



## **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

File 0550-06

June 14, 2012

### **NOTICE**

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON  
MONDAY, JUNE 18, 2012 AT 7:00 PM, 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

### REGULAR MEETING OF COUNCIL

Monday, June 18, 2012  
7:00 p.m.  
Esquimalt Council Chambers

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1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- |  |             |
|--|-------------|
| (1) Minutes of the Special Meeting of Council, May 28, 2012  | Pg. 1 – 2   |
| (2) Minutes of the Regular Meeting of Council, May 28, 2012  | Pg. 3 – 9   |
| (3) Minutes of the Special Meeting of Council, June 11, 2012 | Pg. 10 – 11 |

5. **PRESENTATIONS**

- (1) Heritage Recognition Award to Jim and Carole Witter
- (2) Gordon Logan, Chair and Gordon Horth, General Manager, CREST

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) Joe Buczkowski, Re: Memorial Marker / Plaque in Memorial Park to Honour Veteran Lt. Robert Hampton Gray | Pg. 12 |
|---|--------|

8. **STAFF REPORTS**

*Administration*

- |  |             |
|--|-------------|
| (1) Status Report – Telecommunications Towers, Staff Report No. ADM-12-032 | Pg. 13 – 14 |
|--|-------------|

**RECOMMENDATION:**

That Report No. ADM-12-302 be received for information.

- |   |             |
|---|-------------|
| (2) Status Report - Twinning, Staff Report No. ADM-12-033 | Pg. 15 – 21 |
|---|-------------|

**RECOMMENDATION:**

1. That Council receive Report No. ADM-12-033, together with attachments, for information; and
2. That Council not review twinning opportunities at this time due to:
  - Limited staff and financial resources;
  - It is not in the 2012 Strategic Priorities Report; and
  - There is insufficient indication of community support for this initiative.

*Finance*

- (3) Local Grant Distribution, Staff Report No. FIN-12-008 Pg. 22 – 27

**RECOMMENDATION:**

That Council approve the distribution of local grants in the amount of \$85,530, as set out in the schedule attached to Staff Report No. FIN-12-008.

*Engineering and Public Works*

- (4) Traffic Order #1194 – Head Street Stop Sign, Staff Report No. EPW-12-012 Pg. 28 – 30

**RECOMMENDATION:**

That Council approve the following Traffic Order:

TO# 1194 – Stop sign to be installed on the north side of Head Street, 32.1 metres from the centreline intersection of Lyall Street and Head Street.

- (5) Traffic Order #1195 – Stancombe Place “No Parking”, Staff Report No. EPW-12-013 Pg. 31 – 34

**RECOMMENDATION:**

That Council approve the following Traffic Order:

TO#1195 – That “No Parking” zones (c/w signs and road markings) be established between the four metre wide sections of frontage between the driveways of 705/707/709/711 Stancombe Place.

- (6) Traffic Order #1196 – Intervale Avenue Traffic Order, Staff Report No. EPW-12-014 Pg. 35 – 38

**RECOMMENDATION:**

That Council approve the following Traffic Order:

TO#1196 – Installation of a Stop sign and road markings on the west side of Intervale Avenue, 4.8 metres from the south property line of 800 Intervale Avenue.

**9. MAYOR’S AND COUNCILLORS’ REPORTS**

- (1) Report from Councillor Lynda Hundleby, Re: FCM (Federation of Canadian Municipalities) Saskatoon 1012 – 75<sup>th</sup> Annual Conference and Trade Show June 1 to 4 Pg. 39 – 42
- (2) Report from Councillor Dave Hodgins, Re: Federation of Canadian Municipalities Conference and AGM Saskatoon, Saskatchewan May 31 – June 4, 2012 Pg. 43 – 45

**10. REPORTS FROM COMMITTEES**

- (1) Committee of the Whole Report, June 11, 2012 Pg. 46  
[Motion to approve the recommendations]

- (2) Adopted minutes from the Centennial Celebrations Select Committee meeting, April 24, 2012 Pg. 47 – 50
- (3) Draft minutes from the Heritage Advisory Committee meeting, May 16, 2012 Pg. 51 – 56
- (4) Memorandum from the Heritage Advisory Committee, dated June 4, 2012, Re: Request For A Representative From DND To Be A Guest At A Future Heritage Advisory Committee Meeting Pg. 57
- (5) Memorandum from the Heritage Advisory Committee, dated June 4, 2012, Re: Lampson Street School Memorial Trees Pg. 58 – 59
- (6) Adopted minutes from the Centennial Celebrations Select Committee meeting, May 22, 2012 Pg. 60 – 63
- (7) Draft minutes from the Environmental Advisory Committee meeting, May 24, 2012 Pg. 64 – 67
- (8) Memorandum from the Environmental Advisory Committee, dated May 28, 2012, Re: Development Permit Guidelines Pg. 68

**11. COMMUNICATIONS**

- (1) Letter from Sherri Bell, Greater Victoria School District, dated May 25, 2012, Re: Lease of Lampson School Site Pg. 69
- (2) Email from Margaret McCullough, dated June 1, 2012, Re: Greater Victoria Fin Free Campaign Pg. 70
- (3) Letter from Denis Lebel, Minister of Transport, Infrastructure and Communities, dated May 28, 2012, Re: Change of Use Clause of Long Term Water Lot Leases in West Bay Pg. 71 – 72
- (4) Letter from Vikas Giri, ESQ Community Cab, dated May 29, 2012, Re: Request for Letter of Support for Additional Taxi Licenses Pg. 73 – 75
- (5) Letter from Mayor Sharon Gaetz, Chair, UBCM Resolutions Committee, dated June 4, 2012, Re: UBCM Resolutions & Debate Pg. 76 – 77
- (6) Letter from Ted Olynyk, BC Hydro, dated June 4, 2012, Re: Contribution to Centennial Celebrations Pg. 78 – 79
- (7) Notification of the Creative Peace Murals Exhibition at the London 2012 Games Pg. 80

**12. PUBLIC QUESTION AND COMMENT PERIOD**

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

**13. ADJOURNMENT**



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
**SPECIAL MEETING**  
OF MUNICIPAL COUNCIL  
MONDAY, MAY 28, 2012

6:30 P.M.  
COUNCIL CHAMBERS

**PRESENT:**

Acting Mayor David Schinbein  
Mayor Barbara Desjardins (via conference call)  
Councillor Meagan Brame  
Councillor Dave Hodgins  
Councillor Lynda Hundleby  
Councillor Robert McKie  
Councillor Tim Morrison

**STAFF:**

Laurie Hurst, Chief Administrative Officer  
Jeff Miller, Director of Engineering and Public Works  
Anja Nurvo, Manager of Corporate Services [Recording Secretary]

1. **CALL TO ORDER**

Acting Mayor Schinbein called the Special Meeting of Council to order at 6:30 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 Morrison:  
That Council convene *In Camera* pursuant to Section 90 of the *Community Charter* to discuss:

- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

in accordance with Section 90 (1) (k) and 90 (2) (b) of the *Community Charter*, and that the general public be excluded.

**CARRIED UNANIMOUSLY.**

5. **ADJOURNMENT**

**MOTION:** Moved by Councillor Hundleby/Councillor McKie:  
That the Special Meeting of Council be adjourned at 6:31 p.m.

**CARRIED UNANIMOUSLY.**

\_\_\_\_\_  
ACTING 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

MINUTES  
REGULAR MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, MAY 28, 2012

7:00 P.M.  
COUNCIL CHAMBERS

**PRESENT:** Acting Mayor David Schinbein  
Councillor Meagan Brame  
Councillor Dave Hodgins  
Councillor Lynda Hundleby  
Councillor Robert McKie  
Councillor Tim Morrison

**REGRETS:** Mayor Barbara Desjardins

**STAFF:** Laurie Hurst, Chief Administrative Officer  
Bill Brown, Director of Development Services  
Jeff Miller, Director of Engineering & Public Works  
Anja Nurvo, Manager of Corporate Services  
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

Acting Mayor Schinbein called the Regular Meeting of Council to order at 7:00 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. **MINUTES**

(1) Minutes of the Regular Meeting of Council, May 7, 2012

**MOTION:** Moved by Councillor Brame/Councillor Morrison:  
That the minutes of the Regular Meeting of Council held May 7, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY.**

(2) Minutes of the Special Meeting of Council, May 14, 2012

**MOTION:** Moved by Councillor McKie/Councillor Brame:  
That the minutes of the Special Meeting of Council held May 14, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY.**

5. **PRESENTATIONS**

(1) Joshua Frederick, Senior Project Engineer and Jeff Ward, Senior Parks Manager – Capital Regional District E & N Rail Trail Update

Mr. Joshua Frederick presented a Power Point presentation outlining the E & N Rail Trail Humpback Connector Project and answered questions from Council.

**Council comments** (*Responses in italics*):

- Concern for the closure of the trail; *Trail cannot be open until meets Transport Canada guidelines for rail safety at crossings – i.e. signals and gates.*

(2) Access Awareness Day Proclamation

**MOTION:** Moved by Councillor McKie/Councillor Morrison:  
That the Proclamation declaring June 2, 2012 "Access Awareness Day" in the Township of Esquimalt be approved.

**CARRIED UNANIMOUSLY.**



Acting Mayor Schinbein read aloud the Proclamation, proclaiming June 2, 2012 as "Access Awareness Day" in the Township of Esquimalt.

6. **PUBLIC INPUT**

*Muriel Dunn, resident*, expressed her appreciation to the Township of Esquimalt Fire Department for time spent in community service projects.

7. **DELEGATIONS**

- (1) William (Bill) Emberly, Re: Proposed Monument in Memorial Park to Memorialize the Battle of the Atlantic

Mr. Bill Emberly requested Council's support to place a stone monument in Memorial Park to commemorate the "Battle of the Atlantic". He noted that the monument would require a cement slab to place it on.

**MOTION:** Moved by Councillor Brame/Councillor Hodgins:

That staff be directed to bring back a full report, providing specific information on "where", "how", and "who" for the placement of a stone monument in Memorial Park to commemorate the "Battle of the Atlantic"; and

That the request for a stone monument in Memorial Park be referred to the Parks and Recreation Advisory Committee and the Heritage Advisory Committee for input.

**CARRIED UNANIMOUSLY.**

Staff were requested to notify Mr. Emberly when the report was brought back to Council so that he may attend that Council meeting.

- (2) Jeff Hardy, Re: Concern about Cell Phone Tower

Mr. Jeff Hardy expressed concern for his family's health and safety with respect to possible emissions from numerous radio towers atop Macaulay North apartment building.

**Council comments** (*Responses in italics*):

- Need more information on these towers; *Report coming forward to Council on these towers at the June 18<sup>th</sup> Regular meeting;*
- Need community consultation for the placement of these towers.

8. **STAFF REPORTS**

*Administration*

- (1) Appointment of Representative to 2014 Juno Awards Organizing Committee, Staff Report No. ADM-12-030

**MOTION:** Moved by Councillor Hodgins/Councillor Brame:  
That Councillor Hundleby be appointed as the Township of Esquimalt representative on the Organizing Committee for the 2014 Juno Awards.

**CARRIED UNANIMOUSLY.**

**MOTION:** Moved by Councillor Hundleby/Councillor Morrison:  
That Councillor Brame be appointed as the alternate representative for the Township of Esquimalt on the Organizing Committee for the 2014 Juno Awards.

**CARRIED UNANIMOUSLY.**

(2) Status Report – Oil Tanker Traffic and Pipelines, Staff Report No. ADM-12-031

**MOTION:** Moved by Councillor Hodgins/Councillor McKie:  
That Council receive Staff Report No. ADM-12-031 for information.

**CARRIED UNANIMOUSLY.**

*Engineering and Public Works*

(3) Household Organics Collection and Processing, Staff Report No. EPW-12-009

The Director of Engineering and Public Works reviewed Staff Report No. EPW-12-009 and answered questions from Council.

**MOTION:** Moved by Councillor Brame/Councillor Hodgins:  
That Council direct that the Township of Esquimalt initiate and operate a household organic collection program. Staff to review issues associated with the initiation of such a program and its impact on solid waste collection and report back to Council; and  
That Council direct that the Township of Esquimalt participates in the Capital Regional District interim processing contract for household organics processing.

**CARRIED UNANIMOUSLY.**

(4) Council Resolution for Admirals Road Upgrade Funding Request, Staff Report No. EPW-12-010

The Director of Engineering and Public Works reviewed Staff Report No. EPW-12-010 and answered questions from Council.

**MOTION:** Moved by Councillor Hodgins/Councillor McKie:  
That Council authorize the submission of an application to UBCM for funding in the amount of \$2,800,000 in order to carry out upgrade improvements in Admirals Road Corridor.

**CARRIED UNANIMOUSLY.**

*Development Services*

(5) Addition to the Esquimalt Heritage Register, 429 Lampson Street – English Inn and Resort, Staff Report No. DEV-12-025

The Director of Development Services reviewed Staff Report No. DEV-12-025 and answered questions from Council.

**MOTION:** Moved by Councillor Hodgins/Councillor Brame:  
That 429 Lampson Street [Lot B, Section 11, Esquimalt District, Plan VIP60066] property be added to the Esquimalt Community Heritage Register and that the Statement of Significance be accepted as presented.

**CARRIED UNANIMOUSLY.**

(6) Heritage Advisory Committee – Poster Presentation by David Sudbury, Staff Report No. DEV-12-026

Mr. David Sudbury, on behalf of the Heritage Advisory Committee, presented an interactive poster promoting heritage values in Esquimalt, for Council's approval, and answered questions from Council.

**MOTION:** Moved by Councillor Hodgins/Councillor McKie:  
That Council approves the Heritage Advisory Committee's request to work with artist David Sudbury to foster public awareness, recognition and support for Esquimalt heritage through the display of his unique poster at locations to be determined by the Heritage Advisory Committee.

**CARRIED UNANIMOUSLY.**

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

There were no reports.

10. **REPORTS FROM COMMITTEES**

- (1) Committee of the Whole Report, May 14, 2012
- a) Draft Community Economic Development Strategy Process Document, Staff Report No. DEV-12-024

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That Council endorse in principle the "Draft Economic Development Strategy Process" document (Appendix "A" of Staff Report No. DEV-12-024); and  
That Council authorize staff to start to organize the "Community Economic Development Strategy Task Force" and the "sector round tables"; and  
That Council assign two members of Council to sit on the "Community Economic Development Strategy Task Force"; and  
That Council assign one member of Council and an alternate to each of the proposed sector round tables.

**CARRIED UNANIMOUSLY.**

- (2) Adopted Minutes from the Heritage Advisory Committee Meeting, April 25, 2012

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the adopted minutes from the Heritage Advisory Committee meeting held April 25, 2012 be received.

**CARRIED UNANIMOUSLY.**

- (3) Draft Minutes from the Arts, Culture and Special Events Advisory Committee Meeting, May 2, 2012

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the draft minutes from the Arts, Culture and Special Events Advisory Committee meeting held May 2, 2012 be received.

**CARRIED UNANIMOUSLY.**

11.

### **COMMUNICATIONS**

**MOTION:** Moved by Councillor Hundleby/Councillor Hodgins:  
That the following correspondence be received for information:

- (1) Letter from Larisa Hutcheson, Capital Regional District, dated April 20, 2012, Re: Request for Confirmation of Participation – Regional Kitchen Scraps Processing;
- (2) Letter from Dr. Richard Stanwick, Vancouver Island Health Authority, dated May 1, 2012, Re: Strengthen Tobacco Control Bylaws;
- (3) Letter from Robert G. Woodland, City of Victoria, dated May 4, 2012, Re: 2012 Budget; and
- (4) Letter from Lorraine Copas, SPARC BC, dated May 8, 2012, Re: Access Awareness Day – June 2, 2012.

**CARRIED UNANIMOUSLY.**

- (5) Email from Linda Robertson, Greater Victoria Public Library, dated May 9, 2012, Re: Community Access Program (CAP) Funding Cut

**MOTION:** Moved by Councillor Brame/Councillor Morrison:  
That staff be directed to send a letter to Randall Garrison, MP regarding recent funding cuts to the Community Access Program (CAP) of the Greater Victoria Public Library.

**CARRIED UNANIMOUSLY.**

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That the May 9, 2012 email from Linda Robertson, Greater Victoria Public Library regarding Community Access Program (CAP) funding cuts be received.

**CARRIED UNANIMOUSLY.**

12.

### **PUBLIC QUESTION AND COMMENT PERIOD**

*Sherri Robinson, resident*, expressed her concern with Mr. Emberly's request for a monument in Memorial Park, pointing out that there was

a memorial plaque in Memorial Park in remembrance of merchant seamen.

