



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### **A G E N D A** **REGULAR MEETING OF COUNCIL**

Monday, January 19, 2009

7:00 p.m.

Esquimalt Council Chambers

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1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **PRESENTATION**

- (1) Jen Book and Cst. Lori Beauvais, Greater Victoria Extreme Weather Protocol

5. **MINUTES**

- (1) Minutes of the Regular Meeting of Council, December 15, 2008 Pg. 1 – 10  
(2) Minutes of the Special Meeting of Council, January 12, 2009 Pg. 11 – 16

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

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

7. **DELEGATION**

- (1) Rick Underwood, Esquimalt High School Alumni Association, Re: Request for Contribution to Theatre Fundraising Project Pg. 17

8. **UNFINISHED BUSINESS**

- (1) From the Regular Council Meeting, December 15, 2008
- (a) Admirals Gate Townhouse Complex Submarine Hangar Project Committee
- Concerns Expressed by Admiral's Gate Townhouse Owner's Committee Regarding Future Submarine Repair Facilities, Staff Report No. ADM-09-007 Pg. 18 – 37
- (b) Development of Freeman Ken Hill Park
- Freeman Ken Hill Park, Staff Report No. P&R-09-001 Pg. 38 – 41

9. **STAFF REPORTS**

*Administration*

- (1) Update of Acting Appointments, Staff Report No. ADM-09-005 Pg. 42

*Finance*

- (2) Early Approval Requests, Staff Report No. FIN-09-001 Pg. 43 – 56

*Fire Services*

- (3) Fire Services Liaison Group – Fire Service Model Project, Staff Report No. FIRE-09-001 Pg. 57 – 66

*Engineering and Public Works*

- (4) Craigflower Road Corridor Upgrading Phase 1, Staff Report No. EPW-09-004 Pg. 67 – 68
- (5) Admirals & Colville Intersection, Staff Report No. EPW-09-007 Pg. 69 – 70

10. **MAYOR'S AND COUNCILLORS' REPORTS**

- (1) Report from Mayor Desjardins, Activities for December 2008 Pg. 71 – 72

11. **REPORTS FROM COMMITTEES**

- (1) Committee of the Whole Report, January 12, 2009 Pg. 73  
*[Motion to approve the recommendations]*
- (2) Draft minutes from the Advisory Planning Commission meeting, December 16, 2008 Pg. 74 – 77

12. **COMMUNICATIONS**

- (1) Email from the Federation of Canadian Municipalities, dated December 16, 2008, Re: FCM's 72<sup>nd</sup> Annual Conference and Municipal Expo Pg. 78 – 82
- (2) Letter from the Hallmark Society, dated December 17, 2008, Re: Nominations for Heritage Conservation or Preservation Award Pg. 83 – 85
- (3) Letter from the Union of British Columbia Municipalities, dated December 22, 2008, Re: General Strategic Priorities Fund and/or Innovations Fund Approval Follow-up Pg. 86
- (4) Letter from the Union of British Columbia Municipalities, dated December 22, 2008, Re: Township of Esquimalt – 2008 UBCM – Administered Grants Pg. 87 – 90
- (5) Letter from the Capital Regional District Environmental Services Department, dated December 23, 2008, Re: Regional Pesticide Reduction and Education Pg. 91 – 96
- (6) Email from Correctional Services Canada and Cowichan Tribes, received January 5, 2009, Re: Aboriginal Community Justice Forum Pg. 97 – 102
- (7) Notice from the Union of British Columbia Municipalities, received January 5, 2009, Re: Establishment of Trust Fund for Sparwood Avalanche Victims Pg. 103
- (8) Letter from Jacqueline Sloan, dated January 6, 2009, Re: Sidewalks on Fairview Road Pg. 104

- (9) Letter from the Capital Regional District, dated January 9, 2009, Pg. 105 – 117  
Re: 2009 – 2018 Capital Plan for the Capital Regional Hospital  
District

13. **BYLAW**

*For Adoption*

- (1) Revenue Anticipation Borrowing Bylaw, 2009, No. 2702 Pg. 118 – 119

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, DECEMBER 15, 2008  
7:00 P.M.  
COUNCIL CHAMBERS

**PRESENT:**

Mayor Barbara Desjardins  
Councillor Bruce McIldoon  
Councillor Alison Gaul  
Councillor Lynda Hundleby  
Councillor Meagan Brame  
Councillor Donald Linge  
Councillor Randall Garrison

**STAFF:**

T. Day, Chief Administrative Officer  
L. Hurst, Director of Financial Services  
J. Byron, Manager of Recreation Services  
G. Côté, Director of Engineering and Public Works  
L. Randle, Corporate Officer (Recorder)  
P. Nelson, Fire Chief  
G. Anderson, Deputy Fire Chief  
T. Parkes, Senior Planner  
A. Katschor, Manager of Parks Services

**1. CALL TO ORDER**

Mayor Desjardins called the meeting to order at 7:00 p.m. She commended staff on a job well done respecting snow removal after the recent snowfall.

**2. LATE ITEMS**

(1) "Rise and Report" on Mayor Desjardins' appointment as community representative to the Community Liaison Committee of the Victoria Regional Rapid Transit Project and Councillor Garrison's appointment as alternate (from December 15, 2008 In-camera meeting) to be added as item 13.15.

(2) Severe Cold Weather Shelter update from the Chief Administrative Officer to be added as item 10.4a.

**3. APPROVAL OF THE AGENDA**

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

**4. MINUTES**

Moved by Councillor Linge, seconded by Councillor Garrison that the

- (1) Minutes of the Regular Meeting of Council, November 3, 2008
- (2) Minutes of the Special Meeting of Council, November 10, 2008
- (3) Minutes of the Special Meeting of Council, November 20, 2008, and the
- (4) Minutes of the Inaugural Meeting of Council, December 8, 2008 after inserting the word "alternate" in front of "Councillor Randall Garrison" on page 6 of those minutes under "Commuter Train Steering Committee" be adopted.

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.*

Mr. Sam Macy of 929 Devonshire Road suggested that neighbouring property owners should be consulted prior to the Township of Esquimalt issuing tree cutting permits.

Mr. Rick Thompson of 925 Devonshire Road is disappointed that a large tree was removed from the property at 927 Devonshire after a tree removal permit was issued.

Mr. Andrew Holenchuk of Fernwood Road representing Victoria Minor Hockey asks that hockey be considered when deciding about lacrosse using the Archie Browning Sports Centre.

6.

## HEARINGS

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

Mayor Desjardins invited comments from the gallery respecting the appointments of Councillors Hundleby and Brame to the Capital Regional District Water Supply Commission. No comments were received.

### (2) HEARING – DEVELOPMENT PERMIT WITH A VARIANCE [357/359 Kinver Street]

Councillor Linge left Council chambers at 7:13 p.m. citing a conflict of interest due to a business relationship with the applicant of the Development Permit for 357 Kinver Street.

- i) Notice of Hearing
- ii) Background Information - *Available for Viewing Separately*
  - Staff Report No. DEV-08-108

Mayor Desjardins convened the hearing at 7:14 p.m. The Senior Planner provided an overview of the proposal to construct a duplex at 357 Kinver Street.

## PUBLIC INPUT

Mayor Desjardins called three times for verbal input from the gallery but no one chose to speak. The Mayor declared the hearing adjourned at 7:15 p.m.

7.

## HEARING STAFF REPORTS

- (1) Hearing for Development Permit with a Variance, 357 Kinver Street, [Lot C, Section 11, Esquimalt District, Plan VIP85403], Staff Report No. DEV-08-113

Moved by Councillor Garrison, seconded by Councillor McIlldoon 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%.

The motion **CARRIED**.

Councillor Linge returned to the meeting at 7:21 p.m.

8.

## **DELEGATIONS**

Councillor McIldoon declared a conflict of interest respecting the Admirals Gate Townhouse Complex Submarine Hangar Project Committee and left Council chambers at 7:22 p.m. as he is an employee of the Victoria Shipyards.

### **(1) Norma DePledge, Admirals Gate Townhouse Complex Submarine Hangar Project Committee**

Ms. DePledge gave Council a PowerPoint presentation on the Submarine Hangar Project at Munroe Head which was announced in November, 2008. She expressed concern about the height and size of the hangar, the height of the ancillary building and the effect it will have on residential properties in the area. She would like to see an adjustment of property tax assessments if the project proceeds. She is seeking support from Council to help bring these concerns forward and would like a meeting between Councillors, a representative from the community and the Victoria Shipyards.

Mayor Desjardins stated that she has asked staff to gather more information and to bring this matter back to Council at a meeting in January.

Councillor McIldoon returned to the meeting at 7:32 p.m.

### **(2) Paul Wickens, regarding the Development of Freeman Ken Hill Park**

Mr. Wickens noted several groups and individuals who support development of the park. They are disappointed at the lack of progress to date. He reviewed the history of the proposal thus far, noting there is \$8,000 in the bank and a further \$5,000 in pledges to assist in the park's development. Mr. Wickens would like to know whether Council supports the park.

Mayor Desjardins asked staff to bring back a report on the issue to the next Council meeting and stated that Mr. Wickens would be notified when the report will be presented.

### **(3) Jim Petrie, from Victoria / Esquimalt Jr. B Lacrosse**

stated that he is seeking Council's aid to extend the team's dry floor season into the August long weekend to facilitate the Jr. B Provincial Lacrosse Championship Tournament at the Archie Browning Sports Centre.

### **(4) Sean Walmsley, Vice President of Victoria / Esquimalt Lacrosse**

expressed disappointment that last year the team couldn't finish the season at the Archie Browning Sports Centre. He discussed the 2009 dry floor season and the issue of when the ice is out. He made reference to information included with his Application to Make a Presentation to Council that is included on the meeting agenda indicating that on the

Township's website it indicates the dry floor season runs from April until late September. He also submitted some letters of support from other groups indicating a desire to have access to the dry floor for a longer period in the summer and attached the October, 2007 Archie Browning Sports Centre Facility Audit. Mr. Wickens would like the dry floor season to be longer.

**(5) Bill Dawes**, Victoria Sr. C & BC Lacrosse Association would like to extend the length of the dry floor season at Archie Browning and stated that two more teams should be added this year. He would like to see the dry floor available for the month of July and feels that lacrosse needs more floor time generally.

**(6) Tony Bendall**, Victoria / Esquimalt Jr. B Lacrosse Club asked to secure the dry floor in the Archie Browning Sports Centre for the Jr. B Lacrosse Provincial Championships from July 30<sup>th</sup> to August 3, 2009 and to be able to continue to use the dry floor during the regular lacrosse season and playoffs from approximately April 20, 2009 until August 3, 2009. He feels the Club has done all it can to make use of the dry floor feasible in late July and early August.

## 9.

### STAFF REPORTS

#### *Parks and Recreation*

**(1)** Report from the Esquimalt Together Against Graffiti (ETAG) Committee, Staff Report No. P&R-08-021

Moved by Councillor Linge, seconded by Councillor Hundleby that Staff Report No. P&R-08-021 be received for information.  
The motion **CARRIED**.

**(2)** Victoria Esquimalt Eagles Lacrosse Usage Summer 2009, Staff Report No. P&R-08-022

The Manager of Recreation Services summarized his report. A discussion occurred on the issue of ice versus a dry floor at the Archie Browning Sports Centre in summer.

Moved by Councillor Linge, seconded by Councillor Gaul that any decision on changes to ice time and dry floor time at the Archie Browning Sports Centre be postponed until January 12, 2009 at which time a public hearing on the matter could be held so that all interested user groups could have the opportunity to provide input.  
The motion was **DEFEATED**.

Moved by Councillor Garrison, seconded by Councillor McIldoon that Esquimalt accommodate the 2009 Jr. B Provincial Lacrosse Championships and that staff report back to Council on the best way to make this happen.  
The motion **CARRIED**.



Mayor Desjardins called a 5 minute recess at 8:51 p.m.  
Mayor Desjardins reconvened the meeting at 9:00 p.m.

- (3) Tree Removal Permit #152 at 927 Devonshire, Staff Report No. P&R-08-023

The Manager of Parks Services summarized the report.  
Moved by Councillor Hundleby, seconded by Councillor Garrison that Staff Report No. P&R-08-023 be received for information.  
The motion **CARRIED**.

Late Item 10.4a as added to agenda:

Severe Cold Weather Shelter update from the Chief Administrative Officer

The Chief Administrative Officer explained that there is a Greater Victoria Extreme Weather Protocol in place, the Police play an important part in the Protocol and that there are several places in Greater Victoria with emergency beds to shelter people from the cold. Constable Lori Beauvais who is part of the Victoria Police is also a member of the Extreme Weather Protocol Committee and she will be invited to an upcoming Council meeting to provide further details.

*Administration*

- (4) 2009 Council Meeting Schedule, Staff Report No. ADM-08-036

Moved by Councillor Linge, seconded by Councillor Hundleby 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.  
The motion **CARRIED**.

- (5) Bylaw Enforcement Officer Appointment, Staff Report No. ADM-08-038

Moved by Councillor Hundleby, seconded by Councillor Gaul 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.  
The motion **CARRIED**.

- (6) 2008 Election Report, Staff Report No. ADM-08-039

Moved by Councillor Linge, seconded by Councillor Hundleby 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.  
The motion **CARRIED**.

- (7) Funding Request by Greater Victoria Development Agency, Staff Report No. ADM-08-040

Moved by Councillor Hundleby, seconded by Councillor McIlldoon that Council invite the Greater Victoria Development Agency to attend as a delegation to outline their strategic plan and accomplishments to date and then refer the request to 2009 budget deliberations.

The motion **CARRIED**.

- (8) Council Orientation Policy, Staff Report No. ADM-08-041

Moved by Councillor Linge, seconded by Councillor Hundleby that Council adopt Council Policy Admin-44 as the Council Orientation Policy for the Township of Esquimalt.

The motion **CARRIED**.

*Engineering and Public Works*

- (9) Miscellaneous Traffic Orders, Staff Report No. EPW-08-041

The Director of Engineering and Public Works introduced the report.

Moved by Councillor Hundleby, seconded by Councillor Brame that Council approve the following Traffic Orders:

- 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.

The motion **CARRIED**.

*Finance*

- (10) Revenue Anticipation Borrowing Bylaw, Staff Report No. FIN-08-022

Moved by Councillor Hundleby, seconded by Councillor Gaul that the Revenue Anticipation Borrowing Bylaw 2009, No, 2702, for the year 2009 in the amount of \$2,500,000 be given first, second and third reading.

The motion **CARRIED**.

- (11) 2009 Budget Requests, Staff Report No. FIN-08-023

Moved by Councillor Hundleby, seconded by Councillor Garrison that Council receive the report for information.

The motion **CARRIED**.

- (12) Council Policy ADMIN – 43, Staff Report No. FIN-08-024

Moved by Councillor Hundleby, seconded by Councillor Brame that Council approve Council Policy 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.

The motion **CARRIED**.

- (13) Draft Agreement for Victoria Policing, Staff Report No. FIN-08-027

Moved by Councillor Hundleby, seconded by Councillor Gaul that Council receive the report for information.

The motion **CARRIED**.

*Fire Rescue*

- (14) Custom Aerial Apparatus, Staff Report No. FIRE-08-010

Moved by Councillor Hundleby, seconded by Councillor Brame that Esquimalt Fire Rescue/Township of Esquimalt enters into a contractual arrangement with Safetek/Smeal to provide a Custom Aerial Apparatus.

The motion **CARRIED**.

**10.**

**REPORTS FROM COMMITTEES**

Moved by Councillor Brame, seconded by Councillor McIldoon that the

- (1) Draft minutes from the Advisory Planning Commission meeting, September 16, 2008
- (2) Draft minutes from the Advisory Planning Commission meeting, October 21, 2008
- (3) Draft minutes from the Parks and Recreation Commission meeting, November 6, 2008
- (4) Draft minutes from the Advisory Planning Commission meeting, November 18, 2008, and the
- (5) Draft minutes from the Environmental Advisory Committee meeting, November 20, 2008

be received for information.

The motion **CARRIED**.

**11.**

**COMMUNICATIONS**

Moved by Councillor McIldoon, seconded by Councillor Garrison that the following items be received:

- (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

- (2) Letter from Viri Vukmorovic, dated November 3, 2008, Re: Homeless Street Youth
- (3) Letter from the Ministry of Small Business and Revenue, dated November 5, 2008. Re: Frozen Property Assessments for 2009
- (4) Notice from the Local Government Leadership Academy, received November 6, 2008, Re: 2009 Elected Officials Training Seminars
- (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
- (6) Letter from the City of Victoria, dated November 20, 2008, Re: Cage-Free Eggs
- (7) Letter from UBCM, dated December 3, 2008, Re: Community Tourism Program (Phase 2) Pilot Project Tourism Officer
- (8) Letter from the Ministry of Community Development, dated December 4, 2008, Re: Trees for Tomorrow Initiative
- (9) Letter from the Provincial Capital Commission, dated December 4, 2008, Re: Greenways Project – South Coast Trail Phase II  
The motion **CARRIED**.
- (10) Letter from Don Kerley, dated November 16, 2008, Re: Freeman Ken Hill Park  
Moved by Councillor Garrison, seconded by Councillor Brame that the letter from Mr. Kerley be received and be included in the pending staff report.  
The motion **CARRIED**.
- (11) Letter from UBCM, dated November 18, 2008, Re: Gas Tax Agreement Community Works Fund Payment  
Moved by Councillor Linge, seconded by Councillor Garrison that the letter be received.  
The motion **CARRIED**.
- (12) Letter from The Naval Officers' Association of Canada, dated November 18, 2008, Re: Canadian Navy Centennial Essay Contest and Educational Resources  
Moved by Councillor Hundleby, seconded by Councillor Linge that the request be referred to the Local Grants Committee in March/April 2009 and that a letter and grant application be sent to the applicant.  
The motion **CARRIED**.

- (13) Letter from UBCM, dated November 18, 2008, Re: 2009 Property Assessments  
Moved by Councillor Garrison, seconded by Councillor McIlDoon that the letter be received.  
The motion **CARRIED**.
- (14) Letter from the Ministry of Small Business and Revenue, dated, November 20, 2008, Re: Mobile Business Licence and BizPal  
Moved by Councillor Brame, seconded by Councillor Hundleby the letter be received.  
The motion **CARRIED**.

**13.**

**RISE AND REPORT**

From the December 15, 2008 In-camera meeting: Mayor Desjardins is appointed as the Esquimalt representative on the Community Liaison Committee for the Victoria Regional Rapid Transit Project and Councillor Garrison is appointed as the alternate.

**14.**

**PUBLIC QUESTION AND COMMENT PERIOD**

Mayor Desjardins invited comments from the public but none were forthcoming.

**15.**

**ADJOURNMENT**

Moved by Councillor Hundleby, seconded by Councillor Brame that the meeting be adjourned at 9:40 p.m.  
The motion **CARRIED**.

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MAYOR OF THE CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT  
THIS DAY OF , 2009

CERTIFIED CORRECT

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LARRY RANDLE  
CORPORATE OFFICER



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
SPECIAL MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, JANUARY 12, 2009  
5:30 P.M.  
COUNCIL CHAMBERS

**PRESENT:**

Mayor Barbara Desjardins  
Councillor Meagan Brame  
Councillor Randall Garrison  
Councillor Alison Gaul  
Councillor Bruce McIldoon

**STAFF:**

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

**1. CALL TO ORDER**

Mayor Desjardins called the meeting to order at 5:30 p.m.

**2. LATE ITEMS**

- 1) Letter from Earl W. Large, received January 9, 2009 (includes copies of signed form letter from concerned property owners)
- 2) Letter dated December 19, 2008 from the Minister of Community Development, Blair Lekstrom, regarding an update on the 2009 Towns for Tomorrow and Local Motion grant programs.

**3. APPROVAL OF THE AGENDA**

Moved by Councillor Brame, seconded by Councillor Garrison that the agenda be amended by adding the letter from Earl W. Large, received January 9, 2009 (includes copies of signed form letter from concerned property owners) to agenda item 5(1) and the letter from the Minister of Community Services be considered as part of the staff report under item 5 (4) and that the agenda as amended, be approved.  
The motion **CARRIED**.

**4. PUBLIC INPUT**

- (1) Fern Spring, 302 Uganda Avenue expressed concern about continuous linear public trails along the Gorge Waterway from the perspective of protecting the natural environment. She feels that such trails will negatively impact the area near the proposed Rhoda Lane subdivision.
- (2) Terry Eckstein, 12 Phillion Place supports the developer of 1190 Rhoda Lane and his idea of offering the municipality cash in lieu of park land. He feels a pathway along the Gorge Waterway in this area would be detrimental to the vegetative buffer and would ruin the natural integrity of the area.
- (3) Barbara Noyse, 928 Garthland Road stated that Council passed a motion on November 10, 2008 refusing to accept the cash in lieu of park land offer from developer of 1190 Rhoda Lane and if Council opens up the matter to another vote, she would like people living in the area to have a say in the matter.
- (4) Wade Walters, 919 Shirley Road says that pathways along the Gorge Waterway don't erode people's ability to enjoy the area if they are done right. He says stormwater management should be a priority.
- (5) Emmy Labonte, 873 Dunsmuir Road says that the cash in lieu of park land offered by the developer of 1190 Rhoda Lane was

not favourable to the previous Council and that Council should not create a precedent for developers to pay cash rather than provide land for the benefit of future generations.

- (6) Karen Cameron, 407 Treebank Road East does not support the notion of a continuous walkway along the Gorge.
- (7) Kathleen Barlee, of 924 Garthland Place supports acquisition of the 5% park land. She quoted a section from the OCP that lends support to the development of park land.
- (8) Ian Harper, 401 Treebank Road East is concerned about a continuous walkway being developed adjacent to the Gorge Waterway. He is concerned that there are not enough resources to maintain more park area. He has had his property broken into and says a walkway past is house functions as a "get away" lane for people who may commit crimes in the area.
- (9) Ben Chow, 937 Mesher Place is opposed to any plans there may be for a continuous linear walkway adjacent to the Gorge Waterway for fear of privacy and security issues. He also stated such a walkway could create traffic safety issues.
- (10) Kathy Troger, 919 Shirley Road supports the municipality acquiring the 5% parkland from the 1190 Rhoda Lane developer and states that the OCP supports this.
- (11) Ken Graham, 941 Rankin Road is opposed to a continuous walkway being developed adjacent to the Gorge Waterway. He does not support the municipality acquiring the 5% park land and believes detrimental to the wildlife in the area.
- (12) Monty Locke, 1189 Rhoda Lane supports acquisition of the 5% park land by the municipality. He stated that when the 1190 Rhoda Lane property was for sale, the knowledge that some of the land would be required for park land dedication was factored into the sale price.
- (13) J. Eckstein, 12 Phillion Place recommends that the Esquimalt side of the Gorge be left in its natural state. She says existing access points to the Gorge are already underutilized. Parking will be a problem if the 5% land is taken and made into a park. She says the municipality should take the cash in lieu of the park land.

Presentation of Staff Report No. DEV-09-003 had begun when Mr. Earl Large, Developer of 1190 Rhoda Lane asked the Mayor if he could be granted the opportunity to speak. Moved by Councillor Garrison, seconded by Councillor Brame Mr. Large be granted the opportunity to address Council. The motion **CARRIED**.



Mr. Large gave an overview of a plan for the 5% park land dedication in question. He stated that ecological restoration is their plan and that it excludes the public from having access. Granting public access to the land would be detrimental to its environmental integrity. He questioned how a 15-foot wide strip of land constitutes a park.

The Director of Development Services said the land could become a pocket park but there are no plans to make it part of a continuous linear walkway adjacent to the Gorge.

5.

#### STAFF REPORTS

- (1) Park Dedication Associated with 1190 Rhoda Lane Subdivision, Staff Report No. DEV-09-003

Moved by Councillor Garrison, seconded by Councillor Brame

1. That the request from Large & Co. Developers, owners of Rem. of Lot 1, Plan 7068 [1190 Rhoda Lane], to give the Township of Esquimalt \$63,500 in lieu of land for Park dedication as per Section 941 of the *Local Government Act* be denied;
2. That the proposal to grant the municipality an option to purchase for a period of 60 years be denied; and
3. That Council follow the policies set out in the Esquimalt Official Community Plan [Bylaw No. 2646] regarding the acquisition of park land along the Gorge Waterway and require that an area equivalent to 5% of the total area being subdivided be dedicated to the municipality as park land as per Sections 941(1) and 941(2) of the *Local Government Act*.  
The motion **CARRIED**.

- (2) Letter from Resident Regarding Potential Gorge Waterway Trail, Staff Report No. DEV-09-004

Moved by Councillor Brame, seconded by Councillor Gaul that the letter dated January 5, 2009 from Jan Robson of 920 Sioux Place providing her views on the concept of a trail along the Gorge Waterway be received for information and included in any review of the Official Community Plan regarding parks policies be received and that a letter be sent to her acknowledging her request.  
The motion **CARRIED**.

- (3) Proposed Crosstown Bus Route, Staff Report No. EPW-09-001

Moved by Councillor Garrison, seconded by Councillor Brame that BC Transit be advised that the Township of Esquimalt favours the three route options where the proposed cross town

bus route would extend to the Dockyard at the end of Esquimalt Road. These are route options 6, 7 or 9.

The motion **CARRIED**.

Moved by Councillor Garrison, seconded by Councillor McIldoon that Mayor Desjardins write a letter to the Minister of Transportation, Kevin Falcon, expressing Esquimalt's interest in having formal representation on the Victoria Regional Transit Commission.

The motion **CARRIED**.

(4) Local Motion Grant Application, Staff Report No. EPW-09-003

Moved by Councillor Brame, seconded by Councillor Gaul;

1. That Council approve the New Sidewalk Construction Master Plan

2. That Council authorizes the following two projects to proceed and to submit applications under the Local Motion program for work to be carried out in 2009:

- Phase 1 of the New Sidewalk Construction Program for new sidewalks in the industrial area at an estimated cost of \$150,000 in order to provide pedestrian access to the area and for linkage with the surrounding residential areas and schools.

- New crosswalk on Esquimalt Road near Grafton Street at an estimated cost of \$60,000.

The motion **CARRIED**.

**6. COMMUNICATIONS**

(1) Email received Re: 47<sup>th</sup> International Making Cities Livable Conference – True Urbanism: Cities for Health & Well-Being

Moved by Councillor Gaul, seconded by Councillor McIldoon that Council authorize expenses for Councillor Garrison to attend the Livable Cities Conference in Portland, Oregon in May, 2009.

The motion **CARRIED**.

(2) Letter from Mayor Stewart Young, City of Langford, dated December 18, 2008, Re: Request Representation on Proposed Island Rail Study Committee

Moved by Councillor McIldoon, seconded by Councillor Gaul that Council receive the letter from Mayor Stewart Young, City of Langford regarding a Request for Representation on the Proposed Island Rail Study Committee.

The motion **CARRIED**.

**7. PUBLIC QUESTION AND COMMENT PERIOD**

Ms. Muriel Dunn, 1193 Old Esquimalt Road asked for clarification on where the boundaries between public and private land adjacent to the water near Plaskett Place are located.

Mayor Desjardins stated that staff would respond to Ms. Dunn's request.

**8. ADJOURNMENT**

The meeting was adjourned at 7:02 p.m.

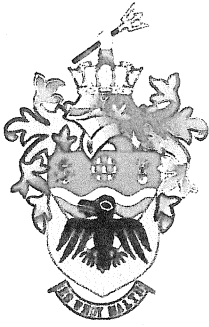
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MAYOR OF THE CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT  
THIS 15th DAY OF DECEMBER, 2008

CERTIFIED CORRECT

---

LARRY RANDLE  
CORPORATE OFFICER



# Corporation of the Township of Esquimalt

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

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

## APPLICATION TO MAKE PRESENTATION TO THE MUNICIPAL COUNCIL

*Agenda*

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: January 19, 2009

NAME: RICK UNDERWOOD \*

ORGANIZATION: ESQUIMALT HIGH SCHOOL ALUMNI ASSOC.

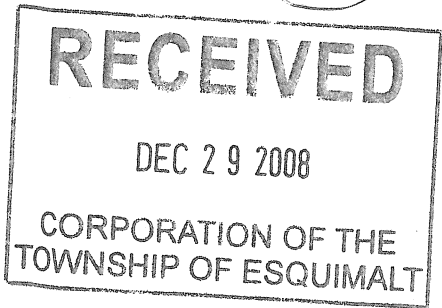
ADDRESS: \_\_\_\_\_  
VICTORIA, B.C.

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

REASONS FOR APPEARING: To request a contribution from the Township of Esquimalt to the Esquimalt High School Alumni Association to its Theatre Fundraising project. This is to assist in the Association's aim to raise \$25,000.00 to refurbish the EHS Theatre's seats, carpet and sound system.

