

DISTRICT OF SAANICH  
MINUTES OF THE COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS  
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE  
**MONDAY, NOVEMBER 18, 2024**

**Chair:** Mayor Murdock  
**Council:** Councillors Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Westhaver  
**Regrets:** Councillor Plant  
**Staff:** Brent Reems, Chief Administrative Officer; Michael Kaye, Saanich Fire Chief; Paul Arslan, Director of Finance; Angila Bains, Director of Legislative and Protective Services/Corporate Officer; Lindsay Chase, Director of Planning, Harley Machielse, Director of Engineering (via Teams); Suzanne Samborski, Director of Parks, Recreation and Community Services (via Teams); Cristina Caravaca, Senior Manager of Community Services (via Teams); Eva Riccius, Senior Manager of Parks (via Teams); Doug Roberts, Senior Manager of Bylaw and Licensing; Rebecca Newlove, Manager of Sustainability (via Teams); Cameron Scott, Manager of Community Planning (via Teams); Carley Friesen, Housing Planning and Policy Manager; Matt O'Halloran, Deputy Corporate Officer; Colin Ash, Bylaw Enforcement Officer; Amanda Blick-McStravick, Planning Analyst – Housing; Alison Chamberlain, Older Adult Programmers (via Teams); Jason Jones, Parks, Diversity and Equity Programmer (via Teams); and Lynn Merry, Senior Committee Clerk

The Mayor called the meeting to order at 4:30 p.m. in Council Chambers.

**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 matter relates to 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.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

On a motion from Councillor Harper, the meeting adjourned to In Camera at 4:31 p.m.

The Council reconvened at 7:05 p.m.

**MAYOR'S INTRODUCTION**

The Mayor recognized the recent passing of former Saanich Councillor John Mika on October 31, 2024. He also recognized the passing of former BC Premier John Horgan on November 12, 2024.

The Mayor thanked Lily Wallace, Denise Riley, Esther Miller and Bruce MacRae for their ongoing stewardship of Saanich's mural “Our View of Our Islands in Ceramic” and the recent cleaning and minor repairs.

## APPEALS

1610-50  
Burnside Road West

### **COUNCIL RECONSIDERATION OF REMEDIAL ACTION REQUIREMENT – 1552 BURNSIDE ROAD WEST**

Memo of the Director of Legislative and Protective Services/Corporate Officer dated October 29, 2024.

To hear the appeal request imposing remedial action requirements pursuant to Sections 72 and 74 of the *Community Charter* for 1552 West Burnside Road.

The CAO, Director of Legislative and Protective Services/Corporate Officer, the Senior Manager of Building, Bylaw, Licensing and the Bylaw Enforcement Officer stated:

- At the September 9, 2024 meeting, Council adopted a resolution to impose remedial action on the owner of 1552 Burnside Road West.
- On October 7, 2024, staff received a request from the owner for reconsideration in accordance with Section 78 of the *Community Charter*.
- This property has large accumulations of unsightly materials which is impacting adjacent properties.
- Staff have worked with the property owner and extended timelines in an attempt to resolve the matter; presently there has been little to no progress in cleaning up the property.
- There is a bylaw requirement to bring the property into compliance.
- The *Community Charter* allows for extension of the time for completing the required action.
- Fire Prevention Officers are asked to attend properties if circumstances warrant it; the debris on this property do not directly pose a fire hazard.
- When a bylaw complaint is received, officers attend the property to do a site inspection to determine if it meets the criteria for “unsightly”; the Unsightly Premises Bylaw was updated in 2021 and includes a detailed list of what is considered “unsightly”.
- Many bylaw complaints are dealt with informally without having to impose a remedial action order.
- There are situations when Saanich Police Officers would attend as well.

C. Haines, property owner stated:

- There is a request for a pause as remediation will be costly.
- Rodents may be a result of adjacent properties which have horses and chickens.

**MOVED by Councillor Chambers and Seconded by Councillor Brice: “That Council uphold the decision to impose remedial action requirements pursuant to Sections 72 and 74 of the *Community Charter* for 1552 Burnside Road West, legally described as Lot 1, Section 9, Esquimalt District, and Section 13, Lake District, Plan 16105.”**

Council discussion ensued with the following comments:

- Staff have taken actions to work with the property owner to move towards compliance.

