



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

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

File 0550-06

September 13, 2012

### **NOTICE**

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON  
MONDAY, SEPTEMBER 17, 2012 AT 7:00 PM, IN THE  
COUNCIL CHAMBERS, ESQUIMALT MUNICIPAL HALL,  
1229 ESQUIMALT ROAD.**

**ANJA NURVO  
CORPORATE OFFICER**



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Monday, September 17, 2012

7:00 p.m.

Esquimalt Council Chambers

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1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- |   |             |
|---|-------------|
| (1) Minutes of the Special Meeting of Council, July 9, 2012       | Pg. 1 – 9   |
| (2) Minutes of the Regular Meeting of Council, August 20, 2012    | Pg. 10 – 22 |
| (3) Minutes of the Special Meeting of Council, September 10, 2012 | Pg. 23 – 25 |

5. **PRESENTATIONS**

- (1) Certificates of Appreciation to Members of the Esquimalt Policing and Law Enforcement Advisory Panel: Warren Carrie, Donna Humphries, Graham Lang and Richard Mandy
- (2) Dale Green, Capital Regional District, Bylaw No 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012
- (3) Shachi Kurl, Canadian Federation of Independent Business, Small Business

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

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

7. **STAFF REPORTS**

*Engineering and Public Works*

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| (1) Harbours Environmental Action Service Bylaw, Staff Report No. EPW-12-021 | Pg. 26 – 41 |
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**RECOMMENDATION:**

That Council give consent to Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012.

*Development Services*

- |  |             |
|--|-------------|
| (2) Development Variance Permit, 478 Fraser Street [Lot A, Section 11, Esquimalt District, Plan 7994], Staff Report No. DEV-12-035 | Pg. 42 – 60 |
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**RECOMMENDATION:**

That Council resolves 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 **denied**.

**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 Principal Building [i.e. from 1.2 metres to 2.0 metres].

- (3) Development Variance Permit, 518 Joffre Street [Lot 3, Section 11, Esquimalt District, Plan 2222], Staff Report No. DEV-12-036 Pg. 61 – 75

**RECOMMENDATION:**

That Council resolves that the application for a Development Variance Permit authorizing construction as shown on architectural plans provided by Mesa Design Group Inc., stamped “Received June 22, 2012” and sited as detailed on the survey plan prepared by J.E. Anderson and Associates integrated within the architectural plans, stamped “Received June 22, 2012”, and including the following relaxations to Zoning Bylaw, 1992, No. 2050, for the proposed development located at Lot 3, Section 11, Esquimalt District, Plan 2222 [518 Joffre Street], be **denied**.

**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 6% increase to the permitted 30% Lot Coverage [i.e. from 30% to 36% 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].

- (4) Rezoning Application, 1030 Tillicum Road [Lot 24, Block 2, Section 10, Esquimalt District, Plan 11214], Staff Report No. DEV-12-037 Pg. 76 – 107

**RECOMMENDATION:**

That Council resolves that the application for rezoning to facilitate subdivision of Lot 24, Block 2, Section 10, Esquimalt District, Plan 11214 [1030 Tillicum Road] and authorize the installation of a new single family dwelling, all of which is detailed on the survey plan prepared by Michael Claxton Land Surveying Inc., stamped “Received June 28, 2012”, be **denied**.

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

**9. REPORTS FROM COMMITTEES**

- (1) Adopted minutes from the Advisory Planning Commission meeting, June 19, 2012 Pg. 108 – 114
- (2) Draft minutes from the Advisory Planning Commission meeting, August 21, 2012 Pg. 115 – 120

**10. COMMUNICATIONS**

- (1) Letter from Mylene Freeman, MP, dated August 15, 2012, Re: Private Members Motion (M-400) Support Programs for Rural Septic Systems Pg. 121 – 126
- (2) Letter from Geoff Young, Chair, Capital Regional District Board, dated August 22, 2012, Re: Salish Express Commuter Rail Implementation Funding Plan Request Pg. 127 – 130
- (3) Letter from Kyara Kahakauwila, Capital Region Music Awards Society, dated August 24, 2012, Re: Letter of Appreciation For Support Pg. 131
- (4) Email from Deborah Nohr, BC Thanksgiving Food Drive, dated August 29, 2012, Re: Second Annual BC Thanksgiving Food Drive Pg. 132 – 135
- (5) Letter from J.A. Hull, Capital Regional District, dated August 29, 2012, Re: Joint Design Advisory Panel for the McLoughlin Treatment Facility Pg. 136
- (6) Letter from the UBCM Secretariat, dated August 30, 2012, Re: Consultation on the Ministry of Health’s Public Health Plan Pg. 137 – 154
- (7) Letter from Sandy Rozon, Tour de Rock, Cops for Cancer, dated September 6, 2012, Re: Invitation to Support Tour de Rock, Cops for Cancer team at the Esquimalt Plaza on October 5, 2012 Pg. 155