Date December 29, 2008

Signature *Rick Underwood*





# 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:** January 15, 2009 **REPORT NO.** ADM-09-007  
**TO:** Mayor and Council  
**FROM:** Tom Day, CAO  
**SUBJECT:** Concerns Expressed by Admiral's Gate Townhouse Owner's Committee Regarding Future Submarine Repair Facilities

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### RECOMMENDATION:

That this report and the attached information be received by Council and forwarded to the representative of the Admiral's Gate Townhouse Owner's Committee for their information.

### BACKGROUND:

At the December 15<sup>th</sup> regular meeting of Council, Ms. Norma DePledge voiced concerns over both the development of a submarine repair facility on adjacent federal lands and the community consultation process undertaken surrounding the project.

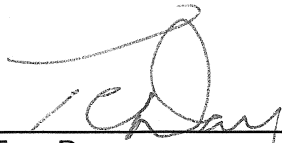
### DISCUSSION:

Subsequent to the meeting, the following occurred:

1. I confirmed that:
  - The municipality has no legal authority to regulate land use, including density, massing or height, on federal lands.
  - The federal government contracted the Township of Esquimalt to provide building inspection services to the facility. Again, this was a voluntary contracting of services, focussed on life safety and has nothing to do with regulation of land use.
2. We received an additional submission from the Admiral's Gate Townhouse Owner's Committee which is included as Attachment "A".
3. I contacted the federal project representative, voiced the concerns raised, and received their written comments which are included as Attachment "B".

4. Received a response to additional questions the Mayor had regarding the public consultation process which are included as Attachment "C".

Respectfully submitted,

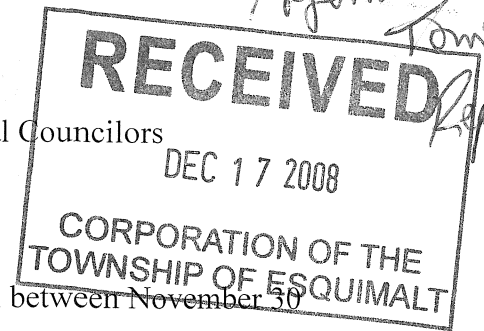


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Tom Day  
Chief Administrative Officer

Attachment

Agenda with  
Tom's  
Report



**To:** Mayor Barbara Desjardins and Esquimalt Municipal Councilors  
**From:** Admirals Gate Townhouse Owners' Committee  
**Date:** December 17, 2008  
**Subject:** Explanation of the change in our request to Council between November 30 and the Council meeting on December 15

In our original letters to Mayor Desjardins and Council (November 30 and December 4 respectively), we asked for your support for our request that the 15-foot pitched roof of the submarine hangar be lowered. That request was based on misinformation we received at the November 24 information-session meeting between Victoria Shipyards and Admirals Gate Townhouse Owners. The following details the information we originally received and the steps we took in response to it.

At the November 24 meeting, Peter Plutzmann, who introduced himself to us as the Project Supervisor, told us that the walls of the hangar would be 70 feet high. He explained that they needed to be this high in order to accommodate both the submarine hull and the conning tower. The conning tower, in particular, was the factor that required 70-foot walls, he said. Atop the 70-foot walls would be a pitched roof, 15 feet high, to run off rain and snow.

After that meeting, we drafted letters to MP Keith Martin, MLA Maurine Karagianis, and you, Mayor Barbara Desjardins and Councillors, asking for support to urge Victoria Shipyards to lower the 15-foot pitched roof.

Friday, November 28, Dr. Martin relayed our request to Malcolm Barker, VP of Victoria Shipyards, who said he ask his engineers to consider this matter.

December 1, Maurine Karagianis met with Malcolm Barker, who took her on a site tour of Munroe Head.

December 4, Norma DePledge, Chair of Admirals Gate Committee, met with Maurine Karagianis. At that meeting, Ms. Karagianis relayed the news that Malcolm Barker told her Victoria Shipyards would be lowering the roof. Ms. Karagianis was not sure of the details – she thought perhaps 7 feet, perhaps 9. “It’s not much,” she said, “but at least it’s something. It shows they’ve listened to your request.”

December 8, we wrote the following to Victoria Shipyards:

I spoke to Maurine Karagianis last Thursday. She said she had met with Malcolm Barker, who told her that Victoria Shipyards will lower the pitch of the roof of the submarine hangar, which was originally to be 15 feet. May I please know the details of the revised height.

December 9, we received the following reply:

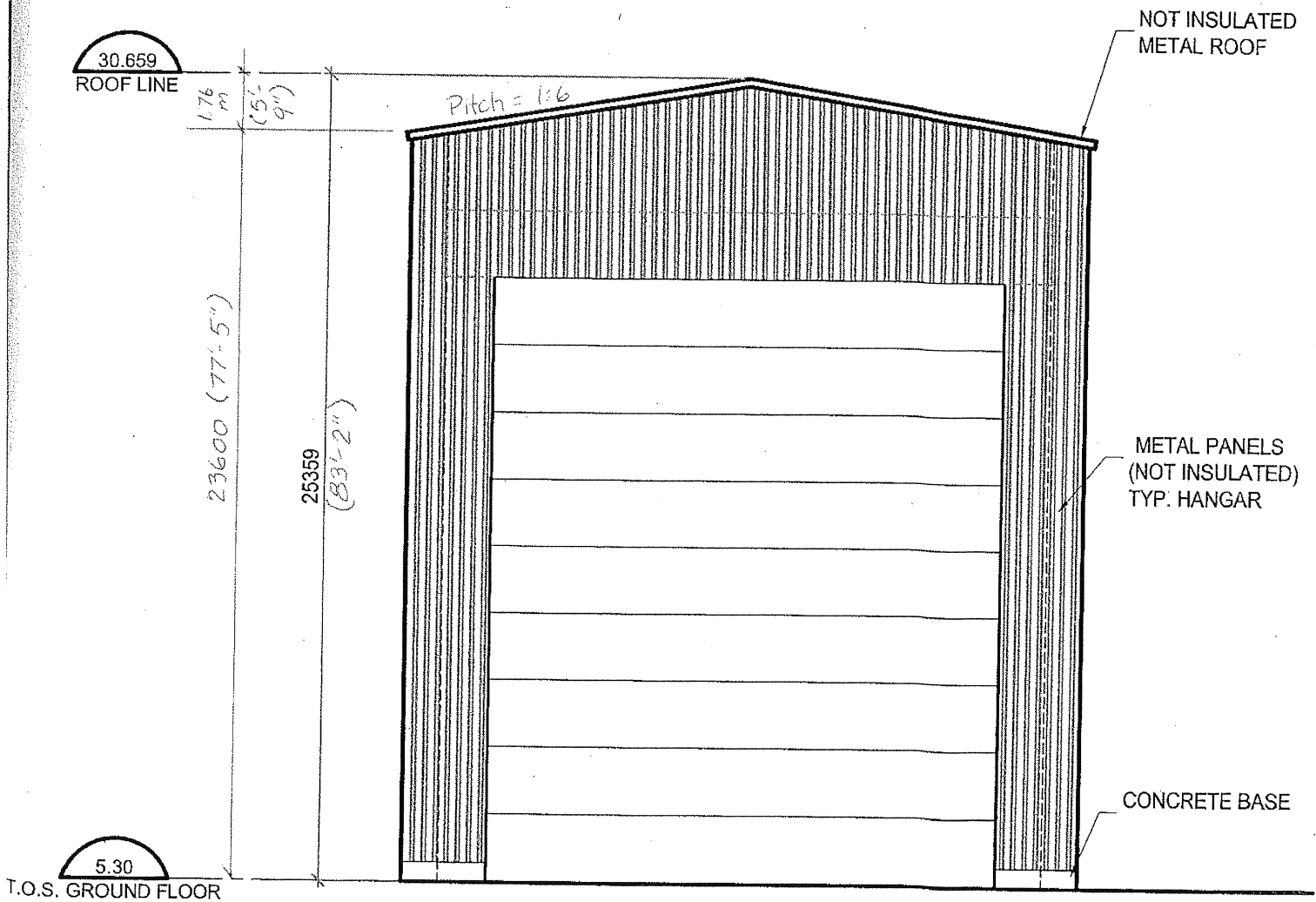
Dear Norma DePledge,

The roof pitch of the submarine hanger was reduced to a 1:6 ratio several months ago in the

course of the project design and planning. This change in pitch revised the building height to the present reduced level of 83.3 feet. Attached is a sketch of the hangar elevation looking north.  
Victoria Shipyards

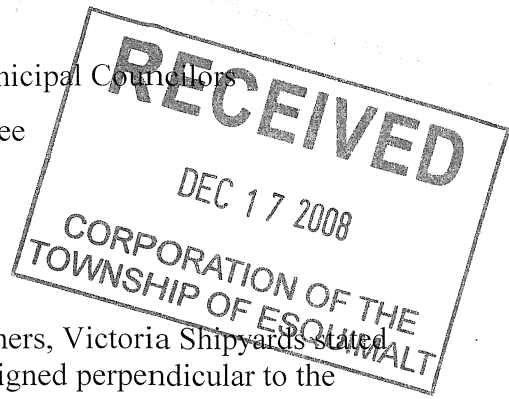
In addition to showing that Victoria Shipyards had not make any changes in response to our request (though it seems Ms. Karagianis was given the clear impression that they had), the sketch shows that Victoria Shipyards has raised the walls 7½ feet. This is hard to understand since, on November 24, Mr. Plutzmann was specific that the walls needed to be 70 feet high to accommodate the ships.





3 HANGAR ELEVATION (LOOKING NORTH)  
302

**To:** Mayor Barbara Desjardins and Esquimalt Municipal Councillors  
**From:** Admirals Gate Townhouse Owners' Committee  
**Date:** December 17, 2008  
**Subject:** Our research into the ancillary building



In a November 13 letter to one of the Admirals Gate Owners, Victoria Shipyards stated the “the largest building has been designed so that it is aligned perpendicular to the property boundary, thus minimizing the amount of building that will impose on the water view of adjacent residents.” The letter, however, takes into account only the hangar. At 43 feet, the ancillary building also blocks part of the water view. We would like accommodation to be made, lowering the ancillary building slightly, so that it presents less of an obstacle to our views.

The flyer we received in our newspaper boxes on November 6 indicates that the ancillary building, which runs more or less parallel to Admirals Gate and Harbour View Townhouse Complexes, is 13 metres or 42.7 feet high. At the November 24 meeting between Admirals Gate Townhouse Owners and Victoria Shipyards, Peter Plutzmann said the building is 3 storeys, but that the bottom storey is a double storey. We took this to mean that the building is essentially 4 storeys in height.

When we emailed Victoria Shipyards to ask about the building, we were told it is three storeys. We therefore did some research into the average height of a storey. Our research indicated that storeys generally range from 10 feet to 12.5.

On Friday, December 12, we emailed Victoria Shipyards again to ask the question on page 2, below. We received the reply also show on page 2 of this document. The text of both question and answer have been cut and pasted directly from Victoria Shipyards reply email reply.

Based on the email reply, we tried to work out why the building needs to be 43 feet tall if it is only 3 storeys.

## Text of reply-email from Victoria Shipyards, December 12, 2008:

### Question:

Is it true that one of the 3 storeys in the 912 sq. metre building designated as offices and shops is a double storey? If so, which floor is the double storey, and is it effectively 2 storeys in one?

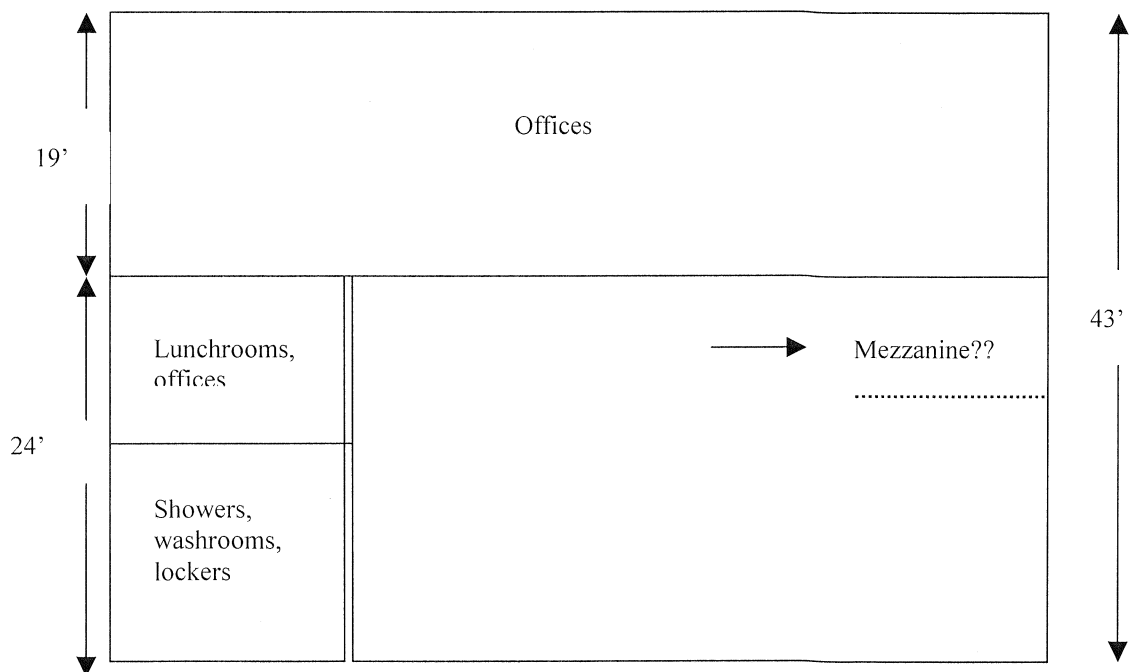
### Answer:

The second floor does not cover the full ground floor. For example, the ground floor is apx 10,000 square feet. It includes apx. 7500 square feet of workshops on the north west end, and apx. 2500 square feet of locker rooms and washrooms/shower rooms on the south east end. The 7,500 square feet of workshops have high ceilings (apx 24 ft high) except for a partial mezzanine area above the shops for tool storage and foreman offices. The south east end (apx 2500 square feet) is truly three storeys, in that immediately above the ground floor locker rooms and shower rooms, there is apx. 2500 square feet of lunchrooms and offices. The third floor runs end-to-end continuously, and is 10,000 square feet of offices.

So the second floor isn't really continuous, and does not equal the 10,000 square feet on the ground floor or the third floor. The second storey is made up of apx. 2,500 square feet of mezzanine above the shop floors, plus apx. 2500 square feet above the locker rooms and washrooms. As such, the building is two-storeys in some places and three storeys in others. Overall, though, the building is equivalent in height to a 3 storey building.

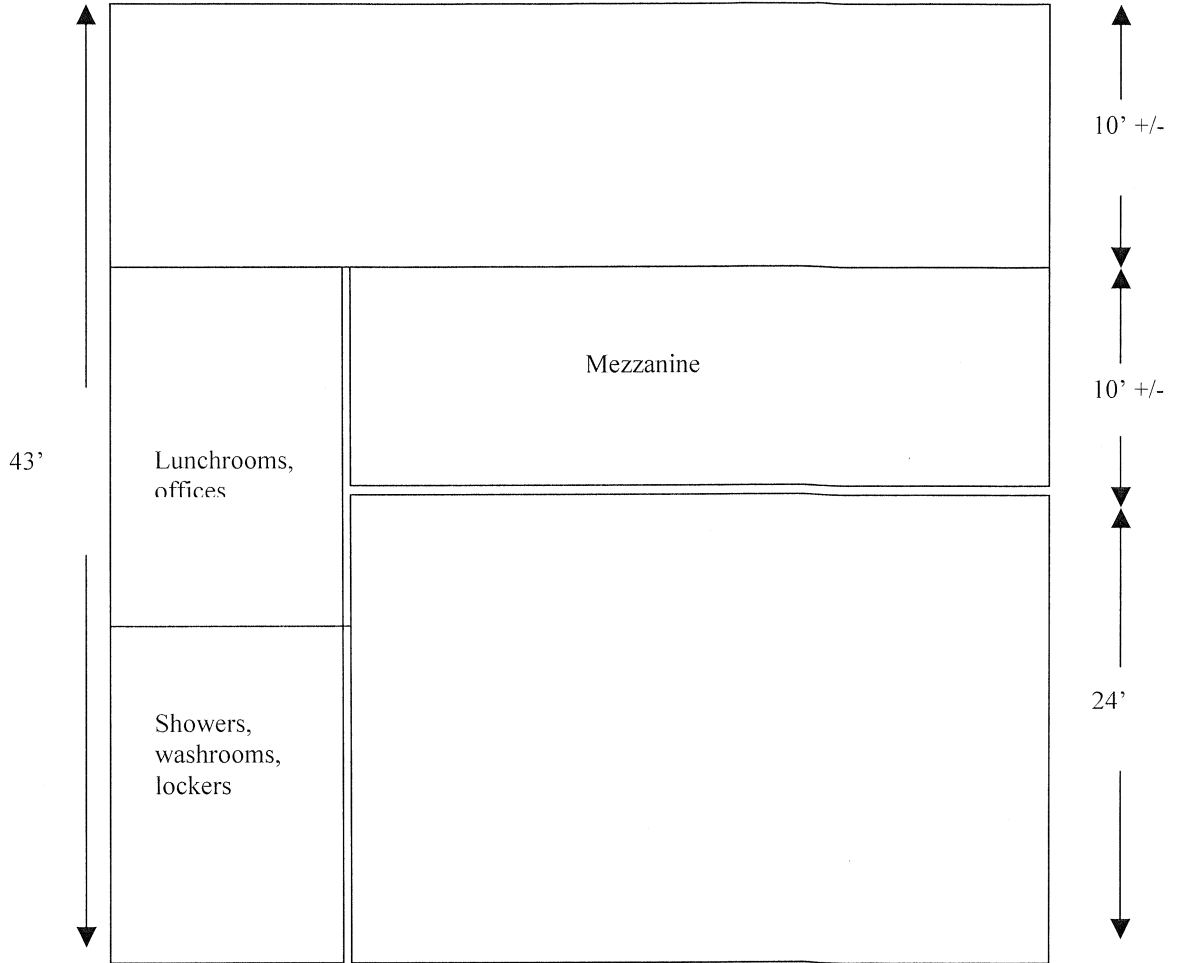
### Our Diagram 1

The following diagram is based on paragraph 1 of Victoria Shipyard's answer, applying the information as closely as possible given the confusing nature of the text. From that paragraph, it seems that the third storey is 19 feet high.



**Our Diagram 2**

Diagram 2 is based on paragraph 2 of Victoria Shipyard's answer, which contradicts paragraph 1. Again, the drawing interprets the text as closely as possible. From paragraph 2, it appears the building has four storeys, one of which is the double-storey workshop.



## Proposed Submarine Repair Facilities

### At Victoria Shipyards

#### Background

The Department of National Defence (DND) has acquired four Victoria class, 2400-ton diesel-electric submarines. These are ex-Royal Navy submarines built in the United Kingdom as the Upholder class. In April 1998 Canada purchased the Upholders. Upon transfer to the Canadian navy they were re-named; HMCS Victoria, HMCS Windsor, HMCS Cornerbrook, and HMCS Chicoutimi. HMCS Victoria and HMCS Chicoutimi will be stationed on the west coast with HMCS Windsor and HMCS Cornerbrook on the east coast. When combined with the surface fleet they'll help ensure satisfactory execution of the security mandate set out by the Federal Government.

In October 2005, Public Works and Government Services Canada (PWGSC) issued a request for proposal (RFP) for the "Victoria In-Service Support Contract" also known as VISSC. In response to the RFP the Canadian Submarine Management Group or CSMG was formed. Babcock Marine, a British company that owns Weir Strachan and Henshaw and Devonport Management Ltd., jointly own CSMG. These two companies have extensive experience working on Royal Navy submarines and bring to the team significant depth and breadth. CSMG has two significant sub-contractors: Victoria Shipyards (VSL) and BMT Fleet Technology.

On June 30, PWGSC awarded VISSC to the Canadian Submarine Management Group. The award culminated three years of hard work by a host of people within CSMG, VSL and the Washington Marine Group. Victoria Shipyard's role will be the planning, estimating, and executing of all third-line maintenance work. Third-line maintenance consists of refits also known as Extended Docking Work Periods or EDWPs. During the VISSC contract, VSL is scheduled to conduct seven EDWPs on DND land at Munroe Head, with each EDWP approximately two years in duration.

The economic benefits to the community are significant. It is anticipated that the VISSC project will create 175 full time jobs at VSL throughout the period of the contract with a further 50 providing support services. All trades will be involved in this work. The initial five year contract is worth an estimated \$375 million to CSMG, with a significant portion of that being subcontracted to VSL, and if performance targets are met the total program could be extended over 15 years and be worth a total of \$1.5 billion.

#### Current Status

The submarine repair facilities will be constructed on DND land at Munroe Head, adjacent to the Esquimalt Graving Dock (EGD). Historically, EGD and Munroe Head have been active in ship building and repair since the drydock was constructed in the

1920's – long before the residential build-up on surrounding properties. The dock took six years to build and was the second largest in the world. During the Second World War, Munroe Head was the home of one of the dominant shipyards in North America, and contributed to Canada's stature as one of the largest navies in the world. For the past 80 years, it has been a center of industrial activity, and a federal strategic resource.

The proposed VISSC project components (see attached site plan and building sections) include:

- i) Submarine hangar – 21.2 m wide, 84m long, 25.4 m high; 1,780 sq metres .
- ii) Office & Shops building – 12.2 m wide, 74 m long, 13m high; 902.8 sq metres.
- iii) Triage Building – 12.2 m wide, 24.4, wide 298.7 sq metres

The buildings shall be pre-engineered steel structure with metal cladding, containing typical shipyard offices and workshops with equipment such as power lathes, drill presses, overhead cranes, welding equipment, etc.

Construction activities will include relocation of existing temporary structures within the area footprint to an adjacent abandoned rail spur; placement of footings and laying of concrete pads for the hangar and associated buildings; installation of utilities; and the construction of new buildings.

Site excavation will entail removing the asphalt cap from approximately 4000 square metres of the project site for the purposes of foundation footing, slab and utility installation. It is anticipated that approximately 2000 m<sup>3</sup> of material will need to be removed from the site. Minimal fill materials are required for this project.

During the 3 years leading up to the Government's award of the maintenance contract, various building layouts were reviewed. In July, 2008 (after Government announcements of the maintenance contract award) VSL started preliminary engineering design, and in consultation with DND and PWGSC determined that the project would be subject to a Canadian Environmental Assessment Act (CEAA) environmental "screening" – a process that assesses and seeks to minimize adverse environmental effects associated with a project. As the project is being constructed on DND property, DND has been designated as a "Responsible Authority" for purposes of the CEAA screening.

During the preparation of the CEAA "screening" report, the extraordinary height (25.4 m) of the submarine hangar was identified as an area of concern. Original concepts (developed in 2005) had the large hangar oriented parallel to railway and shoreline; in such an orientation, the 84 m length of the hangar would have obstructed a significant portion of the view from the neighbouring residences. During the summer of 2008, VSL finalized a building layout that had the large hangar rotated 90 degrees from its original axis, mitigating the visual obstruction (as seen from the neighbouring residences) from the 84 m length, to the 21.2 m width. This orientation served as the basis for the design presented in the CEAA "screening" report.

As the “Responsible Authority” for the CEAA submission, DND determined the scope and schedule for public communications and consultation. As a result, project notification was effected by distribution of pamphlets, posting on the CEAA website ([www.ceaa.gc.ca/050/index\\_e.cfm](http://www.ceaa.gc.ca/050/index_e.cfm) - Reference # 08-01-42542), and meetings. Through the consultation process, the project team became aware of the specific concerns raised by residents of Admirals Gate, at 809 Admirals Road. At the request of the residents, members of the project team (from PWGSC, VSL and project consultants) met with the residents for a project briefing, followed by a Q and A session. (Minutes from that meeting are attached).

Since that meeting with the residents of Admirals Gate, we have continued to receive queries from the neighbours, and we continue to respond. We understand that the representatives from Admirals Gate have approached Esquimalt Council and Mayor with a request to support a reduction in building heights, to minimize impacts to their viewscape.

In response to this request, please note the following:

1. The hangar building has been rotated 90 degrees from earlier plans, thus reducing the obstruction by almost 75%.
2. The hangar building height is dictated by the height of the submarine (including its conning tower), which must clear the hook of the 7.5 tonne overhead crane (see attached section through the hangar building). To maintain the minimum 19 m clearance from the floor to the overhead crane, the building height cannot be reduced any further.
3. The slope on the pitched roof is minimal, at 6:1, and represents less than 6 ft. of height difference from the edge of the roof to the peak.
4. Even if the roof was flat, the height reduction (less than 6 ft) would be insufficient to be of any benefit to the viewscape for the neighbours, as their homes would still be at a lower elevation than the top of the roof.
5. A flat roof would result in additional structural loads associated with snow and rain loads, requiring more structural steel. Additionally, a flat roof is difficult to maintain, attracts seagulls and encourages nesting activities (along with the associated noise and odour problems).

The CEAA screening report addresses many environmental criteria, but the viewscape issue appears to be the primary concern to the community. We believe that we have conscientiously and effectively consulted with the local residents, and have already mitigated the impacts to the viewscape. The current plans for the buildings are considered to represent the minimum dimensions required, in the least disruptive configuration possible.

*Prepared by Peter Lutzmann, P. Eng.  
Project Manager – Victoria Shipyards  
December 22, 2008*

# VICTORIA SHIPYARDS COMPANY LTD.

## Project Announcement

Victoria Shipyards Company Ltd., as part of the Canadian Submarine Management Group, is pleased to have received a long-term contract for the maintenance of Canada's "Victoria" class submarines. It is anticipated that the project will create 175 full-time jobs throughout the period of the contract.

This project will entail the construction and operation of a submarine repair facility on federal Crown land at Munroe Head, Esquimalt, B.C..

Projects located on federal lands are subject to a screening-level environmental assessment under the *Canadian Environmental Assessment Act* (CEAA).

More information about the project can be found at the Canadian Environmental Assessment Registry website:

[www.ceaa.gc.ca/050/index\\_e.cfm](http://www.ceaa.gc.ca/050/index_e.cfm)  
reference number: 08-01-42542

### SEND COMMENTS, CONCERNS AND QUESTIONS TO

E-mail: [VicShipyards@sercbc.com](mailto:VicShipyards@sercbc.com)

Fax: 250-477-7573

Or mail to

Attention: Victoria Shipyards

1396 Hillside Ave

Victoria, BC V8T 2B5

Please include your name and a phone number with your comments, so we can contact you.



#### **PURPOSE:**

These facilities will enable the undertaking of a submarine repair and refit project.

#### **LOCATION:**

Munroe Head, Esquimalt, BC

#### **DESCRIPTION:**

1,780 sq.metre submarine hangar – 21.2m wide, 84m long and 25.4m high

912 sq.metre building for offices and shops – 12.2m wide, 74m long and 13m high

Submarine repair operations for 15 years

#### **TIMING:**

The repair and refit of submarines will take place in phases over the 15 year operations period.