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Chambers and Seconded by Councillor Phelps Bondaroff: “That Council amend the order to extend the timeline for compliance to 60 days starting on November 19, 2024.”**

Council discussion ensued with the following comments:

- There may be a need to consider who attends to clean up the property to ensure the owner feels comfortable.
- It is hopeful the additional time will help the owner in being compliant.

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

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The Senior Manager of Bylaw and Licensing and the Bylaw Enforcement Officer exited the meeting at 8:17 p.m.  
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#### ADOPTION OF MINUTES

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That Council adopt the minutes of the:**

- Special Council meeting of October 21, 2024;
- Special Council meeting (Town Hall) of October 22, 2024;
- Committee of the Whole meeting of October 21, 2024; and
- Committee of the Whole meeting of November 4, 2024.”

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

#### NOTICE OF MOTION

Notice of Motion from Councillor Phelps Bondaroff that Council take the Period Promise by signing a Period Promise Policy Letter of Agreement with the United Way Southern Vancouver Island. The Notice of Motion will be considered at the December 2, 2024 Council meeting.

RATIFICATION OF MOTIONS FROM COMMITTEE OF THE WHOLE MEETINGS**COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 4, 2024.****CLIMATE PLAN TARGETED UPDATE: TERMS OF REFERENCE**

**MOVED** by Councillor Phelps Bondaroff and **Seconded** by Councillor Westhaver: “That Council endorse the Climate Plan Targeted Update: Terms of Reference as outlined in the report of the Director of Corporate Services dated October 23, 2024.”

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**ENERGY AND CARBON EMISSIONS REPORTING REQUIREMENT FOR LARGE BUILDINGS**

**MOVED** by Councillor Phelps Bondaroff and **Seconded** by Councillor Chambers: “That Council:

- Endorse the proposed Energy and Carbon Emissions Reporting Requirement, and associated program supports for large buildings; and
- Direct staff to bring forward a bylaw for consideration to establish the requirement and prepare for the program launch.”

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

BYLAWS

(For Final Reading)

2870-30  
Cadillac Avenue

**305 CADILLAC AVENUE - FINAL READING**

Memo of the Director of Legislative and Protective Services/Corporate Officer dated October 29, 2024.

To give final reading to “Zoning Bylaw, 2003, Amendment Bylaw, 2024, No. 10082” to rezone 305 Cadillac Avenue from the RS-6 (Single Family Dwelling) Zone to the RS-1 (Single Family Dwelling) Zone.

**MOVED** by Councillor Harper and **Seconded** by Councillor Chambers: “That Bylaw No. 10082 be given Final Reading.”

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

2870-30  
Kenneth Street

**560 KENNETH STREET - FINAL READING**

Memo of the Director of Legislative and Protective Services/Corporate Officer dated November 1, 2024.

To give final reading to "Zoning Bylaw, 2003, Amendment Bylaw, 2024, No. 10096" to rezone 560 Kenneth Street from the RS-6 (Single Family Dwelling) Zone to the RS-2 (Single Family Dwelling) Zone; and approve and issue Development Variance Permit DVP00519.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: "That Bylaw No. 10096 be given Final Reading."**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Chambers: "That Development Variance Permit DVP00519 be approved and issued."**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

1110-30  
Council Procedure  
Bylaw

**COUNCIL PROCEDURE BYLAW - FINAL READING**

Memo of the Director of Legislative and Protective Services/Corporate Officer dated October 31, 2024.

To give final reading to "Council Procedure Bylaw, 2021, Amendment Bylaw, 2024, No. 9732" to approve changes requested by Council, clarify electronic meeting processes and make general housekeeping updates.

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: "That Bylaw No. 9732 be given Final Reading."**

**RESULT: Carried 7 TO 1**

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

**OPPOSED:** Chambers

\*\*\*\*\*  
The Director of Legislative and Protective Services/Corporate Officer exited the meeting at 8:22 p.m.  
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1110-30  
Subdivision Bylaw

**DEVELOPMENT PROCESS IMPLEMENTATION – DELEGATION OF AUTHORITY FOR 10% FRONTAGE WAIVER TO THE APPROVING AND DEPUTY APPROVING OFFICERS**

To give final reading to “Subdivision Bylaw, 1995, Amendment Bylaw, 2024, No. 9988” to delegate authority to the Approving Officer and Deputy Approving Officer to exempt property from the statutory minimum frontage of a panhandle lot.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: “That Bylaw No. 9988 be given Final Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

1110-30  
Credit Card Service  
Fee Bylaw

**CREDIT CARD PAYMENT SERVICE FEE BYLAW**

To give final reading to “Credit Card Payment Service Fee Bylaw, 2024, No. 10095” to introduce a credit card service fee for online e-commerce and in-person credit card payments.

