

Public Hearing Binder

digital version

The general purpose of proposed "**Colwood Official Community Plan Bylaw No. 1700, 2018, Amendment Bylaw No. 1700-05 (2021 Housekeeping Amendments)**" is to amend the Official Community Plan to address the following: recently completed policy work in the areas of demographics, housing, and parks and open space; add housing supply figures; and improve implementation clarity by adding more prescriptive language.

Within the binder, please find a copy of:

1. Staff Report & Presentation to Committee of the Whole (July 7, 2021)
2. Staff Report to Council (March 28, 2022)
3. Proposed Bylaw (1700-05)
4. Council Resolutions
5. Notice of Public Hearing
6. Public Input

Minutes and video from the July 5, 2021 Committee of the Whole meeting, July 12, 2021 Council meeting and the March 28, 2022 Council meeting are publicly available, and can be accessed through the following links:

- [Committee of the Whole Meeting \(July 5, 2021\)](#)
- [Council Meeting \(July 12, 2021\)](#)
- [Council Meeting \(March 28, 2022; 1st & 2nd Reading\)](#)

1. Staff Report & Presentation
to Committee of the Whole
(July 7, 2021)

To: Regular Committee of the Whole
Date: July 5, 2021
From: Jill Collinson, Senior Planner
RE: Official Community Plan – 2021 Housekeeping Amendment
File: 6480-20

RECOMMENDATION

That Committee of the Whole recommend to Council:

THAT staff proceed with the Official Community Plan 2021 Housekeeping Amendment process and draft a corresponding bylaw amendment which includes consideration for the following:

1. Inclusion of recently completed policy work in the area of demographics, housing and parks & open space including update to the implementation table in Section 16 - Actions and Timelines;
2. Improving implementation clarity by including more prescriptive language;
3. Potential extension of the Transit Growth Area along Metchosin Road from Sooke Road to the District of Metchosin border;

AND FURTHER THAT staff engage owners/occupants via direct mailout to properties within 250m from the centreline of Metchosin Road.

SUMMARY AND PURPOSE

The purpose of this report is to seek Council's direction to proceed with the Official Community Plan 2021 Housekeeping Amendment.

BACKGROUND

In August 2018 Colwood adopted a new Official Community Plan (OCP). The OCP sets policy to guide development and community change over a 20-year horizon. OCPs are amended and updated to reflect new information, improve useability and promote implementation. To date there have been four OCP amendments including one City initiated (Temporary Use Permit [TUP] enablement and housekeeping; 1700-01) and three resulting from development applications (Meaford, 1700-02; Latoria South, 1700-03; and Royal Beach, 1700-04). This 2021 Housekeeping Amendment consideration reflects recently completed policy work, seeks to improve implementation clarity, and potential extension of the Transit Growth Area along Metchosin Road.

Offered as Appendix 1 as summary of 2021 OCP Housekeeping Amendment considerations which also discussed in more detail in the following section.

DISCUSSION

1. Recently Completed Policy Work

Policy work in the areas of demographics (2019), housing (2020), and park areas and natural areas (2021) has been completed since the 2018 OCP adoption.

- a) 2019 – Demographic Study & Land Yield Analysis: A demographic study and land yield analysis was undertaken in 2019 to help improve understanding of Colwood’s growth over the next 20 years. Resultingly updates are considered via the 2021 Housekeeping Amendments to Section(s) 4.2.1 & 4.2 – Population & Households; Section 5.2 – Population Projections; and Section 6.1 – Growth Management.
- b) 2020 - Housing Needs Reporting: December 2020 the City completed the newly legislated Housing Needs Reporting (HNR) requirement of the *Local Government Act (LGA)*. Section 473(2.1) of the *LGA* requires local governments to consider the most recent housing needs report to inform the planning and development of housing, and to help improve local understanding of housing needs. The 2021 Housekeeping Amendment proposes amendments to Housing Section 9.1 – Overview to update housing costs, vacancy rates and to include findings from the Housing Needs Report summary of key areas of local need.
- c) 2021 - Parks & Recreation Master Plan: Earlier this year the Parks and Recreation Master Plan was endorsed by Council. The 2021 Housekeeping Amendment considers amendment to Section 11.2.1. 3 to reference document completion.

Resultingly, from above-mentioned recently completed policy work, and to reflect other relevant actions and timelines status, the 2021 Housekeeping Amendment also considers amendment to update Part C: Implementation Table (Policy 16.2.2.1 Guiding Decision Making).

2. Improved Implementation Clarity

Proposed amendments are intended to increase policy clarity in the areas of land use designation and development permit area guidelines.

a) Land Use Designations: Neighbourhood; Neighbourhood–Hillside & Shoreline; Transit Growth Areas
Policy for the Land Use Designations of *Neighbourhood* and *Neighbourhood – Hillside & Shoreline* both include language of ‘case-by-case’ and/or ‘limited’. The intent of this language is offer flexibility to support limited commercial and/or mixed use within these largely single-family areas. However, recent experience has found development applications are focusing on the areas with land use designations of *Neighbourhood* and *Neighbourhood – Hillside & Shoreline*. Applications and are pursuing the ‘case-by-case’ and/or ‘limited’ policy language to enable commercial, institutional, and multi-unit residential uses rather than have these uses focused within nearby *Transit Growth Areas* and/or *Neighborhood Centre* land use designations. Case-by-case is considered redundant as each development application is considered independently from others. Thus the 2021 Housekeeping Amendment proposes amendments to Policy 7.2.17 and 7.7.20 to remove case-by-case and offer additional clarity around scale and extent of supportable commercial and mixed-use development in *Neighbourhood* and *Neighbourhood-Hillside & Shoreline* land use designation areas; these are summarized in Table1.

Table 1. Summary of OCP Policy 7.2.17 & 7.2.20 – Existing and For Consideration			
Land Use Designation	Policy	Existing	For Consideration
Neighbourhood	7.2.17 (Uses)	(f) Limited commercial and mixed-use, on a case-by-case basis during rezoning	(f) Limited small-scale commercial and mixed-use (to a maximum of 250m²) sensitive to the existing neighbourhood
Neighbourhood - Hillside & Shoreline	7.2.20 (Uses)	(f) Limited commercial and mixed-use, on a case-by-case basis (g) Low rise multi-unit residential in very limited situations, and only where significant environmental and ecological benefits to the overall site can be achieved.	(f) Limited small-scale commercial and mixed-use (to a maximum of 250m²) sensitive to the existing neighbourhood. (g) Remove and replace with: Ground-oriented multi-unit residential, including duplexes and townhomes.

Similarly land use designation policy for Uses and Built Form for the Transit Growth Area also includes case-by-case and limited language. Hence the 2021 Housekeeping Amendment also offers consideration to update, as summarized in Table 2.

Table 2. Summary of OCP Transit Growth Area Policy 7.2.23 & 7.2.24 – Existing and For Consideration			
Land Use Designation	Policy	Existing	For Consideration
Transit Growth Area	7.2.23 (Uses)	(d) Limited commercial and mixed-use, on a case-by-case basis	(d) Limited commercial and mixed-use on a case-by-case basis
	7.2.24 (Built Form)	(a) Ground-oriented and low-rise buildings up to approximately four storeys, and up to six storeys in limited situations.	(a) Ground-oriented and low-rise buildings up to approximately four storeys, and up to six storeys in limited situations only when enhanced urban design mitigates impact of additional vertical impact.

b) Development Permit Area(s) – Industrial Mixed Use & Retaining Walls

Mixed-use (commercial-industrial) applications are anticipated to increase. The 2021 Housekeeping Amendment proposes amendment to Section 28.1 to included language for application of Mixed Used Employment Centre Design Guidelines if the development proposal is mixed-use.

Current retaining wall design guidelines encourage minimizing overall impact by working with natural character of site, incorporating terracing, texture and landscaping but do not directly discourage or limit the use of lock-block style walls. The 2021 Housekeeping Amendment proposes additional guidelines to limit the use of lock-block style walls in Sections 25.1(d); 26.15 (k); and 30.8.

c) Other

For the Environmental Protection Development Permit Area, per 19.2(f) an accessory building, building addition, or sundeck less than 30 m² (in area which at least 30m from a watercourse, and at least 3m from a 30% or more slope) is exempt from requiring a development permit. The Land Use Bylaw permits accessory buildings of up to 60m². This Housekeeping Amendment proposes to increase the 30m² development permit exemption up to 60m² to better align OCP policy with Land Use Bylaw regulation.

Section 30.1 provides guidance on building siting and orientation for the Hillside development permit area and (a) states “refer to policies in Section 10 of this bylaw”. This (a) was an error and is proposed to be deleted via the 2021 Housekeeping Amendment process.

3. Potential Extension of the Transit Growth Area

In 2021 Official Community Plan and rezoning amendment bylaws were completed for Royal Bay (Latoria South; CD28 Zone) and Royal Beach (CD30 Zone) resulting in density enablement up to 4950 dwelling units and 120,000m² of non-residential space in Seaside Village and immediate-surrounding area. In consideration of this residential and commercial density enablement in the south centre of Colwood and supporting implementation of the Transportation Master Plan (by via encouraging densification along an arterial road and minimizing driveway access points) the 2021 Housekeeping Amendment proposes amending *Figure 8: Land Use* by extending the Transit Growth Area (TGA) Land Use Designation along Metchosin.

Extension of the Transit Growth Area on Metchosin Road (from Sooke Road to the District of Metchosin border) would impact floor area ratio (FAR), height, built form and use for properties within 200m of real travel distance of Metchosin Road. Appendix 2 (attached) offers a map of properties within 200m real travel distance of Metchosin Road and Table 3 summarizes policy for FAR, height, built form and uses by OCP Land Use Designation.

<i>Designation</i>	<i>Neighbourhood</i>	<i>Neighbourhood-Hillside Shoreline</i>	<i>Transit Growth Area</i>
FAR	1.2	1.2	2.5
Height	up to approximately three storeys	three storeys* no more than six storeys**	four storeys up to six storeys in limited situations
Built Form	Ground-oriented buildings	Ground-oriented buildings* Low rise buildings**	Ground-oriented Low-rise buildings
Uses	a. Single-detached residential b. Secondary suites and coach houses (when appropriate) c. Ground-oriented multi-unit residential, including duplexes & townhouses d. Live/work and home occupations e. Institutional f. Limited commercial & mixed-use, on a case-by-case basis during rezoning	a. Single-detached residential b. Secondary suites and coach houses c. Ground-oriented multi-unit residential, including duplexes & townhouses d. Live/work and home occupations e. Institutional f. Limited commercial and mixed-use, on a case-by-case basis g. Low rise multi-unit residential in very limited situations	a. Multi-unit residential b. Live/work and home occupations c. Institutional d. Limited commercial & mixed-use, on a case-by-case basis

Given public feedback collected during the 2018 OCP process, it is anticipated Transit Growth Area extension consideration along Metchosin Road would be a contentious issue with Colwood residents and create interest beyond the immediately adjacent area. It is suggested letters be sent to all properties located within 250m of the Metchosin Road centreline inviting comment on the proposed amendment.

OPTIONS

The following options are offered for consideration:

- A. THAT** staff to proceed with the Official Community Plan 2021 Housekeeping Amendment process, and draft a corresponding bylaw amendment which includes consideration for the following:
1. Inclusion of recently completed policy work in the area of demographics, housing and parks & open space including update to the implementation table in Section 16 - Actions and Timelines (**recommended**);
 2. Improving implementation clarity by including more prescriptive language (**recommended**);
 3. Potential extension of the Transit Growth Area along Metchosin Road from Sooke Road to the District of Metchosin border (**recommended**);
- B. AND THAT** if direction is given to extend the Transit Growth Area along Metchosin Road from Sooke Road to the District of Metchosin border that staff engage owners/occupants via direct mailout to properties within 250m from the centreline of Metchosin Road (**recommended**);
- C.** That no action is taken;
- D.** Another option as resolved by Council.

CONCLUSIONS

This 2021 Housekeeping Amendment proposes to incorporate recently completed policy work, improve policy and implementation clarity, and considers extension of the Transit Growth Area along Metchosin Road.

COMMUNICATIONS

This report is publicly available on the City website as part of the agenda, which subscribers received by email. Mention will be made in the public Council Highlights webpage. Minutes will be posted online and sent to subscribers by email.