Planning and design: August to December 2008

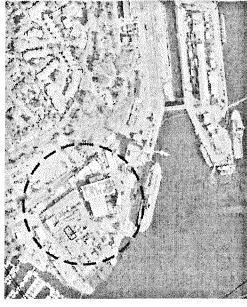
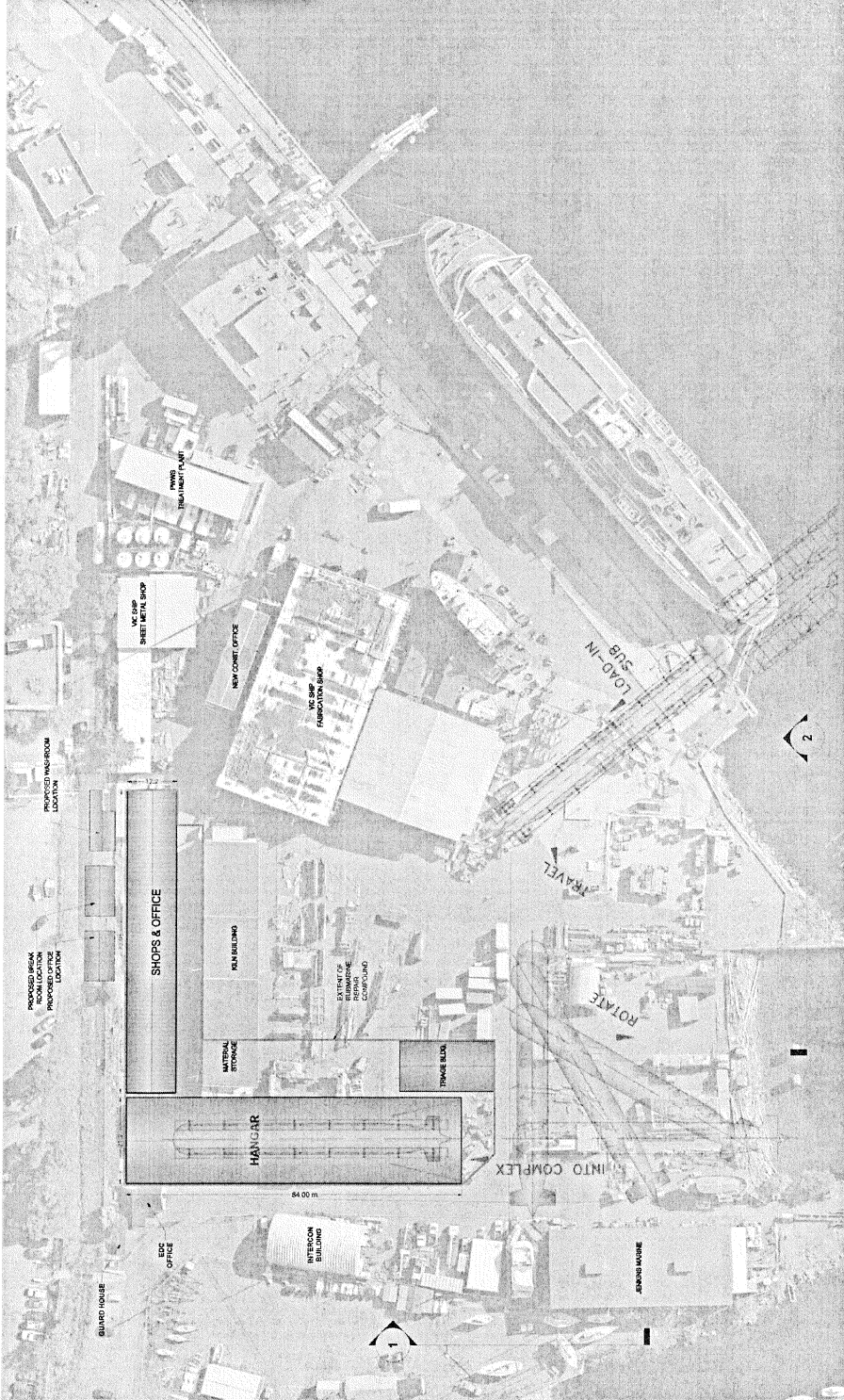
Construction: January to November 2009

Repair and Refit Operations: March 2009 - March 2024

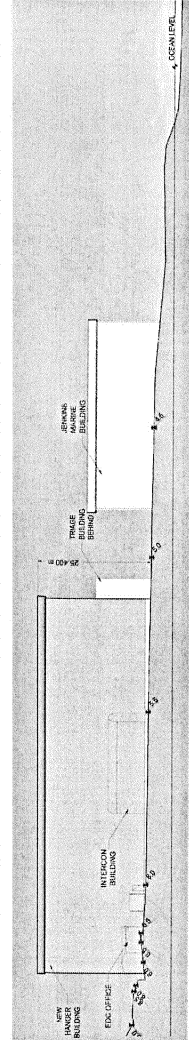
#### **ENVIRONMENTAL:**

Project environmental assessment and planning includes the preparation of a Screening Level Environmental Assessment under the provisions of the *Canadian Environmental Assessment Act*. Considerations and analyses in this Assessment document will cover the full range of biological, physical and socio-community environmental interests associated with the project.

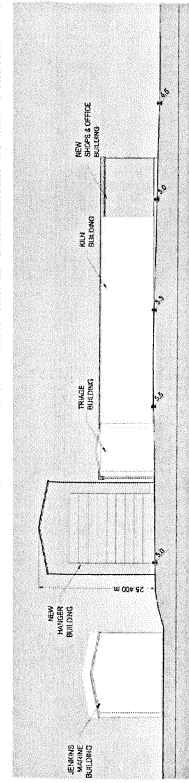




KEY PLAN  
N.T.S.



1 SITE SECTION  
1:500



2 SITE SECTION  
1:500

**VICTORIA SHIPYARDS**  
 802  
 TEL: (250) 366-1002 FAX: (250) 366-0094

Stantec Architecture Ltd.  
 501  
 TEL: (250) 366-1002 FAX: (250) 366-0094

**Stantec**  
 Concept Reviewed  
 The information on this sheet is preliminary and is subject to change without notice. It is not to be used for construction purposes. For more information, contact the architect or engineer of record.

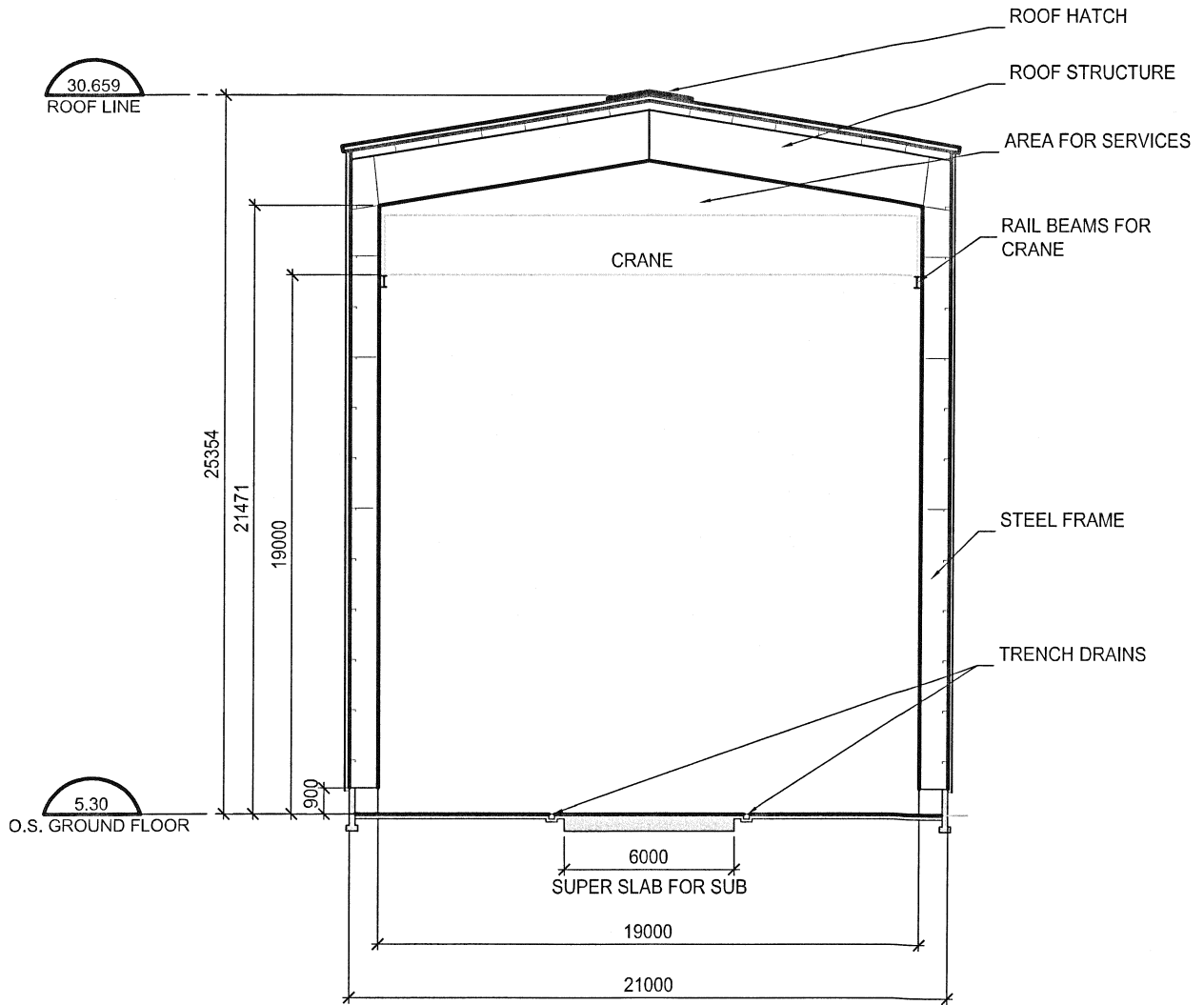


# SITE PLAN

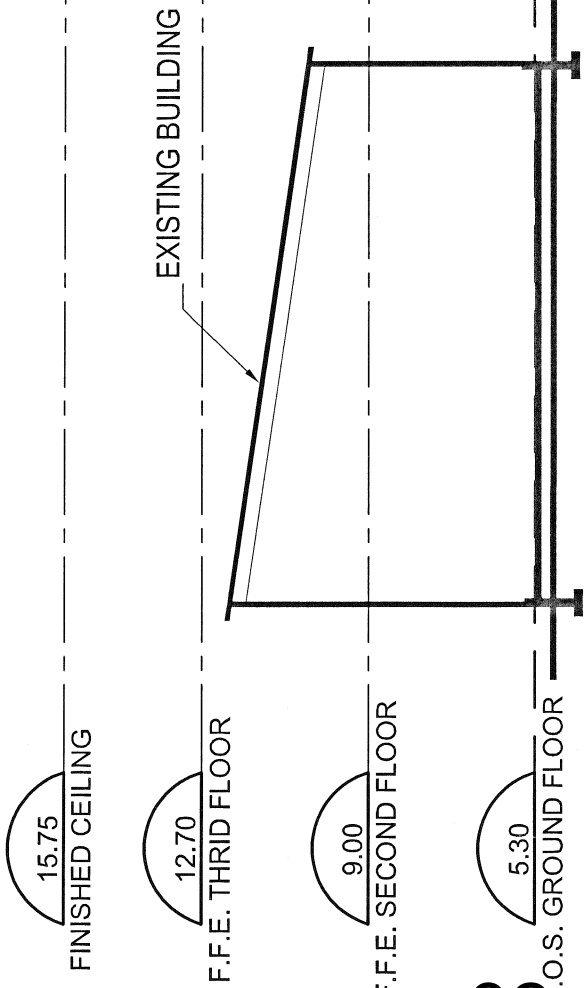
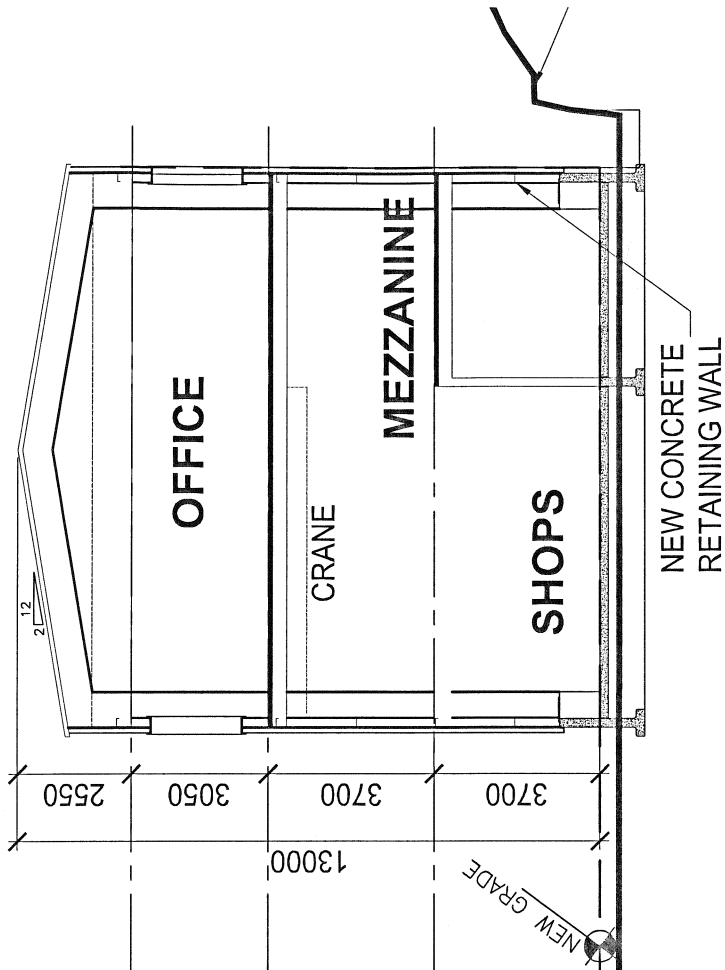
## Victoria Shipyards Extended Docking Facility

### PRELIMINARY

DATE: OCTOBER 10, 2008  
 PROJECT NO.: 112010287  
 SCALE: 1:500  
 SHEET NO.: 1  
 SHEET TOTAL: A-00



2 HANGAR SECTION  
303 1:200



32

**A** CROSS SECTION  
302  
1:200

## Meeting Notes

### Community Meeting Between Residents of Admirals Gate Subdivision and Victoria Shipyards Company Ltd. Representatives

Date: November 24, 2008  
 Time: 3:00 pm – 4:00 pm  
 Location: 909 Admirals Road

Present: Peter Lutzmann, Victoria Shipyards  
 Jonathan Sexter, SERC (for Victoria Shipyards)  
 Brenda Laliberté, SERC (for Victoria Shipyards)  
 Daryl Lawes, Public Works and Government Services Canada

34 Residents of Admirals Gate Subdivision (see attached list of names)

Peter Lutzmann began the meeting with an overview of the proposed project.

After a fifteen minute introduction, the meeting was opened to questions from the residents.

Concern/Comment	Response
<p><b>Decommissioning</b>                      After 15 years, what will happen to the building?</p>	<ul style="list-style-type: none"> <li>- These buildings will have a lifespan of 50 years or more</li> <li>- Unlikely that they will be taken down after this project completed</li> <li>- Will be used for ship building or other Victoria Shipyards business as needed</li> </ul>
<p><b>Noise</b> – there was much concern over the issue of noise from the proposed facility. Much of this discussion centred around the noise from current uses on the property, and how loud some of the practices are</p>	<ul style="list-style-type: none"> <li>- The submarines will be worked on inside the hangar building</li> <li>- Most of the work to be conducted will involve removing equipment from inside the submarine, and transferring it to the shops for repair</li> <li>- The shops will be insulated buildings</li> <li>- The doors will remain closed while work is occurring</li> </ul>
<p><b>Noise</b> - Design buildings – insulate them</p>	<ul style="list-style-type: none"> <li>- Shop buildings will be insulated</li> <li>- Submarine hangar will not be insulated, but it will be a new building, constructed with a good quality grade of metal cladding, which will help to attenuate the noise</li> <li>- Majority of work on the submarines will take place within the submarine</li> </ul>
<p><b>Noise</b>- monitoring of noise levels, what are the allowable noise levels, who to call with a noise complaint</p>	<ul style="list-style-type: none"> <li>- PWGSC is responsible for monitoring noise levels when there is a complaint</li> <li>- PWGSC indicated that the allowable noise levels are in line with the Municipal Noise Bylaw, 65 db during the daytime and 55 db at night.</li> <li>- Daryl Lawes, of PWGSC gave two numbers that</li> </ul>

Concern/Comment	Response
	residents can call if they have a concern with the noise - 363-0227 (general PWGSC) - 363-3784 (Commissionaire)
<b>Noise</b> - how long will construction take and during what hours will it happen	- Construction will be completed one year from now. - It is anticipated that construction will begin in January 2009 - General hours of construction will be 7:00 am – 5 pm Monday to Friday, although the actual hours are at the discretion of the contractor, and may be extended if construction is falling behind.
<b>Noise</b> – what will the hours of operation be	- There will be two shifts: 7:30 am – 4:00 pm 4:00 pm – 12:30 am
<b>Noise</b> - hours of operation: 12:30 am is very late, could there be a plan to ensure that no noisy work occur after 11:00 pm?	- The PWGSC Noise policy and “Best Practices” that all businesses at the Shipyard are obliged to follow states that noisy work cannot take place after 11 PM.
<b>Air quality, sand and grit</b> Concern here centred around grit from sandblasting, which accumulates on the residents’ decks and is an airborne health concern	- The buildings will have proper ventilation - Doors will be closed while sandblasting work is going on - Plastic sheeting will wall off the areas being worked on within the building, adding another layer of containment for airborne particles - Sponge-blasting, wet-blasting or other specialized blasting systems will be used, to minimize air borne dust
<b>Viewscope</b> – concern is that the building will interfere with water views	- First design iteration had the building running parallel to the residences, which would have had a large impact on the views (275 ft. side wall). - Current design, placing the building perpendicular to the residences, greatly reduces the building’s impact on the views (75 ft. end wall). - Residents were shown an aerial view of the property with examples of the extent of viewscope angles that will be impacted. This image was emailed to Janice Margano, the property manger for the subdivision for reference by the residents. - For comparison purposes, it was noted that the large cranes on the site are approximately 200 feet in height, while the proposed Hangar building will be approximately 85 feet in height. - Peter Lutzmann will investigate the feasibility of installing a helium balloon at the building height, so that residents can visualize the height of the building.

**Tom Day**


---

**From:** Peter Lutzmann [PLutzmann@vicship.com]  
**Sent:** January 5, 2009 09:52  
**To:** Tom Day  
**Cc:** Tabbernor.DE@forces.gc.ca; Daryl Lawes; Doug Ferrier; Jonathan P. Sector  
**Subject:** RE: Submarine Building  
**Attachments:** Project Flyer 22-10-08 (3).pdf

Good morning Tom. The public consultation and communications requirements are governed by the Canadian Environmental Assessment Act (CEAA). We are required to comply with CEAA, and both DND and Public Works Government Services Canada (PWGSC) are registered as the CEAA "Responsible Authorities" for this project.

DND and PWGSC developed the consultation and communications strategy in accordance with the CEAA requirements, and we (Victoria Shipyards) have implemented that strategy via registration of the project on the CEAA website, distribution of information pamphlets to local residents, meetings with stakeholders, and email correspondence arising from the meetings and pamphlets.

A copy of our mail drop-off pamphlet is attached. The pamphlet was reviewed and approved by DND and PWGSC before distribution in early November to local residents and stakeholders.

In summary, our consultation strategy is dictated by and conforms with CEAA standards, and DND/PWGSC criteria.

I have copied this email to both DND and PWGSC, to confirm that our consultation process is in full accordance with CEAA, and the level of due diligence required under a CEAA Screening process.

**Peter Lutzmann**  
**Project Manager - Facilities**  
**Victoria Shipyards Co. Ltd.**

Phone: 250-419-6357  
 Fax: 250-995-6517

---

**From:** Tom Day [mailto:tom.day@esquimalt.ca]  
**Sent:** Monday, January 05, 2009 9:20 AM  
**To:** Peter Lutzmann  
**Cc:** Tabbernor.DE@forces.gc.ca  
**Subject:** FW: Submarine Building

Peter, can you please provide a response to these questions from the Mayor.

Thanks,

**Tom Day**  
 Chief Administrative Officer  
 Township of Esquimalt  
 Phone: 1-250-414-7133

[www.esquimalt.ca](http://www.esquimalt.ca)

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**From:** Barb Desjardins  
**Sent:** December 31, 2008 10:23  
**To:** Tom Day  
**Subject:** Submarine Building


Further to our conversation re this building the most important point that we must establish for our residents is that DND/Dockyard did due diligence in their public consultation. Important information for me and council would be

- 1) what is the due diligence for DND with regards to public consultation
- 2) did they do this?
- 3), i.e. show us the proof of their process and that it follows the above standards

You may already have all this info but I have been able to condense it into what info I need and I need for council.  
Thanks

**Barb Desjardins**  
Mayor  
Township of Esquimalt  
Phone: 1-250-414-7100

[www.esquimalt.ca](http://www.esquimalt.ca)

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# VICTORIA SHIPYARDS COMPANY LTD.

## Project Announcement

Victoria Shipyards Company Ltd., as part of the Canadian Submarine Management Group, is pleased to have received a long-term contract for the maintenance of Canada's "Victoria" class submarines. It is anticipated that the project will create 175 full-time jobs throughout the period of the contract.

This project will entail the construction and operation of a submarine repair facility on federal Crown land at Munroe Head, Esquimalt, B.C..

Projects located on federal lands are subject to a screening-level environmental assessment under the *Canadian Environmental Assessment Act* (CEAA).

More information about the project can be found at the Canadian Environmental Assessment Registry website:

[www.ceaa.gc.ca/050/index\\_e.cfm](http://www.ceaa.gc.ca/050/index_e.cfm)  
reference number: 08-01-42542

### SEND COMMENTS, CONCERNS AND QUESTIONS TO

E-mail: [VicShipyards@sercbc.com](mailto:VicShipyards@sercbc.com)

Fax: 250-477-7573

Or mail to

Attention: Victoria Shipyards

1396 Hillside Ave

Victoria, BC V8T 2B5

Please include your name and a phone number with your comments, so we can contact you.



#### **PURPOSE:**

These facilities will enable the undertaking of a submarine repair and refit project.

#### **LOCATION:**

Munroe Head, Esquimalt, BC

#### **DESCRIPTION:**

1,780 sq.metre submarine hangar – 21.2m wide, 84m long and 25.4m high

912 sq.metre building for offices and shops – 12.2m wide, 74m long and 13m high

Submarine repair operations for 15 years

#### **TIMING:**

The repair and refit of submarines will take place in phases over the 15 year operations period.

Planning and design: August to December 2008

Construction: January to November 2009

Repair and Refit Operations: March 2009 - March 2024

#### **ENVIRONMENTAL:**

Project environmental assessment and planning includes the preparation of a Screening Level Environmental Assessment under the provisions of the *Canadian Environmental Assessment Act*. Considerations and analyses in this Assessment document will cover the full range of biological, physical and socio-community environmental interests associated with the project.





## 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:** 2009-01-13 **REPORT NO. P&R-09-001**  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Andy Katschor, Acting Director, Parks and Recreation Services  
**SUBJECT:** Freeman Ken Hill Park

---

**RECOMMENDATION:** That Council receive this report as information and refer this issue to budget deliberations.

**BACKGROUND:** In 2004, the Township of Esquimalt acquired a small property, located at the corner of Grafton and Lyall Streets, as part of the development approval process on the adjacent property. The site was previously used to store soil and refuse by the neighbouring property developer. The original development went bankrupt and the new owners of the development marginally rehabilitated the parkland by removing a portion of the debris and leveling the top of the site.

In August 2006, representatives from a number of community organizations approached Parks and Recreation Department staff with a proposal to develop the park to recognize Ken Hill. The group, which includes representatives of the Lions Club, Legion, Esquimalt Garden Club, Esquimalt Anglers, Buccaneer Days Committee, Silver Threads, Seniors Housing Society, Chamber of Commerce, and Esquimalt United Church, presented a written proposal to the Parks and Recreation Commission at their October Meeting. The proposal envisioned the development of the land as a community park.

On Saturday, October 21, 2006 the Parks and Recreation Commission and Department staff hosted an Open House in the Park. The Open House was well attended with 47 surveys received regarding a vision for the park. The Parks and Recreation Commission approved the following vision for the park at their November Meeting.

*This park will be a place where all community members can gather, for relaxation, reflection as well as active play for younger children, where the view of the Esquimalt harbour and the mountains can be enjoyed. The park is an area where native species, vegetation and trees are present with benches and paths for sitting and walking. A small children's creative play structure provides a space for children to experience outdoor recreation and play, while promoting active healthy lifestyles in a safe environment. Seniors and children jointly share the park and interact positively.*

The Commission also considered the Freeman Ken Hill Park proposal at the November 2, 2006 Meeting. The following recommendation was approved by Commission regarding the proposal.

ii) A report from the Director regarding the Freeman Ken Hill Park Proposal.

Moved by Commissioner Breen, seconded by Commissioner Underwood that:

- (a) *Commission recommend to Council that the Park located at the corner of Grafton and Lyall Streets be named "Freeman Ken Hill Park" to recognize and honor the long time community leadership of Ken Hill.*
- (b) *That staff work with interested Grafton and Lyall Street residents and park neighbours and representatives of the Ken Hill Park community organizations to develop a final park design to include a 2006 funding proposal and park development timelines and strategies. The final park design is to be based upon the Park Vision approved by the Commission as a result of the October 21, 2006 Open House. The final design will be presented to the Commission and also at a follow-up Open House in the new year prior to undertaking any park development or construction.*

The motion **CARRIED**.

In February 2007 Council approved the naming of the park, Freeman Ken Hill.

Park development to date has been limited to: fencing to make the site safe, removal of invasives plant species and trimming of weeds and long grass. An attempt was made to seed the site with grass with a poor outcome. The site is difficult to maintain and will be challenging to develop due to the amount of poor fill in place and steep slopes on the sides of the property.

#### **FINANCIAL IMPLICATIONS:**

Typically, a park of this size and with the scope described in the park vision (small play feature, benches, plant and soil material, pathways, drainage, irrigation, lighting, and signs) will cost at least \$100,000 for the municipality to develop to completion. At this time there are no funds budgeted to develop this park.

Parks has requested \$25,000 as seed money in 2007 and 2008 to develop a park design and to do basic site preparation. These budget requests have not been successful. There is once again a Parks budget request in 2009 for \$25,000.

The Parks and Recreation Strategic Plan identifies partnerships as a key objective for parks and recreation services in Esquimalt. The Freeman Ken Hill Park project provides an excellent opportunity to partner with a number of key community organizations and neighbourhood members to develop a new park and to recognize a long time community builder.

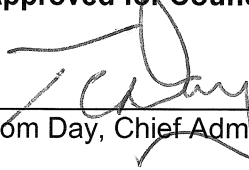
The Esquimalt Garden Club has pledged \$3,000.00 towards the project and other community groups such as the Esquimalt Lions Club, Buccaneer Committee and Ken Hill's family have pledged their support.

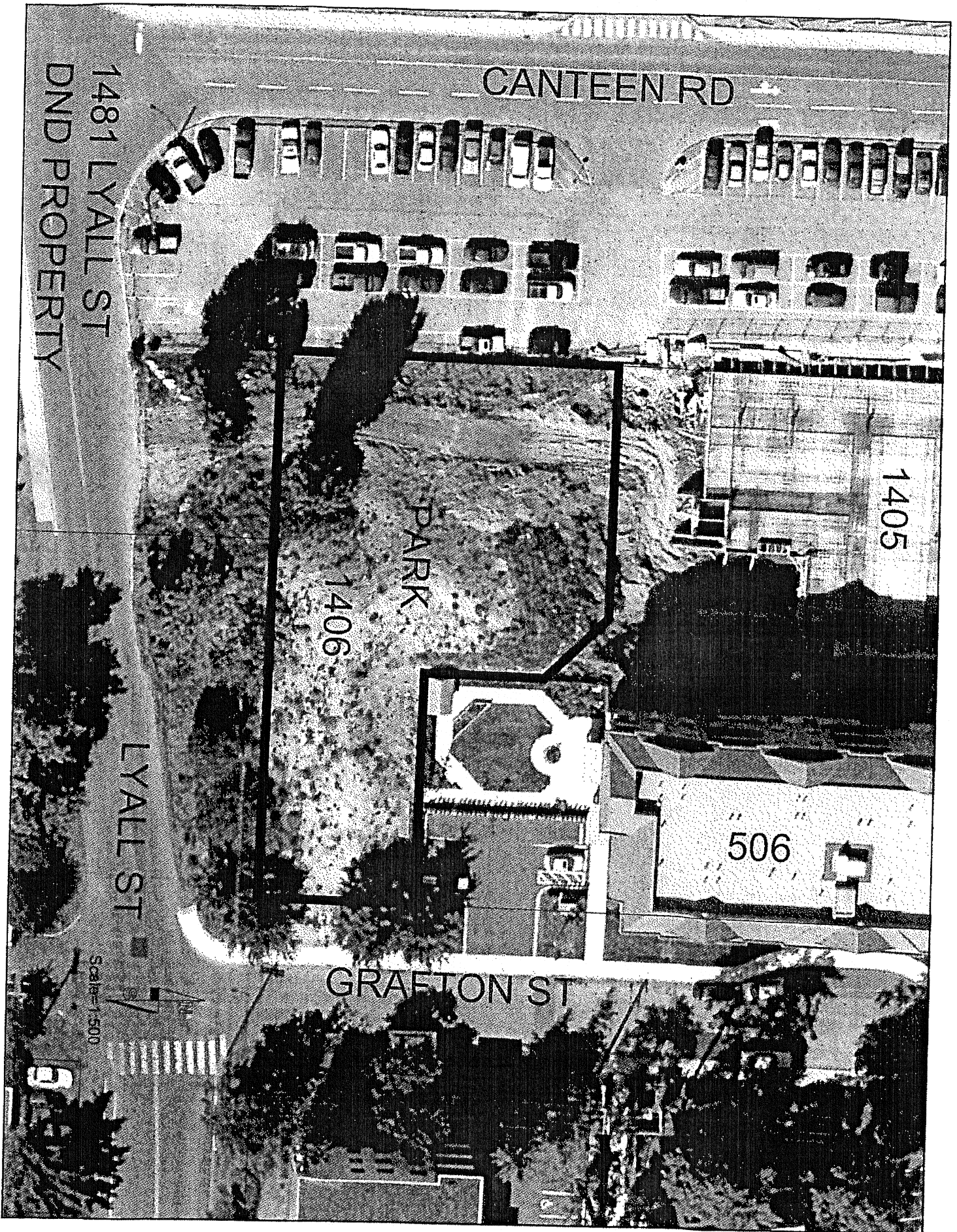
January 13, 2008  
Report to Tom Day, Chief Administrative Officer  
Subject: Freeman Ken Hill Park  
Page 2

Respectfully submitted,

Andy Katschor  
Acting Director of Parks and Recreation

Attachment: Ken Hill Park aerial

**Approved for Council's consideration:**  
  
\_\_\_\_\_  
Tom Day, Chief Administrative Officer  
Dated: Jan 15/09





# 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:** January 7, 2009 **REPORT NO.** ADM-09-05  
**TO:** Mayor and Council  
**FROM:** Tom Day, Chief Administrative Officer  
**SUBJECT:** Update of Acting Appointments

---

### RECOMMENDATION:

1. That the following acting appointments be made:

Jeff Byron	-	Acting Director of Parks and Recreation Services (in the absence of Andy Katschor)
Trevor Kushner	-	Acting Director of Engineering and Public Works

  
\_\_\_\_\_  
Tom Day  
Chief Administrative 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:** January 15, 2009 **REPORT NO. FIN 09-001**  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Laurie Hurst, Director of Financial Services  
**SUBJECT:** Early Approval Requests

### RECOMMENDATIONS:

That Council approve the following expenditures with funding sources as indicated.