**MOVED by Councillor Harper and Seconded by Councillor Chambers: “That Bylaw No. 10095 be given Final Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

1110-30  
Zoning Bylaw

**ADDITIONAL INFORMATION FOR INTERIM ZONING BYLAW AMENDMENTS FOR OFF-STREET PARKING AND TRANSPORTATION DEMAND MANAGEMENT**

To give final reading to “Zoning Bylaw, 2003, Amendment Bylaw, 2024, No. 10071,” which would establish an effective date of the Zoning Bylaw changes to ensure minimal impact to in-stream applications; clarify electric vehicle parking supply requirements and provide further clarification on required measures within each Transportation Demand Management (TDM) Plan.

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: “That Bylaw No. 10071 be given Final Reading.”**

**RESULT: Carried 7 TO 1**

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

**OPPOSED:** Chambers

1110-30  
Land Use and  
Development Application  
Fee Bylaw

**COVENANT MODIFICATIONS AND DISCHARGES**

To give final readings to “Land Use and Development Application Fee Bylaw, 2006, Amendment Bylaw, 2024, No. 10017” and “Land Use and Development Procedures Bylaw, 2020, Amendment Bylaw, 2024, No. 10018” to establish a Covenant Modification or Discharge process and fee.

1110-30  
Land Use and  
Development  
Procedures Bylaw

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: “That Bylaw No. 10017 be given Final Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: “That Bylaw No. 10018 be given Final Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

#### PUBLIC INPUT ON BUSINESS ITEMS

R. Hoyt, Catalina Terrace

##### 5070 Catalina Terrace

- The application has been revised to address concerns.
- Both homes have been moved closer to Wesley Avenue with garages level with the street; this has eliminated the steep driveways and associated safety concerns with the access.
- Both homes present as single level homes from the street.
- The Lot A home has been moved to the eastern portion of the property to eliminate neighbours' concerns with view corridors.
- Tree removal has been reduced from 36 to 5; replacement trees are being accommodated on the site.
- A natural state covenant will ensure long-term tree preservation.

N. Yan, Saanich

##### Zoning Bylaw Amendment for Maximum House Size Limits

- Family owned farms can remain competitive if workers can live on the land they farm; it is appropriate that in-stream applications can proceed under the existing house size limits.
- The 400 m<sup>2</sup> house size which includes non-living space may be overly restrictive for agricultural lands due to the need for crawl spaces and storage spaces.

T. Watkins, Saanich

##### 5070 Catalina Terrace

- The application and the variances are not supportable; the development may impact mature trees and there may be a need to remove more trees to meet slope stability and grading requirements.
- The property should be left as greenspace in perpetuity.

S. Izard, Saanich

##### Housing Needs Report

- The Province's housing targets and process taken to develop the Housing Needs Report are not supportable.

M. Najari, Leeds Place  
Housing Needs Report

- Questions how much the Housing Needs Report cost to prepare and how many houses in Saanich are vacant.
- Questions if there is an inventory of Saanich-owned land that could be used to build affordable housing.

## CONSENT AGENDA ITEMS

**MOVED by Councillor Harper and Seconded by Councillor Brice: “That Consent Agenda Items G1 and G3 to G6 and G9 to G11 be approved.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

Note: Items G2 – Draft Permissive Tax Exemption Policy, G7 – Development Process Implementation – Delegation of Authority for 10% Frontage Waiver to the Approving Officer and Deputy Approving Officer and G8 – Funding Options for the Biodiversity Conservation and the Urban Forest Strategies were removed from the Consent Agenda.

5660-20  
Grants

## **COMMUNITY GRANTS FUNDING INCREASE OPTIONS**

Memo of the Finance and Governance Standing Committee dated August 29, 2024.

To recommend that Council:

- increase the Community Service Provider and Strategic Priorities and Community Building Grants funding annually based on the previous year's CPI;
- make the following changes to the Other Community Service Provider Grant category:
  - remove Saanich Heritage Foundation at the end of their current term, December 31, 2026; and
  - add Saanich Neighbourhood Place for the 2027 calendar year.

