



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **REGULAR MEETING OF COUNCIL**

Monday, August 20, 2012
7:00 p.m.
Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- (1) Minutes of the Special Meeting of Council, July 9, 2012 Pg. 1 – 10
(2) Minutes of the Special Meeting of Council, August 13, 2012 Pg. 11 – 13

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

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

6. **DELEGATION**

- (1) Carole Witter, Hidden Harbour Marine Centre, Re: Relocation and Preservation of the Swallowed Anchor Historic Building and Folk Art on Head Street Pg. 14

7. **STAFF REPORTS**

Administration

- (1) Federation of Canadian Municipalities Standing Committee Membership, Staff Report No. ADM-12-044 Pg. 15 – 17

RECOMMENDATION:

That Council:

1. Support Councillor Hodgins' participation as a non-board member in the 2012-2013 FCM Standing Committee on Community Safety and Crime Prevention, Standing Committee on Social-Economic Development, and Rural Forum; and
 2. Authorize the costs for Councillor Hodgins' attendance at such Committee meetings to be paid from the approved 2012 and 2013 budget account for Council Conferences and Seminars.
- (2) Appointment of Bylaw Enforcement Officer, Staff Report No. ADM-12-045 Pg. 18

RECOMMENDATION:

That Council appoints Darrell McLean as the Township's Bylaw Enforcement Officer, who is authorized to enforce the Township of Esquimalt's Municipal Bylaws in accordance with the *Community Charter* and the Municipality's Bylaws including the Ticket Information Utilization Bylaw, 2005, No. 2619, as amended.

- (3) Policing Services – Framework Agreement, Staff Report No. ADM-12-046 Pg. 19 – 21

RECOMMENDATION:

That Council respond to the Ministry of Justice that the main point of contact for the Township is the Chief Administrative Officer and that the Township will agree to participate in facilitated discussions with City of Victoria and Victoria Police Department to negotiate a Framework Agreement that ensures equitable governance and funding for the delivery of policing services to the Township of Esquimalt only subsequent to receiving:

- a. A copy of the Framework Agreement Action Plan;
- b. Confirmation that the Township of Esquimalt will be an active participant in the selection of a suitable facilitator for the negotiation process;
- c. Clarification of the role of the Ministry of Justice in the negotiation process and in the monitoring and performance measurement of any negotiated Framework Agreement;
- d. Confirmation that the Township will not be responsible for funding the costs of the negotiation process and subsequent implementation costs; and
- e. Confirmation that all costs for the process undertaken by the Esquimalt Policing and Law Enforcement Advisory Panel as established under OIC #303 will be reimbursed by the Ministry of Justice.

- (4) Governance Success Session – Initiation of Request for Direction and Decision, Staff Report No. ADM-12-047 Pg. 22 – 50

RECOMMENDATION:

That Council:

- a. Resolve to replace Policies ADMIN-24 and ADMIN-25 with the Roles and Responsibilities Guidelines and Decision Making Guidelines.
- b. Resolve to follow these newly adopted Policies in practice and to update Council Procedure Bylaw No. 2715, 2009 to reflect these changes.
- c. Direct staff to post the Action Report and Council Agenda Calendar to the secure Council site and that these documents are to be updated on a weekly basis.
- d. Adopt the revised Request for Decision, Request for Direction and Staff Report as attached to ADM-12-047 and that the Request for Decision be used as an executive summary for a Staff Report to Council and that the Request for Direction be used as an executive summary for a Staff Report to Committee of the Whole.

Development Services

- (5) Letter of Concurrence for Rogers Communications Telecommunication Tower, 1003 Craigflower Road [Gorge Vale Golf Club], Lot A, Section 2 and 10, Esquimalt District, Plan VIP70825, Staff Report No. DEV-12-028 Pg. 51 – 69

RECOMMENDATION:

1. That the Corporation of the Township of Esquimalt resolves to provide concurrence for the proposed 40 metre monopole installation to be located on Lot A, Section 2 and 10, Esquimalt District, Plan VIP70825 [1003 Craigflower Road], subject to the following condition:

Due to the proximity of nearby residential dwellings, no strobe lights shall be permitted to be mounted on the proposed tower. While it is recognized that Rogers Communications Inc. does not make the final determination with respect to the installation of safety lighting, it is expected that this issue be raised as a municipal concern when making application to Industry Canada for licensing of this tower.

2. That staff be authorized to issue a letter of concurrence to Rogers Communications for submission as part of their Industry Canada application for this installation.

- (6) Removal of “Notice of Permit” from each of the Land Titles for Lots 1 to 4; Plan EPP21086 [Subdivision – 1189 Rhoda Lane], Staff Report No. DEV-12-033 Pg. 70 – 79

RECOMMENDATION:

That Council authorize staff to submit the necessary documentation to the Land Titles Office in order to have the “Notice of Permit” (FB102870) (Schedule “A”) discharged from each of the titles for the following properties (Schedule “B”):

- Lot 1, Plan EPP21086 (945 Garthland Road)
- Lot 2, Plan EPP21086 (947 Garthland Road)
- Lot 3, Plan EPP21086 (949 Garthland Road)
- Lot 4, Plan EPP21086 (1189 Rhoda Lane)

8. MAYOR’S AND COUNCILLORS’ REPORTS

9. REPORTS FROM COMMITTEES

- (1) Adopted minutes from the Centennial Celebrations Select Committee meeting, June 12, 2012 Pg. 80 – 83
- (2) Draft minutes from the Arts, Culture and Special Events Advisory Committee meeting, June 13, 2012 Pg. 84 – 87
- (3) Memorandum from the Arts, Culture and Special Events Advisory Committee, dated July 9, 2012, Re: Letters of Appreciation Pg. 88

- (4) Draft minutes from the Advisory Planning Commission meeting, June 19, 2012 Pg. 89 – 95
- (5) Draft minutes from the Heritage Advisory Committee meeting, June 20, 2012 Pg. 96 – 101
- (6) Adopted minutes from the Centennial Celebrations Select Committee meeting, June 26, 2012 Pg. 102 – 104
- (7) Draft minutes from the Environmental Advisory Committee meeting, June 28, 2012 Pg. 105 – 108
- (8) Memorandum from the Environmental Advisory Committee, dated July 16, 2012, Re: Environmental Advisory Committee 2012 Work Plan Pg. 109
- (9) Memorandum from the Environmental Advisory Committee, dated July 16, 2012, Re: Sustainable Seafood Pg. 110 – 111

10. COMMUNICATIONS

- (1) Letter from Darryl Walker, B.C. Government and Service Employees' Union, dated July 5, 2012, Re: Privatization of BC Liquor Distribution Branch Warehouse and Distribution System Pg. 112 – 116
- (2) Letter from Al Kemp, Rental Owners and Managers Society of BC, dated July 16, 2012, Re: Fortis BC – Application to Reduce Natural Gas Pricing Pg. 117 – 119
- (3) Email from Iris Hesketh-Boles, Association of Vancouver Island Coastal Communities (AVICC), dated July 31, 2012, Re: Submission by AVICC in Support of Fortis BC Energy Utilities Application Pg. 120 – 136
- (4) Letter from Dean Fortin, Chair, Victoria Police Board, dated July 12, 2012, Re: Request of Support for Recommendation to Police Services Pg. 137 – 138
- (5) Letter from Craig J Callens, Deputy Commissioner, Commanding Officer "E" Division, Royal Canadian Mounted Police, dated July 26, 2012, Re: RCMP "E" Division Esquimalt RFP Pg. 139
- (6) Letter from Robert Woodland, Corporate Administrator, City of Victoria, dated August 2, 2012, Re: RFP #ESQ 01-011 Pg. 140
- (7) Email from Susan McEvoy, Federal Electoral Boundaries Commission for British Columbia, dated July 31, 2012, Re: Redistribution of Federal Electoral Boundaries in BC Pg. 141 – 142
- (8) Letter from Robert Downing, Community Social Planning Council, dated July 31, 2012, Re: Request for Endorsement of Community Action Plan on Poverty Pg. 143 – 153

- (9) Letter from Jack Amo, The Canadian Scottish Regiment (Princess Mary's) Centennial Committee, dated August 6, 2012, Re: Request for Contributions for Registration Packages Pg. 154 – 155

11. NOTICE OF MOTION

- (1) Amendment to Bylaw No. 2278 Pg. 156

12. RISE AND REPORT

- (1) Report from the In Camera Meeting of Council, June 11, 2012, Re: Appointment to Victoria Police Board Pg. 157 – 158

- (2) Report from the In Camera Meeting of Council, July 9, 2012, Re: Pg. 159
- (a) Appointment to Advisory Planning Commission
 - (b) Personnel – IT Help Desk
 - (c) Personnel – Bylaw Enforcement
 - (d) Personnel – Communications Coordinator

13. PUBLIC QUESTION AND COMMENT PERIOD

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

14. MOTION TO GO *IN CAMERA*

Motion to go *In Camera* pursuant to Section 90 of the *Community Charter* to discuss:

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

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

15. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
MONDAY, JULY 9, 2012

5:45 P.M.
COUNCIL CHAMBERS

PRESENT:

Mayor Barbara Desjardins
Councillor Meagan Brame
Councillor Dave Hodgins
Councillor Lynda Hundleby
Councillor David Schinbein

REGRETS:

Councillor Robert McKie
Councillor Tim Morrison

STAFF:

Laurie Hurst, Chief Administrative Officer
Jeff Miller, Director of Engineering and Public Works
Scott Hartman, Director of Parks and Recreation Services
Bill Brown, Director of Development Services
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:
That the Agenda be approved as amended, by moving Item 13. (1) Rise and Report to after Item 9 Public Input, and by deleting Item 8. (2) Certificates of Appreciation to Members of the Esquimalt Policing and Law Enforcement Advisory Panel.

CARRIED UNANIMOUSLY.

Mayor Desjardins stated that the Certificates of Appreciation to members of the Esquimalt Policing and Law Enforcement Advisory Panel would be presented at a meeting when all members could attend.

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

MOTION: Moved by Councillor Brame/Councillor Hundleby:
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
- The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 (*annual municipal report*)

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

CARRIED (Councillor Hodgins opposed).

5. **RECESS THE SPECIAL MEETING OF COUNCIL**

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Special Meeting of Council recess at 5:50 p.m.

CARRIED UNANIMOUSLY.

6. **RECONVENE THE SPECIAL MEETING OF COUNCIL**

Mayor Desjardins called the Special Meeting of Council to order at 7:00 pm.

Mayor Desjardins announced the death of Chief Robert Sam of the Songhees Nation and expressed her condolences to his family, friends and community.

7. **MINUTES**

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the following minutes be adopted by Council:

- (1) Minutes of the Regular Meeting of Council, June 25, 2012; and
- (2) Minutes of the Special Meeting of Council, July 4, 2012.

CARRIED UNANIMOUSLY.

8. **PRESENTATIONS**

- (1) Janet Jones, Chair, Centennial Celebrations Select Committee, Centennial Update

Janet Jones, Chair, Centennial Celebrations Select Committee gave an update on the activities of the Centennial celebrations for Esquimalt and answered questions from Council.

9. **PUBLIC INPUT**

Terry Prentice, resident, noted that the recommended changes of the 2002 reorganization of the Esquimalt policing services were not adequately carried out by the Victoria Police Board, and he expressed concern that measures must be in place to ensure that the changes recommended in the Ministry of Justice mediator's report are followed, with all costs borne by the Ministry.

Darwin Robinson, resident, expressed concern over the issue of policing costs for the Township of Esquimalt in relation to other municipalities of similar size.

Steve Klein, resident, expressed his appreciation to the Policing Advisory Panel members for their dedicated work. He questioned Council about the costs for a legal opinion and possible litigation regarding the Province's decision on policing for Esquimalt.

Gordon Stewart, resident, suggested that the Township of Esquimalt has a policy complaint with the Victoria Police Department and need to sue the Provincial Government for forcing their policing services decision on the municipality.

Guy Christ, resident, expressed concern for Council's decision to obtain a legal opinion and not obey the Province's decision and the mediator's recommendations for policing services in the Township of Esquimalt.

Vicky Vukmirovic, resident, expressed concern with the Victoria Police Department and the absence of the Police Chief at this meeting.

Mike Tucker, police officer with VicPD, expressed his appreciation for the endorsement of Victoria Police Department by the Ministry of Justice in supporting the recommendations of the mediator's report. He expressed concern with Esquimalt Council's refusal to accept the decision of the Province.

Muriel Dunn, resident, expressed appreciation to Council and concern with the on-going secrecy with respect to Council's recommendation for policing services.

Rod Lavergne, resident, encouraged Council to seek a legal opinion on their jurisdiction under the *Community Charter* and the *Police Act* for the provision of policing services.

Kris Starkey, resident, expressed his appreciation to the volunteer members of the Esquimalt Policing and Law Enforcement Advisory Panel and expressed concern with the process in providing policing services to Esquimalt.

Bruce Cuthbert, resident, expressed his appreciation to all those who have worked on this issue, and pointed out that a decision has been made and Council should try to make it work.

Lynn Shaw-Ringham, resident, expressed appreciation for the Victoria Police Department's bicycle units and presence in the community.

13.

RISE AND REPORT

- (1) Report from the *In Camera* Meeting of Council, July 4, 2012 re: Policing Services – Discussion Re: Ministry of Justice Mediator's Report and Next Steps

Mayor Desjardins read aloud the Rise and Report from the Special *In Camera* meeting of Council held on July 4, 2012, that Council passed the following resolutions:

1. That Council directs that the Ministry of Justice mediator's report on Victoria and Esquimalt Policing – Governance and Funding Issues be added to the agenda for the Special Council meeting on Monday, July 9, 2012 for discussion.
2. That the Township of Esquimalt seek legal advice regarding jurisdiction under the *Community Charter* and the *Police Act* for the provision of policing services.
3. That the Township of Esquimalt request that both the RCMP and Victoria Police Department, who submitted proposals under RFP #ESQ-01-011, to release their proposals to the public.

Mayor Desjardins stated that the purpose of the discussion of the Ministry of Justice mediator's report was to formulate a written response from Council.

Council Comments:

- Concern that the public needs to be involved in this critical decision-making process;
- Feel betrayed by the Province in that they did not consider the Esquimalt Policing and Law Enforcement Advisory Panel's recommendation;
- Not sufficient good will between Esquimalt and Victoria to implement the recommendations of the mediator's report;
- Council asked for copy of the mediator's report in March, 2012 but only received it June 25th, a day before the Minister made it public;
- Province should pay all costs of the Panel process, the mediator's report and negotiations for a framework agreement;
- Recommendations of the Audit were not followed therefore no faith that the 43 recommendations of the mediator will be followed;
- Need an exit strategy written into any framework agreement – key to going forward with the mediator's recommendations;
- No opportunity, with the recent public release of the mediator's report, for Council to review and provide a written response to the Province.

MOTION: Moved by Councillor Hodgins/Councillor Brame:

That Council receive for information the Ministry of Justice mediator's report on Victoria and Esquimalt Policing – Governance and Funding Issues; and

That the mediator's report be forwarded to a future public Council meeting for discussion of a written response to the Ministry of Justice.

CARRIED UNANIMOUSLY.

RECESS AND RECONVENE

The Special Meeting of Council recessed at 8:49 p.m. and reconvened at 9:00 p.m. with the following present:

Mayor Barbara Desjardins
Councillor Meagan Brame
Councillor Dave Hodgins
Councillor Lynda Hundleby
Councillor David Schinbein

Laurie Hurst, Chief Administrative Officer
Jeff Miller, Director of Engineering and Public Works
Scott Hartman, Director of Parks and Recreation Services
Bill Brown, Director of Development Services
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

10. **STAFF REPORTS**

Administration

- (1) Governance Success Session – Follow Up Actions, Staff Report No. ADM-12-042

The Chief Administrative Officer presented Staff Report No. ADM-12-042 and answered questions from Council.

MOTION: Moved by Councillor Brame/Councillor Hundleby:

1. That Council adopt the Organizational Success Discussion Guidelines, Roles and Responsibilities Guidelines, Decision Making Guidelines and Priority Setting Guidelines as attached to Staff Report No. ADM-12-042; and
2. That Council direct staff to prepare a report with recommendations on initiating the use of the Request for Decision and Direction Request formats and revision of the Committee of the Whole format including all necessary changes required to existing policies, procedures and bylaws and that the report be brought back to the Regular Council meeting scheduled for August 20, 2012; and
3. That Council direct staff to initiate the use of a Follow Up Action List and that the list be available for Council review.

CARRIED UNANIMOUSLY.

Engineering and Public Works

- (2) Traffic Order #1197 – Colville Road – 1100 Block Residential Only Parking Restriction, Staff Report No. EPW-12-015

The Director of Engineering and Public Works presented Staff Report No. EPW-12-015 and answered questions from Council.

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:

That Council approve the following Traffic Order:

- TO#1197 – That Residential Only parking signs be placed along the south side of Colville Road from 1187 to 1143.

CARRIED UNANIMOUSLY.

- (3) Contract Award – Craigflower Road Corridor Upgrade Phase 3, Staff Report No. EPW-12-016

The Director of Engineering and Public Works presented Staff Report No. EPW-12-016 and answered questions from Council.

Council comments (re: additional works):

- Concrete wall on Craigflower Road – remove industrial blocks and replace with rock and mortar wall;
- Electrical services including electrical outlets to existing islands for future use;
- Additional asphalt repair work;
- Replacing existing curb and gutter and sidewalk panels;
- Provision of additional banner poles complete with lighting.

MOTION: Moved by Councillor Hodgins/Councillor Brame:

1. That the construction contract be awarded to Brunell Construction Ltd. for the sum of \$506,470.00 excluding the HST; and
2. That staff issue Contemplative Change Orders to the contractor to receive pricing for additional works prioritized by Council to maximize the upgrades with the balance of funds remaining as follows:
 - Electrical services including electrical outlets to existing median islands for future use;
 - Replacing a lock block retaining wall with a more aesthetically pleasing rock and mortar wall on Craigflower Road; and
 - Roadway lighting upgrades, which could include items like replacing the existing deteriorating cobra head roadway lights with new flat lens lighting.

CARRIED (Councillors Hundleby and Schinbein opposed).

Parks and Recreation

- (4) Contract Award – Recreation Centre Energy & Mechanical Upgrades, Staff Report No. P&R-12-004

The Director of Parks and Recreation Services reviewed Staff Report No. P&R-12-004 and answered questions from Council.

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:

1. That Council award the contract for the Esquimalt Recreation Centre – Aquatic Centre Energy Retrofit Project to Coral engineering at the bid amount of \$1,048,923 not including tax.
2. That Council authorize the Mayor and Corporate Officer to execute the contract agreement for Engineering and Construction Services with Coral Engineering.

CARRIED UNANIMOUSLY.

Development Services

- (5) Bylaw to Require “Bi-directional Antennae” in New Large Buildings, Staff Report No. DEV-12-029

The Director of Development Services reviewed Staff Report No. DEV-12-029 and answered questions from Council.

MOTION: Moved by Councillor Hundleby/Councillor Brame:

That Council direct staff to develop a bylaw requiring developers of new buildings that will likely interfere with emergency communications to install bi-directional antenna(e) in their buildings subject to obtaining a legal opinion on statutory authority.

CARRIED UNANIMOUSLY.

- (6) Heritage Policy Update – Amendment, Staff Report No. DEV-12-030

The Director of Development Services reviewed Staff Report No. DEV-12-030 and answered questions from Council.

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:
That Council approve an amendment to Council Policy HER-05 – Heritage Policy Update that was adopted by Council May 16, 2011 to include the addition of the following statement:

“Esquimalt became a focal point of activity during the Second World War, with Pacific Command Headquarters set up at Work Point Barracks. At one point these staging grounds held 10,000 troops and officers training before deployment.”

And direct staff to make arrangements with contractor Donald Luxton & Associates Inc. to include the addition of the statement to the “History of Esquimalt” section of the Heritage Policy Update, as recommended by the Heritage Advisory Committee at their June, 2012 meeting.

CARRIED UNANIMOUSLY.

11. MAYOR’S AND COUNCILLORS’ REPORTS

- (1) Report from Councillor Schinbein, Re: Presentation of Award from the Khalsa Diwan Society of Victoria

Councillor Schinbein presented Mayor Desjardins with a token of appreciation from the Khalsa Diwan Society of Victoria in celebration of their centennial year, which he had accepted as Acting Mayor in May.

12. COMMUNICATIONS

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

- (1) Letter from Peter MacKay, Minister of National Defence, dated June 18, 2012, Re: Staggered Work Hours and Cessation of Blue Boat Service at CFB Esquimalt
- (4) Email from Graham Lang, dated June 28, 2012, Re: Today’s News
- (5) Email from Warren Carrie, dated June 28, 2012, Re: Today’s News
- (6) Email from Richard Mandy, dated June 28, 2012, Re: Esquimalt Police Panel
- (7) Letter from Terry Prentice, dated June 30, 2012, Re: Policing in the Township of Esquimalt
- (8) Email from Donna Humphries, dated July 1, 2012, Re: Esquimalt Police Advisory Board/Panel

CARRIED UNANIMOUSLY.

- (2) Letter from Mr. Geoff Young, Chair, Capital Regional District, dated June 20, 2012, Re: District of Central Saanich Regional Context Statement – Notification by Eligible Party of Intention to be a Participating Party in Final Proposal Arbitration Process under S.860 of the *Local Government Act*.

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the letter from Geoff Young, Chair, Capital Regional District, dated June 20, 2012 regarding District of Central Saanich Regional Context Statement – Notification by Eligible Party of Intention to be a Participating Party in Final Proposal Arbitration Process under S.860 of the *Local Government Act* be received; and
That staff be directed to send a letter of acknowledgement of receipt of this correspondence.

CARRIED UNANIMOUSLY.

(3) Letter from Crystal Dunahee, Child Find BC, dated June 25, 2012, Re: 21st Annual Michael Dunahee Slo-pitch Tournament of Hope

MOTION: Moved by Councillor Brame/Councillor Hodgins:
That the letter from Crystal Dunahee, Child Find BC, dated June 25, 2012 regarding 21st Annual Michael Dunahee Slo-pitch Tournament of Hope be received; and
That staff be directed to provide an in-kind donation valued at up to \$100.00; and
That staff send a letter to Child Find BC clarifying Local Grants and requesting that their application for Local Grants include a request for all their events.

CARRIED UNANIMOUSLY.

14.

PUBLIC QUESTION AND COMMENT PERIOD

Bruce McIlldoon, resident, expressed his appreciation for the work on the policing issue and expressed concern with the costs for policing in Esquimalt which were not sustainable. He requested that Council release the consultant's report on the Request for Proposals for policing services.

Mayor Desjardins advised that the consultant's role was to review the Request for Proposals received and those comments form part of the report to the Solicitor-General.

Darwin Robinson, resident, reported on the sale of Centennial Books and expressed concern with the money spent and proposed to be spent in future on the policing services issue.

Bruce Cuthbert, resident, expressed appreciation to Council for the public meeting on the mediator's report which has been helpful in understanding the issues.

Marv Ringham, resident, expressed concern with the issue of naming of the Police Department, and suggested that Council prioritize the 43 recommendations in the mediator's report for negotiations.

Sherri Robinson, resident, expressed concern with the errors in the mediator's report and the references to Esquimalt's reputation.

15.

ADJOURNMENT

MOTION: Moved by Councillor Hundleby/Councillor Brame:
That the Special Meeting of Council be adjourned at 9:56 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, AUGUST 13, 2012

5:45 P.M.
COUNCIL CHAMBERS

PRESENT:

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

STAFF:

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

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY.

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

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

- 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
- 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
- A matter that, under another enactment, is such that the public may be excluded from the meeting; 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) (g), (i), (k), (m) and 90 (2) (b) of the *Community Charter*, and that the general public be excluded.

CARRIED UNANIMOUSLY.

5. **ADJOURNMENT**

MOTION: Moved by Councillor Morrison/Councillor Schinbein:
That the Special Meeting of Council be adjourned at 5:46 p.m.

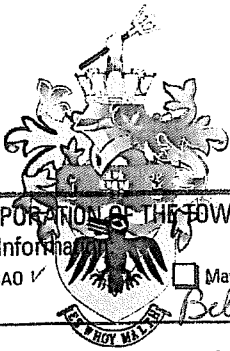
CARRIED UNANIMOUSLY.

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

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER

DRAFT



Corporation of the Township of Esquimalt

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

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

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
For Information

CAO ✓ Mayor/Council ✓

_____ *Bell / Anja*

RECEIVED: JUL 30 2012

Referred:

For Action For Response COTW
 For Report Council Agenda IC

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. 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: Carole Witter
(Please Print)

ORGANIZATION: Hidden Harbour Marine Centre

DAYTIME TELEPHONE: _____

EMAIL: _____

PREFERRED DATE OF APPEARANCE AT COUNCIL MEETING: Aug 20th

REASONS FOR APPEARING AS DELEGATION (Please specify): _____

To discuss relocation and preservation of the Swallowed Anchor historic building and folk art, on Head St.

July 30/2012
Date of Application

[Signature]
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: August 20, 2012

STAFF REPORT

DATE: July 27, 2012 Report No. ADM-12-044
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: Federation of Canadian Municipalities Standing Committee Membership

RECOMMENDATION:

That Council:

1. support Councillor Hodgins' participation as a non-board member in the 2012-2013 FCM Standing Committee on Community Safety and Crime Prevention, Standing Committee on Social-Economic Development, and Rural Forum; and
2. authorize the costs for Councillor Hodgins' attendance at such Committee meetings to be paid from the approved 2012 and 2013 budget account for Council Conferences and Seminars.

BACKGROUND:

During the FCM Conference held in June 2012, Councillor Hodgins submitted his application for participation on FCM advisory committees as a non-board member. Applications had to be submitted by June 18th. Councillor Hodgins has now received confirmation that he has been invited to serve as a non-board member on three FCM Standing Committees for the 2012-2013 Board year: Community Safety and Crime Prevention, Social-Economic Development and Rural Forum.

The tentative schedule of FCM meetings for the coming year is as follows:

- Sept 5-8, 2012 (Laval, QC – Board meeting),
- November 20-23, 2012 (Ottawa, ON – Board meeting),
- March 6-9, 2013 (Prince George, BC – Board Meeting), and
- May 31-June 3, 2013 (Vancouver, BC – Annual Conference).

For such non-Board memberships, there is no FCM or UBCM funding available. Therefore, a Council resolution is requested to support the appointment, together with a commitment to cover the costs of attendance at the meetings.

The estimated cost of attendance at the FCM Committee meetings is:

1. September 5-8, 2012 Laval, QC \$2,300
(airfare \$1,000, accommodation \$200/day, taxi \$240,
per diem allowance \$65/day)

| | | |
|---|------------------|----------------|
| 2. November 20-23, 2012 Ottawa, Ont. (airfare \$1,000, accommodation \$200/day, taxi \$240, per diem allowance \$65/day) | \$2,300 <hr/> | |
| Total for <u>2012</u> budget: | | \$4,600 |
| 3. March 6-9, 2012 Prince George, BC (airfare \$700, accommodation \$150/day, taxi \$200, per diem allowance \$55/day) | \$1,720 | |
| 4. May 31-June 3, 2013 Vancouver, BC (transportation \$200, accommodation \$200/day, taxi \$200, per diem allowance \$65/day) | \$1,460 <hr/> | |
| Total for <u>2013</u> budget | | \$3,180 |

The 2012 budget for Council Conferences and Seminars is a total of \$26,000 which includes:

- 7 members of Council attending UBCM,
- 3 members of Council attending AVICC,
- 3 members of Council attending FCM, and
- an allowance for the Mayor to attend 2 FCM Committee meetings.

To date, a total of \$10,300 has been expended from this account for the FCM and AVICC Conferences. The estimated cost for the UBCM Conference, which will be held in Victoria in September, is \$7,200, which includes registration and an allowance for transportation, meals and incidentals for all members of Council. The balance remaining in the account for 2012 is \$8,500.

The amount of \$3,180 to attend the 2013 meetings would be considered to be an early approval for the 2013 budget, if approved by Council.

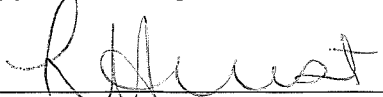
Attached is a copy of Council Policy No. ADMIN-38 Conference Attendance by Elected Officials.

ALTERNATIVES:

1. That Council support Councillor Hodgins' participation as a non-board member in three FCM Committees and authorize the costs for his attendance at such Committee meetings to be paid from the 2012 and 2013 budget account for Council Conferences and Seminars.
2. That Council not approve the payment of Councillor Hodgins' costs for attendance at the FCM Committee meetings.


Anja Nurvo
Manager of Corporate Services

Encl.

| |
|--|
| Approved for Agenda:  Laurie Hurst, CAO |
| Dated: <u>Aug 15/13</u> |



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Conference Attendance by Elected Officials

NO. ADMIN - 38

The Township of Esquimalt shall maintain memberships, attend conferences and fully participate in forums, workshops, business meetings, committees and functions of relevant municipal associations and organizations. Individual Council Members are encouraged to assume executive and leadership roles in such associations and committees.

Funding must be available within the budget prior to participation and, except where noted, participation must be **authorized** in advance by resolution of Council.

Policy

1. The Township will maintain membership in the following organizations and all members of the Township Council are **authorized** to attend the annual conference.
 - a. **Union of British Columbia Municipalities(UBCM):** This organization is the Provincial Association representing 100% membership of all B.C. municipalities and its regional districts and Islands Trust.
 - b. **Association of Vancouver Island and Coastal Communities (AVICC);** This organization is a regional chapter of the parent UBCM referred to as the AVICC Municipalities and regional districts within this area are members and the organization holds an annual conference each year in a member municipality.
2. The Township will maintain a membership in the **Federation of Canadian Municipalities (FCM)**. Members of Council may attend the annual or other like national conferences once per three year term.
3. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests, **outside the Greater Victoria area** but within the British Columbia and all members of Council may attend a conference within the Province.
4. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests **within the Greater Victoria area** and all members of Council may attend any local conference/workshop within the Greater Victoria area.
5. Council members are encouraged to participate in the formation of policy related to matters of interest to the Township via membership on relevant committees and boards.
6. The Mayor may attend at his/her discretion additional conferences, or allocate funding towards conferences/events hosted by the Municipality, where the maximum combined expenditure of all additional conferences shall not exceed \$2,000.00 per year
7. Council members attending events under this policy must provide a written report at a public meeting.

| | | | | |
|---|--------------------------------|---------------------------|---------------------------------------|--------------------|
| EFFECTIVE DATE: July 11, 2011 | APPROVED BY: Council | REF: FIN-11-022 | AMENDS NO: October 16, 2006 | PAGE 1 OF 1 |
|---|--------------------------------|---------------------------|---------------------------------------|--------------------|



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: August 20, 2012

STAFF REPORT

DATE: August 15, 2012 Report No. ADM-12-045
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: APPOINTMENT OF BYLAW ENFORCEMENT OFFICER

RECOMMENDATION:

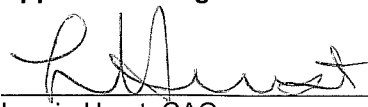
That Council appoints Darrell McLean as the Township's Bylaw Enforcement Officer, who is authorized to enforce the Township of Esquimalt's Municipal Bylaws in accordance with the *Community Charter* and the Municipality's Bylaws including the Ticket Information Utilization Bylaw, 2005, No. 2619, as amended.

BACKGROUND:

On March 19, 2012, Council appointed Darrell McLean as the Township's interim part-time Bylaw Enforcement Officer, until such time as the restructuring of this position was completed. At its *In Camera* meeting held on July 9, 2012, Council approved the bylaw enforcement position to be increased to full-time and authorized staff to proceed with recruitment.

The recruitment process has been completed. The revised job description for the position of Bylaw Management Officer was prepared, the position was posted internally, and Darrell McLean was the successful applicant. In order for Mr. McLean to continue to have the authority to issue municipal tickets and enforce the Township's bylaws, Council must appoint him as our Bylaw Enforcement Officer, in accordance with the *Community Charter*.


Anja Nurvo
Manager of Corporate Services

Approved for Agenda:

Laurie Hurst, CAO
Dated: Aug 15/12



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: August 20, 2012

STAFF REPORT

DATE: August 15, 2012 Report No. ADM-12-046
TO: Mayor and Council
FROM: Laurie Hurst, Chief Administrative Officer
SUBJECT: Policing Services – Framework Agreement

RECOMMENDATION:

That Council respond to the Ministry of Justice that the main point of contact for the Township is the Chief Administrative Officer and that the Township will agree to participate in facilitated discussions with City of Victoria and Victoria Police Department to negotiate a Framework Agreement that ensures equitable governance and funding for the delivery of policing services to the Township of Esquimalt only subsequent to receiving:

- a. a copy of the Framework Agreement Action Plan
- b. confirmation that the Township of Esquimalt will be an active participant in the selection of a suitable facilitator for the negotiation process;
- c. clarification of the role of the Ministry of Justice in the negotiation process and in the monitoring and performance measurement of any negotiated Framework Agreement;
- d. confirmation that the Township will not be responsible for funding the costs of the negotiation process and subsequent implementation costs; and
- e. confirmation that all costs for the process undertaken by the Esquimalt Policing and Law Enforcement Advisory Panel as established under OIC #303 will be reimbursed by the Ministry of Justice.

BACKGROUND:

On June 27, 2012 the Minister of Justice and Attorney General released the Report on Victoria and Esquimalt Policing – Governance and Funding Issues and announced that she accepted the recommendations contained in the report.

On July 12, 2012 correspondence was received from Clayton Pecknold, Assistant Deputy Minister and Director of Police Services requesting that the Township provide information in order to proceed with the Framework Agreement Action Plan (attached for reference).

ISSUES:

Council began initial discussions on the Report released June 27, 2012 after returning from

summer recess at their regular Committee of the Whole meeting August 13, 2012.

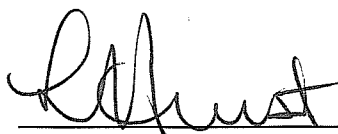
The correspondence from Mr. Pecknold was received during Council summer recess. While the correspondence was circulated to Council members, the August 20, 2012 regular meeting is the first opportunity that Council has had to have open discussion.

The Township has no knowledge of the Framework Agreement Action Plan document referred to in the correspondence from Mr. Pecknold.

Detailed discussion on negotiations and strategies going forward should not be held in the public forum but should be restricted discussions between Council and the negotiation team.

ALTERNATIVES:

1. That Council respond to the Ministry of Justice that the main point of contact for the Township is the Chief Administrative Officer and that the Township will agree to participate in facilitated discussions with City of Victoria and Victoria Police Department to negotiate a Framework Agreement that ensures equitable governance and funding for the delivery of policing services to the Township of Esquimalt only subsequent to receiving:
 - a. a copy of the Framework Agreement Action Plan
 - b. confirmation that the Township of Esquimalt will be an active participant in the selection of a suitable facilitator for the negotiation process;
 - c. clarification of the role of the Ministry of Justice in the negotiation process and in the monitoring and performance measurement of any negotiated Framework Agreement;
 - d. confirmation that the Township will not be responsible for funding the costs of the negotiation process and subsequent implementation costs; and
 - e. confirmation that all costs for the process undertaken by the Esquimalt Policing and Law Enforcement Advisory Panel as established under OIC #303 will be reimbursed by the Ministry of Justice.
2. That Council respond to the Ministry of Justice that the main point of contact for the Township is the Chief Administrative Officer and that the Township agree to participate in facilitated discussions with City of Victoria and Victoria Police Department to negotiate a Framework Agreement that ensures equitable governance and funding for the delivery of policing services to the Township of Esquimalt with amended criteria.
3. That Council respond to the Ministry of Justice that the Township does not agree to the participate in a facilitated negotiation process.



Laurie Hurst, CGA
Chief Administrative Officer



7400-01
400-20

July 9, 2012
Ref: 482211

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO Mayor/Council

RECEIVED: JUL 12 2012

Referred:

For Action For Response COTW

For Report Council Agenda IC

Her Worship Barbara Desjardins
Mayor of the Township of Esquimalt
Township of Esquimalt Municipal Hall
1229 Esquimalt Road
Esquimalt BC V9A 3P1

Dear Mayor Desjardins: *Barb*

As you are aware, on June 27, 2012 the Honourable Shirley Bond, Minister of Justice and Attorney General released the report from the independent mediator and accepted the recommendations to maintain an amalgamated police department and board structure for policing in Esquimalt and Victoria.

In order that we may proceed expeditiously with implementing the Framework Agreement Action Plan, I ask that you identify a main point of contact for your municipality. Please respond to Ms. Jessica Hodge, Research and Policy Analyst, at Jessica.Hodge@gov.bc.ca with the name, title, phone number and e-mail address of the main point of contact.

We will be in touch shortly to discuss moving forward.

Yours truly,

Clayton J.D. Pecknold
Assistant Deputy Minister
and Director of Police Services
Policing and Security Programs Branch

pc: Ms. Jessica Hodge



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: August 20, 2012

STAFF REPORT

DATE: August 15, 2012 Report No. ADM-12-047
TO: Mayor and Council
FROM: Laurie Hurst, Chief Administrative Officer
SUBJECT: Governance Success Session – Initiation of Request for Direction and Decision

RECOMMENDATION:

That Council:

- a. Resolve to replace Policies ADMIN-24 and ADMIN-25 with the Roles and Responsibilities Guidelines and Decision Making Guidelines.
- b. Resolve to follow these newly adopted Policies in practice and to update Council Procedure Bylaw No. 2715, 2009 to reflect these changes.
- c. Direct staff to post the Action Report and Council Agenda Calendar to the secure Council site and that these documents are to be updated on a weekly basis.
- d. Adopt the revised Request for Decision, Request for Direction and Staff Report as attached to ADM-12-047 and that the Request for Decision be used as an executive summary for a Staff Report to Council and that the Request for Direction be used as an executive summary for a Staff Report to Committee of the Whole.

BACKGROUND:

On April 18th, 2012 Council and the CAO attended a Governance Success Session facilitated by Gordon McIntosh. During this session, Council discussed a number of topics including decision making and priority setting.

On July 9th, 2012 Council resolved to adopt the Organizational Success Discussion Guidelines, Roles and Responsibilities Guidelines, Decision Making Guidelines and Priority Setting Guidelines. Staff was directed to prepare this report with recommendations on initiating the use of the Request for Decision and Request for Direction. Council also directed staff to initiate the use of a Follow up Action list.

There are currently two Council Policies that were adopted in 1998 that are very similar to the new guidelines recently adopted by Council. The adoption of the new Roles and Responsibilities and Decision Making Guidelines renders these policies out of date. Staff are proposing to use the same policy numbers and simply replace the material in the outdated policies with the new material. The 1998 policies have been attached for your information.

ISSUES:

Upon further review of the decision and direction request tools, it was decided that it would be more functional to revise parts of these forms and transfer some of the requirements directly into the body of the format for existing staff reports. The information that is left on the Request for Decision or Request for Direction provides a succinct executive summary with the more detailed background material appearing in the staff report. Both formats are attached for your information and review.

Staff currently uses two documents to track outstanding items including directives from Council. The first document is the Action Report. This report is prepared and distributed subsequent to every meeting of Council so that staff are aware of what decisions and directives Council has given at that specific meeting, what action is required and who is responsible for the follow up actions. A sample Action Report is attached for your information.

The second document is a Council Agenda Calendar. This tool is used and updated on a weekly basis by the senior leadership team meetings to discuss and coordinate upcoming reports for In Camera, Regular Council and Committee of the Whole meetings. A sample Council Agenda Calendar is attached for your information.

Staff are proposing that rather than initiate the use of a third tool, that we continue to use the existing two documents that have been found to work well in practice. Staff are proposing that these documents be posted to the Council secure site for access by all Council members as required.

ALTERNATIVES:

1. That Council:
 - a. Resolve to replace Policies ADMIN-24 and ADMIN-25 with the Roles and Responsibilities Guidelines and Decision Making Guidelines.
 - b. Resolve to follow these newly adopted Policies in practice and to update Council Procedure Bylaw No. 2715, 2009 to reflect these changes.
 - c. Direct staff to post the Action Report and Council Agenda Calendar to the secure Council site and that these documents are to be updated on a weekly basis.
 - d. Adopt the revised Request for Decision, Request for Direction and Staff Report as attached to ADM-12-047 and that the Request for Decision be used as an executive summary for a Staff Report to Council and that the Request for Direction be used as an executive summary for a Staff Report to Committee of the Whole.
2. That Council resolve to adopt an amended version of alternative 1.
3. That Council resolve to remain status quo and not change the current practices and policies.



Laurie Hurst, CGA
Chief Administrative Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

| | |
|---|-----------------------|
| TITLE: Roles and Responsibilities Guidelines | NO. ADMIN - 24 |
|---|-----------------------|

POLICY:

Purpose: To clarify the roles and responsibilities of both council and staff as well as criteria and tools to guide organizational actions.

Details:

1.0 Roles

The fundamental roles of Council and staff involve:

Council

- Give direction
- Make policy decisions
- Represent the public interest

Staff

- Implement Council's directions
- Provide decision making advice
- Communicate client needs

Mayor

- Coordinate Council decisions
- Act as Council spokesperson
- Facilitate Council/Administrative interfaces

Administrator

- Coordinate organization systems
- Manage organizational resources
- Facilitate Administrative/Council interfaces

2.0 Responsibilities

1. To make informed decisions.
2. To make and implement policy.
3. To liaise with other organizations.
4. To allocate resources.
5. To set a direction.
6. To effectively use staff.
7. To ensure good systems and processes.
8. To maximize opportunities for public involvement.

| | | | | |
|--|---|-----------------------------|-------------------------------|--------------------|
| EFFECTIVE DATE: October 26, 1998 | APPROVED BY: Council/ Corp. Strategy | REFERENCE 98-6137 | AMENDS NO. Original | PAGE 1 OF 5 |
|--|---|-----------------------------|-------------------------------|--------------------|

| | |
|---|-----------------------|
| TITLE: Roles and Responsibilities Guidelines | NO. ADMIN - 24 |
|---|-----------------------|

2.1 To Make Informed Decisions

- | | |
|---------------------|--|
| Council | <ul style="list-style-type: none"> - all meeting items are to be submitted via the Mayor or Administrator - to consider organizational goals, the public interest, available resources, existing legislation, current policies and jurisdiction when making decisions - to provide effective referral direction by clarifying the problem, desired outcomes, scope of required analysis and a response time frame |
| Mayor | <ul style="list-style-type: none"> - to facilitate decision making processes to seek "informed consent" by ensuring that everyone is heard - to ensure regard for organizational values and appropriate behaviour during meetings - to monitor Council meeting effectiveness through Councillor input |
| Staff | <ul style="list-style-type: none"> - to be pro-active in providing a full range of information or implications on decision making matters - all staff items are to be submitted via the Administrator - to provide a comprehensive overview of related information, background, issues defined, key outcomes, available options and a recommended response |
| Administrator/Clerk | <ul style="list-style-type: none"> - to coordinate the agenda preparation process |

SUCCESS FACTORS:

- timely preparation of agenda information or review by Councillors
- avoid repeated or reversal of decisions
- ensure follow-up to decisions at meetings
- focussed discussion on issues rather than on personalities
- balanced Council meeting agendas and schedule
- ensure staff, financial, strategic, policy/legislative and community implications are known for all decisions

2.2 To Make and Implement Policy

- | | |
|---------|--|
| Council | <ul style="list-style-type: none"> - to thoroughly investigate issues and involve staff prior to making policy decisions to ensure they are responsive and implementable |
| Mayor | <ul style="list-style-type: none"> - to ensure that staff advice is available and presented - to ensure clear policy preparation direction from Council to staff |
| Staff | <ul style="list-style-type: none"> - to review legislation, policies and Council precedents when providing policy advice |

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|---|-----------------------|
| TITLE: Roles and Responsibilities Guidelines | NO. ADMIN - 24 |
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- Administrator
- to ensure adherence to Council policy
 - to ensure all options are presented along with a recommendation

SUCCESS FACTORS:

- delegation of routine matters to administration by way of a policy
- consistent policy approach to similar issues
- limited revisiting of policy decisions
- easy retrieval of Council policies in a standardized format

2.3 To Liaise with Other Organizations

- Council
- to promote cooperative relations with other agencies - government, not for profit and private sector

- Councillor/Mayor/
Administrator
- to provide timely reports on agency liaison activities
 - to represent the interests of the Municipality based on existing policies, budget and strategic plan
 - to obtain Council direction on significant issues not covered by existing policies, budget and strategic plan before representing Council's position

- Mayor
- to act as primary spokesperson for the Municipality with other agencies

- Administrator
- to coordinate an ongoing liaison program with identified agencies
 - to act as primary liaison with senior staff of other organizations

SUCCESS FACTORS:

- up-to-date information on other agencies
- member represents Council - not his/her views
- maintain high potential for cooperation with other organizations
- Improved external organization perspective of Council, Municipality and community

2.4 To Allocate Resources

- Council
- to establish a budget and to allocate resources that are commensurate with expectations of the Municipality's Work Program
 - to ensure a linkage between the budget process and the strategic plan process

- Mayor
- to ensure discussion takes place regarding human and fiscal resource implications prior to a Council decision

| | | | | |
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| EFFECTIVE DATE: October 26, 1998 | APPROVED BY: Council/ Corp. Strategy | REFERENCE 98-6137 | AMENDS NO. Original | PAGE 3 OF 5 |
|--|---|-----------------------------|-------------------------------|--------------------|

| | | | | |
|---|---|---|--|--|
| TITLE: Roles and Responsibilities Guidelines | | NO. ADMIN - 24 | | |
| Staff | - | to provide financial and human resource implications on requests for decision | | |
| Administrator | - | to advise Council on the staff, material and fiscal implications of all Council decisions | | |
| | - | to control financial resources as per Council's direction | | |
| SUCCESS FACTORS: | | | | |
| | • | efficient budget timeline | | |
| | • | clear budget linkage to priorities and work programs | | |
| | • | balanced year end budget | | |
| 2.5 To Set a Direction | | | | |
| Council | - | to consider the organization's capacity and the public interest to develop short term priorities and longer term directions | | |
| | - | to continually review and update the implementation of priorities and directions | | |
| Mayor | - | to ensure a process is in place to establish and monitor Council's priorities and direction | | |
| | - | to ensure Councillors/Administration's issues are brought forward to Council | | |
| | - | to manage Council's "Capacity Box through Council's discussion of an item's urgency, public sensitivity, legislative imperative, monetary and liability consequence | | |
| Staff | - | to advise Council of the relevance of Council's decisions to the Municipality's strategic plan | | |
| Administrator | - | to keep Council informed on progress, recommended changes and new matters for the strategic plan and work programs on a regular basis | | |
| | - | to coordinate an ongoing process to establish and monitor organizational priorities and directions | | |
| SUCCESS FACTORS: | | | | |
| | • | linkage to annual budget process | | |
| | • | opportunities for public involvement | | |
| | • | determine needs versus wants | | |
| | • | determine what business we are in | | |

| | | | | |
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| EFFECTIVE DATE: October 26, 1998 | APPROVED BY: Council/ Corp. Strategy | REFERENCE 98-6137 | AMENDS NO. Original | PAGE 4 OF 5 |
|--|---|-----------------------------|-------------------------------|--------------------|

TITLE: Roles and Responsibilities Guidelines

NO. ADMIN - 24

2.6 To Effectively Utilize Staff

- Council
- to make information requests of staff:
 - Councillor to Management - for available information
 - Council to Administrator - for provision of direction to staff
 - to deal with staff performance concerns by:
 - Communicate with Administrator
 - presentation through an in-camera meeting
- Mayor
- to ensure the regular review of the Administrator's performance by Council
 - to advise Council when Councillor activities are affecting staff performance
- Staff
- to advise the Councillor/Administrator if a request will create a significant workload impact
 - through consultation with the Administrator to provide information to all of Council when deemed appropriate to one Councillor
- Administrator
- to ensure significant staff implications are known to Council prior to making decisions

SUCCESS FACTORS:

- clear chain of command
- higher employee satisfaction
- no direct staff supervision by Councillors
- achieve timely responses to public inquiries/needs
- organizational hierarchy flexibility to deal with urgent matters

2.7 To Ensure Good Systems and Processes

- Council
- to regularly review the efficiency and effectiveness of organizational systems and processes
- Staff
- to regularly report on operational activities
- Administrator
- to coordinate the ongoing review of the organization's effectiveness with Council and staff

SUCCESS FACTORS:

- periodic overall and/or targeted systems reviews
- systems serve organizational needs and priorities
- organization - wide awareness of systems and how they work

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| EFFECTIVE DATE: October 26, 1998 | APPROVED BY: Council/ Corp. Strategy | REFERENCE 98-6137 | AMENDS NO. Original | PAGE 5 OF 5 |
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

| | |
|--|-----------------------|
| TITLE: Decision Making Process Guidelines | NO. ADMIN - 25 |
|--|-----------------------|

POLICY:

PURPOSE

To delineate roles and responsibilities and activities for various aspects of the Council's decision-making process.

DETAILS

1. COUNCIL RESOLUTIONS

To maximize the clarity of Council directions.

(a) Resolution Components (resolution highlights):

- Why? The key results or outcomes that Council is looking for
- Who? Who will take the lead responsibility and who will be involved prior to Council's review
- When? Targets for Council's involvement in the future

Responsibilities:

- Council - for self-initiated resolutions prior to or during meetings
- Mayor - facilitate clarity, closure and/or deferral of resolutions during meetings
- Administrator - for staff-prepared resolutions in reports

(b) Follow-up Action List (resolution action highlights):

- Cumulative list of action items from meetings
- What, who and when
- Distributed after the meeting to Council and staff

Responsibilities:

- Council - review and take appropriate action
- Mayor - review and take appropriate action
- Administrator - preparation and updating

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| EFFECTIVE DATE: October 26, 1998 | APPROVED BY: Council | REFERENCE 98-6137 | AMENDS NO. Original | PAGE 1 OF 6 |
|--|--------------------------------|-----------------------------|-------------------------------|--------------------|

(c) Request for Decision (see Attachment 1):

- understanding of issue - background and desired outcomes
- presentation of various options with an analysis
- recommendation along with the following implications:
 - a) Financial: current and/or future budgets
 - b) Organizational: Council and staff time
 - c) Strategic: consistency with long term directions and short term priorities
 - d) Policy: legislation, previous resolutions and/or policies

Responsibilities:

- Council: - review; approval of standard format and decisions
 Mayor: - facilitate decision-making during meeting
 Administrator: - complete information from staff

2. COUNCIL AND COUNCIL-IN-COMMITTEE MEETINGS

To maximize the efficiency and effectiveness during Council and Committee meetings.

(a) Strategic Discussions

To discuss priority issues separate from regular business meeting items in order to:

- enhance understanding of the issue
- clarify expectations of Council
- explore options to deal with the issue to give direction to staff

Responsibilities:

- Council/
 Committee: - target dates for strategic discussions within resolutions
 Mayor: - facilitate target date expectations
 Administrator: - prepare necessary information

(b) Parliamentary Procedures

To ensure the orderly conduct of the meeting by:

- guiding individual behaviour
- focussing on topic via a resolution
- disposition - defer, yes, or no

Responsibilities:

- Council: - awareness and adherence
 Mayor: - act as Chairperson
 Administrator/Clerk: - advice and training opportunities

EFFECTIVE DATE:
October 26, 1998

APPROVED BY:
Council

REFERENCE
98-6137

AMENDS NO.
Original

PAGE 2 OF 6

(3) Decision Making Model

The framework for reaching decisions. Council will strive for "informed consent" in a manner that:

- enables everyone to express and debate their views
- provides access to and the availability of required information
- ensures a regard for the implications of decisions

Responsibilities:

- Council: - respect for procedures and other views
 Mayor: - facilitate fair and open debate and use parliamentary procedure
 Administrator/Clerk: - provide decision making and parliamentary procedure advice

3. MEETING AGENDAS

To effectively and efficiently prepare Council and Council-in-Committee meeting agendas.

(1) Agenda Format

A standardized flow of meeting components to:

- clarify action expected (working agenda)
- ensure matters of importance are ordered appropriately

Responsibilities:

- Council: - approval of agenda format
 Mayor: - facilitate addition of items
 Administrator/Clerk: - preparation of agenda format

(2) Agenda Package

A complete list of meeting information requirements that:

- link to Council priorities
- are relevant to Follow-Up Action List
- include referral of correspondence

Responsibilities:

- Council: - submit items to agenda and approval of agenda at meeting
 Mayor: - review of agenda with Administrator/Clerk
 Administrator/Clerk: - prepare agenda; distribute it before meeting; review with Mayor

EFFECTIVE DATE:
October 26, 1998

APPROVED BY:
Council

REFERENCE
98-6137

AMENDS NO.
Original

PAGE 3 OF 6

4.0 STRATEGIC DIRECTIONS

To manage short term and long term directions of Council.

(1) Council Priorities

Urgent and important matters which require the attention of Council because it:

- has a significant community health, safety or economic consequence
- requires a clear indication of political will on the part of Council (decision or direction)
- involves a major risk component
- requires a significant non-budgeted financial commitment (greater than \$10,000)
- must be addressed within an externally imposed timeline
- involves significant public exposure and/or opinion
- requires clarification relevant to the Municipality's strategic agenda - mission, values, etc.
- requires negotiations with major third party

Responsibilities:

Council:

- use of criteria to suggest priorities

Mayor:

- use of criteria by Council to set priorities

Administrator:

- use of criteria by staff to propose priorities and facilitate regular Council Priorities Work Program reviews

EFFECTIVE DATE:
October 26, 1998

APPROVED BY:
Council

REFERENCE
98-6137

AMENDS NO.
Original

PAGE 4 OF 6

ATTACHMENT 1
(To Council Policy ADMIN-25)

REQUEST FOR DECISION

Date: _____

To: *Council/Corporate Strategy*

Target Decision Date: *Meeting Date*

SUBJECT: *Decision-Making Topic Title*

RECOMMENDATION: *Clear directional resolution answering: What was agreed to; Who will take action – by When and How.*

ADMINISTRATOR COMMENTS: *Any additional comments regarding the Recommendation.*

IMPLICATIONS OF RECOMMENDATION:

Details regarding follow-up action and/or internal and external communication requirements.

General: *Potential consequences to the community, other agencies and the Municipality.*

Organizational: *Impact on staff, Council or Committee time.*

Financial: *Impact on current and/or future budget.*

Policy: *Relevance to legislation, existing policies and/or practices.*

Strategic Plan: *Relevance to the strategic priorities, directions and purpose of the Municipality and its current work program.*

IMPLEMENTATION/COMMUNICATION:

OTHER COMMENTS: *By others reviewing the Request for Decision.*

| | | | | |
|--|--------------------------------|-----------------------------|-------------------------------|--------------------|
| EFFECTIVE DATE: October 26, 1998 | APPROVED BY: Council | REFERENCE 98-6137 | AMENDS NO. Original | PAGE 5 OF 6 |
|--|--------------------------------|-----------------------------|-------------------------------|--------------------|

ATTACHMENT 1 (TO ADMIN-25) – REQUEST FOR DECISION

BACKGROUND:

Report/Document: **Attached** **Available** **Nil**

Key Issue(s)/Concept(s): *Define the topic, provide background highlights and state question to be addressed.*

Desired Outcome: *State what is the end result(s) to be achieved.*

RESPONSE OPTIONS:

Recommended: *Provide the preferred strategy with some reasons why.*

Alternative(s): *What are the various strategies to achieve the end results that are desired.*

Submitted by: *Staff and/or Committee*

Reviewed by: _____
Administrator

Other Review(s): *By any others*

| | | | | |
|--|--------------------------------|-----------------------------|-------------------------------|--------------------|
| EFFECTIVE DATE: October 26, 1998 | APPROVED BY: Council | REFERENCE 98-6137 | AMENDS NO. Original | PAGE 6 OF 6 |
|--|--------------------------------|-----------------------------|-------------------------------|--------------------|

ACTION REPORT
Special Council – July 9, 2012

| ITEM | MOTION | ACTION | STAFF |
|---|---|---|--------------|
| <p>MINUTES:</p> <p>1) Regular Council, June 25, 2012 2) Special Council, July 4, 2012</p> | <p>Adopted as circulated. Adopted as circulated.</p> | <p>Print for signature and filing.</p> | <p>AN/DL</p> |
| <p>PRESENTATIONS:</p> <p>1) Janet Jones, Chair, Centennial Celebrations Select Committee, Centennial Update 2) Certificates of Appreciation to Members of the Esquimalt Policing and Law Enforcement Advisory Panel</p> | <p>Received presentation. Postponed until all members of the Panel can be present.</p> | <p>No action. Bring back to Regular Meeting of Council.</p> | <p>AN</p> |
| <p>RISE AND REPORT:</p> <p>1) Report from <i>In Camera</i> Meeting of Council July 4, 2012 re: Policing Services – Discussion Re: Ministry of Justice Mediator’s Report and Next Steps</p> <p>1. That Council directs that the Ministry of Justice mediator’s report on Victoria and Esquimalt Policing – Governance and Funding Issues be added to the Agenda for the Special Council meeting on July 9, 2012 for discussion.</p> <p>2. That the Township of Esquimalt seek legal advice regarding jurisdiction under the <i>Community Charter</i> and the <i>Police Act</i> for the provision of policing services.</p> <p>3. That the Township of</p> | <p>That Council receive for information the Ministry of Justice mediator’s report on Victoria and Esquimalt Policing – Governance and Funding Issues; and That the mediator’s report be forwarded to a future public Council meeting for discussion of a written response to the Ministry of Justice.</p> | <p>Place on future public Council meeting Agenda for discussion of written response to Ministry of Justice.</p> | <p>AN/LH</p> |

ACTION REPORT

Special Council – July 9, 2012

| ITEM | MOTION | ACTION | STAFF |
|--|--|---|------------------------|
| <p>Esquimalt request that both the RCMP and Victoria Police Department, who submitted proposals under RFP #ESQ-01-011, to release their proposals to the public.</p> | | | |
| <p>STAFF REPORTS: <i>Administration</i> (1) Governance Success Session – Follow Up Actions, Staff Report No. ADM-12-042</p> | <p>1. That Council adopt the Organizational Success Discussion Guidelines, Roles and Responsibilities Guidelines, Decision Making Guidelines and Priority Setting Guidelines as attached to Staff Report No. ADM-12-042; and</p> <p>2. That Council direct staff to prepare a report with recommendations on initiating the use of the Request for Decision and Direction Committee of the Whole format including all necessary changes required to existing policies, procedures and bylaws and that the report be brought back to the Regular Council meeting scheduled for August 20, 2012; and</p> <p>3. That Council direct staff to initiate the use of a Follow Up Action List and that the list be available for Council review.</p> | <p>Prepare report for August 20, 2012 Regular Council meeting.</p> | <p>LH/AN</p> |
| <p><i>Engineering and Public Works</i> (2) Traffic Order #1197 – Colville Road – 1100 Block Residential Only Parking Restriction, Staff Report No. EPW-12-015</p> | <p>That Council approve the following Traffic Order:</p> <ul style="list-style-type: none"> • TO#1197 – That Residential Only parking signs be placed along the south side of Colville Road from 1187 to 1143. | <p>Initiate use of a Follow Up Action List, available for Council review.</p> <p>Issue Traffic Order #1197.</p> | <p>LH/AN</p> <p>JM</p> |
| <p>(3) Contract Award – Craigflower Road Corridor Upgrade Phase 3, Staff Report No. EPW-12-016</p> | <p>1. That the construction contract be awarded to Brunnell Construction Ltd. for the sum of \$506,470.00 excluding the HST; and</p> <p>2. That staff issue Contemplative Change Orders to the contractor to receive pricing for additional</p> | <p>Award contract and issue Contemplative Change Orders as prioritized by Council.</p> | <p>JM</p> |

| ITEM | MOTION | ACTION | STAFF |
|--|---|---|------------------------|
| <p><i>Parks and Recreation</i> (4) Contract Award – Recreation Centre Energy & Mechanical Upgrades, Staff Report No. P&R-12-004</p> | <p>works prioritized by Council to maximize the upgrades with the balance of funds remaining as follows:</p> <ul style="list-style-type: none"> • Electrical services including electrical outlets to existing median islands for future use; • Replacing a lock block retaining wall with a more aesthetically pleasing rock and mortar wall on Craigflower Road; and • Roadway lighting upgrades, which could include items like replacing the existing deteriorating cobra head roadway lights with new flat lens lighting. | | |
| <p><i>Development Services</i> (5) Bylaw to Require “Bi-directional Antennae” in New Large Buildings, Staff Report No. DEV-12-029</p> | <p>1. That Council award the contract for the Esquimalt Recreation Centre – Aquatic Centre Energy Retrofit Project to Coral engineering at the bid amount of \$1,048,923 not including tax.</p> <p>2. That Council authorize the Mayor and Corporate Officer to execute the contract agreement for Engineering and Construction Services with Coral Engineering.</p> | <p>Award contract and sign contract agreement.</p> | <p>SH/AN</p> |
| <p>(6) Heritage Policy Update – Amendment, Staff Report No. DEV-12-030</p> | <p>That Council direct staff to develop a bylaw requiring developers of new buildings that will likely interfere with emergency communications to install bi-directional antenna(e) in their buildings subject to obtaining a legal opinion on statutory authority.</p> <p>That Council approve an amendment to Council Policy HER-05 – Heritage Policy Update that was adopted by Council May 16, 2011 to include the addition of the following statement:</p> | <p>Develop bylaw for Council review.</p> <p>Make arrangements with contractor to amend Heritage Policy.</p> | <p>BB/AN</p> <p>BB</p> |

| ITEM | MOTION | ACTION | STAFF |
|---|---|--|---------------------|
| | <p>“Esquimalt became a focal point of activity during the Second World War, with Pacific Command Headquarters set up at Work Point Barracks. At one point these staging grounds held 10,000 troops and officers training before deployment.”</p> <p>And direct staff to make arrangements with contractor Donald Luxton & Associates Inc. to include the addition of the statement to the “History of Esquimalt” section of the Heritage Policy Update, as recommended by the Heritage Advisory Committee at their June, 2012 meeting.</p> | | |
| <p>COMMUNICATIONS</p> <p>1) Letter from Peter MacKay, Minister of National Defence dated June 18, 2012 re: Staggered Work Hours and Cessation of Blue Boat Service at CFB Esquimalt</p> <p>2) Letter from Geoff Young, Chair, Capital Regional District dated June 20, 2012 re: District of Central Saanich Regional Context Statement – Notification by Eligible Party of Intention to be a Participating Party in Final Proposal Arbitration Process under S.860 of the <i>Local Government Act</i></p> <p>3) Letter from Crystal Dunahee, Child Find BC dated June 25, 2012 re: 21st Annual Michael Dunahee Slo-pitch Tournament of Hope</p> | <p>Received.</p> <p>That the letter from Geoff Young, Chair, Capital Regional District, dated June 20, 2012 regarding District of Central Saanich Regional Context Statement – Notification by Eligible Party of Intention to be a Participating Party in Final Proposal Arbitration Process under S.860 of the <i>Local Government Act</i> be received; and That staff be directed to send a letter of acknowledgement of receipt of this correspondence.</p> <p>That the letter from Crystal Dunahee, Child Find BC, dated June 25, 2012 regarding 21st Annual Michael Dunahee Slo-pitch Tournament of Hope be received; and That staff be directed to provide an in-kind donation valued at up to \$100.00; and</p> | <p>No action.</p> <p>Send letter of acknowledgement.</p> | <p>LP</p> <p>SH</p> |

