

DISTRICT OF SAANICH  
MINUTES OF THE COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS  
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE  
**MONDAY, JANUARY 6, 2025**

**Chair:** Mayor Murdock  
**Council:** Councillors Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant (via Teams)  
**Regrets:** Councillor Westhaver  
**Staff:** Brent Reems, Chief Administrative Officer; Michael Kayes, Saanich Fire Chief (via Teams); Lindsay Chase, Director of Planning; Harley Machielse, Director of Engineering; Heidi Boudreau, Municipal Solicitor; Erin Stockhill, Emergency Program Officer (via Teams); Matt O'Halloran, Deputy Corporate Officer; and Lynn Merry, Senior Committee Clerk

The Mayor called the meeting to order at 5:45 p.m.

**MOVED by Councillor Harper and Seconded by Councillor Brice: “That the meeting be closed in accordance with the *Community Charter*, Part 4, Division 3, Section 90 (1) (a) as the matters relate to 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.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

On a motion from Councillor Harper, the meeting adjourned to In Camera at 5:46 p.m.

The meeting reconvened at 7:02 p.m.

**NOTICE AGAINST LAND TITLE THAT BUILDING REGULATIONS CONTRAVENED**

1610-50  
Cadillac

**RECOMMENDATION OF NOTICE ON TITLE**

Report of the Director of Legislative and Protective Services/Corporate Officer dated November 19, 2024.

To register a Section 57 on the title for the property at 67 Cadillac Avenue for building without the required building/plumbing permits.

Note: This item was deferred to a future Council meeting due to time constraints for the property owner over the holiday season.

## PUBLIC INPUT ON BUSINESS ITEMS C, D, and E

A. Frisk, Craigiewood Court  
4096 Torquay Drive

- Questioned the dates the initial application was submitted and when the project would commence; it is unclear why an extension is being requested.

D. Strongitham, Burdett Street  
4096 Torquay Drive

- The project was delayed due to an ownership structure dispute; all issues are now resolved and the design team are preparing the working drawings for the purposes of submitting a Building Permit application.
- The proposed development will include amenities such as pathway gardens, play features and a contribution to Saanich's Affordable Housing Fund.

## CONSENT AGENDA ITEMS

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Chambers: "That Consent Agenda Items C3 to C6 be approved."**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

Note: Items C1 – Development Permit Amendment Application – 1555 McKenzie Avenue and C2 – Development Permit Amendment Application – 4096 Torquay Drive were removed from the Consent Agenda.

2860-20  
Gorge Road West

### **DEVELOPMENT PERMIT AMENDMENT APPLICATION • 630 GORGE ROAD WEST**

Report of the Director of Planning dated December 18, 2024.

To approve Development Permit Amendment DPA01073 to allow an electrical closet to be sited closer to a property line. A variance for interior side yard setback is requested.

**"That Development Permit Amendment DPA01073 be approved and issued."**

**ADOPTED ON CONSENT**

5170-20  
Cost Sharing/Reciprocal  
Agreements

**UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND**

Report of the Fire Chief dated December 18, 2024.

To endorse grant applications to the Union of British Columbia Municipalities Community Preparedness Fund – Emergency Operations Centres & Training Stream and Emergency Support Services Stream.

**“That Council endorse two applications to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund – Emergency Operations Centre and Training Stream and Emergency Support Services system.”**

**ADOPTED ON CONSENT**

1450-20  
Delegation of Authority

**DELEGATION OF APPROVAL FOR SAANICH COMMONWEALTH PLACE WATER SLIDE REPLACEMENT PROJECT**

Report of the Director of Engineering dated December 20, 2024.

To delegate authority to approve the awards for Saanich Commonwealth Place Water Slide Replacement Project to the Chief Administrative Officer.