### BACKGROUND:

Supplementary and capital items are normally brought forward for consideration after the core budget presentations. In some instances a decision is required prior to the adoption of the five year financial plan where there may be timing issues and constraints, third party funding deadlines or health and safety issues.

### DISCUSSION:

Staff have determined that the following items require Council consideration for early approval:

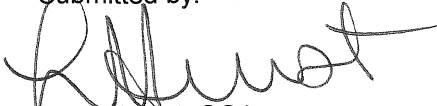
Description	Department	Cost to Municipality	Funding Source
.6 Administrative Assistant	Corporate Services	\$28,000 annual	Current Operating Revenue
Kinver Area Storm Drain	Engineering & PW	\$20,000 one time	Capital Projects Reserve Fund
Craigflower Road Phase 2	Engineering & PW	\$0.00 -100% grant	N/A
Groundwater Monitoring	Engineering & PW	\$8,500 annual	Current Operating Revenue
OCP Plan Review	Development Services	\$35,000 one time	Current Operating Revenue
<b>Total General Operating/Capital Fund Early Approval Requests</b>		<b>\$91,500</b>	


Separate reports from each of the respective Directors on the above items are attached for Council information.

**ALTERNATIVES:**

Council may either approve, deny or defer any or all of the above noted early approval requests.

Submitted by:

  
Laurie Hurst, CGA  
Director of Financial Services

**Approved for Council's consideration:**  
  
\_\_\_\_\_  
Tom Day, CAO  
Dated: Jan 15/09



# 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:** January 14, 2009 Report No. ADM-09-006  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Larry Randle, Manager of Corporate Services  
**SUBJECT:** Administration Department Personnel

---

### RECOMMENDATIONS:

That Council authorize early budget approval for a part-time (.6) Administrative Assistant Union position with an annual cost of approximately \$28,000.

### BACKGROUND:

The administration department provides a broad range of services to Council, other municipal departments and the public. The department consists of the Manager of Corporate Services, Human Resources Manager, Communications/Sustainability Manager, CAO and Mayor's Executive Assistant and Administrative Assistant.

In 2008 a part-time administrative assistant working approximately 12 hours per week was hired to assist with filing, managing mail, special projects, vacation coverage, backlog resulting from the Corporate Officer position being vacant for several months and to generally assist the department on an as-needed basis. This support was very beneficial to the functioning of the department. This position in effect, no longer exists.

### DISCUSSION:

A new position is required because:


1. There are growing demands on administration from Council and other municipal departments. Increases in staffing levels in other departments eventually manifest themselves into increased workload for administration staff.
2. Council and Advisory Committee support - Agenda preparation, minutes and meeting notices for Council and committee meetings continue to place significant demands on departmental staff. If a new position is approved, the Administration Department will be responsible for providing timely and detailed minutes from the Advisory Planning Commission to Council.
3. In 2008 the municipality invested approximately \$10,000 in a new records management software system which is managed by the Administration Department. In order to adequately

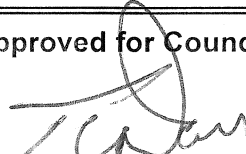


and properly access current and historical records and to continue to move this project forward on an organization-wide basis and to take full advantage of the resources already invested, additional staff resources are required.

**SUMMARY**

In discussing this need with senior management it is felt that administrative support in the form of a new .6 (3 days per week average) position would go a long way toward enabling the department to continue to provide timely, quality service to Council, other municipal departments and the public.

  
\_\_\_\_\_  
Larry Randle  
Manager of Corporate Services

Approved for Council's consideration:  
  
\_\_\_\_\_  
Tom Day, CAO  
Dated: Jan 13/09



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

**DATE:** January 13, 2009 **REPORT NO.** EPW 09-002  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Gilbert Coté, Director of Engineering & Public Works  
**SUBJECT:** Kinver Area Storm Drain

---

### **RECOMMENDATION:**

That Council approves as an early budget item, the construction of communal storm drain in a right-of-way located on the property at 357 /359 Kinver Street at a cost of \$20,000.

### **Background**

A communal drainage system was constructed in the 1960's to service several properties in the block bound by Kinver, Munro, Hadfield and Lampson Streets. Portions of this drainage system are shown on municipal record drawings but there is no right-of-way in favour of the municipality or easements in favour of other owners for any of the pipes. The full extent of this drainage system was not known until detailed investigations consisting of dye testing and inspection by closed-circuit television camera were carried out by municipal staff in November 2008. These inspections were done following concerns expressed by some of the residents connected to this pipe.


The outlet pipe for this drainage system bisects the newly created lot at 357/359 Kinver Street. During the engineering review of the subdivision the developer agreed to provide an easement in order to allow for a drainage pipe to service the lot at 1122 Munro Street. At the time, it was believed that the drainage pipe through this property serviced only the lot at 1122 Munro Street.

Test holes were carried out by municipal staff in November 2008 to determine the location of existing pipes prior to the construction of services for the lot at 357/359 Kinver Street. It is at that time that several residents came forward, indicated that they were connected to the drain pipe located on the newly created lot and expressed their concern about possible loss of service.

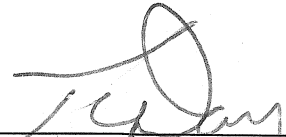
To ensure the drainage system for this area will be maintained, it is proposed to convert this drainage system into a municipal system and the two owners where the communal pipes are located have agreed to provide a right-of-way to the municipality. The section of pipe located on the property at 357-/359 Kinver will be reconstructed in the right-of-way in order to allow for the construction of the house. The owner has applied for a building permit to build a duplex. Construction is scheduled to begin in January 2009. The locations of the existing drainage pipe and of the proposed right-of-way are shown on the attached plan.

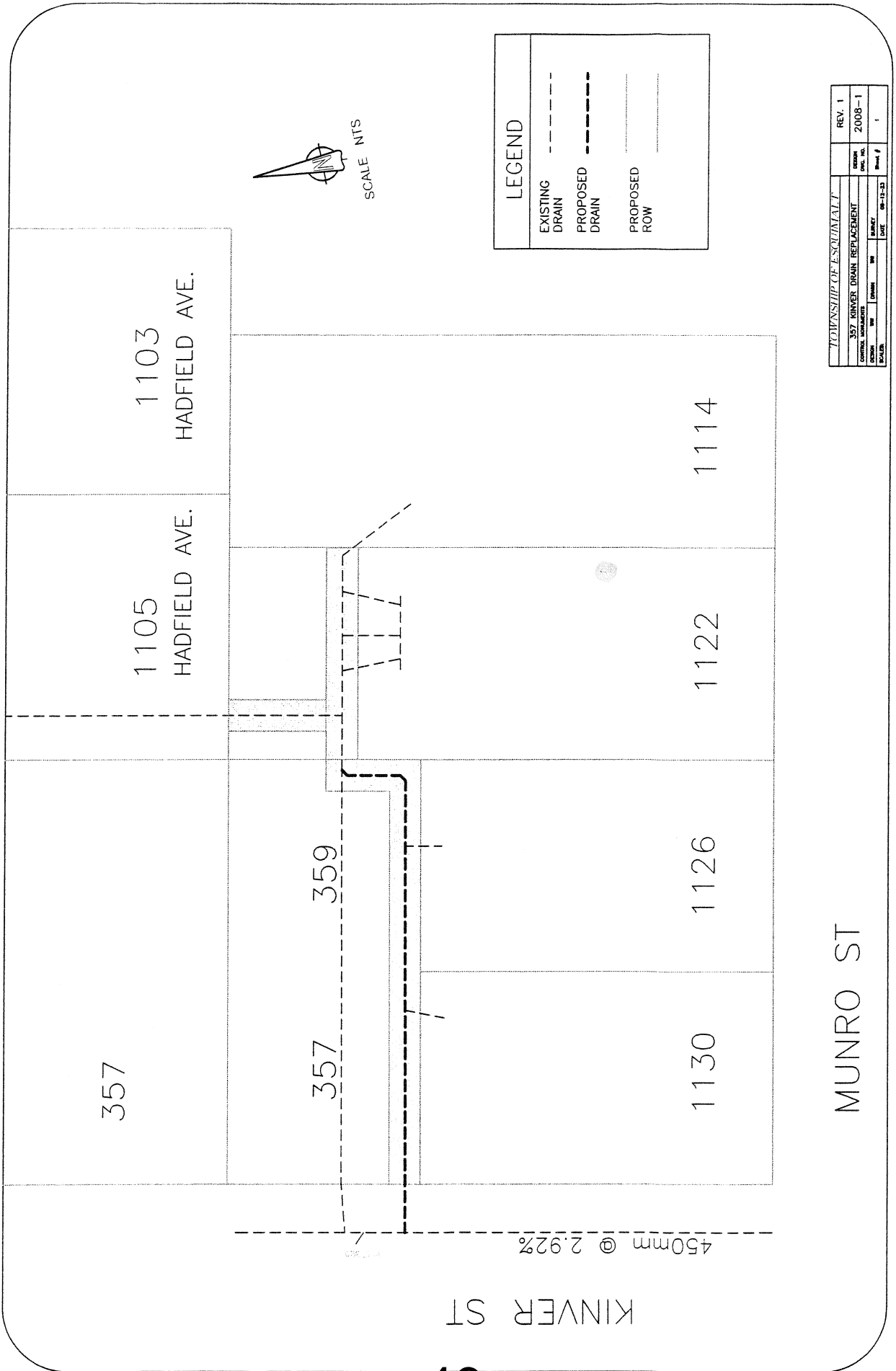
The cost to install a new drainage pipe in the right-of-way located on the property at 357/359 Kinver Street is estimated at \$20,000. This work would be carried out by the municipal Public Work staff and would be funded from the 2009 budget. This amount has already been included in the proposed budget for 2009.

Submitted by:

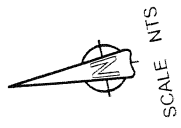
  
\_\_\_\_\_  
Gilbert Coté, P.Eng.  
Director of Engineering & Public Works

**Approved for Council's  
consideration:**

  
\_\_\_\_\_  
Tom Day, CAO



LEGEND	
---	EXISTING DRAIN
---	PROPOSED DRAIN
---	PROPOSED ROW



TOWNSHIP OF ESCUNABAY				REV. 1
357 KINVER DRAIN REPLACEMENT		ORDER NO.	2008-1	
CONTROL SURVEYOR	DATE	REVISION	BY	NO.
DATE	SCALE	DATE	BY	NO.

KINVER ST

MUNRO ST

357

1105  
HADFIELD AVE.

1103  
HADFIELD AVE.

357

359

1130

1126

1122

1114

450mm @ 2.92%



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

**DATE:** January 14, 2009 **REPORT NO.** EPW 09-005  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Gilbert Coté, Director of Engineering & Public Works  
**SUBJECT:** **Craigflower Road Corridor Upgrading Phase 2**

---

### **RECOMMENDATION:**

That Phase 2 of the Craigflower Road Corridor Upgrading receive early budget approval and that staff be authorized to start work on this project.

### **Background**

An application for grant under the Gas Tax Agreement's General Strategic Priorities Fund was submitted on April 28, 2008 for the second phase of the Craigflower Road corridor upgrade. The second phase deals with the 1 km long section of Craigflower Road located between Garthland Road and Admirals Road. On October 22, 2008 the municipality was advised that funding was approved for 100% of the eligible cost of the project up to \$4,979,000 and on December 22, 2008 the municipality was advised that the project could officially be launched.

The main components of the project include the following:

- Stormwater treatment facilities for the treatment of the runoff generated on Craigflower Road. This includes the installation of three underground treatment chambers and one rain garden.
- Continuous bike lanes in each direction.
- Centre lane for left hand turns augmented by approximately twelve median islands
- Continuous sidewalks on both sides of the road
- Repaving of the roadway surface
- Traffic light at the intersection with Coopers Road
- Improvements to street lighting

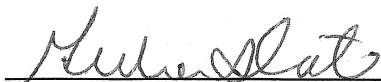
It should be noted that the intersection of Craigflower and Admirals Road is located in the Town of View Royal. The two municipalities are coordinating the design of their respective sections of the Craigflower Road /Island Highway corridor. The start date for the project is January 2009 and the proposed completion date as approved by the funding agency is December 2010. In order to complete the project by the end of 2010, the following schedule is proposed:

	Task	Approximate Date
1	Obtain proposals from engineering consultant	Jan – mid March
2	Award of contract for engineering services	March 16, 2009
3	Detailed Design	April – December 2009
4	Open House (at 50% design)	August 2009
5	Tender and contract award for construction	January – February 2010
6	Construction	March – October 2010

The first task consists of selecting the engineering consultant for this project. It is proposed to use same two-step procurement process as other large road projects. The first step consists of inviting engineering consultants to submit their credentials through advertisements placed with BC Bid and the Times Colonist. The submissions received will be rated on the basis of the experience and qualifications of the firm, project manager and other team members. The four firms with the highest score will be invited to submit a detailed technical and fee proposal. The detailed proposals will be reviewed using a two-envelope system. The first envelope will contain the details of the experience of the team members and the technical proposal which will provide 50% of the rating and second envelope will contain the fee proposal which will also provide 50% of the rating. The first envelope will be opened and the technical proposals will be evaluated before the second envelope which contains the fee proposal is opened.

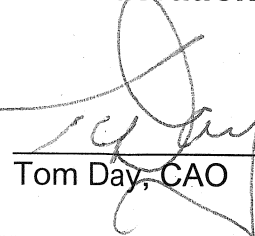
An Open House will be held at the 50% detailed design stage in order to obtain input from the public in general and from the owners and stakeholders that abut directly on the project. The input received will be taken into account in the final design. Consultation and coordination with the First Nations is on-going and will continue throughout the project. The project will be publicly tendered early in 2010 for the selection of a contractor to carry out the work.

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

---

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

**DATE:** January 14, 2009 **REPORT NO.** EPW 09-006  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Gilbert Coté, Director of Engineering & Public Works  
**SUBJECT:** **Old Public Works Yard Groundwater Monitoring**

---

### **RECOMMENDATION:**

That the annual groundwater monitoring at the Old Public Work Yard receive early budget approval and that the engineering consultant be authorized to carry out the annual monitoring program at a cost of \$8,500.

### **Background**

A groundwater sampling and monitoring program has been carried out at the Old Public Works Yard on an annual basis since 1998. The groundwater sampling is being conducted as part of the future remediation of the site, as per the requirements of the Ministry of the Environment Contaminated Sites Regulation. It is proposed that the monitoring program will continue until such time as the structures are removed to allow for the site remediation. Over the last 10 years, a network of nine monitoring wells were drilled around the Old Public Works Yard buildings. Sampling of the groundwater is typically done in the winter when the groundwater table is high.

The results of the latest sampling done in December 2007 and January 2008 are shown on the attached Figure 2 prepared by Levelton Engineering who have been carrying out the monitoring program since its inception.

The sampling results in monitoring well no. MW97-2 located west of the building have consistently shown that the groundwater at this location is contaminated with petroleum hydrocarbon. This is the only sampling well that has shown signs of hydrocarbon contamination and it appears that the problem is being confined to the vicinity of this test well. It is likely that the contaminant is not migrating because of the presence of relatively impervious glacial till which impede the flow of groundwater.


Following the removal of the Old Public Works Yard buildings, it will be possible to drill a ring of test wells around monitoring well MW97-2 in order to confirm more exactly the extent of the hydrocarbon contamination and to prepare a detailed remediation plan and cost estimate.

The level of copper is elevated in test well MW97-4. This parameter has been exceeded in the past at test wells MW97-4 and MW97-5 which are located east of the building. In 2007 the copper level in well MW97-5 was just above the criteria for contaminated site but has dropped significantly in 2008. Copper levels at well MW97-4 appear to be stable. The extent of the metal

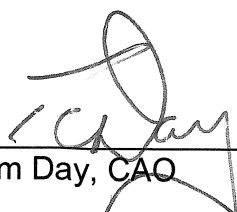
contamination can also be ascertained by carrying out further drilling once the building is removed.

In closing, it appears the contamination at the site of the Old Public Work Yard is not migrating off-site because of the impervious soil and does not pose a risk to the public. However, site remediation will be needed when the area is redeveloped.

Submitted by:

  
\_\_\_\_\_  
Gilbert Cote, P.Eng.  
Director of Engineering & Public Works

**Approved for Council's  
consideration:**

  
\_\_\_\_\_  
Tom Day, CAO



## STAFF REPORT

**DATE:** 15 January 2009 **REPORT NO.** DEV-09-005  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Barbara Snyder, Director of Development Services  
**SUBJECT: REQUEST FOR EARLY BUDGET APPROVAL FOR  
OFFICIAL COMMUNITY PLAN REVIEW**

---

### RECOMMENDATION

That \$35,000, which was to have been included in the 2009 budget to cover the cost of completing a review of the Official Community Plan [OCP] to address questions of maximum height, density, and amenity bonusing, as well as add new sections to meet the requirements imposed by Bill 27, be approved as an early budget item.

### BACKGROUND

The current Official Community Plan was adopted in March 2007, however, several revisions are now required to:

- address the practicality of 10-storey mixed-use and multi-family buildings;
- identify locations where higher buildings with greater densities may be considered;
- quantify the acceptable degree of variances to multi-unit residential developments [i.e. density bonuses] for various types of amenities; and
- add policies and recommendations for reducing GHG emissions to achieve carbon neutrality, identify offsets, and report-out as required by Bill 27

#### **1. Building Heights and Densities; Bonusing and Amenities**

Heights and Densities: The 2007 Official Community Plan sets the maximum building heights and densities for new multi-unit development at 10 storeys and a FAR of 2.0 in areas designated for High Rise Residential and at 4 storeys and a FAR of 1.5 for areas designated Low Rise Residential. Several developers have recently requested higher buildings and greater densities as the current figures do not result in an acceptable degree of profit. In order to determine what heights and densities would be appropriate in the current market, a thorough review of this section of the OCP in consultation with developers and the public is required.

Once the appropriate densities are determined, the municipality could then look at the advisability of implementing a Development Cost Charge Bylaw. The calculation of DCCs is complicated and depends on an accurate assessment of how many new units could be built under the revised OCP designations.

The need to examine our policies regarding density bonusing and amenity funds arose from the recent consideration of the Legion Rise project at 622 Admirals Road which is on hold until these issues have been resolved.

Density Bonusing and Amenities: Section 2.2.4.1 (h) of the current OCP reads:

*“Development proposals with heights and/or densities greater than those set out in policies 2.2.4.2 to 2.2.4.4 may be considered, where appropriate, through variances to zoning and/or parking regulations and density bonusing of floor-space where new affordable or special needs housing units or amenities are provided for the benefit of the community.”*

Esquimalt’s OCP lists the following amenities as qualifying for density bonusing:

- affordable housing units;
- special needs housing;
- public open space;
- public art;
- street improvements;
- heritage preservation; and
- daycare facilities.

Although the amenities have been identified, there is no indication of what each is worth in terms of increased height and floorspace. For example, Is the installation of a piece of public art worth more or less than the provision of affordable housing units? or how many additional storeys does provision of a daycare facility entitle the developer to?

There is also the issue of ‘amenity funds’ where a developer offers the municipality an agreed upon dollar amount to be used as the municipality deems appropriate to provide amenities in the vicinity of the new development. There are no guidelines as to how the dollar value is calculated; this would be negotiated for each development proposal.

One of the ideas to be examined is the “lift” that the rezoning would provide to the developer and the ability to use this figure as a basis for negotiating appropriate amenity funds. “Lift” is the difference between the profit derived from developing a site at its current zoning and the profit achieved if the requested change in zoning were approved.

## **2. Climate Action**

With the recent adoption of *Bill 27 – Local Government [Green Communities] Statutes*, municipalities are now required to include policies and targets in their OCPs for reducing Greenhouse Gas [GHG] emissions.

*“Section 877(3) – “ An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.”*

Bill 27 also provides for new categories of Development Permit Areas that allow for:

- “(h) establishment of objectives to promote energy conservation;*
- (i) establishment of objectives to promote water conservation;*
- (j) establishment of objectives to promote the reduction of greenhouse gas emissions.”*

There is also a requirement for municipalities to report-out to the province on their efforts to become carbon neutral by reducing GHGs, purchasing carbon off-sets, or a combination of the two.

Drafting new OCP policies to address climate change actions and achieve carbon neutrality is a complicated and time consuming process that could be more efficiently done by consultants who specialize in this new field than by our small staff.

The issues of 1) Building Heights and Densities; Bonusing and Amenities and 2) Climate Action would likely be done by two different consultants, however, it makes sense to do both at the same time to avoid duplicating public meetings, notifications and public hearings.



Barbara Snyder  
Director of Development Services

**Approved for Council's consideration:**

  
Tom Day, Chief Administrative Officer

Dated: Jan 15/09



## **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

### **STAFF REPORT**

**DATE:** January 14, 2009 **REPORT NO.** FIRE 09 - 001  
**TO:** Tom Day, CAO  
**FROM:** Paul Nelson, Fire Chief  
**SUBJECT:** Fire Services Liaison Group – Fire Service Model Project

#### **Recommendation**

In response to correspondence received from Gary MacIsaac, Executive Director UBCM, regarding the Fire Service Liaison Group's draft report on its new model for the delivery of fire services it is recommended that this report be received for information.

#### **FSLG**

Fire Service Liaison Group (FSLG) was formed to bring together representatives of the key stakeholder groups with direct interests in the fire service. These representatives are from the Fire Chief's Association of BC, the Fire Prevention Officers Association of BC, the Fire Training Officer Association of BC, the BC Professional Fire Fighters Association, the Volunteer Fire Fighters Association of BC and the UBCM. The group is endorsed by the Office of the Fire Commissioner and funded by the Ministry of Public Safety and the Solicitor General.

#### **Report**

In December 2008, the FSLG released a draft report which included thirty-six recommendations regarding changes and improvements to how the Fire/Rescue System should operate in BC in the future (attached).

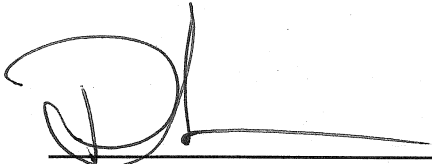
While most of the recommendations contained in the report apply to both career and volunteer fire / rescue departments, there are several that are focused specifically on the needs of the volunteer sector.

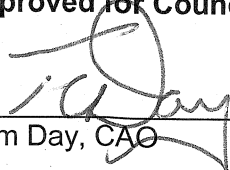
Many of the recommendations centre on what the report calls the big 3, Training, Volunteer Staffing and Funding. None of these recommendations have any implications locally on Esquimalt.

The rest of the recommendations look to more of a provincial body where there is a need to improve the governance of a Provincial Wide Fire Rescue System, through a Fire Services Advisory Board. Within individual fire departments there is a clear chain of command, with defined decision making. What the system lacks is a means of collectively addressing province wide concerns.

The Fire Services Act creates a Fire Commissioner with a province wide mandate, but it is limited to fire prevention, inspection, investigation and suppression. The Fire Commissioner does not have a mandate relating to rescue and emergency services which now represent the majority of calls for service of fire departments.

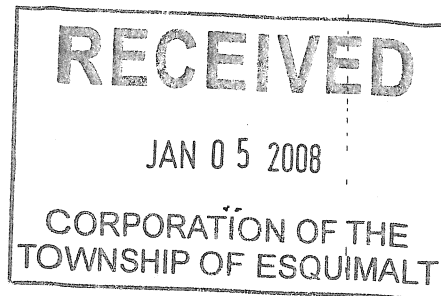
If adopted, these recommendations will definitely assist in improving the Fire / Rescue System within BC which will enhance public safety. The caveat is that the proposed changes will require adequate ongoing funding to be effective and to enhance the fire service as a whole.

  
\_\_\_\_\_  
**[Paul Nelson]**

**Approved for Council's consideration:**  
  
\_\_\_\_\_  
Tom Day, CAO  
Dated: Jan 15/09



# MEMBER NOTICE



**TO: Mayor and Council  
Chair and Regional Board  
Administrator**

**FROM: Gary MacIsaac, Executive Director**

**DATE: December 18, 2008**

**RE: REPORT ON NEW MODEL FOR DELIVERY  
OF FIRE SERVICES**

*Paul report on implications to Council please*

*Agenda*

This memorandum is being forwarded to UBCM member local governments for your input. We would appreciate any comments or suggestions you may have concerning the report.

The Fire Services Liaison Group (FSLG – Fire Services Model Project) has released a draft report on its new model for the delivery of fire services. The FSLG is looking to obtain input on the report by January 31, 2009, so that it consider potential changes and fine tune the report.

Attached is a list of the 36 recommendations made in the report. A copy of the draft report prepared by the Fire Services Liaison Group entitled “Proposed Fire/Rescue Service Model” can be found on the UBCM web page: [www.civicnet.bc.ca](http://www.civicnet.bc.ca).

If you or your local government has any comments or input related to the information, please forward your comments to Ken Vance at the UBCM office in Richmond at 604-270-8226 (ext. 114) or at [kvance@civicnet.bc.ca](mailto:kvance@civicnet.bc.ca).

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## RECOMMENDATIONS – PROPOSED FIRE / RESCUE SYSTEM MODEL

### *ELEMENT 1: ESTABLISH COMMON VISION*

#### **RECOMMENDATION**

The following vision statement should be adopted by the Fire / Rescue System in British Columbia:

*"To have a competent level of fire and emergency services that is supported by sustainable resources for all residents of and visitors to the province of British Columbia"*

### *Element 2: Fire Service is the "Fire / Rescue System"*

#### **RECOMMENDATION**

The "Fire Service" should be recognized as the "Fire / Rescue System".

#### **BACKGROUND**

Traditional "fire services" included structural fire suppression, fire investigation, fire inspections, and public education about fire safety. Many departments have added a range of rescue and emergency services, including:

Medical first responder

Road rescue

Hazardous material response

Technical rescue services, including high angle rescue, enclosed space rescue, swift water rescue, etc.

### *Element 3: Local Government Autonomy*

#### **RECOMMENDATION**

The new Model recognizes that the existing policy that provision of fire / rescue services are "permissive" for local governments (i.e., are not mandatory) should be continued.

That is, local governments (i.e., municipalities and regional districts) may determine:

If they wish to establish or maintain a fire / rescue department

The form and nature of any fire / rescue department they may decide to establish, e.g., career or volunteer, internal department or contracted services

The range of fire and rescue services that the department will provide

The service areas where fire and other services are to be provided

The response time targets for providing fire and rescue services

Funding and funding mechanisms

#### **BACKGROUND**

Local governments retain their autonomy about decisions regarding whether and where fire and rescue services will be delivered within their jurisdictions and how such services

will be funded. In particular, local governments are free to decide not to provide such services.

