



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A

REGULAR MEETING OF COUNCIL

Monday, March 19, 2012
7:00 p.m.
Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- | | |
|--|-------------|
| (1) Minutes of the Special Meeting of Council, February 27, 2012 | Pg. 1 – 2 |
| (2) Minutes of the Special Meeting of Council, March 5, 2012 | Pg. 3 – 4 |
| (3) Minutes of the Regular Meeting of Council, March 5, 2012 | Pg. 5 – 14 |
| (4) Minutes of the Special Meeting of Council, March 6 and 7, 2012 | Pg. 15 – 23 |

5. **PRESENTATION**

- (1) Hugh Carter, Presenting the Township of Esquimalt with Photograph of the Esquimalt Municipal Flag at the Canadian War Memorial in Afghanistan

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

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

7. **DELEGATIONS**

- (1) Scott Attrill – Floyds Hairstyling for Men Inc., Lack of Parking Bylaw Enforcement Pg. 24 – 25

8. **HEARING**

The Hearing is to afford all persons who deem their interest in property affected by the Bylaw an opportunity to be heard or to present written submissions before the Municipal Council on matters contained in the Bylaw:

(1) **HEARING – DEVELOPMENT VARIANCE PERMIT [1341 LYALL STREET]**

- i) Notice of Hearing

Pg. 26

PUBLIC INPUT

ADJOURNMENT OF HEARING

9. HEARING STAFF REPORT

- (1) Development Variance Permit, 1341 Lyall Street, [Lot 4, Suburban Lot 48, Esquimalt District, Plan 822], Staff Report No. DEV-12-016 Pg. 27 – 44

RECOMMENDATION:

That Development Variance Permit No. 01/2012 authorizing the construction of a replacement deck and new stairs on to the principal building within 2.50 metres of an existing accessory building (shed), as detailed on the survey plan prepared by Peter I. M. Broeren, B.C.L.S., stamped “Received January 30, 2012” and including the following relaxation to Zoning Bylaw, 1992, No. 2050, be **approved, issued and registered** on the title of Lot 4, Suburban Lot 48, Esquimalt District, Plan 822.

Zoning Bylaw, 1992, No. 2050, Section 34. (9)(b)(iv) – a 1.05 metre reduction to the required 2.5 metre separation between a Principal Building and an Accessory Building [i.e. from 2.5 metres to 1.45 metres].

10. STAFF REPORTS

Administration

- (1) Revenue, Tax, Budget and Financial Sustainability Policies and Objectives, Staff Report No. ADM-12-019 Pg. 45 – 51

RECOMMENDATION:

1. That Council approve the objectives and policies as amended and attached to report ADMIN-12-019 for inclusion in the 2012 – 2016 Financial Plan Bylaw.
2. That Council direct staff to calculate 2012 tax rates based on the current budget reflecting a 2.77% increase in tax revenue.

Engineering and Public Works

- (2) Animal Control Services Proposal Call, Staff Report No. EPW-12-005 Pg. 52 – 54

RECOMMENDATION:

That Council:

1. Direct staff to enter into negotiations with Victoria Animal Control Services Ltd. to finalize the contract for animal control services; and
2. Once the contract details have been finalized, authorize the Mayor and Corporate Officer to execute the contract with Victoria Animal Control Services Ltd. for a three year period with the net contract cost being approximately \$211,400 (plus HST) for a three year term.

11. MAYOR’S AND COUNCILLORS’ REPORTS

12. COMMUNICATIONS

- (1) Letter from Bob McKie and Bill Emery, Esquimalt Buccaneer Days Committee, dated January 11, 2012, Re: 2012 Buccaneer Days Committee Appointments Pg. 55
- (2) Letter from Shirley Bond, Minister of Justice and Attorney General, dated March 1, 2012, Re: Development of a Strategic Plan for Policing in British Columbia Pg. 56 – 57
- (3) Letter from Colin MacLock, West Bay Residents Association, dated March 2, 2012, Re: Amending Official Community Plan (OCP) West Bay Local Area Plan Pg. 58
- (4) Letter from Geoff Young, Capital Regional District Board, dated February 29, 2012, Re: Victoria Rapid Transit Pg. 59 – 62
- (5) Letter from Read Jorgenson, Principal, Rockheights Middle School, dated March 8, 2012, Re: Letter of Appreciation for Support of Rockheights Hockey Skills Academy Pg. 63

13. PRESENTATION

- (1) Norm Hotson, Principal, Dialogue (Architectural and Urban Design Consulting Firm) and Jay Wollenberg, Coriolis (Real Estate Development Consulting Firm), Re: Esquimalt Village Project Update

14. PUBLIC QUESTION AND COMMENT PERIOD

*Excluding items which are or have been the subject of a Public Hearing.
Limit of two minutes per speaker.*

15. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
MONDAY, FEBRUARY 27TH, 2012

5:00 P.M.
COUNCIL CHAMBERS

PRESENT: Acting Mayor Meagan Brame
Councillor Dave Hodgins
Councillor Robert McKie
Councillor Tim Morrison

REGRETS: Mayor Barbara Desjardins
Councillor Lynda Hundleby
Councillor David Schinbein

STAFF: Deborah Liske [Recording Secretary]

1. **CALL TO ORDER**

Acting Mayor Brame called the Special Meeting of Council to order at 5:00 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor McKie/Councillor Hodgins:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. **MOTION TO GO *IN CAMERA***

MOTION: Moved by Councillor Hodgins/Councillor McKie:
That Council convene *In Camera* pursuant to Section 90 of the *Community Charter* to discuss:

- Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

in accordance with Section 90 (1) (a) of the *Community Charter*, and that the general public be excluded.

CARRIED UNANIMOUSLY.

5. **ADJOURNMENT**

MOTION: Moved by Councillor McKie/Councillor Hodgins:
That the Special Meeting of Council be adjourned at 5:01 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF MARCH, 2012

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
MONDAY, MARCH 5TH, 2012

5:40 P.M.
COUNCIL CHAMBERS

PRESENT: Mayor Barbara Desjardins
Councillor Meagan Brame
Councillor Dave Hodgins
Councillor Lynda Hundleby, [Recording Secretary]
Councillor Robert McKie
Councillor Tim Morrison
Councillor David Schinbein

OTHER: Sharlene Smith, Facilitator

1. **CALL TO ORDER**

Mayor Desjardins called the Special Meeting of Council to order at 5:40 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor Brame/Councillor McKie:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. **MOTION TO GO *IN CAMERA***

MOTION: Moved by Councillor Brame/Councillor Schinbein:
That Council convene *In Camera* pursuant to Section 90 of the *Community Charter* to discuss:

- Labour relations and other employee relations; and
- The security of the property of the municipality; and
- Litigation or potential litigation affecting the municipality;

in accordance with Section 90 (1) (c), (d), and (g) of the *Community Charter*, and that the general public be excluded.

CARRIED UNANIMOUSLY.

5. **ADJOURNMENT**

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Special Meeting of Council be adjourned at 5:42 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF MARCH, 2012

CERTIFIED CORRECT:

ANJA NURVO,
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
REGULAR MEETING
OF MUNICIPAL COUNCIL
MONDAY, MARCH 5TH, 2012**

**7:00 P.M.
COUNCIL CHAMBERS**

PRESENT:

Mayor Barbara Desjardins
Councillor Meagan Brame
Councillor Dave Hodgins
Councillor Lynda Hundleby
Councillor Robert McKie
Councillor Tim Morrison
Councillor David Schinbein

STAFF:

Laurie Hurst, Chief Administrative Officer
Bill Brown, Director of Development Services
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Regular Meeting of Council to order at 7:00 p.m.

2. **LATE ITEMS**

The following late items were added to the Agenda:

- Pertaining to Agenda Item 8.(1) Public Hearing – 521-529 Comerford Street
 - Email from Kevin Youck, received March 2, 2012, Re: 521-529 Comerford Street
 - Esquimalt Petition in Support of Comerford & Carlisle Development
- Added as Agenda Item 13.(5) & (6) Communications
 - Email from Graham Bruce, Island Corridor Foundation, received March 5, 2012, Re: Letter of Support Request: Island Corridor Foundation
 - Letter from Larisa Hutcheson, CRD received February 17, 2012, Re: 2011 Performance Audit of the Core Area Liquid Waste Management Plan

Mayor Desjardins introduced Mr. Bill Brown, the new Director of Development Services and welcomed him to the Township of Esquimalt.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor Brame/Councillor McKie:
That the Agenda be approved as amended.

CARRIED UNANIMOUSLY.

4. **MINUTES**

MOTION: Moved by Councillor McKie/Councillor Hodgins:
That the Minutes of the Regular Meeting of Council, February 20, 2012 be adopted as circulated.

CARRIED UNANIMOUSLY.

5. **PRESENTATION**

(1) Suzanne Steffler, Ali Gaul and Mary-Ann Scott, 7th Raven Guides

The 7th Raven Guides Troupe made a presentation to Council on their activities in 2011.

(2) Recognition of Bev Hopkins, Esquimalt Garden Club, Victoria Flower Count Launch

Mayor Desjardins presented Bev Hopkins of the Esquimalt Garden Club with the winning trophy for the Victoria Flower Count Launch.

6. **PUBLIC INPUT**

There was no public input.

7. **DELEGATIONS**

- (1) Dino P. Fiorin, Celebration of Lights Committee, Presentation to Council and Municipal Departments

Mr. Fiorin of the Celebration of Lights Committee expressed the Committee's appreciation for support at the Celebration of Lights, and presented plaques to the following:

- Mayor Desjardins, on behalf of Council
- Councillor Morrison, on behalf of Parks & Recreation Committee
- Chief Administrative Officer, on behalf of Department of Public Works

- (2) Darwin Robinson, Taxpayer Concern

Mr. Robinson expressed his opposition to the proposed speed humps on Old Esquimalt Road as a solution to the speeding problem. He noted that the objective was to keep traffic off Old Esquimalt Road. In surveying residents on Old Esquimalt Road, he noted that most were against the proposed speed humps, and concerned that they would devalue their property.

8. **HEARING**

- (1) **HEARING – DEVELOPMENT PERMIT [521-529 COMERFORD STREET]**

- i) Notice of Hearing
- ii) Background Information:
 - Staff Report No. DEV-11-066
 - Staff Report No. DEV-11-007
 - Staff Report No. DEV-11-090
 - Staff Report No. DEV-12-012

The Director of Development Services gave a brief overview of the proposed Development Permit application and proposed variances.

The applicant reviewed the Development Permit application, noting the changes to the proposed development, including a reduction in the number of units from 45 to 35. He added that he hoped to have the project completed by the summer, 2013.

PUBLIC INPUT

Kevin Youck, resident, advised that he had canvassed the neighbourhood and confirmed overwhelming support for the development. Some residents were concerned about the lack of

* Please note that this error has been corrected in the finalized Minutes of the Regular Meeting of Council held on March 5th, 2012.

*

off-street parking, and their property values. He presented a petition dated February 25, 2012 to the Corporate Officer.

Darwin Robinson, resident, suggested that if the developer consolidated his lot with the adjacent parking lot, he may be able to provide underground parking for his development.

Emily Schudel, resident, expressed concern for the parking situation; however she was not against the proposed development. She suggested that the developer needs to find other ways to provide parking.

Mike Mayer, resident, stated that he was against the proposed development as he was concerned about the lack of on-street parking in the area, and about the affect on property values.

Gina Sundberg, real estate agent, expressed her appreciation and support for development coming to Esquimalt, and she noted that she did not see parking as an issue for this development.

Pete Hartman, resident, stated that he was not in support of the proposed development as he felt that the requested parking variance was an abuse of the "rules" and was too much of a variance.

Muriel Dunn, resident, expressed her support for the development, noting that this represented a new concept in affordable housing.

Ed Williams, on behalf of the Esquimalt Chamber of Commerce, stated that the Chamber would like to see more development in the core of Esquimalt. He noted that development cannot be stopped because of parking issues. He pointed out that this proposed development was next to a bus stop and within walking distance to services.

Mayor Desjardins called three times for any other persons who wished to speak at the Hearing.

ADJOURNMENT OF HEARING

Mayor Desjardins declared the Hearing closed at 8:10 p.m.

The Regular Meeting of Council recessed at 8:10 p.m. and reconvened at 8:15 p.m. with all members of Council present.

9.

HEARING STAFF REPORT

- (1) 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-12-015

MOTION: Moved by Councillor Hodgins/Councillor McKie:

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 January 10, 2012", and sited as detailed on the survey plan prepared by Powell and Associates, BC Land Surveyors, stamped "Received December 2, 2011", and including the following relaxations to Zoning Bylaw, 1992, No. 2050 and Parking Bylaw, 1992, No. 2011, be **approved, issued and registered** on the title of Lot 266, Suburban Lot 40, Esquimalt District, Plan 2854 and Lot 267, Suburban Lot 40, Esquimalt District, Plan 2854 [521-529 Comerford Street],

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 8 [i.e. from a total of 12 visitor spaces to 6 visitor 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 0.64 spaces per dwelling unit [i.e. from a total of 45 spaces to 22 spaces].

Council comments:

- Different definition of homeownership with this development;
- Brings young people into the community;
- Developer has made some positive changes to the original application;
- Parking still an issue; understand concerns raised but see this development as a "first phase" in this area, and are other opportunities for parking;
- Size of units/lifestyle choice – "being green" – residents may not own a vehicle – bike/walk/bus to work;
- Is accessible housing, on a bus route;
- Increasing tax revenue for this property.

CARRIED UNANIMOUSLY.

10.

STAFF REPORTS

Administration

(1) 2012 Strategic Priorities Report, Staff Report No. ADM-12-015

Council comments:

- Format difficult to follow; suggest an "Executive Summary";
- Suggest put key page (76) at front of the report;
- Valuable process but need Budget funds linked to priorities;
- "Future Legacy" – public may not understand what it means

- (image of Esquimalt and marketing our community);
- Suggest “leaflet” summary of chart placed at the Library, Recreation Centre and Municipal Hall;
- Request to have a summary page with budget information as a page in every Council Agenda package, to keep the Strategic Priorities foremost in Councillors’ minds;
- Requested that each Committee of Council be provided with a copy of the draft report for their input.

MOTION: Moved by Councillor Hodgins/Councillor Brame:
That the Draft 2012 Strategic Priorities Report be approved in principle;
That opportunity is provided for public input; and
That the Draft 2012 Strategic Priorities Report be returned to Council for consideration at the Regular Council meeting on April 2nd, 2012.

CARRIED UNANIMOUSLY.

