



Corporation of the Township of Esquimalt

COMMITTEE OF THE WHOLE

Monday, October 24, 2011

Esquimalt Municipal Hall – Council Chambers

7:00 p.m.

MINUTES

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

STAFF: Laurie Hurst, Chief Administrative Officer
Barbara Snyder, Director of Development Services
Karen Blakely, Director of Financial Services
Pat Mulcahy, Manager of Human Resources
Anja Nurvo, Manager of Corporate Services
Marlene Lagoa, Sustainability Coordinator
Louise Payne, Recording Secretary

1. CALL TO ORDER

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

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

MOTION: That the Agenda be approved as circulated. **MOVED/SECONDED.** Councillor Linge/Councillor Gaul. **CARRIED UNANIMOUSLY.**

4. MINUTES

- (1) Minutes of the Regular Committee of the Whole, September 12, 2011
- (2) Minutes of the Special Committee of the Whole, September 19, 2011

MOTION: That the minutes of the Regular Committee of the Whole, September 12, 2011 and the minutes of the Special Committee of the Whole, September 19, 2011 be approved. **MOVED/SECONDED.** Councillor Brame/Councillor Hundleby. **CARRIED UNANIMOUSLY.**

5. STAFF REPORTS

Administration

- (1) Officers Bylaw and Council Policy – Terms and Conditions of Employment for Officers and Exempt Employees, Staff Report No. ADM-11-040

The Manager of Human Resources answered questions from Council.

MOTION: That the Officers Bylaw, 2011, No. 2777 and Council Policy PER – 05 Terms and Conditions of Employment for Officers and Exempt Employees as set out in Report No. ADM-11-040 be forwarded to Council with a recommendation that the Policy **be approved**, and that Council consider giving 1st, 2nd and 3rd readings to the Bylaw. **MOVED/SECONDED.** Councillor Linge/Councillor Hundleby. **CARRIED UNANIMOUSLY.**

- (2) Council Policy – Remuneration for Elected Officials ADMIN-62, Staff Report No. ADM-11-049

Council discussed an amendment to the Policy to include, under Process, a sub-clause 5 to require the review of remuneration to be carried out by a committee of five (5) residents of the municipality, to continue to get a community perspective on remuneration for elected officials.

MOTION: That Council Policy No. ADMIN-62 Remuneration for Elected Officials as set out in Staff Report No. ADM-11-049 be forwarded to Council with **a recommendation of approval**, with the addition of clause 5 to Process to include that Council will appoint five (5) members of the community to a Select Committee to review Council remuneration, similar to the recent committee review process. **MOVED/SECONDED.** Councillor Linge/Mayor Desjardins. **CARRIED UNANIMOUSLY.**

- (3) Reports: Plastic Shopping Bags & Framework for Community Engagement in Climate Action, Staff Report No. ADM-11-050

Council expressed appreciation for the reports but expressed concern with the lack of participation from businesses.

MOTION: That Council receive, and consider during the Strategic Planning process, the attached Environmental Advisory Committee's recommendations on:

- (a) Plastic Bag Free Esquimalt Social Marketing Campaign; and
- (b) Framework for Community Engagement in Climate Action.

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

Finance

- (4) Revisions to Council Policy ADMIN-29 Local Grants Esquimalt High School, Staff Report No. FIN-11-036

Council discussed increasing the amount of the scholarship awards.

MOTION: That the revisions to Council Policy ADMIN-29 Local Grants Esquimalt High School as set out in Report No. FIN-11-036 be forwarded to Council with a **recommendation of approval**, and that Council review scholarship amounts in the Policy prior to the next grant intake deadline. MOVED/SECONDED. Councillor Brame/Councillor Linge. **CARRIED UNANIMOUSLY.**

(5) Accumulated Surplus, Staff Report No. FIN-11-040

The Director of Financial Services provided an overview of “accumulated surplus” and various components of the fund.

Council expressed concern the sufficient funds be allocated for the maintenance of infrastructure.

MOTION: That the Council of the Corporation of the Township of Esquimalt approve the transfer of \$1,440,000 to the Capital Project Fund for unspecified projects and \$498,293 to the Machinery and Equipment Fund, to be allocated prorata on the 2010 end balances to the various components of the fund, from the Unappropriated Operating Funds balance as set out in Report No. FIN-11-040. MOVED/SECONDED. Councillor Linge/Councillor Hundleby. **CARRIED UNANIMOUSLY.**

(6) Revisions to Council Policy FIN-16 Permissive Tax Exemption, Staff Report No. FIN-11-041

Council discussed setting guidelines and limits for access to local grants and Permissive Tax Exemptions in the Budget process.

MOTION: That the revisions to Council Policy FIN-16 Permissive Tax Exemption as set out in Report No. FIN-11-041 be forwarded to Council with a **recommendation of approval**, and that the policies around Permissive Tax Exemptions and local grants be brought to Council for review at its Strategic Planning meetings. MOVED/SECONDED. Councillor Gaul/Councillor Hundleby. **CARRIED UNANIMOUSLY.**

Development Services

(7) Development Variance Permit, 601-605 Canteen Road, [Lot 1, Suburban Lot 26, Esquimalt District, Plan VIP63502], Staff Report No. DEV-11-088

MOTION: That the application for a Development Variance Permit authorizing construction of a 10 square metre office building, sited as detailed on the survey plan prepared by Engineering Services staff, stamped “Received August 30, 2011”, and including the following relaxation to Zoning Bylaw, 1992, No. 2050, be forwarded to Council with a **recommendation of approval**, subject to appropriate notification and a variance hearing being held:

Zoning Bylaw, 1992, No. 2050, Section 54(5)(c) – Side Setback – an exemption from the required 4.5 metre setback from an Exterior Side Lot Line [i.e. from 4.5 metres to 0 metres].

