

2013-242

MEMORANDUM

To: Municipal Council

From: Fire Chief

Date: August 26, 2013

Re: Donation of an Automatic External Defibrillator to the Fire Department from a Citizen

Background:

Mrs. Connie Carter attended the Fire Department 75th Anniversary in April and enquired about donating some funds to the Fire Department to enhance public safety in the community. We indicated to Mrs. Carter that our Automatic External Defibrillators (AED) were reaching their end of life (January 2015, they will require replacement) and that we would be looking to purchase new AEDs for the department. Mrs. Carter contacted the Fire Chief in July and indicated that she would like to purchase a new Life Pak 1000 AED and Trainer for the Fire Department and donate it to the community. Mrs. Carter through the assistance of the Fire Department purchased the AED on July the 31st and we received the new equipment August 23rd.

The donation we received from Mrs. Carter has a value of \$3500, of which a receipt was presented to her for income tax purposes.

A media presentation was held with Mrs. Carter, the Mayor and members of the Fire Department to officially receive the donation on Thursday August 29th 2013.

Discussion:

We would like to publicly recognize Mrs. Carter's donation in open forum at Council and thank her for her donation and support of Public Safety in Oak Bay.

Financial Impact:

There is no financial impact on the Fire Department, Mrs. Carter paid for the AED and Trainer in full. The Fire Department will continue the AED training protocol already in practice within the Department with the new equipment.

Recommendation(s):

That the District of Oak Bay, on the Mayor's letterhead, send Mrs. Carter a letter of thank you recognizing her contribution to the community.

Respectfully submitted,



D. G. Cockle, Fire Chief

Chief Administrative Officer

I concur with the recommendation of the Fire Chief



C. A.O.

MEMORANDUM

2013-243

To: Mayor and Council

From: Fernando Pimentel
Deputy Treasurer

Date: September 3, 2013

Re: 2013 Tender Extension Recommendations

Prices do not include applicable taxes.

SCRAP METAL ROLL-OFF TENDER; PW05-2013

Contractor	Rate
Steel Pacific Recycling:	
Monthly Rental	\$0.00
Delivery / Pickup	\$0.00
Price per tonne for Materials*	\$120.00

**This is the price the supplier pays the District.*

The District would like to extend the scrap metal roll-off tender for a further twelve months to December 31, 2014. The current contract allows for this, providing the District and the Contractor reach agreement on the extension 30 days prior to the contract termination date (December 31, 2013).

We have received a letter from Steel Pacific Recycling with their agreement to extend the current contract to December 31, 2014. The Superintendent of Public Works does not have any objections and would like to have the contract extended and awarded to Steel Pacific Recycling. There is no change in the rates from 2013.

It is recommended that Steel Pacific Recycling be awarded the extension of the Scrap Metal Roll-Off contract.

HAULING OF GARBAGE & RECYCLABLES & SUPPLY OF ROLL OFF CONTAINERS; PW07-2011

Contractor	Projected Annual Cost - 2013 (Current Contract)	Projected Annual Cost - 2014 (w/ Contract Extension)
Halton Recycling Ltd. Dba Emterra Environmental	\$41,500	\$43,575

The current contract was entered into in 2011, and has been extended each year. The District would like to extend the hauling of garbage and recyclables and supply of roll off containers tender for a further seventeen (17) months to May 31, 2015.

Under the BC Recycling Regulation, responsibility for managing the collection and recycling program for packaging and printed paper (PPP) will transition from local governments and their taxpayers to industry and their consumers in May 2014. The system will be managed on behalf of obligated industry by Multi-Material British Columbia (MMBC), a not-for-profit organization. MMBC will contract with service providers to provide collection and post-collection services. Depot collectors, such as Oak Bay, may apply to become qualified as MMBC service providers as of May 2014. As the MMBC stewardship plans are still unclear, some scenarios include the MMBC supplying the required bins and trucking and/or they may even partially fund the depot. If this happens we would only have to tender for garbage trucking. The extension will give us time to analyse and negotiate MMBC stewardship plans.

We would like to amend the Contract Agreement between the Municipality and Contractor for the above-referenced contract, and change the terms so that it covers the period of January 2011 to December 31, 2014, with an option to extend the term of the Contract Agreement (the "Extension Term") by five (5) one month Extension Terms, until May 31, 2015, by written notice to the Contractor given not less than fifteen (15) days prior to end of the Extension Term. The rates will increase five percent (5%) on January 1, 2014. The contract will also be amended so that commencing May 2014, the District may, at its own option, redirect the recyclables of; cardboard, mixed paper, plastic containers and bags to an alternate facility within the Greater Victoria area, or delete the hauling of these recyclables from the description of "Work" with fifteen (15) days written notice to the Contractor.

All other terms and conditions of the Contract Agreement, Tender PW07-2011 will remain in force for the duration of the Extension Terms. The Superintendent of Public Works does not have any objections and would like to have the contract extended and awarded to Halton Recycling Ltd. Dba Emterra Environmental.

It is recommended that Halton Recycling Ltd. Dba Emterra Environmental be awarded the extension of the Hauling of Garbage & Recyclables & Supply of Roll-Off Container contract.

COMPOST TENDER; PW08-2011

Contractor	Core Service Rate - 2013 (Current Contract)	Projected Annual Cost - 2013 (Current Contract)	Core Service Rate - 2014 (w/ Contract Extension)	Projected Annual Cost - 2014 (w/ Contract Extension)
Michells Brothers Farm Composting:				
Core Service (per tonne)	\$52.75/tonne	\$146,000	\$55.39/tonne	\$153,300

Core Service includes, but not limited to, the removal of compostable material (i.e., garden waste) from the Municipality's Public Works Yard, to be deposited at the Contractor's compost site.

The current contract has been in place since 2011, and the District would like to extend the compost tender for a further seventeen (17) months to May 31, 2015. The CRD has indicated that as of January 1, 2015 they may not accept kitchen waste at the Hartland Landfill. If the CRD confirms this decision, then the District will be responsible for contracting and negotiating with other facilities to receive our kitchen waste. However, if we combine the garden and kitchen waste into one tender or contract, we should be able to obtain better pricing for the combined product. Kitchen waste (organics) are very desirable products for composting. As the CRD decision to not accept kitchen waste at the Hartland Landfill is still unclear, the extension will give us time to wait for a decision from the CRD. If the CRD decides to not accept kitchen waste, the District will be in a good position to combine the garden and kitchen waste into one tender or contract for better pricing.

We would like to amend the Contract Agreement between the Municipality and Contractor for the above-referenced contract, and change the terms so that it covers the period of January 2011 to December 31, 2014, with an option to extend the term of the Contract Agreement (the "Extension Term") by five (5) one month Extension Terms, until May 31, 2015, by written notice to the Contractor given not less than fifteen (15) days prior to end of the Extension Term. The rates will increase five percent (5%) on January 1, 2014.

All other terms and conditions of the Contract Agreement, Tender PW08-2011 shall remain in force for the duration of the Extension Terms. The Superintendent of Public Works does not have any objections and would like to have the contract extended and awarded to Michells Brothers Farm Composting.

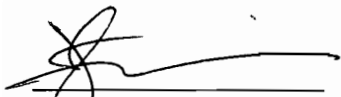
It is recommended that Michells Brothers Farm Composting be awarded the extension of the Compost contract.

OPTIONS

1. Reject all recommendations for extending the contracts. Tender the 3 year contracts (PW07-2011 & PW08-2011) for 1 year contracts. This will allow us the time to analyse how each of the scenarios will develop. However, our current price is based on a 3 year price and we have negotiated a 5% increase. To tender these services for only 1 year may increase the price above the negotiated price. For tender PW05-2013, we can re-tender for 1 year as usual. This option is not recommended.
2. Reject all recommendations for extending the contracts. Tender the 3 year contracts (PW07-2011 & PW08-2011) for 3 years as usual. We will get competitive pricing; however, if any of the previously discussed scenarios develop, we will not be able to take advantage of them until years later. Any adjustment to new contracts to "opt out" will also have a negative effect on the submissions and probably price. For tender PW05-2013, we can re-tender for 1 year as usual. This option is not recommended.
3. Multiple combinations of options. Accept or reject (2 options) individual contracts. This option is not recommended.
4. That Council approve all of the contract extensions. This option is recommended.

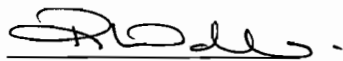
RECOMMENDATION

That Council approve all of the contract extensions.



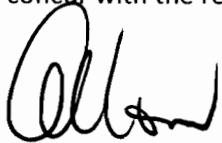
Fernando Pimentel
Deputy Treasurer

The required funds are included in the financial plan. I concur with the recommendation of the Deputy Treasurer.



Patricia Walker
Municipal Treasurer

I concur with the recommendation of the Deputy Treasurer.



Gary Nason
Chief Administrative Officer

2013-193

MEMORANDUM

TO: Committee of the Whole

FROM: Roy Thomassen, Director of Building and Planning
Hope V. Burns, Planner

DATE: July 7th, 2013

RE: Third Addendum Report, Development Permit/ Rezoning – 1510 Clive/2280 Oak Bay Avenue, Proposed New Multi-Family Residential Rental Development, Revised Plans

BACKGROUND:

The owner of the property Nicole Roberts, (representing JN Developments), and her architect, Gregory Damant, on behalf of Cascadia Architects Inc., have now submitted revised plans and letters addressing items raised by Council, staff and the neighbours with respect to the revised plans for the 19 unit rental housing project proposed for 2280 Oak Bay Avenue "The Clive".

At the May 21, 2013 Committee of the Whole meeting, the following resolution was **adopted**:

"That, prior to proceeding with the preparation of draft bylaws, the applicant be requested to either modify or further address issues raised in the May 9, 2013 report of the Director of Building and Planning and Hope Burns, Planner, and agreed to by the Committee, including: reorganizing the massing and increasing the setbacks of the building; considering on-site amenities and provision of parking on site; and reviewing the concerns with streetscape, sidewalk design and tree planting to the satisfaction of the Engineering and Parks Departments."

A discussion ensued with respect to the timing of the consultation between Oak Bay staff and the proponents. It was noted that, though the Committee wished the application to proceed in a timely fashion, members were concerned that the discussions not be further limited in scope. Ms. Burns commented that she has not yet had an opportunity to discuss the application directly with the proponents. In concluding the discussion, the Municipal Administrator stated that Oak Bay staff would bring forward the Committee's concerns with respect to the application and inform the Committee where no further resolution could be reached with the proponents, or where modification would be considered. The following identifies the changes made to the application and identifies concerns which have not been addressed.

REVISED PROPOSAL:

A revised design of a three storey multi-residential Clive Apartment project has now been submitted (Attachment "A") for consideration. The revised proposal requires Council consideration of rezoning and issuance of a Development Permit that meets the OCP objectives and guidelines for multi-family residential development. The revised proposal remains as 19 residential units with a total of 17 at grade parking spaces (added one additional stall, designated for visitor parking). The unit mix includes two studio units, with the remainder two

bedroom and one bedroom and den units.

The applicant advises in a letter dated June 25th, 2013 (Attachment "B") that she is prepared to enter into a Housing Agreement Bylaw to ensure that the units are maintained in perpetuity as rental units with no stratification allowed, and that there will be no limitation on occupancy of the units by families. She has also agreed to the registration of a Section 219 restrictive covenant on the title that would require: consolidation of the legal lots into one parcel; compliance with the issued Development Permit with respect to form and character; restriction of rental of the units to renters without cars when the 16 parking stalls have been allocated to tenants; and, the assurance that the building will meet LEED certification.