**“That:**

- **the Community Service Provider and Strategic Priorities and Community Building Grants funding be increased annually based on the previous year's Consumer Price Index (CPI);**
- **the Saanich Heritage Foundation be removed from the Other Community Service Provider Grant category at the end of their current term (December 31, 2026); and**
- **Saanich Neighbourhood Place be added to the Other Community Service Provider Grant category for the 2027 calendar year.”**

**ADOPTED ON CONSENT**

1420-30  
FGSC

**1<sup>ST</sup> TRIMESTER RESULTS REPORT**

Memo of the Finance and Governance Standing Committee dated August 29, 2024.

To recommend that Council receive the report for information.

**“That Council receive the 1<sup>st</sup> Trimester Results Report (January 1 to April 30, 2024) for information.”**

**ADOPTED ON CONSENT**

1420-30  
FGSC

**2<sup>ND</sup> TRIMESTER RESULTS REPORT**

Memo of the Finance and Governance Standing Committee dated November 1, 2024.

To recommend that Council receive the report for information.

**“That Council receive the 2<sup>nd</sup> Trimester Results Report (January 1 to August 31, 2024) for information.”**

**ADOPTED ON CONSENT**

5400-30  
MFA Borrowing

**MUNICIPAL FINANCE AUTHORITY BORROWING - 2025 SPRING ISSUE**

Report from the Director of Finance dated October 21, 2024.

To authorize borrowing through the Municipal Finance Authority (MFA) spring 2025 debt issue.

**“That Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Spring Issue, \$34,200,000 as authorized through the following Loan Authorization Bylaws and over the terms specified in the table below and that the Capital Regional District be requested to consent to our borrowing and include the borrowing in a Security Issuing Bylaw:**

Bylaw No.	Purpose	Amount of Borrowing Authorized \$	Amount Already Borrowed \$	Borrowing Authority Remaining \$	Term of Issue	Amount of Issue \$
9708	Sewer Capital Program	1,100,000	700,000	400,000	15	400,000
9767	Sewer Capital Program	800,000	0	800,000	15	800,000
9768	Drainage Capital Program	2,100,000	800,000	1,300,000	15	1,300,000
9770	Parks Capital Program	900,000	200,000	700,000	15	700,000
9899	Sewer Capital Program	600,000	0	600,000	15	600,000

9900	Drainage Capital Program	2,000,000	0	2,000,000	15	2,000,000
9901	Transportation Capital Program	3,400,000	0	3,400,000	15	3,400,000
9791	Property Acquisition	25,000,000	0	25,000,000	30	25,000,000
Total		35,900,000	1,700,000	34,200,000		34,200,000."

## ADOPTED ON CONSENT

### RESCINDMENT OF COUNCIL POLICIES

Memo of the Director of Legislative and Protective Services/Corporate Officer dated October 22, 2024.

To rescind the following policies that are out of date or redundant:

- Capital Expenditure Program Bylaw
- Cedar Hill Golf Course – Beer and Liquor Prices
- Loan Authorization
- Cedar Hill Golf Course Profit Distribution
- Payment of Professional Fees

**“That Council rescind the following policies:**

- **Capital Expenditure Program Bylaw (May 16, 1983);**
- **Cedar Hill Golf Course – Beer and Liquor Prices (February 4, 1985);**
- **Loan Authorization (December 17, 1979);**
- **Cedar Hill Golf Course Profit Distribution (March 8, 2004);**
- **Payment of Professional Fees (March 3, 1980).”**

## ADOPTED ON CONSENT

### COMMUNITY ASSOCIATION OPERATING GRANTS FUNDING REQUEST INCREASE

Memo of the Finance and Governance Standing Committee dated November 1, 2024.

To recommend that Council increase the allocation for the Community Association Operating Grant by 10% and that the grant be reviewed every two years.

**“That Council approve increasing the allocation for the Community Association Operating Grant by 10% and that the grant be reviewed every two years for cost of living increases.”**

## ADOPTED ON CONSENT

1030-30  
Council Policies

5280-20  
2025 Budget

5660-20  
Grants

1110-30  
Heat Pump Financing  
Local Area Service  
Bylaws

**HEAT PUMP FINANCING PROGRAM – LOCAL AREA SERVICE BYLAWS FOR PARTICIPATING PROPERTIES**

To give final reading to 10 Heat Pump Financing Local Area Service Bylaws to establish Local Area Services for financing for participating properties.