11. MAYOR’S AND COUNCILLORS’ REPORTS

- (1) Report from Councillor David Schinbein, Re: Greater Victoria Public Library Report, CEO Report to the Board, February 2012

MOTION: Moved by Councillor Brame/Councillor Morrison:
That the CEO Report to the Greater Victoria Public Library Board, February, 2012 be received.

CARRIED UNANIMOUSLY.

12. REPORTS FROM COMMITTEES

- (1) Adopted minutes from the Centennial Celebrations Select Committee meeting, January 24, 2012

MOTION: Moved by Councillor Schinbein/Councillor Brame:
That the adopted minutes from the Centennial Celebrations Select Committee meeting, January 24, 2012 be received.

CARRIED UNANIMOUSLY.

- (2) Adopted minutes from the Heritage Advisory Committee meeting, January 25, 2012

A member of Council questioned the heritage designation of a road and what that might mean for that road, and the Council representatives were requested to take this inquiry back to the Heritage Advisory Committee for further information.

MOTION: Moved by Councillor Hodgins/Councillor McKie:
That the adopted minutes from the Heritage Advisory Committee meeting, January 25, 2012 be received.

CARRIED UNANIMOUSLY.

- (3) Draft minutes from the Advisory Planning Commission meeting, February 21, 2012

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the draft minutes from the Advisory Planning Commission meeting, February 21, 2012 be received.

CARRIED UNANIMOUSLY.

13.

COMMUNICATIONS

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the following correspondence be received:

- (1) Letter from Union of British Columbia Municipalities, dated February 20, 2012, Re: RCMP Contract – Issues Update
- (2) Letter from Bev Highton, The CRD Business & Residential Taxpayers Association, dated February 20, 2012, Re: 2012 Property Taxes

CARRIED UNANIMOUSLY.

- (3) Letter from Karen Felker, British Columbia Honors and Awards Secretariat, dated February 20, 2012, Re: Order of British Columbia – 2012 Call for Nominations

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:
That the letter from the British Columbia Honors and Awards Secretariat dated February 20, 2012 regarding the Order of British Columbia – 2012 Call for Nominations be received for information.

CARRIED UNANIMOUSLY.

- (4) Letter from Union of British Columbia Municipalities, dated February 21, 2012, Re: Local Government Awareness Week & National Public Works Week: May 20 – May 26, 2012

MOTION: Moved by Councillor Hundleby/Councillor McKie:
That the letter from Union of British Columbia Municipalities dated February 21, 2012 regarding Local Government Awareness Week and National Public Works Week: May 20 – May 26, 2012 be received for information.

CARRIED UNANIMOUSLY.

- (5) Email from Graham Bruce, Island Corridor Foundation, received March 5, 2012, Re: Letter of Support Request: Island Corridor Foundation

Council comments:

- Concern that will lose opportunity to develop a comprehensive corridor plan for the entire length of the line;
- Have not written a letter of support since Seaspan was awarded their shipbuilding contract from the Federal Government;
- Need to emphasize the need for this corridor plan;
- Lack of decision and lack of funding for this plan has increased gridlock in the community.

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That a letter be drafted, for the Mayor's signature, in support of the Island Corridor Foundation's application for funding from the

Vancouver Foundation to develop a comprehensive plan for the Island rail corridor.

CARRIED UNANIMOUSLY.

- (6) Letter from General Manager, Environmental Sustainability, CRD, dated February 16, 2012 re: 2011 Performance Audit of the Core Area Liquid Waste Management Plan

Mayor Desjardins pointed out that the Township of Esquimalt would be significantly impacted by this Plan.

MOTION: Moved by Councillor Hodgins/Councillor Brame:
That the letter from the General Manager, Environmental Sustainability at the Capital Regional District dated February 18, 2012 regarding 2011 Performance Audit of the Core Area Liquid Waste Management Plan be received for information.

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Hundleby/Councillor Hodgins:
That the Township of Esquimalt Council provide comment on the 2011 Performance Audit of the Core Area Liquid Waste Management Plan report to the Capital Regional District, emphasizing that this is the "wrong plan".

CARRIED UNANIMOUSLY.

14.

RISE AND REPORT

- (1) Report from the *In Camera* Meeting of Council, February 20, 2012, Re: 2012 Appointments to Advisory Committees, Commission and Board

At the Special *In Camera* meeting of Council held on February 20, 2012, Council passed the following resolution:

"That Council approve the following appointments:

1. That Peter Ryan be appointed to the Parks and Recreation Advisory Committee (PRAC) as a Full Voting Member for the purpose of providing an accessibility focus to the PRAC; and
2. That Heidi Bada and Paul Newcombe be appointed to the Advisory Planning Commission (APC) as Non-Voting Members for the purpose of providing an accessibility focus to the APC."

- (2) Report from the *In Camera* Meeting of Council, February 27 & 28, 2012, Re: 2012 Appointments to Advisory Committees, Commission and Board

At the Special *In Camera* Meeting of Council, February 27 and 28, 2012, Council passed the following resolution:

"That the following persons be appointed to the Township of Esquimalt Council Advisory Committees, Commission and Board, as well as the Victoria Family Court and Youth Justice

Committee, as indicated, **effective March 1, 2012:**

Advisory Planning Commission

Bill Lang - Term expires December 31, 2013

Miklos Kovacs - Term expires December 31, 2013

Blair J Bouchier - Term expires December 31, 2013

Mark Salter - Term expires December 31, 2012 **

*** Represents the Environmental Advisory Committee in a Non-Voting Capacity on the Advisory Planning Commission*

Arts, Culture and Special Events Advisory Committee

Pamela Martin - Term expires December 31, 2012

Sandi Best - Term expires December 31, 2013

Bill Percival - Term expires December 31, 2013

Sue Donaldson - Term expires December 31, 2013

James Harada-Down - Term expires December 31, 2013

Annie Do - Term expires December 31, 2012 (*Youth Representative*)

Board of Variance

Darwin Robinson - Term expires December 31, 2014

Environmental Advisory Committee

Chris Zegger-Murphy - Term expires December 31, 2013

Mark Salter - Term expires December 31, 2013

John Willow - Term expires December 31, 2013

Annie Do - Term expires December 31, 2012 (*Youth Representative*)

Heritage Advisory Committee

Dar Purewall - Term expires December 31, 2012

Heather Gillis - Term expires December 31, 2013

Catherine McGregor - Term expires December 31, 2013

David Coney - Term expires December 31, 2013

John Willow - Term expires December 31, 2013

Parks and Recreation Advisory Committee

John Noyes - Term expires December 31, 2013

Mark Harris - Term expires December 31, 2013

Celia Owen - Term expires December 31, 2012

Darwin Robinson - Term expires December 31, 2013

David Coney - Term expires December 31, 2013

Victoria Family Court and Youth Justice Committee

Tammy Percival - Term expires December 31, 2012"

MOTION: Moved by Councillor Morrison/Councillor Hodgins:

That the list of 2012 appointments be placed on the Township's website, as an announcement, as soon as possible expressing Council's congratulations and appreciation for all committee volunteers.

CARRIED UNANIMOUSLY.

15.

PUBLIC QUESTION AND COMMENT PERIOD

John (last name unclear), resident, advised that the installation of speed humps on Old Esquimalt Road would create problems, and many residents were not aware of this proposal for traffic calming. There currently is a parking problem with the number of church activities in the area, and the proposed speed humps would take away some of the existing parking. He also pointed out that the signage at Head Street should be reviewed.

Sandra Dixon, resident, commented that it is difficult to stop speeding on Old Esquimalt Road. She also pointed out that there was a problem with drop-offs at Macauley School, and there needs to be a sign for this "school zone".

Pete Hartman, resident, commented that there are two sides of the issue of Old Esquimalt Road speeding. He also pointed out that, as a committee volunteer, he participates "from the heart".

Tony Cond, resident, stated that 97% of the residents surveyed were concerned about speeding on Old Esquimalt Road. The Engineering Department made the proposal for speed humps; however there are other ways to slow down traffic. He noted that if Old Esquimalt Road becomes a Heritage Road, Council would control the speed on this road.

Robert Youds, resident, commented that it was great that there is passion for the community; as a new member of this community, would like to see the Old Esquimalt Road streetscape preserved. He expressed concern that this may become an industrial corridor.

Muriel Dunn, resident, inquired as to what constitutes a "heritage road". She advised that there has been a speeding problem on Old Esquimalt Road for over fifty years, and she suggested that it be left to the engineers to solve the speeding problem.

16.

ADJOURNMENT

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:
That the Regular Meeting of Council be adjourned at 9:29 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF MARCH, 2012

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING [BUDGET]
OF MUNICIPAL COUNCIL
MARCH 6 AND 7, 2012

5:45 P.M.
COUNCIL CHAMBERS

PRESENT:

Mayor Barbara Desjardins
Councillor Meagan Brame
Councillor Dave Hodgins
Councillor Lynda Hundleby
Councillor Robert McKie
Councillor Tim Morrison
Councillor David Schinbein

STAFF:

Laurie Hurst, Chief Administrative Officer
Bill Brown, Director of Development Services
Jeff Miller, Director of Engineering and Public Works
Scott Hartman, Director of Parks & Recreation Services
David Ward, Fire Chief
Mary Turner, Deputy Director of Finance Services & IT
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Special [Budget] Meeting of Council to order at 5:45 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor McKie/Councillor Brame:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. **2012 BUDGET - OPTIONS**

The Chief Administrative Officer provided a Power Point presentation summarizing the 2012 Budget. After further review, staff has put forward recommendations at a 4.42%, 3.61% and 2.56% tax increase scenarios. Staff were recommending a target tax increase of 3.61% by assuming the following:

- No increase to Local Grants and a (one time) Core Adjustment to contributions;
- \$50,000 less into Contingency Fund;
- Surplus from 2011 – Audit will not be until end of March; however have estimated \$100,000 surplus.

The CAO pointed out that a 3.61% tax increase allows the municipality to complete all projects, no decrease to service levels and be financially healthy.

Council comments (*Response in italics*):

- How do policing cost issues work into this Budget? *Policing costs in the Budget for officers Esquimalt is responsible for, and an adjustment for "funding formula";*
- Support for request from Centennial Celebrations Select Committee for \$180,000; however should seek grants and sponsorships to decrease this Budget amount;
- What are options for Traffic Calming on Old Esquimalt Road? *If Council denies the Capital Works Supplemental request for speed humps, would research other options at direction of Council;*
- Want to have support for Strategic Priorities in the Budget; *Strategic Priorities not completely covered if Council approves only a 2.56% tax increase.*

5. **CONSIDERATION OF 2012 – 2016 SUPPLEMENTAL OPERATING AND CAPITAL REQUESTS AND FUNDING**

The CAO advised that the next step would be to review the Supplemental requests by individual line item.

Legislative/Administration

The Corporate Officer presented the General Government Supplemental Requests and responded to Council's questions.

Council comments *(Response in italics):*

- Is Council Calendar and email systems accomplishing what it needs to do? *Will have review and information in Quarterly Departmental Reports about making improvements to this system;*
- Pay for Acting CAO of \$7,000? *Council Policy PER-05 allows for compensation for Acting positions (more than a week) of 5% increase to regular rate of pay; \$7,000 supplemental is due to the pay increases for 2011 and 2012;*
- In discussing tax increases versus services with the public, issue of Local Grants comes up, and whether to continue to fund them at the same level or look at decreasing them; *Total amount in Local Grants for 2011 was \$114,000.*

Finance

The Acting Director of Finance and Information Technology presented the Finance and Grants to Other Organizations Supplemental Requests and responded to questions from Council.

Protective Services

The Fire Chief presented the Fire Supplemental Requests for 2012 and responded to questions from Council.

Transportation Services

The Director of Engineering and Public Services presented the Transportation Services and Environmental Health Services Supplemental Requests and responded to Council's questions.

Council comments *(Response in italics):*

- Traffic count every 2 years – military recently conducted one; CRD looked at major transportation corridors – check for this information first;
- Traffic Study for bike lanes on Lampson – because of the hills, how many cyclists would use?
- Road Study for Lyall Street – review 2005 Study that was shelved;
- Recycling charges/new contract – legal contract for four more years – CRD looking at “organics” as each municipality is doing something different.

Recreation & Cultural Services

The Director of Parks and Recreation Services presented the Recreation and Cultural Services Supplemental Requests for 2012 and responded to questions from Council.

The Special [Budget] Meeting recessed at 7:59 pm and reconvened at 8:08 pm with all members of Council present.

Supplemental Staff Requests

The CAO presented the Supplemental Staff requests and responded to Council's questions.

Council comments *(Response in italics):*

- What about shared Bylaw Enforcement Services across jurisdictions, or look at contracting out these services? *Have had shared services (with Building Inspection) but need more active system - currently 156 bylaw enforcement complaints pending.*

6. PUBLIC INPUT

Linda Schaumleyffel, resident, commented that it was great to put a sidewalk on Wordsley Street, but not on the north side, as people use the south side of the street. She noted that to build a sidewalk on the north side would be cheaper but in the long run, will need a sidewalk on the south side of Wordsley Street.

The Director of Engineering and Public Works pointed out that this sidewalk project is listed under the Capital sidewalk program which operates under two parameters: How to increase conductivity and lowest cost possible. He advised that there would be an increased cost to build a sidewalk on the south side of Wordsley Street because would have to blast rock outcrop.

Lorne Argyle, resident, advised that another centennial was being celebrated today – Oreo Cookies are 100 years old, and Canadians consume 25% of the market share of Oreo cookies.

John Noyes, resident, expressed his appreciation to Council and staff for a great job on the 2012 Budget. He also suggested that more Centennial banners should be placed along Craigflower Road between Tillicum and Arm Streets.

Nick (surname unclear), resident, expressed concern with the backlog of bylaw enforcement issues. He added that bylaw enforcement is important and the municipality needs a full time Bylaw Enforcement Officer to enforce bylaws and collect potential revenue.

7. MOVE TO *IN CAMERA*

MOTION: Moved by Councillor Hundleby/Councillor Brame:

That Council hold a Special *In Camera* on Tuesday, March 6, 2012 commencing at 9:00 p.m. pursuant to Section 90 of the *Community Charter* to discuss:

- Litigation or potential litigation affecting the municipality; and
- Labour relations and other employee relations;

in accordance with Section 90 (1) (c) and (g) of the *Community Charter*, and that the Notice of Special Council meeting be waived pursuant to Section 127(4) of the *Community Charter*, and that the general public be excluded.

CARRIED UNANIMOUSLY.

8. **RECESS AND RECONVENE**

MOTION: Moved by Councillor Brame/Councillor Schinbein:
That the Regular Meeting of Council be recessed at 9:00 p.m. on
March 6, 2012.

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Special [Budget] Meeting of Council reconvene at 5:49 p.m.
on Wednesday, March 7, 2012 with all members of Council present.