**13. ADJOURNMENT**

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That the Regular Meeting of Council be adjourned at 8:45 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

MINUTES  
SPECIAL MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, JUNE 11, 2012

6:15 P.M.  
COUNCIL CHAMBERS

**PRESENT:** Mayor Barbara Desjardins  
Councillor Meagan Brame  
Councillor Dave Hodgins  
Councillor Robert McKie  
Councillor Tim Morrison  
Councillor David Schinbein

**REGRETS:** Councillor Lynda Hundleby

**STAFF:** Laurie Hurst, Chief Administrative Officer  
Anja Nurvo, Manager of Corporate Services [Recording Secretary]

1. **CALL TO ORDER**

Mayor Desjardins called the Special Meeting of Council to order at 6:15 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:

- 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; and
- Labour relations or other employee relations; and
- Litigation or potential litigation affecting the municipality; and
- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; and
- A matter that, under another enactment, is such that the public may be excluded from the meeting;

in accordance with Section 90 (1) (a), (c), (g), (i), (j), (k) and (m) of the *Community Charter*, and that the general public be excluded.

**CARRIED UNANIMOUSLY.**

5. **ADJOURNMENT**

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That the Special Meeting of Council be adjourned at 6:16 p.m.

**CARRIED UNANIMOUSLY.**

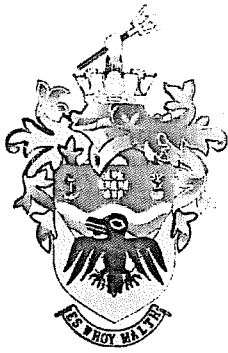
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MAYOR OF THE CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT  
THIS DAY OF , 2012

CERTIFIED CORRECT:

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ANJA NURVO  
CORPORATE OFFICER



JM  
(ACAO)

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
 For Information:  
 CAO  Mayor/Council  
 Municipal Hall 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1 Phone: (250) 414-7100  
 Website: www.esquimalt.ca Email: info@esquimalt.ca Fax: (250) 414-7111

**RECEIVED: JUN 01 2012**

Referred: Anya

For Action  For Response  COTW  
 For Report  Council Agenda  IC

**RECEIVED**  
 JUN 04 2012  
 CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## APPLICATION FOR DELEGATION TO MUNICIPAL COUNCIL MEETING

Pursuant to *Council Procedure Bylaw, No. 2715, 2009, Section 20, Delegations and Petitions, (see reverse 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.** Applications can be submitted in person, by mail (1229 Esquimalt Road, V9A 3P1), Fax (250) 414-7111 or Email: [council@esquimalt.ca](mailto:council@esquimalt.ca). Applicants will be contacted to confirm the Council meeting date and their attendance at that meeting. Please contact 250-414-7136 for further information.

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

**NAME:** MR JOE BURZKOWSKI  
 (Please Print)

**ORGANIZATION:** ROYAL CANADIAN NAVAL ASSOCIATION (RCNA)  
 LEGION - THE LIONS - FORMER MILITARY MEMBER

**DAYTIME TELEPHONE:**

**EMAIL:**

**PREFERRED DATE OF APPEARANCE AT COUNCIL MEETING:** 18 JUNE

**REASONS FOR APPEARING AS DELEGATION (Please specify):** TO GET A  
 MEMORIAL MARKER/PLAQUE ERECTED IN  
 MEMORIAL PARK TO HONOUR ONE OF OUR OWN  
 VETERAN LT. ROBERT HAMPTON GRAY VC DSC RCNR

MON-04 JUNE 2012  
 Date of Application

J Burzkowski  
 Signature





## 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: June 18, 2012

### STAFF REPORT

**DATE:** June 6, 2012 Report No. ADM-12-032  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Anja Nurvo, Manager of Corporate Services  
**SUBJECT:** Status Report - Telecommunications Towers

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#### RECOMMENDATION:

That Report No. ADM-12-032 be received for information.

#### BACKGROUND:

At its meeting on May 7<sup>th</sup>, 2012, Council received public input regarding health and safety concerns for residents at 1325 Esquimalt Road, due to the addition of an increasing number of antennas on the roof. Council directed staff to bring back information on the issues around telecommunication towers in the community.

Staff has reviewed this issue and provide the following information to Council for its information.

1. Under the Constitution, the regulation of telecommunication and radio-communication is under the jurisdiction of the Federal government. All antennas that transmit radio and television waves, from giant commercial masts and towers to smaller cell antenna for cordless phones, are governed and regulated by Industry Canada and require approval from the Minister of Industry. Courts have held that parameters such as the height and location of antenna sites are vital to telecommunications; accordingly any local government regulations that may impair the ability to determine the optimal antenna location and height are not applicable to antenna operated by a telecommunications company.
2. The Township of Esquimalt Zoning Bylaw specifically exempts communications towers from the height restrictions set out in the Bylaw.
3. The BC Building Code does not apply to aerial towers, antennae, satellite dishes, or any such communication devices; therefore no building permit is required from the local municipality for these installations. However, the local government may, in its bylaws, require a development or building permit if there are legitimate structural or geotechnical concerns. Industry Canada will determine whether or not to include such a requirement into the conditions it imposes onto the proponent. Other than those limited circumstances, the municipality has no authority over these towers and antennas, including their location, size, installation, maintenance, or the number installed at any one location.


4. In addition to Industry Canada regulation of the technical aspects of antenna, CRTC is responsible for regulating content, ownership, and access to airwaves. Transport Canada deals with visibility aspects for aircraft, and imposes lighting requirements onto structures. Health Canada is responsible for assessing safe levels of electro-magnetic field exposure that result from tele- and radio-communications. Their standards are applied as conditions with which the licensees and permit holders must comply.

5. Prior to installation of larger commercial towers and antennas, the Federal regulations require the proponent to complete a public consultation process. There is a default process provided in the regulations. However, if the local government has adopted a public notification procedure, the proponent is obliged to follow it, unless such process is deemed by Industry Canada as not being "reasonable, relevant and predictable." The regulations provide an exemption from consultation if an existing tower is not being raised by over 25% of its overall height, or for new towers with a height of less than 15 m (50 ft).

6. Under the default process, the proponent is required to notify and consider all written comments from owners located in an area within 3 times the tower's height. The proponent is also required to consult with the land use authority (usually the local government) regarding site options, to address reasonable and relevant concerns, and to obtain the "concurrence" in writing of the land use authority (but not their "approval"). During such consultation, even though technically local government requirements may not apply, Industry Canada may consider and recognize such requirements as valid and impose them as conditions into the approval.

7. If residents or neighbours of buildings where these antenna and towers are being installed are concerned about impacts on their health and safety, they should contact Health Canada to ensure that the antennas are being operated within the safety standards set by Health Canada. They may also direct their concerns to the local VIHA and Provincial Ministry of Health. If they have concerns regarding the installation generally, they should refer their inquiries to Industry Canada as the governing authority, to ensure that the antennas have been properly authorized and are being operated in compliance with the approved standards.

  
Anja Nurvo  
Manager of Corporate Services

<p><b>Approved for Agenda:</b></p> <p> Laurie Hurst, CAO</p> <p>Dated: <u>June 14/12</u></p>
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# 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: June 18, 2012

## STAFF REPORT

**DATE:** May 24, 2012 Report No. ADM-12-033  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Anja Nurvo, Manager of Corporate Services  
**SUBJECT:** Status Report - Twinning

### RECOMMENDATIONS:

1. That Council receive Report No. ADM-12-033, together with attachments, for information; and
2. That Council not review twinning opportunities at this time due to:
  - Limited staff and financial resources;
  - It is not in the 2012 Strategic Priorities Report; and
  - There is insufficient indication of community support for this initiative.

### BACKGROUND:

At its meeting on May 7<sup>th</sup>, 2012, Council directed staff to prepare a report to provide Council with background information on previous efforts of establishing Twin City relationships, with options for twinning. Attached is a summary of the previous Council actions relating to twinning.

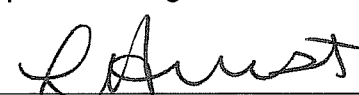
### ISSUES:

Any initiative relating to twinning will require both staff and financial resources, will have to be identified as a Council Strategic Priority and will require substantial community involvement and support.

### ALTERNATIVES:

1. That Council not review twinning opportunities at this time, due to limited staff and financial resources, it is not in the 2012 Strategic Priorities Report and there is no indication of community support.
2. That Council refer the matter to the COTW for further discussion based on Staff Report No. ADM-12-033 regarding the formation of a Committee to oversee the initiative, with community input and involvement.
3. That Council direct staff to include a review of twinning opportunities into the 2013 update of the Strategic Priorities Report and in the 2013 budget.

  
Anja Nurvo  
Manager of Corporate Services

<b>Approved for Agenda:</b>  Laurie Hurst, CAO Dated: <u>June 14/12</u>
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**SUMMARY OF TWINNING**

July 7, 2008	Presentation to Council	Terrence Milne (Retired Captain RCN & former Canadian Naval Attaché Tokyo), outlined the unique situation between Esquimalt and Onagawa (population similar, harbour city, memorial to Canadian WW II war hero erected in city). Representatives from Council to meet with Mr. Milne to further discuss twinning with Onagawa.
Jan. 28, 2009	Staff Report ADM-09-003	Recommendation: That Council not review twinning opportunities at this time due to limited resources and indeterminate benefits related to twinning due to today's economic environment. Background: Previous council head from Terrence Milne on July 7, 2008 regarding twinning with Onagawa; this was the 2 <sup>nd</sup> time a proposal to twin with Onagawa was considered.
Feb. 9, 2009	COTW	Resolution: Council not review twinning opportunities at this time due to limited resources and indeterminate benefits related to twinning due to today's economic environment.
Feb. 13, 2009	Online Poll closed	Community Interest in Twinning – seeking input from community re interest in twinning, whether with Manzanillo Mexico, Onagawa Japan or other partner.
Apr. 29, 2009	Staff Report ADM-09-023	Recommendation: That Council not review twinning opportunities at this time due to: <ul style="list-style-type: none"> <li>• Limited staff and financial resources</li> <li>• Is not in Council's Strategic Plan; and</li> <li>• Polling results do not indicate sufficient level of interest in community (total responses 27)</li> </ul>
May 4, 2009	Council	Excerpt from Minutes: Terry Milne spoke on this subject. He did not receive enough notification that this topic was being brought before Council. He would like more opportunity to inform the community about the proposal and requested that Council not make a decision today to support this initiative. It may be considered with the Navy's 100 <sup>th</sup> Centennial next year.  Comments from Council include: <ul style="list-style-type: none"> <li>• Twinning is a positive step for the community;</li> <li>• Would like to see the door open to consider both Mexico and Japan;</li> <li>• Concerns were raised with costs, resources and staff time;</li> <li>• Suggestion made that Council would like to see this initiative come forward from the community.</li> </ul> Resolution: That Council receive this report for information and refer it to the first COTW meeting in July. (There is no record in the minutes of further consideration by COTW in 2009.)
June 15, 2010	Staff Report ADM-10-039	Recommendation: That Council support a twinning relationship between the Township of Esquimalt and Onagawa, Japan; and that a letter from the Mayor proposing the twinning be sent to the Mayor of Onagawa, Japan. Background: (A copy of Report attached, which sets out relevant details for Council's information.)

June 21, 2010	Presentation to Council	<p>Excerpt from the Minutes:</p> <p>Terry Milne again addressed Council and provided information about Onagawa, Japan which is a small farming and fishing community approximately 240 km north east of Tokyo. During the Second World War British Columbia born Navy Pilot Lieutenant Robert Hampton Gray's aircraft was shot down at Onagawa Bay. He was posthumously awarded the Victoria Cross and became the most highly decorated Canadian Naval Officer in WW II. Mr. Milne stated in an unprecedented move the Japanese erected a memorial to Lt. Gray in Onagawa which is maintained by their Lions Club. The first visit to the memorial was made in 2008 by the HMS Ottawa from Esquimalt.</p>
June 21, 2010	Council	<p>Resolution: That Council support a twinning relationship between the Township of Esquimalt and Onagawa, Japan; and that a letter from the Mayor proposing the twinning be sent to the Mayor of Onagawa, Japan.</p>
July 5, 2010	Letter from Mayor to Mayor of Onagawa	<p>Invitation to enter into twinning relationship; advising the Township has several key community groups that are keen to leverage a twinning relationship with Onagawa: CFB Esquimalt, Legion, Lions Club.</p>
Oct. 8, 2010	Letter from Mayor of Onagawa	<p>Excerpt: "I am honored that you have an interest in the Town of Onagawa. However, I regret to inform you that we are unable to comply with your proposal at this time." Mentioned youth delegates and town personnel upcoming visit to the City of Nelson, BC "in an international exchange program."</p>
Oct. 29, 2010	Onagawa Twinning Meeting	<p>Mayor, representatives from DND, Lions Club, Terry Milne and staff; Excerpt from Minutes:</p> <p>Recommended Actions:</p> <ul style="list-style-type: none"> <li>• Township send letter in response to Onagawa, to highlight some additional background on Esquimalt and Japanese ties such as Gorge Park Japanese Garden and annual Japanese Cultural Fair at Recreation Centre</li> <li>• Township remain in communication with Onagawa</li> <li>• Mr. Milne to connect with new Canadian Naval Attaché in Tokyo to help promote relationship</li> <li>• Esquimalt Lions Club to examine twinning with Onagawa Lions Club</li> </ul>
Nov. 1, 2010	Council	<p>Excerpt from Minutes:</p> <p>Mayor Desjardins stated the organizing committee met to discuss the letter from Mayor Azumi and Onagawa's decline to commit to a twinning arrangement with Esquimalt at this time. The committee proposes to send a letter back to Mayor Azumi to remain connected. Mayor Desjardins added that the Esquimalt Lions are quite excited to twin with their counterparts in Onagawa.</p> <p>Resolution: That the letter from Mayor Nobutaka Azumi, dated October 8, 2010, Re: Twinning of Town of Onagawa &amp; Township of Esquimalt be received.</p>

Feb. 28, 2011	Letter from Mayor to Mayor of Onagawa	Letter states that the Township wishes to keep an open line of communication with Onagawa; provides further information about the Township's Japanese cultural ties, mentions Esquimalt Lions Club approaching Onagawa Lions about establishing a twinning relationship between the two clubs.
April 18, 2011	City of Nelson Media Release	Origami Crane Fund Update: All proceeds raised through the Fund will go directly to the community of Onagawa. Background: Nelson and Onagawa have a long-standing relationship, with student and cultural exchanges between the two communities dating back many years. The seaside fishing village was ravaged by the earthquake and resulting tsunami in 2011. While Onagawa is not Nelson's sister city, the two communities share a long history. The Japanese village erected a monument to honour the bravery of Lt. Hampton Gray, a Nelson native who was shot down in nearby Onagawa Bay in the last days of the Second World War. Nelson's official sister city is Izushi. Almost 500 km from Tokyo, the community suffered some minor damage, and no injuries.
May 7, 2012	Letter from Jonathan T Fried, Ambassador of Canada to Japan	Refers to 2010 proposal for twinning; requesting if Esquimalt would wish to consider helping Japanese municipality of Tagajo (in same Miyagi Prefecture as Onagawa, devastated by earthquake and tsunami in 2011)



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

### STAFF REPORT

**DATE:** June 15, 2010 **REPORT NO.** ADM-10-039  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Marlene Lagoa, Sustainability Coordinator  
**SUBJECT:** TWINNING WITH ONAGAWA, JAPAN

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#### RECOMMENDATION:

That Council support a twinning relationship between the Township of Esquimalt and Onagawa, Japan; and that a letter from the Mayor proposing the twinning be sent to the Mayor of Onagawa, Japan.

#### BACKGROUND:

The opportunity for a twinning relationship between the Township of Esquimalt and Onagawa, Japan was first proposed back in 1989. By 1992 an Onagawa Twinning Task Force was established to explore in detail various options and means of entering into a twin city relationship with the Japanese town. As a result of the Task Force's recommendations, a twinning relationship was not established. In 2008, Terry Milne asked Council to reconsider developing a twinning relationship with Onagawa. Over the last several months Mayor and staff have been working with Terry Milne to establish community support for the twinning. Support for the twinning from key community players, which includes DND, the Esquimalt Legion, and the Esquimalt Lions, has resulted in this report being brought forward to Council.

#### DISCUSSION:

##### Onagawa

Onagawa, Japan (population approx. 12,000) is a seaport town surrounded by hills and forest and known for its sandy beaches. The primary tie between Esquimalt and Onagawa is the navy. In 1989, Onagawa erected a monument dedicated to Lieutenant Robert Hampton Gray, a Canadian Navy pilot who was killed in World War II in a battle at Onagawa Bay. The memorial is maintained by the Onagawa

Bay Lions Club and, whenever in Japan, is visited by a contingent of sailors from Esquimalt based ships.

