



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A
REGULAR MEETING OF COUNCIL

Monday, December 15, 2008

7:00 p.m.

Esquimalt Council Chambers

1. CALL TO ORDER

2. OATH OF OFFICE – COUNCILLOR MEAGAN BRAME

3. LATE ITEMS

4. APPROVAL OF THE AGENDA

5. MINUTES

- | | | |
|-----|---|-------------|
| (1) | Minutes of the Regular Meeting of Council, November 3, 2008 | Pg. 1 – 10 |
| (2) | Minutes of the Special Meeting of Council, November 10, 2008 | Pg. 11 – 15 |
| (3) | Minutes of the Special Meeting of Council, November 20, 2008 | Pg. 16 – 17 |
| (4) | Minutes of the Inaugural Meeting of Council, December 8, 2008 | Pg. 18 – 27 |

6. PUBLIC INPUT (On items listed on the Agenda)

Excluding items which are or have been the subject of a Public Hearing.

7. HEARINGS

(1) HEARING – APPOINTMENT TO CRD REGIONAL WATER SUPPLY COMMISSION

PUBLIC INPUT

ADJOURNMENT OF HEARING

(2) HEARING – DEVELOPMENT PERMIT WITH VARIANCE [357 / 359 KINVER STREET]

i) Notice of Hearing Pg. 28

ii) Background Information - *Available for Viewing Separately*

- Staff Report No. DEV-08-108

PUBLIC INPUT

ADJOURNMENT OF HEARING

8. **HEARING STAFF REPORT**

- (3) Hearing for Development Permit with Variance, 357 / 359 Kinver Street, [Lot C, Section 11, Esquimalt District, Plan VIP85403], Staff Report No. DEV-08-113 Pg. 29 – 47
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9. **DELEGATIONS**

- (1) Norma DePledge, Admirals Gate Townhouse Complex Submarine Hanger Project Committee Pg. 48 – 50
- (2) Paul Wickens, Sharon McKie and Bev Hopkins, Esquimalt Lions, Buccaneer Days Committee and Esquimalt Garden Club, Development of Freeman Ken Hill Park Pg.51
- (3) Jim Petrie, Victoria / Esquimalt Jr. B Lacrosse Pg. 52
- (4) Sean Walmsley, Victoria / Esquimalt Lacrosse Pg. 53 – 63
- (5) Bill Dawes, Victoria Sr. C & BC Lacrosse Association Pg. 64
- (6) Tony Bendall, Victoria / Esquimalt Jr. B Lacrosse Club Pg. 65 – 66

10. **STAFF REPORTS**

Parks and Recreation

- (1) Report from the Esquimalt Together Against Graffiti (ETAG) Committee, Staff Report No. P&R-08-021 Pg. 67 – 68
- (2) Victoria Esquimalt Eagles Lacrosse Usage Summer 2009, Staff Report No. P&R-08-022 Pg. 69 – 72
- (3) Tree Removal Permit #152 at 927 Devonshire, Staff Report No. P&R-08-023 Pg. 73 – 88

Administration

- (4) 2009 Council Meeting Schedule, Staff Report No. ADM-08-036 Pg. 89 – 90
- (5) Bylaw Enforcement Officer Appointment, Staff Report No. ADM-08-038 Pg. 91
- (6) 2008 Election Report, Staff Report No. ADM-08-039 Pg. 92 – 94
- (7) Funding Request by Greater Victoria Development Agency, Staff Report No. ADM-08-040 Pg. 95 – 112
- (8) Council Orientation Policy, Staff Report No. ADM-08-041 Pg. 113 – 114

Engineering and Public Works

- (9) Miscellaneous Traffic Orders, Staff Report No. EPW-08-041 Pg. 115 – 124

Finance

- (10) Revenue Anticipation Borrowing Bylaw, Staff Report No. FIN-08-022 Pg. 125 – 127
- (11) 2009 Budget Requests, Staff Report No. FIN-08-023 Pg. 128 – 132
- (12) Council Policy ADMIN – 43, Staff Report No. FIN-08-024 Pg. 133 – 135
- (13) Draft Agreement for Victoria Policing, Staff Report No. FIN-08-027 Pg. 136 – 137

Fire Rescue

- (14) Custom Aerial Apparatus, Staff Report No. FIRE-08-010 Pg. 138 – 153

11. MAYOR'S AND COUNCILLORS' REPORTS

12. REPORTS FROM COMMITTEES [*Motions to receive*]

- (1) Draft minutes from the Advisory Planning Commission meeting, September 16, 2008 Pg. 154 – 161
- (2) Draft minutes from the Advisory Planning Commission meeting, October 21, 2008 Pg. 162 – 166
- (3) Draft minutes from the Parks and Recreation Commission meeting, November 6, 2008 Pg. 167 – 170
- (4) Draft minutes from the Advisory Planning Commission meeting, November 18, 2008 Pg. 171 – 175
- (5) Draft minutes from the Environmental Advisory Committee meeting, November 20, 2008 Pg. 176 – 178

13. COMMUNICATIONS

- (1) Letter from the Ministry of Community Development, dated October 30, 2008, Re: District of Metchosin's Building Canada Fund Application – Malloch Road Water Extension Pg. 179
- (2) Letter from Viri Vukmorovic, dated November 3, 2008, Re: Homeless Street Youth Pg. 180 – 181
- (3) Letter from the Ministry of Small Business and Revenue, dated November 5, 2008. Re: Frozen Property Assessments for 2009 Pg. 182 – 183
- (4) Notice from the Local Government Leadership Academy, received November 6, 2008, Re: 2009 Elected Officials Training Seminars Pg. 184
- (5) Letter from the Corporation of the District of Oak Bay, dated November 13, 2008, Re: 2009 Greater Victoria Public Library Provisional Budget and Five Year Financial Plan Pg. 185 – 186

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| (6) | Letter from Don Kerley, dated November 16, 2008, Re: Freeman Ken Hill Park | Pg. 187 |
| (7) | Letter from UBCM, dated November 18, 2008, Re: Gas Tax Agreement Community Works Fund Payment | Pg. 188 |
| (8) | Letter from The Naval Officers' Association of Canada, dated November 18, 2008, Re: Canadian Navy Centennial Essay Contest and Educational Resources | Pg. 189 |
| (9) | Letter from UBCM, dated November 18, 2008, Re: 2009 Property Assessments | Pg. 190 – 192 |
| (10) | Letter from the City of Victoria, dated November 20, 2008, Re: Cage-Free Eggs | Pg. 193 – 194 |
| (11) | Letter from the Ministry of Small Business and Revenue, dated, November 20, 2008, Re: Mobile Business Licence and BizPal | Pg. 195 – 196 |
| (12) | Letter from UBCM, dated December 3, 2008, Re: Community Tourism Program (Phase 2) Pilot Project Tourism Officer | Pg. 197 – 198 |
| (13) | Letter from the Ministry of Community Development, dated December 4, 2008, Re: Trees for Tomorrow Initiative | Pg. 199 – 200 |
| (14) | Letter from the Provincial Capital Commission, dated December 4, 2008, Re: Greenways Project – South Coast Trail Phase II | Pg. 201 |
14. **PUBLIC QUESTION AND COMMENT PERIOD**
Excluding items which are or have been the subject of a Public Hearing.
15. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
REGULAR MEETING
OF MUNICIPAL COUNCIL
MONDAY, NOVEMBER 3, 2008
7:00 P.M.
COUNCIL CHAMBERS

PRESENT:

Mayor Chris Clement
Councillor Jane Sterk
Councillor Hy Freedman
Councillor Lynda Hundleby
Councillor Barbara Desjardins
Councillor Donald Linge

STAFF:

L. Hurst, Director of Financial Services (Acting Chief
Administrative Officer)
B. Snyder, Director of Development Services
J. Byron, Manager of Recreation Services
L. Randle, Corporate Officer (Recorder)

1. **CALL TO ORDER**

Mayor Clement called the meeting to order at 7:00 p.m.

2. **LATE ITEMS**

- (1) Letter from Peter Smith and Lorraine Carlow, received October 31, 2008, pertaining to Agenda Item 6(3), Development Variance Permit for #2 – 915 Glen Vale Road, Staff Report No. DEV-08-096
- (2) Add as item 6 (4) Public Hearing pertaining to Agenda item 8 (7), Staff Reports, Amendments to Zoning Bylaw Regarding Accessory Structures for Urban Hens, Staff Report DEV-08-107
- (3) Add after item 13, Rise and Report on Police Matter from Oct 20, 2008 In Camera meeting
- (4) Receive additional written information pertaining to the Agenda Item 6 (1), Hearing – Development Permit with a Variance [1008 Tillicum Road]

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Sterk, seconded by Councillor Desjardins that the agenda, as amended, be approved.
The motion **CARRIED**.

4. **MINUTES**

(1) **Minutes of the Regular Meeting of Council, October 20, 2008**

Councillor Sterk stated that the minutes did not accurately reflect the resolution under item 11 (1) regarding the Capital Regional Emergency Systems Telecommunications Inc. (CREST) that was passed on October 20, 2008. It was requested that the minutes of the Regular Meeting of Council on October 20, 2008 be amended to include the complete motion as it was presented in the Notice of Motion on the October 20, 2008 Regular Agenda.

Moved by Councillor Linge, seconded by Councillor Sterk that the Minutes of the Regular Meeting of Council, October 20, 2008 be adopted as amended.
The motion **CARRIED**.

5. PUBLIC INPUT (On items listed on the Agenda)

Excluding items which are or have been the subject of a Public Hearing.

No members of the public participated in the public input opportunity.

6. HEARINGS

**(1) HEARING – DEVELOPMENT PERMIT WITH A VARIANCE
[1008 TILLICUM ROAD]**

7:02 p.m. Councillor Linge left the meeting citing a conflict of interest due to a business relationship with the applicant.

- i) Notice of Hearing
- ii) Background Information - *Available for Viewing Separately*
 - Staff Report No. DEV-08-022
 - Staff Report No. DEV-08-034
 - Staff Report No. DEV-08-085

The Mayor convened the hearing at 7:02 p.m. The Director of Development Services provided an overview of the proposal to construct a new four storey, mixed use commercial building at 1008 Tillicum Road. The application is to seek a 3.2 metre increase in the permitted height for a C-2 [Neighbourhood Commercial] Zone. The proposal is similar to the one that was received years earlier but the height is approximately .1 metre lower than the earlier one and still requires a variance.

PUBLIC INPUT

Mayor Clement invited the applicant to speak. The architect, David McGrath from Wensley Architecture Ltd. on behalf of the applicant, stated that an earlier discrepancy in the reported height has been resolved and that the current proposal actually puts the building at a lower height than was earlier proposed. Mayor Clement called three times for verbal input from the gallery but no one chose to speak. The Mayor declared the hearing adjourned at 7:05 p.m.

7:05 p.m. Councillor Linge returned to the meeting.

**(2) HEARING – DEVELOPMENT PERMIT WITH VARIANCES
[861 TILLICUM ROAD]**

- i) Notice of Hearing
- ii) Background Information - *Available for Viewing Separately*
 - Staff Report No. DEV-08-093

The Mayor convened the hearing at 7:05 p.m. The Director of Development Services provided an overview of the proposal to convert the existing single family residence with suite to a two family residence. The application is to seek relaxations of Zoning Bylaw No. 2050 in relation to floor area, building massing and sitting requirements.

PUBLIC INPUT

Mayor Clement invited the applicant to speak. The applicant, Mette Sinclair, stated that the Director of Development Services was doing a great job.

Mayor Clement called three times for verbal input from the gallery but no one chose to speak. The Mayor declared the hearing adjourned at 7:08 p.m.

(3) HEARING – DEVELOPMENT VARIANCE PERMIT [#2 – 915 GLEN VALE ROAD]

- i) Notice of Hearing
- ii) Background Information - *Available for Viewing Separately*
 - Staff Report No. DEV-08-096

The Mayor convened the hearing at 7:08 p.m. The Director of Development Services provided an overview of the proposal for a fence which exceeds the permitted height citing privacy and safety considerations. The application is to seek a 0.7 metre [2.3 ft.] increase in the permitted height of a fence on top of a retaining wall or similar structure from 1.1 metres [3.6 ft.] to 1.8 metres. [6 ft.]

PUBLIC INPUT

Mayor Clement invited the applicant to speak. The applicant, Terrie Conway, stated her concerns of privacy from neighbours, shielding from unsightly items on neighbouring lots such as clothes lines and open heap composts, and safety concerns as the fence comes down quite low in some areas.

Mayor Clement called for verbal input from the gallery. Ken Oliver of 925 Mesher Place came forward to speak. He stated that his property shares a partial common boundary with the subject property. He raised concerns about a fence being illegally constructed, removed and reconstructed on the property in the past. He also raised concerns of the overall height of the fence and retaining wall bordering his property, that the owners had removed trees and suggested that trees be planted to offer privacy. Mayor Clement noted that the letter from Peter Smith and Lorraine Carlow was received. The Mayor called a second and third time for verbal input from the gallery but no one spoke. The Mayor declared the hearing adjourned at 7:19 p.m.

(4) **HEARING – ZONING BYLAW AMENDMENT [No. 182], 2008, No. 2699, GENERAL REGULATIONS**

- i) Notice of Hearing
- ii) Background Information - *Available for Viewing Separately*
 - Staff Report No. DEV-08-107

The Mayor convened the hearing at 7:19 p.m. The Mayor provided an overview of the zoning bylaw amendment to allow an Accessory Structure containing Urban Hens to be located within the front yard setback of a single family residence in Single Family Residential Zones.

PUBLIC INPUT

Mayor Clement called three times for verbal input from the gallery but no one chose to speak. The Mayor declared the hearing adjourned at 7:20 p.m.

7. HEARING STAFF REPORTS

- (1) Hearing for Development Permit with a Variance, 1008 Tillicum Road, [Lot 5, Section 10, Esquimalt District, Plan 6034], Staff Report No. DEV-08-103

7:20 p.m. Councillor Linge left the meeting citing a conflict of interest due to a business relationship with the applicant.

Moved by Councillor Desjardins, seconded by Councillor Freedman that Development Permit No. 20/2008 limiting the form and character of development to that shown on architectural plans, stamped "Received October 23, 2008", and on the landscape plan, stamped "Received October 27, 2008", and including building height relaxation to Zoning Bylaw No. 2050, be approved, issued and registered on the title of Lot 5, Section 10, Esquimalt District, Plan 6034 [1008 Tillicum Road].

Zoning Bylaw No. 2050, Section 47(2) – Building Height – a 3.2 metre increase in the permitted Building Height, from 13 metres to 16.2 metres.

The motion **CARRIED**.

7:23 p.m. Councillor Linge returned to the meeting.

- (2) Hearing for Development Permit with Variances, 861 Tillicum Road, [Lot 1, Section 10, Esquimalt District, Plan 11426], Staff Report No. DEV-08-104

Moved by Councillor Linge, seconded by Councillor Sterk that Development Permit No. 16/2008 limiting the form and character of development to that shown on architectural and landscape plans, stamped "Received September 15, 2008", and on the detailed front yard landscape plan amendment, stamped "Received October 16, 2008", and including the related relaxations to Zoning Bylaw No. 2050, be approved, issued, and registered on the title of Lot 1, Section 10, Esquimalt District, Plan 11426 [861 Tillicum Road].

- **Section 38(5) – Floor Area** – a 19 square metres decrease in the required minimum floor area for the first storey of Principal Building from 88 square metres to 69 square metres.
- **Section 38(8.1) – Building Massing** – a 1% relaxation for the permitted maximum area of the second storey of a Two Family dwelling in relation to the total floor area of the ground floor, including an attached garage, from 75% to 76%.
- **Section 38(9)(a)(i) – Siting Requirements** – a 0.4 metre relaxation of the required setback between a Principal Building and the Front Lot line from 7.5 metres to 7.1 metres.
- **Section 38(9)(a)(ii) – Siting Requirements** – a 0.1 metre relaxation of the required setback between a Principal Building and the Interior Side Lot line from 1.5 metres to 1.4 metres.
The motion **CARRIED**.
Opposed by one.

- (3) Hearing for Development Variance Permit for Fencing, # 2 – 915 Glen Vale Road, Staff Report No. DEV-08-106

Moved by Councillor Sterk, seconded by Councillor Linge that Development Variance Permit No. 04/08 authorizing the variance to Section 22 (1) – Fences, of Zoning Bylaw No. 2050 be approved, issued and registered on the title of Lot 2, Section 2, Esquimalt District, Plan VIS5102 [#2 – 915 Glen Vale Road].

Part 4 – General Regulations – Section 22 (1) Fences – a 0.7 metre (2.3 ft) increase in the permitted height of a fence on top of a retaining wall or similar structure from 1.1 metres (3.6 ft.) to 1.8 metres (6 ft.)

The motion **CARRIED**.

Opposed by Councillor Freedman and Councillor Linge.

8. STAFF REPORTS

Parks and Recreation

- (1) Esquimalt's Youth Services, Staff Report No. P&R-08-020

The Manager of Recreation Services gave an overview of the report and responded to questions from Council. Suggestions from Council included:

- Get the Police Liaison involved in the Friday night youth program.
- See if there is the possibility of getting Reserve Constables assigned to assist on Friday night.
- That the effectiveness of the new measures be evaluated in the spring, when the number of youth spending time outside will be greater.
- That a copy of the report be sent to the Parks & Recreation Committee.
- That the Citizen Advisory Group be consulted on the matter.

Moved by Councillor Hundleby, seconded by Councillor Sterk that Esquimalt's Youth Services, Staff Report No. P&R-08-020 be received for information and that a report to Council on the success of the new measures be presented in two months.
The motion **CARRIED**.

Finance

- (2) Local Grant Application, Staff Report No. FIN-08-021

The Director of Financial Services presented an overview of the Local Grant Application made by the Association des parents de l'école Victor-Brodeur.

Moved by Councillor Hundleby, seconded by Councillor Desjardins that Council approve \$1,000 in funding from the local grants fund to the Association des parents de l'école Victor-Brodeur.
The motion **CARRIED**.

Development

- (3) Staff Report No. DEV-08-099
Amending Bylaw No. 2662 and Development Permit Application – 669 Constance Avenue, Lot 1, Suburban Lots 43 & 44, Esquimalt District, Plan 13563, [669 Constance Avenue], Lot A, Suburban Lots 43 & 44, Esquimalt District, Plan VIP65333, [658 – 660 Admirals Road], Lot 1, Suburban Lot 43, Esquimalt District, Plan VIP54521, [662 Admirals Road]

Moved by Councillor Freedman, seconded by Councillor Desjardins that the request from Norm Flemig, agent for the development proposed for 669 Constance Avenue, to extend the time for meeting all conditions beyond 6 months be denied.
The motion **CARRIED**.

- (4) Official Community Plan Review, Staff Report No. DEV-08-101

Moved by Councillor Freedman, seconded by Councillor

Desjardins that \$50,000 be put into the 2009 budget to cover the costs of completing a review of the Official Community Plan (OCP) which would include:

- Investigating the feasibility of implementing a Development Cost Charge Bylaw (DCCs); and
- Quantifying the acceptable degree of variances to multi-unit residential developments (i.e. density bonuses) for various types of amenities

The motion **CARRIED**.

Moved by Councillor Sterk, seconded by Councillor Hundleby that staff bring a report on adding policies and recommendations for reducing GHG emissions to achieve carbon neutrality, identifying offsets, and reporting out as required by Bill 27.

The motion **CARRIED**.

- (5) Regional Pesticide Reduction Education Initiative, Staff Report No. DEV-08-102

Moved by Councillor Hundleby, seconded by Councillor Sterk that Regional Pesticide Reduction Education Initiative, Staff Report No. DEV-08-102 be received for information.

The motion **CARRIED**.

- (6) Development Permit, 1324 Lyall Street, [Lot 129, Suburban Lot 38, Esquimalt District, Plan 2854], Staff Report No. DEV-08-105

Moved by Councillor Linge, seconded by Councillor Sterk that Development Permit No. 13/2008 limiting the form and character of development to that shown on architectural and landscape plans provided by Colwood Design Line, stamped "Received October 3, 2008" be approved, issued and registered on the title of Lot 129, Suburban Lot 38, Esquimalt District, Plan 2854 (1324 Lyall Street).

The motion **CARRIED**.

- (7) Amendment to Zoning Bylaw Regarding Accessory Structures for Urban Hens, Staff Report No. DEV-08-107

Moved by Councillor Hundleby, seconded by Councillor Sterk that Bylaw No. 2699 amending Zoning Bylaw No. 2050 to allow an Accessory Structure containing Urban Hens to be located within the front yard setback of a single family residence in the RS-1, RS-2, RS-3, RS-4 and RS-5 Single Family Residential Zones be read a third time and adopted.

The motion **CARRIED**.

9. REPORTS FROM COMMITTEES

Moved by Councillor Sterk, seconded by Councillor Hundleby that the

- (1) Draft minutes from the Cultural Advisory Committee meeting, September 23, 2008;
- (2) Draft minutes from the Access Awareness Committee meeting, October 15, 2008; and the
- (3) Draft minutes from the Environmental Advisory Committee meeting, October 16, 2008, be received for information.
The motion **CARRIED**.

10. COMMUNICATIONS

Letter from the Greater Victoria Library Board, dated October 24, 2008, Re: Library Provisional Five-Year Financial Plan 2009 – 2013

Moved by Councillor Freedman, seconded by Councillor Hundleby that the Letter from the Greater Victoria Library Board, dated October 24, 2008, Re: Library Provisional Five-Year Financial Plan 2009 – 2013 be received.
The motion **CARRIED**.

11. BYLAWS

Low Speed Electric-Powered Vehicle Authorization Bylaw, 2008, No. 2071

Moved by Councillor Desjardins, seconded by Councillor Hundleby that Low Speed Electric-Powered Vehicle Authorization Bylaw, 2008, No. 2071 be adopted.
The motion **CARRIED**.

12. PUBLIC QUESTION AND COMMENT PERIOD

Myra Tate of 506 Grafton Street reminded Council that she brought a petition to Council for a cross-walk but to date no cross-walk has been installed. Mayor Clement will ask the Director of Engineering and Public Works for a report and to reply to Ms. Tate.

Chris Fitzpatrick on behalf of the Fleming property located at 669 Constance Avenue asked Council if a time extension other than 6 months could be considered. Mayor Clement stated he would have staff investigate and report back to Mr. Fitzpatrick.

Joe Richards stated that Council meetings should be recorded on tape.

Gina Hesketh of 1207 Carlisle Street stated that youth should use the back door of the Esquimalt Teen Centre, rather than the front door.

Joanne Kimm of 654 Grenville Avenue thanked Council for their

efforts on the Official Community Plan.

13. RISE AND REPORT

Council passed a resolution at the October 20, 2008 In-camera meeting stating that a letter be sent along with a copy to Assistant Deputy Minister Kevin Begg, asking the Solicitor General to conduct an audit of the Victoria Police Department to determine whether the funding and service model currently in place is providing an appropriate level of service to the taxpayers of Esquimalt.

14. ADJOURNMENT

Moved by Councillor Sterk, seconded by Councillor Hundleby that the meeting be adjourned at 8:05 p.m.
The motion **CARRIED**.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF , 2008

CERTIFIED CORRECT

LARRY RANDLE
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
MONDAY, NOVEMBER 10, 2008
7:13 P.M.
COUNCIL CHAMBERS

PRESENT:

Mayor Chris Clement
Councillor Jane Sterk
Councillor Hy Freedman
Councillor Lynda Hundleby
Councillor Barbara Desjardins
Councillor Donald Linge

STAFF:

G. Coté, Director of Engineering and Public Works (Acting Chief
Administrative Officer)
B. Snyder, Director of Development Services
L. Randle, Corporate Officer (Recorder)

1. CALL TO ORDER

Mayor Clement called the meeting to order at 7:13 p.m.

2. ANNOUNCEMENTS

Mayor Clement made an announcement that a long-time resident of Esquimalt and former municipal employee, Jack Van Dalen passed away.

3. LATE ITEMS

There were no late items

4. APPROVAL OF THE AGENDA

Moved by Councillor Desjardins, seconded by Councillor Sterk that the agenda be amended by permitting the public's input on Items 7(3) and 7(4), both regarding 1190 Rhoda Lane, as Item 5 (3) (a) and that the agenda be approved.
The motion **CARRIED**.

Moved by Councillor Desjardins, seconded by Councillor Sterk that following Item 7, Staff Reports, parting comments by Councillor Freedman and Councillor Sterk be heard.
The motion **CARRIED**.

5. PUBLIC INPUT

Regarding items on the agenda pertaining to development at 1190 Rhoda Lane

- (1) Barbara Noyse of 928 Garthland Road petitioned that Esquimalt use the parkland dedication from the subdivision of 1190 Rhoda Lane to create a park with public access from Garthland Road and Rhoda Lane. Noyse stated that her petition for a public park includes signatures of 78 individuals from 61 households.
- (2) Fred Hughes of 946 Forshaw Road is unhappy with the required parkland dedication and feels that it is expropriation and will potentially cost him a lot of money and believes it to be in the area of \$100,000.
- (3) Kathleen B. who lives in the area of the proposed parkland wants the municipality's staff committed to the Official Community Plan on the matter of 1190 Rhoda Lane. She then read aloud section 6.1.2.2, Trails and Waterfront Walkways – Policies, from the Esquimalt Official Community Plan.
- (4) Emmy Labonte of 873 Dunsmuir Road is unhappy about the offering of money in place of the parkland dedication and asks that Council not accept it.

- (5) Monty Locke of 1189 Rhoda Lane was in favour of the parkland dedication. Locke stated that before 1189 and 1190 Rhoda were sold, the buyers were away of the lost of parkland and the purchase price was reflective of it.

Mayor Clement called a 2nd and 3rd time for anyone else wishing to give verbal input from the gallery to come forward but there was no further input.

- (6) Kathleen Sherwood of 919 Shirley Road was in support of the parkland dedication and would like to see more land along the Gorge connected to create a continuous strip.

The Mayor declared the public input session adjourned at 7:27 p.m.

6. REPORTS FROM COMMITTEES

- (1) Report from Regular Committee of the Whole, November 10, 2008

7:27 p.m. Councillor Linge left the meeting citing a conflict of interest due to a business relationship with the applicant.

Moved by Councillor Freedman, seconded by Councillor Hundleby that the report from the Regular Committee of the Whole meeting held November 10, 2008 be received.
The motion **CARRIED**.

7:27 p.m. Councillor Linge returned to the meeting.

7. STAFF REPORTS

- (1) Amended Minutes from October 20, 2008 Regular Council Meeting, Staff Report No. ADM-08-035

Moved by Councillor Freedman, seconded by Councillor Sterk that the amended minutes from the Regular Council Meeting held October 20, 2008, Staff Report No. ADM-08-035 be received.
The motion **CARRIED**.

- (2) Request for Community Representative from Esquimalt, Staff Report No. DEV-08-109

Moved by Councillor Freedman, seconded by Councillor Desjardins that Council NOT provide BC Transit with the name of a community representative to participate in the Victoria Regional Rapid Transit Project and instead advertise the opportunity to the community and request that expressions of interest in the opportunity be received.

The motion **CARRIED**.

- (3) Development Permit, 1190 Rhoda Lane [Lot 1, Section 2, Esquimalt District, Plan 7068, Except Plan VIP84344], Staff Report No. DEV-08-110

Moved by Councillor Sterk, seconded by Councillor Hundleby that Development Permit No. 17/2008 limiting landscaping on the northern portion of Lot 1, Section 2, Esquimalt District, Plan 7068, Except Plan VIP84344 [1190 Rhoda Lane] to that shown on landscape plans provided by LADR Landscape Architects, stamped "Received September 5, 2008", be approved, issued and registered on the property title.

The motion **CARRIED**.

- (4) Request from Owner of 1190 Rhoda Regarding Park Dedication, Staff Report No. DEV-08-111

Moved by Councillor Desjardins, seconded by Councillor Freedman to table the Request from Owner of 1190 Rhoda Regarding Park Dedication, Staff Report No. DEV-08-011.

The motion was **DEFEATED**.

Moved by Councillor Hundleby, seconded by Councillor Sterk to receive the Request from Owner of 1190 Rhoda Regarding Park Dedication, Staff Report No. Dev-08-011 for information.

The motion **CARRIED**.

Moved by Councillor Sterk, seconded by Councillor Hundleby that Council deny the request from the owner of 1190 Rhoda that they be allowed to give cash-in-lieu of land for the required Park dedication.

The motion **CARRIED**.

Opposed by Councillor Freedman and Councillor Desjardins.

8. COUNCIL COMMENTS

As outgoing Council members, Councillor Sterk and Councillor Freedman thanked the public, Council and staff for the opportunity to have served on Council.

9. MOTION TO GO IN CAMERA

Moved by Councillor Hundleby, seconded by Councillor Desjardins that Council go *In Camera* pursuant to Section 90 of the *Community Charter* to consider adoption of the minutes of the *In Camera* Meeting of Council held November 3, 2008 at 6:15 p.m., pursuant to Sections 90(2)(b) and 90(1)(c) and that the general public be excluded.

The motion **CARRIED**.

10. ADJOURNMENT

The meeting was adjourned at 8:13 p.m.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF , 2008

CERTIFIED CORRECT

LARRY RANDLE
CORPORATE OFFICER



**CORPORATION
OF THE
TOWNSHIP OF ESQUIMALT**

**MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
THURSDAY, NOVEMBER 20, 2008
5:38 P.M.
COUNCIL CHAMBERS**

PRESENT: Mayor Chris Clement
Councillor Jane Sterk
Councillor Lynda Hundleby
Councillor Donald Linge

STAFF: B. Snyder, Director of Development Services
L. Randle, Corporate Officer (Recorder)

1. **CALL TO ORDER**

Mayor Clement called the meeting to order at 5:38 p.m.

2. **APPROVAL OF THE AGENDA**

Moved by Councillor Sterk seconded by Councillor Hundleby that the agenda be approved.
The motion **CARRIED**.

3. **PUBLIC INPUT (On items listed on the Agenda)**

Excluding items which are or have been the subject of a Public Hearing.

4. **STAFF REPORTS**

Development Services

- (1) Phase 2 – UBCM Community Tourism Program, Staff Report No. DEV-08-112

Moved by Councillor Sterk seconded by Councillor Linge that Council authorize the submission of a grant application pursuant to Phase 2 of UBCM's Community Tourism Program to cover the costs of 1) hiring a consultant to implement the actions recommended in the Esquimalt Tourism Action Plan and 2) developing promotional tourism materials.

The motion **CARRIED**.

5. **ADJOURNMENT**

The meeting was adjourned at 5:39 p.m.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF , 2008

CERTIFIED CORRECT

LARRY RANDLE
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
INAUGURAL MEETING
OF MUNICIPAL COUNCIL
DECEMBER 8, 2008
7:00 P.M.**

COUNCIL CHAMBERS

PRESENT: Mayor B. Desjardins
Councillor B. McIldoon
Councillor D. Linge
Councillor A. Gaul
Councillor R. Garrison
Councillor L. Hundleby

STAFF: T. Day, Chief Administrative Officer
L. Hurst, Director of Financial Services
L. Randle, Manager of Corporate Services
Other Township of Esquimalt Staff members

1. **CALL TO ORDER**

The Manager of Corporate Services called the meeting to order at 7:00 p.m.

2. **OATH OF OFFICE – MAYOR AND COUNCILLORS**

The honourable Judge Evan Blake of the Provincial Court of British Columbia was present to administer the Oaths of Office. Affirming their Oaths of Office were Mayor-Elect Barb Desjardins and Councillors-Elect Bruce McIldoon, Lynda Hundleby, Don Linge, Randall Garrison and Alison Gaul.

3. **MAYOR'S INAUGURAL ADDRESS**

I would like to welcome you to Esquimalt town hall. Welcome to our special guests. It is both an honour and a privilege to be able to speak to you. I would like to thank you all for attending this very special night. I was told that this is the first time in Esquimalt's history that this speech has been given by a woman.

This Council was given the mandate of change. It was given through the election of the new faces at your council table, the election of younger people, and the election of a female dominated council. On behalf of this new council I want to thank you for this. It will be important during this period of economic challenge, for your council to have this mandate of change so that we will be able to responsibly move Esquimalt forward, and implement many of the great ideas that we heard at your door steps over the last few months.

It is my key priority to provide you with action oriented, goal driven, government. It is my goal that this council will be responsive to you, the community. Change can be scary. Change is ongoing. Change is exciting, and change can be great for our community. By facing this head on we will be pro-active instead of reactive, a much better way to get what we want for our community.

It is my task to try to take the fear out of the change we will make in Esquimalt. I will do this through public consultation and dialogue, and it is my hope that the rest of Council will work toward this as well. It was mentioned over and over to me during canvassing that you, the residents, do not feel connected to city hall and that there is very little communication.

In fact there are many ways that we try to connect with you, but with a voter turnout of only 27%, it is apparent that we need to try new methods of reaching out. This election, I received many surveys and questions from people who were doing research online. Esquimalt needs to continue to work toward communication via the internet whether it is by our website, or internet forums, it is clear we can do more to get our information out and feedback in.

The most rewarding comments were about the fact that you appreciated us coming out to your doors to speak to you about issues. I will be asking Council to consider this route of communication twice yearly. Done right, we can each cover the municipality over our three-year mandate.

One of the changes that will be occurring is with respect to our committee structure. Having had the privilege of sitting on all but one committee of council, I have seen the great work that has been accomplished. I have also seen the frustration of work duplication and stress, both on staff and volunteers. I heard a quote this past weekend that is appropriate to my decision to make changes to our committees. "It doesn't matter what road you take if you don't know where you are going."

I have decided not to finalize some of the committee appointments at this time. I have asked Mr. Day, our Chief Administrative Officer, to bring forward a report and provide a workshop for council in January. This will occur after council has developed our goals and objectives for the next year. It makes sense to have our committees working with council toward the accomplishment of those goals that we set.

I am pleased to announce that I am making the Sewage Treatment Action Group a select committee of council. They will provide community input as to sewage treatment issues and solutions, and report their findings and opinion to council. We will meet with them in the New Year to develop terms of reference for this committee.

Our community has been offered an opportunity to work with Jon O'Riordan, one of the authors of the Integrated Resource Management Report, commissioned by the provincial government. This opportunity will help Esquimalt to explore Integrated Resource management within our community. This is important both from a perspective of waste management and community sustainability. The Sewage Treatment Action Group will be valuable for us in this process.

This council will be proactive in addressing Esquimalt's concerns with policing. I have already initiated this through discussion with our new police chief. During our initial meeting we had an understanding of Esquimalt's concerns and expectations on a broad basis. I have identified police presence and response, as key areas of concern.

I have already set up a meeting with the solicitor general's office to start a review of our police force amalgamation parameters. It is important for Esquimalt to have this review done of the governance, the funding, and the service model, 5 years after our police amalgamation. From this knowledge, council can determine what direction it may want to take with respect to policing in the future.

Within the areas of development and growth, it is important that we

complete the business started by the last council with respect to the village core project. I would like to see the municipality take the step forward that will get some benefit from the old city hall and public works sites. Turn them from a liability into an asset.

We must complete our policy development with regard to legalization of secondary suites, thereby providing clear direction and security to homeowners and renters. This council will complete a review of our Official Community Plan with regards to the high-density designation. This will help us to do a planning strategy in greater detail for Esquimalt's main area designated for increased density. The review, coupled with the formulation of Development Cost Charges will give us better funding of infrastructure for development as well as amenity funding. A win/win for the community.

Your community will be undergoing two major infrastructure projects over this term. These are Colville-Admirals intersection, and Craigflower Road upgrades with cycling and pedestrian improvements. This is an exciting time for our community. There is momentum within the region for increased rail transportation, and Esquimalt must be positioned to benefit from this.

One of the exciting tasks that this council has, will be the planning of Esquimalt's centennial celebration in 2012. This work will start immediately after committees have been finalized and council will be asking for public input and assistance with this project. This council will focus on our tourism strategy and its implementation to participate in and benefit from the 2010 Navy centennial celebrations as well as our own celebrations.

Esquimalt is an active community, which values its parks and recreation options. For this reason we will be meeting with the friends of Archie Browning to explore their possible role in working with the municipality with respect to our sports centre. We have already worked together in getting our community registered in the Kraft Hockeyville contest, which at the very least gives greater profile to our community and at the best \$100,000.00 toward arena upgrades. Esquimalt has been chosen as one of the communities the Olympic torch will be carried through, and I would hope we could have some of our own residents doing this.

Change is exciting. The future of Esquimalt is exciting. Together, we will make things happen in Esquimalt.

4. **MAYOR'S APPOINTMENTS**

ACTING MAYOR – ROTATING BASIS

Mayor Desjardins appointed Council members to the position of Acting Mayor in her absence, as follows:

December 2008 – January 2009	Councillor Lynda Hundleby
February 2009 – March 2009	Councillor Bruce McIldoon
April 2009 – May 2009	Councillor Don Linge
June 2009 – July 2009	Councillor Alison Gaul
August 2009 – September 2009	Councillor Meagan Brame
October 2009 – November 2009	Councillor Randall Garrison

INTERNAL APPOINTMENTS

Mayor Desjardins appointed the following Council members to the following internal appointments:

Advisory Planning Commission Liaison - Councillor Randall Garrison

ETAG - Councillor Lynda Hundleby

Local Grant Committee - Councillors Meagan Brame, Don Linge, Bruce

EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS – APPOINTMENTS

Mayor Desjardins announced the following external appointments:

CAPITAL REGIONAL DISTRICT

Mayor Barb Desjardins

Councillor Alison Gaul

CAPITAL REGIONAL DISTRICT ARTS COMMITTEE

Councillor Bruce McIldoon

Councillor Alison Gaul

CAPITAL REGION HOUSING CORPORATION BOARD

Councillor Don Linge

CAPITAL REGION HOUSING TRUST FUND COMMISSION

Councillor Don Linge

CAPITAL REGIONAL EMERGENCY SERVICES TELECOMMUNICATION (C.R.E.S.T.)

Councillor Bruce McIldoon

Mayor Barb Desjardins (alternate)

CAPITAL REGIONAL WATER SUPPLY COMMISSION

Councillor Lynda Hundleby

Councillor Meagan Brame

**COMMUTER TRAIN STEERING COMMITTEE (Langford-Victoria
Commuter Rail Initiative)**

Mayor Barb Desjardins

Councillor Randall Garrison

ESQUIMALT CHAMBER OF COMMERCE

Mayor Barb Desjardins

Councillor Alison Gaul

Councillor Meagan Brame

ESQUIMALT/VICTORIA POLICE BOARD

Mayor Barb Desjardins

(Council Appointee) *(Province of BC, Order in Council No. 298, Appointed to December 31,
2008)*

FAMILY COURT AND YOUTH JUSTICE COMMITTEE

Councillor Bruce McIldoon

Councillor Meagan Brame

**GREATER VICTORIA ECONOMIC DEVELOPMENT AGENCY
ADVISORY BOARD**

Councillor Alison Gaul

GREATER VICTORIA HARBOUR AUTHORITY

Mayor Barb Desjardins

GREATER VICTORIA LABOUR RELATIONS ASSOCIATION

Mayor Barb Desjardins

Councillor Bruce McIldoon

GREATER VICTORIA PUBLIC LIBRARY BOARD

Councillor Alison Gaul

**ISLAND CORRIDOR FOUNDATION COMMUNITY ADVISORY
COMMITTEE**

(CRD – E&N TRAIL CORRIDOR POLITICAL LIAISON COMMITTEE is not longer functioning - falls under CRD Parks)

Councillor Randall Garrison

LOCAL GOVERNMENT TREATY COMMITTEE (TE'MEXW TREATY ADVISORY COMMITTEE)

Mayor Barb Desjardins

PROVINCIAL CAPITAL COMMISSION

Councillor Lynda Hundleby

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Mayor Barb Desjardins

MUNICIPAL AUDITORS – KPMG LLP, Chartered Accountants

Mayor Desjardins read aloud the following statement from Councillor-elect, Meagan Brame:

I regret that I could not be in attendance this evening. My husband surprised me with a trip for our 16th wedding anniversary and unfortunately the dates conflicted. I would however, like to thank all of those who voted and supported me in my campaign. I will work hard to get your concerns and visions to the table and will always work for the greater good of the residents and the Municipality of Esquimalt.

Mayor Desjardins allowed each new Council member to introduce themselves and to make a brief statement.

5. **RECOGNITION OF PAST COUNCIL**

Mayor Desjardins recognized the service of the previous Council presenting them with gifts in appreciation of outstanding service and dedication to the community. She also presented a gift and thanked Councillors Hundleby and Linge who are continuing as Councillors.

6. **STAFF REPORTS**

FINANCE

(1) Banking and Cheque Signing Resolution, Staff Report No. FIN-08-025

Moved by Councillor Hundleby, seconded by Councillor Linge that Council adopt the attached resolution for banking and cheque signing authority for the Township.

The motion **CARRIED**.

7. **ADJOURNMENT**

Moved by Councillor Hundleby, seconded by Councillor Linge that the meeting be adjourned at 7:40 p.m.
The motion **CARRIED**.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS 15th DAY OF DECEMBER, 2008

CERTIFIED CORRECT

LARRY RANDLE
CORPORATE OFFICER

Banking and Cheque Signing Resolution

1. That, except as hereinafter provided, all cheques of the Corporation of the Township of Esquimalt (the "Corporation") drawn on its accounts at the Bank of Montreal (the "Bank") be signed on its behalf by the Mayor, or in his/her absence by Donald Linge, and by the Director of Financial Services, or in his/her absence by the Chief Administrative Officer or by the Deputy Director of Financial Services.
2. (1) That the Bank is and is hereby authorized and directed to pay any and all cheques or instruments purporting to be cheques of the Corporation presented for payment bearing the facsimile signatures of the Mayor and the Director of Financial Services.

(2) That such cheques or instruments shall have the same legal effect, may be dealt with to all intents and purposes and shall bind the Corporation as fully and effectually as if signed in the handwriting of and duly issued by such officers for and on behalf of the Corporation, regardless of howsoever or by whomever the said facsimile signatures shall have been mechanically or electronically affixed.
3. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized for and on behalf of the Corporation to negotiate with, deposit with or transfer to the Bank (but for the credit of the Corporation's accounts only) all or any bills of exchange, promissory notes, cheques and orders for payment of money and other negotiable paper, and for the said purpose to endorse the same on behalf the Corporation, in writing, by rubber stamp or by other means.
4. (1) That the Director of Financial Services, or in his/her absence, the Chief Administrative Officer or the Deputy Director of Financial Services, be and are hereby authorized for and on behalf of the Corporation to transfer funds between accounts of the Corporation at the Bank.