ACTION REPORT

Special Council – July 9, 2012

| ITEM | MOTION | ACTION | STAFF |
|---|--|------------|-------|
| 4) Email from Graham Lang dated June 28, 2012 re: Today's News | That staff send a letter to Child Find BC clarifying Local Grants and requesting that their application for Local Grants include a request for all their events. | No action. | MT |
| 5) Email from Warren Carrie dated June 28, 2012 Re: Today's News | Received. | No action. | |
| 6) Email from Richard Mandy dated June 28, 2012 re: Esquimalt Police Panel | Received. | No action. | |
| 7) Letter from Terry Prentice dated June 30, 2012 re: Policing in the Township of Esquimalt | Received. | No action. | |
| 8) Email from Donna Humphries dated July 1, 2012 re: Esquimalt Police Advisory Board/Panel | Received. | No action. | |

| DATE | IN CAMERA | COMMITTEE OF THE WHOLE | REGULAR |
|------|-----------|------------------------|---------|
|------|-----------|------------------------|---------|

2012 Council Agenda Calendar

| | | | |
|--------|--|---|--|
| Jan 9 | IN CAMERA 5:45 PM | <p>EVP OCP and Zoning Bylaws – Status Update DP – 890 Esquimalt Road Delegation of Authority – DP's Business Diversification</p> <p style="text-align: center;">COTW 7 PM</p> | <p>SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA</p> |
| Jan 16 | IN CAMERA 5:45 PM | <p>SPECIAL COTW (following IC meeting) Review Committee Terms of Reference</p> | <p>SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA</p> <p style="text-align: center;">REGULAR COUNCIL 7 PM</p> <p>Police Budget Presentation Library Board Presentation – Budget Delegation - T. Cond, R. Youds, J. Rozon; Traffic Calming Measures, Old Esquimalt Rd Traffic Order - Park Place 616 Lampson Rezoning False Alarm Bylaw – Staff Report Notice of Motion Hodgins (Policing Report)</p> |
| Jan 23 | <p>SPECIAL IC COUNCIL Following Reg Council @ 7 pm</p> | <p>SPECIAL COTW 5:45 PM 3rd Period Reports Vic PD 3rd Period Report</p> | <p style="text-align: center;">COUNCIL 7 PM</p> <p>Sandra Richardson – CEO – Victoria Foundation - Presentation 880 D Esquimalt Rd DP Centennial Budget False Alarm Bylaw – Adoption Revenue Anticipation Bylaw</p> |
| Jan 25 | IN CAMERA 5:45 PM | NO COTW MEETING | <p>SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA</p> |
| Feb 6 | IN CAMERA 5:45 PM | NO COTW MEETING | <p>SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA</p> <p style="text-align: center;">REGULAR COUNCIL 7 PM</p> <p>Support of Wood First on the South Island – Presentation PH – 616 Lampson St Rezoning Old Esquimalt Rd Traffic Rise & report from Jan 25th In Camera Traffic Order – Lockley CRD Climate Action Steering Committee</p> |

| DATE | IN CAMERA | COMMITTEE OF THE WHOLE | REGULAR |
|---------|-------------------------------------|--|---|
| Feb 13 | IN CAMERA 6:30 PM | 521 Comerford Development Bylaw – proposed amendments EVP – Land Options Posting of Agenda on Website – Protection of Privacy Diversification of Business – Anja Fire Services Mutual Aid Agreement w/ DND SPECIAL COTW 5:45 PM Budget Discussions – Core Budget Presentation | SPECIAL COUNCIL 6:30 PM To make the motion to go IN CAMERA |
| Feb 15 | | | NO COUNCIL MEETING |
| Feb 16 | | Budget Discussions – Early Approval Requests CANCELLED – NOT REQUIRED NO COTW MEETING | NO COUNCIL MEETING |
| Feb 20 | IN CAMERA Following Regular Council | | COUNCIL 7 PM 856 Esquimalt Road – Development Agreement Tax Incentives Rise & Report – Feb 13 th COTW Report Economic Development Master Plan – BS Committee Appointments – Extension - AN Motion to go In Camera |
| Feb 27 | IN CAMERA 5:00 PM | NO COTW MEETING | SPECIAL COUNCIL 5:00 PM To make the motion to go IN CAMERA |
| Feb 28 | IN CAMERA 5:00 PM | NO COTW MEETING | NO COUNCIL MEETING |
| March 5 | IN CAMERA 5:45 PM | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA |
| March 6 | | NO COTW MEETING | REGULAR COUNCIL 7 PM Girl Guides Presentation Draft 2012 Strategic Priorities Report – AN 521 Comerford DP & DVP- Hearing SPECIAL COUNCIL 5:45 PM Budget Discussions – Consideration of 2012 – 2016 Supplemental Operating & Capital Requests & Funding Public Input |
| March 7 | | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM Budget Discussions – Consideration of 2012 – 2016 Supplemental Operating & Capital Requests & Funding |

| DATE | IN CAMERA | COMMITTEE OF THE WHOLE | REGULAR |
|----------|----------------------------------|---|---|
| March 12 | | GOTW 7 PM MEETING CANCELLED | Public Input |
| March 19 | IN CAMERA 5:45 PM | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA COUNCIL 7 PM Presentation – Hugh Carter – Municipal Flag in Afghanistan Animal Control EVP – public presentation on process – Consultants 1341 Lyall Street - DVP Tax Rate Policy & Preliminary Tax Rate Discussion |
| March 26 | IN CAMERA 5:45 PM | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA |
| April 2 | IN CAMERA 5:45 PM | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA REGULAR COUNCIL 7 PM 2012 Strategic Priorities Report Presentation of Preliminary Tax Rates – Public Input Capstone Project PILT Appeal Strategic Community Investment Funds |
| April 12 | IN CAMERA 5:45 PM | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA |
| April 16 | IN CAMERA 6:20 PM | NO COTW MEETING | SPECIAL COUNCIL 6:20 PM To make the motion to go IN CAMERA COUNCIL 7 PM Presentation of Tax Multiples Options Wordsley Sidewalk West Bay Heritage Roads Animal Control Physician's Recruitment Rise & Report Committee Appointments |
| April 23 | IN CAMERA following Spec Council | IN CAMERA following Spec Council Presentation – 2014 Juno Bid Comerford Parking | SPECIAL COUNCIL following COTW To make a motion to go In Camera |

| DATE | IN CAMERA | COMMITTEE OF THE WHOLE | REGULAR |
|----------|---------------------|--|---|
| April 30 | IN CAMERA 5:45 PM | Discussion on IT Budget requests - Jeremy NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA |
| May 7 | | NO COTW MEETING | REGULAR COUNCIL 7 PM CAO Report - Financial Plan & Tax Rate Bylaws – 1 st 2 nd & 3 rd Reading West Bay Report 2012 Strategic Priorities Report Approval DVP 1341 Lyall Street Animal Bylaw Adoption |
| May 14 | IN CAMERA 5:45 PM | SPECIAL COTW 6:15 PM 1 st Period Reports COTW 7 PM Economic Development Master Plan – Process Outline | SPECIAL COUNCIL MEETING 5:45 PM To make the motion to go IN CAMERA Reconvene Special Council Meeting - Following COTW Financial Plan & Tax Rate Bylaws – Adoption Resolution to authorize Grant Application re EVP |
| May 28 | IN CAMERA 5:45 PM | NO COTW MEETING | SPECIAL COUNCIL MEETING 5:45 P.M. To make the motion to go IN CAMERA COUNCIL 7 PM Proclamation – Access Awareness Day Presentation – CRD E & N Rail Trail Status Report – Oil Tankers Organics/Curbside Pickup Statement of Significance for English Inn Council Resolution for Grant Funding (UBCM Admirals Rd) Esquimalt Heritage Poster |
| June 11 | IN CAMERA 6:15 P.M. | COTW 7 PM Admirals Road Bike Lanes Victoria OCP Referral | SPECIAL COUNCIL MEETING 6:15 P.M. To make the motion to go IN CAMERA NO COUNCIL MEETING |
| June 18 | IN CAMERA 5:45 PM | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA REGULAR COUNCIL 7 PM Presentation – Graham Bruce ICF Presentation – CREST Presentation of Heritage Award to Jim & Carole Witter Local Grants Traffic Orders: - Head St – Stop sign |

| DATE | IN CAMERA | COMMITTEE OF THE WHOLE | REGULAR |
|--|-------------------|--|--|
| June 25 | | NO COTW MEETING | - Starcombe Place – No Parking - Intervale Ave – Stop sign Status Report – Twinning Status Report – Telecommunication Antennas COUNCIL 7 PM Presentation – Certificates of Recognition 2 teachers Annual Report Approve Audited Financial Statements & SOFI Report Approve Grant Application to ‘Community Charging Infrastructure Fund’ Notice of Motion – Rec Passes |
| July 9 | IN CAMERA 5:45 PM | CANCELLED | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA Reconvene SPECIAL COUNCIL 7:00 PM Centennial Update (Janet Jones) – Presentation Governance Session – Follow-up Actions – CAO Tender Award – Craigflower - Jeff Traffic Order - Colville Rd Residential Parking request - Jeff Tender Award – Mechanical Upgrades Rec Centre - Scott Bi-directional amplifiers – Bill Heritage Policy Update – Karen |
| SUMMER RECESS JULY 16 THROUGH AUGUST 10 | | | |
| August 13 | IN CAMERA 5:45 PM | COTW 7 PM Bylaw Amendments – Priority Targeted List Review of APC – design review Policing – Mediator’s Report – discussion of response | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA |
| August 20 | | NO COTW MEETING | REGULAR COUNCIL 7 PM Notice of Motion – Rec Passes (withdraw?) Governance – Request for Decision, Request for Direction, COTW format & changes to policies, procedures & bylaws Policing – Mediator’s Report – recommended response FCM Committees – Council support Award of Contract – Centennial Memorial Walkway (Late Item – Fri) |

| DATE | IN CAMERA | COMMITTEE OF THE WHOLE | REGULAR |
|------------|-----------|---|---|
| Sept 4 | | NO COTW MEETING | <p>Rogers Cell Phone Tower Appointment of Bylaw Officer Letters from RCMP & City of Victoria Discharge of DP Notice</p> <p>REGULAR COUNCIL 7 PM</p> <p>APC Bylaw Procedures & Fees Bylaw Subdivision Control Bylaw</p> |
| Sept 10 | | <p>SPECIAL COTW 6:15 PM</p> <p>2nd Period Reports</p> <p>REGULAR COTW (Following the Special Council @7 pm) Old Esquimalt Road - Options</p> | <p>SPECIAL COUNCIL 7 PM</p> <p>Presentation of Award</p> |
| Sept 17 | | NO COTW MEETING | <p>SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA</p> <p>COUNCIL 7 PM</p> <p>Presentation- CRD re Harbours Environmental Action Service Establishment Bylaw Presentation – Police Advisory Panel CRD Harbours Environmental Action Service Establishment Bylaw (JM)</p> |
| October 1 | | NO COTW MEETING | <p>SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA</p> <p>REGULAR COUNCIL 7 PM Permissive Tax Exemption Bylaw – 1,2,3 Readings Macaulay Point ? – Scott</p> |
| October 15 | | NO COTW MEETING | <p>COUNCIL 7 PM</p> <p>Permissive Tax Exemption Bylaw Adoption</p> |
| October 22 | | COTW 7 PM | NO COUNCIL MEETING |
| November 5 | | NO COTW MEETING | <p>SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA</p> |

| DATE | IN CAMERA | COMMITTEE OF THE WHOLE | REGULAR |
|-------------|-----------|------------------------|---|
| | | | REGULAR COUNCIL 7 PM |
| November 19 | | NO COTW MEETING | COUNCIL 7 PM |
| November 26 | | COTW 7 PM | NO COUNCIL MEETING |
| December 3 | | NO COTW MEETING | SPECIAL COUNCIL 5:45 PM To make the motion to go IN CAMERA |
| | | | REGULAR COUNCIL 7 PM |
| December 10 | | COTW 7 PM | NO COUNCIL MEETING |
| December 17 | | NO COTW MEETING | COUNCIL 7 PM |

Deferred Items & Upcoming Items:

- 4 Parks & Rec - Bylaw Amendment to 2664 – A bylaw to provide for the protection of trees & reforestation policy – Oct 2012
- 6 Corporate Services – Flag Policy – protocol
- Corporate Services – Community to Community Forums – new funding grant to be confirmed – ML
- Corporate Services – Centennial Event – cost of options – consider as Centennial event (UBCM promotion); RM to coordinate, review costs, etc.
- Engineering & PW - Report on generating revenue through advertising on municipal solid waste vehicles & other options eg bus shelters
- Engineering & PW – Traffic Order: Intervale Ave Stop Sign
- Engineering & PW – Traffic Order: Craigflower Service Rd – Restricted Parking
- Development Services – Temp Structures – Open House Results – pending
- Development Services – Strata Conversion Policy – proposed amendments
- Development Services – Heritage Bylaw update -
- Fire Department – Public Consultation – Lock Box program & bylaw – Sept
- Fire Department – Lock Box Program & Bylaw - Jan 2013



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: Date, 2012
Staff Report No. XXX-12-XXX

REQUEST FOR DECISION

SUBJECT:

RECOMMENDATION:

RELEVANT POLICY:

[Cite existing policies, practices and legislation]

STRATEGIC RELEVANCE:

[To Goals or Priorities of current work program]

Submitted by: Writer _____

Reviewed by: CAO _____

Date: _____

STAFF REPORT

DATE: Month XX, 2012 Report No. XXX-12-XXX
TO: Laurie Hurst, Chief Administrative Officer
FROM: Name, Title
SUBJECT:

RECOMMENDATION:

BACKGROUND:

[define topic, reference background material and state question to be answered]

ISSUES:

1. Rationale for Selected Option
[including pros and cons]
2. Organizational Implications
[Policy change or staff work load requirements]
3. Financial Implications
[Current and/or future budget impact]
4. Communication
[strategy to inform, consult or involve stakeholders]

ALTERNATIVES:



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

COTW Meeting: Date, 2012
Staff Report No. XXX-12-XXX

REQUEST FOR DIRECTION

SUBJECT:

ESSENTIAL QUESTION:

[The key question to guide the information and recommendation activities]

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the Committee of the Whole:

Submitted by: Writer _____

Reviewed by: CAO _____ Date: _____

STAFF REPORT

DATE: Month XX, 2012 Report No. XXX-12-XXX
TO: Laurie Hurst, Chief Administrative Officer
FROM: Name, Title
SUBJECT:

RECOMMENDATION:

BACKGROUND:

[define topic, summarize information]

ISSUES:

ALTERNATIVES:

[to achieve the key result (Pros & Cons)]

1. That the COTW receive Staff Report No. XXX-12-XXX for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



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: August 20, 2012

STAFF REPORT

DATE: August 14, 2012 Report No. DEV-12-028

TO: Laurie Hurst, Chief Administrative Officer

FROM: Trevor Parkes, Senior Planner
Bill Brown, Director of Development Services

SUBJECT: Letter of Concurrence for Rogers Communications Telecommunication Tower
1003 Craigflower Road [Gorge Vale Golf Club]
Lot A, Section 2 and 10, Esquimalt District, Plan VIP70825

RECOMMENDATION:

1. That the Corporation of the Township of Esquimalt resolves to provide concurrence for the proposed 40 metre monopole installation to be located on Lot A, Section 2 and 10, Esquimalt District, Plan VIP70825 [1003 Craigflower Road], subject to the following condition:

Due to the proximity of nearby residential dwellings, no strobe lights shall be permitted to be mounted on the proposed tower. While it is recognized that Rogers Communications Inc. does not make the final determination with respect to the installation of safety lighting, it is expected that this issue be raised as a municipal concern when making application to Industry Canada for licensing of this tower.

2. That staff be authorized to issue a letter of concurrence to Rogers Communications for submission as part of their Industry Canada application for this installation.

BACKGROUND:

Rogers Communications wish to install a 40 metre tall monopole telecommunications tower on the northwest portion of the Gorge Vale Golf Club [GVGC] property located at 1003 Craigflower Road. Altus Group, on behalf of Rogers Communications, initiated a public consultation process regarding this proposal on March 16, 2012. Consultation included information packages being delivered to the Township of Esquimalt, Songhees Nation, CFB Esquimalt Base Commander, and owners of residences in the 1100 block of Craigflower Road. Additionally, newspaper advertisements were placed in the March 16th and March 21st editions of the Victoria News and a public notice posted to the Gorge Vale Golf Club members website. Consistent with Industry Canada requirements consultation closed on April 19, 2012.

Altus Group received 10 pieces of correspondence relating to this proposal. Six pieces opposed the installation, three supported it and one solicited more information regarding the

tower. Opposition to the proposal primarily related to health concerns and aesthetic concerns. Altus group responded to each piece of correspondence addressing the questions posed and issues raised by members of the community. The Township was provided with a "Public Consultation Log" which included all pieces of information and correspondence associated with the consultation process for review.

ISSUES:

At the regular meeting held June 18, 2012 Council received staff report ADM-12-032 which reviewed relevant issues surrounding the installation of telecommunications equipment within the Township. Staff's review indicated the following:

1. Telecommunication and radio-communication are both areas of Federal government jurisdiction and cannot be restricted by municipal zoning.
2. Zoning Bylaw, 1992, No. 2050 provides an exception to height requirements for telecommunication tower installations.
3. BC Building Code 2006 does not apply to communication aerials and towers therefore a building permit is not required.
4. In addition to Industry Canada regulation of the technical aspects of antennae, CRTC is responsible for regulating content, access and ownership of airways, NAV Canada deals with visibility aspects for aircraft and Health Canada is responsible for assessing safe levels of electro-magnetic field exposure resulting from telecommunication and radio-communication.
5. Federal regulations require that proponents for large commercial antennae complete a public consultation process.
6. The default consultation process requires the proponent to notify the public of its intention and consider all written comments from owners located within 3 times the height of the proposed tower [no properties with Esquimalt met this criteria so the proponent extended the consultation range to include the 1000 block of Craigflower Road and other stakeholders]. Proponents are also required to obtain the "concurrence", in writing, of the local land authority [but not their "approval"].
7. Resident concerns relating to potential health and safety impacts should contact Health Canada or Vancouver Island Health Authority [VIHA]. Concerns regarding the installation generally should be directed to Industry Canada.

Development Services staff completed a detailed review of the proposed telecommunications tower which revealed the following:


- The GVGC is located within the Agricultural Land Reserve [ALR]. Consultation with Ministry of Agriculture staff revealed that there is an exemption for tower installations which occupy an area less than or equal to 100 square metres. This proposal satisfies this exemption so ALR policies do not apply.


- Staff contacted the General Manager of Capital Region Emergency Services Telecommunications [CREST] to investigate whether CREST was interested in collocating on the proposed tower to improve service delivery within Esquimalt. After strong initial interest, detailed analysis revealed that collocating services at this location will not substantially improve CREST service delivery.
- Staff contacted the Township's radio communication contractor, Radio Works, to inquire whether municipal communications would be dramatically improved by locating equipment on the proposed tower. Analysis revealed that utilizing this tower would not improve Township communications sufficiently to warrant the infrastructure investment.
- Notwithstanding the collocation possibilities for lightweight communication equipment used by CREST, requiring collocation of commercial services for other telecommunication providers would require significant design changes to the proposed tower resulting in a far taller and larger tower installation.
- NAV Canada controls the installation of lighting on towers to ensure aircraft safety.

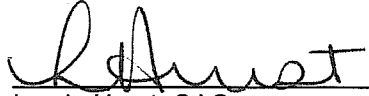
Development Services staff have crafted a draft letter of concurrence for Council review [attached]. Should Council provide concurrence for the proposed tower, this letter could be sent to Industry Canada.

ALTERNATIVES:

1. Council approve a resolution providing concurrence for the proposed Rogers Communications telecommunications tower at the Gorge Vale Golf Club.
2. Council deny Rogers Communications request for concurrence for the proposed Rogers Communications telecommunications tower at the Gorge Vale Golf Club.
3. Council table the request for concurrence pending provision of additional information.


Trevor Parkes
Senior Planner


Bill Brown
Director of Development Services

| |
|---|
| <p>Approved for Agenda:</p> <p> Laurie Hurst, CAO</p> <p>Dated: <u>Aug 15/12</u></p> |
|---|

1003 Craigflower Road - Gorge Vale Golf Club



Subject Property Boundary: 

Industry Canada
Spectrum Management and Communications
Room 430
1230 Government Street
Victoria BC V8W 3M4
Tel: 250-363-3803
Fax: 250-363-0208
Email: victoria.district@ic.gc.ca

To Whom It May Concern,

Re: W2783 - Proposed Rogers Communications Telecommunications Tower at Gorge Vale Golf Course

At the regular meeting held Monday, August 20, 2012 the Township of Esquimalt Council considered a request from Altus Group acting on behalf of Rogers Communications the Council provide concurrence regarding the proposed communication tower to be located on the Gorge Vale Golf Course [1003 Craigflower Road].

Development Services staff have reviewed the proposal and confirm the following:

- Telecommunication and radio-communication are both areas federal government jurisdiction and cannot be restricted by municipal zoning.
- Zoning Bylaw, 1992, No. 2050 provides an exception to height requirements for telecommunication tower installations.
- BC Building Code 2006 does not apply to communication aerials and towers therefore a building permit is not required.
- A public consultation was undertaken by Altus Group/Rogers, with a closing date of April 19, 2012. A copy of all public comments and responses was provided by Altus Group/Rogers and was reviewed by the Township.

Esquimalt Council passed the following resolution on August 20, 2012:

That the Corporation of the Township of Esquimalt resolves to provide concurrence for the proposed 40 metre monopole installation to be located on Lot A, Section 2 and 10, Esquimalt District, Plan VIP70825 [1003 Craigflower Road], subject to the following condition:

Due to the proximity of nearby residential dwellings, no strobe lights shall be permitted to be mounted on the proposed tower. While it is recognized that Rogers Communications Inc. does not make the final determination with respect to the installation of safety lighting, it is expected that this issue be raised as a municipal concern when making application to Industry Canada for licensing of this tower.

Should you have any questions or require further information, please contact Bill Brown, Director of Development Services, Township of Esquimalt at 250-414-7146 or bill.brown@esquimalt.ca



Rogers Communications

1600 – 4710 Kingsway
Burnaby, BC V5H 4W4

rogers.com

**Information Package
Wireless Telecommunications Installation**

Location: Gorge Vale Golf Course
Craigflower & Tillicum Roads
Rogers Site: W2783 West Gorge Road

Contact:

Rogers Communications Inc.
c/o Altus Group
1040 West Georgia Street, Suite 630
Vancouver, BC V6E 4H1

Contact name: Kathy Shaw
Phone: (778) 329-9292
Email: comments.agi@altusgroup.com

March 14, 2012

To the residents of the Township of Esquimalt,

Like so many communities, your community is experiencing a growing demand for faster and reliable wireless service and the benefits it brings.

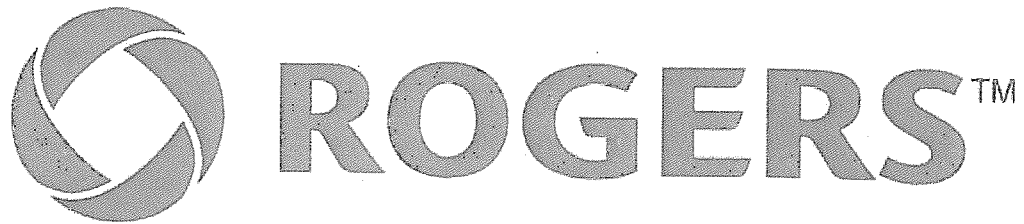
Rogers' has been consulting with your municipality, and is bringing forward a proposal for the community's consideration of a wireless telecommunications structure on the grounds of the Gorge Vale Golf Course, west of the groundkeeper's maintenance shed.

This package contains detailed information about the proposed structure, information on the review and approval process, and contact information for us. In discussions with your local municipality, we have agreed upon a closing date of 30 days for the review process.

Thank you,

Rogers Communications Inc.

Ken Barlow
Municipal & Industry Relations Manager
Network Implementation, BC



Public Consultation Information Package

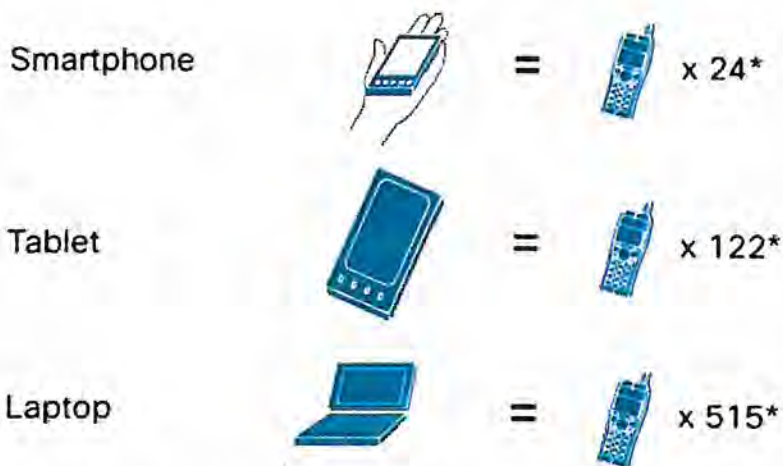
Proposed Wireless Telecommunications Installation at Gorge Vale Golf Course

Rogers Site: W2783 West Gorge Road

Rogers Communications is proposing to improve wireless voice and data coverage in the Gorge Vale area of Esquimalt. Please see the enclosed public notification package for more information and for contact information. Your feedback is appreciated.

Why is a new structure required?

Rogers is constantly working to improve coverage and network quality to our customers. We must respond to the growing demand for wireless voice and data services, particularly within existing service areas.



* Monthly basic mobile phone data traffic

Source: Cisco VNI Mobile, 2011

The users of smartphones like iPhones and Blackberries, portable devices like iPads and tablets, and computers and wireless laptops are demanding fast, reliable service. These “smart devices” place an increased demand on the wireless network which, in turn, requires ongoing investment and expansion in order to maintain service quality.

In response to current and future service demands, customer feedback and technical reporting from our network, Rogers conducted comprehensive field tests, which confirmed that the network in this area requires additional investment.

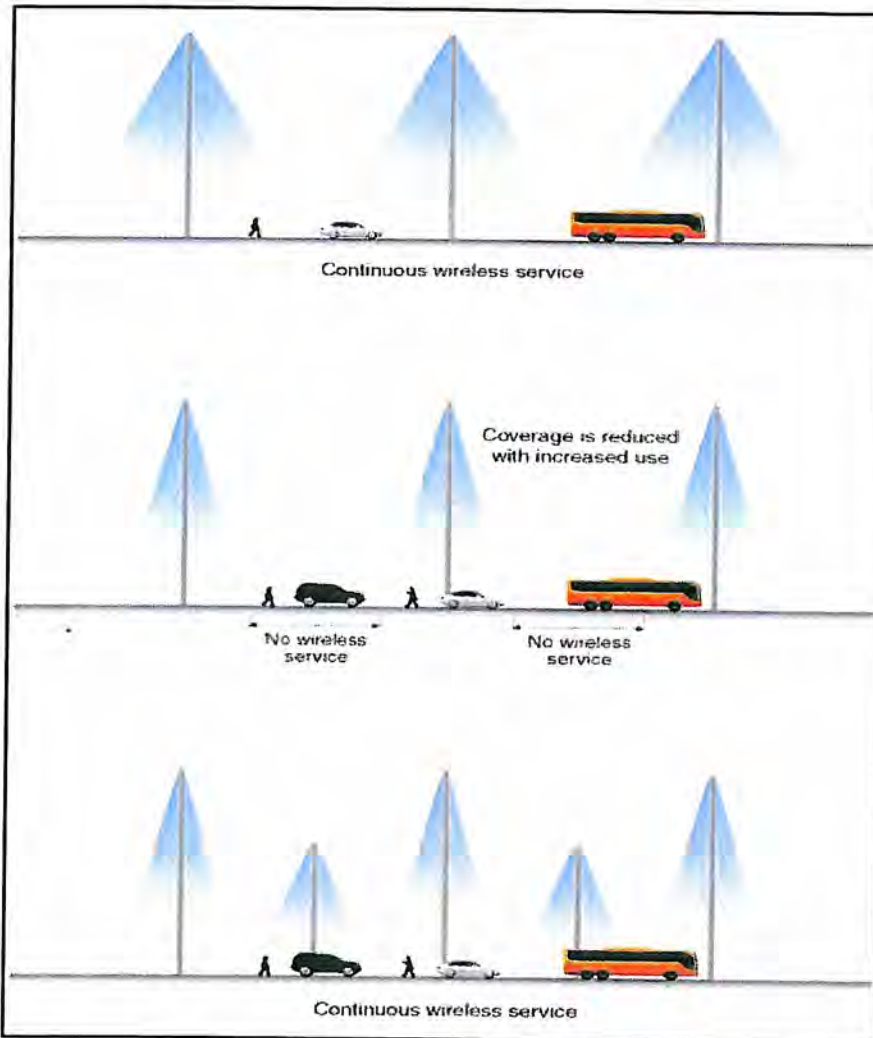
To ensure continued reliable service, Rogers is proposing to enhance and restore a high quality network signal for the wireless network in the area.

How do wireless networks work?

There are two major characteristics of wireless technology that create the need for a new structure in this area:

First, wireless infrastructure is line-of-sight technology. In other words, for a wireless device to work, it must have a direct, unobstructed line to a device in order transmit and receive the signal – the signal degrades quite dramatically when encountering an obstruction, such as steep slopes, trees and even foliage.

Second, as more users and devices use the network, the “footprint” shrinks. This results in reduced coverage and gaps in service. Gaps in coverage can result in dropped calls and unreliable service. The drawing below illustrates this.



When an existing antenna reaches maximum capacity, it reduces its footprint to provide service to the strongest (closest) signals.

New structures are required to fill in those areas where the signal has been decreased, restoring continuous wireless service.

A wireless network working at optimal levels, providing continuous wireless service.

Source: Rogers Communications Inc

What is being proposed?

A robust and enhanced network is required if wireless users are to be able to access advanced technologies for personal, business and emergency communications.

When a network weakness is identified, Rogers' radiofrequency engineers' first step is to explore any and all opportunities to add additional equipment on nearby towers or mount antennas on an existing building. Only when every other alternative has been exhausted does Rogers consider installing a new wireless structure. Rogers engineers have determined that in this case a monopole of 40 metres (131') (painted green) is required to meet Rogers' network requirements.

Where is the proposed site?

We have worked with the municipality on possible locations and the following site is proposed for the location of this structure.

AERIAL VIEW OF SITE



Scale 1:12,613

What will the site look like?