### Twinning

A 'twinning' is when two local governments work together to further the cultural diversity and economic development of their communities. The primary benefits that result from a twinning (often referred to as sister cities) include the opportunity for tourism, educational and cultural exchange. According to the Onagawa municipal website, international student and teacher exchanges are already occurring in Victoria. Twinning also allows for improved international relations and an increase in the community's visibility. The recent visit to Victoria by its sister city, Marioka, Japan, resulted in 109 Marioka visitors. The economic impact of this visit has been estimated to be nearly half a million dollars.

### Community Involvement

The barriers that have hindered the Township from establishing a twinning relationship were raised in the Onagawa Twinning Task Force report from 1992 – need for community involvement and the cost of travelling delegations. Both the Town of Sidney and City of Victoria have found that a twinning is most successful when there is a local volunteer association which can leverage the benefits of the twinning for the community. The Town of Sidney has a Sister Cities Association which has established sub-committees to manage its three sister cities. The City of Victoria has twin city associations for three of its four sister cities; hence, the twin city without an association is the least active. In addition, community involvement through an arm's length association alleviates municipal staff from the workload of maintaining the relationship.

### Costs

The financial cost of twinning includes: translation services (if required); travelling expenses to send a delegation or hospitality expenses for hosting a delegation; and protocol gifts. There is no set cost for maintaining a twinning relationship – in a fiscal year, some municipalities may commit no funds while others have budgets ranging from \$1,000 - \$25,000. The initial start-up cost for establishing a twinning relationship is equally flexible. A twinning can be established with no visitation; thereby, keeping the cost of twinning low. However, a visitation when initially establishing a twinning may better demonstrate the cities commitment to the relationship.

### Travelling Delegations

Travelling delegations are one of the most recognized elements of a twinning relationship. Visitations typically occur when a twinning is first established and then every 3-5 years, often taking place during important milestones for the cities. The general etiquette for travelling delegations is that the visiting city covers their own travel expenses while the host city covers the cost of food, entertainment and accommodations.



Travelling delegations typically consist of Mayor (Councillors), CAO (Staff), and Chair of the local twinning association. On average, municipalities cover the cost of three visitors. The benefit of having a twinning association is that they may be able to assist in covering some of the visiting delegation costs. Overall, examples of twinning relationship shows there is no one 'type' or 'way' to twin. For instance, the Town of Sidney's Japanese twin city has been very generous covering the total cost of Sidney's travelling delegation.

**CONCLUSION:**

The timing appears right for the Township of Esquimalt to finally pursue a twinning relationship with Onagawa. Commitment has been received from key community players to support the twinning. With 2010 being the Canadian Naval Centennial, there is a key opportunity to highlight the naval connection between Esquimalt and Onagawa. DND has demonstrated its ongoing commitment to the twinning by assigning a Base Public Affairs Officer to be a point of contact between the base and the twinning group. The costs of a twinning are anticipated to be kept low based on the interest of community players in hosting travelling delegations. With some community support established, the next step is for the Township of Esquimalt to contact Onagawa, Japan with a proposal of twinning.

**ALTERNATIVES:**

1. Enter into a twinning relationship with Onagawa, Japan.
2. Do not enter into a twinning relationship with Onagawa, Japan at this time.
3. Examine the opportunity to twin with other cities.

Submitted by:

\_\_\_\_\_  
Marlene Lagoa, Sustainability Coordinator

**Approved for Council's consideration:**

\_\_\_\_\_  
Laurie Hurst, CAO

Dated: \_\_\_\_\_



# 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: June 18, 2012**

## STAFF REPORT

**DATE:** June 8, 2012 Report No. FIN-12-008  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Local Grant Committee  
**SUBJECT:** Local Grant Distribution

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### RECOMMENDATION:

That Council approve the distribution of local grants in the amount of \$85,530, as set out in the schedule attached to Staff Report No. FIN-12-008.

### BACKGROUND:

In accordance with Council Local Grant Policy ADMIN-32, of which a copy has been attached for reference, funding for Local Grants is provided within the budget. The annual budget also provides grant funding for Inter-Municipal Social Services.

Ninety per cent of the annual budgeted amount may be allocated to applications submitted by the March 15th deadline, with the remaining funds to be distributed throughout the remainder of the year in consideration of future local grant applications.

In consideration for a 0.00% tax increase for the 2012 budget, Council approved a 20% decrease for the local and social services grants and to also not increase these grants by the same percentage as the prior year's approved average residential tax of 3.90% tax as set in the Local Grant Policy ADMIN-32.

### DISCUSSION:

The Local Grant Committee, consisting of Councillors Brame, McKie, and Morrison, held a special meeting on Tuesday, May 29, 2012. Representatives from the applicant organizations were allowed a maximum of five minutes to address the Committee. Local grant applications totalled \$150,049 compared to the approved 2012 budget provision of \$95,033. In keeping with the allocation of 90% of the budget as stated in the Local Grant Policy, the Committee recommends approval of \$85,530 in local grants as indicated in the attached schedule leaving \$9,503 available for future requests.

The attached schedule shows the applicant organizations, payments in 2010 and 2011, amount requested for 2012 and Committee recommendations. Details of all applications, including the required supporting documentation, are available should a Council member or any member of the public wish to review any of this information.

**ALTERNATIVES:**

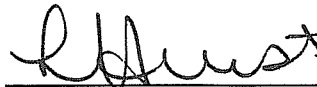
1. That Council approve the local grant distribution of \$85,530 as set out in the schedule attached to Staff Report No. FIN-12-008.
2. That Council approve an alternative distribution.



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Mary Turner  
Deputy Director of Financial Services

Approved for Agenda:



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Laurie Hurst, CAO

Dated: June 1/12

Corporation of the Township of Esquimalt  
2012 Local Grant Distribution

Schedule

Organization	2010 Payments \$	2011 Payments \$	2012 Requests \$	2012 Committee \$	Comments
<b>Social Service Grants</b>					
1 Community Social Planning Council of Greater Victoria	3,221	3,221	3,285	1,500	
2 NEED Crisis and Information Line	4,026	2,100	2,148	1,500	
3 St John's Ambulance - Victoria Branch	878	880	1,500	1,000	
4 Greater Victoria Volunteer Society	2,416	2,416	2,416	1,500	
5 Victoria Rainbow Kitchen Society		6,000	20,000	10,000	
<b>Esquimalt-Based Organizations</b>					
6 Esquimalt Neighbourhood House Society Operating	17,000	17,000	12,000	5,000	2012 permissive tax exemption-\$9,944
7 Rockheights Middle School	2,000	1,500	1,500	1,500	
8 Esquimalt Lantern Festival Society	4,000	4,000	5,000	4,500	
9 Esquimalt Speed Skating Club			2,000	2,000	
10 Esquimalt Secondary School (Council Policy No. ADMIN-29)					
Clive Kelly Award [cost of keeper trophy & engraving]	50	50	50	50	
1912 - 2012 Esquimalt Centennial Art Scholarship	250	250	250	250	
Library Book Gift	150	150	150	150	
Musical Instruments	600	600	600	600	
Student Travel Costs - Athletic Programs	2,750	2,750	2,750	2,750	
Terry Fox Scholarship	500	500	500	500	
Township of Esquimalt Scholarship (Industrial Education)	500	500	500	500	
11 Lions Club of Esquimalt			5,000	5,000	
<b>Other Organizations</b>					
12 World Fisheries Trust	1,000	1,000	5,000	1,000	
13 BC Sustainable Energy Association		3,000	3,000	1,000	
14 City of Victoria (Canada Day Celebration)	2,000	2,000	2,000	1,500	
15 Gorge Waterway			2,000	500	
16 Greater Victoria Bike to Work Society	1,500	1,500	1,500	1,500	
17 Shoreline Community Middle School	2,500	2,500	3,000	1,500	
18 Big Brothers Big Sisters of Victoria Capital Region	7,500	7,500	7,500	2,000	
19 Creative Peace Mural Society		750	750	1,000	
20 Friends of Living and Learning Through Loss Society	2,000	2,000	2,000	1,000	
21 Victoria Restorative Justice Society	9,000	10,000	10,000	5,000	
22 Vancouver Island South Film & Media Commission	1,000	1,000	1,000	1,000	
23 Pitch-in BC			550	-	
24 Racquet Club of Victoria Figure Skating	2,000		3,000	1,500	
<b>Late Applications</b>					
25 PEERS Victoria Resources Society	2,000	2,000	10,000	1,000	2012 permissive tax exemption-\$10,42
26 Ecole Macaulay Elementary School PAC	14,000	13,410	14,500	12,130	
27 South Island Dispute Resolution Centre		1,000	4,000	1,000	
28 Esquimalt Community Gardens			2,450	2,000	
29 Michael Dunahee Keep the Hope Alive	1,472	2,100	2,400	2,100	
30 Maritime Museum of British Columbia	1,000	1,000	2,500	1,000	
31 2483 PPCLI RCACC Sponsoring Committee	750	750	750	750	
32 Esquimalt High School Alumni Association		-	750	750	
33 Boys & Girls Club Services of Greater Victoria	7,000	7,000	7,000	6,500	2012 permissive tax exemption-\$5,419
34 Victoria and Vancouver Island Greek Community Society			2,000	-	
<b>L'École Victor Brodeur (Council Policy No. ADMIN-52)</b>					
Township of Esquimalt Athletic Awards	500	500	500	500	
1912 - 2012 Esquimalt Centennial Art Scholarship	250	250	250	250	
Team Funding - athletic	1,750		1,750	1,750	
<b>Prior Year's Applications - No Submissions For Current Year</b>					
Our Place Society	4,386	3,700			
Tourism Victoria	1,957	2,112			
Ocean's Day Festival	2,500	2,500			
Canadian Motorcycle Cruisers	2,400				
Greater Victoria Development Agency	1,000				
Society of St. Vincent de Paul Vancouver Island	4,500				2012 permissive tax exemption-\$16,87
Capital Region Good Food Society		1,000			
Committee to Host Provincial NIFT		1,000			
Esquimalt High School - Tree Committee	2,000				
Esquimalt High School - Coast Salish Art Project		1,000			
Esquimalt Resident Association		863			
Greater Victoria Harbour Society		1,000			
Victoria/Esquimalt Jr. B Lacrosse	500				
<b>Total</b>	<b>115,556</b>	<b>114,352</b>	<b>150,049</b>	<b>85,530</b>	
	<b>Budget</b>	<b>Allocation</b>	<b>Unallocated</b>	<b>Recommended</b>	
	<b>2012</b>	<b>90%</b>	<b>10%</b>		
<b>Total Budget - Local and Social Services Grants</b>	<b>95,033</b>	<b>85,530</b>	<b>9,503</b>	<b>85,530</b>	



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT  
COUNCIL POLICY**

<b>TITLE: Local Grants Policy</b>		<b>NO. ADMIN - 32</b>		
<b><u>POLICY:</u></b>				
<b>Purpose of the Grants</b>				
<p>This grant program is designed to assist not-for-profit societies in good standing with the Registrar of Companies and other non-profit and community organizations in achieving their objectives.</p>				
<b>Quantity and Distribution of Funding</b>				
<p>Each year Council may provide an amount of funding equal to the prior year's funding for Local Grants increased by the same percentage as the prior year's approved average residential tax increase.</p> <p>A Local Grant Committee, consisting of Council members appointed by the Mayor, will recommend a maximum of ninety percent of the annual budgeted amount (the 90% pool) to be allocated to applications submitted by the deadline of March 15<sup>th</sup>. The balance may be allocated throughout the remainder of the year as determined by Council. The determination of the amount of grant, if any, provided to any applicant, is at the discretion of Council.</p> <p>Applicants <b>must</b> appear before the Committee to speak to their application.</p>				
<b>Eligibility Criteria</b>				
<ol style="list-style-type: none"> <li>1. Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.</li> <li>2. No retroactive funding applications will be considered.</li> <li>3. Except in special circumstances, only applications for projects, activities or events that will take place from January 1<sup>st</sup> in the current calendar year to March 31<sup>st</sup> in the following calendar year will be considered.</li> <li>4. No grant request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the grant application.</li> <li>5. No grant request will be forwarded for consideration if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not complied with.</li> <li>6. In order to eliminate indirect funding, a grant will not be issued to an organization that in turn issues grants to other organizations unless the applicant can demonstrate to the Committee that grant monies received from the Township will not be used to fund grants to other organizations.</li> <li>7. Any direct or indirect benefit from a permissive tax exemption must be declared in the application.</li> </ol>				
<b>Application Procedures</b>				

<b>EFFECTIVE DATE:</b> July 11, 2011	<b>APPROVED BY:</b> Council	<b>REF:</b> FIN-11-023	<b>AMENDS NO.</b> July 12, 2010	<b>PAGE 1 OF 3</b>
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1. The official application form, (which can be obtained from the Township's Administration, Finance Departments or web site), **must** be used. Completed forms, together with any of the required supporting documents may be delivered, mailed, emailed or faxed to the Township.
2. The application must include:
  - the nature and goals of the project;
  - the names of those who will be involved in carrying out the project and, if applicable, a list of the Board of Directors;
  - a projected statement of revenue and expenses for the project;
  - a statement indicating the projected impact of the project on the Township of Esquimalt; and,
  - the prior year's financial statement for the organization.
3. If the organization submitting an application received a grant in the previous year, copies of any printed material (ads, press releases, programs, etc.), which acknowledge the financial support of the Township must be included.
4. Completed application packages must be received by the Township no later than March 15<sup>th</sup> in each year in order to qualify for the 90% pool.
5. Results of applications will be made known following ratification by Council.

**Assessment Process**

1. Applications will be reviewed by staff to ensure each application is complete prior to forwarding the completed applications to the Local Grants Committee.
2. The Local Grants Committee be appointed by the Mayor and will consist of three members of Council, rotated annually throughout the term of a Council and will be supported by a representative from the Finance Department.
3. For an application to be considered, petitioners for grants **must** appear before the Committee to speak to their application for a maximum of 5 minutes at a date and time arranged by the Township. Following the presentation, the Committee will deliberate their recommendation to Council on the allocation of funds. Council will make the final decision on the allocation of funds.
4. To access the funds remaining after the 90% pool has been allocated, applicants must submit an application and then appear before Council for a direct decision on funding.

**Conditions of Funding**

1. The applicant must acknowledge the support of the Township in all printed and publicity material related to the project including banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested. Any funds not used for the requested purposes must be returned to the Township.
3. At the completion of the project, the applicant must submit a final report within 120 days which includes:
  - a. a brief evaluation of the project;
  - b. a financial statement of actual revenue and expenses for the project (where

<b>EFFECTIVE DATE:</b> July 11, 2011	<b>APPROVED BY:</b> Council	<b>REF:</b> FIN-11-023	<b>AMENDS NO.</b> July 12, 2010	<b>PAGE 2 OF 3</b>
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- applicable);
- c. attendance figures (where applicable);
  - d. number of participants in the project; and
  - e. an evaluation of the impact on the community.
4. In the event that the project is not completed, the grant recipient organization must notify the Township as soon as practical. The Township of Esquimalt reserves the right to request the return of the grant.

**Application Deadline Dates:** March 15<sup>th</sup>

<b>EFFECTIVE DATE:</b> July 11, 2011	<b>APPROVED BY:</b> Council	<b>REF:</b> FIN-11-023	<b>AMENDS NO.</b> July 12, 2010	<b>PAGE 3 OF 3</b>
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# 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: June 18, 2012

## STAFF REPORT

**DATE:** June 18, 2012 Report No. EPW-12-012  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Jeff Miller, Director of Engineering and Public Works  
**SUBJECT:** Traffic Order #1194 – Head Street Stop Sign

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### RECOMMENDATION:

That Council approve the following Traffic Order:

TO# 1194 – Stop sign to be installed on the north side of Head Street, 32.1 metres from the centreline intersection of Lyall Street and Head Street.

### BACKGROUND:


In 2011, the Township received the rights to a segment of Right-of-Way (ROW) at the southern end of Head Street (35.4 metres east from the eastern property line of 453 Head Street). This property was received as a land transfer between Transportation Canada, Department of National Defence (DND) and the First Nations. The Township now has authority over this section of land.

### ISSUES:

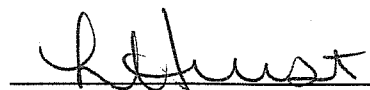
As this property was previously federally controlled, traffic signage was bilingual in nature. The standard for signage in the Township is unilingual. By changing the sign, drivers are made aware that they are leaving DND lands (Malvern Street) and entering the Township.