CARRIED UNANIMOUSLY.

STAFF: Laurie Hurst, Chief Administrative Officer
Bill Brown, Director of Development Services
Jeff Miller, Director of Engineering and Public Works
Scott Hartman, Director of Parks & Recreation Services
David Ward, Fire Chief
Mary Turner, Deputy Director of Finance Services & IT
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

9. **CONSIDERATION OF 2012 – 2016 SUPPLEMENTAL OPERATING
AND CAPITAL REQUESTS AND FUNDING (CONTINUED)**

2012 Capital Requests

The Chief Administrative Officer (CAO) presented the General Government and Information Technology Capital requests and responded to Council's questions.

Council comments (*Response in italics*):

- Does upgrade to Council Chambers include audiovisual taping equipment? *No, this would be separate project;*
- Many companies going to "tablet" use – has this option been explored? *CAO to find out if this option has been investigated.*

The Fire Chief presented the Protective Services Capital requests and responded to Council's questions.

Council comments (*Response in italics*):

- General replacement – could one generator operate multiple sites? *Specific to load requirement, and need for transfer switch to turn on generator; for multiple sites, would require a "mobile" generator;*
- Galley renovation? *Need to upgrade the facility with larger fridge, stove, cupboards and larger kitchen space for emergency planning.*

The Director of Engineering and Public Works presented the Engineering & Transportation Services Capital requests and responded to Council's questions. The Director of Parks and Recreation Services provided comments, from Parks perspective.

Council comments (*Response in italics*):

- Replace Engineering car (Unit 139) with electric car? *Will do cost comparison for vehicle purchase/replacement;*
- Decommissioning of seawall at Dellwood – need additional information; *Is a liability concern – suggesting to close off area to traffic via cul-de-sac; concrete walkway would be broken and stairs removed;*
- Concern for amount of money budgeted for traffic calming on Old Esquimalt Road (\$70,000);
- Staff report requested on potential for advertising at bus shelters; *CAO to direct staff to draft a policy re: advertising;*
- Input from neighbourhood – want sidewalk constructed on south side of Wordsley Street – need more public consultation on where sidewalk is needed; *Because of rock outcrop that must be removed on south side of Wordsley Street, estimate would be \$40,000 for sidewalk construction on south side of Wordsley Street.*

10. **RECESS AND RECONVENE**

Mayor Desjardins recessed the Special [Budget] meeting at 7:59 pm. The meeting reconvened at 8:10 pm with all members of Council present.

11. **CONSIDERATION OF 2012 – 2016 SUPPLEMENTAL OPERATING AND CAPITAL REQUESTS AND FUNDING (CONTINUED)**

2012 Supplemental Staff Requests

The CAO presented the Supplemental staff requests for 2012 and responded to questions from Council.

Council comments (*Response in italics*):

- Request for review of Communications Coordinator's job description – with full time position, may be an expansion of duties and responsibilities; *Report back to Council with options.*
- Option of contracting out of new IT position? *Report back to Council with options and alternatives (including contracting out and a co-op student);*
- All staff positions are tied to Council's Strategic Priorities – should look at a "long term plan" of shared services.

MOTION: Moved by Councillor Morrison/Councillor Hundleby:

That the Supplemental staff requests for 2012 Budget be approved in principle conditional upon staff bringing back a report to Council with options and alternatives regarding the staffing of these (4) positions.

CARRIED (Councillor Hodgins opposed).

Mayor Desjardins requested that Council returned to the "flagged" items in the 2012 Supplemental Operating and Capital requests for discussion.

Pay for Acting CAO:

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Supplemental request for "Pay for Acting CAO" in the amount of \$7,000 be retained in the 2012 Budget.

CARRIED (Councillors McKie and Schinbein opposed).

MOTION: Moved by Councillor Morrison/Councillor Hodgins:
That Council Policy No. PER-05 (Terms & Conditions of Employment of Officers and Exempt Employees) be reviewed by staff and a report brought to Council with options regarding "acting pay".

CARRIED (Mayor Desjardins and Councillors Brame and Hundleby opposed)

Grants to Other Organizations:

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the "Grants-Intermunicipal-Social Services" be 0% increase for 2012; and that \$2115 be taken out of "Grants-Local" and be included with "Membership Fees – Tourism Victoria".

DEFEATED (Councillors Brame, Hundleby, Morrison and McKie in favour)

MOTION: Moved by Councillor Hodgins/Councillor Schinbein:
That "Grants to Other Organizations" be decreased 50% (to \$54,467 for 2012).

DEFEATED (Councillor Hodgins in favour).

MOTION: Moved by Councillor Morrison that further discussion on "Grants to Other Organizations" be tabled pending additional information to Council.

There was no seconder for Councillor Morrison's motion.

MOTION: Moved by Councillor Brame/Mayor Desjardins:
That the Supplemental Request for \$604 for "Grants-Intermunicipal-Social Services" and \$3,644 for "Grants-Local" be removed from the 2012 Budget and "Grants to Other Organizations" be reduced by 20%.

CARRIED (Councillors Schinbein, Hundleby and Hodgins opposed).

MOTION: Moved by Councillor Brame/Councillor McKie:
That Council directs staff not to follow Council Policy No. ADMIN-32 – Local Grants for 2012 because of the previous adopted motion regarding "Grants to Other Organizations".

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Brame/Councillor Morrison:
That staff review Permissive Tax Exemptions for 2012 and report to Council.

CARRIED UNANIMOUSLY.

EXTENSION OF SPECIAL [BUDGET] MEETING TIME:

MOTION: Moved by Councillor Brame/Councillor McKie:
That Council approve an extension to the meeting to 10:15 p.m.

CARRIED (Councillors Hodgins and Schinbein opposed).

Professional Services – traffic study for bike lanes on Lampson:

MOTION: Moved by Councillor Brame/Councillor McKie:

That the 2012 Supplemental Budget request for “Professional Services – traffic study for bike lanes on Lampson” in the amount of \$30,000, and “Professional Services – road study for Lyall Street” in the amount of \$40,000 be deferred to the 2013 Budget as supplemental requests.

CARRIED (Councillor Hodgins opposed).

Recycling charges – increase to reflect new contract:

MOTION: Moved by Councillor Schinbein/Councillor Morrison:

That staff review the recycling contract, for alternatives and options, prior to the expiry of the current recycling contract and report to Council.

CARRIED UNANIMOUSLY.

Upgrade Council Chambers Audiovisual Equipment:

MOTION: Moved by Councillor Morrison/Councillor Hodgins:

That \$60,000 be placed in the M&E Reserve Fund for upgrades to Council Chambers audiovisual equipment for 2012 Capital Budget.

CARRIED UNANIMOUSLY.

Generator Replacement:

MOTION: Moved by Councillor Schinbein/Councillor McKie:

That the 2012 Budget Capital request for a “generator replacement” in the amount of \$110,000 be retained in the 2012 Budget; and that staff look into combining two municipal generators into one, prior to any monies being spent.

DEFEATED (Councillor Schinbein in favour).

EXTENSION OF SPECIAL [BUDGET] MEETING HOURS:

MOTION: Moved by Councillor Morrison/Councillor McKie:

That Council approve an extension to the meeting to 10:30 pm.

CARRIED (Councillors Schinbein, Hundleby and Hodgins opposed).

Galley renovation:

MOTION: Moved by Councillor Schinbein to remove the \$35,000 2012 Budget Capital request for a galley renovation to the Public Safety building.

There was no seconder for this motion.

Traffic calming on Old Esquimalt Road:

MOTION: Moved by Councillor Hundleby/Councillor Hodgins:

That the \$70,000 Capital request for traffic calming on Old Esquimalt Road be left in the 2012 Budget; and that staff provide options for traffic calming on Old Esquimalt Road in a report to Council.

CARRIED (Mayor Desjardins opposed).

Sidewalk Construction Program (2010-2018):

Staff were requested to conduct public consultation on the location of the sidewalk proposed for Wordsley Road and provide a report to Council.

12. PUBLIC INPUT

Jason Ross pointed out that the Township of Esquimalt was one of a few municipalities that does not provide a "direct audio feed" in its Council Chamber.

13. ADJOURNMENT

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Special [Budget] Meeting adjourn at 10:38 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF MARCH, 2012

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER

Agenda

Corporation of the Township of Esquimalt

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
 Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1
 Website: www.esquimalt.ca Email: info@esquimalt.ca
 Mayor/Council

RECEIVED MAR 12 2012

Referred:
 For Action
 For Response
 For Report
 Council Agenda
 COTW
 IC

APPLICATION FOR DELEGATION TO MUNICIPAL COUNCIL MEETING

Pursuant to Council Procedure Bylaw, No. 2715, 2009, Section 20, Delegations and Petitions, (see reverse side for further information) 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.** Please mail or drop off your completed application to: Municipal Hall, 1229 Esquimalt Road, Esquimalt, BC or email it to Deborah Liske at Deborah.liske@esquimalt.ca. You will be contacted to confirm the date of your appearance as a delegation by the Friday prior to the Monday Council meeting date. If you have any questions, you can call Deborah Liske at (250) 414-7136.

Delegations are **limited to five (5) minutes** unless a longer period is agreed to by unanimous vote of those members present.

NAME: Scott Attrill

ORGANIZATION: Floyds Hairstyling for Men Inc.

CONTACT INFORMATION:

DAYTIME TELEPHONE: _____ EMAIL: _____

PREFERRED DATE OF APPEARANCE AT COUNCIL MEETING: March 19, 2012

REASONS FOR APPEARING AS DELEGATION (Be specific): Parking bi-law - lack of enforcement. For over a year I have been complaining about people parking all day in one + two hour parking zoned areas. These vehicles make our shop look busy and take up parking for clients that wish to stop, do not. Further, the people who are breaking the bi-law have a burning desire to take over my square footage and have attempted in the past to have my lease cancelled. → continue

March 9th, 2012
Date of Application

[Signature]
Signature

Excerpt from Council Procedure Bylaw No. 2715, 2009:

Delegations and Petitions

20. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application on a prescribed form has been received by the Corporate Officer by 12 noon on the Wednesday prior to the meeting. ***Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.***
- (2) Every petition presented to Council shall include the name and address of each petitioner. In the case of a corporation the authority given by the corporation to sign the petition shall be produced in connection therewith.
- (3) Where written application has not been received by the Corporate Officer as prescribed in section 20(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (4) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (5) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Individuals or organizations are not permitted more than one delegation every three months on the same issue unless prior consent has been obtained by a resolution of Council.

Continued → Shipyard employees, the white hats - directors have asked the owner of this building, Gurpal Atwal to cancel my lease so they could use the floor space. My landlord, who will be asking council, if his interests in this regard, parking for commercial zoning is being protected by the by-law officials, as he did allow the municipality, the right of expropriation of some of his land to build the monstrosous intersection at Admirals + Colville. Further, when the parking is busy, it makes us look busy, and clients just drive by. Its been a year and nothing has been done.

25



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Voice: (250) 414-7100
Fax: (250) 414-7111
March 7, 2012

NOTICE OF HEARING

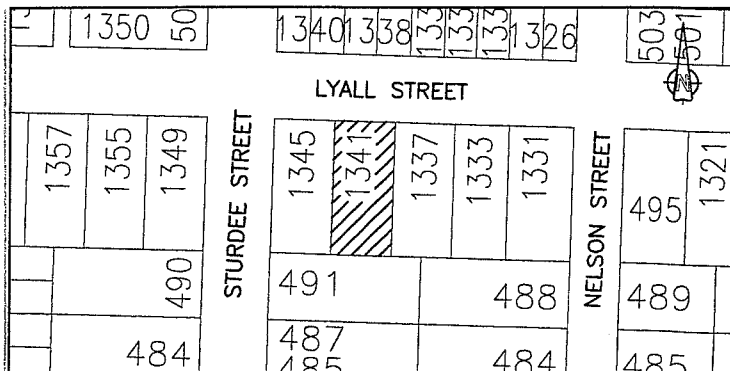
An application for a Development Variance Permit has been received from Kelly-Ryan and Stephanie Dean the registered owners of 1341 Lyall Street [Lot 4, Suburban Lot 48, Esquimalt District, Plan 822].

Purpose of the Application:

The applicant is requesting a variance to Zoning Bylaw, 1992, No. 2050 authorizing the construction of a replacement deck and new stairs onto the principal building within 2.50 metres of an existing accessory building (shed).

Authorization of the following variance to Zoning Bylaw No. 2050 is required before a Building Permit can be issued:

Zoning Bylaw, 1992, No. 2050, Section 34. (9)(b)(iv) – a 1.05 metre reduction to the required 2.5 metre separation between a Principal Building and an Accessory Building [i.e. from 2.5 metres to 1.45 metres].



Site Location: Lot 4, Suburban Lot 48, Esquimalt District, Plan 822 [1341 Lyall Street]

The Municipal Council will consider this application at **7:00 p.m., Monday, March 19, 2012, in the Council Chambers, Municipal Hall, 1229 Esquimalt Road, Esquimalt B.C.** Affected persons may make representations to Council at that time or submit a written submission prior to that date.

Information related to this application may be reviewed at the Development Services counter, Municipal Hall, 1229 Esquimalt Road, from 8:30 a.m. until 4:30 p.m., Monday to Friday (excluding Saturdays, Sundays, Statutory Holidays) until March 19, 2012.

**BILL BROWN,
DIRECTOR OF DEVELOPMENT SERVICES**

Personal information contained in communications to Council and its Committees is collected under the authority of the Community Charter and Local Government Act and will be used to assist Council members in decision making. Please note that your comments relating to this matter will form part of the Township's public record and may be included in a public agenda and posted on our website.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

(Council Meeting: March 19, 2012)

STAFF REPORT

DATE: March 12, 2012 Report No. DEV-12-016

TO: Laurie Hurst, Chief Administrative Officer

FROM: Karen Hay, Planning Technician
Bill Brown, Director of Development Services

SUBJECT: DEVELOPMENT VARIANCE PERMIT
1341 Lyall Street
[Lot 4, Suburban Lot 48, Esquimalt District, Plan 822]

RECOMMENDATION:

That Development Variance Permit No. 01/2012 authorizing the construction of a replacement deck and new stairs on to the principal building within 2.50 metres of an existing accessory building (shed), as detailed on the survey plan prepared by Peter I. M. Broeren, B.C.L.S., stamped "Received January 30, 2012" and including the following relaxation to Zoning Bylaw, 1992, No. 2050, be **approved, issued and registered** on the title of Lot 4, Suburban Lot 48, Esquimalt District, Plan 822.

Zoning Bylaw, 1992, No. 2050, Section 34. (9)(b)(iv) – a 1.05 metre reduction to the required 2.5 metre separation between a Principal Building and an Accessory Building [i.e. from 2.5 metres to 1.45 metres].

