



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Tuesday, May 19, 2009
7:00 p.m.
Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **PRESENTATION**

- (1) Mayor's Appreciation – Inspector Les Sylven
- (2) Dwayne Kalynchuk, Capital Regional District, Core Area / West Shore Wastewater Treatment Project Pg. 1

5. **MINUTES**

- (1) Minutes of the Regular Meeting of Council, May 4, 2009 Pg. 2 – 10
- (2) Minutes of the Special Meeting of Council, May 11, 2009 Pg. 11 – 13
- (3) Minutes of the Special Meeting of Council, May 13, 2009 Pg. 14 – 16

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

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

7. **STAFF REPORTS**

Engineering and Public Works

- (1) Admirals Colville Intersection, Staff Report No. EPW-09-015 Pg. 17 – 20
- (2) Asphalt Grinder, Staff Report No. EPW-09-017 Pg. 21

Finance

- (3) Local Grant Application, Staff Report No. FIN-09-013 Pg. 22 – 37
- (4) Save-On Foods Memorial Centre, Staff Report No. FIN-09-014 Pg. 38 – 43

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

- (1) Report from Councillor Brame, Re: Victoria Family Court and Youth Justice Committee Update Pg. 44 – 66

9. **REPORTS FROM COMMITTEES**

- (1) Committee of the Whole Report, May 11, 2009 Pg. 67
[Motion to approve the recommendations]

(2) Draft minutes of the Advisory Planning Commission meeting, April 21, 2009 Pg 68 – 72

(3) Minutes of the Access Awareness Committee meeting, April 22, 2009 Pg. 73 – 76

10. COMMUNICATIONS

(1) Letter from Elizabeth Adams, dated April 28, 2009, Re: Condition of Esquimalt Road between Macaulay Street and Head Street Pg. 77

(2) Letter from Mayor Dean Fortin, City of Victoria, dated April 29, 2009, Re: Secondary Suites Pg. 78 – 82

(3) Email from the Capital Regional District, dated May 5, 2009, Re: CRD Requisition – Meeting with Council Pg. 83 – 86

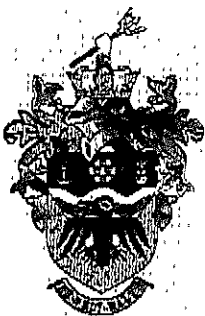
(4) Letter from Esquimalt Neighbourhood House, dated May 6, 2009, Re: Letter of Appreciation Pg. 87

(5) Letter from the Capital Regional District Environment Committee, dated May 7, 2009, Re: Millstream Site Remediation – Invitation to Participate in Subcommittee Pg. 88 – 91

11. PUBLIC QUESTION AND COMMENT PERIOD

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

12. ADJOURNMENT



Corporation of the Township of Esquimalt

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RECEIVED

APR 28 2009

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

APPLICATION TO MAKE PRESENTATION TO THE MUNICIPAL COUNCIL

Agenda Presentation

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: Tuesday 19 May 2009

NAME: Dwayne Kalynchuk, Project Director, Wastewater Treatment

ORGANIZATION: Capital Regional District

ADDRESS: _____

TELEPHONE: _____ FAX: _____

REASONS FOR APPEARING: _____
To update the council and answer questions on the status of the Core Area / West Shore Wastewater Treatment Project.

I respectfully request 15 minutes of the Council's time (10 min PowerPoint and 5 min to answer questions).

Thank you.

April 28, 2009
Date

[Signature]
Signature



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
REGULAR MEETING
OF MUNICIPAL COUNCIL
MONDAY, MAY 4, 2009
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
G. Coté, Director of Engineering and Public Works
B. Snyder, Director of Development Services
A. Katschor, Acting Director of Parks and Recreation
P. Mulcahy, Human Resources Manager
M. Lagoa, Manager of Communications and Sustainability
D. Knight, Executive Assistant (recorder)

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

Late agenda item added under Item 9. Unfinished Business
(2) Police Budget

3. **APPROVAL OF THE AGENDA**

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

4. **PRESENTATION**

- (1) Dr. Richard Stanwick and Dr. Murray Fyfe, VIHA – Harm Reduction Briefing for Municipalities and Local Governments

Dr. Richard Stanwick presented a PowerPoint on Harm Reduction. Key points in the presentation included:

- Principles of harm reduction;
- Opportunities for engagement;
- Reducing harm to users and the rest of the community;
- Council requested a copy of the presentation;
- Everyone has a role to play.

He acknowledged that he is looking forward to a very productive relationship with the Township of Esquimalt.

Dr. Stanwick introduced Dr. Murray Fyfe. Dr. Fyfe advised that harm reduction is a full spectrum, from prevention, working with kids, treatment and rehabilitation.

Moved by Councillor Hundleby, seconded by Councillor Garrison to allow conversation between Dr. Richard Stanwick and Council.
The motion **CARRIED**.

Comments from Council include:

- Why aren't those doing drugs charged;
- We share a common goal and should work collectively with VIHA;
- A copy of the PowerPoint presentation will be distributed to Council.

- (2) Mark McLaughlin, Crystal Meth Society of BC – Drug Prevention Program

Mr. McLaughlin reviewed a PowerPoint Presentation and played a DVD on Crystal Meth and the impact on society. He requested support in the amount of \$2500 to continue work on drug

prevention and delivery of drug prevention program to local schools. Mr. McLaughlin will submit a Local Grant Application.

5. MINUTES

(1) Minutes of the Regular Meeting of Council, April 20, 2009

It was noted that under section 9, paragraph 3 of the minutes the second sentence should read "Councillor Garrison suggested that a voluntary code of conduct be established by businesses."

Moved by Councillor Hundleby, seconded by Councillor Garrison that the Minutes of the Regular Meeting of Council, April 20, 2009 as corrected be adopted.

The motion **CARRIED**.

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

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

Rod Lavergne, 45 Fraser Street, spoke on Item 13 (4). He expressed concern that the practice of putting up a tree in a municipal setting may be precedent setting, how long would it be there and who will maintain it. He also recommended that Item 14 and Item 15 be reversed so he could comment on the Rise and Report.

Muriel Dunn, 1193 Old Esquimalt Road, was happy to see information on Twinning on the agenda. She does not feel there is enough interest to spend money on Twinning.

7. HEARING

(1) Development Permit, 513 Sturdee Street

(a) Notice of Hearing

(b) Background Information – Available for Viewing Separately
• Staff Report No. DEV-09-021

PUBLIC INPUT

Deborah Waits, Wood Street, expressed concerns with proposed density, parking and loss of her view if the development is approved.

ADJOURNMENT OF HEARING

8. HEARING STAFF REPORT

(1) Hearing for Development Permit, 513 Sturdee Street, [Lot 53, Suburban Lot 53, Esquimalt District, Plan 2854], Staff Report No. DEV-09-023

The Director of Development Services noted that this property is quite small and the developer has created a unique proposal for

this site. There are five variances that staff feel are supportable.

Mr. Glenn Davies, Applicant, voiced appreciation for municipal staff in looking at development applications on a case by case basis.

Moved by Councillor Hundleby, seconded by Councillor Brame that the application for a Development Permit, limiting the form and character of development to that shown on architectural plans prepared by 3 Metro Urban Design and Development, stamped "Received March 10, 2009" and on the landscape plan prepared by Duane Ensing Landscape Design, stamped "Received April 7, 2009", and including the following variances to Zoning Bylaw No. 2050 be approved, issued and registered on the title of Lot 53, Suburban Lot 53, Esquimalt District, Plan 2854 [513 Sturdee Street].

Section 38(5) – Floor Area – a 30 square metre reduction to the minimum floor area of the first storey of the Principal Building from 88 square metres to 58 square metres.

Section 38(7) – Building Width – a 1.1 metre reduction to the minimum width of any Two Family Dwelling from 7 metres to 5.9 metres.

Section 38(9)(a)(ii) – Siting Requirements – Principal Building – a 0.6 metre reduction to the Interior Side Setback from 1.5 metres to 0.9 metres.

Section 38(9)(a)(ii) – Siting Requirements – Principal Building – a 1.3 metre reduction to the Exterior Side Setback from 3.6 metres to 2.3 metres.

Section 38(9)(b)(ii) – Siting Requirements – Accessory Building – a 0.7 metre reduction to the Exterior Side Setback from 3.6 metres to 2.9 metres.

The motion **CARRIED**.

8. UNFINISHED BUSINESS

- (1) From the Regular Committee of the Whole Meeting, April 20, 2009
 - (a) Kim Bellefontaine, Sewage Treatment Action Group Delegation, Re: Resident Concerns with Community Engagement on Sewage Treatment Planning

Mayor Desjardins noted that she has requested further consultation from the CRD and that Esquimalt and Colwood are both lacking consultation on this issue.

(b) Police Budget

Council made the following comments:

- Have tried to embark on a new system for resolving budget issues;
- Want community to know that Council is not happy with this budget and will continue to address this issue;
- Police Chief and Comptroller were here and willing to speak and commit to working with Esquimalt
- Are we getting value for cost
- Encouraged that dialogue is happening
- Need to send clear message that we want input on police budget
- Audit process has started
- Have requested some change in Board procedure

Moved by Councillor Garrison, seconded by Councillor Hundleby that Council instruct staff to reduce Esquimalt's contribution to the Police Budget by \$1.00.

The motion **CARRIED**.

Recess was called at 8:25 p.m.

Meeting reconvened at 8:30 p.m

10.

STAFF REPORTS

Parks and Recreation

- (1) Building Canada Fund – Communities Component, Staff Report No. P&R-09-018

The Acting Director of Parks and Recreation requested endorsement of a grant to construct a new all accessible playground in Memorial Park. There is a design for the playground but two more bids are still required. It is a Leeds certified playground and there is lots of interest in the community for this structure.

Moved by Councillor Linge, seconded by Councillor Hundleby that Council endorse the British Columbia Building Canada Fund grant application for a new all accessible playground in Memorial Park.

The motion **CARRIED**.

Administration

- (2) Twinning Opportunities – Online Poll Results, Staff Report No. ADM-09-023

The Manager of Communications and Sustainability brought forward a recommendation that Council not review Twinning at this time. Public input was received through a survey on the municipal website.

Terry Milne spoke on this subject. He did not receive enough notification that this topic was being brought before Council. He would like more opportunity to inform the community about the proposal and requested that Council not make a decision today to support this initiative. It may be considered with the Navy's 100th Centennial next year.

Comments from Council include:

- Twinning is a positive step for the community;
- Would like to see the door open to consider both Mexico and Japan;
- Bruce McIlldoon volunteered himself and Councillor Linge to work on this initiative;
- Concerns were raised with costs, resources and staff time;
- Suggestion made that Council would like to see this initiative come forward from the community.

Moved by Councillor McIlldoon, seconded by Councillor Brame that Council receive this report for information and refer it to the first COTW meeting in July.

The motion **CARRIED**.

Development Services

- (3) Rezoning and Development Permit, 934 and 936 Craigflower Road, [Lot B, Section 10, Esquimalt District, Plan 326] and [Lot PT 8, Section 10, Esquimalt District Plan 6650, lying southerly of a boundary parallel to and perpendicularly distant 120 feet from the northerly boundary of said lot.], Staff Report No. DEV-09-024

The Director of Development Services reported that this Zoning and Development Permit has been before COTW and Advisory Planning Committee and the design ties in with existing properties in the area.

Moved by Councillor Linge, seconded by Councillor Hundleby that:

1. Bylaw No. 2706, which would amend Zoning Bylaw No. 2050 by changing the zoning designation of 934 Craigflower Road and 936 Craigflower Road [Lot B, Section 10, Esquimalt District, Plan 326 and Lot PT 8, Section 10, Esquimalt District, Plan 6650, lying southerly of a boundary parallel to and perpendicularly distant 120 feet from the northerly boundary of said lot] shown cross-hatched on Schedule 'A' of the amending bylaw from RD-3 [Two Family/ Single Family Residential] to CD No. 68 [Comprehensive Development District No. 68], be given first and second reading; and
2. A Public Hearing be scheduled; and
3. Prior to a Public Hearing, a draft Development Permit limiting the form and character of the proposed development as

shown on the project data and site plans stamped "Received April 7, 2009", and architectural plans stamped "Received August 21, 2008"; prepared by Herbert H. Kwan Architect and the landscape plan prepared by Lombard North Group, stamped "Received August 21, 2008" be returned to Council for consideration.

The motion **CARRIED**.

Engineering and Public Works

- (4) Impact of E & N Trail on Railway Crossings, Staff Report No. EPW-09-016

The Director of Engineering and Public Works reviewed the staff report on the impact of the E&N Trail on railway crossings and expressed concern that the crossings will need improvements if the train runs more frequently. The CRD has agreed to examine the railway crossings in Esquimalt and will provide the municipality with a more detailed cost analysis.

Moved by Councillor Brame, seconded by Councillor Garrison that Council receives Staff Report No. EPW-09-016 for information.

The motion **CARRIED**.

Finance

- (5) Local and Social Services Grant – Report from Local Grant Committee, Staff Report No. FIN-09-009

Comments from Council include:

- need to let grant applicants know that the municipality also contributes in other ways such as policing;
- applicants commended the Local Grant Committee on a great evening, very responsive group;
- commends the Local Grant Committee that L'Ecole Brodeur is included in the policy.

Moved by Councillor Linge, seconded by Councillor Brame that:

1. Grants in the amount of \$80,914 as set out on the attached schedule be approved by Council.
 2. Esquimalt's grant to the four Social Services agencies be increased to \$10,561 in total, pursuant to the 2009 Intermunicipal Formula as indicated on the attached schedule.
 3. Wherever appropriate, advise applicants that the Township of Esquimalt provides "in kind" contribution by payment of joint costs such as policing.
- (6) Acceleration of Community Works Funding, Staff Report No. FIN-09-010

Moved by Councillor Brame, seconded by Councillor Gaul that Council receive Acceleration of Community Works Funding, Staff Report No. FIN-09-010 for information.
The motion **CARRIED**.

11. MAYOR'S AND COUNCILLORS' REPORTS

There were no Reports.

12. REPORTS FROM COMMITTEES

- (1) Draft minutes of the Arts, Culture and Special Events Advisory Committee meeting, April 1, 2009

Moved by Councillor Garrison, seconded by Councillor Brame that the draft minutes from the Arts, Culture and Special Events Advisory Committee meeting, April 1, 2009 be received.
The motion **CARRIED**.

13. COMMUNICATIONS

- (1) Letter from Federation of Canadian Municipalities, dated February 19, 2009, Re: 2009 Annual Conference

Mayor Desjardins requested approval from Council to apply as the British Columbia Director for FCM. She feels it would be beneficial to the community if she were more involved with FCM.

Council did raise some concerns about the costs incurred with becoming a Director for FCM and where they would come from.

Moved by Councillor Linge, seconded by Councillor Gaul to allow Mayor Desjardins to apply to FCM as a Director.
The motion **CARRIED**.

- (2) Letter from Ambulance Paramedics of British Columbia, dated April 15, 2009, Re: Support of Ambulance Emergency Response Services

Moved by Councillor Brame, seconded by Councillor Hundleby that the letter from Ambulance Paramedics of British Columbia, dated April 15, 2009, Re: Support of Ambulance Emergency Response Services be received.
The motion **CARRIED**.

- (3) Letter from Municipal Finance Authority, dated April 20, 2009, Re: MFA Program Dividends

Moved by Councillor Brame, seconded by Councillor Hundleby that the letter from Municipal Finance Authority, dated April 20, 2009, Re: MFA Program Dividends be received.
The motion **CARRIED**.

- (4) Letter from Esquimalt Neighbourhood House, dated April 27, 2009, Re: Request to Place a Decorated Christmas Tree in a Municipal Building

Council agreed to allow Esquimalt Neighbourhood House to place a decorated Christmas Tree in a Municipal Building.

14. PUBLIC QUESTION AND COMMENT PERIOD

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

There were none.

15. RISE AND REPORT

Mayor Desjardins gave a verbal report on the decision to restructure the Esquimalt Fire Department and made the following points:

- no plans to amalgamate;
- proud of the high quality of services provided by our Fire Department;
- the restructure will continue to provide effective service delivery and reflects the organizations of comparable fire departments;
- will ensure that our firefighters continue to be highly trained;
- discussions have been held *In Camera* because of Collective Agreement issues;
- there will be no contracting out of services, reduction in services or layoffs.