8-1063 Valewood Trail

**“That Bylaw No. 10085 be given Final Reading.”**

**ADOPTED ON CONSENT**

856 Beckwith Avenue

**“That Bylaw No. 10086 be given Final Reading.”**

**ADOPTED ON CONSENT**

1620 Blair Avenue

**“That Bylaw No. 10087 be given Final Reading.”**

**ADOPTED ON CONSENT**

1759 Kisber Avenue

**“That Bylaw No. 10088 be given Final Reading.”**

**ADOPTED ON CONSENT**

3491 Mayfair Drive

**“That Bylaw No. 10089 be given Final Reading.”**

**ADOPTED ON CONSENT**

3781 Savannah Avenue

**“That Bylaw No. 10090 be given Final Reading.”**

**ADOPTED ON CONSENT**

3924 Dawe Road

**“That Bylaw No. 10091 be given Final Reading.”**

**ADOPTED ON CONSENT**

3987 Century Road

**“That Bylaw No. 10092 be given Final Reading.”**

**ADOPTED ON CONSENT**

4078 Longview Drive

**“That Bylaw No. 10093 be given Final Reading.”**

**ADOPTED ON CONSENT**

439 Davida Avenue

**“That Bylaw No. 10094 be given Final Reading.”**

**ADOPTED ON CONSENT**

5170-20  
EDSC

**EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA (EDSC-FEDERAL GOVERNMENT)**

Report of the Director of Parks, Recreation and Community Services dated November 13, 2024.

To endorse the New Horizons for Seniors Pan Canadian grant application through Employment and Social Development Canada to create long-term resiliency and legacy programs for improving seniors' health and well-being.

**“That Council endorse an application to Employment and Social Development Canada (EDSC-Federal Government) under the New Horizons for Seniors Pan Canadian Granting Stream.”**

**ADOPTED ON CONSENT**

**BYLAWS FOR THREE READINGS**

2870-30  
Cadboro Bay

**3861 & 3861A CADBORO BAY ROAD – REZONING AND DEVELOPMENT PERMIT APPLICATION**

Report from the Director of Planning dated October 17, 2024.

To give three readings to “Zoning Bylaw, 2003, Amendment Bylaw, 2024, No. 10104” to rezone 3861 and 3861A Cadboro Bay Road from the RS-10 (Single Family Dwelling) Zone to the RT-7 (Attached Housing) Zone to construct 12 townhouse units; and approve Development Permit DPR01052.

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That Bylaw No. 10104 be given First Reading.”**

**RESULT: Carried 7 TO 1**

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

**OPPOSED:** Chambers

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That Bylaw No. 10104 be given Second Reading.”**

Council discussion ensued with the following comments:

- The application is for twelve 3-bedroom townhouses with two parking stalls each.
- The variances are reasonable.
- This is appropriate density for the neighbourhood.

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

- Privacy separation has been included in the design; the rooftop patios will not overlook neighbours’ properties.
- Neighbouring and boundary trees are considered to be on private property and property owners’ responsibility; the Tree Preservation Bylaw contains remedies and processes to address these types of issues.

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That Bylaw No. 10104 be given Third Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That the application to rezone 3861 and 3861A Cadboro Bay Road from the RS-10 (Single Family Dwelling) Zone to the RT-7 (Attached Housing) Zone be approved.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That Development Permit DPR01052 be approved.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That prior to Final Reading of the Zoning Bylaw Amendment and ratification of the Development Permit:**

- **A covenant be registered to secure a Community Amenity Contribution of \$46,080 be provided towards the Saanich Affordable Housing Fund;**
- **A covenant be registered to secure the following:**
  - **That no part of the ground floor of any building on the lands shall be located below the Flood Construction Level (4.64 m) and used for human habitation except only the following uses, which shall be permitted:**
    1. **Entrance foyer**
    2. **Garage**
  - **That the District be indemnified and released in the event of a flood.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

2870-30  
Catalina Terrace

## **5070 CATALINA TERRACE – REZONING, SUBDIVISION AND DEVELOPMENT VARIANCE PERMIT APPLICATION**

Report from the Director of Planning dated October 11, 2024.

To give three readings to “Zoning Bylaw, 2003, Amendment Bylaw, 2024, No. 10101, to rezone 5070 Catalina Terrace from the RS-18 (Single Family Dwelling) Zone to the RS-12 (Single Family Dwelling) Zone to subdivide to create two additional lots (three lots total) for single-family dwelling use; and approve Development Variance Permit DVP00472.