BACKGROUND:

Context

Applicant/ Owner: Kelly-Ryan Dean and Stephanie Dean

Property Size: Metric: 602.5 m² Imperial: 6485.47 ft²

Existing Land Use: Single Family Dwelling

Surrounding Land Uses: South: Single Family Residential
East: Single Family Residential
North: Two Family Residential
West: Single Family Residential

Existing Zoning: Single Family Residential [No change required]

Existing OCP Designation: Single/ Two-Family Residential [No change required]

Purpose of the Application: To allow the reconstruction of the deck at the back of the principal building with the addition of new stairs, that exit from the deck into the back yard. The new stairs would be located within the 2.5 metre required building separation between a principal building and an accessory building. The owner has noted that the shed is in good condition and is on a concrete foundation so it would be considerable cost to relocate it, and that this is the most desirable placement of the stairs for enjoyment of the backyard. (Owner's letter is attached.)

The required building separation between a principal building and an accessory building is intended to allow for distinction between the home and accessory buildings, so they do not appear to all merge into each other.

Advisory Planning Commission [APC]: This application was considered at the regular meeting of APC held February 21, 2012. Commission members were supportive of the application. The application was forwarded to Council with a **recommendation of approval.**

Comments from Other Departments

The plans for this proposal were circulated to Building Inspection, Fire Department, Engineering and Parks. No immediate concerns were expressed.

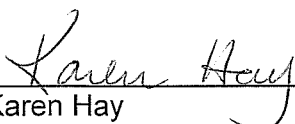
Note: All projects are subject to compliance with the building, electrical and plumbing codes; Subdivision and Development Control Bylaw No. 2175; and fire and safety standards.

PUBLIC NOTIFICATION

Notices were mailed to owners and occupiers of parcels within 50 metres [164 ft.] of the subject property on March 7, 2012 indicating that Council will be considering the requested Development Variance Permit on Monday, March 19, 2012. To date, no responses have been received from the public as a result of these notifications.

ALTERNATIVES:


1. That Development Variance Permit No. 01/2012 be **approved, issued and registered.**
2. That the application for Development Variance Permit No. 01/2012 be **denied.**



Karen Hay
Planning Technician



Bill Brown
Director of Development Services

Approved for Council's consideration:


Laurie Hurst, CAO
Dated: March 15/12

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

DEVELOPMENT VARIANCE PERMIT

NO. 01/2012

Owners: Stephanie Dean
Kelly-Ryan Dean

Lands: Lot 4, Suburban Lot 48, Esquimalt District, Plan 822

Address: 1341 Lyall Street, Esquimalt, B.C.

Conditions:

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit regulates the development of lands by varying the provisions of Zoning Bylaw, 1992, No. 2050 as follows:

Zoning Bylaw, 1992, No. 2050, Section 34. (9)(b)(iv) – a 1.05 metre reduction to the required 2.5 metre separation between a Principal Building and an Accessory Building [i.e. from 2.5 metres to 1.45 metres].
3. Approval of this Development Variance Permit has been issued in general accordance with the survey plan prepared by Peter I. M. Broeren, B.C.L.S., and stamped "Received January 30, 2012" which is attached hereto as Schedule 'A'.
4. The terms, conditions and covenants contained herein shall enure to the benefit of and be binding upon the Owners, their executors, heirs or administrators, successors and assigns as the case may be or their successors to title in the lands.
5. This Development Variance Permit is not a Building Permit.
6. This Permit lapses two (2) years after the date it is issued if the holder of the Permit does not substantially start any construction with respect to which the Permit was issued.
7. For the purposes of this Development Variance Permit, the holder of the Permit shall be the owner(s) of the lands.

ISSUED BY MUNICIPAL COUNCIL RESOLUTION ON THE _____ DAY OF _____, 2012

SIGNED THIS _____ DAY OF _____, 2012

Director of Development Services

Corporate Officer
Corporation of the Township
of Esquimalt

ISLAND

LAND SURVEYING LTD.

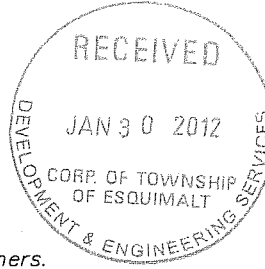
**B.C. LAND SURVEYORS CERTIFICATE
OF LOCATION OF BUILDINGS AND
PROPOSED DECK & STAIRS ON**

LOT 4, SUBURBAN LOT 48,
ESQUIMALT DISTRICT, PLAN 822.

PID: 003-944-905

1-15 CADILLAC AVENUE
VICTORIA, B.C. V8Z 1T3
TEL 250.475.1515 FAX 250.475.1516
www.islandsurveying.ca
OUR FILE: 19-DEAN-LO

I have examined the residential premises shown and hereby certify that the said structure is situate with respect to nearby boundaries as shown. This document is prepared for building inspection or mortgage purposes only and is for the exclusive use of our client. This document is not valid unless originally signed and sealed. This document shall not be used to define property lines or property corners. Unregistered interests have not been included or considered.



THIS IS SCHEDULE 'A' OF
DEVELOPMENT VARIANCE
PERMIT NO 01 / 2012
CORPORATE OFFICER

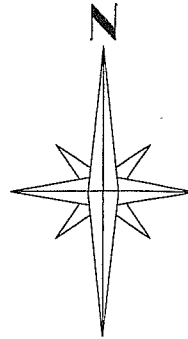
P. Broeren

Peter I. M. Broeren, BCLS.

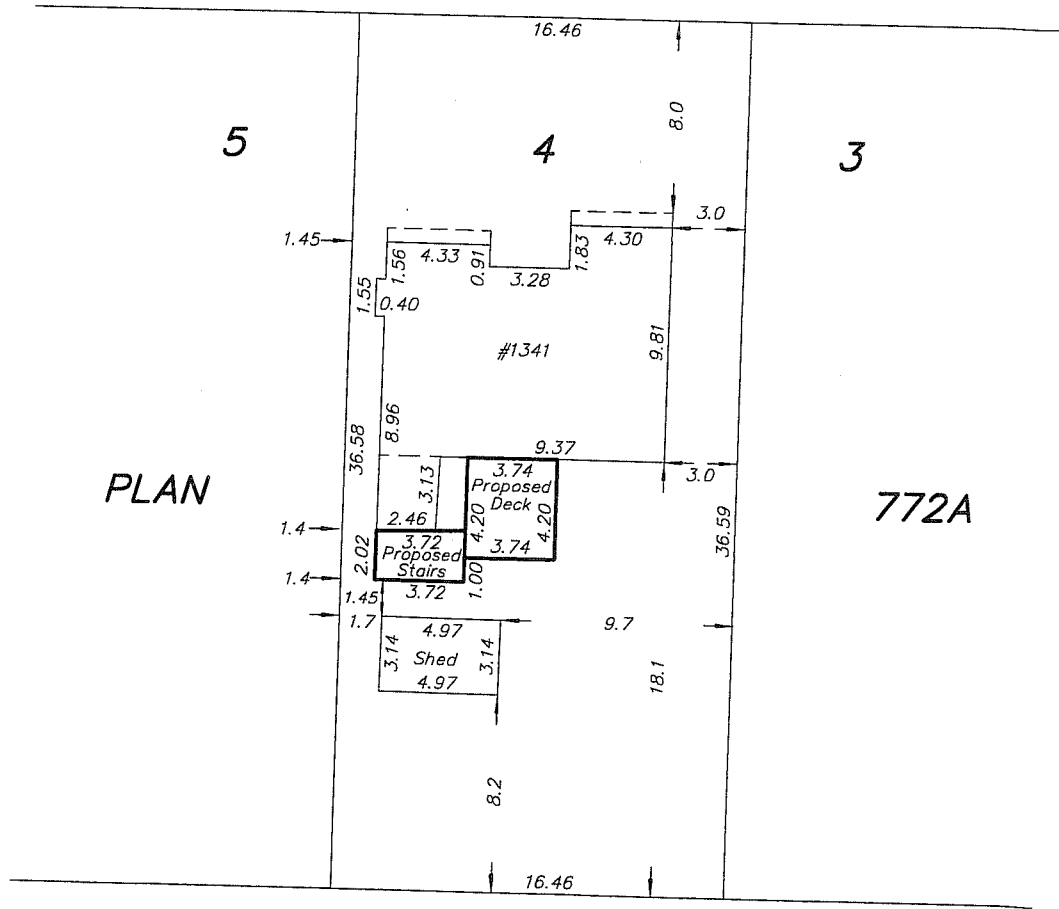
© 2012 Island Land Surveying Ltd.

Field survey dated this 18th day of October, 2011.
Proposed deck location drafted this 25th day of January, 2012.
SCALE=1:250. All distances are in metres.

NOTE: No lot posts were found.
Dimensions shown are based upon field survey measurements and may vary from those registered.
A comprehensive legal survey may reveal offsets to boundaries that differ from those shown.
Offsets shown are to building siding.



LYALL STREET



PLAN



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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Voice: (250) 414-7100
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March 7, 2012

NOTICE OF HEARING

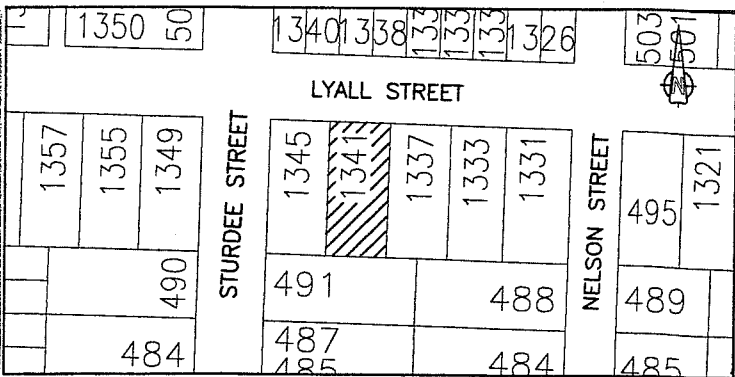
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BILL BROWN,
DIRECTOR OF DEVELOPMENT SERVICES

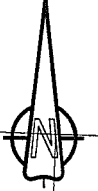
Personal information contained in communications to Council and its Committees is collected under the authority of the Community Charter and Local Government Act and will be used to assist Council members in decision making. Please note that your comments relating to this matter will form part of the Township's public record and may be included in a public agenda and posted on our website.

1357

1350	504	506	510	514	512	1,2,3	516
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513	1346	1338	1336	1334	1-5	540	548/552/E
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503	507	515	517	519	521	525
501						



WOOD ST

1340	1338	1334	1332	1330	1326
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LYALL ST

357	1355	1349	490	484	482	478	476
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STURDEE ST

477	479	481	485	487	491	1345	1341	1337	1333	1331

NELSON ST

481	485	489	495	1321	13

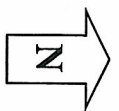
33

478

SUBJECT PROPERTY MAP
1341 LYALL STREET



1341 Lyall Street



DIVISION 1 - RESIDENTIAL ZONES

34. SINGLE FAMILY RESIDENTIAL [RS-1]

The intent of this Zone is to accommodate Single Family Dwellings on individual Parcels of land.

(1) Permitted Uses

The following Uses and no others are permitted:

- (a) Single Family Residential
- (b) Home Occupation
- (c) keeping of up to a maximum of no more than two [2] Roomers or Boarders
- (d) Secondary Suite: subject to the requirement of Section 30.6

(2) Parcel Size

The minimum Parcel Size for Parcels created by subdivision shall be 530 square metres.

(3) Minimum Lot Width

The minimum width of Parcels created by subdivision shall be 16 metres measured at the Front Building Line.

(4) Floor Area Ratio

The Floor Area Ratio shall not exceed 0.35.

(5) Floor Area

The minimum Floor Area for the First Storey of a Principal Building shall be 88 square metres.

(6) Building Height

- (a) No Principal Building shall exceed a Height of 7.3 metres.
- (b) No Accessory Building shall exceed a Height of 3.6 metres.

(7) Building Width

The minimum width for any Single Family Dwelling shall be 7 metres.

(8) Lot Coverage

- (a) All Principal Buildings, Accessory Buildings and Structures combined, shall not cover more than 30% of the Area of a Parcel.

PART 5 - 4

- (b) All Accessory Buildings and Structures combined shall not exceed 10% of the Area of Parcel.

(9) **Siting Requirements**

(a) **Principal Building**

- (i) Front Setback: No Principal Building shall be located within 7.5 metres of the Front Lot Line.
- (ii) Side Setback: No Principal Building shall be located within 1.5 metres of an Interior Side Lot Line, with the total Setback of all Side Yards not to be less than 4.5 metres. In the case where a Parcel is not served by a rear lane, one [1] Side Yard shall not be less than 3 metres. In the case of a Corner Lot, no Principal Building shall be located within 3.6 metres of an Exterior Side Lot Line
- (iii) Rear Setback: No Principal Building shall be located within 7.5 metres of a Rear Lot Line.

(b) **Accessory Building**

- (i) Front Setback: No Accessory Building shall be located in front of the front face of the Principal Building.
- (ii) Side Setback: No Accessory Building shall be located within 1.5 metres of an Interior Side Lot Line nor 3.6 metres of an Exterior Side Lot Line.
- (iii) Rear Setback: No Accessory Building shall be located within 1.5 metres of a Rear Lot Line.
- (iv) Building Separation: No Accessory Building shall be located within 2.5 metres of a Principal Building.

(10) **Fencing**

Subject to Section 22, no fence shall exceed a Height of 1.2 metres in front of the front face of the Principal Building and 2 metres behind the front face of the Principal Building.

(11) **Off Street Parking**

Off street parking shall be provided in accordance with the requirements of Parking Bylaw No. 2011.

Kelly & Stephanie Dean
1341 Lyall Street
Esquimalt, BC V9A 5H5

January 30, 2012

Advisory Planning Commission
Township of Esquimalt Development Services
3rd Floor, 1229 Esquimalt Road
Esquimalt, BC V9A 3P1

Dear Committee Members,

In preparation for our meeting with the Advisory Planning Commission February 21, 2011, we are writing to outline the details of our proposal. Please find enclosed our development plan, site surveys, and letters of support from the adjacent property owners.

We purchased our home at 1341 Lyall Street in October of 2007 in a state of great disrepair. Since that time we have completed numerous improvements both inside and out. These include fresh paint throughout, new and refinished flooring, new window coverings and light fixtures, as well as a new roof, tiled front steps, and year after year improvements to the landscaping in the front yard. We are proud of our home and community and will continue to maintain and improve the house and yard.