Consideration of Opportunities for Consultation

The *Local Government Act* requires the City to provide opportunities it considers appropriate for consultation with persons, organizations, and authorities it believes will be affected by an OCP amendment. If Council directs staff to move forward with the 2021 OCP Housekeeping Amendment, prior to 1st and 2nd Reading of the bylaw (and again prior to public hearing) referral letters will be sent to the following recipients for comment:

- Capital Regional District;
- School District No. 62;
- Town of View Royal;
- City of Langford;
- District of Metchosin;
- Ministry of Transportation and Infrastructure
- Songhees Nation;
- Esquimalt Nation;
- Scia'new Nation;
- Agricultural Land Reserve;
- Department of National Defense;

Referral responses received will be conveyed to Council and entered into the public record. If the 2021 OCP Housekeeping Amendment proceeds to public hearing, notice will be provided via the local newspaper and a public hearing will be held on the proposed bylaw prior to final adoption consideration.

Given the content of the proposed bylaw, the City's consultation obligations under the LGA will be met through the above approach to consultation.

In addition to the above-proposed considerations for consultation, if Council chooses to proceed with housekeeping amendment considerations for extending the Transit Growth Area land use designation along Metchosin Road and they may wish to consider directing staff to engage via mailout to properties within 250m of the Metchosin Road centerline.

FINANCIAL CONSIDERATION

Staff have not identified any significant financial implications to the City associated with the proposed 2021 OCP Housekeeping Amendment.

STRATEGIC PLAN AND RELATED POLICIES

This proposed OCP amendment reflects recently completed policy work, considers densities enablement and seeks to improve implementation clarity and relevance of the City's Official Community Plan. This work coinciding with priorities of 2019-2023 Strategic Plan including Prosperity and Governance.

On Wednesday, June 16th all Managers and Directors of the City were provided an opportunity to review and provide feedback.

Respectfully submitted,



Jill Collinson, RPP
Senior Planner

ADMINISTRATORS COMMENTS

I have read the report and endorse the recommendation.

Robert Earl
Chief Administrative Officer

Attachments:

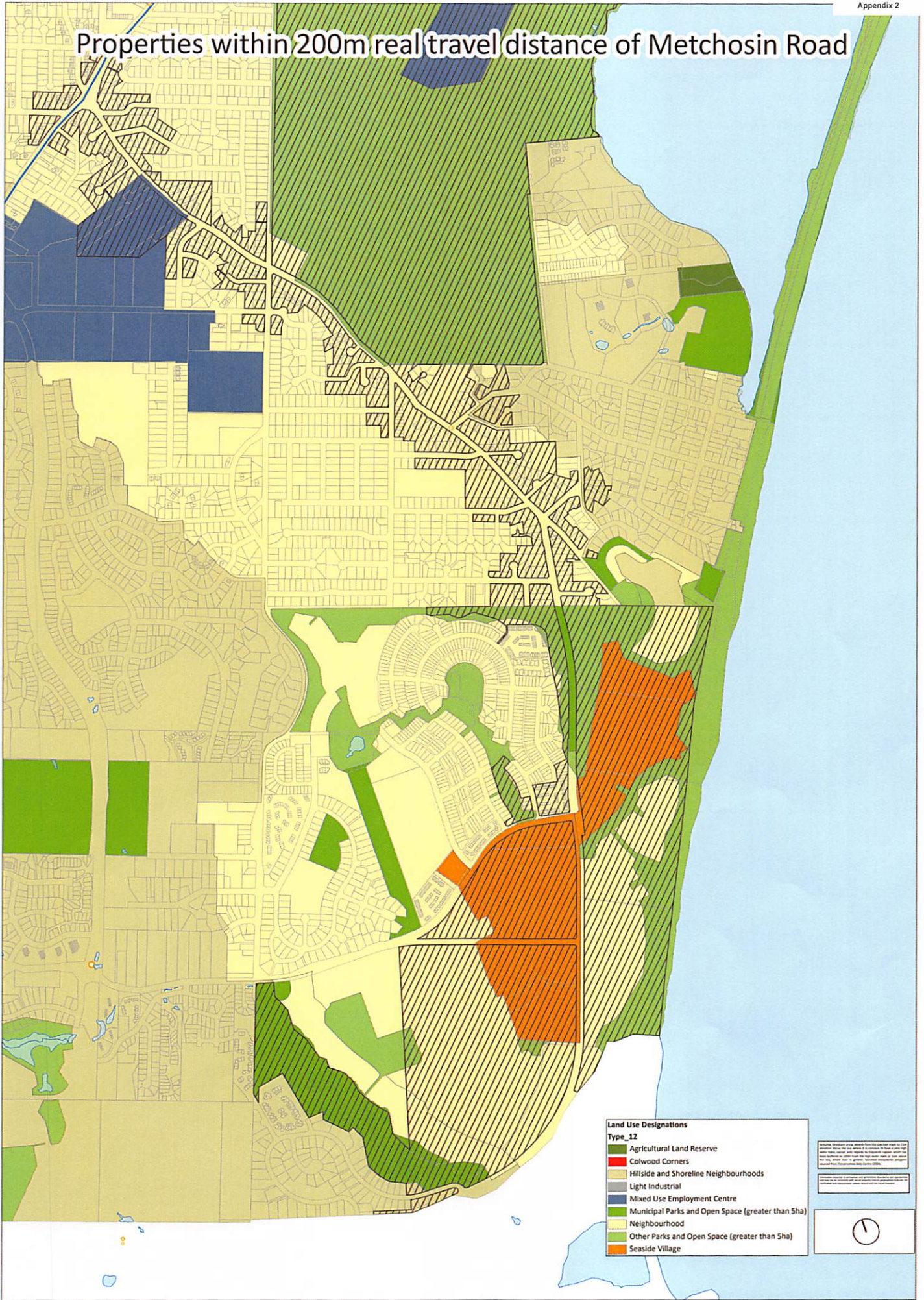
- APPENDIX 1: Table – Summary of 2021 Housekeeping Amendment Considerations
- APPENDIX 2: Map – Properties within 200m real travel distance of Metchosin Road

Appendix 1: Summary of 2021 OCP Housekeeping Amendment Considerations			
Page	Section	Rationale for Amendment	Proposed Amendment Consideration/Edit
p.18	4.2.1 Population	Update to reflect 2019 Demographic Study	Add in: <i>To effectively plan for future growth in 2019 the City of Colwood undertook a Demographic Study and Land Yield Analysis (Colwood 2038 . Colwood 2038 projects a 35% population increase by 2028 and an additional 16% increase by 2038 with anticipated the majority of anticipated growth to be in the Seaside, Royal Bay, Colwood Corners and Latoria neighbourhoods.</i>
p.19	4.2.2 Households	Update to reflect 2019 Demographic Study	Add in: <i>The City of Colwood undertook a Demographic Study and Land Yield Analysis. This work projects upwards of 22,742 residents by 2028 and growing to 26,484 by 2038. With continued development occurring within Royal Bay, Seaside, Latoria and Colwood Corners neighbourhoods, the City will review projections regularly and , if necessary, revise the OCP overtime.</i>
p.26	5.2 Population Projections	Update to reflect to 2019 Demographic Study; completion of implementation item	Add in: <i>The City of Colwood undertook a Demographic Study and Land Yield Analysis. This work projects upwards of 22,742 residents by 2028 and growing to 26,484 by 2038. With continued development occurring within Royal Bay, Seaside, Latoria and Colwood Corners neighbourhoods, the City will review projections regularly and , if necessary, revise the OCP overtime.</i>
p.27	6.1 Overview	Update to reflect to current population projections	Add in: <i>Future forecasts conducted by Colliers in 2020 estimate that by 2038 Colwood's population will be upwards of 27,000 people.</i>
p.33	7: Land Use; Figure 8	Update to reflect density increase Seaside Village& TMP policy for Metchosin Road	Extend Transit Growth Area from Sooke/Metchosin to Metchosin/Latoria
p.49	Policy 7.2.17	Increase implementation clarity	Add language like: <i>(f) Limited small-scale commercial and mixed-use (to a maximum of 250m² or 1/3 of total residential m² on site) sensitive to the existing neighbourhood</i>
p.53	Policy 7.2.20	Increase implementation clarity	Add language such as: <i>(f) Limited small-scale commercial and mixed-use (to a maximum of 250m²) sensitive to the existing neighbourhood.</i> <i>(g) Remove existing and replace with: Ground-oriented multi-unit residential, including duplexes and townhomes.</i>

p.57	Transit Growth Areas	Density enablement consideration	Add clarity about 200m real travel distance and include policy language about sensitive infill to expand upon such as: (c) <i>Providing a gentle transition in scale via sensitive infill to existing predominately single detached neighbourhoods</i>
p.57	7.2.23 Uses	Increase implementation clarity	Remove of case-by-case from (d)
p.59	7.2.24 Built Form	Increase implementation clarity	Add language to (a) around limited situations to include: <i>only when enhanced urban design mitigates impact of additional vertical impact.</i>
p.76	9.1 Overview	Update to reflect 2020 Housing Needs Report information and 2021 valuation	Add in: <i>The average home sale price has grown in Colwood, with price increases accelerating after 2014. The greatest increase has been in the sale price of condominium apartments, which have risen by 112% between 2005 and 2019, followed by single-family homes at 89% and row/townhouses at 75%. According to the Victoria Real Estate Board, in March 2021 the average cost of a single-detached house in Colwood was \$920,512; an increase of over \$650,000 from a year prior.</i>
p.77		Update to reflect 2020 Housing Needs Report information and 2021 valuation	Add in: <i>Similarity the average condominium cost in March 2021 was \$531,333; an increase of over \$73,411 from a year prior.</i>
p.77		Update to reflect 2020 Housing Needs Report information	<i>Rental vacancy rates are low across the region without enough supply coming onto the market fast enough to meet demands. This is seen in Colwood, where, as of 2018, the rental vacancy rate was 0.0%</i>
p.77	prior 9.2	Update to reflect 2020 Housing Needs Report information	Insert the 'Summary of Key Areas of Local Need' from HNR (1 page)
p.89	Policy 11.2.1.3	Update to reflect completion of Parks Master Plan; including Implementation Item	<i>In 2021 Council endorsed Colwood's first ever Parks & Recreation Master Plan. This document offers guides on...</i>
p.109	Policy 16.2.2.1	Update Part C: Implementation (16. Actions & Timelines) to reflect current status	
p.133	19.2(F)	Improved implantation clarity: DPAs	Increase area of exemption from 30m2 to 60m2 to align with maximum size for accessory buildings in LUB 2.1.06.2(b) and add in: <i>In an Environmental Protection Development Permit Area, a development permit is not required in the case of: 19.2 (f) An accessory building, building addition, or sundeck less than 60 m2 in area which is located at least 30 m from a watercourse, waterbody or foreshore and</i>

			<i>at least 3 m from a slope of 30% or more in grade and which does not result in the removal of native vegetation...</i>
p.215	28.1 Application	Improved implementation Clarity: DPAs	<i>Add in: If the proposal is mixed-use (industrial and commercial) then Mixed Use Employment Centre Guidelines may also apply.</i>
p.227	30.1 (a)	Improved implementation Clarity: DPAs	Remove (a); and re-alphabetize accordingly
p.159	25.1(d)	Improved implementation Clarity: DPAs – Retaining Walls	<i>Add in: Lock block style retaining walls are not permitted.</i>
p.200	26.15(k)	Improved implementation Clarity: DPAs – Retaining Walls	<i>Add in: Lock block style retaining walls are not permitted.</i>
p.230	30.8(d)	Improved implementation Clarity: DPAs – Retaining Walls	<i>Add in: When designing retaining walls, respect the natural characteristics of the site and terrace walls to avoid overpowering the site with a large uniform wall face. Lock block style retaining walls are not permitted.</i>

Properties within 200m real travel distance of Metchosin Road



Official Community Plan 2021 Housekeeping Amendment

July 5th COTW

Recently Completed Policy Work

2019 – Demographic Study & Land Yield Analysis

2020 – Housing Needs Report

2021 – Parks and Recreation Master Plan

Updates considered to OCP sections:

- Section 4.2.1 & 4.2.2 – Population & Households;
- Section 5.2 – Population Projections
- Section 6.1 – Growth Management Overview
- Section 9.1 – Housing Overview
- Section 11.2.1. 3 – Parks Master Plan Policy

Improved Implementation Clarity: Land Use Designations

Neighbourhood; Neighbourhood-Hillside

- case by case and/or limited situations

Updates considered to OCP sections:

Policy 7.2.17 and 7.7.20 to remove case-by-case and offer additional clarity around scale of supportable commercial and residential

Transit Growth Area

- case by case and/or limited situations

Updates considered to OCP sections:

Policy 7.2.23 remove case-by-case

Policy 7.2.24 add clarity for when up to six storeys is supportable

Improved Implementation Clarity: Industrial Mixed Used & Retaining Walls

Industrial Mixed Use

- additional design guidelines if proposal is mixed-use

Updates considered to OCP section:

Section 28.1 to include language for application of Mixed Used Employment Centre Design Guidelines if the development proposal is mixed-use

Retaining Wall Guidelines

- limiting the use of lock-block style walls

Updates considered to OCP sections:

Sections 25.1(d); 26.15 (k); & 30.8 to include language limiting lock-block style walls

Improved Implementation Clarity: Other

- update Hillside Development Permit Area guidelines by removing “refer to policies in Section 10 of this bylaw” as historic text error

Update considered to OCP Section 30.1

- exemption for Environmental Protection Development Permit Area from 30m² to 60m² to align policy with regulation

Updates considered to OCP section 19.2 (f)

Extension of Transit Growth Area

Figure 8: Land Use

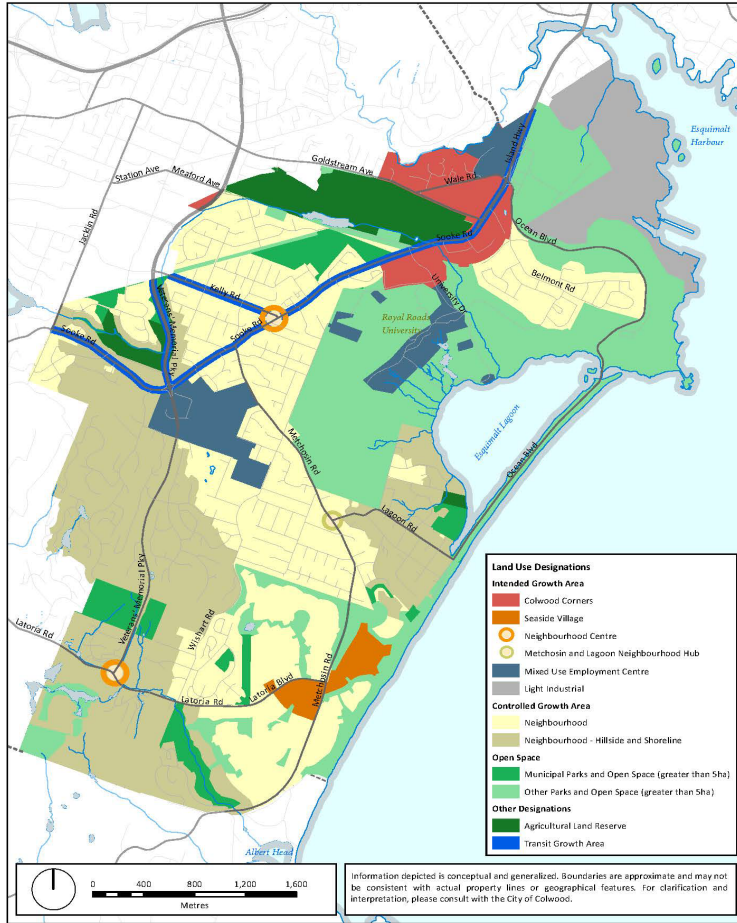
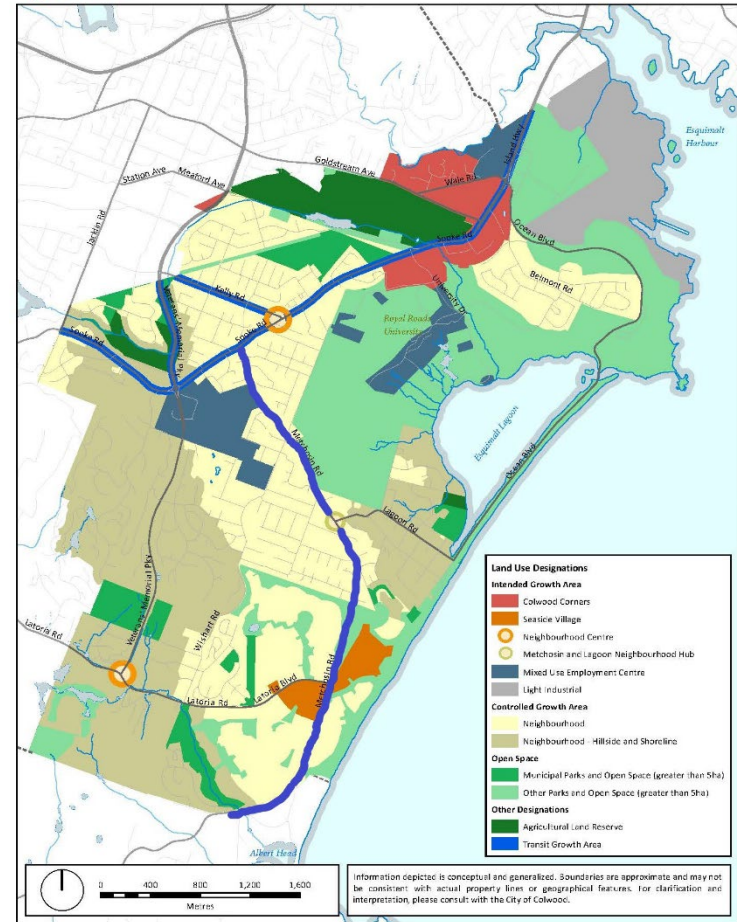
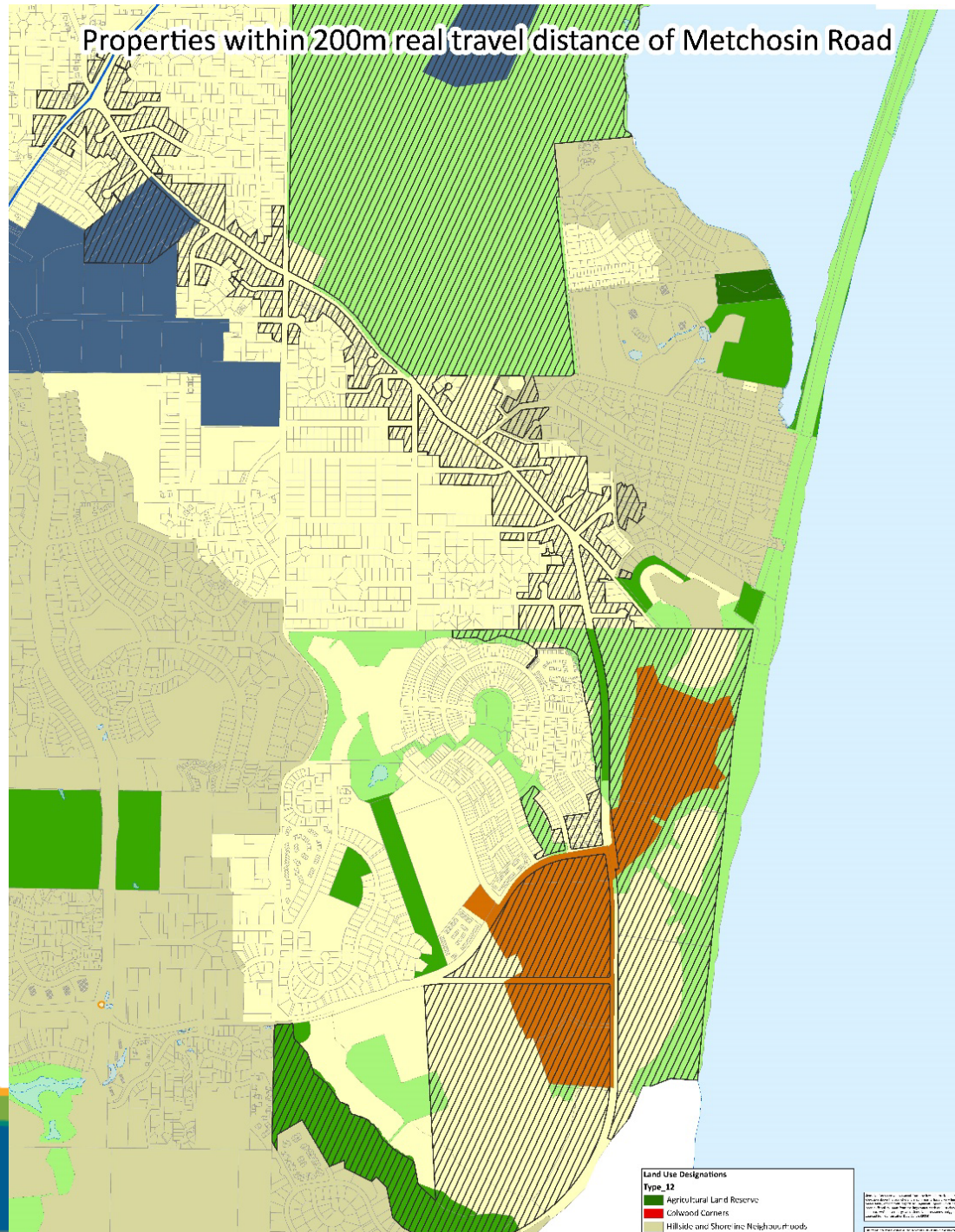


Figure 8: Land Use



Properties within 200m real travel distance of Metchosin Road



Land Use Designations
Type 12

Green	Agricultural Land Reserve
Orange	Colwood Corners
Hatched	Hillside and Shoreline Neighbourhoods

Map of the City of Colwood, British Columbia, showing the location of the property within the 200m real travel distance of Metchosin Road. The map is a digital representation of the physical world and is not to be used as a legal document. The map is subject to change without notice. The map is provided for informational purposes only. The map is not a guarantee of accuracy. The map is not a warranty of performance. The map is not a representation of the future. The map is not a prediction of the future. The map is not a forecast of the future. The map is not a statement of opinion. The map is not a statement of fact. The map is not a statement of law. The map is not a statement of policy. The map is not a statement of strategy. The map is not a statement of intent. The map is not a statement of purpose. The map is not a statement of goal. The map is not a statement of objective. The map is not a statement of result. The map is not a statement of achievement. The map is not a statement of success. The map is not a statement of failure. The map is not a statement of progress. The map is not a statement of regression. The map is not a statement of stability. The map is not a statement of instability. The map is not a statement of growth. The map is not a statement of decline. The map is not a statement of expansion. The map is not a statement of contraction. The map is not a statement of innovation. The map is not a statement of tradition. The map is not a statement of modernity. The map is not a statement of antiquity. The map is not a statement of relevance. The map is not a statement of irrelevance. The map is not a statement of importance. The map is not a statement of unimportance. The map is not a statement of value. The map is not a statement of no value. The map is not a statement of worth. The map is not a statement of no worth. The map is not a statement of quality. The map is not a statement of no quality. The map is not a statement of quantity. The map is not a statement of no quantity. The map is not a statement of quality. The map is not a statement of no quality. The map is not a statement of quantity. The map is not a statement of no quantity.

Neighbourhood

Transit Growth Area



Recommendation

THAT staff proceed with the Official Community Plan 2021 Housekeeping Amendment process and draft a corresponding bylaw amendment which includes consideration for the following:

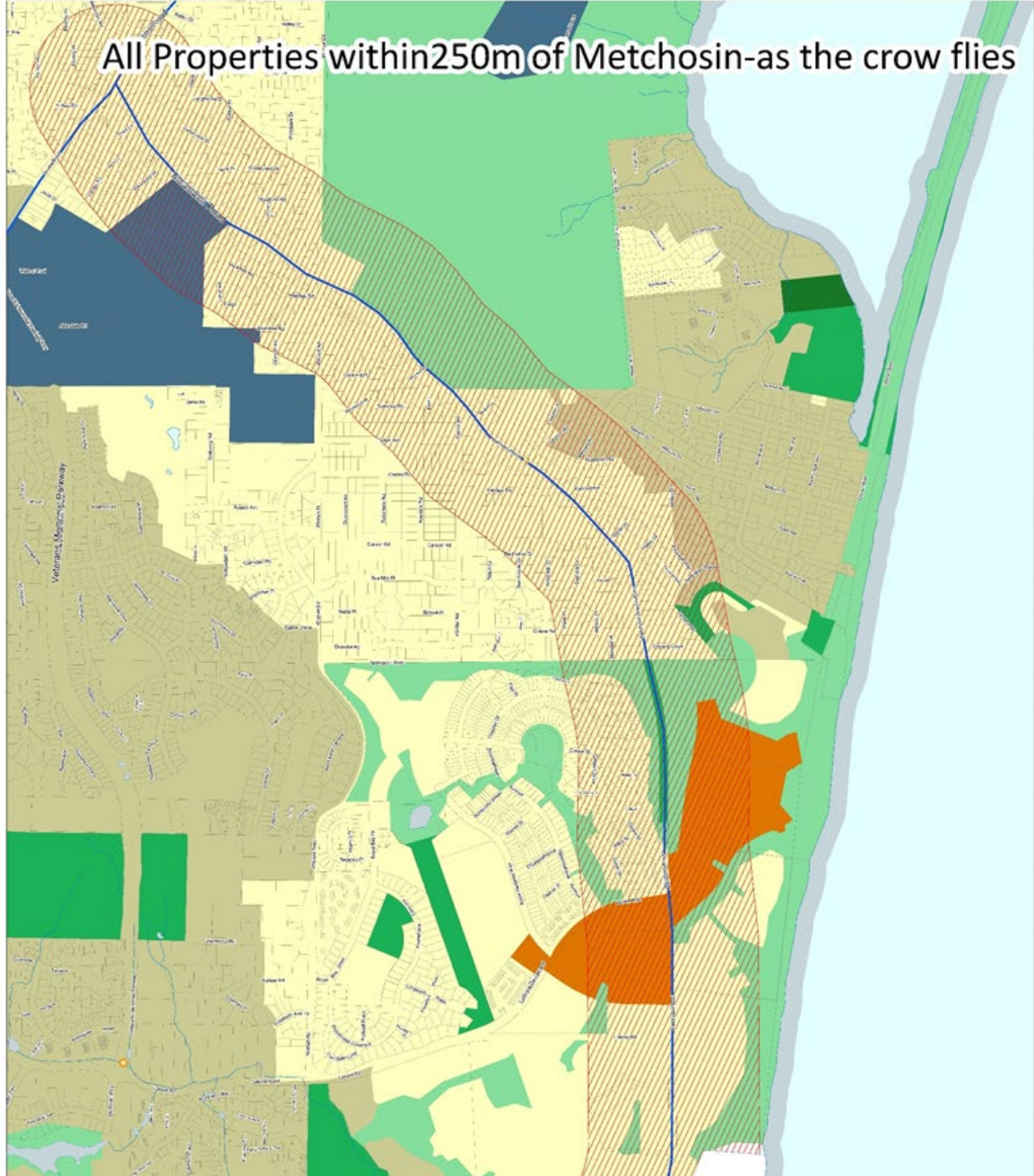
1. Inclusion of recently completed policy work in the area of demographics, housing and parks & open space including update to the implementation table in Section 16 - Actions and Timelines;
2. Improving implementation clarity by including more prescriptive language;
3. Potential extension of the Transit Growth Area along Metchosin Road from Sooke Road to the District of Metchosin border;

AND FURTHER THAT staff engage owners/occupants via direct mailout to properties within 250m from the centreline of Metchosin Road.

Table 3. Summary of OCP Land Use Designation Policy: FAR, Height, Built Form & Uses

Designation	Neighbourhood	Neighbourhood-Hillside Shoreline	Transit Growth Area
FAR	1.2	1.2	2.5
Height	up to approximately three storeys	three storeys no more than six storeys	four storeys up to six storeys in limited situations
Built Form	Ground-oriented buildings	Ground-oriented buildings Low rise buildings	Ground-oriented Low-rise buildings
Uses	<ul style="list-style-type: none"> a. Single-detached residential b. Secondary suites and coach houses (when appropriate) c. Ground-oriented multi-unit residential, including duplexes & townhouses d. Live/work and home occupations e. Institutional f. Limited commercial & mixed-use, on a case-by-case basis during rezoning 	<ul style="list-style-type: none"> a. Single-detached residential b. Secondary suites and coach houses c. Ground-oriented multi-unit residential, including duplexes & townhouses d. Live/work and home occupations e. Institutional f. Limited commercial and mixed-use, on a case-by-case basis g. Low rise multi-unit residential in very limited situations 	<ul style="list-style-type: none"> a. Multi-unit residential b. Live/work and home occupations c. Institutional d. Limited commercial & mixed-use, on a case-by-case basis

All Properties within 250m of Metchosin-as the crow flies



- Land Use Designations
- Intended Growth Area
 - Colwood Corners
 - Seaside Village
 - Neighbourhood Centre
 - Metchosin and Lagoon Neighbourhood Hub

2. Staff Report to Council (March 28, 2022)



STAFF REPORT

To: Regular Meeting of Council
Date: March 28, 2022
From: Jill Collinson, Senior Planner
RE: Official Community Plan: 2021 Housekeeping Amendment - Consideration of 1st and 2nd Reading (Bylaw 1700-05)
File: 6480-20

RECOMMENDATION

THAT the “Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)” be given first reading;

AND THAT Council considers “Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)” in conjunction with the City’s Financial Plan and applicable waste management plans;

AND THAT the “Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)” be given second reading;

AND FURTHER THAT staff be directed to complete the public consultation as outlined in the communications section of this report in compliance with section 475 of the *Local Government Act*.

SUMMARY AND PURPOSE

The purpose of this report is to provide updated background information and revised bylaw wording prior to Council’s consideration of 1st and 2nd readings of “Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)”. The proposed draft amending bylaw includes Official Community Plan (OCP) amendments to address completed policy work, improves implementation clarity and adds housing supply figures to complement key areas of local need.

STRATEGIC PLAN AND RELATED POLICIES

This proposed OCP amendment reflects recently completed policy work and seeks to improve implementation clarity and relevance of the City’s Official Community Plan. This work coincides with priorities of 2019-2023 Strategic Plan including Prosperity and Governance.

BACKGROUND

At the Regular Meeting of July 12, 2021 Council directed staff to draft an OCP bylaw amendment which includes consideration for recently completed policy work, improves implementation clarity and adds housing supply figures to complement key areas of local need. Appendix 1 offers an excerpt of the July 12th Council meeting minutes and Appendix 2 is the corresponding staff report. Since the July 12, 2021, Council meeting some alternative language has been included in the proposed bylaw to offer greater flexibility and clarity to several of the design guidelines proposed to be amended. This includes OCP section(s) 7.2.20; 25.1(d); 26.15(k); and 30.8(d). Table 1 offers a summary of existing, what was included in the July 12 staff report and what is included in the draft bylaw.

<i>Table 1. Summary of Existing, July 12 Staff Report and draft bylaw</i>				
	<i>Policy</i>	<i>Existing</i>	<i>As appended in July 12 Staff Report)</i>	<i>Included in Bylaw 1700.05</i>
<i>Neighbourhood - Hillside & Shoreline (Part B: Policies - Land Use)</i>	7.2.20	(f) Limited commercial and mixed-use, on a case-by-case basis (g) Low rise multi-unit residential in very limited situations, and only where significant environmental and ecological benefits to the overall site can be achieved.	(f) Limited small-scale commercial and mixed-use (to a maximum of 250m ²) sensitive to the existing neighbourhood. (g) Remove and replace with: Ground-oriented multi-unit residential, including duplexes and townhomes.	(f) Limited small-scale commercial and mixed-use (to a maximum of 250m ²) sensitive to the existing neighbourhood. (g) and to end of sentence: , while minimizing ecosystem disturbance, protecting habitat areas and incorporating existing natural features.
<i>Retaining Walls (Part D: Development Permit Area Guidelines)</i>	25.1(d)	-	Lock block style retaining walls are not permitted	Lock block style retaining walls are only supported when incorporating natural stone facing and other features to reduce visual impact.
	26.15(k)	-	Lock block style retaining walls are not permitted	Lock block style retaining walls are only supported when incorporating natural stone facing and other features to reduce visual impact.
	30.8(d)	-	When designing retaining walls, respect the natural characteristics of the site and terrace walls to avoid overpowering the wise with large uniform wall face. Lock block style retaining walls are not permitted	When designing retaining walls, respect the natural characteristics of the site and terrace walls to avoid overpowering the wise with large uniform wall face. Lock block style retaining walls are only supported when incorporating natural stone facing and other features to reduce visual impact.

Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment) is offered on tonight’s Council agenda for consideration of 1st and 2nd readings.

OPTIONS / ALTERNATIVES

The following options are offered to Council for consideration:

- a. Give 1st Reading to “Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)” and give consideration of this bylaw in conjunction with the City’s Financial Plan and applicable waste management plans before also giving it 2nd Reading; **(recommended); AND**
- b. Direct staff to complete the public consultation as outlined in this report **(recommended); OR**
- c. Defer decision and direct staff to provide more information; **OR**
- d. Defer decision and direct staff to refer matter to the Committee of the Whole; **OR**
- e. Direct staff to revise the terms of the “Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)” ; **OR**
- f. Take no action.

COMMUNICATIONS

This report is publicly available on the City website as part of the agenda, which subscribers received by email. Mention will be made in the public Council Highlights webpage. Minutes will be posted online and sent to subscribers by email.

Consideration of Opportunities for Consultation

Section 475 of the *Local Government Act (LGA)* stipulates consultation required during amendment of an official community plan and requires the local governments to provide or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. Staff sent referral letters to the following recipients for initial input; to date no comments have been received.

- Capital Regional District;
- School District No. 62;
- District of Metchosin;
- Town of View Royal;
- District of Highlands
- City of Langford;
- Island Health;
- Songhees Nation;
- Esquimalt Nation;
- Scia'new (Beecher Bay) Nation;
- Department of National Defense;
- Agricultural Land Reserve;
- Royal Roads University;
- Ministry of Transportation and Infrastructure;

If “Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)” passes 2nd reading, a secondary referral with a copy of the amendment bylaw will be provided to the above-listed recipients listed for further comment. Referral responses received will be conveyed to Council and entered into the public record. If the 2021 OCP Housekeeping Amendment proceeds to public hearing, notice will be provided via the local newspaper and a public hearing will be held on the proposed bylaw prior to 3rd and 4th readings (bylaw adoption).

Referral responses received before a public hearing held in association of the proposed bylaw will be conveyed to Council and entered into the public record.

Section 477 of the *Local Government Act* requires Council to consider its Financial Plan and any waste management plans that are applicable to the municipality between 1st and 2nd reading of an OCP amendment bylaw. Staff have not identified any significant implications stemming from the adoption of the proposed OCP amendments for the City's Financial Plan or applicable waste management plans (CRD Solid Waste Management Plan and the CRD Core Liquid Waste Management Plan).

Given the content of the proposed bylaw, staff feel that the City’s consultation obligations under the *LGA* will be met through the above approach to consultation.

TIMELINES



FINANCIAL CONSIDERATION

Staff have not identified any significant financial implications to the City associated with the proposed 2021 OCP Housekeeping Amendment.

CONCLUSIONS

“Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)” incorporates recently completed policy work, improves policy and implementation clarity, and adds housing supply figures to complement key areas of local need.

Respectfully submitted,



Jill Collinson, RPP, MCIP
Senior Planner



Iain Bourhill, RPP, MCIP
Director of Community Planning

ADMINISTRATORS COMMENTS:

I have read the report and endorse the recommendation



Robert Earl
Chief Administrative Officer

Attachments:

- APPENDIX 1: Excerpt of July 12, 2021 Council meeting minutes
- APPENDIX 2; July 12, 2021 Staff Report

7. NEW BUSINESS**7.1. Councillor Jantzen - 452 Pelican Drive Board of Variance Application Fee Refund**

Councillor Parkinson declared a conflict of interest for his initial involvement in the project and left the meeting at 6:44 pm.

**MOVED BY: COUNCILLOR JANTZEN
SECONDED: COUNCILLOR LOGAN**

R2021-233 THAT the \$500 Board of Variance application fee for 452 Pelican Drive height variance be refunded back to the applicant.

CARRIED

OPPOSED: MAYOR MARTIN AND COUNCILLOR DAY

Councillor Parkinson returned to the meeting at 6:47 pm.

7.2. Official Community Plan - 2021 Housekeeping Amendments

Council discussion ensued regarding community engagement, rapid transit and densification.

**MOVED BY: COUNCILLOR PARKINSON
SECONDED: COUNCILLOR BAXTER**

R2021-234 THAT staff proceed with the Official Community Plan 2021 Housekeeping Amendment process and draft a corresponding bylaw amendment which includes consideration for the following:

1. Inclusion of recently completed policy work in the area of demographics, housing and parks & open space including update to the implementation table in Section 16 - Actions and Timelines;
2. Improving implementation clarity by including more prescriptive language;
3. Add housing supply figures to complement key areas of local need.

CARRIED

OPPOSED: COUNCILLOR DAY

R2021-235 **MAIN MOTION AS ORIGINALLY MOVED**

THAT timelines be included within reports brought forward to Council and Committees.

NOT VOTED ON DUE TO AMENDING MOTION

MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR PARKINSON

R2021-236 THAT the motion be amended to include:

AND THAT where reports are on a process that still has a number of steps to go, that a timeline diagram be included.

CARRIED

MOVED BY: COUNCILLOR LOGAN
SECONDED: MAYOR MARTIN

R2021-237 **MAIN MOTION AS AMENDED**

THAT timelines be included within reports brought forward to Council and Committees.