The Fire Services Liaison group strongly recommends that local governments ensure all incorporated communities have, at a minimum, a fire / rescue department capable of mounting an exterior attack on structure fires.

Local government autonomy does not extend to mandated standards for firefighter safety and training. This restriction on local autonomy is a continuation of the present situation.

*Element 4: Local Government Responsibility for Fire / Rescue Departments*

**RECOMMENDATION**

Municipalities should be responsible for all fire / rescue departments within their jurisdictions, other than industrial, federal government, and First Nations departments. Regional districts should be responsible for all other fire / rescue departments (except industrial, federal, and First Nations departments).

The Fire Services Liaison Group recognizes this element of the proposed Model will require a long time to achieve. It is important that local governments have the time needed to effect this change in an orderly manner. However, the principle that fire / rescue services are provided by government is an important one that should guide the ongoing evolution of the Fire / Rescue System.

**RESPONSIBILITY**

Local governments are responsible for local fire / rescue departments

Provincial government should amend the *Fire Services Act* and other enactments as necessary to provide statutory support for this element

*ELEMENT 5: TRANSPARENCY AND ACCOUNTABILITY*

**RECOMMENDATION**

Local government (i.e., municipalities and regional districts) should, for each fire / rescue department in their jurisdiction (other than industrial, federal, and First Nations departments), annually publish service plans that document the fire and rescue services to be provided, the zone or zones where the services will be delivered, and the response time targets for each service. Fire / rescue department service plans should be public documents.

**RESPONSIBILITY**

The provincial government is responsible for mandating local government responsibility for fire / rescue departments

Local governments are accountable for service provision decisions

*ELEMENT 6: AMEND THE FIRE SERVICES ACT*

**RECOMMENDATION**

As part of its existing plans to revise and update the *Fire Services Act*, the provincial government should include amending the Act to enable implementation of the proposed Fire / Rescue System Model.



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*Element 7: Establish a Fire Services Advisory Board***RECOMMENDATION**

A Fire Services Advisory Board ("FSAB") should be appointed to provide province-wide policy leadership and coordination for the Fire / Rescue System. The board should consist of representatives of stakeholders with operating or governance roles in the Fire / Rescue System. The Fire Services Advisory Board should be chaired by the Fire Commissioner. The Board should be permanent, meet regularly and be appropriately funded.

*Element 8: Fire Commissioner Mandate to Include Rescue Services***RECOMMENDATION**

The Fire Commissioner's advisory/coordination mandate should be expanded to include the full range of rescue services in addition to fire services.

*Element 9: Education of Stewards***RECOMMENDATION**

The Office of the Fire Commissioner and the Fire Services Advisory Board should develop educational material for local government officials on fire and rescue related issues.

**RESPONSIBILITY**

The Fire Services Advisory Board should create a working group from the Fire / Rescue System and local governments to develop educational materials

The Union of British Columbia Municipalities should make the educational materials available to local government elected officials and managers

*Element 10: OFC Research Role***RECOMMENDATION**

The Office of the Fire Commissioner should research fire, rescue and emergency services trends and issues to develop a fact base for effective Fire / Rescue System decision-making.

*Element 11: Gaps in Service Coverage***RECOMMENDATION**

Decisions about where services are provided and where they are not should be documented by the Office of the Fire Commissioner and made available to the emergency services and public safety community and to the public.

*Element 12: Services Provided to Provincial Agencies***RECOMMENDATION**

The provincial government and the Fire Services Advisory Board should undertake a joint study to examine the impact on fire / rescue departments of services provided to provincial government agencies and areas under provincial government jurisdiction along with the compensation paid for these services.

The results of the joint study should form the basis for ensuring the relationships are appropriately beneficial to both parties for each service.

*Element 13: Improved Liability Protection***RECOMMENDATION**

Fire / rescue departments, their personnel, their local municipal and regional district administrators and elected officials should be protected against liability claims or actions arising from the good faith performance of their functions, duties or powers. This is particularly important to smaller departments when providing out-of-boundary service.

*Element 14: Work with BC Ambulance Service to Reduce Gaps***RECOMMENDATION**

The Fire / Rescue System and the B.C. Ambulance Service should develop a joint strategy to reduce performance gaps in emergency medical first responder service, especially in northern B.C. and rural areas. This project should consider both risks to public safety (as a result of gaps in coverage) and efficiency considerations (i.e., which agencies can most cost effectively reduce risks to public safety).

*Element 15: Local Fire Bylaws***RECOMMENDATION**

The provincial government should support local governments in enactment of bylaws covering fire prevention, fire detection, fire mitigation, and building codes, including sprinkler systems and other mitigation strategies.

*Element 16: Improve Fire Investigation***RECOMMENDATION**

The fire investigation system should be reengineered to ensure that investigations in all communities are timely and appropriate.

*Element 17: Improve Fire Inspection***RECOMMENDATION**

The fire inspection system should be reengineered to ensure that inspections are appropriately undertaken in all communities, are efficiently delivered, and to address liability concerns. In particular, an improved fire inspection system should ensure that all schools, hospitals, and other public buildings in the province are inspected.

*Element 18: Improve Public Education***RECOMMENDATION**

A province-wide fire safety public education strategy should be implemented.

*Element 19: Trusted Service Providers***RECOMMENDATION**

Registered and certified fire / rescue departments should be "trusted providers" under the Provincial Emergency Program.

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*Element 20: First Nations & Other Emergency Services Providers***RECOMMENDATION**

The Fire / Rescue System should seek opportunities to cooperate with First Nations fire / rescue organizations and other emergency services providers.

*Element 21: Improving Adherence to Competency Standards***RECOMMENDATION**

The Fire Services Advisory Board and the Fire Commissioner should take immediate action to clarify and specify training standards for fire and rescue services, specifically regarding identification of mandatory requirements. In the longer term, mandatory competency standards should be established for core fire / rescue services. In particular, the Fire Services Advisory Board and the Fire Commissioner should immediately address the standards that apply to interior firefighting. This standard must consider both the competencies required for interior attack and the current capabilities of the many small fire / rescue departments in the province.

The Fire Services Advisory Board and the Fire Commissioner should also develop a strategy that allows fire / rescue departments, where needed, to improve competencies to adhere to standards.

**RESPONSIBILITY**

Local governments are responsible for ensuring fire / rescue departments upgrade their capabilities to meet mandated standards

The Fire Services Advisory Board is responsible for recommending competency standards to the Fire Commissioner

Caveat: Mandatory standards, especially for interior firefighting, should only be implemented once the training system and funding for volunteers is improved to required levels and departments have had a reasonable opportunity to improve competencies (see Element 32)

*Element 22: Fire / Rescue Department Registration & Certification***RECOMMENDATION**

All fire / rescue departments (other than federal and First Nations departments) should be registered with and certified by the standards enforcement authority.

*Element 23: Improve Training Delivery***RECOMMENDATION**

The system to deliver training to firefighters should be improved in order to ensure all firefighters and fire / rescue departments are able to meet provincially-mandated standards.

*Element 24: Leadership and Management Training***RECOMMENDATION**

A leadership and management training program for fire / rescue departments should be implemented.

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*Element 25: Best Practices Guidelines***RECOMMENDATION**

The Office of the Fire Commissioner and the Fire Services Advisory Board should develop, publish, and promote "best practices" guidelines for fire and rescue services. A best practices guideline for risk assessment / risk management should be an early priority.

*Element 26: Improve Fire / Rescue Information***RECOMMENDATION**

The currency, completeness, and accuracy of information about the Fire / Rescue System and the delivery of its services should be improved.

*Element 27: Improve Interoperability***RECOMMENDATION**

The Fire / Rescue System and local governments should undertake initiatives to improve interoperability. The Fire Services Advisory Board and the Office of the Fire Commissioner should provide leadership to assist departments and local governments in this.

*Element 28: Efficiency Initiatives***RECOMMENDATION**

Fire / rescue departments and local governments should encourage efficiency improvement initiatives in the three different circumstances created by population/development patterns within the province:

The metropolitan Vancouver and Victoria areas

The regional urban / suburban situation (outside of Vancouver and Victoria)

The rural / small communities situation

**RESPONSIBILITY**

Fire / rescue departments and local governments are responsible for finding and implementing efficiency improvements

The Fire Services Advisory Board should work with representatives of local government and the Fire / Rescue System to identify potential efficiency improvement projects

Responsibility for specific projects will depend on the specific projects identified

*Element 29: Communications and Information Management***RECOMMENDATION**

The Office of the Fire Commissioner and the Fire Services Advisory Board should establish a working group to develop specific recommendations for improving communications and information management systems in the Fire / Rescue System.

Three phases of work are required to develop a detailed plan are (i) baseline analysis, (ii) gap analysis, and (iii) project definition.

*Element 30: Linked Regional Records Management Systems***RECOMMENDATION**

The provincial government should fund a project to evaluate the feasibility of linked regional records management systems.

*Element 31: Equipment Standardization & Joint Purchasing***RECOMMENDATION**

A purchasing cooperative (or other appropriate legal vehicle) should be established to purchase trucks, equipment, apparatus, etc. on behalf of participating fire / rescue departments.

**RESPONSIBILITY**

Local government is responsible for the equipment standardization

The Fire Services Advisory Board is responsible for developing recommended practices for equipment with the support of the Office of the Fire Commissioner. The Fire Services Advisory Board is also responsible for facilitating the establishment of a purchasing cooperative vehicle

*Element 32: Province to Fund Volunteer Training***RECOMMENDATION**

The provincial government should fund mandated training of volunteer firefighters. The provincial trades training system provides a model that could be applied to volunteer training.

*Element 33: Recruitment / Retention Programs***RECOMMENDATION**

The Fire Services Advisory Board with the support of the Office of the Fire Commissioner should develop volunteer recruitment and retention programs that local governments and fire / rescue departments may adopt.

Local governments should assist departments recruit and retain volunteer firefighters.

*Element 34: Recruitment / Retention Incentives***RECOMMENDATION**

The provincial government should provide tax or other incentives to encourage volunteer firefighter recruitment and retention. Incentives for both volunteers and employers (to release employees to respond to calls) need to be considered. Additionally, incentives should be structured to recruit volunteers from non-traditional groups.

Local governments should also consider providing incentives to volunteer firefighters and their employers.

*Element 35: Local Government Administration and Management Support***RECOMMENDATION**

Local governments should ensure that volunteer fire / departments within their jurisdiction have necessary administrative and management support.

*Element 36: OFC Focus on Small Departments***RECOMMENDATION**

The Office of the Fire Commissioner should create a specific unit to assist small departments address the trends, issues, and challenges within that sector of the Fire / Rescue System.



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

**DATE:** January 14, 2009 **REPORT NO.** EPW 09-004  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Gilbert Coté, Director of Engineering & Public Works  
**SUBJECT:** **Craigflower Road Corridor Upgrading Phase 1**

### **RECOMMENDATIONS:**

That Council authorize the execution of the Contribution Agreement with the Federal and Provincial Governments.

### **Background**

The detailed design of Phase 1 of the Craigflower Road upgrade which covers the section between Dominion Road and Garthland Road is 90% completed. The 90% design drawings together with the pre-tender cost estimate will be submitted for a final review by Municipal Staff within a week. Based on the cost estimate submitted by the engineering consultant at the 50% design stage, it appears that the project is on budget. Minor adjustments to the scope of work may be required following review of the pre-tender cost estimate and also following the tendering process.

This \$3 million project is being funded under the Municipal Rural Infrastructure Fund (MRIF) in which Federal, Provincial and Municipal governments each provide one third funding. The signing of the Contribution Agreement cannot take place until the Environmental Assessment (EA) is approved by Environment Canada. Golder Associates prepared the EA which was submitted on September 4, 2008. Environment Canada has advised that they are in the process of finalizing the EA review and that the Province will issue the Contribution Agreement once the EA has been approved. Until such time as the Contribution Agreement is signed, only soft costs such as the engineering design are allowed.

Assuming that the Contribution Agreement will be signed within two months, the following schedule is proposed:


- |                              |                       |
|------------------------------|-----------------------|
| 1. Tender and contract award | March 2009            |
| 2. Construction              | April to October 2009 |

The main components of the project include the following:

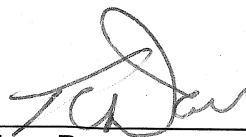
- Stormwater treatment facilities for the treatment of the runoff generated on Craigflower Road. This includes the installation of one underground treatment chamber and approximately four rain gardens;
- Continuous bike lanes in each direction;

- Centre two way left lane augmented by twelve median islands;
- Continuous sidewalks on both sides of the road except on a 380 m long section along the golf course to the west of the Ironwood Development where there is a deep ravine and/or earthwork would require significant removal of mature vegetation;
- Repaving of the roadway surface in several areas;
- Upgrading the intersection of Craigflower and Tillicum to include new traffic signals, a right turn lane for eastbound vehicles and a left turn arrow also for eastbound vehicles;
- Improved and/or new pedestrian crosswalks at Garthland Road, Forshaw Road, Lampson Street, Arcadia Street , Carrie Street and Arm Street;
- Local service road to access houses on the north side of Craigflower Road between Sioux Place and 1028 Craigflower Road.

Submitted by:

  
\_\_\_\_\_  
Gilbert Cote, P.Eng.  
Director of Engineering & Public Works

**Approved for Council's  
consideration:**

  
\_\_\_\_\_  
Tom Day, CAO



## **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

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**DATE:** January 14, 2009 **REPORT NO.** EPW 09-007  
**TO:** Tom Day, Chief Administrative Officer  
**FROM:** Gilbert Coté, Director of Engineering & Public Works  
**SUBJECT:** Admirals & Colville Intersection

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### **RECOMMENDATION:**

That Council authorize the execution of the Transfer Agreement and Contribution Agreement documents with the Federal Government.

### **Background**

Detailed design has been underway for this project since August 2008. Due to the number of stakeholders involved, the development of a concept plan took over 18 months (November 2006 to May 2008). Discussions with stakeholders, including Southern Rail and Public Works, are continuing during the detailed design for issues related to the railway crossing and the type of large delivery trucks to the Graving Dock. This project is very complex because of the large number of stakeholders and the less than ideal geometry of the intersection.

A Letter of Understanding between the Department of National Defence and the Township of Esquimalt was signed on May 13, 2008. Subsequently a Transfer Agreement for property required for road widening and a Contribution Agreement that provides for DND to fund 60% of the project have been negotiated with DND. Following review of the draft agreements by our legal advisor and Municipal Staff, a final version of the agreement is being prepared by DND and receipt of the agreements for signature by the Township is anticipated within a few weeks.

The archaeological impact assessment and a geotechnical study have both been completed and the environmental assessment is under way. Detailed design is about 40% completed. The design phase is taking longer than anticipated because of an unexpected request from Southern Rail.

The estimated cost for this project now is \$3,935,000. Every effort is being made to keep this project on budget. Following completion of the design, a pre-tender cost estimate will be prepared and a detailed budget review will be carried out. Adjustment to the scope of the project may be necessary to keep the project on budget.



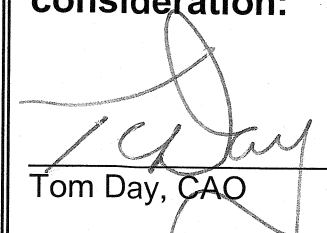
The project schedule is as follows:

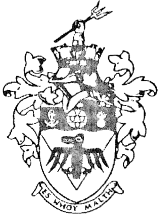
	<b>Task</b>	<b>Approximate Date</b>
1	Complete Design	Jan to April 2009
2	Approvals for railway crossing	April 2009
3	Order materials for railway crossing (6 month delivery period)	April 2008
4	Tender call and contract award for civil work and traffic light	May 2009
5	Replace tracks across Admirals Road (done by Southern Rail; paid by municipality)	May 2009
6	Road construction and traffic light	May to November 2009
7	Installation of rail gates and signals (done by Southern Rail; paid by municipality)	November 2009

Submitted by:

  
 \_\_\_\_\_  
 Gilbert Côté, P.Eng.  
 Director of Engineering & Public Works

**Approved for Council's consideration:**

  
 \_\_\_\_\_  
 Tom Day, CAO



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins  
 Subject: Mayor's Report – December 2008 Activities  
 Council Agenda: January 19, 2009

December 2008	ACTIVITY
1	<ul style="list-style-type: none"> <li>Meeting with Saanich Councillor Vic Derman</li> <li>New Council Orientation</li> </ul>
2	<ul style="list-style-type: none"> <li>Participated in Esquimalt Light up Event</li> </ul>
3	<ul style="list-style-type: none"> <li>Participated in Hockeyville</li> <li>Meeting with Mike Dillstone</li> <li>Meeting with Barbara Cameron, City of Victoria Police</li> <li>GVHA Finance Meeting</li> <li>New Council Orientation</li> </ul>
4	<ul style="list-style-type: none"> <li>Meeting with Developers Regarding Legion Project</li> </ul>
5	<ul style="list-style-type: none"> <li>Hockeyville Submission</li> <li>Meeting with Dave Drummond, TAC</li> </ul>
6	<ul style="list-style-type: none"> <li>Police Board Orientation in Tsawwassen</li> </ul>
8	<ul style="list-style-type: none"> <li>Meeting Regarding Commuter Rail (C4CR)</li> <li>Inaugural Meeting of Council</li> </ul>
9	<ul style="list-style-type: none"> <li>Meeting with Dan Henderson Regarding Golf Tournament</li> <li>TAC Meeting</li> </ul>
10	<ul style="list-style-type: none"> <li>Meeting with Resident</li> <li>CRD Luncheon</li> <li>Seniors Luncheon at Rec Centre</li> <li>CRD Board Meeting</li> </ul>
13	<ul style="list-style-type: none"> <li>Admiral's Annual Christmas Reception</li> </ul>
14	<ul style="list-style-type: none"> <li>Participated in Annual Mustard Seed Dinner</li> </ul>
15	<ul style="list-style-type: none"> <li>Meeting with Mayor Graham Hill</li> <li>Meeting with CAO</li> </ul>
16	<ul style="list-style-type: none"> <li>Police Board Meeting</li> <li>Chamber of Commerce Event</li> </ul>
17	<ul style="list-style-type: none"> <li>CRD CALW Meeting</li> <li>CRD Meeting with John Balogh</li> <li>Meeting with Kevin Begg, ADM of Public Safety and Solicitor General</li> <li>C4CR Meeting</li> </ul>
18	<ul style="list-style-type: none"> <li>Police Board Swearing In Ceremony</li> <li>Meeting with Esquimalt Residents Association/West Bay Residents Association</li> <li>Oddfellows Open House</li> </ul>

19	<ul style="list-style-type: none"> <li>• CRD Board Photos</li> <li>• Victoria Mayor's Luncheon</li> <li>• Economic Challenges discussion with Business Leaders Chambers Victoria</li> </ul>
23	<ul style="list-style-type: none"> <li>• Ribbon Cutting Ceremony at Esquimalt Rec Centre – slides in Pool</li> </ul>
24	<ul style="list-style-type: none"> <li>• Meeting with Bill Naughton, Victoria Police</li> </ul>
31	<ul style="list-style-type: none"> <li>• Meeting with Gilbert Coté, Director of Engineering and Public Works</li> </ul>

Respectfully submitted,



Barbara Desjardins  
Mayor



## COMMITTEE OF THE WHOLE REPORT

From: Meeting of January 12, 2009

To: Meeting of Municipal Council – January 19, 2009

At its meeting held on Monday, January 12, 2009 the Committee of the Whole considered the following matters and resolved that the recommendations as outlined be submitted to Council for consideration:

- (1) **Development Permit with Variance, 630 Head Street [Lot 1, Section 11, Esquimalt District, Plan 29010], Staff Report No. DEV-09-001**

That the application for a Development Permit, limiting the form and character of development to that shown on architectural plans prepared by Praxis Architects Inc., stamped "Received November 24, 2008", for the proposed development located at Lot 1, Section 11, Esquimalt District, Plan 29010 [630 Head Street] and including the following variance to Zoning Bylaw No. 2050, be forwarded to Council with a recommendation of approval.

**Section 44(4)(a) – Building Height** – a 2.8 metre increase in the permitted Height of the Principal Building, from 11 metres to 13.8 metres.

- (2) **Development Variance Permit, 929 Mesher Place [Lot 4, Section 2, Esquimalt District, Plan 30973], Staff Report No. DEV-09-002**

That the application for a Development Variance Permit authorizing the siting of an existing, non-conforming, deck as shown on the site survey prepared by J.E. Anderson and Associates stamped "Received November 19, 2008", located at Lot 4, Section 2, Esquimalt District, Plan 30973 [929 Mesher Place] and including the following variance to Zoning Bylaw No. 2050, be forwarded to Council with a recommendation of approval.

**Section 34(9)(a)(i) – Siting Requirements – Principal Building – Front Setback** - a 1.3 metre reduction to the required Front Setback for a principal building from 7.5 metres to 6.2 metres

DRAFT



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT  
ADVISORY PLANNING COMMISSION  
HELD ON  
DECEMBER 16, 2008  
COUNCIL CHAMBERS**

---

**MEMBERS PRESENT:** Paulette Flannagan, Chairperson  
Terry Eckstein  
Brian Gordon  
Ramona Scott

**REGRETS:** Talya Cohen

**TECHNICAL STAFF:** Trevor Parkes, Senior Planner

**COUNCIL LIAISON:** Randall Garrison

**SECRETARY:** Marie Letham

---

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**

It was moved and seconded that the agenda be adopted as distributed.  
The motion **CARRIED**.

**III. ADOPTION OF MINUTES – September 16, October 21, and November 18, 2008**

The Chair requested that the adoption of the three sets of minutes be stood over until the next meeting.

**IV. BUSINESS FROM MINUTES**

No business arising from minutes.

DRAFT

V.STAFF REPORTS

(1) **Development Variance Application  
Joseph and Marilyn Cunningham  
929 Mesher Place**

The owners, Joseph and Marilyn Cunningham presented their proposal to enclosure an existing deck.

Joseph Cunningham explained to the Commission members that they designed the extension to a bedroom and porch in a manner to avoid making a jog in the building.

All members of the Commission commented that the proposal made sense and that they supported it.

**PUBLIC INPUT:**

There were no members of the public in attendance.

**RECOMMENDATION:**

Moved by Brian Gordon, seconded by Terry Eckstein, that the Esquimalt Advisory Planning Commission (APC) resolves that the application for a Development Variance Permit for Lot 4, Section 2, Esquimalt District, Plan 30973 (929 Mesher Place) including the variance listed below be forwarded to Council with a **recommendation of approval**

**Zoning Bylaw No. 2050, Section 34(9)(a)(i) – Siting Requirements – Principal Building – Front Setback** - a 1.3 metre reduction to the required Front Setback for a principal building from 7.5 metres to 6.2 metres

The Motion **CARRIED UNANIMOUSLY.**

The opinions and comments of the APC members are as follows:

- Commission members indicated that the application made sense and was supportable.

DRAFT

**MINUTES OF ADVISORY PLANNING COMMISSION  
MEETING HELD ON DECEMBER 16, 2008**

Page 3

- (2) **Development Permit Application  
Praxis Architects Inc., applicant on behalf of owner  
Dagmar Beimen  
630 Head Street**

Rob Rochleau, Architect, from Praxis Architects was in attendance on behalf of the owners. He outlined the proposal to build an addition on the northeast corner of the roof of the existing building. This suite is occupied by the owners of the building and they wish to expand their living space and have room to accommodate for guests.

In response to a question from the Chair Rob Rochleau responded that the building was not a strata building, the building was owner by his client.

Brian Gordon asked the architect for an explanation as how this space will be accessed.

**PUBLIC INPUT:**

There were no members of the public in attendance.

**RECOMMENDATION:**

Moved by Terry Eckstein, seconded by Ramona Scott, that the Esquimalt Advisory Planning Commission (APC) resolves that the application for a Development Permit for Lot 1, Section 11, Esquimalt District, Plan 29010 (630 Head Street) including the variance listed below be forwarded to Council with a **recommendation of approval**

**Section 44(4)(a) – Building Height** – a 2.8 metre increase in the permitted Height of the Principal Building, from 11 metres to 13.8 metres. The motion **CARRIED UNANIMOUSLY.**

The opinions and comments of the APC members are as follows:

- Commission members stated that the application was supportable and there were no concerns expressed.

**VI. PLANNER'S STATUS REPORT**

Trevor Parkes indicated that he had no formal report to present. He informed the Commission that the variance hearing for 357 Kinver was held and Council approved the variance.

DRAFT

**MINUTES OF ADVISORY PLANNING COMMISSION  
MEETING HELD ON DECEMBER 16, 2008**

Page 4

**VII. NEW BUSINESS**

**(i) APC Council Liaison**

The Chair welcomed Randall Garrison as the new Council Liaison to the Advisory Planning Commission.

Councillor Garrison informed the Commission that Council will be holding a three day Strategy Meeting and if there were any matters the Commission Members would like considered he asked that they get in touch with him. Under discussion will be secondary suites, and clarification of the Tree Protection Bylaw.

Paulette Flannagan expressed concerns about comments from a Councillor regarding a comment towards the APC that they had information regarding the Legion Application that was not conveyed to Council. She indicated that she had spoke with the Councillor concerned but was very concerned about the comment.

**(ii) Update of Application**

The Chair asked Trevor Parkes inquired as to the status of the application for 1191 Munro Street. Trevor Parkes informed the Commission that the application was held in abeyance at this point at the applicant's request.

He also informed the Commission that he was working with the Fire Department on this application, as they have a request that the residence is to be sprinklered due to the 4.6 metre access strip.

**(iii) OCP Review**

In response to a question regarding the OCP review, Trevor Parkes stated that staff have been directed to review the OCP. Assuming the funds are approved by Council at budget time a "Request for Proposals" will go out looking for a consultant to assist staff in the review.

**VIII. NEXT REGULAR MEETING**

Tuesday, January 20, 2009

**IX. ADJOURNMENT**

On motion the meeting adjourned at 8:00 p.m.

Certified Correct

\_\_\_\_\_  
Paulette Flannagan, Chairperson



**Diane Knight**

---

**From:** FCM [cvanasse@fcm.ca]  
**Sent:** December 16, 2008 12:03 PM  
**To:** Mayor  
**Subject:** 2009 FCM Annual Conference / Congrès annuel de la FCM 2009

*Agenda*



**Partnering  
 For Success**

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It's the largest gathering of municipal government officials in Canada ...

Join Mayors, Councillors and Senior Municipal Decision Makers from across Canada when they meet at the Federation of Canadian Municipalities' 72nd Annual Conference and Municipal Expo™.

**EVENT: FCM's 72nd Annual Conference and Municipal Expo™**

**DATES:** June 5 - 8, 2009

**LOCATION:** Whistler, British Columbia

[Click here](#) to get your copy of the **2009 Conference Flyer**.

Please visit our [web site](#) for more information on the 2009 Annual Conference and Municipal Expo™.

---

C'est la rencontre annuelle d'élus et de cadres municipaux la plus importante au Canada ...

Joignez vous aux maires, conseillers et décideurs municipaux chevronnés de toutes les régions du Canada quand ils se rencontrent au Congrès annuel et à l'Expo municipale<sup>MC</sup> de la Fédération canadienne des municipalités.

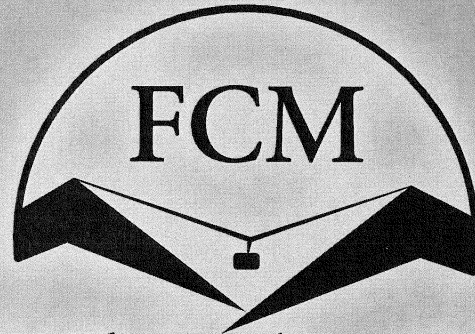
**ÉVÈNEMENT : 72e Congrès annuel et Expo municipale<sup>MC</sup> de la Fédération canadienne des municipalités**

**DATES :** 5 au 8 juin 2009

**EMPLACEMENT :** Whistler, Colombie-Britannique

[Cliquez ici](#) pour obtenir votre **dépliant du congrès 2009**.

Visitez notre [site internet](#) pour plus d'information à propos du Congrès annuel et l'Expo municipale<sup>MC</sup> 2009.



## Whistler 09

### Partnering for Success

Each day brings new challenges to the leaders of Canada's municipal governments, who find themselves on the leading edge of change.

FCM's 72<sup>nd</sup> Annual Conference and Municipal Expo™ will bring municipal decision-makers together with experts in a broad range of disciplines to share ideas and best practices about how to deliver a high quality of life to communities large and small. You'll learn how to tackle environmental, social and economic challenges in informative workshops and by networking with your peers from across the country.

You'll also hear from the leaders of the Government of Canada and federal parties in the House of Commons how they see the future of the federal-municipal relationship. Be there to let them know how important this relationship is to Canada's future and that good governance is about all orders of government working together as partners to deliver efficient and effective programs and services to Canadians.