16. MOTION TO GO IN CAMERA

- (1) Moved by Councillor Brame, seconded by Councillor Hundleby to go *In Camera* pursuant to Section 90 of the *Community Charter* to discuss labour relations and other employee relations, pursuant to Section 90 (1) (c) and that the general public be excluded.

The motion **CARRIED**.

17. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby that the meeting be adjourned at 10:45 p.m.

The motion **CARRIED**.

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

CERTIFIED CORRECT

LAURIE HURST
A/CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
MONDAY, MAY 11, 2009
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: L. Hurst, Acting Chief Administrative Officer
P. Mulcahy, Human Resources Manager
D. Knight, Executive Assistant (recorder)

1. **CALL TO ORDER**

Mayor Desjardins called the meeting to order at 8:07 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

4. **2009 FINANCIAL PLAN**
(1) PUBLIC INPUT

Gloria Edwards, 1240 Bewdley, made the following comments on the budget: her understanding was that the amalgamation of the Police Department would reduce the amount spent; does not agree with spending \$10,000 on a consultant to assess sidewalks or \$40,000 on two fire vehicles for staff to drive to and from work. She stated that more people would attend Council meetings if they were later and the rumour was that the Fire Department restructure would save \$60,000.

(2) STAFF REPORT
Finance

- (1) Financial Plan 2009 to 2013 and Property Tax Rates 2009, Staff Report No. FIN-09-012

Moved by Councillor Hundleby, seconded by Councillor Linge that Financial Plan Bylaw, 2009, No. 2709 and Tax Rates Bylaw, 2009, No. 2710 be given 1st, 2nd and 3rd reading.
The motion **CARRIED**.

5. **MOTION TO GO IN CAMERA**

- (1) Moved by Councillor Hundleby, seconded by Councillor Brame to go *In Camera* pursuant to Section 90 of the *Community Charter* to discuss labour relations and other employee relations, pursuant to Section 90 (1) (c) and that the general public be excluded.
The motion **CARRIED**.

6. **ADJOURNMENT**

Moved by Councillor Hundleby, seconded by Councillor Linge that the meeting be adjourned at 9:52 p.m.
The motion **CARRIED**.

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

CERTIFIED CORRECT

LAURIE HURST
A/CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
WEDNESDAY, MAY 13, 2009
5:45 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: L. Hurst, Acting Chief Administrative Officer
P. Mulcahy, Human Resources Manager
P. Nelson, Fire Chief
D. Knight, Executive Assistant (recorder)

1. **CALL TO ORDER**

Mayor Desjardins called the meeting to order at 5:45 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Gaul, seconded by Councillor Brame that the agenda be approved.
The motion **CARRIED**.

4. **STAFF REPORT**

Parks and Recreation

- (1) ABSC Grant Application Resolution, Staff Report No. P&R-09-019

Moved by Councillor Brame, seconded by Councillor Gaul that Council authorize the submission of a grant application under the British Columbia Building Canada Fund for the Archie Browning Sports Centre Upgrade and further, that the Township of Esquimalt is responsible for \$664,000 of project eligible costs and all of the ineligible costs to be funded from the Capital Project Reserve Fund.
The motion **CARRIED**.

5. **BYLAWS**

For Adoption

- (1) Financial Plan Bylaw, 2009, No. 2709

Moved by Councillor Hundleby, seconded by Councillor Brame that Financial Plan Bylaw, 2009, No. 2709 be adopted.
The motion **CARRIED**.

- (2) Tax Rates Bylaw, 2009, No.2710

Moved by Councillor Brame, seconded by Councillor Garrison that Tax Rates Bylaw, 2009, No. 2710 be adopted.
The motion **CARRIED**

6. **MOTION TO GO IN CAMERA**

- (1) Moved by Councillor Hundleby, seconded by Councillor Brame to go *In Camera* pursuant to Section 90 of the *Community Charter* to discuss labour relations and other employee relations and negotiations and related discussions respecting the

proposed provision of a municipal service, pursuant to Section 90 (1) (c) and (k) and that the general public be excluded.
The motion **CARRIED**.

7. **ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Hundleby that the meeting be adjourned at 8:08 p.m.
The motion **CARRIED**.

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

CERTIFIED CORRECT

LAURIE HURST
A/CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

DATE: May 13, 2009 **REPORT NO.** EPW 09-015
TO: Laurie Hurst, Acting Chief Administrative Officer
FROM: Gilbert Coté, Director of Engineering & Public Works
SUBJECT: Admirals Colville Intersection

RECOMMENDATION:

That Council authorize staff to proceed with the project including the replacement of the tracks, the installation of the train signals and gates, the relocation of the utilities and to tender the road work.

PROJECT COST

This detailed design for the project has reached the 85% stage on April 15, 2009 and the project cost estimate was updated. An earlier cost estimate was prepared in November 2009 when the project had reached the 50% design stage. The two cost estimates are summarized in the following table. The GST is not included in Table 1.

Table 1
Comparison of Cost Estimates for Admirals/Colville Intersection Upgrade

| | Description | Nov 2008 | April 2009 |
|----|---|--------------------|--------------------|
| 1 | General | \$127,000 | \$147,000 |
| 2 | Removals | \$101,840 | \$125,415 |
| 3 | Earthworks | \$52,900 | \$52,400 |
| 4 | Road works | \$671,170 | \$733,805 |
| 5 | Drainage | \$143,440 | \$286,662 |
| 6 | Utilities Relocation including Telus and BC Hydro | \$242,450 | \$316,050 |
| 7 | Replacement of tracks – <i>work done by Southern Rail</i> | \$384,150 | \$495,400 |
| 8 | Traffic signals and lighting | \$468,280 | \$457,274 |
| 9 | Rail signals – <i>work done by Southern Rail</i> | \$565,500 | \$785,700 |
| 10 | Landscaping and irrigation | \$48,040 | \$41,540 |
| | Sub-Total | \$2,494,550 | \$3,441,246 |
| 11 | Contingency | \$589,002 | \$344,124 |

| | | | |
|----|--|--------------------|--------------------|
| 12 | Engineering (design & construction services) | \$339,377 | \$339,377 |
| 13 | Other professional and inspection fees | \$101,851 | \$101,813 |
| 14 | Allowance for land acquisition (3 parcels) | \$100,000 | \$125,000 |
| | TOTAL ESTIMATED PROJECT COST | \$3,935,000 | \$4,351,560 |

From November 2008 to May 2009, the cost of the project has increased by \$417,000. The main reasons for this increase include:

- The cost of replacing the tracks across the intersection has increased by \$110,000 and the cost of the train signals has gone up by \$220,000. This work will be carried out by Southern Rail and the municipality has no control over these expenditures. Southern Rail has indicated that most of the equipment comes from the US and the drop in the value of the Canadian dollar has affected the price. Also the width of the intersection has increased in order to accommodate the large truck movements, improve the safety of the sidewalk and the bike lane crossing over the tracks.
- Drainage – The storm drain pipes were inspected with CCTV and \$31,000 of pipe replacement was added to the project. Also the intersection is very flat and drainage is poor. The consultant has recommended placing continuous grating along each side of the track. This has contributed to the cost increase in drainage work from \$143,000 to \$287,000.
- The cost of relocating utilities including Telus, BC Hydro and the watermain has now been finalized and these prices have increased from \$242,000 to \$316,000.

The contingency can be reduced as the design progresses. At the 50% design stage, the contingency was set at 20% and is now reduced to 10% since there is more certainty in the quantities. However the significant increase in railway and others cost exceeded the amount set aside in the 20% contingency allowance.

In order to deal with the potential cost overrun, the following measures are proposed:

1. Reduce scope of work - This includes reducing the thickness of asphalt by 12 mm, eliminating new asphalt in some areas, reducing the scope of landscaping and other minor changes, the cost estimate can be reduced by \$150,000. The estimated project cost would be reduced to \$4,200,000.
2. Increasing the budget by \$265,000 from \$3,935,000 to \$4,200,000 as follows:
 - a. DND will contribute 60% of the project cost up to \$4,000,000. A \$65,000 increase in the budget from \$3,935,000 to \$4,000,000 would require an additional contribution of \$22,000 from the municipality. This amount would be transferred from another capital budget item.
 - b. The CRD has indicated verbally they will contribute \$200,000 towards the cost of the project since the pedestrian crosswalk provided as part of the road upgrade will also allow the safe crossing of Admirals Road by the users of the E&N Trail. A memorandum of understanding is under preparation.

The project cost will be established with more certainty once the tenders for the road work have been received. Construction costs for road work have experienced a significant drop as experienced on Craigflower Road. Some of the anticipated reduction in cost has been included in the revised estimate but it is possible that tenders will be lower than the estimated cost. It should also be noted that the above estimated cost includes a 10% contingency.

Should the lowest tender come in lower than the estimated cost, it would be possible to re-instate some or all of the work valued at \$150,000 and that is under consideration to be deleted from the project.

RESPONSIBILITIES FOR EXECUTING WORK

The municipality will be responsible for hiring a contractor to carry out the roadwork and the installation of the traffic light. Southern Rail will be responsible for replacing the tracks across the intersection and for the installation of the train signals and gates. The work done by Southern Rail is estimated at \$1,281,100 plus GST. The delivery period for the tracks is two months while it will take six to seven months to receive the materials for train signal and gates. It is proposed to start the bulk of road work after the tracks have been replaced and to install the train signals and gates after the road work has been substantially completed.

Before the road work can proceed, utilities owned by BC Hydro and Telus have to be relocated at a cost of \$12,352 and \$136,406 respectively. Both utilities require that the municipality pay these sums upfront. Southern Rail requires a deposit of \$895,300 plus GST for the cost of the material before orders are placed.

PROPOSED SCHEDULE

The following sequence is proposed for construction work

1. Relocation of utilities by Telus and BC Hydro
2. Replacement of the tracks across the intersection by Southern Rail
3. Road work and installation of the traffic light by the contractor to be hired by municipality
4. Installation of train signals and gates by Southern Rail

The proposed schedule is as follows:

- | | |
|--|-----------------------------------|
| ○ Issue Purchase Order to Southern Rail | May 20 |
| ○ Issue Purchase Orders to BC Hydro and Telus | May 20 |
| ○ Tendering period for road work and traffic light | May 27 to June 17 |
| ○ Contract award by Council | July 6 or July 13 |
| ○ Relocation of tracks | End of July/Early August (6 days) |
| ○ Road work | August to November 2009 |
| ○ Train signals and gates | November-December 2009 |

BUDGET TRANSFER

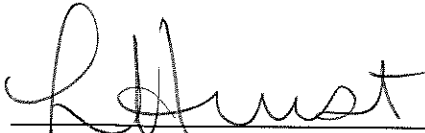
As indicated above, it may be necessary to reallocate budget items for the sum of \$22,000 in order to maximize the funding from DND. It is proposed to carry out budget reallocation once the tenders have been opened and the project cost has been confirmed. Potential items where the sum of \$22,000 could be taken from include minor extensions and replacement of storm sewers and right-of-way acquisition.

Submitted by:



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

**Approved for Council's
consideration:**



Laurie Hurst, Acting 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: May 13, 2009 **REPORT NO.** EPW 09-017
TO: Laurie Hurst, Acting Chief Administrative Officer
FROM: Gilbert Coté, Director of Engineering & Public Works
SUBJECT: Asphalt Grinder

RECOMMENDATION:

That Council approve the re-allocation of \$13,500 in the capital budget in order to purchase an asphalt grinder.


BACKGROUND

An asphalt grinder was ordered in October 2008 and delivered in April 2009. The cost of the equipment is \$13,500 plus the GST. Public Works must typically rent an asphalt grinder at a cost of \$6,000 when carrying out asphalt patching each summer. When this equipment was ordered in 2008, it was not approved as a capital budget item nor has it been included in the 2009 budget. In order to fund this equipment it is proposed to re-allocate budget items as follows:

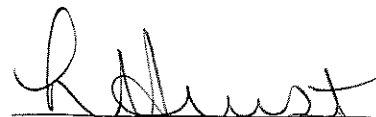
| From Account Number | Description | Amount | Remarks |
|-------------------------|---|---------|-------------------------------------|
| 10.28.282.053.C307.7902 | Conversion of existing Trailer to spill response trailer | \$3,500 | Postpone until 2010 |
| 10.28.282.053.C307.7909 | New pick-up truck for solid waste collection (5-year MFA lease) | \$6,000 | No longer needed |
| 10.28.282.053.C307.7905 | Canteen yard drop-off | \$4,000 | Repairs paid by yard waste operator |

| To Account Number | Description | Amount | Remarks |
|-------------------------|-----------------|----------|---------|
| 10.28.282.053.C307.7902 | Asphalt grinder | \$13,500 | |

Submitted by:



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

Approved for Council's consideration:


Laurie Hurst, Acting 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

STAFF REPORT

DATE: May 13, 2009 **REPORT NO. FIN-09-013**
TO: Mayor and Council
FROM Laurie Hurst, Director of Financial Services
SUBJECT: **Local Grant Applications**

RECOMMENDATIONS:

It is accepted procedure that staff do not make recommendations on local grant funding applications. Options available to Council are listed under **ALTERNATIVES**.

BACKGROUND:

The 2009 budget for local grants is \$80,919. The Local Grant Committee, consisting of Councillors Linge, McIlldoon and Brame, held a special meeting on Wednesday, April 12, 2009 and recommended to Council that grants totalling \$80,914 be approved leaving a balance of \$8,995 unallocated for future requests. Council resolved as recommended.

DISCUSSION:

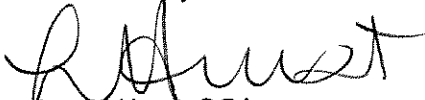
Attached are applications for funding from Crystal Meth Society and Oceans Day Festival Society (additional material has been submitted by Oceans Day via DVD and is in the Council reader file for review). The grant requests are for \$3,500 and \$5,000 respectively. This application falls within the parameters for use of local grant funding.

Approval of these requests would leave a balance of \$495 available for the remainder of 2009.

ALTERNATIVES:

1. Approve funding in full.
2. Approve funding in part.
3. Deny funding.

Submitted by:


Laurie Hurst, CGA
Director of Financial Services

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

RECEIVED

LOCAL GRANT APPLICATION

✓ Laurie

MAY 12 2009

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Name of Organization: Crystal Meth Society of BC
Address of Organization: # 550-2950 Douglas St.
Victoria BC V8T 4N4

Phone: 250-744-4111 Fax: 250-382-7716 e-mail: mark@crystalmethbc.ca

Contact Person: Mark McLaughlin

Position(s) with Organization: Executive Director Phone: 250-744-4111

Amount Requested: \$ Total Project Budget: \$

Have you applied before? yes When? 2006 Grant Received: \$10,000 via UBCM

Have you submitted a final report? Yes No

Fiscal year of organization: From April 1 To March 31

Are you currently receiving benefit from a Property Tax Exemption from the Township of Esquimalt? Yes No

Incorporation number and date of incorporation: 5-49140 Date May 13/05

Registered Canadian Charitable Organization number: # 835402140
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Describe your organization, its mandate and program(s):

The Crystal Meth Society of BC works to stem the harms arising from street drugs in general and Crystal Meth in particular through preventative education. We deliver school shows in the daytime, community hall presentations in the evenings & work with media throughout to raise awareness in the community upon this topic.

Describe the project for which funds are being sought. Please indicate why you think it should receive municipal funding. Feel free to use additional sheets of paper.

Project Description: Preventative drugs education in schools in the municipality - Drug Awareness 101 for Elementary schools Grades 4-5. 'Be Crystal Clear' meth info show for Grades 6-12.

Purpose of this project: Stem the harms arising from street drug use by students. Teach awareness and refusal skills so that youth may be "forewarned and forearmed". Engage youth participation via volunteerism and peer counselling.

The names of those involved in carrying out the project: Ruth McLaughlin, U.Vic. student Ashley Horton, Camosun Co-op students Hayley Macdonald & Kryste Cummings, Society Board members Lynda Scott-Polson, Mark McLaughlin

Date and Place of Project: May 25th 2009 - June 2010
Esquimalt Municipality Schools: Esquimalt Highschool, L'École Brodeur, Shoreline Community school, Rockheights, Lampson, Macauley and Craigflower Elementary schools

Benefit to Esquimalt: - Children & families benefit from clearer understanding of the addiction cycle associated with meth use.
- Community benefits from reduced costs associated with policing, city maintenance crews clean up, fire dept. attendance associated with drug lab fires.
- Municipality benefits by showing proactive leadership to help protect citizens against a danger in the community.