**“That Council adopt the following resolutions:**

- The Chief Administrative Officer is hereby authorized to approve the award, plus change orders within approved budget, for contracts related to the Saanich Commonwealth Place Water Slide Replacement Project; and**
- The Chief Administrative Officer is hereby authorized to do all acts and things and execute all agreements and documents necessary to carry out the purchase.”**

**ADOPTED ON CONSENT**

5170-20  
Next Generation 9-1-1

**NEXT GENERATION 9-1-1 – AGREEMENTS TO SUPPORT UPGRADED SERVICE**

Memo of the Deputy Corporate Officer dated December 30, 2024.

To delegate authority to the Mayor and Corporate Officer to execute operational and legal agreements to support the transition to Next Generation 9-1-1.

**“That Council authorize the Mayor and Corporate Officer to execute operational and legal agreements on behalf of the District of Saanich to support the transition to Next Generation 9-1-1.”**

**ADOPTED ON CONSENT**

**MOVED by Councillor Harper and Seconded by Councillor Chambers: “That the rules contained in the Council Procedure Bylaw be temporarily suspended to change the order of the agenda to consider C1 – Development Permit Amendment Application – 1555 McKenzie Avenue and C2 – Development Permit Amendment Application – 4096 Torquay Drive next on the agenda.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

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The Emergency Program Officer exited the meeting at 7:20 p.m.  
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2860-20  
McKenzie Avenue

**DEVELOPMENT PERMIT AMENDMENT APPLICATION • 1555 MCKENZIE AVENUE**

Report of the Director of Planning dated December 17, 2024.

To approve Development Permit Amendment DPA01072 to request a 24-month extension to the timeline to substantially start the development at 1555 McKenzie Avenue.

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: “That Development Permit Amendment DPA01072 be approved and issued.”**

In response to questions from Council, the Director of Planning stated:

- Units are counted towards Provincial housing targets once an Occupancy Permit has been granted.
- Municipalities must report the Province annually in terms of efforts in meeting housing targets with the critical measurement being occupancy.
- Once a building is occupied, there is a positive financial impact for the municipality.
- There is a Community Amenity Contribution (CAC) for this project secured via covenant in the amount of \$750,000; Council has approved a new CAC policy in which rental projects are now exempt from CACs.

Council discussion ensued with the following comments:

- The applicant has explained the reasons for the delay which are supportable.

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

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The Saanich Fire Chief exited the meeting at 7:35 p.m.  
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2860-20  
Torquay Drive

**DEVELOPMENT PERMIT AMENDMENT APPLICATION • 4096 TORQUAY DRIVE**

Report of the Director of Planning dated December 16, 2024.

To approve Development Permit Amendment DPA01071 to request a one-time 24-month extension to the timeline to substantially start the development at 4096 Torquay Drive.

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That Development Permit Amendment DPA01071 be approved and issued.”**

In response to questions from Council, the Director of Planning stated:

- The initial date of approval of the Development Permit Amendment application was January 9, 2023 and would expire January 9, 2025.
- If approved, the extension would take effect January 6, 2025 and the applicant would have two years to substantially start construction.
- “Substantially start” means when a servicing agreement has been executed, a building permit is issued or is issuable and construction has started; on this project, there is also a need for a demolition permit for existing structures.

Council discussion ensued with the following comments:

- A one-time two-year extension is supportable.
- The two-year Development Permit timeline is Provincially legislated.

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

**BYLAWS FOR THREE READINGS**

1110-30  
Credit Card Payment  
Service Fee Bylaw

**CREDIT CARD PAYMENT SERVICE FEE BYLAW AMENDMENT**

Report of the Program Director, Permit & Modernization Program dated December 20, 2024.

To give three readings to the Credit Card Payment Service Fee Bylaw to include credit card payments for permit deposits.

**MOVED by Councillor de Vries and Seconded by Councillor Brice: “That Bylaw No. 10132 be given First Reading.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

**MOVED by Councillor de Vries and Seconded by Councillor Brice: “That Bylaw No. 10132 be given Second Reading.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

**MOVED by Councillor de Vries and Seconded by Councillor Brice: “That Bylaw No. 10132 be given Third Reading.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

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The Director of Planning exited the meeting at 7:47 p.m.  
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#### REPORTS FROM THE CAO OR DIRECTORS

2710-40  
Richmond Road

#### **RICHMOND ROAD IMPROVEMENT PROJECT – CARNARVON STREET TO BAY STREET EXPROPRIATION AUTHORIZATION**

Report of the Municipal Solicitor dated December 13, 2024.