The site would be situated:

- Lat: 48° 26' 41.5151" N, Long: 123° 24' 41.9226" W
- 1005 Craigflower Road, Victoria, BC
- Craigflower Road @ Tillicum Road
- Near the Gorge Vale Golf Course House
- Approximately 125m to Craigflower Road; 250m to Esquimalt Gorge Park

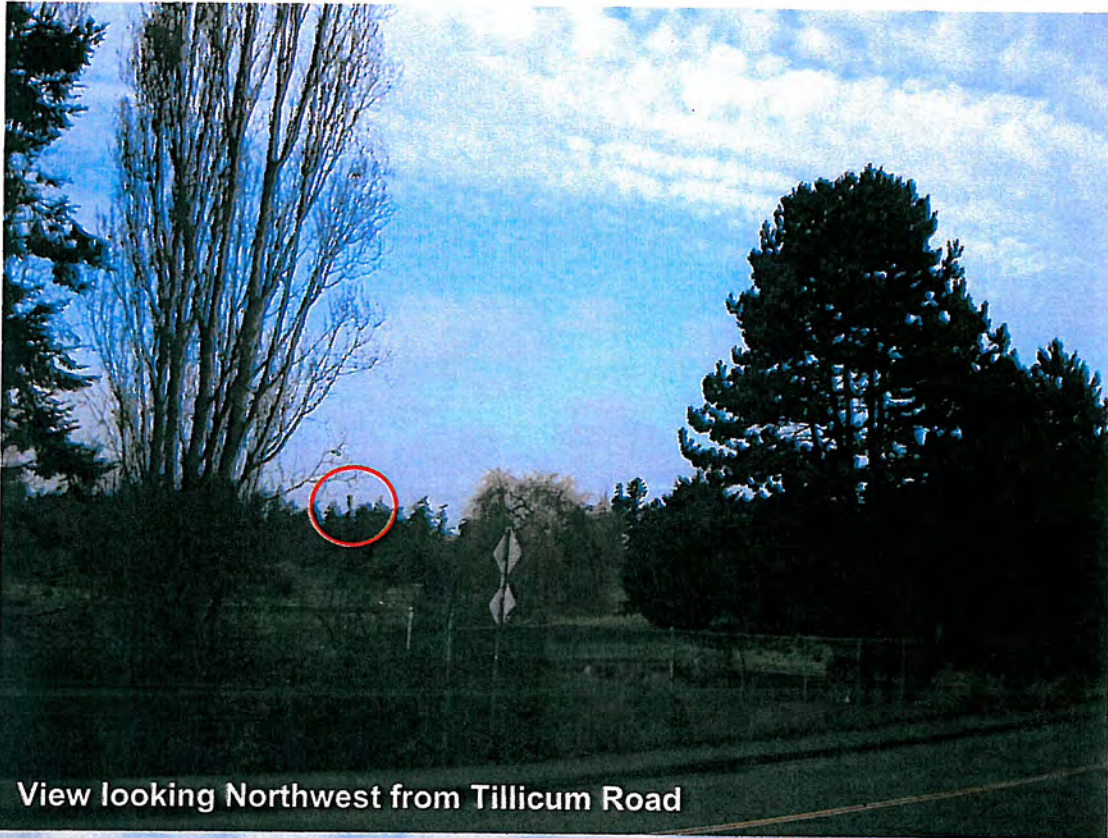
Please note that the photo simulations are intended to be close representations, but are for conceptual purposes only. While best efforts have been made to represent the towers accurately, the photos are not to scale.

The radio equipment cabinets at the base of the towers are not visible in the photo simulations. The proposed designs are subject to review and amendment by the appropriate authorities.

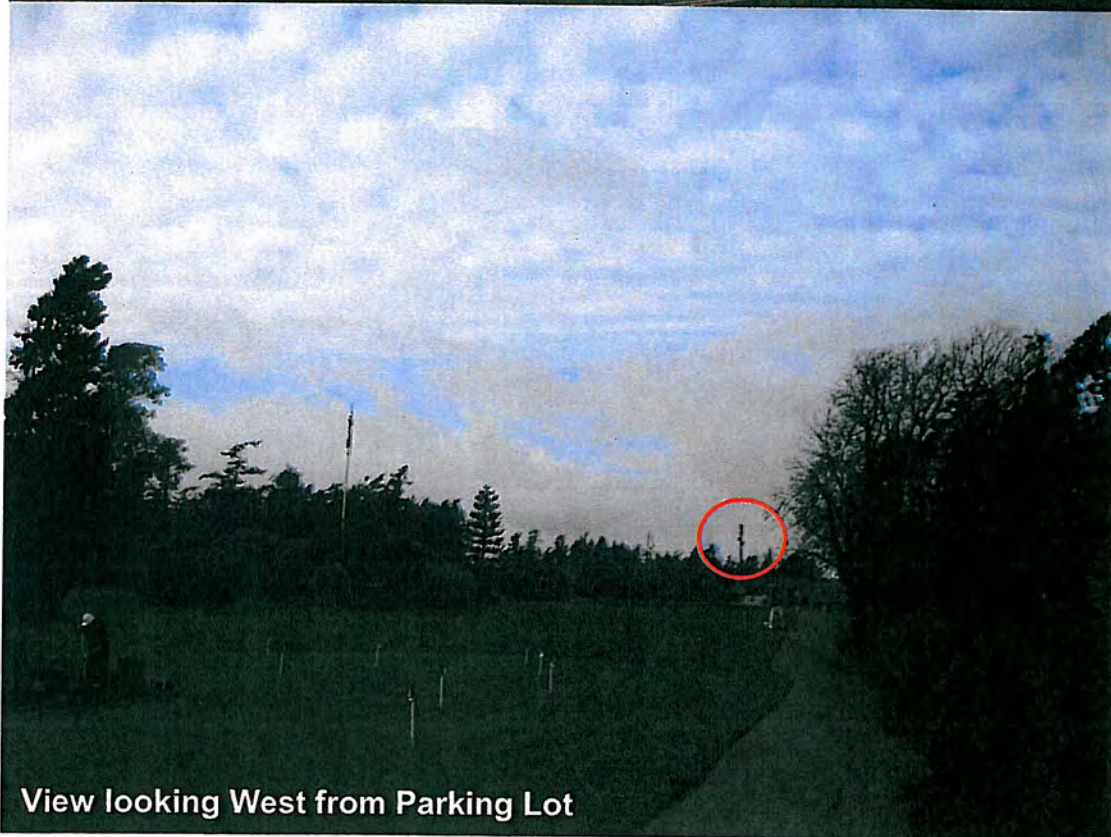
The site is an area 10 m x 10m, located on the grounds of the Gorge Vale Golf Course, west of the groundkeeper's maintenance shed (which has its own access road off Craigflower Road). The site is on a raised portion of land, away from fairways/greens, and surrounded by 25 – 30 m tall trees which help screen the monopole. The site will include a 40 m tall monopole, painted green, with an accompanying WIC (walk-in-cabinet) that houses telecommunication equipment.



View looking West near Sioux Place and Craigflower Road



View looking Northwest from Tillicum Road



View looking West from Parking Lot



View looking West from Craigflower Road

What will the area look like when it is finished?

The site has been designed to accommodate the structure and radio equipment cabinets. The dimensions are approximately 10 m x 10m (32.8 ft. x 32.8 ft.). Rogers will landscape around the site to limit visibility of the cabinets.

The secure site area will be enclosed by a fence approximately 1.8 metres (6') in height with one locked gate access point. The site will also be equipped with a silent alarm system. The walk-in equipment cabinet will contain radio equipment, back-up battery power, maintenance tools, manuals, and a first aid kit. Specific dimensions and access to the site equipment will be determined following consultation, project review, and potential approvals.

What is the review and approval process and who is involved?

This information package is part of a 30-day consultation process, where we are seeking input from the community – from residents, businesses and other interested parties. During this process, we will work to answer your questions as quickly as possible.

At the conclusion of this consultation process, we will be sharing the input with the landowner and all regulatory authorities to allow them to make a decision on our proposal. We will also

use the input gathered to make any necessary adjustments to the structure.

Your role

Rogers is seeking your input and comments on the proposed site to ensure we can meet the needs of the community and our technical requirements. As a formal consultation process, we require input in writing – either by email or post within 30 days of the date on the front page of this package.

Township of Esquimalt

Rogers has been working with your municipality to identify appropriate site options and address any engineering challenges, such as gas lines, sewers, upcoming projects, which could impact the site positioning. Following consultation with the community we will be sharing your feedback with the Township.

Land owner

In this case, the site is being proposed on land owned by the Gorge Vale Golf Course. With approval from the community, the landowner has agreed to rent us a portion of their land for the wireless structure.

Industry Canada

Industry Canada, as the regulator for all wireless providers across Canada, sets out the rules and policies for our business. In addition to Industry Canada, we work closely with municipal and provincial authorities to seek their support to identify appropriate site options and if needed, to obtain any necessary permits and approvals.

Land Use Consultant

Rogers is working with Altus Group to support us with this project, including working with the regulatory authorities and helping to gather public input.

How safe is this?

As a wireless provider, we are responsible for ensuring we meet all safety standards and rely on the health experts to set those standards and oversee the levels of acceptable radio frequencies. In fact, adherence to national health standards is a condition of our operating licence.

In Canada, Industry Canada has adopted Health Canada's Safety Code 6, which establishes the safe limit for all devices that emit radio frequency waves and ensures public safety.

The consensus among Canadian health organizations and the scientific community is that wireless antennas are safe. Here in BC, the BC Centre for Disease Control has reviewed the scientific data and supported the safety of wireless structures.

The maximum power density levels possible from the proposed structure will be less than 2% of Health Canada's safety standard.



Rogers adheres to a number of other Canadian safety standards:

Health Canada's Safety Code 6 Compliance

Rogers attests that the radio antenna system described in this package will at all times comply with Health Canada's Safety Code 6 limits.

Canadian Environmental Assessment Act

Rogers attests that the radio antenna system as proposed for this site will comply with the Canadian Environmental Assessment Act.

Engineering Practices

Rogers attests that the radio antenna system proposed for this site will be constructed in compliance with all applicable safety and building standards and comply with good engineering practices including structural adequacy. Preliminary tower profile and equipment layout plans have been included in this notification package.

Transport Canada's Aeronautical Obstruction Marking Requirements

Rogers attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV CANADA aeronautical safety requirements. Rogers made all necessary applications to Transport Canada and NAV CANADA and confirms no lighting or markings are required.

Where can I go for more information?

We have provided some additional resources for your information. We are also happy to answer any questions you may have:

Telecommunication Systems
www.strategis.ic.gc.ca/antenna

Public Consultation Guidelines
<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

Safety Code 6
www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08792.html

Vancouver Coastal Health
www.vch.ca/about_us/news/concerns_about_cell_phone_tower_radiation_addressed

Township of Esquimalt
www.esquimalt.ca



Contact Information

We would like to hear from you with your comments and questions. You are invited to give us your feedback by mail, electronic mail or phone. Please send your comments and questions to Rogers at the address below by the close of business day on April 19th, 2012.

Please send comments and questions to:

Rogers Communications Inc.
c/o Altus Group
Attn: Kathy Shaw
1040 West Georgia Street
Vancouver, BC V6E 4H1
Phone: (778) 329-9292
Email: comments.agi@altusgroup.com

Questions about land use:

Township of Esquimalt
Attn: Trevor Parkes, Senior Planner
1229 Esquimalt Road
Esquimalt, BC V9A 3P1
Phone: 250-414-7148
Email: trevor.parkes@esquimalt.ca

Questions about telecommunication regulations:

Industry Canada
Vancouver Island Office
Room 430, 1230 Government Street
Victoria, BC, V8W 3M4
250-363-3803
victoria.district@ic.gc.ca



Public Comment for Proposed Wireless Structure

Location: Gorge Vale Golf Course
Rogers Site: W2783 West Gorge Road

Please submit your comments by April 19th, 2012 to:

Rogers Communications Inc.
c/o Altus Group
Attn: Kathy Shaw
1040 West Georgia Street, Suite 630
Vancouver, BC V6E 4H1
Phone: (778) 329-9292
Email: comments.agi@altusgroup.com

COMMENTS

Name: _____

Address: _____

Phone: _____ Email: _____

Please provide your comments, suggestions, or additional information you would like to know about the proposed wireless structure.

Thank you for your input. Your feedback is appreciated.

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NOTICE TO CREDITORS AND OTHERS
RE: THE ESTATE OF ROBERT BILLSBOROUGH, DECEASED formerly of 952 Arm Street, Victoria, BC, V9A 4G7.
NOTICE IS HEREBY GIVEN that claimants against the Estate of ROBERT BILLSBOROUGH are hereby notified under s.38 of the Trust Act that their claims must be delivered to BARRY DINNING, Solicitor to the Executor, at 813 Goldstream Ave, Victoria, BC, on or before April 16th, 2012, after which date the Executor will distribute the estate pursuant to law, with regard only to claims of which he has notice.
BARRY E. DINNING, SOLICITOR
By: DINNING HUNTER LAMBERT & JACKSON SOLICITORS

TO THE owner of the abandoned yellow 1990 Toyota MR2 with license plate TT. This vehicle will be sold as of March 15th, 2012. If there are any questions in regards to this sale please call 250-514-1282.

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FOUND: ON March 7th, key on moose keychain at Lambrick Park. Call (250)721-0497

LOST: CARVED Dolphin necklace, downtown Sidney area, 3:30 PM (very sentimental). Call 250-539-5785.

LOST: PEARL Necklace, possibly Langham Court Theatre area. Reward. Sentimental value. Pls call (250)598-9348.

LOST: WIRE basket from walker, possibly left at Oak Bay Library parking lot. Please call (250)598-3476.



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PUBLIC NOTICE

PROPOSED ROGERS 40m WIRELESS TELECOMMUNICATIONS MONOPILE INSTALLATION

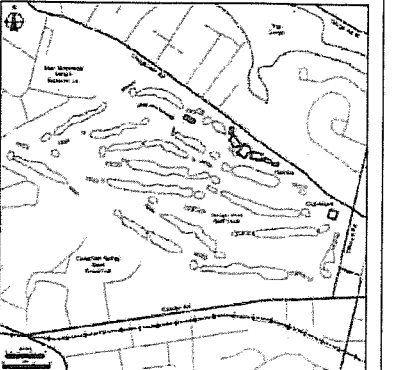
SUBJECT:

- Wireless monopole, 40 metres tall
Location: 1005 Craigflower Road. Site is located next to the groundkeeper's maintenance shed at the Gorge Vale Golf Course
The facility will include technical equipment in a locked shelter located at the base of the tower. Furthermore, a locked fence will surround the shelter
The site will provide fast and reliable wireless voice and data services in the general area of Craigflower Road and Tillicum Road, and the surrounding area

With respect to this matter, the public is invited to provide written comments by April 19th, 2012 to the contact information shown below. Please include a return address.

Further information may also be obtained through the following contact:

Rogers Communications Inc. c/o Altus Group 1040 West Georgia Street, Suite 630 Vancouver, BC V6E 4H1 Phone: (778) 329-9292 Email: comments.agi@altusgroup.com



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LEGALS

NOTICE OF WAREHOUSE LIEN On March 27, 2012 at 1:00pm and 7:00pm at Lund's Auctioneers in Victoria BC, goods belonging to Rod Heggie currently held at Barry's Moving & Storage Ltd., #17-831 Devonshire Rd. will be sold to satisfy a lien for charges which have become due. Goods are described as household items but not limited to.

TO THE owner of the abandoned yellow 1990 Toyota MR2 with license plate TT. This vehicle will be sold as of March 15th, 2012. If there are any questions in regards to this sale please call 250-514-1282.

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LEGALS

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LOST AND FOUND

FOUND: CD case full of CDs on Bowerbank Rd, March. 14. Call 250-516-4332.

LOST: AUSTRALIAN hat, round rim, beige colour, West-shore Mall (Cowwood) area (sentimental). 250-391-8610.

LOST: WIRE basket from walker, possibly left at Oak Bay Library parking lot. Please call (250)595-3476.

TRAVEL

GETAWAYS

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LEGALS

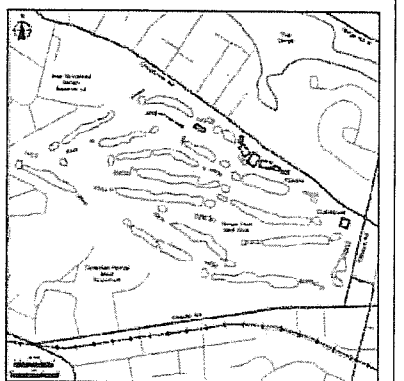
PUBLIC NOTICE
 PROPOSED ROGERS 40m WIRELESS TELECOMMUNICATIONS MONOPOLE INSTALLATION

- SUBJECT:**
- Wireless monopole, 40 metres tall
 - Location: 1005 Craigflower Road. Site is located next to the groundskeeper's maintenance shed at the Gorge Vale Golf Course
 - The facility will include technical equipment in a locked shelter located at the base of the tower. Furthermore, a locked fence will surround the shelter
 - The site will provide fast and reliable wireless voice and data services in the general area of Craigflower Road and Tillicum Road, and the surrounding area

With respect to this matter, the public is invited to provide written comments by **April 19th, 2012** to the contact information shown below. Please include a return address.

Further information may also be obtained through the following contact:

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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: August 20, 2012

STAFF REPORT

DATE: August 10, 2012 Report No. DEV-12-033
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Removal of "Notice of Permit" from each of the Land Titles for Lots 1 to 4; Plan EPP21086 [Subdivision – 1189 Rhoda Lane]

RECOMMENDATION:

That Council authorize staff to submit the necessary documentation to the Land Titles Office in order to have the "Notice of Permit" (FB102870) (Schedule "A") discharged from each of the titles for the following properties (Schedule "B"):

- Lot 1, Plan EPP21086 (945 Garthland Road)
- Lot 2, Plan EPP21086 (947 Garthland Road)
- Lot 3, Plan EPP21086 (949 Garthland Road)
- Lot 4, Plan EPP21086 (1189 Rhoda Lane)

BACKGROUND:

On August 27, 2007, Council approved Development Permit No. 18/2007, for the subdivision of Lot 1, Section 2, Plan 7068 [1189 Rhoda Lane] (Schedule "C"). As per the requirements of the *Local Government Act*, the municipality notified the Registrar of Land Titles at the Land Titles Office that the Development Permit had been issued. The Registrar subsequently registered against the title a Notice of Permit (Schedule "A"). Subsequently, the owner applied for and received approval for a four-lot subdivision that has recently been registered (Schedule "D"). When the titles were created for the new lots, the Notice of Permit was automatically registered on each new title.

On August 1, 2012, the Director of Development Services received a letter from the owners of the four lots requesting that the "Notice of Permit" on each title be discharged. The Director has reviewed the request and determined that the original Development Permit is no longer relevant to the new properties and should be discharged. As Council gave the original approval to the Development Permit, only Council can authorize the discharge of the "Notice of Permit" from each new title.

ISSUES:

The original Development Permit allowed the parent parcel to be subdivided into two parcels with a road dedication (Rhoda Lane) between the two parcels. This Development Permit is not applicable to the four new lots that have recently been created and therefore the "Notice of Permit" should be removed from each of the titles of the new lots.

ALTERNATIVES:

- 1) That Council authorize staff to submit the necessary documentation to the Land Titles Office in order to have the "Notice of Permit" (FB102870) discharged from the titles for the following properties:

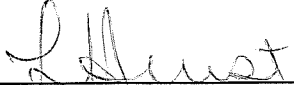
Lot 1, Plan EPP21086 (945 Garthland Road)
Lot 2, Plan EPP21086 (947 Garthland Road)
Lot 3, Plan EPP21086 (949 Garthland Road)
Lot 4, Plan EPP21086 (1189 Rhoda Lane)

- 2) That Council not authorize staff to submit the necessary documentation to the Land Titles Office in order to have the "Notice of Permit" (FB102870) discharged from the titles for the following properties:

Lot 1, Plan EPP21086 (945 Garthland Road)
Lot 2, Plan EPP21086 (947 Garthland Road)
Lot 3, Plan EPP21086 (949 Garthland Road)
Lot 4, Plan EPP21086 (1189 Rhoda Lane)



Bill Brown
Director of Development Services

| |
|--|
| <p>Approved for Agenda:</p> <p></p> <hr/> <p>Laurie Hurst, CAO</p> <p>Dated: <u>Aug 15/12</u></p> |
|--|



BC OnLine Land Title Internet Service
 Provided in co-operation with
 Land Title and Survey Authority

LTSA - DOCUMENT RETRIEVAL REF # R74745 REQUESTED: 2011-04-12 13:11

CLIENT NAME: GLEN MITCHELL, B.C. LAND SURVEYOR
 ADDRESS: 1030 NORTH PARK STREET
 VICTORIA BC V8T 1C6

PICK-UP INSTRUCTIONS:

USER ID: PS20498 APPL-DOC # FB102870 VI Filed RCVD:2007-09-27
 ACCOUNT: 131721
 FOLIO

REMARKS:

Help Desk Victoria (250) 953-8200
 In B.C. 1-800-663-6102
 Administration Office ... (250) 953-8250
 Fax Number (250) 953-8222

Persons who need to rely on a plan for legal purposes must examine the official version at the Land Title Office in which the plan is deposited. However, plans with plan numbers beginning with the letters EPP or EPS are electronic plans which constitute the official version.

27 SEP 2007 10 17

FB102870



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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

**LOCAL GOVERNMENT ACT
 (Part 26)**

NOTICE OF PERMIT

BB 07/09/27 10:20:02 01 VI 775461
 PDC FILE \$21.75

TO: Registrar of Title, Land Title Office
 850 Burdett Avenue, Victoria, B.C., V8W 1B4

TAKE NOTICE that the land described below is subject to a permit issued by the CORPORATION OF THE TOWNSHIP OF ESQUIMALT.

PARTICULARS OF PERMIT

Permit Description

- (a) Type of Permit Development Permit (DP #18/2007)
- (b) Statutory Authority *Local Government Act, Section 920*

Legal Description of Land Affected

[PID 005-814-341] Lot 1, Section 2, Esquimalt District, Plan 7068
 1189/1190 Rhoda Lane, Esquimalt, BC

Issue Date: August 27, 2007

Dated: September 07, 2007

Donna Dupas
 Corporate Administrator
 Township of Esquimalt

BURNS SERVICES

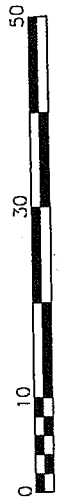
SUBDIVISION PLAN OF LOT A, SECTION 2,

ESQUIMALT DISTRICT, PLAN VP84344

BCGS 92B 043

NOT FOR REGISTRATION

For review of building setbacks by approving officer



All distances are in metres

The intended plot size of this plan is 432 mm in width by 280 mm in height (B size) when plotted at a scale of 1:500

Integrated Survey Area No. 38, The Corporation of the Township of Esquimalt, NAD83 (CSRS).

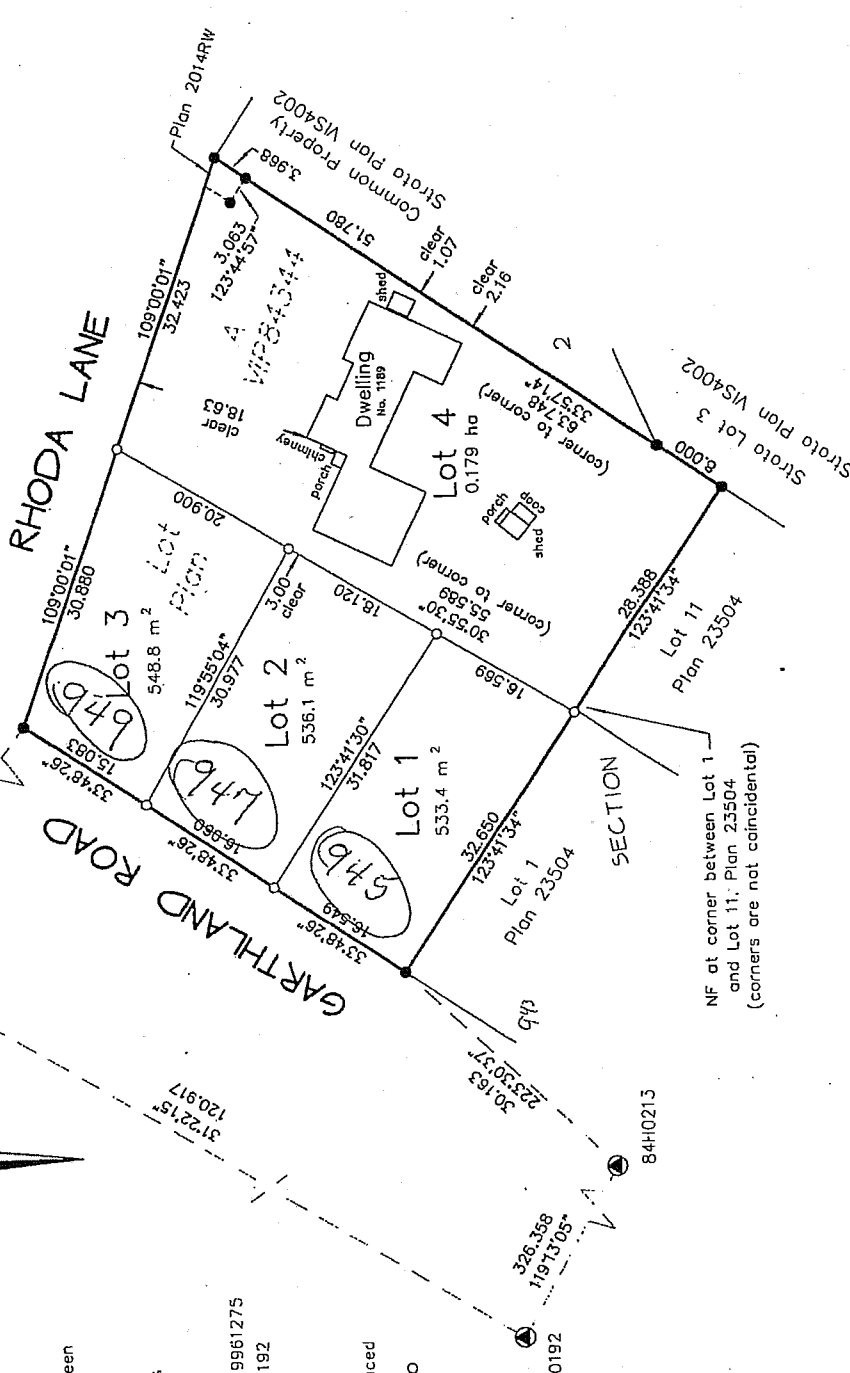
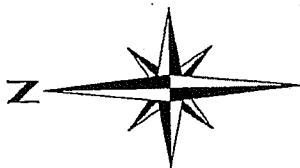
Grid bearings are derived from observations between geodetic control monuments.

This plan shows horizontal ground-level distances unless otherwise specified.

To compute grid distances, multiply ground-level distances by the average combined factor of 0.99961275 which has been derived from 84H0229 and 84H0192

Legend

- Denotes standard iron post
- Denotes control monument
- found placed



NF at corner between Lot 1 and Lot 11, Plan 23504 (corners are not coincidental)

Glen Mitchell
Land Surveying Inc.
1030 North Park Street
Victoria, B.C.
V8T 1C6
tel 250-385-1712
email: glen@mitchellsurvey.co

(1) Report from the Committee of the Whole, August 20, 2007

Moved by Councillor Freedman, seconded by Councillor Linge that Council approve the following recommendations from the Committee of the Whole meeting held August 20, 2007:

(1) Development Permit for 1189 – 1190 Rhoda Lane, Lot 1, Section 2, Esquimalt District, Plan 7068, Staff Report No. DEV-07-090

1. That Development Permit No. 18/2007 limiting development at 1189 – 1190 Rhoda Lane to two legal parcels each containing one single family residential building be approved, issued and registered on the title of Lot 1, Section 2, Esquimalt District, Plan 7068, with the following provisions as noted:
 - a) The provision that the owners grant the municipality a road right of way through the property [i.e. an extension of Rhoda Lane to Garthland Road] be included as a condition of the approval of the subdivision of the property
 - b) The provision of a 4 metre wide statutory right of way along the foreshore not be included as a condition of the approval of the subdivision of the property.

Plan EPP21086

SUBDIVISION PLAN OF LOT A, SECTION 2,

ESQUIMALT DISTRICT, PLAN VP84344

BCGS 92B 043



All distances are in metres

The intended plot size of this plan is 432 mm in width by 280 mm in height (B size) when plotted at a scale of 1:500

Integrated Survey Area No. 38, The Corporation of the Township of Esquimalt, NAD83 (CSRS).

Grid bearings are derived from observations between geodetic control monuments.

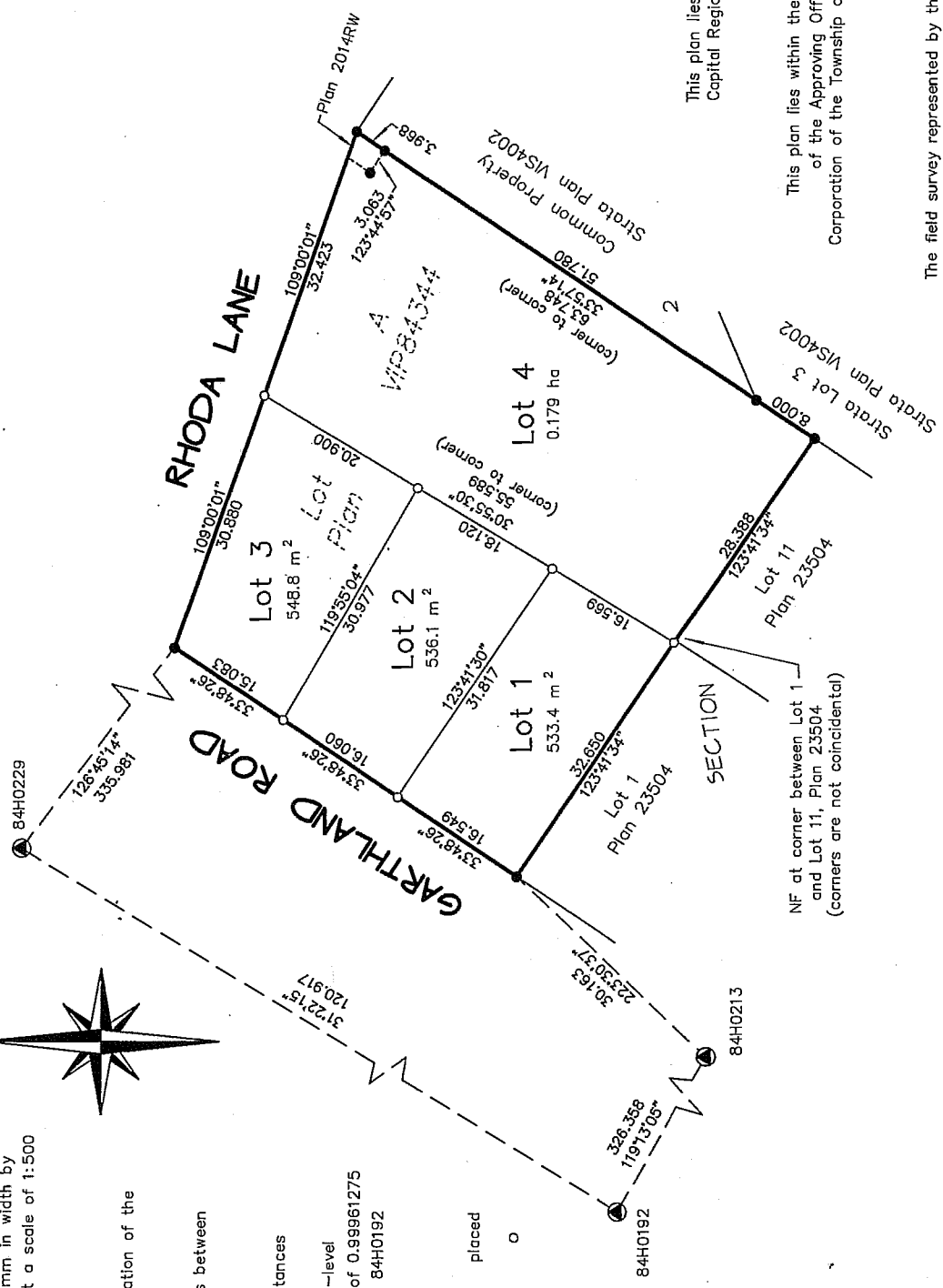
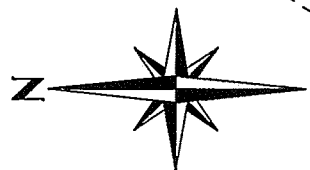
This plan shows horizontal ground-level distances unless otherwise specified.