A major problem when we purchased the home was the state of the back deck. It was rotten through and we have been unable to use it safely. This past summer we removed it entirely and now wish to replace it with one of similar shape and size. We have included in our plans a set of stairs down from the deck, for the purpose of having a second fire exit from the main floor living area of the house. Also, as a family with small children, these stairs would provide a safe and supervised entrance in and out of our backyard.

In addition to the safety reasons, this new deck and stairs will enhance the appearance and increase the value of our home - a benefit to us, our neighbours, and the community.

Our application for a Development Variance Permit is a result of the proximity of our proposed stairs to a pre-existing shed that is sitting on a concrete foundation. Our proposed stairs come down 1.45m from the shed which is a 1.05m variance from Esquimalt's building by-law.

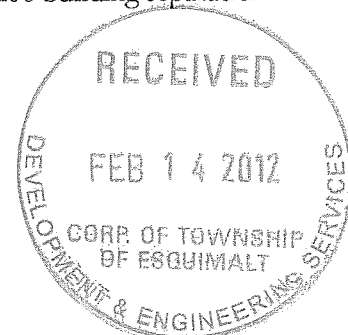
There are no other feasible options for the stairs as other plan simulations have the stairs either coming down into the fence on the west side of the property or, the alternative, down the east side of the deck which would eliminate the ability to use the existing carport and would also have the stairs coming down into the middle of the yard.

It is our hope that the benefits of our proposed stairs, primarily providing a safe secondary exit into the yard from our primary living space, will support the variance of Esquimalt's building separation regulation.

We look forward to our meeting scheduled February 21, 2012.

Kind regards,


Stephanie & Kelly Dean



11 February 2012

To: Stephanie & Kelly Dean
owners/residents of 1341 Lyall Street

Re: Development Variance Permit
1341 Lyall Street

I have reviewed the information provided regarding your proposed variance permit.

As your neighbour bordering on the South side of your property, I am able to support your proposal.

Your plan will add value to your property and will not present a hardship to me.

Sincerely

Dora Kustaski

DORA KUSTASKI
owner/resident 491 Sturdee Street



1337 Lyall Street
Victoria, BC V9A 5H5

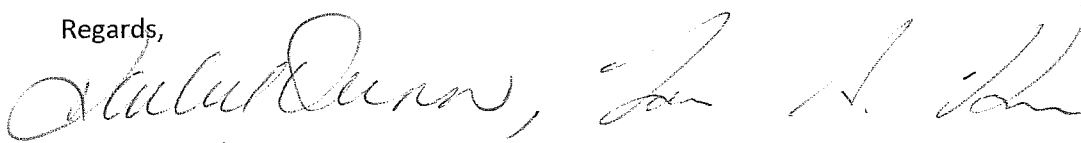
February 12, 2012

Re: Development Variance Permit – Stephanie & Kelly Dean, 1341 Lyall Street

The Dean's have shown us their plans to add stairs to the new deck and we have reviewed the building plans. We believe the deck and stairs will be a great improvement to the previous deck, both in safety and appearance.

We appreciate their effort to maintain and improve their home and support their plans for the deck and stairs. It is nice to have conscientious neighbours who take pride in their home and neighbourhood. Please consider allowing them the variance to proceed.

Regards,



Tom & Rachel Dunn



1345 Lyall Street,
Esquimalt,
BC
V9A5H5

To whom it may concern,

My wife and I are resident owners of the property at 1345 Lyall Street, our neighbours, Stephanie & Kelly Dean, have the property at 1341 Lyall Street. Stephanie and Kelly have worked tirelessly to improve the property since taking possession and should be commended on their efforts and encouraged to continue.

They are planning to rebuild the back deck and add stairs to the structure and obviously the rebuilding of the deck can only be seen as a positive move however the planned stairs apparently fall outside current Esquimalt building by-laws. I do not know exactly why there is a problem in terms of the by-laws but I would like to say that there are certain points to consider. There is a marked difference in the level of the properties here from front to back so that the main floor of the house is a good storey further from the ground at the back than at the front therefore a rear stairway from the main floor is not just a convenience but a serious safety measure, older houses bring their own challenges with regard to pre-existing structures and I believe that Stephanie and Kelly have come up with a creative solution that will not only enhance their property but will provide them with a good, safe alternate exit from their house.

Respectfully,



Phil Newnham

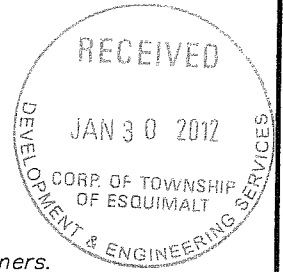


**ISLAND
LAND SURVEYING LTD.**

**B.C. LAND SURVEYORS CERTIFICATE
OF LOCATION OF BUILDINGS AND
PROPOSED DECK & STAIRS ON**

LOT 4, SUBURBAN LOT 48,
ESQUIMALT DISTRICT, PLAN 822.
PID: 003-944-905

1-15 CADILLAC AVENUE
VICTORIA, B.C. V8Z 1T3
TEL 250.475.1515 FAX 250.475.1516
www.islandsurveying.ca
OUR FILE: 19-DEAN-LO



I have examined the residential premises shown and hereby certify that the said structure is situate with respect to nearby boundaries as shown. This document is prepared for building inspection or mortgage purposes only and is for the exclusive use of our client. This document is not valid unless originally signed and sealed. This document shall not be used to define property lines or property corners. Unregistered interests have not been included or considered.

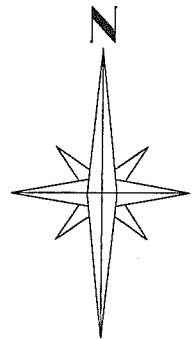
P. Broeren

Peter I. M. Broeren, BCLS.

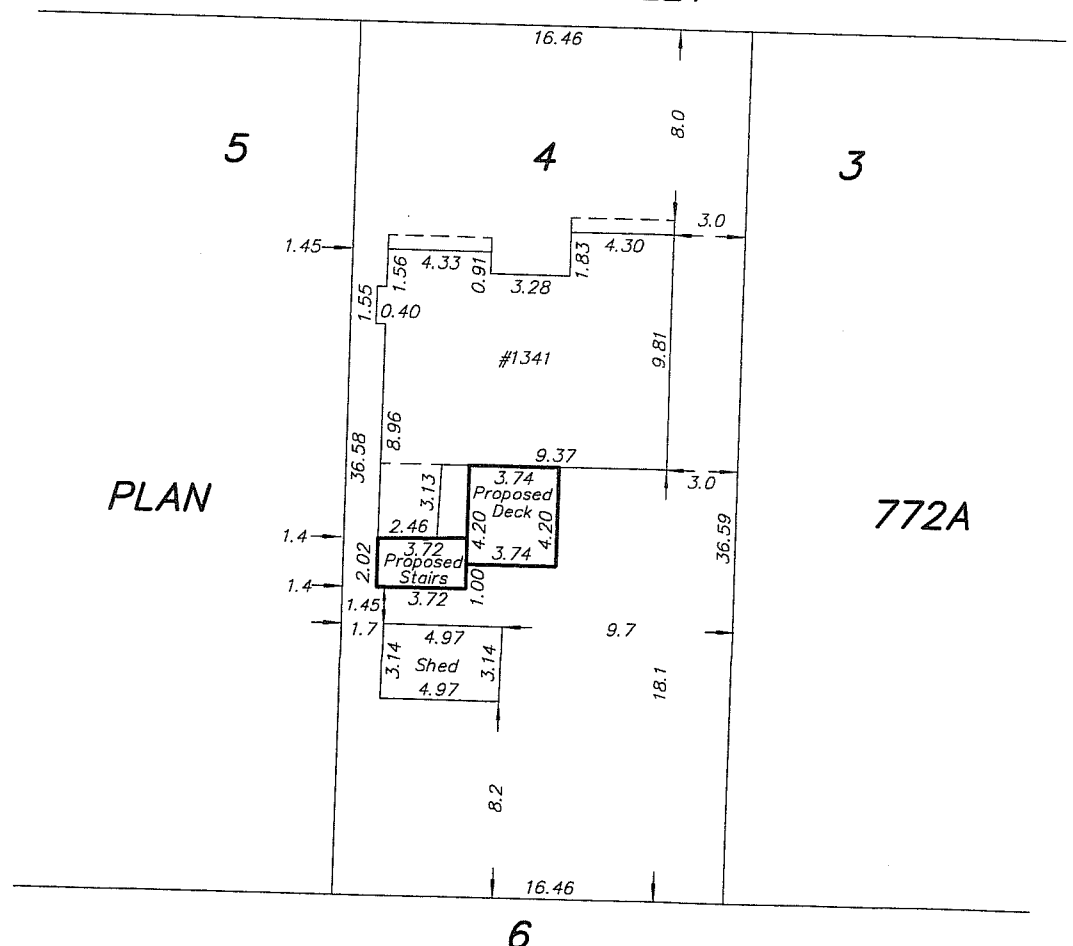
© 2012 Island Land Surveying Ltd.

Field survey dated this 18th day of October, 2011.
Proposed deck location drafted this 25th day of January, 2012.
SCALE=1:250. All distances are in metres.

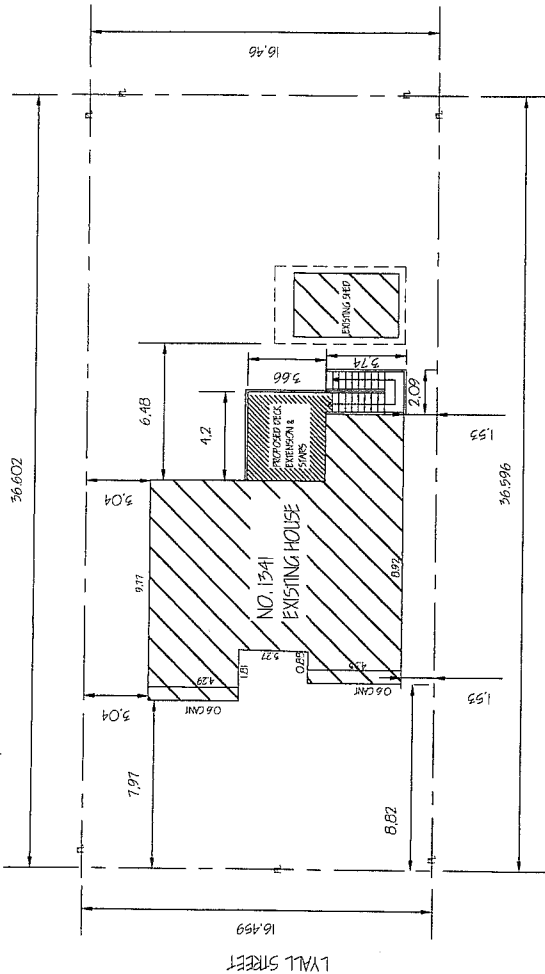
NOTE: No lot posts were found.
Dimensions shown are based upon field survey measurements and may vary from those registered.
A comprehensive legal survey may reveal offsets to boundaries that differ from those shown.
Offsets shown are to building siding.



LYALL STREET



CIVIC ADDRESS: 1341 LYALL STREET
 TOWNSHIP OF ESQUIMALT, BC
 PARCEL IDENTIFIER: LOT 4, SUBURBAN LOT 4B
 ESQUIMALT DISTRICT
 PLAN B22



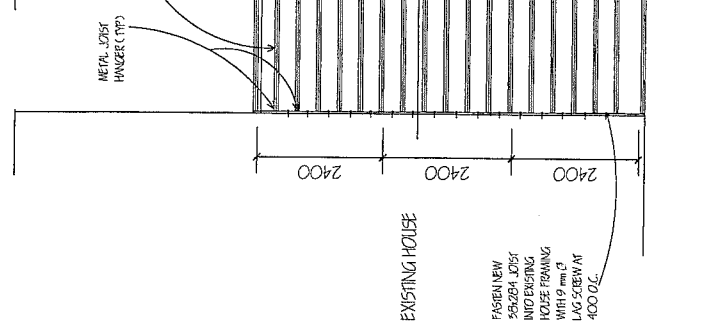
SITE PLAN
 SCALE: 1:100



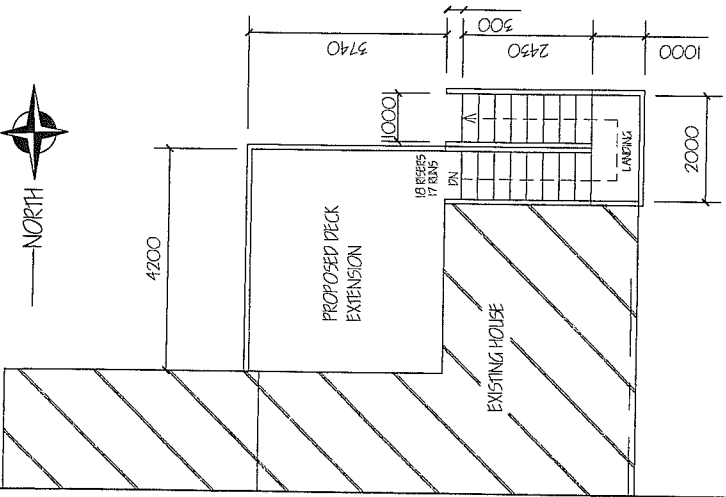
NO.	NO.
DATE	DATE
BY	BY
REVISION	REVISION
PROJECT NO.	PROJECT NO.
PROJECT NAME	PROJECT NAME
CLIENT	CLIENT
DRAWN BY	DRAWN BY
CHECKED BY	CHECKED BY
DATE	DATE
SHEET NO.	SHEET NO.
TOTAL SHEETS	TOTAL SHEETS
SCALE	SCALE
DATE	DATE
BY	BY
NO.	NO.
DATE	DATE
BY	BY
REVISION	REVISION
PROJECT NO.	PROJECT NO.
PROJECT NAME	PROJECT NAME
CLIENT	CLIENT
DRAWN BY	DRAWN BY
CHECKED BY	CHECKED BY
DATE	DATE
SHEET NO.	SHEET NO.
TOTAL SHEETS	TOTAL SHEETS
SCALE	SCALE
DATE	DATE
BY	BY

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

PROJECT NO.	110025001
PROJECT NAME	PROPOSED PECK EXTENSION
OWNER	MR. & MRS. J. L. PECK
DATE	NOV 2011
SCALE	AS SHOWN
DESIGNER	J. L. PECK
CHECKER	J. L. PECK
DATE	NOV 2011
PROJECT LOCATION	110025001
PROJECT ADDRESS	110025001
PROJECT CITY	110025001
PROJECT STATE	110025001
PROJECT ZIP	110025001
PROJECT COUNTY	110025001
PROJECT TOWNSHIP	110025001
PROJECT PARCEL	110025001
PROJECT ACRES	110025001
PROJECT PERMITS	110025001
PROJECT PLAN	110025001
PROJECT SHEET	110025001
PROJECT TOTAL SHEETS	110025001
PROJECT DATE	110025001
PROJECT TIME	110025001
PROJECT COST	110025001
PROJECT BUDGET	110025001
PROJECT STATUS	110025001
PROJECT COMMENTS	110025001



