Starlight development project

First Name

Marianne

Last Name

FORNIELES

Email

[REDACTED]

Home Address

Unit 105a - 2530 Mount Newton cross road

Phone

[REDACTED]

Message

Hello,

I am writing to express my strong opposition to the proposed development near the Lochside Apartments. <https://7840lochsidedrive.com/>

Firstly, the construction of new buildings to the west of our current residences will block

our access to sunlight, which is essential for our well-being and enjoyment of our homes. To fit those houses into such a small field, they will have to construct tall townhouses. Being on the first floor, we will never be able to see the sun.

In addition to my concerns about sunlight, the field where the development is proposed becomes a swamp during the winter months. Building on such a site raises serious concerns about the feasibility and sustainability of the project. It is hard to see how construction in such conditions can be successful or safe.

It has been attempted to build in this area before, but they couldn't proceed because they encountered too much water while digging. This project will make our apartment even more humid. It's a 1970s building, so yes, we already have humidity issues, and Starlight hasn't thought that changing the windows was necessary.

Moreover, the building we currently reside in is an older structure. The construction activities for the new development could pose risks to the integrity of our existing building. Vibrations, noise, and other impacts from the construction could potentially damage our homes.

Secondly, the proximity of the new townhouses to our apartments, particularly our patios, will significantly impact our privacy. Due to the small field, they have no choice but to build just a few inches from our patio. We currently enjoy a degree of seclusion that will be completely undermined by this development.

Finally, the increased density and construction activity will inevitably lead to noise, traffic congestion, and a general decline in the quality of life for current residents. We chose this location for its tranquillity and space, both of which will be compromised by this project.

Given these concerns, I urge you to reconsider the development plans and take into account the significant negative impact they will have on current residents.

I am not against the entire project, but I strongly oppose the plan for 12 townhouses and 2 commercial buildings in such a small field that becomes a swamp during the winter months.

Thank you for your time and attention to this matter.

Sincerely,

Sincerely,
Marianne Fornieles
105 - 2530 Mount Newton Cross Road

Contact Email

[REDACTED]

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From: no-reply@centralsaanich.ca <no-reply@centralsaanich.ca>
Sent: Sunday, November 5, 2023 12:16 PM
To: Municipal Hall <Municipal.Hall@csaanich.ca>
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Sun, 11/05/2023 - 12:15pm

Submitted by: Anonymous

Submitted values are:

Subject

Starlight Developments Infill Proposal at 7840 Lochside

Full Name

John and Pam Gulenchyn

Phone Number

[REDACTED]

Address

8004 Arthur Drive
Saanichton, BC. V8M 1V4

Neighbourhood

Turgoose - Arthur Drive

Email

[REDACTED]

Message

Mayor Windsor and Council
The District of Central Saanich
1903 Mt. Newton Cross Road
Saanichton
BC
V8M 2A9

Re:Starlight Developments Infill Proposal at 7840 Lochside Drive

Nov.4, 2023

Our comments are further to the detailed letter that The District of Central Saanich received from Arn/Cheryl van Iersel on October 30 and subsequent November 1 regarding the Starlight Developments Infill Proposal at 7840 Lochside Drive. It is a very fair representation for most people living in this community.

We would like to stress safety as a priority in this matter. Safety for the current and future residents of this community and for those passing through it. There has been a significant increase in road use in the general area of the current developments. There have been no upgrades to the infrastructure to improve safety for current residents or the hundreds of people expected to move here. The intersection of Lochside Drive and Mt. Newton Cross Road leading to the intersection at the Pat Bay Highway is often a very congested area especially during peak times creating safety risks. This involves approximately 1 km. of municipal roads. There are too many people moving in too small an area at peak times. We define peak times as times when there is not a reasonable, safe flow of traffic. Peak times have increased in frequency and duration. Accidents are probable. (current accident statistics are being compiled)

The following is an explanation of the challenges faced by local residents when they try to leave the area to conduct their daily business during peak periods.

The three way stop at the corner of Mt. Newton Cross Road and Lochside Drive has many drivers unsure of how to proceed through this intersection making it unsafe. This section of the municipal road runs parallel to the Lochside Trail. The risk increases with groups of cyclists using the trail specifically when the rules of the road are not followed. The safe progression of pedestrian traffic also impacts this three way stop as it is the only defined area to cross the road. The volume of traffic means drivers are often waiting at the three way stop during peak periods. This is also the main exit route for the Tsawout First Nation with a population of 1600. When continuing onto Mt. Newton Cross Road drivers further experience traffic congestion from cars entering and exiting the commercial section of Mt. Newton. Then they navigate into an inadequate left hand turn lane to access southbound Pat Bay Highway. The cars waiting to access this inadequate lane are forced into the "straight through" lane to wait which causes further congestion. This blocks access to the businesses. Drivers become frustrated which can lead to unsafe decisions like passing on the right in the bike lane. Add groups of cyclists on the Lochside Trail cutting across all these lanes of traffic and frustration mounts with safety risks. To access the bridge to south bound buses pedestrians try to cross Mt. Newton Cross Road wherever they can. This sounds like a mess because it is an unsafe mess. Accidents are inevitable. If this took you a long time to read it is analogous to how long it takes for local drivers to navigate a simple 1km. in their own community.

Many local residents report that Lochside Drive has become much busier with traffic making it difficult to safely exit onto the road. All the residents of past developments east of Lochside exit onto Lochside Drive. It is often used as an alternate route to the Pat Bay highway. It is the only route for many residents to leave the area. All of the Marigold and Starlight developments empty onto Lochside Drive. The success of the local cafe has resulted in groups of cyclists accessing the area and needing to cross Lochside Drive in order to get to the Cafe. We are happy for the owners' success but it has brought significantly more car, foot and bike traffic onto Lochside Drive. Since the east side of the road has the only sidewalk pedestrians cross wherever and whenever they can through this increased traffic. This makes them vulnerable. The Starlight Infill Proposals suggests more commercial/retail spaces on the same

side which would only increase the problem.

To protect themselves local residents have curbed their outdoor activities in response to busier roads and increased activity on Lochside Trail. They feel unsafe walking or cycling in their own neighbourhood or on the trail which was a regular activity they enjoyed in the past. This is a particularly sad and sobering outcome which deserves consideration and response.

In the range of 750 more people will be added to this community on completion of the current Marigold and Starlight developments. (total of 365 units an average of 2 people per unit) They will use one inadequate exit onto the main corridor highway through a busy commercial area. There have been no upgrades to road infrastructure since these developments have been initiated. People are not stationary they drive, walk, bike and use transit. How are an additional 750 people expected to move safely without upgrades to infrastructure? They can't. Accidents will occur. (current accident statistics are being compiled).