(2) That the Director of Financial Services, or in his/her absence, the Chief Administrative Officer or the Deputy Director of Financial Services, be and are hereby authorized for and on behalf of Corporation to transfer funds between accounts of the Corporation at the Bank and accounts of other governments or governmental agencies for the credit of the Corporation.
5. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized for and on behalf of the Corporation from time to time arrange, settle, balance and certify all books and accounts between the Corporation and the Bank; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments.
6. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized for and on behalf of the Corporation to obtain delivery from the Bank of any or all

stocks, bonds, and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and give valid and binding receipts therefore.

7. That the Director of Financial Services, the Chief Administrative Officer or the Deputy Director of Financial Services be and are hereby authorized to access the Corporation's safety deposit box(es) at the bank.
8. That a certified copy of this Resolution be communicated to the Bank and shall remain in force until written notice to the contrary shall have been given to the Bank and receipt of such notice duly acknowledged in writing.
9. That the Corporate Administrator shall, from time to time, advise the Bank in writing of the names of the Officers of the Corporation referred to in this Resolution and provide certified specimens of the facsimile signatures to be used pursuant to Section 2 of this Resolution.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Website: www.esquimalt.ca Email: info@esquimalt.ca

Voice: (250) 414-7100
Fax: (250) 414-7111

December 2, 2008

NOTICE OF HEARING

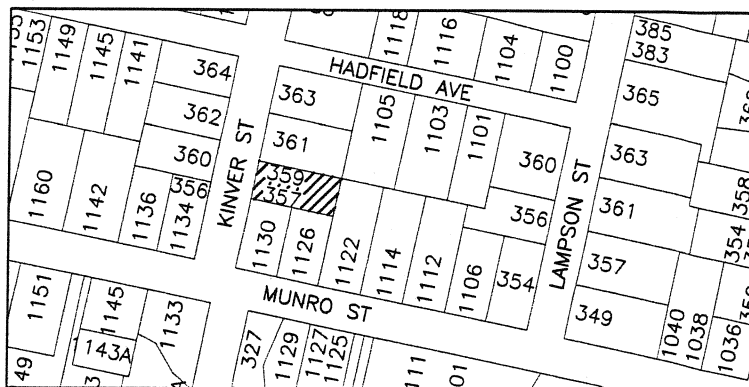
An application for a Development Permit including a Variance has been received from Garry Bromley on behalf of himself and Bonnie Calder, the registered owners of Lot C, Section 11, Esquimalt District, Plan VIP85403 [357/359 Kinver Street].

Purpose of the Application:

The applicant is requesting a Development Permit including a Variance to Zoning Bylaw No. 2050 in order to construct a new, side by side two family dwelling as permitted under the RD-3 [Two Family/ Single Family Residential] zone.

Authorization of the following variance to Zoning Bylaw No. 2050 is required before a Development Permit can be issued:

Zoning Bylaw No. 2050, Section 40(8.1) – Building Massing – an 8% increase in the permitted maximum area of the second storey of a Two Family dwelling in relation to the total floor area of the ground floor, including an attached garage, from 75% to 83%.



Site Location:

Lot C, Section 11, Esquimalt District, Plan VIP85403
[357/359 Kinver Street]

Should this variance be approved, a Development Permit limiting the form and character of development to that shown on architectural plans prepared by Hartmann's Drafting and Design, stamped "Received September 23, 2008" and on the landscape plan prepared by Neil's Landscape and Garden Service, stamped "Received September 23, 2008", will be registered on the title of Lot C, Section 11, Esquimalt District, Plan VIP85403 [357/359 Kinver Street].

The Municipal Council will consider this application at **7:00 p.m., Monday, December 15, 2008, in the Council Chambers, Municipal Hall, 1229 Esquimalt Road, Esquimalt B.C.** Affected persons may make representations to Council at that time or submit a written submission prior to that date.

Information related to this application may be reviewed at the Development Services counter, Municipal Hall, 1229 Esquimalt Road, from 8:30 a.m. until 4:30 p.m., Monday to Friday (excluding Saturdays, Sundays, Statutory Holidays) until December 15, 2008.

GILBERT COTE, A/DIRECTOR
DEVELOPMENT SERVICES



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

Date: December 9, 2008 **REPORT NO.** DEV-08-113
To: Tom Day, Chief Administrative Officer
From: Trevor Parkes, Senior Planner
Subject: **DEVELOPMENT PERMIT with VARIANCE**
357 Kinver Street
[Lot C, Section 11, Esquimalt District, Plan VIP85403]

RECOMMENDATION

That the application for a Development Permit, limiting the form and character of development to that shown on architectural plans prepared by Hartmann's Drafting and Design, stamped "Received September 23, 2008" and on the landscape plan prepared by Neil's Landscape and Garden Service, stamped "Received September 23, 2008", and including the following relaxation to Zoning Bylaw No. 2050 be **approved, issued and registered** on the title of Lot C, Section 11, Esquimalt District, Plan VIP85403 [357 Kinver Street]

Zoning Bylaw No. 2050, Section 40(8.1) – Building Massing – an 8% increase for the permitted maximum area of the second storey of a Two Family dwelling in relation to the total floor area of the ground floor, including an attached garage, from 75% to 83%.

Trevor Parkes
Senior Planner

PURPOSE

The applicant proposes to construct a strata titled duplex at 357 Kinver Street. This property is currently zoned RD-3 [Two Family/ Single Family Residential] and is located within Development Permit Area No. 5 – Enhanced Design Control Residential therefore a Development Permit is required before a Building Permit can be issued.

BACKGROUND

Advisory Planning Commission: This application was considered by APC on the evening of October 21, 2008. Members were complimentary of the design and indicated they felt this application represented appropriate infill housing. The Commission forwarded the application to Council with a recommendation of approval.

Committee of the Whole: The application was presented to the Committee of the Whole on November 10, 2008. The committee recommended that the Development Permit should be prepared and returned to Council.

Council: The minutes from the Committee of the Whole were received at the special meeting of Council, November 10, 2008. Staff were directed to prepare a Development Permit, limiting the form and character of development at 357 Kinver Street to that shown on architectural plans prepared by Hartmann's Drafting and Design, stamped "Received September 23, 2008" and on the landscape plan prepared by Neil's Landscape and Garden Service, stamped "Received September 23, 2008", and return it to Council.

ZONING CONSIDERATIONS

The following chart compares the setbacks, lot coverage and floor area ratio of this proposal with the requirements of the RD-3 [Two Family/ Single Family Residential] zone. With the exception of the building massing of the second floor, this proposal meets or exceeds all the requirements of the RD-3 zone.

	RD-3 (Two Family)	357 Kinver Street
Minimum Parcel Size	668 m ²	736.6m ²
Floor Area Ratio	.40	.38
Lot Coverage	30%	29%
Setbacks		
• Front	7.5 m	7.5 m
• Rear	7.5 m	14.59 m
• Side	3.0 m/1.5 m	3.0/1.59 m
• Garage	1.5 m	1.5 m
Building Height	7.3 m	7.04 m
Building Massing	Upper Floor <= 75%	Upper Floor = 83%
Driveway Width	Maximum 5.5 m	5.5 m
Off Street Parking	2 stalls	2 stalls

OFFICIAL COMMUNITY PLAN CONSIDERATIONS

The Official Community Plan does allow for sensitive infill development in residential zones provided the development fits with the neighbourhood. This proposal is subject to Section 9.0 of the Official Community Plan and the design Guidelines of Section 9.7.5 are applicable.

Building Design:

The building design is for a two storey, side-by-side duplex, with design elements including a hipped roof with central gables, hardie plank/ cedar shingle siding, decorative garage doors and prominent front porches for each unit. Entrances are clearly visible from Kinver Street and are covered for the convenience of visitors and residents. The use of gabled rooflines with alternate cladding materials and the addition of a spindle railed front porch combine to create visual interest on the façade while effectively breaking up the massing of the building.

Units A and B are proposed to be identical and have 3 bedrooms, 2.5 bathrooms, upstairs laundry, living room, kitchen and eating area, family room and a generous garage. These

units will likely prove desirable as they offer three bedrooms and therefore meet the space requirements of many families searching for housing in Greater Victoria.

The applicant has attempted to meet all relevant requirements of the recently amended RD-3 Zone. He has been successful in achieving the required garage setback of 1.5m, and driveway width not exceeding 5.5 metres at the property line. As mentioned, this proposal triggers a variance to the building massing requirement stipulating the second floor shall be a maximum of 75% of the total floor area of the main floor. In this case, the second floor represents 83% of the total floor area of the ground floor, including the attached garage.

The applicant will be required to register a Section 219 Covenant limiting the new principal building to only two dwelling units [sample covenant attached].

Fit with Neighbourhood:

The subject property is located in a neighbourhood of mixed architecture styles of single family homes and duplexes. The proposed duplex complements the character of the neighbourhood and is consistent with and preserves the proportions and patterns of existing residences and setbacks.

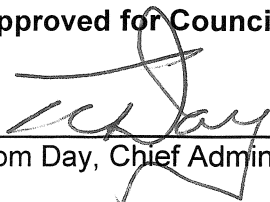
Landscaping:

The attached landscape plan indicates a 1.8 metre privacy fence will be installed between the two unit's grade level patios, extending to the rear property line and surrounding the property. This fence will either be required to stop at the front face of the principle building or drop in height to 1.2 metres along the edges of the front yard. A planting bed will be installed in front of the porch and, in conjunction with a grass font lawn, will separate the two driveways which would be constructed from ornamental pavers. The rear yards for both units are large with plenty of grassed open space. These lawns are complimented by developed beds along the rear fence line creating a focal point when viewed from the house.

A landscape bond of 125% of the estimated value of all landscaping will be required if this application is approved.

PUBLIC NOTIFICATION

As this proposal involves a variance to Zoning Bylaw No. 2050, owners and occupiers of parcels within 50 metres [164 ft.] of the subject property were mailed notification on December 3, 2008 indicating that Council will be considering the requested variances on Monday, December 15, 2008. To date, one response [attached] has been received from the public relating to this application.

<p>Approved for Council's consideration:</p>  <hr/> <p>Tom Day, Chief Administrative Officer</p> <p>Dated: <u>Dec 11/08</u></p>

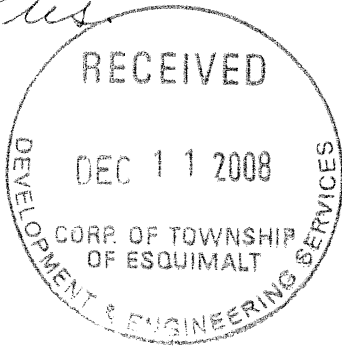
MR. & MRS. ALAN H.
1122 MUNRO ST.
VICTORIA, B.C. V9A 5P1

Director of Development Services
Corporation of the Township of Esquimalt
Municipal Hall
1729 Esquimalt Rd.,
Esquimalt B.C.

Dec 11 2008
1172 Munro St
Victoria B.C.
V9A 5P1

Dear Sir

With reference to your Notice of Hearing
letter dated November 2, 2008,
The application for a development permit
on lot located at 357 & 359 Kenner St.,
which backs onto the west side of
our lot will not be objectionable
to us.



Sincerely
Margaret Hall
Alan Hall

NTF: copy made for Corporate Office

40. **TWO FAMILY/SINGLE FAMILY RESIDENTIAL [RD-3]**

The intent of this Zone is to accommodate Single Family or Two Family Dwelling Units on individual Parcels of land.

(1) **Permitted Uses**

The following Uses and no others are permitted:

- (a) Single Family Residential
- (b) Two Family Residential
- (c) Home Occupation

(2) **Parcel Size**

The minimum Parcel Size for Parcels created by subdivision shall be 668 square metres

(3) **Minimum Lot Width**

The minimum width of Parcels created by subdivision shall be 18.3 metres, measured at the Front Building Line.

(4) **Building Density [Floor Area Ratio]**

- (a) For parcels 800 square metres in area and larger, the Floor Area Ratio for Two Family Dwellings shall not exceed 0.35.
- (b) For parcels under 800 square metres in area the Floor Area Ratio for Two Family Dwellings shall not exceed 0.4."

(5) **Floor Area**

The minimum Floor Area for the First Storey of a Principal Building shall be 88 square metres

(6) **Building Height**

- (a) No Principal Building shall exceed a Height of 7.3 metres
- (b) No Accessory Building shall exceed a Height of 3.6 metres
- (c) When developing a front to back Two Family Dwelling, the back Dwelling Unit shall be no higher than the highest point of the existing Dwelling Unit. A Two Family Dwelling is considered back to front if more than 75% of the floor area of the back Dwelling Unit is behind the rear wall of the front Dwelling Unit.

(7) **Building Width**

The minimum width of any Single Family or Two Family Dwelling shall be 7 metres

(8) **Lot Coverage**

(a) All Principal Buildings, Accessory Buildings and Structures combined shall not cover more than 30% of the Area of a Parcel.

(b) All Accessory Buildings and Structures combined shall not exceed 10% of the Area of a Parcel.

(8.1) **Building Massing**

The second storey of any Two Family Dwelling shall be a maximum of 75% of the total floor area of the ground floor, including an attached garage.

(9) **Siting Requirements**

(a) **Principal Building**

(i) Front Setback: No Principal Building shall be located within 7.5 metres of the Front Lot Line.

(ii) Side Setback: No Principal Building shall be located within 1.5 metres of an Interior Side Lot Line, with the total Setback of all Side Yards not to be less than 4.5 metres. In the case where a Parcel is not served by a rear lane, one [1] Side Yard shall not be less than 3 metres. In the case of a Corner Lot, no Principal Building shall be located within 3.6 metres of an Exterior Side Lot Line.

(iii) Rear Setback: No Principal Building shall be located within 7.5 metres of a Rear Lot Line.

(b) **Accessory Building**

(i) Front Setback: No Accessory Building shall be located in front of the front face of the Principal Building.

(ii) Side Setback: No Accessory Building shall be located within 1.5 metres of an Interior Side Lot Line nor 3.6 metres of an Exterior Side Lot line.

(iii) Rear Setback: No Accessory Building shall be located within 1.5 metres of a Rear Lot line.

(iv) Building Separation: No Accessory Building shall be located within 2.5 metres of a Principal Building.

(c) **Garage Setback:** Detached and attached garages shall be set back a minimum of 1.5 metres from the front face of the Dwelling Unit."

(10) **Common Wall Requirements**

In Two Family Dwellings the common wall overlap between the habitable areas of the two Dwelling Units shall be not less than 50%.

(11) **Fencing**

Subject to Section 22, no fence shall exceed a Height of 1.2 metres in front of the front face of the Principal Building and 2 metres behind the front face of the Principal Building.

(12) **Off Street Parking**

Off street parking shall be provided in accordance with the requirements of Parking Bylaw No. 2011.

(13) ***Driveway Width***

The maximum width of a driveway surface on a Two Family Residential lot shall be a total of 5.5 metres. This applies to a double-wide driveway, or the combined width of two single lane driveways serving a Two Family Dwelling."

NOTE: THE MUNICIPALITY DOES NOT HAVE TO SIGN
THIS COVENANT OR THE FORM C- GENERAL INSTRUMENT

SAMPLE

DUPLEX COVENANT

SECTION 219 COVENANT

This Covenant made the day of 200

BETWEEN:

SAMPLE

(the "Owner")

OF THE FIRST PART

AND:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT,
1229 Esquimalt Road, Victoria, B.C., V9A 3P1

(the "Corporation")
OF THE SECOND PART

WHEREAS:

- A. The Owner is the registered owner of the lands described herein.
- B. The building on the said lands is a two family dwelling.
- C. Section 219 of the *Land Title Act* permits the registration of a Covenant in favour of the Corporation in respect of the use of land.

NOW THEREFORE IN CONSIDERATION of the sum of One Dollar (\$1.00) of lawful money of Canada paid by the Corporation to the Owner (the receipt and sufficiency of which is hereby acknowledge by the Owner) the Owner and the Corporation agree as follows:

- 1. That parcel of land described as:

(the "Lands") shall be used only in accordance with this Covenant.

SAMPLE

2. Only one Principle Building consisting of two Dwelling Units shall be located on the land. "Dwelling Unit" means one or more habitable rooms used for the residential accommodation of one Family when such rooms contain or provide for the installation of only one (1) set of cooking facilities and one or more sets of sanitary facilities. "Family" means one or more persons related by blood, marriage, common law, adoption or foster parenthood; or not more than four unrelated persons sharing one Dwelling Unit.
3. This Covenant runs with the Lands.
4. Nothing in this Covenant shall affect the Corporation in the exercise of its statutory powers.
5. The parties hereto each covenant to and agree with the other that the _____ being the holder of mortgages on the lands of the Grantor registered under number _____ at the Victoria Land Title Office do hereby consent to and approve the granting of the Covenant herein and do hereby grant priority to the said Covenant over the said mortgages such that the Covenant shall constitute and rank as a prior charge against the lands affected thereby.
6. These presents shall enure to the benefit of and be binding upon the parties hereto and upon their respective proper signing officers in that behalf as of the day and year first above written.

IN WITNESS WHEREOF, the parties hereto have signed, or being corporations have caused their officers to sign, the attached Form C General Instrument in execution of this Agreement.

9.7 Development Permit Area No. 5 – Enhanced Design Control Residential

9.7.1 Scope

All lands zoned for two-unit dwellings or zoned as Comprehensive Development Districts for residential developments only are designated as part of Development Permit Area No. 5 – Enhanced Design Control – Intensive Residential as shown on “Schedule C” of this Plan.

9.7.2 Category

Section 919(1)(f) of the *Local Government Act* – form and character of intensive residential development.

9.7.3 Justification

The following policies and guidelines were developed to allow for the better utilization and redevelopment of parcels within residential neighbourhoods and ensure that development occurs in a manner that retains the desirable physical characteristics of a neighbourhood.

9.7.4 Requirements of Owners of Land within the Development Permit Area

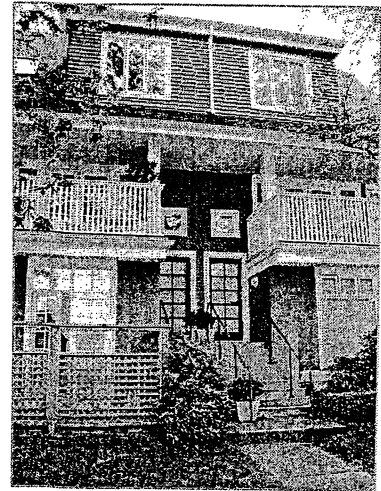
- a) Owners of land within Development Permit Area No. 5 must not do any of the following without first obtaining a development Permit in accordance with the guidelines for this Development Permit Area:
- ♦ construct a two-unit dwelling;
 - ♦ subdivide a two-unit dwelling;
 - ♦ convert a single-unit dwelling to a two-unit dwelling;
 - ♦ renovate an existing two-unit dwelling if the value of construction, as specified in the Building Permit, would exceed 50 percent of the assessed value (as listed on the BCAA property roll at the time of construction) of the building being added to or renovated;
 - ♦ construct two or more separate dwelling units on one parcel, without first obtaining a Development Permit in accordance with the guidelines of this Development Permit Area; or
 - ♦ construct a dwelling on a parcel less than 530 m² in area if that parcel was created after May 31st, 2002.
- b) Exemptions:
- The following do not require a development permit:
- ♦ additions or renovations to, or the construction of, one single-unit dwelling situated on a fee simple parcel;
 - ♦ additions or renovations to any two-unit dwelling situated on a parcel zoned for two-unit use where the value of construction, as specified in the Building Permit, does not exceed 50 percent of the assessed value of the building (as listed on the BCAA property roll at the time of construction) being added to or renovated;
 - ♦ construction of buildings or structures less than 10 square meters in area;
 - ♦ minor additions to existing dwellings where the floor area of the addition does not exceed 10 percent of the ground floor area of the dwelling;

- emergency repairs to existing structures where a potential safety hazard exists; and
- fences.

9.7.5 Guidelines for Owners of Land within the Development Permit Area

The intent of these guidelines is to ensure that new two-unit development (i.e. duplexes) is compatible with and enhances the surrounding community.

- a) New two-unit dwellings, additions to or renovations of existing two-unit dwellings, and the conversion of single-unit dwellings into two-unit dwellings should be designed to be consistent with and preserve the proportions and patterns of existing residential buildings in the immediate vicinity, including the wall-to-window area ratios and the amount and type of open space provided.
- b) Where it is not possible to achieve buildings of similar size and proportion to the surrounding residential buildings, the fronts of the buildings should be designed to create the appearance of smaller structures either by staggering the dwelling units or visually breaking up the façade with architectural detailing.
- c) Innovative and creative site-specific two-unit dwellings are encouraged where yard space is maintained either on the ground or as rooftop gardens. Setbacks to the street may be reduced to maximize property use.
- d) Front to back duplexes are generally discouraged unless they can be designed to eliminate negative impacts to the immediate neighbours such as shading of gardens, overlook of outdoor amenity areas and violation of privacy.
- e) Side by side, up and down, or staggered unit configurations are preferred as these result in a greater number of units facing the street, less disruption of privacy, and a more equitable division of outdoor amenity areas between the two dwelling units.
- f) The use of exterior building materials similar to those used in older residential neighbourhoods (i.e. combinations of wood, brick, stucco, and stone) is encouraged.
- g) Rooflines of new development should relate in height, shape and pitch to existing residential buildings in the immediate area. For corner sites, the building design should avoid having large unbroken sloped roof areas facing the street.
- h) To create interest in the façade of the buildings facing the street, the incorporation of architectural elements such as bay windows, covered porches, verandas and prominent front doors is encouraged.
- i) Buildings should be designed to minimize visual intrusion onto the privacy of surrounding homes. Some overlook of adjoining yards and neighbouring decks may be unavoidable; however, additional privacy should be achieved by inseting balconies, decks and patios into the building or by screening them with latticework or landscaping. Windows should be spaced



so that they do not align directly with those of other buildings.

- j) The height and massing of new two-unit dwellings should be designed to minimize the casting of shadows onto the private outdoor space of adjacent residential dwellings.
- k) A landscaping plan showing ground cover areas, planting beds, shrubbery and trees (both existing and proposed) is required for every new two-unit dwelling or the conversion of a single-unit dwelling to a two-unit dwelling. Landscaping should add to the aesthetic appeal of the streetscape as well as provide privacy between dwelling units.
- l) The provision of private open space should be part of an overall site development and landscape plan and should take into consideration general site circulation patterns (including parking), existing landscape features, sun access, privacy and usability.
- m) Retention and protection of trees and the natural habitat is encouraged where possible.
- n) Parking areas, garages and driveways should appear as a minor component of the site when viewed from the street. The building of curving access roads and driveways helps to avoid views from the street of large expanses of paving. The use of shared driveways is encouraged.
- o) The use of permeable and decorative surfacing materials, such as brick, concrete pavers, textured concrete, coloured paving or grasscrete is encouraged in place of solid expanses of asphalt or concrete.
- p) Where possible, hydro meters will not be placed on the front façade of a building and, if placed on the side of a building which is visible from the street, will be appropriately screened.
- q) Where an existing single unit dwelling is being converted to a two-unit dwelling both the original structure and the addition shall be in the same architectural style and constructed of the same exterior finishes including roofing material, window treatments, exterior finishes, door styles and trims.
- r) Roof styles and pitches of the original and new portions of the building must be complimentary.
- s) For new or converted two unit dwellings, garages and parking areas are encouraged to be located in the rear yard. Shared driveways are preferred to access the rear yard.
- t) Where two single lane driveways serve a two unit lot, landscaping features are encouraged between the driveways.”

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

DEVELOPMENT PERMIT

NO. 18/2008

Owners: Garry Bromley Bonnie Lynn Calder
3172 Toba Drive 1126 Munro Street
Coquitlam BC, V3B 6A4 Victoria BC, V9A 5P1

Lands: Lot C, Section 11, Esquimalt District, Plan VIP85403

Address: 357 Kinver Street

Conditions:

1. This Development Permit is issued subject to compliance with all of the bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit regulates the development of lands by varying the provisions of Zoning Bylaw No. 2050 as follows:

Section 40(8.1) – Building Massing – an 8% increase for the permitted maximum area of the second storey of a Two Family dwelling in relation to the total floor area of the ground floor, including an attached garage, from 75% to 83%.
3. Approval of this Development Permit is issued in accordance with architectural plans prepared by Hartmann's Drafting and Design, stamped "Received September 23, 2008" and on the landscape plan prepared by Neil's Landscape and Garden Service, stamped "Received September 23, 2008", which are attached hereto as Schedule 'A'.
4. The lands shall be developed in accordance with the terms and conditions and provisions of this Permit, provided that minor variations which do not affect the overall building design may be permitted by the Director of Development Services.
5. The terms, conditions and covenants contained herein shall ensure to the benefit of and be binding upon the Owners, their executors, heirs or administrators, successors and assigns as the case may be or their successors to title in the lands.

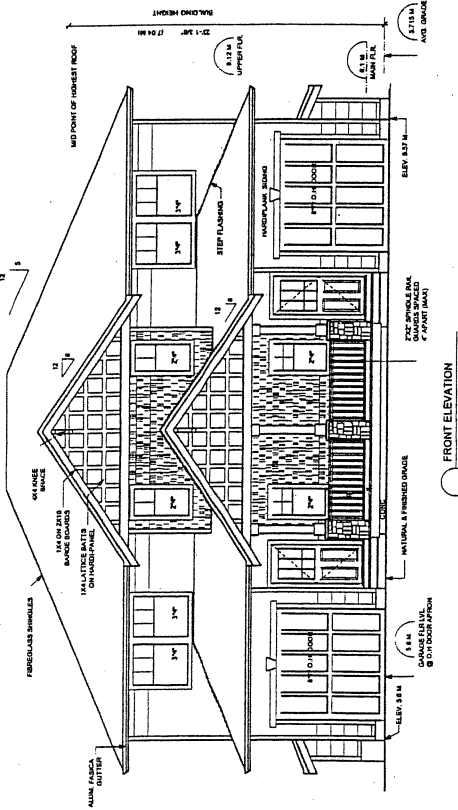
6. This Development Permit is not a Building Permit.
7. This Permit lapses two (2) years after the date it is issued if the holder of the Permit does not substantially start any construction with respect to which the Permit was issued.
8. For the purposes of this Development Permit, the holder of the Permit shall be the owner(s) of the lands.

ISSUED BY MUNICIPAL COUNCIL RESOLUTION ON THE _____ DAY OF _____, 2008

SIGNED THIS _____ DAY OF _____, 2008

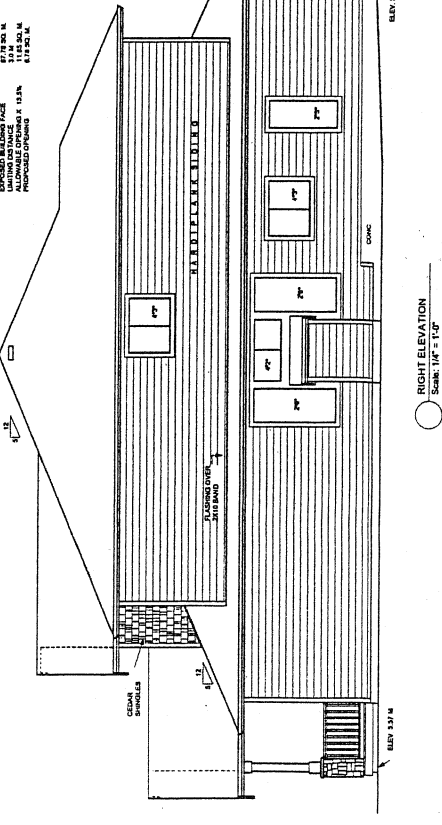
Director of Development Services

Corporate Officer
Corporation of the Township
of Esquimalt

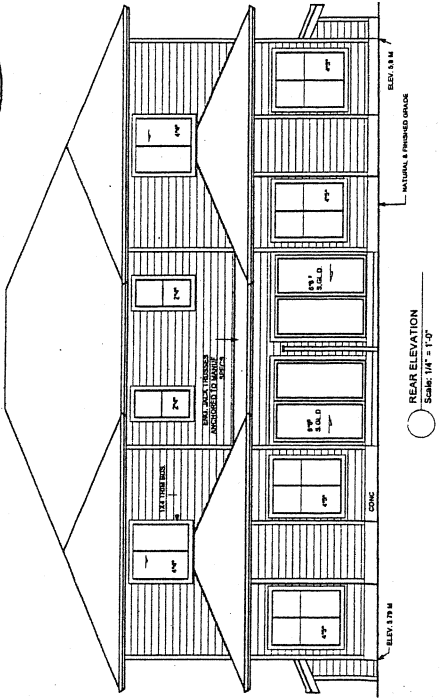


FRONT ELEVATION
Scale: 1/4" = 1'-0"

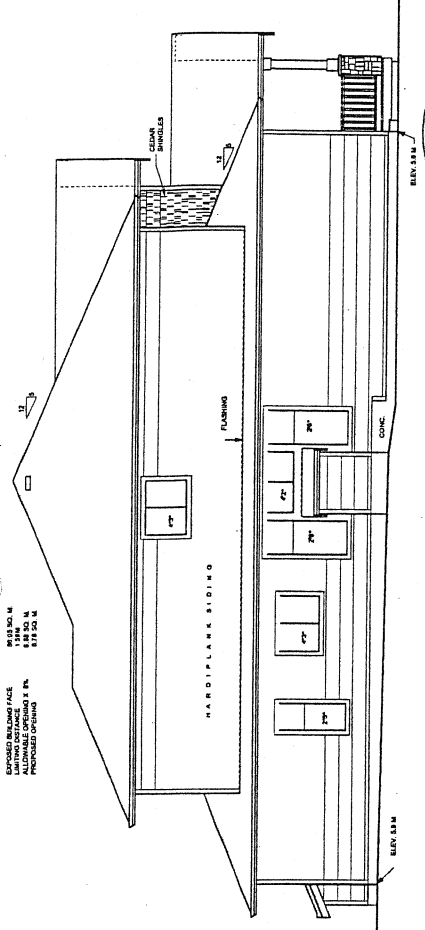
LEFT ELEVATION
Scale: 1/4" = 1'-0"



RIGHT ELEVATION
Scale: 1/4" = 1'-0"



REAR ELEVATION
Scale: 1/4" = 1'-0"



LEFT ELEVATION
Scale: 1/4" = 1'-0"



THE TOWNSHIP OF ESQUIMAULT, ON BEHALF OF THE CORPORATION OF TOWNSHIP OF ESQUIMAULT, HEREBY GRANTS A DEVELOPMENT PERMIT TO MR. G. BROMLEY FOR THE PROPOSED DEVELOPMENT OF A RESIDENTIAL DEVELOPMENT ON LOT 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

HARTMANN'S DRAFTING & DESIGN
1000 100th Ave. S.W. #100
Edmonton, Alberta T6A 1K7
403-441-1111

SCALE 1/4" = 1'-0"
DATE: SEPT 2008
DRAWN BY: TIBUR
PLANT 118

PROPOSED DEVELOPMENT FOR
MR. G. BROMLEY

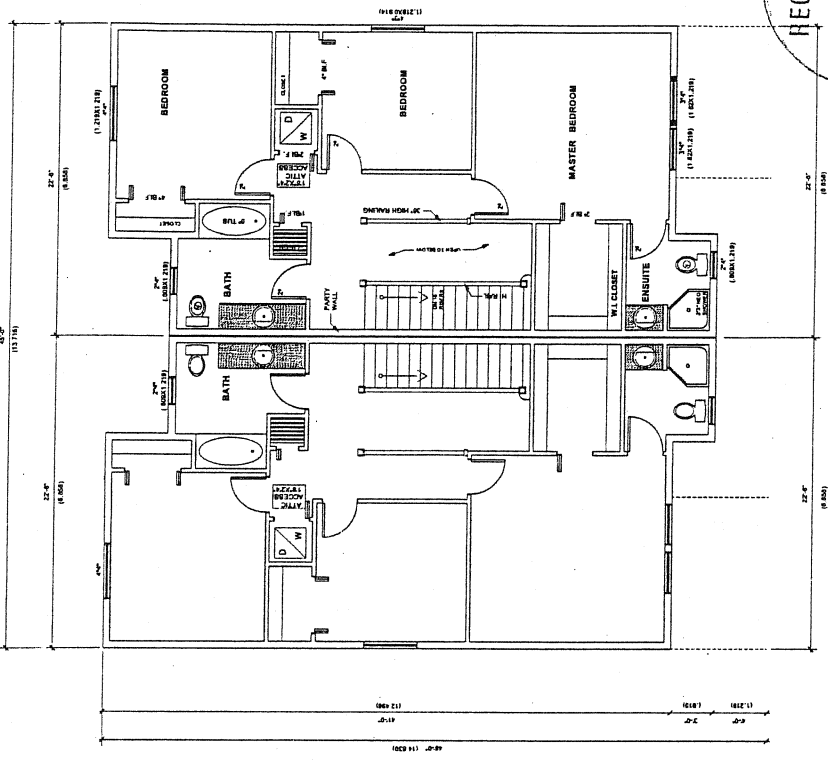
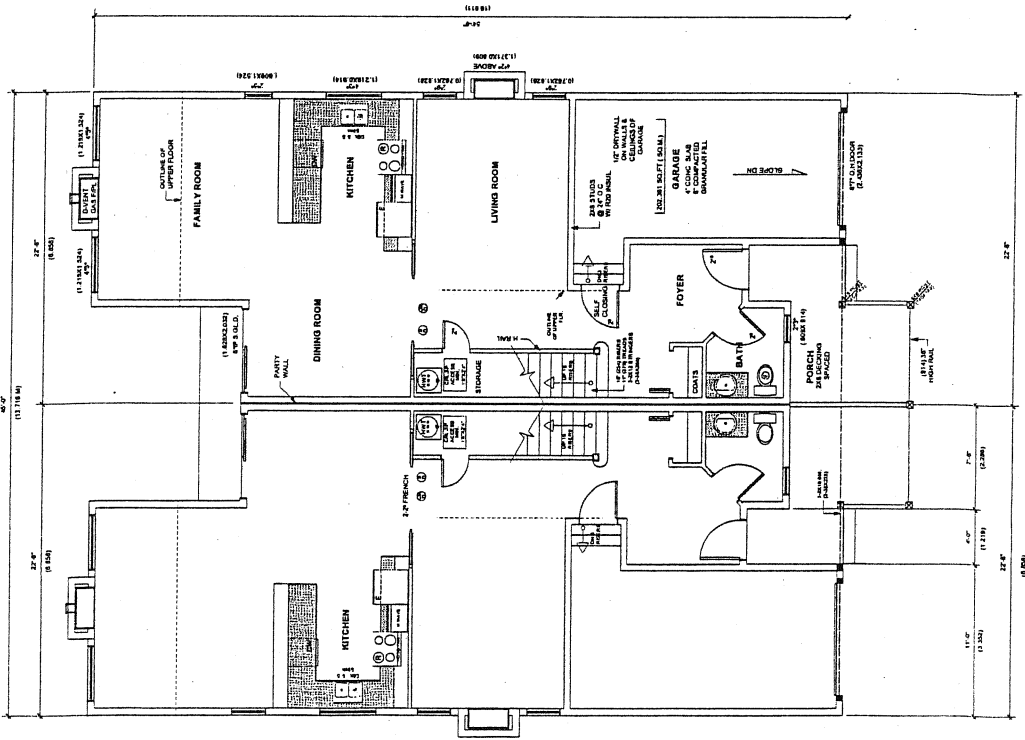
SHEET 1 OF 1

THIS IS SCHEDULE 'A' OF
DEVELOPMENT PERMIT NO. 18/2008

CORPORATE ADMINISTRATOR

UNIT A

UNIT B



RECEIVED
 SEP 23 2008
 CORP. OF TOWNSHIP SERVICES
 DEVELOPMENT & ENGINEERING SERVICES

HARTMANN'S
 SURVEYING & DESIGN
 1000 W. 10th St., Suite 100
 Grand Rapids, MI 49504
 Phone: (616) 233-1100

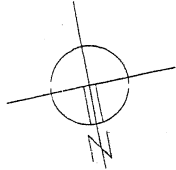
PROPOSED DEVELOPMENT FOR
 MR. G. BROMLEY

SCALE: 1/4" = 1'-0"
 DATE: SEPT 2008
 DRAWN BY: TMAR
 PLAN # 118

SHEET
 OF 1
2

THIS IS SCHEDULE 'A' OF
 DEVELOPMENT PERMIT NO. 18/2008

CORPORATE ADMINISTRATOR



COLLISIONS LEGAL DESCRIPTION
 LOT: C
 SECTION: 11
 DISTRICT: ESQUIMALT
 RANGE:

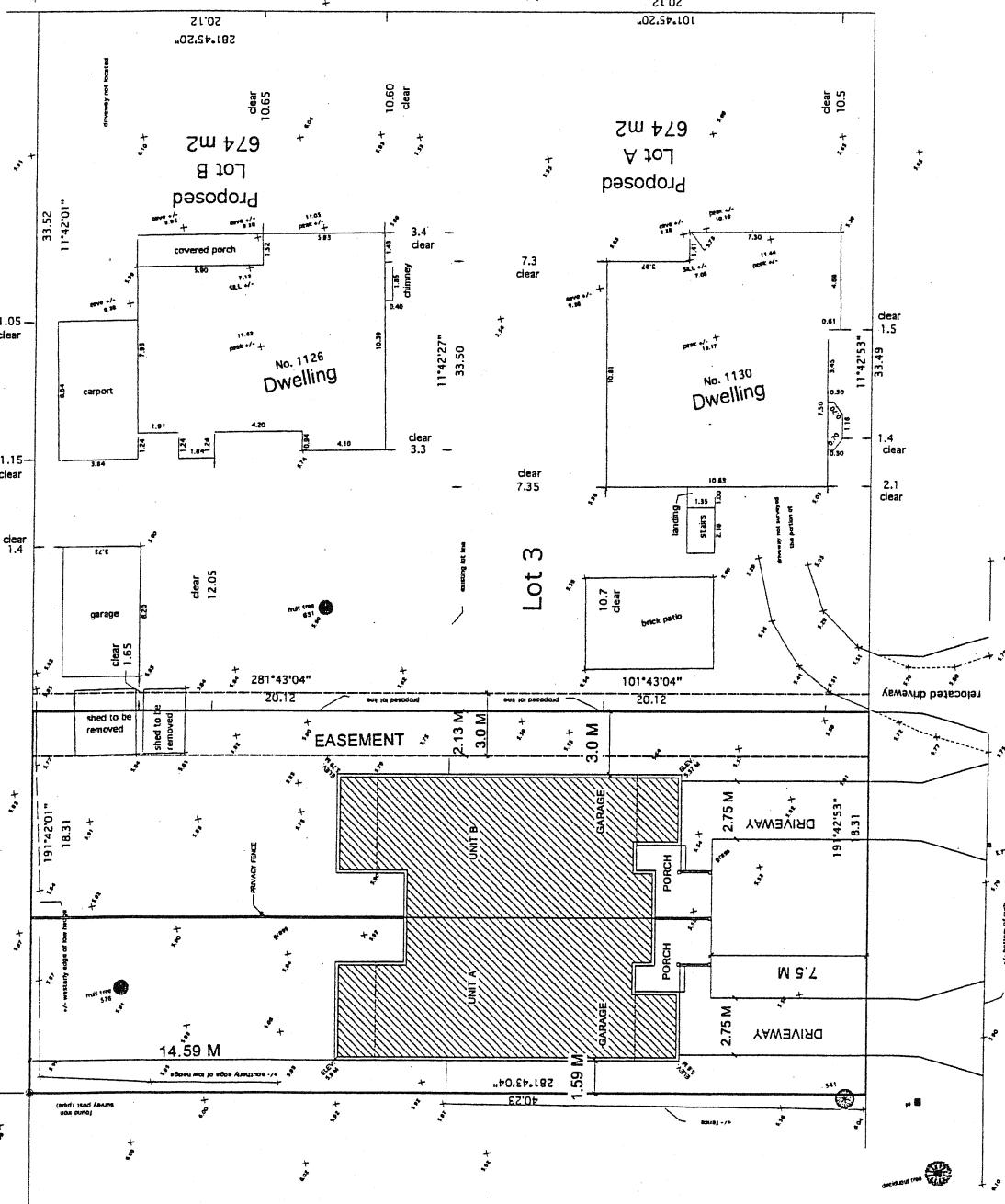
SITE INFORMATION

78,025 SQ. M. (19,406 SQ. M.) 20.9%
 2024 SQ. M. (49,925 SQ. M.) 64.8%
 TOTAL MAN. FLR. AREA (INCLUDING GARAGE)
 150,788 SQ. FT. (14,078 SQ. M.) 17.47%
 FLOOR AREA (EXCLUDING STAIR OPENING)
 148,536 SQ. FT. (13,726 SQ. M.) 19.04%
 BUILDING HEIGHT: 7.0 M.
 2 SPACES

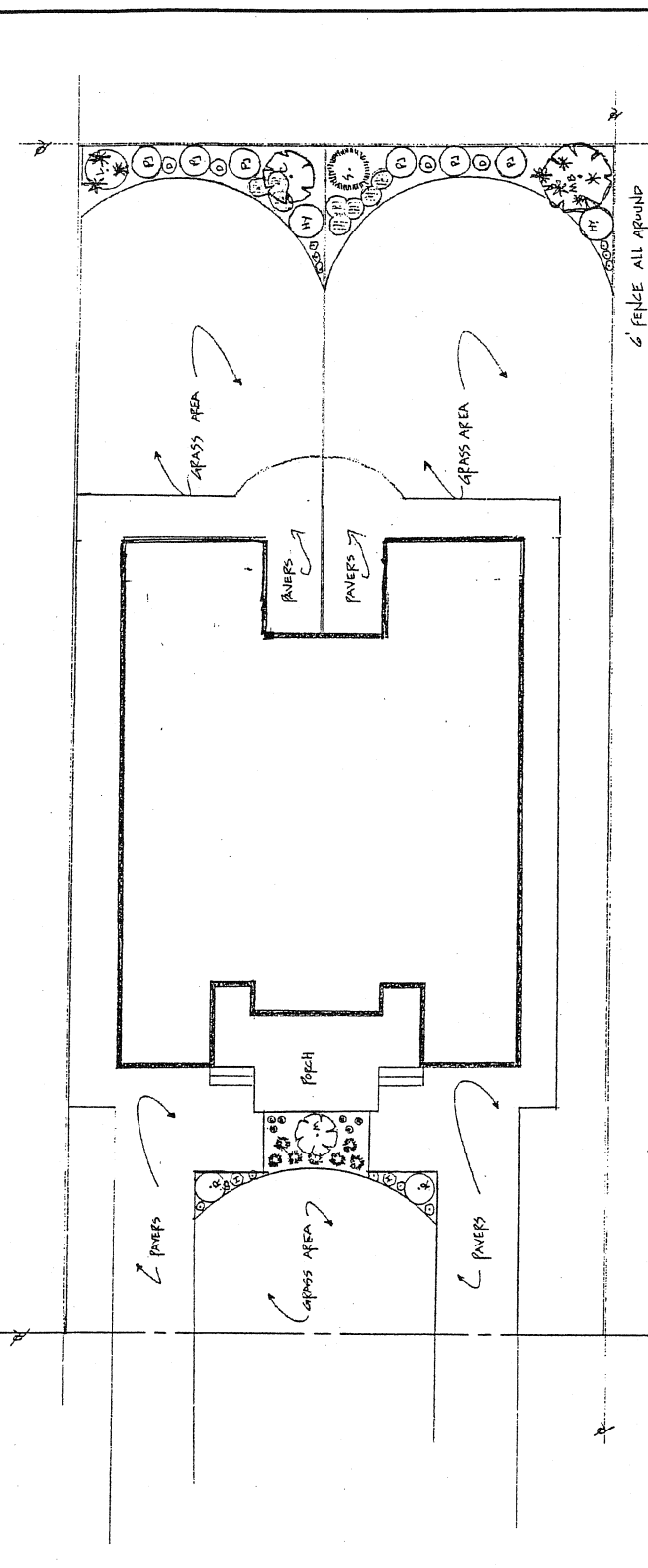


SHEET 3
 PROPOSED DEVELOPMENT FOR MR. G. BROMLEY
 SCALE 1/4" = 1'-0"
 DATE: SEPT 2008
 DRAWN BY: G. BROMLEY
 PLAN # 158
 HARTMANN'S SPATIAL DESIGN
 100 West 10th Street, Suite 101
 Victoria, B.C. V8V 2P2
 Tel: 250.683.8888

MUNRO STREET



THIS IS SCHEDULE A OF DEVELOPMENT PERMIT NO. 18/2508
 CORPORATE ADMINISTRATOR

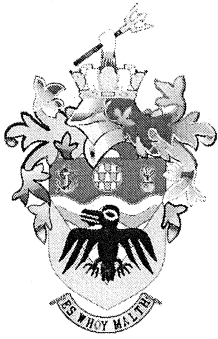


LANDSCAPE PLANS FOR RESIDENCE	
SCALE: 1/8" = 1'-0"	DESIGNED BY: CL. BIRDALEY
DATE: 2/27/08	APPROVED BY:
DRAWING NUMBER: 1 of 1	
NEIL'S LANDSCAPE & GARDEN SERVICE	

SYMBOL	QTY	SIZE	PLANT NAME
1	2	#3 POT	RHOEPALDREON 'GOLDEN TOUCH'
2	2	#1 POT	HOSTA 'CRISPILLA'
3	12	4" POT	SALVIN NEMEROSA 'CARADONNA'
4	1	1m	ACER PALMATUM DISSECTUM 'RED DRAGON'
5	6	4" POT	RUPECKIA FULGIDA 'GOLDSTURM'
6	7	# POT	CAREX OSHIMENSIS 'EVERGOLD'
7	1	#7 POT	STENGA VULGARIS 'CHARLES JOY'
8	2	#3 POT	PIERIS JAPONICA 'FOREST FLAME'
9	4	4" POT	ENGLISH DAISY
10	1	2m	CORNUS NUTTALLII 'EDDIE'S WHITE WONDER'
11	8	#1 POT	HOSTA 'WIDE BRIM'
12	8	#1 POT	POLYSTICHUM MUNITUM
13	1	2m	PICEA OMOPIFA
14	1	2m	ACER PALMATUM 'BLOODGOOD'
15	1		

THIS IS SCHEDULE 'A' OF
 DEVELOPMENT PERMIT NO. 18/2008

CORPORATE ADMINISTRATOR



Corporation of the Township of Esquimalt

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1
Website: www.esquimalt.ca

Phone: (250) 414-7100
Fax: (250) 414-7111
Email: info@esquimalt.ca

APPLICATION TO MAKE PRESENTATION TO THE MUNICIPAL COUNCIL

Pursuant to *Council Procedure Bylaw, 2004, No. 2585, Sections 41-46, Delegations and Petitions, (see reverse side)* Council may allow an individual or a delegation to address Council at the meeting provided written application has been received by the Corporate Officer by 12 Noon on the Wednesday prior to the meeting. Each address must be limited to five minutes unless a longer period is agreed to by resolution of those Members present.

