

**Corporation of the Township of Esquimalt**

**COMMITTEE OF THE WHOLE**

**Monday, March 14, 2011**

**Esquimalt Municipal Hall – Council Chambers**

**7:10 pm.**

**MINUTES**

**PRESENT:** Mayor Barbara Desjardins (Chair), Councillor Meagan Brame, Councillor Randall Garrison, Councillor Don Linge, Councillor Bruce McIldoon, Councillor Alison Gaul, Councillor Lynda Hundleby.

**STAFF:** Laurie Hurst, Chief Administrative Officer  
Barbara Snyder, Director of Development Services  
Jeff Miller, Director of Engineering and Public Works  
Jeremy Denegar, Manager of Information Technology  
Carollyne Evans, Corporate Administrator

**OTHER:** Carla Venter, Recording Secretary

**1. CALL TO ORDER**

Mayor Desjardins called the meeting to order at 7:00 p.m. She requested that item 6(4) be moved to the first item to be discussed.

**2. LATE ITEMS**

- (1) Pertaining to Agenda Item 7(1) Request for Public Forum on community Benefits. - Draft Response
- (2) Update from Onagawa, Japan - Item 7(2)

**3. APPROVAL OF THE AGENDA**

**MOTION:** That the agenda be approved as amended. **MOVED/SECONDED.** Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

**4. MINUTES**

- (1) Minutes of the Regular Committee of the Whole, December 13, 2010

**MOTION:** That the minutes of the Regular Committee of the Whole meeting, December 13, 2010 be approved. **MOVED/SECONDED.** Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

- (2) Minutes of the Special Committee of the Whole, February 14, 2011

**MOTION:** That the minutes of the Special Committee of the Whole meeting, February 14, 2011 be approved. **MOVED/SECONDED.** Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

- (3) Minutes of the Regular Committee of the Whole, February 14, 2011

**MOTION:** That the minutes of the Regular Committee of the Whole meeting, February 14, 2011 be approved.

Carollyne Evans suggested the sentence that stated 'Staff were asked to bring back the average cost of sending a delegate to UBCM, not including registration fee' be replaced with; 'Staff were asked to bring back the average cost of travel to UBCM, not including registration fee'.  
MOVED/SECONDED. Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

5. **PRESENTATIONS**

- (1) Neighbourhood Emergency Preparedness Program, Maegan Thompson and Neighbourhood Block Watch Program, Bev Stewart

Mayor Desjardins welcomed Maegan Thompson, Emergency Program Manager, Esquimalt Fire Department, to the meeting.

Ms. Thompson advised that the purpose of this presentation was to ensure that communities are as well prepared as possible for any emergency situation, especially in light of what recently occurred in Japan. She provided a short overview of the NEPP and directed people to the Township of Esquimalt website, where more information and future dates of the programs are available. She also advised that there is no fee to the community when attending these programs.

Mayor Desjardins encouraged the community to be more vigilant and aware of possible emergency situations.

The meeting was opened for questions from Council and the request from Councillor Brame to post the courses online. Staff will also forward the presentation to council members.

Ms. Thompson reported that the NEPP is developing the program with The Greater Victoria School District 61 in consultation with local authorities.

She also informed council that during the Emergency Preparedness week May 1<sup>st</sup> - May 7, 2011 they will be working with the Red Cross to deliver emergency preparedness kits to Grade 4 students.

Mayor Desjardins praised the program for the leadership shown in their work with the Fire Department.

Mayor Desjardins introduced Bev Stewart from the Neighbourhood Block Watch Program.

Bev Stewart reported that the Block Watch Program started in 2003 and proved to be very successful. During the community forum meeting, it has come forward that the Block Watch Program is a very valued

service to the safety of the community.

Mayor Desjardins thanked Bev Stewart and Maegan Thompson for their presentations and advised that Council will discuss this matter at a future meeting.

6. **STAFF REPORTS**

***Engineering and Public Works***

- (1) Proposed Changes to the Streets and Traffic Regulation Bylaw, 2005, No. 2607, Staff Report No. EPW-11-007

Jeff Miller indicated that Bylaw 2005, No. 2607 will be amended in three phases. The first phase will be modification of the Bylaw to allow Victoria Police Department to carry out enforcement of the Bylaw. These changes are to revise conflicting statements and include some house keeping items. The next two phases will look at how a comprehensive parking strategy can be implemented into the Bylaw and how to deal with street chattel. These two phases will be looked at as the year progresses.