Safety concerns are not limited to everyday movement. Consider an emergency which requires an evacuation of this community. How would the present residents and an additional 750 people be effectively evacuated if there is an earthquake, tsunami, fire, natural gas leak etc.? Thousands of people would be trying to reach a safe area with one main route that cannot safely accommodate normal day to day activity,

The current safety risks will only be heightened when the Marigold development is completed and inhabited. In addition there will be hundreds more people and cars when the first rental development by Starlight is filled. More development would not be in our community's best interest.

The full impact of the current developments has not yet been realized.

With the existing road infrastructure and safety concerns it is careless for this council to consider any further development by Starlight.

The current municipal road infrastructure does not facilitate safe flow during peak times which are frequent.

To improve safety and to relieve the current congestion we need:

- a more effective intersection at the 3 way stop of Lochside Drive and Mt. Newton Cross Road
- an effective left turning lane on Mt. Newton Road to relieve traffic congestion.
- a safe designated pedestrian walkways to secure safe crossing
- a designated bike/walking route (Lochside Trail) on Mt. Newton Cross Road leading through this congested area to Lochside Drive

We need a council that prioritizes the safety of its current and future residents in their decisions.

We need a council that takes responsibility for the impact of their decisions and moves forward with effective solutions.

A community meeting (all area residents) with council and planning representatives is requested to address the Starlight Developments Infill Proposal at 7840 Lochside Drive. Thank you for your consideration.

Regards,
Pam and John Gulenchyn

8004 Arthur Drive
Saanichton
BC
V8M 1V4
(duplicate copy has been mailed)

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Sian Bell

From: Thomas Kouk [REDACTED]
Sent: Monday, October 16, 2023 11:04 AM
To: Municipal Hall
Subject: letter to Mayor and Council / Starlight Development

You don't often get email from [REDACTED] [learn why this is important](#)

Please confirm receipt of this email.

Monday, October 16, 2023

Mayor and Council

Corporal District of Central Saanich

1903 Mount Newton Cross Road
Saanichton, BC, V8M 2A9

cc Adam Olson MLA

This is a letter from the Presidents of the four stratas that comprise the Water's Edge Village at 2600 Ferguson Road. This complex is made up of condominiums and townhouses, totaling well over 300 permanent owner/residents.

We want to draw your attention to our concern over the proposed development of the property at 7840 Lochside Drive, by Starlight Developments. Since the recent addition of new housing at the Marigold property, we have noticed a huge increase in vehicle traffic in the area. Ferguson Road, the main road into our community, is often plugged with parked vehicles, most of which belong to residents and visitors of the new development across the street. They park on the streets because, we understand, they must pay extra for parking in the spaces provided by Starlight.

And soon, there will be two large new buildings ready for occupancy in the same area, exacerbating the situation.

There is no question that the development at Marigold has had massive impact on the infrastructure of the area. Vehicle traffic has increased two-fold and getting in and out of local services has become a challenge for area residents.

It is our belief that the proposed development at 7840 Lochside Drive will be an enormous and unnecessary burden to an already overloaded infrastructure. In addition, the lengthy construction of this proposed development will have significant impact on an already congested intersection and a key access and egress route. In the event of an emergency this could have a disastrous effect. Remember when there was a day or two of gas shortage a few years ago. That intersection was gridlocked with vehicles trying to get gas at the two gas stations. Residents could not get in or out.

If this development is approved, the mature trees that line the front of the two buildings would be removed. While not on our property, these trees have been a warm and welcoming gateway for thousands of cyclists, runners, walkers and vehicles who turn onto Lochside Drive to Sidney and beyond.

There was some reluctance to bring this matter to the attention of the council for fear of it being labeled as “another NIMBY”. But please be assured that our residents have welcomed the new tenants of the recently constructed new housing in Marigold and support the addition of much-needed new housing in our community.

Water’s Edge is a vibrant community, chock full of active over-55’s, who have contributed to the community by volunteering in many areas, ranging from food banks to service clubs to such municipal organizations as the police board. They truly love living here. But the impact of this proposed new development will have a significant impact on their quality of life in the community they love and nurtured over the 30+ years of existence.

We are therefore asking our council to give this proposed development very serious oversight when it comes before you for approval. We are also asking for a representative from council to speak with the presidents on this issue, at the earliest convenience.

Yours truly,

Donna Sibly

President, Phase 1 [REDACTED]

Bonnie Jean Devine

President, Phase 2 [REDACTED]

David Graham

President, Phase 3 [REDACTED]

Thomas Kouk

President, Phase 4 [REDACTED]

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From: [REDACTED]
To: [Planning](#)
Subject: protect Lochside Drive please
Date: Wednesday, August 14, 2024 8:07:26 PM

You don't often get email from [REDACTED] [Learn why this is important](#)

Dear Central Saanich Planners,

Our family strongly opposes the 12 townhomes planned for construction at 7840 Lochside Drive. Placing these townhomes directly on Lochside is hazardous to the well-being of our community because it will increase:

- * traffic congestion
- * noise pollution, air pollution, water pollution
- * health and safety issues
- * crime
- * litter
- * violence

The existing trees and lawn provide badly-needed green space for our neighbourhood. Please do not remove them.

Lochside Drive is already congested with bicycle and vehicular traffic. Please do not add further congestion.

The Marigold lands have been fully developed.

Our community is already experiencing increased crime, noise and traffic issues due to recent densification.

At this point, Central Saanich needs to plant more trees and add more green space to the neighbourhoods around Lochside Drive.

Please stop Starlight Development from erecting townhouses on Lochside Drive.

Thank you.

Mary-Anne Neal
7993 Arthur Drive
Saanichton, BC V8M 1V4
[REDACTED]

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November 1, 2023



Mayor Windsor and Council
District of Central Saanich
1903 Mt. Newton X Road
Saanichton, BC V8M 2A9

Re: Starlight Development's infill proposal for 7840 Lochside Drive,
Saanichton

Regarding the above proposal I would like to ask that Council consider it with the following in mind:

Because of the increased density due to the new housing complexes already built on the Marigold Nursery lands, our community is dealing with a huge increase in the number of vehicles and hence, difficulties on the road, particularly at the intersection of Mt. Newton X Rd. and the highway. Before approving any more housing in this area, that problem needs to be addressed.

Adding another six-storey building plus two blocks of townhouses with 12 units each to the front of the existing building, is only going to make the situation much worse.

There are already two *new* six-storey multi-unit buildings under construction, and *those* additional vehicles on the road will exacerbate the current situation. Prior to approving this new development, I believe the only solution to the road congestion is to build an overpass which should be done *before any new buildings are approved*.

There is also the problem of the construction vehicles which often wait along the road to get into the current building site, slowing traffic on Lochside Drive. Adding another construction site beside the existing one will make this much worse and will in my opinion, make living here untenable.