DATE OF COUNCIL MEETING: December 15, 2008

NAME: Norma De Pledge

ORGANIZATION: Admirals Gate Townhouse Complex Submarine Hangar Project Committee

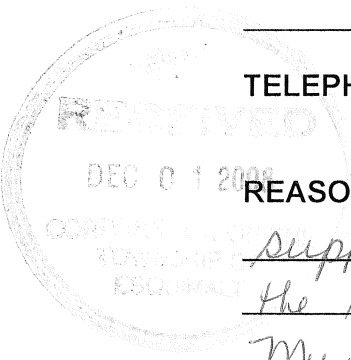
ADDRESS: Unit 45 - 909 Admirals Rd
Victoria BC V9A 2P1

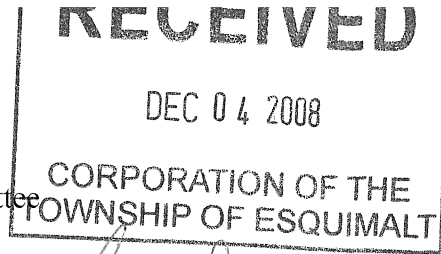
TELEPHONE: 250-389-2897 EMAIL: depledge@shaw.ca
FAX: _____

REASONS FOR APPEARING: We are asking that Council support our request to Victoria Shipyards to modify the roof of the submarine hangar, planned for Munro Head, Esquimalt. We ask that Council contact Victoria Shipyards VP, Malcolm Barker, to support our request because the lack of consultation on this project, a project that will ^{have} benefits for Esquimalt, has resulted in unnecessary infringement of economic & aesthetic concerns of residents living close to it.

December 1, 2008
Date

Norma De Pledge
Signature





Admirals Gate Townhouse Complex Submarine Hangar Project Committee
c/o Committee Chair, Norma DePledge
Unit 45 — 909 Admirals Road
Victoria BC V9A 2P1
TEL: 250-389-2897

December 4, 2008

Subject: Overview of Submarine Hangar Project Presentation

As citizens and homeowners of Esquimalt, we are bringing a delegation to the council to ask for your support for a request we are making regarding the submarine hangar to be built by Victoria Shipyards on Munroe Head, Esquimalt, the Crown Land immediately in front of our homes. The building will significantly block our views and will have a negative impact on our property values. We wish to see minor modifications made to the building, specifically to the roof, to mitigate the impact the structure will have on us and on the value of our homes. We ask you to lend your voice to this request.

Dimensions of Structure

The building will be

- 25.4m high, approximately 83 feet (approximately 7 storeys)
- 21.2m wide, approximately 69 feet
- 84m long, approximately 275 feet

Design of Structure

- 15-foot pitched roof to run off rain and snow
- 70-foot walls

Our Request

We are asking that Victoria Shipyards made the roof of the submarine hangar flat.

Our Rationale

A recent building on the same site – one that we judge to be similar in footprint though about 40% as high as the proposed submarine hangar – has a flat roof, as do most high-rise buildings in Victoria. A flat roof therefore seems a feasible, not unreasonable thing to ask for.

Relevant Municipal Ordinances

The Municipality has no jurisdiction over Munroe Head, federal land, but it is a close neighbour. One would hope that the federal authority would respect, when possible, the practices of the Municipality of Esquimalt, which

- zone the neighbourhood immediately bordering the construction site as multiple family or RM1.
- limit the height restriction on buildings in that zone to 7.5 metres (Bylaw 2050, Section 41, Part 5-31).

The submarine hangar to be built about 100 yards from the front of our buildings will be more than 3½ times the allowable height of structures in the adjacent area.

The Process and the Municipality, to date

- Though construction is slated to begin in January, the Municipality and the citizens whose homes will be affected received no notification that the project was being planned until Thursday, November 6, when a flyer was delivered to homes.
- Information I received from the Planning, Development Services and Engineering Department of Esquimalt Municipality indicated that neither the federal authority nor the local contractor had any discussion or consultation with the Municipality.
- Similarly, I understand the Municipality was not informed about the project until a private citizen brought in the Victoria Shipyards flyer that appeared in mailboxes around Thursday, November 6.
- As of mid-November, the Municipality had not received building permit papers though construction is slated to begin in January.

The Process and the Citizens/Homeowners, to date

Homeowners who will be vitally affected have been excluded from all decisions and have received information so late in the process that it has been difficult to respond.

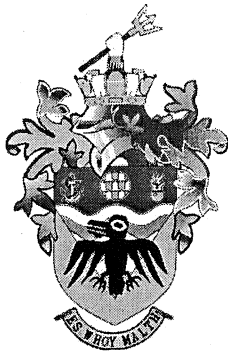
- After receipt of the flyer, Admirals Gate Townhouse Complex requested a meeting with Victoria Shipyards.
- That meeting took place November 24, where information was delivered as a *fait accompli*.
- Victoria Shipyard's explanation for the late communication about the project was that company had received the contract only in August.
- The Shipyard's representative at the meeting, however, showed plans for a version of the facility, drawn in the year 2000. That version envisioned an 83-foot high, 275-foot long wall running all the way along the harbour in front of our homes. Between the year 2000 and August 2008, neither the municipality nor the citizens were told.
- The representative of the shipyard also showed a drawing diagramming the project's effects on sightlines, indicating that "socio-community environmental interests" required by The Canadian Environmental Assessment Act had been analyzed.
- Again, neither the Municipality of Esquimalt nor the citizens whose socio-community environmental interests were at issue had been notified of either the analysis or the findings.

We have asked Mayor-elect, Barbara Desjardins, and we ask you as our Councilors to please contact Vice President & General Manager of Victoria Shipyards, Malcolm Barker, (Tel: 250-380-1602, Email: mbarker@vicship.com) lending your support to our request that the roof of the proposed submarine hangar be redesigned as described above so that the citizens of Admirals Gate Townhouse Complex and those of the adjoining single-family homes and townhouse complexes be less adversely affected by the construction of this facility.

Yours truly,



Norma DePledge



Corporation of the Township of Esquimalt

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1
Website: www.esquimalt.ca

Phone: (250) 414-7100
Fax: (250) 414-7111

15th DEC
Tom

APPLICATION TO MAKE PRESENTATION TO THE MUNICIPAL COUNCIL

- Agenda
Andy

Pursuant to *Council Procedure Bylaw, 2004, No. 2585, Sections 41-46, Delegations and Petitions, (see reverse side)* Council may allow an individual or a delegation to address Council at the meeting provided written application has been received by the Corporate Officer by 12 Noon on the Wednesday prior to the meeting. Each address must be limited to five minutes unless a longer period is agreed to by resolution of those Members present.

DATE OF COUNCIL MEETING: 15 DEC 2008

NAME: PAUL WICKENS / SHARON MCKIE / BEV HOPKINS

ORGANIZATION: ESQ LIONS / BUCCANEER COMMITTEE / ESQ GARDEN CLUB / KEN HILL'S FAMILY

ADDRESS: 1315 TREE BANK ROAD WEST
VICTORIA, B.C. V9A 7G1

TELEPHONE: 250-385-6049 FAX: _____

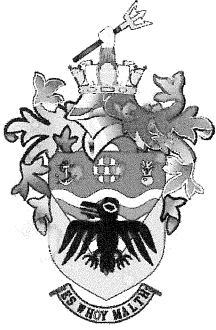
REASONS FOR APPEARING: _____
DEVELOPMENT OF "FREEMAN KEN HILL PARK"

RECEIVED
NOV 20 2008
CORPORATION OF THE
TOWNSHIP OF ESQUIMALT

RECEIVED
NOV 20 2008
CORPORATION OF THE
TOWNSHIP OF
ESQUIMALT

20 Nov 2008
Date

Paul Wickens
Signature



Corporation of the Township of Esquimalt

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1 Phone: (250) 414-7100
Website: www.esquimalt.ca Email: info@esquimalt.ca Fax: (250) 414-7111

APPLICATION TO MAKE PRESENTATION TO THE MUNICIPAL COUNCIL

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DATE OF COUNCIL MEETING: Dec. 15th 2008

NAME: Jim Petrie

ORGANIZATION: Victoria/Esquimalt Jr B lacrosse

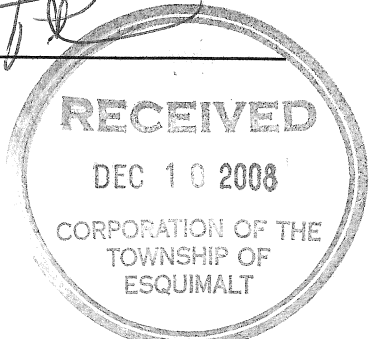
ADDRESS: 40 1182 Bewdley Ave, Victoria BC

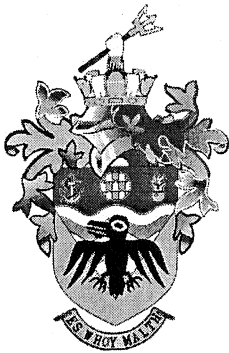
TELEPHONE: 250-383-3625 FAX:

REASONS FOR APPEARING: Request for council's aid to extend our team's dry floor season into the August long weekend to facilitate the Jr.B. Provincial lacrosse Championship Tournament at the Archie Browning Arena.

Date Dec 9/08

Signature [Handwritten Signature]





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DATE OF COUNCIL MEETING: Dec 15 / 08

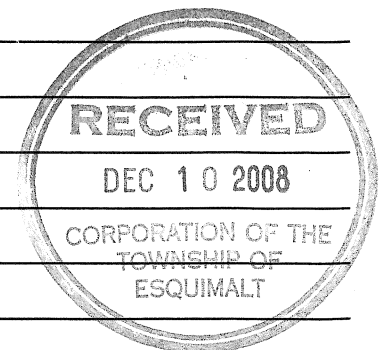
NAME: Sean Walmsley

ORGANIZATION: Victoria-Esquimalt Lacrosse

ADDRESS: 923 Densmoir Rd

TELEPHONE: 250-385-5060 FAX: _____

REASONS FOR APPEARING: to Discuss the 2009
Drw floor Season and issues
regarding the timeline off
the Ice being out.



Dec 9 / 08
Date

Sean Walmsley
Signature



Community Profile Corporate Values

Township of Esquimalt Mission Statement

"Focusing on community priorities, the Township of Esquimalt provides quality municipal services, through open and innovative leadership." Developed in 2007 by the Corporate Leadership Team.

Corporate Values

Openness

We are open and transparent with our information, process, and communication to our customers, community, the public, and one another except where clearly prohibited.

Fiscal and performance accountability

We are accountable to our community, the Municipality, and our work teams for the work we do and taxpayer's money we spend. We do this through long term planning, setting measurable performance goals, performance reviews, and regular feedback about our work to our leaders, community, and customers. We value hard work and achievement of organizational goals.

Team work

We work as members of team understanding that individuals, divisions, and Departments that work together achieve high quality results and provide exceptional service.

Respect

As public servants we treat all residents, customers, co-workers, and viewpoints with the respect that we would have accorded to ourselves.

Customer service

We are in the business of providing exceptional service to our community, customers, and co-workers.

Integrity and trust

We say what we mean and mean what we say. We honour our work and keep our commitments. We are worthy of the public's and each other's trust.

Innovation and creativity

We strive for excellence as individuals, and team members, and in the services that we provide to our community. We create a work environment in which we look for new solutions and experiment with innovative ways to work - even if they don't always succeed the first time. We recognize the need to be dynamic in meeting the community's changing needs. Each employee is given the opportunity to grow and develop.

Recognition

We recognize and are proud of achievements in the organization. We also recognize the need for balance in work and non-work as a value that will ultimately benefit our organization and the taxpayers of Esquimalt.

ARCHIE BROWNING SPORTS CENTRE WEBSITE

Esquimalt's Archie Browning Sports Centre houses an arena, six sheet curling rink and lounge areas and is our main location for large meetings, wedding receptions, conventions, conferences and trade shows. Activities from late September to the end of March include hockey, broomball, figure skating, speed skating and curling. During the "dry floor" season (April to late September) the Centre hosts a variety of trade shows, conferences and community functions. In addition to these major events, ball hockey, roller hockey (in-line skating) and lacrosse also takes place in the non-ice months.

FRONT PAGE

PARKS & FACILITIES

www.esquimalt.ca/recreation

BOOKINGS

Our staff is willing to assist you in any way possible to ensure your function is a success. For booking information call Francis Mathieson at 250-412-8525 or email at fmathieson@esquimalt.ca.

FACILITIES

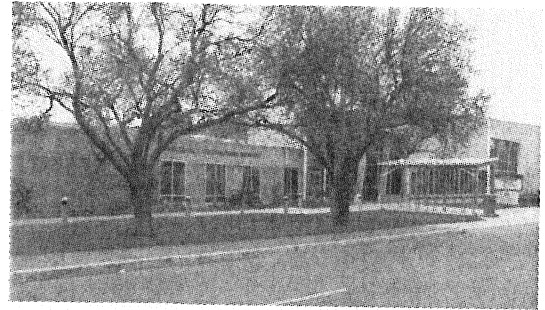
Touted as having some of the most beautiful parks and green spaces in the region, Esquimalt is blessed with a number of scenic trails, parks, beaches and waterways for you to explore. If you have not already done so, pick up your copy of the Parks and Recreation Facilities map. Recreation Facilities Maps are available at the Archie Browning Sports Centre, Recreation Centre or Municipal Hall. Whether you are a long time resident or new to the Township, you'll want to use this map to tour your community. Re-discover the stunning scenery that Esquimalt has to offer!



ESQUIMALT'S ARCHIE BROWNING SPORTS CENTRE

The Archie Browning Sports Centre houses an arena, a six sheet curling rink, two lounge areas and is the main location for large meetings, wedding receptions, conventions, conferences and trade shows. Activities from late September to the end of March include hockey, broomball, figure skating, speed skating and curling. During the "dry floor" season (April to late September), the Centre hosts a variety of trade shows, conferences and community functions. In addition to these major events, ball hockey, roller hockey (in-line skating) and lacrosse also take place in the dry-floor season.

Please be advised that arena ice rentals will be available until April 5, 2009.

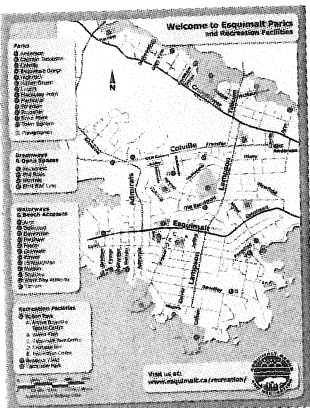


ESQUIMALT RECREATION CENTRE

Esquimalt Recreation Centre is a multi purpose building that houses a fitness centre, gym, and pool. Our six-lane, 25 metre pool has the warmest water of any indoor swimming pool in the region. The building also has a number of activity and meeting rooms that will accommodate up to 300 people for various recreation programs, community meetings and wedding receptions.

PARKS

- **Bullen Park** - 2 hectare multi-purpose sport field.
- **Lampson Park** - 1.7 hectare baseball facility.
- **Fleming Beach** - 0.9 hectare, site of Esquimalt Anglers Association clubhouse and boat launch facilities
- **Esquimalt Gorge Park** - 11.65 hectares along the Gorge Waterway, scenic views, spacious lawns, horticultural displays, accessible paths, picnic areas and playground.
- **Macaulay Point** - 7.6 hectare park on DND land. Military bunkers, walking paths, spectacular views of Victoria, the Olympic Mountains and Juan de Fuca Strait.
- **Memorial Park** - .88 hectares, memorial cenotaph, modern and unique playground equipment, picnic areas.
- **Saxe Point Park** - 7.5 hectares of ocean front, magnificent views of Juan de Fuca Strait and the Olympic mountains, horticultural displays, woodland paths, picnic areas on green lawns, access to sheltered beach.





Archie Browning Sports Centre Facility Audit

October 2007

BACKGROUND

In June 2007, the Parks and Recreation Commission approved the establishment of the Archie Browning Sports Centre Audit Committee. The Committee's task was to review and make recommendations on all aspects of the Sports Centre programs and operations.

The Committee was assigned the following Terms of Reference:

Review and make recommendations regarding existing Parks and Recreation Services at the Archie Browning Sports Centre

Review and make recommendations regarding current facility user programs, including alternative uses and times

Review and make recommendations regarding the Food and Beverage Service program, including business planning for additional or different services

Review and make recommendations regarding the current facility marketing program

Review and make recommendations regarding a wide range of facility operational issues including ice quality, customer services, booking practice, and facility equipment and maintenance.

Produce a report with recommendations to the Parks and Recreation Commission by November 1, 2007.

The seven-member Facility Audit Committee included the following representation:

- two members of the Parks and Recreation Commission; Councilor Barb Desjardin and Commissioner Al Breen
- two Esquimalt residents; Alison Gaul and Jack Fleming
- two representatives of Archie Browning Sports Centre user groups; Curling Club President Dave Davies and Executive member Ed Gerhardt
- one Parks and Recreation Services staff; Jeff Byron, Manager of Recreation Services facilitated the process, and other staff provided support as required).

The Facility Audit Committee met several times, conducted considerable research and prepared this report. In doing so the Committee recognizes the work staff does, and is not criticizing current staff effort, but giving its opinion as to the overall operations, recognizing that staffing levels related to the report's recommendations will be an issue.

GENERAL RECOMMENDATIONS

That the Parks and Recreation Commission strongly endorses:

- That Council makes a resolution to ensure the protection of current recreation services at the Archie Browning Sports Centre, however they might be delivered in the future
- That Council provides consistent and positive messaging about the Sport Centre, its services and their availability for the next ten years
- That a committee is established consisting of community members, associations, and societies who currently use the Sports Centre to review and make recommendations concerning grant opportunities available for use towards enhancing the centre
- That Council recognize the necessity for an on-going subsidy in order to ensure the Sports Centre continues to provide quality recreational services to the community.
- That Council endorse a resolution that a portion of future money received from density bonusing be allocated to a fund dedicated to completing the repairs and renovations listed as priorities within the ten year term, and that the fund be used to further complete green initiatives that enhance the energy and cost savings of the Archie Browning Sports Centre.

- Family oriented theme events (Halloween, Easter etc.) at the Sports Centre that include a party on ice PLUS refreshments, games and activities upstairs.
- Revival of former favorite Esquimalt Community Events like the Lantern Festival with the Sports Centre featured. The parade could start and finish at this location, classes could be held in lantern design leading up to the event and the celebrations with live music could be held afterwards at the Sports Centre.
- Revival of the popular Healthy Kids Fair. Its goals and mandates tie in nicely with the Active Communities plan and offered a great activity to engage the public and utilize our dry floor facility.
- The large parking lot at the back of the Sports Centre is an asset. We could encourage its use for antique/collector car shows and social events, such as free outdoor movies on a rented screen in the summer. The use of this parking lot would be encouraged by unlocking the back door so that the public can easily access the building from both entrances at all times.

Community Events Funding is available to support some of the above initiatives.

In conclusion, the Archie Browning Sports Centre is a facility that engages adults and youth primarily through organized sports. It generates revenue largely through ice rental. Our findings suggest that the Sports Centre could offer many more opportunities to engage the residents of Esquimalt through increased programming and better use of existing facilities. While the findings of this report are not intended to criticize what currently exists at the Sports Centre, we feel that increased usage of this building is vital to its future viability in Esquimalt.

Recommendations

That Commission and Council continues to support heavy use of the Sports Centre by organized sport and directs staff to seek opportunities to increase the number of users of other parts of the facility (meetings, drop-in programs, community market, rentals) from community members that are not part of organized sport.

That Commission and council recognizes Archie Browning Sports Centre as a major Community Centre facility offering many new opportunities for community involvement.

That Commission and council direct staff to explore program additions to utilize times that are currently unused. Specifically we could use the ice time in the Arena that is underutilized between 7-10 am, particularly the 9 -10 am time slot which could be used to engage preschool children.

That Commission and Council supports increased use of the Sports Centre for hosting community events. This would showcase the services and amenities available to residents of Esquimalt.

Term of Reference 3: Food and Beverage Service

Currently the Food and Beverage Service at the Archie Browning Sports Centre provides:

- Preparation of food served at Bullen Perk (the counter cafe at the Recreation Centre)
- Catering services in-house (municipal meetings and functions) and events at the Sports Centre
- Concession services during Victoria Cougar hockey games, as well as special events and some public skating sessions
- Centre Ice Café open Saturday mornings to serve the Curling Rink and special events
- Bar services in the evening each day during curling season, Cougars hockey games and special events
- Vending machines when the facility is open.

The provision of the Food and Beverage Service is appreciated by users of the Sports Centre and enhances its potential for increased use. The current service operates from year to year on a break-even basis. It will be necessary to continuously review each component of the service to ensure that it remains economically viable. While adjustments might be appropriate from time to time, there seems to be no urgent need to make significant changes in the way that the service is operated.

Recommendation

That Commission and Council supports the continued operation of the Sports Centre Food and Beverage Service on a break-even basis in order to support other activities in the Sports Centre.

Term of Reference 4: Marketing Program

After the Save-on Foods Memorial Centre and Bear Mountain Arena, the Archie Browning Sports Centre is the third largest spectator facility in the Capital Region. This affords Esquimalt opportunities that facilities without large seating capacity do not have.

The challenge is to increase use in the dry floor season (April through June in the arena, and April to September in the curling rink). All regional area facilities have problems booking in off-season. Increased use of the facilities would also result in greater use of the Food and Beverage Service.

In order to develop a consistent and effective marketing strategy, we need to ensure there is a secure future for services that are provided in the Archie Browning Sports Centre. The Centre has already received inquiries for events beyond 2010 and our inability to commit to these events has already resulted in loss of some bookings. We need consistent and positive messaging from the Township about the Sports Centre and its services. People need a commitment that there will be a facility to host their events one, two or three years in advance. With a commitment in place we could develop a more extensive and effective marketing program.

Currently there is no focal point within Parks and Recreation Services or the Township that is responsible for marketing Sports Centre use to potential users, or increasing awareness of the availability and related costs of the Centre. A number of staff and other departments get involved in marketing with limited success. Parks and Recreation Services has a marketing committee facilitated by the Recreation Facilities Coordinator. Most Parks and Recreation services and facilities are marketed collectively through the annual marketing plan. The main feature of the plan is the Active Living Guide. Esquimalt's Communications Manager contributes to Parks and Recreation Services through media releases and web site communications.

There is no delegation of responsibility to an individual or office that would make an organized effort to market the Archie Browning Sports Centre and events to groups that do not currently use the Centre. However, there is currently a Facility Booking Secretary who handles requests for specific events.

The marketing budget for Parks and Recreation Services has, up until a few years ago, been approximately \$40,000. Budgets beginning in 2004 included \$70,000 for marketing. Actual expenditures were \$44,751 in 2004, \$70,806 in 2005, \$61,874 in 2006, and \$67,330 so far in 2007.

Parks and Recreation Services in Saanich, Peninsula, and Oak Bay all have a designated marketing person and budgets up to \$90,000. Panorama Recreation Centre has an \$87,000 budget and one full time staff person for marketing with a salary of \$55,000. Oak Bay spends \$91,570 (1.5% of their budget) with one full time marketing assistant. It should be noted that all these departments have periods during the year when facilities are not fully used. Therefore our marketing challenge is to increase use of the Sports Centre by bringing opportunities to the public at large.

Esquimalt does not have person designated to market to specific interest groups. There is a long list of potential users of the facility, including sports organizations, motorcycle clubs, car clubs, shows and fairs.

The Cougars Hockey Club uses the Sports Centre as its home facility for media events, an annual pub night and other fundraising or team events. The club also

From: **Jordan Stratford** (jordan@jordanstratford.com)
Sent: November 5, 2008 11:18:16 AM
To: Sean Walmsley (walmzer8@hotmail.com)
Cc: Zandra Stratford (zandra@zandra.ca)

Hi there, Guy Necologist here from the Victoria Rollergirls.

We greatly appreciate your efforts on our behalf, and while we're unable to attend this meeting, fully support this initiative. We certainly would commit financially to the space should it be available to us. Please keep us posted.

Thank you,

Jordan Stratford
(aka "Guy Necologis")
Manager
Victoria Rollergirls

<http://mail.live.com/mail/PrintShell.aspx?type=message&cpids=d5e294a6-2f74-491e-92c...> 06/11/2008



To Whom It May Concern:

We, the Westshore Bears Junior B lacrosse team, may need to rent dry floor space in the months of July and maybe early August if it is available to our team.

Thank you for your attention to this letter.

Ken Alexander

Coach, Westshore Bears Jr. B Lacrosse

*Committed To Excellence through the Development of Lacrosse and
Community Spirit.*

Floor Time

From: **darcy tytgat** (dtytgat1@shaw.ca)
Sent: December 9, 2008 11:20:30 PM
To: walmzer8@hotmail.com
Attachments: IMSTP9.gif (14.9 KB)

TREND

To Whom It May Concern

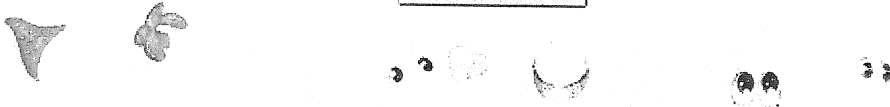
My name is Darcy Tytgat and I am the coach of the Saanich Int B lacrosse team. I am also the Vice Chair of the Vancouver Island Int. B League. For the past two seasons we as a team and as a league have found it difficult to find dry floor time for our playoff games from mid June to the end of July. I am writing this email to let you know that we are very interested in using your facility for practices and playoff games as well as practices for any of the teams that may be headed for the provincials if you were to keep your dry floor in.

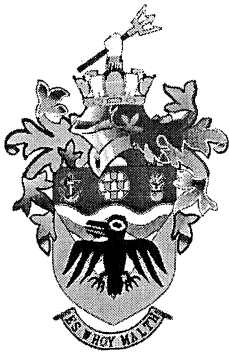
If you would like more information or to contact me directly please call (250) 516-7630.

Thank you
Darcy Tytgat

FREE Emoticons for your email!

Click Here!





Corporation of the Township of Esquimalt

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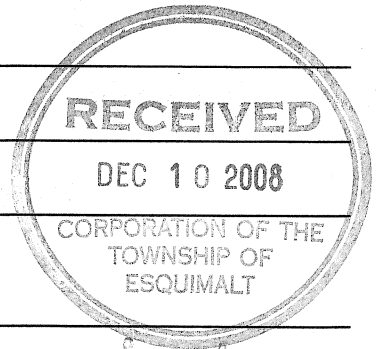
NAME: Bill DAWES

ORGANIZATION: Victoria Sr C + BC Lacrosse Assn

ADDRESS: 3344 Roberlack Rd.

Victoria BC V9C 2J8

TELEPHONE: (250) 478-5410 FAX: _____



REASONS FOR APPEARING: _____

To secure dry floor for Senior C lacrosse for the 2009 playing season from April 6 to July 30. Currently the league supports 4 teams with the addition of 2 more for the 2009. The league played an unbalanced 20 game regular season with 8 scheduled playoff games. With expansion to 6 teams a balanced schedule would consist of a minimum of 30 games plus 8 playoffs. Games are played Tuesday + Thursday.

Dec 3 /08
Date

Bill Dawes
Signature



Corporation of the Township of Esquimalt

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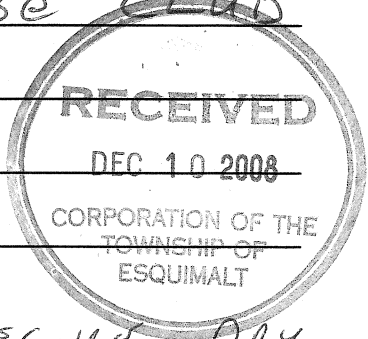
DATE OF COUNCIL MEETING: DEC 15 / 08

NAME: TONY BENDALL

ORGANIZATION: VIC-ESQ JR.B. LACROSSE CLUB

ADDRESS: 1177 LYALL ST
VICTORIA, B.C.

TELEPHONE: 250-361-5703 FAX:



REASONS FOR APPEARING: ASKING TO SECURE DRY FLOOR IN ARENA FOR JR.B. LACROSSE PROVINCIAL CHAMPIONSHIPS JULY 30 - AUG 3 / 09 AND TO CONTINUE USING DRY FLOOR DURING THE REGULAR LACROSSE SEASON AND PLAYOFFS INTO LATE JULY / 09 APPROX APRIL 20 - AUG 3 / 09

DEC 2 / 08
Date

Tony Bendall
Signature

Victoria – Esquimalt Lacrosse Association

RE: Dry Floor Proposal for 2009 Junior B Lacrosse Provincials

- We will require 33 hours of dry floor time at \$75.00 an hour for a total of \$2,475.00
- We will be hosting a banquet using the sports centres catering abilities for approximately 200 players and personal. 200 people x \$20 a person = \$4,000.00
- We would require kitchen and concession services for 4 days
- We anticipate 150-200 players and personal and volunteers daily though out the tournament as well as other family members travelling with the various teams.
- Being the provincial championships the possibility for a fairly large crowd of fans and scouts at each game is a reality which would in turn utilize the sports centres food services.
- There is a strong possibility of having the bar open (the vast majority of players are 19 years of age and over.)
- Saturday and Sunday teams will be playing two games a day and will require a meal in between games
- We will be requiring a hospitality room for the weekend as well as a meeting room.
- Overall there is a strong possibility of the Archie Browning Sports Centre generating in excess of \$10,000.00 over the course of the weekend.

Draft Provincial Schedule

Date	Time	Home	Away
Friday July 31	5:00pm	Host	TOJLL
	7:30pm	WCJLL	GWNJLL
Saturday Aug 1	8:30am	GWNJLL	PNWJLL
	11:00am	TOJLL	WCJLL
	2:00pm	PNWJLL	Host
	4:30pm	GWNJLL	TOJLL
Sunday Aug 2	9:30am	WCJLL	Host
	12:00pm	TOJLL	PNWJLL
	3:00pm	Host	GWNJLL
	5:30pm	PNWJLL	WCJLL



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt BC V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: November 27, 2008 **REPORT NO. P&R 08-021**
TO: Tom Day, Chief Administrative Officer
FROM: Jeff Byron, Manager of Recreation Services
Vicki Klyne, Community Services Programmer
SUBJECT: Report from Esquimalt Together Against Graffiti (ETAG) Committee

RECOMMENDATION

That Council receive this report for Information.

BACKGROUND

ETAG (Esquimalt Together against Graffiti) is a municipal committee which was created through an Esquimalt Council initiative in the Fall of 2004. Since then, ETAG's main objective has been to implement measures to facilitate the timely removal of graffiti from civic property and local businesses and to encourage the increased reporting of graffiti to the Victoria Police Department. ETAG believes that rapid removal of graffiti will discourage taggers from propagating their "artwork" in our community, and when left unattended may contribute to an escalation of more serious vandalism and other crimes in the municipality. Since its inception in 2004, the ETAG graffiti removal program has been very successful in both keeping the Township of Esquimalt clear of graffiti, and raising public awareness in the community about the negative impact and cost associated with graffiti vandalism.

In October 2008 some members of the ETAG committee, which included municipal staff, volunteers, and police officers from the Victoria Police Department, West Division had an opportunity to attend the 5th TAGS Anti Graffiti Symposium which was hosted by the RCMP and was held in North Vancouver, British Columbia. The TAGS Anti Graffiti Symposium is a National Conference and attracts interest from participants involved with law enforcement, various government agencies and other affected groups and features guest speakers from all across Canada and the United States.

The ETAG committee will host the 2009 TAGS symposium. Our preliminary request has been approved by TAGS administrators. We expect the event to be revenue neutral outside of the \$3000 in seed money from the 2008 Graffiti Removal Budget.

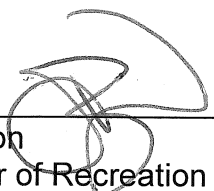
The ETAG program is leader in the field of anti-graffiti and has been used as an example to other communities. Hosting the TAGS conference would be a fantastic opportunity to showcase Esquimalt; provide excellent professional and skill development for our staff and volunteers and last but, not least, be a vehicle for educating the public.

November 27, 2008
Report to Mayor and Council
Regarding: Esquimalt Together Against Graffiti Committee
Page 2

The proposed date for TAGS Esquimalt is October 21st & 22nd, 2009. To be hosted at the closest practical venue: Delta Pacific Ocean Point Resort. This conference is jointly hosted by the Township of Esquimalt and the Victoria Police Department.

Key individuals organizing this event include:

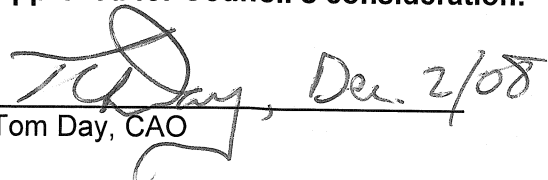
1. Mike Reed, Logistics Supervisor Public Works, Township of Esquimalt
2. Chantal Zeigler, Community Resource Officer, Victoria Police Department, West Division
3. Vicki Klyne, Community Services Programmer for the Township of Esquimalt



Jeff Byron
Manager of Recreation Services



Vicki Klyne
Community Services Programmer

Approved for Council's consideration:


Tom Day, CAO



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

1229 Esquimalt Road, Esquimalt BC V9A 3P1
Telephone 250.414.7100 Fax 250.414.7111

STAFF REPORT

DATE: 09 December, 2008 **REPORT NO. P&R 08-22**
TO: Tom Day, Chief Administrative Officer
FROM: Jeff Byron, Manager of Recreation Services
SUBJECT: **Victoria Esquimalt Eagles Lacrosse Usage Summer 2009**

RECOMMENDATION

That Council confirm the current plan to retain ice from July 1, 2009 to August 10, 2009.

BACKGROUND

Facility Allocation

The process used to determine whether the ABSC arena will serve as an ice or dry floor facility in any given season is based on a number of factors:

- 1) Number of requests we receive for the function.
 - Total number of hours it can be rented out which equates to more people utilizing the building as well as less subsidization cost to the taxpayers of Esquimalt.
- 2) Range of opportunities for the community.
 - Accommodating different special interest groups such as minor associations, adult leagues and training camps as well as offering program and drop-in opportunities for community members not affiliated with clubs.
 - Following trends (e.g. Ice skating being more popular vs roller or in-line skating)
- 3) What other facilities in the Greater Victoria Region are doing during the same time period.
 - There are 11 other arena facilities and one dedicated dry floor facility within 30 minutes.

Maximizing Use

A decision was made by the Esquimalt Parks & Recreation Commission in the fall of 2006 to have ice available as of July 1 annually. This was due to:

- 1) The discontinuation of the mini rink.
- 2) Increased requests for summer ice on the full sized arena.
- 3) Decreased usage of dry floor sports needing a board system.
- 4) Regional dry floor availability being able to accommodate all Victoria/Esquimalt Lacrosse needs (Bear Mountain, Eagle Ridge, Save On Foods, Naden, and Panorama all have dry floor available every summer);
- 5) Other ABSC dry floor uses being accommodated in the Curling Facility.

DISCUSSION

In August of this year, a letter was received from a coach and the manager of the Victoria Esquimalt Jr. B Eagles Lacrosse Team requesting floor time for a provincial tournament for July 31-August 3, 2009. On August 19, 2008, the Recreation Facilities Coordinator and the Manager of Recreation Services met with representatives of that team, and the organizer of the Senior C Lacrosse League, to discuss potential dry floor usage for 2009. As a result of the meeting, staff sent a letter dated September 3, 2008 to the coaches requesting:

- 1) Endorsement from the Victoria Esquimalt Lacrosse Association
- 2) The written submission of all potential lacrosse user floor times for the summer period.

We requested that this be submitted to the Facility Booking's office no later than Oct 24, 2008. To date neither a written submission nor the endorsement by Victoria Esquimalt Lacrosse Association has been received.

In the absence of a formal written request, staff made the decision to maintain summer ice based on the following historical and financial user information:

Expected usage installing ice July 1, 2009

It is expected that 2009 will be year three for the following groups who are still building programs (some written requests have already been received, including two additional weeks by a new user group, but all are not due until January, 2009).

Usage from July 1- August 30, 2008

- 121 hours Esquimalt Parks & Recreation Programs
- 98.5 hours VMHA
- 78 hours Other Minor Groups
- 114 hours Hockey Camps
- 52 hours Cougars Jr. B. Hockey Club

Total revenue not including programs \$42,738

Expected usage maintaining dry floor until August 3, 2009

Only written request received is for the July 31-August 3, 2009 provincial tournament. However, if we estimate hours based on Usage from July 1- August 30, 2006;

- 31.5 hours Adult Lacrosse in July
- 23.5 hours Minor Lacrosse in July
- 64 hours Other Rentals in July
(Circus currently moved from July to May)
- 374 hours ice usage in August

Total Revenue \$23,233 (of which approximately \$10,000 can be retained if ice was in by moving uses to the Curling rink, or scheduling them to occur before July 1).

Other factors leading to the decision include:

- Approximately 6500 visits by ice users as compared to the 125 players on the five lacrosse teams involved in the tournament.
- The Victoria Cougars would not be able to hold their annual camp.
- Magic Hockey Goalie School would not be able to run their program.
- Honouring the request of a single team sets precedent for other user groups to follow suit. (eg. a Victoria /Esquimalt Midget hockey team could request ice in May to host hockey provincials, disrupting the traditional lacrosse season).
- Spring 2008, Victoria Esquimalt Lacrosse Association was unable to pay the bill for a folded team. \$750 worth of booked floor time was forgiven to help the association as they did not have the funds

Further Correspondence

On November 6, 2008 a delegation presented to the Parks & Recreation Commission again requesting floor time for the provincial tournament. A discussion by the Commission led to a letter being sent to presenter Tony Bendall stating that no floor time would be available for the tournament in 2009, but that staff would assist in finding the needed floor time in other Greater Victoria facilities. Staff have since done a regional survey and have found multiple facilities which can accommodate the needed floor time.