Jeff Miller advised that the following changes will be made to Bylaw No. 2607:

- Page 43 'Firemen May Direct Traffic' be changed to 'Firefighters May Direct Traffic.';
- Page 53 item 3.1 '...unless the vehicle displays an approved handicapped permit obtained from....' be changed to '....unless the vehicle displays a valid handicap parking sticker...'

**MOTION:**

1. That Council endorse the proposed amendments to Esquimalt's Streets and Traffic Regulation Bylaw, 2005, No. 2607 as per the proposed changes detailed in Report No. EPW-11-007; and
2. That should Council endorse the proposed amendments to Esquimalt's Streets and Traffic Regulation Bylaw, 2005, No. 2607, as detailed in Staff Report No. EPW-11-007, amending bylaws will be prepared and returned to Council for consideration of first and second reading.

MOVED/SECONDED. Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

***Administration***

- (2) Council Calendar, Staff Report No. ADM-11-021

Jeremy Denegar, IT Manager, spoke to the report and advised that Councillors will have live access to the Council Calendar. He also noted that changes to accommodate Blackberry and all other Smartphones will be supported. The Smartphones that Councillors use will be secured when they access the website. Home computers will be kept clear and signed off and the system will be replaced by a more secure system when working from home.

Councillor Garrison had a concern about where the data is being stored and Mr. Denegar informed Council that the TELUS Data Centers are located in Canada.

**MOTION:** That the Council Calendar system be recommended to go forward for consideration in the 2011 budget supplemental discussions. **MOVED/SECONDED.** Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

- (3) Terms of Reference – Centennial Celebrations Select Committee, Staff Report No. ADM-11-013  
[Discussion postponed from February 14, 2011]

**MOTION:** That discussion on Council Policy ADMIN – 63, Terms of Reference – Centennial Celebrations Select Committee be postponed until after they have been reviewed by the Centennial Celebrations Select Committee, and that the Terms of Reference be returned to the Committee of the Whole meeting on May 9, 2011. **MOVED/SECONDED.** Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

- (4) Council Policy ADMIN-65: Public Input, Staff Report No. ADM-11-020

Discussion ensued regarding what is included in public agendas. Carollyne Evans stated examples from the City of Castlegar and the City of London which have disclaimers to protect identities when email addresses are made public on their websites. This policy applies when information is included in the public agenda.

The question was asked why email addresses would be treated differently than home addresses. Carollyne Evans replied that consent is needed when publishing email addresses. Laurie Hurst stated that email addresses should be kept private in the event of people not agreeing with Councillors or other public input, therefore eliminating personal attacks on Councillors or other residents. It was also stated that email addresses of residents will not be blacked out when input is forwarded to Council.

Councillor Linge needed clarification on whether petition information is included in the questionnaires that are being referred to in the draft document on Public Input No. Admin-65. He also requested that 'petitions' be included in item 1 b) (9) of the Draft document Public Input No. Admin – 65.

Staff will bring the policy back to Council after revisions are made.

***Development Services***

- (5) WorkSafeBC Occupational Health & Safety Guideline 20.112 as it Affects Building Permit Applications, Staff Report No. DEV-11-020

Discussion ensued and the following comments were made by Council:

- The possible change to the Building Permit application process to protect against exposure to hazardous material could lead to huge costs being incurred when home owners want to do only do minor renovations;
- Concerns were also raised that this could lead to the construction activity going underground leading to illegal renovations being done;
- This issue is important to the public in order to protect their health and keep them safe;
- It could add value to a home when the owner decides to sell;

Director Snyder confirmed that Development Services do provide handouts advising of the dangers and information on hazardous materials, with every Building Permit issued.

The following issues arose during the discussion which prompted Council to suggest that Worksafe BC be contacted to provide more information on this issue:

- What happens if hazardous material is found on the property?
- Who will be responsible to remove it?
- Tenants that were exposed, what will happen with them?
- What will be the threshold age of a home to be inspected?
- It will be hard for local authorities to administrate this and input from Worksafe BC is needed.

