



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A

SPECIAL MEETING OF COUNCIL

Monday, February 9, 2009

Following the Regular Committee of the Whole at 7:00 p.m.
Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

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

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

5. **STAFF REPORTS**

Corporate Services

(1) Committee Structure, Staff Report No. ADM-09-014

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Engineering and Public Works

(2) Craigflower Road Corridor Upgrading Phase 2 - Agreement, Staff
Report No. EPW-09-010

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6. **PUBLIC QUESTION AND COMMENT PERIOD**

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

7. **ADJOURNMENT**



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: February 4, 2009 **REPORT NO.** ADM-09-014
TO: Tom Day, Chief Administrative Officer
FROM: Larry Randle, Manager of Corporate Services
SUBJECT: Committee Structure 2009

RECOMMENDATIONS:

That Council adopt the following policies:

- Policy Admin-45 Operational Guidelines for Council Committees and Commissions
- Policy Admin-47 Terms of Reference – Environmental Advisory Committee
- Policy Admin-48 Terms of Reference – Arts, Culture and Special Events Advisory Committee
- Policy Admin-49 Terms of Reference – Access Awareness Advisory Committee
- Policy Admin-50 Terms of Reference – Heritage Advisory Committee
- Policy Admin-51 Terms of Reference – Parks and Recreation Advisory Committee

BACKGROUND:

Council's review of its Advisory Committees, Boards and Commissions (ABCs) has been completed. This process included a review of the following bodies in terms of compliance with the Local Government Act, the Community Charter and their overall effectiveness and fit with Esquimalt's system of governance:

- Advisory Planning Commission
- Cultural Advisory Committee
- Access Awareness Committee
- Environmental Advisory Committee
- Parks and Recreation Commission
- Economic Development Advisory Committee
- Traffic Advisory Committee

Budget challenges required the streamlining of the ABCs and alignment of the work they do with the strategic plan in order to enhance their ability to meet its objectives and priorities. The result of the review is as follows:

- Advisory Planning Commission – no changes
- Cultural Advisory Committee – divided into two new committees – the Arts, Culture and

- Special Events Advisory Committee and the Heritage Advisory Committee
- Access Awareness Committee – revised Terms of Reference
- Environmental Advisory Committee – revised Terms of Reference
- Parks and Recreation Commission – this Commission has been eliminated and replaced with the Parks and Recreation Advisory Committee
- Economic Development Advisory Committee - this Committee has been eliminated
- Traffic Advisory Committee – this Committee has been eliminated

The work done by the people who have served on the Parks and Recreation Commission, the Economic Development Advisory Committee and the Traffic Advisory Committee is recognized and appreciated. While two Committees have been eliminated, Council remains committed to maintaining and enhancing community involvement in parks and recreation as evidenced by the creation of the Parks and Recreation Advisory Committee. Council also plans to establish a Select Committee in the near future whose sole responsibility will be to plan and facilitate the 2012 Esquimalt Centennial celebrations.

DISCUSSION:

The next step in the committee revision process is for Council to formally adopt revised Terms of Reference for the Access Awareness and Environmental Advisory Committees and new Terms of Reference for the Arts, Culture and Special Events Advisory Committee, the Heritage Advisory Committee and the Parks and Recreation Advisory Committee. The Terms of Reference for each of these five Advisory Committees are attached to this report and are in the form of Council Policies. There is also a Policy titled “Operational Guidelines for Council Committees and Commissions” (Policy #45) for Council’s consideration which provides general guidelines applicable to all of Council’s Committees and Commissions.


Once these policies have been adopted by Council, an ad will be placed in the Victoria News newspaper inviting people interested in serving the community as a member of an Advisory Committee, Commission or Board, to submit an application by no later than Friday, February 27th. The ad will not only request applications for those interested in being appointed to one of the five Advisory Committees but will also invite applications from those interested in serving on the Advisory Planning Commission and the Board of Variance. In total there are approximately 25 vacancies on these 7 bodies needing to be filled.

Once the February 27th application deadline has passed, in accordance with Council’s “Appointment Process – Advisory Committees, Commissions and Board of Variance” Policy #40, staff will prepare an In-camera report to Council including copies of all applications submitted and any accompanying documentation. Council will review all applications and collectively determine a short-list of applicants for interviewing. Interview dates may then be scheduled followed by appointments of successful applicants to the various Advisory Committees, Boards and Commissions.

Respectfully submitted,



Larry Randle,
Manager of Corporate Services

<p>Approved for Council's consideration:</p>  _____ Tom Day, CAO
<p>Dated: <u>Feb 5/09</u></p>



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Operational Guidelines for Council Committees and Commissions	NO. ADMIN- 45
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POLICY:

Council will, at its pleasure, establish committees and/or commissions assigned the review of clearly defined areas of concern and interest to Council.

PURPOSE:

Such committees and/or commissions are expected to provide focused public input for Council's consideration as well as to assist in implementing Council's decisions regarding those particular areas of interest.

BUDGET:

Committees may be provided a budget to cover operational and logistical expenses. Additional funds may be requested by submitting requests within annual work plans.

OUTPUT:

The collective output of committees/commissions will take the form of:

1. Recommendations to Council, e.g.;
 - Advice for Council to consider on a particular issue referred to the committee or commission by Council or referred under an established council procedure;
 - Suggested policies for Council to consider based on committee deliberations;
 - Suggested initiatives for Council to consider involving staff, fiscal or other resources [prior to such a recommendation proceeding to Council, staff will prepare a report outlining the impact the action would have on budget, staff time, departmental workload and Council's Strategic Priorities]; or
2. Observations regarding community perspectives provided to staff to consider when seeking a policy decision by Council; or
3. Proposals for projects to be undertaken by committee members, [providing that any such project has both an approved work plan and budget].

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TITLE: Operational Guidelines for Council Committees and Commissions	NO. ADMIN- 45
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COMMUNITY CHARTER REQUIREMENTS:

1. Open Meetings

All meetings of committees/commissions will be open to the public except as provided for in Section 90 of the Community Charter and as determined by either:

- The Corporate Officer; or
- The Chief Administrative Officer; or
- The senior staff person in attendance at the meeting; or
- Council of the Township of Esquimalt.

2. Minutes

Minutes shall be recorded at all meetings of committees/commissions.
 Draft minutes shall be received by Council at the earliest opportunity.
 Minutes shall be adopted by the committee/commission and the adopted minutes retained by the Corporate Officer.

ORIENTATION:

An orientation involving all committees/commissions shall be provided annually by senior staff following Council's annual appointments to committees/commissions. Council members shall participate in the orientation.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Environmental Advisory Committee	NO. ADMIN - 47
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PURPOSE

The purpose of the Environmental Advisory Committee is to:

- Advise Council and recommend implementation strategies for environmental stewardship, sustainability and restoration activities.
- Encourage participation by residents and businesses of Esquimalt in the environmental initiatives of the Township and Capital Regional District (CRD).
- Strive to provide advice and information which will enable Council and the community to integrate an environmental perspective into decision making.

MANDATE

The Environmental Advisory Committee will, consistent with the purposes described above, undertake the following:

- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues.
- Identify sources of funding and grants to support environment related activities.
- Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.
- Respond to Council's requests for advice related to environmental issues.

The Environmental Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee will consist of nine (9) members including:

- Two (2) members of Council,
- Seven (7) community representatives appointed by the Council.

TERMS

Members may be appointed for two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

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TITLE: Terms of Reference – Environmental Advisory Committee	NO. ADMIN - 47
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MEETINGS
The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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<p>PURPOSE The purpose of the Arts, Culture and Special Events Advisory Committee is to advise Council, recommend policies and actively support and promote the arts, culture and special events.</p> <p>MANDATE The Arts, Culture and Special Events Advisory Committee will, consistent with the purpose described above, undertake the following:</p> <ul style="list-style-type: none"> • Develop and recommend policies to Council and respond to Council requests for advice and information. • Provide a community perspective on services, programs, events and facilities related to the arts and culture. • Identify sources of funding and grants to support arts, culture and special events related activities. • Promote and support special events. • Foster public awareness, recognition and support for local artistic talent and multi-culturalism. • Provide leadership in, and actively promote community activities related to the arts, cultural and special events. • Provide liaisons, linkages and networks to assist community activities and clubs. <p>The Arts, Culture and Special Events Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p> <p>MEMBERSHIP The Committee will consist of seven (7) members including:</p> <ul style="list-style-type: none"> • Two (2) members of Council as appointed by the Mayor. • Five (5) community representatives appointed by the Council, representing the broad interests of the community. • The Esquimalt First Nation, Songhees First Nation, Department of National Defence, School District No. 61, School District No. 93 and the Parks and Recreation Advisory Committee will be invited to assign non-voting, liaison representatives to the Committee. <p>TERMS Members will be appointed by Council for two-year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may</p>

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TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Access Awareness Advisory Committee	NO. ADMIN - 49
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PURPOSE

The purpose of the Access Awareness Advisory Committee is to assist the Township of Esquimalt in making Esquimalt more accessible to all its citizens.