A copy of a letter dated June 4th, 2013 from the applicant's solicitor is also appended for reference (Attachment "C") that indicates that his client concurs with the two legal documents being registered.

The architect has submitted a letter dated June 28th, 2013, (Attachment "D") outlining the revisions and expanding on the details of the revised proposal. This includes 16 covered parking stalls and indoor bicycle storage and an outdoor bike rack as well as a newly created designated visitor parking stall. Three public benches are indicated on the newly submitted landscape design plans which also show the relocation of the street trees off the public median onto the private property along with a wider sidewalk on the public right-of-way along the Oak Bay Avenue frontage. No further changes have been made to either the siting or massing of the project.

Scott Murdoch, Landscape Architect, has been retained and has submitted a landscape scheme to address some of the concerns with green space design and also dealing with storm water retention on the site with the provision of a rain garden swale. He has also submitted a letter (Attachment "E") outlining the description of the screening and softening of the building with the use of native and drought tolerant plantings as well as an indication that best efforts will be made to retain the large Douglas fir in the northwest corner of the site.

DISCUSSION:

ENGINEERING DEPARTMENT

The Engineering Department have made some further comments regarding the proposed development at Clive Drive and Oak Bay Avenue as follows:

1 **Storm Management:** Storm Management System shown on the plan is acceptable. There will have to be a storm connection overflow to the municipal drain. Staff are currently looking at the size and condition of the existing storm drain.

2. **Curb Extensions Removed:** As the Committee may recall at last Committee meeting, I pointed out that with the Oak Bay Avenue proposed re-development, installing curb extensions at this stage might be premature even if they are a good idea from the perspective of reducing crossing distance.

3. The trees have now been moved to private property as requested from the Parks and

Engineering Departments.

PLANNING REVIEW

The Local Government Act enables municipalities to consider and adopt by bylaw Housing Agreements as agreed to by the owner with respect to occupancy of the units (e.g. requiring rental only units). An excerpt is quoted as follows:

Housing agreements for affordable and special needs housing

905 (1) A local government may, by bylaw, enter into a housing agreement under this section.

(2) A housing agreement may include terms and conditions agreed to by the local government and the owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions respecting one or more of the following:

(a) the form of tenure of the housing units;

(b) the availability of the housing units to classes of persons identified in the agreement or the bylaw under subsection (1) for the agreement;

(c) the administration and management of the housing units, including the manner in which the housing units will be made available to persons within a class referred to in paragraph (b);

(d) rents and lease, sale or share prices that may be charged, and the rates at which these may be increased over time, as specified in the agreement or as determined in accordance with a formula specified in the agreement.

(3) A housing agreement may not vary the use or density from that permitted in the applicable zoning bylaw.

In discussions with both the applicants' solicitor and the municipal lawyer, it was agreed that the legal instrument to appropriately regulate the assignment of parking would be through a restrictive covenant registered on title pursuant to Section 219 of the Land Title Act and not in a housing agreement bylaw. However, future enforcement would still rely upon complaints being followed up by the municipal staff. Enforcement of a Section 219 covenant regarding parking will be difficult and expensive as legal action may be the only option of true enforcement.

In a meeting held with municipal staff after the last Committee meeting, the applicant and her architects were asked to review the massing, setbacks and parking to determine if any revisions could occur. The specific areas of concern to be reviewed involved: the higher density (massing), the blankness of the rear elevation (north), the view corridors of neighbouring properties (setbacks), the amount of on site parking, and the concerns raised previously about the south elevation of the building fronting onto Oak Bay Avenue. The architecture has not been revised to address these concerns; however, the landscape designer has both addressed the Engineering Department's comments about use of the public right-of-way and the visual look of the three units' entranceways directly onto Oak Bay Avenue. An additional parking stall is now shown to be designated as "visitor" at the entrance to the project from Clive Avenue with a reduced garbage holding area.

A separate meeting was also held with staff and approximately a dozen of the neighbouring property owners to personally hear their concerns and comments. These concerns although not different from previously raised issues were provided to the architect for consideration.

If Committee concurs, at this juncture, it is suggested that the ADP be requested to review this project. Elevation plans for all elevations should be reviewed and it is still recommended that a massing model be prepared for review by the ADP and in time for the public hearing.

The Development Permit can include details such as form and character, landscape design, screening of roof top mechanical equipment and details of all exterior lighting, including all site lighting, at grade and surface parking lighting, and exterior building lighting. The applicant has agreed that all fixtures should be 'down cast' angled with a restricted light spread.

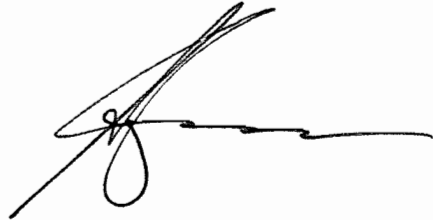
It is now at the Committee's discretion on how this proposal is to proceed. If it is agreed that the application is to move forward in its present state, then review by the District's ADP should occur. After the ADP review and recommendation to Committee of the Whole, the next step would be the preparation of a zoning bylaw amendment specifically for this site to reflect the requested density and the Housing Agreement Bylaw for referral to a public hearing. The following is a list of suggested steps:

- The ADP be invited to review the revised submission and make a recommendation to Committee of the Whole;
- If the Committee of the Whole, after receiving the recommendation from ADP wishes to advance the application to the next step, the following directives should be given to staff:
 - A draft Housing Agreement Bylaw be prepared by the applicant's solicitor to ensure the provision of rental units only with no restrictions on rental to families;
 - A draft restrictive covenant be drafted with respect to ensuring that the parking stalls are assigned and if fully allocated, no units be rented to tenants owning cars, and to ensure the development as proposed is ultimately constructed including to LEED standards;
 - Staff prepares a zoning amendment bylaw to reflect the project (to include density and floor area ratio) as now presented along with the required Development Permit with variances to setbacks and parking requirements.

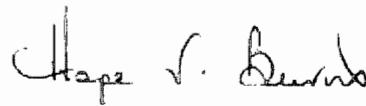
RECOMMENDATION:

If Committee is satisfied with the application in its present form, then staff recommends that the application proceed to the Advisory Design Panel for recommendation to Committee of the Whole. Upon receipt of the recommendation from ADP then further direction on the next steps will be provided, such as Bylaw preparation (Zoning and Housing Agreement as well as DP with variances) and consideration of a public hearing date to be set for in the fall.

Respectfully Submitted,

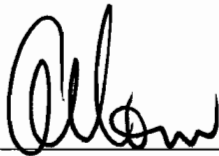


Roy Thomassen
Director of Building and Planning



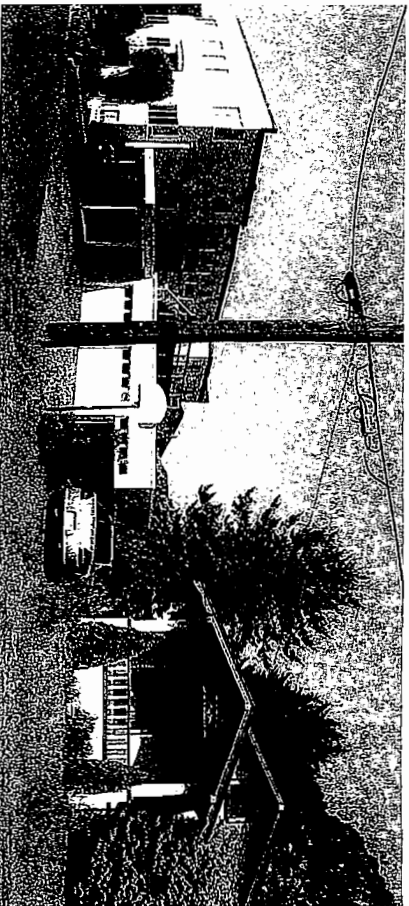
Hope V. Burns, mcip
Consulting Planner

I concur with the recommendation in this report

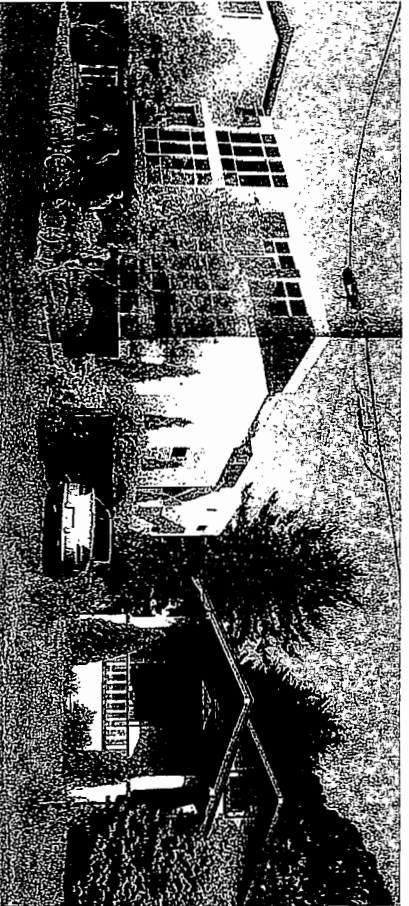


Gary C. Nason
Chief Administrative Officer

Attachment "A" -- revised design plans and landscape scheme
Attachment "B" -- JN Development Group Ltd. letter June 25th, 2013
Attachment "C"- David Adams, Applicant's solicitor letter June 4th, 2013
Attachment "D"- Cascadia Architects' letter, June 28th, 2013
Attachment "E"- Murdoch deGreeff letter, June 28th, 2013

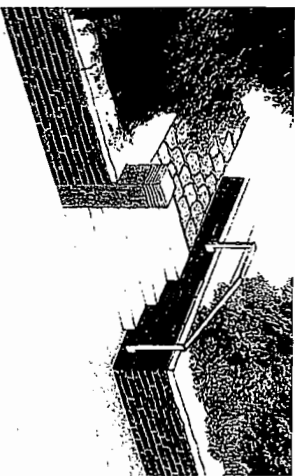


EXISTING VIEW EAST FROM ACROSS CLIVE DRIVE



VIEW EAST FROM ACROSS CLIVE DRIVE SHOWING PROPOSED BUILDING

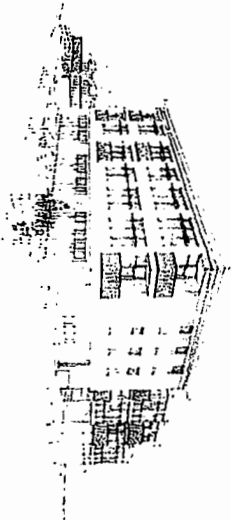
Appendix 'A'