Therefore, in order to continue building long term business relationships with existing ice users in an effort to achieve our booking goals of maximizing facility use, offering a broad range of opportunities for the community, and minimizing the taxpayers subsidy of the Archie Browning Sports Centre, it was decided that ice would be retained from July 1, 2009 to August 10, 2009.

Since the Commission meeting, discussions have occurred on separate occasions between staff and the individuals who submitted the first letter in an effort to find other means of accommodating the tournament at the ABSC with minimal effect on existing ice users. One option was to cover the ice with an artificial court owned by the Eagle Ridge Dry Facility. Cost to the Lacrosse Club for doing so is as follows:

Installation and takedown of plywood underfloor and spider floor (extra labour)		\$9646.41
Rental of ABSC	\$51.49/hr 36 hours	\$1853.64
Facility time for set up and take down	\$51.49/hr 60 hours	\$3089.40
	Total Cost	\$14589.45

Cost of renting Spider floor pending...

This option is not recommended as it is cost prohibitive and will also deny use by Magic Hockey Goalie School.

ECONOMIC IMPACT

While the exposure of a provincial level tournament as well as attendance by out of town participants and fans would have a positive economic impact on Esquimalt, the longer term impact of losing two months worth of regional ice users attending full day hockey camps on an annual basis also appears to be substantive.

ALTERNATIVE

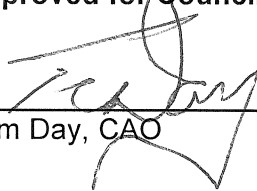
Entering into a partnership with C.F.B. Esquimalt

Staff has initiated contact with Penny Murphy, Acting Fitness and Sports Director for C.F.B. Esquimalt to discuss trading users for the period of July 1- August 10, 2009. This would inconvenience all involved, but allow groups to continue their programs. The negative result of this trade would be a revenue loss to ABSC of approximately \$25,000 for 2009 and the potential loss of the groups for future years' rentals. The annual loss to ABSC could potentially be greater than \$25,000.

Respectfully Submitted,



Jeff Byron
Manager of Recreation Services

Approved for Council's consideration:  _____ Tom Day, CAO Dated: <u>Dec 11/08</u>
--



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: 2008-12-10 **REPORT NO.** PR – 08 - 023
TO: Tom Day, Chief Administrative Officer
FROM: Andy Katschor
SUBJECT: Tree Removal Permit # 152 at 927 Devonshire

RECOMMENDATION: That council receive this report as information.

BACKGROUND: On September 15, 2008 the Parks and Recreation Department received a Tree Cutting Permit Application from the resident at 927 Devonshire for the removal of a Western Red Cedar tree. The reason given for the removal was for off street parking. The department checked with Development and Engineering to see if an application was made to expand the curb drop for increased parking. No application was made by the homeowner to have a curb drop expanded by the municipality. On September 25, 2008 the permit was denied.

On October 26, 2008 the department received an appeal from the applicant to reconsider the denial to remove the Cedar. The department called the applicant and he stated that the tree needed to be removed to allow expansion of the driveway to allow parking of a motor home, as it was too big to park on the street. The homeowner stated that there was no need to expand the curb drop and that only the parking area was to be increased.

In addition to hazard trees or trees in decline, tree removal permits are approved if: the tree is in the building envelope or construction area, or if construction will impact the tree's health or safety.

Bylaw No. 2664. A Bylaw to Provide for the Protection of Trees states:

4. Cutting Down or Removing Trees

"The Director may issue a tree permit in the form prescribed by the Director for that purpose for the cutting down and removal of a tree otherwise protected by this Bylaw where:

4.4.4 the removal of the tree is required for the construction or installation of a driveway, roads or services, **required off street parking area**, below ground service line, or an above ground utility corridor, and where, in the opinion of the Director of Engineering and Public Works if no other suitable locations are available for the placement of the driveway, roads, services, parking area, below ground service line or utility corridor."

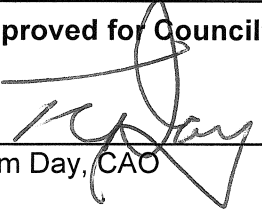
Expansion of the driveway would severely impact this tree; therefore on December 01, 2008 the permit was approved for the removal of the tree.

The applicant is required to replant a replacement tree, as per the bylaw, on their property, which they have agreed to do.



Andy Katschor

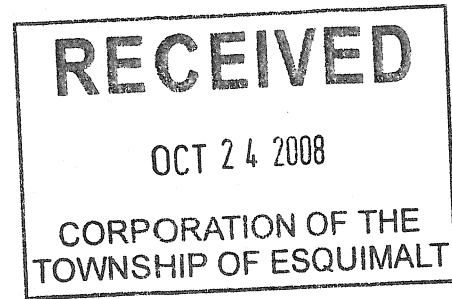
Acting Director of Parks and Recreation

<p>Approved for Council's consideration:</p>  <hr/> <p>Tom Day, CAO</p> <p>Dated: <u>Dec 11/08</u></p>

October 22, 2008

*Andy: Report for Council plz, Tom
4520-20-Trees*

Corporation of the Township of Esquimalt
Municipal Hall
1229 Esquimalt Road
Township of Esquimalt, BC
V9A 3P1



Dear Honorable Mayor and Councilors:

Regarding Appeal for a Tree Cutting Permit for 927 Devonshire Road.

I appeal the denied Tree Cutting Permit by your Parks Manager, Mr. Andy Katschor, for the Township.

I agree with Mr. Katschor that the Western Red Cedar at my address is in good health and that there is no hazard now. In fact, that is not why I wanted to remove the tree. On my application, I specified that I needed to remove the tree to allow for off-street parking for my recreational vehicle.

As you are aware, our block applied for residential only parking status for our side of the street. We humbly submitted to council our request in the form of a petition so that we could have reasonable parking. We were denied this request for resident only parking. The commercial buildings across the road stated that they needed this parking area for their customers.

My neighbor in the other half of this duplex at 925 Devonshire did not have a tree. He was able to append concrete to his driveway to allow him to park his vehicle offstreet. His offstreet parking design is very attractive and functional and I would like to mirror his choice. This would allow me to park my recreational vehicle offstreet. I would have the same opportunity for offstreet parking as my neighbor.

In fairness, I would like to improve my property like my neighbor. If I cannot then the resale value of my half of the duplex will be less than that of my neighbor's.

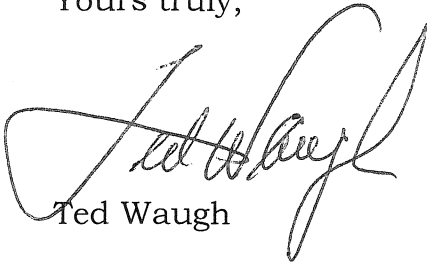
To create this driveway widening I would have to remove the Western Red Cedar as per my application. Davie Tree Services quoted me a price of \$1,000 to remove the tree and stump. I would then have to spend about \$2,000 to get the concrete poured for the driveway. That is what my neighbor had to pay to get his driveway done. This would provide me with the additional parking that I require and would improve the appearance of the duplex.

I look forward to being able to park my recreational vehicle off Devonshire and not interfere with the customers parking for the businesses across the street.

This tree was not one of the trees on the list of trees in the bylaw addendum that had special consideration for historical or esthetic reasons.

I am only asking for the fair and equivocal treatment as my neighbor. I need the parking for my recreational vehicle and would rather not have to park my recreational vehicle on the street.

Yours truly,

A handwritten signature in black ink, appearing to read "Ted Waugh". The signature is fluid and cursive, with a large initial "T" and "W".

Ted Waugh

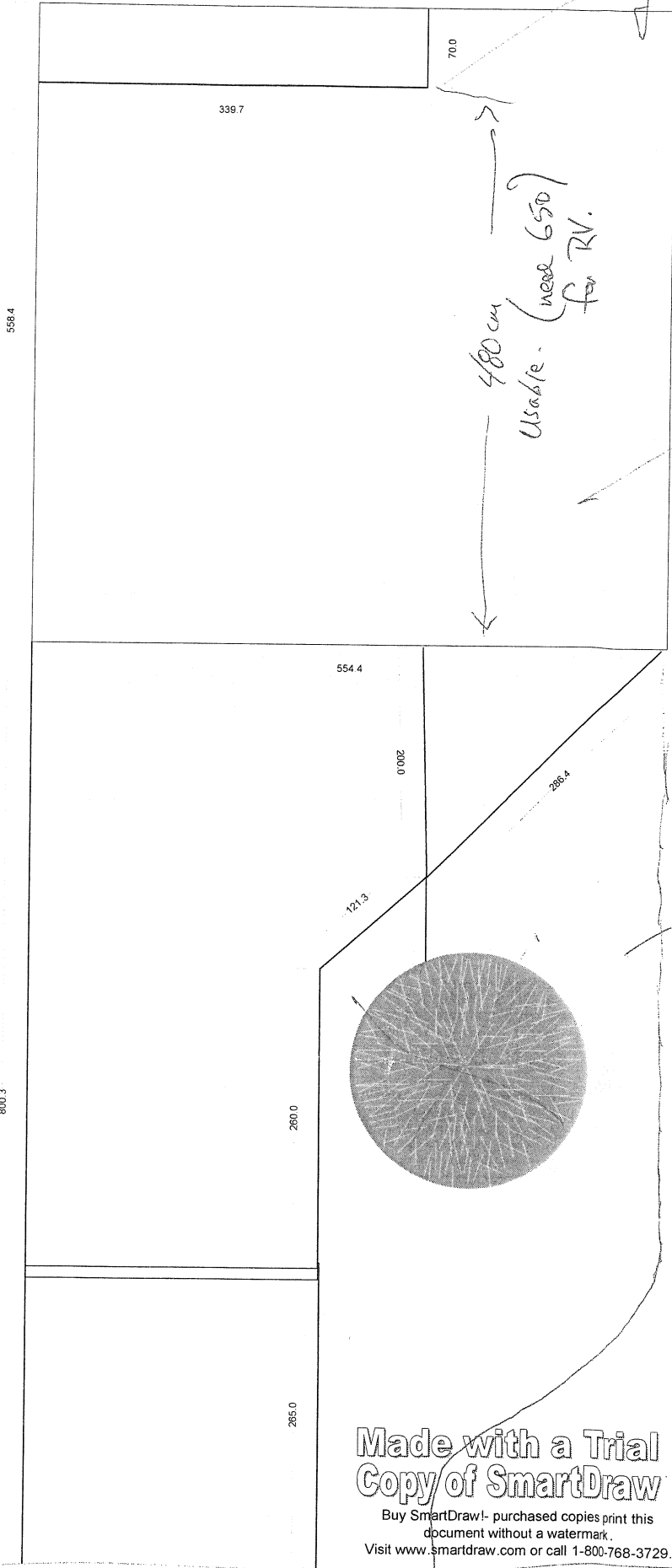
927 Devonshire Road
Township of Esquimalt

Attached: Copy of the letter denying the permit
Copy of the permit
Plan of the current driveway and the proposed addition

927

DEVONSHIRE RD. 554.4

roof eave



Usable. (near 650) for RV.

curved driveway

addition

Made with a Trial Copy of SmartDraw

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DEVONSHIRE 77



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Website: www.esquimalt.ca Email: info@esquimalt.ca

Voice: (250) 414-7100
Fax: (250) 414-7111

September 26, 2008

Edward Waugh
927 Devonshire Road
Victoria, B.C. V9A 4T9

Dear Edward Waugh:

RE: Tree Cutting Permit – 927 Devonshire Road, Victoria B.C.

This is to advise you that your Tree Cutting Permit Application for the removal of a Western Red Cedar at the above address has been denied as the tree appears to be in good health and is not a hazard, and will not be approved to be removed to create parking.

A copy of the tree cutting permit application is attached for your records.

Yours truly,

Andy Katschor
Parks Manager

Attachment



Corporation of the Township of Esquimalt Tree Cutting Permit Application



NOTE: Under the New Bylaw, there is a non-refundable \$25 application fee for the first three trees and \$5 for each additional tree, to be paid at the time the application is submitted.

APPLICANT INFORMATION (Owner)

First and Last Name EDWARD WAUGH		Signature <i>E. Waugh</i>	
Street Name & Number 927 DEVONSHIRE RD.		Date of Application 15 SEPT 2008	
City VICTORIA	Province BC	Postal Code V9A 4T9	Telephone 250 592-2135

APPLICANT INFORMATION (If other than owner)

First and Last Name		Signature	
Street Name & Number		Date of Application	
City	Province	Postal Code	Telephone (250)

Relationship to Owner

TREE REMOVAL INFORMATION

Number of tree(s) for removal 1	Type of Tree(s) WESTERN RED CEDAR	Address where tree(s) are to be removed from 927 DEVONSHIRE RD.
---	---	---

Reason for tree removal:

Hazardous
 In Decline
 Diseased
 Building Permit - Legal Lot ___ Block ___ Plan ___ Sec. ___

Other THE REMOVAL OF THE TREE IS REQUIRED FOR OFF STREET PARKING

An accurate sketch in a suitable scale detailing the proposed cutting and removal of trees must accompany the application. The trees to be cut down must be identified on the sketch and FLAGGED on the property. (USE REVERSE OF FORM FOR SKETCH.)
 NOTE: If application is for building permit, an accurate site plan must accompany this form.

FOR OFFICE USE ONLY

Date Sept 25/08	Tree Cutting Permit No. #152	File Number	Parks Manager Signature <i>A. Hottel</i>
Approved <input type="checkbox"/>	Denied <input checked="" type="checkbox"/>	Approved as Indicated <input type="checkbox"/>	See attached letter <input type="checkbox"/>
Replacement Tree Required Yes <input type="checkbox"/> No <input type="checkbox"/>		Cash in Lieu Yes <input type="checkbox"/> No <input type="checkbox"/>	

Deborah Liske

Subject: FW: Tree Removal Permit # 152 for 927 Devonshire Road.

Attachments: Township of Esquimalt letter re loss of Cedar Tree.doc..doc; Cedar Tree 927 Devonshire Road.jpg; During removal.jpg; What tree.jpg; Spare Parking area, 927 Devonshire..jpg

From: DALE THOMSON [mailto:drthomson@shaw.ca]

Sent: December 7, 2008 09:26

To: Marlene Lagoa

Cc: atwaugh@shaw.ca; sam_macey@telus.net; norahsch@pacificcoast.net

Subject: Tree Removal Permit # 152 for 927 Devonshire Road.

*Andy? Report
to Council
please.
T.*

Good Morning Township of Esquimalt:

I would appreciate the attached letter and pictures be presented to the Town Council for their consideration and review. Thank-you,

Rick Thomson
drthomson@shaw.ca
250-381-7155

Rick Thomson
925 Devonshire Road
Esquimalt B.C.
V9A 4T9.

December 6, 2008

Township of Esquimalt
Township Council
1229 Esquimalt Road
Esquimalt BC
V9A 3P1.

RE: Tree Cutting Permit Application #152

Dear Sirs:

Recently the above permit was issued to remove a beautiful mature, solid growth healthy Western Red Cedar tree which was situated on the center of the property line that separates the boulevard and the lot at 927 Devonshire Road. (1)

It is my opinion that the removal of this tree should have never been approved. Further, how the application was handled by the recipient of the permit and your Township is very troubling for me.

I am taking time to share my observations with you in the hope you may consider reviewing your existing process and implement my suggestions which may help prevent future errors and the loss of more healthy trees.

The facts are:

- On September 15, 2008 a "Tree Cutting Permit Application" was submitted by my neighbor at 927 Devonshire. At the time we were on vacation, and when we learned of the permit we never thought for a moment that the Township would ever approve the destruction of such a vibrant tree.

Within the application our neighbor stated "The removal of the tree is required for off street parking".

925 and 927 Devonshire Road were built in 2004 and at the time it was a requirement that the developer provide two additional spaces for off-street parking for each address. The developer complied and these spaces were provided at the top of the existing driveways. The applicant was remiss in mentioning this within his application. Currently he has a small utility trailer parked on his spare side space.

Additionally the permit stated that “one replacement tree of homeowners choice” is required to be placed somewhere on his property.

Regarding the replacement tree, what can ever be planted that will replace the carbon qualities of the now lost mature Red Cedar. This requirement is open to abuse. It should be a requirement that another indigenous tree be placed. Also, there is no mention of any follow-up enforcement by the Township.

- On September 25 an internal memo from Shaen McRae stated “The permit is denied, it is a significant indigenous tree and impacts the area and should not be removed for parking”.
- On September 26 the Township wrote and informed the applicant that his application was “denied as the tree appears to be in good health and is not a hazard, and will not be approved to be removed to create parking”.
- Shortly thereafter I was informed that the permit was denied.
- On the morning of December 5th, Davy Tree Service commenced removal of the tree, waving a permit in their hand.
- The applicant chose not to inform his immediate neighbors (either side) that his permit had been approved and that he was proceeding to have the tree dropped. On an emotional point this lack of notice is inconsiderate. Had we been extended the courtesy of being informed then the issue would have been mutually discussed and my reactions to this would not have been based on surprise.

I realize it is not up to the Township to notify immediate neighbors – however out of common consideration to the public and those most effected, I suggest any approval should be conditional until the applicant confirms to the Township that the immediate neighbors have been informed.

- On December 5th Andy Katschor, Manager of Parks Services sent me a letter responding to my concerns. It stated: “The permit was originally denied but returned to this department to be reconsidered. The applicant stated that the tree needed to be removed to allow expansion of the driveway to allow parking of a motor home, as it was too big for the street”.

My neighbor does not own a Motor Home at this time, so how can it be stated that "it was too big for the street"? Further, until a unit is actually chosen, how can it be justified to remove such an incredible tree when the size of any potential unit and its parking length is unknown at this time and is totally subject to how much my neighbor decides to spend? He had a recreation trailer when they moved here, and it was stored on the side parking area at the top off their driveway for some time.

For future applications where a tree is requested to be removed for Motor Home parking area - proof of ownership of a unit should be confirmed and a site inspection should be made by officials of the Township to verify that the request is warranted. Additionally the Township should require a security deposit be posted up front that equals the estimated cost of the proposed improvements. The deposit would be returned when the promised improvements are in place. This would protect the Township and provide funds to replace the lost carbon benefits should the property owner fail to implement their committed work, or take unreasonable time to complete the project.

- The "Katschor" letter also went on to state:
"Since no application was made by the homeowner to have the curb drip expanded by the municipality the permit was denied. Upon appeal the homeowner stated that there was no need to expand the curb drip and that only the parking area was to be increased".

What does this infer when the McRae letter was clear to begin with, leave the tree alone.

- *I found the following comments within the letter are confusing and do not make any sense:*

"Tree removal permits are approved if the tree is in the building envelope or construction area or construction will impact the tree's health or safety.

The McRae letter was very clear that "it is a significant indigenous tree and impacts the area and should not be removed for parking" so how could it be inferred that construction would damage the tree and hence the trees health and safety???

The final sentence of the letter states "It is always sad to see a healthy tree being removed and we are requiring the applicant to plant a replacement tree somewhere on their property."

My previous remarks about the replacement trees address this comment.

In summary, the most distinct Western Red Cedar within the community is now firewood by mistake. The loss of the tree has been very upsetting for several within our neighborhood. I am annoyed with how this issue was managed and the lack of civic responsibility. It follows that the Township of Esquimalt must revisit their "Tree Removal Bylaw Requirements" in order to prevent future 'miss-understandings' and the neighborhood disputes that inevitably arise as the result.

Unfortunately, I place the responsibility for this entire issue directly with the Township.

Yours truly,

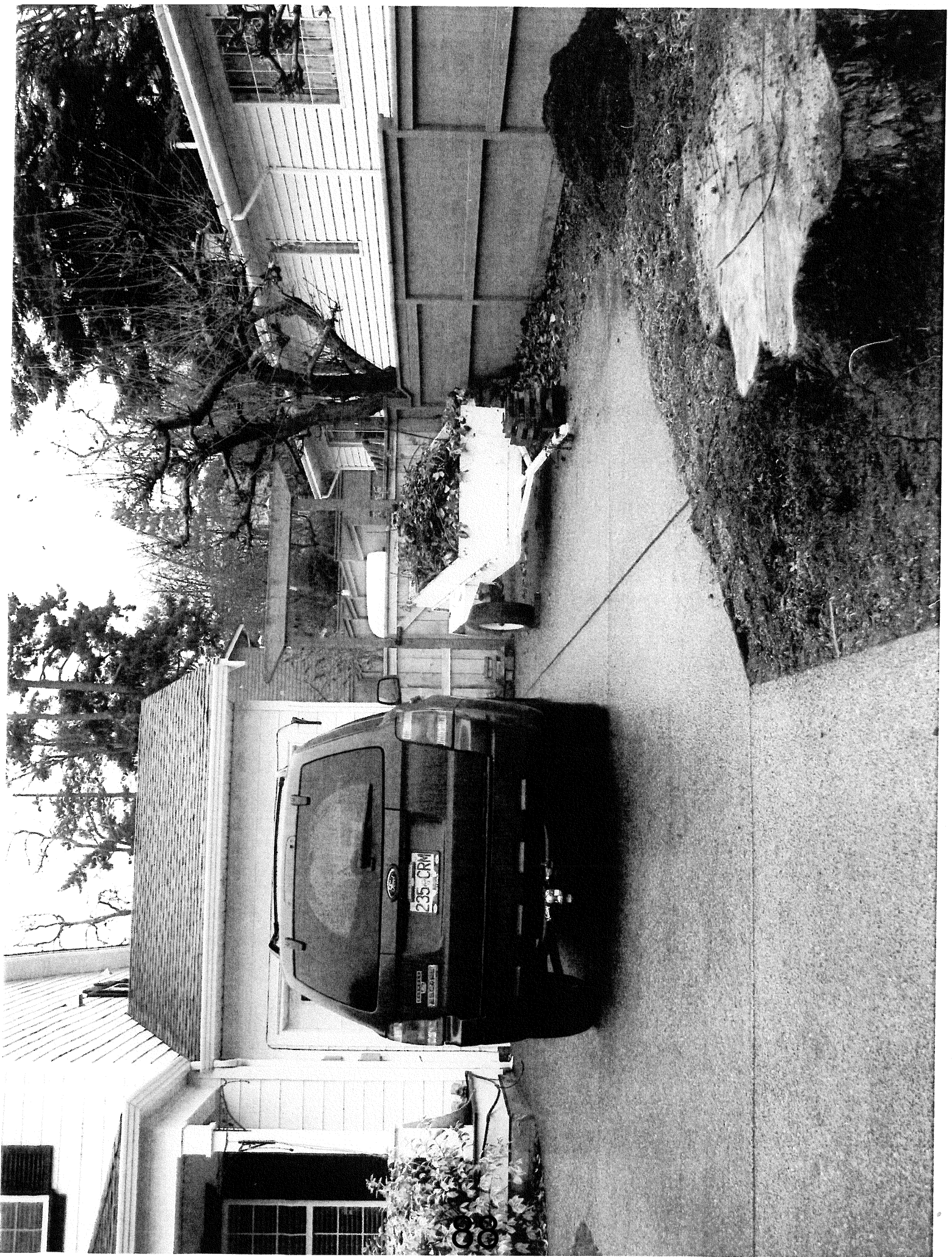
Rick Thomson
925 Devonshire Road.

1): As shown in the Developers landscape plan approved by the Township of Esquimalt on September 2, 2003).











CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: November 18, 2008 **REPORT NO.** ADM-08-036
TO: Tom Day, Chief Administrative Officer
FROM: Larry Randle, Corporate Officer
SUBJECT: 2009 COUNCIL MEETING SCHEDULE

RECOMMENDATION:

That Council endorse the attached 2009 schedule of meetings inclusive of the schedule for a summer recess from July 20, 2009 through August 14, 2009.

BACKGROUND:

In accordance with the provisions of the *Community Charter*, Council must make available to the public a schedule of the date, time and place of regular Council meetings.

Council traditionally takes a recess during the summer months. In recent years Council has stepped down for the last two weeks of July and the first two weeks of August. As shown on the attached 2009 meeting schedule, the proposed summer recess would commence Monday, July 20, 2009 through Friday, August 14, 2009.

Respectfully submitted,

Larry Randle
Corporate Officer

Approved for Council's consideration: _____ Tom Day, CAO Dated: <u>Nov. 19/08</u>



Corporation of the Township of Esquimalt

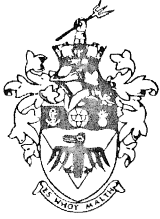
**2009 REGULAR MEETING SCHEDULE
COUNCIL & COMMITTEE OF THE WHOLE**

REGULAR MEETING SCHEDULE	
Esquimalt Municipal Hall, Council Chambers Monday, at 7:00 p.m.	
COUNCIL	COMMITTEE OF THE WHOLE
January 19, 2009	January 12, 2009
February 2, 2009 February 16, 2009	February 9, 2009
March 2, 2009 March 16, 2009	March 9, 2009
April 6, 2009 April 20, 2009	April 14, 2009 (Tuesday)
May 4, 2009 May 19, 2009 (Tuesday)	May 11, 2009
June 1, 2009 June 15, 2009	June 8, 2009
July 6, 2009	July 13, 2009 (followed by Special Council)
July 20, 2009 through August 14, 2009 Summer Recess	
August 17, 2009	
September 8, 2009 (Tuesday) September 21, 2009	September 14, 2009
October 5, 2009 October 19, 2009	October 13, 2009 (Tuesday)
November 2, 2009 November 16, 2009	November 9, 2009
December 7, 2009	December 14, 2009

Annual UBCM Convention: September 27 – October 2, 2009 Vancouver, BC

- *The fourth and fifth Mondays of each month are reserved for special meetings of Council/Committee of the Whole.*
- *Following Monday Statutory Holidays the Council and Committee of the Whole meetings are held on the immediately following Tuesday.*

ALTHOUGH THE TOWNSHIP OF ESQUIMALT TRIES TO ENSURE THE ACCURACY OF ALL INFORMATION PRESENTED, YOU SHOULD CONFIRM ALL INFORMATION BEFORE MAKING ANY DECISIONS BASED ON IT. INFORMATION CAN BE CONFIRMED THROUGH THE OFFICE OF THE CORPORATE OFFICER AT 414-7135.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: December 2, 2008 **REPORT NO.** ADM-08-038
TO: Tom Day, Chief Administrative Officer
FROM: Larry Randle, Corporate Officer
SUBJECT: BYLAW ENFORCEMENT OFFICER APPOINTMENT

RECOMMENDATION:

That Council hereby appoints Mr. Dan Jones as Bylaw Enforcement Officer who is henceforth authorized to enforce the Township of Esquimalt's Municipal Bylaws in accordance with Ticket Information Utilization Bylaw 2005, No. 2619.

BACKGROUND:

Mr. Dan Jones commenced his employ with the Township of Esquimalt as part-time Building Inspector/Bylaw Enforcement Officer on December 1, 2008. In accordance with the Community Charter Bylaw Enforcement Ticket Regulation, a Bylaw Enforcement Officer may be appointed by Council to the position under section 36 of the Police Act.

In order for Mr. Jones to have the authority to issue a municipal ticket information for the purposes of bylaw enforcement as permitted by Ticket Information Utilization Bylaw 2005, No. 2619, Council must appoint Mr. Jones to the position. His appointment will grant him the privileges and responsibilities respecting the enforcement of municipal bylaws that the municipal council has specified in the appointment.

Respectfully submitted,

Larry Randle
Corporate Officer

Approved for Council's consideration: _____ Tom Day, CAO Dated: <u>Dec 2/08</u>



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

Report No. ADM-08-039

Report To: **Mayor and Council, Township of Esquimalt**
From: **Todd Pugh, Chief Election Officer**
Subject: **2008 Election Report**
Meeting: **Regular Council**
Meeting Date: **December 15, 2008**

RECOMMENDATION:

“THAT, that the 2008 Election Report from the Chief Election Officer, which includes the official election results and summary of votes, and an account of ballots, be received.”

BACKGROUND INFORMATION:

Section 148 of the *Local Government Act* states that:

(1) Within 30 days after the declaration of official election results under section 76 for an election by acclamation or under section 136 for an election by voting, the chief election officer must submit a report of the election results to the local government.

(2) In the case of an election by voting, the report under subsection (1) must include a compilation of the information on ballot accounts for the election.

ATTACHMENTS:

1. 2008 Election Results and Summary of Votes
2. Account of Ballots

Respectfully Submitted,

Todd D. Pugh
Chief Election Officer
December 2, 2008

Approved for Council's consideration:
Tom Day, CAO
Dated: <u>Dec 4/08</u>

CORPORATION OF THE TOWNSHIP OF ESQUJIMALT
 VOTING MACHINE BALLOT COUNT SUMMARY - 2008 - OFFICIAL RESULTS

OFFICE OF MAYOR

Machine	Chris CLEMENT	Barb Desjardins
Advance	219	393
#1	644	1,087
#2	415	651
Total Votes	1,278	2,131
Rank	2	1

Elected

TOTAL VOTES CAST

Machine Advance	616
#1	1,752
#2	1,069
Total Ballots	3,437
Est. Eligible	12,802
% Turnout	26.8%

OFFICE OF COUNCILLOR

Machine	Jeremy BAKER	Meagan BRAME	Randall GARRISON	Alison GAUL	Brian GRAY	Sylvia HAMMOND	Lynda HUNDLEBY	Lori KING	Don LINGE	Bruce McILDOON	Bob McKIE	Tom MORINO	Norman SWAN	Christopher ZEGGER-MURPHY
Advance	42	293	229	351	163	108	269	182	387	270	283	206	95	128
#1	272	718	726	974	442	338	757	544	954	752	650	458	353	411
#2	155	436	426	588	293	225	451	305	598	429	398	269	199	253
Total Votes	469	1,447	1,381	1,913	898	671	1,477	1,031	1,939	1,451	1,331	933	647	792
Rank	14	5	6	2	10	12	3	8	1	4	7	9	13	11

Elected

Elected

Elected

The determination of official election results was made by the Chief Election Officer on November 18, 2008, 4:00pm and is based on ballot accounts as presented or prepared by the Chief Election Officer.

John D. Peugh
 Chief Election Officer

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

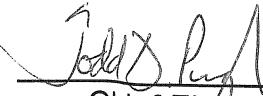
TOTAL BALLOT ACCOUNT

GENERAL LOCAL ELECTION

Esquimalt Municipal Hall, Council Chambers, 1229 Esquimalt Road,
Esquimalt, BC

ADVANCE POLLS: NOVEMBER 5 & 12, 2008
GENERAL VOTING DAY: NOVEMBER 15, 2008

(1) Number of ballots received for use		<u>7,000</u>
(2) Ballots without objection	<u>3,477</u>	
(3) Ballots accepted subject to objection under S. 130	<u>-</u>	
(4) Ballots rejected without objection	<u>-</u>	
(5) Ballots rejected subject to objection under S. 130	<u>-</u>	
(6) Spoiled ballots that were replaced under S. 118	<u>(40)</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>3,437</u>	
(8) Unused ballots	<u>3,563</u>	
(9) Number of ballots added under S.127(3)	<u>-</u>	
(10) Number of ballots not accounted for	<u>0</u>	
(11) TOTAL (7+8+9+10) NOTE: No. 1 & No. 11 must agree.	<u>3,563</u>	<u>7,000</u>



Chief Election Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: December 2, 2008 **REPORT NO.** ADM-08-040
TO: Mayor and Council
FROM: Tom Day, CAO
SUBJECT: FUNDING REQUEST BY GREATER VICTORIA DEVELOPMENT AGENCY
(attached)

RECOMMENDATION:

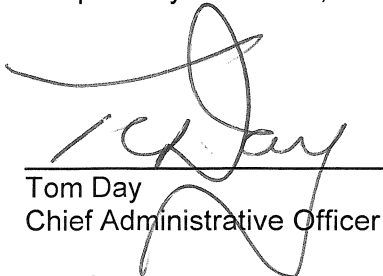
That Council invite the Greater Victoria Development Agency (GVDA) to attend as a delegation to outline their strategic plan and accomplishments to date and then refer the request to 2009 budget deliberations.

BACKGROUND:

Council has options at two stages:

1. Consider the letter and:
 - a) Invite the GVDA as a delegation to inform Council of their strategic plan and accomplishments to date; or
 - b) Receive the information (take no action).
2. Following the delegation:
 - a) Refer to budget deliberations to fund from "Economic Development" account;
 - b) Refer to Local Grant process; or
 - c) Receive the information.

Respectfully submitted,



Tom Day
Chief Administrative Officer

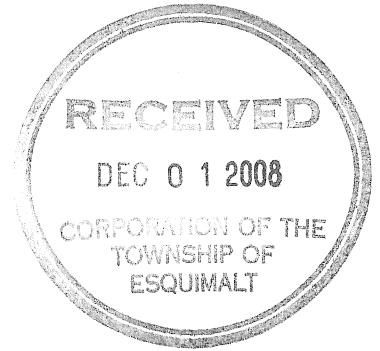
Attachment



November 28, 2008

Agenda

Mayor and Council
Township of Esquimalt
1229 Esquimalt Rd.
Esquimalt, BC V9A 3P1



Funding request from the Greater Victoria Development Agency

Dear Mayor and Council;

The Greater Victoria Development Agency (GVDA) was formed last year by a group of businesses, business associations and regional stakeholders to provide an industry-led solution to coordinated regional economic development.

As outlined in the provincial charter, economic development is one of the responsibilities of all municipalities. Currently, funding for operations is provided by the City of Victoria, District of Saanich and the Greater Victoria Chamber of Commerce. In addition, the GVDA has been very successful in leveraging those resources, by accessing funds from the provincial and federal governments for projects that will benefit the entire region. The GVDA has worked hard to build these efficiencies through collaboration and the attached package highlights just some of our work to date.

The financial benefits of delivering this service on a cost sharing basis are significant, and in order to accomplish the objectives set out in our strategic plan, we need to raise an additional \$100,000 so that we may continue the work of economic development and leverage even more resources for our community. It is in the spirit of promoting the strengths of our region and building on the prosperity we enjoy, that we are requesting \$10,000 in funding from your municipality.

I would be more than happy to answer questions you may have and make a presentation to Council. Please feel free to contact me directly at 383-7191 ext 204 or sangus@gvda.ca.

Thank you in advance for your consideration of our request. We look forward to working with you to make sure that our region remains a vibrant place to live and work.

Sincerely,

Sasha Angus
Economic Development Officer
Greater Victoria Development Agency

Attachment: Information package



Highlight of Activities for 2008



**Greater Victoria
Development Agency**

A natural place to do business



Highlights of Activities

- Supported companies with over 3,000 jobs in the region
- Led delegation on trade mission to San Francisco
- Created Greater Victoria regional promotional video
- Finalist - Prestige Award for excellence in Economic Development
- Hosted 4 international delegations in Greater Victoria
- Developed *Business Retention and Attraction Strategy* for Greater Victoria
- Produced regional profile feature in BC Business magazine
- Delivered 2008 "State of the Island" address at Island Economic Summit
- Led delegation to Globe 2008 Clean Technology trade show



A natural place to do business



Company Testimonials

"The GVDA has been a huge help for our business. Their hands-on assistance developing our new business plan has been fantastic, and we look forward to creating a world-class movie animation studio in Greater Victoria."

Scott Dewis, CEO
Race Rocks Digital, Inc.
Saanich

"We have been able to access tremendous new opportunities for our company through working with the GVDA. The agency has not only introduced us to new potential customers in China, but has also helped us identify new sources of capital to help expand our business right here in Victoria."

James Humphreys, Chemist and Owner
Salon Label Inc.
Victoria

"It has been great working with the Greater Victoria Development Agency. They were a great resource in identifying new opportunities for our company in the Middle East. We would highly recommend them to any local business that is looking to grow outside the region."

Tom Whyte, Owner and General Manager
Intercon Marine Inc.
Esquimalt

A natural place to do business



Operational Activities

Support the growth of local businesses
Regional business retention
Investment and labour attraction

Strategic Priorities

Sustainable development industry cluster
Increase household sustaining jobs
Regional information portal

A natural place to do business





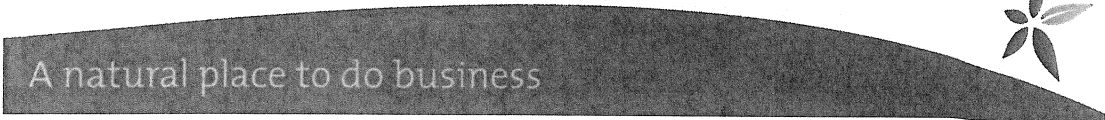
Benefits of Regional Economic Development

Economies of scale (cost sharing)


“One stop shop” for local businesses

Address regional challenges - skilled labour shortages

Act on opportunities - clean technology development



A natural place to do business



The Power of Leverage

Commitments from regional municipalities	\$75,000
Commitments from private industry	\$81,000
Commitments from the provincial government	\$25,000
Commitments from the federal government	\$75,000
Total leveraged dollars	<u>\$181,000</u>

Municipal resources were leveraged two and a half times

Increased funding from municipalities will allow us to
access more provincial and federal resources



A natural place to do business



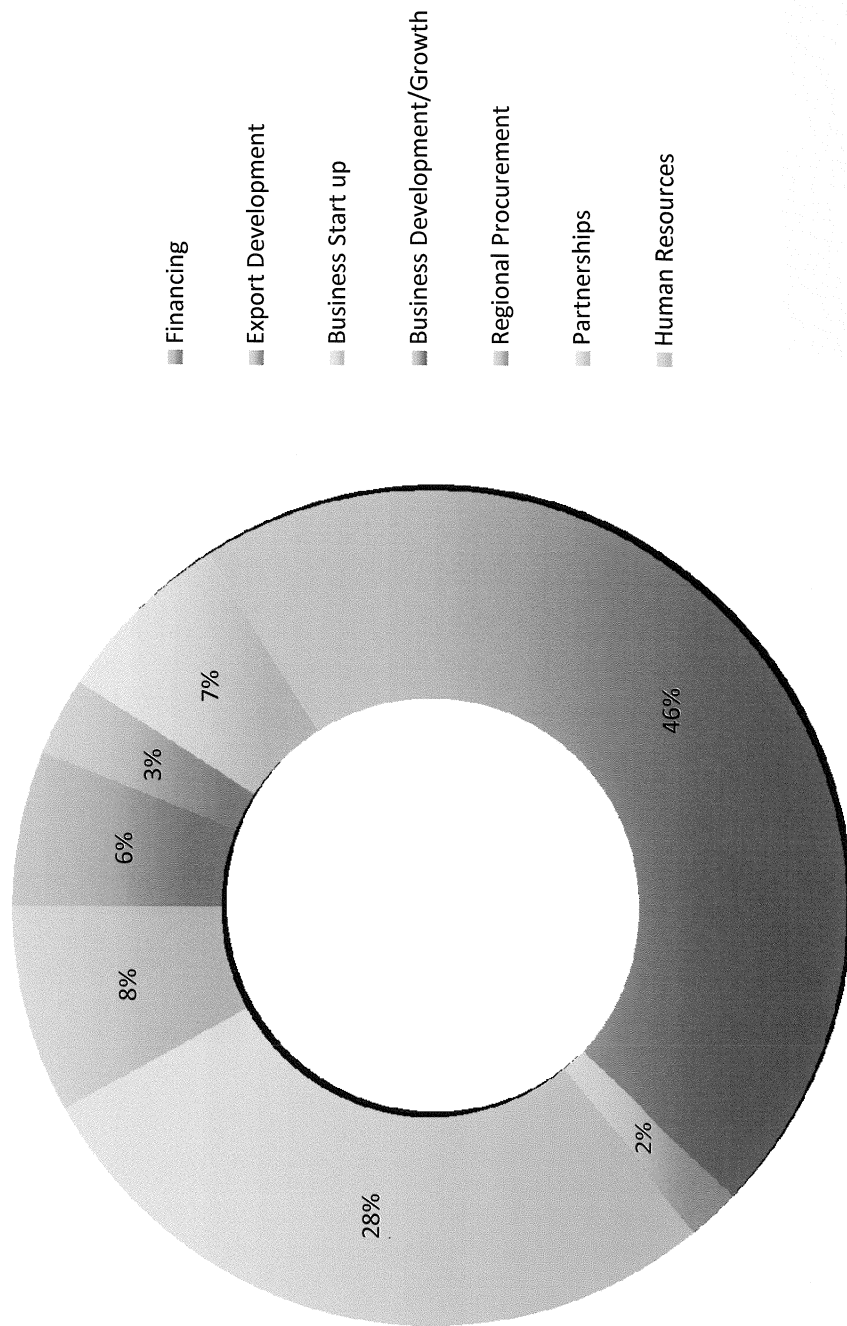
Regional Partners



GVDA Funding Partners



GVDA Business Assistance by Activity



Greater Victoria Development Agency

A natural place to do business

GVDA Assistance to Local Companies and Stakeholders

Company	Municipality	Private Sector Employees	Public Sector Employees
Race Rocks Digital	Saanich	50	
Carbonetworks	Saanich	40	
Clear Blue Water Park	Langford	1	
Fairmont Empress	Victoria	200	
Corenova Communications	Victoria	4	
Dial-a-geek	Saanich	4	
Earth to Earth Funeral Services	Saanich	2	
Raven Metal Products	Central Saanich	50	
Ivanhoe Cambridge	Victoria	50	
Victoria Conference Centre	Victoria	23	
Salon Label	Victoria	8	
Turnerlane Developments	Colwood	14	
Arbonne International	CRD	100	
Morguard Investments	Saanich	8	
Green IT Tools	Victoria	1	
Mar Law	Victoria	5	
Schneider Electric	Central Saanich	199	
West Corporation	Central Saanich	400	
Madesco Technologies	Victoria	3	
University of Victoria	Saanich	100	
Camosun College	Saanich		25
Viking Air	Sidney	150	
Scott Plastics	Sidney	104	
Queensbury Securities	Saanich	2	
Etraffic Solutions	Victoria	45	
Point Hope Shipyards	Victoria	36	
Victoria Shipyards	Esquimalt	49	
Ocean Crewing Networks	Esquimalt	2	
Bear Mountain Resort	Langford	30	
Royal BC Museum	Victoria		170
Prince of Whales Inc.	Victoria	5	
Cadillac Fairview	Victoria	15	
Abstract Developments	Saanich	3	
Budget Rent-a-car	CRD	50	
Denford Group of Companies	Saanich	26	
Victoria Airport Authority	Sidney		36
ESI Environmental Sensors	Sidney		
Sierra Systems	Victoria	156	
Chemistry Consulting Inc.	Victoria	26	
Vancouver Island Technology Park	Saanich		8
Butchart Gardens	Central Saanich	290	
LA Limosine	Metchosin	10	
Abbeymoore Bed and Breakfast	Oakbay	2	
Accent Inns	Victoria	12	

GVDA Assistance to Local Companies and Stakeholders

Company	Municipality	Private Sector Employees	Public Sector Employees
Black Press	CRD	155	
Cedric Steele and Associates	Victoria	5	
Pageone Publishing	Victoria	10	
CFN Consulting	Victoria	1	
Sabri Enterprises	Saanich	10	
Neverblue Media	Victoria	75	
ST Venture Consulting	Victoria	1	
Dockside Green	Victoria	7	
Mediaone Multimedia	Victoria	5	
Global Energy Horizons	Victoria	5	
Melinda's Biscotti	Sidney	2	
Gaining Ground	Saanich	2	
Colliers International	Victoria	40	
Carmanah Technologies	Victoria	140	
Intercon Marine	Esquimalt	7	
KPMG LLP	Victoria	97	
Copeland Communicatons	Victoria	15	
Harbour Air Ltd.	Victoria	6	
Helijet International Inc.	Victoria	6	
Trapeze Communications	Victoria	10	
Downtown Victoria Business Association	Victoria		4
Southern Vancouver Island Construction	CRD		3
Victoria Real Estate Board	CRD		18
VIATeC	CRD		6
The Victoria Foundation	CRD	4	
Scotia Private Client Services	Victoria	18	
Abebooks.com Inc.	Victoria	100	
Elsie Chan & Associates	Victoria	1	
Cube Global Storage	Central Saanich	13	
Simply Computing Corporate Services	Victoria	10	
Custom House	Victoria	100	
Placement Group	Victoria	4	
Jacques Whitford - AXYS	Sidney	7	
Capital Regional District	CRD		180
CFB Esquimalt	Esquimalt		540
City of Victoria	Victoria		155
District of Saanich	Saanich		
G.L. Garnett Consultants Ltd.	Saanich	1	
Greater Victoria Harbour Authority	Victoria		22
David Aujla Professional Corp.	Victoria	4	
Anthem Apparel	Victoria	2	
Bayview Properties	Victoria	10	
Tartan Public Relations	Oakbay	5	
Evolve Investment Group Inc.	Victoria	3	
Royal Roads University	Colwood		100
	Totals	3,156	1,267

Greater Victoria Development Agency

A natural place to do business

The Greater Victoria Region...