### ALTERNATIVES:

1. Stop sign to be installed on the north side of Head Street 32.1 metres from the centreline intersection of Lyall Street and Head Street.
2. Continue to utilize the existing sign in its current location and configuration.

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

Approved for Council's consideration:

  
\_\_\_\_\_  
Laurie Hurst, CAO

Dated: June 14/12



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**STREETS AND TRAFFIC REGULATION BY-LAW, 2005**

**ORDER NO. 1194**

**WHEREAS I, JEFFREY W. MILLER**, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, to make orders in respect of certain matters and things therein mentioned.

**NOW THEREFORE** in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

Stop sign to be installed in the sidewalk on the North East side of Head Street 32.1 metres from the centreline intersection of Lyall Street and Head Street.

This Order to be effective and to come into full force and effect from midnight upon the 18<sup>th</sup> day of June A.D. 2012.

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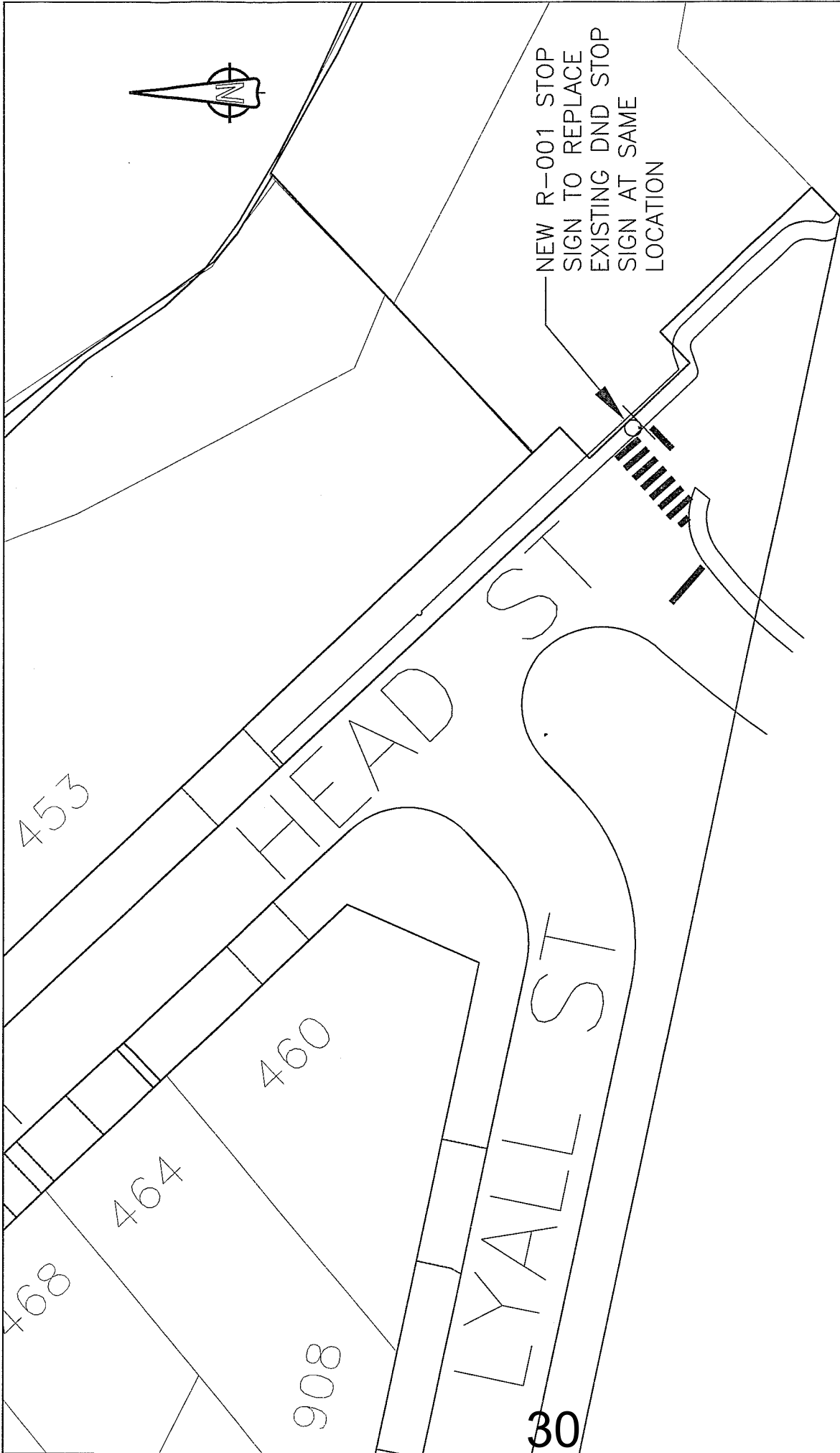
Director of Engineering and Public Works

I, **Anja Nurvo**, Corporate Officer of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Jeffrey W. Miller, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 18<sup>th</sup> day of June A.D. 2012.
3. That on the 18<sup>th</sup> day of June A.D. 2012, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005*.

---

Corporate Officer



TOWNSHIP OF ESQUIMALT	
TO 1194	
STOP SIGN	
HEAD STREET	
DATE MAY-30-2012	DWG. NO.
DESIGN BY:	DRAWN BY: RAS
SCALE: 1:500	PATH:



# 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: June 18, 2012

## STAFF REPORT

**DATE:** June 18, 2012 Report No. EPW-12-013  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Jeff Miller, Director of Engineering and Public Works  
**SUBJECT:** TO# 1195 Stancombe Place "No Parking"

---

### RECOMMENDATION:

That Council approve the following Traffic Order:

TO#1195 – That "No Parking" zones (c/w signs and road markings) be established between the four metre wide sections of frontage between the driveways of 705/707/709/711 Stancombe Place.

### BACKGROUND:

A parking concern has been raised by the residents of 705/707 and 709/711 Stancombe Place. These properties have two – four metre sections of frontage between the existing driveways. These frontages are currently being utilized as on-street parking by users of the street.

### ISSUES:

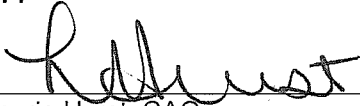
The residents have noted that when vehicles are parked in these locations, the driveways of 705/707/709/711 are partially blocked by the parked vehicles. These parked vehicles make exiting from these properties hazardous as the backing up vehicle must maneuver around the parked vehicle. Also, the sight lines for the backing out vehicle are being negatively impacted. A site inspection by Staff confirmed this situation. In order to rectify this situation, "No Parking" zones would be established in these locations. These "No Parking" zones would prohibit parking at all times.

### ALTERNATIVES:

1. That "No Parking" zones (c/w signs and road markings) be established between the four metre wide sections of frontage between the driveways of 705/707/709/711 Stancombe Place.

2. That the current frontage remains as on-street parking.

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

**Approved for Council's consideration:**  
  
\_\_\_\_\_  
Laurie Hurst, CAO  
Dated: June 14/12

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**STREETS AND TRAFFIC REGULATION BY-LAW, 2005**

**ORDER NO. 1195**

**WHEREAS I, JEFFREY W. MILLER**, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, to make orders in respect of certain matters and things therein mentioned.

**NOW THEREFORE** in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

That "No Parking" zones (c/w signs and road markings) be established between the four metre wide sections of frontage between the driveways of 705/707/709/711 Stancombe Place.

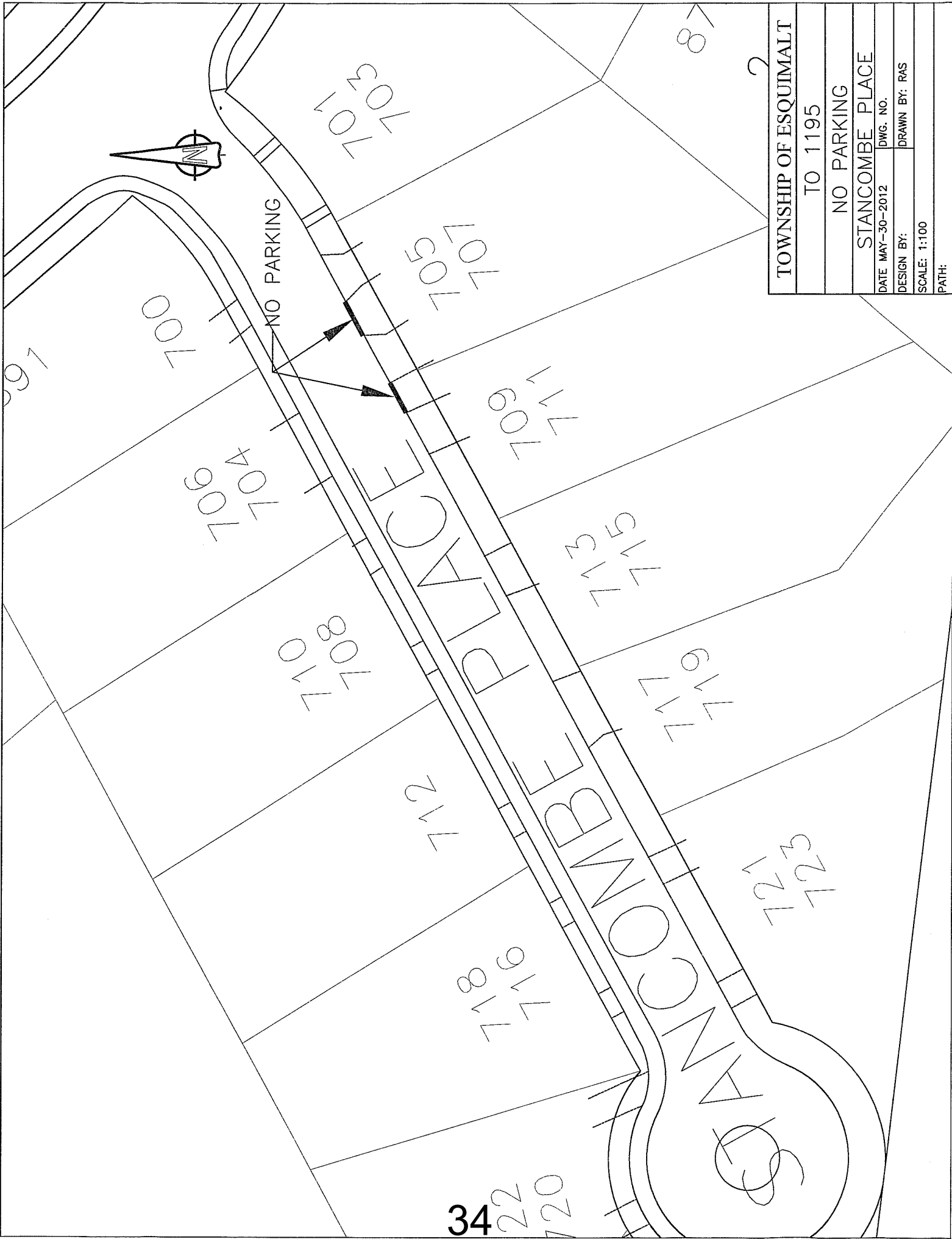
This Order to be effective and to come into full force and effect from midnight upon the 18<sup>th</sup> day of June A.D. 2012.

\_\_\_\_\_  
Director of Engineering and Public Works

**I, Anja Nurvo**, Corporate Officer of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Jeffrey W. Miller, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 18<sup>th</sup> day of June A.D. 2012.
  
2. That on the 18<sup>th</sup> day of June A.D. 2012, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005*.

\_\_\_\_\_  
Corporate Officer



TOWNSHIP OF ESQUIMALT	
TO 1195	
NO PARKING	
STANCOMBE PLACE	
DATE MAY-30-2012	DWG. NO.
DESIGN BY:	DRAWN BY: RAS
SCALE: 1:100	PATH:

34

2



## 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: June 18, 2012

### STAFF REPORT

**DATE:** June 18, 2012 Report No. EPW-12-014  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Jeff Miller, Director of Engineering and Public Works  
**SUBJECT:** Traffic Order #1196 - Intervale Avenue Traffic Order

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#### RECOMMENDATION:

That Council approve the following Traffic Order:

TO#1196 – Installation of a Stop sign and road markings on the west side of Intervale Avenue, 4.8 metres from the south property line of 800 Intervale Avenue.

#### BACKGROUND:

Intervale Avenue, Highrock Avenue and Rockcrest Avenue converge at a three legged intersection. Each of these roads are classified as local roads, no one road has priority over the others. The intersection is also uncontrolled which raises the question, which road has right of way which produces confusion for both drivers and pedestrians.

#### ISSUES:


As this intersection is uncontrolled, when vehicles arrive at the intersection at the same time, there is doubt and confusion as to which vehicle has the right of way. In order to eliminate this doubt and confusion, it is proposed that a Stop sign and road markings be installed on the west side of Intervale Avenue, 4.8 metres south of the southern property line of 800 Intervale Avenue.

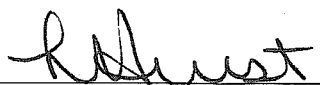
This addition of a Stop sign is a change to how the intersection operates at this time. The Township will be putting up standard "Traffic Pattern Change" signage to notify users of the roads of the change. This signage will be up for approximately 6 months.

#### ALTERNATIVES:

1. Stop sign and road markings to be installed on the west side of Intervale Avenue, 4.8 metres from the south property line of 800 Intervale Avenue.

2. Do not alter the intersection from its current state.

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

**Approved for Council's consideration:**  
  
\_\_\_\_\_  
Laurie Hurst, CAO  
Dated: June 14/12



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**STREETS AND TRAFFIC REGULATION BY-LAW, 2005**

**ORDER NO. 1196**

**WHEREAS I, JEFFREY W. MILLER**, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, to make orders in respect of certain matters and things therein mentioned.

**NOW THEREFORE** in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

Installation of a Stop sign and road markings on the west side of Intervale Avenue, 4.8 metres from the south property line of 800 Intervale Avenue.

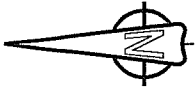
This Order to be effective and to come into full force and effect from midnight upon the 18<sup>TH</sup> day of June A.D. 2012.

\_\_\_\_\_  
Director of Engineering and Public Works

I, **Anja Nurvo**, Corporate Officer of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Jeffrey W. Miller, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005*, of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 18<sup>th</sup> day of June A.D. 2012.
  
2. That on the 18<sup>th</sup> day of June A.D. 2012, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005*.

\_\_\_\_\_  
Corporate Officer



NEW R-001 STOP SIGN  
AND ROAD MARKINGS

805

801

1298

INTERVALE AVE



80

804

008

1297

38

HIGHROCK AVE

1291

ROCKCREST AVE

1290

1293

TOWNSHIP OF ESQUIMALT	
TO 1196	
STOP SIGN	
INTERVALE AVENUE	
DATE MAY-30-2012	DWG. NO.
DESIGN BY:	DRAWN BY: RAS
SCALE: 1:500	PATH:

127



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Councillor Lynda Hundleby

Subject: FCM (Federation of Canadian Municipalities) Saskatoon 2012 – 75<sup>th</sup>  
Annual Conference and Trade Show June 1 to 4

Council Agenda: June 18, 2012

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### What?

Four day conference and Trade Show – included FCM Annual General Meeting and election of Board Members, Keynote speeches from Federal political leaders, Information sessions on a variety of topics, study tours of the local area, provincial caucus sessions, and networking opportunities starting with Continental breakfasts at 7 am to end of sessions approx. 5:30 pm. Socializing and further networking into the evenings.

### Where?

Location: TCU Place, Saskatoon, Sask.

14 conference hotels with shuttle service to downtown.

### Who?

About 1600 delegates (elected representatives and some staff members) from local governments across Canada (provinces and territories).

### Emphasis Communication and networking:

Mobile Device app – very handy

Simultaneous French/English translation – wireless technology

Individual handheld voting devices

Pocket-size program

Power Point presentations and other info have since been posted on the FCM website at:  
<http://www.fcm.ca/home/events/past-events/2012/2012-annual-conference-and-trade-show.htm>

### Focus Sustainable Infrastructure

New government funding program for aging infrastructure to be in place for 2014.

### Format

Simultaneous scheduling provided many choices on the topic of sustainable infrastructure. A packed program allowed delegates the opportunity to learn about FCM policies through Standing Committee Forums or to tour parts of Saskatoon.

I attended:

Both Regional Caucus meetings, Keynote Speeches and the following:

- 1) Workshop entitled Antennae Tower Siting (see Appendix A as attached)
- 2) Workshop for Consultation on a Long-Term Infrastructure Plan (LTIP) with Infrastructure Canada – Identified needs for sufficient advance notice; for funding prior to construction season; for flexibility; for model similar to Gas Tax Funding.