As well, the volume of people parking at, and walking to, the dock on James Island Road, has also increased to the point that there are cars parked on both sides of the street in that block, particularly on weekends. There are also a lot more cars parked on Ferguson Road due to the new buildings already built. Adding more will exacerbate this problem too.

While my husband and I agree that every municipality needs to do what it can to address B.C.'s lack of housing, approving developments without putting the infrastructure in place *before* that approval, makes little sense. We would like to see a meeting of Council with members of the Lochside community before any consideration is given to the above proposal.

Sincerely,

A handwritten signature in blue ink that reads "Maureen Nelms". The script is cursive and fluid, with the first name "Maureen" and last name "Nelms" clearly distinguishable.

Maureen Nelms

Nareka Jacques

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: Friday, August 9, 2024 10:23 AM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Fri, 08/09/2024 - 10:23am

Submitted by: Anonymous

Submitted values are:

Subject

Development Application for 7840 Lochside Drive

Full Name

Heather Tufts

Phone Number

[REDACTED]

Address

312--7840 Lochside Drive
Saanichton, British Columbia. V8M2B9

Neighbourhood

Saanichton---East Saanich

Email

[REDACTED]

Message

To Mayor and Council:

I am writing to express some deep concerns about the development application for 7840 Lochside Drive. As a resident of Lochside Manor, I would be amongst those affected in many ways, if these developments go ahead as planned.

As you know, this proposal includes two sections, a) townhouses on the east side of Lochside Manor and b) an apartment complex on the west side. The residents of Lochside Manor, are especially anxious about the east side townhouses which would take away our only treasured green space. Sunlight, views and the grassy space would be eroded since the townhouse would be right in front of Lochside Manor to an unacceptable proximity. The imposition is a very inconsiderate proposal to current residents and losing green-space during a climate crisis is not ethical.

I urge you to reject the portion of the development application that involves putting townhouses that would overshadow the east-side apartments where many tenants have lived for years. They deserve to

be heard if they are going to be deprived of both privacy and sunlight.

Please, take the time to stop by and witness first hand the piece of land that is being discussed and consider the current tenants in Lochside Manor. There is no reasonable rationale for this portion of the development application and we urge you to NOT approve it.

Regarding the proposal for more apartments on the west side, many of the residents also have several concerns about the current application. First of all, it would mean the removal of many of our valued trees that line the highway. This has to stop!

When, if ever, are we going to ensure that development applications include environmental considerations? Most of us in Lochside Manor have lived patiently for years with constant development dust and noise with the the project next door at Marigold. The ever-increasing development here, has affected our mental health for years with constantly disrupted peace and quiet. Some seniors feel that with the new proposal, they will have to live with this for the rest of their lives. How sad!

I have also witnessed the incredible increase in traffic at Mt Newton and Highway 17 over the past few years. Most of the next door apartments at Marigold are not yet occupied and so future, unacceptable traffic increases are already very concerning.

This is an erosion of our “village” of Saanichton and the ambiance of a semi-rural community is being sacrificed for development-gentrification. It is my understanding that our neighbours at Tsawout are also very concerned about the increase in traffic.

Developers love to talk about “traffic calming measures” which is code for widening roads but with no vision to reduce traffic.

Finally I would like to address my personal beliefs about the need for affordable housing and whether or not we are making a contribution. I am aware that Central Saanich is “in negotiations” for a modest 10% “affordable” units in the new apartment complex. Why not more?

But I challenge the definition of “affordable” which is regrettably government/developer defined. It does not come close to providing below market rents which is the most urgent societal need. If the application included the needs of marginalized renters, I would be more compliant.

But instead, what we witness is the constant erosion of affordable rentals, since the Investors (REITS) in buildings like Lochside Manor, can increase rents by attrition without regulation. If someone moves out or dies, the apartment is refurbished enough to justify huge-unmonitored rent increases so that the originally-affordable properties morph into unaffordable rentals. Nothing has been done at any level of government to stop this in order to preserve affordable rentals in the province and the practice is very widespread.

I understand that all municipalities are currently under pressure from the province to provide more urgently needed housing.

Nonetheless, we should demand that these housing proposals include below-market rentals (not just “affordable”) and firm-sustainable, environmental considerations. The current application at 7840 Lochside does not consider either.

I hope that you will take the time to walk-around this property prior to the application being formally present to council in September.

Stop by to witness the potential erosion of green space (especially on the east side at Lochside Drive,) to

remind yourselves of the enormity of the development next door at Marigold that already impacts our busy streets, and to give honest consideration to the disrupted life-style for the residents of Lochside Manor and the wider community.

I would appreciate hearing from you on this matter.

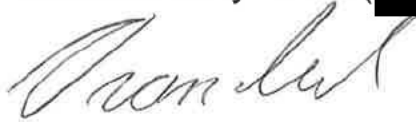
Heather Tufts

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April 16, 2024

Please find enclosed a letter for the Mayor and council, further to the meeting we had with them on March 11th. We are asking that the attached document be placed on the Council's agenda when the latest Starlight Development proposal on Lochside drive comes before council for the first time in the form of a proposed bylaw seeking approval. In this regard we would ask that our community be advised of this date as soon as it is known.

Thank you for your attention to this and if there are any questions please contact me by email ([REDACTED]) or by phone at [REDACTED]



Arn van Iersel

8004 Turgoose Terrace

Saanichton B.C.



Mayor and Council

Date: April 16, 2024

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

Re: Application by Starlight Developments-7840 Lochside Drive

On behalf of the Turgoose/Lower Lochside Community I am pleased to provide Council with this letter which is intended to build on our discussions with Council on March 11th. We ask that this letter be placed on the Council agenda when the above-noted application is being considered for first reading of the required bylaw. We ask this in that there is to be no public hearing and this would be our next opportunity to engage with council on this matter. Please advise when a firm date has been set.

Meeting with Committee of the Whole March 11, 2024

We are pleased that we had this opportunity to discuss the impact of the already approved projects on the Marigold lands. As you are aware from the large Community attendance at the meeting, we are concerned that the already approved projects have proceeded without the requisite infrastructure and full consideration of the impact on an already dense community where almost 70% of residents live in multi-family housing.

At the meeting, we provided not only our concerns but a number of potential actions Council could take to try and alleviate the negative impact on our community, which as you know, consists largely of senior citizens. There is now an opportunity to make the required changes and we appreciate that Council has now committed to establishing an action list to address the many concerns. We are prepared to work with the CAO on this list and hope to see it before Council in the near future.