Council also requested that a representative of the Victoria Real Estate Board attend a future meeting to advise how these regulations may affect property sales.

**MOTION:** That Council receive Staff Report No. DEV-11-020 - WorkSafeBC Occupational Health & Safety Guideline 20.112 for information. MOVED/SECONDED. Councillor Brame/Councillor Hundleby. **CARRIED UNANIMOUSLY.**

- (6) Zoning Revisions Regarding Multiple Residential High Rise and Commercial Mixed – Use Buildings, Staff Report No. DEV-11-021

Director Snyder stated that the staff report is a follow up on changes made to the OCP last year in regard to higher buildings. A major change in the proposed zone is that off street parking will be provided at a ratio of 1.2 spaces per unit, down from 1.3 spaces per unit required in other multi-family apartment zones.

The following comments were made by Council:

- Concern that there is not enough time for public input. If COTW is to take this forward to the APC changes should be clearly identified;
- Concern that permitting a smaller unit size will add more units per building but they will have less parking;
- Parking ratios are a significant concern to the members of the Urban Development Institute as It is very costly to provide parking;
- Concern about the reduced parking as there are a lot of complaints

about cars being parked in the street.

Council felt the more public discussion is needed regarding smaller unit sizes and the reduced parking ratio.

**MOTION:** That Council receive Staff Report No. DEV-11-021 - Zoning Revisions Regarding Multiple Residential High Rise and Commercial Mixed – Use Buildings for information. MOVED/SECONDED. Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

**7. OTHER BUSINESS**

- (1) Letter from the Capital Regional District, dated February 11, 2011, Re: Request for Public Forum on Community Benefits [Draft response was circulated at the meeting]

This is further to the discussion last week. Council thanked staff for putting it back on the Agenda and requested that it be forwarded again to the meeting of March 23<sup>rd</sup>.

Mayor Desjardins noted that public input is needed to the committee before a decision is made.

**MOTION:** That Esquimalt Council authorize the Mayor to send a letter to the Capital Regional District regarding the holding of a public forum on community benefits based on the draft response presented. MOVED/SECONDED. Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

- (2) Update from Onagawa, Japan

Mayor Desjardins gave a brief update on the town of Onagawa in Japan which is close to the epicenter of the Japan earthquake. The community is completely shut off from the world and we want to provide help where we can. Nelson BC is also a twin of Onagawa and the Township of Esquimalt wants to work together as two communities. She will be participating in a telephone meeting with Mayor John Dooley and will report back to Council on any progress made.

**8. PUBLIC QUESTION AND COMMENT PERIOD**

*Attila Szabo*, 1325 Esquimalt Rd, Apt # 511, raised question regarding reference to the percentage of available parking for people with disabilities.

*Leo Yong*, 742 Lampson St, Apt # 304, noted the parking space reduction from a ratio of 1.3 to 1.2 is a 33% reduction and feels that it is a big reduction.

*Muriel Dunn*, Old Esquimalt Road, raised concern about Worksafe BC entering private homes and invading privacy. Raised a question about putting in addresses into public notices. How do we know letters are coming from residents in our community.

*Bruce Cuthbert*, 431 Constance Road, talked about letters from the Ministry of Environment and Ministry of Community, Sport and Cultural Development regarding sewage treatment.

**9. MOTION TO GO *IN CAMERA***

- (1) Motion to go *In Camera* pursuant to Section 90 of the *Community Charter* to discuss personal information about an identifiable individual who is being considered for a position appointed by the municipality, pursuant to Section 90(1)(a) and that the general public be excluded. MOVED/SECONDED. Councillor Brame/Councillor Gaul.  
**CARRIED UNANIMOUSLY.**

**10. ADJOURNMENT**

**MOTION:** That the meeting be adjourned at 9:15 p.m. and reconvene *In Camera*. MOVED/SECONDED. Councillor Brame/Councillor Gaul. **CARRIED UNANIMOUSLY.**

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MAYOR OF THE CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT  
THIS 11<sup>TH</sup> DAY OF APRIL, 2011

CERTIFIED CORRECT:

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LAURIE HURST  
DEPUTY CORPORATE ADMINISTRATOR