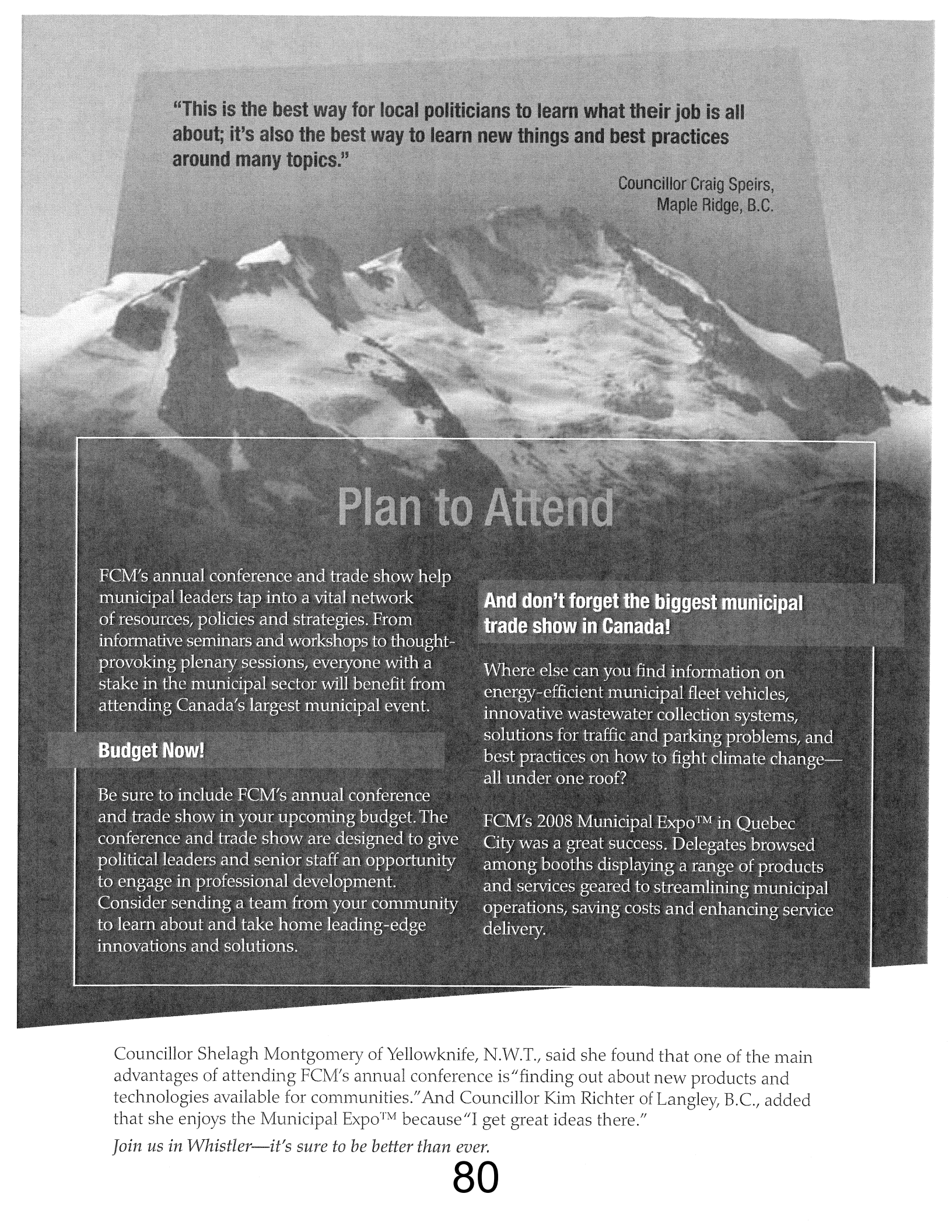
Come to Whistler to learn, share insights and experiences and make your voice heard on Parliament Hill.

## June 5-8, 2009

TELUS Whistler Conference Centre  
Whistler, B.C.

# FCM

Federation of Canadian Municipalities



**“This is the best way for local politicians to learn what their job is all about; it’s also the best way to learn new things and best practices around many topics.”**

Councillor Craig Speirs,  
Maple Ridge, B.C.

## Plan to Attend

FCM’s annual conference and trade show help municipal leaders tap into a vital network of resources, policies and strategies. From informative seminars and workshops to thought-provoking plenary sessions, everyone with a stake in the municipal sector will benefit from attending Canada’s largest municipal event.

### **Budget Now!**

Be sure to include FCM’s annual conference and trade show in your upcoming budget. The conference and trade show are designed to give political leaders and senior staff an opportunity to engage in professional development. Consider sending a team from your community to learn about and take home leading-edge innovations and solutions.

### **And don’t forget the biggest municipal trade show in Canada!**

Where else can you find information on energy-efficient municipal fleet vehicles, innovative wastewater collection systems, solutions for traffic and parking problems, and best practices on how to fight climate change—all under one roof?

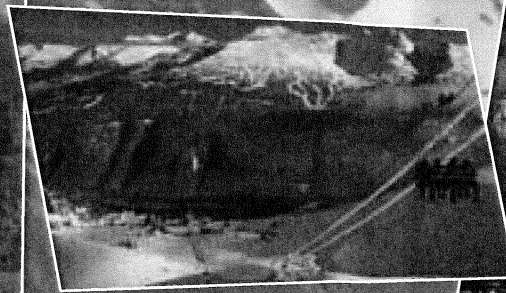
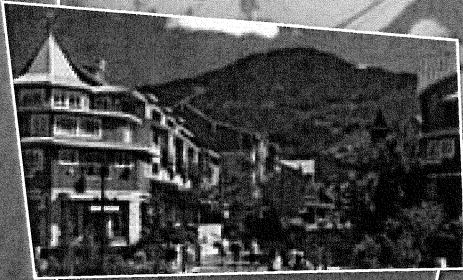
FCM’s 2008 Municipal Expo™ in Quebec City was a great success. Delegates browsed among booths displaying a range of products and services geared to streamlining municipal operations, saving costs and enhancing service delivery.

Councillor Shelagh Montgomery of Yellowknife, N.W.T., said she found that one of the main advantages of attending FCM’s annual conference is “finding out about new products and technologies available for communities.” And Councillor Kim Richter of Langley, B.C., added that she enjoys the Municipal Expo™ because “I get great ideas there.”

*Join us in Whistler—it’s sure to be better than ever.*

# Welcome to Whistler

**Nestled in the Coast Mountains, Whistler is a friendly ski town and home to almost 10,000 residents. One of the many things that make Whistler so special is two unbelievable mountains – Whistler and Blackcomb. Side-by-side, they represent over 8,000 acres of skiable terrain and the highest lift-serviced vertical terrain of any ski area in North America.**



Whistler is also a year-round destination and consistently ranked the number one resort in North America. Whistler features epic skiing conditions, four championship golf courses, more than 200 shops, 90 restaurants and bars, accommodations galore, hiking trails, spas and arguably the best mountain bike park in the world. In short, Whistler has everything you could possibly need for the time of your life – and so much more.

The vision for Whistler is to be the premier mountain resort community as we move toward sustainability. To achieve our vision, Whistler established Whistler 2020 which is a strategic description and process for moving towards success to the year 2020, and beyond. It is an ambitious step on a longer journey to a sustainable future.

Whistler also has an Olympic dream. As the Host Mountain Resort for the 2010 Olympic

and Paralympic Winter Games, Whistler is honoured to represent Canada. In June, Whistler invites you to come and help celebrate the countdown to the 2010 Olympic and Paralympic Winter Games in Whistler.

The new ski jump, cross-country and sliding sport venues are truly spectacular. Our athlete village will be nearly complete and will be transformed into our newest neighbourhood after the Games. By partnering for success with the Vancouver Olympic Organizing Committee for the 2010 Olympic and Paralympic Winter Games, Whistler has successfully integrated 2010 Games plans into our Whistler 2020 vision by building sustainable community legacies through the Games journey.

The 2010 Winter Olympics and Paralympic Games are Canada's Games. We invite you to come to Whistler and share in the excitement and join the celebration!

## FCM's 72<sup>nd</sup> Annual Conference - At a Glance

### Registration opens

Thursday, June 4 at 1:00 p.m.

### Opening Ceremonies

Friday morning, June 5

### Municipal Expo™

Friday, June 5 and Saturday, June 6

### Welcoming Reception

Friday evening, June 5

### Resolutions Plenary

Saturday, June 6

### Annual General Meeting

Sunday, June 7

### Dinner and Dance

Sunday, June 7

### Closing Delegates' Breakfast

Monday, June 8

### 2009 Early Bird Registration Fees (before March 31, 2009)

Member	\$675.00
Non-Member	\$800.00
Expo Member	\$500.00
Expo Non-Member	\$600.00

### 2009 Regular Registration Fees

Member	\$800.00
Non-Member	\$950.00
Expo Member	\$600.00
Expo Non-Member	\$720.00

#### For registration information

call: (613) 907-6322  
or e-mail: register@fcm.ca

#### For Conference information

call: (613) 907-6349  
or e-mail: conference@fcm.ca

#### For Municipal Expo™ information

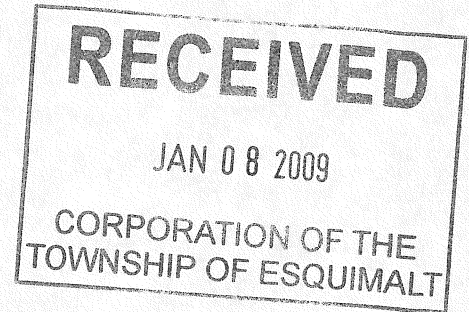
call: (613) 907-6348  
or e-mail: tradeshow@fcm.ca

To reserve hotel rooms in Whistler, please contact the  
FCM Housing Bureau at:

[www.eSourceEvent.com/FCM2009](http://www.eSourceEvent.com/FCM2009)



Office location:  
#18 Centennial Sq  
Victoria, BC V8W 1P7



December 17, 2008

Mayor Barbara Desjardins and Council  
Township of Esquimalt  
1229 Esquimalt Road  
Victoria, B.C. V9A 3P1

✓ Agenda  
✓ Barb

Dear Mayor and Council:

Congratulations on your success in the recent election. We look forward to working with you to promote the cause of heritage preservation. We would like to invite you to participate in our Awards program by submitting a nomination for an award for a deserving individual business, or institution that has demonstrated excellence in heritage conservation or preservation.

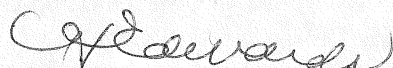
The event will be held on May 4, 2009 at St. Ann's Academy Auditorium, with a reception to follow in the Interpretive Centre. At this ceremony, we recognize those who have displayed excellence in heritage restoration and/or conservation. Awards are presented in numerous categories as outlined in the enclosed brochure. The nomination form is also available in electronic form on our web site at <http://www.hallmarksociety.ca>, along with examples of successful nominations to guide you through the process.

Would you please forward our request for Award nominations to the appropriate committee or staff in your municipality so that excellence in your municipality may be considered by our independent jury. You may make copies if you wish to submit several nominations. **The deadline for nominations is January 31, 2009 and we may not accept nominations received after that date.** Please give us a call if you require assistance. Nominations can be delivered to our storefront office at #18 Centennial Square during our regular hours (Wednesday 9 am - 1 pm and Thursday 10 am - 1 pm) or at other times by appointment or sent electronically to [office@hallmarksociety.ca](mailto:office@hallmarksociety.ca).

We also distribute designation plaques to owners whose properties have received municipal heritage designation throughout the year. If you will have any designation recipients, would you please advise of this as well.

We will be forwarding further details of Awards Night 2009 over the next months. If you have any questions, please do not hesitate to contact us.

Yours sincerely,

  
Helen Edwards,  
Administrative Director

*Dedicated to Preserving Historic and Architectural Landmarks in the Capital Regional District*

## AWARD NOMINATION

Category of nomination (tick one)

- Award of Merit
- Communication Award
- Mark Madoff Award
- Michael Williams Award
- President's Award

Nominee \_\_\_\_\_

Mailing \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Project \_\_\_\_\_

Address \_\_\_\_\_

Project details (attach up to one full page)

Nominator \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

*Attach supporting documents including photographs or slides, press clippings, letters of support, to substantiate the nomination.  
Mail to: Hallmark Society Awards Jury  
c/o 810 Linden Avenue, Victoria, BC V8V 4G9.*

## ELIGIBILITY

1. Individuals, members of heritage, historic or cultural organizations, corporations, governments, and educational institutions are eligible for Hallmark awards according to category for projects or achievements completed within two years prior to Awards Night.
2. Nominees do not have to be members of the Hallmark Society.
3. Members of the Hallmark Society are not to place themselves in a position of conflict with regard to nominations.
4. The Society reserves the right to decline submission material of unacceptable quality be it written, photographic or otherwise.
5. The Hallmark Awards Jury reserves the right to determine the appropriate category in which a nomination may be considered.
6. **The jury is responsible for adjudicating all the awards within the program. All decisions of the jury are final and not open to appeal.**

### Submissions must include:

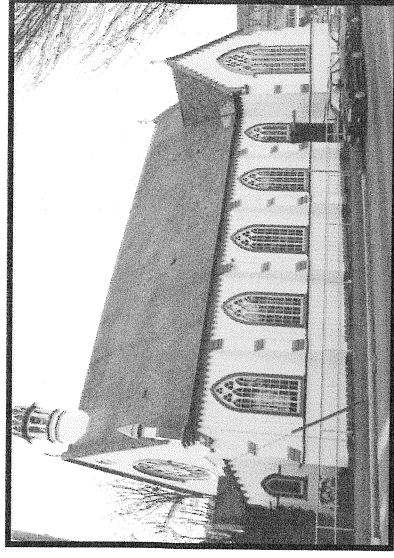
1. Name, mailing address and telephone number of nominee and the project address.
2. Description of the nominee's pertinent work (approximately one typed page).
3. Attachments including press clippings, letters of support, and other relevant material.
4. Minimum of five photographs, slides, or digital images illustrating the project. As all submissions will be retained by the Hallmark Society, please use copies rather than valuable originals.
5. Name, address and telephone number(s) of person(s) sponsoring or submitting the nomination.

*Submissions must be received by the Hallmark Society by January 31. Late submissions may not be accepted. Call (250) 382-4755 or visit <http://www.hallmarksociety.ca> for further information.*



Dedicated to Preserving Historic and Architectural Landmarks in the Capital Region since 1973

# AWARDS



*Church of Our Lord, 626 Blanshard Street, Victoria  
Award of Merit - 2000  
Victoria Civic Heritage Trust photo*

**T**he purpose of the Hallmark Society Awards Program is to recognize and promote excellence in heritage preservation within the Capital Regional District. Such excellence should be demonstrated by individuals and groups through projects they have completed during the two years preceding Awards Night.

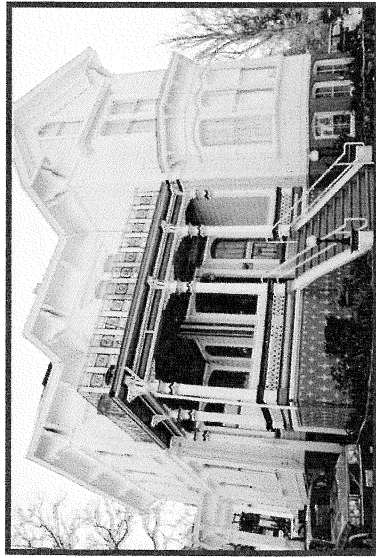
*The Awards Night ceremony is generally held on the first Tuesday of May each year.*

**H**allmark annually convenes a volunteer, independent jury to select winners for the awards. The jury is appointed by the President and consists of an Honorary Chair (who may or may not be a member of the Society) and respected members of the heritage community. Jurors may be selected from professional bodies active in the heritage field.

05

The Jury is not required to select winners in every category.

*All awards consist of a certificate.*



*The Amethyst Inn at Regent's Park  
1501 Fort Street, Victoria  
Award of Merit & Louis Award - 2002  
Sands family photo*

## **Award of Merit [One or more]**

**T**his award recognizes individuals, groups, governments or other agencies for **OUTSTANDING EXTERIOR AND/OR INTERIOR RESTORATION** of residential, commercial or institutional buildings; landscape and garden restoration/preservation; sensitive infill in heritage settings; or other innovative programs.

---

*The following special categories will have only one recipient each. Honourable mentions may also be awarded. These awards will not necessarily be bestowed on an annual basis.*

## **Communication Award**

**T**his award recognizes individuals or groups for exemplary work in **COMMUNICATING** heritage information and values through communications and education programs, print and electronic media, or publications.

## **Mark Madoff Award**

**T**he Mark Madoff Award is named after a former president of the Hallmark Society. Dr. Madoff, who was a gifted teacher and writer, passed away suddenly at the age of 41 in 1990. As spokesman for the Save Our City Coalition (formed in response to the Eaton Centre proposal) Dr. Madoff was universally respected, even by his opponents. The Mark Madoff Award recognizes **EXTRAORDINARY CONTRIBUTIONS** to the field of heritage preservation. These contributions would be seen as going beyond that achieved by general volunteerism or advocacy.

## **President's Award**

**T**his award recognizes innovation in the **ADAPTIVE REUSE** of a building. The project will demonstrate creative solutions to problems of design, construction techniques, financing, sales and promotion.

## **Michael Williams Award**

**T**his award was created in 2002 to honour the work of the late Michael Williams. It recognizes **OUTSTANDING** rehabilitation in downtown Victoria. The project should demonstrate innovative use of financing, rehabilitation techniques, and careful attention to the heritage fabric.

## **Louis Award**

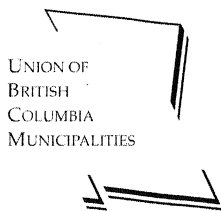
**T**his premiere prize may be presented to an award recipient in another category. The award bears the name of the parrot formerly resident in the demolished "Parrot House" in Victoria. It recognizes an **EXCEPTIONAL** heritage building restoration. The project will demonstrate unusual attention to authenticity and structural integrity, serious financial commitment, also exemplary impact on a neighbourhood or region.

*The award also includes Louis' favourites – walnuts and brandy.*



# Gas Tax/Public Transit Management Services

...delivering the federal gas tax and public transit agreement funding in British Columbia



UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

Administration provided  
By UBCM

Funding provided by:  
Government of Canada

Canada

In partnership with:



BRITISH  
COLUMBIA  
www.gov.bc.ca

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

Federal Gas Tax and Public  
Transit Agreements

December 22, 2008

Tom Day, Chief Administrative Officer  
Township of Esquimalt  
1229 Esquimalt Rd  
Esquimalt, BC V9A 3P1

Dear Tom Day:

RE: GENERAL STRATEGIC PRIORITIES FUND AND/OR  
INNOVATIONS FUND APPROVAL FOLLOW-UP

On October 22, 2008 our office sent notice indicating that your application (Reference #22095) for **Craigflower Road Corridor Upgrades - Phase 2** has been approved for General Strategic Priorities Fund funding of the lesser of \$4,979,000 or 100% of the actual eligible costs of the approved project.

At that time we asked you to keep the approval in confidence to allow time to plan joint media events with our federal and provincial partners. We appreciate your discretion over this period, which has provided the opportunity for announcements to take place in various parts of the province.

We have indicated to our federal and provincial partners that December 19, 2008 would be the deadline for establishing dates for announcements. With the passing of this deadline, you are now free to share news of the approval in your community. We will be in touch with early in 2009 to work out the details for a Funding Agreement.

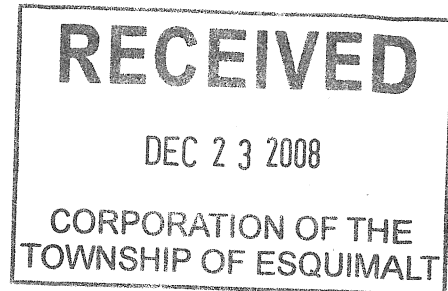
We have also indicated to our federal and provincial partners that we will look for an appropriate milestone in your project, such as a ground breaking, in order to hold a joint event acknowledging the project's benefits for your community. Paul Taylor, our Relationships and Communications Advisor, will check in with your project manager or communications staff person as the project progresses to determine the best timing for an event.

Congratulations once again on your successful application.

Sincerely,

Brenda Gibson  
General Manager

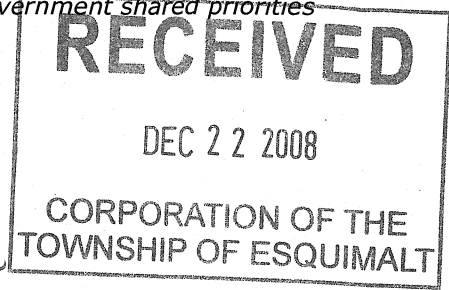
pc Gilbert Cote



*Agenda*  
*✓ Gilbert*  
*✓ Markene*

# Local Government Program Services

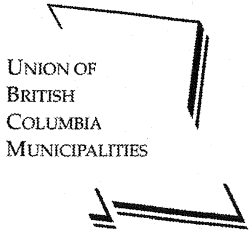
...programs to address provincial-local government shared priorities



*Agenda*  
*Director's Agenda*

December 18, 2008

Mayor Desjardins and Council  
Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC, V9A 3P1



UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

**RE: Township of Esquimalt – 2008 UBCM-Administered Grants**

Dear Mayor and Council,

Local Government Program Services (LGPS), a division of UBCM, manages a number of grant programs that are funded by the Province of British Columbia and have been designed to assist local governments. We also manage non-grant programs, such as Community Structural Protection Units and Picture BC, which provide other benefits to our members.

2008 has been a busy year for LGPS. Over the last twelve months, we offered five additional programs to our members and continued to provide granting opportunities through 11 other programs. To support this, UBCM has provided dedicated program staff and specialized knowledge of local government requirements to ensure responsive programming for members. For more information, including quarterly financial statements for all programs, please visit [www.civicnet.bc.ca](http://www.civicnet.bc.ca).

As we look forward to 2009, we are providing each member with a statement of the UBCM-administered grants that were active in 2008. Please note the attached statement is accurate as of December 11, 2008.

The attached LGPS Program Summary provides information on the programs that Local Government Program Services will be offering or continuing to manage in early 2009. If you have not yet taken advantage of any of these programs, we encourage you to explore the opportunities. UBCM will have staff at the Local Government Leadership Academy events in January and February to provide information on LGPS programs.

We welcome your feedback on the services and programs that we provide as well as your comments on the types of programs that would be of most benefit to your community in addressing provincial-local government shared priorities. In addition, while we do report regularly to the provincial government, we would encourage you to contact your MLA directly regarding the impact UBCM-administered funds have had on your community and future opportunities for local government funding.

Sincerely,

Robert Hobson, President

Enclosures (2)

Administration provided  
by UBCM

Funding provided by  
Province of B.C.



The Best Place on Earth

For program  
information, visit

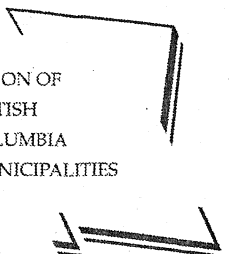
[www.civicnet.bc.ca](http://www.civicnet.bc.ca)  
under  
Programs & Services

Local Government  
Program Services

LGPS Secretariat

Municipal House  
545 Superior St  
Victoria, BC, V8V 1T7

Phone: (250) 356-5134  
Fax: (250) 356-5119



**Union of BC Municipalities**  
**LOCAL GOVERNMENT PROGRAM SERVICES**

**Township of Esquimalt**  
**Summary of Active Grants in 2008**

The following is a summary of the grants that were active in 2008. This includes grants that had any activity in year (i.e. approval, completion, payment or request for extension). Important information about program deadlines, including deadlines for progress and final reports, is also included.

Please note this report is accurate as of December 11, 2008.

<b>Program Name</b>	<b>Status</b>	<b>Grant Amount</b>	<b>Deadline(s)</b>
Community Tourism – Phase 1	Extended	\$69,127.65	Dec. 31, 2008
Community Tourism – Phase 2	Approved	\$69,127.65	
2007 Emergency Planning	On-going	\$5,000.00	Oct. 15, 2008
2008 Community Health Promotion Fund	Extended	\$35,000.00	Feb. 28, 2009
2008 Healthy Food & Beverage Sales – Phase 1	Extended	\$12,500.00	Dec. 31, 2008
2008 West Nile Virus Prevention	Approved	\$12,652.00	Nov. 30, 2008

**Grant Status Definitions:**

Approved – meet the program guidelines/funding criteria and have received initial payment.

AIP – (Approved in Principle) meet the general requirements for approval but require additional information before they can be approved in full.

Closed – did not meet final reporting requirements and were closed by LGPS with or without complete payment of the grant.

Completed – have completed project, submitted required reports and received complete payment.

Extended – received a formal extension to the application due date, project end date and/or report deadline.

On-going – have not completed final report requirements and have not applied for a formal extension.

## LOCAL GOVERNMENT PROGRAM SERVICES

### 2009 Program Forecast

Local Government Program Services provides administration for programs that are designed to assist local governments and that are funded by the Province of British Columbia. Municipalities, regional districts and, in some cases, First Nations can access funding to address various issues in a locally based and community specific manner. UBCM provides dedicated program staff and specialized knowledge of local government requirements to ensure responsive programming for members. By using existing UBCM infrastructure, administrative costs are minimized, ensuring maximum value to communities.

#### **Age-friendly Community Planning**

*Administered for the Ministry of Community Development & Ministry of Healthy Living & Sport*

As part of the Seniors' Housing & Support Initiative, this new grant program provides grants for the development of policies and plans that support seniors to age in place and facilitate the development of age-friendly communities. A second call for applications will be announced in early 2009.

#### **Building Governance Capacity**

*Administered for the Ministry of Aboriginal Relations & Reconciliation*

Matching grants of up to \$25,000 are available to support activities that help local governments and First Nations to work together on common governance-related issues and build governance management skills, knowledge, abilities and understanding. To apply, contact UBCM.

#### **Built Environment & Active Transportation – Phase 2**

*Administered for the BC Healthy Living Alliance*

Grants of up to \$25,000 are now available for the development of active transportation plans that were eligible for infrastructure programs offered by the provincial and/or federal governments. The deadline for Expressions of Interest is January 30, 2009.

#### **Healthy Food & Beverage Sales**

*Administered for the BC Healthy Living Alliance*

Grants to assist local governments to develop plans, policies and/or programs to provide healthy food and beverage choices in recreation centres and other local government facilities. Phase 3 will be announced in 2009.

#### **Newly Elected Community to Community Forum**

*Administered with the First Nations Summit for the Ministry of Community Development and Indian and Northern Affairs Canada (BC Region)*

Funding for local governments with newly elected officials to maintain and/or build relationships with neighbouring

First Nations. Applications will be reviewed on an on-going basis until June 9, 2009.

#### **School Community Connections – 2008 Strengthening the Connection**

*Administered for the Ministry of Education by UBCM and the BC School Trustees Association*

The 2008 program supports partnerships between boards of education and local governments with modest grants to address local issues and provide direct benefit to students, their families and the community. A second intake is now available with an application deadline of March 31, 2009.

#### **Strategic Wildfire Protection Initiatives for Communities**

*Administered for Ministry of Forests and Range*

Funding support for strategic wildfire prevention initiatives, including wildfire protection plans, fuel management pilot projects, or larger scale fuel management projects. Ongoing applications for these programs can be made online at <http://ground.hpr.for.gov.bc.ca>

#### **Supporting Treaty Implementation Pilot Project Program**

*Administered for the Ministry of Aboriginal Relations & Reconciliation*

To demonstrate options for local governments that are undertaking treaty implementation activities in their communities. Open to local governments affected by a signed or initialled final agreements and those that are involved in the negotiation of a final agreement. To apply, contact UBCM.

#### **Treaty Knowledge Exchange Dialogues**

*Administered for the Ministry of Aboriginal Relations & Reconciliation*

Dialogues between local governments and/or Treaty Advisory Committees (TAC) involved in different stages of the treaty process. To apply, contact UBCM.

## REMINDER - Program & Reporting Dates

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For all approved applications except in cases where an extension has been requested and approved:

**Building Governance Capacity** – Final reports are due by April 30, 2009

**Built Environment & Active Transportation** – For Phase 1, final reports are due by January 30, 2009

**Community Health Promotion Fund** – For 2008 Projects, final reports are due by December 31, 2008. For 2009 Projects, progress reports are due by June 12, 2009, projects must be completed by November 30, 2009 and final reports are due by December 31, 2009.