- 3) Resolutions Plenary
- a) Election Improvements (improving voter turnout); Development of Airparks (requesting local gov't consultation); Northern Living Deduction (requesting fair and reasonable access); Federal Funding to Museums (requesting more financial support for preservation of Canadian heritage); Canada Post Service Cuts (in rural service and requesting improvements in Canadian Postal Service Charter)  
[http://fcm.ca/Documents/events/AGM2012/Policy\\_Development\\_Guide%202012\\_EN.pdf](http://fcm.ca/Documents/events/AGM2012/Policy_Development_Guide%202012_EN.pdf) See Policy Development Guide 2012, pp 9 – 20
- b) Emergency Resolutions of particular interest for Esquimalt:
- Re: Bill C-38 – adopted as amended  
[http://www.fcm.ca/documents/corporate-resources/resolutios/Emergency\\_Resolution\\_%20Bill\\_C38\\_EN.pdf](http://www.fcm.ca/documents/corporate-resources/resolutios/Emergency_Resolution_%20Bill_C38_EN.pdf)
  - Re: Restoration of Joint Emergency Preparedness Program (JEPP) Funding – adopted
  - Re: Proposed Transport Canada's Railway-Roadway Grade Crossing Regulations (here is the proposed policy that will affect Canadians  
<http://www.tc.gc.ca/media/documents/railsafety/crrgcs.pdf> )  
 – FCM resolution adopted as amended urging Federal Gov't to reconsider
  - Re: Restoration of CAP (Community Access Program) funding for public computer sites – adopted
- 4) Standing Committee Forum on Finance and Intergovernmental Arrangements  
 See Policy Development Guide 2012, pp 45 – 57
- 5) President's Forum Panel on State of the Cities and Communities – discussion  
[http://www.fcm.ca/documents/reports/The\\_State\\_of\\_Canadas\\_Cities\\_and\\_Communities\\_2012\\_Highlights\\_EN.pdf](http://www.fcm.ca/documents/reports/The_State_of_Canadas_Cities_and_Communities_2012_Highlights_EN.pdf)
- 6) Standing Committee Forum on Infrastructure and Transportation  
 See Policy Development Guide 2012, pp 69 – 87
- 7) Standing Committee Forum on International Relations  
 See Policy Development Guide 2012, pp 121 – 134
- 8) Scholarship Fundraiser Breakfast Women in Local Government: Ann MacLean Award was presented to former Councillor Helen Hughes of Victoria
- The Ann MacLean Award for Outstanding Service by a Woman in Municipal Politics** recognizes women municipal politicians who have shown exemplary service to their community and constituents and to mentoring women who want to run for elected office.
- 9) AGM Election of Officers  
 President: Karen Leibovici (AB)  
 First VP: Claude Dauphin (PQ)  
 Second VP: Brad Woodside (NB)  
 Third VP: Raymond Louie (BC)  
 [Past Pres: Barry Vrbanovic (ON)]
- 10) Elected 8 Board of Directors in BC – Gregor Robertson, Marvin Hunt, Sav Dhaliwal, Bob Long, John Dooley, Susan Gimse, Garth Frizzel and Chris Coleman

Appendix A  
Wireless Antenna Siting Workshop

Panel discussion

Sponsored by the CWTA – *Canadian Wireless Telecommunications Association*

Hard copy of the brochure: *Connecting Canadians* was provided. Here is the digital copy:  
<http://cwta.ca/wordpress/wp-content/uploads/2011/08/Connecting.pdf>

What?

Wireless networks rely on base station antennas to operate. As communities demand new or improved wireless service, local carriers respond to this need by installing new network equipment.

Below is the link for the power point slides from CWTA:

[http://www.fcm.ca/Documents/presentations/2012/AGM2012/Worldwide Mobile Data Traffic Projection EN.pdf](http://www.fcm.ca/Documents/presentations/2012/AGM2012/Worldwide_Mobile_Data_Traffic_Projection_EN.pdf)

Why?

Improved coverage meets the needs of Canadian consumers. Also allows better access to emergency services.

Strong wireless networks are building blocks for all sectors of the economy and are considered a competitive advantage for Cdn communities.

How?

Canada's federal gov't has exclusive and comprehensive jurisdiction to regulate and control radio communication.

*Industry Canada* (thru the *Department of Industry Act* and the *Radio communication Act*) is responsible for regulating telecommunication in Canada, including authorizing the installation of radio communication towers and sites.

All wireless carriers must follow the procedures outlines in two *Industry Canada* Client Procedure Circulars, covering land use consultation and co-location.

Design and construction of antenna sites and components are subject to federal requirements.

All radiofrequency emitting equipment including antenna sites must adhere to Health Canada's Safety Code 6, which specifies the limits of human exposure to radiofrequency electromagnetic fields.

The link below is the power point information provided by Panelist, Ron Hamelin

[http://www.fcm.ca/Documents/presentations/2012/AGM2012/CWTA Wireless Antenna Siting Forum EN.pdf](http://www.fcm.ca/Documents/presentations/2012/AGM2012/CWTA_Wireless_Antenna_Siting_Forum_EN.pdf)

Authority

Prohibition, restriction or regulation of land for telecommunications purposes is under federal jurisdiction and not subject to municipal authority in any way.

However consultation processes are prescribed for certain situations to allow for limited collaboration. Note that there are exclusions – see slide from Ron Hamelin's presentation.

### Health and Safety

Electromagnetic radiation is all around us – from the sun to the use of electric appliances. Wireless devices emit and receive non-ionizing electromagnetic waves at frequencies below those of the visible light portion of the electromagnetic spectrum. These waves are of the same type used to broadcast radio and television services. The amount of energy in an electromagnetic wave diminishes greatly as one gets further from the source of the wave.

Studies undertaken have shown that maximum levels of exposure are well below the minimum standards specified in Health Canada's Safety Code 6.

Below is the power point presentation provided by the environmental biologist from Health Canada on the panel.

[http://www.fcm.ca/Documents/presentations/2012/AGM2012/Health\\_Canada\\_Roles\\_and\\_Responsibilities\\_Electromagnetic\\_Fields\\_and\\_Safety\\_Code\\_6\\_EN.pdf](http://www.fcm.ca/Documents/presentations/2012/AGM2012/Health_Canada_Roles_and_Responsibilities_Electromagnetic_Fields_and_Safety_Code_6_EN.pdf)

Some comfort for Canadians that Health Canada continues to monitor the research.

Additional Resources pertinent to the Forum are on pages 11 and 12 of the brochure

<http://cwta.ca/wordpress/wp-content/uploads/2011/08/Connecting.pdf>

My comments:

Good forum – generated much discussion – went overtime.

Urbanites have concerns re:

- a) proliferation of towers and antennas
- b) sight lines
- c) health/safety issues.

Rural residents have concerns re:

- a) insufficient coverage and lack of broadband access
- b) sight lines especially in valleys

Winnipeg, Calgary, Edmonton have created protocols to assist residents.

Here is the Calgary link: <http://www.calgary.ca/PDA/DBA/Pages/Permits/Telecommunication-antennas/Telecommunication-Antennas.aspx>

Something the Township may want to consider.....



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Councillor Dave Hodgins

Subject: Federation of Canadian Municipalities Conference & AGM  
Saskatoon, Saskatchewan May 31 - June 4 2012

Council Agenda: June 18<sup>th</sup>, 2012

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This was a positive and productive Federation of Canadian Municipalities (FCM) conference that provided the opportunity to connect with and learn from many community representatives in terms of what they are doing to address a myriad of issues and challenges as they seek to deliver success. Many communities were recognized by FCM for award winning programs and services and they are to be congratulated.

There were approximately 1600 delegates in attendance plus their partners. These delegates represented communities located in every corner of Canada.

This report is intended to provide a high-level account of my involvement. For detailed information on the business issues, resolutions, educational session and more please go to [www.fcm.ca](http://www.fcm.ca).

May 31: FCM conference registration including business, resolutions and program information review.

June 1:

Attended the FCM breakfast networking opportunity.

Attended the BC Caucus Meeting. This was an opportunity to meet and greet the many delegates attending from BC. Individuals seeking FCM Board positions were introduced and given an opportunity to share why they were interested in FCM Board service. As well, we heard from existing BC FCM Board officials about their roles, responsibilities and actions of the past year.

Attended the opening ceremony. The first of many keynote speakers, NDP Leader, Thomas Mulcair addressed the delegates and presented the NDP's position with respect to Federal Government issues and challenges such as how the current federal government need to increase and stabilize financial support for local governments and what needs to be done to enhance Canada's economy.

Attended a workshop, the "Economics of Policing". The key themes included the need for additional innovation, sharing involving private/public sector organizations, the involvement of 3rd party organizations in developing performance measures and evaluating police services, and the need to address a huge disconnect overall involving many government entities. There is an identified need to enhance service delivery by reaching out beyond the traditional approach and provide community-focused and community-based delivery. This applies to many organizations that are connected to public safety and wellness.

There are economies to be realized by creating infrastructure that joins services while providing a menu of options to individuals in need. An overarching message was the need for much more prevention and education programs. As I say, the need to focus on "the sound of a siren is the sound of a systems failure".

The second keynote speaker was Liberal Leader, Bob Rae. Mr. Rae focused on the critical importance of the work, role and responsibilities of local governments and the need for senior levels of government to provide local governments with funding to allow for financial stability long-term. He addressed the need to support local governments as they take on the vast and ongoing challenges around infrastructure, transportation, the environment and more. Mr. Rae indicated that he is committed to providing local governments with more of the tax monies being collected by the Federal Government especially from the gas tax.

Next up was the Federal Minister of Transportation, Denis Lebel. The Minister stated his continuing commitment to financially supporting local governments and the need to address infrastructure renewal and more.

Wrapped up the day by attending the workshop on the "Long-term Infrastructure Plan".

June 2:

Attended the FCM breakfast networking opportunity.

Attended the Resolutions Session. A copy of the FCM Policy Development Guide containing details of the 2012 resolutions is available upon request.

Attended the Community Safety Standing Committee. The Committee reported on the significant accomplishments of the past year. The focus of the session was to hear from the delegates about what the Committee's focus needs to be for 2012 and beyond. A comprehensive list was produced based on delegate input and is available from FCM. As well, a summary of the Committee's activities is available in the FCM Policy Development Guide.

Attended the President's Forum panel discussion on the state of Cities and Communities. There was considerable dialogue around the need to have senior levels of government recognize that local governments are "value-added" and actually "on the ground" economic engines and not simply a cost in the overall system of government.

Attended the Rural Standing Committee Forum. The discussion and information focused on financial and service delivery challenges.

The Gala dinner was another opportunity to network with delegates and guests. The entertainment was very professional and all Saskatoon-based. The theme focused on the incredibly diverse and multi cultural make up of Saskatchewan and Canada.

June 3:

Attended the launch of the FCM campaign for a long-term Infrastructure Plan. Additional information is available from FCM and its Policy Development Guide.

Participated in the FCM Board of Directors election process.



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The FCM's 2012 – 2017 Strategic Plan document was presented and discussed. A copy is available upon request.

The next keynote was Green Party Leader, Elizabeth May and, similar to other speakers, she spoke on the need for senior levels of government to better support local governments and communities.

June 4:

Attended the breakfast networking opportunity, which included presentations of FCM long service awards and member recognition for committee services and more.

Attended the "Municipal - Aboriginal Relations" workshop. The theme throughout was that local governments and communities need to better reach out and connect with Aboriginal peoples, especially youth in a real way. It was recognized that this is challenging and often complicated. However, to create positive and productive relationship going forward it needs to happen. Statistics were presented that demonstrates the significant population growth currently occurring within the Aboriginal populations in both on and off reserve communities.

The Trade Show was comprehensive in terms of the diversity of products, technology and services available for review. For example, there was an opportunity to discuss the Payments in Lieu of Taxes Program with the program administrators directly. A list of all those involved is available via the FCM website [www.fcm.ca](http://www.fcm.ca).

I was an active participant in the business forums, educational and committee session rising to speak to the issues and challenges presented especially in the area of public safety and crime prevention. I was encouraged to apply for the public safety committee and have done so understanding that any ongoing involvement on my part requires Council support.

The City of Saskatoon was an amazing host. The hospitality was world class. The FCM organizing working group and executive did an outstanding job of ensuring the annual conference and business sessions were both constructive and practical. I wish to applaud the very hard work and dedication demonstrated by all of those involved - well done!



## **COMMITTEE OF THE WHOLE REPORT**

**From: Meeting of June 11, 2012**

**To: Regular Meeting of Municipal Council – June 18, 2012**

At its meeting held on Monday, June 11, 2012 the Committee of the Whole considered the following matter and resolved that the recommendation, as outlined, be submitted to Council for consideration.

**1. Review of the City of Victoria's Proposed Official Community Plan, Staff Report No. DEV-12-027**

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 by Council, with the addition of a question why there was no mention of smaller sites for sewage treatment, and forwarded to the City of Victoria via a letter from the Director of Development Services followed by a letter from the Mayor.



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**MINUTES  
CENTENNIAL CELEBRATIONS  
SELECT COMMITTEE**

**Tuesday, April 24, 2012  
6:30 P.M.**

**Council Chambers, Esquimalt Municipal Hall**

**PRESENT:** Janet Jones, Chair  
Bruce Devitt, Vice Chair  
Councillor Lynda Hundleby  
Joe Buczkowski  
Graham Jackson  
Janet Johnstone  
Don Linge  
Lynda O'Keefe  
Celia Owen  
Sherri Robinson  
Sandy Rozon

**STAFF:** Ritchie Morrison, Project Manager

**REGRETS:** Mayor Barbara Desjardins  
Dian Hanna  
Greg Evans  
Dino Fiorin  
Vicki Laidlaw  
Bob McKie  
Diane Knight

**1. CALL TO ORDER**

Chair Janet Jones called the meeting to order at 6:30 p.m.

**2. LATE ITEMS**

There were no late agenda items.

**3. APPROVAL OF AGENDA**

Moved by Celia Owen, seconded by Lynda O'Keefe that the agenda be approved.  
The motion **CARRIED**.

**4. APPROVAL OF MINUTES OF MARCH 27, 2012**

Moved by Don Linge, seconded by Sherri Robinson to approve the minutes of March 27, 2012.  
The motion **CARRIED**.

**5. PRESENTATIONS**

**(1) Pamela Martin, Esquimalt Arts, Culture and Special Events**

Ms. Martin advised that the Esquimalt Arts Festival will be taking place on Sunday, August 12, 2012, tentatively 10am -3pm. She noted that 60 letters have been sent to Esquimalt Artists and they have confirmed 17 attending. They are now enlarging the scope to include Greater Victoria and Gulf Island artists and reaching out to other artist collectives (seniors, women, Francophone, etc). The English Inn has reduced their rental of \$500 which will be paid out of last years' Arts, Culture and Special Events Committee budget. She advised on where funding is coming from and that Esquimalt Parks and Recreation are providing stage, tables, and chairs for a certain rate. The Committee is still looking for funding for other items (sound system, etc.) and to showcase opera; ballet; etc. Ms. Martin requested funding and volunteers for the event.

Moved by Celia Owen, seconded by Don Linge to receive the presentation by Ms. Martin.  
The motion **CARRIED**.

**(2) Bill Emery, Buccaneer Days Committee**

Mr. Emery requested that the Centennial Celebrations Select Committee loan Centennial Banners to the Buccaneer Days Committee for use during Buccaneer weekend for parachute jumpers.

Moved by Vice Chair Devitt, seconded by Don Linge that the Centennial Celebrations Select Committee loan up to six banners to the Buccaneer Days Committee for parachute jumpers for Buccaneer Days.  
The motion **CARRIED**.

**(3) David Sudbury, Heritage Site Map Project**

Mr. Sudbury presented the Heritage Site Map Project and requested 12 telephone numbers for the Project. The Committee recommended that he use a free on-line alternative instead.

Moved by Councillor Hundleby, seconded by Celia Owen to receive the presentation by Mr. Sudbury.  
The motion **CARRIED**.