To authorize the expropriation of a portion of 2543 Richmond Road as part of the Richmond Road Project.

**MOVED by Councillor de Vries and Seconded by Councillor Harper: “That Council adopt the following resolution pursuant to its authority under Section 31 [*expropriation power*] of the *Community Charter*:**

- The expropriation of a road dedication in that part of 2543 Richmond Road, being legally described as Lot 4, Block 1, Section 25, Victoria District, Plan 1461 comprising 48.5 square metres, more or less, shown in heavy black outline and marked as “DEDICATED AS ROAD” on Plan EPP138039, is hereby authorized; and
- The Municipal Solicitor is hereby authorized to execute all documents and complete necessary steps to carry out the above expropriation.”

Council discussion ensued with the following comments:

- Fair market value is provided to property owners should expropriation occur.
- All efforts are made to come to a negotiated agreement with property owners prior to expropriation.
- It is appropriate to make Richmond Road safer for all road users.

**RESULT: Carried 7 TO 1**

**IN FAVOUR:** Murdock, Brice, Brownoff, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** Chambers

2710-40  
Shelbourne Street

## **SHELBOURNE STREET IMPROVEMENTS PROJECT - PHASE 3 EXPROPRIATION AUTHORIZATION**

Report of the Municipal Solicitor dated December 13, 2024.

To authorize the expropriation portions of the following lands for Phase 3 of the Shelbourne Street Improvements Project: 1580 Cedar Hill Cross Road; 3669, 3675, 3750, 3810, 3819 and 3820 Shelbourne Street.

**MOVED by Councillor de Vries and Seconded by Councillor Phelps Bondaroff: “That Council adopt the following resolutions pursuant to its authority under Section 31 [expropriation power] of the *Community Charter*:**

- **The expropriation of a portion of the following properties for road dedication is hereby authorized:**
  - **1580 Cedar Hill Cross Road, 3669 Shelbourne Street, 3675 Shelbourne Street, 3750 Shelbourne Street, 3810 Shelbourne Street, 3819 Shelbourne Street and 3820 Shelbourne Street; and**
- **The Municipal Solicitor is hereby authorized to execute all documents and complete necessary steps to carry out the above expropriation.”**

Council discussion ensued with the following comments:

- It is important to keep roads safe for all users.
- This is an initiative that has been in the works for several years with multiple opportunities for public feedback.

In response to questions from Council, the Director of Engineering stated:

- Cedar Hill Cross Road and Shelbourne Street is a key intersection in Phase 3 of the Shelbourne Street Improvement Project; a protected intersection for cyclists and a refuge area for pedestrians are key elements of the project at this location.
- In order to facilitate the design at the intersection, there is a need for more room and therefore expropriation is necessary.

**RESULT: Carried 7 TO 1**

**IN FAVOUR:** Murdock, Brice, Brownoff, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** Chambers

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Chambers: “That the rules contained in the Council Procedure Bylaw be temporarily suspended to permit consideration of a motion that has not been included in the agenda.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

Councillor Chambers advised that she would be travelling from January 8, 2025 to January 23, 2025 and therefore requested a leave of absence.

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Chambers: “That Council approve a Leave of Absence for Councillor Chambers from January 8, 2025 to January 23, 2025.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

#### ADJOURNMENT

**MOVED by Councillor Brice and Seconded by Councillor Harper: “That the meeting be adjourned.”**

**RESULT: Carried 8 TO 0**

**IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Plant

**OPPOSED:** None

The meeting adjourned at 8:03 p.m.

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MAYOR

I hereby certify these Minutes are accurate.

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CORPORATE OFFICER