AND THAT where reports are on a process that still has a number of steps to go, that a timeline diagram be included.

CARRIED

7.3. Allandale Road - Retaining Wall Consideration

MOVED BY: COUNCILLOR PARKINSON
SECONDED: MAYOR MARTIN

R2021-238 THAT a Development Variance Permit be authorized for issuance, which would have the effect of:

- Relaxing Section 2.1.20 of the Colwood Land Use Bylaw (No. 151) to increase the maximum height of retaining walls from 1.2m to 2.5m on the property located at Lot B, Section 67, Esquimalt District, Plan VIP22075 (PID 003-307-549).

CARRIED

OPPOSED: COUNCILLOR DAY

7.4. Marcy Lalonde, Interim Corporate Officer St. John the Baptist Church and Emery Family Hall - Facility Use Agreement

Amanda Irving, Interim Deputy Corporate Officer, provided an overview of the Facility Use Agreement noting that Westshore Community Church has been using the space since 2006.



STAFF REPORT

To: Regular Committee of the Whole
Date: July 5, 2021
From: Jill Collinson, Senior Planner
RE: Official Community Plan – 2021 Housekeeping Amendment
File: 6480-20

RECOMMENDATION

That Committee of the Whole recommend to Council:

THAT staff proceed with the Official Community Plan 2021 Housekeeping Amendment process and draft a corresponding bylaw amendment which includes consideration for the following:

1. Inclusion of recently completed policy work in the area of demographics, housing and parks & open space including update to the implementation table in Section 16 - Actions and Timelines;
2. Improving implementation clarity by including more prescriptive language;
3. Potential extension of the Transit Growth Area along Metchosin Road from Sooke Road to the District of Metchosin border;

AND FURTHER THAT staff engage owners/occupants via direct mailout to properties within 250m from the centreline of Metchosin Road.

SUMMARY AND PURPOSE

The purpose of this report is to seek Council's direction to proceed with the Official Community Plan 2021 Housekeeping Amendment.

BACKGROUND

In August 2018 Colwood adopted a new Official Community Plan (OCP). The OCP sets policy to guide development and community change over a 20-year horizon. OCPs are amended and updated to reflect new information, improve useability and promote implementation. To date there have been four OCP amendments including one City initiated (Temporary Use Permit [TUP] enablement and housekeeping; 1700-01) and three resulting from development applications (Meaford, 1700-02; Latoria South, 1700-03; and Royal Beach, 1700-04). This 2021 Housekeeping Amendment consideration reflects recently completed policy work, seeks to improve implementation clarity, and potential extension of the Transit Growth Area along Metchosin Road.

Offered as Appendix 1 as summary of 2021 OCP Housekeeping Amendment considerations which also discussed in more detail in the following section.

DISCUSSION

1. Recently Completed Policy Work

Policy work in the areas of demographics (2019), housing (2020), and park areas and natural areas (2021) has been completed since the 2018 OCP adoption.

- a) 2019 – Demographic Study & Land Yield Analysis: A demographic study and land yield analysis was undertaken in 2019 to help improve understanding of Colwood’s growth over the next 20 years. Resultingly updates are considered via the 2021 Housekeeping Amendments to Section(s) 4.2.1 & 4.2 – Population & Households; Section 5.2 – Population Projections; and Section 6.1 – Growth Management.
- b) 2020 - Housing Needs Reporting: December 2020 the City completed the newly legislated Housing Needs Reporting (HNR) requirement of the *Local Government Act (LGA)*. Section 473(2.1) of the *LGA* requires local governments to consider the most recent housing needs report to inform the planning and development of housing, and to help improve local understanding of housing needs. The 2021 Housekeeping Amendment proposes amendments to Housing Section 9.1 – Overview to update housing costs, vacancy rates and to include findings from the Housing Needs Report summary of key areas of local need.
- c) 2021 - Parks & Recreation Master Plan: Earlier this year the Parks and Recreation Master Plan was endorsed by Council. The 2021 Housekeeping Amendment considers amendment to Section 11.2.1. 3 to reference document completion.

Resultingly, from above-mentioned recently completed policy work, and to reflect other relevant actions and timelines status, the 2021 Housekeeping Amendment also considers amendment to update Part C: Implementation Table (Policy 16.2.2.1 Guiding Decision Making).

2. Improved Implementation Clarity

Proposed amendments are intended to increase policy clarity in the areas of land use designation and development permit area guidelines.

a) Land Use Designations: Neighbourhood; Neighbourhood–Hillside & Shoreline; Transit Growth Areas
Policy for the Land Use Designations of *Neighbourhood* and *Neighbourhood – Hillside & Shoreline* both include language of ‘case-by-case’ and/or ‘limited’. The intent of this language is offer flexibility to support limited commercial and/or mixed use within these largely single-family areas. However, recent experience has found development applications are focusing on the areas with land use designations of *Neighbourhood* and *Neighbourhood – Hillside & Shoreline*. Applications and are pursuing the ‘case-by-case’ and/or ‘limited’ policy language to enable commercial, institutional, and multi-unit residential uses rather than have these uses focused within nearby *Transit Growth Areas* and/or *Neighbourhood Centre* land use designations. Case-by-case is considered redundant as each development application is considered independently from others. Thus the 2021 Housekeeping Amendment proposes amendments to Policy 7.2.17 and 7.7.20 to remove case-by-case and offer additional clarity around scale and extent of supportable commercial and mixed-use development in *Neighbourhood* and *Neighbourhood-Hillside & Shoreline* land use designation areas; these are summarized in Table1.

Table 1. Summary of OCP Policy 7.2.17 & 7.2.20 – Existing and For Consideration			
Land Use Designation	Policy	Existing	For Consideration
Neighbourhood	7.2.17 (Uses)	(f) Limited commercial and mixed-use, on a case-by-case basis during rezoning	(f) Limited small-scale commercial and mixed-use (to a maximum of 250m²) sensitive to the existing neighbourhood
Neighbourhood - Hillside & Shoreline	7.2.20 (Uses)	(f) Limited commercial and mixed-use, on a case-by-case basis (g) Low rise multi-unit residential in very limited situations, and only where significant environmental and ecological benefits to the overall site can be achieved.	(f) Limited small-scale commercial and mixed-use (to a maximum of 250m²) sensitive to the existing neighbourhood. (g) Remove and replace with: Ground-oriented multi-unit residential, including duplexes and townhomes.

Similarly land use designation policy for Uses and Built Form for the Transit Growth Area also includes case-by-case and limited language. Hence the 2021 Housekeeping Amendment also offers consideration to update, as summarized in Table 2.

Table 2. Summary of OCP Transit Growth Area Policy 7.2.23 & 7.2.24 – Existing and For Consideration			
Land Use Designation	Policy	Existing	For Consideration
Transit Growth Area	7.2.23 (Uses)	(d) Limited commercial and mixed-use, on a case-by-case basis	(d) Limited commercial and mixed-use on a case-by-case basis
	7.2.24 (Built Form)	(a) Ground-oriented and low-rise buildings up to approximately four storeys, and up to six storeys in limited situations.	(a) Ground-oriented and low-rise buildings up to approximately four storeys, and up to six storeys in limited situations only when enhanced urban design mitigates impact of additional vertical impact.

b) Development Permit Area(s) – Industrial Mixed Use & Retaining Walls

Mixed-use (commercial-industrial) applications are anticipated to increase. The 2021 Housekeeping Amendment proposes amendment to Section 28.1 to included language for application of Mixed Used Employment Centre Design Guidelines if the development proposal is mixed-use.

Current retaining wall design guidelines encourage minimizing overall impact by working with natural character of site, incorporating terracing, texture and landscaping but do not directly discourage or limit the use of lock-block style walls. The 2021 Housekeeping Amendment proposes additional guidelines to limit the use of lock-block style walls in Sections 25.1(d); 26.15 (k); and 30.8.

c) Other

For the Environmental Protection Development Permit Area, per 19.2(f) an accessory building, building addition, or sundeck less than 30 m² (in area which at least 30m from a watercourse, and at least 3m from a 30% or more slope) is exempt from requiring a development permit. The Land Use Bylaw permits accessory buildings of up to 60m². This Housekeeping Amendment proposes to increase the 30m² development permit exemption up to 60m² to better align OCP policy with Land Use Bylaw regulation.

Section 30.1 provides guidance on building siting and orientation for the Hillside development permit area and (a) states “refer to policies in Section 10 of this bylaw”. This (a) was an error and is proposed to be deleted via the 2021 Housekeeping Amendment process.

3. Potential Extension of the Transit Growth Area

In 2021 Official Community Plan and rezoning amendment bylaws were completed for Royal Bay (Latoria South; CD28 Zone) and Royal Beach (CD30 Zone) resulting in density enablement up to 4950 dwelling units and 120,000m² of non-residential space in Seaside Village and immediate-surrounding area. In consideration of this residential and commercial density enablement in the south centre of Colwood and supporting implementation of the Transportation Master Plan (by via encouraging densification along an arterial road and minimizing driveway access points) the 2021 Housekeeping Amendment proposes amending *Figure 8: Land Use* by extending the Transit Growth Area (TGA) Land Use Designation along Metchosin.

Extension of the Transit Growth Area on Metchosin Road (from Sooke Road to the District of Metchosin border) would impact floor area ratio (FAR), height, built form and use for properties within 200m of real travel distance of Metchosin Road. Appendix 2 (attached) offers a map of properties within 200m real travel distance of Metchosin Road and Table 3 summarizes policy for FAR, height, built form and uses by OCP Land Use Designation.

Table 3. Summary of OCP Land Use Designation Policy: FAR, Height, Built Form & Uses			
Designation	Neighbourhood	Neighbourhood-Hillside Shoreline	Transit Growth Area
FAR	1.2	1.2	2.5
Height	up to approximately three storeys	three storeys* no more than six storeys**	four storeys up to six storeys in limited situations
Built Form	Ground-oriented buildings	Ground-oriented buildings* Low rise buildings**	Ground-oriented Low-rise buildings
Uses	a. Single-detached residential b. Secondary suites and coach houses (when appropriate) c. Ground-oriented multi-unit residential, including duplexes & townhouses d. Live/work and home occupations e. Institutional f. Limited commercial & mixed-use, on a case-by-case basis during rezoning	a. Single-detached residential b. Secondary suites and coach houses c. Ground-oriented multi-unit residential, including duplexes & townhouses d. Live/work and home occupations e. Institutional f. Limited commercial and mixed-use, on a case-by-case basis g. Low rise multi-unit residential in very limited situations	a. Multi-unit residential b. Live/work and home occupations c. Institutional d. Limited commercial & mixed-use, on a case-by-case basis

Given public feedback collected during the 2018 OCP process, it is anticipated Transit Growth Area extension consideration along Metchosin Road would be a contentious issue with Colwood residents and create interest beyond the immediately adjacent area. It is suggested letters be sent to all properties located within 250m of the Metchosin Road centreline inviting comment on the proposed amendment.

OPTIONS

The following options are offered for consideration:

- A. **THAT** staff to proceed with the Official Community Plan 2021 Housekeeping Amendment process, and draft a corresponding bylaw amendment which includes consideration for the following:
1. Inclusion of recently completed policy work in the area of demographics, housing and parks & open space including update to the implementation table in Section 16 - Actions and Timelines **(recommended)**;
 2. Improving implementation clarity by including more prescriptive language **(recommended)**;
 3. Potential extension of the Transit Growth Area along Metchosin Road from Sooke Road to the District of Metchosin border **(recommended)**;
- B. **AND THAT** if direction is given to extend the Transit Growth Area along Metchosin Road from Sooke Road to the District of Metchosin border that staff engage owners/occupants via direct mailout to properties within 250m from the centreline of Metchosin Road **(recommended)**;
- C. That no action is taken;
- D. Another option as resolved by Council.

CONCLUSIONS

This 2021 Housekeeping Amendment proposes to incorporate recently completed policy work, improve policy and implementation clarity, and considers extension of the Transit Growth Area along Metchosin Road.

COMMUNICATIONS

This report is publicly available on the City website as part of the agenda, which subscribers received by email. Mention will be made in the public Council Highlights webpage. Minutes will be posted online and sent to subscribers by email.

Consideration of Opportunities for Consultation

The *Local Government Act* requires the City to provide opportunities it considers appropriate for consultation with persons, organizations, and authorities it believes will be affected by an OCP amendment. If Council directs staff to move forward with the 2021 OCP Housekeeping Amendment, prior to 1st and 2nd Reading of the bylaw (and again prior to public hearing) referral letters will be sent to the following recipients for comment:

- Capital Regional District;
- School District No. 62;
- Town of View Royal;
- City of Langford;
- District of Metchosin;
- Ministry of Transportation and Infrastructure
- Songhees Nation;
- Esquimalt Nation;
- Scia'new Nation;
- Agricultural Land Reserve;
- Department of National Defense;

Referral responses received will be conveyed to Council and entered into the public record. If the 2021 OCP Housekeeping Amendment proceeds to public hearing, notice will be provided via the local newspaper and a public hearing will be held on the proposed bylaw prior to final adoption consideration.