BUDGET

Please give details on revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

| REVENUE (Please state source) | | EXPENDITURE (Please itemize) | |
|----------------------------------|--------|---|-----------|
| Description | Amount | Description | Amount |
| SECURE | | 4 Elementary Schools @ \$250 ea | \$1000.00 |
| | | | |
| | | 3 Middle & Highschool @ \$300 ea | 900.00 |
| | | | |
| Subtotal | | 1 Public evening meeting @ \$1000 facility rental, literature & advertising | \$1000.00 |
| SPECULATIVE | | | |
| | | 1 Train the Trainer cycle @ \$600.00 | 600.00 |
| | | | |
| Subtotal | | | |
| TOTAL | | TOTAL | \$ 3,500 |

Authorized Signature: Mark McLaughlin Date: May 8th 2009

Please enclose your last annual report and financial statements, if applicable. Include any supporting material that would assist the Corporate Administrator in assessing your project.

Please mail or fax this application to:

Corporate Administrator
 Corporation of the Township of Esquimalt
 1229 Esquimalt Road
 Esquimalt, BC
 V9A 3P1

Phone: 414-7100
 Fax: 414-7111

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Grant Thornton

Financial Statements

Crystal Meth Society of BC

March 31, 2008

Contents

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|------------------------------------|------|
| Review Engagement Report | 1 |
| Statement of Operations | 2 |
| Statement of Changes in Net Assets | 3 |
| Statement of Financial Position | 4 |
| Notes to the Financial Statements | 5-7 |

Review engagement report

Grant Thornton LLP
3rd Floor
888 Fort Street
Victoria, BC
V8W 1H8
T (250) 383-4191
F (250) 381-4623
www.GrantThornton.ca

To the board of directors of
Crystal Meth Society of BC

We have reviewed the statement of financial position of Crystal Meth Society of BC as at March 31, 2008 and the statements of operations and changes in net assets for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Victoria, Canada
June 17, 2008

Grant Thornton LLP

Chartered accountants

Crystal Meth Society of BC

Statement of Operations

| (Unaudited) | Year Ended March 31, 2008 | Ten Months Ended March 31, 2007 |
|---|------------------------------|------------------------------------|
| Revenue | | |
| Government funding | | |
| Provincial | \$ 60,000 | \$ 10,000 |
| Municipal | 6,510 | 25,000 |
| Donations | 73,296 | 20,148 |
| Fundraising | | |
| Workshop revenues | 1,865 | 3,265 |
| Sales | 5,640 | 10,204 |
| Raffle | 10,000 | - |
| Interest and other income | <u>1,470</u> | <u>169</u> |
| | <u>158,781</u> | <u>68,786</u> |
| Expenses | | |
| Accounting and legal | 9,268 | 4,188 |
| Advertising | 803 | 9,772 |
| Amortization | 929 | 846 |
| Automotive | 1,119 | 1,842 |
| Consulting | 30,000 | 7,100 |
| Courier, postage and freight | 481 | 709 |
| Dues, licences and memberships | 130 | 645 |
| Equipment lease | 1,538 | - |
| Insurance | 1,790 | 469 |
| Interest and bank charges | 243 | 203 |
| Office, website and miscellaneous | 3,205 | 3,187 |
| Purchases and program costs | 20,200 | 6,544 |
| Repairs and maintenance | 45 | 140 |
| Rent | 3,810 | 318 |
| Special presentations and research projects | 7,683 | 3,134 |
| Supplies | 2,055 | 279 |
| Telephone | 3,853 | 981 |
| Training | 1,203 | 610 |
| Travel | 26,398 | 3,314 |
| Workshop honoraria | <u>16,169</u> | <u>4,619</u> |
| | <u>130,922</u> | <u>48,900</u> |
| Excess of revenue over expenses | <u>\$ 27,859</u> | <u>\$ 19,886</u> |

See accompanying notes to the financial statements.

Crystal Meth Society of BC
Statement of Changes in Net Assets

March 31
(Unaudited)

2008

2007

| | | |
|---------------------------------|------------------|------------------|
| Balance, beginning of year | \$ 28,610 | \$ 8,724 |
| Excess of revenue over expenses | <u>27,859</u> | <u>19,886</u> |
| Balance, end of year | <u>\$ 56,469</u> | <u>\$ 28,610</u> |

See accompanying notes to the financial statements.

Crystal Meth Society of BC

Statement of Financial Position

March 31
(Unaudited)

2008

2007

| Assets | | |
|--------------------------------|------------------|------------------|
| Current | | |
| Cash | \$ 8,534 | \$ 36,753 |
| Funding receivable (Note 3) | 50,000 | 10,000 |
| Inventory | 1,242 | 740 |
| Prepays and advances | <u>791</u> | <u>10,281</u> |
| | 60,567 | 57,774 |
| Capital assets (Note 4) | <u>2,515</u> | <u>2,180</u> |
| | \$ <u>63,082</u> | \$ <u>59,954</u> |
| Liabilities | | |
| Current | | |
| Payables and accruals | \$ 6,613 | \$ 6,344 |
| Deferred contribution (Note 5) | <u>-</u> | <u>25,000</u> |
| | 6,613 | 31,344 |
| Net Assets | <u>56,469</u> | <u>28,610</u> |
| | \$ <u>63,082</u> | \$ <u>59,954</u> |

On behalf of the Board

_____ Director _____ Director

See accompanying notes to the financial statements.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**LOCAL GRANT
APPLICATION**

Name of Organization: **Oceans Day Festival Society**

Address of Organization: **1343 Vining Street
Victoria, BC V8R 1P5**

Phone: **250-385-5149** Fax: **N/A** E-mail: **ecallo@shaw.ca**

Contact Person: **Esther Callo**

Position(s) with Organization: **President** Phone: **250-385-5149**

Amount Requested: **\$5,000** Total Project Budget: **\$14,810**

Have you applied before? **No** When? **N/A** Grant Received: **N/A**

Have you submitted a final report? **N/A**

Fiscal year of organization: From April 1 To March 31

Are you currently receiving benefit from a Property Tax Exemption from the Township of Esquimalt?
No

Incorporation number and date of incorporation: S-53628 April 29,2008

Registered Canadian Charitable Organization number: **N/A We are a registered non-profit Society but have not yet received our Charitable Tax Number.**

Describe your organization, its mandate and program(s):

Our organization is a Working Board of five volunteers with collective experience in finance, teaching, engineering and event management. Our mandate is to engage the youth of Victoria in the exploration of ocean related issues via the introduction of an annual Oceans Ambassador. This year, we are featuring the Marbled Murrelet, a threatened West Coast seabird.

Our curriculum is a joint pilot project with Royal Roads University BSc Environmental Sciences students. It includes several lesson plans and an 80 page 'living document' containing current resource materials for use in the classroom. We have included three books and one DVD as gifts to each participating school.

Celebration is a key component to our success and the generation of 'social capital' amongst our youth. Our annual aerial art event brings all participating students together to form a giant image of the Oceans Ambassador. Prior to the event, students will attend an assembly to prepare them for the event.

Project Description:

On World Oceans Day, June 8th, 2009 1,000 school children will join together to form the image of a Marbled Murrelet on a 200ft x200ft grid. One thousand pairs of recycled jeans as well as sheets, soil and paint will be used to form the background of ocean and air. The Esquimalt Dancers will drum the 'heartbeat'. This experience will connect children to their environment and provide a lasting memory around the need to both celebrate and protect our natural resources.

To prepare students for the event, Daniel Dancer, a celebrated aerial artist from Oregon will perform at four assemblies at various schools to explain the history and value of aerial art. By leading children in song while projecting inspiring images onto a screen, Daniel hopes to inspire children and adults alike to 'Put your sky sight on' and to see the 'Big Picture' of which we are all a part.

Prior to the celebration, students will learn about the Marbled Murrelet and the issues facing it by engaging in discussion with fellow students and exploring educational materials developed by Royal Roads University BSc Environmental Sciences students.

Children who feel connected to nature are more likely to take action to protect it. Children who feel optimistic about their futures have the potential to influence their futures in a positive way.

The festival is planned to take place in the Township of Esquimalt at Rock Heights Middle School with participants coming from Rock Heights Middle School, Macaulay Elementary, Vic West Elementary and Ecole Brodeur as well as other schools in the Victoria region.

With the event being held in Esquimalt for the first time, we are hoping the Township will become a partner and evidence its commitment to youth, education and sustainability. In the past the Oceans Day Festival has garnered significant media attention, which would only further showcase the Township's involvement.

The names of those involved in carrying out the project:

- Oceans Day Festival Society
- Royal Roads University
- Department of Fisheries and Oceans
- Greater Victoria School Districts
- Business Community (in-kind sponsorship)

Date and Place of Project:

June 8th, 2009 Rock Heights Middle School

Benefit to Esquimalt:

Participation by the Township of Esquimalt in the Oceans Day Festival 2009 will

- Help educate youth in your community about oceans, environmental sensitivity and sustainability in a very engaging, proactive way (enhancing the learning experience)
- Showcase Esquimalt as a community that is committed to environmental issues

BUDGET

Please give details on revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

| REVENUE (Please state source) | | EXPENDITURE (Please itemize) | |
|---|-----------------|--|-----------------|
| Description | Amount | Description | Amount |
| SECURE | \$6,250 | Programming | \$5,540 |
| Corporate Sponsorship | | Site and Logistics | \$1,970 |
| | | Administration | \$7,300 |
| | | | |
| | | | |
| Subtotal | \$6,250 | | |
| SPECULATIVE | \$5,000 | | |
| Township of Esquimalt | | | |
| Corporate Sponsors | \$3,560 | | |
| | | | |
| | | | |
| | | | |
| Subtotal | | | |
| TOTAL | \$14,810 | TOTAL | \$14,810 |

Authorized Signature: _____ Date: _____

Please enclose your last annual report and financial statements, if applicable. Include any supporting material that would assist the Corporate Administrator in assessing your project.

Please mail or fax this application to:

Corporate Administrator
 Corporation of the Township of Esquimalt
 1229 Esquimalt Road
 Esquimalt, BC
 V9A 3P1
 Phone: 414-7100
 Fax: 414-7111

**Oceans Day Festival Society
Draft 2008 Financial Statements
Unaudited**

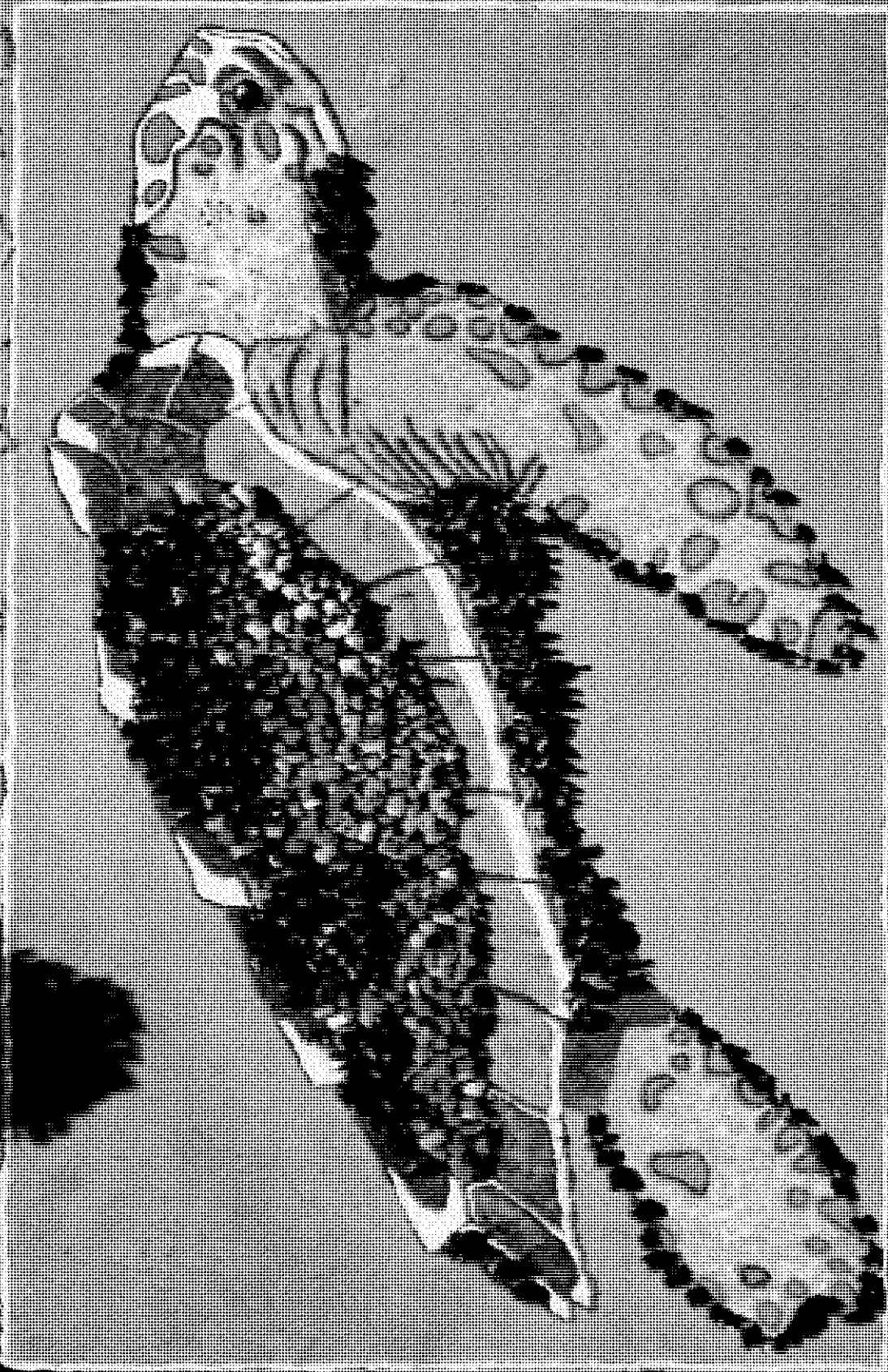
Balance Sheet - December 31 2008

| Assets | |
|--|------------------------------|
| Current Assets | |
| Cash | \$ <u> -</u> |
| Other Assets | \$ <u> -</u> |
| Total Assets | \$ <u> -</u> |
| Liabilities and Surplus | |
| Liabilities | |
| Loan from Director | \$ <u> 1,780.43</u> |
| Surplus | |
| Balance at date of incorporation - April 29, 2008 | \$ <u> -</u> |
| Excess of expenditures over revenue for the period from April 29 to December 31 2008 | (\$ <u> 1,780.43</u>) |
| Deficit balance at December 31 2008 | (\$ <u> 1,780.43</u>) |
| Total Liabilities and Surplus | \$ <u> -</u> |