**MOVED by Councillor Harper and Seconded by Councillor de Vries: “That Bylaw No. 10101 be given First Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor de Vries: “That Bylaw No. 10101 be given Second Reading.”**

Council discussion ensued with the following comments:

- The revisions to the design makes the dwellings less intrusive to neighbours.
- It is appreciated that the number of trees to be removed has been reduced from 36 to five; the addition of a natural state covenant on the property is also appreciated.

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

- It is unclear if any trees will be impacted during the construction stage.
- Should the properties be sold, the natural state covenant may provide limitations on potential house sizes on the properties.
- Due to the slope of the property, it may be challenging to provide on-site stormwater management disposal systems.

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Westhaver: “That Bylaw No. 10101 be given Third Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Westhaver: “That the application to rezone 5070 Catalina Terrace from the RS-18 (Single Family Dwelling) Zone to the RS-12 (Single Family Dwelling) Zone be approved.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Westhaver: “That Development Variance Permit DVP00472 be approved.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

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The Director of Engineering exited the meeting at 9:30 p.m.  
\*\*\*\*\*

1110-30  
Zoning Bylaw

**ZONING BYLAW AMENDMENT FOR MAXIMUM HOUSE SIZE LIMITS ON A-ZONED PROPERTIES – UPDATES TO BYLAW NO. 10058**

Memo of the Director of Legislative and Protective Services/Corporate Officer dated November 5, 2024.

To rescind second and third readings and give second and third readings to the amended “Zoning Bylaw, 2003, Amendment Bylaw, 2024, No. 10058” to limit the house size of single-family dwellings on agricultural (A-zoned) properties to a maximum Gross Floor Area (R) of 400 m<sup>2</sup>. The bylaw has been amended to enable in-stream applications to proceed under the existing limits until January 1, 2025.

**MOVED by Councillor de Vries and Seconded by Councillor Harper: “That Third Reading of Bylaw No. 10058 be rescinded.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor de Vries and Seconded by Councillor Phelps Bondaroff: “That Second Reading of Bylaw No. 10058 be rescinded.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor de Vries and Seconded by Councillor Chambers: “That Zoning Bylaw, 2003, Amendment Bylaw, 2024, No. 10058” be amended to add Section 1 (c) in accordance with the updated version of the bylaw attached to the memo of the Director of Legislative and Protective Services/Corporate Officer dated November 5, 2024.”**

Council discussion ensued with the following comments:

- It is appropriate that in-stream applications proceed under the existing limits.
- 400 m<sup>2</sup> is a significantly sized dwelling to house multi-generations.

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

- Gross Floor Area is defined as the sum of the total floor area of all stories including basement measured to the outside face of the exterior walls.

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor de Vries and Seconded by Councillor Chambers: “That Bylaw No. 10058 be given Second Reading, as amended.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor de Vries and Seconded by Councillor Chambers: “That Bylaw No. 10058 be given Third Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

1110-30  
Fire Services  
Housekeeping Bylaw

#### **FIRE SERVICES HOUSEKEEPING BYLAW**

Report of the Fire Chief dated November 7, 2024.

To give three readings to “Fire Services Housekeeping Bylaw, 2024, No. 10106” to ensure the Fire Prevention and Life Safety Bylaw and Fire Services Operational Bylaw align with the *Fire Safety Act*, and to provide proper sectional reference of the previously mentioned bylaws in the Ticket Bylaw.

**MOVED by Councillor Harper and Seconded by Councillor Brice: “That Bylaw No. 10106 be given First Reading.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Brice: “That Bylaw No. 10106 be given Second Reading.”**

In response to questions from Council, the Fire Chief stated:

- This is a housekeeping amendment made on the advice of the Municipal Solicitor to ensure the bylaw aligns with the *Fire Safety Act*.
- It gives authority to the Fire Department for inspections and investigations.

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

**MOVED by Councillor Harper and Seconded by Councillor Brice: "That Bylaw No. 10106 be given Third Reading."**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

\*\*\*\*\*  
The Saanich Fire Chief exited the meeting at 9:46 p.m.  
\*\*\*\*\*

## REPORTS FROM THE CAO OR DIRECTORS

2140-50  
Housing Needs  
Report

### **2024 HOUSING NEEDS REPORT**

Report of the Director of Planning dated October 29, 2024.