Given the number of issues and their significance we believe the action list will likely only be a first step and therefore would like to see a longer-term plan that addresses the community issues. We know for example that the required actions will, in many cases, take years not months. A good example of this is the intersection of Mt Newton Cross Road with the Pat Bay Highway where we heard from staff that significant improvements could be up to 10 years away. This means potentially years of congestion and safety concerns given the expected impact on traffic and access to vital services such as police, fire, ambulance, hospital services etc. Attached are two recent photos of the congestion we are already facing with only 55 of the already approved new housing units occupied. Imagine what it will look like when all the approved units are filled.

Without repeating everything that was included in our presentation and speaking notes, that were provided to you on March 11th (Please refer to these documents for the details.) is useful to summarize some of the key issues as follows:

- The community is already being asked based on approvals to date to absorb a 73.8% increase in residents and their vehicles simply based on current approvals.
- Turgoose/Lower Lochside is already carrying an inequitable 60% of the new housing load under the 2020-25 housing plan.
- The OCP does not yet include specific criteria on the equitable allocation of density and needed infrastructure between the 3 core development areas.
- The Pat Bay-Mt Newton intersection will already have to serve approximately 3,300 residents (including the Tsawout) and cannot safely handle the expected traffic from the current approved buildings.
- Lochside itself is a growing danger to pedestrians, cyclists and vehicles given no separation of users, limited sidewalks and cross walks. Please recall the March 11th plea from one of our youngest residents who as shown (see attached picture.) is now trying to raise money for a crosswalk etc.
- There are insufficient parking/parking restrictions, to meet the needs of the community. It is a longstanding issue particularly on Ferguson Road and near the limited recreational facilities. What limited infrastructure already exists e.g. Marigold Café has totally inadequate parking and will only get worse as the proposed corner store, doctors office, etc. start serving clients.
- Recreational facilities are being taxed with no relief e.g. from a better utilized Newman property.

All of the above, emphasizes the need to have the necessary infrastructure in place before any new housing is approved. Otherwise, we will again be trying to play catchup in addressing the many issues identified.

Starlight Developments Latest Proposal

We are pleased as well that at last we are able to provide Council with our concerns and comments about the potential approval of the requested development application by Starlight Development for 7840 Lochside Drive. The details of the application are now publicly available on your "Development Tracker" and are clearly public knowledge. It has been a long wait to provide this input on the proposed project despite the fact that the developer did hold a public open house some months ago.

Adding to our concerns, we are now being asked to potentially absorb another 131 rental housing units and 12 Townhouses. This represents a further 286 residents, which means a total potential impact from the Marigold-Starlight lands of new 1008 residents. This means a 103.4% population increase, again with no real improvement to our

infrastructure, and this community carrying an inequitable share of the proposed new housing.

We know that the Starlight proposal will only intensify our currently identified issues for the community. It will only make the situation worse, and cannot be justified based on the negative impacts. We believe it is now the responsibility of Council to work with the residents in protecting our community from over-development. Starlight Development is a business that will maximize the return on their investment, for their investors. Therefore, unless directed otherwise, the majority of units again will be full market value. We understand that a number of the renters in the existing 3 Story rental buildings have been offered a move to the new units but apparently cannot afford the increase.

The proposal further includes the ability of residents from the new building to exit onto Mt Newton as is the case for the current 3 storey rental units. Given that the Mt. Newton roadway and the Pat Bay intersection is already unworkable, what would this look like when all buildings are completed. We have been told that the Mt Newton Road exit will only allow for right turns, but this does not prevent the desire of residents to try to move into the left turning lane if they wish to go south e.g. to Victoria. As noted above, there is no quick fix to the intersection, or to the approach on Mt Newton. It is also understood that all existing driveways onto Mt Newton will remain. Therefore, we must not add to the problem by adding more residents before solutions are in place.

More people from the now proposed new Starlight building means yet more pressure on the community with very limited infrastructure and required access to police, fire, banking, groceries, health services etc. Everyone will be trying to get across the highway or into Victoria. This goes against the active transportation plan as more cars will be used especially by a large number of senior citizens who have mobility issues, and do not ride a bike etc. because of their age and health issues. The planned upgrade to Mt Newton for Active Transportation will therefore not help our residents in getting where they need to go. It is further understood that the proposed improvements will not be in place until 2025 or thereafter.

We do not understand why the developer is proposing to use the front lawn of the existing rental units to build more Townhomes. This eliminates the lovely trees (See picture attached) which represents the primary entry point for our community. Trees should be preserved not removed.

We also understand, the proposed gap between the existing rental buildings and the new Townhomes will be extremely tight (We have been told approximately 30 feet) and will eliminate the privacy of the existing rental residents. This raises the likelihood that the ultimate longer-term objective, is to tear down the rental units and continue the construction of more profitable high rises down to Mt Newton Cross Road. We understand the question of the developer's long-term plans has been raised by staff. If

this is correct, then on top of a further increase in the negative impacts on the community, we could have the elimination of 120 plus affordable rental units, in favour of much more expensive market rental properties which may not be affordable to those now living in the rental units. Where, in a few instances, families can move to the new buildings, this still means potentially a major dislocation of them while they wait for the new housing to be constructed. Given the above, it is incumbent on Central Saanich to understand the longer-term plans of the developer and their potential impact as part of its current application review.

Another question that needs to be answered is why again another 6-story building? These Starlight rental buildings are the highest buildings currently in the district. We understand why the developer would like to have the highest building that Council would agree to, but a three-storey project such as the Town of Sidney is proposing for the current Cedar Wood Motel re-development would be much more appropriate.

What is the real demand for housing and Central Saanich's role

It is not clear what the real demand for housing is in Central Saanich. We are likely well to exceed the 2020-25 housing plan. Central Saanich has not been given a specific housing target by the province nor an up-to-date rationale for increasing our housing well in excess of the historical 1% growth. As stated before, the district should do its share based on our community needs rather than trying to solve the housing question for the lower island. At the very least, nothing further should be approved until it is crystal clear what the impact of the current approvals will be, and that all the issues identified by the community are appropriately dealt with.

Community Recommendation

Based on all the issues and information the community has shared with Council, it is the community's view that the new development proposal should not proceed. At the very least, the application for the new tower should not be considered for approval until the full impact of the currently approved projects are known, and that the issues raised have a full and proper resolution. We do not want to again be in the situation where approvals are given without all the necessary remedies to the issues being in place. Approval now would again ask the community to support more density without the required infrastructure solutions being there, and issues potentially lasting for several years.

Council's Decision

As stated by the Mayor at the March 11th Committee of the Whole the Council does indeed have the ability to make a decision (Yes or No) on the Starlight proposal. The decision needs to be based on the impacts positive and negative on the community, which we believe at this stage are much more negative than positive. The Marigold-Starlight development cannot be seen as the only solution to meeting the housing needs of the district. Several other projects are under consideration e.g. in-fill housing,

CRD supported housing in Brentwood Bay, and new housing in Saanichton and near Legion Manner. These do not appear to present the same issues as we are having from the Marigold-Starlight development. As raised before, the issue of equity in density and infrastructure between the three core development areas needs to be dealt with.