SKETCH VIEW SOUTH FROM OAK BAY AVE, SHOWING PROPOSED ENTRY STAIR



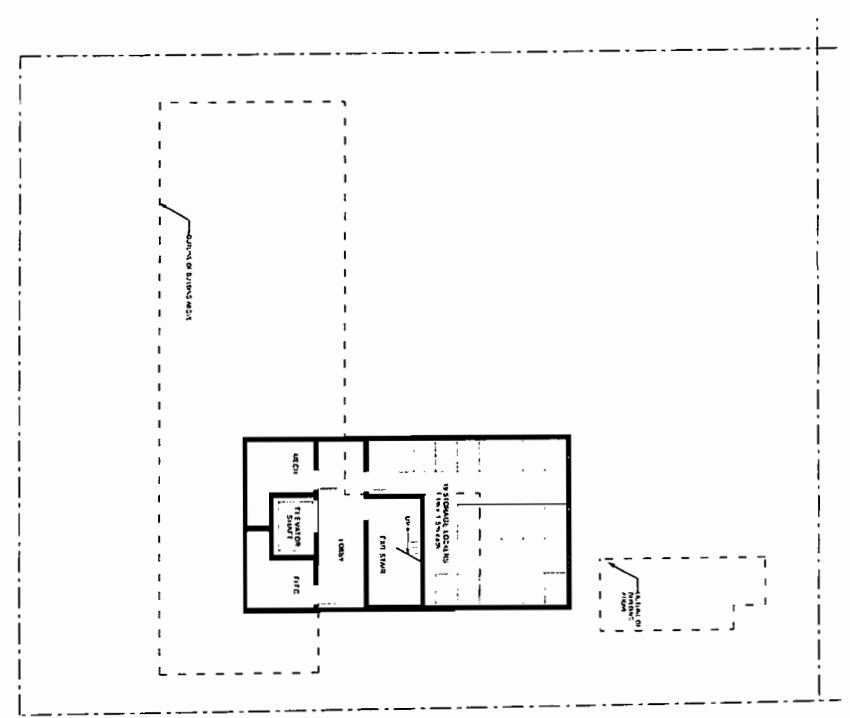
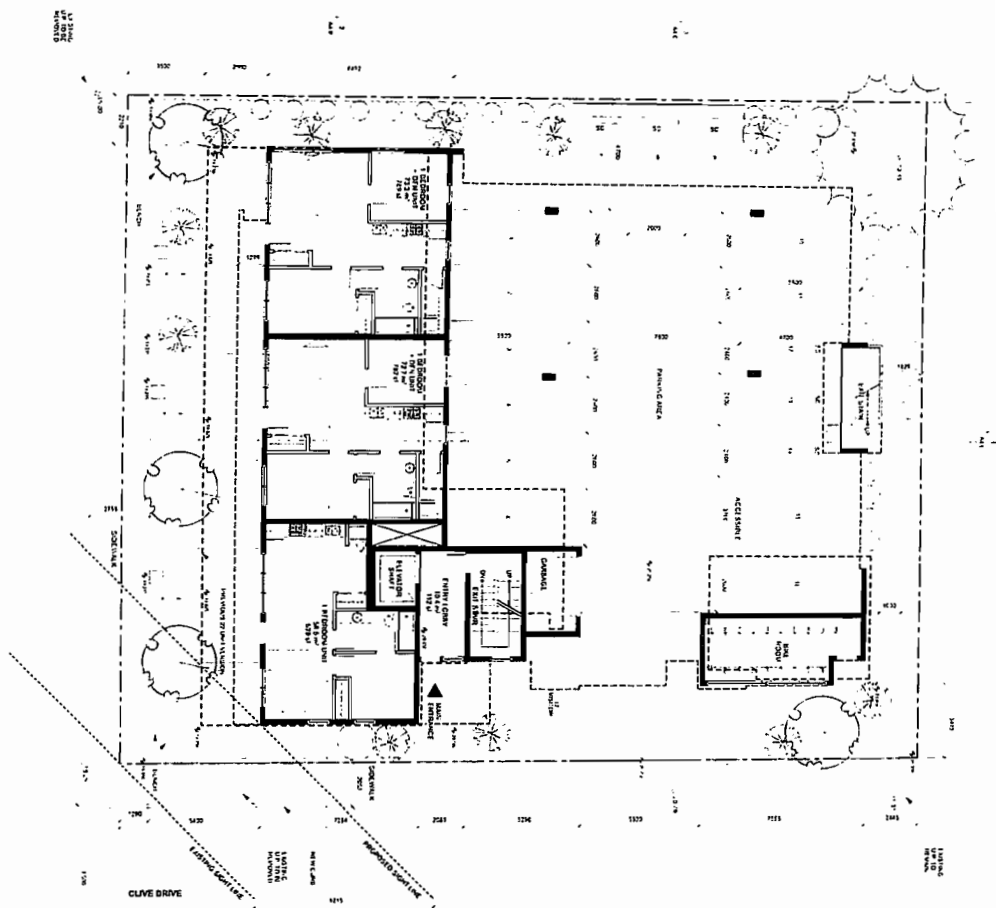
SKETCH VIEW SOUTH FROM OAK BAY AVE, SHOWING PROPOSED ENTRY PATIO



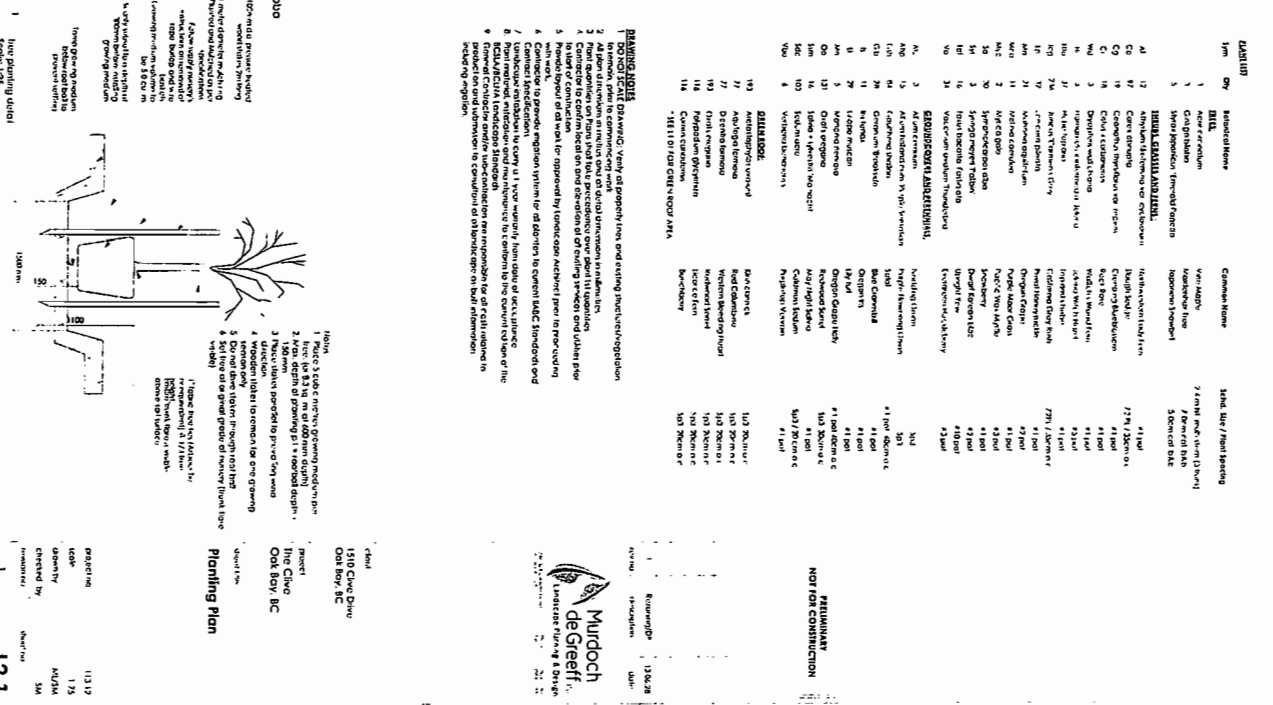
SKETCH VIEW SOUTH EAST FROM OAK BAY AVE, SHOWING PROPOSED DESIGN

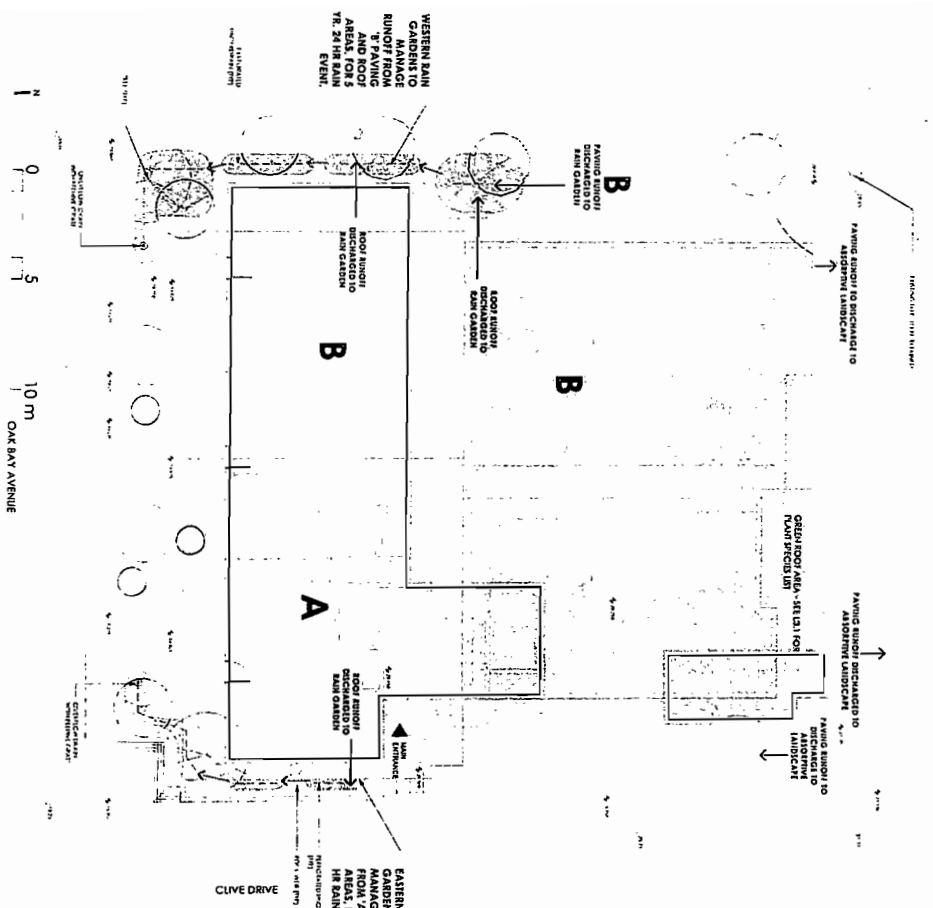
RECEIVED
JUN 23 2013

CASCADIA ARCHITECTS	
3110 Clive Drive, Victoria, BC	
Tel: 250-383-1111	
Fax: 250-383-1112	
Email: info@cascadiaarchitects.com	
Website: www.cascadiaarchitects.com	
The Clive Apartments	
3110 Clive Drive, Victoria, BC	
Project No. 1000	
Date: 05/23/13	
Scale: 1/4" = 1'-0"	
Sheet No. A0.2	