Given the content of the proposed bylaw, the City's consultation obligations under the LGA will be met through the above approach to consultation.

In addition to the above-proposed considerations for consultation, if Council chooses to proceed with housekeeping amendment considerations for extending the Transit Growth Area land use designation along Metchosin Road and they may wish to consider directing staff to engage via mailout to properties within 250m of the Metchosin Road centerline.

FINANCIAL CONSIDERATION

Staff have not identified any significant financial implications to the City associated with the proposed 2021 OCP Housekeeping Amendment.

STRATEGIC PLAN AND RELATED POLICIES

This proposed OCP amendment reflects recently completed policy work, considers densities enablement and seeks to improve implementation clarity and relevance of the City's Official Community Plan. This work coinciding with priorities of 2019-2023 Strategic Plan including Prosperity and Governance.

On Wednesday, June 16th all Managers and Directors of the City were provided an opportunity to review and provide feedback.

Respectfully submitted,



Jill Collinson, RPP
Senior Planner

ADMINISTRATORS COMMENTS

I have read the report and endorse the recommendation.

Robert Earl
Chief Administrative Officer

Attachments:

- APPENDIX 1: Table – Summary of 2021 Housekeeping Amendment Considerations
- APPENDIX 2: Map – Properties within 200m real travel distance of Metchosin Road

Appendix 1: Summary of 2021 OCP Housekeeping Amendment Considerations			
Page	Section	Rationale for Amendment	Proposed Amendment Consideration/Edit
p.18	4.2.1 Population	Update to reflect 2019 Demographic Study	Add in: <i>To effectively plan for future growth in 2019 the City of Colwood undertook a Demographic Study and Land Yield Analysis (Colwood 2038 . Colwood 2038 projects a 35% population increase by 2028 and an additional 16% increase by 2038 with anticipated the majority of anticipated growth to be in the Seaside, Royal Bay, Colwood Corners and Latoria neighbourhoods.</i>
p.19	4.2.2 Households	Update to reflect 2019 Demographic Study	Add in: <i>The City of Colwood undertook a Demographic Study and Land Yield Analysis. This work projects upwards of 22,742 residents by 2028 and growing to 26,484 by 2038. With continued development occurring within Royal Bay, Seaside, Latoria and Colwood Corners neighbourhoods, the City will review projections regularly and , if necessary, revise the OCP overtime.</i>
p.26	5.2 Population Projections	Update to reflect to 2019 Demographic Study; completion of implementation item	Add in: <i>The City of Colwood undertook a Demographic Study and Land Yield Analysis. This work projects upwards of 22,742 residents by 2028 and growing to 26,484 by 2038. With continued development occurring within Royal Bay, Seaside, Latoria and Colwood Corners neighbourhoods, the City will review projections regularly and , if necessary, revise the OCP overtime.</i>
p.27	6.1 Overview	Update to reflect to current population projections	Add in: <i>Future forecasts conducted by Colliers in 2020 estimate that by 2038 Colwood's population will be upwards of 27,000 people.</i>
p.33	7: Land Use; Figure 8	Update to reflect density increase Seaside Village& TMP policy for Metchosin Road	Extend Transit Growth Area from Sooke/Metchosin to Metchosin/Latoria
p.49	Policy 7.2.17	Increase implementation clarity	Add language like: <i>(f) Limited small-scale commercial and mixed-use (to a maximum of 250m² or 1/3 of total residential m² on site) sensitive to the existing neighbourhood</i>
p.53	Policy 7.2.20	Increase implementation clarity	Add language such as: <i>(f) Limited small-scale commercial and mixed-use (to a maximum of 250m²) sensitive to the existing neighbourhood.</i> <i>(g) Remove existing and replace with: Ground-oriented multi-unit residential, including duplexes and townhomes.</i>

p.57	Transit Growth Areas	Density enablement consideration	Add clarity about 200m real travel distance and include policy language about sensitive infill to expand upon such as: (c) <i>Providing a gentle transition in scale via sensitive infill to existing predominately single detached neighbourhoods</i>
p.57	7.2.23 Uses	Increase implementation clarity	Remove of case-by-case from (d)
p.59	7.2.24 Built Form	Increase implementation clarity	Add language to (a) around limited situations to include: <i>only when enhanced urban design mitigates impact of additional vertical impact.</i>
p.76	9.1 Overview	Update to reflect 2020 Housing Needs Report information and 2021 valuation	Add in: <i>The average home sale price has grown in Colwood, with price increases accelerating after 2014. The greatest increase has been in the sale price of condominium apartments, which have risen by 112% between 2005 and 2019, followed by single-family homes at 89% and row/townhouses at 75%. According to the Victoria Real Estate Board, in March 2021 the average cost of a single-detached house in Colwood was \$920,512; an increase of over \$650,000 from a year prior.</i>
p.77		Update to reflect 2020 Housing Needs Report information and 2021 valuation	Add in: <i>Similarity the average condominium cost in March 2021 was \$531,333; an increase of over \$73,411 from a year prior.</i>
p.77		Update to reflect 2020 Housing Needs Report information	<i>Rental vacancy rates are low across the region without enough supply coming onto the market fast enough to meet demands. This is seen in Colwood, where, as of 2018, the rental vacancy rate was 0.0%</i>
p.77	prior 9.2	Update to reflect 2020 Housing Needs Report information	Insert the 'Summary of Key Areas of Local Need' from HNR (1 page)
p.89	Policy 11.2.1.3	Update to reflect completion of Parks Master Plan; including Implementation Item	<i>In 2021 Council endorsed Colwood's first ever Parks & Recreation Master Plan. This document offers guides on...</i>
p.109	Policy 16.2.2.1	Update Part C: Implementation (16. Actions & Timelines) to reflect current status	
p.133	19.2(F)	Improved implantation clarity: DPAs	Increase area of exemption from 30m2 to 60m2 to align with maximum size for accessory buildings in LUB 2.1.06.2(b) and add in: <i>In an Environmental Protection Development Permit Area, a development permit is not required in the case of: 19.2 (f) An accessory building, building addition, or sundeck less than 60 m2 in area which is located at least 30 m from a watercourse, waterbody or foreshore and</i>

			<i>at least 3 m from a slope of 30% or more in grade and which does not result in the removal of native vegetation...</i>
p.215	28.1 Application	Improved implementation Clarity: DPAs	Add in: <i>If the proposal is mixed-use (industrial and commercial) then Mixed Use Employment Centre Guidelines may also apply.</i>
p.227	30.1 (a)	Improved implementation Clarity: DPAs	Remove (a); and re-alphabetize accordingly
p.159	25.1(d)	Improved implementation Clarity: DPAs – Retaining Walls	Add in: <i>Lock block style retaining walls are not permitted.</i>
p.200	26.15(k)	Improved implementation Clarity: DPAs – Retaining Walls	Add in: <i>Lock block style retaining walls are not permitted.</i>
p.230	30.8(d)	Improved implementation Clarity: DPAs – Retaining Walls	Add in: <i>When designing retaining walls, respect the natural characteristics of the site and terrace walls to avoid overpowering the site with a large uniform wall face. Lock block style retaining walls are not permitted.</i>

3. Proposed Bylaw (1700-05)



**CITY OF COLWOOD
BYLAW NO 1700-05**

A BYLAW TO APPLY HOUSEKEEPING AMENDMENTS TO THE OFFICIAL COMMUNITY PLAN

WHEREAS a local government may by bylaw amend an Official Community Plan;

AND WHEREAS Council wishes to amend the Official Community Plan for the City of Colwood;

AND WHEREAS the City of has prepared an amendment to the Official Community Plan in accordance with sections 473, 474 and 475, 476 of the Local Government Act;

AND WHEREAS Council has complied with sections 464, 465 and 466 of the Local Government Act including by holding a public hearing, having given due notice thereof;

NOW THEREFORE the Municipal Council of the City of Colwood, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as “Colwood Official Community Plan Bylaw No. 1700, 2018, Amendment Bylaw No. 1700-05 (2021 Housekeeping Amendments)”.

2. SEVERABILITY

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

3. AMENDMENTS TO SECTION 4

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

3.1. Deleting the following from section 4.2.1:

“To effectively plan for future growth, the City of Colwood will develop its own population projections that are based on the latest demographic and development trends.”

And adding the following to section 4.2.1:

“To effectively plan for future growth in 2019 the City of Colwood undertook a Demographic Study and Land Yield Analysis (Colwood 2038). Colwood 2038 projects a 35% population increase by 2028 and an additional 16% increase by 2038 where it is anticipated the majority of growth will be in the Seaside, Royal Bay, Colwood Corners and Latoria neighbourhoods.”

3.2. Adding the following to the end of section 4.2.2:

“The City of Colwood undertook a Demographic Study and Land Yield Analysis in 2019. This work projects upwards of 22,742 residents by 2028 and growing to 26,484 by 2038. With continued development occurring within Royal Bay, Seaside, Latoria and Colwood Corners neighbourhoods, the City will review projections regularly and, if necessary, revise the OCP overtime.”

4. AMENDMENTS TO SECTION 5

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

4.1. Deleting the following from section 5.2

“The City of Colwood will review the OCP population projections and, if necessary, revise the OCP over time to ensure consistency with the RGS population estimates.”

4.2. Adding the following to section 5.2:

“The City of Colwood undertook a Demographic Study and Land Yield Analysis in 2019. This work projects upwards of 22,742 residents by 2028 and growing to 26,484 by 2038. With continued development occurring within Royal Bay, Seaside, Latoria and Colwood Corners neighbourhoods, the City will review projections regularly and, if necessary, revise the OCP overtime.”

4.3. Adding the following to Implementation:

“UPDATE: demographic study and land yield study completed.”

5. AMENDMENT TO SECTION 6

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

5.1. Adding the following to the end of paragraph 2 of section 6.1:

“Subsequent forecasts specific to Colwood were conducted by Colliers in 2020. These estimate that by 2038 Colwood’s population will be upwards to 27,000.”

6. AMENDMENTS TO SECTION 7

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

6.1. Deleting section 7.2.17(f) in its entirety and replacing with the following:

“Limited small-scale commercial and mixed-use (to a maximum of 250m² or 1/3 of total residential m² on site) sensitive to the existing neighbourhood.”

- 6.2. Deleting section 7.2.20(f) in its entirety and replacing with the following:
- “Limited small-scale commercial and mixed-use (to a maximum of 250m²) sensitive to the existing neighbourhood.”
- 6.3. Adding the following to section 7.2.20(g):
- “, while minimizing ecosystem disturbance, protecting habitat areas and incorporating existing natural features.”
- 6.4. Deleting subsection (c) of section 7.2 Objectives & Policy – Transit Growth Areas, in its entirety and replacing with the following:
- “Providing a gentle transition in scale via sensitive infill to existing predominately single detached neighbourhoods”.
- 6.5. Deleting the following words from section 7.2.23(d):
- “, on a case-by-case basis”.
- 6.6. Deleting the period from the end of section 7.2.24(a) and replacing it with:
- “, only when enhanced urban design mitigates impact of additional vertical impact.”

7. AMENDMENTS TO SECTION 9

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

- 7.1. Deleting paragraph three, four, and five of section 9.1 Overview in their entirety and replacing them with:
- “The average home sale price has grown in Colwood, with price increases accelerating after 2014. The greatest increase has been in the sale price of condominium apartments, which have risen by 112% between 2005 and 2019, followed by single-family homes at 89% and row/townhouses at 75%. According to the Victoria Real Estate Board, in March 2021 the average cost of a single-detached house in Colwood was \$920,512; an increase of over \$172,990 from a year prior.
- Similarity the average condominium cost in March 2021 was \$531,333; an increase of over \$73,411 from a year prior.
- Rental vacancy rates are low across the region without enough supply coming onto the market fast enough to meet demands. This is seen in Colwood, where, as of 2018, the rental vacancy rate was 0.0%”
- 7.2. Adding the contents of Schedule “A” to this Bylaw to the end of section 9.1.

8. AMENDMENTS TO SECTION 11

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

- 8.1. Deleting “Create and maintain a Parks Master Plan that” from the first paragraph of section 11.2.1.3 and replace with “In 2021 Council endorsed the Parks and Recreation Master Plan. This document”.

9. AMENDMENTS TO SECTION 16

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

- 9.1. Deleting section 16.2.1.1 in its entirety and replacing it with the contents of Schedule “B” to this Bylaw.