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- (8) Letter from Clayton Pecknold, Ministry of Justice, dated September 7, 2012, Re: Mediator's Report on the Provision of Policing Services Pg. 156 – 157
- (9) Letter from Dora Turje, Youth Parliament of British Columbia, dated September 8, 2012, Re: British Columbia Youth Parliament, 84<sup>th</sup> Parliament Pg. 158 – 162
- 11. NOTICE OF MOTION**
- (1) Recreation Passes for Spouses / Partners of Council Members Pg. 163
- (2) Amendment to Bylaw No. 2778 Pg. 164 – 167
- 12. RISE AND REPORT**
- (1) Report from the In Camera Meeting of Council, August 20, 2012, Re: Appointment of Chief Financial Officer Pg. 168
- 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. 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 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 25<sup>th</sup>, 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 Brunnell 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: 21<sup>st</sup> 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 21<sup>st</sup> 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 for the year.

**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.

*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.**

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

CERTIFIED CORRECT:

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ANJA NURVO  
CORPORATE OFFICER



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
REGULAR MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, AUGUST 20, 2012

7:00 P.M.  
COUNCIL CHAMBERS

**PRESENT:**

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

**STAFF:**

Laurie Hurst, Chief Administrative Officer  
Bill Brown, Director of Development Services  
Will Wieler, Acting Director of Engineering and Public Works  
Louise Payne, Recording Secretary

**OTHERS:**

Inspector Keith Lindner, West Division, Victoria Police Department

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

The following items were added to the Agenda:

- Added to Item 7. Staff Reports – (7) Change of Regular Council Meeting Date from September 4, 2012 to September 24, 2012 – Verbal Report from CAO; and
- Added to Item 7. Staff Reports – (8) Contract Award – Centennial Memorial Walkway, Staff Report No. EPW-12-019.

3. **APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY.**

4. **MINUTES**

(1) Minutes of the Special Meeting of Council, July 9, 2012

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That the minutes of the Special Meeting of Council held July 9, 2012 be tabled for clarification of the Mayor's comments on Page 9 of the minutes regarding the role of consultant with respect to the Request for Proposals for policing services.

**CARRIED UNANIMOUSLY.**

(2) Minutes of the Special Meeting of Council, August 13, 2012.

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the minutes of the Special Meeting of Council held August 13, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY.**

5. **PUBLIC INPUT**

*Cindy Fristoe, resident*, inquired about the disposition of the Notice of Motion regarding Spousal Recreation Passes.

Mayor Desjardins advised that she would seek clarification as to whether this Notice of Motion was coming forward to the next meeting or whether it has been withdrawn.

6. **DELEGATION**

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

Ms. Carol Witter outlined a plan to relocate and preserve the Swallowed Anchor historic building and folk art which was currently



located at 464 Head Street and at risk of being demolished to make way for development of the site.

## 7. STAFF REPORTS

### *Administration*

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

The Chief Administrative Officer presented Staff Report No. ADM-12-044 and answered questions from Council.

### **Council Comments:**

- Representatives on these committees was important because of the federal land in our community;
- What is the direct benefit to Esquimalt? This is a non-Board commitment, and would rather see money spent on "Council development";
- Support allowing opportunity for Councillor Hodgins to participate and attend committee meetings; however for next year, try to get on committees that are more directly related to issues in Esquimalt.

**MOTION:** Moved by Councillor Morrison/Councillor Schinbein:

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.

**CARRIED** (Councillor Hundleby opposed)

- (2) Appointment of Bylaw Enforcement Officer, Staff Report No. ADM-12-045

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

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.

**CARRIED** (Councillor Hodgins opposed)

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

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

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.

**MOTION:** Moved by Councillor Morrison/Councillor Hodgins:  
That the motion be amended to add "(Victoria Police Board)" after "discussions with City of Victoria and Victoria Police Department".

**DEFEATED** (Councillors Hodgins, Morrison and Brame in favour)

The question was called on the original motion and declared **CARRIED** (Councillor Hodgins opposed).

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

The Chief Administrative Officer presented Staff Report No. ADM-12-047 and answered questions from Council. Staff was directed to include a template for Notice of Motions.

**MOTION:** Moved by Councillor Hundleby/Councillor McKie:  
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.

**CARRIED UNANIMOUSLY.**

*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

The Director of Development Services presented Staff Report No. DEV-12-028 and answered questions from Council.

**Council Comments** (*staff comments in italics*):

- Green space of the golf course property needs to be protected;
- Package sent to the Municipal Hall should be posted on our website; *can develop our own consultation process for these communication towers in the community*;
- Concerned about liability if send a letter of support.