- › A strong and diversified economy
- › A young and dynamic workforce
- › An unparalleled quality of life

The Greater Victoria Development Agency works to facilitate and promote the development of a strong economic base, ensuring that the Greater Victoria region remains a vibrant place to live and work.

Develop the Region's Workforce

Work with public/private sectors to establish a premier workforce in the region.

Assist Companies to Expand Internationally

Assistance with export development and site selection.
Identify and match export/import opportunities with local/foreign companies.

Help Small Businesses Grow

Provide information on starting a business and private/public financing.

Regional Economic Data and Strategies

Provide current information on the region's economy and key sectors.
Identify trends and target opportunities for regional development.

For more information on the region, our partners and programs, please visit us on the web at

www.gvda.ca



Greater Victoria
Development Agency

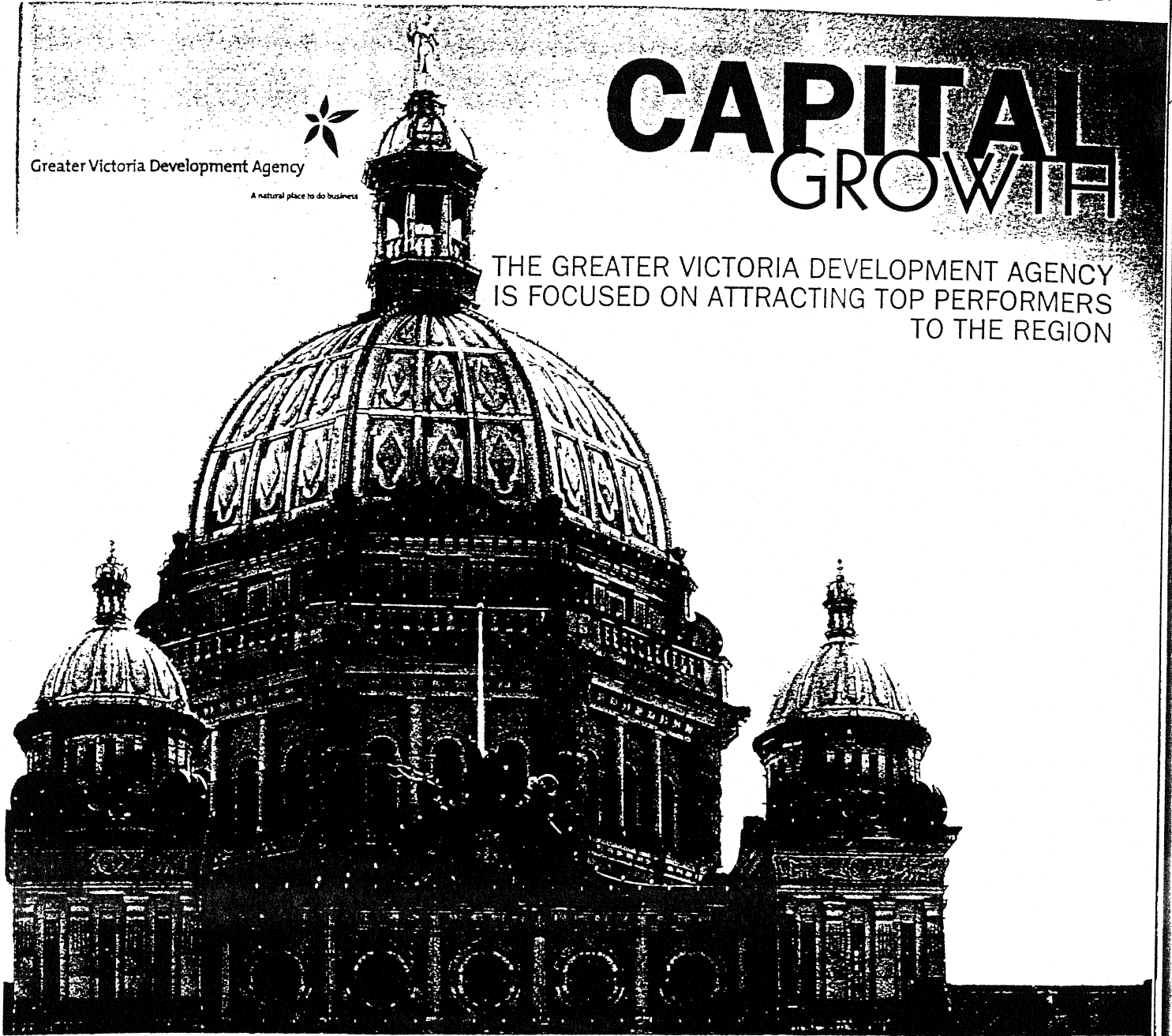
A natural place to do business

Greater Victoria Development Agency

A natural place to do business

CAPITAL GROWTH

THE GREATER VICTORIA DEVELOPMENT AGENCY
IS FOCUSED ON ATTRACTING TOP PERFORMERS
TO THE REGION

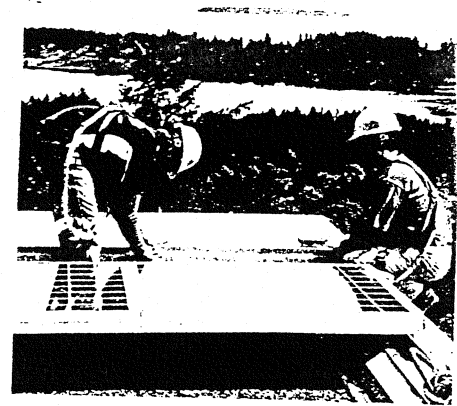
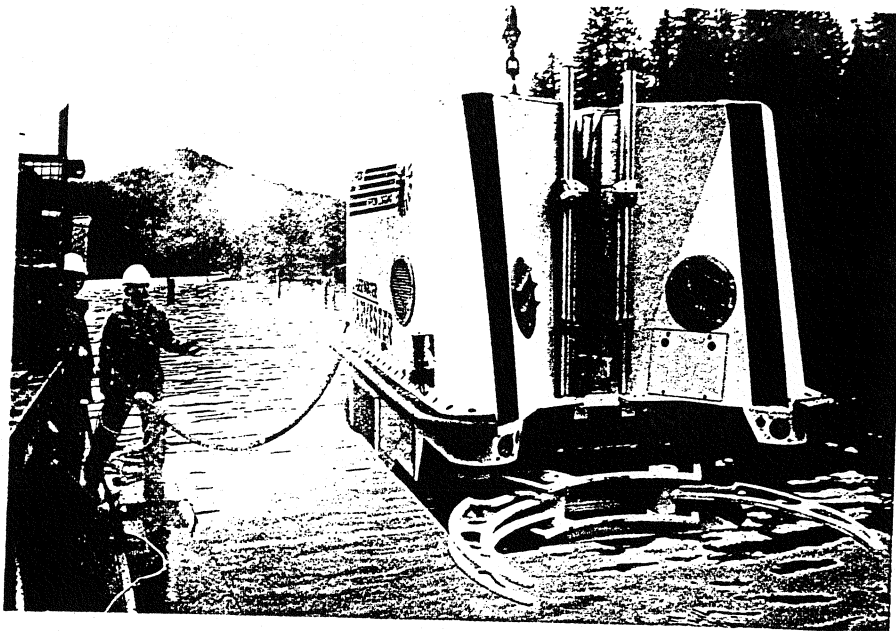


FOR DECADES, PICTURESQUE VICTORIA has battled the stereotypical image as the retirement capital of Canada. Fortunately, that image has yielded some positive benefits and the city has thrived as a tourist centre and the seat of the provincial government. However, many business leaders agreed Victoria was due for an injection of excitement to attract top performers to the region. And that's where the recently created, industry-led Greater Victoria Development Agency plays a significant role. The brainchild of the Greater Victoria Chamber of Commerce, the GVDA's mandate is to promote the region's strong economic base. As the lead economic development agency, the organization markets the region's competitive advantages, helping create a positive business climate while also promoting the added value of southern Vancouver Island's superior lifestyle.

Launched in May 2007, the GVDA has wasted no time in equipping itself with some myth-dispelling truths from the latest census and research data. Victoria, it appears, is no longer the "grey" capital. In fact, there has been a dramatic change in demographics and an exciting transformation in the working environment.

Much has happened in the past 10 years. A decade ago, unemployment was running at a discouraging 7.7 per cent, the average home price in the Victoria region was \$245,427 and the average income was a low \$17,281. "Booming" was not exactly the word used to describe the economy, with a commercial vacancy rate hovering at just over 12 per cent.

What a difference 10 years has made to that picture. Today, the economy is robust, the unemployment rate has dropped to one of the lowest in the country at 3.2 per cent, the average home price >



Victoria has attracted many companies focused on supporting sustainability.

has risen to \$576,632, the average income is \$36,878 (expected to be about \$40,000 by year's end) and the commercial vacancy rate has dropped to only 2.9 per cent.

The business sector reflects a new reality: Technology is the biggest industry in the region, worth \$1.7 billion a year, while the traditional mainstay tourism is at \$1.3 billion and still growing.

The people mix has changed, too. The largest demographic is between the ages of 20 and 55 and they're a well-educated group: 62 per cent of the population has a post-secondary education. And the average age of people in Victoria is 41.

While it's not yet Silicon Valley north, the Victoria region is starting to get noticed around the world for more than its beautiful scenery and lifestyle advantages. In Toronto, Dr. Mike Valente was intrigued about the opportunities available in Victoria and was considering moving west. Friends and colleagues cautioned him about the "older" demographic. He decided to make the move anyway and in July 2007 accepted a position as associate professor in the business faculty at the University of Victoria, teaching business and sustainability – now a mandatory course for all undergraduates and MBA students.

And what he discovered surprised him. Victoria has left behind its old stereotypes. Today's Victoria has a younger dynamic than he expected and "a great mix of young professionals and experienced baby boomers.

"I have found Victoria is more progressive than the average Canadian city in the environmental and social sense.

"It's very entrepreneurial and the region has some pretty intriguing knowledge-based companies," says Valente. "There's some fascinating stuff being done in the sustainability and knowledge industries."

Today, Valente is working with the GVDA to form a partnership with UVIC aimed at helping businesses become more sustainable and commercializing the ideas and research being done at the university.

"We are meeting now on how we can see this partnership working out," he says.

Chris Carmack, an associate at Sierra Systems, is a member of the GVDA's Sustainable Development Business Cluster, which focuses on advances in local sustainable development companies, research and development projects, and the increased economic and environmental role educational institutions are expected to play in the region.

In fact, knowledge-based industries have become a huge driving force in the region, particularly in the rapidly emerging "green sector" where the incorporation of social and environmental principles in business has become the mantra. Green issues, including local area Leadership in Energy and Environmental Design (LEED) building advances, waste management innovations, energy efficiency and similar topics have been the catalyst for growth.

"The cluster is a who's who of professionals and companies in the field of sustainability," says Carmack. "The aim is to provide a platform for companies to continue growing and investing in this sector of the economy."

Carmack, a recent UVIC MBA gradu-

ate with a background in natural resource sciences, has also noted the changing face of Victoria.

"There's been a big push in technology companies. It's a hot market with a lot of competition to retain talent, particularly with the provincial government on a huge hiring push to compensate for baby boomers retiring," says Carmack.

GVDA chair John Juricic, a partner in Etraffic Solutions, agrees there is a shortage of human resources in the region. When he was younger and looking for work there would be 20 to 30 people applying for one job. Now it seems there is one person considering 20 or 30 jobs.

This is all the more reason the development agency is working with industry, academic and government partners to attract people and to establish a premier workforce for businesses in the region.

"The demographic switch in the last two years has dramatically changed the face of business everywhere," says Juricic. "It will be at crisis point for businesses for the next 10 years with the younger generation, knowing there is so much opportunity, focused on things other than money, such as time off and quality of life."

Juricic says there will be dramatic changes in the way of doing business with employers increasingly paying attention to peoples' skill sets, knowledge and energy.

"It will not be who you know but what you know... education is vital," he adds.

Juricic believes Victoria is set to become a more vibrant place to live and work than ever before.

Exciting work is available in the Victoria

region thanks to developments such as the Vancouver Island Technology Park, where VP Dale Gann helps manage the greatest concentration of technology companies on the Island.

Situated in the heart of Saanich, the technology park has 31 businesses grouped in interconnected buildings and is now "an unhidden gem" with more and more businesses and people discovering it each day since it opened in 2002, says Gann.

Businesses range from the single entrepreneur needing an office and professional interaction to high-tech, knowledge-based companies employing over 400 people. Venture capital opportunities have also flourished in the park and in the region, as many investors discover the opportunities in the area.

And don't get Gann started on the success stories within those buildings: the list is already long and impressive, with examples of companies started by young entrepreneurs nurtured in the technology park, and subsequently being acquired by Fortune 500 companies.



The Vancouver Island Technology Park boasts the largest concentration of tech companies on Vancouver Island.

"The great thing is the entrepreneurs and the companies stay here in Victoria," says Gann.

"There's a strong opportunity for the knowledge industry to grow in Victoria and the provincial and federal governments are keenly pursuing investment in the knowledge economy," he says. Gann sees the Victoria Technology Park, which is 100 per cent occupied, as a "truly successful technology park model." So much so that he has joined with 25 other such parks across Canada in a new organization, the Association of University Research Parks Canada, and has become its first president.

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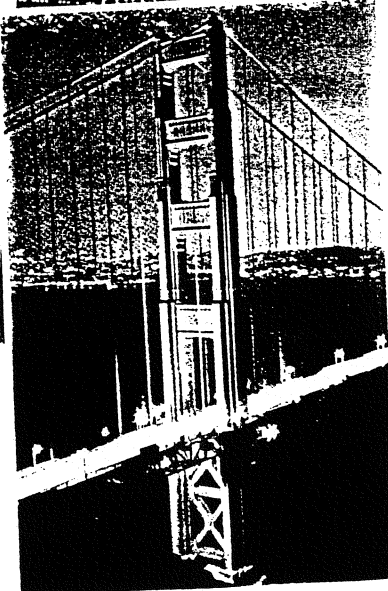
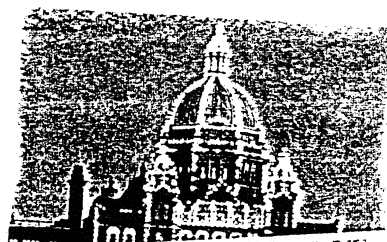


University
of Victoria

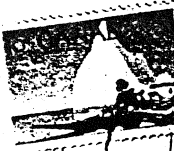
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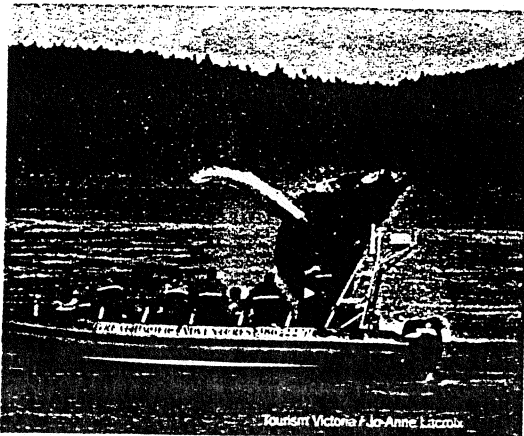
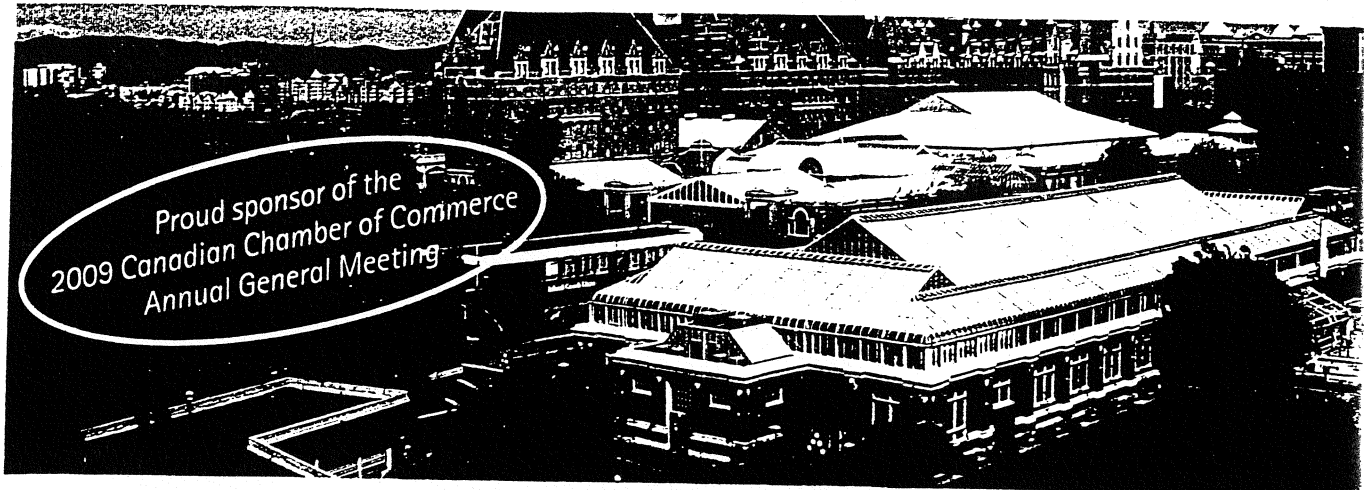
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perspective of services, technology and comfort. Combined with the environs and appeal of Victoria, it all adds up to lasting impressions and an unforgettable delegate experience.

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- > 16 meeting rooms with a capacity of 1500+ delegates or 1080 delegates for banquets
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T/C 04/19/08 ✓

San Francisco flight packed

Business leaders help mark start of new service

Times Colonist

Area business leaders plan to pack a jet for the direct maiden flight from Victoria International Airport to San Francisco on June 5.

The Greater Victoria Economic Development Agency is organizing a delegation of businesses, tourism officials and politicians to mark the

start of the daily non-stop service by United Airlines. There will be a regional welcome at the Victoria airport for the first passengers of United Flight 6054 from the U.S. at 11:30 a.m. The 60-seat CRJ 700 aircraft will turn around with the Victoria contingent aboard at 11:55 a.m. for the two-hour flight to San Francisco.

The Canadian Consulate in San Francisco is hosting a reception June 5, followed by a day of meetings, mixers, luncheons and dinners with business leaders from the Bay area.

The United Flight is considered a boon to Victoria and Vancouver Island, particularly for the tourism and technology sectors. California is a vast source for tourism travellers and the Silicon Valley one of the global epicentres of venture capital funding. Last year alone, venture capital from California firms hit \$13.8 billion, compared with the \$2.3 billion from Canadian firms and \$230 million shelled out in B.C.

For information on the trade mission, contact Sasha Angus at the Greater Victoria Economic Development Agency at sangus@gvda.ca

TC
03/24/07 ✓



Friday » March
28 » 2008

Victoria losing some competitive advantage But according to a KPMG study, it still tops the Pacific Northwest

Andrew A. Duffy
Times Colonist

Friday, March 28, 2008

A weak U.S. dollar may have eroded some of Victoria's competitive business advantage, but it still remains one of the most competitive business environments in the Pacific Northwest, according to KPMG's 2008 Competitive Alternatives study.

The six-month study, released yesterday, compared the cost of doing business in 136 cities in 10 countries and found Victoria remained more competitive than Vancouver and Seattle.

"This is a very big deal. It's an international study that everyone pays attention to and it shows what we have been saying for quite a while now, that Victoria is a lean, mean business machine and more than able to compete with jurisdictions like Vancouver and Calgary," said Sasha Angus, economic development officer with the Greater Victoria Economic Development Agency.

Angus, who also pointed out Victoria was No. 2 in the entire Pacific Northwest behind only Spokane, Wash., said the study highlighted Victoria's greatest assets -- land costs and an educated workforce.

"They are equal to or greater than Vancouver or Calgary, so when companies look at these competitive studies it's all the reason they need to come here," he said. "Apart from being just plain beautiful, we are attractive to business investment because we are a highly competitive market."

But the KPMG study did note the high Canadian dollar has cut into the competitive advantage cities across the country have been used to.

The study measured 27 significant cost components with the resulting business cost expressed as an index, with the U.S. assigned the baseline of 100.0.

According to KPMG, Victoria saw its cost advantage, ranked at 101.4, drop to a 4.1-point lead over Seattle (105.5) and a 3.2 lead over Vancouver (104.2), although when it came to web and multimedia businesses Victoria's advantage rose to 9.1 points over Seattle and 5.4 over Vancouver. Victoria was also ahead in biotech, with an 11.2-point lead over Seattle and 10.3 over Vancouver.

"Although the high Canadian dollar does present challenges, B.C. enjoys a strong economy with low unemployment, a highly educated workforce and strong GDP growth," said Randy Decksheimer, a partner with KPMG Victoria.

Dan Gunn, executive director of the Vancouver Island Advanced Technology Centre, said the dollar issue is nothing new for the local high-tech sector.

"It's been a challenge for the last three years. It creates challenges for those selling into the U.S. or competing against companies in the U.S.," he said. "And they have had to find ways

to overcome that.

"One of the positives is that the companies have learned to become more efficient and more competitive on a global stage, and should we ever return to a weaker Canadian dollar they will be that much better positioned to compete and succeed."

Gunn also pointed out that despite the erosion of the dollar advantage, Victoria remains highly competitive in other areas such as affordability, compared with cities like Vancouver, Seattle and Toronto.

"At the end of the day if you are going to be in the Pacific Northwest Victoria is still the most competitive city," he said.

And even mitigating factors such as the tight labour market and rising house prices are unlikely to hurt Victoria's competitive edge, added Angus.

"It hasn't hurt because we are not alone in that respect," he said. "Every marketplace we compete with, like Edmonton, Calgary, Vancouver and Seattle, has higher housing prices and tighter labour markets. We are not alone and we are very competitive."

As is the rest of the country, KPMG says. According to the study, Canada remains the world's second most competitive country in which to do business -- only Mexico fared better.

The study found the cost of doing business in Mexico is about 20.5 per cent cheaper than the U.S., while Canada has a "nominal 0.6 per cent cost advantage over the U.S."

The U.S., which rose through the rankings because of its weaker dollar, was ranked third, Australia fourth, France fifth and the United Kingdom sixth on the cost index.

And while Mexico boasts significant savings in labour costs, Canada ranked much higher in terms of quality of life, ethical business practices, environmental performance and educational attainment and outcome.

The most competitive Canadian cities were Sherbrooke, Que., Moncton, N.B., and Fredericton, N.B., with Victoria coming in at No. 14, Toronto at 15 and Vancouver at 18.

aduffy@tc.canwest.com

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CLOSE WINDOW

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July 28/06

Pixar North in Sooke?

Tall Ship Films aims to make Dreamworks movies for minimum cost



MICHAEL D. REID
Behind the Screen
mreid@tallship.com

Gerry Swallow has made some decent coin making people laugh as a Hollywood screenwriter. The former standup comic isn't joking, though, when he sings the praises of a local digital movie studio he's involved with.

"This is an attempt to start a studio that's going to maybe become the Pixar of the north," says Swallow, whose screenplays have propelled films like *Say It Isn't So* and *Ice Age 2: The Meltdown*.

Heads turn at Glo Furryph as Swallow, 46, and Scott Dewis, an Emmy-winning local digital animator, chat about Tall Ship Films, their studio that aims to create G-rated 3-D animated films on lean budgets.

Dewis, founder of Race Rocks Digital, has a solid track record as a 3-D animation wizard who can meet rigid deadlines on tight budgets. Partnering with New Mexico-based Kana, Inc., he has worked on projects including *War and Mission Impossible III* and the TV shows *Last, Always* and *CSI Miami*. Dismayed by bureaucratic inefficiencies on big-budget studio projects, Dewis, 33, set out to prove high-end animated films can be made efficiently for far less.

He cites as an example of Hollywood waste the experience of one of Tall Ship's creative associates — senior animator Steward Burris (*George of the Jungle*, *Alvin and the Chipmunks*).

"With a big studio they'll make changes through the whole process," Dewis says. "On one show Steward would take shots to final and then they'd be changed and re-edited and he'd have to get it right in the early stages."

Dewis says there's little correlation between a production's budget and worldwide ticket sales



3-D animation artist Scott Dewis, left, and screenwriter Gerry Swallow are creative partners in a Victoria-based digital production studio.



RACE ROCKS DIGITAL
Digital special effects from the television series *Lost*, produced by Race Rocks Digital of Victoria.

will be housed in a Sooke facility as part of a joint venture with developer Michael Volk, who also benefit from tax credits.

Tall Ship was kept under wraps until Dewis, with support from the clients include Disney, Sony and

Greater Victoria Economic Development Agency's Sasha Anquas, was confident he could assemble enough seasoned talent. Partners include Kana's Spencer Levy, whose clients include Disney, Sony and

Warner Bros.; Santa Fe developer Joshua Schwartz; conceptual artist Anron Soud (*Transformers*, *Freddy vs. Jason*), and three producer subsidiaries — Pat Fernus, Andrew Fernus and David Lovegren (*Headwinded*).

Dewis says it was essential a writer of Swallow's stature get on board before Tall Ship could set sail.

"We need to have a good story," says Dewis. "You can have a great story and the images don't have to be as strong but without one the images aren't going to help you."

Swallow says he hoped aboard because of the principals' track record and pragmatism.

He was also attracted to the "risk and reward," creative freedom and profit-sharing not available to writers on Hollywood animated films.

On *Ice Age 2*, for instance, Swallow and writing partner Peter Gaulke didn't get ancillary rights or profit participation.

"You're talking about a film that made \$650 million. We're hired guns and when all is said and done, that's it."

Swallow, already working on what could be Tall Ship's maiden voyage, shares Dewis's philosophy: "Part of the way to do these cheaper is to spend a lot of time making sure the script is perfect."

Says Swallow, agreeing with Dewis's belief that decision-making should be done with a skeletal crew before full animation begins. Says Dewis: "Having 52 animators sitting around while you make decisions is not the way to save money."

Although Dewis and Levy have already invested \$50,000, another \$600,000 is being raised to produce Swallow's script and a preview reel. An investment of \$16 million would fully fund a Dreamworks-calibre entry.

This isn't going to happen overnight, of course.

"It's the key that we're busy guys in the service industry," Dewis says. "We can wait."

"We're not going to starve if we don't get the funding."

Meanwhile, Dewis has completed digital effects for Fox's spooky new fall series *Fringe*, and Swallow's new screenplay for the comedy *Bad Dads* is in the hands of Adam Sandler and slated for production by Sandler's Happy Madison Films.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: December 5, 2008 **REPORT NO.** ADM-08-041
TO: Tom Day, Chief Administrative Officer
FROM: Larry Randle, Corporate Officer
SUBJECT: Council Orientation Policy

RECOMMENDATION:

That Council adopt Council Policy Admin-44 as the Council Orientation Policy for the Township of Esquimalt.

DISCUSSION:

It is recognized that all newly-elected Council members have participated in several Council orientation sessions following the November 15, 2008 General Local Election. The value of participating in such orientation to a new Council should not be understated. Consequently, it is of value to entrench the requirement for future Councils to participate in a comprehensive Council orientation, in a Council policy.

Respectfully submitted,

Larry Randle
Corporate Officer

Approved for Council's consideration: _____ Tom Day, CAO Dated: _____
--

Attachment



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Council Orientation Policy	NO. ADMIN- 44
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POLICY:

The purpose of this Policy is to establish that after a general local election all elected Council members will be provided with the opportunity to participate in a comprehensive Council orientation which shall be organized by the Chief Administrative Officer.

EFFECTIVE DATE:	APPROVED BY: Council	REFERENCE: Staff Report ADM-08-040	REPEALS NO.	PAGE 1 OF 1
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: December 10, 2008 **REPORT NO.** EPW 08-041
TO: Tom Day, CAO
FROM: Gilbert Coté, Director Engineering and Public Works
SUBJECT: **Miscellaneous Traffic Orders**

RECOMMENDATION:

That Council approve the following Traffic Orders (TO):

- TO # 1158 – No parking on the east side of Aldebury Street for a distance of 15 metres north of Old Esquimalt Road.
- TO # 1159 – Change 40 metres of 2 Hr Parking zone to Residential Parking Only zone along the east side of Grafton Street adjacent to 1378 Lyall Street.
- TO # 1160 – No Parking along West side of Sturdee St north of Esquimalt Road.
- TO # 1161 – Relocation of Bus Stop on Esquimalt Road.

1. Parking at the Intersection of Aldebury St and Old Esquimalt Rd

Parking is currently permitted on the east side of Aldebury Street but is limited to 2 hour parking between the hours of 6:00 am-6:00 pm; parking is not permitted on the west side of the street. It has been noted that vehicles are parking too close to the intersection blocking visibility, and interfering with vehicles turning onto Aldebury Street.

To resolve this matter, it is proposed to provide a No Parking zone on the east side of Alderbury Street for a distance of 15 metres north of the intersection with Old Esquimalt Road. The two adjacent residents at 858 and 864 Old Esquimalt Rd were both notified of the proposed changes and have either not provided comments or have responded positively to the proposal.

2. Residential Parking on Grafton Street

Concerns have been received from residents in regard to a lack of available on-street parking to those living in 1378 Lyall Street. Currently parking is permitted on Grafton Street, however limited to 2 hour parking between the hours of 7:00 am-6:00 pm, Monday-Friday. Some residents living in the apartment building at 1378 Lyall Street require on-street parking because of a lack of parking on their property.

In order to increase on-street parking for residents, it is proposed to provide a Residential Parking on the east side of Grafton Street for a distance of 40 metres north of the intersection Lyall Street. The residents of 858 and 864 Old Esquimalt Rd were both notified of the proposed changes, and have either not responded or responded positively to the proposal.

3. New DND Fire Hall and Emergency Response Centre

DND will soon start the construction of a fire station on the portion of their property which fronts to the north of Esquimalt Road and to the west on Sturdee Street. The fire truck bays will be facing Esquimalt Road near Sturdee Street and there will be a second truck entrance on Sturdee Street. DND is the only land owner fronting on the section of Sturdee Street north of Esquimalt Road.

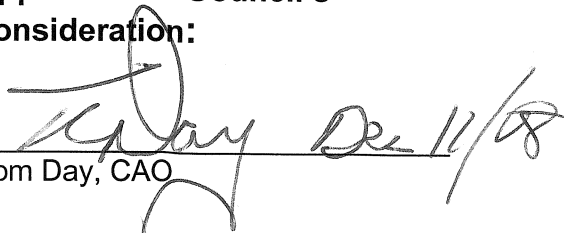
Parking is currently permitted on the west side of Sturdee Street but is not allowed on the north side of Esquimalt Road. To ensure site access, proper visibility and to allow for truck movement in emergencies, it is proposed to ban parking on the west side of Sturdee Street.

In conjunction with the construction of the DND fire hall on Esquimalt Rd, the existing bus stop located in front of the proposed building, will have to be relocated 50m west. The proposed location for the bus stop would be in front of the adjacent apartment building at 1360 Esquimalt Road.

Submitted by,



Gilbert Coté, P.Eng.
Director of Engineering & Public Works

**Approved for Council's
consideration:**

Tom Day, CAO

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
STREETS AND TRAFFIC REGULATION BY-LAW, 2005

ORDER NO. 1158

WHEREAS I, GILBERT COTE, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, to make orders in respect of certain matters and things therein mentioned.

NOW THEREFORE in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

That signs or curb markings shall be placed to indicate that parking is prohibited at all times on the east side of Aldebury Road for a distance of 15 metres north of Old Esquimalt Road.

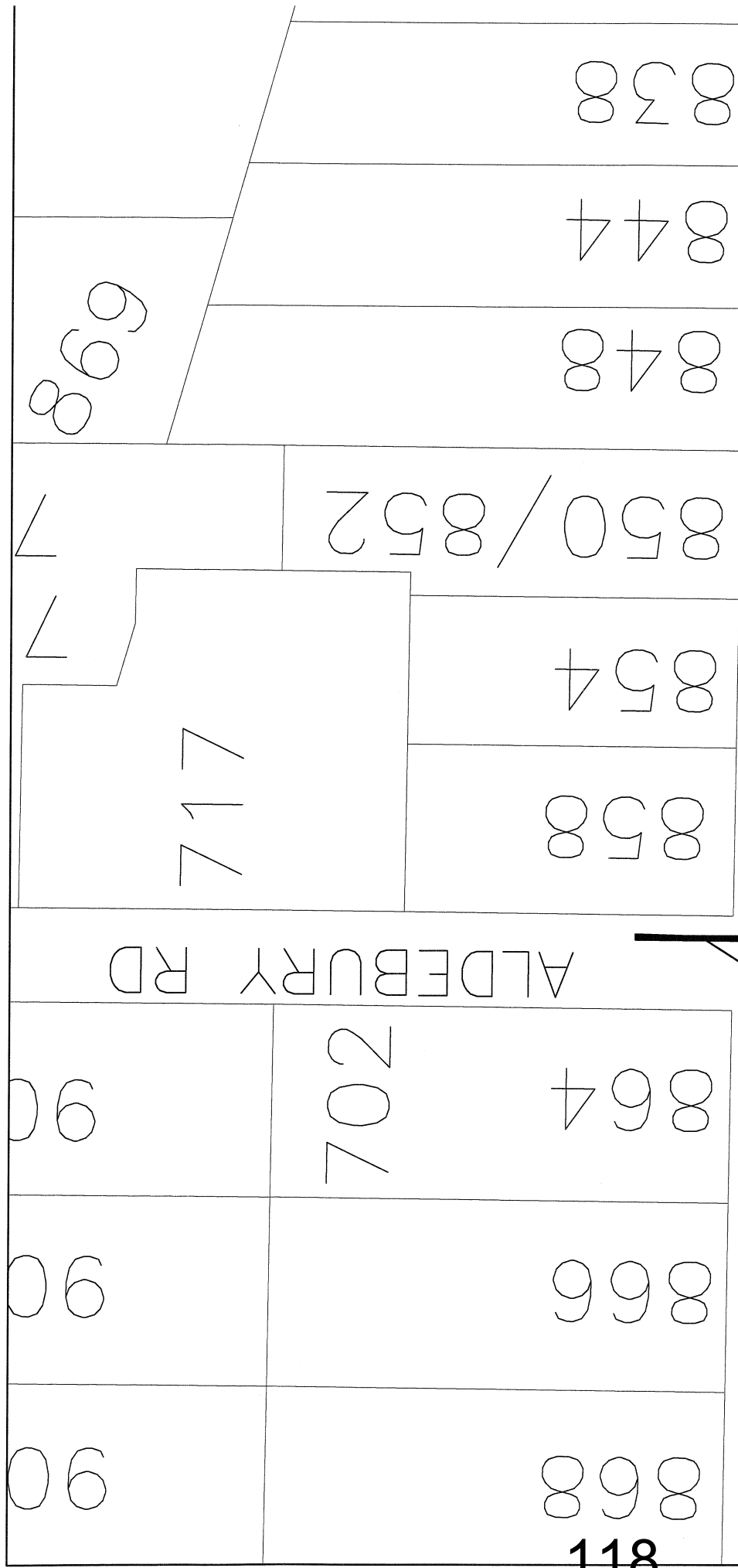
This Order to be effective and to come into full force and effect from midnight upon the 15th day of December A.D. 2008.

Director of Engineering and Public Works

I, Larry Randle, Corporate Administrator of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Gilbert Coté, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 15th day of December A.D. 2008.
2. That on the 15th day of December A.D. 2008, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005*.

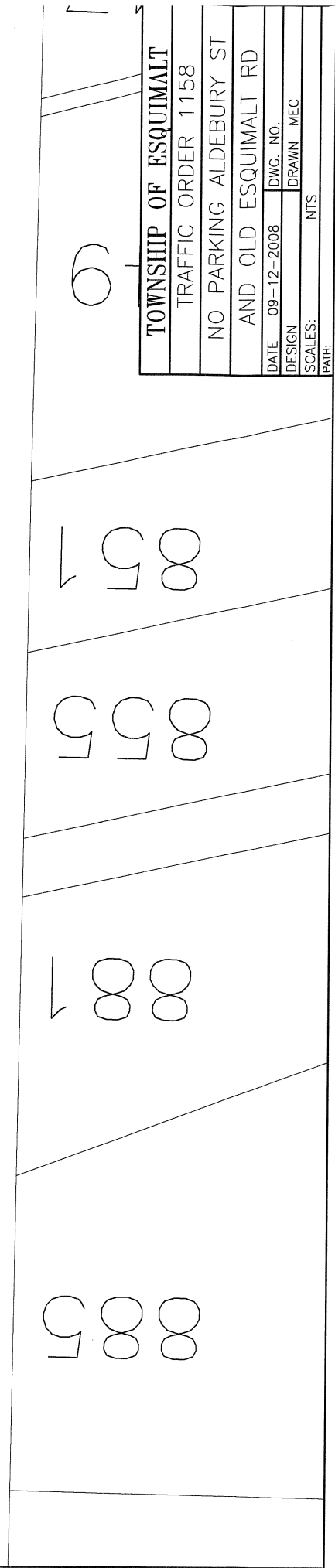
Corporate Administrator



ALDEBURY RD

OLD ESQUIMALT F

NO PARKING



TOWNSHIP OF ESQUIMALT	
TRAFFIC ORDER 1158	
NO PARKING ALDEBURY ST	
AND OLD ESQUIMALT RD	
DATE	DWG. NO.
09-12-2008	
DESIGN	DRAWN
	MEC
SCALES:	NTS
PATH:	

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
STREETS AND TRAFFIC REGULATION BY-LAW, 2005

ORDER NO. 1159

WHEREAS I, GILBERT COTE, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, to make orders in respect of certain matters and things therein mentioned.

NOW THEREFORE in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

That signs or curb markings shall be placed to indicate that parking is restricted to Residential Parking Only on the east side of Grafton Street for a distance of 40 metres north of Lyall Street.

This Order to be effective and to come into full force and effect from midnight upon the 15th day of December A.D. 2008.

Director of Engineering and Public Works

I, Larry Randle, Corporate Administrator of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Gilbert Coté, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 15th day of December A.D. 2008.
2. That on the 15th day of December A.D. 2008, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005*.