Some may feel that the district has no choice because of the general wishes of the province. In this regard it must be noted that Central Saanich is already doing more than its share compared to our neighboring communities despite the fact that we have very limited housing land available within the Urban Containment Boundary, and the need to protect valuable farmland for the greater public good within the CRD. Remember that the district already has a number of housing initiatives.

To say that the council has no choice is the least defensible position. In life there are always options and it is up to Council to make those decisions in the best interests of the community.

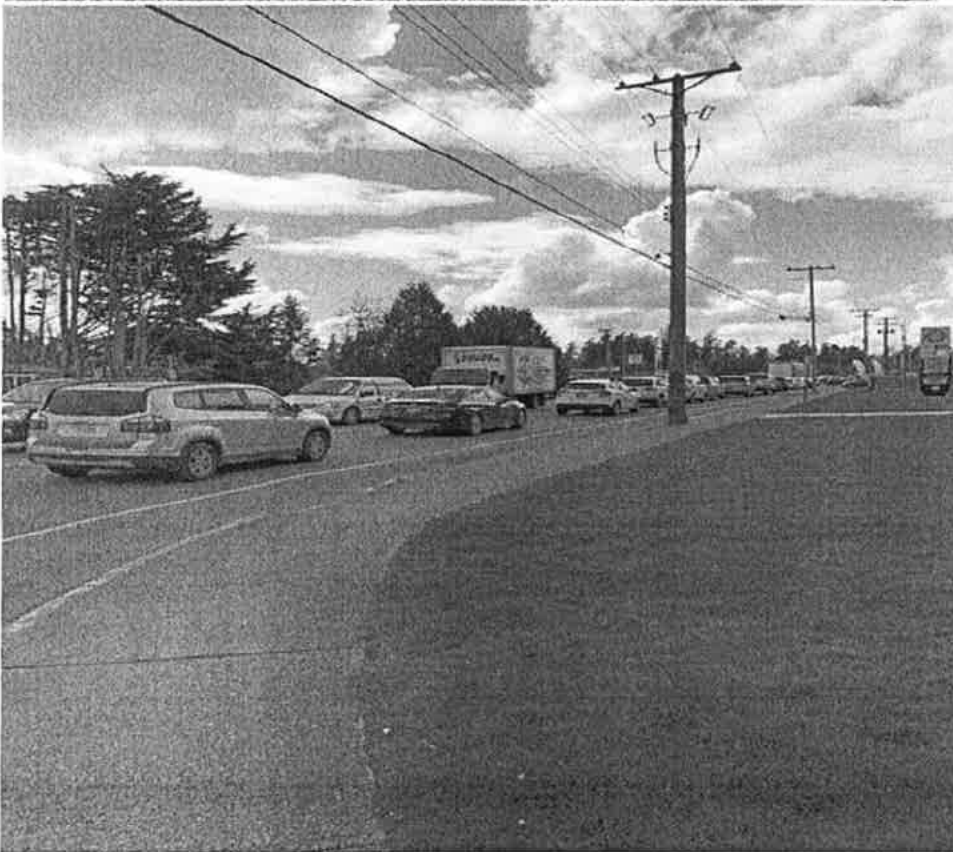
Please do not destroy our community by placing rapid approval of housing ahead of the needs of those that already live here and will suffer the consequences.

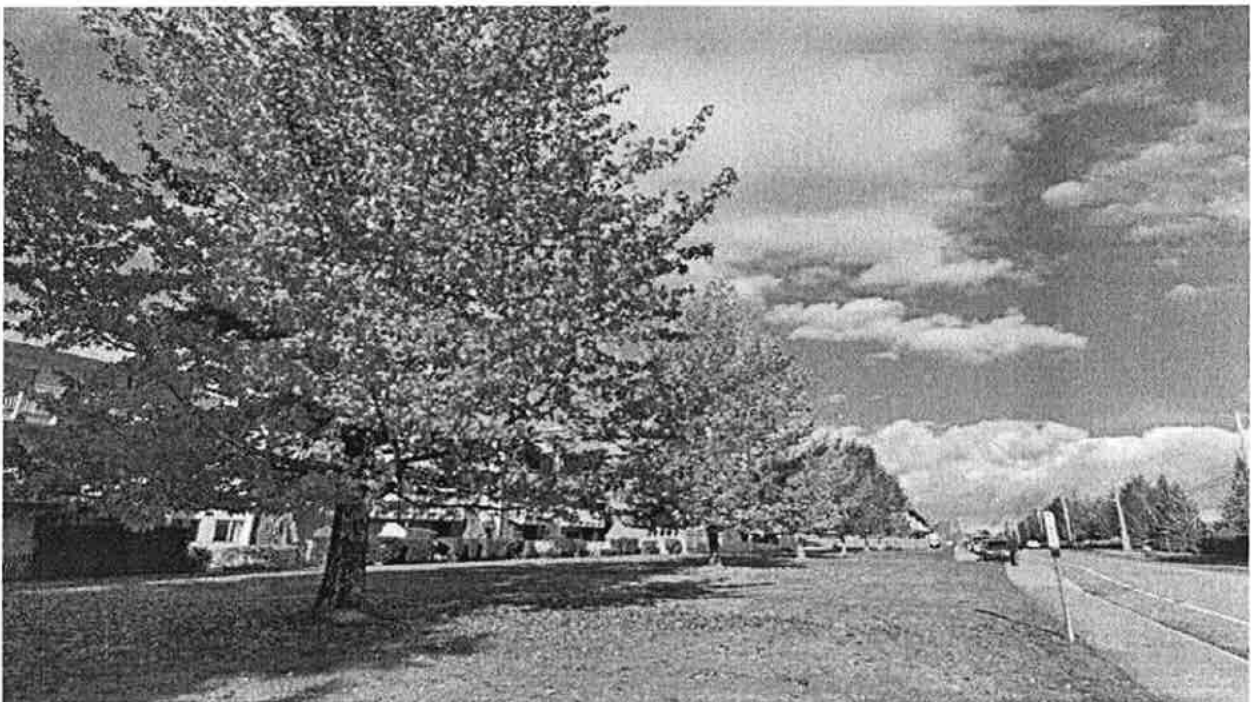
Respectfully

Arn van Iersel,

Chair Turgoose/Lower Lochside Stakeholder Committee

Attachments





Central Saanich Mayor and Council

May 6, 2025

1903 Mt. Newton Cross Road

Saanichton B.C.