**6. OLD BUSINESS**

**(1) Review Project List**

1. Book. Sherri Robinson reported that the book is going to the printer on Friday, April 27, 2012. The Committee gave Sherri a round of applause and congratulated her and her colleague for their hard work on this project.
2. Walkway. Walkway; Bruce reported that 355 pavers have been bought to date. The name was drawn for the 300<sup>th</sup> Paver Prize Winner. They will be contacted by

- staff and advised of their prize.
3. Calendar Update. Don Linge reported that the Protocol sub-committee has established Sept 12 as a date for a photo opportunity for the date of original incorporation. The Protocol Event will take place on October 3, 2012 and will be held in Council Chambers. This event marks the date of the first official meeting of the Council for the Township of Esquimalt.
  4. Community Celebration. Vice Chair Devitt reported that the subcommittee had met with Heather Leary and she is starting her work on the event. He advised that May 15 has been set as the cut off date for ideas for entertainment for September 8. Committee members are asked to submit any ideas or names to Heather at (email: hleary@shaw.ca) with details such as name, type of entertainment, connection to Esquimalt, contact information) by May 15. Heather will work directly with the Victoria Nikkei Cultural Society regarding events for the Japanese Garden. Vice Chair Devitt advised that a draft program is expected at the next subcommittee meeting and available for the next committee meeting.
  5. Volunteers. Janet Johnstone reported on the two events the volunteers have participated in: Country Grocer Esquimalt Plaza event April 14 and the Centennial Seniors Spring Tea April 21. She indicated that she will plan two Volunteer Orientation sessions with volunteers in June once she has more knowledge of the duration and requirements of the September 8 event. Janet advised that she has received three volunteers through the form on our centennial website. After discussion, it was agreed that Janet Johnstone will approach Pamela Martin and offer some Centennial volunteer assistance for the Esquimalt Arts Festival.
  6. Merchandise. Sandy Rozon reported on the status of merchandise and requested more information from the Township regarding what merchandise has been sold. Discussion took place regarding the Centennial Lapel Pins and the decision was made to continue selling them for \$5.
  7. Libations. Sherri Robinson indicated that Greg Evans is in contact with the supplier and the Esquimalt Brew will be available for Buccaneer Days.
  8. Golf Tourney: Ritchie Morrison indicated that planning is well in hand.

(2) **“Esquimalt Shines” Update**

Ritchie Morrison reported that the launch of “Esquimalt Shines” project will be Saturday May 12 simultaneously at Country Grocer and BayWest RONA. The application form and information sheet are currently being edited. He advised that the Ellice Recycle representative attended the last subcommittee meeting and explained their contribution to “Esquimalt Shines”.

(3) **Sponsorship Update**

Ritchie Morrison gave an update on sponsorship.

(4) **Advertising Update**

Ritchie Morrison gave an advertising update which included the Times Colonist, Black Press and CTV Vancouver Island TV Campaign. CTV involves 30 second spots with various themes and Esquimalt Shines in the background. He also reported on the Q100.3 radio advertising which is starting shortly.

(5) **Budget**

Vice Chair Devitt noted that program planning for September 8 was proceeding and that some budget reallocations are to be expected but that we should let Heather complete the program, when we will have the full financial picture, before taking any action. In the mean time as of the end of March expenditures are on

target and revenues exceed budget expectations.

**7. ROUNDTABLE**

Graham Jackson reported on out on-line engagement. The Committee now has 305 friends on Facebook and 277 followers on Twitter. He continues to up-load recent photos and tweet events and comments. Graham requested that Committee members provide him with some "stories to tell", memories of growing up here, and memories of events and people.

Sandy Rozon requested information on the Centennial Arts Awards Legacy. Diane Knight will follow up and report back at the next meeting.

Chair Jones reported on her meeting of April 2 with the organizers of the Esquimalt High School Reunion events May 25-26. She provided details on this event and that the Centennial volunteers will be attending both days. The Centennial Slide Show will also be playing. Chair Jones requested input from the Committee about providing decorations for the event. The request was made for the coloured flags, a large Centennial banner and Centennial balloons. The Committee agreed to loan the first two items for the event. A Centennial member will contact the Esquimalt High School Reunion Alumni to confirm details regarding balloons.

Chair Jones asked the Committee about approval to provide pins, boxes of tea, and T-shirts for door prizes, etc. Committee members reminded her of the policy already adopted to provide such items at cost. She will forward contact information for Sandy Rozon to event organizers. The possibility was raised that the Esquimalt Alumni may request that Fraser Campbell sing "Esquimalt Shines".

**8. NEXT MEETING**

The next meeting will be held May 22, 2012.

**9. ADJOURNMENT**

Chair Jones adjourned the meeting at 9:07 p.m.

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Janet Jones, Chair  
This 22<sup>nd</sup> day of May, 2012



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES  
HERITAGE ADVISORY COMMITTEE**

Wednesday, May 16, 2012  
7:00 p.m.  
Wurtele Room, Municipal Hall

**PRESENT:** Liz Dill  
Councillor Dave Schinbein  
Sherri Robinson  
Heather Gillis – Chair  
Dar Purewall  
David Coney – arrived 7:05 pm, departed 9:03 pm  
Catherine McGregor  
John Willow

**STAFF:** Karen Hay – Staff Liaison  
Kim Maddin – Recording Secretary

**REGRETS:** Councillor David Hodgins

**GUEST:** David Sudbury – arrived at 8:10 pm, departed 8:30 pm

1. **CALL TO ORDER**

Chair Dill called the meeting to order at 7:02 p.m.

2. **LATE ITEMS**

The following late items were introduced:

1. Added to the agenda Item **8. WORK PLAN ITEMS**, 5. Maintaining Public Awareness, (d) Buccaneer Days.

3. **APPROVAL OF THE AGENDA**

Moved by Liz Dill and seconded by Dar Purewall that the agenda of the Heritage Advisory Committee meeting of May 16, 2012 be approved as amended.  
The motion **CARRIED**.

4. **MINUTES**

Moved by Councillor Schinbein and seconded by Dar Purewall that the minutes of the Heritage Advisory Committee meeting of April 16, 2012 be approved as presented.  
The motion **CARRIED**.

5. **REPORT FROM THE CHAIR**

There was no report.

6. OLD BUSINESS

- (1) Memorial Park – memo

A member spoke to the Director of Parks and Recreation, who reported the delineation of Memorial Park will be considered when the Centennial Walkway is installed.

- (2) Lampson Street School - Memorial Trees

It has been confirmed by the Director of Parks and Recreation that the Lampson School trees fall under the jurisdiction of the Township, so they may be added to the heritage tree list.

Moved by Liz Dill and seconded by Sherri Robinson that the Heritage Advisory Committee recommend to Council that they direct Parks and Recreation place the Lampson Street School memorial trees on the Heritage Tree Register.  
The motion **CARRIED**.

Action: Liz Dill will follow-up with the School Board again about the plaque, now that the trees will be added to the register.

- (3) Strategic Plan

Liz Dill reported she will meet with the Mayor to discuss ideas for future Committee input and language regarding the strategic plan.

- (4) Preservation of 316 Anson Street

Information about this property was emailed to Committee members by Jennifer Cousineau of Parks Canada. Ms. Cousineau indicated she would send her report to the Committee.

7. NEW BUSINESS

- (1) Military Museum Photo Display

Last year the Committee committed to promoting a joint Centennial project with Claire Sharpe, Military Museum Coordinator. It will be a photo display done in partnership with the Esquimalt Photography Club, titled "Modern Navy Gallery"; it will run from June 26th to September 4th.

The Committee suggested moving the display to other locations in the community afterwards.

Action: Liz Dill will talk with Ms. Sharpe to determine how the HAC can help promote the display. David Coney and Dar Purewall volunteered to assist.

- (2) Macaulay Point – information and DND rep

Jennifer Cousineau (Parks Canada) is doing an assessment on a number of buildings in the Work Point barracks/ Macaulay Point area, in addition to Albert Head Battery Point (which is outside Esquimalt's boundaries), and the armourment building at CFB



Esquimalt. Ms. Cousineau welcomed information from anyone who is knowledgeable about the area.

The Committee noted the following:

- Some of the structures do not qualify as buildings as per the last assessment
- Any work in the precinct area could potentially set a precedent for bigger changes at the site
- The HAC should be knowledgeable/informed in order to be proactive and to be able to provide input to Parks Canada

It was noted that the Township has a 99-year, renewable lease of Macaulay Point.

Moved by Liz Dill and seconded by John Willow that the Heritage Advisory Committee request that Council invite a DND representative as a guest at the next Heritage Advisory Committee meeting to talk about heritage structures and the historic military aspects of Macaulay Point.

The motion **CARRIED**.

Action: Sherri Robinson will bring the evaluation book to the next meeting for Committee members to review.

## 8. WORK PLAN ITEMS

- (1) Heritage Register
  - (a) Plaques, Monuments and War Memorials

It was clarified that both the natural and built environment can be included on a register.

Action: Liz Dill will follow-up with Jim MacMillan-Murphy to see if he intends to continue with this project.

- (b) List of Properties, Places and Items (For Completing a Statement of Significance For) \*no additions to be made at this time

Helen Edwards, contractor, is preparing a list of the six priorities that she would like to work on.

- (c) Progress of Statements of Significance and Timelines
  - i. 429 Lampson St. -Staff Liaison memo and draft SOS

The BC Heritage Branch SOS format allows for up to three pictures and maximum 4000 words. The focus must be on the heritage elements that currently exist.

Moved by Liz Dill and seconded by Sherri Robinson, that the Heritage Advisory Committee recommend to Council that 429 Lampson Street be put on the Esquimalt Heritage Register.

The motion **CARRIED**.

- ii. Old Esquimalt Road SOS

A member reported that work is ongoing for this SOS.

iii. 464 Head Street

The draft SOS requires some revisions.

Action: Sherri Robinson will review the draft and bring a revised version back to the next meeting.

- (2) Heritage Policy  
(a) Addition to History Section

Members discussed the wording of the addition to the history section.

Action: Liz Dill will contact Colin MacLock about proposed changes to the wording of the history section.

- (3) Heritage Foundation Development – David Sudbury

David Sudbury presented some ideas to consider in the development of a Heritage Foundation:

- It would be external to the Heritage Committee but the Committee and the foundation should have a working relationship
- It could be created by anyone, and foundation members would determine its direction
- Should have inclusive language in its mandate (no one aspect of heritage to be excluded)

Mr. Sudbury asked the Committee to consider what role/involvement it would like to have with the Foundation.

Committee members discussed the following:

- A foundation can fundraise
- It would need seed money and a guarantee of annual funds
- Need to find out if there are any restrictions that would prevent Heritage Committee members from becoming foundation members
- A complete package including costs would need to be prepared for the Committee to first approve, then forward to Council

Action: Mr. Sudbury requested that members provide input on the draft foundation document. Once he has feedback he will return to a future meeting with a revised draft (adequate time will be allotted for discussion on the meeting agenda). The package will be ready for presentation to Council before budget discussions in the Fall.

- (4) 2012 Centennial Celebration  
(a) Recognition Awards

Four members attended the Hallmark Awards presentation. The Witters were not in attendance but are scheduled to attend the June 18<sup>th</sup> Council meeting to accept their award.

- (b) “Best of 100”

A list of houses is being prepared. Ongoing.

- (5) Maintaining Public Awareness  
(a) Esquimalt Current

No update.

- (b) Website

Members are to provide input on the website. Tabled to the next meeting.

- (c) Heritage Poster

David Sudbury has written a letter to accompany his upcoming presentation to Council.

No further update from Colin MacLock.

- (d) Buccaneer Days (**Late Item**)

Chair Gillis will set-up and take down the display. She will contact the organizers to see if the Committee’s table can be placed next to the Archives table.

- (6) 2012 Draft Work Plan

The Committee needs to approve a work plan for 2012. This will be tabled as a priority item to complete and approve at the June meeting.

9. **REPORT FROM STAFF LIAISON**

Karen Hay, Staff Liaison, extended an invitation on behalf of the Director of Development Services, Bill Brown, to the “Director’s Café” at the Princess Mary Restaurant on Thursday, May 29<sup>th</sup>, 6:30-8:30 pm, to discuss West Bay development guidelines. It will be an opportunity to meet with Mr. Brown individually. More details are on the Township website and comments can be submitted online.

Councillor Schinbein noted the development guidelines include heritage consideration.

Bill Brown will be attending a future Committee meeting to present on this subject.

10. **COMMUNICATIONS**

- (1) Heritage BC, email dated April 27, 2012 re: Update: April 2012

The Heritage Legacy Fund recently approved fourteen heritage grants for conservation work on historic buildings and historic interpretation through signage.

Action: Chair Gillis will contact Heritage BC to find out how to apply for the grants. Moved by Councillor Schinbein and seconded by Liz Dill that the Heritage Advisory Committee receive the communication item for information.  
The motion **CARRIED**.

11. **COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS**

Councillor Schinbein noted that it is the 100 year anniversary for the Vancouver Island Construction Association. The Young Construction Leaders group will undertake projects in the Greater Victoria area to celebrate their centennial. There are certain criteria that must be met, e.g must be broadly used by the community and incorporate heritage. He has submitted an application and expects to hear soon whether the Township is successful.

12. **NEXT MEETING**

The next meeting of the Heritage Advisory Committee will take place on June 20, 2012.

13. **ADJOURNMENT**

The meeting adjourned at 9:20 p.m.

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Heather Gillis, Chair

This 20<sup>th</sup> day of June, 2012



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

### MEMORANDUM

**DATE:** June 4, 2012

**TO:** Mayor and Council

**FROM:** Heather Gillis, Chair  
Heritage Advisory Committee

**SUBJECT:** Request for a representative from DND to be a guest at a future  
Heritage Advisory Committee meeting

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#### BACKGROUND

At the April 25, 2012 meeting of the Heritage Advisory Committee, the Committee discussed the heritage significance of structures at Macaulay Point and the inventory that is currently underway by a Department of National Defence contractor.

Following Committee discussion the following motion was passed:

Moved by Liz Dill and seconded by John Willow that the Heritage Advisory Committee request that Council invite a DND representative as a guest at the next Heritage Advisory Committee meeting to talk about heritage structures and the historic military aspects of Macaulay Point. The motion CARRIED.

Respectfully submitted,

Heather Gillis, Chair  
Heritage Advisory Committee



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

### MEMORANDUM

**DATE:** June 4, 2012  
**TO:** Mayor and Council  
**FROM:** Heather Gillis, Chair  
Heritage Advisory Committee  
**SUBJECT:** Lampson Street School Memorial Trees

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#### BACKGROUND

At the May 16, 2012 meeting of the Heritage Advisory Committee, the Committee discussed the heritage significance of the Elm trees at Lampson Street School. The trees were planted in 1917 in memorial to First World War veterans who had been students of the school.

Following Committee discussion the following motion was passed:

Moved by Liz Dill and seconded by Sherri Robinson that the Heritage Advisory Committee recommends to Council that they direct Parks and Recreation to place the Lampson Street School memorial trees on the Heritage Tree Register.  
The motion CARRIED.

Respectfully submitted,

Heather Gillis, Chair  
Heritage Advisory Committee

HAC meeting of October 26, 2011  
Attachment #2 - Memorial Trees at Lampson St. School

Memorial Tree History - Lampson Street Elementary School [formerly Esquimalt Public School]

On 1 May 1917

Mrs. Isabella Grace Peters wife of Col. Peters,

Mrs. Annie Fitzherbert Bullen, wife of William Fitzherbert Bullen, granddaughter of Sir James Douglas, member of group that established the Bullen Shipyard,

Mrs. Laura Pooley, wife of MLA Robert Pooley, represented in the house for twenty-five years, and

Mrs. Mabel Katherine Belson, daughter of Sir Percy Lake and Margaret Lake, wife of William Belson stationed at Work Point Barracks,

each planted a tree, [type of elm, identified by Andy Katschor, Esquimalt Parks Department] along the walkway at the front of Lampson Street School in memory of:

John Wilton Douglas Dowler born Victoria, B.C. 24 January 1892, died 11 April 1917 age 25 years. Lieutenant Canadian Infantry [Western Ontario Regiment] 47th Bn.

Buried Barlin Communal cemetery, Pas de Calais, France. He was the only son of Wellington J. and Elizabeth Sketchley Dowler. Attended Lampson Street School, graduated Vic High, graduate of McGill University, Montreal, Quebec.

Arthur James Guest born 1 January 1895 Esquimalt, B.C. died 13 June 1916 age 21 years. Private, Canadian Pioneers, 1st Pioneer Battalion. He was the son of Captain Frederick E. and Mrs. A.J. Guest, 487 Fraser Street, Esquimalt. Buried Menin Gate [Ypres] Memorial Belgium. Attended Lampson Street School. He was an engineer brakeman with the E & N Railroad. He left a widow and child.

Charles Mawer Hardie born 11 August 1896, Birmingham, England, raised in Esquimalt. died 13 October 1916 age 21 years. Private Princess Patricia's Canadian Light Infantry [Eastern Ontario Regt.] He was the son of Gordon H. and Ethel M. Hardie.

Buried Puchevillers British Cemetery, Somme, France. Attended Lampson Street School, graduated Vic High, attended McGill University, Montreal, Quebec.

Herbert James Nankivell born 13 February 1898, died 8 October 1916 at Courcellette, France age 18 years. Private Canadian Infantry [Manitoba Regiment] transferred to 16th Bn. Canadian Scottish. He was the son of James Peter and Emily Nankivell. Buried Adanac Military Cemetery, Somme, France. Attended Lampson Street School, a plumber with Cookson Plumber Limited.