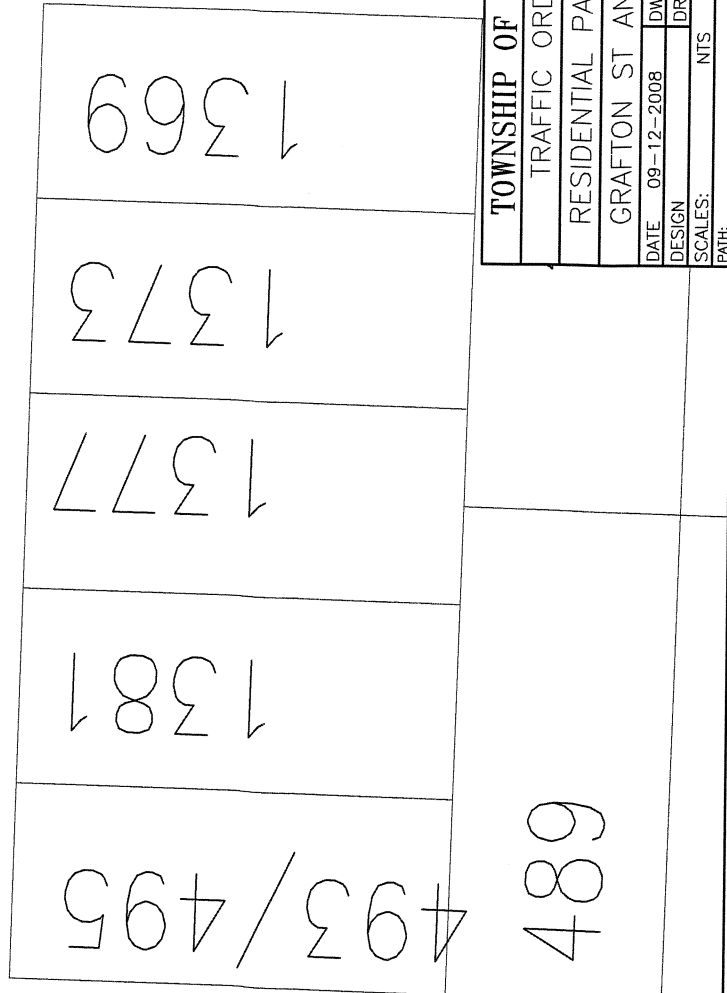
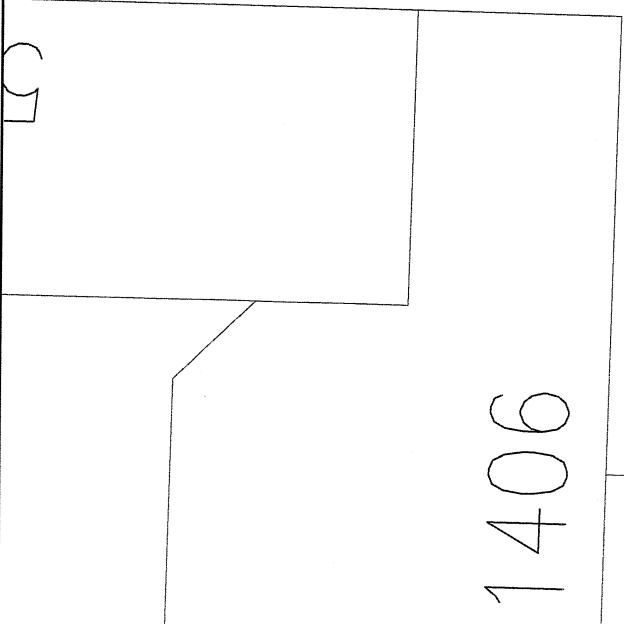
Corporate Administrator



PROPOSED
RESIDENTIAL
PARKING ONLY

LYALL ST

GRAFTON ST



120

TOWNSHIP OF ESQUIMALT	
TRAFFIC ORDER 1159	
RESIDENTIAL PARKING ONLY	
GRAFTON ST AND LYALL ST	
DATE 09-12-2008	DWG. NO.
DESIGN	DRAWN MEC
SCALES:	NTS
PATH:	

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
STREETS AND TRAFFIC REGULATION BY-LAW, 2005

ORDER NO. 1160

WHEREAS I, GILBERT COTE, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, to make orders in respect of certain matters and things therein mentioned.

NOW THEREFORE in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

That signs or curb markings shall be placed to indicate that parking is prohibited at all times on the west side of Sturdee Street for the entire distance north of the intersection with Esquimalt Road.

This Order to be effective and to come into full force and effect from midnight upon the 15th day of December A.D. 2008.

Director of Engineering and Public Works

I, Larry Randle, Corporate Administrator of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Gilbert Coté, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 15th day of December A.D. 2008.
2. That on the 15th day of December A.D. 2008, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005*.

Corporate Administrator



NO PARKING

TOWNSHIP OF ESQUIMALT	
TRAFFIC ORDER 1160	
NO PARKING ESQUIMALT RD	
AND STURDEE ST	
DATE	09-12-2008
DESIGN	DWG. NO.
SCALES:	DRAWN MEC
	NTS
	PATH:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
STREETS AND TRAFFIC REGULATION BY-LAW, 2005

ORDER NO. 1161

WHEREAS I, GILBERT COTE, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, to make orders in respect of certain matters and things therein mentioned.

NOW THEREFORE in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

That signs or curb markings shall be placed to indicate that a transit stop is located in front of 1360 Esquimalt Road.

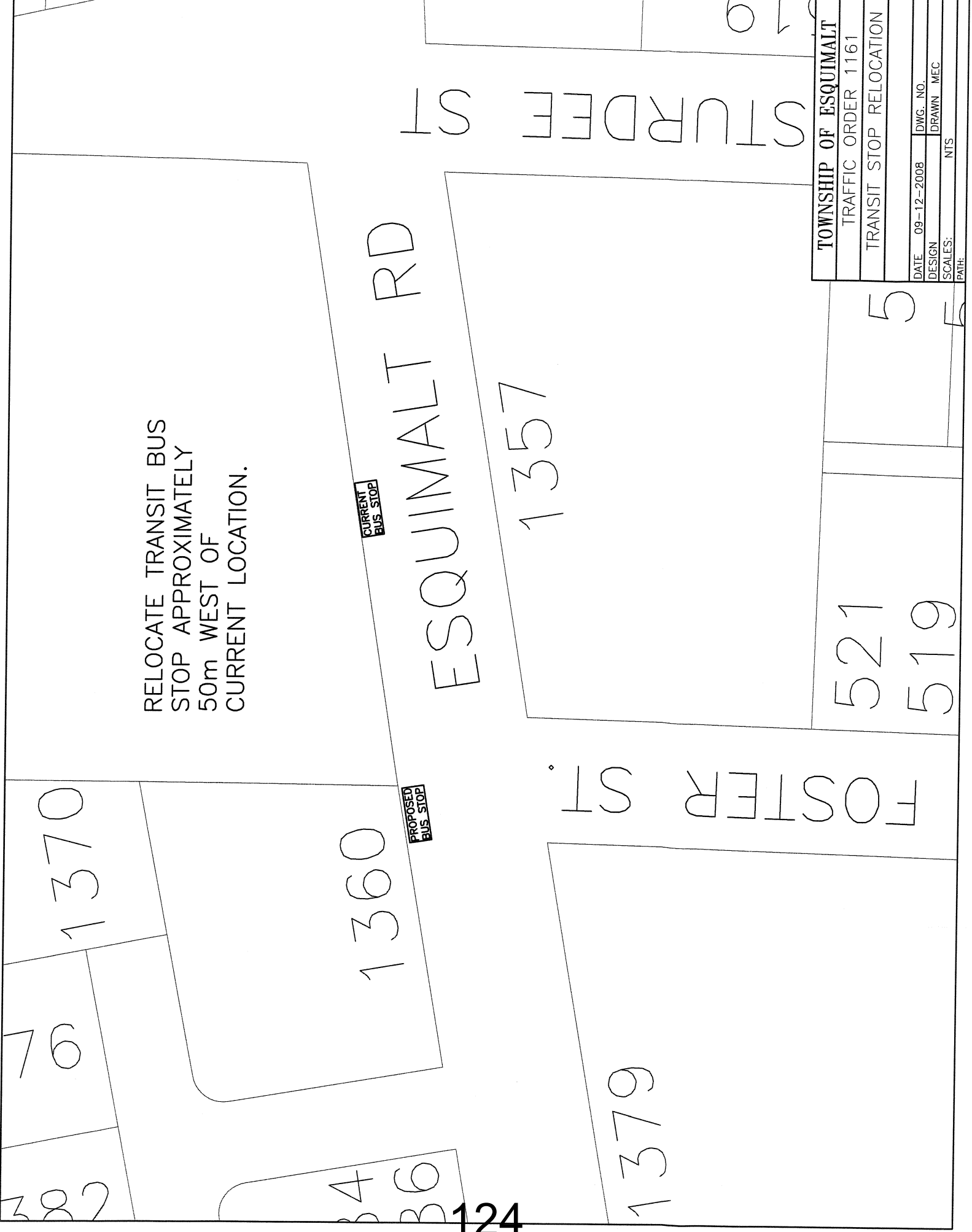
This Order to be effective and to come into full force and effect from midnight upon the 15th day of December A.D. 2008.

Director of Engineering and Public Works

I, Larry Randle, Corporate Administrator of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Gilbert Coté, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 15th day of December A.D. 2008.
2. That on the 18th 15th day of December A.D. 2008, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005*.

Corporate Administrator



RELOCATE TRANSIT BUS
STOP APPROXIMATELY
50m WEST OF
CURRENT LOCATION.

CURRENT
BUS STOP

PROPOSED
BUS STOP

STURDEE ST

ESQUIMALT RD

1357

FOSTER ST.

521
519

TOWNSHIP OF ESQUIMALT
TRAFFIC ORDER 1161
TRANSIT STOP RELOCATION

DATE	09-12-2008	DWG. NO.	
DESIGN		DRAWN	MEC
SCALES:	NTS		
PATH:			



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: November 18, 2008 **REPORT NO.** FIN-08-022
TO: Tom Day, CAO
FROM: Laurie Hurst, Director of Financial Services
SUBJECT: Revenue Anticipation Borrowing Bylaw

RECOMMENDATION:

That the *Revenue Anticipation Borrowing Bylaw, 2009, No. 2702*, for the year 2009 in the amount of \$2,500,000, be given 1st, 2nd and 3rd reading.

BACKGROUND:

Section 177 of the *Community Charter* permits a Council to borrow money for short term purposes to a limit of 75% of the taxes levied for all purposes in the preceding year. For 2009 this limit is \$14,317,062.

No outside short term borrowing has been required since 1991 as our net cash balance has been sufficient to cover operating expenditure until the end of June when taxes are due. Even if no funds are borrowed, our bank requires the bylaw as security for the General Account overdraft.

For 2009, an amount not exceeding \$2,500,000 may be required to be borrowed by either overdraft or short term loan. This amount is deemed to be sufficient by the bank and is approximately 10% of our operating budget. The rate of interest would be determined at the time the loan is made.

Submitted by:

Laurie Hurst, CGA
Director of Financial Services

Approved for Council's consideration:

Tom Day, CAO

Dated:
Nov. 18/08

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2702

A Bylaw to authorize the borrowing of such sums of money as may be necessary to meet current lawful expenditures of the Corporation for the year 2009.

WHEREAS, pursuant to Section 177 of the *Community Charter*, the Municipal Council may, by bylaw provide for the borrowing of money that may be necessary to meet current lawful expenditures;

AND WHEREAS the maximum amount so borrowed shall not exceed at any time the sum of unpaid taxes for all purposes levied during the current year and the money remaining due from other governments;

AND WHEREAS before the adoption of the annual rates bylaw in any year, the taxes in the current year are deemed to be seventy-five per centum of all taxes levied for all purposes in the preceding year;

AND WHEREAS the current year taxes calculated in accordance with the above amount to \$14,317,062;

AND WHEREAS to meet the current lawful expenditure of the Corporation it may be necessary to borrow an amount not exceeding \$2,500,000;

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT, in open meeting assembled, hereby enacts as follows:

1. This Bylaw may be cited as the "*REVENUE ANTICIPATION BORROWING BYLAW, 2009, NO. 2702*".
2. It shall be lawful for the Municipal Council to borrow upon the credit of the Corporation a sum not exceeding two million five hundred thousand dollars (\$2,500,000) in such amounts and at such times as may be required, and to pay interest thereon.
3. All the monies so borrowed and the interest payable thereon shall be payable on or before the 31st day of December 2009.

4. The form of the obligation or obligations to be given as an acknowledgement of the liability shall be a Promissory Note or Notes bearing the Corporate Seal and signed by the Mayor and the Director of Financial Services.
5. There is hereby set aside as security for the liability hereby authorized to be incurred, the sum of \$2,500,000 being part of the taxes for the current year deemed by the Municipal Council expedient to be so set aside.

Read a first time by the Municipal Council on the day of , 2008.

Read a second time by the Municipal Council on the day of , 2008.

Read a third time by the Municipal Council on the day of , 2008.

ADOPTED by the Municipal Council on the day of , 2009.

BARB DESJARDINS
MAYOR

LARRY RANDLE
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: November 19, 2008 **REPORT NO.** FIN-08-023
TO: Tom Day, CAO
FROM: Laurie Hurst, Director of Financial Services
SUBJECT: 2009 Budget Requests

RECOMMENDATION:

That Council receive this report for information.

BACKGROUND:

Each year preliminary budget documents are submitted to the Township by the Capital Regional District (including Capital Regional Hospital District), Greater Victoria Public Library and Victoria Police Department. These documents are submitted in their preliminary, provisional and draft format and as such, are subject to change prior to being finalized. The intention in submitting the documents at this stage of the process is to assist us with our own budgeting process.

DISCUSSION:

Attached is a summary for each of the budget documents. Full details for each organization have been provided via Council mail distribution.

As shown on the attached summaries, proposed increases for 2009 for each organization are as follows:

Policing Services	\$628,211
Library Services	\$ 39,522
CRD & CRHD	<u>\$155,553</u>
	\$823,286

ALTERNATIVES:

N/A

Submitted by:

Laurie Hurst, CGA
Director of Financial Services

Approved for Council's consideration:

Tom Day, CAO

Dated: Dec 2/08

ESQUIMALT		2009 ESQUIMALT	Cost per Avg. Residential Assessment	2008 ESQUIMALT	Cost per Avg. Residential Assessment	Difference Increase/ (Decrease)
1.010	Legislative & General Government	131,509	\$23.63	134,671	\$24.20	(3,163)
1.101	G.I.S.	1,029	\$0.18	1,029	\$0.18	0
1.128	Greater Victoria Police Victim Services	6,839	\$1.23	5,690	\$1.02	1,149
1.224	Homeless Secretariat	3,055	\$0.55	5,963	\$1.07	(2,907)
1.230	Traffic Safety Commission	1,970	\$0.35	2,032	\$0.37	(62)
1.280	Regional Parks	202,710	\$36.42	194,232	\$34.90	8,478
1.285	Regional Parks - Debt	17,599	\$3.16	17,599	\$3.16	0
1.309	Climate Action and Adaptation	7,768	\$1.40	3,884	\$0.70	3,884
1.310	Land Banking & Housing	5,594	\$1.01	5,213	\$0.94	381
1.324	Regional Planning Services	26,054	\$4.68	26,997	\$4.85	(943)
1.328	Environmental Roundtable	2,109	\$0.38	1,905	\$0.34	205
1.330	Regional Growth Strategy	6,974	\$1.25	6,804	\$1.22	170
1.335	Geo-Spatial Referencing System	4,388	\$0.79	4,557	\$0.82	(169)
1.337	Regional Environmental Atlas Budget	549	\$0.10	466	\$0.08	83
21.ALL	Feasibility Study Reserve Fund - ALL	0	\$0.00	0	\$0.00	0
Total Direct Responsibility		418,148	\$75.13	411,042	\$73.85	7,107
1.536	Stormwater Quality Management - Core Area	46,845	\$8.42	40,349	\$7.25	6,496
3.700	Septage Disposal	320	\$0.06	347	\$0.06	(27)
3.701	Millstream Remediation	7,237	\$1.30	0	\$0.00	7,237
3.71X	W.W. (Trk Swrs & Swge Disp) - Operating	395,142	\$70.99	389,170	\$69.92	5,972
3.7XX	W.W. (Trk Swrs & Swge Disp) - Debt	267,969	\$48.14	203,058	\$36.48	64,911
3.750	LWMP-Public Involvement Process	72,697	\$13.06	85,500	\$15.36	(12,803)
3.752	LWMP-Stage 3 Harbour Studies	12,985	\$2.33	12,583	\$2.26	402
3.753	LWMP-Trucked Liquid Waste	2,510	\$0.45	2,368	\$0.43	142
3.755	Regional Source Control Program	72,894	\$13.10	65,776	\$11.82	7,117
Total Mandated Responsibility - LWMP & SWMP		878,598	\$157.85	799,151	\$143.58	79,447
1.123	Victoria Family Court Building	(8,344)	(\$1.50)	(8,742)	(\$1.57)	398
1.126	Victoria Family Court Committee	622	\$0.11	622	\$0.11	(0)
1.374	Regional Emergency Program Support	3,884	\$0.70	0	\$0.00	3,884
1.375	Hazardous Material Incident response	10,252	\$1.84	14,136	\$2.54	(3,884)
1.911	Call Answer	5,701	\$1.02	5,590	\$1.00	112
Total Contractual & Emergency Services Responsibility		12,115	\$2.18	11,606	\$2.09	509
1.297	Arts Grants	108,232	\$19.45	98,040	\$17.61	10,192
1.297	Arts Development Office	0	\$0.00	0	\$0.00	0
1.311	Regional Housing Trust Fund	39,705	\$7.13	39,705	\$7.13	0
Total Delegated Responsibility		147,937	\$26.58	137,745	\$24.75	10,192
Total Capital Regional District % Change		1,456,798	\$261.73	1,359,543	\$244.26	97,255 7.15%
Cost/average residential property		\$261.73		\$244.26		\$17.47
1.15X *	Debt Service - M.F.A.	1,126,628	\$202.41	1,158,773	\$208.19	(32,145)
CRHD	Capital Regional Hospital District	594,946	\$106.89	504,503	\$90.64	90,444
TOTAL CRD, CRHD & MUNICIPAL DEBT		3,178,372	\$571.03	3,022,819	\$543.08	155,554
Average residential assessment - 2009/2008		453,359		453,359		

CAPITAL REGIONAL DISTRICT

Capital Regional District Sewers Operating - 2009		Total Service Budget			Municipality's Share	
Service	2008 Requisition	2009 Requisition	Increase (Decrease)	2009 Total Esquimalt	Share of Budget	
3.710 N W Trunk	2,333,152	2,368,955	35,803	395,142	17%	
Sewer Operating	2,333,152	2,368,955		395,142		

Sewers Debt - 2009		Total Service Budget			Municipality's Share	
Service	2008 Requisition	2009 Requisition	Increase (Decrease)	2009 Total Esquimalt	Share of Budget	
3.769 Macaulay - Genset	15,659	19,073	3,414	8,690	46%	
3.772 NWT Upgrade	624,589	716,393	91,804	124,079	17%	
3.773 Grndwtr Relief & Flow Mntrg	18,816	25,164	6,348	12,358	49%	
3.776 W. Communities Trunk	391,827	423,919	32,092	24,375	6%	
3.777 Esq Trunk Upgrade	109,398	128,959	19,561	19,808	15%	
3.778 Esq Design Memorandum	0	0	0	0	N/A	
3.779 LWMP	721,302	166,097	(555,205)	8,831	5%	
3.786 SCADA	(1,539)	0	1,539	0	#DIV/0!	
3.792 Craigflower PS	116,169	92,152	(24,017)	737	0.80%	
3.798 Core - Sewage Integrated T.F.	0	1,299,410	1,299,410	69,090	5.32%	
Sewer Debt	1,996,221	2,871,167		267,969		

* Denotes borrowings subject to Facilities Assistance Grants

Cost sharing: with the exception of the East Coast Interceptor (ECI) all of the above debt is cost shared on the basis of design capacity. The ECI is cost shared on the basis of current year taxable assessments for the benefiting area converted by the prior year municipal multiples.

Municipal Contributions and Rental Adjustment

REVENUE	2008 Share	2008 Budget	2009 Provisional Budget	Increase %	Rent Adjustment	2009 Net Contribution - Estimate
MUNICIPAL CONTRIBUTIONS:						
Victoria	28.97%	\$3,256,158	\$3,477,694	Final allocation to be determined ¹	\$2,973	\$3,480,667
Saanich	35.18%	3,954,147	4,223,171		-42,557	4,180,614
Oak Bay	7.10%	798,023	852,317		-2,349	849,968
Esquimalt	5.45%	612,567	654,243		-2,154	652,089
Langford	7.91%	889,065	949,553		13,773	963,326
Colwood	4.73%	531,641	567,811		8,216	576,027
Metchosin	1.68%	188,828	201,675		2,908	204,583
Highlands	0.66%	74,182	79,229		1,148	80,377
Central Saanich	5.53%	621,559	663,847		11,992	675,839
View Royal	2.79%	313,589	334,925		6,050	340,975
Total Municipal Contributions	100%	\$11,239,759	\$12,004,467	6.80%²	\$0	\$12,004,467

¹ 2009 Municipal Contributions and Rent Adjustments are based on the 2008 share percentages. The final allocations will be determined and be included in the Final Operating Budget in February 2009, based on population and assessment values available in January 2009.

² Union settlement increases represent 2.87% out of the total municipal contribution increase of 6.80% as follows:

Union settlement Increases	7.13%
Less funding from contingency	(4.26%)
Increase due to union settlement	2.87%

VICTORIA POLICE DEPARTMENT
 2009 Budget Allocation
 Based on Converted Assessment

	2003	2004	2005	2006	2007	2008	2009	Increase/ (Decrease) \$
Corporation of the Township of Esquimalt	3,815,486	3,881,300	3,955,543	4,226,475	4,527,359	4,965,370	5,593,581	628,211
City of Victoria	23,363,514	24,699,700	24,944,457	26,261,525	27,606,641	30,048,874	32,564,419	2,515,545
BUDGET	27,179,000	28,581,000	28,900,000	30,488,000	32,134,000	35,014,244	38,158,000	3,143,756
Increase		1,402,000	319,000	1,588,000	1,646,000	2,880,244	3,143,756	
Percentage		5.16%	1.12%	5.49%	5.40%	8.96%	8.98%	

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 Cost Allocation based on converted assessment
 Esquimalt (14.659%)
 Victoria (85.341%)



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
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STAFF REPORT

DATE: November 24, 2008 **REPORT NO.** FIN-08-024
TO: Tom Day, CAO
FROM: Laurie Hurst, Director of Financial Services
SUBJECT: Council Policy ADMIN – 43

RECOMMENDATION:

That Council approve ADMIN – 43 to support the Celebration of Lights events and during the 2009 budget process give consideration to reimbursement of insurance costs to the Celebration of Lights Committee.

BACKGROUND:

In September 2006, Esquimalt Council was formally approached by representatives from the Esquimalt Chamber of Commerce to consider supporting an annual Celebration of Lights. Council approved a \$10,000 in kind donation to support the event and through the local grant process, the same contribution was again approved for 2008.

At a regular Council meeting on October 6, 2008 consideration was given to the request from the Celebration of Lights Committee to become a Committee of Council similar to the Buccaneer Days Committee. Council resolved that the Celebration of Lights Committee be recognized and that Council support the Celebration of Lights annual event by adopting an administration policy similar to ADMIN – 39 for Buccaneer Days.

DISCUSSION:

Attached is draft Council Policy ADMIN – 43. This policy was drafted based on Council Policy ADMIN – 39 as per Council direction. A copy of the draft has been forwarded to the Committee and they have been advised that Council will be considering adoption at this meeting.

Discussion at the October 6, 2008 meeting included the issues of legal and insurance protection. The Committee have been advised that the Township of Esquimalt assumes absolutely no legal or insurance coverage for either Buccaneer Days events or Celebration of Lights events and that both Committees are responsible for obtaining their own insurance coverage.

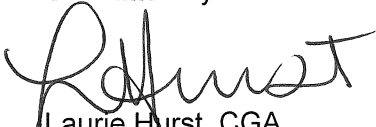
The Township does, however, reimburse the Buccaneer Days Committee for the costs of their insurance and should give similar consideration for Celebration of Lights Committee.

Subject: Financial Plan – 2004 to 2008

ALTERNATIVES:

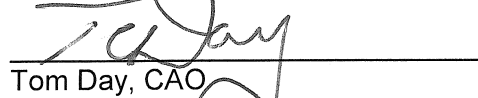
1. Approve Council Policy ADMIN – 39.
2. Approve Council Policy ADMIN – 39 and reimburse insurance costs from contingency for 2008.
3. Approve Council Policy ADMIN – 39 and include insurance costs in 2009 budget.

Submitted by:



Laurie Hurst, CGA
Director of Financial Services

Approved for Council's consideration:



Tom Day, CAO

Dated: Dec. 2/08



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Celebration of Lights	NO. ADMIN - 43
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PURPOSE

To ensure continued support for the Celebration of Lights Committee including their Christmas celebration and local parade by Esquimalt Municipal Council and staff as required.

Council will support the Celebration of Lights Committee as they undertake the following activities:

1. Plan and implement all activities associate with Celebration of Lights events.
2. Liaise with various service clubs and organizations in providing activities to Esquimalt residents.
3. Work with municipal staff to coordinate services, facilities, and staff as required.
4. Find sources of funding and grants to support activities.

APPOINTMENTS

1. That a Councillor be appointed to act in an advisory and liaison capacity with the Committee and attend committee meetings.
2. That a representative from Public Works be appointed by the Department and attend committee meetings.
3. The Celebration of Lights Committee shall annually submit to the Municipal Council for ratification, a list of Committee liaisons. The Celebration of Lights Committee may invite representation from other community groups/organizations.

SUPPORT

Support will be provided to the Committee up to a maximum value of \$10,000 and may include the following:

1. Staff

The Township of Esquimalt provides staff support in a variety of ways. The following teams may be involved, as required and approved by the Director or Chief of the Department:

- Parks and Recreation
- Public Works
- Administration

2. Financial

The Township of Esquimalt provides free access to municipal facilities for the event and does not charge out the costs associated with staff or equipment.

EFFECTIVE DATE:	APPROVED BY:	REF:	AMENDS NO.	PAGE 1 OF 1
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
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Agenda

STAFF REPORT

DATE: December 9, 2008 **REPORT NO. FIN 08-027**
TO: Tom Day, Chief Administrative Officer
FROM: Laurie Hurst, Director of Financial Information
SUBJECT: Draft Agreement for Victoria Policing

RECOMMENDATIONS:

That Council receive this report for information.

BACKGROUND:

During 2008 budget deliberations, Council directed staff to begin discussions with City of Victoria and VicPD staff to draft an agreement that would address certain financial and insurance issues that were not covered in any detail in the original Order In Council from 2002.

In particular, Council expressed concern regarding lack of long range budget projections, handling of Traffic Fine Revenue, handling of surplus or deficit amounts and insurance coverage and costs.

DISCUSSION:

At a special Committee of the Whole meeting held March 10 and 11, 2008, Council directed staff to proceed with arrangements to secure a letter of agreement between Victoria and Esquimalt that would address outstanding financial and budget issues, including those outlined above.

Discussion at COTW included the need for long range budget projections to include staffing and personnel requirements; provision for 10% of any operating surplus at year end to go towards funding the Police Department's employee unfunded liability account; and any additional surplus be paid into a reserve fund for funding following years budget request.

Keeping all of these points of discussion in mind, staff began meeting with City of Victoria Director of Financial Services, Brenda Warner and Scott Seivewright, Controller, Victoria Police Department in April 2008. After several meetings, numerous e-mail and telephone discussions, we have a draft agreement that is currently being reviewed by our respective legal advisors at this time.

It is my opinion that the current draft agreement appropriately addresses long range budget requirements, handling of surplus or deficit amounts and insurance coverage and costs.

While we have been able to find common ground for the majority of issues addressed in the agreement, there is one main area of contention left to resolve. The treatment of Traffic Fine Revenue (TFR) received from the

Province of BC remains unresolved at this point, although we are still making progress on coming to an agreement. The disagreement is primarily around the amount of revenue that should be transferred. The budgeted amount of TFR adopted as part of our budget in May is based on the amount received in the previous year. The reason for this is that we do not actually receive our share of TFR until November of each year and therefore do not know the exact amount we will be receiving at the time our financial plan is adopted.

City of Victoria and VicPD want Esquimalt to transfer 100% of TFR received in November even if the amount received exceeds the amount adopted in our financial plan bylaw. Our position is that once we have approved the Police budget, our obligation is to fund in accordance with that budget. Transferring TFR over and above the amount contained in our approved financial plan bylaw would be contrary to restrictions contained in the Community Charter and VicPD making expenditures over and above the approved Police budget is contrary to the Police Act. On the other hand, were we to receive less TFR than the amount approved in our financial plan, we would still be obligated to fully fund the approved Police budget.

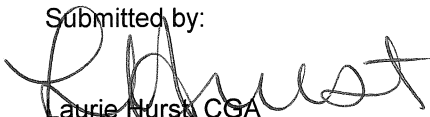
The draft agreement was originally scheduled to be presented at a joint Council/Police Board meeting on December 9th, 2008 and was then postponed to December 16th, 2008. The latest update from Scott Seivewright at VicPD was that this item has now been removed from the December 16th, 2008 agenda.


A draft agreement will be forthcoming once we are satisfied at a staff level that all outstanding issues have been resolved and that our respective legal counsel has given approval.

ALTERNATIVES:

N/A

Submitted by:


Laurie Hurst, CGA
Director of Financial Services

<p>Approved for Council's consideration:</p> <p> _____ Tom Day, CAO</p> <p>Dated: <u>Dec 11/08</u></p>
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
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STAFF REPORT

DATE: November 27, 2008 **REPORT NO.** FIRE 08 - 010
TO: Tom Day, Chief Administrative Officer
FROM: Paul Nelson, Fire Chief
SUBJECT: Custom Aerial Apparatus - Request for Proposal

RECOMMENDATION:

That Esquimalt Fire Rescue / Township of Esquimalt enters into a contractual arrangement with Safetek/Smeal to provide a Custom Aerial Apparatus.

BACKGROUND: (re: approval to purchase)

The staff report (FIRE-08-004) that was submitted to and approved by Council for the purchase of a new 105' aerial is attached for information. It includes the background information regarding the need for an Aerial, types of apparatus available along with their applications, as well as the alternatives that were considered at that time.

NEW AERIAL:

The new aerial would be:

- 2009 Smeal Custom Rear Mount Aerial Ladder Quint Apparatus
- Operating height: 105 feet
- Capacity at the tip: 500 lbs
- Pumping Capacity: 1750 gallons per minute
- Size of water tank: 500 gallons
- Crew capacity: 4

BACKGROUND: (re: selection of vendor)

Ladder 1, a 1975 King Seagrave 85 ft Snorkel Aerial Platform is overdue for replacement.

A Request for Proposal was compiled by members of the fire department and was submitted to BC Bid.

On November 14th, Esquimalt Fire Rescue received three (3) proposals from three different companies in response to the Custom Aerial Apparatus – Request for Proposal (RFP). The proposers were E-One (First Truck Center Vancouver Inc.), Pierce (Wholesale Fire & Rescue Ltd) and Smeal (Safetek).

The apparatus committee examined and compared the three proposals. A comparison spreadsheet was completed for all the proposals.

Upon comparing all of the proposals received:

- One proposal did not meet the intentions of the RFP, provided for a shorter ladder length, different ladder construction and was below the minimum specifications as to what we had asked for. Where the proposer did not meet the minimum specifications they did not provide acceptable alternatives. (E-One (First Truck Centre))
- One proposal quoted a price in US dollars (no taxes included) contrary to the RFP direction, had no local service or maintenance facilities and was below the minimum specifications for which we had asked for in several respects. They did not provide acceptable alternatives. (Pierce (Wholesale Fire & Rescue))
- One proposer submitted a proposal which either met or exceeded all of our specifications (Safetek (Smeal)).

Only Smeal (Safetek) has an accredited maintenance facility within the Capital Regional District. The nearest facility for Pierce is in Washington State.

Profire (owned by Safetek) is located in Abbotsford and is Smeal's main service and warranty facility for the province of BC and Saanich Fire Department's Vehicle Repair section is Smeal's service centre for the Capital Regional District. This repair facility is a result of the close proximity of fire departments in the area purchasing from Smeal (Saanich, View Royal, Central Saanich, Sidney).

All of the proposals received were over the intended budget of \$900,000.00.

The sudden recent decline in the value of the Canadian dollar has significantly impacted the expected prices of the proposals. Although the RFP required proposals to be quoted in Canadian funds, the manufacturers and proponents deal in US dollars and convert to Canadian currency at the time of the bid. On June 7, 2008 the exchange rate was 1.0173 and on November 14, 2008 it was 1.2134, a difference of about 20 cents which is the equivalent of approximately \$185,000.00.

Safetek (Smeal) was the only proposer who was able to meet all of our specifications. As a result of the proposals all being over budget, the Safetek proposal was re-examined to identify areas where cost savings could be realized. As a result of cost saving changes made by the fire department, the proposer has amended the proposed cost while still meeting our minimum requirements.

Fire department staff was able to eliminate equipment related items including fire hose, self-contained breathing apparatus, auto extrication (Jaws of Life), mobile data terminal and a pre-construction factory visit. Most of these items would then be acquired in future years through the department's capital budget.

Alterations to features on the apparatus itself included some reconfigurations to the cab and compartment areas. Some engine and accessory features that were deemed desirable, but not essential, were also deleted in order to reduce the cost. Along with the related tax saved with the above reductions, the overall cost of the proposal was reduced by \$166,666.41.

The original proposal bids were:

First Truck Center Vancouver Inc. (E-One) \$1,251,550.11 Cdn (PST included)

Wholesale Fire & Rescue Ltd. (Pierce) \$1,097,072.83 Cdn (PST included)
(Quote: \$ 869,097.98 US + taxes, converted @ exchange rate as of date quoted)

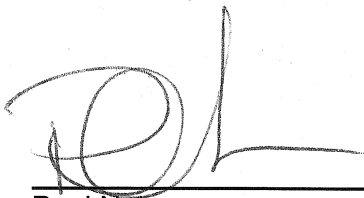
Safetek Emergency Vehicles Ltd. (Smeal) \$1,063,861.41 Cdn (PST included)

The adjusted proposal from Safetek/Smeal is \$ 897,195.00 (PST included).

The department purchased its current front line Engine from Safetek (manufactured by Smeal - delivered in 2007) and has been very satisfied with the quality of the product and service support from both Smeal and the vendor Safetek Emergency Vehicles Ltd. The selection of another Smeal product would be beneficial as it standardizes the servicing arrangements as well as providing familiarity for the fire crews operating the two pieces of apparatus.

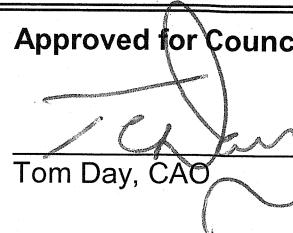
ALTERNATIVES:

1. Not to replace Ladder 1.
2. Search for a suitable used or demonstration model of a similar aerial apparatus and have it modified as required to meet our needs. (see attached: staff report FIRE-08-004)

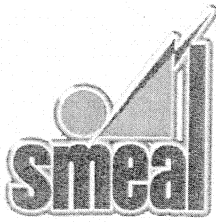


Paul Nelson
Fire Chief

Approved for Council's consideration:


Tom Day, CAO

Dated: Dec. 2/08



SMEAL FIRE APPARATUS CO.

PO Box 2
610 W Fourth St
Snyder NE 68664
402 568 2221
Fax: 402 568 2346
Email: sales@smeal.com
Web: smeat.com

PROPOSAL FOR FIRE APPARATUS

Date: Nov 26, 2008

TO: Fire Chief Paul Nelson
Township of Esquimalt Fire Rescue Department

Dear Sirs:

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution and approval of the accompanying contract, the following apparatus and equipment:

One (1) New 2009 Smeal 32M/105 Ft. Rear Mount Aerial Ladder Quint Fire Apparatus as per revised changes requested to the proposed RFP Specifications on a 2009 Spartan Gladiator MFD Flat Roof Custom Cab & Chassis.

For the sum of:

Eight Hundred Thirty Eight Thousand Five Hundred Canadian No Cents Dollars \$ 838,500

All of which are to be built in accordance with the Smeal proposed specifications attached, and which are made a part of this agreement and contract, to deliver same **365** calendar days after date of receipt and approval of contract, properly executed, subject to all causes beyond our control.

Trips, Meetings, Payment Terms, Etc...

The above price is quoted in CAD Funds and does NOT include GST and PST and is FOB Esquimalt B.C. with the Spartan Cab & Chassis due and payable upon invoicing from Smeal Fire Apparatus at the time of completion at Spartan Motors.

The above price includes Two (2) Inspection Visits for Two (2) Persons consisting of a Pre-Paint and Final Inspection.

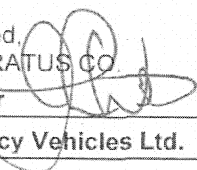
The amount named in this proposal shall remain firm for a period of **30** days from the date of same. All state, federal and local taxes are not included above. Any applicable taxes are to be paid by customer upon registration and licensing of vehicle. It is understood by both the Seller and the Buyer that *Change Orders* executed after contract acceptance may delay delivery. It is understood by both the buyer and the seller that *Change Orders* executed after contract acceptance may increase or decrease the price. The purchase price herein is based upon all applicable state and federal manufacturing law, regulations, orders, mandates and standards in effect as of the date of this Agreement (hereinafter "Standards") such as, for example, the Standards mandated by the National Fire Protection Association, tentative interim amendments to the National Fire Protection Association Standard, Underwriters Laboratories of Canada, and the Environmental Protection Agency. The purchase price shall be subject to increase due to any state or federal Standards that are adopted, issued or mandated following the date of this Agreement that require the apparatus(es) described above to be manufactured and/or delivered in compliance with such Standard(s)

This Sales Contract in order to be effective and binding upon Seller must be signed and accepted by an authorized officer of Seller. The effective date of this Sales Contract will be the date it is signed and accepted by the Seller.

- Performance Bond NOT required.
- Performance Bond Required - Performance Bond (Surety Bond) will cover standard one year warranty period only and will not cover extended warranties offered by seller or other component manufacturer.

All checks must be made payable to Smeal Fire Apparatus Co. only and delivered to Seller at its offices in Snyder, Nebraska. Under no circumstances shall payment be made to a dealer or any one else as Seller's agent. Smeal Fire Apparatus Co. is the only authorized payee. Any representation that payment is to be made to any other party is absolutely unauthorized.

Official ownership documents shall remain property of the seller until the purchase price is paid in full. Upon receipt of payment, ownership documents shall forwarded to purchaser.

Respectfully submitted,
SMEAL FIRE APPARATUS CO.

John R. Witt-Dealer
Safetek Emergency Vehicles Ltd.

We agree to accept the above proposal:

Date: 11 / 26 / 08

Date: ____ / ____ / ____



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Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: February 27, 2008 **REPORT NO. FIRE - 08 - 004**
TO: Laurie Hurst, Acting Chief Administrative Officer
FROM: Paul Nelson, Fire Chief
SUBJECT: Ladder 1 Replacement

RECOMMENDATION:

The fire department is requesting Council's approval to purchase a new 105' Heavy Duty Ladder truck to replace the current snorkel truck at an estimated cost of \$900,000.

BACKGROUND:

The current aerial which is still in service is a:

- 1975 Ford C900 King Seagrave Model #85-SFF Snorkel Aerial Platform
- Purchase Price in 1976: \$200,000
- In 1995 it received a rebuild (\$250,000) to extend its life for another 10+ years
- Operating height: 85 feet
- Capacity of Platform: 900 lbs
- Pumping Capacity: 1050 gallon per minute
- Size of water tank: 210 gallons



The 33 year old snorkel truck has served the Township well during its life, but due to its age, constant breakdowns, old technology and irreplaceable parts (many parts now have to be specially manufactured as replacement parts are not available) it is at the end of its service life and needs to be replaced with a new vehicle with aerial rescue capability.

The justification for original purchase in 1975 was due to the construction of multiple unit dwellings in the early 1970's and anticipated multi-level construction into the future.

The National Fire Protection Association (NFPA) sets recommended minimum standards for structural fire protection systems and the level of firefighting service required. The NFPA is an international organization composed of members from various industries, such as: construction, engineering, insurance and the fire service. The NFPA's Fire Protection Handbook, 17th edition, cites the following apparatus response for each designated condition:

- High hazard occupancies (schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings and other large occupancies). At least four pumpers, two ladder trucks (or combination apparatus with equivalent capabilities), two Chief Officers, and other specialized apparatus as may be needed to cope with the combustibles involved.
- Medium Hazard occupancies (apartments, offices, mercantile and industrial occupancies not normally requiring rescue or firefighting forces) at least three pumpers, one ladder truck (or combination apparatus with equivalent capabilities), one Chief Officer, and other specialized apparatus as may be needed or available.
- Low Hazard Occupancies (one, two or three family dwellings and scattered small business and industrial occupancies) at least two pumpers, one ladder truck (or combination apparatus with equivalent capabilities), one Chief Officer, and other specialized apparatus as may be needed or available.

High Hazard Occupancies in Esquimalt:

- Sunset Lodge (nursing home)
- Swallow's Landing - Two 9 storey high-rises
- Imperial Oil Tank Farm
- Schools: 4

Medium Hazard Occupancies in Esquimalt:

- Apartment / Condominiums:
 - Five Storey: 2
 - Four Storey: 67
 - Three Storey: 41
 - Two Storey: 20
- Churches: 5
- Commercial Buildings / Warehouses: 99
- CRD Sewage Treatment Plant
- Municipal Buildings

With the continued presence of a large number of older multi-storey apartment buildings, the need for an aerial has not diminished the rationale for the original acquisition of an aerial. An aerial is still required in Esquimalt: for firefighter safety, public safety and fire suppression.

Firefighter Safety:

An elevating device that has the ability to quickly respond and deploy at an incident will greatly enhance the safety of firefighters. Over the years, fire fighting safety standards and tactics has changed to enhance firefighter safety at structure fires. A Rapid Intervention Team (which consists of at least two firefighters) must be established at all fire scenes (Work Safe requirement), where their main responsibility is to become a search and rescue team for trapped or missing firefighters. Another safety measure is to establish a second means of egress (another exit) for firefighters who are entering into a structure fire. There have been many fires in North America, where firefighters who have entered into a structure fire, fought their way their way to the upper floors, only to be forced to bail out of windows to escape a flashover or the forward progress of the fire. Establishing a second means of egress to the 2nd – 5th floors of many of Esquimalt's multi-level buildings require an aerial.

There are ground ladders that are available that reach to the 4th storey, but Esquimalt Fire Rescue does not possess any ladders of this reach. Ladders of this length require at least four to five firefighters to carry and set up. Over the years Esquimalt Fire Rescue has used 35' as the standard length for the tallest ground ladder. The maximum reach for a 35' ladder is 26' (climbing height). Using a 35' ladder, firefighters would be hard pressed to reach the top of even a two storey building (according to the new NFPA 1901 minimum standard, the height of a second storey roof is 28' – 35).

On average in ideal conditions, a 50' ladder would take 4 - 5 firefighters, 10 – 15 minutes to deploy. An aerial, can be deployed and raised by one firefighter within 2 minutes.

Public Safety in Fires:

An aerial ladder offers apartment / condominium residents, an extra means of escape from a burning building that they otherwise would not have. A quick response to a multi-level structure fire with an aerial is essential, which was demonstrated in the 866 Craigflower Road fire in 2001, where two citizens were rescued from their 4th floor balcony as the fire raged behind them. Any delay in response to this incident would have resulted in an unfavorable outcome. As with fire fighter safety, resident's safety is also enhanced with the immediate attendance and deployment of an aerial.