V8M 2A9

Re: Development Proposal by Starlight Developments-7840 Lochside Drive

I am writing with respect to the above-noted development proposal which is to be considered by Council at its May 12, 2025 meeting. As there will be no Public Hearing, I would like to take this opportunity to remind council of the numerous reasons, many of which were previously communicated to you, why this proposed development is not supported by the Turgoose-Lower Lochside community, and why it should not be approved at this time. It is respectfully requested that this information, be fully and carefully considered when making your decision to approve or not approve the development proposal.

The rationale for not supporting the proposal, and the key community concerns, can be summarized as follows:

Impact on the Community

1. The community of Turgoose-Lower Lochside has virtually no infrastructure to support any further development in this area beyond what has been approved to date. We have no banks, grocery stores, or any significant commercial services available other than by using our cars. This will not be remedied any time soon. The identified issues will only be worsened by approval of the requested new six story rental building.
2. If approved the impact of the Marigold development, including what has already been approved by Council, would double our population i.e. 1000 new residents, putting further pressure on our limited resources, roads, parks etc. What was once a pleasant local nursery has been replaced by a whole new village without the necessary infrastructure and supports.
3. We already are a fairly densely populated community, with the vast majority of residents living in multi-family housing, and a community which has already been asked to carry the majority of the new development in the recent 5-year housing plan for Central Saanich since development of the Marigold nursery property began. Where is the equity in further loading up this residential area with yet more development, as opposed to the major corridors of West Saanich in Brentwood Bay and the further development in Saanichton, all of which have the required infrastructure?

4. Access to the Patricia Bay Highway has already impeded required traffic flow into/out of our area (See example pictures attached) and will only get worse given the two new Starlight Development rental towers are now seeking occupants, as well as the fact that the Sequoia Residences building, also recently completed, is now seeking buyers. In addition, from discussions with staff no real resolution to the traffic congestion is likely to occur for 10 years or more. Approval of the subject development project will just make a growing problem much worse. It is very unlikely, as suggested in Starlight's November 18, 2024 cover letter (Page 2), that there will only be "an increase in vehicle volumes that will have negligible impact on either traffic performance at the Mount Newton Cross Road and Patricia Bay Highway intersections or travel times along Mt Newton Road."
5. The Turgoose-Lower Lochside community is largely made up of senior citizens which are highly dependent on our vehicles to reach essential services including the hospital, doctors, groceries, banking, etc. New walking/bicycle trails are important, but in reality, will not reduce the need for the current residents of Turgoose-Lower Lochside who must use their vehicles to meet their daily needs.
6. Lochside Drive was never intended to be a major throughfare and represents an increasing safety hazard for pedestrians, including school children, and for cyclists. As proposed sidewalks and cross walks are still not yet in place, and may be further delayed there is no real separation between users, such that there is a serious risk of injury or worse. Council has agreed to improve the safety of Lochside through electronic crosswalks, traffic calming, and potentially lowering speed limits, as well as improved parking management, but nothing has happened to date. These are well overdue going back to the very first approvals for Marigold.
7. Parking has, and continues to grow as an issue in the area due to no protection for resident parking needs, and the fact that council, we understand, does not currently require rental properties to include parking as part of base rent such that tenants park on residential streets to avoid costs. The current parking by-law needs to be updated and will need to be followed up with proper traffic enforcement.
8. Recreational facilities are being taxed based on increased demand with no solutions yet proposed, e.g. Newman lands. When you double the population there needs to be new recreational options in place to avoid congestion and to minimize resident issues.
9. The Starlight Development proposal fortunately no longer includes building 12 townhomes in front of the existing, 3 storey rental suites. This would have taken away valuable green space on Lochside Drive, and should never even been suggested in the first place because of the short distance between the previously proposed town homes and the existing rental suites, also owned by the developer. Council respectfully needs to protect the existing 3 story rental buildings and ensure that no proposal to build in front to them comes forward again, especially since Starlight states in its November 2025 cover letter (Page 2) that "the proposed homes were

deleted based on thoughtful feedback provided by the community stakeholders and local area residents.”

Other significant considerations

10. Central Saanich remains essentially a bedroom community with limited employment and commercial infrastructure such that residents largely commute to their jobs in their vehicles. According to Statistics Canada census data, 87% of our residents over the age of 15 with jobs go to work in a car truck or van, and 65% commute for 15 minutes to an hour to get there. This goes against the stated objective of getting people out of their cars and limiting vehicle emissions. The new building is likely not going to reduce pollution as people commute to their employment outside of the district.
11. We understand the latest Starlight proposal, and its number of housing units, is likely not necessary to meet the required provincial housing targets, given what other housing projects have already been completed or are underway, as well as what other housing development proposals are being planned. Many of these other housing projects, do not have the same infrastructure challenges as is the case for our community e.g. access to services, the Patricia Bay Highway, etc. The provincial and Central Saanich housing targets themselves appear overstated since they include categories of demand that may not be needed in our community e.g. Supply to reduce homelessness, supply to reduce household formation, rental vacancy rate adjustment and demand buffer. Please remember that Central Saanich historically has had a 1% growth rate and that approximately 70% of residents come from outside the district.
12. Based on the understood asking prices for the just completed Sequoia building and the now known rental costs for the Starlight towers, much of what is being completed will not meet the higher priority needs of the community for affordable housing. It is also understood that for the proposed new proposed Starlight Developments rental building, only 10% of the rental suites will be below market value. There is also the question of how long these suites would continue to be subsidized and by how much?
13. Before any further development proceeds there needs to be a short, and longer term, action plan to address the concerns raised by the community since the start of the Marigold Lands development. Certainly, some initial commitments have been made by council but this is only part of what needs to be done. As well, Improvements should be in place before more residents are added rather than always playing catch-up. Such plans need to have the input of the community.
14. It is unclear what Starlight’s longer-term plans are for the existing 3-storey rental buildings which as noted above, they own. Ultimately, we may see a request coming forward for the potential

future demolition of these existing rental properties in favour of significantly higher density units and with higher rental rates. It is important for council to understand not just what is currently proposed but what may be requested in the future. You should not look at this proposal as a simple one-off.

15. The Tsawout Nation will clearly be impacted by the proposed development. The Tsawout have their own needs for access to the Patricia Bay Highway and for essential services. It is unclear what additional development may be required on the Tsawout lands and the potential impact of this on the broader community. An example of this growth is the recently approved 16 new homes on the first nation land.
16. the Turgoose-Lower Lochside community is essentially being sacrificed to meet the estimated and perhaps overstated housing needs of the district, as opposed to a more rational dispersion of development and its impacts throughout the municipality. Again, it must be noted that we are not a major transportation or commercial corridor as is Saanichton or Brentwood Bay.