**Statement of Revenue and Expenditures
For the Period from Incorporation on April 29 2008 to December 31 2008**

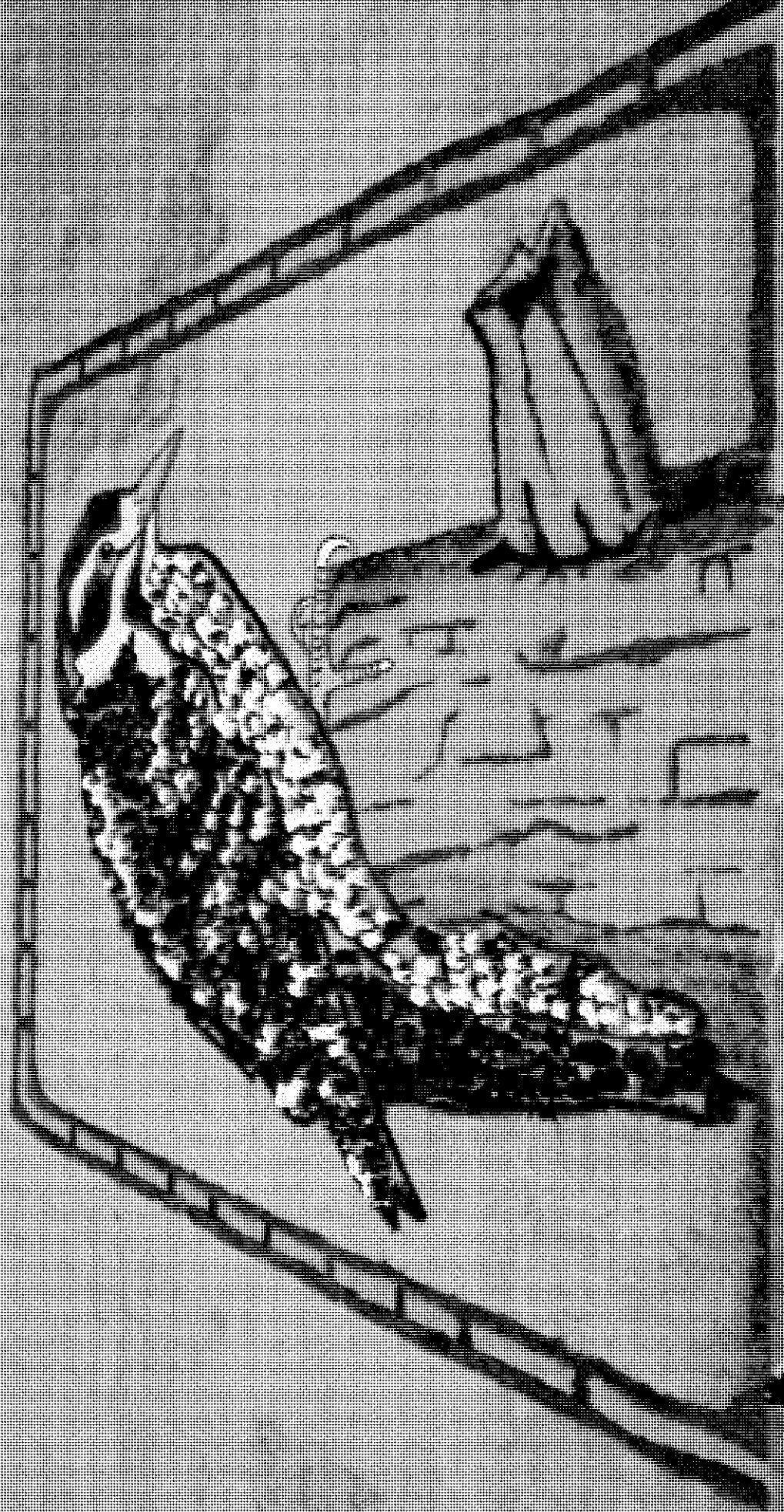
| | |
|--|------------------------------|
| Revenue | |
| Donations - financial | \$ 4,900.00 |
| Donations - goods and services | <u>4,531.25</u> |
| | \$ <u>9,431.25</u> |
| Expenditures | |
| Marketing | \$ 500.00 |
| Programs | 6,450.25 |
| Transportation | 2,092.23 |
| Site and Logistics | 1,269.10 |
| Administration | <u>900.10</u> |
| | \$ <u>11,211.68</u> |
| Excess of Expenditures over Revenue | (\$ <u> 1,780.43</u>) |

SEA-TURTLE-SKY



DESOTO TRAIL ELEMENTARY

RED COCKADED WOODPECKER



WILDLIFE OBSERVATION SOCIETY
10000 WILSON ROAD, WILSON, NC 27157
WWW.WILDLIFE-OBSERVATION-SOCIETY.ORG

WILDLIFE OBSERVATION SOCIETY



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: May 14, 2009 **REPORT NO. FIN-09-014**
TO: Mayor and Council
FROM: Laurie Hurst, Director of Financial Services
SUBJECT: Save On Foods Memorial Centre

RECOMMENDATIONS:

That Council receive this report for information.

BACKGROUND:

At a regular meeting of Council held April 15, 2002, Council resolved to contribute approximately \$170,000 over 10 years towards the proposed facility subject to a successful referendum and construction of the facility (see attached).

At a special meeting of Council held March 29, 2004 Council discussed bringing the forward the original motion at a later date for the purpose of rescinding (see attached).

At a regular meeting of Council held May 3, 2004 Council resolved not to conduct a counter petition for the 10 year contribution and not to enter into the agreement, that the matter be discussed during 2005 budget deliberations and that the contribution be subject to the local grant process in future (see attached).

On June 20, 2005 City of Victoria was advised that the contribution was not approved in the 2005 budget.

DISCUSSION:

In addition to the above sequence of events and discussions, in my role as the Director of Financial Services, I have spoken with my counterpart at the City of Victoria on at least 2 separate occasions in 2 different budget years as to the position of the Township. As part of those discussions, the process of application for local grants was clearly articulated.

ALTERNATIVES:

N/A

Submitted by:

Laurie Hurst, CGA
Director of Financial Services

June 30, 2005

City of Victoria
#1 Centennial Square
Victoria, BC
V8W 1P6

Attention: Accounts Receivable

Enclosed please find your accounts receivable statement referencing invoice #31177. This expenditure was not included in the 2005 Financial Plan as adopted by the Township of Esquimalt.

Should you have any questions or need further clarification, please contact me at 414-7141.

Yours truly,

Laurie Hurst, CGA
Director of Financial Services

Schedule A to Bylaw No. 2592, which reflect the omissions discovered during the final review of the Financial Plan.

PUBLIC INPUT:

C. Joe Richards

Mr. Richards addressed the Financial Plan requesting that Council consider expenditures to purchase recording equipment.

Moved by Councillor Karagianis, seconded by Councillor King that the following changes to the proposed Financial Plan for 2004 to 2008 be approved prior to introduction of the Bylaw:

- Recreation and Cultural – add \$75,540 to 2005, \$77,440 to 2006, \$79,370 to 2007 and \$81,370 to cover the salary and benefits for the Recreation Program Manger, with corresponding increases to property value taxes and the federal payment in lieu of taxes;
- Capital Expenditure – add \$75,000 to 2005, funded from the Capital Projects Reserve Fund, to cover the estimated costs of renovations to the Public Safety Building fire truck bays; and
- Capital Expenditure – add \$261,200 to 2004, funded from the Capital Projects Reserve Fund, for the judgement, including costs and interest, to settle the Bond Development Corporation actions.

The motion **CARRIED**.

The Director of Financial Services left the meeting.



(9) City of Victoria – Municipal Contribution Agreements – Save on Foods Centre, Staff Report No. ADM-04-016

Moved by Councillor McIlldoon, seconded by Councillor King that:

1. Council not go to the expense and effort of a counter-petition for the ten year contribution to the City of Victoria and, therefore not enter into the agreement;
2. Council refer the matter to 2005 budget deliberations; and
3. Thereafter the contribution be considered on an annual basis as a local grant.

The motion **CARRIED**.

(10) Recreation Centre Construction Committee – Report #5, Staff Report No. P&R-04-008

Moved by Councillor King, seconded by Councillor Karagianis that the Recreation Centre Construction Committee – Report #5 be received for information.

The motion **CARRIED**.

- * * (17) **City of Victoria**
(Contribution to Multiplex - Council Resolution – April 15, 2002)
Council discussed this matter noting that this may be brought forward later for purposes of rescinding the original motion from the regular meeting of Council held April 15, 2002.
- (18) **Greater Victoria Bike to Work Society – Bike to Work Week**
(Bike to Work Week campaigns - \$1,000)
- Rob Wickson, Vice-President, Greater Victoria Bike to Work Society
- (19) **Greater Victoria Film Commission**
(Financial support to the Commission - \$5,000)
- Russ Cowan, Film Commissioner
- (20) **Habitat Acquisition Trust**
(Assistance to continue a core function – land acquisition and conservation covenants - \$3,000)
- Claire Frater, Secretary to the Board of Directors, HAT
- (21) **Horticulture Centre of the Pacific**
(Assist with HCP's staffing levels \$3,000)
- Ruby Littlepage, President
- Mel Couvelier, Advisory Board
- (22) **Inter-Cultural Association of Greater Victoria – No representation present.**
(ICA FolkFest - \$1,500)
No representation for this application.
- (23) **Maritime Museum of British Columbia Society**
(Operating - \$1,000)
- Greg Evans, Executive Director
- (24) **Pitch-In British Columbia**
(Pitch-In Week - \$425)
No representation for this application.
- (25) **Tourism Victoria**
(Municipal partner or Funding partner)
- Helen Welch, Director, Member and Visitor Services
- (26) **Victoria International Walking Festival**
(Victoria International Walking Festival - \$1,000)
- Don Enoy, President
- Brenda Loveridge, Sponsorship Coordinator

1. **CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

2. **LATE ITEMS**

Moved by Councillor Hundleby, seconded by Councillor Karagianis that the agenda be approved with the addition of the following item after the Public Hearing:

- Resolution regarding Esquimalt's Contribution to the Multiplex
- The motion **CARRIED**.

3. **PUBLIC HEARING**

(1) **Bylaw No. 2502**

Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 122], 2002, No. 2502 [1128 Craigflower]

Nigel Banks, 1173 Portage Road – Applicant

Mr. Banks' presentation included comments regarding density, height, siting, existing trees on the site, proposed changes to the existing house, exterior treatments of the new house, windows, repainting and retreatment of the gable ends, shingles, siding, roof lines, and underground services to the new house.

There was no public input.

(2) **Bylaw No. 2503**

Zoning Bylaw, 1992, No. 2040, Amendment Bylaw [No. 123], 2002, No. 2503 [1123 Greenwood]

Dennis Hartman, 914 Grey Thorpe Place – Applicant

Mr. Hartman's presentation included comments regarding enclosing the sundeck, exterior finishes, windows, rooflines, and colours.

There was no public input.

* * 4.

RESOLUTION REGARDING ESQUIMALT'S CONTRIBUTION TO THE MULTIPLEX

Moved by Councillor Karagianis, seconded by Councillor Hundleby that:

1. Esquimalt approve a contribution equivalent to \$1 per capita over 10 years (approx. \$170,000) towards the proposed Multiplex within the existing budget.
2. The contribution be focused on reducing Human Resource costs associated with the new facility.
3. The contribution be subject to a successful referendum and construction of the Multiplex.

The motion **CARRIED with Councillor King and Councillor Linge OPPOSED**.

April 11, 2002

RE: ESQUIMALT'S CONTRIBUTION TO THE MULTIPLEX

WHEREAS the City of Victoria proposes to build a new Multiplex facility to replace its existing arena and is holding a referendum on April 20th; and

WHEREAS the new Multiplex facility will play a role as a regional facility; and

WHEREAS Esquimalt wishes to make a contribution to the proposed Multiplex as part of a regional contribution; and

WHEREAS Esquimalt understands that there will be Human Resource costs related to the new Multiplex.

NOW THEREFORE BE IT RESOLVED that:

1. Esquimalt approve a contribution equivalent to \$1 per capita over 10 years (approx. \$170,000) towards the proposed Multiplex.
2. The contribution be focused on reducing Human Resource costs associated with the new facility.
3. The contribution be subject to a successful referendum and construction of the Multiplex.

Report From Councillor Brame:

Victoria Family Court and Youth Justice Committee Update

This committee is a Regional committee with representation from all 13 municipalities. They work a lot on Youth initiatives and they are encouraging the region to listen and involve more youth. They are quite impressed with how Esquimalt has been working hard on this. We have youth involvement in various committees, community events and activities. It is proven that the more we (the adults in the community) can engage and support youth, the more likely they will be to take pride in and be part of the community. Children and youth need many adults in their life that care about them to succeed.

Introduction

Established under the Provincial Court Act, Section 57 24-2, the Victoria Family Court and Youth Justice Committee includes representation from thirteen municipalities, several youth serving organizations across Greater Victoria.

The mandate of the committee is to protect youth in the justice system by:

- educating the public
- reviewing family and youth legislation
- making recommendations to appropriate legislative bodies
- monitoring court hearings and custody facilities

Section 69 of Bill C-61, Young Offender's Act, establishes youth justice committees with the remit to target problems and services. The Youth Matters sub-committee is thereby concerned with matters involving youth in the court system or at risk of entering the juvenile justice system.

Background

In 2007 the Youth Matters Sub Committee of the CRD Family Court Youth Justice Committee identified the need to hold an information sharing session for youth service providers across the Region. A full day event was organized for November 29th, 2007, attended by 68 youth serving practitioners representing a broad range of services. Public, private and grass roots organizations and individuals worked collectively to identify strengths, gaps and barriers in the current provision of youth services. As a result of the event, the participants and the youth serving sector increased knowledge, wisdom, experience and networks.

The recommendations from the Bright Idea event included the suggestion that regular events are held in which youth have an active part in planning from the outset; and that these events are to be located on a rotating basis between the downtown core, West Shore and Saanich Peninsula.

As a result the second Bright Ideas event: Brighter Ideas, was proposed to the FCYJC. An independent co-ordinator had been hired to plan Bright Ideas in 2007, but for improved value the planning of Brighter Ideas was co-ordinated by staff from the FCYJC resource agency: Pacific Centre Family Services Association.

The Youth Matters sub-committee planned the Brighter Ideas event to take place in January 2009 in the West Shore.

Goals and Objectives

The Brighter Ideas event was planned to increase the coordinated approach to services for youth and promote the engagement of youth to facilitate youth access to existing services. Planning the event involved engaging youth in the planning process.

Youth Engagement

A co-ordinator was recruited to engage with youth and involve them in the planning of the event. Several youth focus groups were held in the West Shore to invite youth engagement and participation in the event.

A questionnaire was developed to find out about youth's awareness and experiences of youth services in the CRD region. Youth's responses and discussion ideas were recorded and implemented in the planning of the event in order to capture the voice of youth in the discussion of youth service coordination and delivery. (Please refer to the Youth Questionnaire and list of responses below.) A Youth Planning Committee evolved from the focus groups and several youth planning meetings were held at the WestShore Child, Youth & Family Centre. A Youth Panel was developed, involving six youth primarily from the West Shore and Victoria.

The panel was facilitated by the co-ordinator and a practicum student at PCFSA. The Youth Panel met together to establish the questions and issues they wanted to address at the event. Focus groups, survey responses, and the youth panel each included discussion of services youth are aware of and what they would like to see implemented, what it is like for youth to access services, how youth seek help, identified barriers, limitations, and discrimination within services for youth, as well as youth's suggestions regarding the best way to inform this population of programs and services.

At a discussion group held in Sooke, Sooke youth made a clear distinction between their community and other West Shore municipalities. They indicated that their distinction between municipalities had a direct impact on their limited access of services beyond their community borders. They identified the lack of youth services in their community as a major, outstanding barrier to youth services within the CRD.

The co-ordinator also partnered with other community agencies for the planning of the event, including poster design, creative facilitation, donations, and set-up of the venue.

Executive Summary from January 22, 2008 Brighter Ideas Conference

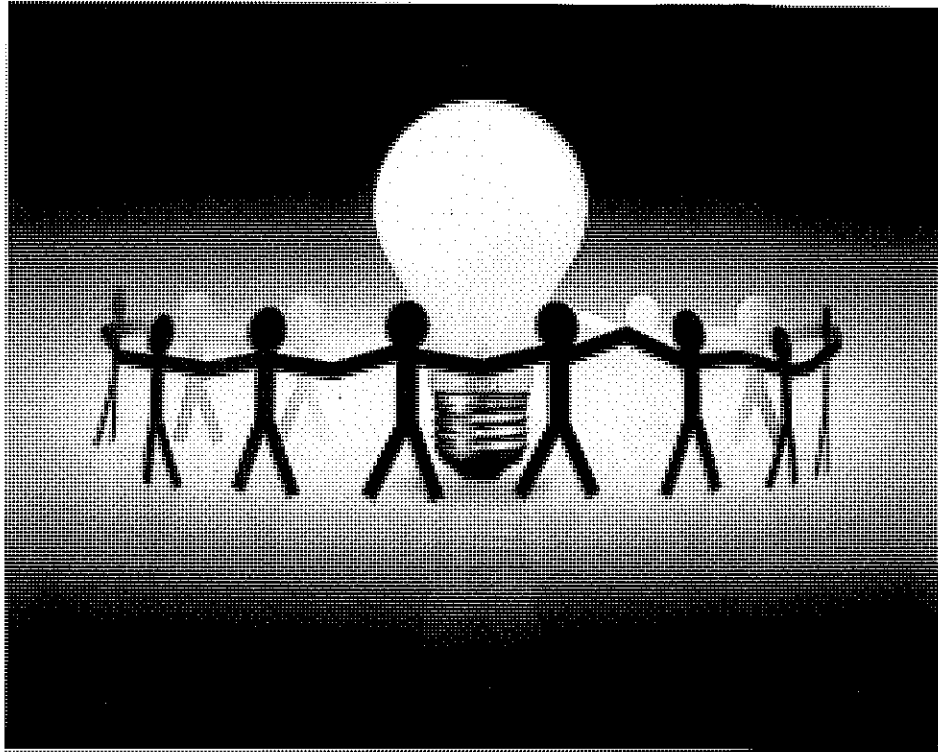
1. The Brighter Ideas conference was held January 22, 2009 at the Military Family Resource Centre in Colwood as a follow-up to the Bright Ideas Conference held November 29, 2007. 78 youth serving agencies and practitioners attended along with 26 youth participants.
2. Pacific Centre Family Services (PCFS) was selected by the Youth Matters subcommittee to coordinate Brighter Ideas. The final cost was \$6166.39. The Family Court and Youth Justice Committee contributed \$2500, Coast Capital \$1500, VanCity \$500, Capital Region Action Team \$1500 and Thrifty Foods \$100. In addition, there were in-kind contributions of \$1316.39.
3. Youth were actively involved in planning and participating in the conference. The youth involved had direct experience in accessing services from youth serving agencies in the CRD and were able to frankly and honestly suggest areas for improvement of services and closing gaps in services. Youth involvement reflected a commitment to the United Nations Convention on the Rights of the Child.
4. A youth panel consisting of 6 youth was successful in allowing service providers to hear firsthand from affected youth about the perception of services provided, gaps in services and ways to improve services. Panelists presented their experiences and answered questions from the floor.