Rescue:

The aerial can also be extended horizontally for water rescue or utilized as an anchor point for over the bank or fall restraint rescue. Low bank rescue is where someone needs rescue from a low lying area (waterfront) and rope rescue is required; an aerial can provide a suitable anchor point for extracting the victim.

There are occasions where there is a need to remove someone from an elevated position (ex. rooftop), where ground ladders are not feasible. This was demonstrated when the snorkel was utilized in assisting the removal of an unconscious patient from roof of parking carport with the ambulance crew in 1100 block of Esquimalt Road in 2005. This would also apply to situations where persons are working on other structures and need to be removed (ex. fall restraint rescue of our Township employees).

As mentioned earlier, the issue of providing a means of exit for fire fighters in elevated environments is essential from a safety standpoint, however it should be noted that with fires in large buildings, multiple aerials would be needed and utilized in this manner to avoid fire fighters finding themselves cut off from escape due to the size of the building coupled with an intervening fire.

With the inter-municipal agreement for Crane Rescue, having the use of an aerial to provide quicker access to elevated locations for the rescue crews would also be beneficial.

Types of Fire Suppression Activities:

1. Water Tower:

An aerial apparatus provides the ability to have an elevated master stream (500 – 1750 gallons per minute), which is required for industrial fires such as warehouses and multi-storey residential buildings. This allows the fire service to provide effective water streams directly to the seat of a fire. Fire streams directed from the ground are not as effective as those from an elevated device. In many instances, they cannot reach the major source of the fire. The elevating device enables the fire crew to get up to these areas to apply an effective water stream.

2. Exposure Protection:

One of the major objectives of the fire service is to prevent the fire from spreading from one building to another. An aerial device can provide an effective stream between two buildings in order to prevent the fire from spreading. It is also used to provide exposure protection to properties adjacent to fire scenes, particularly where the terrain makes other access difficult. An aerial device can get up and over the buildings providing the most effective coverage with a minimum use of staffing.

At large fire scenes, there may be a requirement for multiple aerial apparatus to

attend for exposure and fire suppression activities. For example, at the recent fire at Lumberworld in Saanich (2006), there were 3 aerials in use (Saanich, Oak Bay and Victoria). The concept of mutual aid encompasses an understanding that the mutual aid partners can reciprocate the same service in return, which for Esquimalt means that in order to rely on other Fire Departments aerials, we also need to be able to supply an aerial when needed by them.

3. Hose lines:

An aerial also provides the ability to establish a water source to upper building levels that can be used by attack crews where the building's standpipe system is not functional. Aerial devices have the capability of advancing hose lines from the pre-plumbed water tip. This allows the fire fighters to make entry into a building with hose lines directly from the aerial waterway system (an elevated standpipe) rather than having to lay hose through hallways and stairs inside the building, requiring less time and staff for this purpose.

At chimney fires, there is a requirement for firefighters to check the top of the chimney and if required to suppress the fire with a hose line. If an aerial is not available, this operation is conducted with the use of ground ladders. If the pitch on the roof is more than 30 degrees (not uncommon), foot traction (even on a roof ladder) becomes increasingly difficult and unsafe for the firefighters. Working from an aerial will allow the firefighters to reach the top of the chimney without having to even step onto the roof.

Timely Response:

An elevating device that has the ability to quickly respond and deploy at an incident will greatly enhance the operations at the scene.

Aerial Response Times to Esquimalt Area(s) (upon leaving the fire hall)		
	Maximum Response Time	Average Response Time
Esquimalt	4:32 minutes	2:33 minutes
Victoria	8:46 minutes	6:43 minutes
Saanich	7:35 minutes	6:24 minutes
View Royal	5:10 minutes	3:30 minutes

Note: Victoria and Saanich fire halls are staffed 24/7; therefore the expected time to receive, acknowledge and leave the hall is one minute (NFPA standard). View Royal is staffed Monday – Friday during the daytime hours only. The expected time to receive, acknowledge and leave the hall is dependent on the arrival time of the volunteers to the hall. The above times are when the hall is staffed.

Note: The use of the aerial at the DND Fire Department can only be accessed in events where there is a life (civilian) safety issue. All other mutual aid must be first exhausted, and then their support is requested through their dispatch centre. If it is not deemed to be a civilian life safety issue, all other mutual aid must be first exhausted, and then their support is requested through the Provincial Emergency Program (PEP). The resulting response time delay could be up to 30 minutes.

These reported maximum and average response times to Esquimalt only count when mutual aid is activated. Under our current mutual aid agreements with our neighboring fire departments, before activating mutual aid, we must first attend to the incident and exhaust our own on scene resources. Once mutual aid is requested, the expected response times are in the above table. Therefore, the average time of a mutual aid aerial response is lengthened (for example: Esquimalt's average time + Saanich's average time 2:33 + 6:24 = 8:57 minutes) to an incident in Esquimalt.

This timely response is also dependant on the mutual aid's ability to provide an aerial to Esquimalt. There have been a number of occasions when a fire department's aerial has been out of service for repairs or is in use within their own area. When this occurs, one fire department within the core area (Victoria, Saanich, Oak Bay or Esquimalt) will contact another and request for their aerial to be placed on standby. If a fire call (that warrants the attendance of an aerial) occurs within another jurisdiction the aerial that is on standby is also dispatched to the call. There have been a number of times throughout the last couple of years that our aerial has been put on standby for another jurisdiction. At the time of writing this report, our aerial is on standby for the DND Fire Department. They have requested that our aerial be on standby for the next two days, due to their aerial is out of service due to repairs.

Types of Aerial Apparatus:

Quint:

The "quint" concept consists of combining the functions of a ladder truck and a pumper truck into one vehicle. A quint is a fire truck that has a pump, a water tank, hose inventory, ground ladders and aerial capability. The maximum ladder reach of a Quint is 75'.

They were manufactured to provide fire departments the versatility of replacing their Engines with a Quint for 1st response to fire calls. Many fire departments that have purchased Quints found them to be heavy and difficult to maneuver as front line 1st response vehicles. The reach (75') of a Quint, is not suitable for many of the buildings within Esquimalt due to the setback from the road (where the truck will be operating).



Ladder:

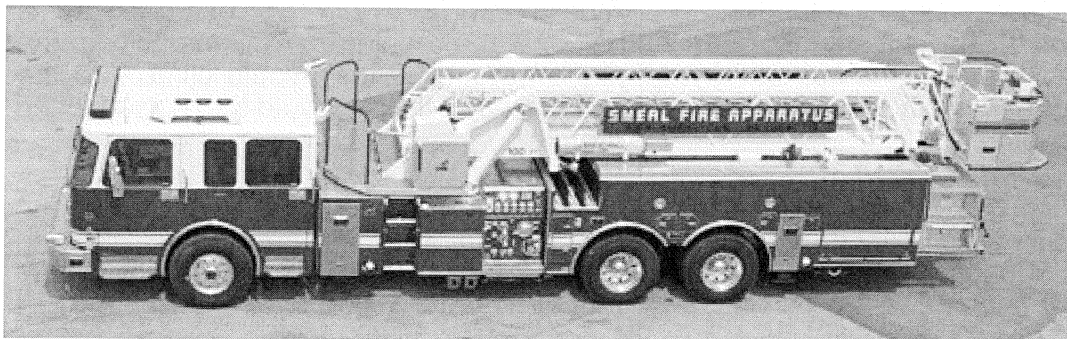
A heavy duty ladder truck is designed for use with tandem axle configurations. A "ladder" truck has two rear axles to help carry the extra weight of the ladder mechanism and also have four rear brakes. The ladder is also rated with a 500 lb tip load.

View Royal and the Department of National Defence each have a 105' ladder truck.



Platform:

A platform device is basically a heavier duty aerial ladder with a platform at the end.



Victoria and Saanich each have a 100' platform truck.

Both Heavy Duty Ladder and Platform trucks of similar reach (105') provide suitable rescue and water tower capabilities for Esquimalt's needs.

There are advantages of both a Platform and Ladder truck:

<p align="center">Heavy Duty Ladder Approximate Cost: \$900,000</p>	<p align="center">Platform Approximate Cost: \$1,250,000</p>
<p>It is quicker for the crews to complete an emergency exit from a multi-level building with the utilization of a ladder truck. Utilizing a 2nd means of egress with a ladder truck only requires the fire crew to exit from a window onto a ladder and climb down.</p>	<p>A platform can be utilized as a 2nd means of egress, but as compared to a ladder truck the amount of time to exit will be longer as the crew will have exit from the window, climb into the platform, then out of the platform onto a ladder then climb down.</p>
<p>A ladder is shorter in overall length (driving) than that of a platform, therefore; maneuverability of the vehicle into parking lots of multi-level apartments and commercial sites is easier.</p>	
<p>A ladder is lighter in weight than that of a platform, therefore there will be less wear and tear on the vehicle as it is expected that the aerial will respond to all emergency calls (other than medical aids) within the Township. This in turn increases the vehicle's life expectancy as compared to a platform.</p>	<p>As a platform is a very heavy vehicle, many fire departments limit it's response to minor fire calls, as there will be more wear and tear on the vehicle.</p>
<p>For victim rescue a ladder can be left in place at a balcony or window. The victims would be required climb off of the balcony (or out of the window) onto the ladder, and then climb down. An advantage over a platform is that it provides the opportunity to remove (rescue) more victims on a continuous basis.</p>	<p>Victims, especially the young and elderly are more comfortable when being removed by a platform, instead of climbing down a ladder. The platform would be extended to a balcony, the residents (max capacity in the platform is 1000 lbs) would climb into the platform, and then it would be lowered to the ground.</p>
<p>The maximum load capacity at the tip of a ladder truck is 500 lbs.</p>	<p>A platform has greater load carrying capacity at tip (end) when extended than that of a ladder (1000 lbs).</p>
	<p>If a firefighter is required to be at the tip of the extended aerial, a platform provides firefighters a safer and more comfortable working position (standing in the platform rather than holding onto the ladder)</p>

<p>The ladder, although not as versatile as a platform as an elevated working area, still supplies the firefighter at the tip with a hose outlet, an electrical power source, as well as a breathing mask with a remote airline from the aerial's plumbed in breathing air system</p>	<p>The platform can serve as an excellent work station at an elevated location, supplying a hose outlet, an electrical power source, mounted hand tools and miscellaneous equipment as well as breathing masks with remote airlines from the platform's breathing air system</p>
<p>Both a ladder and a platform have the ability to be controlled from the ground through a remote control device. This way the operator can step away from the vehicle, take in the big picture and extend the aerial to where it is required. The remote control also allows the user to operate the plumbed in elevated water monitor the same way.</p>	<p>Same as ladder.</p>

Alternative Options:

Replace the snorkel with another fire engine and sign a contract with a neighbouring fire department for them to provide a ladder truck to Esquimalt for all reported fire alarms and structure fires.

- Fire Chief Angrove of the Victoria Fire Department was asked if his fire department would be able to provide this service and if so, what the cost would be. Chief Angrove provided a quote of \$70,000 as an annual fee for service with the below stipulations:
 - The ladder truck would respond from their #1 Fire Hall on Yates Street with two firefighters.
 - If the Officer in Charge from Esquimalt does not require the use of the ladder at the fire call, it will be cancelled in order for it to return back to Victoria.
 - The two firefighters responding on the ladder are only to be utilized for ladder operations and are not to be used for other fire ground operations.
- The approximate cost of a new fire engine would be \$550,000. With the additional cost of the annual contract fee for service for the provision of the ladder, the break even point would be at the five year mark. At year six and beyond, this option will cost the Township more money rather than originally purchasing the ladder truck.
- The Township will be fully dependant on another district / city in providing a ladder truck to our area.
- If the ladder truck is tied up on a call within the City of Victoria, Victoria will be unable to send the ladder truck to Esquimalt.

- In the event that the bridges from Victoria to Vic West are compromised, due to a natural disaster Victoria's ladder truck will be unable to attend to Esquimalt or the Vic West area until the bridge crossing is checked out and approved by a structural engineer.

Replace the snorkel with a used ladder truck.

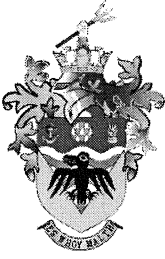
- I have reviewed the availability of used apparatus that is available for purchase in North America. The availability of a used ladder truck is very limited as many fire departments keep their ladder trucks for their full life (20 – 25 years). There are currently only three available units that range from 1994 - 2000 with costs ranging from \$250,000 - \$600,000 U.S.
- Upon speaking with Fire Departments that have purchased used apparatus have indicated that they had essentially purchased a used vehicle over the internet. These departments required both a pump technician and mechanic to attend a pre-inspection of the vehicle at its original location. The purchasing fire department was required to refit the used apparatus to meet the British Columbia Standards (weight restrictions on the roadway, thread fittings, mechanical, ULC ratings for the pump and the Motor Vehicle Act Regulations). Not only were these retrofits very costly, but they required departmental staff in the form of a mechanic and a pump technician to accomplish. Without this staff within the department such modifications add more to the overall cost involved in the retrofit.
- A used ladder fails to meet our need for the following reasons:
 - No warranty
 - Unknown maintenance history
 - Extent of pump usage unknown
 - Mechanical and/or structural defects/damage are unknown
 - Interior and exterior compartment storage incompatible
 - Used apparatus would not meet the latest National Fire Protection Association (NFPA) or Canadian ULC Standards.
 - Length over all maybe excessive
 - Excessive turning radius
 - Cost of retrofit and importation modifications
 - Ability to service locally?
 - Will require a replacement earlier (budget impacts)
 - No one vehicle incorporates all of Esquimalt's needs

Paul Nelson
Fire Chief

Approved for Council's consideration:

Laurie Hurst, CAO

Dated: _____



DRAFT

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT
ADVISORY PLANNING COMMISSION
HELD ON
SEPTEMBER 16, 2008
COUNCIL CHAMBERS**

MEMBERS PRESENT: Paulette Flannagan, Chairperson
Talya Cohen
Gerald Froese
Brian Gordon
Ramona Scott

REGRETS: Don Marsden
Terry Eckstein

TECHNICAL STAFF: Trevor Parkes, Senior Planner

COUNCIL LIAISON: Hy Freedman - Regrets

SECRETARY: Marie Letham

4 members of the public in attendance

I. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m. and outlined the meeting procedures and the advisory role of the Advisory Planning Commission.

II. LATE AGENDA ITEM

Submission by architect of A1 & A2 site plan for 861 Tillicum Road application

III. ADOPTION OF AGENDA

Moved by Brian Gordon, seconded by Terry Eckstein, that the agenda be adopted as amended to accept the late item.
The motion **CARRIED**.

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**III. ADOPTION OF MINUTES
Minutes of the Regular Meeting of August 19, 2008**

Moved by Brian Gordon, seconded by Ramona Scott that the minutes of the regular meeting of August 19, 2008 adopted as circulated.
The motion **CARRIED**.

IV. BUSINESS FROM MINUTES
No business arising from minutes.

V. STAFF REPORTS

**(1) Development Permit Application
Ray Horne, Owner/Applicant
1324 Lyall Street – New Strata-titled Duplex**

Jeff Woodburn, a friend of the owner, represented Ray Horne who is out of town. He outlined the colours and the materials for the proposed new duplex. He also outlined the landscaping for the project.

Paulette Flannagan commented that the south side of the building wall was so plain and lacked architectural design. She inquired about the fencing on the Lyall Street side.

Jeff Woodburn replied that it is their intention to replace the fencing.

Paulette Flannagan commented that there is a need for more landscaping, that the appeal of the streetscape is weak.

Ramona Scott concurred that there is a lack of design.

Public Input

Lara LaBell, 507 Nelson Street, commented that:

- they are concerned about privacy, and asked that consideration be given to frosting the window on the north side;
- balcony is about 12 feet from their south facing windows

Bill Barbour, commented that:

- south side design very weak;
- too many windows on the north side.

DRAFT

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MEETING HELD ON SEPTEMBER 16, 2008**

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RECOMMENDATION:

Moved by Brian Gordon, seconded Ramona Scott, that the Esquimalt Advisory Planning Commission (APC) resolves that the application for a Development Permit for Lot 129, Suburban Lot 38, Esquimalt District, Plan 2854 be forwarded to Council with a recommendation of approval Including the following conditions:

1. That a window be added to the south side elevation;
2. That privacy screening on the second floor deck be considered to preserve the privacy of the north side neighbours.

The motion **CARRIED UNANIMOUSLY**.

The opinions and comments of the APC members are as follows:

- That there is a lack of architectural design on the south side;
- That more landscaping to improve the streetscape should be considered.

**(2) Development Permit (with Variances) Application
Allan R. Cassidy, Architect on behalf of owner Mette Sinclair
861 Tillicum Road**

Allan Cassidy, Architect was in attendance to present the proposal. He referred the members to the revised site plan A1 and A2 presented as a late item.

He outlined the history of the property and the surrounding neighbourhood.

In response to questions from the Commission regarding the landscaping, Allan Cassidy commented that they are committed to the landscaping.

Public Input:

There was no input from the public.

RECOMMENDATION:

Moved by Brian Gordon, seconded by Talya Cohen, that the Esquimalt Advisory Planning Commission (APC) resolves that the application for a Development Permit for Lot 129, Suburban Lot 38, Esquimalt District, Plan 2854 (861 Tillicum Road) including the variances and conditions listed below be forwarded to Council with a **recommendation of approval**,

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MEETING HELD ON SEPTEMBER 16, 2008**

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Section 38(5)– Floor Area – an 18.7 square metres decrease in the minimum floor area permitted of a Principal Building from 88 square metres to 69.3 square metres.

Section 38(8.1)– Building Massing – a 1 % relaxation of the permitted maximum total of floor area Principal Building from 75% to 76%.

Section 38(9)(a)(i) (ii)– Siting Requirements – a 0.4 metre relaxation of the required setback between a Principal Building and the Front Lot Line from 7.5 metres to 7.1 metres, and a 0.1 metre relaxation if the setback between a Principal Building and the Interior Side Lot Line from 1.5 metres to 1.4 metres

Also, with the following conditions:

1. That the applicant reduce the amount of hard paving in the front yard and provide a permeable surface by in installation of grass-crete. pavers
2. That the applicant consider the use of some type of solar system to provide back-up power for the pump system;
3. That a Covenant be registered on title to alert prospective buyers of the pump system.

The motion **CARRIED UNANIMOUSLY.**

The opinions and comments of the APC members are as follows:

- Serious concerns regarding the sewage pump and who would be responsible for maintenance;
- Concerned about the operations of the sewage pump system in case of power failures;

**(3) Development Permit Application
Datatech Developments Inc. (owner Alice Large)
1190 Rhoda Lane**

Phil Large, Datatech Developments Inc., attended to outline the proposal. Also in attendance was Bev Windjack, LADR Landscape Architects to outline the landscape plan.

Phil Large outlined that he intends to subdivide the property into six single family strata lots and that he would be servicing the lots, not building the houses. He

commented that there are documents that bind them to certain elements and earth-tone colours.

In response to a question from Paulette Flannagan, regarding what type of assurance does the Commission have that what has been presented will be adhered to?

Phil Large stated that a Building Scheme will be registered against the title of the lots and this is a binding document.

Bev Windjack outlined the rehabilitation plan for the Gorge Waterway, indicating the use of native plants. She indicated that a significant number of the existing trees would be retained.

Bev Windjack informed the Commission members that a 5 metre strip would be dedicated to the municipality as parkland.

There were no further comments or questions from the Commission.

The Chair commented that this is the last subdividable property along the Gorge and it will be good to see the rehabilitation of the strip along the waterway.

Public Input:

No members of the public spoke to this application.

RECOMMENDATION:

Moved by Ramona Scott, seconded by Brian Gordon, that the Esquimalt Advisory Planning Commission (APC) resolves that the application for a Development Permit for Lot 1, Section 2, Esquimalt District, Plan 7068 (1190 Rhoda Lane) be forwarded to Council with a **recommendation of approval**. The motion **CARRIED UNANIMOUSLY**.

The opinions and comments of the APC members are as follows:

- That the public access be ensured.

**(4) Rezoning and Development Permit Applications
Herb Kwan, Architect on behalf of Stratford Business Group Ltd.
934/936 Craigflower Road**

Herb Kwan, Architect, was in attendance representing the owner of the property, along with Jim Partlow, Landscape Architect from the Lombard Group.

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MEETING HELD ON SEPTEMBER 16, 2008**

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Herb Kwan, outlined the proposal to rezone the property to permit the assembly of two parcel and construction of a 13 unit townhouse development.

He outlined the topography of the area and the mix of land uses. He also outlined the site planning for the project.

Herb Kwan stated that the site is unique and challenging and informed the Commission members of the materials, colour and layout of the various proposed units.

Jim Partlow, outlined the landscape plan and how he related the landscaping to the rise and fall of the area, and also relating it to the property. He outlined the various species that they would be using to infuse colour during various seasons.

In response to a question regarding privacy of the units, Jim Partlow explained that they had discussed privacy hedging. They did not want to enclose the area too much as this would provide "hiding spots". He explained that they would be using boxwood and wrought iron fencing, which will give a balance and work well together.

The Chair inquired as to where the workers would park during construction. Herb Kwan responded that the owner would be looking into that.

In response to a question from a Commission member whether they had talked to the neighbourhood, Herb Kwan, stated no, but they would be doing that.

In response to a question from a Commission member, Herb Kwan clarified that the project would not be build to LEED standard, but "built-green".

Public Input:

In response to a question from Lynda Hundleby regarding mitigating sound and vibrations at such a busy location.

Herb Kwan outlined the technology of building materials available, especially the technology around windows; that when the windows are closed the noise will be non-existent.

RECOMMENDATION:

Moved by Talya Cohen, seconded by Brian Gordon, that the Esquimalt Advisory Planning Commission (APC) resolves that the applications for Rezoning and a Development Permit for the subject properties be forwarded to Council including the following conditions listed below with a **recommendation of approval:**

**MINUTES OF ADVISORY PLANNING COMMISSION
MEETING HELD ON SEPTEMBER 16, 2008**

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1. That applicant conduct a public meeting, as required by Council's PLAN-25, prior to the proposal going to the Committee of the Whole meeting;
2. That the project be constructed to "*Built Green*" standards.
The motion **CARRIED UNANIMOUSLY**.

The opinions and comments of the APC members are as follows:

- Commended the architect on an excellent and thorough presentation, a real "*Wow*" project;
- Will set high standard for the area.

V. PLANNER'S STATUS REPORT

Trevor Parkes gave the following status report:

- 372 Pooley Place – Development Variance Permit – notices to be sent out September 18th, hearing scheduled for October 6th.
- 774 Fairview Road – Development Permit with Variance – notices to be sent out September 18th, hearing scheduled for October 6th.
- 622 Admirals Road – Rezoning Application – Application held in abeyance pending a review of the OCP; preparation of a work plan for preparation of a Development Cost Control (DCC) bylaw.
- 1180 Colville Road – Development Permits for an existing 37 unit building and a proposed new 35 unit strata building.- staff recommendations accepted for a draft Development Permit and a draft Temporary Use Permit be allowed. On July 14, 2008, Council adopted both amendments to the OCP and Zoning Bylaw to allow Temporary Use Permits.
- 1180 Colville – Amendment to CD Zone 57 received first and second reading.
- 847 Dunsmuir Road – Issues associated with site design in relation to servicing rights-of-way are being evaluated by Staff and the applicant. These issues must be resolved prior to the Development Permit moving forward to Committee of the Whole.

VI. COUNCIL LIAISON

Not in attendance – no report available.

**MINUTES OF ADVISORY PLANNING COMMISSION
MEETING HELD ON SEPTEMBER 16, 2008**

VII. NEW BUSINESS

There was no new business.

VIII. NEXT REGULAR MEETING

Tuesday, October 21, 2008

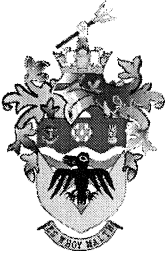
IX. ADJOURNMENT

On motion the meeting adjourned at 9:30 p.m.

Certified correct:

Paulette Flannagan, Chairperson

DRAFT



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT
ADVISORY PLANNING COMMISSION
HELD ON
OCTOBER 21, 2008
COUNCIL CHAMBERS**

MEMBERS PRESENT: Paulette Flannagan, Chairperson
Talya Cohen
Gerald Froese
Brian Gordon
Ramona Scott

REGRETS: Don Marsden

TECHNICAL STAFF: Trevor Parkes, Senior Planner

COUNCIL LIAISON: Hy Freedman

SECRETARY: Marie Letham

There were no members of the public in attendance

I. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m. and outlined the meeting procedures and the advisory role of the Advisory Planning Commission.

II. ADOPTION OF AGENDA

Moved by Brian Gordon, seconded by Terry Eckstein, that the agenda be adopted as amended to accept a late item to be placed under "New Business" The motion **CARRIED**.

III. ADOPTION OF MINUTES

No minutes were available for adoption at this meeting.

IV. BUSINESS FROM MINUTES

No business arising from minutes.

DRAFT

**MINUTES OF ADVISORY PLANNING COMMISSION
MEETING HELD ON OCTOBER 21, 2008**

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V. STAFF REPORTS

**(1) Development Permit Application
Garry Bromley, Owner/Applicant
357 Kinver Street**

Garry Bromley, owner of 1130 Munro and Bonnie Calder, owner 1126 Munro were in attendance to outline the proposal is to construct a strata-titled duplex on a newly sub-divided lot.

Garry Bromley summarized he and Bonnie Calder's history in Esquimalt. He outlined the proposal for a strata-titled duplex. He then stated that the building is in compliance with the character of the neighbourhood. He commented that all the features are outlined in the Senior Planner's report. He commented on the hip roof, gable trusses, and that the height is well within the height allowed by the Zoning Bylaw.

The applicant outlined the environmentally friendly features of the project (i.e. low flush toilets, low flow shower heads, "smart glass").

In response to a question regarding the tree at 361 Kinver, the applicant advised that a tree removal permit has been applied for the removal of 10 trees. One of these trees is located on the neighbouring property (at 361 Kinver Street) a separate removal permit must be submitted by the neighbouring owner. Four replacement trees are shown on the landscape plan.

A short discussion took place amongst the members regarding infill housing and duplexes.

Public Input:

No members of the public present.

RECOMMENDATION:

Moved by Talya Cohen, seconded by Terry Eckstein, that the Esquimalt Advisory Planning Commission (APC) resolves that the application for a Development Permit with Variance for Lot C, Section 11, Esquimalt District, Plan VIP85403 (357/359 Kinver Street) be forwarded to Council with a **recommendation of approval** including the variance of:

Zoning Bylaw No. 2050, Section 40(8.1) – Building Massing – a 8% relaxation for the permitted maximum area of the second storey of a Two Family dwelling in relation to the total floor area of the ground floor, including an attached garage from, 75% to 83%.

The Motion **CARRIED UNANIMOUSLY.**

The opinions and comments of the APC members are as follows:

- That this is a great infill project;
- Normally not in favour of removing trees, but pleased to see that replacement trees have been shown on the plans.

**(2) Development Permit (with Variances) Application
John Romashenko, applicant, on behalf of owner,
Hwagil (Howard) Joo
1008 Tillicum Road**

Prior to the applicant's presentation, Trevor Parkes, Senior Planner, advised of a change of procedure with this application. Normally this application would have been reviewed by the APC before going to COTW, however, as this is a revision of a previously approved development and the applicant is anxious to proceed with construction, staff are requesting this change in procedure.

It is proposed that if the APC has any strong objections that result in revisions to the project, staff will bring the application back to the next COTW meeting. Otherwise, if the APC has no objections, the application would proceed to Council in November.

John Romashenko, applicant, and David McGrath, Architect were in attendance to present the proposal for a mixed commercial/residential building. The residential portion contains 12 residential units and one commercial unit.

David McGrath, reviewed the history of the two previous applications that had come before the Commission.

The architect commenced a power-point presentation of the project.

He commented on the sustainability aspect of the project; i.e. bicycle use, skylights, solar chimneys, water efficient and energy efficient appliances will be used. He also indicated that much of the construction material will from recycled and salvaged items.

In response to questions from the Commission, David McGrath advised there will be no live-work units in this project. Also, there will be no green roof, as this is not viable.

David McGrath commented to the Commission that, and referred to his power point, that he had redesigned the area for the garbage receptacle and also provided one more parking space. This is a change of plan from what was presented to the Committee of the Whole on Monday evening.

In answer to the Commission's concern regarding traffic onto Tillicum Road, the architect advised that there would be a "Right-In" and a "Right-Out" only, as commented by the Engineering Department.

Public Input:

There were no members of the public present.

RECOMMENDATION:

Moved by Brian Gordon, seconded by Ramona Scott, that the Esquimalt Advisory Planning Commission (APC) resolved that your application for a Development Permit for Lot 5, Section 10, Esquimalt District, Plan 6034 [1008 Tillicum Road] including the variance and conditions listed below be forwarded to Council with a **recommendation of approval**.

Zoning Bylaw No. 2050, Section 47(2) – Building Height – a 3.2 metre increase in the permitted Height, from 13 metres to 16.1 metres.

1. That consideration be given to some decorative features on the (south facing blank wall) either by some artistic mural or creeping vegetation.
The motion **CARRIED: 5 For 1 - Opposed**

The opinions and comments of the APC members are as follows:

- Concern expressed over the blank wall being a magnetic for Graffiti;
- Project appears to be well thought out.

V. PLANNER'S STATUS REPORT

Trevor Parkes, Senior Planner presented the following status report:

**MINUTES OF ADVISORY PLANNING COMMISSION
MEETING HELD OCTOBER 21, 2008**

- 372 Pooley Place – Development Variance Permit approved at Council October 6th;
- 774 Fairview Road – Development Permit with Variance approved October 6th;
- 1324 Lyall Street – Development Permit for new strata-titled duplex recommended approval at COTW October 20th;
- 861 Tillicum Road – Development Permit for strata title conversion – COTW October 20th, Development Permit supported, stratification of existing duplex was not supported.
- 1190 Rhoda Lane – Development Permit supported at COTW, October 20th;
- 934/936 Craigflower Road – Rezoning Application and Development Permit pulled from the approval process at the request of the applicant until after the municipal elections.

VI. COUNCIL LIAISON

Councillor Freedman commented on the application for 1008 Tillicum Road, which was at COTW on October 20th, 2008. There were some issues regarding the presentation, and the egress and access across Tillicum Road. The presentation was not good. He commented that the plans presented this evening have changed from those the COTW reviewed last night.

VII. NEW BUSINESS

Victoria News Article, October 10, 2008

Paulette Flannagan indicated that she took exception to the comments in the article by one of the Councillors. After a short discussion, where it was indicated that there may be a misunderstanding or a misquote of the comments, it was suggested that Paulette call and discuss the matter, rather than formally taking it to Council.

VIII. NEXT REGULAR MEETING

Tuesday, November 18, 2008

IX. ADJOURNMENT

On motion the meeting adjourned at 9:15 p.m.

Certified correct:

Paulette Flannagan, Chairperson

Corporation of the Township of Esquimalt



ESQUIMALT PARKS AND RECREATION COMMISSION

REGULAR MEETING NOVEMBER 6, 2008

7:00 p.m.

Council Chambers, Esquimalt Municipal Hall



MINUTES

Present: Commissioner R. Fyfe, Chair
Commissioner J. Parlee
Commissioner D. Linge
Commissioner L. Hundleby
Commissioner S. Zeitz
Commissioner G. Murray

Staff: A. Katschor, Acting Director of Parks and Recreation Services
J. Byron, Manager of Recreation Services
C. Weber, Secretary to the Director of Parks and Recreation Services

Regrets: Commissioner M. Mitchell-Starkey

The meeting commenced at 7:00 p.m.

Commissioner Linge informed the Commission that Jack Van Dalen passed away last week. Jack was Parks Foreman with the Department until 1985.

The Commissioner Fyfe informed the Commission that Christine Morissette, Director of Parks and Recreation Services, had resigned from the position.

1. APPROVAL OF AGENDA

Moved by Commissioner Linge, seconded by Commissioner Parlee that the agenda be approved with the following addition: under section 7, add number (3) A report to Council from the Manager of Recreation Services regarding Esquimalt's Youth Services – Youth Only Friday Nights. Also attached are letters and a petition from residents.

The motion **CARRIED**.

2. MINUTES

Moved by Commissioner Hundleby, seconded by Commissioner Murray that the Minutes from the Regular Parks and Recreation Commission Meeting held on October 2, 2008 and the Notes from the October 22, 2008 Budget Meeting be approved.

The motion **CARRIED**.

3. DELEGATION

- (1) Brian Gray, resident of Esquimalt addressed the Commission regarding facility improvements as follows:
 - Painting the roof at Archie Browning Sports Centre
 - Mural on the west wall of the Sports Centre
 - Painting the interior of the gymnasium at the Recreation Centre
 - Acoustics in the gymnasium at the Recreation Centre

- (2) Tony Bendall, Jr. B. Lacrosse regarding securing dry floor at Esquimalt's Archie Browning Sports Centre in June, July and August of 2009. Mr. Bendall informed the Commission that their league had been successful in their bid to host the 2009 Jr. B Lacrosse provincial championships at the Archie Browning Sports Centre and are requesting that the arena ice not be put into the Sports Centre until after their event in August.

4. BUDGET

2009 Budget Requests.

The Parks and Recreation Commission prioritized the budget items and directed staff to provide more information on the following items:

- study of Jubilee Acoustics – baffles
- mezzanine flooring replacement
- scissor lift
- epoxy roofing material for barrel roofs

The Commission will meet again prior to November 28, 2008 to complete prioritization of the 2009 Budget Request items.

Moved by Commissioner Hundleby, seconded by Commissioner Parlee that the 2009 Budget Request item *Room Naming Story Boards* be referred to the Cultural Advisory Committee be for their recommendations.

The motion **CARRIED**.

5. STAFF REPORTS

- (1) Macaulay Point Natural Area Management Plan – A report from the Manager of Parks Services and a copy of the draft report.

The Commission requested that the word *Draft* be added to the report and that an Executive Summary be included in the report.

Moved by Commissioner Parlee, seconded by Commissioner Hundleby that the report be received for information.

The motion **CARRIED**.

Moved by Commissioner Murray, seconded by Commissioner Linge that, in consultation with DND, the report be made available to the public, including the development of a consultation plan.

The motion **CARRIED**.

Esquimalt Parks and Recreation Commission Minutes

Regular Meeting of November 6, 2008

Page 3

- (2) Volunteer Package – A report from the Manager of Recreation Services.
Moved by Commissioner Linge, seconded by Commissioner Parlee that the report be received for information.

The motion **CARRIED**.

6. MANAGEMENT REPORTS

- (1) A verbal report on Bylaw No. 2638, a Bylaw to re-establish the Corporation's Reserve Funds, Section 6.(1) referring to the Park Land Acquisition Reserve Fund.

The Manager of Parks Services reported that there is currently \$403,813 in the fund.

Moved by Commissioner Parlee, seconded by Commissioner Linge that the report be received.

The motion **CARRIED**.

- (2) The Manager of Parks Services reported:

- The Donations Policy is written so that it can include donation of toys for playgrounds
- The bylaw regarding camping in municipal parks is specific to the City of Victoria
- At a Glance – October 2008

Moved by Commissioner Hundleby, seconded by Commissioner Parlee that the report from the Manager of Parks Services be received.

The motion **CARRIED**.

- (3) The Manager of Recreation Services reported:

- The Township of Esquimalt contributed \$4,000 towards the Regional Study for a multipurpose facility
- At a Glance – October 2008

Moved by Commissioner Hundleby, seconded by Commissioner Parlee that the report from the Manager of Recreation Services be received.

The motion **CARRIED**.

7. INFORMATION / CORRESPONDENCE

- (1) Gorge Vale Golf Club – Forest Vegetation Management Plan.

Moved by Commissioner Parlee, seconded by Commissioner Hundleby that the information be received and filed.

The motion **CARRIED**.

- (2) Letters from the Manager of Parks Services to the Japan Friendship Society and the Victoria Nikkei Society regarding the Japanese Gardens at Esquimalt Gorge Park.

Moved by Commissioner Parlee, seconded by Commissioner Hundleby that the information be received and filed.

The motion **CARRIED**.

- (3) A report to Council from the Manager of Recreation Services regarding Esquimalt's Youth Services – Youth Only Friday Nights.

The Manager of Recreations Services reported that this issue will be revisited in two months and information will be provided to Commission at that time.

Moved by Commissioner Parlee, seconded by Commissioner Hundleby that the information be received and filed.

The motion **CARRIED**.

8. PUBLIC QUESTION PERIOD

There were no questions from the public.

9. ADJOURNMENT

Moved by Commissioner Linge that the meeting be adjourned at 10:30 p.m.

The Commission discussed Jr. B Lacrosse's request for additional dry floor time in 2009. The Commission Chair requested that staff provide support to assist the group in finding rental space in other venues for their 2009 event.

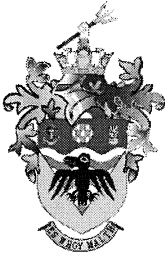
The Commission requested that the issue of dry floor time for lacrosse in future years be tabled for discussion until the January Commission meeting.

The motion **CARRIED**.

CERTIFIED CORRECT

Andy Katschor, Secretary

Chairperson, Esquimalt Parks and
Recreation Commission



DRAFT

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT
ADVISORY PLANNING COMMISSION
HELD ON
NOVEMBER 18, 2008
COUNCIL CHAMBERS**

MEMBERS PRESENT: Paulette Flannagan, Chairperson
Terry Eckstein
Gerald Froese
Brian Gordon
Ramona Scott

REGRETS: Talya Cohen

ABSENT: Don Marsden

TECHNICAL STAFF: Trevor Parkes, Senior Planner

COUNCIL LIAISON: Hy Freedman – not in attendance

SECRETARY: Marie Letham

14 members of the public in attendance

I. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m. and outlined the meeting procedures and the advisory role of the Advisory Planning Commission.

II. ADOPTION OF AGENDA

Moved by Ramona Scott, seconded by Terry Eckstein, that the agenda be adopted as distributed.
The motion **CARRIED**.

III. ADOPTION OF MINUTES – September 16, and October 21, 2008

The Chair suggested that in order to allow the members time to review the two sets of minutes that the adoption of the minutes be postponed to December's meeting.

IV. BUSINESS FROM MINUTES

No business arising from minutes.

DRAFT
171

IV. STAFF REPORTS

(1) **Rezoning Application**
David Billingsham, applicant on behalf of owner
1191 Munro Street

David Billingsham was in attendance to outline the proposal is to rezone the existing property from Single Family Residential to Single Family Panhandle Residential. He outlined the history of the property indicating that the owner had applied for subdivision of the property in 1993 and received approval, but did not pursue the subdivision at that time.

In response to a question from a Commission member asking if the applicant had talked to the neighbours, David Billingsham responded that Donna Humphries had passed out letters to the neighbours.

Gerald Froese commented that it is difficult to comment upon without a schematic of the building or what the dwelling will look like.

Terry Eckstein commented that it would be more helpful if a site plan of how the house will be situated could be provided.

Trevor Parkes, Senior Planner, explained to the Commission that this application is for rezoning not a Development Permit where the Commission would be evaluating the form and character.

Public Input

Filippo Ferri – 1162 Hadfield Avenue commented that:

- he wondered if consideration could be given to putting the APC Agenda and reports on Esquimalt's Website as sometimes it is difficult to get to the Hall;
- it would be beneficial to see what the building would look like;
- shading from building might have impact on adjoining lots;
- difficult access could impact neighbouring properties.

Valerie Nathan, 1193 Munro Street expressed the following;

- that adequate notice had not been given;
- the signage is obscured;
- she is against the rezoning;
- she feels that panhandle lots are unattractive;
- concerned about loss of view, privacy and devaluation of her property;
- will affect the streetscape;

**MINUTES OF ADVISORY PLANNING COMMISSION
MEETING HELD ON NOVEMBER 18, 2008**

Page 3

- concerned about secondary suites going into single family units;

Colleen Matthews, 1195 Munro Street commented that:

- many of her comments and values were the same as the previous speaker;
- she is also concerned also that suites may go into the single family dwellings;
- she is concerned about parking problems.

Beth Burton-Kahn, 1101 Hadfield Avenue, commented that:

- she is not in favour of the project;
- not concerned about the municipality receiving more taxes, would be willing to pay more taxes to keep the area the way it is.

Penny Campbell, Plaskett Place, commented that:

- not opposed to the project;
- it is not always about greed when individuals redevelop;
- not concerned about suites.

Kim fisher, Fernhill Road, commented that:

- Saxe Point is unique, beautiful spacious area;
- concerned about higher density.

The Chair allowed the applicant, Donna Humphries to comment:

- she stated that the house is the family's only asset;
- takes offences to some of the comments;
- they wish to realize their asset as they require the income for their father's care.

RECOMMENDATION:

Moved by Ramona Scott, seconded Brian Gordon, that the Esquimalt Advisory Planning Commission (APC) resolved that the application for the Rezoning of Lot AM 5, Section 11, Esquimalt District, Plan 5391[1191 Munro Street] that the application be **denied**.

Motion **CARRIED UNANIMOUSLY**.

The opinions and comments of the APC members are as follows:

- that Panhandle lots are intrusive into open space;
- that panhandle lots are discouraged in the OCP;
- even though a panhandle lot is on the next lot does not mean this is precedent setting throughout the area;
- not supportable as it does not enhance the value of the neighbourhood

(2) **Development Permit (with Variance) Application
Praxis Architects Inc., applicant on behalf of owner
630 Head Street**

Proposal is to build an addition on the northeast corner of the roof of the existing building.

RECOMMENDATION:

Moved and seconded that as no representatives were present to present the proposal and answer questions the application be **postponed** to the December 16th, 2008 meeting of the Esquimalt Advisory Planning Commission.

The motion **CARRIED UNANIMOUSLY**

VI. PLANNER'S STATUS REPORT

Trevor Parkes gave the following status report:

- 861 Tillicum Road – Development Permit approved by Council November 3, 2008. The application for strata-titling of a previous used building.
- 1324 Lyall Street – Development Permit for new duplex approved by Council November 3, 2008
- 934/936 Craigflower Road Rezoning – 13 Townhouses. The proposal is on hold until after the municipal elections. The applicant will be holding their public information meeting on December 2, 2008 at the Archie Browning Sports Centre. Application will proceed to COTW after the public meeting.
- 1190 Rhoda Lane – 6 lot subdivision. Development Permit was approved by Council November 10, 2008. The applicant's request to pay \$63,500 in-lieu of dedicating parkland adjacent to the Gorge Waterway was denied by Council at that meeting.
- 1008 Tillicum Road – mixed use commercial and 12 unit residential. Development Permit approved by Council November 3, 2008.
- 357 Kinver Street – Development Permit (with variance) for new duplex. Notices were sent out and the hearing will be held December 15th, 2008.