Given the above, there should not be approval of the Starlight Development proposal, at least not until all the identified issues have been fully understood and addressed. Council and the community have not yet seen the true impact of what has been approved to date. It therefore makes sense to wait with any potential further approvals until the full impact of the already approved housing units in our community are completed and fully occupied. There should not be a rush to meet an estimated housing target and when there will potentially be a significant economic contraction based on current economic issues e.g. with the Trump administration and trade.

Please consider the concerns of the community very carefully. You do not want to rush into a decision and find that the housing picture, and how to best meet it, has significantly changed.

Respectfully submitted



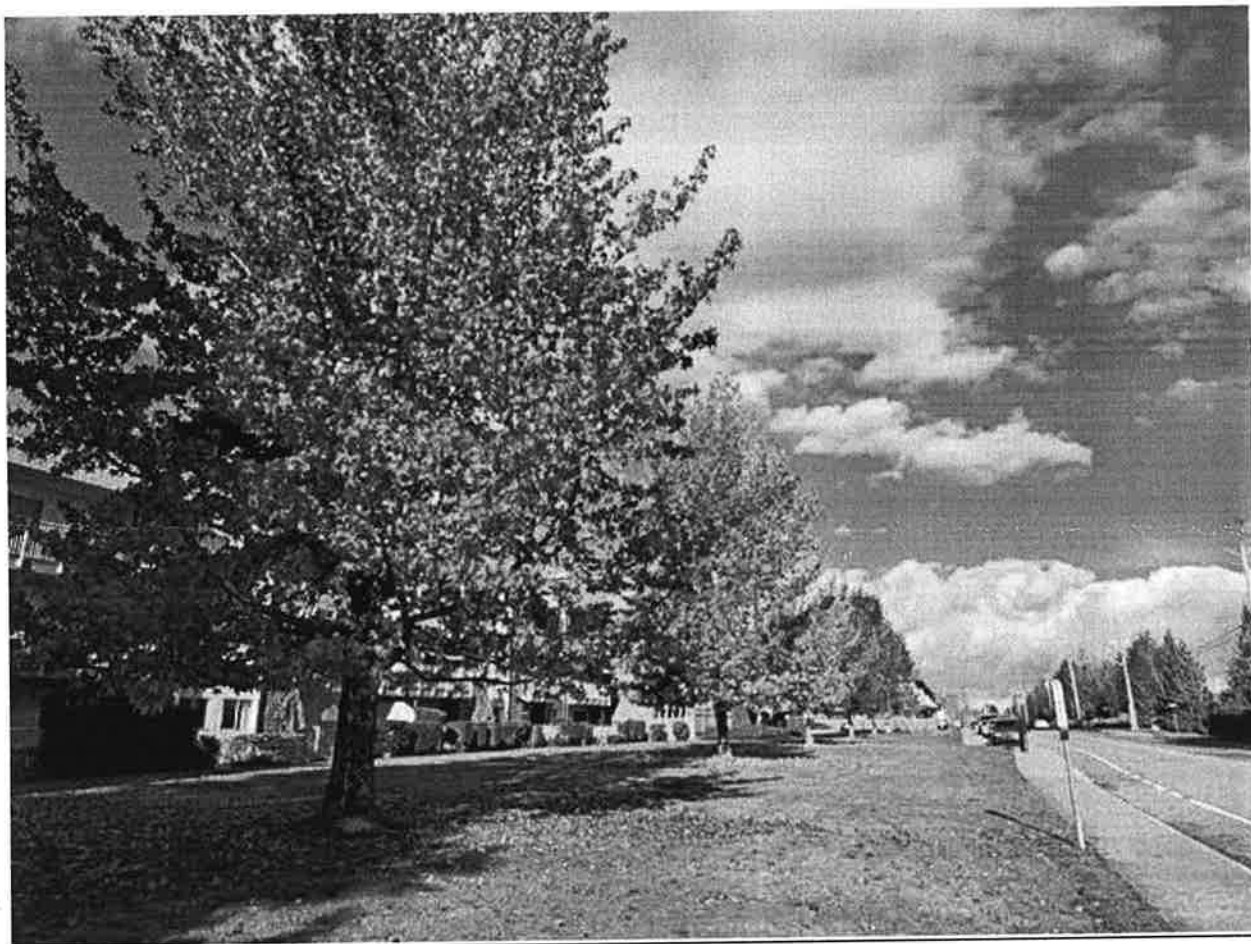
Arn van Iersel

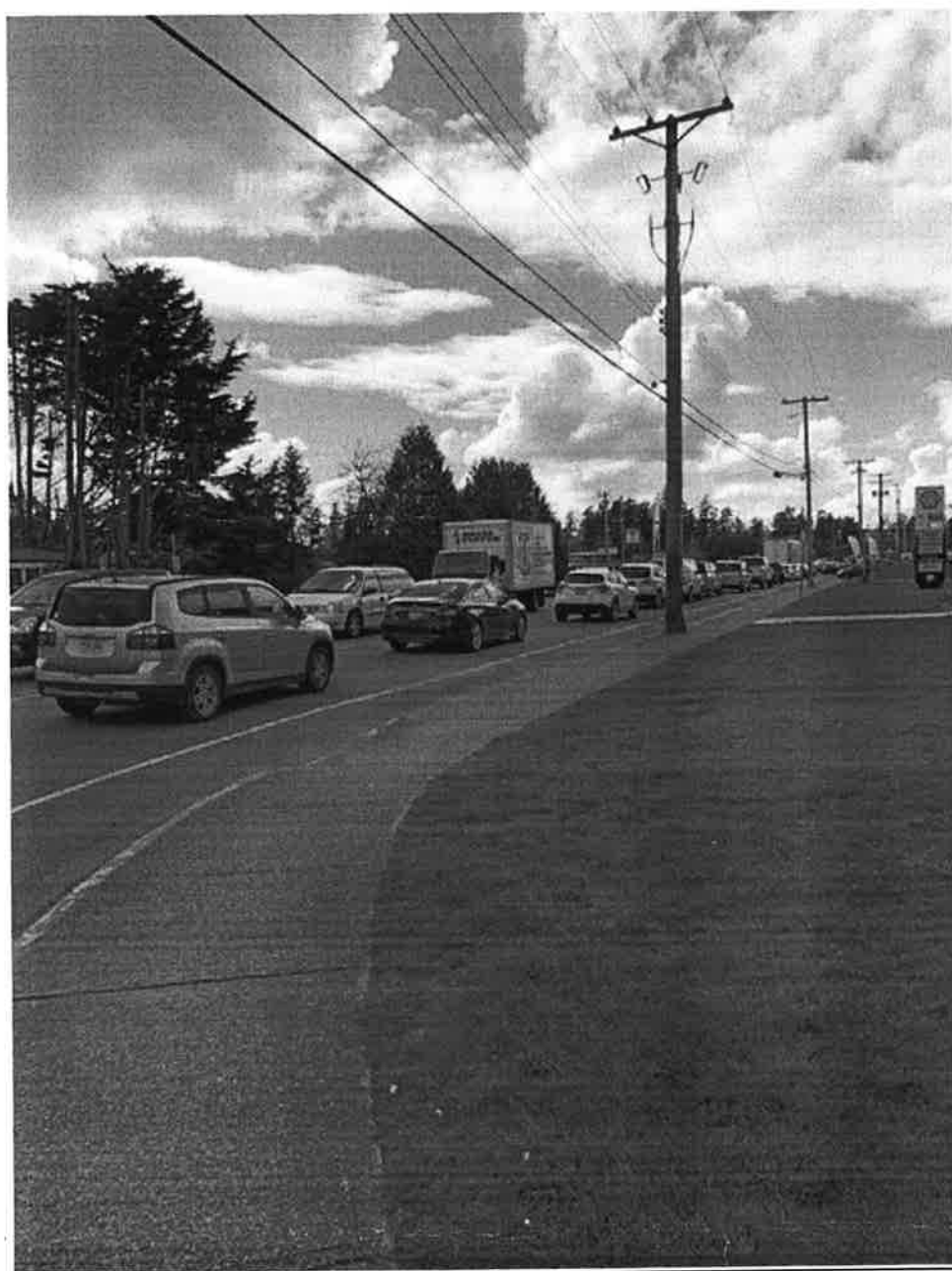
8004 Turgoose Terrace

Saanichton B.C.

V8M 1V4

Attachments-See below







Pamela Martin

From: brett hourigan <[REDACTED]>
Sent: April 24, 2025 6:20 AM
To: Lana Popham. Mla; Lana Popham. Mla; Kathleen Burton; Donna Sorrie; Municipal Hall
Subject: [REDACTED]

Good morning,

As usual they are pushing piles up next to our home with the front end loader. Starting at 6am, booming, banging and scraping. They now have 2 loaders, we assume to keep up with this ever growing business. Please forward to mayor and council. Thank you.

Regards
Brett Hourigan
Donna Sorrie
Dereck Pottinger
Sent from my iPhone

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Pamela Martin

From: brett hourigan <[REDACTED]>
Sent: April 27, 2025 8:10 AM
To: Lana Popham. Mla; Lana Popham. Mla; Kathleen Burton; Municipal Hall; Donna Sorrie
Subject: [REDACTED]

Good morning,

Friday and Saturday were grinding, dumping and selling loads of soil days. Sunday morning starting at 6 am was moving piles with the front end loader day. Booming, scraping and banging next to our house plus dust from all activities. Please forward to mayor and council and bylaw. Thank you.

Regards
Brett Hourigan
Donna Sorrie
Dereck Pottinger
Sent from my iPhone

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Pamela Martin

From: Ken Wodlinger <[REDACTED]>
Sent: April 29, 2025 5:47 PM
To: Municipal Hall
Subject: Please forward to Mayor and Council. Speed limit on Wallace between West Saanich and Stellys Roads

Dear Mayor and Council,

I was extremely dismayed and rather angry to see a speed limit of 40 km/h applied to this section of road. It is my view that such an unreasonably low speed limit will decrease traffic safety, not increase it.

Roads tend to have a “natural” safe speed at which most drivers will drive at. My observation is that most drivers drive at about 60 km/h on this section of road. A relatively small fraction of drivers religiously obey the posted speed. These two groups of drivers don’t generally mix well as noted below.

This road is a main arterial route. There are few driveways, visibility is good, the road surface is now good. The negatives are that the road is slightly narrow and there are power poles too close to the travelled lanes. Perhaps the 40 km/h speed limit is related to the numerous bicycle markings—but in my experience, using this road on a regular basis, very few cyclists use this road. In any case, it has been posted at 50 km/h for decades, with the same negatives existing as at present—a situation that seemed acceptable.