5. Focus groups, survey responses, and the youth panel each included discussion of services youth are aware of and what they would like to see implemented, what it is like for youth to access services, how youth seek help, identified barriers, limitations, and discrimination within services for youth, as well as youth's suggestions regarding the best way to inform this population of programs and services.

6. Sooke youth made valuable contributions to at a discussion group held in Sooke. The youth from Sooke made a clear distinction between their community and other West Shore municipalities. They indicated that their distinction between municipalities had a direct impact on their access of services beyond their community borders. They identified the lack of youth services in their community as a major, outstanding barrier to youth services within the CRD.

Recommendations

1. That the Brighter Ideas report be distributed to all youth serving agencies and school districts.
2. That a third conference be held in the Saanich Peninsula and that a youth serving agency in the Peninsula be selected to coordinate the event.
3. That a diverse range of youth should be engaged from the outset




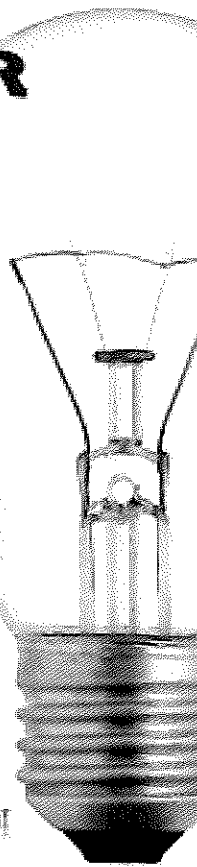
**BRIGHTER
IDEAS
YOUTH
CONFERENCE**

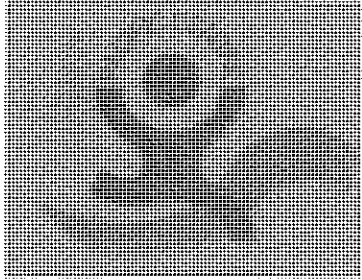
Have a Voice
Come meet with other youth and youth workers to talk about how we can improve services for youth.

**FREE EVENT
LUNCH PROVIDED
Door Prizes
10 AM to 3 PM**

Thursday, January 22nd
Location: Mickey Family Research Centre at the School of Public Health, York University

For more information contact
Christina at (416) 736-5800





**PACIFIC
CENTRE**
Family Services Association

Family Court and Youth Justice Committee

Youth Matters sub-committee

Report

Brighter Ideas Youth Conference

January 22nd 2009

Executive Summary

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Introduction

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The Youth Matters sub-committee planned the Brighter Ideas event to take place in January 2009 in the West Shore.

Goals and Objectives

The Brighter Ideas event was planned to increase the coordinated approach to services for youth and promote the engagement of youth to facilitate youth access to existing services. Planning the event involved engaging youth in the planning process.

The event was planned to take place in West Shore. We engaged in two local partnerships, which added value to the day. The Military Family Resource Centre, in Colwood, provided the space for the day, and the Community Development Staff from West Shore Parks and Recreation ran all of the ice-breaking exercises for the participants during the day.

Youth Engagement

A co-ordinator was recruited to engage with youth and involve them in the planning of the event. Several youth focus groups were held in the WestShore to invite youth engagement and participation in the event.

A questionnaire was developed to find out about youth's awareness and experiences of youth services in the CRD region. Youth's responses and discussion ideas were recorded and implemented in the planning of the event in order to capture the voice of youth in the discussion of youth service coordination and delivery. (Please refer to the Youth Questionnaire and list of responses below.) A Youth Planning Committee evolved from the focus groups and several youth planning meetings were held at the WestShore Child, Youth & Family Centre.

A Youth Panel was developed, involving six youth primarily from the West Shore and Victoria. The panel was facilitated by the co-ordinator and a practicum student at PCFSA. The Youth Panel met together to establish the questions and issues they wanted to address at the event.

Focus groups, survey responses, and the youth panel each included discussion of services youth are aware of and what they would like to see implemented, what it is like for youth to access services, how youth seek help, identified barriers, limitations, and discrimination within services for youth, as well as youth's suggestions regarding the best way to inform this population of programs and services.

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The co-ordinator also partnered with other community agencies for the planning of the event, including poster design, creative facilitation, donations, and set-up of the venue.

Brighter Ideas

The youth conference was held on January 22nd 2009 from 10am to 3pm. The morning commenced with a blessing performed by a First Nations young adult. He welcomed us to the premises and the day, this being his first solo blessing.

Overall, 78 youth serving practitioners attended, and 26 youth. The day was started with some ice-breaker exercises, which were intentional and thematic exercises, designed to encourage creative group process to enable everyone to relax and get to know each other. There was a resource room set up in which different agencies provided information about their services, and there was more space to network.

Participants were encouraged to mix with others throughout the day, and the tables were set up café style with games, pens and items to play with, as a result of ideas from the joint planning process with youth. There were two group discussion exercises, several break-out sessions with games, and a youth panel discussion. All activities were designed to maintain the engagement of the participating youth as well as maximise engagement among youth practitioners. Lunch and refreshments were provided.

Sharing learning

The first exercise was to review what was currently working. The responses yielded a number of emergent themes. These areas are aspects of youth service delivery that were considered to be regional strengths:

Recreation Based Programming

- Recreation integration passes
- Outdoor programs and recreation centre programs

Outreach Services

- Street oriented services
- Flexible support workers and frontline workers
- Committed staff that seek youth out, rather than other way around

Food

- Making it more accessible to youth
- Helping them to learn to make their own

Accessible Services

- Services accessible by transit
- Counsellors with flexible schedules
- Programs in youth's own communities that fit youths' schedules and lifestyles
- Counselling through crisis lines, chat support, and email
- Peer advising
- Generalized counselling, not just drugs and alcohol
- Accessing multiple, wide range services at one place, ex youth clinics
- Online resources

Youth Directed Services

- Allowing youth to define their experiences and the services they need
- Empowering youth to do things for themselves and take responsibility for their own lives
- Recognizing youth as the future and human beings
- Working in partnership with youth

Alternative Schools

- Flexible programs
- Homey feel – comfortable environment for youth

Collaboration between Agencies

- Collaborative meetings, such as Youth Collective, YSPN
- Connections between local programs and agencies
- Community Projects

Relationship Building

- Personal connections with people at programs
- Longer-term relationships that build trust
- Offering intergenerational services

Specialized Groups and Programs

- Good gender specific groups
- Lifeskills
- Employment programs
- Emergency youth shelters
- After-school groups for youth
- Independent living
- Recovery Homes
- Services for younger youth (under age 16)

Successful Approaches

- Ideas from other countries
- Strength based models
- Harm-reduction models
- Integrated case management
- Restorative justice measures
- Rehabilitation as opposed to criminalization

The second group exercise was to consider what should be in the future of youth services. The following themes were evident as a result of the discussions.

Increase Youth Involvement

- Create more youth driven committees, panels, conferences, and discussions so that youth can be consulted directly on the issues that impact them
- Hold an Annual Youth Conference
- Find strategies for meaningful youth involvement on a daily basis (e.g. youth representation on agencies' board or committee) so youth can speak out and use their own voice
- Assist youth in creating their own organizations to meet their needs
- Encourage youth to contact resources for themselves. Give youth the choice in their options and directions

Increase Youth Housing

- Create more drop-in emergency and temporary housing
- Make youth housing widely available, even for the "hard to house"
- Utilize multiple models of housing and alternative ways to house youth

Increase Accessibility

- Look for solutions to get rid of fear of accessing youth services

BI2 report

- Services should be in the youth's community - for example, youth in Sooke and West Shore communities have few services and great difficulty accessing services in any other community
- Transportation needs to be addressed. Youth cannot always rely on or afford public transit to access services, yet most services are downtown.
- Service providers need to go where youth are
- Must consider location, outreach, hours, and weekend accessibility

Increase Service Quality

- Ensure services are client based and less crisis driven
- Youth need flexible and "individuated" service
- Stop bouncing youth around services, case manage!
- Increase early intervention and mentoring/support for young kids
- Involve families (holistic approach)
- Ensure youth receive skills for empowerment
- Increase recognition of local indigenous youth
- Caseloads are too great. Meaningful connections are needed between youth and service workers
- Reduce slow pace for services and bureaucracy which causes many youth to give up

Increase Advocacy

- Find more sponsors and advocate for funding for useful/working services
- Advocate for and support religious freedom for youth
- Create more focus on rights of children/youth
- Create better and more access to legal information
- Advocate for accountability from youth service providers

BI2 report

- Advocate for solutions working elsewhere – other cities, countries, etc.
- Challenge labelling and negative perceptions of youth

Increase Advertising

- Make marketing and advertising of services more effective
- Re-focus advertising to be youth friendly
- Advertise at events, on posters, through music, Facebook, websites,
- Make sure all youth can access information, not just targeted to youth we think need it

Increase Agency Collaboration

- Agencies need to be connecting, brainstorming, and working together as a single team
- Youth service providers need to connect on a larger level, such as through an Annual Youth Conference

Increase Links between Schools and Community Agencies

- Community agencies need to do more relationship building with schools counsellors, as they are often the first line of contact. Youth workers also need to be in the schools more often.
- School counsellors are key contacts with agencies in community for youth. Must be aware of services!
- Increase use of peer counsellors (by students, for students) in school system

Increase Range of Youth Services

- More drop-in centers needed, especially those that include emergency housing
- Create more one stop shops for youth (clinics, health, housing, etc.)
- Create more resources for prevention and mental health and wellness
- Create more safe spaces

Increase Services for Older Youth

BI2 report

- Need to improve services for youth ages 15 to 30
- Base services more by need than by age
- Stop dropping youth from services after age 19

Next steps

Participants were asked to identify one thing that they would do differently starting immediately as a result of attending the event.

“One selfless act”

“Advocate for youth”

“Learn about housing”

“Watch my language”

“More networking”

“Advocate for dropping age restrictions”

“Get more involved and voice opinions”

“Go back to school”

“Change flyers to eliminate use of “at risk youth””

“Make sure youth have networking opportunities and are included”

“Be a better listener”

“More opportunities for youth to do themselves”

“Stop smoking weed”

“Be more proactive and understanding”

“Listen more”

“Voice opinion more”

“Connect youth with resources I just learned about”

“Smile more”

- “Advertise program more”
- “Advocate for youth”
- “Believe in change”
- “Learn more about youth work”
- “Advocate more for youth”
- “Be aware of labelling”
- “Involve youth more”
- “Find out more about each resource”

Participant Evaluations

Feedback forms were available for completion by attendees at the day; 58 youth and youth service providers responded.

1) What new information have you learned about CRD Youth Services and their provision?

- 6 people (10%) did not respond to this question. One person did not know how to answer this question.
- 6 people (10%) felt that they did not receive new information.
- Of the people who responded they had learned something, the following themes were found:
 - **17 people (29%) received new information on specific CRD youth services through networking.** These included learning more about advocacy services, Aboriginal services, housing resources, websites and networks.
 - **9 youth learned of new services they could access.** One youth responded by saying that “There is more help than I knew of and it is more accessible”.
 - **4 Youth Service Providers learnt better practice principles for providing youth services in the CRD.** These included labelling “youth at risk”, not to target services to youth based on their appearance, and a reminder for one service provider to “listen more and talk less”
 - **5 people learned that CRD Youth Services need to include more youth input.** As one participant put it “Youth are interested and must be allowed to have a voice in the services for them”. Another stated that locally, “a lack of youth driven initiatives is a big problem”.

- **9 participants (16%) learned that CRD Youth Services need to be more accessible.** Several responded by saying that there are a lot of services in the CRD but learned that “youth do not know what is out there” and “are not to familiar with how to access”. Many learned that “youth are experiencing the same problems with accessibility in all districts” and that “youth are not served by our centralized system”
- **7 participants (12%) learned more about gaps in CRD Youth Services.** These included transportation issues, the needs of the youth in the Westshore area, housing gaps, that CRD youth services need to advertise their programs more and also increase knowledge and usage of YouthCore.ca

2) What new information have youth learned that will help you provide and/or access information for youth/families more effectively?

- 5 people did not respond to this question.
- 2 people felt that they did not receive new information.
- 2 participants felt they had learned too much new information to provide specifics.
- Of the people who responded they had learned new information, the following themes were found:
 - **13 people (22%) learned new information about incorporating youth input into youth services and their agencies.** This included listening more to youth, gathering more youth input and youth feedback, creating more opportunities for youth driven initiatives, and holding more events like Brighter Ideas
 - **4 people learned new information about language and challenging prejudices.** One youth service provider shared that they learned from listening to the youth panel that “the youth at risk is a harmful label to some youth”.
 - **12 people (20%) made new contacts at agencies to help refer youth or themselves to services.**
 - **20 participants (34%) learned new information about internet resources.** The majority of these respondents (16 out of 20) referred specifically to YouthCore.ca
 - **3 youth service providers learned there needs to be more advertisement of their programs or youth services in general.**
 - **8 participants (14%) learned new information about increasing accessibility.** Responses included such ideas as increasing outreach efforts, increasing flexibility of hours, reducing age restrictions, and providing warm, inviting atmospheres.
 - **1 participant responded that they learnt new information about the need for transitional housing.**

3) What new community connections have you made that will provide services/information to your friends/families/youth more effectively and can connect them better to other resources?

- 12 people (21%) did not respond to this question.
- 4 people felt like they did not make any new connections
- Of the people who responded they had made new connections, the following themes were found:
 - **7 people (12%) made new connections with resources for Aboriginal Youth.** Specifically, the majority of responses referred to the Aboriginal Child and Youth Mental Health Team.
 - **3 participants made new, meaningful connections with youth.** One youth service provider wrote that by connecting with youth, that “their input will allow us to use marketing strategies that are easily accessible to them”. Another service provider felt like they were able to learn more about “why services didn’t work”.
 - **24 people (41 %) responded that new, meaningful connections were made with specific agencies.** The most repeated responses included YouthCore.ca (10), Boys and Girls Club (5), Resources on the Westshore (4), Pathways (4), Project Respect (2), SCIT (2), and Law enforcement (3).
 - **8 participants (14%) felt like they had made many new, valuable connections.** As one participant stated “I am new to the area so the cards and resources and the networking room were fantastic for me to have the names, numbers, and contacts”.

4) How has today been most useful to you?

- 4 people did not respond to this question.
- 1 person did not know
- Of the people who responded, the following themes were found:
 - **16 participants (28%) believed the youth panel was most useful.** Many stated that they “loved the youth panel”. One participant felt that it was a great reminder for service providers of “how to best service youth and the issues facing youth today”.
 - **16 participants (28%) said that hearing the voices of youth at the conference was most useful.** One youth service provider believed that at the table discussions, “it was the youths’ voices that were most valued”. Service Providers echoed the value of hearing messages from youth about their frustrations, problems, and wants regarding services.
 - **7 participants (12%) responded that they found identifying problems and solutions in CRD youth services most helpful.**
 - **10 participants (17%) found networking most useful.** A local service provider stated that there were networking benefits for both youth service providers and the youth that attended the conference: “ I loved the networking opportunities – good for our youth to network as well!”.