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

- (8) Development Permit, 1026 Tillicum Road, [Lot 23, Block 2, Section 10, Esquimalt District, Plan 11214], Staff Report No. DEV-11-089

The applicant reviewed the Development Permit application, noting that the current building would be removed and a side-by-side duplex built.

Council expressed concern with the parking provided and the egress onto Tillicum Road, and questioned why the proposal did not make use of the existing access from the back of the property. The applicant advised that she was encouraged by staff to access Tillicum Road to preserve green space in the backyard.

A discussion ensued on changing the design of the duplex building to stagger the units in order to provide a parking space in the back off the lane.

MOTION: That the application for a Development Permit, limiting the form and character of development to that shown on architectural plans provided by Coching Home Design, stamped "Received September 13, 2011", and on the landscape plan prepared by Jane Waters Landscape Design, stamped "Received October 3, 2011", and sited as detailed on the site plan prepared by Powell and Associates BC Land Surveyors, stamped "Received August 31, 2011", for the proposed duplex located at Lot 23, Block 2, Section 10, Esquimalt District, Plan 11214 [1026 Tillicum Road], be forwarded to Council with a **recommendation of approval**, subject to staff completing appropriate notification and a Development Permit being returned to Council for consideration. MOVED/SECONDED. Councillor McIldoon/Councillor Gaul. (Councillors McIldoon, Gaul, Brame and Linge in favour; Mayor Desjardins and Councillor Hundleby opposed). **CARRIED.**

Councillor Linge declared a conflict of interest with the upcoming Agenda item and left the meeting at 8:20 p.m.

- (9) Development Permit, 521-529 Comerford Street, [Lot 266, Suburban Lot 40, Esquimalt District, Plan 2854], [Lot 267, Suburban Lot 40, Esquimalt District, Plan 2854], Staff Report No. DEV-11-090

Council expressed concern with the number of off-street parking spaces proposed and the size of the units.

The applicant reviewed the Development Permit application and the variance request for parking, noting that the number of off-street parking spaces provided affects the affordability of the units. Other amenities proposed include secure indoor bicycle, scooter plug-ins, drop-off space for Handy Dart and ten units that have fully accessible bathrooms. He added that he has also had preliminary meetings with "Car Share".

MOTION: That consideration of the Development Permit application for 521-529 Comerford Street be postponed. Moved by Councillor McIldoon. No Secunder.

MOTION: That the application for a Development Permit limiting the form and character of development to that shown on architectural plans provided by Vic Davies Architect stamped "Received October 14, 2011", and sited as detailed on the survey plan prepared by Powell and Associates, BC Land Surveyors, stamped "Received September 14, 2011", and including the following relaxations to Zoning Bylaw, 1992, No. 2050 and Parking Bylaw, 1992, No. 2011, for the proposed development located at Lot 266, Suburban Lot 40, Esquimalt District, Plan 2854 and Lot 267, Suburban Lot 40, Esquimalt District, Plan 2854 [521-529 Comerford Street], as submitted, be forwarded to Council with a **recommendation of approval**:

Zoning Bylaw, 1992, No. 2050, Section 24 (1) – Visibility at Intersections – an exemption from the requirement that there shall be no obstruction to the line of vision by Buildings, Structures or vegetation between the heights of 1 metre and 3 metres above the established grade of streets within an area bounded by the centre lines of intersecting streets and a line joining a point on each of the centre lines 25 metres from their intersection.

Parking Bylaw, 1992, No. 2011, Section 11(1) – Visitor Parking – a reduction in the required number of dedicated visitor parking spaces from 1 of every 4 to 1 of every 27 [i.e. from a total of 14 visitor parking spaces to 2 visitor parking spaces].

Parking Bylaw, 1992, No. 2011, Section 13(1)(a)(v) – Number Of Off-Street Parking Spaces – a reduction in the required number of parking spaces from 1.3 spaces per dwelling unit to 0.43 spaces per dwelling unit [i.e. from a total of 55 spaces to 20 spaces].

MOVED/SECONDED. Councillor Hundleby/Councillor Brame. (Mayor Desjardins and Councillors Brame and Hundleby in favour; Councillors McIldoon and Gaul opposed). **CARRIED.**

Councillor Linge rejoined the meeting at 9:30 p.m.

6. PUBLIC QUESTION AND COMMENT PERIOD

Muriel Dunn, resident, inquired about the difference in costs for five banner poles on Craigflower Road.

Mayor Desjardins advised that more information would be provided at the Special Meeting of Council following this Committee of the Whole meeting.

Emmy Labonté, resident, commented on Section 4(c) of Council Policy PER-05 and expressed concern that "All Officers and Exempt Employees are entitled to one year's credit of sick leave days in advance of earning them."

7. ADJOURNMENT

MOTION: That the Regular Committee of the Whole Meeting of October 24, 2011 be adjourned at 9:33 p.m. MOVED/SECONDED. Councillor Brame/Councillor Hundleby. **CARRIED UNANIMOUSLY.**

MAYOR OF THE CORPORATION
OF THE TOWNSHIP OF ESQUIMALT
THIS 14th DAY OF NOVEMBER, 2011

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER