



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

File 0550-06

May 7, 2012

NOTICE

**A REGULAR MEETING OF COMMITTEE OF THE WHOLE
WILL BE HELD ON MONDAY, JUNE 11, 2012, AT 7:00
P.M., IN THE COUNCIL CHAMBERS, ESQUIMALT
MUNICIPAL HALL, 1229 ESQUIMALT ROAD.**

**ANJA NURVO
CORPORATE OFFICER**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **COMMITTEE OF THE WHOLE**

Monday, June 11, 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 Committee of the Whole, May 14, 2012 | Pg. 1 – 3 |
| (2) Minutes of the Regular Committee of the Whole, May 14, 2012 | Pg. 4 – 6 |

5. STAFF REPORTS

Engineering and Public Works

- | | |
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| (1) Update on Admirals Road Upgrade Project, Staff Report No. EPW-12-011 | Pg. 7 – 20 |
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RECOMMENDATION:

That the Committee of the Whole recommends to Council that this Report be accepted for information.

Development Services

- | | |
|--|-------------|
| (2) Review of the City of Victoria's Proposed Official Community Plan, Staff Report No. DEV-12-027 | Pg. 21 - 24 |
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RECOMMENDATION:

The Committee of the Whole recommends to Council that:

The comments on the City of Victoria's proposed Official Community Plan that are attached as Schedule "A" to Staff Report No. DEV-12-027 be endorsed and forwarded to the City of Victoria via a letter from the Director of Development Services followed by a letter from the Mayor once Council adopts the recommendation of the Committee of the Whole.

6. PUBLIC QUESTION AND COMMENT PERIOD

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

7. ADJOURNMENT



Corporation of the Township of Esquimalt

SPECIAL COMMITTEE OF THE WHOLE

Monday, May 14, 2012

Esquimalt Municipal Hall – Council Chambers

6:17 p.m.

MINUTES

PRESENT: Mayor Barbara Desjardins (Chair), Councillor Meagan Brame, Councillor Dave Hodgins, Councillor Lynda Hundleby, Councillor Robert McKie, Councillor David Schinbein

REGRETS: Councillor Tim Morrison

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

OTHER: Keith Lindner, Inspector, West Division, Victoria Police Department

1. **CALL TO ORDER**

Mayor Desjardins called the meeting to order at 6:17 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY.

4. **DEPARTMENTAL REPORTS – 2012 FIRST PERIOD REPORTS (January – April)**

(1) CAO's First Period Report, Staff Report No. ADM-12-027

The Chief Administrative presented Staff Report No. ADM-12-027 and answered questions from Council.

- (2) Corporate Services First Period Report, Staff Report No. ADM-12-028

The Manager of Corporate Services presented Staff Report No. ADM-12-028 and answered questions from Council.

Council comments/questions (*Response in italics*):

- Interim Bylaw Officer position? *Report coming back to Council on the Full Time Bylaw Officer position;*
- Minister Chong's office looking for report on benefits to the community on any funding received;
- Twitter? Facebook? *Working Committee looking at this service – will report to Council in June;*
- Important to send News Releases to media (not just posted on our website);
- Request more information on "Plug-In Electric Vehicle Community Group";
- Where are we in the process of using computers at Council table? *Is part of Strategic Priorities but nothing to report yet.*

- (3) Financial Services First Period Report, Staff Report No. FIN-12-007

The Deputy Director of Financial Services presented Staff Report No. FIN-12-007 and answered questions from Council.

- (4) Development Services First Period Report, Staff Report No. DEV-12-023

The Director of Development Services presented Staff Report No. DEV-12-023 and answered questions from Council.

Council comments/questions (*Responses in Italics*):

- Next Steps for EVP – had said would be another Public Hearing in Spring, 2012? *Report to Council at end of May.*

- (5) Engineering and Public Works First Period Report, Staff Report No. EPW-12-007

The Director of Engineering and Public Works presented Staff Report No. EPW-12-007 and answered questions from Council.

Council comments/questions (*Responses in Italics*):

- E & N Rail Trail – any impact to the budget for these crossings? *CRD responsible for upgrading these crossings;*
- Multi-modal transportation – make sure our Strategic Priorities are aligned with CRD; will need to look at land use planning;
- Dye testing for cross-connections – want greater participation; *Public want to know the costs – depends on where cross-connection is located.*

- (6) Parks and Recreation Services First Period Report, Staff Report No. P&R-12-003

The Director of Parks and Recreation Services presented Staff Report No. P&R-12-003 and answered questions from Council.

Council comments/questions (*Responses in Italics*):

- Marketing – statistics way up from last year – shows benefit of social media (Facebook and Twitter);
- Special events – Youth Services dance; Active Park; curling event.

- (7) Fire Rescue and Emergency Program First Period Report, Staff Report No. FIRE-12-006

The Fire Chief presented Staff Report No. FIRE-12-006 and answered questions from Council.

- (8) Victoria Police Department Policing Services First Period Report

Inspector Lindner presented the Victoria Police Department Policing Services First Period Report and answered questions from Council.

MOTION: Moved by Councillor McKie/Councillor Hundleby:
That the Departmental Reports – 2012 First Period (January-April) be received.

CARRIED UNANIMOUSLY.

5. **PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from the public.

6. **ADJOURNMENT**

MOTION: Moved by Councillor McKie/Councillor Hundleby:
That the Special Committee of the Whole Meeting of May 14, 2012 be adjourned at 6:56 p.m.

CARRIED UNANIMOUSLY.

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER

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



Corporation of the Township of Esquimalt

COMMITTEE OF THE WHOLE

Monday, May 14, 2012

Esquimalt Municipal Hall – Council Chambers

7:00 p.m.

MINUTES

PRESENT: Mayor Barbara Desjardins (Chair), Councillor Meagan Brame, Councillor Dave Hodgins, Councillor Lynda Hundleby, Councillor Robert McKie, Councillor David Schinbein

REGRETS: Councillor Tim Morrison

STAFF: Laurie Hurst, Chief Administrative Officer
Jeff Miller, Director of Engineering and Public Works
Bill Brown, Director of Development Services
Anja Nurvo, Manager of Corporate Services
Ritchie Morrison, Communications Coordinator
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

The following were added to the Agenda:

- Presentation of Centennial Vignettes as Item 4 (2);
- Debut of “Esquimalt Shines” as Item 4 (3).

3. **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY.

Mayor Desjardins expressed her appreciation to residents of Esquimalt for their support during a medical crisis in her family. She advised that the upcoming month would be challenging and she may not be able to attend to some of her duties as Mayor.

4. **MINUTES**

(1) Minutes of the Regular Committee of the Whole, April 23, 2012

MOTION: Moved by Councillor McKie/Councillor Brame:

That the minutes of the Regular Committee of the Whole meeting of April 23, 2012 be adopted with the following amendments:

- Item 5(1), add, under Council Comments, "number of Esquimalt residents are involved in service and tourism and will benefit directly from hosting this event";
- Item 6(1), add: Councillor McKie opposed (Motion carried).

CARRIED UNANIMOUSLY.

(2) Centennial Vignettes

The Communications Coordinator presented an on screen presentation of two Centennial Vignettes, highlighting "This Land; This Water" – parks and shipbuilding in Esquimalt.

(3) Debut of "Esquimalt Shines"

Mayor Desjardins outlined the "Esquimalt Shines" Centennial program and urged residents to sign up by August 3rd.

5.

STAFF REPORTS

Development Services

- (1) Draft Community Economic Development Strategy Process Document, Staff Report No. DEV-12-024

The Director of Development Services presented Staff Report No. DEV-12-024 and answered questions from Council.

MOTION: Moved by Councillor Brame/Councillor Schinbein:

That the Committee of the Whole recommends that Council endorse in principle the "Draft Economic Development Strategy Process" document (Appendix "A" of Staff Report No. DEV-12-024);

That the Committee of the Whole recommends that Council authorize staff to start to organize the "Community Economic Development Strategy Task Force" and the "sector round tables";

That the Committee of the Whole recommends that Council assign two members of Council to sit on the "Community Economic Development Strategy Task Force"; and

That the Committee of the Whole recommends that Council assign one member of Council and an alternate to each of the proposed sector round tables.

CARRIED UNANIMOUSLY.

6.

PUBLIC QUESTION AND COMMENT PERIOD

Muriel Dunn, resident, inquired about excess metal from recycling and gardening.

Mayor Desjardins advised that for participates of "Esquimalt Shines" it won't cost them anything for recycling these items.

John Smirthweight, resident, expressed his appreciation, as a new resident, of Council making the most of all opportunities.

7. **ADJOURNMENT**

MOTION: Moved by Councillor Hundleby/Councillor Brame:

That the Committee of the Whole Meeting of May 14, 2012 be adjourned at 7:26 p.m.

CARRIED UNANIMOUSLY.

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

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

COTW Meeting: June 11, 2012

STAFF REPORT

DATE: June 6, 2012 Report No. EPW-12-011
TO: Jeff Miller, Acting Chief Administrative Officer
FROM: Jeff Miller, Director of Engineering and Public Works
SUBJECT: Update on Admirals Road Upgrade Project

RECOMMENDATION:

That the Committee of the Whole recommends to Council that this Report be accepted for information.

BACKGROUND:

In 2011, the Township carried out a study to investigate the feasibility of implementing bicycle lanes along Admirals Road between Lyall Street and Maplebank Road in order to transform the corridor from a primarily car oriented thoroughfare to a multi modal corridor (car, transit, bicycle, pedestrian). This project was in support of: Pedestrian Charter, Official Community Plan, Sustainability Charter, Climate Action Charter and Strategic Plan. The results from the study concluded that the existing corridor could support a change in the existing road cross section to include bicycle lanes. Drawings of Admirals Road and the various cross sections are attached in Appendix A.

During the study, the Township was in communication with BC Transit, Capital Regional District (CRD) and the Ministry of Transportation & Highways (MOTH) on how changes in the Admirals Road cross section could impact their individual operations/current projects (E&N Rail Trail). The information received from these parties indicated that they approved and supported the changes.

At the same time, the Township was also exploring how to make a positive impact on the quality of storm water entering into Esquimalt Harbour. It became clear that additional measures could be undertaken to improve the quality of storm water entering the receiving water body. This work would include the separation of combination manholes (current Township initiative) and the addition of mechanical treatment systems (i.e. oil/water/solids separators).

Based on this information, a scope of work was determined for the upgrade of Admirals Road. The scope of work included:

- Installation of mechanical treatment systems for storm water;
- Separation of sanitary and storm water collection systems at common points;
- Addition of bike lanes;

- Addition of turning lanes;
- Addition of traffic calming islands (complete with plantings and irrigation);
- Addition of banner holders;
- Addition of LED street lighting (for trial purposes);
- Asphalt overlay;
- Reduction from four lanes of traffic to two lanes;
- Reduction of on street parking.

Funding for this scope of work was pursued two ways. The first submission was for funding from the General Strategic Priorities Fund (GSPF) administered by the Union of British Columbia Municipalities (UBCM). The funding request for the entire project as detailed was for \$2,800,000 with the funding being 100% dollars. This funding request was made in 2011 and in 2012 the Township learned that it had not been successful. Subsequently, UBCM has issued a call for submissions for projects under this fund. The Township has reapplied for this funding.

The second funding source was from the Regionally Significant Project Fund (RSPF). This fund is issued by UBCM to regional areas (i.e. CRD) to carry out regionally significant projects. The Township's scope of work for this submission was reduced from the previous submission with a total budget of \$750,000. The scope of work for this submission is:

- Addition of bike lanes;
- Addition of turning lanes;
- Painted islands;
- Localized asphalt replacement;
- Reduction from four lanes of traffic to two lanes;
- Reduction of on street Parking.