- **4 youth service providers felt that the most useful aspect was providing the opportunity for their youth clients to use their voices.** One worker wrote of how amazing it was to see “how enthusiastic the [youth] were to be the experts and feel listened to by “workers””. Another worker wrote about the positive start of “seeing the youth I work with have fun and participate in the issues that affect them”.
- **6 youth felt the conference had been personally useful to them.** Some of their responses included: “I learned about new services I could use in the future”, “I have a better understanding of what’s available and possible”, and “it helped me to talk about all the thoughts and suggestions I have for youth services”.
- **4 “Other” responses included the icebreakers, hearing other agencies mandates, and the whole day.**

5) What could we have done differently?

- 9 people (16%) did not respond to this question.
- 10 people (17%) responded nothing
- Of the people who responded with feedback, the following themes were found:
 - **13 participants (22%) believed that there were too many games/ice breaker activities.** Suggestions included having only 20 minutes for ice breakers, making the ice breakers more related to the conference, or having youth lead the activities.
 - **2 people suggested distributing the youth representation more equally for discussions.**
 - **3 participants wanted more problem and solution focused dialogue.** One youth suggested that instead of just identifying problems and solutions, that we engage in “interactive problem solving”
 - **7 people (12%) believed that more youth representations and voices were needed.**
 - **9 participants (16%) felt that more structured networking opportunities were needed.** 2 participants suggested having networking info tables as a solution. 1 participant suggested a networking/agency scavenger hunt. 3 people suggested at least distributing a contact sheet of service providers who attended the conference.
 - **1 participant believed more Aboriginal youth voices needed to be heard.** Suggestion that at least one Aboriginal youth needs to be on the youth panel in the future.
 - **2 participants stated that better vegetarian food options were needed.**
 - **6 “other” responses included better sound, holding at a more convenient time for youth, having the conference longer, having the conference shorter, bringing in a film or speaker, and having time to reflect on how youth service providers and youth can use their influence to change policy.**

Outcomes

Overall, as can be seen from the summary of the discussions, there was a substantial sharing of ideas and knowledge, and participants who attended the day learnt and developed their approaches to youth services. The youth panel in particular was praised as a useful method for engaging youth and service providers in dialogue. Adult participants heard the voice of youth, in particular, the need to engage youth in service planning and developments and the importance in avoiding labelling of youth. Participants, including youth, also learnt about other service providers. Key messages for service planning were: choice and accessibility, flexibility and range, engagement and responsiveness with youth.

The engagement of youth in the planning and the event reflected a provincial and regional commitment to the United Nations Convention on the Rights of the Child. As a result of engaging youth in the planning process, a number of youth directly benefited from the experience and increased their own level of self-determination. We are also able to build on this engagement and involve a group of youth to assist with planning future events.

We were again able to collate up to date contact details of youth service workers across CRD. The list is attached to this report for information and appropriate use in professional activities for the benefit of youth across CRD.

Budget

The Brighter Ideas conference was run efficiently and with local partnerships, resulting in costing \$6166.39, to plan, facilitate and complete the final report. This included providing lunch to over 100 participants. It took an extra effort on the part of PCFS staff to engage youth in the planning of Brighter Ideas and to facilitate the participation of youth in the conference itself. Brighter Ideas would not have been possible without community donations and in-kind contributions. Special thanks to Coast Capital Savings, VanCity, CRAT, Military Family Resource Society, West Shore Park and Recs, PCFSA staff and student, Starbuck’s and Thrifty Foods.

| Expenses: | Cost | Value |
|---------------------------------------|-------------|----------------------------|
| Facility Rental | in kind | \$350 donated by MFRS |
| Administrative materials and printing | \$320 | |
| Meals for Participants | \$589.32 | |
| Coffee/Tea for participants | in kind | \$250 donated by Starbucks |
| Engagement with youth activities | \$307.07 | |
| MFRS facilitator on site | in kind | \$150 donated by MFRS |
| Exercises facilitators | in kind | \$500 donated by WSPR |
| Honoraria for youth | \$450 | |
| Coordinator | \$3000 | \$66.39 subsidy from PCFSA |
| Report | \$1500 | |

| | | |
|--------------------------------------|------------------|------------------------------------|
| Total: | \$6166.39 | \$1316.39 in kind donations |
| Revenue: | | |
| CRAT | \$1500 | |
| Van City | \$500 | |
| Thrifty's | \$100 | |
| Coast Capital Savings | \$1500 | |
| Family Court Youth Justice Committee | \$2500 | |
| Total: | \$6100.00 | |

Recommendations

On the basis of the contributions and feedback, it is recommended that that the CRD Family Court Youth Justice Committee commissions a further event, to be held in the Saanich Peninsula. The purpose would be for continued networking, planning sustainable ongoing information sharing and promoting youth engagement in service planning and delivery. It is recommended that a youth serving agency from the area is actively involved in planning the event, and that youth are engaged from the outset.

It is recommended that one main priority in planning another event is to ensure that a diverse range of youth are engaged and targeted to benefit from the work.

It is recommended that the balance of funds is used to maintain engagement with youth until we establish the budget and plan for the next event.

Special thanks

Special mention must be made of the hard-working committee members whose help was invaluable in organising such a successful day; Christina Tahmasebi, Cara Brand, Bill McElroy and Geanine Robey.

Mitzi Dean,
 Executive Director,
 Pacific Centre Family Services Association,
 Youth Matters sub-committee Chair

April 2009

Bright Ideas: Youth Engagement

Hey everyone, we're here to promote the engagement and participation of youth in accessing existing youth services and we want to hear from you! Thanks for taking some time to share your ideas and opinions with us.

In your opinion, what's it like for youth to access services? How about specifically in the WestShore?

Where and how do you connect with support services? If you have used a youth service before, how did you hear about them?

What was it like for you to receive support? What was helpful? What wasn't?

What do you think are the setbacks/barriers to accessing support?

What kind of youth services do you want and need?

What's the best way to find out about youth services? (e.g.: website, school, friends)

Thanks so much for coming out today and taking some time to share your story and opinions with us!

Youth Discussion Sessions – Questionnaire Responses

What Youth Services do you know of?

QA building (WestShore Child, Youth & Family Centre)
Alliance Club
Spectrum
Worklink
Life Recreation Pass
YM/WCA
Kiwaniis youth shelter
Boys & Girls Club
Pacific Centre Family Services
SJ Willis
The Link
WorkLink in Sooke
Health
Pathways Project
Reger Group
MCFD
Youth Talk Line (at NEED)
Youth Advocate
Juan de Fuca Recreation
Special-ed in schools
Youth Probation
Youth Detox

What services do you want to see?

- Fun, not just resourceful
- Youth activity centre – with staff for support
- Recreation events – sports
- A youth drop-in
- Dirt bike track (a good one!)
- Youth housing (with pets)
- Sexual health clinic
- Youth clinics
- Emergency youth housing

What are the setbacks and barriers to accessing services?

- Cost and frequency of transportation – non-existent transport (e.g.: Bear Mountain, Sooke)
- Wait times and intake procedures
- References (e.g. Housing and services)
- Too few counsellors
- Definition of youth (age 19+) – “very different rules” and no smooth transition, e.g.: Mental Health
- Credibility based on age (housing)

- Lack of info on community services and what ages they're targeted to
- Supported housing for all youth in need
- Lack of low income housing
- Losing bus pass
- Housing – non-existent, waitlists
- Not being able to get to places during office hours
- Lack of consistency in programs/services – maternity leaves
- Not being able to contact services
- Money
- Transportation: bus schedules; community buses stop early

What's the best way to find out about services?

- On BC Transit
- Telephone pole posters
- Skate parks and shops
- Internet: Facebook, Google
- Tim Hortons
- Work places staffed primarily by youth, staff rooms
- UsedVictoria.com
- Monday Magazine
- Channel 17 and Channel 2
- Morning and Evening news for parents
- A travelling mascot for outreach – having someone in the moment
- Schools
- Phone books (yellow pages)
- A key contact person
- Youthspace.ca
- Clinics/doctors offices
- Peer counsellors
- List of services in school agendas/planners
- Mandated services
- Business cards



COMMITTEE OF THE WHOLE REPORT

From: Meeting of May 11, 2009

To: Meeting of Municipal Council – May 19, 2009

At its meeting held on Monday, May 11, 2009 the Regular Committee of the Whole considered the following matters and resolved that the recommendations as outlined be submitted to Council for consideration:

1. Secondary Suites, Staff Report No. DEV-09-025

- 1) That this Report and the attached amending bylaws, which would authorize Secondary Suites in certain zones and regulate their use, be received for information and comment; and
- 2) That the Timeline set out on Page 4 of this Report be approved.

2. Development Permit, 860 Admirals Road, [Lot 11, Block 7, Section 10, Esquimalt District, Plan 2546], Staff Report No. DEV-09-026

That the application for a Development Permit, limiting the form and character of development to that shown on architectural plans prepared by Java Designs, stamped "Received April 2, 2009" and on the landscape plan prepared by Exerus Landscape Design Group stamped "Received April 30, 2009", for the proposed development located at Lot 11, Block 7, Section 10, Esquimalt District, Plan 2546 [860 Admirals Road], be forwarded to Council with a **recommendation of approval**.

3. Development Variance Permit, 1206 Wychbury Avenue, [Lot 7, Section 11, Esquimalt District, Plan 21838], Staff Report No. DEV-09-027

That the application for a Development Variance Permit authorizing construction as shown on the site plan and construction drawings stamped "Received March 25, 2009", and including the variance noted above, for the proposed sunroom replacement located at Lot 7, Section 11, Esquimalt District, Plan 21838 [1206 Wychbury Avenue] be forwarded to Council with a **recommendation of approval**.

Zoning Bylaw No. 2050, Section 40(9)(iii) – Rear Setback - a 0.65 metre decrease in the required setback from the rear lot line for the principal building, i.e. from 7.5 metres to 6.85 metres.

4. Development Variance Permit, 677 Admirals Road, [Strata Lot 1, Suburban Lot 50, Section 11, Esquimalt District, Plan VIS3131], Staff Report No. DEV-09-028

That the application for a Development Variance Permit authorizing the installation of a 1.83 metre wooden fence in front of the front face of the principal building, to be constructed as shown on photographic examples submitted with the application stamped "Received April 9, 2009", and including the following relaxation to Zoning Bylaw No. 2050, be forwarded to Council with a **recommendation of approval**.

Zoning Bylaw No. 2050, Section 38(11) – Fencing - a 0.63 metre increase to the permitted fence height in front of the front face of the Principal Building from 1.2 metres to 1.83 metres.

DRAFT



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT
ADVISORY PLANNING COMMISSION
MINUTES
HELD ON
APRIL 21, 2009
COUNCIL CHAMBERS**

| | |
|-------------------------|---|
| MEMBERS PRESENT: | Gerald Froese Jaime Hilbert Joanne Kimm Rod Lavergne Darwin Robinson Ramona Scott Ed Williams |
| STAFF LIAISON: | 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 role of the Advisory Planning Commission.

II. ADOPTION OF AGENDA

Moved Darwin Robinson, seconded by Joanne Kimm that the order of the agenda be amended in order to hear the proposal for 1206 Wychbury Avenue first and the other applicant had not yet arrived.
The motion **CARRIED**.

III. ADOPTION OF MINUTES

Moved by Darwin Robinson, seconded by Rod Lavergne that the minutes of the regular meeting of March 17th, 2009 be adopted as distributed.
The motion **CARRIED**.

DRAFT

IV. STAFF REPORT

(1) **Development Variance Permit
1206 Wychbury Avenue
Valentina Chuback , owner**

Valentina Chuback, the owner was in attendance to present her proposal to request a variance to facilitate the replacement of an existing sunroom. She explained that she had received a variance back in 1991 to build the existing solarium. She stated that when she put in to replace the solarium with the new sunroom, it was discovered the contractor of the day took more of a variance than what was allowed. She explained that she needs to replace the sunroom as it is leaking and has caused rotting of the floor.

With reference to a question from Gerald Froese regarding how measurements are taken, Trevor Parkes, Senior Planner, stated that setbacks are measured from the foundation wall, or from the closest point of a structure to the lot line.

Ramona Scott inquired about the address being on Wychbury.

Trevor Parkes explained that the house is actually built lengthwise on the lot and that the side is really the rear yard.

Darwin Robinson commented that it does not encroach upon any one. That this addition is an improvement to the house and that there is lots of room on site coverage.

Ed Williams commented that he was in support and stated that the property was well maintained.

Public Input:

No members of the public were in attendance.

RECOMMENDATION

Moved by Rod Lavergne, seconded by Darwin Robinson, that the Esquimalt Advisory Planning Commission (APC) resolves that the application for a Development Variance Permit for Lot 7, Section 11, Esquimalt District, Plan VIP21838 [1206 Wychbury Avenue] including the following variance to Zoning Bylaw No. 2050 be forwarded to Council with a **recommendation of approval**

Bylaw No. 2050, Section 40(9)(iii) – Rear Setback - a 0.65 metre decrease in the required setback from the rear lot line for the principal building, i.e. from 7.5 metres to 6.85 metres.

The motion **CARRIED UNANIMOUSLY.**

The owner of 677 Admirals Road was not in attendance. It was moved by Darwin Robinson seconded by Ramona Scott that the Commission would consider the proposal. The Staff Liaison would present the application on behalf of the applicant.

**(2) Development Variance Permit
677 Admirals Road
Peter Volchek, owner/applicant**

Trevor Parkes, with reference to the applicant's letter, outlined the reasons for the request to construct a fence 1.85 metres in height in front of the front face of the building. The applicant cited, privacy issues, noise, caused by the proximity to a major intersection. The presence of a Bus Stop location in front of the property, and security as reasons he requires higher fencing in his front yard.

Darwin Robinson commented that the request would be tough to refuse, that he was in favour.

Ramona Scott inquired if the rock wall counted, Trevor Parkes, Staff Liaison explained the topography there, that the rock wall was municipal property, and the slope area with plantings was also municipal property, the fence would be behind that.

She stated she would prefer to see a hedge to provide greenery and a bird habitat. She expressed concern about setting a precedent. She felt that the fence would add nothing to the street and not be aesthetically pleasing. She did not think this will meet the applicant's goals of noise mitigation.

Ed Williams commented that a hedge would be more attractive the hedge could be more than 6 feet. He stated that a new fence in front would improve the appearance; he stated he had no problem with it.

Gerald Froese commented that considering the location it would fit well. He stated that the wood fence would not work for noise abatement.

Jaime Hilbert commented that she felt the additional fence would be fine compared to what is there now.

Joanne Kimm stated she did not find the height an issue; the fencing does not stand out, as it would be built from natural cedar. She commented that she could certainly understand the owner's concern regarding security therefore it makes sense at that location.

Rod Lavergne commented that he had no problem with the height as long as the fence was kept in the same location it is now.

Trevor Parkes clarified for the Commission that the letter of support accompanying the report was for his portion of the strata only.

Ramona Scott commented after hearing the explanations and discussions that she can support this application. The new fence will be nicer than what is there and she can support the request especially as this is a terrible corner.

Public Input

No members of the public were in attendance.

RECOMMENDATION:

Moved by Darwin Robinson, seconded by Joanne Kimm that the Advisory Planning Commission (APC) resolves that the application for a Development Variance Permit for Strata Lot 1, Suburban Lot 50, Section 11, Esquimalt District, Plan VIS3131 [677 Admirals Road] including the following variance to Zoning Bylaw No. 2050 be forwarded to Council with a **recommendation of approval**

Zoning Bylaw No. 2050, Section 38(11) – Fencing - a 0.65 metre increase to the permitted fence height in front of the front face of the Principal Building from 1.2 metres to 1.85 metres.

The Motion **CARRIED UNANIMOUSLY**.

V. PLANNER'S STATUS REPORT

Trevor Parkes reported on the status on the following applications:

- 1405 Esquimalt Road [41 unit condominium] on April 6, 2009 Council approved the Development Permit with Variances;
- 1191 Munro Street [Rezoning from RS-1 to RS-1/RS-2] on April 6, 2009 Council approved the rezoning application to allow the subdivision of the lot;
- 513 Sturdee Street [Development Permit for a duplex] the applicant revised the landscape plan as recommended by the APC and the application was consider at the Committee of the Whole on April 14, 2009;
- 934/936 Craigflower Road [13 unit Townhouse development] The application provided a traffic study and a commitment to "Built Green" standards, as well as an amended site plan addressing parking requirements and committed to supply a storm drain management plan. The application was considered at the Committee of the Whole on April 14, 2009 and forwarded to Council for approval. Staff was instructed to prepare the amending bylaw and return it to Council for consideration

- 860 Admirals Road [Development Permit for strata duplex] Municipal Staff met with the applicant to review the issue of the driveway and parking at 866 Admirals Road (which the applicant also owns). The applicant agreed to provide a site plan for 860 Admirals road detailing a proposed solution as well as an updated colour board, a green features list and a revised landscape plan prior to the application being forwarded to the Committee of the Whole.