10. AMENDMENTS TO SECTION 19

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

- 10.1. Deleting section 19.2(f) in its entirety and replacing it with the following:

"An accessory building, building addition, or sundeck less than 60 m² in area which is located at least 30 m from a watercourse, waterbody or foreshore and at least 3 m from a slope of 30% or more in grade and which does not result in the removal of native vegetation;"

11. AMENDMENT TO SECTION 25

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

- 11.1. Adding the following to section 25.1(d):

“Lock block style retaining walls are only supported when incorporating natural stone facing and other features to reduce visual impact.”

12. AMENDMENT TO SECTION 26

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

- 12.1. Adding the following to section 26.15(k):

“Lock block style retaining walls are only supported when incorporating natural stone facing and other features to reduce visual impact.”

13. AMENDMENT TO SECTION 28

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

13.1. Adding the following sentence after the first sentence in section 28.1:

“If the proposal is mixed-use (industrial and commercial) then Mixed-Use Employment Centre Guidelines will also apply.”

14. AMENDMENT TO SECTION 30

Schedule A of Colwood Official Community Plan Bylaw No. 1700, 2018, is amended by:

14.1. Deleting section 30.1(a) in its entirety and re-alphabetizing the provisions accordingly.

14.2. Adding the following wording to section 30.8(d):

“When designing retaining walls, respect the natural characteristics of the site and terrace walls to avoid overpowering the site with large uniform wall face. Lock block style retaining walls are only supported when incorporating natural stone facing and other features to reduce visual impact”.

READ A FIRST TIME on the 28TH day of March, 2022

CONSIDERED IN CONJUNCTION WITH THE CITY OF COLWOOD FINANCIAL PLAN AND
APPLICABLE WASTE MANAGEMENT PLANS THIS 28TH day of March, 2022

READ A SECOND TIME on the 28TH day of March, 2022

PUBLIC HEARING on the day of 2022

READ A THIRD TIME on the day of 2022

ADOPTED on the day of 2022

Mayor

Corporate Officer

4. Council Resolutions



CITY OF COLWOOD
MINUTES OF
REGULAR COUNCIL MEETING
Monday, July 12, 2021 at 6:30 PM
Electronic Meeting

In accordance with Ministerial Order No. M192 issued
June 17, 2020 and the *Council/Committee Procedure*
Bylaw No. 754, 2004, Section No. 10

PRESENT

Mayor

Rob Martin

Councillors

Michael Baxter

Cynthia Day

Dean Jantzen

Gordie Logan

Stewart Parkinson

REGRETS

Doug Kobayashi

ATTENDING

Chief Administrative Officer

Robert Earl

Director of Engineering and Development Services

Brent Molnar

Director of Finance

Jenn Hepting

Director of Community Planning

Iain Bourhill

Interim Deputy Corporate Officer

Amanda Irving

Recording Secretary

Gabrielle Whitters

1. CALL TO ORDER

Mayor Martin called the meeting to order at 6:30 pm and acknowledged meeting on the shared traditional lands of the Coast Salish People.

2. APPROVAL OF THE AGENDA

R2021-230 THAT the Near Term and Long Term agendas be received;

AND THAT the Agenda of the Regular Council meeting of July 12, 2021, be adopted as presented.

CARRIED BY UNANIMOUS CONSENT

3. PUBLIC PARTICIPATION

Two written submissions were received and appended to the agenda regarding residential taxes in Colwood and regarding sewer fees.

Ben Mycroft, Senior Development Manager, Gablecraft, spoke in favour of the CD28 Zone (Area 5) Amendment for Latoria South.

Stephen Henderson, Manager, Real Estate Services, Capital Regional District, spoke in favour of the CD28 Zone (Area 5) Amendment for Latoria South.

Pastor Buhr spoke in favour of the Facility Use Agreement between the Westshore Community Church and Colwood.

4. MAYOR'S MESSAGE

Mayor Martin thanked the public and Council for their attendance at Fire Chief Cassidy's funeral service. He expressed appreciation to the Town of Sidney for coverage of Colwood's Fire Department during the service and thanked Langford, View Royal and Esquimalt fire departments for their assistance.

5. ADOPTION / RECEIPT OF THE MINUTES

5.1. Regular Council Meeting Minutes - June 28, 2021

R2021-231 THAT the minutes of the Regular Council meeting held June 28, 2021, be adopted as presented.

CARRIED BY UNANIMOUS CONSENT

5.2. Waterfront Coastal Processes Committee Minutes - May 27, 2021

R2021-232 THAT the minutes of the Waterfront Coastal Processes Committee meeting held May 27, 2021, be received.

CARRIED BY UNANIMOUS CONSENT

6. CORRESPONDENCE

**6.1. Erika Stenson, A/VP Operations, BC Museum & Kim Anderson, Executive Project Director, Transportation Investment Corporation
Regarding: Collections and Research Building Project in Royal Bay**

7. NEW BUSINESS

7.1. Councillor Jantzen - 452 Pelican Drive Board of Variance Application Fee Refund

Councillor Parkinson declared a conflict of interest for his initial involvement in the project and left the meeting at 6:44 pm.

**MOVED BY: COUNCILLOR JANTZEN
SECONDED: COUNCILLOR LOGAN**

R2021-233 THAT the \$500 Board of Variance application fee for 452 Pelican Drive height variance be refunded back to the applicant.

CARRIED

OPPOSED: MAYOR MARTIN AND COUNCILLOR DAY

Councillor Parkinson returned to the meeting at 6:47 pm.

7.2. Official Community Plan - 2021 Housekeeping Amendments

Council discussion ensued regarding community engagement, rapid transit and densification.

**MOVED BY: COUNCILLOR PARKINSON
SECONDED: COUNCILLOR BAXTER**

R2021-234 THAT staff proceed with the Official Community Plan 2021 Housekeeping Amendment process and draft a corresponding bylaw amendment which includes consideration for the following:

1. Inclusion of recently completed policy work in the area of demographics, housing and parks & open space including update to the implementation table in Section 16 - Actions and Timelines;
2. Improving implementation clarity by including more prescriptive language;
3. Add housing supply figures to complement key areas of local need.

CARRIED

OPPOSED: COUNCILLOR DAY

R2021-235 **MAIN MOTION AS ORIGINALLY MOVED**

THAT timelines be included within reports brought forward to Council and Committees.

NOT VOTED ON DUE TO AMENDING MOTION

MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR PARKINSON

R2021-236 THAT the motion be amended to include:

AND THAT where reports are on a process that still has a number of steps to go, that a timeline diagram be included.

CARRIED

MOVED BY: COUNCILLOR LOGAN
SECONDED: MAYOR MARTIN

R2021-237 **MAIN MOTION AS AMENDED**

THAT timelines be included within reports brought forward to Council and Committees.

AND THAT where reports are on a process that still has a number of steps to go, that a timeline diagram be included.

CARRIED

7.3. Allandale Road - Retaining Wall Consideration

MOVED BY: COUNCILLOR PARKINSON
SECONDED: MAYOR MARTIN

R2021-238 THAT a Development Variance Permit be authorized for issuance, which would have the effect of:

- Relaxing Section 2.1.20 of the Colwood Land Use Bylaw (No. 151) to increase the maximum height of retaining walls from 1.2m to 2.5m on the property located at Lot B, Section 67, Esquimalt District, Plan VIP22075 (PID 003-307-549).

CARRIED

OPPOSED: COUNCILLOR DAY

7.4. Marcy Lalonde, Interim Corporate Officer St. John the Baptist Church and Emery Family Hall - Facility Use Agreement

Amanda Irving, Interim Deputy Corporate Officer, provided an overview of the Facility Use Agreement noting that Westshore Community Church has been using the space since 2006.

MOVED BY: COUNCILLOR LOGAN
SECONDED: COUNCILLOR DAY

R2021-239 THAT the City enter into a five-year Facility Use Agreement with Westshore Community Church for the use of St. John Church and Emery Family Hall.

AND THAT Westshore Community Church Facility Use Agreement be for \$5200.00 plus taxes annually for the term of the agreement.

CARRIED

7.5. Rachel Buskie, Economic Prosperity Coordinator
Colwood Garden Society - 2021 Requests

Iain Bourhill, Director of Community Planning, provided an overview of the Colwood Garden Society's requests for a shed, designated accessible parking space, and access ramp.

Council discussion ensued regarding timeline, budget, and alternative access points.

MOVED BY: COUNCILLOR DAY
SECONDED: COUNCILLOR LOGAN

R2021-240 THAT The Colwood Garden Society's request to install a shed at the Community Garden be authorized.

AND THAT staff create a wheelchair accessible passage from the gravel parking lot at the west side of the community garden.

AND FURTHER THAT The Colwood Garden Society's request to construct a dedicated accessible parking space and access ramp inside the southern parking lot in front of City Hall be considered in the next budget cycle.

CARRIED

7.6. Iain Bourhill, Director of Community Planning
Waterfront Preliminary Concept Options

Iain Bourhill, Director of Community Planning, provided an overview of the next steps for the Waterfront Stewardship Plan and introduced a presentation from Paul de Greef, Landscape Architect.

Paul de Greef, Landscape Architect, provided a presentation outlining the Waterfront Stewardship Plan, engagement processes, and next steps.

Council discussion ensued regarding public engagement, accessible art space, consultation with the Transportation Committee, and pathway designs.

MOVED BY: COUNCILLOR PARKINSON
SECONDED: COUNCILLOR DAY

R2021-241 MAIN MOTION AS ORIGINALLY MOVED

THAT the Waterfront Stewardship Plan – Preliminary Concept Options be supported for the purposes of facilitating public engagement.

NOT VOTED ON DUE TO AMENDING MOTION

MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR DAY

R2021-242 THAT the motion be amended to include:

AND THAT online public engagement continue at least until September 15, 2021.

CARRIED

OPPOSED: COUNCILLOR PARKINSON

MOVED BY: COUNCILLOR PARKINSON
SECONDED: COUNCILLOR DAY

R2021-243 MAIN MOTION AS AMENDED

That the Waterfront Stewardship Plan - Preliminary Concept Options be supported for the purposes of facilitating public engagement.

AND THAT online public engagement continue at least until September 15, 2021.

CARRIED

7.7. Mark Downton, IT Manager

UBCM Local Government Development Approvals Program Grant

Jenn Hepting, Director of Finance, provided background information regarding the UBCM Local Government Development Approvals Program Grant and noted that land management software has been purchased and that the implementation of it will move forward soon.

MOVED BY: COUNCILLOR JANTZEN
SECONDED: COUNCILLOR PARKINSON

R2021-244 THAT an application for the UBCM Local Government Development Approvals Program Grant for a Municipal Business Process System be supported, and that the City provide overall grant management.

CARRIED

7.8. Jenn Hepting, Director of Finance
Financial Update

Jenn Hepting, Director of Finance, provided an overview of the Financial Update noting two items not discussed during budget deliberations:

- *Latoria Creek stairs upgrade*
- *Field study for the rabbit population in Royal Bay*

7.9. John Russell, Public Works Service Coordinator
Budget Request for R.P.Bio. Consultation Regarding the Rabbit Population in Royal Bay

MOVED BY: COUNCILLOR DAY
SECONDED: COUNCILLOR LOGAN

R2021-245 THAT staff prepare a request for proposal for the cost of trapping and euthanizing rabbits, and inquire with Wildarc their capacity to use the supply as food.

CARRIED

MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR DAY

R2021-246 THAT staff bring back costs per pole to erect raptor resting poles in Royal Bay.

CARRIED

7.10. Dennis Carlsen, Planner
CD28 Zone (Area 5) Amendment - Latoria South

MOVED BY: COUNCILLOR JANTZEN
SECONDED: COUNCILLOR LOGAN

R2021-247 THAT the appropriate amendments to the Land Use Bylaw be prepared to

include the following:

- a. Exclude Health Care Facility and Treatment Centre or Nursing Home in Area 5A from total permitted non-residential floor area;
- b. Include the following uses in Area 5A:
 1. Congregate housing, including visitor short-term suites
 2. Health care facility and treatment centre (public or private)
 3. Nursing home
- c. Include the regulations contained in Area 4 regarding Congregate housing/Health Care Facility and Treatment Centre in Area 5A;
- d. That a Section 219 covenant be prepared that would require that congregate housing, health care facility or nursing home comply with the relevant design guidelines contained in the Latoria South Sub Area Plan.