**Community Tourism** – Phase 1 reporting deadline has passed. Phase 2 reporting deadline is November 30, 2009.

**Emergency Planning** – For 2008 projects reporting deadline is February 28, 2009.

**Farmed Animal Mass Carcass Disposal** – Final reports were due November 30, 2008.

**Healthy Food & Beverage Sales** – For Phase 1, final reports are due by December 31, 2008. For Phase 2, final reports are due by June 30, 2009.

**Regional Community to Community Forum** – For 2008/09 C2C events, final reports are due within 30 days of the event and no later than April 30, 2009. For Newly Elected C2C events, final reports are due within 30 days of the event and no later than December 31, 2009.

**School Community Connections** – Final reports are due one month after project completion.

**Seniors' Housing & Support Initiative** – For 2008 Dialogues, final reports are due by December 31, 2008. For 2008 Pilot Projects, final reports are due by December 31, 2008. For 2009 Age-friendly Community Planning Grants, progress reports are due by June 30, 2009 and final reports are due by December 31, 2009.

**Supporting Treaty Implementation** – Final reports are due by April 30, 2009.

**Treaty Knowledge Exchange Dialogue** – Final reports are due within 30 days of the event.

**West Nile Virus Reduction** – For 2008 Projects, final reports are due by November 30, 2008.

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*All Local Government Program Services are administered at Municipal House in Victoria.  
For general inquiries please call (250) 356-5134.*

*For detailed information on these programs, please visit the UBCM website at [www.civicnet.bc.ca](http://www.civicnet.bc.ca) and look under 'Programs and Services' for 'Local Government Program Services'.*



Making a difference...together

Environmental Services  
625 Fisgard Street, P.O. Box 1000  
Victoria, BC, Canada V8W 2S6

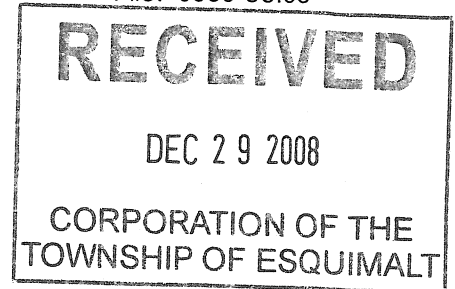
T: 250.360.3256  
F: 250.360.3254  
www.crd.bc.ca

December 23, 2008

Her Worship Mayor Barbara Desjardins  
Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

*Agenda  
✓ Andy*

File: 0550-85.03



Dear Mayor Desjardins and members of Council:

**RE: REGIONAL PESTICIDE REDUCTION AND EDUCATION**

In the spring of 2008, the Pesticide Use Reduction Education (PURE) working group of the Capital Regional District (CRD) Roundtable on the Environment (RTE) launched a regional pesticide reduction education campaign. The efforts of local government staff, elected officials, environmental advisors and community organizations have been integral to the success of the campaign, while your municipality's financial contribution has enabled the development of innovative educational resources. Work planning for next year's gardening season is underway and in order to maintain the momentum of the project, your continued financial support is requested.

The RTE is committed to pesticide use reduction and with the PURE working group, has forged regional partnerships and actively sought to educate residents to enable natural lawn and garden practices. The PURE working group brings together a wide range of community partners, including the majority of CRD municipalities and electoral areas (Victoria, Saanich, Esquimalt, Oak Bay, Sidney, Metchosin, View Royal, Central and North Saanich, Highlands, Salt Spring Island and the Southern Gulf Islands), the Capital Regional District, the Islands Trust, the Canadian Cancer Society and other community organizations.

Made possible by financial and in-kind contributions, the PURE campaign has accomplished a great deal and a summary has been included for your information, as well as a project charter which will guide work planning for 2009 (attached). While work plan details will be generated by the working group, the capacity of the initiative will be largely determined by partner financial and staff participation.

In addition to the regional education campaign, a growing number of local municipalities have also been working to regulate pesticide use through bylaws. As indicated by a recent survey, 76 percent of residents in the Capital Region support their municipality passing a bylaw restricting cosmetic pesticide use. In 2008, the City of Victoria and the Township of Esquimalt passed pesticide reduction bylaws and the District of Saanich is working on a public consultation process in preparation for drafting a bylaw.

Further, with 16 municipalities in BC with pesticide bylaws and numerous others in the process, a resolution was passed at the September, 2008, UBCM convention to encourage the Province to enact legislation that would ban the use and sale of non-essential or "cosmetic" pesticides province-wide. The growing movement to regulate non-essential pesticide use is a national phenomenon, as over 140 municipal bylaws have been passed nationally, while the provinces of Ontario and Quebec have banned the use and sale of these products.

Given the uncertainty of risk involved with low-level pesticide exposure, it is important to proactively protect human health and the environment from the potential effects of pesticides in the home, garden and waste stream. To this end, pesticide reduction efforts are most effective when educational elements are combined with appropriate policy recommendations. While the regulatory framework to require reductions in cosmetic pesticide use develops, the PURE working group will continue to advance awareness and provide meaningful alternatives to traditional pesticides.

Thank you for supporting the regional pesticide reduction campaign and assisting in the transition to a safe, pesticide-free region. To sustain the success of the campaign and the inter-municipal collaboration central to these efforts, your continued support is requested.

If you have any questions please contact Teresa Waddell, RTE Coordinator, at (250) 360-3196 or [twaddell@crd.bc.ca](mailto:twaddell@crd.bc.ca).

Sincerely,



Susan Brice  
Chair, Roundtable on the Environment  
Capital Regional District

Attachments: 1

cc: Paul West, Chair, Pesticide Use Reduction Education (PURE) working group, RTE  
Glenn Harris, Senior Manager, Scientific Programs, CRD  
Dwayne Kalynchuk, General Manager, Environmental Services, CRD

# Project Charter 2009

## Pesticide Use Reduction Education (PURE) Initiative

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CRD | Roundtable on the Environment | PURE Working Group

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### Goal

To reduce pesticide use in the Capital Region through education and awareness

### Objectives

- Encourage a reduction in the use of pesticides in the Capital Region
- Encourage the safe disposal of pesticides
- Increase overall awareness of alternatives to pesticides
- Build on existing program participation levels
- Assist CRD municipalities as they transition to pesticide-free communities

### Background

The Capital Regional District (CRD) Roundtable on the Environment (RTE) has been committed to pesticide use reduction for over a decade, and through the development of the Pesticide Use Reduction Education (PURE) working group in 2007, has forged regional partnerships and actively sought to educate residents and enable them to practice natural lawn and garden care. The PURE working group brings together a wide range of community partners, including the majority of CRD municipalities and electoral areas (Victoria, Saanich, Esquimalt, Oak Bay, Sidney, Metchosin, View Royal, Central and North Saanich, Highlands, Salt Spring Island and the Southern Gulf Islands), the Capital Regional District, the Islands Trust, the Canadian Cancer Society and other community organizations.

### 2007/2008 Work Plan Summary

The PURE working group oversaw the following initiatives:

- The 2007 IPSOS Reid Survey which provided key baseline information regarding pesticide use and support for pesticide bylaws in the region.
- A pesticide seminar for local government staff and elected officials with national expert, Micheline Levesque.
- Expanded working group participation levels to include 12 of the 16 municipalities and electoral areas, three CRD programs, the GV Compost Education Centre, the Society for Organic Urban Landcare (SOUL), and Gaia College.
- In March, 2008, the PURE working group launched a regional pesticide reduction education campaign – the Pesticide Reduction Education Strategy, Phase 1 – Lawn Care (2008).
- A comprehensive communications plan (Phase 1 – Lawn Care) was developed utilizing innovative community-based social marketing (CBSM) strategies and tactics, including a commitment (the Pledge) and prompts (progress report attached).



- The development, distribution and implementation of the “Take the Pledge” challenge with promotional lawn stakes, mower decals and rack cards that feature the “five simple steps” to pesticide-free lawn care.
- Materials displayed at participating municipal halls and partner offices.
- A series of educational advertisements in local papers, including four seasonal advertisements with extensive coverage and free insertions, monthly green tips and a large feature in the Times Colonist Green Guide (Appendix D of Progress Report).
- The development of several outreach displays that have been exhibited at over 41 community events across the region (summary attached).
- The development and distribution of a set of three “Fact Sheets” in partnership with the GV Compost Education Centre including: Building Healthy Lawns and Gardens, Maintaining Healthy Lawns and Gardens, and Healthy Food Gardens.
- A comprehensive retailer outreach project involving 27 major pesticide retailers and garden centers (summary report attached).
- An enhanced pesticide reduction website featuring information on alternatives to pesticides, steps to a naturally healthy lawn, a healthy garden guide, bylaw information, reports and other online resources.
- Sponsored twelve free organic gardening and lawn care workshops in six jurisdictions – conducted by Gaia College (summary report attached).
- Additional promotions such as radio interviews, a UVIC lecture and a presentation at a Resident’s Association meeting.

## 2008 Resources

- ◇ 0.2 FTE RTE in-kind staff support for coordination of PURE working group, internal communications and education campaign.
- ◇ In-kind support from municipal staff, RTE members, Islands Trust, Canadian Cancer Society, Compost Education Centre, Society for Organic Urban Landcare, Gaia College, and CRD programs.

<b>Contributors</b>	<b>Amount Received (07/08)</b>
Esquimalt	1500
Oak Bay	1500
Saanich	9000
Victoria	20000
View Royal	1000
Central Saanich	1000
North Saanich	500
Sidney	1000
Metchosin	1000
Highlands	500
SSI EA	1000
SGI EA	1000
Islands Trust	1000
Canadian Cancer Society	2000
CRD Solid Waste	30000

CRD Stormwater, Harbours & Watersheds	5000
CRD Roundtable on the Environment	11000
	88000
<b>07/08 Project Costs: PURE Initiative</b>	
IPSOS Reid Survey	13000
Seminar - Micheline Levesque	1200
Communication Development Costs: ~ website, creatives, earned media support, meeting time, art production, revisions, design, layout & editing, strategy development, consultants	19500
Production Costs: rack card, lawn stake, mower decal, fact sheets	12500
Advertising: (appendix D in progress report - \$93,700 retail value)	26500
Workshops x 12	4725
Outreach Displays: (3xtable top displays, posters, brochure holders, event reservations)	900
Printing: ~ pest info sheets, fact sheet series	1550
	<b>79875</b>
<b>Carry over to 2009</b>	<b>8125</b>

### Proposed Plan of Action for 2009

- ◇ Develop and implement Phase 2 of the Pesticide Reduction Education Strategy, building on and expanding the residential lawn care outreach campaign, including pesticide-free gardening practices and innovative methods to promote the pesticide-free pledge program.
- ◇ Pursue funding and expand resources and efforts to reach secondary target audiences.
- ◇ Showcase best practices.
- ◇ Expand internal communications in support of CRD municipalities in the pesticide reduction bylaw process.

## Performance Measures

- ◇ Communications evaluation progress report (attached)
- ◇ 2009 CRD Stormwater, Harbours and Watersheds program survey gauging regional watershed knowledge including residential pesticide use
- ◇ 2010 pesticide use survey to measure changes in behaviour and awareness

## 2009 Resources

- ◇ 0.2 FTE RTE/Solid Waste in-kind staff support for coordination of PURE working group, internal communications and education campaign.
- ◇ In-kind support from municipal staff, RTE members, Islands Trust, Canadian Cancer Society, Compost Education Centre, Gaia College, and CRD programs.

<b>Intended Contributions</b>	<b>2009</b>
CRD Solid Waste	15000
CRD Stormwater, Harbours & Watersheds	1000
CRD Roundtable on the Environment	5000
Carry over from 2008	8125
<b>Total</b>	<b>29125</b>

*Agenda*

**Deborah Liske**

**From:** Sampson Carolyn (PAC) [SampsonCD@CSC-SCC.GC.CA]  
**Sent:** January 5, 2009 5:00 PM  
**To:** Council  
**Subject:** Aboriginal Community Justice Specialist -- January 26, 2009, Aboriginal Community Justice Forum  
**Attachments:** 20090126 CSC forum invite1.doc; 20090126 Coming Home II Agenda.doc; 20090126 CSC forum1registration.doc; 20080508 Tse Tsa Wal Tul Final Report.doc

Good afternoon,

On January 26, 2009, Correction Services Canada is partnering with Cowichan Tribes to host a one day Aboriginal Community Justice Forum for Vancouver Island. Invitations for this forum are being extended to:

1. Aboriginal communities.
2. Aboriginal service providers.
3. Community partners.
4. Community agencies.
5. Law enforcement.
6. Municipalities.

This could also be a great networking opportunity for your organization.

Attached is the January 26, 2009:

1. Invitation.
2. Agenda.
3. Registration form.

<<20090126 CSC forum invite1.doc>> <<20090126 Coming Home II Agenda.doc>> <<20090126 CSC forum1registration.doc>>

In May 8, 2008, CSC partnered with Tillicum LeLum Aboriginal Friendship Centre to host a similar forum specifically for the Greater Nanaimo area. This forum is based upon the results from that forum and it has been expanded to include all of Vancouver Island. A copy of this final report is attached for your convenience. Hard copies will be available at the January 26, 2009, forum.

<<20080508 Tse Tsa Wal Tul Final Report.doc>>

**REGISTRATION CAN BE:**

1. **Emailed back to this email address OR**
2. **Faxed to: 250-363-3260**

One registrant per form. Due by January 16, 2009. These numbers will be used to finalize the numbers for the coffee breaks and the lunch meal. **SPACE IS LIMITED.**

We look forward to seeing you at the community forum on January 26, 2009.

Carolyn

*Carolyn Sampson*

Larry George

*Larry George*

Aboriginal Community Development Officer  
Vancouver Island Community Corrections  
101-1230 Government Street  
Victoria, BC V8W 3M4

Lands & Governance Manager  
Cowichan Tribes  
5760 Allenby Road  
Duncan, BC V9L 5J1

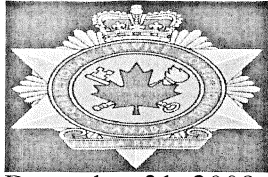
Phone: (250) 208-4673 Fax: (250) 363-3260

Email: sampsoncd@csc-scc.gc.ca

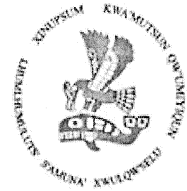
**Correction Services Canada is seeking Private Home Placement Providers. For additional information contact Rob Clark at (250) 363-8209 OR Fred McRae at (250) 754-0269**

**William Head Institution is seeking Volunteers. For additional information contact Wally Klein at (250) 391-7041.**

**Correction Services Canada is seeking Volunteers. For additional information contact Honora Johannesen at (250) 363-0105.**



December 31, 2008



Re: Outreach Fund – Vancouver Island Community Corrections –  
“Tse Tsa Wul Tul” (Helping One Another) Project Forum & Crime Prevention Initiative:

To Aboriginal Community Justice Specialist,

Cowichan Tribes and Vancouver Island Community Corrections, Correction Services Canada are working in partnership to present a community forum for Elders, First Nations communities, and community stakeholders. Optimistically the forum will serve as a catalyst in developing a strategic plan to support the community members (inmates) when released into the community. We cordially invite you to participate with us in this event January 26, 2009 at the Quw’utsun’ Cultural and Conference Centre. (Please see attached agenda for details).

In our planning sessions, we discussed developing an interagency cross-cultural forum to further the understanding and support community to initiate a strategy to address the need for parolees to reintegrate into the community in a healthy supportive manner. By including our Aboriginal Elders, organizations in the community and the potential role of all involved we believe together we can accomplish an improved approach.

This initiative will include Elders, youth, community agencies and members on Vancouver Island working with Aboriginal people. The projected outcome of this initiative would be to improve working relationships to continue developing a strategic plan further improving the communication with Aboriginal Elders, youth and parolees on Vancouver Island. Our goal is to produce a report through dialogue by offering an opportunity for learning, input and celebration. Moreover by improving community support a decrease in the need to re-offend and local criminal activity will not be required for ones survival.

We believe working in partnership positively influences Aboriginal Elders and youth in the community and provides opportunities for valuable reciprocal input to be a part of creating healthy alternatives. Inspiring and requiring Aboriginal Elders and youth to invest in this process would thereby distract youth from more destructive choices and create cultural pride and inclusion.

Further, involving Aboriginal Elders and youth in this process will increase their investment in creating a more cohesive environment promoting a shift in the historical negative relationships with main stream service agencies. Positively contributing to the community will offer Aboriginal Elders and youth opportunities to feel pride in sharing cultural heritage with community agencies and increasing a positive relationship with community services.

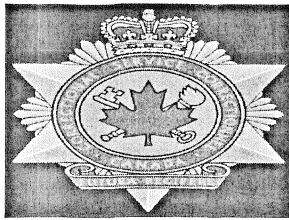
Thank you for your involvement in this initiative and we look forward to an emergent partnership.

*Carolyn Sampson*

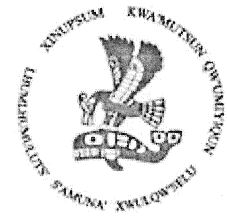
Carolyn Sampson  
Aboriginal Community Development Officer  
Correctional Services Canada

*Larry George*

Larry George  
Lands & Governance Manager  
Cowichan Tribes



**Tse Tsa-wal-Tul - Helping One Another**  
**Vancouver Island Community Corrections**  
**Agenda – January 26, 2009**



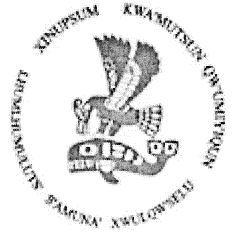
○ 8:00-9:00	○ Drop in and Registration
○ 9:00-9:05	○ Welcoming and Opening Prayer--- TBD
○ 9:05-9:30	○ Call Witnesses—TBD ○ Gifting (Elder Speakers) ○ Welcome from Cowichan Tribes - Chief Lydia Bob ○ Welcome from Corrections – Dave Keating, Vancouver Island Area Director
○ 9:30-10:45	○ Education: ➤ s. 81 & s. 84 - Carolyn Sampson/Dave Paul Jr. ➤ NPB - TBD ➤ CAMS - Honora Johannesen ➤ CAC - Nanaimo or Victoria Chairperson ➤ PHP - Fred McRae ➤ Gladue Decision & template for implementation - Cowichan Tribes & Duncan Youth Probation ○ CSC Victim Services - Ishprit Singh/Tara George
○ 10:45 -11:00	○ Morning Coffee
○ 11:00-11:30	○ Role Play
○ 11:30-12:15	○ Keynote Speaker ➤ TBD
○ 12:15-13:30	○ Lunch and Dancers
○ 13:30-13:35	○ Outline of the Afternoon – Rob Clark
○ 13:35-15:35	○ Group Work — Answer Six Questions 1. Identify resources. 2. What does “healing” mean? 3. What does “effective community” mean? 4. How can we work together to create healing and effective

	<p>communities?</p> <p>5. How do we help those in need/allocation of resources?</p> <p>6. How to develop a team approach of agencies on Vancouver Island so that individual needs are met and voices are heard?</p> <p>7. How to redevelop a healing community.</p> <p>8. How do we monitor and encourage an ongoing dialogue between the First Nations community and the offenders returning there.</p>
○ 15:35-15:45	○ Coffee Break
○ 15:45-16:00	<p>○ Explain how information gathered will be used/ What is the follow-up? – Ken Bartley</p> <p>○ Elder Closing, and open up the floor for comments</p>





Cowichan Tribes &  
 Vancouver Island Community Corrections  
 Correction Services Canada  
 Present:



“Tse Tsa Wul Tul” Helping One Another  
 Project Forum and Crime Prevention Initiative

**Registration Form**

“Tse Tsa Wul Tul” Forum 2009  
 Quw’utsun’ Cultural and Conference Centre  
 200 Cowichan Way, Duncan, BC V9L 6P4  
 January 26, 2009

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Feel free to bring pamphlets, posters or brochures to share from your organization. **One registrant per form. Please RSVP by 2009-01-16**

Comments: \_\_\_\_\_

\_\_\_\_\_

Email this form back to:  
 Carolyn Sampson @ [sampsoncd@csc-scc.gc.ca](mailto:sampsoncd@csc-scc.gc.ca) OR

Fax to: (250) 363-3260

If you have any questions, please contact:  
 Carolyn Sampson @ 250-208-4673 or [sampsoncd@csc-scc.gc.ca](mailto:sampsoncd@csc-scc.gc.ca) or

# MEMBER RELEASE

JANUARY 5, 2009

ATTENTION: MAYORS AND COUNCILS, CHIEFS OF POLICE, DISTRICT MANAGERS

UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

60-10551 SHELLBURGE WAY  
RICHMOND B.C. V6X 2W9  
Ph (604) 270-8226 Fax (604) 270-9116  
E-mail: ubcm@civicnet.bc.ca

## Trust Fund Established for Sparwood Avalanche Victims

*Agenda*

Dear Colleagues:

Many of you will be aware of the recent deaths of eight snowmobilers near the District of Sparwood. The 2000 people who attended the memorial service yesterday are an indication of how significant the loss of these lives is to the community and to our province.

I have written on behalf of the communities represented by UBCM to Mayor Wilks, expressing our deepest sorrow for the loss of life suffered by Sparwood and wishing strength to the Council and other leaders in the community as they support and care for the survivors.

Mayor Wilks responded by saying,

*"Thank you so much for your thoughts and prayers at this tragic time. The citizens of Sparwood and especially the families of the victims are very appreciative. If you are able to, please extend our gratitude to all members of UBCM for their concern."*

You can make a tangible response to this tragedy by **tabling this letter at your Council or Board** and publicizing to your citizens the following information on the trust funds established to help the families of those who died.

### "In Trust – Sparwood Avalanche Victims"

Donations may be made into accounts listed below at the local branches of the following banks:

**Royal Bank of Canada (RBC)**  
Transit: 5080  
Branch: 003  
Account: 5077425

**Canadian Imperial Bank of Commerce (CIBC)**  
Transit: 03070  
Branch: 010  
Account: 7573138

Those who wish to donate by cheque may do so by making it payable to:

**"In Trust – Sparwood Avalanche Victims", and mailing to:**

District of Sparwood  
P.O. Box 520  
Sparwood, BC V0B 2G0

The relationship that binds us together as local governments in BC takes many forms, including support in times of need. I thank you in advance for your attention to our fellow community of Sparwood as it responds to this great loss.

Yours sincerely,



Robert Hobson, President

**RECEIVED**

JAN 05 2009

CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT

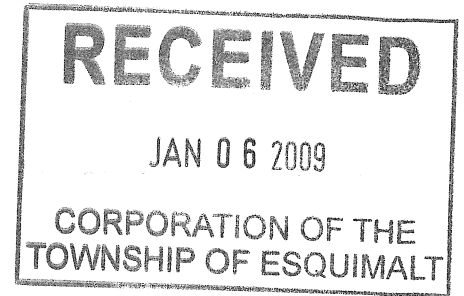
Tom

Mayor and Council  
Township of Esquimalt Municipal Hall  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

January 6, 2009

From:  
Jacqueline Sloan  
868 Phoenix St  
Esquimalt, BC V9A 5T7

Agenda  
✓ Gilbert



**Re: Sidewalks on Fairview Road**

To the Honourable Mayor and Council,

I would like to start by wishing you all a Happy New Year.

When I moved to Esquimalt in 2001, my oldest daughter was attending Ecole Victor Brodeur. The school has an extensive bussing service, but my daughter was not eligible for it, due to the proximity of our house to the school. At the time she was 11 years olds, and capable of walking to school by herself, but due to the high volume of industrial traffic on the roads she had to walk, we always accompanied her to and from school.

At that time I noticed the high volume children that walked through this industrial zone due to the fact that there were five schools (Esquimalt High, Victor Brodeur, Lampson, Rockheights, VicWest Elementary) in this area.

I'm not sure that you are aware that the children are walking *on the roads* due to the lack of sideways there. Cars and trucks are parked in the area that would be considered the sidewalk if there was one, leaving the children no other choice but to walk on the roads themselves. Fairview Road poses a particularly dangerous threat to these children for two reasons: big shipping trucks are barreling around the corner of Fairview and Viewfield ;and the sidewalk on the East side of Fairview Rd. ends half way down the block, bumping pedestrians into the middle of the most dangerous block of this area.

I would like to invite you all to come down to this area between 8.00 – 8.30 am to see what these children have to deal with.

I had heard, through local business owners in the area, that sidewalks were coming, but I have been waiting sometime and thought that you should be advised that this situation is still in an unacceptable state. I hope it doesn't take some unfortunate accident to happen (like the Burnside Community School incident 2006) before you take action on this matter. I have another child, 8 years old who has been attending the new Victor Brodeur and is in the same position as we were 8 years ago.

Please consider this a request to finish the sidewalks of Fairview Rd (800 block) and Devonshire Rd., so that we can integrate the industrial park into the community in a safe and user-friendly way

Sincerely,

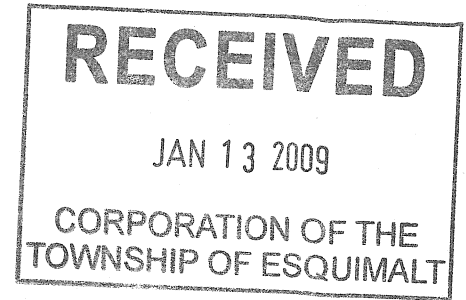
Jacqueline Sloan



Making a difference...together

Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, BC, Canada V8W 2S6

T: 250.360.3000  
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January 9, 2009

*Agenda*

Thomas Day, Chief Administrative Officer  
Township of Esquimalt  
1229 Esquimalt Road  
Victoria, BC V9A 3P1

Dear Mr. Day:

**RE: 2009 – 2018 Capital Plan for the Capital Regional Hospital District**

At its November 12, 2008 meeting, the Board of the Capital Regional Hospital District (CRHD) approved the CRHD Capital Plan for the ten year period from 2009 to 2018.

In addition, the CRHD Board approved the distribution of the Capital Plan to member municipal councils for their information and it is attached herewith.

If you have any questions or require clarification for your council, please do not hesitate to contact me directly at 250-360-3114.

Yours truly,

Rajat (Raj) Sharma, Manager  
Health Facilities Planning Division  
Planning & Protective Services Department

RS/cln

Attachment

cc: Robert Lapham, General Manager, Planning & Protective Services Department, CRD



**STAFF REPORT TO THE PLANNING & PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 22, 2008**

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**SUBJECT:**

The Capital Regional Hospital District 2009-2018 Ten Year Capital Plan.

**PURPOSE/PROBLEM:**

The purpose of the Capital Regional Hospital District (CRHD) Capital Plan is to identify likely capital expenditures for the ten-year period 2009-2018 and the financial implications for the CRHD requisition and future property tax charges.

**HISTORY/BACKGROUND:**

The Regional Hospital District Ten Year Capital Plan is submitted each year. The Plan outlines projected capital expenditures and their financial impact for the District and the property taxpayer. The Plan is derived mainly from the Vancouver Island Health Authority's (VIHA) composite of priorities identified from the various health sectors (acute hospital, long term care/residential care, etc.).<sup>1</sup>

In 2007, the Board directed staff to undertake a comprehensive review of the CRHD's funding model. This review included an analysis of the CRHD contributions towards all capital project categories, and identified alternatives for future health capital funding.

Traditionally, CRHD funding was used for the four main funding categories as outlined in Appendix B. In order to create an effective system to evaluate and categorize all CRHD capital expenditures better aligned to the overall Provincial capital funding policies, and to introduce appropriate discipline and structured evaluation principles, a new funding framework was proposed.

The proposed model revises capital cost thresholds for all project categories and restricts CRHD contributions to Minor Capital and Equipment categories to a fixed amount with no changes to the Major and Non-Traditional Projects categories. The new funding framework also recommends no inflation adjustments. Appendix B summarizes the proposed funding model as compared to the existing model.

At its July 2008 meeting, the Board recommended that staff discuss the feasibility of implementing the Funding Options Review recommendations with the Health Authority. Discussions are underway and VIHA is completing a review aimed at analyzing the impacts of the proposed funding framework. Once completed, CRHD staff will present to the Board detailed assessment of VIHA's analysis along with recommendations to proceed or not to proceed with the implementation of the new model.

The 2009 Ten Year Capital Plan assumes 2008 Funding Options Review funding guidelines. Table 1 summarizes projected capital expenditures in the 2009-2018 Plan.

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<sup>1</sup> Primary sources of funding for the VIHA capital plan are the Ministry of Health Services and the CRHD. VIHA also receives capital funding from hospital foundations (private donors), has internally generated funds (e.g. parking) and occasional federal funding.