The Gas Tax Regionally Significant Projects – Working Group (CRD/staff members from the municipalities) ranked this project number 4 out of the submitted projects. The group has also given its endorsement to this project. Engineering will be preparing a project submission to UBCM by late summer.

ISSUES:

The primary issues facing the project at this time are whether or not it will receive funding from the two funding sources and when the Township will receive this funding. The project submission to GSPF supports a number of the objectives of the program; however this project will be evaluated on its merits and against projects submitted from municipalities throughout the Province. It is staff's opinion that this submission will receive a more favourable evaluation during this intake as a portion of it does have regional support.


The submission to RSPF is on solid footing for approval. These monies have been set aside by UBCM for the region to decide how to best utilize them. The project does support the goals of the funding source and has received CRD endorsement. It is staff's opinion that this funding will be granted.

When the funding will be received is another issue facing the project. It is being assumed that an announcement on the GSPF funding would occur in early 2013. The Township has not had any experience with RSPF funding but it has been assumed that this funding will be available either late in 2012 or early in 2013. Once funding has been received, staff will bring forward a


report to Council detailing the scope of work to be undertaken and how will this work be carried out (i.e., detailed design, public consultation, etc.)

ALTERNATIVES:

1. That the COTW recommends to Council that this report be accepted for information.
2. That the COTW requests further information from staff prior to submitting this matter to Council.



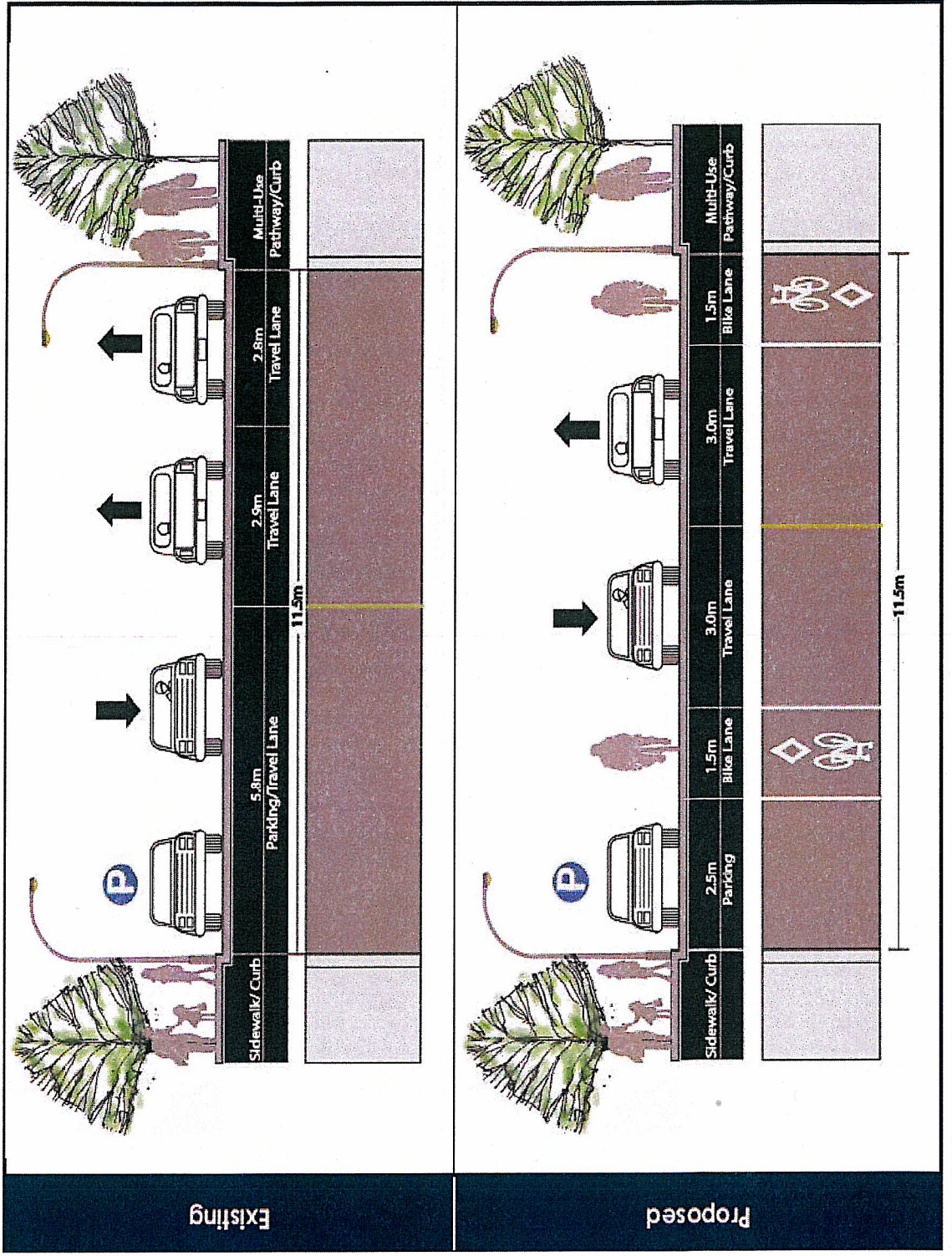
Jeff W. Miller, P. Eng.
Director of Engineering and Public Works