PECK PLAN
SCALE: 1/8" = 1'-0"



PECK PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES

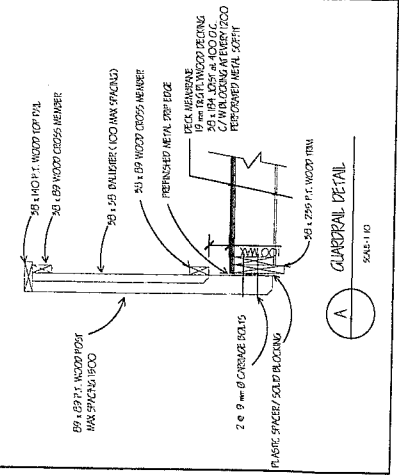
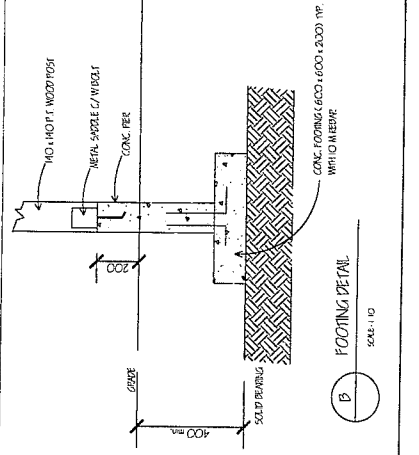
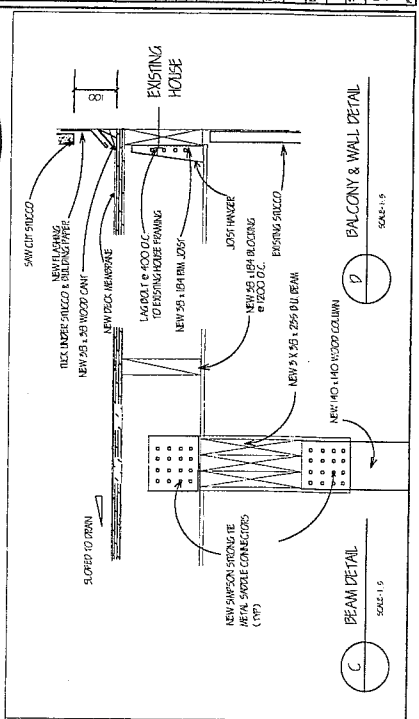
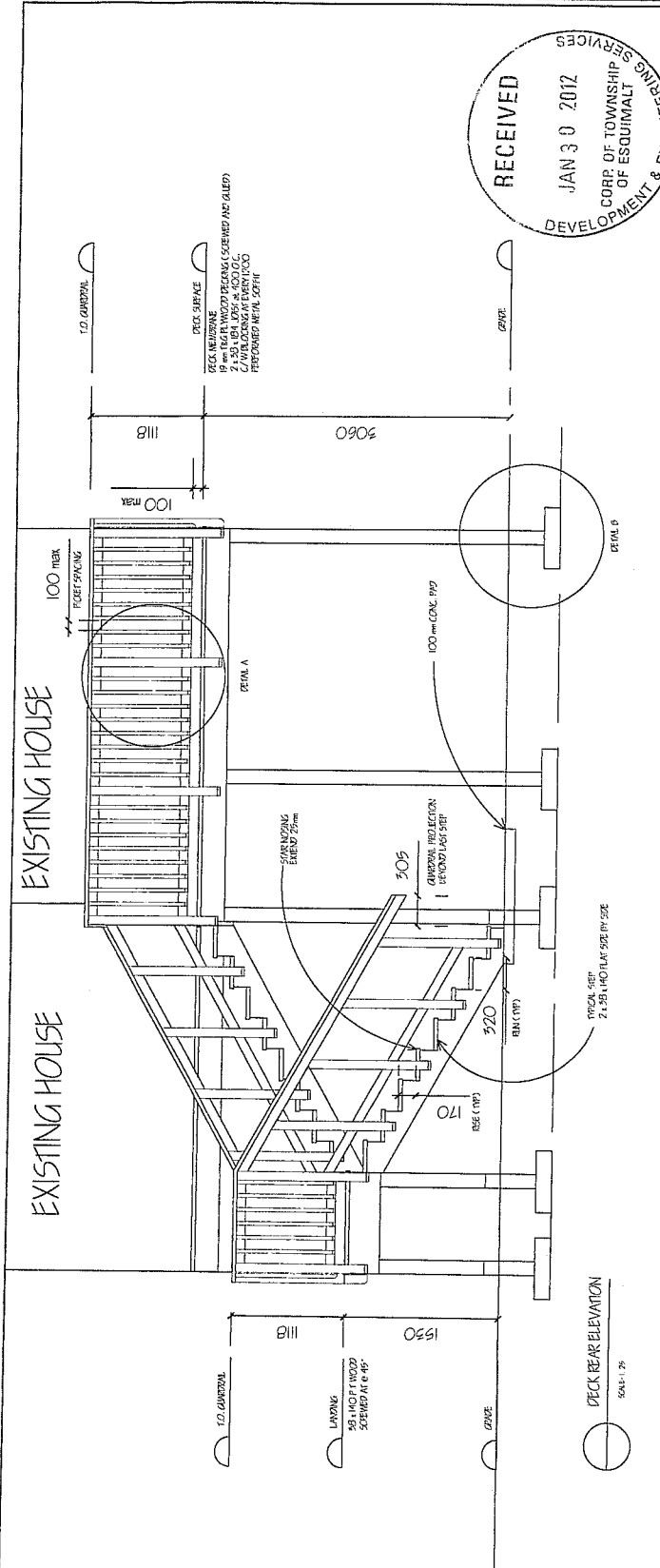
1. CODES, PERMITS AND INSPECTION
 - a. Work to conform to the IRC Building Code 2006 (IRC06) and local municipality provisions.
 - b. All work to be done in accordance with the Building Code. Designer not responsible for placement.
 - c. All work to be done in accordance with the Building Code. Designer not responsible for placement.
 - d. All work to be done in accordance with the Building Code. Designer not responsible for placement.
 - e. All work to be done in accordance with the Building Code. Designer not responsible for placement.
2. MATERIALS AND SPECIFICATIONS
 - a. All materials to be used shall conform to the Building Code.
 - b. All materials to be used shall conform to the Building Code.
 - c. All materials to be used shall conform to the Building Code.
 - d. All materials to be used shall conform to the Building Code.
 - e. All materials to be used shall conform to the Building Code.
3. DEMOLITION NOTES
 - a. Contractor shall maintain stability and strength of existing building for all demolition and/or additions.
 - b. Frame members to maintain structural integrity of building during the work as required.
4. STRUCTURAL NOTES
 - a. Structure shall be based on existing site conditions and in no case shall be less than that of the 2006 IRC Building Code and all other applicable codes.
 - b. Erection of floor and roof joists shall be in accordance with the Building Code.
 - c. Floor joists shall be 2x6-286 wood joists.
 - d. Floor joists shall be 2x6-286 wood joists.
 - e. Floor joists shall be 2x6-286 wood joists.
5. ROOFING NOTES
 - a. Roofing shall be in accordance with the Building Code.
 - b. Roofing shall be in accordance with the Building Code.
 - c. Roofing shall be in accordance with the Building Code.
 - d. Roofing shall be in accordance with the Building Code.
 - e. Roofing shall be in accordance with the Building Code.



NO	DESCRIPTION
1	100 MM
2	150 x 250 mm
3	2 x 2" (50 x 50 mm)
4	2 x 4" (50 x 100 mm)
5	2 x 6" (50 x 150 mm)
6	2 x 8" (50 x 200 mm)
7	2 x 10" (50 x 250 mm)
8	2 x 12" (50 x 300 mm)
9	2 x 14" (50 x 350 mm)
10	2 x 16" (50 x 400 mm)
11	2 x 18" (50 x 450 mm)
12	2 x 20" (50 x 500 mm)
13	2 x 22" (50 x 550 mm)
14	2 x 24" (50 x 600 mm)
15	2 x 26" (50 x 650 mm)
16	2 x 28" (50 x 700 mm)
17	2 x 30" (50 x 750 mm)
18	2 x 32" (50 x 800 mm)
19	2 x 34" (50 x 850 mm)
20	2 x 36" (50 x 900 mm)

NO	DESCRIPTION
1	100 MM
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17	2 x 30" (50 x 750 mm)
18	2 x 32" (50 x 800 mm)
19	2 x 34" (50 x 850 mm)
20	2 x 36" (50 x 900 mm)

RECEIVED
 JAN 30 2012
 CORP. OF TOWNSHIP
 OF ESQUIMAULT
 DEVELOPMENT & ENGINEERING SERVICES





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: March 19, 2012

STAFF REPORT

DATE: March 15, 2011 **REPORT NO.** ADM-12-019
TO: Mayor and Council
FROM: Laurie Hurst, Chief Administrative Officer
SUBJECT: Revenue, Tax, Budget and Financial Sustainability Policies and Objectives

RECOMMENDATIONS:

1. That Council approve the objectives and policies as amended and attached to report ADM-12-019 for inclusion in the 2012 – 2016 Financial Plan Bylaw.
2. That Council direct staff to calculate 2012 tax rates based on the current budget reflecting a 2.77% increase in tax revenue.

BACKGROUND:

In 2010, in accordance with Council's direction to develop more explicit Financial Plan policies and objectives and with Section 165 (3.1) of the Community Charter, the Township adopted Bylaw 2738, 2010 Schedule A - Revenue, Tax, Budget and Financial Sustainability Policies & Objectives, providing a framework to utilize towards achieving long term financial sustainability.

In 2011, these policies and objectives were further enhanced to ensure long term financial sustainability for the Township. The current Revenue, Tax, Budget and Financial Sustainability Policies & Objectives (Bylaw 2763, 2011 Schedule A) reflecting those enhancements are attached for information.

These comprehensive policies include statements on minimum fund and account balances, the use of restricted funds, debt management and tax ratios and are required to be reviewed on an annual basis prior to adoption of the financial plan and tax rate bylaws.

Council has met on February 15th, March 6th and March 7th to review and discuss the 2012 budget. At the March 6th and 7th meetings, staff recommended a budget scenario that required additional tax revenue of \$823,506 and also recommended an appropriation of \$100,000 of 2011 surplus. After review and deliberation, Council directed staff to incorporate the following adjustments to the staff recommendation:

- reduce intermunicipal and local grant budget by 20%
- postpone traffic study for bike lanes on Lampson to 2013
- postpone road study for Lyall Street to 2013
- Council chamber improvements to audio visual equipment included in 2012
- all staffing requests were approved in principle pending reports back to Council with alternatives and options for consideration

These changes have been incorporated into the budget documents and the overall budget now reflects a requirement for a 2.77% increase in tax revenue over 2011 to balance the 2012 budget. The overall budget includes \$29,060,490 in operating expenditures and \$7,647,023 in capital expenditures for 2012.

Staff will prepare a presentation for Council with tax rate calculations based on this budget for discussion at the regular meeting scheduled for April 2, 2012. While the current information indicates a 2.77% tax revenue increase, it may be necessary for slight adjustments to this figure once we have received the revised assessment roll at the end of March. Once the revised assessment roll is received, we will then have more certainty around the assessments to be used in calculating tax rates. The tax rates will then also be adjusted for any changes in assessments for Federal properties and payment in lieu of taxes.

DISCUSSION:

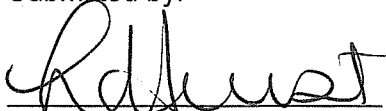
In order to move forward with calculation of tax rates for 2012, review and discussion of these policies and objectives needs to occur. While many of the areas referenced in the policies and objectives were discussed during the recent budget meetings held March 6th and 7th, Council specifically requested that permissive tax exemptions as referenced in Section 2 be reviewed by Council prior to adoption of the permissive tax exemption bylaw in 2012. This review may result in the revision of the Township's permissive tax exemption bylaw and may also result in a change to the number of properties that are granted permissive tax exemptions. It does not appear that the pending review or potential changes would require any significant change to the wording contained in Section 2, with the exception of deleting the following sentence:

There are currently 14 properties that receive a permissive exemption for land and improvements within municipal boundaries.

ALTERNATIVES:

1. Approve the objectives and policies as amended and attached to report ADM-12-019 for inclusion in the 2012 – 2016 Financial Plan Bylaw.
2. Approve the objectives and policies with further amendments for inclusion in the 2012 – 2016 Financial Plan Bylaw

Submitted by:


Laurie Hurst, CAO



Revenue, Tax, Budget and Financial Sustainability Policies & Objectives

1. PROPERTY TAX REVENUE and TAX RATIOS

Background

Property taxes account for approximately 49% of the Township of Esquimalt's (Township's) revenue (excluding unconditional or non-reoccurring grants and transfers from own sources) and provide a stable and consistent source of funding for many services that are either difficult or undesirable to fund on a user-pay basis. Property taxes are more predictable than other revenue sources, resulting in less likelihood of a shortfall relative to other budgeted revenue.

Payments In Lieu of taxes provided by CFB Esquimalt accounts for the Township's second largest revenue source, at approximately 34%.

The Township's distribution of taxes among the property classes is typical, where the residential class is proportionately the largest of the total tax base at approximately 79%. Properties in the business class provide the second largest portion of the tax base at approximately 16%. The major industry, light industry, and recreation/non-profit classes provide the remaining 5% of the tax base.

The Township's tax rates appear high in comparison to other municipalities in the Capital Regional District, primarily because the Township provides its own police, fire, recreation and library services, while these services are either cost-shared or provided on a volunteer basis by other municipalities and because the Township has a limited retail base and comparably lower assessed values than other municipalities. Consequently, the Township must fund higher costs amongst fewer sources than other municipalities resulting in higher tax rates.

Reducing taxes can only come about by either lower overall costs, increasing revenue from sources other than property taxes, increasing the number of tax payers or from a combination of these measures. Council is constrained in its ability to shift the tax burden as a means of driving change in the community. Shifting of one property tax class burden to drive new initiatives will result in higher taxes applied against the other classes. Consequently, the tax burden may only be shifted over time by looking to new initiatives that increase non tax revenues and tax base.