To compute grid distances, multiply ground-level distances by the average combined factor of 0.99961275 which has been derived from 84H0229 and 84H0192

76

Legend

- Denotes standard iron post
- Denotes control monument
- found placed



This plan lies w
Capital Regional

This plan lies within the ju
of the Approving Officer
Corporation of the Township of E

The field survey represented by this f
completed on the 1st day of Jur
Glen Mitch

Glen Mitchell
Land Surveying Inc.
1030 North Park Street
Victoria, B.C.
V8T 1C6
tel 250-385-1712
email: glen@mitchellsurvey.ca

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

DEVELOPMENT PERMIT

NO. 18/2007

Owners: Peter Anthony Locke
971 Jasmine Avenue
Victoria, B.C., V8Z 2P3

Lands: Lot 1, Section 2, Esquimalt District, Plan 7068

Address: 1189-1190 Rhoda Lane, Esquimalt, BC

Conditions:

1. This Development Permit is issued subject to compliance with all of the bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit.
2. Approval of this Development Permit is issued in accordance with the Proposed Plan of Subdivision prepared by J.E. Anderson and Associates, stamped "Received August 15, 2007" and attached hereto as Schedules 'A'.
3. The lands shall be developed in accordance with the terms and conditions and provisions of this Permit, provided that minor variations which do not alter the variance granted or which do not affect the overall building design may be permitted by the Director of Development Services.
4. The terms, conditions and covenants contained herein shall enure to the benefit of and be binding upon the Owners, their executors, heirs or administrators, successors and assigns as the case may be or their successors to title in the lands.
5. This Development Permit is not a Building Permit.
6. This Permit lapses two (2) years after the date it is issued if the holder of the Permit does not substantially start any construction with respect to which the Permit was issued.
8. For the purposes of this Development Permit, the holder of the Permit shall be the owner(s) of the lands.

.../2

ISSUED BY MUNICIPAL COUNCIL RESOLUTION ON THE 27th DAY OF AUGUST 2007.

SIGNED THIS 07th DAY OF September, 2007

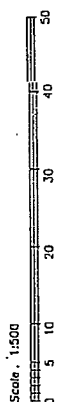
Frank Limesand

Director
Development Services

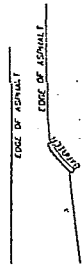
[Signature]

Corporate Administrator
Corporation of the Township
of Esquimalt

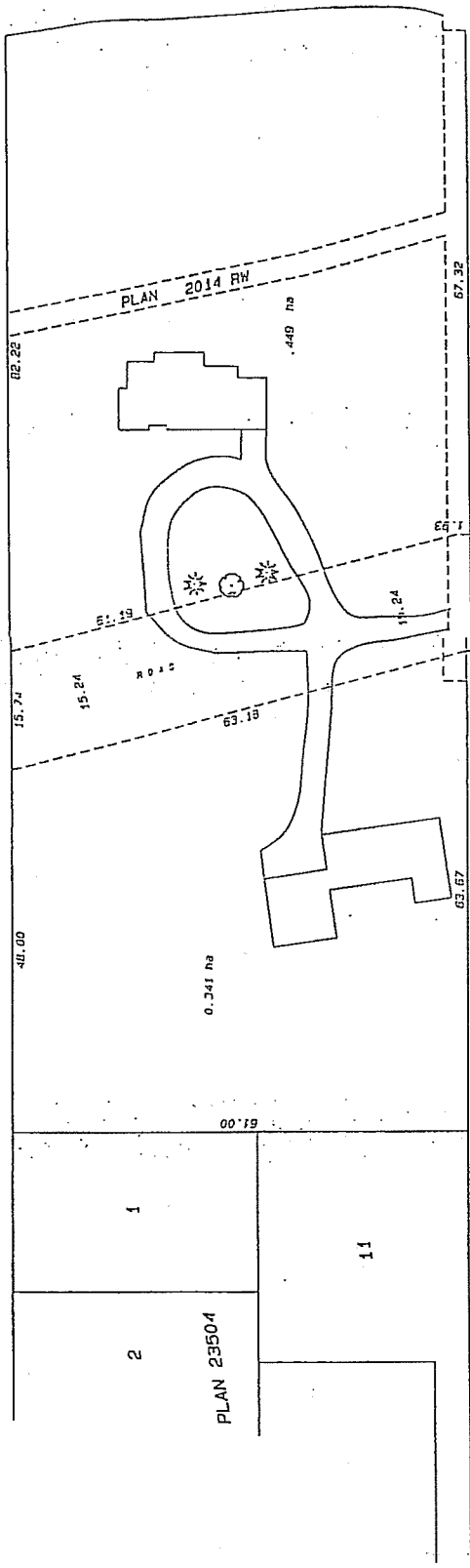
SECTION 2, PLAN 7068, ESQUIMALT DISTRICT



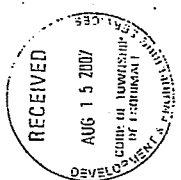
Scale: 1:500



GARTHLAND ROAD



VICTORIA ARM



THIS IS SCHEDULE A OF
DEVELOPMENT PERMIT NO. 18/2007

CORPORATE ADMINISTRATOR

| REVISION | DATE |
|----------|------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

PROJECT MANAGER: Cory Anderson
 CHECKED BY: Cory Anderson
 SCALE: 1:500

J. C. Anderson & Associates
 4212 Glenford Ave. Victoria, B.C. (50) 727-2514

ACCOUNT: 25103
 DATE: Aug 9, 2007
 DESIGNED BY: CJL
 DRAWN BY: CJL
 CHECKED BY:
 APPROVED BY:

PETER LOCKE
 LOT 1, PLAN 7068
 SECTION 2, ESQUIMALT DISTRICT

DRANNING

SHEET ONE OF ONE



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
CENTENNIAL CELEBRATIONS
SELECT COMMITTEE**

**Tuesday, June 12, 2012
6:30 P.M.**

Council Chambers, Esquimalt Municipal Hall

PRESENT: Janet Jones, Chair
Bruce Devitt, Vice Chair
Joe Buczkowski
Dino Fiorin
Greg Evans
Graham Jackson
Don Linge
Bob McKie
Lynda O'Keefe
Celia Owen
Sherri Robinson
Sandy Rozon

STAFF: Ritchie Morrison, Project Manager
Diane Knight

REGRETS: Mayor Barbara Desjardins
Councillor Lynda Hundleby
Dian Hanna
Janet Johnstone
Vicki Laidlaw

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 Vice Chair Devitt, seconded by Celia Owen that the agenda be approved.
The motion **CARRIED**.

4. APPROVAL OF MINUTES OF MAY 22, 2012

Moved by Celia Owen, seconded by Dino Fiorin to approve the minutes of May 22, 2012.

The motion **CARRIED**.

5. PRESENTATIONS

(1) Brenda Lacharity, Raven District Girl Guides

Ms. Lacharity is the leader of the Raven District Girl Guides and reported that the Esquimalt, View Royal and Vic West Sparks and Guides celebrated the Esquimalt centennial at an event at Esquimalt Gorge Park on May 27th. As the children love crests, they created a crest incorporating the Esquimalt Centennial Logo. As a thank you for letting them use the logo, the group presented members of the Centennial Celebrations Select Committee with their special crest. Ms. Lacharity also volunteered her guides to assist with events on September 8th.

6. OLD BUSINESS

(1) Review Project List

1. Book. Chair Jones presented Sherri Robinson with a bouquet of flowers and the Committee thanked her for all her hard work and indicated that the book was a success. Sherri reported that there were two omissions in the book. She has developed an Addendum sheet which will be inserted into every book to be sold. The correction has been made for the next printing. She advised that 154 books were sold at Buccaneer Days. Chair Jones reported that it was beautiful to watch the community interact with the author at the book signing and that the book is a credit to Sherri, the municipality and the Centennial Celebrations Select Committee.
2. Walkway. Vice Chair Devitt reported that pavers are doing well. Sherri Robinson drew the name of the 400th paver winner and staff will contact the winner. Vice Chair Devitt noted that when speaking about the pavers, members should encourage purchasers to obtain their paver by mid July to ensure it is ready for the installation of the walkway in the fall.
3. Calendar Amendments. The St. Peter and Pauls' Flower Show in August will be added to the calendar and a revised one will be distributed at the next meeting.
4. Volunteers. Chair Jones advised that volunteers have been busy with nine events in the last several weeks. Janet Johnstone has already lined up volunteers for the Golf Tournament.
5. Merchandise. Sandy Rozon reported that she will be ordering merchandise as required.
6. Libations. Greg Evans reported that the Shoaling Water India Session Ale was launched at the beer gardens at Buccaneer Days and was a success. Bottles will be coming out shortly and will be available for purchase at Spinnakers, and their two stores in Vic West and James Bay. Good work Bob and Greg!
7. Golf Tourney. Greg Evans gave an update and advised that more golfers are required. There has been good media and advertising coverage for this event. He noted that there are several other tournaments taking place in the region at the same time. Greg encouraged members to help to recruit more golfers, approach hole sponsors and contact businesses and organizations to provide prizes. Members offered to help and will work together with Greg this week.

(2) **Esquimalt Centennial Celebration Update**

Ritchie Morrison distributed a draft program and site plan for the event. He requested input from the members for community groups for the event. The following groups were suggested: Ancient Forest Alliance, Block watch, Esquimalt Chamber of Commerce, Esquimalt Resident's Association; and Esquimalt Alumni. Sandy Rozon has provided a list of community groups to Heather Leary.

Moved by Chair Devitt, seconded by Celia Owen that Heather Leary proceed with organizing events for the Centennial Community Celebration at Esquimalt Gorge Park based on the schedule as presented.

The motion **CARRIED**.

Moved by Chair Devitt, seconded by Celia Owen that Spinnakers Gastro Brewpub be approached to host the beer garden at the Centennial Community Celebration at Esquimalt Gorge Park.

The motion **CARRIED**.

Sandy Rozon advised that she has provided Heather Leary with a list of food vendors. A word of caution was raised to ensure that the food vendors have their Food Safe designation. The suggestion was made to include vendors from outside the community so that residents of the community can attend and enjoy the celebration.

Discussion took place regarding buses. It was determined that the first bus will leave Archie Browning Sports Centre at 11:00 am and the last one will depart Esquimalt Gorge Park at 9:00 pm. Sandy Rozon has confirmed the Boys and Girls Club buses and will follow up with use of the Esquimalt Legion bus. Further transportation to be confirmed.

Ritchie Morrison will be following up on security for the event.

It was determined that the Centennial Celebration Sub Committee does not need to meet on June 18th as the program for the celebration is well in hand.

(3) **"Esquimalt Shines" Update**

Ritchie Morrison advised that there will be a meeting tomorrow of the sub committee and that a report on that initiative will be available at the next meeting.

(4) **Sponsorship Update**

Ritchie Morrison reported that sponsorship is ongoing and he is working on creating a sponsor for the day category for the September 8th celebration.

(5) **Advertising Update**

Ritchie Morrison advised that there has been great exposure in advertising for the centennial out in the community.

(6) **Budget**

Tabled to next meeting.

June 12, 2012

7. ROUNDTABLE

Lynda O'Keefe advised that there will be a display of photos at the Base Museum starting on June 22nd and encouraged members to attend.

Chair Jones thanked Sandy Rozon and Bob McKie for all their hard work on organizing Buccaneer Days.

Graham Jackson gave a social media update and encouraged members of the committee to use social media to create awareness in the community about the centennial.

Dino Fiorin advised that there will be a Celebration of Lights dance and car show on September 15th. He will provide more information at the next meeting.

Sherri Robinson reminded members about the September 16 Esquimalt Centennial Cemetery Tour she will be leading.

Sandy Rozon noted that Dan Buie is now organizing the Iannarelli event.

Chair Jones advised that there was lots of interest at Buccaneer Days for the Esquimalt Arts Festival.

Sandy Rozon reported that Erin McCracken will be leaving the Esquimalt and Vic News and moving out of town. The group agreed to send her their best wishes.

8. PUBLIC INPUT

Darwin Robinson suggested that the Gorge Pub be contacted and advised of the event. He also suggested that the Committee contact Victoria Harbour Ferries regarding their potential participation in the Centennial Community Celebration.

9. NEXT MEETING

The next meeting will be held June 26, 2012.

10. ADJOURNMENT

Chair Jones adjourned the meeting at 8:30 p.m.

Janet Jones, Chair
This 26th day of June, 2012



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES

ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

Wednesday, June 13, 2012

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Annie Do, Vice Chair
Councillor Lynda Hundleby
Councillor Dave Hodgins
Meagan Duncan
Pamela Martin
Sandi Best
Maira Tait
- STAFF:** Karen Hay – Planning Technician (Staff Liaison)
Bill Brown, Director of Development Services (Departed 7:42 p.m.)
Deborah Liske – Recording Secretary
- REGRETS:** Bill Percival, Chair

1. CALL TO ORDER

Vice Chair Do called the meeting to order at 7:06 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor Hundleby, seconded by Councillor Hodgins that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of June 13, 2012 be approved as presented.

The motion **CARRIED**.

4. MINUTES

Moved by Meagan Duncan, seconded by Pamela Martin that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of May 2, 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. Suggestions and highlights of the discussion included:

- View corridors / protection of viewsapes
- Increase to green / open space
- Increase to public art (representative of the area)
- Amenity zoning
- Increase / improvement to signage, including educational signage
- Create a welcoming, safe walkway 24 hours a day
- Roadscapes

- Increase lighting, utilize standards that are decorative, representative of the area, can display banners

Mr. Brown encouraged committee members to forward any additional comments to Karen Hay, Staff Liaison.

Mr. Brown departed the meeting at 7:42 p.m.

6. OLD BUSINESS

- (1) Art and Culture Resource Material for Municipal Website
 - (a) Websites to review for discussion:

This item was deferred to the next meeting.

7. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES

- (1) Esquimalt Arts Festival

Committee members discussed planning for the festival. Key points included:

- Updated poster circulated to committee members – additional posters are available for distribution
- Space remains for artists to participate; committee members were encouraged to solicit additional artists
- Victoria Conservatory of Music contacted for possible quartets; awaiting response
- Hiring the ladies of Heritage Productions to showcase historic clothing
- St. John Ambulance services are by donation and can be booked if needed
- Rosemary Murray is interested in assisting with the children's interactive participation area; a budget for supplies and honorarium discussed
- A summer student from Parks and Recreation could be hired to assist with an additional activity in the children's interactive participation area; a budget for wages and supplies discussed
- Poster will be updated to include interactive participation area for children
- Retain a performer, such as the actor that portrays Emily Carr, to showcase at the festival
- Budget requirements
- Members of the Centennial Celebrations Select Committee will be volunteering at the event

Moved by Pamela Martin, seconded by Councillor Hodgins that Heritage Productions be hired to showcase their historic clothing and heritage fashions at the Esquimalt Arts Festival.

The motion **CARRIED**.

Moved by Councillor Hundleby, seconded by Moira Tait that:

1. Pamela Martin coordinate the participation of Rosemary Murray at the Esquimalt Arts Festival to lead one of the children's interactive participation areas; and
2. That a budget of up to \$200 be designated from the Arts, Culture and Special Events Advisory Committee budget for supplies for this interactive participation area; and
3. That \$100 from the Arts, Culture and Special Events Advisory Committee budget be designated for an honorarium for Ms. Murray.

The motion **CARRIED**.

Moved by Moira Tait, seconded by Councillor Hodgins, that:

1. A Parks and Recreation summer student be hired to lead an additional children's interactive participation area at the Esquimalt Arts Festival; and
2. That a budget of up to \$100 be designated from the Arts, Culture and Special Events Advisory Committee budget to cover the cost of wages for the student; and
3. That a budget of up to \$100 be designated from the Arts, Culture and Special Events

Advisory Committee budget for supplies for the additional children's interactive participation area.

The motion **CARRIED**.

Vice Chair Do will work with the summer student to determine the activity at the additional children's interactive participation area.

Moved by Councillor Hundleby, seconded by Meagan Duncan that \$100 from the Arts, Culture and Special Events Advisory Committee budget be designated for an honorarium for one additional performer to showcase at the festival.

The motion **CARRIED**.

Councillor Hundleby will contact a potential additional performer / character actor to showcase at the festival.

Moved by Councillor Hundleby, seconded by Meagan Duncan that a budget of up to \$1000 be designated from the Arts, Culture and Special Events Advisory Committee budget for;

1. The rental of tables, chairs and tablecloths; and
2. The labour associated with the delivery, set-up and pick-up of the tables and chairs.

The motion **CARRIED**.

Moved by Pamela Martin, seconded by Councillor Hodgins that a budget of up to \$100 be designated from the Arts, Culture and Special Events Advisory Committee budget for refreshments for the artists.

The motion **CARRIED**.

Vice Chair Do will enquire about utilizing fair trade coffee. Vice Chair Do and Sandi Best will coordinate the refreshments such as coffee, tea, water and sweets for the artists.

Pamela Martin declared a conflict with the next item to be discussed and excused herself from the meeting at 8:37 p.m.

Committee members discussed acknowledging the students that designed the poster for the festival.

Moved by Councillor Hundleby, seconded by Meagan Duncan, that the Arts, Culture and Special Events Advisory Committee recommends to Council that letters under Mayor Desjardins signature be forwarded to Matthew Pomeroy and Gabrielle Martin in appreciation for creating and designing the poster for the Esquimalt Arts Festival.

The motion **CARRIED**.

Ms. Martin returned to the meeting at 8:44 p.m.

- (2) Centennial Seniors Spring Tea and Concert 2013

Moira Tait advised she will not be available to coordinate the tea for 2013. Committee members were encouraged to consider taking over the responsibility. Ms. Tait also noted the article for Senior Living Magazine may not be moving forward.

- (3) 2012 Work Plan Discussion

Deferred to the next meeting.

8. REPORT FROM STAFF LIAISON

Karen Hay, Staff Liaison circulated the municipal art inventory and information about the Creative Cities Summit.

9. **COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Committee members provided brief updates.

10. **NEXT MEETING**

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, September 5, 2012.

11. **ADJOURNMENT**

The meeting adjourned at 8:58 p.m.

Bill Percival, Chair
This 5th day of September, 2012

Certified Correct:

Anja Nurvo, Corporate Officer

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
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MEMORANDUM

DATE: July 9, 2012
TO: Mayor and Council
FROM: Bill Percival, Chair, Arts, Culture and Special Events Advisory Committee
SUBJECT: LETTERS OF APPRECIATION

At the June 13, 2012 meeting of the Arts, Culture and Special Events Advisory Committee, the committee discussed acknowledging the students that designed the poster for the Esquimalt Arts Festival.

At the conclusion of the discussion the following motion was passed:

That the Arts, Culture and Special Events Advisory Committee recommends to Council that letters under Mayor Desjardins signature be forwarded to Matthew Pomeroy and Gabrielle Martin in appreciation for creating and designing the poster for the Esquimalt Arts Festival.

Respectfully submitted,

Bill Percival
Chair
Arts, Culture and Special Events Advisory Committee

BP/dl



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

ADVISORY PLANNING COMMISSION
MINUTES
HELD ON
JUNE 19, 2012
ESQUIMALT COUNCIL CHAMBERS

| | | |
|-------------------------|--|---|
| MEMBERS PRESENT: | Lorne Argyle Amy Higginbotham James-Harada Down Paul Newcombe | Blair Bouchier, Alternate Chair Bill Lang Heidi Bada Mark Salter |
| STAFF LIAISON: | Trevor Parkes, Senior Planner | |
| REGRETS: | Councillor Bob McKie Nick Kovacs Joy Palmeter | |
| SECRETARY: | Marie Letham | |

There were 10 members of the Public in attendance.

I. CALL TO ORDER

The meeting was called to order by the Alternate Chair at 7:00 p.m.

II. LATE ITEMS

Memorandum Regarding Absentee Members

Trevor Parkes, Staff Liaison, presented a memo detailing the responsibility of APC members attending meetings to maintain an open mind regarding any application until all information has been presented for consideration.

"In an effort to ensure the APC is operating consistent with the Esquimalt Council procedures, I have met with the Township's Corporate Officer regarding the provision of comments relating to agenda items from members who were not able to be in attendance at a meeting of APC.

The Corporate Officer has informed me that in order to preserve the integrity of the application process, members must attend APC meetings without predetermined opinions. It is also important for members to reserve judgment of an application until after the applicant has had an opportunity to present their proposal and the Commission has had an opportunity to hear and consider input from members of the public and to discuss the merits of the application. Transparent governance relies on deliberation and decisions being made at an open public meeting and only after consideration of all relevant information.

Any decision made outside an open and transparent process may be subject to legal challenge. Accordingly, it is inappropriate for any member to provide comments on an

application outside of the context of an open, public meeting and prior to hearing the applicant's presentation and the deliberation of the Commission.

Thank you for your understanding of this direction and for reserving decisions on applications until the item is considered at the APC meeting."

III. ADOPTION OF AGENDA

Moved Lorne Argyle, seconded by Bill Lang that the agenda be adopted as amended with the addition of the late item presented by Staff Liaison.
The Motion **CARRIED UNANIMOUSLY**.

IV. ADOPTION OF MINUTES – Regular Meeting May 15th, 2012

Moved by Lorne Argyle, seconded by Bill Lang that the minutes of the regular meeting of May 15th, 2012 be adopted as distributed.
The motion **CARRIED UNANIMOUSLY**.

V. BUSINESS FROM MINUTES

There was no outstanding business from the Minutes.

VI. STAFF REPORTS

**(1) DEVELOPMENT VARIANCE PERMIT
478 Fraser Street
[Lot A, Section 11, Esquimalt District, Plan 7994]**

Staff Liaison gave a brief summary of the request for a Development Variance Permit. He commented that the shed did not require a building permit due to its size, however he noted that the siting of the building contravenes the requirements of the Zoning Bylaw as does the height of the fence in the front yard. The Variances are requested to authorize construction, as completed, of the fence and accessory building [shed].

Gale Miller and Beverley Miller, owners, were in attendance to speak to the project. Gale Miller indicated that he wished to speak to the project to make it "above board" and legal. He stated that the property is very small, the house was built in 1914, the shed has no foundation and they require the shed to store garden utensils, fuel and their lawn mower.

Commission members questioned whether he realized, when he built the shed, it would be non-conforming?

Gale Miller responded that it is impossible to site the shed according to regulations, and he thought that if he hid the shed behind the fence, no one would care. He stated that Trevor Parkes had confirmed that he could not put a shed on the property when he purchased the home and undertook its renovation.

The applicant apologized not coming first to the Commission prior to doing the work.

PUBLIC INPUT:

Rod Lavergne, 478 Fraser Street, commented that:

- Council Policy ADMIN-23 regarding complaints states that the substance of complaint can be released;
- He lives across the street and has no problem with the fence and shed;
- 27 neighbours signed a petition that they have no problem with the shed

Al Breen, 1025 Wychbury Avenue, commented that:

- he fully supports the project;
- owners have done a beautiful job of the house;
- he commented that the community is going towards small lot projects which he supports.

Pamela Lavergne-Martin, (did not give number, Fraser Street commented that:

- as a neighbor she looks at the property constantly, and that the applicant replaced an old shed with a beautiful look new shed;
- she commented on how many non-conforming fences are around Esquimalt.

In response to a question Ms. Lavergne-Martin was advised that bylaw enforcement was progressive and complaints must be in writing.

Peter Ryan, 399 Fraser Street made the following comment:

- that he was in support of the project;
- owner has greatly improved the property and it is beautiful.

COMMENTS FROM COMMISSION MEMBERS:

The following comments were made:

- members acknowledged that the owners have improved the property;
- members stated that as time goes by more and more of these smaller, non-conforming properties will come before the Commission as new owners wish to improve the properties;
- that the project was well built and aesthetic pleasing, however that is not the issue, concern was expressed about setting a precedent;
- concerns were expressed regarding individuals doing work first and then coming to the Commission after to legalize.

In response to the Commission's concern about precedent setting, the Staff Liaison clarified that under the *Local Government Act* Development Variance Permits are dealt with on an individual, site specific basis and the approval of a variance does not set precedent that it must be approved on a different site.

RECOMMENDATION:

Moved by Amy Higginbotham, seconded by Bill Lang, that the Advisory Planning Commission resolves to recommend to Council that the application for a Development Variance Permit authorizing the construction as shown in photos, stamped "Received May 29, 2012", and sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped "Received May 29, 2012", and including the following relaxations to Zoning Bylaw, 1992, No. 2050, for fencing and an accessory building located at Lot A, Section 11, Esquimalt District, Plan 7994 [478 Fraser Street], be forwarded to Council with a **recommendation of approval**.

Zoning Bylaw, 1992, No. 2050, Section 34(9)(b)(i) – Siting Requirements – Accessory Building – Front Setback – a waiver from the requirement that no Accessory Building shall be located in front of the front face of the Principal Building.

Zoning Bylaw, 1992, No. 2050, Section 34(9)(b)(ii) – Siting Requirements – Accessory Building – Side Setback – a 1.43 metre reduction to the required 1.5 metre setback from an Interior Side Lot Line [i.e. from 1.5 metres to 0.07 metres].

Zoning Bylaw, 1992, No. 2050, Section 34(9)(b)(iv) – Siting Requirements – Accessory Building – Building Separation – a 2.5 metre reduction to the requirement that no Accessory Building shall be located within 2.5 metres of the Principal Building [i.e. from 2.5 metres to 0.0 metres].

Zoning Bylaw, 1992, No. 2050, Section 34(10) – Fencing – a 0.8 metre increase to the allowable fence height in front of the front face of the Principle Building [i.e. from 1.2 metres to 2.0 metres].

The Motion **CARRIED UNANIMOUSLY**.

(2) DEVELOPMENT VARIANCE PERMIT

518 Joffre Street

[Lot 3, Section 11, Esquimalt District, Plan 2222]

Dave Lunt, designer and Brett and Kim Waldner, applicants, were in attendance to outline their proposal to construct a two-car garage attached to the south wall of the existing dwelling. The proposal also involves interior renovations and removal of the existing rear deck and alterations to the existing front porch.

Dave Lunt gave a history of the property including addressing the existing non-conforming front and rear setbacks. He also commented that the backyard encroaches onto the Township of Esquimalt's property. He explained the rationale for his design and challenges with dealing with a small lot. He also commented that his clients requirement for a two-car car triggers all the variances.

PUBLIC INPUT:

Murray Webb, a former owner of the property, outlined the history of the property commenting that it had been his father's. He felt that the refurbished home will be a benefit to the neighbourhood.

COMMENTS FROM COMMISSION MEMBERS:

- Provision of off-street parking is encouraging;
- Commission will be seeing a lot more of these types of requests as new families move into the Municipality and undertake renovations to older, non-conforming dwellings.

RECOMMENDATION:

Moved by Amy Higginbotham, seconded by Bill Lang that the Esquimalt Advisory Planning Commission [APC] resolves that the application for a Development Variance Permit to authorize an addition of a two car garage to the south wall of the existing

dwelling be forwarded to Council with a **recommendation of denial** with the comment that the addition of a single car garage could be supported.

Zoning Bylaw, 1992, No. 2050, Section 34(4) – Floor Area Ratio – a 0.9 increase to the permitted 0.35 Floor Area Ratio [i.e. from 0.35 to 0.44 F.A.R.].

Zoning Bylaw, 1992, No. 2050, Section 34(8)(a) – Lot Coverage – an 8% increase to the permitted 30% Lot Coverage [i.e. from 30% to 38% Lot Coverage].

Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(i) – Siting Requirements – Principal Building – Front Setback – a 5.5 metre reduction to the required 7.5 metre setback from the Front Lot Line [i.e. from 7.5 metres to 2.0 metres].

Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements Principal Building – Rear Setback - a 5.3 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 2.2 metres].
The Motion **CARRIED. 4 For 1 Against**

(3) DRAFT WEST BAY NEIGHBOURHOOD DESIGN GUIDELINES
Lands located south of Esquimalt Road, east of Lampson Street, north of Lyall Street and west of the Township Boundary

Bill Brown, Director of Development Services, was in attendance he clarified that, now that Commission members have had time to review and think about the draft guidelines, the goal is to come up with the final ideas, capture thoughts, and make recommendations, point by point.

RECOMMENDATION:

That the Esquimalt Advisory Planning Commission resolves that the following items be considered for incorporation into the Draft West Bay Neighbourhood Design Guidelines:

1. Incorporate unique community enterprises within Westbay ;
2. Consideration be given to a historical theme [i.e. Navy, Military, Ships, First Nation;
3. Captain Jacobson's Park should be developed as a community centrepiece;
4. Consideration be given to Increase in amenities, i.e. public washrooms;
5. Consideration should be given to potential development of an outdoor market;
6. Consideration be given to extend walkway to Captain Jacobson's Park, with a vision to extend waterfront access through West Bay to Macaulay Point;
7. Consideration be given to the re-alignment of Head Street (south bound into West Bay);
8. Consideration by the Municipality to explore opportunities for land trade exchanging roadway lands for community amenities;
9. Urban design to encourage pedestrian traffic;
10. Consideration be given to incorporating a children's water park in Captain Jacobson's Park .
11. Urban design should incorporate principles of transition between higher and lower buildings;
12. Streetscape design should incorporate way-finding into all designs by signage and different surface;
13. Encourage events that animate the space;

14. Develop multimodal transportation to incorporate ferry, bike, walking;
15. Incorporate traffic calming in all road designs for West Bay;
16. Encourage ecosystem restoration.
17. Discourage discharge of untreated storm drain water into West Bay;
18. Sidewalks should incorporate universal design principles;
19. Parking should be primarily underground; surface parking should be time-limited.
20. Waterfront lands should incorporate commercial uses on the first floor ;
21. Urban design should ensure commercial frontage of Head Street is permeable to the waterfront esplanade;
22. Consideration should be given to incorporating "Steam Boat Gothic" into design [i.e. Captain Jacobson's house];
23. Consideration be given to developing a medical precinct in the West Bay area;
24. Incorporate universal design into new development within West Bay.
25. Consideration should be given to widening the West Bay Walkway;
26. Commercial Development adjacent to Captain Jacobson Park should animate the park.

The Motion **CARRIED UNANIMOUSLY**

VII. PLANNER'S STATUS REPORT

There were no applications to report on.

VIII. COUNCIL LIAISON

Council Liaison was not in attendance to report.

IX. NEW BUSINESS

(i) Agenda Deadline

Commission members expressed appreciation to the Staff Liaison and Recording Secretary for their hard work in the preparation of agendas to satisfy an earlier delivery deadline.

(ii) Council Liaison

Members express concern that an alternate Council Liaison was not in attendance at this meeting.

X. NEXT REGULAR MEETING

The next regularly scheduled meeting is Tuesday, August 21st, 2012.

XI. ADJOURNMENT

On motion the meeting adjourned at 10:10 p.m.

A/CHAIR, ADVISORY PLANNING COMMISSION
THIS DAY OF _____, 2012

CERTIFIED CORRECT:

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
HERITAGE ADVISORY COMMITTEE**

Wednesday, June 20, 2012

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Heather Gillis – Chair
Dar Purewall – Vice Chair
David Coney
Sherri Robinson
Catherine McGregor
John Willow
- STAFF:** Karen Hay – Staff Liaison
Kim Maddin – Recording Secretary
- REGRETS:** Councillor David Hodgins
Councillor Dave Schinbein
Liz Dill
- GUESTS:** Bill Brown – departed 8:50 pm
Helen Edwards

1. **CALL TO ORDER**

Chair Gillis called the meeting to order at 7:03 p.m.

2. **LATE ITEMS**

The order of the following was changed:

- (1) Item **9. WORK PLAN ITEMS**, 1. Heritage Register, (a) List of Properties, Places and Items (For Completing a Statement of Significance For), i. Contractor – Helen Edwards will be moved to **5. PRESENTATION**, 2. Contractor - Helen Edwards

3. **APPROVAL OF THE AGENDA**

Moved by Sherri Robinson and seconded by Vice Chair Purewall that the agenda of the Heritage Advisory Committee meeting of June 20, 2012 be approved as amended. The motion **CARRIED**.