More Memorial Trees were planted across the front of the school along Lampson Street and along the north side of the schoolyard along Old Esquimalt Road.

Until 1948 Esquimalt had its own Esquimalt Schoolboard. At this time it joined with the Victoria Board. There are board reports found in the bound Esquimalt Financial books. No other documentation is held at the Esquimalt Municipal Archives. Children who attended the school were mindful of this occasion and they 'did remember.'



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
CENTENNIAL CELEBRATIONS  
SELECT COMMITTEE

Tuesday, May 22, 2012  
6:30 P.M.

Council Chambers, Esquimalt Municipal Hall

**PRESENT:** Janet Jones, Chair  
Bruce Devitt, Vice Chair  
Councillor Lynda Hundleby  
Dian Hanna  
Greg Evans  
Graham Jackson  
Janet Johnstone  
Don Linge  
Lynda O'Keefe  
Celia Owen  
Sherri Robinson  
Sandy Rozon  
Vicki Laidlaw

**STAFF:** Ritchie Morrison, Project Manager  
Diane Knight

**REGRETS:** Mayor Barbara Desjardins  
Joe Buczkowski  
Dino Fiorin  
Bob McKie

**1. CALL TO ORDER**

Chair Janet Jones called the meeting to order at 6:30 p.m.

**2. LATE ITEMS**

There were no late agenda items.

**3. APPROVAL OF AGENDA**

Chair Jones advised that agenda Item 5. Presentation 2) Pamela Martin, Esquimalt Arts, Culture and Special Events Committee, be removed from the agenda.

Moved by Councillor Hundleby, seconded by Lynda O'Keefe that the agenda be approved as amended.  
The motion **CARRIED**.



**4. APPROVAL OF MINUTES OF APRIL 24, 2012**

Moved by Celia Owen, seconded by Dian Hanna to approve the minutes of April 24, 2012.

The motion **CARRIED**.

**5. PRESENTATIONS**

**(1) Lorne Argyle, Centennial Project**

Mr. Argyle reported that his aunt has a replica of a 1914 Esquimalt home originally located at 1219 Carlise Road and has suggested that it would be an appropriate time way to display the house to celebrate Esquimalt's centennial year. This is a replica such as those displayed at Miniature World and the Metchosin Museum. His uncle, a long time Esquimalt resident, designed, built and furnished the house. Mr. Argyle was suggesting that the house be displayed in August/September for one or two months.

The house is 5 feet x 5 feet x 6 ½ feet and requires a large secure display area as it is very valuable and has many small pieces. It also requires four people to move it.

Mr. Argyle will research several options before the municipality can confirm hosting the display. Suggestions made include contacting the owner of Miniature World for a display case to borrow or rent; contacting Island Displays regarding rental of plexiglass case; and contacting Royal BC Museum and Maritime Museum for suggestions. Greg Evans volunteered to contact the Maltwood Museum and Vicki Laidlaw volunteered to contact the Base Museum. Another suggestion raised was to display the house at the Greater Victoria Public Library. A question was raised about municipal liability of having the house on site.

It was suggested that Mr. Argyle compile a history and description of the miniature replica house. Another suggestion was made to display the house at the end of this year in Council Chambers.

Moved by Celia Owen, seconded by Dian Hanna that research be done to determine if there is a suitable area in the municipality to accommodate display of the miniature house.

The motion **CARRIED**.

Moved by Councillor Hundleby, seconded by Sherri Robinson to receive the presentation on the miniature house.

The motion **CARRIED**.

**(2) Pamela Martin, Esquimalt Arts, Culture and Special Events Committee**  
(item cancelled)

**6. OLD BUSINESS**

**(1) Review Project List**

1. Book. Sherri Robinson advised that the book is at the printer and will be available for sale on the Buccaneer Day weekend.
2. Walkway. Dian Hanna reported that 416 pavers have been bought to date and

approximately \$57,000 has been raised. Vice Chair Devitt advised that the walkway is anticipated to be installed by Thanksgiving Day weekend.

3. Community Celebration. Vice Chair Devitt noted that the sub committee is working on action items. The role of the sub committee is to assist the event coordinator and tasks have been assigned to individuals.
4. Volunteers. Janet Johnstone reported that the "Esquimalt Shines" launch on Saturday May 12 at Country Grocer and BayWest RONA was very successful. Janet Jones and Janet Johnstone will be working at the Esquimalt Alumni event on May 25/26.
5. Merchandise. Sandy Rozon reported that she will be taking inventory and ordering merchandise as required. Esquimalt Shines CDs were added to the list of Esquimalt merchandise.
6. Libations. Greg Evans confirmed that the Esquimalt beer will be available for Buccaneer Days.
7. Golf Tourney. Greg Evans gave a brief update regarding the status of Golf Tournament planning. Sandy Rozon offered to assist with a specific task.

**(2) "Esquimalt Shines" Update**

Ritchie Morrison reported that the launch of "Esquimalt Shines" project on Saturday May 12 at Country Grocer and BayWest RONA resulted in 55 residents signing up. Thank you to the volunteers who attended the event. There is an issue with waste management for the project which needs to be addressed. A meeting of the sub committee will be held shortly.

**(3) Sponsorship Update**

Ritchie Morrison gave an update on sponsorship.

**(4) Advertising Update**

Ritchie Morrison presented the two video clips being shown on CTV Vancouver Island starting on Monday, May 14, 2012. A lot of good feedback has been received regarding the videos. He also advised that the Centennial brochures are ready for distribution.

It was noted that many positive comments have been received about the Municipal Float. Thank you to Sam Macy and the Esquimalt Lions for all their hard work and dedication on upgrading the float.

Ritchie Morrison advised that the Esquimalt photo contest was very successful and he will get more copies of the Vic News insert with the centennial photo contest pictures. Access to the photos is also available on the centennial website, NEWS page.

**(5) Budget**

Vice Chair Devitt advised that he had met with Ritchie Morrison and that revenues are exceeding the budget. There are events coming up that the Centennial Committee could take the opportunity to participate in.

Moved by Vice Chair Devitt, seconded by Dian Hanna that Centennial Committee budgeted funds of \$7,500 for "Other Events" be allocated as proposed.

The motion **CARRIED**

Discussion took place regarding the need to be clear, consistent and to track allocation of funds from this Committee. Chair Jones reported that accountability

for grant funding is clearly documented.

Vice Chair Devitt advised that the Centennial Committee will contribute \$200 in merchandise and a free paver to the Esquimalt Alumni to use as door prizes for their reunion. This is a wonderful opportunity to promote Esquimalt and the centennial. The point was raised that it is also important to be consistent in treating events equally in their requests for centennial items.

## **7. ROUNDTABLE**

Vicki Laidlaw advised that invitations have been sent for the Aboriginal Day event. Attendance at the event will be on a first come, first serve basis and registration is required. The Centennial Committee is welcome to be on site but no sales of merchandise will be permitted.

Ritchie Morrison reported on Ocean's Day, June 3. This is an event supported by the Parks and Recreation department. There will be a centennial presence there as well as canoe races and rides.

Greg Evans reported on an invitation to the Centennial Committee to participate in a UVic 50<sup>th</sup> Anniversary festival on September 29<sup>th</sup>. This may be an opportunity to showcase events for Esquimalt. Chair Jones will follow up with UVic regarding interest in attendance at this time, to be confirmed closer to the date.

Chair Jones advised that she will be making a status report to Council before the summer.

Councillor Lynda Hundleby announced that Sherri Robinson received the Queen's Diamond Jubilee Award at a ceremony held in Esquimalt on Saturday, May 19, 2012.

## **8. NEXT MEETING**

Chair Jones suggested that due to the rapidly approaching major centennial celebration date, in addition to the regularly scheduled June 26 meeting, that an additional meeting be scheduled for June 12. The Committee supported the idea.

The next meeting will be held June 12, 2012, followed by the June 26 meeting.

## **9. ADJOURNMENT**

Chair Jones adjourned the meeting at 8:40 p.m.

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Janet Jones, Chair  
This 12<sup>th</sup> day of June, 2012



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES  
ENVIRONMENTAL ADVISORY COMMITTEE**

Thursday, May 24, 2012

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Mark Salter, Chair  
Michael Hill, Vice Chair  
Councillor Lynda Hundleby  
Donald Kramer  
John Willow  
Carole Witter  
Chris Zegger-Murphy  
Annie Do
- STAFF:** Marlene Lagoa, Sustainability Coordinator (Staff Liaison)  
Bill Brown, Director of Development Services  
Deborah Liske, Recording Secretary
- GUEST:** Lisa Morgan, Team Vancouver Island Dynamics, Royal Roads University
- REGRETS:** Councillor Tim Morrison  
Larry Dill

1. **CALL TO ORDER**

Chair Salter called the meeting to order at 7:04 p.m.

2. **LATE ITEMS**

The following late item was introduced:

1. Add to Agenda item **5. PRESENTATION (2) Lisa Morgan, Team Vancouver Island Dynamics, Royal Roads University, Community Engagement in Climate Action Phase 2**

3. **APPROVAL OF THE AGENDA**

Moved by Carole Witter, seconded by John Willow that the agenda of the Environmental Advisory Committee meeting of May 24, 2012 be approved as amended with the inclusion of the late agenda item.

The motion **CARRIED**.

4. **MINUTES**

- (1) Minutes of the Environmental Advisory Committee meeting, March 22, 2012

Moved by Chair Salter, seconded by Donald Kramer that the minutes of the Environmental Advisory Committee meeting of February 23, 2012 be approved as presented.

The motion **CARRIED**.

5. PRESENTATION

- (1) Bill Brown, Director of Development Services, Draft West Bay Neighbourhood Urban Design Guidelines

Bill Brown, Director of Development Services reviewed the Draft West Bay Neighbourhood Urban Design Guidelines with the committee.

Mr. Brown responded to questions while receiving feedback from committee members on items that could be included in the guidelines. Feedback from committee members included:

- Identifying the Matson lands as environmentally sensitive
- Restoration of areas around the Matson lands
- Re-mapping of the environmentally sensitive areas in the West Bay area
- Incorporating native plantings and landscaping / drought tolerant plantings
- Increase public washrooms (solar powered) on West Bay walkway
- Identify causes and remedies to decrease algae blooms in West Bay area
- Increase interpretive signage of environmentally sensitive areas and environmental initiatives to educate users
- Identify and eliminate hydrocarbon leaks in West Bay area
- Highlight the walkway on a map
- Consider looking at other areas such as Brentwood Bay, Cordova Bay, etc., to review their guidelines
- Do not restrict the guidelines and suggestions to the West Bay area, include the whole municipality

Moved by Chair Salter, seconded by Donald Kramer that the Environmental Advisory Committee recommends that Council direct staff to prepare a draft municipal-wide Development Permit Guidelines for protection of the natural environment, its ecosystems and biological diversity. The motion **CARRIED**.

- (2) Lisa Morgan, Team Vancouver Island Dynamics, Royal Roads University, Community Engagement in Climate Action Phase 2 (**Late Item**)

Lisa Morgan, representative of Vancouver Island Dynamics, attended the meeting to review the team's plans for community engagement at Buccaneer Days. On behalf of the team, Ms. Morgan requested up to \$250.00 to assist with the purchasing of refreshments and prizes to facilitate the community engagement activities at Buccaneer Days.

Bill departed the meeting at 8:27 p.m.

Moved by Chair Salter, seconded by Chris Zegger-Murphy that:

1. The Environmental Advisory Committee approve funding of up to \$ 250.00 to purchase prizes, refreshments and signage by Vancouver Island Dynamics to conduct their community engagement surveying at Buccaneer Days; and
2. That the Vancouver Island Dynamics team provide a full accounting of all expenses with this additional budget contribution.

The motion **CARRIED**.

Ms. Morgan departed the meeting at 8:30 p.m.

6. OLD BUSINESS

- (1) Home Heating Fuel Storage Tanks

Chair Salter reported Work Point has replaced their fuel storage tanks.

7. **WORK PLAN ITEMS**

(1) Work Plan Discussion

Committee members discussed items to include in their 2012 work plan. A draft work plan will be distributed for finalization at the next meeting.

(2) Zero Waste Event Planning

Councillor Hundleby reported the CRD Climate Action Inter-municipal Steering Committee is very interested in reviewing the zero waste event planning guidelines.

Marlene Lagoa, Staff Liaison provided the committee with an update on the progress of developing the draft guidelines.

Committee members discussed the need for a facilitator (private enterprise) to provide a service that coordinates the logistics needed for green events.

Chair Salter reviewed a letter received from the Buccaneer Days Committee regarding the greening of Buccaneer Days. Chair Salter also reviewed logistics, coordination and volunteering for greening of the event.

Moved by Carole Witter, seconded by John Willow that the Environmental Advisory Committee approve up to \$400.00 from the Environmental Advisory Committee 2012 budget to cover the cost of composting and recycling bins and processing fees for waste diversion at Buccaneer Days. The motion **CARRIED**.

Ms. Lagoa noted the CRD portable water refilling station will be at Buccaneer Days.

(3) Royal Roads University Major Project Partnership

Ms. Lagoa provided the committee with an update on the projects. Project presentations will be taking place on Friday, June 8<sup>th</sup> at 10:30 a.m. at Royal Roads University.

8. **COMMUNICATIONS**

(1) Referred from Council for Information Only:

- (a) From RGS to RSS; Strengthening Sustainability and Managing Growth in the Capital Regional District

Chair Salter requested committee members review the communications item and bring back any input.

9. **REPORT FROM STAFF LIAISON**

Ms. Lagoa noted Bike to Work Week will be taking place next week and outlined plans for participation by the municipality.

10. **COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Vice Chair Hill reported on his participation in an organization that is interested in coordinating a swimming event in the Gorge waterway. The group is also discussing the water quality of the Gorge waterway.

11. NEXT MEETING

The next meeting of the Environmental Advisory Committee will be June 28, 2012.

12. ADJOURNMENT

The meeting adjourned at 9:18 p.m.

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Mark Salter, Chair  
This 28<sup>th</sup> day of June, 2012

DRAFT



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Website: [www.esquimalt.ca](http://www.esquimalt.ca) Email: [info@esquimalt.ca](mailto:info@esquimalt.ca)

Voice: (250) 414-7100  
Fax: (250) 414-7111

### MEMORANDUM

**DATE:** May 28, 2012  
**TO:** Mayor and Council  
**FROM:** Mark Salter, Chair, Environmental Advisory Committee  
**SUBJECT:** DEVELOPMENT PERMIT GUIDELINES

---

At the May 24, 2012 meeting of the Environmental Advisory Committee, the committee reviewed the draft West Bay Neighbourhood Urban Design guidelines. Bill Brown, Director of Development Services attended the meeting and responded to questions and received feedback from committee members on items that could be included in the guidelines.

Committee members discussed the need for development of guidelines for the municipality as a whole, and following that discussion, passed the following motion:

That the Environmental Advisory Committee recommends that Council direct staff to prepare a draft municipal-wide Development Permit Guidelines for protection of the natural environment, its ecosystems and biological diversity.

Respectfully submitted,

Mark Salter  
Chair  
Environmental Advisory Committee

MS/dl





# DEPUTY SUPERINTENDENT'S OFFICE

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA, V8Z 1E8

Phone: 250-475-4220 Fax: (250) 475-4115

JM  
(ACAO)

May 25, 2012

Barb Desjardins, Major  
Township of Esquimalt Municipal Hall  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input checked="" type="checkbox"/> CAO ✓	<input checked="" type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: MAY 30 2012		
Referred: <i>Bill/Mary</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Dear Mayor Desjardins,

This letter is to inform you that the Board of Education of the School District #61 (Greater Victoria) has leased the Lampson School site to Conseil Scolaire Francophone de Columbie-Britannique for a three year term, effective September 1, 2012. In the fall, the Lampson site will continue to house the Department of National Defence Day Care Centre on the first floor along with students from École Brodeur.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Sherri Bell  
Deputy Superintendent of Schools

cc. John Gaipman, Superintendent of Schools

## Marlene Lagoa

---

**From:** Tim Morrison <tim.morrison@esquimaltcouncil.ca>  
**Sent:** June 3, 2012 11:40 PM  
**To:** Marlene Lagoa  
**Subject:** FW: Feedback from website for Tim Morrison

Marlene and Mark, FYI, I received this request for EAC. Marlene, can you respond?  
See message below.

Thanks,  
Tim

Tim Morrison  
Councillor, Township of Esquimalt  
Tel. 250-893-8188

---

**From:**  
**Sent:** June 1, 2012 1:25 PM  
**To:** Tim Morrison  
**Subject:** Feedback from website for Tim Morrison

This is information submitted via the Esquimalt website.