When an unreasonably low speed limit is posted, it is ignored by the majority of drivers. When slow vehicles are encountered, tailgating can occur and often slow vehicles will be passed. If police enforce a speed limit, well below what most drivers would consider reasonable, disdain and disrespect for the police are not an unexpected result.

It is my hope that the decision to post 40 km/h on this section of road will be reconsidered. It is so much below that most drivers would consider a reasonable speed, that it will be largely ignored. At the very least, the limit should be returned to 50 km/h as previously posted.

Ken Wodlinger
2-930 Josephine Rd
Brentwood Bay, BC

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Pamela Martin

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: May 2, 2025 1:34 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Fri, 05/02/2025 - 1:33pm

Submitted by: Anonymous

Submitted values are:

Subject

Drugged and inebriated people in public spaces

Full Name

Anthony W Wear

Phone Number

[REDACTED]

Address

2013 White Rd
Saanichton, BC. V8M1V9

Email

[REDACTED]

Message

To whom it may concern,

I am very concerned about the growing population of homeless/drug addicts in our neighborhoods. I personally am disgusted with the downtown core and I do not go there. I choose to live in Saanichton to stay away from such people. There are laws they are breaking such as being inebriated in public, loitering etc. And not to mention if they're staying in parks such as Centennial I imagine there are vagrancy laws and littering and endangerment to the public. I was talking to a man at the central saanich police station who told me about the person that has been seen in Centennial park for the past 2 months. I have two teenage boys living with me and I do not want them to be growing up in this environment and negative influence.

Are we going to allow these people to be in our neighborhood?

Sincerely,

Anthony Wear

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Pamela Martin

From: Cindy - PCPC <cindy@communitypickleballclub.org>
Sent: May 5, 2025 12:49 PM
To: Municipal Hall; Sarah Riddell; Mayor Ryan Windsor; Niall Paltiel; Gordon Newton; Zeb King; Bob Thompson; Chris Graham; Kyle Motiuk; Brad Watson
Subject: Motion to Evaluate 4 Pickleball Courts at Centennial Park

Dear Mayor Ryan Windsor and Council,

Thank you for hearing Brad and I at the recent Council meeting on Monday April 28th, 2025. We appreciate the opportunity to been seen and heard. We also thank you for the supportive motion that was made to move forward and further evaluate the proposal to convert court #1 at Centennial Park to four permanent pickleball courts.

I am writing to ask when you anticipate calling the meeting with staff and tennis? Brad and I have done extensive research on our proposal. In doing so we have collected a wealth of relevant information and key data that is critical to fully understanding and evaluating this proposal. We would like to ensure that we are invited to the table for the next steps and ongoing discussions.

Thank you again for your time and support on this initiative. I look forward to hearing from you.

Cindy Barton
Peninsula Community Pickleball Club
President



<https://communitypickleballclub.org/>
cindy@communitypickleballclub.org

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