To receive the 2024 Housing Needs Report, direct staff to publish it on the Saanich website, and review the Official Community Plan and Zoning Bylaw to bring forward any necessary amendments to meet *Local Government Act* requirements related to Interim Housing Needs Reports.

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Harper: "That Council:**

- **Receive the 2024 Housing Needs Report dated November 2024 for information;**
- **Direct staff to publish the 2024 Housing Needs Report on the District of Saanich's website; and**
- **Direct staff to review the 2024 Official Community Plan and the Zoning Bylaw, 2003 and bring forward any amendments necessary to meet the requirements under the *Local Government Act* as they relate to Interim Housing Needs Reports."**

The Director of Planning and the Housing Planning and Policy Manager presented the Housing Needs Report (PowerPoint on file) and answered questions as follows:

- Staff can provide the cost of the preparation of the Housing Needs Report.
- The Housing Needs Report does not include the number of vacant houses in Saanich; it does include the vacancy rate for rental housing.
- It is important to ensure the Official Community Plan and the Zoning Bylaw are updated to address the requirements identified in the Housing Needs Report.

In response to questions from Council, the CAO stated:

- There is an inventory of Saanich-owned properties and staff have identified properties that may be suitable for affordable housing opportunities.

Council discussion ensued with the following comments:

- There is a need for a greater diversity of housing options including affordable housing.
- There is a need for more multi-family homes as people cannot afford to buy single family homes.
- Over the course of the last year, almost one-third of building and development permits were for non-market, affordable homes.

**RESULT: Carried 7 TO 1**

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

**OPPOSED:** Chambers

\*\*\*\*\*  
The Housing Planning and Policy Manager exited the meeting at 10:16 p.m.  
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1030-30  
Permissive Tax  
Exemption Policy

## **DRAFT PERMISSIVE TAX EXEMPTION POLICY**

Memo from the Finance and Governance Standing Committee dated August 29, 2024.

To recommend to Council that the draft Permissive Tax Exemption Policy be approved and that Council ask staff to report back on the relationship of permissive tax exemptions as a percentage of budgets and potential ways of managing.

**MOVED by Councillor Brice and Seconded by Councillor Harper: “That:**

- **The Draft Permissive Tax Exemption Policy be approved; and**
- **Staff be requested to report back on the relationship of Permissive Tax Exemptions as a percentage of budgets and potential ways of managing.”**

**MOVED by Councillor Phelps Bondaroff and Seconded by Councillor Chambers: “That the motion be amended that the draft Permissive Tax Exemption Policy dated August 1, 2024 be replaced with the draft Permissive Tax Exemption Policy provided by Councillor Phelps Bondaroff at the November 18, 2024 Council meeting.”**

Council discussion ensued with the following comments:’

- The Finance and Governance Standing Committee has already had the opportunity to discuss the proposed amendments and the decision was not to move forward with them.
- The amendments were not included in the agenda and therefore the public were not aware or able to provide comments on them.
- There is a need to be fiscally responsible for grants.
- Those who request grants should have to provide supporting documents to ensure they meet the criteria.
- Four year check ins for all grant recipients should be considered.

**RESULT (AMENDMENT): Failed 2 TO 6****IN FAVOUR:** Chambers, Phelps Bondaroff**OPPOSED:** Murdock, Brice, Brownoff, de Vries, Harper, Westhaver**RESULT (MAIN MOTION): Carried 8 TO 0****IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Westhaver**OPPOSED:** None

1030-30  
Subdivision Applications  
(Panhandle Lots)  
– Reduced Frontage

**DEVELOPMENT PROCESS IMPLEMENTATION – DELEGATION OF AUTHORITY FOR 10% FRONTAGE WAIVER TO THE APPROVING OFFICER AND DEPUTY APPROVING OFFICERS**

Memo from the Director of Planning dated October 31, 2024.

To rescind Council Policy 99/321 “Subdivision Applications (Panhandle Lots) – Reduced Frontage.”