4. **MINUTES**

In the minutes of May 16, 2012 under item **1. CALL TO ORDER**, “Chair Dill” will be replaced by “Chair Gillis”.

Moved by Catherine McGregor and seconded by David Coney that the minutes of the Heritage Advisory Committee meeting of May 16, 2012 be approved as amended. The motion **CARRIED**.

5. PRESENTATION

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

Bill Brown requested the Committee's input on heritage aspects to be considered in the urban design guidelines for the West Bay area. The following ideas were presented:

- Suggestion that West Bay could possibly be a heritage conservation area
- Archives could provide a history of homes in the area
- Necessary to limit building heights near the waterfront
- Important that views of the seascape be preserved
- Building materials and building styles should reflect the heritage homes in a neighborhood
- New building development should reflect the nautical heritage of the area
- 464 Head St – consideration for the significance of this house
- More commercial space is important, should be mixed use and more restaurants
- Encourage nautical theme, without stifling creativity

Mr. Brown requested that Committee members forward any further ideas before July 19th.

- (b) Questions for the Director – Esquimalt Village Plan

There was discussion around the EVP. It was noted that foremost the site requires remediation and that the Township has applied for funding towards this. Concerns were raised around protection of the memorials and public space within any future development.

- (2) Contractor - Helen Edwards (**Late Item**)

Helen Edwards took photographs of all the buildings on the priority list that have not yet received an SOS.

Moved by Sherri Robinson and seconded by John Willis that Helen Edwards write statements of significance for 820 Dunsmuir Road, 507 Head Street, 1211 Old Esquimalt Road, 539 Lampson Street, 1382 Esquimalt Road, 1376 Esquimalt Road, and 948 Old Esquimalt Road.

The motion **CARRIED**.

6. REPORT FROM THE CHAIR

There was none.

7. OLD BUSINESS

- (1) Lampson Street School - Memorial Trees

Liz Dill has had three-way communications with the School District, Parks and Recreation, and Planning and Development. Ongoing.

8. **NEW BUSINESS**

- (1) Military Museum Photo Display

Two members will be attending the opening of the display.

- (2) Macaulay Point and Work Point – inventory including DND representative and 316 Anson

Chair Gillis met with some members of the Friends of Macaulay Point group to discuss information on these sites. Ongoing.

9. **WORK PLAN ITEMS**

- (1) Heritage Register
(a) List of Properties, Places and Items (For Completing a Statement of Significance For)
i. Sub-committee volunteers

Karen Hay, Staff Liaison, inquired whether there was any interest from a small group of members in learning how to create Statements of Significance and reviewing the Statements that will be written by Helen Edwards. Chair Gillis, Catherine McGregor, Dar Purewall and John Willis volunteered.

- (b) Progress of Statements of Significance and Timelines
i. 429 Lampson St. SOS

Karen Hay, Staff Liaison, reported that Council approved the addition of the 429 Lampson Street property to the Heritage Register at the May 28th meeting of Council. It was noted that Anne Hathaway's cottage is only mentioned in this SOS and as such could be considered for a future SOS.

- ii. Old Esquimalt Road

Tabled to the next meeting.

- iii. 464 Head Street (draft)

The draft SOS was submitted to the provincial registrar for feedback and requires some changes to fit their criteria:

- The 'Description of Historic Place' needs more information
- 'Heritage Values' need to be tied to the 'Character-Defining Elements'
- The 'Character-Defining Elements' need to be in a list form

There was concern that there should be delineation between the rare shotgun style architecture and the nautical kitsch elements.

Karen Hay, Staff Liaison, will check to see if there is a covenant registered on the title.

Action: Sherri Robinson, Karen Hay, and David Sudbury will work on the changes with Helen Edwards and circulate the new draft to the Committee for comments, with the

revised SOS draft brought back for consideration at the September meeting.

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

The Committee was unable to reconcile conflicting information regarding the reference to the army, navy, and air force services in the following statement: “Esquimalt became a focal point of activity during the Second World War, with Pacific Command Headquarters set up at Work Point Barracks, where all air, land and sea operations were centered.”

There was consensus that removing the reference “where all air, land and sea operations were centered” would result in an accurate and acceptable statement.

Moved by John Willow and seconded by David Coney that the statement that was a proposed addition to page 8 of the Esquimalt Heritage Policy, “Esquimalt became a focal point of activity during the Second World War, with Pacific Command Headquarters set up at Work Point Barracks, where all air, land and sea operations were centered. At one point these staging grounds held 10,000 troops and officers training before deployment” will be modified to: “Esquimalt became a focal point of activity during the Second World War, with Pacific Command Headquarters set up at Work Point Barracks. At one point these staging grounds held 10,000 troops and officers training before deployment.”

The motion **CARRIED**.

Action: Karen Hay, Staff Liaison, will make arrangements to have the above added to the heritage policy.

- (3) Heritage Foundation Development – sub-committee volunteers

Karen Hay, Staff Liaison, inquired if there were any members who might be interested in providing David Sudbury with feedback on the heritage foundation document.

Dar Purewall and David Coney will continue to assist Mr. Sudbury with feedback.

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

It was reported that ‘Captain Jacobson’s House’ at 507 Head Street was awarded a Certificate of Recognition at the June 18 Council meeting.

- (b) “Best of 100”

Action: Chair Gillis, Catherine McGregor, and Liz Dill will work on this project over the summer and bring back to the Committee in the Fall.

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

There was no update.

(b) Website Update

Action: Ideas for improving the heritage sections on the municipal website should be forwarded to Karen Hay for consideration by the Township's Web and Social Media Committee and the Communications Coordinator.

(c) Heritage Poster

Township staff are working with David Sudbury on the poster.

It was noted that the Centennial Celebration on September 8th will provide an opportunity for the Committee to do a display. It was suggested Mr. Sudbury's poster could be part of the display as well as the electricity display board currently in the Municipal Hall.

Action: Chair Gillis will connect with the Centennial Committee to coordinate the Heritage Committee's Centennial Celebration display.

(6) 2012 Draft Work Plan

It was noted it is typically the Chair that drafts a memo containing the proposed work plan.

Action: Chair Gillis to present draft work plan at the September meeting.

10. **REPORT FROM STAFF LIAISON**

There was no report.

11. **COMMUNICATIONS**

(1) Hallmark Heritage Society, *Preserve*, Volume 40, Number 2, Summer 2012

(2) Heritage BC, *Quarterly*, Spring 2012

It was moved that the Heritage Advisory Committee receive the communication item for information.

The motion **CARRIED**.

12. **COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS**

There were none.

13. **NEXT MEETING**

The next meeting of the Heritage Advisory Committee will take place on Sept 19, 2012.

14. ADJOURNMENT

The meeting adjourned at 9:02 p.m.

Heather Gillis, Chair

This 19th day of September, 2012

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
CENTENNIAL CELEBRATIONS
SELECT COMMITTEE**

**Tuesday, June 26, 2012
6:30 P.M.**

Council Chambers, Esquimalt Municipal Hall

PRESENT: Janet Jones, Chair
Bruce Devitt, Vice Chair
Councillor Lynda Hundleby
Dino Fiorin
Dian Hanna
Graham Jackson
Janet Johnstone
Don Linge
Bob McKie
Lynda O'Keefe
Celia Owen
Sandy Rozon

STAFF: Ritchie Morrison, Project Manager
Diane Knight

REGRETS: Mayor Barbara Desjardins
Joe Buczkowski
Greg Evans
Vicki Laidlaw
Sherri Robinson

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 Vice Chair Devitt, seconded by Celia Owen that the agenda be approved.
The motion **CARRIED**.

4. APPROVAL OF MINUTES OF JUNE 12, 2012

Moved by Don Linge, seconded by Dino Fiorin to approve the minutes of June 12, 2012.

The motion **CARRIED**.

5. OLD BUSINESS

(1) Review Project List

1. Book. Chair Jones reported that the Centennial Book sales are going very well.
2. Walkway. Dian Hanna reported that there have been 452 pavers purchased for a total of \$62,500. Vice Chair Devitt has compiled all of the information for the previous years. He advised that the deadline will be the end of July for the pavers installed this fall. There will be an event when the pavers are installed. Chair Jones advised that the 400th paver winner donated her paver to the Greater Victoria Public Library, her employer, which was a very generous gesture.
3. Calendar Amendments. An updated calendar was distributed.
4. Volunteers. Janet Johnstone gave a status report noting that volunteers have participated in 16 events within the last nine months and that they are required to participate in approximately six more events before the end of the year. There are more than 100 volunteers. She requested information as soon as possible for the Centennial Celebration in order to coordinate volunteers for that day. Discussion took place regarding volunteer requirements for the next several months.
5. Merchandise. Chair Jones advised that she is ordering 200 more Centennial Tea. Sandy Rozon reported that she has ordered more merchandise.
6. Golf Tourney. Ritchie Morrison advised that the Golf Tournament was a big success. It was a lot of fun and there was a good turnout. Chair Jones reported that the Esquimalt Camera Club took photos at the event and there were participants in costume. Thank you to Greg Evans, Bruce Devitt, Darwin Robinson, Ritchie Morrison and Sandy Rozon for their good work on this event!

(2) Esquimalt Centennial Celebration Update

Ritchie Morrison gave an overview of what has been planned so far and where it will be located. He suggested a meeting with Marlene Lagoa, Janet Johnstone, Heather Leary and himself regarding organizing zero waste for the event. Councillor Hundleby will remind Environment Committee members about zero waste for the event. Some questions raised include: availability of handicapped/accessible parking, transportation of volunteers to the event site, availability of seating at the event and contacting Engineering and Public Works for posting of No Parking signs for the event.

(3) "Esquimalt Shines" Update

Diane Knight advised that 60 residents have registered to date. Staff will continue to work on promotion of the initiative.

(4) Sponsorship Update

Ritchie Morrison reported that sponsorship is ongoing and he is working on signage for sponsors for the Centennial Celebration.

(5) Advertising Update

Ritchie Morrison advised that there has been great exposure in advertising for

the centennial out in the community.

(6) Budget

Chair Devitt noted that the budget is doing well and the Committee is right on target for the Centennial Celebration.

6. ROUNDTABLE

Chair Jones advised that Lynda O'Keefe was interviewed for the Esquimalt Faces, Places, and the Navy Photo Exhibition at the Naden Museum. She encouraged members to attend the exhibition which continues until August 31st.

Chair Jones reported that the Love Your City event on the weekend was also a very successful community event.

7. NEXT MEETING

The next meeting will be held July 24, 2012.

8. ADJOURNMENT

Chair Jones adjourned the meeting at 8:11 p.m.

Janet Jones, Chair
This 31st day of July, 2012



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE**

Thursday, June 28, 2012

7:05 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Mark Salter, Chair
Michael Hill, Vice Chair
Councillor Lynda Hundleby
Donald Kramer
Chris Zegger-Murphy
Annie Do
Larry Dill
Carole Witter (Arrived at 8:12 p.m.)
- STAFF:** Marlene Lagoa, Sustainability Coordinator (Staff Liaison)
Deborah Liske, Recording Secretary
- REGRETS:** Councillor Tim Morrison
John Willow

1. **CALL TO ORDER**

Chair Salter called the meeting to order at 7:05 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Hundleby, seconded by Donald Kramer that the agenda of the Environmental Advisory Committee meeting of June 28, 2012 be approved as presented.
The motion **CARRIED**.

4. **MINUTES**

- (1) Minutes of the Environmental Advisory Committee meeting, May 24, 2012

Moved by Councillor Hundleby, seconded by Chair Salter that the minutes of the Environmental Advisory Committee meeting of May 24, 2012 be approved as presented.
The motion **CARRIED**.

5. **WORK PLAN ITEMS**

- (1) Work Plan Finalization

Committee members reviewed and discussed finalization of the committee work plan:

- 2012 Royal Roads University Major Project Partnerships
- Green Event Planning
- Updates from committee representative on the Advisory Planning Commission
- Advice to Council as required
- Proposal for 2013 Royal Roads University Major Project Partnership

Moved by Chair Salter, seconded by Donald Kramer that the draft work plan be adopted with the removal of the Proposal for 2013 Royal Roads University Major Project Partnership.
The motion **CARRIED**.

Marlene Lagoa, Staff Liaison noted \$1800 remains in the committee's budget and will need to be spent before the end of the year.

(2) Zero Waste Event Planning

Committee members discussed their experience and provided feedback on the zero waste initiative at Buccaneer Days. Key points included:

- Need better frames for refundable bottle sorting bags
- Very positive and raised awareness
- Signage was very good
- Beer tent area needs extra supervision
- Garbage containments was less than 5%, it's usually 20%
- \$ 322.56 – cost for rental and pick-up of containers by ReFuse
- Containers could possibly be self-managing
- More effective signage and gateways on bins/have lids on bins to impose more thought when disposing of items
- Beneficial to have bins staffed
- Education of vendors is needed in advance
- Would like to see all vendors participate
- Waste diversion increased over last year
- Include an educational component
- Consider spending money to design and build a re-sort station consisting of a frame, bins and signage
- Education / training of volunteers is needed
- Volunteers are needed to assist with the sorting stations and waste diversion

Marlene Lagoa, Staff Liaison reviewed the greening of the Centennial Celebrations and noted volunteers are needed for the sorting stations.

Committee members discussed greening of the Centennial Celebrations. Key points included:

- Training / education of volunteers needed for re-sort stations
- Coordination of re-sort volunteers
- Time commitment of re-sort volunteers
- Identification of re-sort volunteers (t-shirt, hat, etc.)
- Education of vendors
- Consider defraying some of the costs to vendors to assist in purchasing compostable items
- Re-sort bins will be paid for from the Centennial budget

Carole Witter arrived at the meeting at 8:12 p.m.

The committee also discussed:

- Having volunteer groups / organizations take on the responsibility of organizing and running the re-sort stations at events.
 - These "Eco-Rangers" could be provided with a stipend from the Environmental Advisory Committee budget to take on this responsibility.
- Include advertising on the re-sort stations to offset costs
- Acknowledgement program for vendors, such as signage noting their participation in the greening of the event
- Chair Salter and Vice Chair Hill will work on ideas and criteria for an acknowledgement program for vendors

Ms. Lagoa provided the committee with an overview of the progress and status of the development of the green event planning guidelines and checklists. Ms. Lagoa will provide the committee with a draft at the September meeting.

Committee members discussed implementation of the guidelines.

(3) Royal Roads University Major Project Partnership

Donald Kramer provided the committee with an overview of the external review process with Royal Roads to review the successes, failures, outcomes and benefits of the project partnerships.

Councillor Hundleby noted the CRD is coordinating an extensive amount of water and shoreline efforts and suggested the students be advised of these resources and programs that already exist.

Ms. Lagoa reported the final student presentation should be taking place sometime at the end of August. Ms. Lagoa will advise committee members once the date is confirmed. Ms. Lagoa will also email the final report to all committee members when it becomes available. The report will be discussed at the September meeting.

(4) Update from Committee Representative to the Advisory Planning Commission

Chair Salter provided the committee with an overview of his participation on the Advisory Planning Commission.

6. COMMUNICATIONS

(1) Memorandum from Anja Nurvo, Manager of Corporate Services, dated April 25, 2012, Re: Procedural Issues Re: Committees – Overview

Marlene Lagoa, Staff Liaison briefly reviewed the memorandum with committee members.

Moved by Councillor Hundleby, seconded by Vice Chair Hill that the memorandum be received for information.

The motion **CARRIED**.

7. REPORT FROM STAFF LIAISON

(1) Development Permit Guidelines

Marlene Lagoa, Staff Liaison reported Council directed staff to prepare a report on the need for municipal – wide Development Permit Guidelines for the protection of the natural environment, its ecosystems and biological diversity.

(2) Regional Personal Electric Vehicle Strategy

Marlene Lagoa, Staff Liaison provided the committee with a brief overview of the program, its benefits and considerations Council will be making to participate in the program. Ms. Lagoa presented a staff report to Council at its June 25th meeting recommending the municipalities participation in the program.

8. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

(1) Sustainable Seafood Choices

Larry Dill reported that non-sustainable seafood was served at the recent Volunteer Recognition dinner. Committee members discussed their concerns with utilizing non-sustainable seafood.

Moved by Larry Dill, seconded by Carole Witter, that
Whereas many fisheries and aqua cultural practices endanger fish populations and the environment, the Township of Esquimalt can play a role in promoting sustainable fisheries and aquaculture;
Therefore the Environmental Advisory Committee recommends that Council direct that Township staff, when planning such events as the Volunteer Recognition dinner, ensure that seafood's listed as "avoid" in the SeaChoice.org "Sustainable Seafood Guidelines" will not be served.
The motion **CARRIED**.

Mr. Dill noted that Seattle has implemented a complete ban on plastic shopping bags.

9. **NEXT MEETING**

The next meeting of the Environmental Advisory Committee will be September 27, 2012.

10. **ADJOURNMENT**

The meeting adjourned at 9:15 p.m.

Mark Salter, Chair
This 27th day of September, 2012

Certified Correct:

Anja Nurvo, Corporate Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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

MEMORANDUM

DATE: July 16, 2012
TO: Mayor and Council
FROM: Mark Salter, Chair, Environmental Advisory Committee
SUBJECT: ENVIRONMENTAL ADVISORY COMMITTEE 2012 WORK PLAN

The Terms of Reference (TOR) for the Environment Advisory Committee (the "Committee") states that "the Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year". This report sets out the Committee's work plan for the remainder of 2012.

The mandate of the committee, as set out in the TOR is to undertake the following:

- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues.
- Identify sources of funding and grants to support environment related activities.
- Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.
- Respond to Council's requests for advice related to environmental issues.

The committee determined it will focus on the following:

- **2012 Royal Roads University Major Project Partnerships**
 - Marine/Shoreline Project
 - Community Engagement in Climate Action – Phase 2
- **Green Event Planning**
 - Buccaneer Days
 - Centennial Celebrations
 - Development of policy & guidelines
- **Updates from committee representative on the Advisory Planning Commission**
- **Advice to Council as required**

The committee is looking forward to working on these initiatives to make Esquimalt a more environmentally sustainable community.

Respectfully submitted,

Mark Salter
Chair
Environmental Advisory Committee



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

MEMORANDUM

DATE: July 16, 2012
TO: Mayor and Council
FROM: Mark Salter, Chair, Environmental Advisory Committee
SUBJECT: SUSTAINABLE SEAFOOD

At the June 28, 2012 meeting of the Environmental Advisory Committee, the committee discussed the serving of non-sustainable seafood at the recent Volunteer Recognition dinner.

Following the discussion, the following motion was passed:

Whereas many fisheries and aqua cultural practices endanger fish populations and the environment, the Township of Esquimalt can play a role in promoting sustainable fisheries and aquaculture;

Therefore the Environmental Advisory Committee recommends that Council direct that Township staff, when planning such events as the Volunteer Recognition dinner, ensure that seafood's listed as "avoid" in the SeaChoice.org "Sustainable Seafood Guidelines" will not be served.

A copy of the Sustainable Seafood Guidelines is attached for reference.

Respectfully submitted,

Mark Salter
Chair
Environmental Advisory Committee

MS/dl

Attachment

Ranking Codes



Green = Best Choice

Best Choice seafood is well managed, abundant, and caught or farmed in environmentally sustainable ways.



Yellow = Some Concerns

Some Concerns seafood should be consumed infrequently, or when a green choice is not available. There are concerns with abundance, management, or impacts on habitat or other marine life.



Red = Avoid

Avoid seafood items from this list for now. They come from farmed or wild sources with a combination of critical problems—habitat damage, lethal impacts on other species, critically low populations, or poor management.

Your choice for healthy oceans

Your Seafood Choices are Part of the Solution.

Choosing green-listed "Best Choice" and avoiding red-listed seafood helps support responsible fishing and farming practices. Vote with your wallet and reward seafood providers who are doing the right thing. This helps ensure enough fish remain in the ocean for years to come.

Download our free iPhone app: search "SeaChoice" in the app store.

Learn about seafood health issues at edf.org/seafoodhealth.

Learn about MSC-certified fisheries at msc.org and SeaChoice.org.

How To Use This Card

The table on the reverse ranks seafood as Best Choice, Some Concerns or Avoid. Depending on where the fish was caught or what gear was used, some species may show up in more than one column. Additional information is included to assist you in making a better choice. Canadians want their seafood to be properly labelled to help make these smart choices. If your seafood supplier doesn't know the answers, keep asking so they know that this information is important to customers.

A few important questions to ask:

- What species is this?
- Where was it caught or farmed?
- Is this seafood wild or farmed?
- How was it caught or farmed?

Avoid these red-listed:

Chilean Seabass/Monkfish

Yellowfin Tuna

Atlantic Salmon

Try these alternatives:

Sablefish

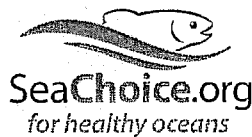
Pacific Albacore (BC/US)

Land Farmed Coho or Arctic Char

Created in collaboration with Monterey Bay Aquarium Seafood Watch

Printed on 100% PCW (post consumer waste) and PCF (processed chlorine free) paper

SeaChoice Member Organizations:



Make smart seafood decisions for today and tomorrow

| Fish | Best Choice | Some Concerns | Avoid |
|---------------------------|--|--|--|
| Arctic Char | Farmed | | |
| Barramundi | Farmed, Closed System (US) | Farmed, Closed System (Australia) | Farmed, Open System (All) |
| Basa/Pangasius | | (Vietnam/Cambodia) | |
| Catfish | Farmed (US) | | |
| Chilean Seabass | | | (All) |
| Clams/Mussels | Farmed (All) | Wild | Arctic Surf (Canada) |
| Cod* | Pacific Longline (Alaska) | Pacific Bottom Trawl (US/BC) | Atlantic (Canada), Pacific (Russia/Japan) |
| Crab | Dungeness (BC/Washington), Stone (Florida/US Atlantic) | King (US), Snow (US/Canada), Janah (US/Canada) | King (Russia) |
| Flounder/Sole* | | (Pacific) | (Atlantic) |
| Haddock | Handline (US Atlantic) | Bottom Longline (Canada), Bottom Trawl (US/Canada/Iceland) | |
| Halibut | (Alaska) | (BC) | (Atlantic) |
| Lingcod | | (Canada/US) | |
| Lobster | Spiny (US/Baja Mexico) | American (Canada/US), Spiny (Bahamas) | Spiny (Brazil) |
| Mackerel | King (US), Spanish (US), Atlantic (Canada) | Atlantic Mid-water Trawl (US) | |
| Mahi Mahi | Troll/Pole (US Atlantic) | Longline and other (US) | Longline (Imported) |
| Oysters | Farmed | Wild (Canada/US) | |
| Pollock | | Atlantic, Pacific (Alaska) | |
| Rockfish/Pacific Snapper* | | | Bottom Trawl (Pacific) |
| Sablefish | (Alaska/Canada) | (US West coast) | |
| Salmon* | Wild (Alaska), Coho Land Farmed (US) | Wild (BC, Washington, Oregon) | Atlantic Open net pen Farmed (All Regions) |
| Sardines | Pacific (Canada/US) | | Atlantic (Mediterranean) |
| Scallops | Farmed Off Bottom | Farmed Dredge, Wild (US/Canada Atlantic) | |
| Shark/Skate | | Dogfish, Spiny (Canada Pacific) | (All) |
| Shrimp/Prawns | Pink (Oregon), Spot (BC), Farmed Closed System (US), Northern (Canada Atlantic—trap) | All Other (Canada/US) | All Other Farmed |
| Squid | Longfin (US) | (All Other) | |
| Swordfish | Harpoon (Canada/Hawaii) | Longline (US) | (International), Longline (Canada) |
| Tilapia | Farmed (US) | Farmed (South America) | Farmed (Asia) |
| Trout, Rainbow | Farmed (US), Land Based Farmed (Canada) | Farmed Open Net (Canada) | |
| Tuna, Albacore | (Canada/US Pacific) | Longline (Hawaii) | Longline (International) |
| Tuna, Bigeye (Ahi) | Pole/Troll (US Atlantic) | Pole/Troll (International), Longline (US Atlantic) | Longline (International/Hawaii) |
| Tuna, Bluefin | | | (All) |
| Tuna, Canned | Albacore Chunk White (Canada/US Pacific) | Albacore Chunk White Pole/Troll (International) | Chunk light/white (All exc. Pole/Troll) |
| Tuna, Skipjack | Pole/Troll (Atlantic) | Longline (US Atlantic/Hawaii) | Purse Seine/Longline (International) |
| Tuna, Yellowfin (Ahi) | Pole/Troll (US) | Pole/Troll (International), Longline (US Atlantic/Hawaii) | Purse Seine/Longline (International) |

* Visit seachoice.org for more details. Can't find something? Go to SeaChoice.org for a full list!

Version 03/2011



B.C. Government and Service Employees' Union
A component of NUPGE (CLC)

July 5, 2012

Mayor Barbara Desjardins
Township of Esquimalt
1229 Esquimalt
Esquimalt, BC V9A 3P1

Dear Mayor Desjardins

| | | |
|---|--|-------------------------------|
| CORPORATION OF THE TOWNSHIP OF ESQUIMALT | | |
| For Information: | | |
| <input type="checkbox"/> CAO | <input type="checkbox"/> Mayor/Council | |
| <input type="checkbox"/> | | |
| RECEIVED: JUL 09 2012 | | |
| Referred: | | |
| <input type="checkbox"/> For Action | <input type="checkbox"/> For Response | <input type="checkbox"/> CCTW |
| <input type="checkbox"/> For Report | <input checked="" type="checkbox"/> Council Agenda | <input type="checkbox"/> |

I am writing to you regarding the provincial government's plans to privatize the BC Liquor Distribution Branch (LDB) warehouse and distribution system, and to ask you to oppose this move by adopting the enclosed motion.

On February 21, 2012, the government announced its intentions to privatize the province's public liquor distribution system and sell-off its warehouses. This decision was made without any consultation with workers, bar/restaurant owners and other licensees, communities or the public.

As president of the union representing the thousands of women and men who work for the LDB, I am very concerned about the impact this will have on these workers and their families. But I'm also concerned about the impact these changes and the loss of government revenues will have on communities throughout the province.

Our current liquor distribution system serves us well. In the last five years, the LDB we all own contributed a net income of \$4.3 billion to help pay for public services such as health, education and highways.

Rather than handing over liquor distribution to a for-profit private company, the government should consider modernizing government liquor stores through Sunday openings and extended hours to generate more revenues for public services.

The LDB is a success story. It is efficient, profitable and socially responsible. Our current mix of rural agency stores, privately-operated neighbourhood stores and government liquor stores, all supported by central distribution, is working well for consumers. The LDB system should not be fractured. The central distribution system and the stores must stay together in one system—it's what makes it work.

I would very much appreciate hearing your views on these issues. I am also asking local governments to consider adopting a motion, along the lines of the one enclosed with this letter, and hope that you will consider supporting it.

If you have any questions, or would like further information, I would be pleased to arrange for a BCGEU member from your area to attend a meeting of council.

Turn Over

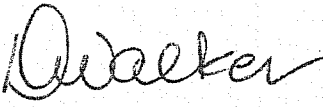


Page 2

My mailing address is 4911 Canada Way, Burnaby, V5G 3W3, or you can reach me by e-mail at president@bcgeu.ca.

I look forward to hearing from you.

Sincerely

A handwritten signature in cursive script that reads "Darryl Walker". The signature is written in black ink on a white background.

Darryl Walker
President

Enclosure

PS Additional information about the impact of privatizing the LDB is also available at our website, www.bcgeu.ca, or www.DontDropPublicLiquor.ca

DW/scm
cope 378

The BC Liquor Distribution Branch serves us well. It should not be sold to the private sector.

In a surprise announcement in February 2012, the provincial government announced its plans to privatize the province's Liquor Distribution Branch (LDB) distribution system and sell-off its warehouses. The LDB stores are certain to be sold next.

The provincial government has presented no business case for the decision. No public consultation was held or will be held.

Our current liquor distribution system serves BC well. **In the last five years, the liquor distribution and retail system contributed a net income of \$4.3 billion to help pay for public services such as health, education and highways.**

Our current mix of rural agency stores, privately operated neighbourhood stores and government liquor stores with consistent province-wide pricing, all supported by central distribution, works well for consumers.

The LDB system should not be fractured.

The central distribution system and the stores must stay together in one system—it's what makes it work. The system should not be 'fixed' without input from the people and communities affected.

Liquor privatizations in other jurisdictions have led to higher consumer prices, more stores with less selection, and marginalized workers.

In his review of government operations in Ontario, Don Drummond, former Chief Economist with the TD Bank, rejected the sell-off of the public Liquor Control Board of Ontario. Instead he called for the opening of additional public liquor stores and the full utilization of the LCBO's purchasing power **to improve profits and create additional government revenue.** The same approach should be taken in BC.

Studies show the best way to responsibly control alcohol sales is through a liquor

distribution system that is owned and operated by government.

Liquor is a drug, not a product to be distributed and sold like any other. Abuse of alcohol can cause serious problems for families and communities. It should remain wholly under government control, not handed over to the private sector.

If we allow the provincial government to privatize liquor distribution, our publicly owned and operated retail liquor stores will follow.

Similar privatization changes in Alberta led to a tripling of the number of private liquor stores and caused the Calgary and Edmonton police departments to report significant increases in alcohol-related crimes.

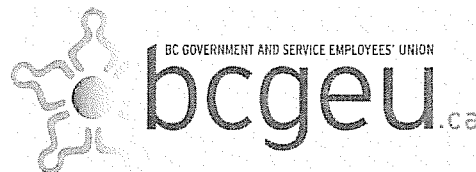
Youth access to alcohol is a major community concern and the BC government's own research from the Liquor Control and Licensing Branch found that private stores are much less likely to request ID from customers who appeared under the age of 25 than public stores.

If these concerns are not addressed, **the responsibility for more policing costs as well as those for health and social services may be downloaded to local governments.**

Think about it. Uncertainty. Loss of government revenues. Higher prices for consumers. Potential for increased proliferation of private liquor outlets. All this without any business case or public consultation.

The B.C. Government and Service Employees' Union (BCGEU) is urging municipal leaders to let the provincial government know they reject the sell-off of the revenue-generating LDB that has served British Columbians well for many years.

cope 378



MORATORIUM TO PRIVATIZE LIQUOR DISTRIBUTION

City of _____

WHEREAS the provincial government, without public consultation or business case, has announced plans to privatize the Liquor Distribution Branch distribution system and sell-off its warehouses, which is the first step in the full privatization of our public liquor system, including the retail stores; and

WHEREAS the sale of this profitable, socially responsible and proven public asset that generates almost a billion dollars a year in net income for health, education and other public services, will lead to reduced revenues, higher consumer prices, less selection, and a host of social problems associated with liquor privatization that may fall on local governments to deal with:

THEREFORE BE IT RESOLVED that Council urge the provincial government to put a moratorium on the privatization of the LDB and to provide a formal vehicle—perhaps through appointment of a commissioner, a committee of MLAs, or similar means—for public discussion and community input into these issues.

cope 378

Supplementary Memo

The provincial government's recent surprise announcement to privatise the province's two Liquor Distribution Branch (LDB) warehouses will drastically reduce annual revenues to government coffers.

When questioned, the BC Finance Minister Kevin Falcon did not rule out future full privatisation of the LDB, similar to their privatisation attempt in 2002/03.

Similar policy changes in Alberta led to a tripling of the number of liquor stores and caused the Calgary and Edmonton police departments to report significant increases in alcohol-related crimes.

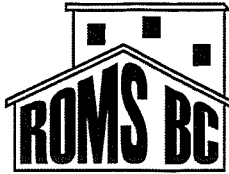
A BC Ministry of Health report has recommended that

- government-run retail stores serve as the exclusive distributors of alcohol from a public health perspective, and
- a moratorium be placed on new private stores and restrictions on the growth in number of agency stores, in particular due to concerns with youth access to alcohol.