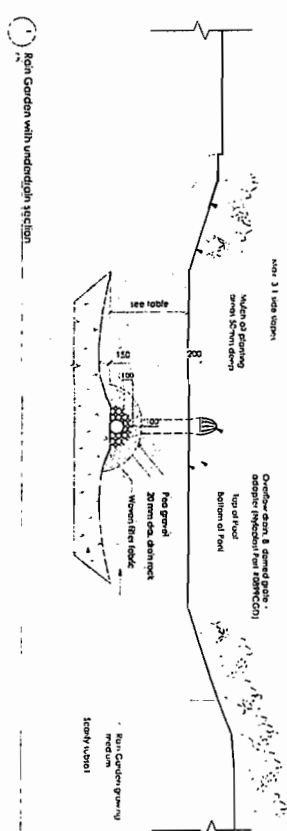
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RAIN GARDEN / SWALE WITH ROCK WEIRS

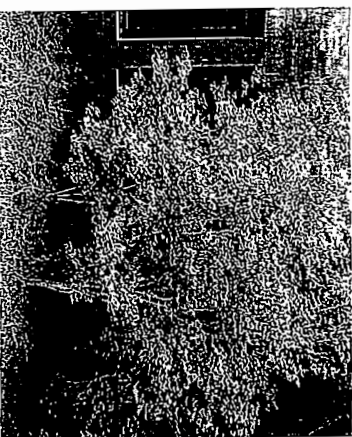
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Roß Garden with undeciduous vegetation

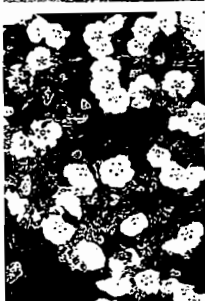
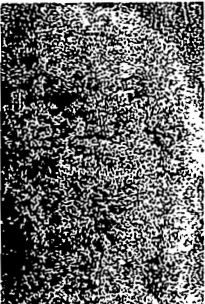


LANDSCAPE @ CORNER OF CLIVE DRIVE AND OAK BAY AVENUE

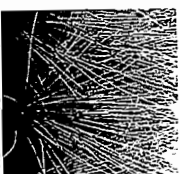
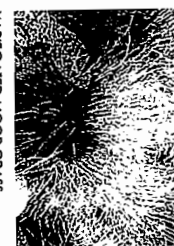
TREES



ORNAMENTAL PLANTS



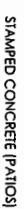
RAIN GARDEN PLANTS



GREEN ROOF PLANTS



HARDSCAPE ELEMENTS



Appendix 'B'

JN Development Group Ltd.
3471 Short St.
Victoria, BC V8X 2V6

June 25, 2013

The Corporation of the District of Oak Bay
2167 Oak Bay Ave.
Victoria, BC V8R 1G2

RE: Rezoning Application for 1510 Clive Drive
LOTS 10 and 11, SECTION 69, VICTORIA DISTRICT, PLAN 1156

Dear Mayor and Council,

I am writing to address the issues of Housing Agreement, parking restrictions and LEED Certification as raised in the planning report prepared by Roy Thomassen, Director of Building and Planning, and Hope Burns, Planner, dated May 9, 2013

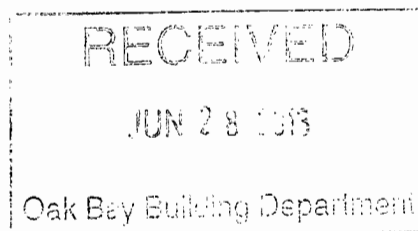
I have reviewed the proposed covenants and Housing Agreement with my attorney David Adams. Mr. Adams has had further discussions with Ms. Burns and Mr. Hargreaves, the solicitor for The District of Oak Bay, regarding the proposed safeguards. A letter from Mr. Adams is attached.

JN Development Group Ltd. will willingly enter into a Housing Agreement upon successful rezoning to ensure that 1510 Clive Drive remains an apartment rental property in perpetuity. I agree that the housing will not be restricted by age and that families will be welcome to live in the building.

I am in agreement that once all of the 16 resident parking stalls (with 1 visitor stall) are occupied that none of the remaining apartments will be rented to persons owning a car. Mr. Adams' letter references 16 total parking stalls (15 resident and 1 visitor); however, since Mr. Adams' letter, Cascadia Architects have successfully created one additional parking stall. This makes 16 resident stalls and 1 visitor stall for a total of 17 parking stalls on site. I understand that it is the District of Oak Bay's wish to register a restrictive covenant on the property to restrict the parking. I am in agreement.

I am also willing to assure the project is LEED Certified by way of a restrictive covenant. I believe that it would be irresponsible to construct the project to anything less than the LEED Certification Standards and am comfortable with a restrictive covenant that ensures that the project meets this goal.


I continue to be available to neighbors and open to their concerns. Admittedly, it is becoming increasingly difficult to address each and every concern and retain the project's viability. Upon approval for Public Hearing, I will provide a massing model for both staff and the community, to better understand the relationship of my proposal to the neighbouring buildings.



In closing, I would like to reiterate to Mayor and council my desire to provide new LEED certified rental housing to this community and my willingness to safeguard these promises. This project, if approved, will be an asset to the community of Oak Bay the business owners in the Village and to the greater municipality in general.

Thank you in advance for your support.

Sincerely,



Nicole Roberts
JN Development Group Ltd.

RECEIVED

JUN 28 2013

Oak Bay Building Department

PATTERSON
ADAMS
Barristers & Solicitors

June 4, 2013

By e-mail: cubicland@shaw.ca

J N Development Group Ltd.
3471 Short Street
Victoria, BC V8X 2V6

Attention: Nicole Roberts

Dear Madam:

Re: Land Use Agreements for The Clive
Our File No. 11085

Further to our recent correspondence and the writer's conversations with Hope Burns and Michael Hargreaves, solicitor for the District of Oak Bay, it appears that the proposed Housing Agreement and Parking Restriction are acceptable to both you and the District.

To reiterate, we understand that there will be a Housing Agreement approved by Bylaw, which confirms that the apartment will remain rental housing in perpetuity and that rental will not be restricted by age, nor will families be precluded from being able to rent in the apartment building.

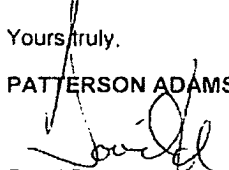
With parking, what has been discussed with the solicitor is that if the 15 parking stalls available for residents are all occupied, then no remaining apartment units shall be used for the purpose of accommodating persons who own a car.

We believe that this correctly reflects the discussion that we had with the solicitor for the District.

Should you have any question or comment, please do not hesitate to contact the writer.

Yours truly,

PATTERSON ADAMS


David B. Adams
*ps

David Adams
Les Jameson*

Associate Counsel
Jack Angus
Craig Bevendge*

John D. Patterson
(2004)

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Fax:
(250) 360-2979

*Denotes Personal Law
Corporation

CASCADIA ARCHITECTS

28 June 2013

Appendix 'D'

The Corporation of the District of Oak Bay
2167 Oak Bay Ave.
Victoria, B.C. V8R 1G2

RE: Rezoning Application for 1510 Clive Drive
LOTS 10 and 11, SECTION 69, VICTORIA DISTRICT, PLAN 1156
Supplemental Information requested by Planning Report May 9th 2013

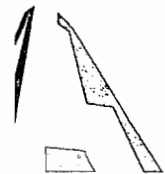
Dear Mayor & Council

This letter is submitted together with supplemental information that responds to the Planning Report issued May 9th 2013 for the Rezoning Application at 1510 Clive Drive. This information includes:

1. Additional drawing A0.2 Renderings/Sketches
2. Revised drawing A2.0 Main Floor / Basement Plans
3. Landscape drawings & Stormwater Management Summary prepared by Murdoch & de Greeff Landscape Architects.
4. Sketch vignettes of Oak Bay Frontage features.

The revisions and additional information are the result of meetings held with Planning and Engineering staff (May 27th & June 5th respectively) and are provided to respond to the following points noted in the Report presented to Committee of the Whole May 21st:

1. Parking: The Planning Report states that three additional stalls should be considered and so the parking configuration has been reviewed once more. By reducing the garbage area adjacent to the driveway the small loading area can be expanded to meet the size requirement of a regular parking stall. It is proposed to make this stall a designated visitor stall, and dedicate the 16 covered stalls to residents. This brings the parking total to 17 for this 19 unit building. This additional parking stall has been added without further sacrificing green space or bicycle parking area.
2. Curb extension at corner of Clive and Oak Bay Avenue: Due to the uncertainty around the future streetscape redevelopment of Oak Bay Avenue the sidewalk extension initially proposed for this corner has been removed. Yellow lines will continue to be used to prevent street parking close to the corner. In lieu of the curb extension the gracious pedestrian area at the corner is now achieved via creation of a 'community bench' set into the landscaped area on the Clive property. This new public amenity is matched by a similar bench adjacent to the Ottavio's stair, and further enhances the beautification measures for the Oak Bay frontage which already include the undergrounding of overhead wiring; the wider sidewalk; and the elimination of the tall retaining wall.
3. Trees in public right-of-way: As directed by Engineering, the three trees initially proposed to be located one meter from the curb line have been moved out of the



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A Corporate Partnership

Principals

GREGORY DAMANT
Architect AIBC, MRAIC, LEED AP

PETER JOHANNKNECHT
Architect AIBC, Dipl.-Ing., LEED AP
Interior Architect AKNW-Germany

RECEIVED

JUN 28 2013

Oak Bay Building Department

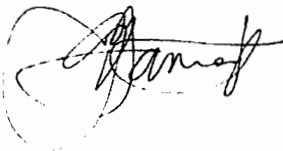
sidewalk and into the landscaped frontage area of the Clive property on Oak Bay Avenue. This will open the full 9' width (2.75m) of new sidewalk to pedestrians.

4. Street Widths and Servicing: Dimensions of street widths for Clive Drive and Oak Bay Avenue have been added to the site plan (A1.0). Removal of the curb extension and sidewalk trees has eliminated potential conflicts with the existing underground services. Locations of service lines have been reviewed, and it is possible to service the site from either street, or both, as directed by Engineering staff during preparation of construction drawings.
5. Landscape Design: JN Development Group Ltd. has retained Murdoch and de Greeff Landscape Architects (MdG) to assist the project with design of the landscape frontages on Oak Bay Avenue and Clive Drive. As detailed on their plans, particular attention has been paid to creating a friendly and inviting combination of landscape materials and features on Oak Bay Avenue in order to enhance the visible presence of the residential unit entrances there – a significant feature of the project. These concepts are further illustrated in sketch form and include details of stair and entrance lighting, street address numbers, and benches. At the north and east frontages the landscape design is used to soften the massing of the building as illustrated in the new perspective rendering from across Clive Drive. This view also shows the articulated form of the north elevation of the building and how the massing is stepped down to the north. As a point of comparison it is interesting that the RS-5 residential zoning on Clive Drive would typically permit a 6.83m (22.4') high house wall within 1.5m (5') of the property line. The closest wall of our design along the north elevation is 2.45m (8') away from the property line and 6.4m (21') high.
6. Stormwater Management Plan: In addition to the landscape design MdG has prepared the stormwater management plan for the site. As detailed on their drawings, stormwater infiltration bioswales capable of accommodating a five year storm event will attenuate and filter all rain water falling on the site before it enters the municipal storm system. This approach is consistent with the LEED practices initially proposed for the project and will provide the additional benefit of reducing the load on aging municipal infrastructure.
7. Site Lighting: As part of the LEED requirements for the project, all exterior lighting will be designed with cut-off housings to minimize spillage of light beyond the property lines, as noted in the planning report.

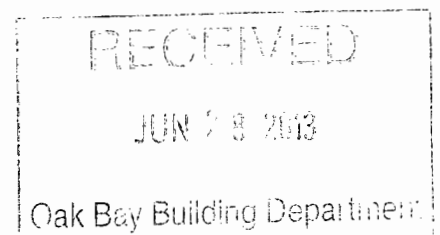
These new measures reflect the comments and recommendations made in the planning report and achieve further meaningful benefits to this new rental apartment project. By submission of a separate letter JN Development Group Ltd. will address the questions of a housing and / or parking covenant or agreement as part of the project.

Respectfully,

CASCADIA ARCHITECTS



Gregory Damant
Principal, Architect AIBC, MRAIC, LEED® AP



Appendix 'E'

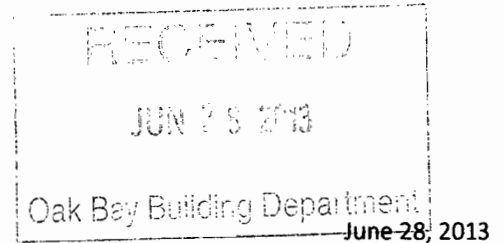
Murdoch
de Greeff INC

200-524 Culduthel Road
Victoria BC V8Z 1G1
p. 250.412.2891
f. 250.412.2892

File No: 113.12

The Corporation of the District of Oak Bay
2167 Oak Bay Ave
Victoria, BC Canada, V8R 1G2

Attention: Planning Staff



Re: Rezoning Application for 1510 Clive Drive
LOTS 10/11, SECTION 69, VICTORIA DISTRICT, PLAN 1156
Supplemental Information requested by Planning Report May 9th 2013

The Clive development is situated on the corner of Clive Street and Oak Bay Avenue adjacent to the Ottavio Bakery. The landscape consists of three typical treatments to accommodate screening and softening of the building (mostly on the north and west sides), visual access and a welcoming feel to the Oak Bay Avenue ground floor units, and the swale and rain garden landscape elements.

The north and west sides are planted with a variety of native and site adapted ornamental plants. Plants are deer resistant and drought tolerant. The landscape along these edges is predominantly a transition landscape between the Clive and adjacent properties. As such, the vegetation is intended to provide screening of the rear stairway and to help ground the building in the landscape. All efforts will be made to retain the existing Douglas fir at the northwest corner of the property.

Three ground floor units are located on Oak Bay Avenue. Access is from the sidewalk by a small 4 step set of stairs to accommodate the 600 mm grade change between the sidewalk and the units. Each unit will have a small patio constructed from stamped concrete. Landscape paving and planting materials were selected to be low maintenance since the property is for rental units. The intent of the landscape is to provide visual separation between patios, to have an inviting and open approach to the units from the sidewalk, and to provide a sense of space and some privacy in the patio seating area. This is achieved using low growing (300-600 mm height) shrubs and groundcovers in combination with open formed larger shrubs and small trees. The open branching pattern of Witch-hazel and Snowbell trees will provide a sense of privacy without being a visual barrier or wall of vegetation. The architectural and landscape renderings help convey this notion.

Along the east and west sides of the building are a series of rock weirs and depression rain gardens. Water from the roof and exposed parking areas will be directed towards these landscape features. They are designed to manage the runoff from a 5 year-24 hour rain event. Water will be discharged from the building via a scupper into the upper rain garden. When this rain garden fills it will crest the rock weir and flow into the next lower rain garden. The rain gardens will have a perforated under drain to collect water after it infiltrates into the soil. Runoff from larger storm events will overflow into a high capacity beehive grate and discharge to the municipal storm drain system. The rain gardens will be planted with sedges and rushes that are adapted to wet winter conditions and dry summer droughts. They are evergreen such that the planters are always visually pleasing. These rain gardens do not produce mosquitoes since they are designed to pool drain within a maximum of 48 hours.

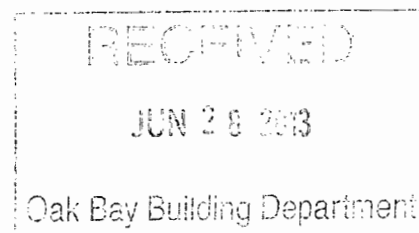
Special features of the design are integrated seating benches in the retaining wall on Oak Bay Avenue at the corner of Clive Street and adjacent to the neighbouring Ottavio Bakery property, visitor bicycle parking, and an electric scooter charging station. The seating benches will be made of wood cantilevered off the wall or supported by end hangers. The bench at the corner of Clive Street has been recessed off Oak Bay Avenue to create a small seating space that will act as a mini plaza. This bench wraps around onto Clive Street.

Best regards,



Scott Murdoch

Registered Landscape Architect



Cc:

August 26, 2013

To: Mayor and Council

From: Deputy Municipal Clerk

Re: **Tree Protection Bylaw Application for Reconsideration of Permit Refusal – 2151 Cranmore Road**

Under the *Tree Protection Bylaw*, adopted in 2006, the *Cedrus Atlantica* (Atlas Cedar) located to the southwest of the East Building of Oak Bay High School, 2151 Cranmore Road for which a tree removal permit was denied, is protected pursuant to the Tree Protection Bylaw.

Pursuant to the Bylaw, the Manager of Parks Services would issue a permit for the removal or damage of a protected tree where such removal or damage was required as per the various criteria laid out in the bylaw, which are as follows:

6. (1) to eliminate a hazard caused by a tree or part thereof which is dead, dying, severely damaged, unstable or severely leaning and in danger of falling;
- (2) to eliminate a hazard caused by interference with utility wires;
- (3) to eliminate a situation where a water line, sewer pipe or drain pipe is being chronically blocked or damaged by roots, or where pressure or penetration from tree growths above or below ground is causing damage to a building or part thereof, or to a significant structure, and there is no other reasonable solution that would not impose an undue hardship;
- (4) subject to Section 9, to allow the construction of a principal building in the location shown on a building permit application which complies with all applicable enactments and bylaws, and where the plans for the same have been approved by the building permit issuing authority for the Municipality;
- (5) to allow the construction of an accessory building or structure in a location complying with all applicable bylaws and regulations where a requirement to construct the building or structure in an alternate location would impose an undue hardship;
- (6) to prevent a foreseeable hazard that would be created by damage to the root system of a tree attributable to the construction of a building or structure in a location approved by the building permit issuing authority for the Municipality;
- (7) to allow the installation of underground or overhead services where a requirement to install the same in an alternate location would impose an undue hardship;
- (8) to allow the installation of a driveway or required off-street parking area where a requirement to install the same in an alternate location would impose an undue hardship;

- (9) or warranted because the tree, due to disease, decay, dieback or other pathological condition, mishap or pest attack is in an advanced and irreversible state of decline:
 - (a) that will on balance of probability cause the death of the tree within 5 years or less; or
 - (b) which has already caused the tree to deteriorate to the point that its continued retention can no longer reasonably be considered to serve the tree protection objectives of this Bylaw;
- (10) , in accordance with sound arboricultural principles and practices, and pursuant to the goal of maintaining the native urban forest in a state of ongoing renewal, to promote and protect the health and vigour of any one tree of the species Garry Oak (*Quercus garryana*), Arbutus (*Arbutus menziesii*), Pacific (Western) Yew (*Taxus brevifolia*), Black Hawthorn (*Crataegus douglasii*)" or Pacific (Western Flowering) Dogwood (*Cornus nuttallii*), which has either a basal diameter greater than 10 centimetres or a height above the point of germination in excess of 2 metres.
- (11) to prevent foreseeable damage to a building, or to a significant structure, from:
 - (a) a limb, trunk or stem failure; or
 - (b) pressure or penetration from tree growths above or below ground, which the Manager of Parks Services has identified as a substantial risk based on his examination of the tree in the context of its location, characteristics and general environment, notwithstanding that the tree may not at the time of application exhibit any of the hazardous conditions set out in Section 6(1) or actually be causing damage as described in Section 6(3); or
- (12) to remedy an undue hardship attributable to the material and deleterious effect of the tree on an improvement of significant value located on the subject parcel, or on land adjoining the subject parcel.

In the case at hand, the Manager of Parks Services has determined that none of the criteria under which he has the authority to issue a permit apply (see additional information attached). Therefore, the owner of 2151 Cranmore Road is seeking Council reconsideration of the decision to refuse to issue a permit.

In this regard, Section 21.1 of the Tree Protection Bylaw provides that in the case of a request for reconsideration of a decision of the Manager of Parks Services, Council would review the Manager's interpretation and application of the permit-issuing criteria set out in Section 6 and, if supported by the facts and in harmony with the scheme of this Bylaw generally and the language of that section in particular, may substitute its own interpretation or application and order the issuance of a permit where it is satisfied that the issuance of the permit having regard to:

- (1) the species of the tree;
 - (2) the form of the tree;
 - (3) the condition of the tree; or
 - (4) the general density of protected trees on the subject parcel,
- would not defeat the intent of this Bylaw.

Maura Jones

Maura Jones
Deputy Municipal Clerk

2013-247

Memorandum

TO: Mayor and Council **DATE:** August 26, 2013

FROM: Roy Thomassen
Director of Building and Planning

SUBJECT: Property protected pursuant to Section 967 of the *Local Government Act*
1344 Victoria Avenue
Lot 13 & 14 , Section 23, Victoria District, Plan 372A

Background

The owners would like to replace and repair an existing deck and guardrail on the front elevation of 1344 Victoria Avenue. The property and building were designated heritage by Bylaw No. 3925 (attached) in February 1997 and the statement of significance is attached for information.

Discussion

In accordance with Section 972 of the *Local Government Act* a Heritage Alteration Permit is required to make alteration to the designated heritage building. The proposal is to reroof the deck and replace the guard rails surrounding the deck. The guard rail has been designed to match the existing guard rail with an increased height and glass protection for the large openings.

With all Heritage Alterations Permits, Section 973 of the *Local Government Act* permits the local government to include conditions as part of the heritage alteration permit as follows:

- a) Conditions respecting the sequence and timing of construction;
- b) Conditions respecting the character of the alteration or action to be authorized, including landscaping and the siting, form, exterior design and finish of buildings and structures;
- c) that the applicant provides a specified amount of security, in a form satisfactory to the local government, to guarantee the performance of the terms, requirements and conditions of the permit.

For this proposal I am not recommending any conditions to be attached to the Heritage Alteration Permit as the proposed design reflects the existing guard rail design.

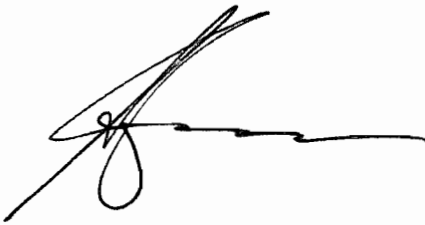
Options

1. That the Director of Building and Planning be authorized to issue a Heritage Alteration Permit for 1344 Victoria Avenue in respect to the plans presented in his report dated August 26, 2013.
2. That the application for a Heritage Alteration Permit for 1344 Victoria Avenue in respect to the plans presented in the report of the Director of Building and Planning dated August 26, 2013 be referred to the Heritage Commission for recommendation on the proposed alterations to the deck and guardrail. After receiving a response from the Heritage Commission, Council could then give consideration to the conditions as outlined in this report.