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That Council rescind Council Policy 99/321 “Subdivision Applications (Panhandle Lots) – Reduced Frontage” and that such rescission is to be effective on the date of adoption of “Subdivision Bylaw, 1995, Amendment Bylaw, 2024, No. 10048”.”**

**RESULT: Carried 7 TO 1****IN FAVOUR:** Murdock, Brice, Brownoff, de Vries, Harper, Phelps Bondaroff, Westhaver**OPPOSED:** Chambers

\*\*\*\*\*  
The Director of Planning exited the meeting at 10:58 p.m.  
\*\*\*\*\*

**MOVED by Councillor Harper and Seconded by Councillor Phelps Bondaroff: “That the meeting continue past 11 p.m.”**

**RESULT: Carried 8 TO 0****IN FAVOUR:** Murdock, Brice, Brownoff, Chambers, de Vries, Harper, Phelps Bondaroff, Westhaver**OPPOSED:** None

1420-30  
FGSC

## **FUNDING OPTIONS FOR THE BIODIVERSITY CONSERVATION AND URBAN FOREST STRATEGIES**

Memo of the Finance and Governance Standing Committee dated November 1, 2024.

To recommend to Council the staff recommendation of a scaled funding approach to align with financial priorities and staff work plans, and that a reserve fund not be established at this time.

**MOVED by Councillor Brice and Seconded by Councillor Harper: “That Council approve a scaled funding approach to align with financial priorities and staff workplans and that a Biodiversity Conservation Strategy Reserve Fund not be established at this time.”**

In response to questions from Council, the Director of Finance, the Director of Parks, Recreation and Community Services and the Senior Manager of Parks stated:

- At this time there are no sources of funding available to put into a reserve fund.
- Saanich currently has two reserve funds; the Urban Forest and the Parkland Acquisition Reserve Funds which will be used for future expenditures.
- The Biodiversity Conservation Strategy is a 20 year plan; the Urban Forest Strategy is a 40 year plan.
- There may be some projects within the workplan that could be accelerated without too much of an impact on staff and budget.
- A trust fund with a clear direction on what funds would be used for could be established.

Council discussion ensued with the following comments:

- There is concern that immediate funding is not available.
- We are not on track to meet climate action targets.
- The Biodiversity Conservation and Urban Forest Strategies are priorities and should be accelerated.
- A scaled funding approach is appropriate.
- Accelerating priorities could take place during budget discussions.

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

\*\*\*\*\*  
The Director of Finance, the Director of Parks, Recreation and Community Services and the Senior Manager of Parks exited the meeting at 11:24 p.m.  
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## REPORTS FROM MEMBERS OF COUNCIL

1410-04  
Report - Council

### **SUPPORT FOR AN IN-HOUSE CRISIS RESPONSE TEAM AT THE SAANICH POLICE DEPARTMENT**

Notice of Motion from Councillor Chambers from the September 9, 2024 Council meeting.

That Council request the Mayor work with the Saanich Police Board and come back with options for Council to review ahead of the Saanich Police Department budget requests for options for developing an in-house crisis response team to better respond to the increasing numbers of mental health calls the police are attending and waiting in increasingly longer hospital line-ups.

**MOVED by Councillor Chambers and Seconded by Councillor Phelps Bondaroff: “That Council request the Mayor work with the Saanich Police Board and come back with options for Council to review ahead of the Saanich Police Department budget requests for options for developing an in-house crisis response team to better respond to the increasing numbers of mental health calls the police are attending and waiting in increasingly longer hospital line-ups.”**

**MOVED by Councillor Chambers and Seconded by Councillor Phelps Bondaroff: “That the item – Support for an In-House Crisis Response Team at the Saanich Police Department be postponed indefinitely.”**

**RESULT (POSTPONE): Carried 8 TO 0**

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

**OPPOSED:** None

1410-04  
Report - Council

### **COMMERCIAL DOG WALKER PERMITTING**

Notice of Motion from Councillor Chambers from the Council meeting of September 9, 2024.

That as part of the People, Pets and Parks Strategy, staff consider the development of a permitting process for commercial dog walkers who use Saanich parks.

The item was withdrawn by Councillor Chambers.

1410-04  
Report - Council

### **REGULAR MAINTENANCE OF SEPTIC TANKS**

Notice of Motion of Councillor Chambers from the September 9, 2024 Council meeting.

That staff be requested to provide options for regular maintenance or upkeep of septic tanks.

The item was withdrawn by Councillor Chambers.

ADJOURNMENT

**MOVED by Councillor de Vries and Seconded by Councillor Westhaver: “That the meeting be adjourned.”**

**RESULT: Carried 8 TO 0**

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

**OPPOSED:** None

The meeting adjourned at 11:29 p.m.

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MAYOR

I hereby certify these Minutes are accurate.

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CORPORATE OFFICER