Objectives

- 1.1 Distribute property tax increases equitably among the classes of property
- 1.2 Increase the percentage of revenue from sources other than property value taxes over time by:
 - 1.2 (a) Considering new initiatives that increase the tax base and facilitate shifting tax ratios without increasing the residential tax burden; and
 - 1.2 (b) Considering the impact of a 'Downtown Revitalization' bylaw to stimulate development in the downtown core and increase the tax base provided by Class 6
- 1.3 Consider implementing property tax strategies or incentives that promote economic development within the community

Policies

- 1.4 Adjust the tax rate ratios each year to maintain stability while ensuring the tax rate is reflective of both market and non market changes
- 1.5 Set annual property tax rates after considering significant new growth or loss of assessment in each property class
- 1.6 Use the property tax levy and payments in lieu of taxes to balance the budget each year after reviewing the potential for sustainable revenue from all other sources
- 1.7 Mitigate the impact on property taxes by researching non-property tax revenue sources whenever possible, applying for government grants, charging appropriate user fees and developing strategic alliances, partnerships and shared project funding to reduce costs of service delivery

2. PERMISSIVE TAX EXEMPTIONS

Background

The Township will continue to support local not for profit organizations who qualify for permissive tax exemptions on their merits and under Section 224 of the Community Charter.

There are currently 14 properties that receive a permissive exemption for land and improvements within municipal boundaries.

Objectives

- 2.1 Continue to consider applications for permissive tax exemptions

Policies

- 2.2 Continue to grant permissive tax exemptions to agencies that provide social benefits to the community and qualify under the legislation and any formal policy adopted by Council

3. GROWTH AND REVITALIZATION STRATEGIES

Background

Growth, improvement and forward thinking are necessary to maintain a desirable, healthy and sustainable community. A desirable environment will also attract and retain new business and thus add to the tax base and achieving the goal of reducing individual property taxes. The Township will continue to seek out and be open to employing strategies which assist in retaining and furthering this goal.

Objectives

- 3.1 To stimulate and reinforce development initiatives in locations where such uses are permitted

Policies

- 3.2 Review and consider the provision of permissive exemptions for revitalization, beautification and heritage tax exemptions that are consistent with enhancing the quality of life (social, economic and environmental) objectives of the community
- 3.3 Revise or coordinate economic development, revitalization and heritage plans to determine where opportunities for permissive tax exemptions may exist

4. PARCEL TAX REVENUE

There are no parcel tax levies in use by the Township of Esquimalt.

5. FEES and CHARGES

Background

Fees and charges account for 12% of the Township's revenue. While this revenue source includes revenue generated from licences and permits, the largest component of user fee revenue is that generated from recreation programs.

Objectives

- 5.1 User fees may be charged for services that are identifiable to specific users, versus levying a general tax to all property owners
- 5.2 User fees charged for recreation programs are appropriate; and
- 5.3 Other fees, such as fees for licences and permits are:
 - set to recover at least 100% of the cost of providing service;
 - consistent with similar fees charged in the region; and
 - consistent with the social and economic objectives of the Township

Policies

- 5.4 Review recreation user fees at least annually to ensure that increases are consistent with inflation and that services remain affordable and competitive within the regional market
- 5.5 Review other fees and charges at least annually to ensure the Township recovers at least 100% of the cost of services provided, and the cost is consistent with similar fees charged in the region
- 5.6 Fees required to recover the cost of services may be reduced by government grants or transfers allocated to specific programs

6. FINANCIAL SUSTAINABILITY

Background

Long term financial sustainability is important if the Township is to deliver the services and programs expected by the community. It is also important that community assets are maintained so that the cost does not become a burden for future rate payers and as a means to retain and attract vibrant businesses in the community.

Responsible long term financial management:

- means that a healthy financial position is maintained
- gives financial outcomes greater stability and certainty
- ensures consistent delivery of essential community services and the efficient development and maintenance of infrastructure

6.1 INFRASTRUCTURE AND CAPITAL ASSET SUSTAINABILITY

Objectives

- 6.1.1 Capital funding provided through the annual budget process will be adequate to maintain the Township's capital assets and infrastructure and provide for the replenishment of capital assets
- 6.1.2 Develop and maintain a plan to keep the capital assets and infrastructure in a proper state of repair to avoid costly failures and, where possible, to economically and effectively extend the asset's life.

Policies

- 6.1.3 To ensure capital funding is adequate:
- (a) An amount equal to the value of matured debt charges is transferred to the Capital Projects Reserve Fund annually
 - (b) An amount equal to the change in HST rebate from the 2004 rebate rate of 57.14% is transferred to the Capital Projects Reserve Fund annually
 - (c) All money from the sale of land and improvements (other than park land and tax sale land) is credited to the Capital Projects Reserve Fund and set aside for future land purchases
 - (d) Donations and bequests for capital purposes are transferred to the Capital Projects Reserve Fund unless otherwise specified by the donor
 - (e) The Capital Projects Reserve Fund, and all interest earned upon it, is only used to acquire capital assets
- 6.1.4 Capital budgeting and capital transactions must be consistent with management policies

6.2 RESERVES

Objectives

- 6.2.1. Establish and maintain reserves to provide stability to municipal operations and ensure the Township can meet both current fiscal requirements and future obligations

- 6.2.2 Strive to increase the sum of the balances of the:

- Reserve Funds;
- Appropriated for Uncollected Taxes Account;
- Appropriated for Working Capital Account; and
- Unappropriated Surplus Account

to 25% of revenue (excluding unconditional or non-reoccurring grants and transfers from own sources) by 2020.

Policy

- 6.2.3 The budget process and ongoing operations must strive to establish and maintain sufficient funding to achieve the reserve balances set out in 6.2.2 above.

6.3 DEBT MANAGEMENT

Background

The maximum amount that can be borrowed by the Township is set by the Community Charter. Funding is provided by the Municipal Finance Authority. In comparison to the debt available, the Township's debt has been maintained at a fairly low level in recent years.

Objectives

6.3.1 Maintain the long term debt servicing liability at a manageable level

Policies

6.3.2 Limit the creation of long term debt to the financing of large infrastructure and economic development projects

6.3.3 Minimize debt costs by seeking out and applying for provincial and federal government grants whenever possible

7. RESTRICTED ACCOUNTS AND MINIMUM BALANCES

Background

Funds may be set aside for specified purposes either through external or internal requirements. Minimum balances may be set to ensure availability of funds.

Objectives

7.1 These funds are used primarily to finance specific projects for which the funds were advanced, capital and one time operating projects. Internally restricted funds may also be used from time to time to offset very specific operating costs

Policies

7.2 A minimum balance of \$100,000 will be maintained in the Casino Revenue Sharing account

7.3 A minimum balance of \$250,000 will be maintained in the Community Works Fund account

7.4 These funds are not used for ongoing operating costs

7.5 These funds may be used for specific one time capital and operating project costs

7.6 The balances set out in 7.2 and 7.3 may temporarily drop below the established minimum balances, provided a plan is in place to re-establish the minimum balance



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: March 19, 2012

STAFF REPORT

DATE: March 19, 2012 Report No. EPW-12-005
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeff Miller, Director of Engineering and Public Works
Andrea Boyes, Senior Accountant, Finance
SUBJECT: Animal Control Services Proposal Call

RECOMMENDATION:

That Council:

1. Direct staff to enter into negotiations with Victoria Animal Control Services Ltd. to finalize the contract for animal control services; and
2. Once the contract details have been finalized, authorize the Mayor and Corporate Officer to execute the contract with Victoria Animal Control Services Ltd. for a three year period with the net contract cost being approximately \$211,400 (plus HST) for a three year term.

BACKGROUND:

The enforcement of animal control in the Township is governed by the Animal Bylaw, 2002, No. 2595. This bylaw lays out the requirements for animal control for various creatures. Historically, the enforcement of the Bylaw has been carried out by contractor as opposed to Township forces. The current service provider is the Capital Regional District (CRD).

The current contract expires on March 31, 2012. On December 9, 2011, a request for proposals (RFP) was released to request proposals from interested parties. The RFP closed on January 3, 2012. The proposed new contract would have a term life of three years. There were two proposals received; one from the CRD, and the other from Victoria Animal Control Services Ltd. (VACS).

Within the RFP was an evaluation process. This process would be utilized to determine a preferred proponent for the contract. Once the preferred proponent was identified, the Township and the preferred proponent would enter into negotiations to finalize any concerns (if any). With completion of this process, the two parties would then enter into a formal contract.

The evaluation criteria utilized was a weighted evaluation criterion. This criterion was broken down into various categories with associated weights and was as follows:

- Cost of contract – 35 points
- Service provision methodology and task list – 30 points
- Experience and capacity of the proponent – 25 points
- Past performance of the proponent as determined by references – 10 points

The results of the evaluation process were:

Proponent	Ranking	Net Cost
VACS	1	\$211,440
CRD	2	\$201,600
Overall Contract Cost Difference		\$9,840

Notes:

- Costs do not include HST
- Net cost is the cost for the entire contract

VACS's proposal was ranked first based on the evaluation criteria. The increased cost of their proposal was due to increased patrol time within the Township. It was however offset by offering a cost sharing methodology for impoundments and submitting a proposal that provided the requested information in the RFP.

The CRD's proposal was ranked second. The cost of their proposal was offset by their proposed patrol time in the Township, no cost sharing methodology for impoundments and by submitting a proposal that did not contain all the information necessary to carryout the evaluation as per the RFP.

A breakdown of the scoring by evaluation criteria was as follows:

- Cost of contract – CRD scored highest;
- Service provision methodology and task list – VACS scored highest;
- Experience and capacity – CRD and VACS scored the same amount;
- Past performance – CRD and VACS scored the same amount.

ISSUES:

Within the RFP process, there are duties of due diligence and fairness that are responsibility of the party issuing the RFP. In this case, the Township listed the information that they would be requiring for carrying out the evaluation of the proposals. The Township also let the proponents know to what degree each criterion would be weighted. This proposal saw the cost of the contract rated at the highest value but was not the only factor to be considered when doing the evaluation. Both the service provision and capacity criteria also played a significant role in determining the preferred proponent.


Under Tort law, the Owner (Township) has the duty to evaluate each of the proposals under the same evaluation methodology. The evaluation also has to be carried out fairly with respect to the proposals submitted. By requesting certain types of information and the evaluation criteria listed in the RFP, the Township let the proponents know what information that would be required and how it would be evaluated. The proponent in the preparation of their proposal has the choice to determine whether or not this information will be included. If the requested information

is not submitted, the duty of fairness on the Owner forces them not to provide any points for these omissions.

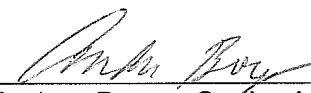
The evaluation of the proposals for this contract was carried out under this over arching philosophy. As such the lowest proposal did not end up being ranked number one. As the methodology met the duty of due diligence and fairness, if the Township fails to follow through with negotiations with the number one ranked proponent, the Township will be opening itself to potential of legal action by the proponent.

ALTERNATIVES:


1. Enter into negotiations with VACS to finalize any concerns and enter into the contract for the provisions of animal control services for the Township.
2. Enter into negotiations with CRD to finalize any concerns and enter into the contract for the provision of animal control services for the Township.



Jeff W. Miller, P. Eng.
Director Engineering and Public Works



Andrea Boyes, Senior Account
Financial Services

Approved for Council's consideration:


Laurie Hurst, CAO
Dated: March 16/12



ESQUIMALT Buccaneer Days June 8, 9, 10, 2012



CORPORATION OF THE TOWN OF ESQUIMALT
For Information:

CAO Mayor/Council

RECEIVED: FEB 29 2012

Referred:

For Action For Response COTW

For Report Council Agenda IC

January 11, 2012

Mayor and Council
Municipality of Esquimalt
1229 Esquimalt Rd.,
Esquimalt, BC V9A 3P1

All Members of Council:

RE: 2012 BUCCANEER DAYS COMMITTEE APPOINTMENTS

The following citizens have been appointed by their respected organizations to the Esquimalt Buccaneer Days Committee for the year 2012 Centennial Celebration festivities. Request the Committee be appointed as Esquimalt Council's 2012 Buccaneer Days Committee for insurance coverage.

Bob McKie
Bill Emery
Sandy Rozon
Troy Saladana
Stephen Hussey
Sandy Catala

Keith Lindner
Chantell Ziegler
Vicky Klyne
Bob McKie
David Hodgins

Esquimalt Lions
Esquimalt Lions
Member at large
Esquimalt Fire Rescue
Victoria Police
Esquimalt Arts and Crafts
Esquimalt Anglers
Victoria Police
Victoria Police
Esquimalt Parks and Recreation
Council Appointee
Council Appointee

Co- Chairman
Co-Chairman/Treasurer
Secretary
Community Dance
Community Dance
Arts and Crafts Show
Bullen Park Activities
West Division Inspector
West Division Officer
Kids Activities

Yours sincerely,

Bob McKie/Bill Emery
Co-Chairs
Esquimalt Buccaneer Days Committee

Bill Emery & Bob McKie, Co-Chairs
P.O. Box 36030 – 1153 Esquimalt Road, Esquimalt, B.C. V9A 3N7



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
 For Information:
 CAO Mayor/Council

RECEIVED: MAR 13 2012

Referred: *Police Panel agenda* ✓

For Action For Response COTW
 For Report Council Agenda IC

MAR 01 2012

Mr. Heath Slee
 President
 Union of British Columbia Municipalities
 Suite 60 10551 Shellbridge Way
 Richmond BC V6X 2W9
 E-mail: ubcm@ubcm.ca

Dear Mr. Slee:

As you may be aware from the recent announcement concerning justice reform and commitments outlined in the Premier's *Families First Agenda for Change*, the Province will be working to develop a strategic plan for policing in British Columbia. I recognize that policing is a significant issue not only for the Province but for local governments as well. I am therefore writing to you early in this process to inform you of this initiative and to invite your input and involvement.

While planning is in the early stages, three broad strategies are envisioned:

1. A series of regional roundtables with key stakeholders including police representatives, local governments, community leaders and social services.
2. Citizen engagement processes including an interactive website.
3. A small number of working groups with key stakeholders to develop strategies and solutions.

As outlined in the Premier's *Families First Agenda for Change*, performance standards, police oversight and strategies to combat gangs and guns activity will be key areas of discussion.

Further information about the regional roundtables will be made available once the dates and locations have been determined. As noted above, local governments and the Union of British Columbia Municipalities are among the key stakeholders from whom we will be seeking representation. If you would like to provide input into the planning process, such as recommendations regarding other local community organizations or leaders that could be invited to participate in the roundtables or working groups, please contact SGPSPB@gov.bc.ca. We will attempt to incorporate your feedback wherever possible.