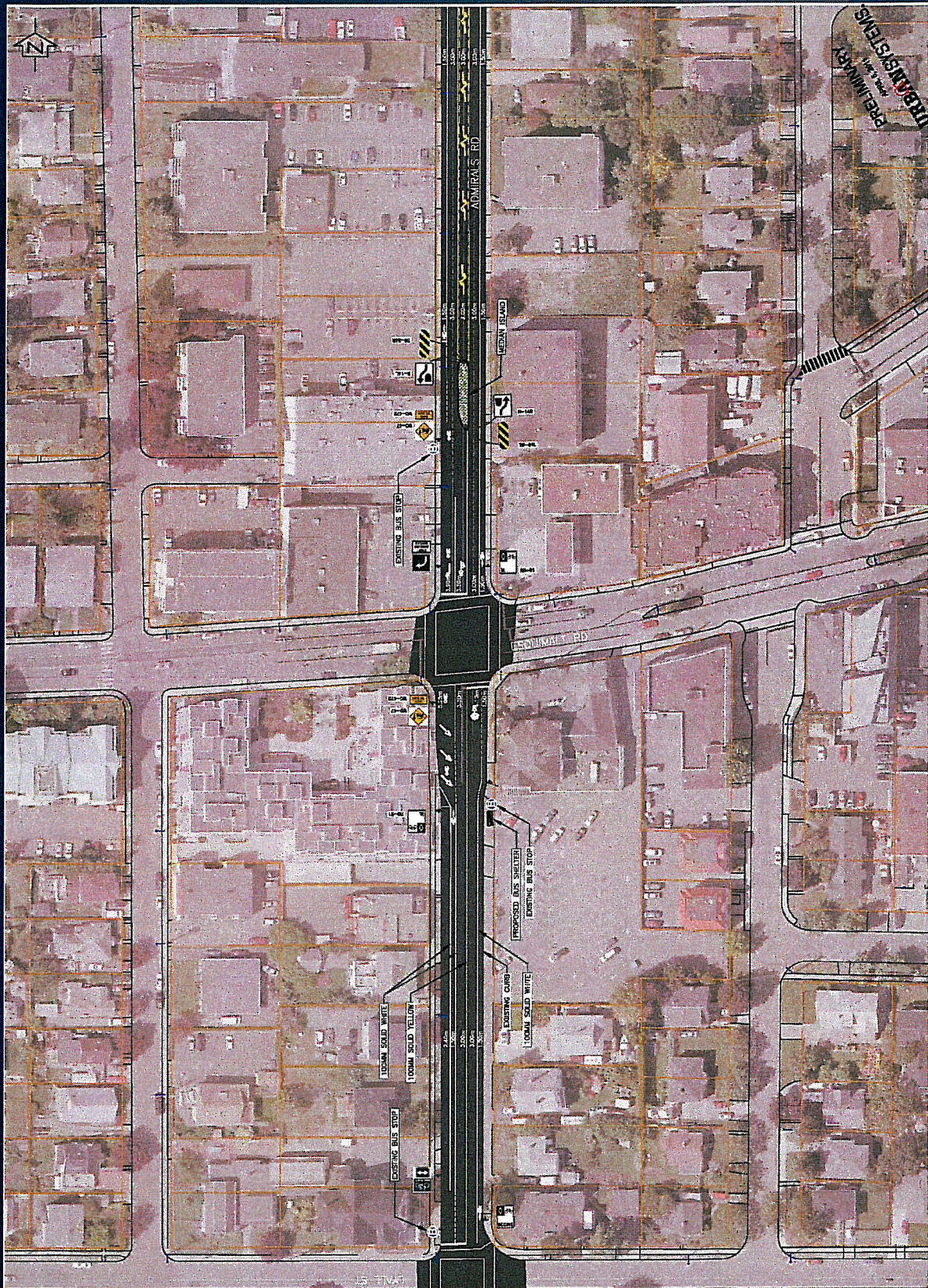
Approved for Agenda:


Jeff Miller, AICAO
Dated: June 6, 2012

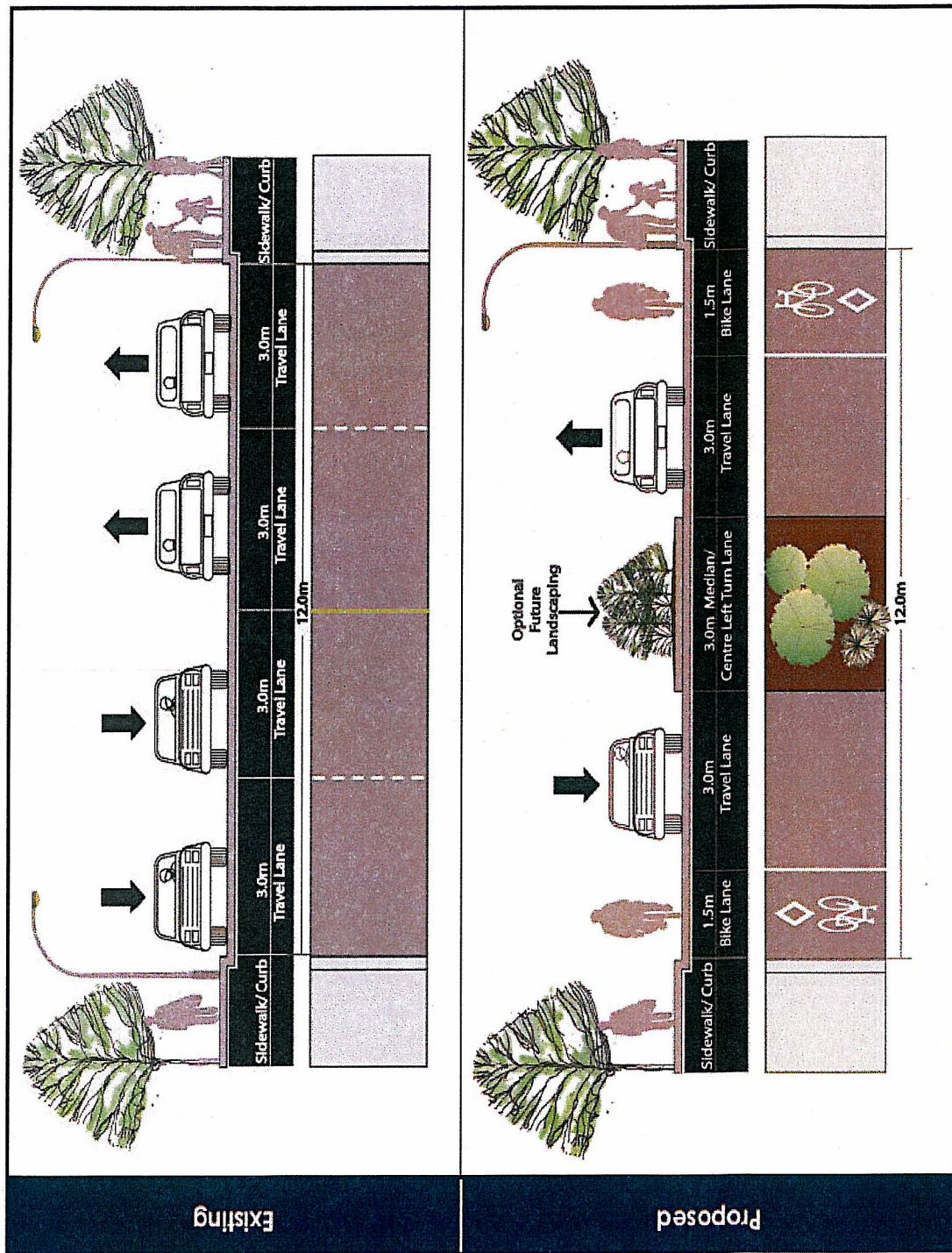
APPENDIX A

Segment One – Lyall Street to Esquimalt Road





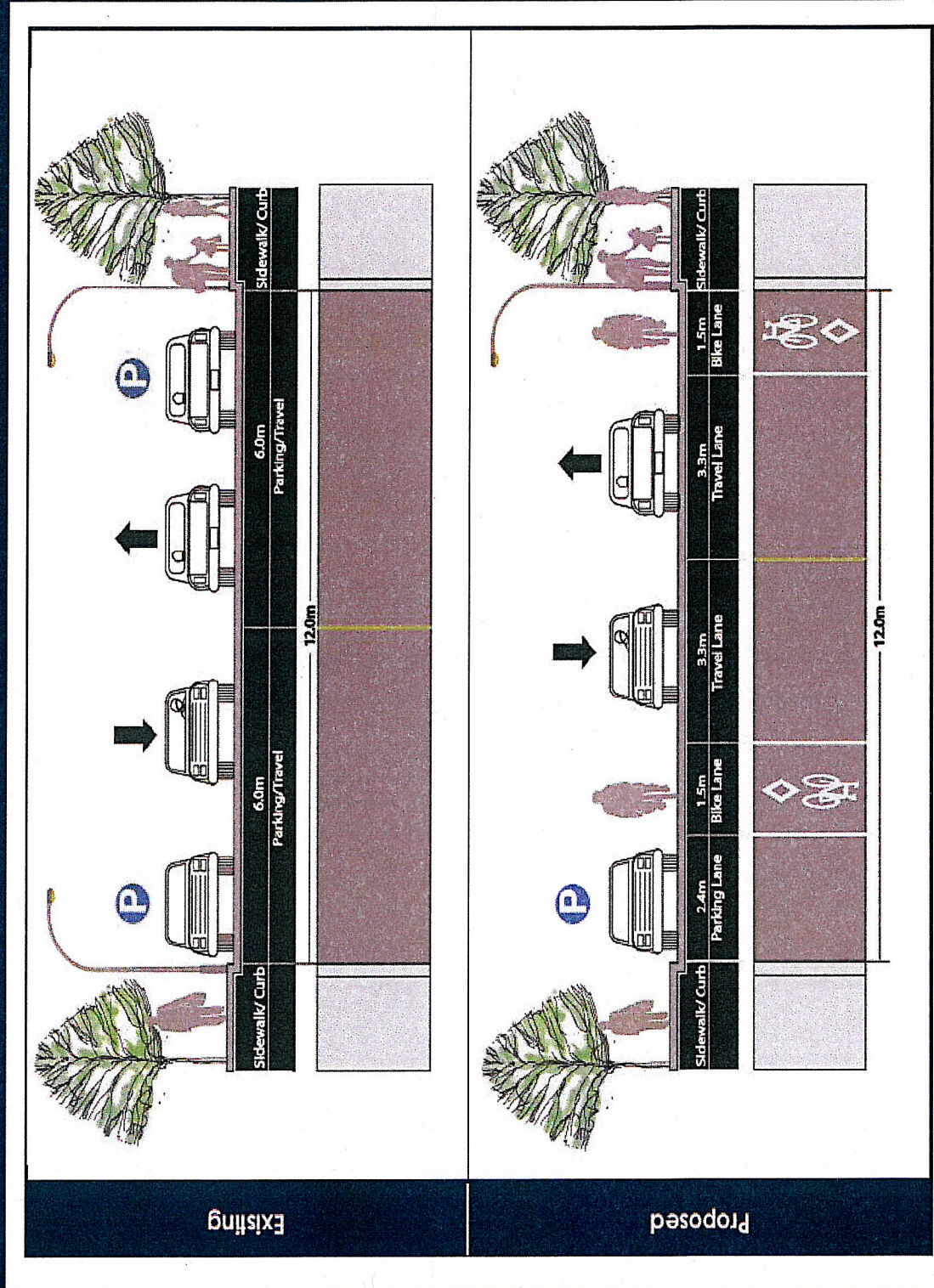
Segment Two – Esquimalt Road to Colville Road