CARRIED

8. BYLAWS

8.1. Bylaw No. 1892 - Colwood Land Use Bylaw Amendment (CD28 Zone Area 5 – Latoria South) - 1st and 2nd Reading

**MOVED BY: COUNCILLOR JANTZEN
SECONDED: MAYOR MARTIN**

R2021-248 THAT Bylaw No. 1892, cited as “Colwood Land Use Bylaw No. 151, 1989, Amendment No. 182 (CD28 Zone Area 5 - Latoria South), Bylaw No. 1892, 2021”, be given 1st and 2nd Reading.

CARRIED

8.2. Bylaw No. 1882 - Colwood Main Sewer (LAS Enlargement - 538 Cedarcrest Drive) - Adoption

**MOVED BY: COUNCILLOR LOGAN
SECONDED: COUNCILLOR BAXTER**

R2021-249 THAT Bylaw No. 1882, cited as "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 117 (LAS Enlargement – 538 Cedarcrest Drive), Bylaw No. 1882, 2021”, be Adopted.

CARRIED

8.3. Bylaw No. 1883 - Colwood West Sewer (LAS Enlargement - 676 Townview Terrace) - Adoption

**MOVED BY: COUNCILLOR JANTZEN
SECONDED: COUNCILLOR LOGAN**

R2021-250 THAT Bylaw No. 1883, cited as "Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 625, 2001, Amendment No. 78 (LAS Enlargement – 676 Townview Terrace), Bylaw No. 1883, 2021", be Adopted.

CARRIED

8.4. Bylaw No. 1884 - Colwood Main Sewer (LAS Enlargement - 676 Townview Terrace) - Adoption

**MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR JANTZEN**

R2021-251 THAT Bylaw No. 1884, cited as "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 118 (LAS Enlargement – 676 Townview Terrace), Bylaw No. 1884, 2021", be Adopted.

CARRIED

8.5. Bylaw No. 1885 - Colwood Main Sewer (LAS Enlargement - 3119 Metchosin Road) - Adoption

**MOVED BY: COUNCILLOR LOGAN
SECONDED: COUNCILLOR BAXTER**

R2021-252 THAT Bylaw No. 1885, cited as "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 119 (LAS Enlargement – 3119 Metchosin Road), Bylaw No. 1885, 2021", be Adopted.

CARRIED

8.6. Bylaw No. 1886 - Colwood Central Sewer (LAS Enlargement - 3119 Metchosin Road) - Adoption

**MOVED BY: COUNCILLOR BAXTER
SECONDED: MAYOR MARTIN**

R2021-253 THAT Bylaw No. 1886, cited as "Colwood Central Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 480, 2001, Amendment No. 15 (LAS Enlargement – 3119 Metchosin Road), Bylaw No. 1886, 2021", be Adopted.

CARRIED

8.7. Bylaw No. 1891 - Colwood Main Sewer (LAS Enlargement - 3163 Woodpark Drive) - Adoption

**MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR JANTZEN**

R2021-254 THAT Bylaw No. 1891, cited as "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 121 (LAS Enlargement – 3163 Woodpark Drive), Bylaw No. 1891, 2021", be Adopted.

CARRIED

8.8. Bylaw No. 1894 - Colwood Main Sewer (LAS Enlargement - 3116 Woodpark Drive) - 1st, 2nd and 3rd Reading

**MOVED BY: COUNCILLOR LOGAN
SECONDED: COUNCILLOR BAXTER**

R2021-255 THAT Bylaw No. 1894, cited as "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 122 (LAS Enlargement – 3116 Woodpark Drive), Bylaw No. 1894, 2021", be given 1st, 2nd and 3rd Reading.

CARRIED

8.9. Bylaw No. 1895 - Colwood Main Sewer (LAS Enlargement - 680 Townview Terrace) - 1st, 2nd and 3rd Reading

**MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR LOGAN**

R2021-256 THAT Bylaw No. 1895, cited as “Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 122 (LAS Enlargement – 680 Townview Terrace), Bylaw No. 1895, 2021”, be given 1st, 2nd and 3rd Reading.

CARRIED

8.10. Bylaw No. 1896 - Colwood West Sewer (LAS Enlargement - 680 Townview Terrace) - 1st, 2nd and 3rd Reading

**MOVED BY: COUNCILLOR JANTZEN
SECONDED: MAYOR MARTIN**

R2021-257 THAT Bylaw No. 1896, cited as “Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 625, 2001, Amendment No. 79 (LAS Enlargement – 680 Townview Terrace), Bylaw No. 1896, 2021”, be given 1st, 2nd and 3rd Reading.

CARRIED

9. ADJOURNMENT

Mayor Martin wished everyone a safe summer and noted that Council meetings will reconvene in August after the summer break. He thanked Councillors for their hard work and commitment throughout COVID.

MOVED BY: COUNCILLOR JANTZEN

R2021-258 THAT the meeting be adjourned at 8:21 pm.

CARRIED

APPROVED AND CONFIRMED

CERTIFIED CORRECT



**CITY OF COLWOOD
MINUTES OF
REGULAR COUNCIL MEETING**

Monday, March 28, 2022 at 6:30 PM
Council Chambers
3300 Wishart Road, Colwood, BC

PRESENT

Acting Mayor
Councillors

Gordie Logan
Michael Baxter
Cynthia Day
Dean Jantzen
Doug Kobayashi
Stewart Parkinson

REGRETS

Mayor

Rob Martin

ATTENDING

Acting CAO
Director of Community Planning
Manager of Corporate Services
Manager of Development Services
Planner
Planner
Recording Secretary

Jenn Hepting
Iain Bourhill
Marcy Lalande
Kerri Clark
Dennis Carlsen
Desiree Givens
Gabrielle Whitters

1. CALL TO ORDER

Acting Mayor Logan called the meeting to order at 6:30 pm and acknowledged meeting on the shared traditional lands of the Lekwungen speaking people.

2. APPROVAL OF THE AGENDA

R2022-109 THAT the Near Term and Long Term agendas be received;

AND THAT the Agenda of the Regular Council meeting of March 28, 2022 be adopted as presented.

APPROVED BY UNANIMOUS CONSENT

3. MAYOR'S MESSAGE

There was no mayor's message.

4. ADOPTION / RECEIPT OF THE MINUTES

R2022-110 THAT the minutes of the Regular Council meeting held March 14, 2022 be adopted as presented.

APPROVED BY UNANIMOUS CONSENT

5. PUBLIC PARTICIPATION

No members of the public registered to speak.

One written submission regarding 6.3 - Draft Small Lot Design Guidelines was received after the agenda publication and appended to the agenda.

6. NEW BUSINESS

6.1. Development Variance Permit - 691 Allandale Road

[Recommendation from the March 21, 2022 Committee of the Whole meeting.]

**MOVED BY: COUNCILLOR PARKINSON
SECONDED: COUNCILLOR BAXTER**

R2022-111 THAT Development Variance Permit No. DVP-22-001 for the lands at 691 Allandale Road (PID 030-961-050) be approved, which would have the effect of varying Section 8.2.04(1) of the M2 zone to enable a front yard setback reduction from 7.5m to 7.18m.

CARRIED

6.2. Development Variance Permit - 137 Caspian Drive

[Recommendation from the March 21, 2022 Committee of the Whole meeting.]

**MOVED BY: COUNCILLOR PARKINSON
SECONDED: COUNCILLOR BAXTER**

R2022-112 THAT Development Variance Permit No. DVP-22-022 for the lands at 137 Caspian Drive (PID 031-282-041) be approved, which would have the effect of varying Section 10.5.4(3) of the RBCD5 zone to enable a home occupation on a lot size of 360m².

CARRIED

**6.3. Dennis Carlsen, Planner
Draft Small Lot Design Guidelines**

Dennis Carlsen, Planner, provided an overview of the proposed small lot design guidelines.

Council discussion ensued regarding:

- *Use of garages and street parking*
- *Location, number and cost of small lots*
- *Safety, snow removal and road maintenance*
- *Secondary suites*

MOVED BY: COUNCILLOR KOBAYASHI

SECONDED: COUNCILLOR PARKINSON

R2022-113 THAT amendments to the Official Community Plan- Part 26 Intensive Residential Development Permit Area Guidelines be prepared in accordance with the amended Small Lot Design Guidelines attached as Appendix 1 to the staff report dated March 28, 2022;

AND THAT Section 3.6 of the Draft Off-Street Parking Regulations Bylaw No. 1909 be amended for small lot residential dwellings with a secondary suite or accessory dwelling unit to include parking for the principal building within a garage.

CARRIED

OPPOSED: ACTING MAYOR LOGAN AND COUNCILLOR DAY

**6.4. Desiree Givens, Planner
Local Government Comment on Non-Medical Cannabis Licence (Job #033048)**

MOVED BY: COUNCILLOR JANTZEN

SECONDED: COUNCILLOR PARKINSON

R2022-114 THAT Council support the provincial application for a Non-Medical Cannabis License (Job #033048) submitted by Rise Cannabis to operate a Licensee Retail Sales location at 1905 Sooke Road based on:

- a. The proposed location at 1905 Sooke Road complies with the City of Colwood's Cannabis Retail Store Policy and is currently held at Third Reading pending confirmation of approval for a Provincial Cannabis Retail Store License; and
- b. That the City has solicited the views of residents by way of neighbour

notifications to all property owners within 75m of the proposed location and a newspaper ad appearing in the Goldstream Gazette on September 1 and September 8, 2021 in conjunction with a Public Hearing held September 13, 2021.

CARRIED

7. BYLAWS

7.1. Bylaw No. 1700-05 - Official Community Plan Bylaw (2021 Housekeeping Amendment) 1st and 2nd Reading

MOVED BY: COUNCILLOR KOBAYASHI
SECONDED: COUNCILLOR JANTZEN

R2022-115 THAT the "Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)" be given first reading;

AND THAT Council considers "Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)" in conjunction with the City's Financial Plan and applicable waste management plans;

AND THAT the "Official Community Plan Amendment Bylaw No. 1700-05, 2021 (2021 Housekeeping Amendment)" be given second reading;

AND FURTHER THAT staff be directed to complete the public consultation as outlined in the communications section of this report in compliance with section 475 of the *Local Government Act*.

CARRIED

7.2. Bylaw No. 1920 - Colwood Main Sewer LAS Enlargement - 502 Ridley Drive - 1st, 2nd and 3rd Reading

MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR KOBAYASHI

R2022-116 THAT "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 131 (LAS Enlargement – 502 Ridley Drive), Bylaw No. 1920, 2022" be given first, second and third reading.

CARRIED

7.3. Bylaw No. 1923 - 2022-2026 Financial Plan

MOVED BY: COUNCILLOR BAXTER
SECONDED: COUNCILLOR KOBAYASHI

R2022-117 THAT "Five Year Financial Plan (2022 - 2026) Bylaw No. 1923, 2022" be adopted.

CARRIED

8. ADJOURNMENT

MOVED BY: COUNCILLOR DAY
SECONDED: COUNCILLOR PARKINSON

R2022-118 That the meeting adjourn at 7:38 pm.

CARRIED

APPROVED AND CONFIRMED

CERTIFIED CORRECT

5. Notice of Public Hearing

PUBLIC HEARING NOTICE

Colwood Official Community Plan Bylaw No. 1700, 2018, Amendment Bylaw No. 1700-05 (2021 Housekeeping Amendments)

DATE and TIME:	Monday, June 13, 2022, 6:00 pm
PLACE:	Council Chambers, 3300 Wishart Road, Colwood BC

PURPOSE:

The purpose of this Bylaw is to update the Official Community Plan to address the following: recently completed policy work in the areas of demographics, housing, and parks and open space; add housing supply figures; and improve implementation clarity by adding more prescriptive language.

Copies of the proposed bylaw and related materials can be viewed at www.colwood.ca/publicnotices or in person at Colwood City Hall from May 30th to June 13th, 2022, between 8:30am and 4:30 pm Monday to Friday excluding statutory holidays.

We want to hear from you!

WRITE TO US

For inclusion as part of the public record, the deadline for written submissions is 12:00 pm on the day of the public hearing and must include your name and civic address.

- Email: publichearing@colwood.ca
- Mail/Drop-off: City of Colwood, 3300 Wishart Road, Colwood, BC V9C 1R1

All submissions will be published, including your name and address. For more information about Freedom of Information and Protection of Privacy, go to www.colwood.ca/FOIPPA

SPEAK AT THE PUBLIC HEARING

In Person: The public will be permitted in the Council Chambers on a first come, first served basis until capacity is met.

Electronically:

- Dial-in by phone 1-855-703-8985 (toll free) or 1-778-907-2071
 - Login to Zoom.us or the Zoom app
- For both options use ID Number: 827 7380 7790

NEED MORE INFORMATION?

Visit www.colwood.ca/PublicHearing or contact Development Services by calling 250-294-8153 or emailing publichearing@colwood.ca

Marcy Lalande, CMC
Corporate Officer



6. Public Input