.../2

Ministry of Justice

Office of the
 Minister of Justice
 and Attorney General

Mailing Address:
 PO Box 9044 Stn Prov Govt
 Victoria BC V8W 9E2
 e-mail: JAG.Minister@gov.bc.ca
 website: www.gov.bc.ca/justice

Telephone: 250 387-1866
 Facsimile: 250 387-6411

Mr. Heath Slee

Page 2

As an important partner in public safety in British Columbia, local government involvement in this process is valuable to us. We will strive to ensure that the end product, a strategic plan for policing in British Columbia, appropriately reflects the balance between Provincial and local issues and responsibilities while at the same time embracing opportunities to enhance and promote public safety.

Sincerely,

ORIGINAL SIGNED BY

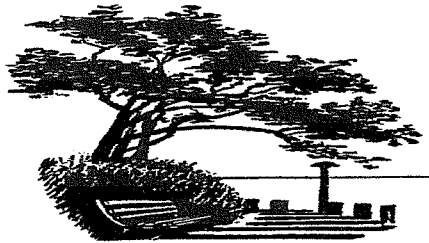
Shirley Bond
Minister of Justice
and Attorney General

pc: Mr. Gary MacIsaac, Executive Director, Union of BC Municipalities
Mr. Ken Vance, Senior Policy Advisor, Union of BC Municipalities

PSPB/PSD VAN

PECKNOLD/MCINALLY/BARD/SMITH

C/477129



West Bay Residents Association, Esquimalt, B.C.
873 Dunsmuir Rd., Esquimalt, BC. V9A 5B8

March 2, 2012.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
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Mayor and Council
Township of Esquimalt
1229 Esquimalt Road

Dear Mayor and Councillors,

The Official Community Plan (O.C.P.) of 1996 dedicated 66 pages to a “West Bay Local Area Plan”.

Our current O.C.P. adopted in 2007 offers a one paragraph reference to the vision for West Bay.

“The waterfront and lands around the West Bay Harbour, as shown on “Schedule A”, will function as a “marine oriented commercial village”, serving regional marine traffic, local residents and tourists. It is strongly encouraged that this marine commercial area be oriented to pedestrians and boat traffic.”

(Official Community Plan Section 2.3.6 Commercial Area 4: West Bay Harbour Policies)

Over the last year there have been several development proposals for this area that appear to be a major departure not only from the vision of 1996, but our current O.C.P. as well.

The vision for West Bay in the 1996 O.C.P. encouraged development that would contribute to the appeal of this area as a destination in our community. A destination that provides access to this unique marine environment. Numerous improvements to this area over the years have contributed to enhancing, and have helped to maintain, a connection to the harbour. Many residents and businesses have committed to West Bay as a result.

It would be unfortunate to lose this direction due to our current community plan that inadequately supports this vision...a ship without a rudder so to speak.

We are asking Mayor and Council to support amending the O.C.P. to include a more comprehensive commitment to the long standing vision for this area.

Sincerely,

Colin MacLock, President
West Bay Residents Association



Making a difference...together

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

T: 250.360.3000
F: 250.360.3234
www.crd.bc.ca

February 29, 2012

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

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
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Dear Mayor Desjardins and Council:

Re: Victoria Rapid Transit

The Capital Regional District (CRD) Board has received your February 3, 2012 letter expressing Council support for further examination of the E&N corridor for a commuter rail pilot project as a more affordable option for multi-modal travel to the west shore.

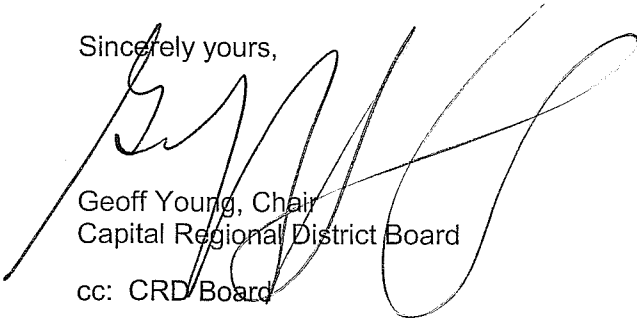
Your letter also attached letters from Metchosin Mayor and Council to the Board (December 2, 2011), and from Mr. John W. E. Harris to Metchosin Mayor and Council (November 1, 2011). The Board has responded to both with a January 11, 2012 letter to Metchosin Mayor and Council (attached).

The January 11, 2012 Board letter to Metchosin Council references initiatives by both the CRD and BC Transit to include the E&N corridor as an option for future sustainable transportation routes and modes. The 2011 joint BC Transit/Island Corridor Foundation *E&N Intercity Rail - Pilot Assessment of Commuter Rail Service* is based on the principle that proposed intercity rail service would not be a rapid transit alternative to the recommended LRT alignment, and enhanced rail service on the E&N corridor is complementary to the development of the overall regional transit network. This is consistent with the Board's decision on May 11, 2011 to endorse the Victoria Regional Rapid Transit Project's recommendation of LRT along Douglas Street, Trans-Canada Highway, Island Highway and Goldstream Avenue.

The CRD in partnership with the BC Ministry of Transportation and Infrastructure has initiated a Regional Transportation Plan (RTP) to establish a framework to identify, fund and implement priorities for advancing sustainable travel options in the region. Recent and current E&N initiatives and proposals will be integrated into RTP development. A team consisting of the IBI Group and Boulevard Transportation has been awarded the contract to carry out the RTP work. The project work plan contains an extensive engagement process which includes frequent contacts with stakeholder groups, municipal staff and Board directors.

The Board thanks Mayor and Council for their interest and comments regarding the E&N corridor, and looks forward to the Township of Esquimalt's participation in the CRD Regional Transportation Plan.

Sincerely yours,



Geoff Young, Chair
Capital Regional District Board
cc: CRD Board



Making a difference...together

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

T: 250.360.3000
F: 250.360.3234
www.crd.bc.ca

January 11, 2012

Mayor John Ranns and Council
District of Metchosin
4450 Happy Valley Road
Victoria, BC V9C 3Z3

Dear Mayor Ranns and Council:

RE: Rapid Transit Options for the Capital Regional District

The Capital Regional District (CRD) Board has received your letter from December 15, 2011 expressing support for further examination of the E&N corridor as an affordable option for multi-modal travel in the West Shore. Your letter also has an attachment consisting of correspondence from Mr. John Harris, a resident of Metchosin and member of the Victoria Regional Rapid Transit Project's Citizens Liaison Committee.

Mr. Harris's letter makes the case that the development of a complete transportation system in the CRD includes both the preferred Light Rapid Transit (LRT) alignment (downtown, uptown and west shore) and the E&N alignment. This is in agreement with CRD and BC Transit regional transportation policies.

CRD and BC Transit strategic initiatives include the E&N corridor as a key component of an integrated and sustainable regional transportation system. These initiatives include:

- The CRD *Transportation Corridor Plan* (Phase 1 completed in September 2010) which has provided preliminary definitions and priorities for the network of primary regional transportation corridors. The E&N corridor is included in this network with identified priorities for pedestrians, cyclists and possible future commuter rail.
- BC Transit's *Transit Future Plan* which consists of a vision for the next 25 years for the regional transit network and service development, along with required investments, to increase transit ridership, support regional land use policies and advance climate action goals. *Transit Future* supports the preservation of the E&N corridor for transportation purposes given that it is one of the few transportation corridors directly connecting the West Shore, Department of National Defence and downtown (see attached map).
- The E&N Commuter Rail Pilot Project which is now at the stage of assessing the feasibility of a one year trial of commuter rail service between Duncan and Victoria. The project steering committee consists of representatives from the Island Corridor Foundation, BC Transit, CRD and municipalities adjacent to the E&N Corridor.

- The Local Funding Options Task Force consisting of senior staff from the CRD and BC Transit to investigate alternative funding and transit incentive options that could be used to fund the local share of the capital and operating costs of rapid transit. This initiative is a result of May 2011 resolutions from the boards of both the CRD and BC Transit. The findings and results of the final report (to be presented to the CRD Board in July 2012) will provide direction for funding potential future transit projects.

The CRD is beginning work on an overall *Regional Transportation Plan* to integrate and continue the work of these and other major transportation initiatives. The development of the CRD *Regional Transportation Plan* will include the establishment of priorities for the E&N corridor consistent with the vision in the CRD *Regional Growth Strategy* and the upcoming *Regional Sustainability Strategy*. The RTP will include an extensive engagement process including a steering committee consisting of local government staff, and regular reports to the CRD Planning, Transportation and Protective Services Committee for review and comment.

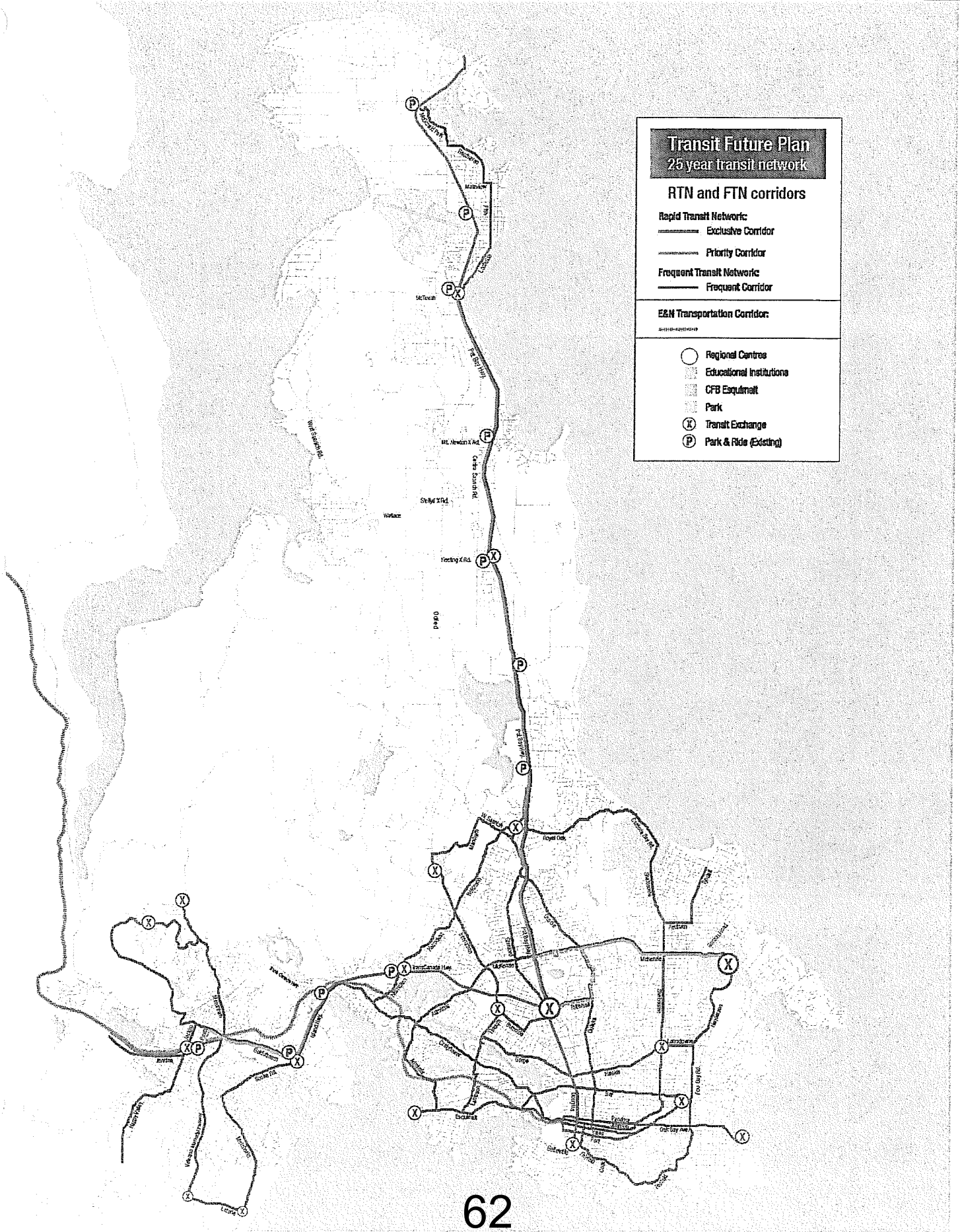
The Board appreciates Council's interest and comments regarding the E&N corridor and looks forward to further input as the CRD *Regional Transportation Plan* progresses.

Yours truly,



Geoff Young
CRD Board Chair

c: ✓ Robert Lapham, General Manager Planning and Protective Services
John W.E. Harris, Victoria Regional Rapid Transit Project's Citizens Liaison Committee.





Rockheights Middle School

1250 Highrock Ave. Victoria, B.C. V9A 4V7
Phone: (250) 384-7125 Fax: (250) 384-7263

March 8, 2012

Her Worship Barb Desjardins
Township of Esquimalt
1229 Esquimalt Rd.
Victoria, B.C.
V9A 3P1

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
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Dear Mayor Desjardins,

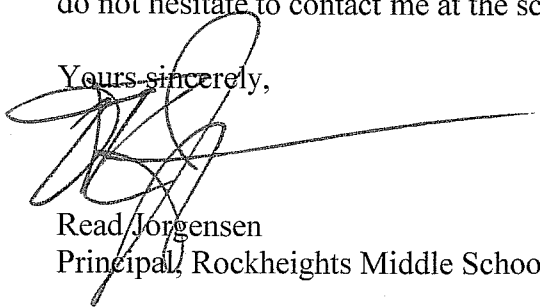
The Hockey Skills Program is beginning our third year. We are proud to offer this special program here in Esquimalt to help benefit our students, school and community. Thank you to you and the Township of Esquimalt for the continuing support of our Academy.

The Rockheights Hockey Skills Academy provides academic achievement, character development, and leadership skills to a group of eager and motivated students committed to hockey. Through the love of their sport, students have the opportunity to enhance their hockey skills within an academic setting. Although numbers are small this year, the impact the Academy has on our students is great and our reputation is growing. It is very exciting to see our male and female students develop both on ice and in the classroom. We celebrated these successes including our most recent achievement: one of our Academy players just scored her first goal in a league game!

Costs for instructors, ice time at the Archie Browning Arena and equipment costs are paid for by tuition fees. As a result, the cost per student is \$750.00 per year. This cost can be prohibitive for some of our Esquimalt families. It is through the financial support of the Township of Esquimalt and generosity of other local agencies that we are able to provide bursaries to help ensure our program is accessible. I believe that no student should be denied this opportunity because of the inability to pay.

Again, on behalf of all of the staff and students of Rockheights Middle School, I would like to thank you for your support and if you require additional information or seek clarification, please do not hesitate to contact me at the school.

Yours sincerely,



Read Jorgensen
Principal, Rockheights Middle School