VI. COUNCIL LIAISON

Councillor Garrison informed the Commission that Staff is working on a bylaw to allow Secondary Suites and that input will be sought from the Commission.

He also stated that Council has directed that the OCP be re-opened regarding height in mixed used commercial buildings.

VII. NEW BUSINESS

Re-scheduling of May's Regular Meeting

As Monday, May 18th, is a Statutory holiday, Esquimalt Council date has been set for Tuesday, May 19th, which would be the regular APC meeting date. Due to this conflict the May APC meeting will be re-scheduled to **May 26, 2009** at 7:00 p.m. in the Esquimalt Council Chambers.

VIII. OTHER BUSINESS

June 16, 2009 Regular APC Meeting

Ramona Scott advised the Commission that she will not be in attendance for June's regular meeting.

IX. ADJOURNMENT

On motion the meeting adjourned at 8:30 p.m.

Certified Correct

Gerald Froese, Chairperson



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
ACCESS AWARENESS COMMITTEE**

Wednesday, April 22, 2009
4:00 P.M.

Council Chambers, Esquimalt Municipal Hall

- PRESENT:** Councillor Don Linge (Vice Chair)
Councillor Meagan Brame
Emmy Labonté
Meagan Duncan
Joe Buczkowski
Paul Newcombe
Barbara Amberstone
Brian Gray
Lorne Argyle
Steve Segal – BC Transit
- STAFF:** Andy Katschor – Parks Manager (Staff Liaison)
Gilbert Coté – Director of Engineering and Public Works (Staff Liaison)
Deborah Liske – Recording Secretary
- GUEST:** Mayor Barbara Desjardins (Arrived 4:47 p.m.)
Mia Shinbrot

1. **CALL TO ORDER**

Vice Chair Linge called the meeting to order at 4:05 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Brame, seconded by Barbara Amberstone, that the agenda of the Access Awareness Committee meeting of April 22, 2009 be approved as presented.
The motion **CARRIED**.

4. **INTRODUCTIONS**

Roundtable introductions took place.

5. **GREETINGS FROM MAYOR DESJARDINS**

The Recording Secretary reported that Mayor Desjardins was running late from a prior appointment and would be in attendance as soon as possible.

6. **APPROVAL OF MINUTES**

Moved by Councillor Brame, seconded by Brian Gray that the minutes of the Access Awareness Committee meeting of October 15, 2008 be approved as presented.
The motion **CARRIED**.

7. OLD BUSINESS

(1) Measuring Up Grant for Facilities Audit

The Acting Director of Parks and Recreation provided an update and a brief overview of the facilities audit Measuring Up grant. The Township of Esquimalt was successfully awarded a \$20,000 grant from the provincial Measuring Up program. The grant will be utilized to hire a consultant to complete an accessibility audit to identify accessibility barriers in the community, with a focus on municipal buildings, public spaces and businesses.

Some committee members expressed concerns about the consultant selection process and requested that committee members be included in the process when selecting the consultant. The Acting Director of Parks and Recreation reassured committee members that those who have responded to the request for proposals to date are very knowledgeable of all issues concerning accessibility. The Acting Director of Parks and Recreation also noted that he will provide for an opportunity for committee members to review the submissions prior to completion of the selection process.

A committee member noted that the Esquimalt Public Safety Building lacks accessibility. It was noted by the Acting Director of Parks and Recreation that the accessibility audit will address those concerns by identifying those types of barriers.

A committee member enquired whether additional funding was available through the provincial 10 by 10 program. The Acting Director of Parks and Recreation acknowledged that the municipality is participating in the 10 by 10 program.

8. NEW BUSINESS

(1) Review of Committee Terms of Reference (TOR)

Vice Chair Linge requested committee members to review the terms of reference for any suggested amendments. It was noted by the Acting Director of Parks and Recreation that letters have been sent to the Esquimalt and Songhees First Nations regarding the community liaison appointments.

It was noted by Vice Chair Linge that all meetings of the Access Awareness Committee are open to the public and that observers may speak only upon approval of the committee.

(a) 2008 Year End Final Report

The Access Awareness Committee terms of reference requires that a final report describing the committee's activities and accomplishments of the previous year be prepared and presented to Council. The Acting Director of Parks and Recreation will prepare the 2008 year end final report.

(2) Membership List Contact Information

A confidential membership contact list was distributed to committee members with the request that any revisions be provided to the Recording Secretary for updating prior to redistribution.

(3) Committee Member Interests – What Each Member Brings to the Table

Committee members with personal accessibility / mobility issues provided personal insight into the challenges of accessibility. Those committee members who do not have accessibility / mobility issues noted that they would like to bring new perspectives and ideas to the committee.

(4) Meeting Schedule Dates and Times

The Access Awareness Committee will meet on a monthly basis on the second Wednesday of the month. Meetings will start at 4:00 p.m. and will be held in the Council Chambers. As per the committee terms of reference, the committee will not meet in the months of July, August and December.

(5) Agenda Items and Distribution

Committee members discussed agenda distribution and determined that they would like to continue to pick-up their agenda packages at reception at the Recreation Centre.

(6) Sidewalk and Crosswalk Projects for 2009

The Director of Engineering and Public Works provided the committee with an update on the status of upgrades to municipal sidewalk ramps. It was reported that a new design has been developed to eliminate the lip and improve orientation. The objective is to complete upgrades to as many sidewalk ramps along Esquimalt Road as budget allocations allow. The Director of Engineering and Public Works distributed a list of ramps for potential upgrade and requested that committee members review to provide a prioritized list at the next meeting.

Mayor Desjardins arrived at the meeting at 4:47 pm

The Director of Engineering and Public Works reported that a new crosswalk is scheduled to be installed on Esquimalt Road between Foster and Grafton Streets and the municipality is currently reviewing upgrading the crosswalk on Esquimalt Road near Constance Avenue. It was further noted by the Director of Engineering and Public Works that crosswalks cannot be placed on a curve in the road due to the restriction of visibility.

A committee member enquired if a sidewalk would be installed on Parklands Drive. The Director of Engineering and Public Works noted that the municipality has applied for a grant for new sidewalk construction. Construction of any new sidewalks is contingent on the outcome of the grant application.

GREETINGS FROM MAYOR DESJARDINS

Vice Chair Linge welcomed Mayor Desjardins to the meeting.

Mayor Desjardins welcomed committee members and thanked them for their participation on the committee. Mayor Desjardins noted the enthusiasm of committee members and their dedication to help make Esquimalt a more accessible community.

(7) Work Plan Discussion

- (a) Sub-committees
 - (i) Measuring – Up

The Acting Director of Parks and Recreation suggested that there no longer be a Measuring – Up sub-committee and that the committee as a whole discuss any items pertaining to measuring-up. A committee member was concerned that this would result in the committee loosing focus on other initiatives. The Acting Director of Parks and Recreation noted that if needed, additional meetings could be held to discuss Measuring – Up activities in more detail.

- (ii) Access Awareness Day
 - Access Awareness Day Information

The Acting Director of Parks and Recreation suggested that the committee continue with a sub-committee to organize activities for access awareness day. The Acting Director of Parks and Recreation, Meagan Duncan, Paul Newcombe and Brian Gray will make up the sub-committee.

The Acting Director of Parks and Recreation noted that the activities organized for the 2008 event can be re-created for both June 6th and June 12th of this year.

Mayor Desjardins acknowledged the great success of the event last year.

The Acting Director of Parks and Recreation will contact members to schedule a sub-committee meeting and report back to committee members on the progress at the next meeting.

(iii) Buccaneer Days

The committee discussed organizing a booth at Buccaneer Days. It was suggested that the committee have a booth / table in the curling rink to provide information to the public about the committee and accessibility. It was noted that committee members would be required to commit to manning the booth. It was further noted that volunteers from outside the committee are welcome to assist at committee organized events.

9. COMMUNICATIONS

- (1) Transition Magazine, BC Coalition of People with Disabilities, Winter 2008 Edition

The communications item was received for information.

10. ELECTIONS

- (1) Elections of Chair and Vice Chair

Vice Chair Linge opened the floor to nominations for Chair. Brian Gray was the only nomination received for chair. Brian Gray was appointed to the position of Chair of the Access Awareness Committee by acclamation.

Vice Chair Linge opened the floor to nominations for Vice Chair. Councillor Linge was the only nomination received for vice chair. Councillor Linge was appointed to the position of Vice Chair of the Access Awareness Committee by acclamation.

11. NEXT MEETING

The next meeting of the Access Awareness Committee will take place on May 13, 2009.

12. ADJOURNMENT

Moved by Councillor Brame, seconded by Meagan Duncan, that the meeting adjourn at 5:22 p.m. The motion **CARRIED**.

Brian Gray, Chair

This 13th day of May, 2009

RECEIVED

APR 30 2009

Agenda
G. Bert
Tom

April 28/09

CORPORATION OF THE
TOWNSHIP OF ESQUIMALT

Dear Mayor Desjardins and Council.

I am writing to request that Esquimalt Road between Macaulay Street and Head Street be repaved.

I'm sure driving over this road causes bent rims, broken ball joints and flat tires.

Is there not any quality control over the work that these paving companies do?

Also the Esquimalt road in front of City Hall and the plaza needs fixing.

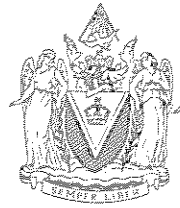
There has been a rumor that the municipalities will be getting money from the Federal Government to help keep

the economy going, maybe these funds could be put towards the fixing of Esquimalt's roads.
Thank You.

Elizabeth M Adams
1408 Beatty St
Victoria B.C
V9A 775

DM

THE CITY OF VICTORIA

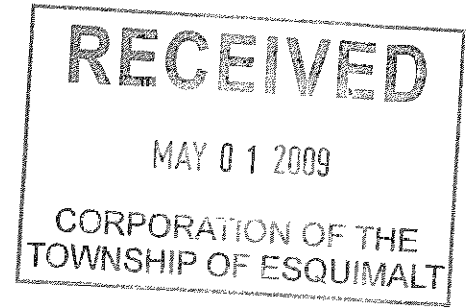


OFFICE OF THE MAYOR

April 29, 2009

Mayor Barb Desjardins
Township of Esquimalt
1229 Esquimalt Rd
Esquimalt, BC V9A 3P1

Agenda



Dear Mayor Barb Desjardins:

The City of Victoria has recently taken steps to increase the number of legal secondary suites in an effort to help relieve the current housing affordability challenge we are experiencing. This has been an exciting process for the City, and the initial feedback from residents has been very positive.

I know that other municipalities in the region are also facing the pressure that comes with low vacancy rates and increasing cost of renting. I would love the chance to come and share with you the lessons learned from our experience at the City of Victoria – both the good and the bad.

In general terms, our initiatives include relaxing zoning regulations to allow for more homes to qualify, and the introduction of a grant incentive program to help homeowner build legally confirming suites in their homes.

For this year we are setting aside \$250,000 in grants funds that will help build 50 new suites in the City. This may seem like a significant financial commitment, until it is compared with the cost if creating 50 new, publically owned rental units.

It is our expectation that these combined efforts will see an increase of safe and affordable housing options for residents. Secondary suites are often rented at below market rates and offer a setting that is welcoming and healthy for families. They can help seniors stay in their homes longer, and are a great way to re-densify neighbourhoods while preserving green space and current housing stock.

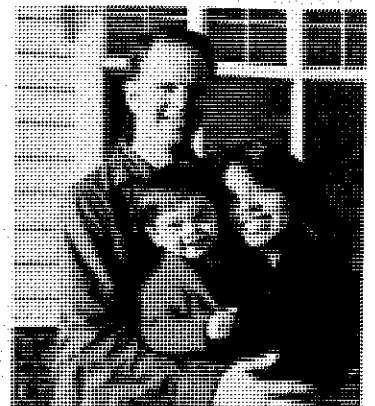
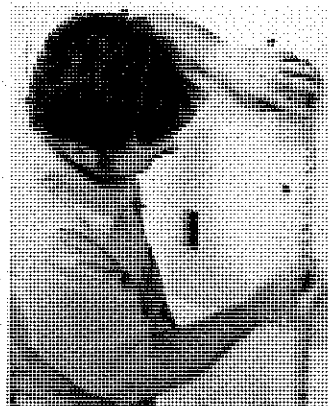
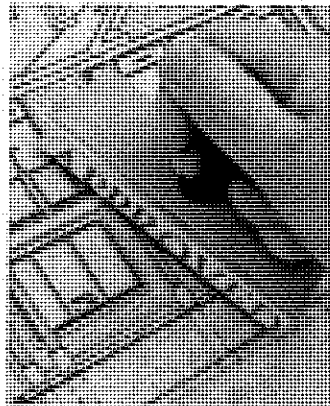
I am excited by this initiative and I would be happy to come and share with your Council the nature of our secondary suite program, and how it has been implemented here in Victoria. I have included with this letter some of the promotional materials the City has put together in order to communicate with residents this new grant opportunity.

Please let me know if you have any questions on the program or if you would like any further information.

Warm regards,

Dean Fortin
MAYOR

Secondary Suites Made Easier



The City of Victoria is making it easier for homeowners to install secondary suites. Secondary suites offer homeowners a variety of benefits and increase the amount of safe, affordable housing in Victoria. They can serve as a mortgage helper, provide a sense of security and increase the value of a home.

What is a secondary suite?

A secondary suite is a legal rental suite, located within a single family detached house. A secondary suite cannot be strata-titled.

How do I get started?

If you are planning to construct a secondary suite, your first step should be to ensure that your property complies with all necessary zoning and other requirements for the construction of a secondary suite. The City of Victoria's Planning and Development Department, located on the second floor of Victoria City Hall, can assist you with these inquiries. Office hours are 8 a.m. to 4:30 p.m., Monday to Friday.

Once you have confirmed that your property complies, you must apply for a Building Permit at Victoria City Hall. To learn more about the process and to have your specific questions answered, contact: Zoning at 250.361.0316 and/or Permits and Inspections at 250.361.0342.

A Building Permit requires that a homeowner comply with the secondary suites standards in the BC Building Code.

Secondary Suite Grant Program

As a homeowner, you may wish to look into the City of Victoria's Secondary Suite Grant Program. This program will offer homeowners a grant equal to 25% of construction costs of new secondary suites, up to a maximum grant of \$5,000.

Who is eligible to apply for the grant?

You must be the owner and occupant of the single family detached house within the City of Victoria boundaries (not the Greater Victoria region) for which the grant is requested. The grant applies only to construction of a new secondary suite and does not apply to renovation or upgrading of a legal or illegal existing suite.

Your property must be in compliance with the City of Victoria's Building Bylaw and Zoning Regulation Bylaw at the time of application, and construction must comply with all permits and bylaws related to secondary suites. You must be current in your payment of taxes and utilities for the property.

What does the grant cover?

Each individual grant will equal 25% of construction costs, to a maximum grant of \$5,000. Eligible construction costs are defined as the value of the actual building materials and contracted services. Ineligible costs include volunteer and owner's labour, tools, appliances, and related permit fees.

What are the steps I need to take in order to receive this grant?

- Confirm your property meets the zoning and regulatory requirements
- Apply for your Building Permit
- Submit your completed grant application forms. Grant application forms are available at City Hall, or at www.victoria.ca by clicking on *Secondary Suites*.
- Do not assume approval of grant monies until receiving notice of eligibility.

CONTINUED >

FOR MORE INFORMATION:

City of Victoria

General Inquiries 250.361.0224

www.victoria.ca and click on *Secondary Suites*

1 CENTENNIAL SQUARE, VICTORIA, BC V8W 1P6 | www.victoria.ca



- Pick up your approved Building Permit and complete all necessary construction and applicable inspections to build a legal secondary suite.
- Apply for your Occupancy Permit.
- After your Occupancy Permit has been issued submit your eligible receipts to the City of Victoria in order to receive the grant. In addition you must enter into a Partnering Agreement with the City of Victoria which will be registered on the property's title for a period of five years. The Partnering Agreement is a written agreement between the City of Victoria and the homeowner detailing the terms and conditions of the grant.