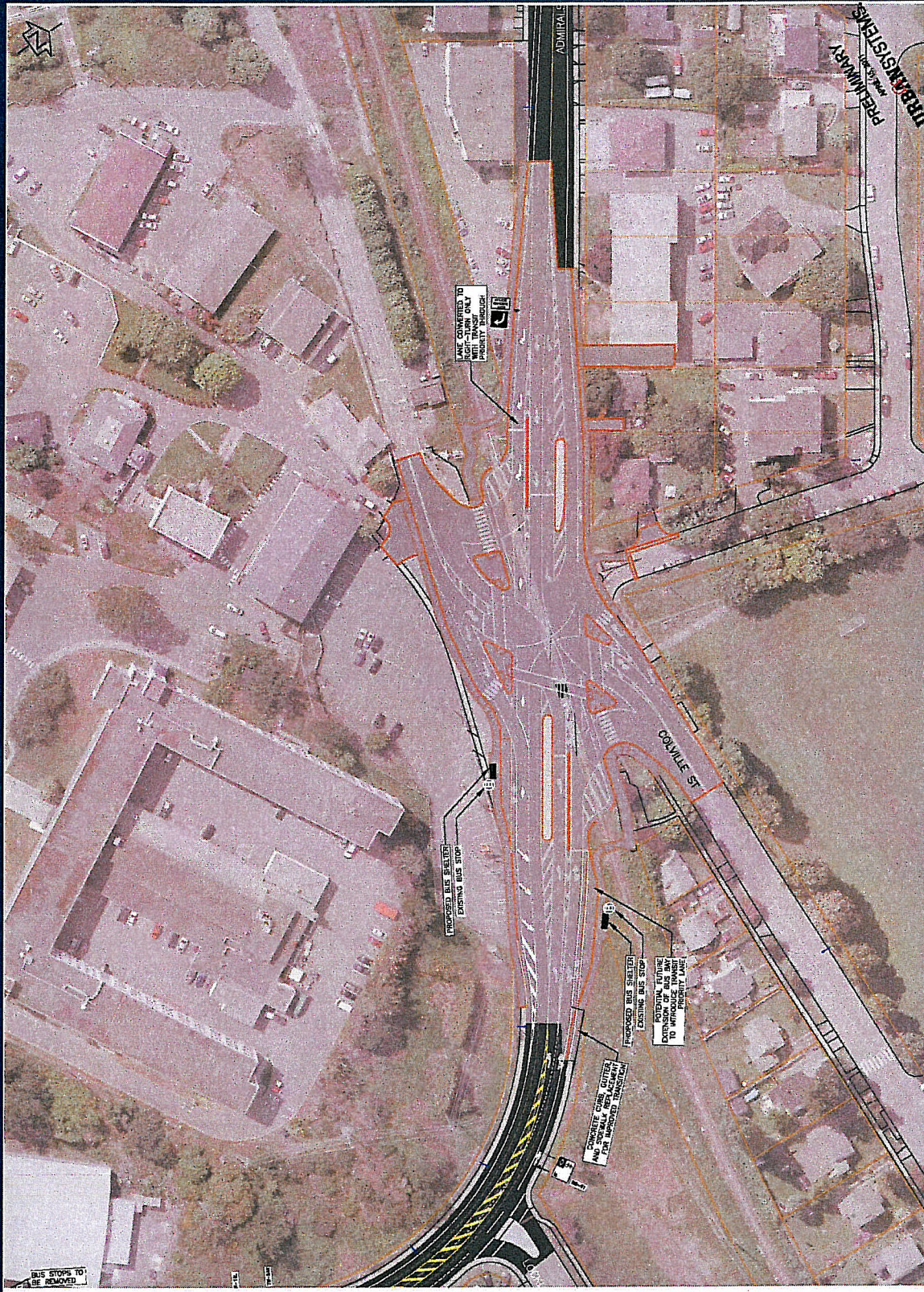


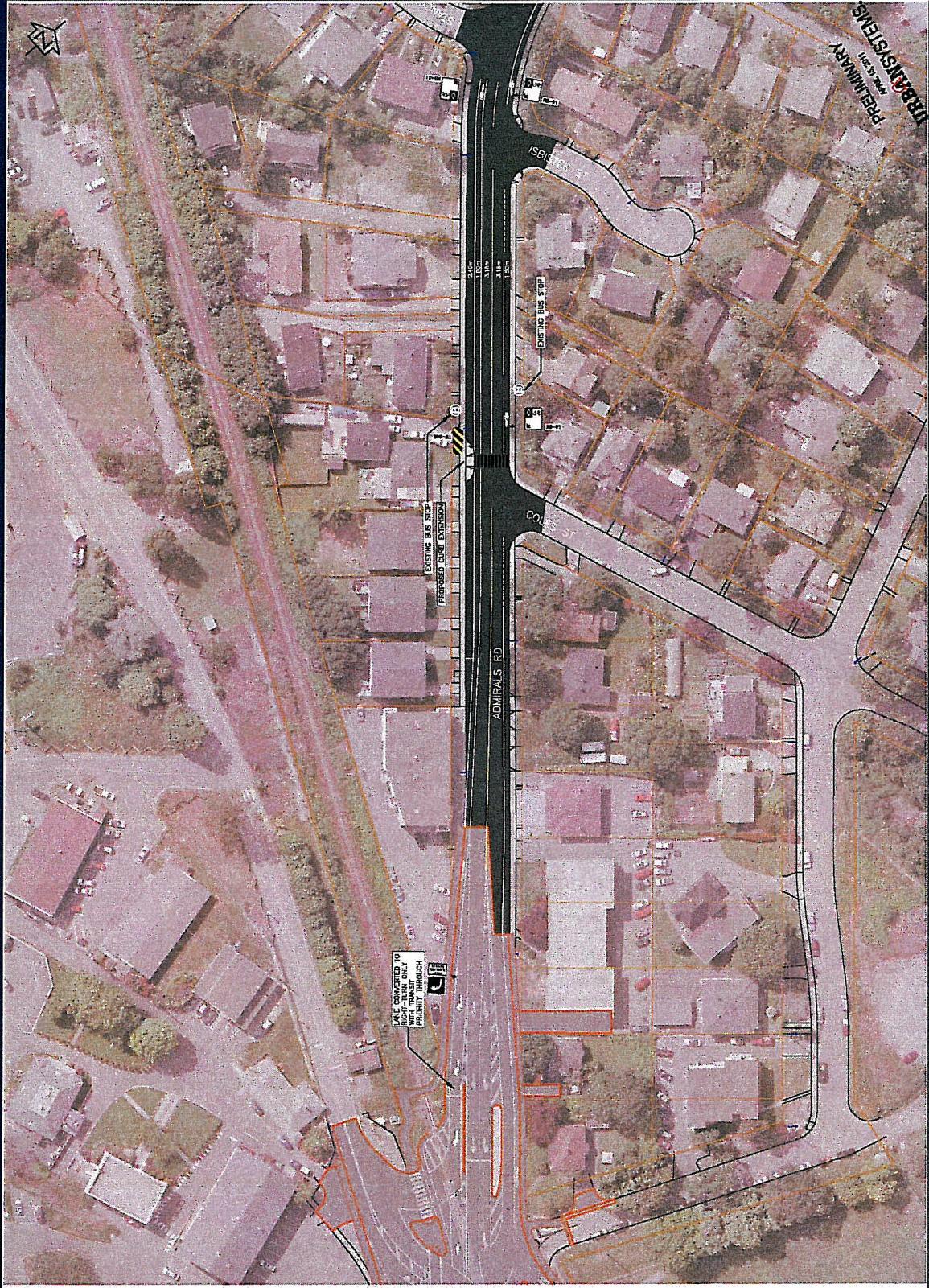


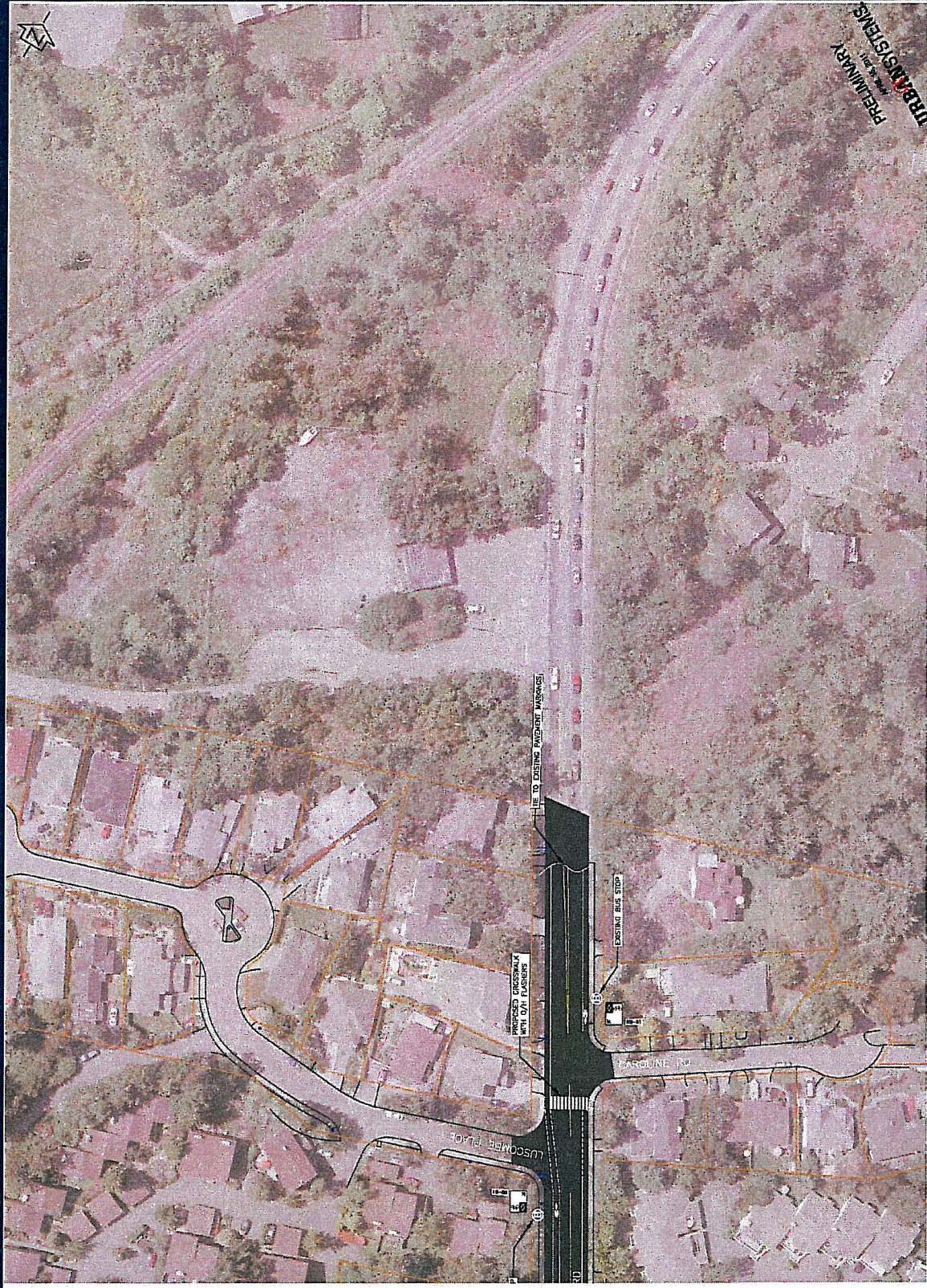


Segment Three – Colville Road to Maplebank Road











CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

COTW Meeting: June 11, 2012

STAFF REPORT

DATE: June 6, 2012 Report No. DEV-12-027
TO: Jeff Miller, Acting Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Review of the City of Victoria's Proposed Official Community Plan

RECOMMENDATION:

The Committee of the Whole recommends to Council that:

The comments on the City of Victoria's proposed Official Community Plan that are attached as Schedule "A" to Staff Report No. DEV-12-027 be endorsed and forwarded to the City of Victoria via a letter from the Director of Development Services followed by a letter from the Mayor once Council adopts the recommendation of the Committee of the Whole.