\* Please reply within 2 business days. \*

Margaret  
McCullough

Victoria  
BC  
V8S 3H6

Hello Tim I am a teacher at Glenlyonnorfolk Middle school and together with Jen Harvey I am running the Finfree campaign for the Greater Victoria area. We have a group of Grade 6 students ( Young Finfree)who have been giving presentations about ocean sustainability and shark finning to local groups. So far they have been at the Moss St market, the Victoria restaurant association and Saanich council environment committee. They will be giving a presentation to Oak Bay council environment committee next week. Would they be able to speak to your committee about these issues at you meeting on June 28th? They would need about 15-20 mins. Please check out our Facebook page ( Finfree Victoria ) for more information about what our group has been doing. Thanks Margaret McCullough

JM  
(A CAO)

Ministre des Transports,  
de l'Infrastructure et des Collectivités  
et ministre de l'Agence de développement  
économique du Canada pour les régions du Québec



Minister of Transport,  
Infrastructure and Communities  
and Minister of the Economic Development Agency  
of Canada for the Regions of Quebec

Ottawa, Canada K1A 0N5

MAY 28 2012

Her Worship Barbara Desjardins  
Mayor  
Corporation of the Township of Esquimalt  
Chair  
Te'mexw Treaty Advisory Committee  
1229 Esquimalt Road  
Esquimalt BC V9A 3P1

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
 For Information:  
 CAO ✓  Mayor/Council ✓  
 \_\_\_\_\_  
 RECEIVED: JUN 01 2012  
 Referred: *Bell*  
 For Action  For Response  COTW  
 For Report  Council Agenda  IC

Dear Madam Mayor:

The office of the Honourable John Duncan, Minister of Aboriginal Affairs and Northern Development, has provided me with a copy of your correspondence of August 11, 2011, regarding various matters in your community, including water lot leases in West Bay. Please accept my apologies for the delay in replying.

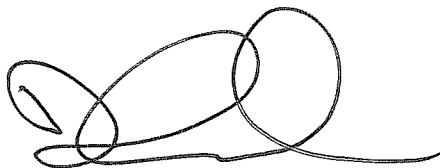
Transport Canada regional officials are currently working with the two marina operators in West Bay who have requested a change in the use clause of their long-term leases to incorporate more float homes and live-aboards on their leasehold. As the number of float homes and live-aboards in this area of the harbour has been the cause of some concern with the Township of Esquimalt in the past, the Department has requested that the marina operators consult with the Township and provide regional officials with confirmation from the Township that an increase in float homes and live-aboards is acceptable.

Departmental officials have been informed that the operators are consulting with the Township and will be advising the Department of the outcome of those consultations. Once this process has been completed, Transport Canada will issue the long-term leases with the appropriate use clause.



I trust the foregoing information has been helpful.

Yours sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Denis Lebel, P.C., M.P.

c.c. The Honourable John Duncan, P.C., M.P.  
Minister of Aboriginal Affairs and Northern Development

JM  
(ACAD)

ESQ Taxi Ltd.  
203-941 Esquimalt Road  
Victoria BC  
V9A-3M7

Township of Esquimalt  
527 Fraser Street  
Esquimalt, BC V9A 1A1



May 29<sup>th</sup> 2012

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input checked="" type="checkbox"/> CAO ✓	<input checked="" type="checkbox"/> Mayor/Council ✓	
Referred: <u>Anja/Bill</u>		
RECEIVED: JUN 04 2012		
<input type="checkbox"/> For Action	<input checked="" type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

To: The Mayor & Council of Township of Esquimalt

Our Names are Manjit Giri, Vikas Giri & George Alger. We are the Directors of ESQ Taxi Ltd.

We have formerly been proud shareholders in the company Esquimalt Saanich Taxi Ltd. (EST) for many years. EST is Victoria's oldest cab company and has been servicing the community of Esquimalt for 70 + Years. However, due to a sudden amalgamation EST is now affiliated with Yellow Cabs of Victoria. We decided to part ways with EST as the new affiliation did not allow us to continue servicing the Esquimalt Community to our level of expectations.

Now that the affiliation with Yellow Cabs of Victoria is complete, it is evident that community members of Esquimalt are unhappy with this as well.

Seeing this opportunity we started ESQ Taxi Ltd. our slogan being, "ESQ Community Cab". This company has only been servicing the Esquimalt Community for approximately 3 months, and already has been a great success. We have already established good relations with many community members & business owners in the Esquimalt Region.

However the demand for our service is increasing and our fleet capacity cannot handle it. As a result, we are forced to pass our trips on to other companies. We are hoping by obtaining more taxi licenses we can regularly service our Esquimalt community members, by strategically placing our vehicles in high traffic areas where taxis are in demand. This will cut our wait times for customers from 15 minutes to approximately 5-10 minutes.

We really enjoy servicing the Esquimalt Community and are requesting Mayor & Council to provide us with a letter of support for additional taxi licenses. We request that this support letter be made out to the Passenger Transportation Board so we can use it as a vital piece of our application.

Please if there is anything that the Mayor & Council can do to help us we would greatly appreciate it.

Thank You

  
Vikas Giri

## **Guidelines about information from Community Members/Municipal Councils that can help with applications to the Passenger Transportation Board**

- **Information from Municipal Councils or Community Organizations** The Board may receive information on taxi services from a town council, tourist board or other community organization. If this information is detailed, the Board may consider it as part of the application materials. The Board would share this information with you. You would have a chance to comment on it.
- **Signed Contracts** or agreements to enter into a contract to provide taxi service
- **Information about other taxi services** may be relevant to public need. The Board will want to know if current providers are not meeting the public's need.
- **User Support Statements** These are letters or e-mails written by people who would either use your taxi service themselves, who refer your service to others or who book taxi service for passengers. Letters or emails should have the following details:
  - why, when and how often the writer uses your service
  - any issues that they may have had with other taxis in the area
  - why they use your taxi service instead of other taxis that are available
  - the writer's name, signature and contact information

*Note You must tell people that their letter or e-mail may be treated as a public document as part of the Passenger Transportation Board's licence application process.*

- **Information on Population Trends, Community Plans and the Economy** You should explain how this information shows a need for more taxi service. The Board may consider population statistics when reviewing public need. However, the Board does not use "taxi to population" ratios to determine need. Other factors, such as size of an area, public transportation options, existence of transportation hubs and vehicle usage, may be relevant to the issue of public need. You should include the source and date of any references or statistics you put in your application.
- **Surveys** The Board will want to know that the survey is reliable. You should tell the Board
  - how the survey was developed
  - who conducted the survey and
  - when, where and how the survey was conducted.You should also provide a summary of the survey results.
- **Other Material** You may have other information that indicates public need for more taxis. You may include petitions or form letters. However, the Board may not give as much weight to them as it does to information from individuals who give specific information about their use of taxis. The above list is not a comprehensive list.

## Background information for Mayor & Council



We are a small taxi company who has just recently opened for business as of April 2012. Thanks to the support of Esquimalt Community, our taxi business has become a great success. However we are getting too much demand for our services and we do not have the fleet size to supply. On many occasions we have to pass our business onto our competition in order for our customers to get service. We would like to apply for more licenses.

Our vision is to become the exclusive taxi service provider for the community of Esquimalt. We need the communities support to apply for additional licenses so that we can strategically place cars in areas of high demand for taxi service. We would greatly appreciate if you could take the time and write us a letter of recommendation to increase our fleet size.

Re: Passenger Transportation Board

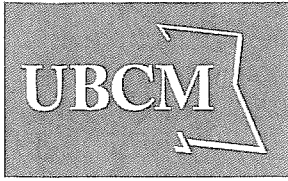
### Key questions to answer in letter

- why, when and how often the writer uses your service
- any issues that you may have had with other taxis in the area
- why do you use our taxi service instead of other taxis that are available
- the writer's name, signature and contact information

### Points that also should be included in the letter:

- The community of Esquimalt needs a locally based company that can supply the demand for taxis
- The competition (Yellow Cab/Esquimalt Saanich Taxi, Bluebird cabs & Victoria Taxi) are based outside the town of Esquimalt which increases wait times. These companies also do not have a good track record with customers either.
- Esquimalt likes to support local small community based companies not corporations
- ESQ TAXI Ltd provides excellent service but cannot keep up with the demand for their service and is having to turn business over to competition
- ESQ TAXI needs to increase their fleet size to properly service their clientele
- IF ESQ Taxi can get more licenses the township can use our service regularly or refer our service to local businesses and other community members

JM  
(ACAO)



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO ✓       Mayor/Council ✓

Anya ✓

---

RECEIVED: JUN 05 2012

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Referred:

For Action       For Response       COTW

For Report       Council Agenda       IC

MEMO  
June 4, 2012

TO: Mayor & Council | ~~Chair & Board~~ | ~~CAO & Senior Staff~~

FROM: Mayor/Chair Sharon Gaetz  
Chair, Resolutions Committee

RE: **UBCM Resolutions – Submission & Debate**

### 1. Resolutions Deadline: June 30

The UBCM resolutions deadline of June 30, 2012 is fast approaching. This deadline applies to any resolutions that were not considered at Area Association conferences.

In order for the resolution(s) to be considered at the UBCM Convention in September, please submit both a hard copy and electronic copy of your resolution(s) to UBCM prior to the deadline.

Resolutions that were endorsed at Area Association conferences have been forwarded to UBCM and will be included in the 2012 *Resolutions Book*.

Sponsors of resolutions that were considered at Area Association conferences but not endorsed may, if they wish, submit those resolutions directly to UBCM prior to June 30.

### 2. UBCM Can Help!

Please avoid resolutions that simply re-iterate existing UBCM policy positions. Such resolutions lengthen resolutions debate without achieving progress. If the response to a previous resolution was unsatisfactory, please contact UBCM staff for assistance with expressing this in your resolution.

Submission procedures, writing guidelines, and a sample resolution are available on the UBCM website under Resolutions & Policy > Resolutions > Resolutions Procedures.

UBCM staff are standing by to assist local government elected officials and staff with resolution format, wording, and procedures. Please contact them.

### 3. Timely Response to Requests for Clarification

Sponsors are encouraged to ensure that all resolutions are clearly written and accompanied by background information. When a resolution is unclear, or background information is needed, UBCM requests clarification from the sponsor.



We ask sponsors to respond to requests for clarification within two weeks of the request being made. If after two weeks there has been no response to the request for clarification, then the resolution in question will not be printed in the *Resolutions Book* and will not be considered at the UBCM Convention.

If a resolution is not included in the *Resolutions Book* for the 2012 UBCM Convention, UBCM staff will work with the sponsor to clarify the wording or background information for the resolution and ensure that the resolution is included for consideration in the 2013 resolutions process.

#### 4. Attendance at Resolutions Sessions

Resolutions are a key part of UBCM policy-making and advocacy. You must be present to introduce and speak to your resolution(s) to ensure that UBCM will be able to represent your concerns effectively.

Check the Convention Program when you arrive at the UBCM Convention in Victoria and note the times of the resolutions sessions. Watch for last-minute schedule adjustments that may affect when your resolution reaches the floor.

Since the progress of debate is unpredictable, you may wish to designate a representative to monitor progress through the resolutions so that your local government is ready to comment on resolutions you have submitted for debate whenever they may arise.

See you at Convention!

#### UBCM Contact

Reiko Tagami

Information & Resolutions Coordinator

Email: [rtagami@ubcm.ca](mailto:rtagami@ubcm.ca)

Tel: 604-270-8226 ext. 115

JM  
A(170)

**Ted Olynyk**  
Community Relations Manager  
Vancouver Island Region  
Telephone: (250) 755-7180  
Fax: (250) 755-7120  
E-mail: [ted.olynyk@bchydro.com](mailto:ted.olynyk@bchydro.com)

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input checked="" type="checkbox"/> CAO ✓	<input checked="" type="checkbox"/> Mayor/Council ✓	
<input type="checkbox"/> Ritchie ✓		
RECEIVED: JUN 07 2012		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

June 4, 2012  
Ref #: 2011120037

Ritchie Morrison  
Communications Coordinator/Centennial Project Manager  
Esquimalt Centennial Celebrations Committee, Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

Dear Ritchie:

I am pleased to enclose a cheque for \$5,000.00 to support the Esquimalt Centennial Celebration held on September 8, 2012 in Esquimalt, British Columbia.

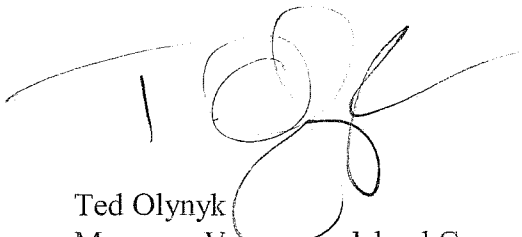
We would appreciate having you complete our post-event electronic survey emailed through GrantStream, and receiving a final report on the initiative by October 2012 that includes the following information:

- *How BC Hydro was promoted (including any collateral materials/examples to share)*
- *Any relevant statistics (such as the number of participants/volunteers)*
- *Feedback from stakeholders or participants*
- *Photos exemplifying the highlights of this program that we can potentially profile on BC Hydro's website and/or annual reports. (model release forms must be signed by anyone in these photos, and minors under 19 years require a parent's signature)*

Please continue to work with Kohle Silverton to finalize all of the details of our commitment and donor recognition. She can be reached at 250-755-4713 or [kohle.silverton@bchydro.com](mailto:kohle.silverton@bchydro.com).

We wish you every success with your undertaking, and we look forward to your report.

Yours truly,



Ted Olynyk  
Manager, Vancouver Island Community Relations



Vendor Number: 57755001

Esquimalt Centennial Celebrations

Check Number: 00764944

Check Date: 11-May-12

INVOICE NUMBER	AMOUNT	DISCOUNT	NET AMOUNT
1900117912	5,000.00	0.00	5,000.00
Ref Doc: 2011120037	Assignment:		

(COPY)

TOTALS

\$5,000.00

\$0.00

\$5,000.00

PLEASE DETACH BEFORE DEPOSITING



BC HYDRO AND POWER AUTHORITY  
VANCOUVER, BRITISH COLUMBIA, CANADA  
www.bchydro.com

BMO BANK OF MONTREAL  
VANCOUVER MAIN OFFICE - FIRST BANK TOWER  
595 BURRARD STREET  
VANCOUVER, BC, CA, V7X 1L7  
00040-001



2234506

00764944

DATE 20120511  
YYYYMMDD

PAY \*\*\* FIVE THOUSAND AND 00 /100 DOLLARS

\$5,000.00

TO THE  
ORDER  
OF

Esquimalt Centennial Celebrations  
Committee,  
TOWNSHIP OF ESQUIMALT BC,  
1229 EQUIMALT ROAD  
ESQUIMALT BC V9A 3P1

GENERAL DISBURSEMENT ACCOUNT

BY

BY

*Chae K*  
*Chrembo*

⑈0007649442⑈ ⑈97020⑈00179 ⑈214⑈554⑈⑈



## The Creative Peace Mural Society

The Creative Peace Mural Society promotes international understanding and linkages through the creation of textile murals that represent local culture, history and geography.

Since the millennium, the society has worked with communities to produce 11 textile murals representing Northern Ireland, Canada, Switzerland, Uruguay, Ukraine, New Zealand, Uganda, Japan, China and the Coast Salish Nation. Each is a local art project which draws upon issues and themes important to the community.

These murals are based on the technique of international textile artist Carole Sabiston. The final mural in the series "Hands Around the World" has been granted the prestigious Truce Inspire mark, the badge of the London 2012 Inspire programme which recognises exceptional and innovative projects inspired by the London 2012 Games.

[www.creativepeacemurals.org](http://www.creativepeacemurals.org)



## HOUSES OF PARLIAMENT

### **Arts in Parliament**

requests the pleasure of the company of

*Mayor Dejeardins*

at a reception to launch the

### **Creative Peace Murals exhibition**

to be opened by

**Rt Hon. John Bercow MP, Speaker of the House of Commons**  
and

**Rt Hon. The Baroness D'Souza CMG, Lord Speaker**

**Westminster Hall, 14:30, Thursday 14 June 2012**

Followed by tea in the CPA Room

Please RSVP to Lucy Shaw, Arts in Parliament Project Manager, at [arts@parliament.uk](mailto:arts@parliament.uk)  
or to Houses of Parliament, London, SW1A 0AA by **Friday 1 June**.

For more information about the exhibition and Arts in Parliament, please go to [parliament.uk/artsinparliament](http://parliament.uk/artsinparliament)

**ARTS IN  
PARLIAMENT**



**RESTLESS  
DEVELOPMENT**  
THE YOUTH-LED DEVELOPMENT AGENCY