VII. NEW BUSINESS

Council Appointments for Commissions and Committees

A brief discussion took place and those members who are eligible to be re-appointed were advised that the Clerk's office will be preparing an advertisement, probably in January and new applications should be made. It was emphasized that all members continue to serve until new appointments are made.

Talya Cohen indicated that due to her work schedule she would be unable to attend December's meeting.

VIII. NEXT REGULAR MEETING

Tuesday, December 16th, 2008

IX. ADJOURNMENT

On motion the meeting adjourned at 8:30 p.m.

Certified correct:

Paulette Flannagan, Chairperson



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE

Thursday, November 20, 2008

7:00 p.m.

Wurtele Room, Municipal Hall

PRESENT: Tara Hastings – Chair
Edwin Hubert – Vice Chair
Councillor Jane Sterk
Mark Salter
Eileen Palmer
Lorraine Nygaard-Ishizaki (Arrived 8:30 p.m.)

STAFF: Gilbert Coté – Director of Engineering and Public Works (Staff Liaison)
Deborah Liske – Recording Secretary

REGRETS: Mayor Chris Clement
Alison Gaul

1. CALL TO ORDER

Chair Tara Hastings called the meeting to order at 7:08 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor Sterk, seconded by Edwin Hubert that the agenda of the Environmental Advisory Committee meeting of October 16, 2008 be approved as presented.
The motion **CARRIED**.

4. MINUTES

Moved by Councillor Sterk, seconded by Eileen Palmer, that the minutes of the Environmental Advisory Committee meeting of September 18, 2008 be approved as presented.
The motion **CARRIED**.

5. OLD BUSINESS

- (1) Gorge Vale Golf Club Forest Vegetation Management Plan

Chair Hastings reviewed the presentation by Gray Rothnie from the Gorge Vale Golf Club. The committee discussed and determined that the report be forwarded to Andy Katschor, Acting Director of Parks and Recreation. The committee discussed the need for the Club to be aware of and work to protect and encourage the growth of native plant species at risk; the need to protect and preserve the pristine natural areas such as the large Gary Oak ecosystem and further suggested that the Club work with Gary Oak Ecosystems Recovery Group to work towards restoration of the Gary Oak ecosystem on the golf course land. The committee also discussed the benefits of the municipality entering into a partnership with the golf course to grow trees for the golf course lands.

6. REPORTS FROM SUB-COMMITTEES

(1) Urban Landscape

No report.

(2) Pesticide Reduction

It was noted that the Alberta Provincial Government will be banning combined herbicide-fertilizer products in January 2010.

(3) Gorge Discovery Centre

No report.

(4) Driving Reduction

The Director of Engineering and Public Works noted that the bylaw allowing for the use of low-speed electric powered vehicles was adopted by Council on November 23rd. It was also reported that the upgrade to Craigflower Road from Dominion Road to Garthland Road will be moving forward in 2009 and the Admirals and Colville Road intersection upgrade will also be proceeding in 2009.

(5) Sustainability

The Director of Engineering and Public Works thanked the committee for their input for the sidewalk plan and also reported that the E & N Rail Trail is still proceeding.

The committee discussed the benefits of the beautification of Esquimalt Road which included reducing the road to two lanes with middle turn lanes. The committee also discussed the need to develop improved transit options.

The committee discussed the increased usage of residential neighbourhoods for parking of non-resident vehicles in areas around CFB Esquimalt. The Director of Engineering and Public Work noted that he will discuss this item with a representative from CFB Esquimalt.

Edwin Hubert reviewed the Cowichan Valley Regional District Environment Commission's website (<http://www.12things.ca/12things/index.php>) about sustainability. A survey was a large component of the website.

The committee discussed avenues that the committee could take to move Esquimalt forward with initiatives to increase their sustainability / be carbon neutral by 2012. The committee discussed increasing community engagement. It was suggested that each committee member invite two people, coordinate a facilitator and gather to discuss moving forward with the next goal of the committee. It was suggested that the committee recommend that the Township create and implement sustainable alternatives. It was noted that the CRD will be hiring a Climate Action Program Coordinator who could be utilized to assist the committee. The committee also discussed the carbon neutral initiatives of the District of Saanich and noted that they would like to explore other local governments' carbon neutral initiatives.

(6) Climate Change

No report.

(7) Solid Waste

The Director of Engineering and Public Works reported that the Pacific Mobile (recycling) Depots, formally located in the Tudor House parking lot will relocate to the rear parking lot of the Archie

Browning Sports Centre starting January 10, 2009.

Mark Salter provided the committee with information on a protein digester that will accept all types of food waste including pet waste. The digester works very similar to a regular composter but because of its design, is able to accept a larger variety of materials that a regular composter.

Lorraine Nygaard-Ishizaki arrived at 8:30 p.m.

The committee discussed the concept of incorporating the digester in local parks for dog droppings.

(8) Promoting Successes of Committee

No report.

7. **COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Councillor Sterk provided the committee with a brief overview of the proceeding for the upcoming inaugural address.

8. **ADJOURNMENT**

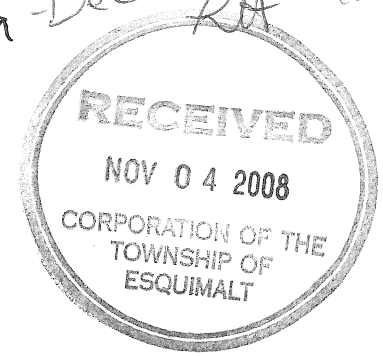
The meeting adjourned at 9:00 p.m.

Tara Hastings, Chair

This day of , 2008



Agenda - Dec 15 RA Larrick/ALCAO



Ref: 129119

OCT 30 2008

His Worship Mayor Chris Clement
Township of Esquimalt
1229 Esquimalt Road
Victoria, BC V9A 3P1

Dear Mayor Clement:

Thank you for your letter of September 26, 2008, regarding your support for the District of Metchosin's (District) Building Canada Fund Application No. 22443 – Malloch Road Water Extension.

We are also aware of the Wild Animal Rehabilitation Centre's support for the project and value the work it carries out. The application for funding will be assessed for potential funding, and Ministry of Community Development staff will contact the District for further information, if required.

Thank you, again, for writing to express your support.

Sincerely,

Blair Lekstrom
Minister

pc: His Worship Mayor John Ranns
District of Metchosin



FROM: VIRI VUKMIROVIC
383-5144 XT 1517
#3 - 703 PINE ST.

RECEIVED

NOV 03 2008

CORPORATION OF THE
TOWNSHIP OF
ESQUIMALT

Nov. 3

1:40 pm.

Mayor Clement
and Councillors:

I am profoundly concerned
re: our crisis of street
youth who are homeless
and abandoned. They have
been falling thru cracks
for too long, and I have
been witnessing this
travesty for too many years
now and am begging
you for some immediate
action for shelter and
sustenance. (sp?)

YES - Victoria has just
opened the out of Rain
"bandaid"

YES - we have 8 rooms
at the Taj Mahal on Herald

RE: Hospitality training program

However I feel we have
been stuck on this minimal
revolving door approach and
NOW is the time to prove
to the kids we mean

FROM: VIKI VUKMIROVIC
383.5144 x1517
#3 - 703 PINEST VICT.

business and intend
to walk their (our) talk.

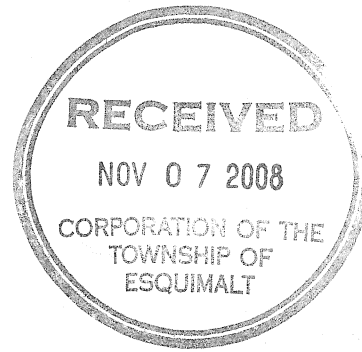
I would appreciate if
you would and members
of your council take time
to read Alexander's
article in the back of
last week's Monday Mag -
as well as editorial in
this week's editorial page
He states that he and
20 of his friends intend
a public action.

I support them with
all my heart + soul as
the same very concerns
and solutions I are what
I wrote at Jody Patterson's
request after 13 yr.
old Mercedes died
injecting 3 x tacy tabs.
→ just before starting
grade nine at Oak Bay
High. This tragedy only
fueled what I already know.

Thank you and please do something
now as tomorrow is too late
for many.

AND
she was
not a
street kid

Tom



NOV 05 2008

175307

His Worship Mayor Chris Clement
Township of Esquimalt
1229 Esquimalt Road
Victoria, British Columbia
V9A 3P1

*Agenda
Laurie*

Dear Mayor Clement:

On November 1, Premier Gordon Campbell announced that effective immediately and for 2009 only, assessments will be frozen for all property classes at their July 1, 2007 levels. This measure will provide property owners with certainty and confidence in the property assessment system.

As a result of the current economic crisis, British Columbia's real estate market has experienced a downturn. By taking the initiative to freeze assessments at last year's levels, the B.C. government will ensure that assessments reflect current market realities rather than the peak experienced close to July 1, 2008.

The provincial government is committed to fair and equitable treatment for all property owners. This action builds on the B.C. government's steps to ensure the province's competitiveness and to provide stability and predictability for property owners and taxpayers in the wake of the current global economic slowdown.

BC Assessment, in consultation with the Ministry of Small Business and Revenue, will work closely with your administrator and financial staff to address questions related to the roll freeze at the earliest opportunity.

The Ministry of Small Business and Revenue will also work closely with the Ministries of Finance and Community Development to ensure there is clear and coordinated communication between government ministries, local governments and other taxing jurisdictions regarding the implementation and details of the freeze.

.../2



Ministry of
Small Business and Revenue
and Minister Responsible
for Regulatory Reform

Office of the
Minister

Mailing Address:
PO Box 9065 Stn Prov Govt
Victoria BC V8W 9E2
Telephone: 250 356-6611
Facsimile: 250 356-8294

Location:
Room 124
Parliament Buildings, Victoria
website:
www.sbr.gov.bc.ca

I have been in close contact with BC Assessment's Board of Directors and Executive Committee to discuss this decision, and they are working on addressing the various and complex policy impacts, including working closely with the Ministry of Small Business and Revenue in drafting legislation that will bring these proposed changes into force during the fall legislative session.

In closing, I am seeking your support and involvement to work cooperatively with the provincial government and BC Assessment to implement this decision, to benefit property owners and taxpayers in your community.

Should you have any questions, I or staff would be pleased to discuss this matter with you in more detail. Further information is available online at http://www2.news.gov.bc.ca/news_releases_2005-2009/2008OTP0264-001663.htm.

Sincerely,



Kevin Krueger
Minister of Small Business and Revenue and
Minister Responsible for BC Assessment

cc: Honourable Gordon Campbell
Premier

Honourable Colin Hansen
Minister of Finance

Honourable Blair Lekstrom
Minister of Community Development

Connie Fair, President and CEO
BC Assessment

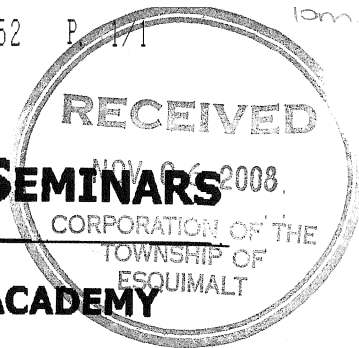
Lillian White, Chair
Board of Directors
BC Assessment

Agenda



2009 LGLA

ELECTED OFFICIALS TRAINING SEMINARS



LOCAL GOVERNMENT LEADERSHIP ACADEMY

Seminar Dates & Locations

Small Communities
 <10,000 population
 January 21 – 23
 Delta Airport, Richmond

AVICC Communities
 January 28 – 30
 Tigh-Na-Mara, Parksville

Electoral Area Directors
 February 4 – 6
 Delta Airport, Richmond

SILGA Communities
 February 11 – 13
 Grand Okanagan, Kelowna

AKBLG Communities
 February 17 – 19
 Prestige Inn, Nelson

Large Communities
 >10,000 population
 February 25 – 27
 Delta Airport, Richmond

Register at CivicInfo BC
www.civicinfo.bc.ca
 after November 17, 2008

For more information go to
www.LGLA.ca

The LGLA Elected Officials Seminars, previously known as the immensely successful UBCM Newly Elected Officials Seminars, will be offered once again following the BC local government elections.

The 2009 seminars are designed for both newly and returning elected officials and offer new seminar content and a new format.

The seminars will include plenary sessions for all elected officials attending as well as concurrent sessions to meet the specific needs of newly and returning elected officials. We also invite senior management staff to attend the seminars along with their elected officials.

Program Highlights:

- The 2009 program includes sessions on meeting procedures, setting priorities, teamwork, budgeting, financial planning, community planning, affordable housing, local government law, conflict of interest and more.
- Speakers include leading professionals and practitioners from the local government community across BC.
- Content is targeted at both newly and returning elected officials.
- Senior staff members are invited to attend with their council and board members.
- Six different seminars will be held in locations across the Province including Nelson, Kelowna, Parksville and Richmond.
- A special seminar program has been developed to address the needs of electoral area directors.

Registration

Registrations is limited, so please register early after November 17, 2008 at CivicInfo BC: www.civicinfo.bc.ca

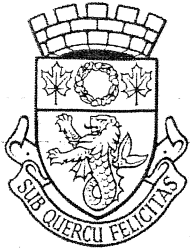
For more information go to www.LGLA.ca or contact LGLA Program Manager Allison Habkirk at lgla@shaw.ca or 250-652-9955.

Local Government Leadership Academy

The Local Government Leadership Academy (LGLA) was established to serve the needs of elected officials and senior administrators by improving the competencies needed to effectively manage and lead BC's local governments.

We Look Forward To Seeing You In January and February!

Presented by the LGLA in cooperation with the Union of BC Municipalities.



THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL - 2167 OAK BAY AVENUE - VICTORIA, B.C. V8R 1G2
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE: www.oakbay.ca

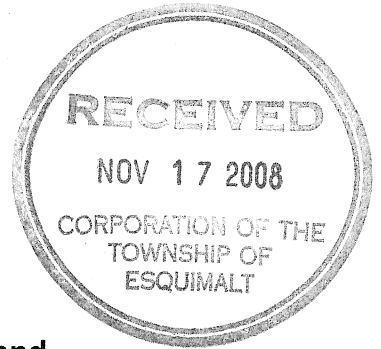
Tom.
360-20-GVPLB
7960-02-Esq.

November 13, 2008

*Agenda
Laurie*

COPY

Barry Holmes
Chief Executive Officer
Greater Victoria Public Library
735 Broughton Street
Victoria BC V8W 3H2



Dear Mr. Holmes:

Re: 2009 Greater Victoria Public Library Provisional Budget and Five Year Financial Plan

Thank you for providing the District with a copy of your provisional budget for 2009. This practice is always of assistance in our own budgeting process.

The October 24, 2008 letter from the Library Board Chair conveying the budget was received by Oak Bay Council at the meeting of November 10, 2008.

At that time, noting that there will be pressure on all local public bodies to keep property tax increases to a minimum in light of the hardships caused by the current economic downturn, Council expressed the hope that the final Library budget will come in at a significantly lower level than the provisional as far as municipal contributions are concerned.

In this regard, Council observed that reconsideration of proposed expenditures in the following areas could be warranted:

- (1) One-off projects such as the Library Facilities Master Plan and the Operational Review;
- (2) Costs to maintain current hours of operation;
- (3) Purchase of new Library materials.

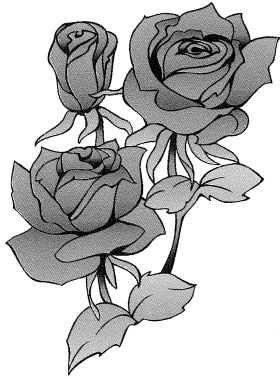
In addition, within the organizations of the member municipalities themselves, it will likely be difficult to obtain approvals for new staff positions in 2009, and in this regard the proposed Facilities Coordinator position could also prove to be an initiative for which a review of the timing might be required.

Yours very truly,

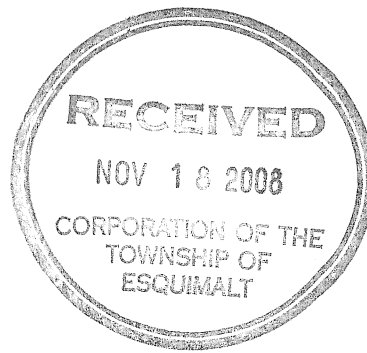
original signed by

Loranne Hilton
Municipal Clerk

cc: Mayor and Council, GVPL Member Municipalities



✓ Mayor
Agenda
✓ Andy



Don Kerley
905 Aral Street
VICTORIA, B.C.
V9A 6R9

Phone (250) 384-1274
E-mail <joananddon@shaw.ca>

November 16, 2008

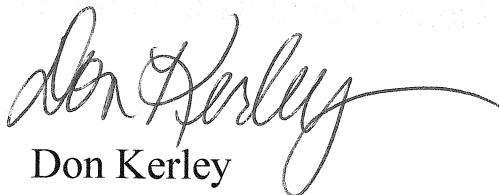
To the Mayor Elect, Barbara Desjardins
Esquimalt Municipality
1299 Esquimalt Road
Victoria B.C.
V9A 3P1

Re: Freeman Ken Hill Park

We offer our warmest congratulations on your stunning victory. My wife and I are members of the Esquimalt Garden Club and we hope that you and your council will be able to move ahead on the Freeman Ken Hill Park project. Our Garden Club has set aside \$3,000 for this purpose and I am told that other Esquimalt organizations have also pledged their support.

One of our members has donated a Giant Sequoia tree to be planted in this park. Right now, the tree is only four feet tall but, in time, it could be 300 feet tall and 90 feet wide. This would be a fitting memorial to our Ken Hill, a man who loved Esquimalt, a big man who was bigger than life, and a much loved Mayor..

Your truly

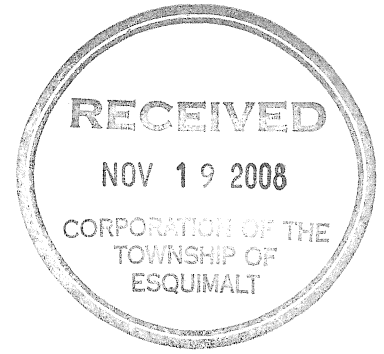

Don Kerley

1855-01 Tom

Gas Tax/Public Transit Management Services

...delivering the federal gas tax and public transit agreement funding in British Columbia

November 18, 2008



Agenda
Kanool

Mayor and Council
Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC V9A 3P1

Dear Mayor and Council:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2008. An electronic transfer of \$129,384.85 is expected to occur on November 21. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see Addendum #1 of your Agreement).

CWF are made available to eligible local governments by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues between UBCM and the governments of Canada and British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes of reduced greenhouse gas emissions, cleaner air and cleaner water.

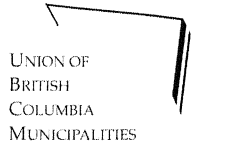
Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and on our web site www.civicnet.bc.ca. Also included on our website is UBCM's Annual Expenditure Report for 2007-08 which you may find of interest.

For further information, please contact Brenda Gibson, General Manager, Gas Tax/Public Transit Management Services, by e-mail at bgibson@civicnet.bc.ca or by phone at 250-356-0862.

Sincerely,

Robert Hobson
President

pc: Tom Day, Chief Administrative Officer
Accounts Receivable Clerk



Administration provided
By UBCM

Funding provided by:
Government of Canada



In partnership with:



BRITISH
COLUMBIA

The Best Place on Earth

Gas Tax/Public Transit
Management Services
Secretariat

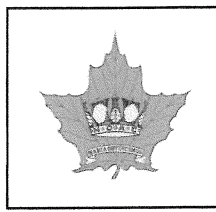
Municipal House
545 Superior St
Victoria BC V8V 1T7

Phone: 250 356-2947
Fax: 250 387-4470

Website:

www.civicnet.bc.ca
under
Programs & Services
Gas Tax/Public Transit

The Naval Officers' Association of Canada

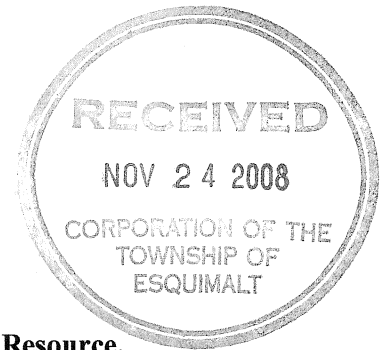


L'association des Officiers de Marine du Canada

Mayor Barbara Desjardins
Township of Esquimalt
Municipal Hall
1229 Esquimalt Road
Esquimalt, BC V9A 3P1

November 18, 2008

Agenda



Canadian Navy Centennial Essay Contest and Educational Resource.

Dear Mayor Desjardins,

We would like to introduce the Township of Esquimalt to a unique project. The Naval Officers' Association of Canada would like the Township to consider becoming a sponsor of a nationwide essay contest and educational resource in celebration of the Centennial of the Canadian Navy in 2010. This branch of the armed forces was established under Prime Minister Sir Wilfred Laurier and came to fruition through the Naval Service Act on April 4, 1910. Our project will invite High School students across Canada to consider the history of the service and through essay, poem or artwork, submit their perceptions for adjudication.

The Naval Officers Association of Canada (NOAC) formed in 1946 has been a continual supporter of the Canadian Navy and Maritime Affairs. Through their Endowment Fund they have provided scholarships to Junior Naval Officers and Sea Cadets and other Maritime efforts.

We plan to provide Scholarships to the contest winners from each Province and the Territories with an additional award to the National Winner. It is also proposed that the winners from Ontario east will be guests at the 2010 Fleet Review in Halifax and the winners from the west and Territories be guests at the Fleet Review in Victoria. In addition, a full text and electronic report, and history resource will be made available to every high school in Canada.

The educational resource we are also developing will include a study project that invites students to research HMCS vessels of the Battle of the Atlantic theatre, specifically of that named for their city or town. **HMCS Esquimalt** was, unfortunately, the last RCN vessel to be lost in WWII, torpedoed off Halifax on April 16, 1945. We believe such a unit will serve to link students and their community with the service of those brave young Canadians who served in the longest and most critical battle of WWII.

We feel that the support of communities after which RCN vessels past and present were named would be an exciting and fitting role for this project. The budget for the contest is \$150,000 of which the NAOC branches of Toronto and Calgary have each pledged \$1000 and the NAOC Endowment Fund and ING DIRECT have each committed \$20,000. Our request is that the Township of Esquimalt becomes one of our partners in this historic celebration with a contribution of \$1,000.

In addition to media coverage during the approximately two years, the contest will have its own web site and in addition be carried on the NOAC web, the Canadian Naval Centennial web, the Navy League of Canada, and the Royal Canadian Naval Association web.

We trust that you will see the value of a Township of Esquimalt partnership and look forward to a favourable response. Should you have any questions please contact the writer at 905-274-0429 or email airwinr17@sympatico.ca

Yours truly

Andrew A. Irwin
Fund Campaign Chair
NAOC Endowment Fund/Essay Project

Toronto Branch, 4900 Yonge Street, Suite 600, North York, Ontario M2N 6B7 Tel: 416-952-4512

UBCM MEMBER NOTICE

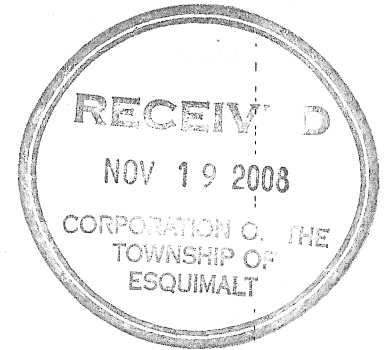
TO: Mayor and Council
Chair and Regional Board

FROM: Chair Robert Hobson, President

DATE: November 18, 2008

RE: **2009 PROPERTY ASSESSMENTS**

*> Agendas
kanore*



On November 1, 2008 the Premier announced a one-year freeze on property assessment values in British Columbia. Since that time there have been follow-up announcements from the Minister, the most notable stating property owners will retain their right to appeal their assessments, even at the July 1, 2007 level.

We understand that legislative amendments are expected to be introduced in the Legislature on November 20, 2008, or soon thereafter. UBCM staff have been briefed on the file and provided with general information about the intent of the proposed legislation. The UBCM President's Committee has discussed the matter and directed staff to prepare a response to the Province. I am writing today to advise you of the positions taken by UBCM.

BACKGROUND AND PROPOSED CHANGES

Assessments based on market values

The *Assessment Act* provides that for the 2009 assessment roll, all properties valued at market value (e.g., residential, business, recreational properties) are to be valued at their market value as at July 1, 2008. However, the Province has advised that market values for many properties across British Columbia declined after July 1, 2008 and are expected to continue to decline in the coming months. Consequently, when property owners receive their assessment notices in January, 2009, the market value of their property may be considerably less than the July 1, 2008 market value upon which it was assessed.

The Premier's announcement stated that to address the issue of these higher-assessed property values that do not reflect current market conditions, they will lock-in BC's assessment rolls at 2007 assessed levels. Since then, a Media Bulletin issued by BC Assessment has clarified that the current proposal for market value properties is to use the lesser of the July 1, 2007 and July 1, 2008 market value for the purposes of the 2009 assessment roll.

Assessments based on regulated rates

For properties that are valued in accordance with regulated rates, rather than market values (e.g., major industrial improvements), BC Assessment's Media Bulletin indicates that the valuations used for the 2009 assessment roll will remain consistent with the values used for the 2008 assessment roll. That is, there will be no changes to the regulated rates at which the assessments are calculated and no increases in depreciation allocated for the year.

Changes in ownership, use, physical condition, classification, etc.

The *Assessment Act* dates that take these changes into account for the assessment roll are not expected to change. So, for example, all new construction on a property before October 31, 2008 will be reflected in the 2009 assessment roll.

UBCM RESPONSE TO THE PROVINCE

UBCM has made a number of recommendations to the Province, as follows:

- (1) **Ensure that the assessment freeze is a temporary measure, limited to this year only, with no opportunity to continue the freeze without future legislative amendments.**

This recommendation was made because of our concerns with moving away from a market-based assessment system. Existing UBCM policy supports market-based assessments while maintaining full discretion for locally elected officials to determine the amount and distribution of taxes. As with most changes to the assessment system, there will be some properties that benefit from the change from a market-based system and some that will be adversely affected. The longer this continues the harder it will be to revert to the market-based system without further disadvantaging certain property classes or individual property owners.

In addition, the assessment freeze could set a precedent that might lead to more intervention in the property tax system. Property taxes are the primary source of revenue for local governments, and in the past the membership has expressed concerns with Provincial efforts to resolve public policy issues through changes to the property tax system.

Consequently, our recommendation to the Province is to limit the assessment freeze to a one-year period.

- (2) **Consult with UBCM on all remaining aspects of the assessment freeze, including details of the legislative amendments.**

UBCM has expressed concerns with a lack of consultation on this issue prior to the Premier's announcement.

Given the complexity of the property assessment and taxation system in BC, it will be important to work through the proposed assessment changes in detail. So, for example, while it is clear that such things as new

construction or changes in classification or use of property during 2008 will be reflected in the 2009 assessment roll, it is not yet known how these changes will be valued.

Similarly, whether the assessment changes will have any material effect on regional district apportionment is not yet known.

Consequently, UBCM has recommended that the Province continue to consult with us as it finalizes and implements the legislation.

- (3) **Provincial communication with property owners to explain the mechanics of the freeze and clarify that the freeze on assessments is separate and distinct from property tax rates set by local governments and other taxing jurisdictions.**

One of the stated reasons for the assessment changes is to avoid unnecessary assessment appeals. This objective will be most effectively met if property owners are provided with adequate information to understand the nature of their 2009 assessed value, as well as the July 1, 2007 and July 1, 2008 market values of their properties.

In addition, property owners may have a tendency to translate an assessment freeze into a property tax freeze. The Premier's news release announcing the assessment freeze may have unintentionally reinforced this tendency, given that it drew some connections between freezing assessments and providing certainty to property owners with respect to how much they will pay in property tax. Therefore, UBCM has recommended that ongoing Provincial communications reinforce the connection between assessments and property taxes, but clarify that property taxes are not frozen.

INFORMATION PROVIDED BY THE PROVINCE

The Ministry of Small Business and Revenue and BC Assessment have included a number of information documents on the proposed assessment freeze on their websites. This information may be of interest to both local government staff and elected officials, as well as to property owners, who may be seeking clarification on the proposals. This information can be accessed at the following address:

http://www.gov.bc.ca/sbr/popt/property_assessment_freeze/index.html

FURTHER UBCM COMMUNICATION ON THIS ISSUE

We expect to prepare an "In the House" bulletin on the legislation upon its introduction, at which time we will be able to provide you with more detailed information about the legislation and its intended impacts.

**Legislative and
Regulatory
Services
Department**

Legislative Services
#1 Centennial Square
Victoria
British Columbia
V8W 1P6

Tel (250) 361-0571

Fax (250) 361-0348

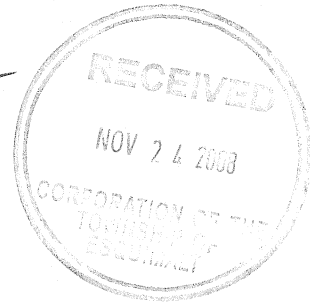
www.victoria.ca



November 20, 2008

The Honourable Gerry Ritz
Agriculture and Agri-Food Canada
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5

Agenda



Dear Minister Ritz:

Re: Cage-Free Eggs

At its meeting held October 9, 2008, Victoria City Council endorsed a recommendation put forward September 18, 2008 by Committee of the Whole regarding cage-free production of eggs.

The recommendation was made in response to a notice of motion put forward by Councillor Sonya Chandler, which cited scientific evidence indicating that hens used in battery-cage egg production facilities suffer greatly. During presentation of information regarding the notice of motion, Committee members discussed the importance of raising awareness of the issue of the conditions of hens used in such facilities.

The motion reads as follows:

It was moved by Councillor Madoff, seconded by Councillor Holland, that Victoria City Council encourage:

1. By way of passing this motion and issuing a related press release to:
 - a. Restaurants and caterers serving both private and City operations, to ensure availability of and support of certified organic, free-range eggs on their menus;
 - b. Consumers, to request the option of purchasing certified organic, free-range eggs at retail food outlets and restaurants and, where available, choose the certified organic, free-range option;
 - c. Wholesalers, to highlight the preference for and availability of certified organic, free-range eggs in their food supply inventories; and
 - d. Retailers, to highlight the preference for and availability of certified organic, free-range eggs in their food stores.
2. Operators and caterers serving City-run facilities, to be encouraged to use only certified organic, free-range or free-run whole (shell) eggs; and

3. That a letter be written to the Provincial Government, Federal Government and the Canadian Food Inspection Agency stating that the Victoria Council opposes battery cage egg production based on the inherent cruelty of confining egg-laying hens in battery cages.
4. That a letter from the City of Victoria, including this resolution, be forwarded to the 12 regional municipalities and the CRD board for consideration and adoption. Carried

If you require further information with respect to this matter, please contact me at (250)-361-0203.

Yours truly,



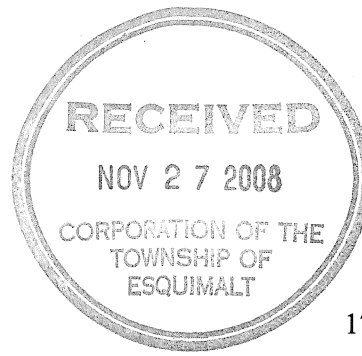
Robert G. Woodland
Corporate Administrator

:jh

- C: The Honourable Stan Hagen, Minister of Agriculture and Lands, PO Box 9043, Stn Prov Govt, Victoria BC, V8W 9E2
Canadian Food Inspection Agency, Public Affairs, 59 Camelot Drive, Nepean, Ontario, K1A 0Y9
District of Oak Bay, 2167 Oak Bay Avenue, Victoria, BC V8R 1G2
District of Saanich, 770 Vernon Avenue, Victoria, BC V8X 2W7
Township of Esquimalt, 1229 Esquimalt Road, Victoria, BC V9A 3P1
Town of View Royal, 45 View Royal Avenue, Victoria, BC V9B 1A6
City of Langford, 2nd Floor – 877 Goldstream Avenue, BC V9B 2X8
City of Colwood, 3300 Wishart Road, Victoria, BC V9C 1R1
District of Metchosin, 4450 Happy Valley Road, Victoria, BC V9C 3Z3
District of Highlands, 1980 Millstream Road, Victoria, BC V9B 6H1
District of North Saanich, 1620 Mills Road, North Saanich, BC V8L 5S9
District of Central Saanich, 1903 Mt. Newton Cross Road, Saanichton, BC V8M 2A9
Town of Sidney, 2440 Sidney Avenue, Sidney, BC V8L 1Y7
District of Sooke, 2205 Otter Point Road, Sooke, BC V9Z 1J2
Capital Regional District, Ms. Carmen Thiel, Corporate Officer, Capital Regional District, 625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6
Councillor Sonya Chandler, City of Victoria



BRITISH COLUMBIA
The Best Place on Earth



174851

November 20, 2008

Mayor and Councillors
District of Esquimalt
1229 Esquimalt Road
Victoria, British Columbia
V9A 3P1

*Agenda
Kawil*

Dear Mayor and Council:

I am writing to provide you with an update on two exciting initiatives to support small business start-up and growth in British Columbia that were highlighted at the 2008 Union of British Columbia Municipalities Convention: the Mobile Business Licence and BizPaL.

Our government understands the need to break down barriers and make it easy for entrepreneurs to start and grow their businesses. The Mobile Business Licence (MBL) and BizPaL are large parts of the solution.

In January 2008, municipalities in the Okanagan and Similkameen regions launched a pilot project for mobile businesses. Under the pilot project, eligible mobile businesses have the option to upgrade to the MBL, allowing them to work in all 17 participating communities.

An interim report of the pilot project has recently been completed, showing that the MBL has been strongly embraced by both businesses and participating municipalities. Over 1,900 Mobile Business Licences were sold by the end of August, well above the 2007 baseline of 1,168 mobile businesses with multiple licences. The strong sales of the MBL have also resulted in a regional revenue increase of over \$160,000. All of this has taken place without an increase in administration from the municipalities.

A copy of the interim report and a supporting video are available online at <http://www.sbr.gov.bc.ca/resource-centre/business2.asp#licence>.

The Ministry of Small Business and Revenue is seeking to bring similar success to all municipalities in British Columbia. I strongly encourage you to take this opportunity to support local mobile businesses by partnering with neighbouring municipalities to establish a MBL agreement.

For further information on the Mobile Business Licence project, please contact Nicola Lemmer, Project Director, at 250 952-0607, or at Nicola.Lemmer@gov.bc.ca.

The second initiative, BizPaL, is an online tool that generates a personalized list of permits and licences entrepreneurs require from all levels of government – local, provincial and federal – to start a business based on a specific business activity.



.../2

Ministry of
Small Business and Revenue
and Minister Responsible
for Regulatory Reform

Office of the
Minister

Mailing Address:
PO Box 9065 Stn Prov Govt
Victoria BC V8W 9E2
Telephone: 250 356-6611
Facsimile: 250 356-8294

Location:
Room 124
Parliament Buildings, Victoria
website:
www.sbr.gov.bc.ca

195

BizPaL has received numerous awards across Canada, most notably the 2008 British Columbia Premier's Award for Excellence and Innovation in the Partnership category, recognizing creative and effective joint or multi-party initiatives. The tool has also received strong support from the small business community, including the Canadian Federation of Independent Business and local Chambers of Commerce.

The BizPaL tool is quick and easy for local governments to implement and there is no cost other than a small amount of your staff time. To view the tool online and an informational video, please go to www.bcbizpal.ca or visit one of our partner sites at www.kamloops.ca/bizpal.

If you would like any further information on BizPaL, please contact Darryl Soper, Director of Small Business Programs, at 250 365-7532, or by email at Darryl.L.Soper@gov.bc.ca.

I would encourage you to show continued support for small businesses in becoming among the next to participate in these time saving tools, to help streamline and simplify business start-ups in your community. If I can be of further assistance, please contact my office directly at 250 356-6611, or by email at SBR.Minister@gov.bc.ca.

Sincerely,



Kevin Krueger
Minister of Small Business and Revenue

cc: Honourable Blair Lekstrom
Minister of Community Development

Robert Hobson
President
Union of British Columbia Municipalities

John Winter
President
British Columbia Chamber of Commerce

Local Chamber of Commerce

Nicola Lemmer
Ministry of Small Business and Revenue

Darryl Soper
Ministry of Small Business and Revenue

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Administration provided
by UBCM

Funding provided by:
Province of B.C.



For program
information, visit

www.civinet.bc.ca
under
Programs & Services

Local Government
Program Services

LGPS Secretariate

Municipal House
545 Superior St
Victoria BC V8V 1T7

Phone: 250 356-5134
Fax: 250 356-5119

Local Government Program Services

...programs to address provincial-local government shared priorities

December 3, 2008

Mayor Desjardins and Council
Township of Esquimalt
1229 Esquimalt Road
Esquimalt, British Columbia, V9A 3P1

✓ Agenda
✓ Barb



Dear Mayor and Council:

RE: COMMUNITY TOURISM PROGRAM (PHASE 2)
PILOT PROJECT TOURISM OFFICER

I am pleased to advise that your application for funding through Phase 2 of the Community Tourism granting program for the above-noted project is now approved in the amount of \$ 69,127.65.

With the amount set aside for this project, there is no available funding remaining in your allocation for future Phase 2 programming.

A cheque for \$ 51,845.74, representing 75% of the approved grant amount, will follow. Acceptance of this grant indicates agreement to the terms and conditions of the Program, as per section 6.0 of the Program and Application Guide.

The balance will be forwarded on receipt of a satisfactory final report. UBCM is administering this program, and funding has been provided by the Province of British Columbia.

Reporting must be completed before final payment is provided by UBCM, and the reporting must demonstrate that the funding was used to improve tourism activity in the community. This report may contain but not be limited to the following:

- A description of the completed project;
- Statistical data around number of visits or anticipated visitor traffic based on enhanced services or available activities;
- Projected revenues;
- Quantity of products produced; and
- Anecdotal information or media clippings.

A progress report is due 12 months after funding is received if project is not complete.

.../2

In addition, a statement from the Chief Financial Officer, verifying the total cost of the project is also required. Where applicable, this statement should also identify other contributions such as "in-kind", matching funding, or other revenue sources required to complete this project. The balance of funding will be paid on receipt of a satisfactory reporting package.

If you have any questions or concerns, or wish to vary your project in any way, please contact Sue Clark, Program Officer, at 250 356-5134.

We wish you every success with your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Sue Clark", written in a cursive style.

Sue Clark
Program Officer

Cc: Barbara Snyder, Director of Development Services

lom



Ref: 129520

December 4, 2008

Her Worship Mayor Barbara Desjardins
and Members of Council
Township of Esquimalt
1229 Esquimalt Road
Victoria, BC V9A 3P1

*Agenda
Andy
Martene*

Dear Mayor Desjardins and Councillors:

On September 25, 2008, Honourable Gordon Campbell, Premier, announced a new province-wide initiative to help you manage and enhance your urban forests.

The Trees for Tomorrow initiative is an exciting five-year, \$13 million program aimed at planting four million trees in schoolyards, hospital grounds, civic parks and other public spaces throughout British Columbia. Evergreen, a not-for-profit organization, is assisting in the delivery of this initiative.

Through the Trees for Tomorrow initiative, local governments, regional districts, institutions and First Nations can apply for funding to plant trees in parks, boulevards and parking lots, hospital grounds, school grounds and post secondary campuses. In addition to funding, the Trees for Tomorrow initiative provides you with an opportunity to learn about your urban forest through educational workshops held across the province.

Urban forests are an intrinsic part of every city, town, village, regional district and community, and a valuable part of the community infrastructure. Urban forests create safer, more liveable communities. They are good for business, attracting tourists and shoppers. They reduce noise and energy bills while increasing property values. They provide air to breathe, improve water quality, support biodiversity, provide recreational opportunities and beautify your community.

.../2



Her Worship Mayor Barbara Desjardins
and Members of Council
Page 2

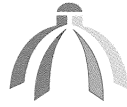
I strongly encourage you to visit the website at: www.treesfortomorrow.gov.bc.ca to learn more about the Trees for Tomorrow initiative and apply for funding to support your urban forest. The first application intake deadline is January 16, 2009. To discuss your application, please call the toll free telephone line at: 1 866-T4T-9034 (1 866 848-9034).

Sincerely,

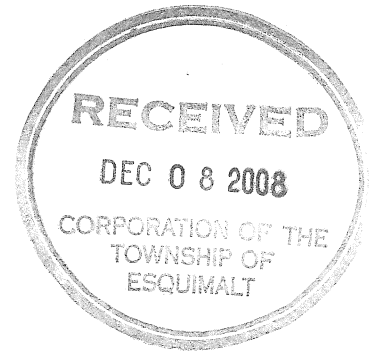
A handwritten signature in black ink, appearing to read "Blair Lekstrom". The signature is fluid and cursive, with the first name being more prominent.

Blair Lekstrom
Minister

pc: Mr. Geoffery Cape
Executive Director
Evergreen



PROVINCIAL CAPITAL COMMISSION



December 4, 2008

Tom Day, Corporate Administrative Officer
Corporation of the Township of Esquimalt
1229 Esquimalt Road
Victoria B.C.
V9A 3P1

*Agenda
Andy*

Dear Mr. Day:

Re: Greenways Project – South Coast Trail Phase II

This letter is to confirm that at the November 18, 2008 Board meeting of the Provincial Capital Commission (PCC), the request to redirect funds committed for the South Coast Trail project to maintenance of the Arm Street Promenade project was discussed.

The Board voted not to redirect the PCC commitment of \$95,000 for the South Coast Trail project to the Arm Street Promenade project. Funding for the South Coast Trail project was originally approved by OIC 854/01 in 2001 and extended twice on the request of the Corporation of the Township of Esquimalt to March 31, 2008 and again to March 31, 2009. As you are aware, the Greenways Program has been discontinued since 2003 and the Order in Council approval for the South Coast Trail project is non-transferable to other projects.

We are disappointed to learn that the South Coast Trail project cannot proceed as planned. Please contact me should you have any questions.

Yours truly,

Ray Parks
Ray Parks
Chief Executive Officer