Recommendation

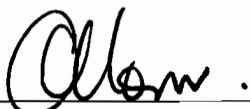
1. That the Director of Building and Planning be authorized to issue a Heritage Alteration Permit for 1344 Victoria Avenue in respect to the plans presented in his report dated August 26, 2013.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Officer

THE CORPORATION OF THE DISTRICT OF OAK BAY

BYLAW NO. 3925

A Bylaw to designate 1344 Victoria Avenue
as a protected municipal heritage site

WHEREAS a local government may designate real property in whole or in part as protected pursuant to Section 1022 of the *Municipal Act*; and

WHEREAS Oak Bay Municipal Council, on the advice of the Oak Bay Community Heritage Commission, considers that the building at 1344 Victoria Avenue has sufficient heritage value and character to warrant heritage designation protection;

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

1. In this Bylaw

“COUNCIL” means the Municipal Council of The Corporation of the District of Oak Bay.

2. Those parcels or tracts of land situate, lying and being in the Municipality of Oak Bay in the Province of British Columbia, and more particularly known and described as

- (a) Lot 13, Section 23, Victoria District, Plan 372A, and
- (b) Lot 14, Section 23, Victoria District, Plan 372A

together with the residential building situate thereon, being constructed in or about 1912 (herein referred to as “the building”), are hereby designated as protected pursuant to Part 30 of the *Municipal Act*.

3. This Bylaw shall apply to:

- (a) the exterior of the buildings;
- (b) the structure of the buildings;
- (c) affixed interior features or fixtures of the buildings as set out in Schedule “A” attached hereto.

4. Except as authorized by a heritage alteration permit issued by Council pursuant to Part 30 of the *Municipal Act*, no person shall:

- (a) alter the exterior of the buildings;
- (b) make a structural change to the buildings;
- (c) move the buildings;
- (d) alter, remove or take an action that would damage an interior feature or fixture in the buildings identified in Schedule “A” attached hereto;
- (e) alter, excavate or build on the land protected by this Bylaw.

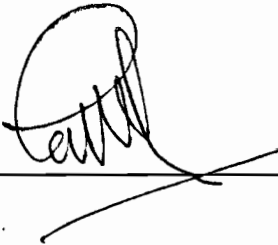
5. This Bylaw may be cited as the ***"1344 VICTORIA AVENUE HERITAGE DESIGNATION BYLAW, 1997"***.

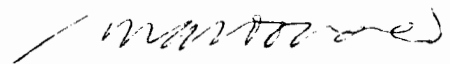
READ a first and second time by the Municipal Council on JAN 13 1997

PUBLIC HEARING held on JAN 27 1997

READ a third time by the Municipal Council on JAN 27 1997

ADOPTED and FINALLY PASSED by the Municipal Council on FEB 10 1997



Mayor

Municipal Clerk

Sealed with the Seal of The Corporation of
the District of Oak Bay.

SCHEDULE "A"

1344 Victoria Avenue

Affixed Interior Features or Fixtures

1. Entry Hall
 - (a) wood trim and its finishing
2. Living Room
 - (a) wood trim and its finishing
3. Dining Room
 - (a) wood trim and its finishing
 - (b) cabinets
4. Main Floor – All Rooms
 - (a) stained glass windows
 - (b) fireplaces



1344 Victoria Avenue

Oak Bay Community Heritage Register

1344 Victoria Avenue

Unique FPT Identifier

Other names Marshall Pollock Gordon

LOCATION

Jurisdiction BC

Street # 1344 Street Victoria Avenue

Community Oak Bay Province BC

Locality South Foul Bay / Windsor

District Capital Regional District

Sub-District

Economic Region

Cadastral Identifier PID: 009-154-086

Coordinates	Type	Datum	NAD83	Zone	10
	Latitude		Longitude		

DESCRIPTION

Description 1344 Victoria Avenue is a symmetrical, two-storey residence with full basement in the Arts and Crafts style with Tudor Revival references; the main façade has prominent cross gables with half-timbering, at each end, and a full-length verandah. It is one of the larger homes in the area, with double-lot street frontage, and with mature cedars and oaks at the front of the property.

Description of boundaries LOT 14, SECTION 23, VICTORIA DISTRICT, PLAN 372A

Area n/a square metres

Heritage value The house and its interior (living room, dining room and study) received Heritage Designation in 1997, By-Law #3925. It is an important component of Victoria Avenue's heritage cluster and streetscape.

1344 Victoria Avenue is valued for its contribution to the social and economic history of Oak Bay. The house was built in 1912 on land that was formerly part of the land holdings of Jose Despard Pemberton, the first Surveyor General of the Colony of Vancouver Island. This residence is a product of the building and development boom in Oak Bay prior to the First World War, when over 1,500 houses were constructed. After incorporation, in 1906, this part of Oak Bay became a popular residential area as a result of the improvement of transportation services, and civic amenities.

This residence has significance as one of the few surviving examples of the work of the firm Wood and Richards. Wood and Richards (Frederick Wood and Reginald Percy James Richards) was a design-build firm which had a number of commissions for single-family residences in bungalow and British Arts and Crafts styles, primarily in the Fairfield neighbourhood. The firm was also commissioned to build four Soldiers' Settlement Houses in Victoria in 1920. Fred Wood considered himself an architect, but never joined the Architects Institute of BC - the Professional Act was passed in 1921 by which time Wood had formed Wood-Foyster Construction Co. with partner K. B. Foyster.

The significance of this property is associated with its myriad owners and tenants, giving it a legacy and vibrancy that adds intangible intrinsic heritage value. The original owner, Marshall Pollock Gordon, was politically active and served as Reeve of Oak Bay in 1916. Later, the house was owned by the Honorable John Duncan MacLean, Premier of British Columbia (1927-1928) and CBE recipient. American Consul (1924-1934) George A. Bucklin, lived here in 1930. In 1940, Mrs. Holden, founder of the local Alliance Francaise, was a tenant. For many years this house has been associated with the local artistic community: nationally recognized textile artist Carole Sabiston, recipient of many prestigious awards amongst which is the Order of British Columbia, lived here for a period; later the house was home to Richard Simmins,

Oak Bay Community Heritage Register

1344 Victoria Avenue

Director of the Art Gallery of Greater Victoria (1977-1978); and, since 1972, it has been own by the internationally award-winning artist Dr. Pat Martin Bates – member of the Royal Canadian Academy, and Professor Emeritus at the University of Victoria. The house has been a meeting place for the Limners, a group of Victoria artists and writers.

Character-Defining elements

Key elements that define the heritage character of 1344 Victoria Avenue include its:

- setting on edge of double lot
- residential setback, location near Oak Bay Avenue amongst other heritage homes
- form, scale and massing
- side-gable roof with cross gables
- wood frame construction with granite foundation
- style details such as: symmetrical façade; full length balcony and verandah; heavy eaves brackets; varied cladding materials
- original exterior architectural elements such as: wood front door with strap hinges, mailbox and casement sidelights; 'Chinaman's door'; garage; cast iron coal chute
- fenestration, and window types such as: casements; fixed; multiple-assembly leaded stained glass; oculus
- original interior elements such as: granite fireplaces; woodwork including decorative, two toned parquet floor; door furniture; built-in cabinets; tiles; Tudor arches
- landscape features: double garage with strap hinged doors and stained glass; splayed gar stairs, stair cheeks and piers at principal entry

Functional Type

Type	Category	Era
Single Dwelling	Residence	Primary Current
Multiple Dwelling	Residence	Primary Historic

Contributing Resources

#	Type
1	Building
1	Landscape Feature

Associated event, person, organization, architect or builder

Person	Association
Frederick Wood	Architect
Reginald Percy James Richards	Architect
Hon. John Duncan MacLean	Person
George A. Bucklin	Person
Carole Sabiston	Person
Pat Martin Bates	Person
Richard Simmins	Person
The Limners	Organization

Associated dates

Type	From	To
Construction	1912	

FORMAL RECOGNITION

Statute	Enactment	Date
Local Government Act, s.954	Corporation of the District of Oak	2/26/2007
Local Government Act, s.967	By-law 3925	2/10/1997

DOCUMENTATION/ADMINISTRATION

Supporting docs	Corporation of the District of Oak Bay		
Owner Response	Consent		
Provincial Registrar	Neil Wilton		
Author	E. Lotto & D. Mindenhall	Date modified	15-Mar-07

2013-248

Memorandum

TO:	Mayor and Council	DATE: September 4, 2013
FROM:	Roy Thomassen Director of Building and Planning	
SUBJECT:	Building Permit Referral for Property on Oak Bay Community Heritage Register 2086 Byron Street Lot 23, Block 3, Section 69, Victoria District, Plan 298	

Background

The owners have made a building permit application for extensive work with some exterior changes to the home at 2086 Byron Street. The exterior changes involve the addition of new windows to the basement level while digging the basement approximately 3 feet deeper, as well as new foundations creating a full height basement with two new entry points and a sunken patio.

Attached are reduced plans of the renovation, and the Statement of Significance from the Oak Bay Community Heritage Register.

Discussion

Bylaw No. 4222 authorizes withholding of permits in respect of property included in the heritage register when the work would result in an alteration to the exterior of a building. The proposed renovations involve exterior changes as described above.

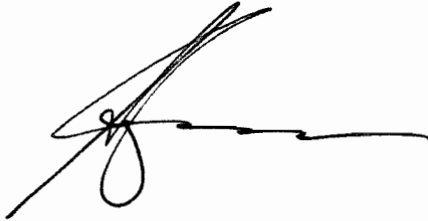
Options

1. That the building and land located at 2086 Byron Street be subject to a temporary protection order in accordance with Section 962 of the *Local Government Act* for a period of not more than 60 days, and that the plans for the proposed renovations be referred to the Heritage Commission for a report and recommendation to Council.
2. That the report of the Director of Building and Planning dated September 4, 2013 with respect to the building permit application for 2086 Byron Street, which is included on the Oak Bay Community Heritage Register, be received. By making this motion and not placing a 60 day temporary protection order, Council will be accepting the proposed exterior changes including additional windows and doors, new foundations and a small rear addition.

Recommendation

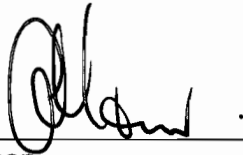
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Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', written over a horizontal line.

Roy Thomassen
Director of Building and Planning

I concur with the recommendation of the Director of Building and Planning.

A handwritten signature in black ink, appearing to read 'Gary Nason', written over a horizontal line.