This grant program is a one-time incentive offered on a "first-come, first-served" basis.

For more information on the City's Secondary Suite Grant Program, including a full list of questions and answers, please visit www.victoria.ca and click on *Secondary Suites*.

What financing is available for putting in a secondary suite?

Current and prospective homeowners can contact a bank or financial institution to determine if they are eligible for financing.

The Canada Mortgage and Housing Corporation's (CMHC) Residential Rehabilitation Assistance Program – Secondary/Garden Suite, provides forgivable loans to homeowners to create an affordable secondary suite in an existing single family house for low-income seniors or adults with a disability. For more information, call 1.800.639.3938 and ask to speak with CMHC's Assisted Housing Centre, or visit www.cmhc-schl.gc.ca. In addition, you may be eligible for a federal Home Renovation Tax Credit. For more information visit www.cra-arc.gc.ca.

What zoning allows for a secondary suite?

Typically secondary suites are permitted in single family detached houses in R1-B, R1-A and R1-G zones; however they may also be permitted in other zones. A City of Victoria zoning map is available from the Planning and Development Department, or visit www.victoria.ca/zoning.

Do I have to provide parking for my secondary suite?

No. A homeowner is not required to provide additional parking for a secondary suite.

Does a house have to be a specific size or age to install a secondary suite?

Houses must have a minimum of 150 square metres (1615 square feet) of floor area with an existing, or potential, ceiling clearance of 2 metres (6'7"). The age of a single family detached house does not preclude it from having a secondary suite installed.

What is the maximum size allowed for a secondary suite?

A secondary suite must not exceed the lesser of 90 square metres (968 square feet) or 40% of the total floor area of a home.

Can I change the exterior of my home when I put in a secondary suite?

Yes, limited changes to the exterior are allowed in the five years prior to, and after, installing a secondary suite with some exceptions, e.g. an addition that creates more than 20 square metres (215 ft²) of floor area. Contact the Planning and Development Department for guidance on the type and scope of changes you are considering.

Can I install a secondary suite after I have put on an addition to my house, or vice versa?

There are some regulations that determine the changes a homeowner can make in the five years prior to, and after, installing a secondary suite. For example, adding up 20 square metres of floor space is acceptable, but anything more than that would likely require a development variance permit. Contact the City of Victoria's Planning and Development Department for more information on what additions are allowed.

When installing a secondary suite, do I need to upgrade the electrical and plumbing in my home?

Depending on the age and maintenance of an existing home and its services, a homeowner can expect that some upgrading will be required to comply with building, plumbing and electrical codes.

Do I need to hire a building designer to install a secondary suite?

It is highly recommended that a building designer be involved as zoning, building, plumbing and electrical code requirements are not common knowledge and can have a significant impact on the installation of a secondary suite. A building designer may help streamline the process and may also help homeowners save money.

Once I install a secondary suite, do I have any legal responsibilities as a landlord?

Yes. For information on the role and responsibilities of a landlord, contact the Rental Owners and Managers Society of BC (ROMS BC) at 250.382.6324 or visit www.suites-bc.com

When is a suite considered legal?

A suite is considered legal when all the required building, plumbing and electrical permits have been applied for and approved, and where all work has been completed, inspected and final Occupancy Permit issued by the City of Victoria.

A Building Permit requires that a homeowner comply with the secondary suites standards in the BC Building Code.

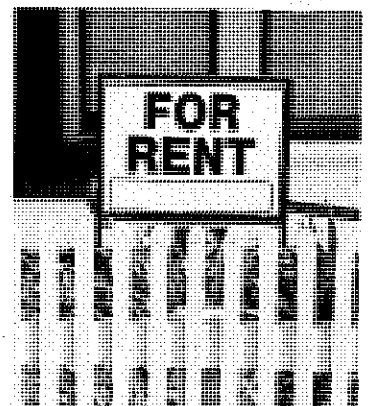
The first step to legalizing an existing suite is to contact the City of Victoria's Zoning Division at City Hall at 250.361.0316.

Greening Your Suite

The City of Victoria is committed to being a sustainable community. There are a number of resources you can access in order to construct an energy-efficient suite:

- www.citygreen.ca
- www.bchydro.com/powersmart
- www.livesmartbc.ca

Grant Program – Questions and Answers



Q: Who is eligible to apply for the grant?

A: Applicants must be the owner and occupant of the single family detached house within the City of Victoria for which the grant is requested.

Q: What does the grant cover?

A: Each individual grant will equal 25% of construction costs, to a maximum grant of \$5,000. Eligible construction costs are defined as the value of the actual building materials and contracted services, and service upgrades to facilitate the development of the secondary suite. Ineligible costs include volunteer and owner's labour, tools, appliances, related permit fees, and any service or material without appropriate documentation or not directly attributable to the development of the secondary suite.

Q: Does this grant apply to all homes in the Greater Victoria region?

A: No. The grant is only for eligible single family detached houses within the City of Victoria boundaries.

Q: What are the steps I need to take in order to receive this grant?

A: You will need to follow the steps below in order to receive the grant:

- Confirm your property meets the zoning and regulatory requirements.
- Apply for your Building Permit.
- Submit your completed grant application forms. Grant application forms are available at City Hall, or at www.victoria.ca by clicking on *Secondary Suites*.
- Do not assume approval of grant monies until receiving notice of eligibility.
- Pick up your approved Building Permit and complete all necessary construction and applicable inspections to build a legal secondary suite.
- Apply for your Occupancy Permit.
- After your Occupancy Permit has been issued and a Partnering Agreement signed with the City, submit your eligible receipts to the City of Victoria in order to receive the grant.

This grant program is a one-time incentive offered on a "first-come, first-served" basis.

CONTINUED >

FOR MORE INFORMATION:

City of Victoria

Grant Program Inquiries 250.361.0320

www.victoria.ca and click on *Secondary Suites*

1 CENTENNIAL SQUARE, VICTORIA, BC V8W 1P6




- Q:** Is there a time limit on construction of my suite to be eligible for the grant?
- A:** Yes, an Occupancy Permit must be obtained by the homeowner within 12 months of the application for a Building Permit.
- Q:** I currently have a suite, but would like to legalize it and bring it up to code. Will this grant cover that?
- A:** No. The grant only applies to construction of a new secondary suite and does not apply to renovation or upgrading of a legal or illegal existing suite. Suites being installed in a new home under construction do qualify, providing the Building Permit for the suite is issued after the program start date of March 30, 2009.
- Q:** Once my suite is constructed, what do I need to do in order to receive the grant funding?
- A:** In order to receive the grant, you must be issued an Occupancy Permit by the City, submit all eligible receipts related to the suite's construction for audit, and enter into a Partnering Agreement with the City.
- Q:** What is the Partnering Agreement that I am required to enter into?
- A:** The Partnering Agreement is a written agreement between the City of Victoria and the homeowner detailing the terms and conditions of the grant. The agreement will specify that the secondary suite constructed under the grant program be made available for rental for a period of five years. The agreement will also require the recipient to indemnify the City of Victoria from any claim arising from the construction of the suite or its subsequent occupancy.
- Q:** Is the Partnering Agreement binding?
- A:** Yes, the City will register the Partnering Agreement on the property's title so that its conditions are binding on the owner of the property. The agreement will take priority over other financial charges, such as a mortgage, and the City will pay the legal costs to register the agreement. After a period of five years the City will discharge the covenant from the property's title.
- Q:** If I sell my house within the five year period, does the Partnering Agreement pass to the next owner?
- A:** Yes, the obligation accrues to the new owner as the Partnering Agreement is registered against the property, not a particular owner or occupant.
- Q:** If I sell my home after completing a suite and receiving the grant, can I apply for another grant in my new home?
- A:** No. Applicants are eligible to receive only one grant within the life of this program.
- Q:** Does receipt of other grants, either from the City of Victoria or other governmental organizations preclude me from receiving the grant?
- A:** No. The only restriction is on receipt of the same grant.
- Q:** Are there other grant programs available?
- A:** Yes, the Canada Mortgage and Housing Corporation's (CMHC) Residential Rehabilitation Assistance Program – Secondary/Garden Suite, provides forgivable loans to homeowners to create an affordable secondary suite in an existing single family house for low-income seniors or adults with a disability. For more information, call 1.800.639.3938 and ask to speak with CMHC's Assisted Housing Centre, or visit www.cmhc-schl.gc.ca. In addition, you may be eligible for a federal Home Renovation Tax Credit. For more information visit www.cra-arc.gc.ca.
- Q:** Once I have constructed my suite, can I strata-title it?
- A:** No. Secondary suites are not eligible for strata-titling.
- Q:** Is there anything else I need to do in order to be eligible?
- A:** Your property must be in compliance with the City of Victoria's Building Bylaw and Zoning Regulation Bylaw at the time of application, and construction must comply with all permits and bylaws related to secondary suites. You must be current in your payment of taxes and utilities for the property. You must consent to public notification including name, address and grant amount, generally in the form of the City of Victoria's annual financial statements.
- Q:** Are there any restrictions on who I can rent my suite to once it is completed?
- A:** No.

Tom Day

From: Georgia Andrews [gandrews@crd.bc.ca]
Sent: May 5, 2009 13:13
To: Tom Day
Subject: CRD Requisition - Meeting with Council
Attachments: REQ2009 - Esquimalt.xls

Agenda
✓ Laurie

Mr. Day:

This is to notify that the CRD's General Manager of Corporate Services will be pleased to attend an upcoming meeting of your Council or Committee of the Whole in order to provide an overview of the services provided to your municipality by the Capital Regional District, i.e. those included in the 2009 Municipal Requisition (see attached). Any questions or concerns of the Council regarding any of the requisition items can be addressed at that time. In some municipalities, where questions may be largely regarding Regional Parks, Environmental, Housing or Community Services, the GM of the applicable service will also attend to provide information. 

We are hoping to schedule these meetings in June, September or October. Please advise what dates work for your council; also advise if there are specific issues you wish to focus on, so that our appropriate GM(s) can be scheduled to attend.

Let me know if you have any questions.

Best regards,

Georgia Andrews, Dip Bus Admin
Executive Assistant to General Manager
Corporate Services
Capital Regional District
gandrews@crd.bc.ca

☎: (250) 360-3009
☎: (250) 360-3023

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Thank you.

Please consider the environment before printing this email.

**ESQUIMALT
NEIGHBOURHOOD HOUSE**

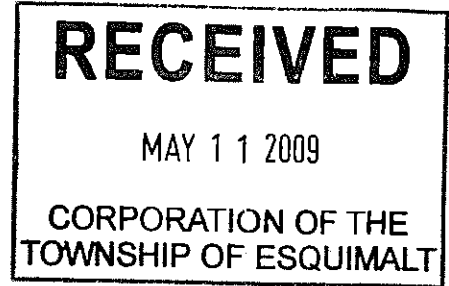
511 Constance Avenue, Victoria, B.C. V9A 6N5 • 385-2635 Fax: 384-2078

✓ Agenda



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

May 6, 2009



Dear Mayor and Council:

On behalf of the Board of Directors of the Esquimalt Neighbourhood House Society, I am writing to say Thank You.

Thank you for approving our local grant in the amount of \$12,000 and for allowing us to display a Christmas Tree in one of the Township's buildings, decorated by families living in Esquimalt.

Sincerely,

A handwritten signature in black ink, appearing to be 'M.L. McKenna'.

M.L. McKenna CMA
Executive Director



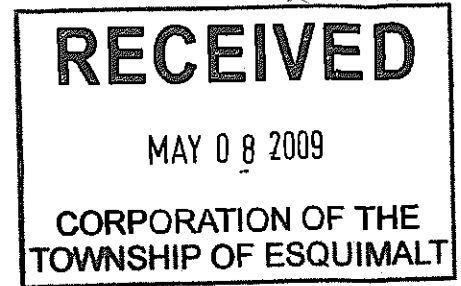
A United Way Member Agency



May 7, 2009

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

T: 250.360.3078
F: 250.360.3079
www.crd.bc.ca



File: 5280.17.06

✓ Agenda
✓ c: Mayor

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

Dear Mayor Desjardins and Council:

RE: MILLSTREAM SITE REMEDIATION – INVITATION TO PARTICIPATE IN A SUBCOMMITTEE TO REVIEW COST SHARING

At its meeting of April 22, 2009, the Capital Regional District Environment Committee moved to establish a subcommittee to review the cost sharing formula for the Millstream Meadows site remediation service.

Each participant of the service may appoint one representative to sit on the subcommittee. I suggest you consider having your Environment Committee representative, Barbara Desjardins, sit on the subcommittee.

The subcommittee will review the existing cost sharing formula and consider other formulas and related matters. The subcommittee will meet once per month for approximately six months with the first meeting to be held in early June. A copy of the bylaw, which includes the existing cost sharing formula, is included for your reference.

If your municipality would like to participate on the subcommittee, please contact Cathy Leahy at Tel: 250-360-3095 or cleahy@crd.bc.ca by **May 22** with the name of your Council's representative.

Yours truly,

per/

Alice Finall
Chair, Environment Committee

LH/cl
Attachment: 1

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3519

A BYLAW TO ESTABLISH THE MILLSTREAM SITE REMEDIATION SERVICE

WHEREAS:

- A. Under Section 796 of the *Local Government Act*, a Regional District may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Capital Regional District wishes to establish a service for the purpose of the remediation of lands legally described as Lot A, Section 5, Range 3 West, Highland District, Plan 40349 operated as the Millstream Meadows Sewage Septage Facility (the "**Millstream Site**") and any other lands that may, now or in future, be affected by the operation of the Millstream Site as a sewage septage disposal facility;
- C. Participating area approval has been obtained by alternative approval process under Section 801.3 of the *Local Government Act* within the municipal and electoral participating areas.

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. **Service**

The service being established and to be operated is a service for the purpose of the remediation of the Millstream Site and any other lands that may, now or in future, be affected by the operation of the Millstream Site as a sewage septage disposal facility in the Service Area (the "**Service**").

2. **Boundaries**

The boundaries of the Service Area are coterminous with the boundaries of Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria and View Royal and the Electoral Area of Juan de Fuca (the "**Service Area**").

3. **Participating Areas**

The "Participating Areas" for this Service are the municipalities of Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria and View Royal and the Electoral Area of Juan de Fuca.

4. **Cost Recovery**

As provided in Section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under Section 363 of the *Local Government Act*;

- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. **Maximum Requisition**

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Service is the greater of:

- (a) One Million Four Hundred Thousand (\$1,400,000) dollars;
- (b) a property value tax rate of **\$0.021** per one thousand (\$1,000) dollars that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the service.

6. **Apportionment of Costs**

Cost of the Service shall be apportioned among the Participating Areas as follows:

| Participating Area | Percentage of Cost of the Service |
|--------------------------------|--|
| District of Central Saanich | 5.29 |
| City of Colwood | 26.36 |
| Township of Esquimalt | 0.70 |
| District of Highlands | 1.29 |
| Electoral Area of Juan de Fuca | 6.81 |
| District of Langford | 17.01 |
| District of Metchosin | 5.09 |
| District of North Saanich | 6.69 |
| District of Oak Bay | 0.22 |
| District of Saanich | 14.17 |
| Town of Sidney | 0.26 |
| District of Sooke | 10.02 |
| City of Victoria | 3.28 |
| Township of View Royal | 2.81 |

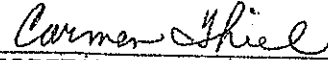
7. **Citation**

This Bylaw may be cited for all purposes as "Millstream Site Remediation Cost Service Establishment Bylaw No. 1, 2008".

| | | | | |
|---|------------------|--------|-------|------|
| READ A FIRST TIME THIS | 12 TH | DAY OF | MARCH | 2008 |
| READ A SECOND TIME THIS | 12 TH | DAY OF | MARCH | 2008 |
| READ A THIRD TIME THIS | 12 TH | DAY OF | MARCH | 2008 |
| APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS | 27 TH | DAY OF | MARCH | 2008 |
| RECEIVED THE APPROVAL OF THE ELECTORS THIS | 9 TH | DAY OF | MAY | 2008 |
| ADOPTED THIS | 14 TH | DAY OF | MAY | 2008 |



CHAIR



SECRETARY

| | | | | |
|---|------------------|--------|-----|------|
| FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS | 20 TH | DAY OF | MAY | 2008 |
|---|------------------|--------|-----|------|