The Liquor Control and Licensing Branch conducted a pre-announced audit of over 800 stores, public and private in 2008, and found that private stores are much less likely to request ID from customers who appeared under the age of 25 than public stores.

Additionally, studies show that other liquor privatizations have led to higher consumer prices, more stores with less selection, and marginalized workers.

If these concerns are not addressed, the responsibility for more policing costs as well as those for health and social services may be downloaded to local governments.



RENTAL
OWNERS AND
MANAGERS
SOCIETY OF BC

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO Mayor/Council

Self

RECEIVED: JUL 19 2012

Referred:

For Action For Response COTW

For Report Council Agenda IC

July 16, 2012

Mayor Barbara Desjardins and Council
Corporation of the Township of Esquimalt
1229 Esquimalt Road
Esquimalt BC V9A 3P1

Dear Mayor Desjardins and Councillors:

Re: Fortis BC – application to reduce natural gas pricing

You may be aware that Fortis BC has applied to the BC Utilities Commission (BCUC) to amalgamate its several BC companies and to equalize its natural gas pricing structure across the province, similar to BC Hydro's rate structure. If approved, this will have a huge positive impact on the Vancouver Island economy. Enclosed is a table comparing the current rates charged by Fortis Vancouver Island, together with the rates that will result if this application is approved. Homeowners and renters will see a 20 to 25% reduction in their gas bills; for businesses and industries the reduction will range from 34 to 48%.

In addition to the obvious benefit to every homeowner and renter of the considerably reduced cost of gas, the indirect effect is also significant. Every company that consumes natural gas will pay much less, strengthening the firm's viability and/or enabling it to reduce its retail prices. Non-profit organizations, always stretching every hard found dollar, will be able to reallocate some of those dollars from operating costs to programs. Finally, in any of your municipality's buildings served by natural gas, the cost to taxpayers will greatly reduce.

For a company regulated by the BCUC to get approval for any application, the process is lengthy, legalistic and onerous, requiring the exchange of literally thousands of pages of information, questions and answers, data and statistics. Then the BCUC can order a formal hearing be held at which testimony is taken, following procedures similar to a court hearing!

A good thing about this process is that any interested parties – individuals, organizations, municipalities – can file a "letter of interest" with the BCUC. Such letters form part of the evidence considered by the Commission in making its decision. Several Vancouver Island communities have already submitted such letters, expressing their support and requesting the BCUC approve the Fortis application.

A letter to the BC Utilities Commission, supporting the Fortis application and signed by your Worship on behalf of the citizens of Esquimalt will be read and will have an impact on the BCUC decision. On behalf of the owners and managers of over 35% of Greater Victoria households, I urge your Worship and Council to approve and submit such a letter.

... 2

...2

Should you or staff require any further information, the Fortis application can be found at <http://www.bcuc.com/ApplicationView.aspx?ApplicationId=324>. I would be happy to provide any assistance or answer any questions I can.

Sincerely,


Al Kemp, CEO

Proposed Fortis Natural Gas Rates --
Vancouver Island

| Category | Current approved rates | Proposed per Rate Equalization | % reduction |
|----------------------------------|-------------------------------|---------------------------------------|--------------------|
| LCS 1 | 14.14 | 8.55 | 40% |
| LCS 2 | 12.81 | 7.89 | 38% |
| LCS 3 | 12.15 | 7.31 | 40% |
| SCS 1 | 18.35 | 11.94 | 35% |
| SCS 2 | 17.74 | 9.19 | 48% |
| AGS = LCS 3 | 12.73 | 8.39 | 34% |
| AGS = SCS | 12.73 | 8.45 | 34% |
| Residential | 16.48 | 12.81 | 22% |
| LCS = Large Commercial Services | | | |
| SCS = Small Commercial Services | | | |
| AGS = Apartment General Services | | | |

JM
(ACAO)

Kim Maddin

From: avicc@ubcm.ca
Sent: July 31, 2012 10:02 AM
To: Council
Cc: Anja Nurvo
Subject: AVICC Update: Work With FortisBC on the Renewal of
Attachments: Brief to BCUC.pdf

| | | |
|---|--|-------------------------------|
| CORPORATION OF THE TOWNSHIP OF ESQUIMALT | | |
| For Information: | | |
| <input checked="" type="checkbox"/> GAO | <input checked="" type="checkbox"/> Mayor/Council | |
| <input type="checkbox"/> | | |
| RECEIVED: JUL 31 2012 Gas Operating Agreements | | |
| Referred: <i>Jeff</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 ,

Please distribute the following to elected officials and the CAO. Thank you.

FortisBC's Application Before BCUC

Attached please find a copy of the submission made by AVICC under its status as intervener to the BC Utilities Commission in support of FortisBC Energy Utilities' Application for Common Rates, Amalgamation and Rate Design.

Thank you to the 12 local government members who have also submitted "letters of comment" in support of the application. It is not too late for the other affected members to do this as well. They can be directed to Carol.Greaves@fortisbc.com.

Quite a number of Vancouver Island residents and businesses have also taken the time to write their own "letters of comment" supporting the application. The BC Utilities Commission website allows access to all the evidence that has been submitted to date here:

<http://www.bcuc.com/ApplicationView.aspx?ApplicationId=324>

Request for Meeting with Minister Coleman

AVICC local government and FortisBC staff representatives met with Ministry of Energy and Mines staff mid-June to discuss the means by which FortisBC and the municipalities can legally agree to incorporate operating fees within the necessary timelines. We are still pursuing a meeting with Minister Rich Coleman, Minister of Energy and Mines to continue this work. It is expected that the UBCM Convention will provide the opportunity for the meeting.

Iris Hesketh-Boles
AVICC Executive Coordinator
525 Government St, Victoria, BC V8V 0A8
Tel: 250-356-5122 Fax: 250-356-5119
EM: avicc@ubcm.ca
www.avicc.ca

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact radamson@ubcm.ca.



July 30, 2012

British Columbia Utilities Commission
6th Floor, 900 Howe Street
Vancouver, BC V6Z 2N3

Attention: Ms. Alanna Gillis, Acting Commission Secretary

RE: FortisBC Energy Utilities [comprised of FortisBC Energy Inc., FortisBC Energy Inc. Fort Nelson Service Area, FortisBC Energy (Vancouver Island) Inc. and FortisBC Energy (Whistler) Inc.] Common Rates, Amalgamation and Rate Design Application ~ Project No. 3698652

The Association of Vancouver Island and Coastal Communities (AVICC) is the association representing the interests of its 51 member municipalities, regional districts and other local governments on Vancouver Island, Sunshine Coast, Powell River and the Central Coast. A significant proportion of our members are affected by the above named application currently before the BC Utilities Commission (BCUC) which represents a population of approximately 250,000. Attached are a number of letters received to date by BCUC from local governments supporting this application (see Appendix A).

As indicated in our letter applying for intervener status, we are strongly supportive of this application on the basis that it will improve competitiveness, efficiency, fairness and the environment not only for FortisBC and its customers, but also for the residents, businesses and communities across British Columbia.

Competitive pricing is important to FortisBC and its customers. We understand that with the amalgamation of the three companies, FortisBC will be able to be more efficient, resulting in their ability to provide their product at a more competitive price overall. This is just good business practice.

However, competitiveness of utilities is also important to communities. The competitiveness of the pricing of natural gas is important for local governments

525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

whose facilities are operated with natural gas in their ability to provide services to their residents and businesses at a competitive price which affects municipal tax levels and user pay services. It is also important that the cost of utilities such as natural gas remain competitive in order that businesses in our communities can remain profitable and to enable communities to be able to continue to attract new businesses. Businesses rely on residents for their employees and customers. Communities must remain affordable and competitive so they can keep and attract residents.

Amalgamating the smaller entities of FortisBC Energy Inc. Fort Nelson Service Area, FortisBC Energy (Vancouver Island) Inc. and FortisBC Energy (Whistler) Inc. with FortisBC Energy Inc. would seem to be a good option to mitigate the impacts of business risk associated with smaller utilities and will allow FortisBC to distribute the costs of replacing aging infrastructure or developing new infrastructure to attract new customers over a larger base. This should result in the advantage of providing more stable rates over time for all customers and alleviate the potential need for the provincial government to step in to provide a subsidy as they did when the Vancouver Island Pipeline was built. Inattention to these factors could result in uncompetitive pricing compared with other fuel sources resulting in customers moving to an alternative fuel source forcing even higher costs on remaining customers or the potential for the FortisBC to leave one of the small markets entirely.

AVICC acknowledges the concerns raised by our sister organization of Northern Rockies Regional Municipality and the impact that this application will have on its community. The concerns and principles that we raise will be as important to them as they are for us. They, their residents and the businesses in their communities will also have made decisions to utilize natural gas based on the fact that it was the most cost effective energy source available to them and that it would be expected that the pricing would remain relatively stable over time.

It would seem that Fort Nelson operations has benefitted for many years from the economies gained by being close to the source of the product which was able to be passed along to customers by a small locally based company that has since been purchased by FortisBC. The new owner now wishes to improve its overall efficiency as an amalgamated company for the benefit of all its customers. To mitigate the impacts to its Fort Nelson customers, FortisBC is recommending a 15-year phase in period. This seems like a fair compromise and if it is indeed more economical to be able to offer natural gas to this region, then the phase in period provides adequate time for a competitor to come into the market and offer the service at a more competitive rate.

Natural gas is one of the greenest fuel options for the environment. BC residents, businesses and local governments on behalf of their communities have adopted the use of natural gas in their strategies to preserve our environment. If costs remain competitive, then it will make fiscal sense for other users to adopt this strategy as well. If costs begin to become uncompetitive, then current users may find it is more economical to move to other alternatives potentially wasting infrastructure already in place before it has completed its useful lifecycle. This indeed would be an unfortunate use of resources and a negative impact on the environment.

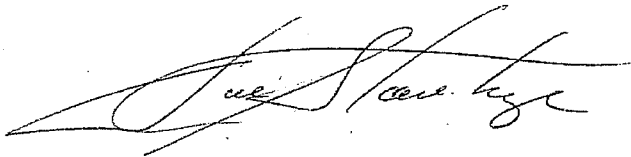
AVICC is a small organization without the resources to delve deeply into the intricacies of this application as a number of the other interveners are in the process of doing. The application before BCUC seems to be so logical and practical that a more intensive look would not have been warranted even if we had the capacity to do so.

Our desire in becoming an intervener in the process was to communicate our members' support for the overall principles of the application:

- That amalgamation of three companies allows for efficiencies to be gained, mitigates the business risks of smaller utilities and allows for distribution of infrastructure costs across a larger base;
- That common rates for all FortisBC customers are fair and should be implemented; and
- That a fair and reasonable implementation plan for all customers is available.

On behalf of local governments on Vancouver Island, Powell River and the Sunshine Coast who are affected by this application, thank you for the opportunity for our members to be heard in this process. If the Commission would find it of benefit, we would be pleased to send a representative to attend an oral hearing.

Sincerely,



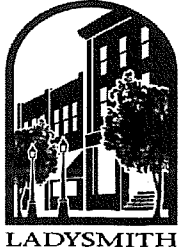
Joe Stanhope
AVICC President

Attachment (Appendix A)

Appendix A - Local Government Letters of Support

Twelve local governments have submitted as additional evidence their support for this application:

| Item # | Supporter |
|---------------|--|
| E-2 | Town of Ladysmith - Letter of Comment dated June 6, 2012 |
| E-3 | City of Nanaimo - Letter of Comment dated June 6, 2012 |
| E-5 | District of Saanich – Letter of Comment dated June 7, 2012 |
| E-6 | City of Port Alberni – Letter of Comment dated June 12, 2012 |
| E-7 | Sunshine Coast Regional District Board – Letter of Comment dated June 12, 2012 |
| E-8 | City of Campbell River – Letter of Comment dated June 15, 2012 |
| E-10 | Town of Comox - Letter of Comment dated June 21, 2012 |
| E-12 | Alberni-Clayoquot Regional District – Letter of Comment dated June 25, 2012 |
| E-13 | District of Central Saanich – Letter of Comment dated June 26, 2012 |
| E-15 | District of Lantzville – Letter of Comment dated June 26, 2012 |
| E-18 | Regional District of Nanaimo (RDN) – Letter of Comment dated July 11, 2012 |
| E-19 | The Corporation of the District of Oak Bay – Letter of Comment dated July 10, 2012 |



TOWN OF LADYSMITH

410 Esplanade, P.O. Box 220, Ladysmith, B.C. V9G 1A2
Municipal Hall (250) 245-6400 • Fax (250) 245-6411 • info@ladysmith.ca • www.ladysmith.ca

June 6, 2012

To Whom It May Concern:

Re: Common Rates, Amalgamation and Rate Design Application - FortisBC

On behalf of those municipalities within the Association of Vancouver Island and Coastal Communities Association (AVICC) who are served by the Vancouver Island Gas Pipeline, and specifically the Town of Ladysmith, I would like to offer very strong support for the Common Rates, Amalgamation and Rate Design Application currently being undertaken by FortisBC.

This initiative is required in order to improve competitiveness, efficiency, fairness and environmental friendliness for businesses, communities and municipal taxpayers within Southern Vancouver Island and the Sunshine Coast.

The Common Rates, Amalgamation and Rate Design Application is seen by the AVICC as a critical component in a comprehensive process which is underway by various participants to address long standing concerns about operating issues and local costs associated with the Vancouver Island Gas Pipeline Project. The AVICC is actively working on various measures which require the Common Rates Initiative to proceed.

In Order to implement these, we urge the approval of the Common Rates, Amalgamation and Rate Design Application by all pertinent authorities.

Sincerely,

Mayor Rob Hutchins



Cowichan



2012-JUN-06

Mr. Gordon Schoberg
Senior Manager, Government Relations
FortisBC
16705 Fraser Hwy
Surrey, B.C. V4N 0E8
VIA EMAIL: Gord.Schoberg@fortisbc.com

Dear Mr. Schoberg:

RE: Letter of Support

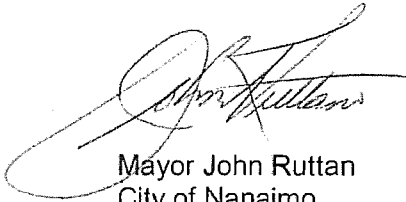
On behalf of Nanaimo City Council, I am pleased to support FortisBC in its application to equalize gas rates for all gas customers across the Province of British Columbia.

This initiative is required in order to improve competitiveness, efficiency, fairness and environmental friendliness for businesses, communities and municipal taxpayers on Vancouver Island and the Sunshine Coast.

The City of Nanaimo sees the Provincial Common Rates, Amalgamation and Rate Structure initiative as a critical component in a comprehensive process which is underway by various participants to address longstanding concerns about operating issues and local costs associated with the Vancouver Island Gas Pipeline Project.

The City of Nanaimo is pleased to be at the forefront of this process, one which, to be successful, will require Rate Stabilization to be in place. Accordingly, Nanaimo City Council is unanimous in its respectful request to all approving authorities to approve the Rate Stabilization Initiative.

Sincerely,



Mayor John Ruttan
City of Nanaimo

I:\MayorCorr\CORR120605GordonSchobergsupletratestabilizationfortis.docx

cc: Nanaimo City Council
D. Holmes, Assistant City Manager/General Manager, Corporate Services
T. Hickey, General Manager, Community Services
T. Swabey, General Manager, Community Safety and Development
Honourable Rick Coleman, Minister of Energy and Mines (rich.coleman.mla@leg.bc.ca)
C. Greaves, Community Relations Manager, FortisBC (carol.greaves@fortisbc.com)



The Corporation of the District of Saanich | Mayor's Office

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

June 7, 2012

To FortisBC:

The District of Saanich is pleased to support the Common Rates, Amalgamation and Rate Design Application currently being undertaken by FortisBC.

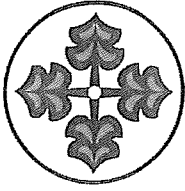
We understand that this initiative is required in order to improve competitiveness, efficiency, fairness and environmental friendliness for businesses, communities and municipal tax payers within Southern Vancouver Island and the Sunshine Coast. The Common Rates, Amalgamation and Rate Design Application is seen by the Association of Vancouver Island and Coastal Communities Association as a critical component in a comprehensive process which is underway by various participants to address longstanding concerns about operating issues and local costs associated with the Vancouver Island Gas Pipeline Project.

Sincerely

A handwritten signature in black ink that reads "Frank Leonard".

Frank Leonard
Mayor

Cc AVICC Executive
Honourable Rich Coleman, Minister of Energy and Mines
Saanich Council



Office of the Mayor

CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 723-2146 Fax: (250) 723-1003

June 12, 2012

To Whom It May Concern:

RE: Fortis BC Common Rates, Amalgamation and Rate Design Application

On behalf of Council for the City of Port Alberni I would like to add our support to the growing list of communities strongly encouraging the Common Rates, Amalgamation and Rate Design Application being put forward by Fortis BC.

While we wholeheartedly support this initiative on the grounds of improving competitiveness, efficiency and fairness for natural gas provision across the Province, we are also particularly keen to support greater equity for our constituents through the collection of operating fees by our municipality.

These operating fees, which have been traditionally available to the vast majority of British Columbia municipalities, will terminate the subsidy for gas line installations that has been provided by our local property owners. Together with the rate stabilization initiative, this application resolves many of the longstanding issues coastal communities have had with the Vancouver Island Gas Pipeline Project.

For these reasons we strongly encourage the approval of the application from Fortis BC by all appropriate authorities. Should you have any questions, please do not hesitate to contact me at 250-735-7177.

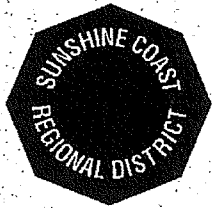
Yours truly,
CITY OF PORT ALBERNI

John Douglas
Mayor

c. Joe Stanhope, President - AVICC

**SUNSHINE COAST
REGIONAL DISTRICT**

1975 Field Road Tel. 604.885.6800
Sechelt Fax: 604.885.7909
British Columbia Toll Free 1.800.687.5753
Canada V0N3A1 Web Site: www.scrd.ca



June 12, 2012

via email to Carol.Greaves@fortisbc.com

To the BC Utilities Commission
c/o Carol Greaves
Community Relations Manager, FortisBC

To Whom it May Concern:

**Re: Letter of Support to BC UC for FortisBC's Common Rates,
Amalgamation and Rate Design Application**

On behalf of the Sunshine Coast Regional District Board, we wish to support the FortisBC Energy Inc. Common Rates, Amalgamation and Rate Design Application currently before the Commission.

This initiative is required in order to improve competitiveness, efficiency, fairness and environmental friendliness for businesses, communities and municipal taxpayers within Southern Vancouver Island and the Sunshine Coast. The Common Rates, Amalgamation and Rate Design Application is seen as a critical component to address longstanding concerns about operating issues and local costs associated with the Vancouver Island Gas Pipeline Project.

Approval of this application will avoid the necessity for significant new and unacceptable costs to both gas users and property taxpayers in our community. This initiative is required to allow our citizens to benefit from operating fees such are available in the rest of the Province outside of Metro Vancouver.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT

A handwritten signature in black ink, appearing to read "Garry Nohr".

Garry Nohr
Chair

/sh





City of Campbell River
From the Office of the Mayor

File: 0530-01

June 15, 2012


BC Utilities Commission
Box 250, 900 Howe Street
Sixth Floor
Vancouver, BC V6Z 2N3

To Whom it May Concern:

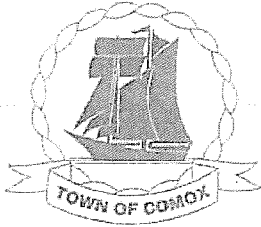
Re: Fortis BC's Application to the BC Utilities Commission

On behalf of City Council, I would like to express the City of Campbell River's support of Fortis BC's Common Rates, Amalgamation and Rate Design Application to the BC Utilities Commission.

Yours Truly,



Walter Jakeway
MAYOR



TOWN OF COMOX

OFFICE OF THE MAYOR

File No: 0400-03 / 12-213

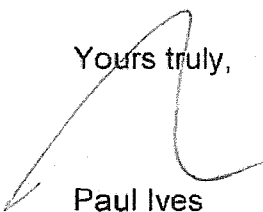
June 21, 2012

To whom it may concern:

Please be advised that the Council of the Town of Comox gave its full support for Fortis BC's Common Rates, Amalgamation and Rate Design Application currently before the BC Utilities Commission. We respectfully suggest that this application be approved in order to improve competitiveness, efficiency, fairness and environmental friendliness for business, communities and municipal taxpayers.

If you require anything further, please do not hesitate to contact Town staff or me at 250 339-2202.

Yours truly,


Paul Ives
Mayor



June 25, 2012

To Whom it May Concern:

The Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on June 13, 2012, passed a resolution strongly supporting the Common Rates, Amalgamation and Rate Design Application currently being undertaken by FortisBC.

This initiative is required in order to improve competitiveness, efficiency, fairness and environmental friendliness for businesses, communities and municipal taxpayers within Southern Vancouver Island and the Sunshine Coast. The Common Rates, Amalgamation and Rate Design Application is a critical component in a comprehensive process which is underway by various participants to address longstanding concerns about operating issues and local costs associated with the Vancouver Island Gas Pipeline project.

The ACRD Board supports this initiative proceeding and we urge approval of the Common Rates, Amalgamation and Rate Design Application by all pertinent authorities.

Yours truly,



Glenn Wong,
Chairperson

cc: AVICC Executive
Honourable Rich Coleman, Minister of Energy and Mines



The Corporation of the District of Central Saanich

VIA E-MAIL: Carol.Greaves@fortisbc.com

June 26, 2012

File No. 0970-08/12

To Whom It May Concern:

Together with other municipalities within the Association of Vancouver Island and Coastal Communities Association (AVICC) who are served by the Vancouver Island Gas Pipeline, and on behalf of Council, I write to convey the District of Central Saanich's very strong support for the Common Rates, Amalgamation and Rate Design Application currently being undertaken by FortisBC.

This initiative is required in order to improve competitiveness, efficiency, fairness and environmental friendliness for businesses, communities and municipal taxpayers within Southern Vancouver Island and the Sunshine Coast. The Common Rates, Amalgamation and Rate Design Application is seen by the District as a critical component in a comprehensive process which is underway to address longstanding concerns about operating issues and local costs associated with the Vancouver Island Gas Pipeline Project.

The outcome of this process has significant implications for our citizens. For example, if the application is approved, residential customers on Vancouver Island, the Sunshine Coast and Powell River would see a rate decrease of approximately 26 percent on average. Commercial customers in the same areas would see decreases between 32 percent and 45 percent on average.

AVICC is actively working on various measures which require the Common Rates initiative to proceed. In order to implement these important measures, the District of Central Saanich joins other impacted municipalities in urging that the Common Rates Amalgamation and Rate Design Application be approved by all pertinent authorities.

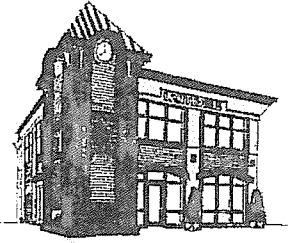
Yours truly,

Susan Brown
Municipal Clerk

C: Mayor Alastair Bryson
Gary C. Nason, Chief Administrative Officer

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9

Phone: (250) 652-4444 Fax: (250) 652-0135



District of Lantzville

Incorporated June 2003

OFFICE OF THE MAYOR

June 26, 2012

To Whom It May Concern

Re: FortisBC Common Rates, Amalgamation and Rate Design Application

Council of the District of Lantzville joins other Association of Vancouver Island and Coastal Communities to strongly support FortisBC regarding Common Rates, Amalgamation and Rate Design application.

Council urges the approval of the FortisBC application by all pertinent authorities as it will address longstanding concerns about operating issues and local costs associated with the Vancouver Island Gas Pipeline Project.

Yours truly

Jack de Jong
MAYOR
District of Lantzville

Files: 0530-01 / 0390-20-AVICC / 0510-20-FORTIS

G: corr/12/Cncl followup/Jun25_BC Utilities_letter of support for FortisBC application.doc

C: T. Graff, Chief Administrative Officer

The Honourable Rich Coleman, Minister of Energy and Mines and Minister Responsible for Housing
Room 128, Parliament Buildings Victoria, BC V8V 1X4

July 11, 2012

Ms. Erica Hamilton
Commissioner Secretary
British Columbia Utilities Commissions
Box 250, 900 Howe Street
Vancouver, B.C.
V6Z 2N3

Dear Ms. Erica Hamilton

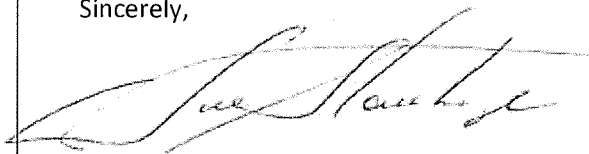
Re: FortisBC Energy Utilities Common Rates, Amalgamation and Rate Design

The Regional District of Nanaimo strongly supports the Common Rates, Amalgamation and Rate Design Application currently being undertaken by FortisBC. At the Sustainability Select Committee meeting held Wednesday June 13, 2012, the following motion was carried:

That the Board send a letter of support for common rates, amalgamation and rate design application currently being undertaken by FortisBC to the Honourable Rich Coleman, Minister of Energy and Mines.

The RDN Board of Directors recognizes that the main principle behind common rates is fairness, and the resulting effects of moderating current rates, mitigating future rate increases, and long term rate stability on Vancouver Island will benefit all natural gas consumers on the Island.

Sincerely,



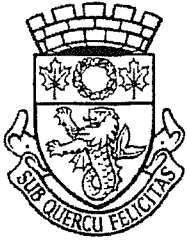
Joe Stanhope
Chairman, Board of Directors
Regional District of Nanaimo

cc: Carol Mason, Chief Administrative Officer, Regional District of Nanaimo
Douglas Holmes, Assistant City Manager, City of Nanaimo
Twyla Graf, Chief Administrative Officer, District of Lantzville
Fred Manson, Chief Administrative Officer, City of Parksville
Mark Brown, Chief Administrative Officer, Town of Qualicum Beach
Hon. Rich Coleman, Minister of Energy and Mines, Province of British Columbia

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Ph. (250) 390-4111
Toll Free: 1-877-607-4111
Fax: (250) 390-4163

RDN Website: www.rdn.bc.ca



THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, B.C. V8R 1G2
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE: www.oakbay.ca

OFFICE OF THE MAYOR

July 10, 2012

To Whom It May Concern:

Common Rates, Amalgamation and Rate Design Application – FortisBC

At its meeting held June 25, 2012, Oak Bay Municipal Council considered information in relation to the above noted application by FortisBC, and resolved to provide a letter of support in this regard.

The FortisBC initiative will provide fairness in terms of rates, rate stability, consistent programs and services, and efficiencies for the Oak Bay community including its businesses, residents and municipal taxpayers.

Please consider this letter as an indication of Oak Bay Municipal Council's strong support for the FortisBC application, and its approval by the British Columbia Utilities Commission.

Yours very truly,

Nils Jensen, Mayor
District of Oak Bay



44

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

RECEIVED: JUL 19 2012
 Referred: _____
 For Action For Response COTW
 For Report Council Agenda IC

July 12, 2012

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

Re: Request of Support for Recommendation to Police Services

Dear Mayor Desjardins and Councillors,

At the public meeting of the Victoria Police Board held on July 10, 2012, there was an in depth discussion with respect to the mediator's report dated Jan. 31, 2012. A motion was passed to receive the report and to request the appointment of a representative from Police Services to the Municipal Leadership Group (MLG). The request to Police Services is included in the attached correspondence.

The Board's motion also requested that a letter be sent to the Councils of Victoria and Esquimalt asking that each municipality send a letter to Police Services endorsing the Board's request to appoint a representative from Police Services to the MLG.

Should you require further information, please contact the Board's Executive Assistant (Barbara.Cameron@vicpd.ca, or 250-995-7248).

Thank you in advance for consideration of this request.

Sincerely,

Dean Fortin, Chair
Victoria Police Board

c. Jamie Graham, Chief Constable

VICTORIA POLICE BOARD

850 Caledonia Ave
Victoria, British Columbia
Canada V8T 5J8

Mayor Dean Fortin, Chair
Victoria Police Board

Mayor Barbara Desjardins
Vice Chair
Victoria Police Board



COPY

July 12, 2012

Clayton Pecknold
Assistant Deputy Minister & Director, Police Services
Policing & Security Programs Branch
Ministry of Justice
PO Box 9285 Stn Prov Govt
Victoria, BC, V8W 9J7

**Re: Recommendation from Mediator's Report for Municipal
Leadership Group (MLG)**

Dear Mr. Pecknold,

I am writing this letter on behalf of the Victoria Police Board.

At the public meeting held on July 10, 2012, the Police Board received the mediator's report dated Jan. 31, 2012. The Board will continue to review the recommendations contained within the report and is looking forward to working with the Municipal Leadership Group to negotiate a Framework Agreement for governance and funding of police services in Victoria and Esquimalt.

The Board also passed a motion to send a letter to you. In addition to the positions listed in Recommendation #4 of the report, the Board requests that a representative from Police Services is appointed to the MLG. The Board feels strongly that to ensure timely discussion of statutory or jurisdictional issues as they arise, Police Services must be represented at the table during the negotiations.

Should you require further information, please contact the Board's Executive Assistant (Barbara.Cameron@vicpd.ca, or 250-995-7248).

Sincerely,

Dean Fortin, Chair
Victoria Police Board

c. Jamie Graham, Chief Constable

**VICTORIA POLICE
BOARD**
850 Caledonia Ave
Victoria, British Columbia
Canada V8T 5J8

Mayor Dean Fortin, Chair
Victoria Police Board

Mayor Barbara Desjardins
Vice Chair
Victoria Police Board

WEBSITE:
www.vicpd.ca



Royal Canadian Mounted Police Gendarmerie royale du Canada
 Commanding Officer Commandant divisionnaire

July 26, 2012

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

Dear Mayor Desjardins:

Re: RCMP "E" Division Esquimalt RFP

Thank you for your recent letter regarding the Request for Proposal (RFP) for Policing Services, which "E" Division RCMP had submitted to the Township of Esquimalt in the Spring of 2011.

In your letter, you request that the RCMP release the RFP document to the public. As you are aware, municipalities in British Columbia contract with the Province of British Columbia for the provision of policing services. As a result, and given that the RFP process is now complete, it is our position that the RFP document provided by "E" Division RCMP may be released at your discretion, in consultation with the contracting partner - Province of BC, Ministry of Justice, Policing and Security Programs.

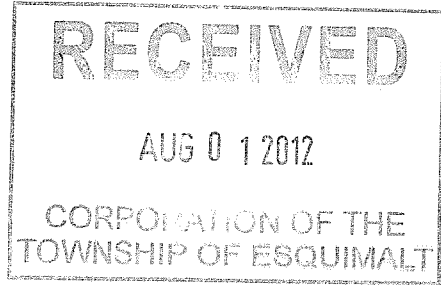
Yours sincerely,

Craig J. Callens, Deputy Commissioner
 Commanding Officer "E" Division

657 W. 37th Avenue
 Vancouver, BC V5Z 1K6

cc: Mr. Clayton Pecknold, Assistant Deputy Minister and Director of Police Services

JM
(ACAO)



| | | |
|--|---|--|
| CORPORATION OF THE TOWNSHIP OF ESQUIMALT | | |
| For Information: | | |
| <input checked="" type="checkbox"/> CAO | <input checked="" type="checkbox"/> Mayor/Council | |
| RECEIVED: AUG 01 2012 | | |
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| <input type="checkbox"/> For Action | <input type="checkbox"/> For Response | <input type="checkbox"/> COTW |
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**Legislative and
Regulatory
Services
Department**

Legislative Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel (250) 361-0571

Fax (250) 361-0348

www.victoria.ca



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:
 CAO Mayor/Council

RECEIVED: AUG 09 2012

Referred: Anja

For Action For Response COTW
 For Report Council Agenda IC

August 2, 2012

Her Worship Mayor Barb Desjardins
Corporation of the Township of Esquimalt
1229 Esquimalt Road
Victoria, BC V9A 3P1

Dear Mayor Desjardins:

Re: RFP #ESQ 01-011

I write in response to your letter, dated July 6, 2012, requesting the City of Victoria's consent to release the Victoria Police Department's proposal submitted under RFP #ESQ 01-011.