MANDATE

The Access Awareness Advisory Committee will, consistent with the purpose described above, undertake the following:

- Provide opportunity for public input respecting accessibility issues.
- Identify accessibility barriers to services and facilities and advise and make recommendations to the Municipality for strategies to improve access for all people.
- Provide increased awareness to Council respecting accessibility issues in areas including but not limited to, transportation, housing, recreation, employment and education.
- Identify sources of funding and grants to support access awareness related activities.
- The Access Awareness Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Access Awareness Advisory Committee will be made up of:

- 2 Council Members appointed by the Mayor
- 7 community representatives appointed by the Council.
- The Esquimalt First Nation, Songhees First Nation, BC Transit and the Parks and Recreation Advisory Committee will be invited to assign non-voting, liaison representatives to the Committee.

ELIGIBILITY

Committee members may be members of disabled organizations, but they are not to be formal representatives of any specific organization. An effort will be made to ensure representation of a broad cross-section of abilities/ disabilities.

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

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TITLE: Terms of Reference – Access Awareness Advisory Committee	NO. ADMIN - 49
MEETINGS The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.	

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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PURPOSE

The purpose of the Heritage Advisory Committee is to advise Council, recommend policies and actively support and promote leadership in community heritage matters including services, facilities, preservation and specific community interests.

MANDATE

The Heritage Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information on heritage issues.
- Provide a community perspective on services, programs, events, and facilities related to heritage promotion, education and awareness.
- Foster public awareness, recognition and support for heritage and archival preservation.
- Identify sources of funding and grants to support heritage related activities.
- Provide leadership in, and actively promote heritage initiatives.

The Heritage Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee will consist of seven (7) members including:

- Two (2) members of Council as appointed by the Mayor.
- Five (5) community representatives appointed by the Council, representing the broad interests of the community.
- The Esquimalt First Nation, Songhees First Nation, Department of National Defence, School District No. 61, and School District No. 93, will be invited to assign non-voting, liaison representatives to the Committee.

TERMS

Members will be appointed by Council for a two-year term with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will

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TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.	

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Parks and Recreation Advisory Committee		NO. ADMIN - 51	
PURPOSE The purpose of the Parks and Recreation Advisory Committee is to:			
<ul style="list-style-type: none"> • Advise Council and recommend policies on parks and recreation matters including services, facilities and specific community interests. • Foster public awareness, recognition and support for parks and recreation facilities. 			
MANDATE The Parks and Recreation Advisory Committee will, consistent with the purposes described above, undertake the following:			
<ul style="list-style-type: none"> • Develop and recommend policies to Council and respond to Council requests for advice and information. • Provide a community perspective on parks and recreation facilities, services, and programs. • Identify sources of funding and grants to support parks and recreation-related activities. • Administer Community Events funding. 			
The Parks and Recreation Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.			
MEMBERSHIP The Committee will consist of seven (7) members including:			
<ul style="list-style-type: none"> • Two (2) members of Council. • Five (5) community representatives appointed by Council. • Youth are encouraged to apply as non-voting liaisons for a semester at a time. 			
TERMS Members may be appointed for two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.			
MEETINGS The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will			

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TITLE: Terms of Reference Parks and Recreation Advisory Committee	NO. ADMIN - 51
be in accordance with the Council Procedure Bylaw.	

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Special Council



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: February 4, 2009 **REPORT NO.** EPW 09-010
TO: Tom Day, Chief Administrative Officer
FROM: Gilbert Coté, Director of Engineering & Public Works
SUBJECT: **Craigflower Road Corridor Upgrading Phase 2 - Agreement**

RECOMMENDATION:

That Council authorize the execution of the Funding Agreement between the Township of Esquimalt and Union of British Columbia Municipalities for the Craigflower Road Corridor Upgrades Phase 2 project.

Background

On January 29, 2009 the municipality received the Funding Agreement between the Township of Esquimalt and the UBCM. The Craigflower Road Phase 2 project is funded by the Gas Tax Fund Transfer Payment Program Agreement between the Federal Government, the Province and the Union of British Columbia Municipalities (UBCM). The UBCM is responsible for delivering Federal Gas Tax funding in BC. One of several programs administered by the UBCM under the Federal Gas Tax funding is the General Strategic Priorities Fund (GSPF). The Craigflower Road Phase 2 project was approved under the GSPF. The funding amount is \$4,979,000.

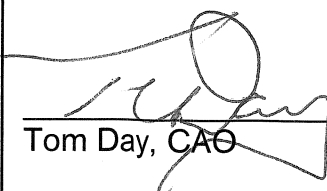
The Agreement must be executed by the municipality and a resolution from Council to this effect is required.

Under the Agreement, work must start in March 2009 and be completed by December 2010. Design activities are considered an item of work under this program. The procurement process for the selection of an engineering consultant is under way and a recommendation to Council to this effect is scheduled for the meeting of March 16, 2009

Submitted by:



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

Approved for Council's consideration:


Tom Day, CAO
Feb 5/09