Gary Nason
Chief Administrative Officer



2086 Byron Street
(W.J. Hambley House)

Oak Bay Community Heritage Register

2086 Byron Street

Unique FPT Identifier

Other names W. J. Hambley House
Clifton (ca. 1913)

LOCATION

Jurisdiction	BC		
Street #	2086	Street	Byron Street
Community	Oak Bay	Province	BC
Locality	Poets Area		
District	Capital Region District		
Sub-District			
Economic Region			
Cadastral Identifier	PID: 004-492-439		
Coordinates	Type	Datum	NAD83
	Latitude	Longitude	Zone 10

DESCRIPTION

Description	The Hambley House is a two storey, with full basement, Italianate residence with some Queen Anne details, located on a low-density street of single-family dwellings that includes other heritage homes in an area that is referred to as the Poet Streets Neighbourhood. The house has a prominent front verandah and double height projecting bay window on the front façade.
Description of boundaries	2086 Byron Street comprises one building located on LOT 23, BLOCK 3, SECTION 69, VICTORIA DISTRICT, PLAN 298
Area	square metres
Heritage value	<p>The Hambley House is significant as a fine example of Queen Anne Revival residential architecture, fashionable in the west at this time. Residences built in this style typically exhibited asymmetrical facades, gables and an irregular plan with bay windows and porches. Predating the incorporation of Oak Bay, Hambley House was built between 1892 and 1893 and as such is one of the oldest homes in Oak Bay. This modest yet prominent house is particularly valuable for its elaborate and elegant detail; designed in the Italianate style with Queen Anne elements such as the semi-octagonal bay window and the glazing bars framing the upper fenestration. The porch is a later addition with Edwardian design elements, notably the stone porch walls and the substantial pillars.</p> <p>This residence is valued for its contribution to the ambiance of Byron Street and the Poets Street cluster of heritage homes, lined with several houses that are listed on the municipal heritage inventory.</p>
Character-Defining elements	<p>Key elements that define the heritage character of 2086 Byron Street include its:</p> <ul style="list-style-type: none"> - setting amongst a cluster of other heritage homes; - form, scale and massing; - bellcast, shingled hip roof; - granite foundation and rubble foundation, wood frame construction, drop siding with corner boards; - style details such as fish scale shingles and paired roof brackets, asymmetry and irregular plan; - exterior architectural elements: prominent external brick chimney, open front porch with columns, window horns; - regular fenestration: double hung single sash with decorative mullions, leaded stained glass in the front door, double height bay window; - interior features: four decorative wood, tile and cast iron fireplaces – two down, two up that share one chimney, tin wainscoting in dining room, picture rails, wood floors throughout, decorative scroll and millwork throughout, door casings, light fixtures, paired

Oak Bay Community Heritage Register

2086 Byron Street

columns in banister, newel post;
- landscape features: stone front wall, staircheeks

Functional Type

Type	Category	Era
Single Dwelling	Residence	Primary Current
Single Dwelling	Residence	Primary Historic

Associated event, person, organization, architect or builder

Contributing Resources

#	Type
1	Building

Associated dates

Type	From	To
Construction	1892	1893

FORMAL RECOGNITION

Statute	Enactment	Date
Local Government Act, s.954	Resolution of Council	2006-03-13

DOCUMENTATION/ADMINISTRATION

Supporting docs Corporation of the District of Oak Bay

Owner Response Consent

Provincial Registrar Neil Wilton

Author Emma Hall

Date modified

2013-252

MEMORANDUM

To: Municipal Council

From: Gary C. Nason, Interim Chief Administrative Officer

Date: September 9th/13

Re. Oak Bay Official Community Plan (OCP) Renewal Project – Proposed Household Survey Questionnaire, Proposed Survey Sub-areas and Survey Implementation Timeline

BACKGROUND:

At a Special Council Meeting held on August 12th, 2013, Council received a Staff Memorandum attaching as an Appendix a draft of the proposed OCP Renewal Project household survey questionnaire. A number of comments on the survey were received at the Meeting, including several comments from members of the OPAC in attendance. At the conclusion of the discussion, Council adopted the following motions:

1. That Council approve the draft OCP survey, generally as per the content attached as Appendix "A" to the August 12th Staff Memorandum, for the purposes of moving forward with the next steps in the survey implementation process;
2. That finalization of the survey sub-areas be referred to the OPAC sub-committee to liaise further with the consultants in this regard; and
3. Council send written communication to each of its advisory committees, boards and commissions formally inviting these bodies to submit, at any time, written comments or input on the OCP renewal project, and also advising these bodies that once the process reaches the draft OCP document stage, further opportunities will be given to each of them to review the draft Plan and provide comment back to Council prior to finalization.

The purpose of this Memorandum is to follow up on the outcome of the referral to the OPAC sub-committee which is referenced in Motion No. 2 above, and to advise of the next steps in the survey implementation process.

DISCUSSION:

The sub-committee held a further lengthy conference call with the consultants on August 22nd/13 for the purposes of reviewing a further draft of the proposed survey questionnaire, and confirming the proposed survey sub-areas.

In terms of the survey questionnaire, attached as Appendix “A” to this Memorandum is a copy of the final revised edition of the questionnaire. The survey has been further revised from the version which was last presented at the August 12th/13 Council Meeting to incorporate the changes which were discussed and endorsed at that Meeting, and to make some further revisions based on comments submitted by both OPAC and Council members between August 12th and the sub-committee’s meeting on August 22nd/13.

In terms of the proposed survey sub-areas, attached as Appendix “B” is a map of the five proposed survey sub-areas which will be used for the purposes of analysis of the survey results. In most respects the proposed sub-area boundaries have been the result of combining smaller sub-areas which correspond to the District’s current utility billing areas, as the property address files currently exist in Excel form. For the purposes of the survey, however, some modifications to the sub-area boundary lines in several areas have been made. These boundary line modifications will be briefly overviewed at the Meeting.

In terms of next steps, attached as Appendix “C” is the current timeline and process for implementation of the survey. Currently the questionnaire is undergoing a process of pre-testing which is one of several important steps, from a methodology perspective, which are required before the survey is officially launched. If any minor revisions or changes to the survey are recommended by the consultants as a result of the pre-testing, OPAC and Council will be advised accordingly and further direction may be required.

As noted previously in the last Staff Memorandum, the survey invitation letter is proposed to be mailed to 7,981 households, apartments and condos during the September 16th/17th timeframe to all residential addresses in Oak Bay, including apartments. It is not proposed that the survey invitation letter be sent to secondary suite tenants, however if a tenant living in a secondary suite wishes to complete a copy of the survey, arrangements will be made to accommodate such requests.

OPTIONS:

The most plausible options at this juncture would appear to be:

1. Receive this Memorandum for information and proceed with the next steps in the implementation process for the OCP survey as outlined in the Appendix "C" timeline, or
2. Not proceed with the next steps in the OCP survey implementation process. Rather, refer the proposed survey, the proposed survey sub-areas and/or the survey timelines/process back to the consultants, Staff and to OPAC or the OPAC sub-committee for further revisions, refinement, additions or deletions as Council directs, with the matter to be brought back to a future Committee of the Whole or Council Meeting. This option would most certainly have a significant impact on the survey timeline and make it unachievable as currently proposed.

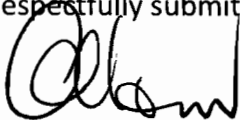
FINANCIAL IMPACT:

As reported previously, the cost of the survey is included in the overall budgetary appropriation for the OCP renewal project, and as previously reported, the incremental additional cost of expanding the survey to include all Oak Bay residences (as opposed to a 3,600 residence random sample survey), is between \$7,100 and \$8,200.

RECOMMENDATION:

It is recommended that this Memorandum be received for information, and the District continue with the next steps in the OCP survey implementation steps as outlined in Appendix "C".

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'G. Nason', written over the typed name.

Gary C. Nason,
Interim Chief Administrative Officer

Choosing Our Future

Oak Bay Official Community Plan Renewal Household Survey

Oak Bay is renewing its Official Community Plan (OCP). We want your input. Oak Bay's first OCP was prepared in 1981 and last updated in 1997.

What is an OCP?

An OCP guides a municipality's land use and development. It provides the policy framework for Council in addressing decisions on housing, transportation, infrastructure, parks, economic development, and the natural and social environment.

Why do we need to renew our OCP?

Oak Bay has seen many changes since the OCP was first adopted in 1981. To remain relevant, a community's OCP must be updated.

Change is inevitable and often beneficial. Some change is foreseeable, and some unexpected. Communities can, however, determine the policies that guide change.

Oak Bay Facts

Population	1991 - 17,815	2011 - 18,015
Population 55 or older	1991 - 40% of residents	2011 - 56% of residents
School-aged children	1991 - 17% of residents	2011 - 15% of residents
Housing 2011	Single detached homes 64%	Multi-family units 36%
Resident of same dwelling for over 5 years	1991 – 55%	2006 – 88%

Trends

- More vehicles
- More commuter biking
- Increasing density in the region
- Shifting family situations
- Increasing housing costs in relation to income
- Climate change such as rising sea levels and more frequent storms
- Aging single- and multi-family homes
- Housing options for seniors and those with disabilities are limited
- Taxes are mostly from residents due to the small amount of commercial land

What have we done to date?

The OCP renewal process began with workshops and open houses. This survey is the next step in the community engagement process. It is important to obtain the views of the entire community.

This survey requests your input on potential strategies and policies for the OCP. Each topic area is introduced with a summary of related strengths and challenges based on the workshops and open houses.

A. Community and Social Infrastructure

Oak Bay has excellent community spirit as demonstrated by the level of community participation in the numerous festivals and special events. There are also multiple health and community services, community organizations, and volunteers. Some of the challenges include protecting heritage buildings, supporting arts and culture, and providing services and facilities for seniors.

Potential Strategies

- ☐₁ Expand community facilities, programs and services for older adults, seniors and people with disabilities
- ☐₂ Expand community facilities and programs for youth
- ☐₃ Support education opportunities related to arts and culture, nature, history, and First Nations
- ☐₄ Strengthen OCP policies on heritage
- ☐₅ Prepare and implement an Arts and Culture Strategy

1. Which of these strategies are most important to you? *Choose up to two by checking the box before your choice.*

2. Do you have any comments or suggestions on strategies for community and social infrastructure?

B. Transportation

Oak Bay is a walkable community with interesting streets and laneways. Opinions differ on the need for more parking and bike racks in the village, more bike lanes, better sidewalks, and a better transit system. A challenge is the condition, traffic and speed on some roads. (Off-road trails/paths are in the Parks and Recreation section.)

Potential Strategies

- ☐₁ Provide more commuter bike lanes, bike racks, and signs on bike routes, recognizing possible effects on the amount of parking and driving lanes
- ☐₂ Improve sidewalks for better accessibility, e.g., smoother and wider sidewalks, more ramps
- ☐₃ Address traffic calming, speed limits, road repair, etc.
- ☐₄ Design and operate roads as “complete streets” with all users in mind, including cyclists, transit vehicles and riders, and pedestrians of all ages and abilities
- ☐₅ Advocate for improved transit service
- ☐₆ Expand parking in the village
- ☐₇ Expand parking in smaller commercial nodes
- ☐₈ Accommodate tourist buses and their parking needs in collaboration with other municipalities and tourist providers in the region

3. Which of these strategies are most important to you? *Choose up to four.*

4. Do you have any comments or suggestions on strategies for transportation?

C. Utilities and Services

Oak Bay's strengths include the municipal yard and recycling facility ("the dump"), emergency preparedness, and municipal responsiveness. Some of the concerns about utilities and services relate to the sewer system in the Uplands, urban runoff, shoreline erosion, and tree pruning (not enough along sidewalks or too much on trees). Oak Bay's water lines and sewers are aging and require ongoing replacement and repair. Some of Oak Bay's overhead wiring is buried in key locations such as the village; most areas still have overhead wiring.

Potential Strategies

- ☐₁ Repair and replace water and sewer lines as a high priority
- ☐₂ Pursue new sustainable technologies on public land, such as rain gardens
- ☐₃ Use and require "dark sky" street and building lighting to reduce light pollution
- ☐₄ Begin the long-term process of moving utility wires underground
- ☐₅ Reduce energy consumption and greenhouse gas emissions in municipal works
- ☐₆ Conduct ongoing review of shoreline protection in relation to rising sea levels

5. Which of these strategies are most important to you? *Choose up to three.*

6. Do you have any comments or suggestions on strategies for utilities and services?

D. Built Environment

Oak Bay has diverse and interesting buildings. Some of them, including multi-family apartments, are aging and may need to be renewed or replaced, while considering the impacts on the community and the environment. The following strategies refer to how new and renovated buildings are designed.