The City of Victoria does not object to the disclosure of the proposal. In fact, as you know, the Victoria City Council has consistently been in favour of making this information public, subject only to withholding sensitive police operational information in the proposal.

Please note that the proposal in question was developed and submitted jointly by the City of Victoria and the Victoria Police Department. As such, consent of both the City and the Victoria Police Board is required. This letter is the response of the City only and you should contact the Victoria Police Board directly to obtain their views on the subject.

If you have any questions concerning this matter, please contact me at 250.361.0203.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Woodland".

Robert Woodland
Corporate Administrator

:jh

C: Mayor and Council
City Manager
Chief of Police

JM
(ACA)

Kim Maddin

From: Lori Jakimchuk
Sent: July 31, 2012 2:19 PM
To: Kim Maddin
Subject: FW: Redistribution of Federal Electoral Boundaries in BC - Information for Mayor and Council, Chairperson and Directors

Importance: High

Lori Jakimchuk
Finance Clerk I
Financial Services
Township of Esquimalt
Phone: [1-250-414-7142](tel:1-250-414-7142)
www.esquimalt.ca

Celebrating 100 years as a Township in 2012
www.esquimaltcentennial2012.ca

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|---|---|-------------------------------|
| CORPORATION OF THE TOWNSHIP OF ESQUIMALT | | |
| For Information: | | |
| <input checked="" type="checkbox"/> CAO ✓ | <input checked="" type="checkbox"/> Mayor/Council ✓ | |
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| <input type="checkbox"/> For Report | <input checked="" type="checkbox"/> Council Agenda | <input type="checkbox"/> IC |

From: Commission office - BC-CB [<mailto:BC-CB@rfed-rcf.ca>]
Posted At: July 31, 2012 2:01 PM
Posted To: General Feedback
Conversation: Redistribution of Federal Electoral Boundaries in BC - Information for Mayor and Council, Chairperson and Directors
Subject: Redistribution of Federal Electoral Boundaries in BC - Information for Mayor and Council, Chairperson and Directors
Importance: High

Attention: Mayor and Council; Chairperson and Directors

The Federal Electoral Boundaries Commission for British Columbia is proposing a new map of federal electoral districts in BC. The number of electoral districts has increased from 36 to 42. The boundaries of almost all the federal electoral districts in BC have changed and these changes may affect your community.

Maps of the proposed new federal electoral districts can be consulted on our website: www.federal-redistribution.ca

The website features a map viewer that allows users to zoom to street level to see the proposed maps in great detail. Users can save copies of these maps as PDF files on their computer and/or print them. The text of the Commission's Proposal can be downloaded from the website and printed.

Public hearings will be held across BC in September and October to encourage public input on the redistribution of federal electoral districts in BC. Information about the public hearings can be found on our website. People can register to speak at a public hearing using the form on our website or by mail to our address below. The deadline to register to speak at a public hearing is August 30, 2012.

Written submissions and comments will be accepted by the Commission until October 18, 2012. These written comments can be sent to this email address or mailed to our address below.

Federal Electoral Boundaries Commission for British Columbia
#301 - 1095 West Pender Street
Vancouver, BC V6E 2M6

The Proposal is set to be published in the Canada *Gazette* on August 4, 2012. Starting on August 4, newspapers across BC will contain advertisements or advertising inserts alerting the public to the proposed changes in the federal electoral boundaries in BC and informing them how they can participate.

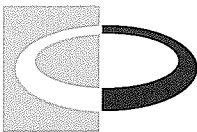
Thank you for sharing this information as widely as possible in your communities. Please do not hesitate to contact the Commission with your comments and suggestions.

Best regards,
Susan McEvoy

Secretary
Federal Electoral Boundaries
Commission for British Columbia

Secrétaire
Commission de délimitation des
circonscriptions électorales fédérales
pour la Colombie-Britannique

JM
(ACAO)



COMMUNITY SOCIAL PLANNING COUNCIL
research·insights·solutions

July 31, 2012

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

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| CORPORATION OF THE TOWNSHIP OF ESQUIMALT | | |
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REQUEST FOR ENDORSEMENT OF COMMUNITY ACTION PLAN ON POVERTY

Dear Mayor Desjardins and Council,

I'm writing to request that you endorse the attached Community Action Plan on Poverty led by the Community Social Planning Council of Greater Victoria. The Action Plan is intended to mobilize people and organizations across all sectors of the Capital Region to contribute to reducing and preventing poverty. Affordability challenges are affecting many of our residents with real average income in the region declining by 9% in the last five years. The Action Plan points to 10 key areas for action, from strengthening our local economy, to increasing the supply of affordable housing, and improving financial and debt literacy. A living wage policy and program with employers, including municipal governments, is one aspect of the Action Plan we would ask you to consider as a municipality.

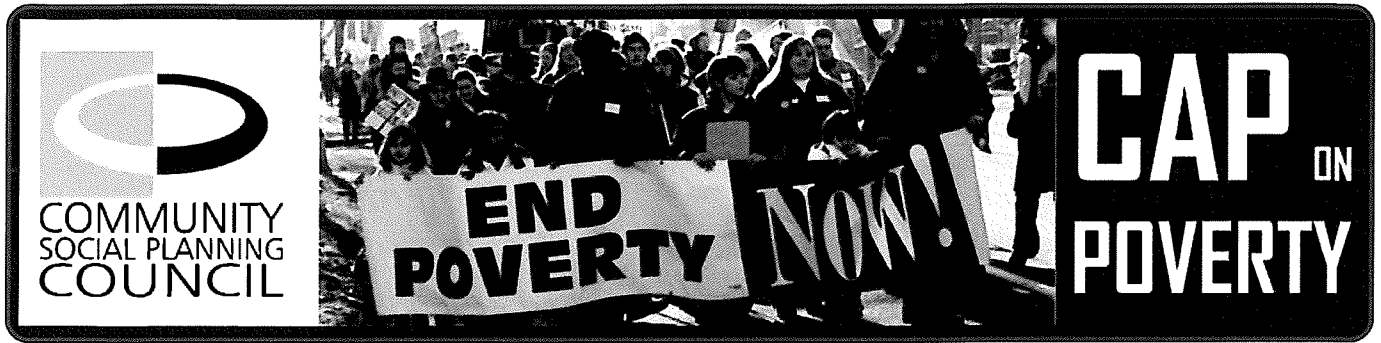
I'm attaching a copy of the Community Action Plan on Poverty for your information. Please visit the webpage www.CAPonPoverty.ca for more details.

We will be convening a community assembly later in the year to review progress with the Plan, and set priorities for integrated action in the coming year that your Council will be invited to. We are also compiling a series of profiles of initiatives in the region and in other communities that are contributing to reducing and preventing poverty from which we can learn and which will be featured at the Assembly.

We already have a number of endorsements from health and social agencies, local government, business and chambers of commerce. We would welcome the endorsement of the Township of Esquimalt and would be happy to make a presentation at a Council or Committee meeting.

Yours sincerely,

Rupert Downing
Executive Director



Capital Region Community Action Plan on Poverty – A Strategy to Improve the Health & Wellbeing of All Residents in BC's Capital Region

Territorial Recognition

We recognize and acknowledge the territory of the Coast and Straits Salish peoples and thank the Nations for the opportunity to live and work within their traditional territories.

The Vision

To achieve sustainable livelihoods for all people in the Capital Region.

Rationale

The Universal Declaration of Human Rights (1948) proclaimed freedom from fear and freedom from want as the highest aspiration of all peoples and affirmed the inherent dignity and equality of every human being.

Canada has ratified international human rights treaties that require all orders of government to ensure that every Canadian resident enjoys social and economic rights. The International Covenant on Economic, Social and Cultural Rights commits governments in Canada to ensure everyone is able to achieve sustainable livelihoods.

We believe Canada can and should do better in living up to its international commitments and its commitments to Canadians, including immigrants and temporary foreign workers. We believe Canada has the national conditions and the means to eliminate poverty.

Our region has the resources to help ensure people and communities have access to sustainable livelihoods. Too many residents live in poverty and face complex challenges while trying to create sustainable futures. Therefore, we believe that all residents, communities, businesses and organizations in the region need to join together to take strategic action on poverty.

Key Areas

These are the key areas that support people living sustainable healthy lives.

- Access to Meaningful Work
- Child and Youth Care
- Strong Local Economy
- Access to Justice
- Education and Training
- Food Security
- Health Care
- Affordable Housing
- Sustainable Transportation
- Livable Income

Community Actions

As citizens, we want to coordinate actions that foster a sense of community and collective purpose, with justice, respect and dignity for all. *Below are specific, suggested pledges of community actions for each key area.*

Access to Meaningful Work

- Ensure that employees receive fair and dignified standards of compensation and conditions of employment
- Enable cross-training and skills development
- Provide opportunities for self-employment training
- Promote the fair treatment of employees and employers

Child and Youth Care

- Advocate for publically funded, high quality and accessible childcare
- Encourage employer investment in high quality and accessible childcare
- Recognize and support parents who stay home to care for young children
- Publicly support employers who offer alternate work arrangements

Strong local economy

- Create living wage policies
- Buy from local suppliers of goods and services
- Promote community economic development and sustainable local enterprises

Access to Justice

- Establish a formal tenants' rights group
- Increase Legal Aid services
- Provide legal representation for workers
- Promote social justice education, awareness and action

Education and Training

- Foster mentorship programs
- Support community-based education
- Support literacy to increase access to opportunities for meaningful work
- Support life-skills training, including financial and credit literacy
- Support access to post-secondary education

Food Security

- Create a sustainable regional food and agriculture system
- Implement a regional food security policy and strategy that would improve access to safe and healthy local food, and reduce the number of people dependent on food banks
- Strengthen food programs that distribute local top-quality fresh produce, like the Good Food Box
- Increase purchasing of local food produce by different institutions and sectors and reduce purchasing of imported produce

- Increase urban farming/gardening initiatives to create more food independence for individuals and the community as a whole

Health Care

- Increase programs focused on harm reduction strategies such as supervised consumption sites and fixed-site needle exchanges
- Advocate for a public health oriented approach to regulating all psychoactive substances
- Provide holistic and client-centered mental health and addictions services
- Increase in-home care for seniors
- Adopt holistic framework to health and wellness that includes access to dental health, eye-care and recreational opportunities as part of well-being

Affordable Housing

- Leverage funds for the Regional Housing Trust Fund
- Support construction of new rental and ownership housing that is adequate, accessible and affordable
- Increase the stock of rental and ownership housing that is adequate, accessible and affordable
- Create a community investment fund for affordable housing and sustainable community enterprise development for the region
- Implement an affordable housing levy to create an adequate and predictable source of funding for regional housing and homelessness initiatives

Sustainable Transportation

- Expand the Transit Ticket Assistance Program
- Establish accessible bike and bike-education programs
- Increase appropriate public transit services for under-served parts of the region
- Advocate for an integrated affordable transportation strategy for the region

Livable Income

- Advocate for reform of income assistance programs to reflect the real cost of living
- Advocate for the removal of disincentives to work and allow earnings for people on income assistance
- Work towards guaranteed minimum income policies by senior levels of government
- Support the development of community banking services that reduce financial exclusion
- Work towards reducing income inequality in the region

Principles

In working together, we have agreed that our work will hold to the following ten principles.

1. Actions will be community-driven and will promote local strategies
2. Actions will be inclusive ensuring that those affected by the issue are part of the solution
3. Actions will be culturally safe, acknowledging the impact of power imbalances in our community
4. Actions will actively challenge discriminatory practices such as racism, and facilitate participation from all sectors of the community
5. Actions will be results-oriented and measurable, focused on creating sustainable lives
6. Actions will build capacity and transfer knowledge between organizations and community members
7. Actions will be comprehensive and will recognize that sustainability has many dimensions
8. Actions will support and encourage partnerships across business, government, civil society and community organizations
9. Actions will be based on a long-term perspective for the creation of sustainable livelihoods.
10. Actions will promote civic participation and public community empowerment

Next Steps

We believe that a strategy to take action on poverty can create sustainable livelihoods for all of our residents.

To achieve this we will:

- Commit to implement prioritized actions this year and each subsequent year to achieve objectives of the plan
- Engage residents and stakeholders to endorse and participate in implementing the plan
- Develop and implement a communications and engagement strategy
- Periodically evaluate progress and review action on the plan

We invite all residents and organizations in the Region, from across sectors, to join us in endorsing this Community Action Plan and find ways of becoming involved in promoting sustainable livelihoods for all.



CAP ON
POVERTY

Access to Justice
Affordable Housing
Child and Youth Care
Education and Training
Food Security
Health Care
Livable Incomes
Meaningful Work
Strong Local Economy
Sustainable Transportation

Generously
funded
by:



United Way
Greater Victoria
Funded Program



CAP on Poverty.ca

\$18.07

Living Wage

DIALOGUE
ON THE REAL
COSTS OF LIVING

COMMUNITY
SOCIAL PLANNING
COUNCIL

BC has one of the highest poverty rates in the country. With a very high cost of living (particularly housing costs), far too many British Columbians find it difficult to make ends meet. The number of households facing an affordability challenge in the Capital Region continues to rise.

The Living Wageⁱ, calculated and released each year by the Community Council, reflects the real costs of living through the hourly wage required to enjoy an adequate quality of life in our region. When we look behind the number to see the costs that drive that required wage up or down, we have an opportunity to engage our community in dialogue around strategies to prevent and reduce poverty. Our region's affordability, especially the high costs of housing, childcare, and transportation, affects our ability to attract and retain staff and sustain a healthy and vibrant economy and community.

Hourly Wage Rates 2006 to 2012

| Data Release | Hourly wage | Difference | Change rate |
|--------------|-------------|------------|----------------------|
| 2006 | \$15.63 | - | - |
| 2008 | \$16.39 | \$ 0.76 | + 4.9% ⁱⁱ |
| 2009 | \$17.02 | \$ 0.63 | + 3.8% |
| 2010 | \$17.31 | \$ 0.29 | +1.7% |
| 2011 | \$18.03 | \$0.72 | +4.2% |
| 2012 | \$18.07 | \$.04 | +0.2% |

In 2012, the wage required to maintain an adequate quality of life in BC's Capital Region is calculated at \$18.07 per hour.

This calculation assumes two adults working 35 hours per week each while providing a home for two children.

Family Facts

The most typical family in this region (Statistics Canada, 2006)

- ✓ Is a two-parent family (84% of all families)
- ✓ Earned a median income of \$71,500 in 2006.

What does the living wage measure?

It is the hourly rate of pay that allows a family to enjoy an adequate quality of life. While it is more than a survival wage or minimum wage, it is not an affluent wage, and it is lower than what is needed to obtain much of what it considered normal in our community.

With these earnings, a family ...

- ✓ Can adequately feed, clothe and shelter their household
- ✓ Can maintain the health of family members
- ✓ Can participate in activities that are an ordinary part of community life
- ✓ Can receive up to two weeks paid time off for illness annually
- ✓ Rents rather than owns their home
- ✓ Can own a car and uses public transit
- ✗ Cannot save for children's education to purchase a home, holidays or retirement
- ✗ Cannot service loan debts or credit card bills
- ✗ Cannot afford to care for an elderly relative or a disabled family member

Monthly Costs of Living for a family of four in BC's Capital Region - December 2011

| Item | Monthly | % of total expenses |
|---|-------------------|---------------------|
| Shelter: 3-bedroom unit, telephone, utilities, contents insurance | \$1,311.06 | 23.9% |
| Food ⁱⁱⁱ | \$ 744.60 | 14.7% |
| Clothing | \$ 183.12 | 3.6% |
| Transportation | \$ 452.68 | 8.9% |
| Other ^{**} | \$ 688.37 | 13.6% |
| Child Care | \$ 1,118.83 | 22.1% |
| Medical Services Plan (MSP) | \$ 128.00 | 2.5% |
| Non MSP Health Expenses | \$ 133.00 | 2.6% |
| Emergencies (2 weeks' pay) | \$ 210.82 | 4.2% |
| Parent Education | \$ 87.50 | 1.7% |
| Total | \$5,057.97 | 100% |

*

** Other expense includes personal care items, household supplies and furnishings, small appliances, recreation, laundry, banking, computer, internet, and children's toys.



The required wage has been calculated for a typical family in BC's Capital Region, a two parent family:

- with two children: one who is seven and one who is four years old
- with two parents each working 35 hours per week
- with the four year old in day care because both parents are employed

\$18.07 per hour

For a household with 2 employed parents and 2 children: 1 school-aged and 1 preschooler

Understanding the Income

| Income Earner | Hourly Wage | Annual Wage | Monthly after tax Wage |
|---------------------------------------|-------------|--------------------|------------------------|
| 1 st Parent: 35 hours/week | \$18.07 | \$32,887.40 | \$2,443.44 |
| 2 nd Parent: 35 hours/week | \$18.07 | \$32,887.40 | \$2,331.81 |
| TOTAL | | \$65,774.80 | \$4,775.25 |

The Living Wage is based upon the hours worked per week by both parents employed all year, each working 35 hours per week. If either parent is unable to work this number of hours per week, or does not have year-round employment, the wage amount will have to increase or the family will not afford their monthly expenses.

This Living Wage calculation does include a sick time benefit but does **not** include other employment benefits such as extended health, pension plans, bonuses or transportation incentives.

Calculating the wage

| | |
|--|--------------------|
| Total Gross Income | \$65,774.80 |
| <i>minus</i> EI, CPP, provincial and federal taxes | \$8,471.825 |
| equals Take Home Pay | \$57,302.98 |
| <i>plus</i> Federal Child Tax Benefit and Universal Child Care Benefit | \$3,410.59 |
| equals Total Take Home Income | \$60,713.57 |
| Family Expenses (\$5057.97 x 12) | \$60,695.66 |
| Income less expenses equals | \$17.92 |

The Challenges of Housing

Affordable Housing

Housing is considered affordable when a household spends less than 30% of its income on housing (CMHC, 2011)

Families face increasing challenges related to housing. The cost of rental housing continues to increase slowly but steadily (*with the exception of a very small decrease for 3+ bedroom row/townhouses*). The latest local rental affordability indicator released by the Canadian Mortgage and Housing Corporation (CMHC) is **92**, which suggests that more than the median income is required to rent a two bedroom suite. The indicator is based on the premise that households should spend less than 30% of their income on housing^{iv}.

Average Cost of Rental Housing in the Victoria Census Metropolitan Area 2010 to 2011^v

| Apartment Size | Average Rent | | Percent change Oct 10 – Oct 11 |
|----------------|--------------|---------|-----------------------------------|
| | 2010 | 2011 | |
| Bachelor | \$665 | \$676 | 1.6% |
| 1 Bedroom | \$806 | \$819 | 1.6% |
| 2 Bedroom | \$1,024 | \$1,045 | 2.0% |
| 3+ Bedroom | \$1,233 | \$1,244 | 0.9% |

| Private Row (Townhouse) Size* | Average Rent | | Percent change Oct 10 – Oct 11 |
|-------------------------------|--------------|---------|-----------------------------------|
| | 2010 | 2011 | |
| 1 Bedroom | \$733 | \$745 | 1.6% |
| 2 Bedroom | \$1,041 | \$1,075 | 3.3% |
| 3+ Bedroom | \$1,529 | \$1,518 | -0.7% |

* There are no bachelor private row (townhouse) units in Victoria CMA

Number of Units in the Victoria Census Metropolitan Area 2010 to 2011^{vi}

| Unit Size* | Total Units | | Gain/Loss of Units Oct 10 to Oct 11 |
|-------------|-------------|--------|--|
| | 2010 | 2011 | |
| Bachelor | 2,566 | 2,565 | -1 |
| 1 Bedroom | 13,263 | 13,309 | +46 |
| 2 Bedroom | 7,328 | 7,319 | -9 |
| 3 + Bedroom | 795 | 794 | -1 |
| All Units | 23,952 | 23,987 | +35 |

* Includes apartments and row/townhouses



Poverty Statistics for BC's Capital Region

By any measure, BC has one of the highest poverty rates in the country. With a very high cost of living (particularly housing costs), far too many British Columbians find it impossible to make ends meet. A recent report released by the Community Social Planning Council of Greater Victoria indicates that the low-income rate in the Capital Region was at 13.1% in 2006 .

The poverty rate in BC increased in 2009, according to the Statistics Canada, to 12% which leaves BC with the highest poverty rate in the country for the 11th consecutive year in a row^{vii}. BC also continued to have the highest provincial child poverty rate in 2009 using Statistics Canada's Low Income Cut Off before-tax measure at 16.4%^{viii}. These findings are showing us the impact of the recession in BC. Most startling is the finding that the poverty rate for young children under 6 years old was higher at 20.2% than the overall provincial child poverty rate at 16.4% in 2009. Sadly, BC's under-six child poverty rate has been higher than the national rate since 2002.^{ix}

Based on annual estimates for census families and individuals (Statistics Canada, 2006), in BC's Capital Region more than one out of four two-parent, two-children families (27.2%) earn an income that is less than required to sustain an adequate quality of life.

According to a recent report released by the Community Social Planning Council, the working poor are a constant fixture in the labour market – over a ten year period (1996 to 2006) between 11% and 10% of those employed in the Capital Region were considered low-income. This means they have an annual household income of less than \$33,000.00^x. Clearly, this is well below the income of the living wage family presented here.

Some Options for Action

The Living Wage is intended to engage the community to take action to reduce costs of living and increase incomes.

Decision-makers:

- Support the development of affordable housing options in neighbourhoods
- Begin to legalize secondary suites in all municipalities
- Improve accessibility and reduce costs of child care
- Explore solutions to reduce costs of transportation
- Sign on to the call for a Poverty Reduction Plan with legislated timelines and targets (<http://bcpovertyreduction.ca>)

- Support the implementation of Living Wage policies for your organization and incorporate them into your procurement practices.

Employers:

- Look at your wage scales to see how long a person must be employed before earning a wage required for an adequate quality of life. Consider how you can improve that over the next year, 2 years and 5 years
- Besides pay increases look for other ways to improve the quality of life of your lowest wage earners such as flexible work hours, bus passes, on the job training
- Learn more about your staff's housing and child care challenges and solutions
- Demand the same integrity you aspire to from your suppliers and colleagues. Look beyond the lowest financial offer and consider how the firms you deal with treat their employees when awarding contracts
- Consider ways you and your business partners and employees can take action to reduce costs of living related to child care, housing, food and transportation

Consumers:

- Speak out in support of the development of affordable housing options in your neighbourhoods
- Consider your wage rates when hiring people for work around your home
- Consider ways you, your family and friends can take action to reduce costs of living related to child care, housing, food and transportation

Everyone:

- Endorse the Capital Region Community Action Plan on Poverty and pledge one "action" you will take this year to help reduce or prevent poverty. This website will be available for your input early June 2012. (www.CAPonPoverty.ca)

ⁱ Our calculation has been known as the Affordability Index for the past three years. This year we return to the term Living Wage.

ⁱⁱ Note this increase is over a two year period, and averages 2.5% per year.

ⁱⁱⁱ The cost of food used in this calculation is based on the Dieticians of Canada report The Cost of Eating in BC.

^{iv} CMHC, Rental Market Report Fall 2011

^v CMHC, Rental Market Report, Victoria CMA. October 2011

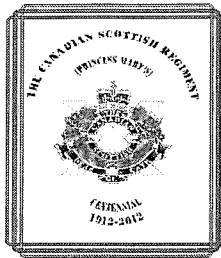
^{vi} CMHC, Rental Market Report, Victoria CMA. October 2011

^{vii} First Call BC, 2011

^{viii} Ibid.

^{ix} Ibid.

^x Community Social Planning Council, Growing Prosperity in the Capital Region, 2012.



The Canadian Scottish Regiment (Princess Mary's)
Centennial Committee
715 Bay Street, Victoria, BC V8T 1R1

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

 RECEIVED: AUG 08 2012
 Referred: _____
 For Action For Response COTW
 For Report Council Agenda IC

6 August 2012

To whom it may concern:

What do you know about Veterans? Are you aware of the fact the Canadian soldiers earned the respect of other countries during WWI when they took the hill and held it at Vimy Ridge? Are you aware of the fact that Canadian soldiers were responsible for liberating many Dutch people during WWII? Are you aware of the respect the people of the Netherlands have for the soldiers from Canada?

Do you know what "D-day, Market Garden, VE-day or VJ-day are? Do you know where Ypres, St Julien, Putot-en-Bessin, Wagenborgen, Juno Beach or the Leopold Canal are? Until 2000 I had very little knowledge of what these were or if they were places to visit. I know that after the opportunity to tour with 47 other people, 17 of who were veterans of the Second World War with the Canadian Scottish Regiment, I knew more and did understand more. We visited small villages, towns and cities in the Netherlands, Belgium, Normandy and other parts of France. I'm not saying my education of what happened in either WWI or WWII is by any stretch of the imagination complete but I am saying we need to put a much bigger effort into teaching our youth of the sacrifices that were made so many years ago. To understand why the Dutch people think not only that our soldiers were brave and wonderful and in many cases gave the ultimate so that freedom and not terror were for everyone world wide. The Dutch people as a nation "will never forget" what was done for them. They teach their children from the time they are old enough to understand that without these men that came and suffered through many hardships, fierce battles, being wounded or worse being taken prisoner of war they wouldn't be living the way they do today.

It is often hard for our veterans to discuss what happened and sometimes when they do they do so with glistening eyes and breaks in their voices as they remember their friends, family and comrades that they left behind. They try to explain how fierce the battles sometimes were and yes how scared they were, but it was their job and they carried on.

I know there is so much more to learn and so little time to learn it from those that were there and I would be more than thrilled to tour again with the veterans of the Canadian Scottish Regiment. To go with them and relive some of their memories both the good and the bad.

Victoria is home to the headquarters of The Canadian Scottish Regiment (Princess Mary's) and still have a militia unit that sends soldiers on peace keeping missions wherever Canada goes and whenever they are needed and the headquarters for the Canadian Scottish Regimental Association. They have a fairly active association of over 400 made up of about 100 WWII Veterans as well as, retired and serving members of the current unit and families of those that have passed away.

My reason for relating all of this information is to ask for support to help us celebrate the 100th anniversary of the Canadian Scottish Regiment (Princess Mary's). We are holding various events through out the year culminating in a celebration weekend 19 to 21 Oct 2012. We are anticipating 400 to 700 attendees for the weekend celebrations from across Canada, the USA and Europe.

We currently have 12 ex members of The Royal Scots (The Royal Regiment) as well as 8 citizens from The Netherlands registered. I am asking for your help to put items in the registration packages, items such as pens, lapel pins, decals, etc advertising your locale.

Please don't hesitate to get in touch with me by phone or e-mail, if you have questions I can't answer I will be happy to have a member of the executive contact you.

Thank you for your consideration.



Jack Amo
Registration Committee Chairperson
j.amo@shaw.ca
250-474-1480

NOTICE OF MOTION

Request for Notice of Motion, Pursuant to Sections 37 and 38, Council Procedure Bylaw 2715, 2009.

Introduced: Regular Council Meeting August 20, 2012

From: Councillor Tim Morrison

Subject: **AMENDMENT TO BYLAW NO. 2278**

WHEREAS the annual remuneration for the position of Mayor is approximately sixty percent higher than that of the annual remuneration for the position of Councillor due to the significant additional workload and responsibilities expected of the position of Mayor; and

WHEREAS Councillors appointed to serve as an Acting Mayor currently perform this additional duty without any additional remuneration or compensation for the additional time, duties, and responsibilities required;

THEREFORE BE IT RESOLVED that Bylaw No. 2778 be amended to include the following addition:

“Councillors appointed to Acting Mayor duties for a minimum of two full months per one year period shall receive a supplementary stipend per year equal to five percent of the annual Councillor stipend.”; and

BE IT FURTHER RESOLVED that this policy will be effective January 1, 2013.

Background

- Current annual remuneration for the position of Mayor: \$34,600
- Current annual remuneration for the position of Councillor: \$13,885
- Difference between Mayor and Councillor Remuneration: \$20,715 or 59.9%
- Proposed additional annual stipend for Acting Mayors (minimum of two months of appointed duty): \$694.25 or 5%*
- The additional five percent of annual remuneration calculation is consistent with the municipality's policies regarding the additional remuneration for senior managers acting in the position of the Chief Administration Officer (CAO). A senior manager who serves as Acting CAO for a minimum of one consecutive week receives additional remuneration equal to five percent of his/her annual salary.

*Calculation based on current Council Remuneration Bylaw, 2011, No. 2778 figures.



RISE AND REPORT

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

To: Meeting of Municipal Council – August 20, 2012

Items:

(a) Appointment to Victoria Police Board

1. That the Council of the Corporation of the Township of Esquimalt hereby nominates Peter Ryan as the Township's representative on the Victoria Police Board, for an initial term of one year; and that the Township forward the nominee's name to the Province for approval by the Lieutenant Governor in Council.
2. That Council Rise and Report on the appointment of Peter Ryan as the Township's representative on the Victoria Police Board, for an initial term of one year, upon approval by the Lieutenant Governor in Council.


Attached is a copy of Order in Council No. 483, dated June 22, 2012, wherein the Lieutenant Governor in Council approved the appointment of Peter Ryan to the Victoria Police Board for a term that commences June 30th, 2012 and ends October 31st, 2012.

PROVINCE OF BRITISH COLUMBIA
ORDER OF LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

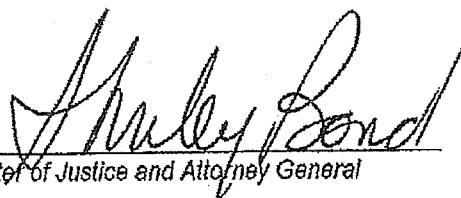

483

, Approved and Ordered JUN 22 2012


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Peter Ryan, appointed as a member of the Victoria Police Board by the municipal council of the Township of Esquimalt, holds office for a term that commences June 30, 2012 and ends October 31, 2012.


Minister of Justice and Attorney General
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Police Act, R.S.B.C. 1996, c. 367, ss. 23 and 24

Other: _____

June 13, 2012

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O/638/2012/12



RISE AND REPORT

From: *In Camera* Meeting of July 9, 2012

To: Meeting of Municipal Council – August 20, 2012

At the Special *In Camera* meeting of Council held on July 9, 2012, Council passed the following resolutions:

(a) Appointment to Advisory Planning Commission

That Council resolves not to follow the Advisory Planning Commission Bylaw, 1996, No. 2268, which states that a vacancy shall be filled within 30 days, and will appoint members to the Commission during the next regular appointment process in accordance with Council Policy No. ADMIN – 40 Appointment Process – Advisory Committees, Commissions and Board of Variance.

(b) Personnel – IT Help Desk

That Council approve the creation of a permanent full time unionized position for an *Application & Desktop Support Technician* and that staff be authorized to proceed with the recruitment process subject to discussion and agreement with CUPE Local 333 on conditions of employment.

(c) Personnel – Bylaw Enforcement

That Council approve that the bylaw enforcement position be increased to a full time equivalent with enhanced requirements for job qualifications, skills and abilities, and that staff be authorized to proceed with the recruitment process subject to discussion and agreement with CUPE Local 333 on conditions of employment.

(d) Personnel – Communications Coordinator

That Council approve an increase from part time to full time for the excluded Communications Coordinator position.