BACKGROUND:

Since January 2010, the City of Victoria has been undertaking a review and update of its Official Community Plan. The City gave first reading to OCP Bylaw 12-013 on April 12, 2012. Pursuant to Section 879 (2) (b) (iii) of the *Local Government Act*, the City of Victoria has sent a copy of their proposed Official Community Plan to the Township of Esquimalt for review and comment.

Staff have reviewed the proposed Official Community Plan and generally find it well researched, well organized, well written, and sympathetic to the goals and desires of the Township of Esquimalt. Staff have found few items of contention other than the fact that the E and N rail line is not shown on the official "25 year future transportation network" map. Given that significant funding has been obtained to refurbish the E and N rail, it would seem appropriate to have this facility identified as part of the 25 year transportation network.

Staff have found a number of opportunities where cooperation between the two municipalities could have synergistic benefits. These include protecting the ecologically sensitive north shore of West Bay and protecting the aesthetic integrity of the entrance to Victoria Harbour.

A more detailed summary of staff's comments are found in Schedule "A". Due to time constraints (comments must be received by the City of Victoria by June 14) it is proposed that the items in this Schedule be put into a letter format, along with any deletions, additions, or edits desired by Council, under the signature of the Director of Development Services with the proviso that the comments have not been officially adopted by Council. Once Council adopts the recommendation from the Committee of the Whole a letter would go out from the Mayor's office indicating that the Township's comments have been officially adopted by Council.

ISSUES:

In staff's review of the document, they found very few policies that would be a concern to the Township. In fact, many of the proposed policies support the direction of the Township such as: protecting Victoria Harbour, promoting a hierarchy of travel that puts pedestrians and bicycles ahead of single occupancy vehicles, and protecting heritage resources. Staff feel that Victoria's goals and aspirations as described in the proposed Official Community Plan are very compatible with the desires and aspirations of the Township.

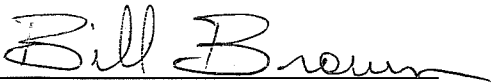
In terms of potentially contentious issues, it should be noted that the only reference to a new sewage treatment plant is found in section 11.5.1 that states: "Coordination with Capital Regional District plans and works undertaken, such as new sewage treatment plants".

Staff's only major suggestion for improvement would be to add the E and N railway corridor to Map 5 which illustrates the Victoria Region 25 Year Transit Future Plan.

ALTERNATIVES:


That the Committee of the Whole recommends to Council that:

1. The comments on the City of Victoria's proposed Official Community Plan that are attached as Schedule "A" to Staff Report No. DEV-12-027 be endorsed and forwarded to the City of Victoria via a letter from the Director of Development Services followed by a letter from the Mayor once Council adopts the recommendation of the Committee of the Whole.
2. That Council revise Schedule A and direct that the comments on the City of Victoria's proposed Official Community Plan that are attached in Schedule "A" to Staff Report No. DEV-12-027, as revised, be endorsed and forwarded to the City of Victoria via a letter from the Director of Development Services followed by a letter from the Mayor once Council adopts the recommendation of the Committee of the Whole.
3. That no comments be sent to the City of Victoria related to their proposed Official Community Plan.



Bill Brown
Director of Development Services

Approved for Agenda:


Jeff Miller, A/CAO

Dated: June 7, 2012

Schedule "A"

Summary of the Township of Esquimalt's Comments on the City of Victoria's Proposed Official Community Plan

1. The Township of Esquimalt wishes to thank the City of Victoria for the opportunity to review their proposed Official Community Plan.
2. Generally, the Township finds that the plan addresses many contemporary planning issues that will be faced by the City of Victoria and its adjacent municipalities (e.g. food security, issues related to peak oil, issues related to climate change, and issues related to the new economy).
3. The Township finds that it can support the majority of the proposed "policy directions".
4. The Township strongly supports a number of "policy directions" including:
 - a. *7.14.5 Participating with BC Transit, the Township of Esquimalt, the District of Saanich and the Town of Oak Bay in undertaking the study of options to provide potential cross-town priority frequent transit service connecting major destination including Canadian Forces Base Esquimalt, the Downtown Core Area, Royal Jubilee Hospital, Camosun College and the University of Victoria.*
 - b. *7.25.6 Partnering with others to maintain and enhance passenger rail service on the Esquimalt and Nanaimo Rail Corridor including commuter rail service as market and funding conditions permit;*
 - c. *10.10 Work in partnership with the Capital Regional District, the Township of Esquimalt, the Town of View Royal, the District of Saanich and other partners to increase coordination in the protection and restoration of Victoria Harbour and the Gorge Waterway.*
 - d. *10.11 Work with partners to assess the projected impacts of sea level rise on marine and shoreline ecosystems and respond to changing conditions through management strategies and development of a Climate and Energy Resiliency Plan.*
 - e. *14.8 Work with the regional partners to make high priority improvements to transportation infrastructure for business travel, good movement, and visitor arrival including:*

- i. *Important gateways, such as the Inner Harbour marine aerodrome, heliport, Victoria Airport and the Inner Harbour and Swartz Bay ferry terminals.*
5. The only major change that the Township would request is that the E & N railway corridor be shown on Map 5 "Victoria Region 25 Year Transit Future Plan." Given that the Island Corridor Foundation has recently received significant funding to refurbish the rail line it would appear as though this project may move ahead in the near future. Given that this project may move ahead well within the 25 year timeframe set out in the proposed Official Community Plan, from a planning perspective, it should be incorporated into the 25 year transit plan. It should be noted that this rail line will also be used to carry freight and resources.
6. The Township would also suggest that the various references to demographic data be updated with the latest data from the 2011 Census.
7. The Township of Esquimalt looks forward to cooperating with the City of Victoria in helping both municipalities to achieve goals that are mutually desirable.