<b>Table 1: CRHD CAPITAL PLAN SUMMARY</b>		
	<b>2009-2018 (\$ M)</b>	
<b>Health Facility Sectors</b>	<b>Total</b>	<b>CRHD Share</b>
Major Projects (Acute)	\$313,057	\$125,222
Minor Projects (Acute)	\$125,000	\$50,000
Minors (2005-2008)	\$15,000	\$6,000
Equipment - Section 20(3)	\$31,640	\$31,640
Non – Traditional Projects	\$10,200	\$10,200
<b>Total</b>	<b>\$494,897</b>	<b>\$223,062</b>

With the exception of the Section 20(3) budget which is expensed every year, most other expenditures are debt financed. A summary of activity in the various sectors and categories is in Appendix A.

The type of projects in the 2009 Ten Year Capital Plan is a continuation of the 2008-2017 Capital Plan.

Overall, there will be a slight decrease in the Major Projects category reflecting ongoing development of the RJH PCC<sup>2</sup> and the VGH ED<sup>3</sup> and VIHA's focus on development of health facilities in other regions.

The minor capital projects and equipment contributions also show a significant decrease as a result of the inclusion of new thresholds and funding arrangements. The Plan includes an annual allowance for up to \$1.0 M for the funding of non-traditional projects.

The 2009 Ten Year Capital Plan reflects increased discipline in the system, along with the level and nature of funding that the CRHD is willing to provide towards the four capital expenditure categories.

#### **ALTERNATIVES:**

- 1. Approve the 2009-2018 Ten Year Capital Plan subject to further review of the impact analysis of the 2008 Funding Options Review's proposed funding framework.**
- 2. Do not approve the 2009-2018 Ten Year Capital Plan.**

The 2009 Ten Year Plan includes all major projects VIHA plans to implement in future years for the Capital Region. The Plan also includes funding for minor capital projects and medical equipment as per the new funding framework along with the existing non-traditional category.

With two major projects currently underway (RJH PCC and VGH ED), the amount of major project activity will be steady in the Region. Overall, this Capital Plan accurately reflects the number of projects anticipated in future years.

Staff believes it is appropriate to approve the 2009 Ten Year Capital Plan. At the time of writing this report, VIHA is preparing an analysis of the revised funding framework and summarizing its impact. Once the full impact of the proposed new funding model is known, and dependent upon the Board's final position on the new framework, the 2009 Ten Year Capital Plan can be amended accordingly.

#### **FINANCIAL IMPLICATIONS:**

Appendices F and G summarize the financial implications of the 2009 Ten Year Plan for both capital debt levels, Section 20(3) funding and the impact on the average assessed residential value.

<sup>2</sup> Royal Jubilee Hospital Patient Care Centre Project

<sup>3</sup> Victoria General Hospital Emergency Department Redevelopment Project

If all the projects and expenditure categories are undertaken according to the schedules found in Appendices C, D and E, the property tax requisition will steadily increase from the projected 2009 level of \$120.40 to a peak of \$224.35 in 2019, an increase of 86%.

The proposed Capital Plan reflects the implementation of the 2008 Funding Options Review recommendations. Prior to the funding framework analysis, the 2008-2017 Capital Plan projected a peak of \$254.31 in 2018.

The reduction in the projected requisition reflects the increased discipline and effective fiscal management introduced by the 2008 Funding Options Review recommendations.

**SUMMARY/CONCLUSIONS:**

The CRHD annually prepares a Ten Year Capital Plan to guide the District through the task of identifying health capital priorities to ensure long-term investment (CRHD share) in the District's facilities is effectively managed. The Plan establishes due diligence to monitor the CRHD funding commitments and planned investments in the Region's health facilities

The 2009 Ten Year Capital Plan takes into consideration the proposed funding framework. The Plan presents a more reasonable reflection of the actual cash flow schedule for Board approved and future year projects. The Plan introduces the revised funding thresholds and limits CRHD funding for minor capital to a maximum of \$5.0 M, and up to \$3.15 M for equipment with no inflation adjustments. The current Ten Year Plan continues to maintain an annual \$1.0 M allocation for "non-traditional" projects.

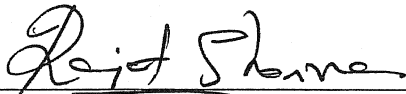
Of the \$223,062 M District's share of the 2009 Ten Year Capital Plan, \$68,196 M (31%) has already been committed.

Staff therefore recommends approving the 2009 Ten Year Capital Plan as submitted; to be amended as required pending VIHA's impact analysis of the 2008 Funding Options Review.

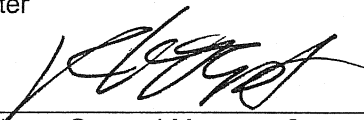
**RECOMMENDATION(S):**

That the Committee recommends to the Capital Regional Hospital District Board:

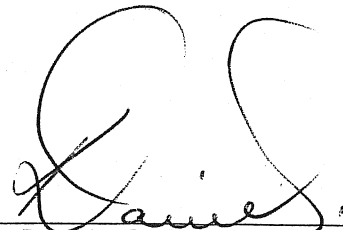
1. Approval of the 2009-2018 Ten Year Capital Plan subject to further review of the impact analysis of the 2008 Funding Options Review's proposed funding framework.
2. The 2009-2018 Ten Year Capital Plan be forwarded to the member municipal councils and the Vancouver Island Health Authority for their information.



Rajat Sharma, Manager  
Health Facilities Planning  
Report Writer



Robert Lapham, General Manager Concurrence



Kelly Daniels, CAO Concurrence

COMMENTS:

**APPENDIX A: SECTOR AND EXPENDITURE CATEGORY BREAKDOWN  
STAFF REPORT TO THE PLANNING & PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 22, 2008**

CRHD CAPITAL PLAN SUMMARY	2009-2018	
Health Facility Sectors	Total	CRHD Share
Major Projects (Acute)	\$313,057	\$125,222
Minors Projects (Acute)	\$125,000	\$50,000
Minors (2005-2008)	\$15,000	\$6,000
Equipment - Section 20(3)	\$31,640	\$31,640
Non-Traditional Projects	\$10,200	\$10,200
<b>Total</b>	<b>\$494,897</b>	<b>\$223,062</b>

**Major Projects – Acute Care**

Based on the revised thresholds of the new funding framework, all projects over \$3.0 M are now classified as Major Capital Projects. This class of projects comprises 63% of the Plan's total cost and is dominated by the RJH PCC<sup>1</sup> project (64% of total projected expenditures in this class). With the ongoing development of the RJH PCC and the VGH ED<sup>2</sup>, the Health Authority is now focusing on redeveloping other hospitals on the Island. Overall, there are an additional \$44 M in new projects at RJH, \$4 M at VGH and \$25 M in currently unidentified projects at both sites in the final five years of the Plan (2014-2018).

There are two major projects at Lady Minto Hospital (\$30 M), a replacement and an addition of complex care beds (\$23 M) and five at Saanich Peninsula Hospital (\$26 M). The list also includes the Overhead Patient Lifts installation project for VIHA-owned residential care facilities and the final phase of the asbestos abatement at Eric Martin Pavilion.

**Minor Capital Projects**

The revised funding framework proposes a fixed annual contribution of up to \$5 M for the minor projects category. Consistent with Ministry of Health Services (MoHS) capital funding guidelines, the new funding model revises the minimum threshold of capital cost for minor capital projects to \$100,000 from the existing threshold of \$5,000. It further revises the maximum threshold for Minor Capital Projects to \$3 M from \$1.5 M.

By revising the maximum threshold, a small number of projects normally classified as Major Projects, will now be included in the Minor Capital Projects funding envelope. The new framework effectively introduces appropriate discipline and structured evaluation principles to carefully analyze the viability of minor capital projects funding requests.

Staff is working with VIHA to ensure timely spending of all the existing minor capital projects bylaws.

**Equipment - Section 20(3)**

The 2009 approval in the amount of \$3.29 M represents the final year of the three-year funding commitment (2007-2009) for the Section 20(3) budget. The CRHD equipment contribution for 2007-2009 averages around 19% of the total equipment spending across Capital Region.

<sup>1</sup> Royal Jubilee Hospital Patient Care Centre

<sup>2</sup> Victoria General Hospital Emergency Department



VIHA faces a challenge with its aging equipment. Due to the cessation of federal equipment funding, VIHA anticipates a decline in the provincial funding share for equipment items valued over \$100,000. To ensure residents have access to all modern and major equipment, the new funding framework recommends CRHD direct its equipment funding share towards items valued over \$100,000 only. The framework also limits CRHD equipment funding to a maximum of \$3,150,000<sup>3</sup> without any inflation adjustments.

### **Non-Traditional Projects**

This category projected at \$1,000,000 per annum is used to fund non-acute or other long term care projects that are generally not included in VIHA's Capital Plan. The CRHD contribution for such projects is voluntary.

### **Residential Care**

The VIHA plan includes one residential care facility replacement project<sup>4</sup> (Greenwoods/Lady Minto). Staff is monitoring the status of three other non-profit residential care facility replacement projects. VIHA is committed to its "Managing the Changing Needs" program; however, due to various budget pressures and a lack of fixed capital planning horizon from the Ministry of Health Services, no commitments or funding approvals have been received at this time.

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<sup>3</sup> \$3,000,000 will be provided to VIHA, \$30,000 to the Mount St. Mary Hospital and \$120,000 to Health Facilities Planning administration for research studies

<sup>4</sup> Per VIHA: For planning purposes, the VIHA capital plan includes a project at Lady Minto Hospital assuming the not-for-profit beds are rebuilt as an addition to the Hospital. When this planning work begins, the not-for-profit provider would be linked into the process as a key community stakeholder.

**APPENDIX B: SUMMARY TABLES**  
**CAPITAL PLAN PROJECT TYPES AND PROPOSED FUNDING MODEL**  
**STAFF REPORT TO THE PLANNING & PROTECTIVE SERVICES COMMITTEE**  
**MEETING OF TUESDAY, OCTOBER 22, 2008**

**TABLE 1: CRHD CAPITAL PLAN PROJECT TYPES**

<b>Major Projects</b>	Projects valued at greater than \$1.5 Million which modify, expand or replace health service/program spaces. Mainly acute care.
<b>Minor Projects</b>	Projects valued between \$5,000 and \$1.5 Million to refurbish existing facilities or replace building components and improve functionality.
<b>Equipment</b>	Medical equipment which board policy stipulates be expensed - Section 20(3); excludes information technology.
<b>Other Projects/Activity</b>	Non-acute or long-term care projects usually small in number and cost. Also includes land banking.

**TABLE 2: SUMMARY OF PROPOSED FUNDING MODEL**

<b>Component</b>	<b>Current Total Project Cost Threshold</b>	<b>Proposed Total Project Cost Threshold</b>	<b>Current CRHD Share</b>	<b>Proposed CRHD Share</b>	<b>Funding</b>
Major Projects	> \$1.5 M	> \$3 M	40%	40%	CBL <sup>1</sup>
Minor Projects	\$5,000 - \$1.5 M	\$100,000 - \$3 M	40% <sup>2</sup>	\$5 M	CBL
Equipment	> \$5,000	> \$100,000	\$3.0 M (approx.) <sup>3</sup>	\$3.15 M	S20(3) <sup>4</sup>
Non-Traditional Projects	Varies	Varies	Varies	Varies	CBL

<sup>1</sup>Capital Borrowing Bylaw

<sup>2</sup>Plus 12% construction cost inflation

<sup>3</sup>Plus 2.5% inflation allowance

<sup>4</sup>Section 20(3) Annual Grant

CAPITAL REGIONAL HOSPITAL DISTRICT - ANNUAL VIHA (SOUTH) CAPITAL PLAN - 2009 to 2018 Created Oct. 1, 2008 Final											
10 Years - 2009 to 2018 Inclusive											APPENDIX C
SUMMARY	Total	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>VIHA SHAREABLE PROJECTS</b>											
Acute Hospitals Major Capital Projects	313,056,931	78,490,165	80,747,065	21,834,763	39,184,055	24,993,346	23,436,395	13,771,142	10,200,000	10,200,000	10,200,000
Minor Capital Projects - Approved 2005-2008 Outstanding Balance to be Expensed	15,000,000	11,000,000	4,000,000	-	-	-	-	-	-	-	-
Minor Capital Projects - Pending 2009-2018	125,000,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000
<b>TOTAL ESTIMATED VALUE OF PROJECTS</b>	<b>453,056,931</b>	<b>101,990,165</b>	<b>97,247,065</b>	<b>34,334,763</b>	<b>51,684,055</b>	<b>37,493,346</b>	<b>35,936,395</b>	<b>26,271,142</b>	<b>22,700,000</b>	<b>22,700,000</b>	<b>22,700,000</b>

CRHD \$ SHARE - TOTAL ESTIMATED ANNUAL CAPITAL CASH FLOW											
CRHD Section 20(3) Grants - 100% Share (0% incl/year)	31,640,000	3,290,000	3,150,000	3,150,000	3,150,000	3,150,000	3,150,000	3,150,000	3,150,000	3,150,000	3,150,000
Non-Traditional Projects - 100% Share	10,200,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000
Acute Hospitals Major Capital Projects - 40% Share	125,222,772	31,396,066	32,298,826	8,733,905	15,673,622	9,997,338	9,374,558	5,508,457	4,080,000	4,080,000	4,080,000
Minor Capital Projects 2005-2008 - 40% Share	6,000,000	4,400,000	1,600,000	-	-	-	-	-	-	-	-
Minor Capital Projects 2009-2018 - 40% Share	50,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>CRHD Total Estimated Annual Capital Cash Flow</b>	<b>223,062,772</b>	<b>45,106,066</b>	<b>43,068,826</b>	<b>17,903,905</b>	<b>24,843,622</b>	<b>19,167,338</b>	<b>18,544,558</b>	<b>14,678,457</b>	<b>13,250,000</b>	<b>13,250,000</b>	<b>13,250,000</b>

**General Notes:**

- 1) Cash flow figures represent anticipated maximum requirements if all listed projects proceed as shown
- 2) Projections are based primarily on the most recent information from VIHA
- 3) Two CRD Anticipated projects were removed from the list as they were under the new thresholds:  
RJH - Old Town Major Utilities Relocation (\$2M) and VGH - Space for New CT Scanner - pending ER exp (\$1.6M)

**CAPITAL REGIONAL HOSPITAL DISTRICT - ANNUAL VIHA (SOUTH) CAPITAL PLAN - 2009 TO 2018 Created Oct. 1, 2008 Final APPENDIX D**

		10 Years - 2007 to 2016 Inclusive										
		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	
ACUTE AND REHAB HOSPITALS	Project Status	Amortized										Total
ROYAL JUBILEE HOSPITAL												
Major projects												
Patient Care Centre	CRD Approved 2007	67,459,477	60,047,438									
Asbestos Abatement - EMP 5th Floor - Phase 2	VIHA Approved	1,950,000	1,944,428									
Asbestos Abatement - EMP - Phase 3	VIHA Approved	-	1,239,000	1,080,000	3,717,500	398,000						
Food Service Bldg Fabric Reno	VIHA Proposed	-	1,021,440	4,256,000	3,234,560							
Ambulatory Care & Support Services Consol.	VIHA Proposed	-	-	1,160,000	13,920,000	13,920,000						
Unidentified future major project(s)	CRD Estimate	-	-	-	-	-	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>Royal Jubilee Hospital Total</b>		<b>69,409,477</b>	<b>64,252,306</b>	<b>6,496,000</b>	<b>20,872,060</b>	<b>14,318,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>
<b>VICTORIA GENERAL HOSPITAL</b>												
Major projects												
Emergency Dept Replacement - Completion	CRD Approved 2008	5,650,000	8,213,332	-	-	-	-	-	-	-	-	-
Neuro Rehab to Old ER	VIHA Proposed	-	-	392,000	3,528,000							
Unidentified future major project(s)	CRD Estimate	-	-	-	-	-	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>Victoria General Hospital Total</b>		<b>5,650,000</b>	<b>8,213,332</b>	<b>392,000</b>	<b>3,528,000</b>	<b>-</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>
<b>LADY MINTO HOSPITAL</b>												
Major projects												
LMH 81 Bed Replacement & 5 New Beds	CRD Anticipated	-	-	2,727,782	5,682,880	5,682,880	8,637,978					
LMH Lab & Imaging accreditation upgrades	CRD Anticipated	-	291,200	3,494,400	3,494,400							
<b>Lady Minto Hospital Total</b>		<b>-</b>	<b>291,200</b>	<b>6,222,182</b>	<b>9,177,280</b>	<b>5,682,880</b>	<b>8,637,978</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SAANICH PENINSULA HOSPITAL</b>												
Major projects												
Life Safety Upgrade	VIHA Proposed	2,240,000	3,360,000									
SPH ORCSR Redevelopment	VIHA Proposed	174,400	2,804,352	1,381,248								
Community Hemodialysis Clinic	CRD Anticipated	-	220,000	5,280,000								
Lab & Imaging redevelopment	CRD Anticipated	-	-	291,200	3,494,400	3,494,400						
Acute Care South Unit Upgrade	CRD Anticipated	-	-	-	-	336,000	1,650,860	813,120				
<b>Saanich Peninsula Hospital Total</b>		<b>2,414,400</b>	<b>6,384,352</b>	<b>6,952,448</b>	<b>3,494,400</b>	<b>3,830,400</b>	<b>1,650,860</b>	<b>813,120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

CAPITAL REGIONAL HOSPITAL DISTRICT - ANNUAL VIHA (SOUTH) CAPITAL PLAN - 2009 TO 2018 - Created Oct. 1, 2008 Final											APPENDIX D		
											10 Years - 2007 to 2016 Inclusive		
											2015		
											2016		
											2017		
											2018		
ACUTE AND REHAB HOSPITALS	Project Status	CBL No	Amortized	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
QUEEN ALEXANDRA HOSPITAL			Total										
<b>Major projects</b>													
No Major Projects as per VIHA Capital Plan													
Queen Alexandra Hospital Total													
<b>VIHA - SOUTH ISLAND INITIATIVES</b>													
<b>Major projects</b>													
SI Ceiling-Mounted Patient Lifts Res Care I	VIHA Approved	5	2,000,000	800,000	1,200,000								
SI Ceiling-Mounted Patient Lifts Res Care II	VIHA Approved	5	3,136,000		1,344,000	1,344,000	448,000						
Victoria USTAT & Psychotherapy Program	CRD Anticipated	10	5,600,000				224,000	2,688,000					
<b>VIHA South Area Initiatives</b>			<b>10,736,000</b>	<b>800,000</b>	<b>1,200,000</b>	<b>1,344,000</b>	<b>1,344,000</b>	<b>672,000</b>	<b>2,688,000</b>	<b>2,688,000</b>			
<b>Acute &amp; Rehab Hospitals Sub -Total</b>			<b>309,418,695</b>	<b>78,273,877</b>	<b>80,341,190</b>	<b>21,406,630</b>	<b>38,415,740</b>	<b>24,503,280</b>	<b>22,976,858</b>	<b>13,501,120</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>10,000,000</b>
Planning & Construction Contingency ( 2% ) excluding R/JH Patient Tower			3,638,236	216,288	405,875	428,133	768,315	490,066	459,537	270,022	200,000	200,000	200,000
<b>Acute Hospitals Major Capital Projects Annual Capital Cash Flow</b>			<b>313,056,931</b>	<b>78,490,165</b>	<b>80,747,065</b>	<b>21,834,763</b>	<b>39,184,055</b>	<b>24,993,346</b>	<b>23,436,395</b>	<b>13,771,142</b>	<b>10,200,000</b>	<b>10,200,000</b>	<b>10,200,000</b>
<b>CRHD Share 40% of Acute &amp; Rehab Cost</b>			<b>125,222,772</b>	<b>31,396,066</b>	<b>32,298,826</b>	<b>8,733,905</b>	<b>15,673,622</b>	<b>9,997,338</b>	<b>9,374,558</b>	<b>5,508,457</b>	<b>4,080,000</b>	<b>4,080,000</b>	<b>4,080,000</b>

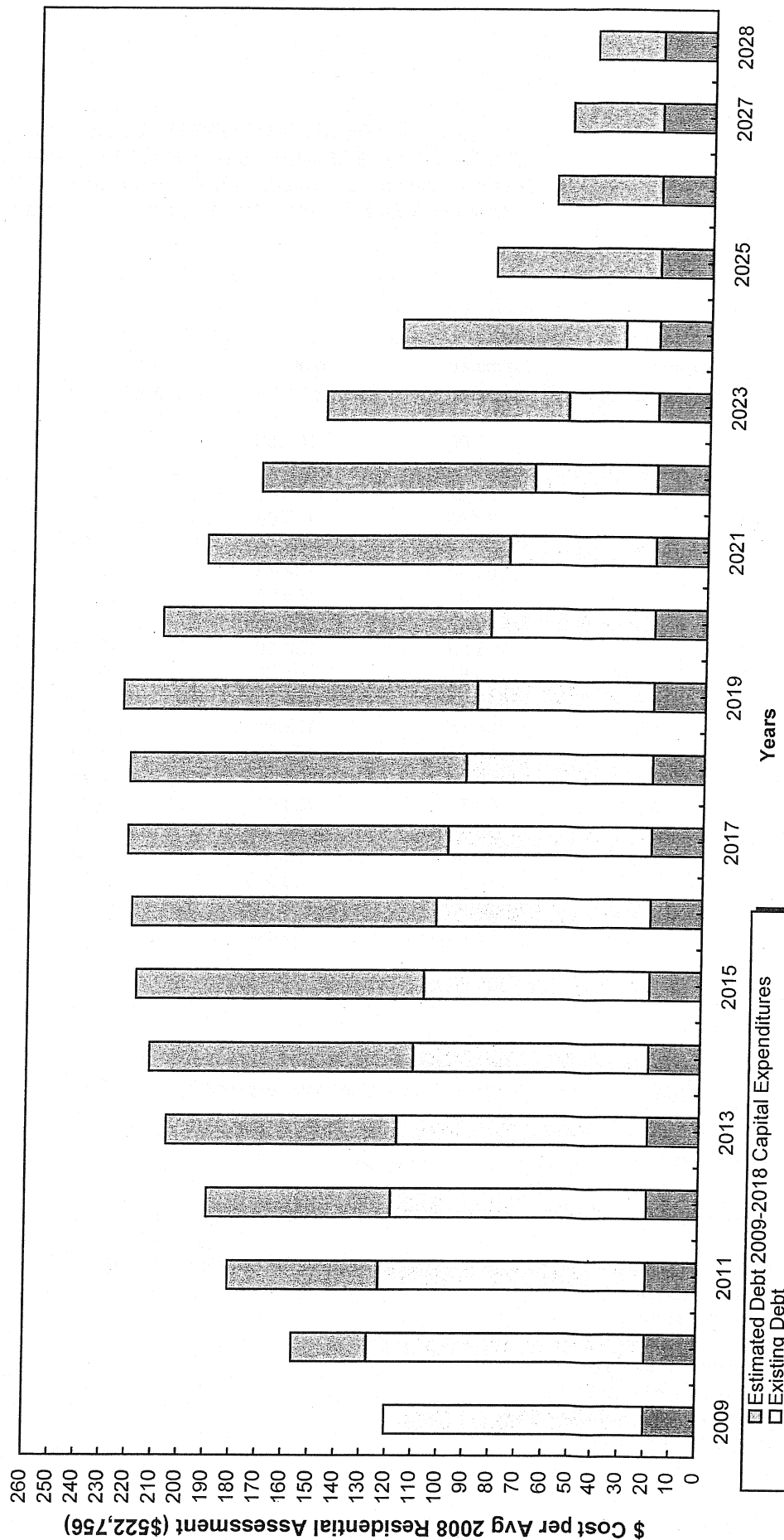
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**CAPITAL REGIONAL HOSPITAL DISTRICT - ANNUAL VIHA (SOUTH) CAPITAL PLAN - 2009 TO 2018 Created Oct 1, 2008 Final**

APPENDIX E

OTHER CAPITAL PROJECTS	Notes	Project Status	CBL No	Amortized	10 Year - 2007 to 2016 Inclusive															
					2009	2010	2011	2012	2013	2014	2015	2016	2017	2018						
<b>OTHER CAPITAL PROJECTS</b>																				
<b>Non-Traditional Projects - CRD Only</b>																				
Annual cash flow allocation for 'Non-Traditional projects'		CRD Estimated		5	10,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Non-Traditional Projects Sub-total</b>					10,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Planning & Construction Contingency ( 2% )					200,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<b>Non-Traditional Projects Annual Capital Cash Flow</b>					10,200,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000	1,020,000
<b>MINOR CAPITAL PROJECTS</b>																				
<b>Various VIHA Hospitals</b>																				
Minor Capital Projects - Approved 2005-2006 Outstanding Balance to be Expensed		Approved	134 & 136	10	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Minor Capital Projects - Approved 2007 Outstanding Balance to be Expensed		Approved	138	10	5,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Minor Capital Projects - Approved 2008 Outstanding Balance to be Expensed		Approved	144	10	8,000,000	4,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Minor Capital Projects - Pending 2009-2018		CRD Anticipated		10	125,000,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000
<b>MCP Projects Sub-total</b>					140,000,000	16,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000
Planning & Construction Contingency ( 0% )					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>MCP Projects Annual Capital Cash Flow</b>					140,000,000	16,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000
<b>CRHD 40% Share of MCP Projects Total</b>					56,000,000	6,600,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000

**APPENDIX F - CAPITAL REGIONAL HOSPITAL DISTRICT**  
**Existing and Estimated Debt Servicing (2009-2028) for 10 Year Capital Plan (2009-2018)**  
**Based on MFA Borrowing Terms of 5, 10, 15 and 20 years**



Estimated Debt 2009-2018 Capital Expenditures  
 Existing Debt  
 Section 20(3) Capital Equipment and Studies

Debt Servicing has not been adjusted for Grants in Lieu of Taxes and Administration Expenditures as they net to zero.  
 Prepared by: CRD Finance Oct. 1, 2008

**CAPITAL REGIONAL HOSPITAL DISTRICT**  
**EXISTING AND ESTIMATED DEBT SERVICING (2009-2028)**  
**Cost per Average 2008 Residential Assessment (\$522,756)**  
**Based on MFA Borrowing Terms of 5, 10, 15, 20 years**

<u>Year</u>	<u>Existing Debt Servicing</u>	<u>Capital Exp (2009-2018) Estimated Debt Servicing</u>	<u>Total Debt Servicing</u>	<u>Sec 20(3) Capital Equipment</u>	<u>Total Requisition</u>	<u>Total Requisition Value</u>
2009	100.66	0.00	100.66	19.74	120.40	20,011,425
2010	107.84	28.88	136.71	19.74	156.45	26,024,761
2011	103.70	57.92	161.62	19.74	181.36	30,180,910
2012	99.26	70.80	170.06	19.74	189.79	31,590,344
2013	97.18	88.80	185.98	19.74	205.71	34,248,190
2014	91.04	101.70	192.73	19.74	212.47	35,378,721
2015	87.05	111.01	198.07	19.74	217.80	36,271,484
2016	82.70	117.42	200.12	19.74	219.85	36,617,512
2017	78.45	123.65	202.10	19.74	221.84	36,952,328
2018	71.86	129.83	201.70	19.74	221.44	36,890,048
2019	68.06	136.55	204.62	19.74	224.35	37,381,003
2020	63.11	126.75	189.86	19.74	209.60	34,926,406
2021	56.30	116.76	173.05	19.74	192.79	32,128,966
2022	47.05	105.64	152.69	19.74	172.43	28,739,315
2023	34.69	93.71	128.40	19.74	148.14	24,695,163
2024	12.77	86.36	99.13	19.74	118.86	19,820,677
2025	0.00	62.98	62.98	19.74	82.72	13,799,866
2026	0.00	40.22	40.22	19.74	59.96	10,011,671
2027	0.00	34.93	34.93	19.74	54.66	9,134,042
2028	0.00	25.35	25.35	19.74	45.09	7,543,671

**Notes:**

- 1) Debt Servicing - debt payments are incurred in the following year of the borrowing resulting in a timing difference between the capital expenditure and the debt payments.
- 2) Debt Financing Terms for New Debt - five, ten, fifteen years
- 3) Debt Interest Rates - 6.0% for five, ten, fifteen and twenty year term debt financing
- 4) Capital Plan 2009 Requisition is different than the the 2009 Budget Requisition due to the following -
  - 2008 Surplus Carryforward
  - Interest Income
  - Temporary Borrowings
  - Debt Financing Expenses
  - Grants in lieu of Taxes
  - Administration Expenditures
  - Timing differences on borrowing of debt



**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.

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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 31<sup>st</sup> 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 15<sup>th</sup> day of December, 2008.

Read a second time by the Municipal Council on the 15<sup>th</sup> day of December, 2008.

Read a third time by the Municipal Council on the 15<sup>th</sup> day of December, 2008.

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

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BARB DESJARDINS  
MAYOR

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LARRY RANDLE  
CORPORATE OFFICER