Potential Strategies

- ☐₁ Reconsider regulations that now allow some larger home sizes than in the past
- ☐₂ Prepare design guidelines for commercial and institutional development
- ☐₃ Prepare design guidelines for multi-family and higher density single family development
- ☐₄ Prepare guidelines for all new development to encourage sustainable technologies such as rain gardens
- ☐₅ Encourage green building technologies such as solar panels, solar hot water, rainwater collection, recycling of materials from demolished buildings

7. Which of these strategies are most important to you? *Choose up to two.*

8. Do you have any comments or suggestions on strategies for the built environment?

E. Business and Commerce

Oak Bay has a valued village and smaller commercial nodes with businesses that are local, unique and neighbourly. The relatively small amount of commercial land in Oak Bay restricts Oak Bay's tax base to primarily residential properties.

Previous applications to expand commercial uses have often been denied due to neighbourhood concerns such as traffic, parking and noise. Some village businesses have concerns about the number of Oak Bay Ave and Beach Ave closures for special events. Current regulations set limits on home-based businesses. Bed and breakfasts are not allowed; the one existing B and B was in place prior to the policy disallowing them.

Potential Strategies

9. Do you agree or disagree with each of the following potential strategies? Assume that efforts will be taken to address concerns such as tree protection, parking, traffic, noise, and neighbourhood character.

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	Not sure/Don't know
a. Allow more "street corner" neighbourhood commercial establishments	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
b. Allow existing retail and service businesses to expand at existing locations, e.g., more seating for cafes	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
c. Expand the land area available for commercial use within Oak Bay	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
d. Update policies for home-based businesses to increase options	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
e. Allow Bed and Breakfasts	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
f. Distribute festivals, events and street closures throughout Oak Bay	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6

10. Do you have any comments or suggestions on strategies for business and commerce?

Housing and Neighbourhoods

Oak Bay is well known for its single-family neighbourhoods with distinct character and streetscapes. While one-third of the housing is multi-family, such as condominiums and apartments, residents and newcomers are seeking physically accessible and affordable choices to meet their needs at different life stages. The homes in Oak Bay are on average the most expensive in the Capital Region.

A feature of the housing stock is the availability of rental housing within single family residences. It is recognized that Oak Bay has many secondary suites. While this form of housing fills a needed gap, it is unregulated and may not meet today's standards for safe housing.

Housing is a complex and controversial topic in Oak Bay. This section of the survey is therefore more detailed than other sections. More work will be required to address housing issues beyond what can be covered in an OCP and it is likely that a detailed Housing Strategy will follow the OCP.

F. Housing Options in Existing Single-Family Residential Neighbourhoods

11. Do you agree or disagree with the inclusion of the following housing types in existing single-family residential areas? Assume that key issues such as tree protection, parking, traffic, noise, and neighbourhood character will be addressed.

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	Not sure/Don't know
a. Duplexes (2 units in one building)	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
b. Triplexes (3 units in one building)	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
c. Fourplexes (4 units in one building)	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
d. Townhouses / row houses	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
e. Laneway / carriage homes / garden suites (detached, ground-oriented homes located in the backyard of a property with a single-family home as its primary use)	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
f. Larger one-level accessible homes on smaller lots	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
g. Conversion of large single-family homes into multiple living units	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
h. Regulated secondary suites in existing homes	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6

12. Do you have any comments or suggestions on strategies for housing options in existing single-family residential neighbourhoods?

G. Housing Options in Commercial Areas

13. Do you agree or disagree with the inclusion of the following housing types in existing commercial areas? Assume that key issues such as tree protection, parking, traffic, noise, and neighbourhood character will be addressed.

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	Not sure/Don't know
a. Increase the number of multi-family housing units	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
b. Reduce the minimum unit size to allow for more units in a building	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
c. Allow live / work units above businesses in designated commercial areas	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6

14. Do you have any comments or suggestions on strategies for housing options in commercial areas?

H. Housing Options in Multi-family Areas

15. Do you agree or disagree with the inclusion of the following housing types in existing multi-family/commercial areas? Assume that key issues such as tree protection, parking, traffic, noise, and neighbourhood character will be addressed.

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	Not sure/Don't know
a. Increase the number of multi-family housing units	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
b. Develop more housing for seniors and those with disabilities	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
c. Reduce the minimum unit size to allow for more units in a building	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
d. Reduce the minimum unit size to allow for more units in a building	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6

16. Do you have any comments or suggestions on strategies for housing options in multi-family areas?

I. Expansion of Multi-family Areas

17. Do you agree or disagree with expanding the extent of multi-family areas in locations along arterial roads, near transit, and near commercial and recreation services?

Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	Not sure/Don't know
<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6

18. Do you have any comments on expanding multi-family areas?

J. Policies for New Housing

19. Do you agree or disagree with the following policies for new housing?

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	Not sure/Don't know
a. Link increases in density with the provision of community amenities by developers such as public parking, road improvements, affordable housing, public green space, undergrounding of wiring, etc.	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
b. Allow building height increases for new homes in single family residential areas	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
c. Include affordable and mixed-income housing in multi-family developments	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
d. Regulate secondary suites and set standards related to health and safety, fees, parking, owner occupancy, etc.	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
e. Encourage maintenance, upgrading, and retrofitting of older and heritage homes	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6
f. Reconsider parking requirements where there is good access to public transit and where residents tend to use alternative modes such as walking, biking and public transit	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 6

20. Do you have any comments or suggestions on strategies and policies for new housing?

K. Parks and Recreation

Oak Bay has many parks and trails that are appreciated, and recreation centres that are enjoyed. Some of the challenges include the lack of connected trail/path systems, not much urban agriculture such as community gardens or vegetable plots, dog management, and a desire for more tourism and recreation opportunities.

Potential Strategies

- ☐₁ Expand and upgrade the trail/path system, including public trails along the shoreline
- ☐₂ Update infrastructure in parks, including sports fields
- ☐₃ Encourage and plan for urban agriculture such as community gardens in parks
- ☐₄ Update dog management strategies and regulations
- ☐₅ Support the development of tourist and recreation destination infrastructure, in particular at waterfront locations
- ☐₆ Prepare a comprehensive Parks and Recreation Master Plan

21. Which of these strategies are most important to you? *Choose up to three.*

22. Do you have any comments or suggestions on strategies for parks and recreation?

L. Natural Environment

Oak Bay has a rich natural environment that includes trees, parks, green space, the ocean shoreline, the Garry Oak ecosystem, and environmentally sensitive areas. Some of the challenges include tree removal, planting inappropriate species, increased impervious areas (roofs and paving that do not allow rainwater to soak into the ground), foreshore erosion, and climate change.

Potential Strategies

- ☐₁ Protect Garry Oaks and other urban trees on public and private land
- ☐₂ Protect and restore native ecosystems
- ☐₃ Encourage and provide public awareness and education on natural systems
- ☐₄ Encourage environmental stewardship on private property
- ☐₅ Protect and manage the shoreline
- ☐₆ Minimize air, noise and light pollution
- ☐₇ Integrate environmental considerations into planning and design
- ☐₈ Protect humans, property and the environment from natural hazards
- ☐₉ Support energy conservation and greenhouse gas reduction

23. Which of these strategies are most important to you? *Choose up to four.*

24. Do you have any comments or suggestions on strategies for the natural environment?

The next few questions allow classification or grouping of responses prior to data analysis. Remember, this is an anonymous survey.

M. Demographics

25a. Did only one person answer the survey questions or more than one person?

- ☐₁ One person *Go to Q25b then Q26*
- ☐₂ More than one person *Go to Q25c then Q26*

25b. Were the survey questions answered by a male or female?

- ☐₁ Male
- ☐₂ Female

25c. Were the survey questions answered by males, females or by both genders?

- ☐₁ Male
- ☐₂ Female
- ☐₃ Both genders

26. What is your age bracket, or the age brackets of all adults who answered the survey questions?
Select all brackets that apply.

- ☐₁ 18 to 24
- ☐₂ 25 to 34
- ☐₃ 35 to 44
- ☐₄ 45 to 54
- ☐₅ 55 to 64
- ☐₆ 65 to 74
- ☐₇ 75 or over

27. How long have you lived in Oak Bay?

- ☐₁ Less than 1 year
- ☐₂ 1 to 5 years
- ☐₃ 6 to 10 years
- ☐₄ 11 to 20 years
- ☐₅ 21 to 30 years
- ☐₆ More than 30 years

28. Do you have any children 18 years and younger living in your home? Include boarders and occupants of a secondary suite.

- ☐₁ No children live in my home 18 and under
- ☐₂ Have child/children under 6 years living in my home
- ☐₃ Have child/children 6 to 12 years living in my home
- ☐₄ Have child/children 13 to 18 years living in my home

29. Do you own or rent your home?

- ☐₁ Own home
- ☐₂ Rent home

30. In what type of home do you live?

- ☐₁ Single family
- ☐₂ Apartment (multi-family)
- ☐₃ Other (please describe) _____

31. Do you occupy a secondary suite or board in a single-family home?

- ☐₁ No, neither apply to me *Continue to question 32*
- ☐₂ I am a boarder *Skip to question 33*
- ☐₃ I live in a secondary suite *Skip to question 33*

32. Do you currently have boarders or a secondary suite at your residence? *Select all that apply.*

- ☐₁ Have neither
- ☐₂ Have boarders
- ☐₃ Have a secondary suite

33. Do you have any final comments?

Thank you very much for participating in this survey!

Over the next few months, draft OCP policies will be prepared, after which there will be a community open house (early winter).

After a complete draft of the OCP is prepared, there will be another open house in the spring of 2014.

Official Community Plan

Printed: Aug 23, 2013 /
Location: D10CP-OfficialCommunityPlan

- - - MunicipalBoundary
 Parks
 GolfCourses
 CommunitySurveyBoundary
 North
 Uplands
 Centre
 West
 South

1:16,000

Revised Oak Bay Survey Timeline

DONE	Develop questionnaire; develop database of residential addresses
DONE	Decision on survey area boundaries
DONE	POV is mailed a cheque to cover postage for survey invitation letters
DONE	Final survey invitation letter is sent to printer
DONE	Survey address file is delivered to POV
Sep 04 - 11	Address file cleaned and PINs are entered
Sep 09	Final questionnaire is approved
Sep 09 – 18	Program web questionnaire and internal testing
Sep 19 and 20	Staff and committee tests web survey
Sep 23 - Oct 30	Web survey is live, requested printed questionnaires are mailed through Oct 23
Sep 16 – Sep 20	Coast Mailing prints PINs and assembles survey invitation letters
Sep 20	Survey invitation letters mailed
<hr/>	
Oct 08 and 09	Optional: Identify non-respondent addresses (up to 1,000); POV is mailed a cheque to cover postage for survey reminder letters
Oct 10 – 14	Optional: Coast Mailing assembles and mails reminder letters
Oct 14	Optional: Survey reminder letters mailed
<hr/>	
Oct 30	Survey data collection closed
Oct 31 - Nov 18	Data cleaning, coding and running data tables
Nov 19 - Dec 13	Analyze results and write report
On/before Dec 17	Draft report submitted for review and comment