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

That staff be directed to request Rogers Communications Inc. to provide Industry Canada regulations and NAV Canada visibility requirements for aircraft near the proposed site of their telecommunication tower; and

That the Township of Esquimalt be advised of what kind of "warning" would be used (i.e. not in favour of strobe light in residential area).

**CARRIED** (Councillor Hodgins opposed).

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

That a letter be sent to the Gorge Vale Golf Club Board of Directors expressing Council's strong concerns regarding the potential installation of a Rogers telecommunication tower.

**CARRIED** (Councillor Hundleby opposed).

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

That staff be directed to advise the Gorge Vale Golf Club Board of Directors to seek the Township of Esquimalt's approval prior to entering into a formal agreement with Rogers Communications Inc.

**DEFEATED** (Councillors Morrison and Hodgins in favour)

- (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

The Director of Development Services presented Staff Report No. DEV-12-033 and answered questions from Council.

**MOTION:** Moved by Councillor Hodgins/Councillor Hundleby:  
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 each of 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)

**CARRIED UNANIMOUSLY.**

- (7) Change of Regular Council Meeting Date from September 4, 2012 to September 24, 2012 – Verbal Report from CAO

The Chief Administrative Officer advised that a number of Councillors have indicated that they cannot attend the scheduled September 4, 2012 Regular Meeting of Council.

Members of Council advised that they have rented "Centennial costumes" from September 7<sup>th</sup> to October 7<sup>th</sup>, therefore Council would like to wear their Centennial costumes to the October 1, 2012 Regular Meeting of Council for photographs.

**MOTION:** Moved by Councillor Hodgins/Councillor McKie:  
That Council approves a change in the meeting date for the Regular Council meeting scheduled for September 4, 2012 to September 24, 2012.

**CARRIED** (Councillor Hundleby opposed).

- (8) Contract Award – Centennial Memorial Walkway, Staff Report No. EPW-12-019

Acting Director of Engineering and Public Works presented Staff Report No. EPW-12-019 and answered questions from Council.

**MOTION:** Moved by Councillor Hodgins/Councillor Brame:  
That Council approve the award of the contract to Van Isle Bricklok Surfacing and Landscaping Supplies for the sum of \$114,199 (excluding the HST) and approve that \$6,431.62 be moved from the Contingency Fund. In order to deal with unforeseen construction costs, up to an additional \$10,000 be made available from the Contingency Fund for the Centennial Memorial Walkway project.

**CARRIED UNANIMOUSLY.**

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

There were no Mayor's or Councillors' reports.

**9. REPORTS FROM COMMITTEES**

- (1) Adopted minutes from the Centennial Celebrations Select Committee meeting, June 12, 2012;

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That the adopted minutes from the Centennial Celebrations Select  
Committee meeting held June 12, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

- (2) Draft minutes from the Arts, Culture and Special Events Advisory  
Committee meeting, June 13, 2012

**MOTION:** Moved by Councillor Hodgins/Councillor Hundleby:  
That the draft minutes from the Arts, Culture and Special Events  
Advisory Committee meeting held June 13, 2012 be received for  
information.

**CARRIED UNANIMOUSLY.**

- (3) Memorandum from the Arts, Culture and Special Events Advisory  
Committee, dated July 9, 2012 re: Letters of Appreciation

**MOTION:** Moved by Councillor Hodgins/Councillor Hundleby:  
That Mayor Desjardins send letter of appreciation to Matthew Pomeroy  
and Gabrielle Martin in appreciation for creating and designing the  
poster for the Esquimalt Arts Festival; and  
That Matthew Pomeroy and Gabrielle Martin be invited to a Regular  
Meeting of Council for presentation of Certificates of Appreciation.

**CARRIED UNANIMOUSLY.**

- (4) Draft minutes from the Advisory Planning Commission meeting,  
June 19, 2012

**MOTION:** Moved by Councillor McKie/Councillor Brame:  
That the draft minutes from the Advisory Planning Commission  
meeting held June 19, 2012 be received for information.

**MOTION:** Moved by Councillor Schinbein/Councillor McKie:  
That the draft minutes from the Advisory Planning Commission  
meeting held June 19, 2012 be tabled in order for staff to provide their  
reasons for the "Memorandum Regarding Absentee Members".

**CARRIED UNANIMOUSLY.**

- (5) Draft minutes from the Heritage Advisory Committee meeting,  
June 20, 2012

Council representatives on the Heritage Advisory Committee advised  
that members of the Committee have asked for input with the  
Department of National Defence (DND) prior to the demolition of DND  
properties. Mayor Desjardins advised that she would bring up the  
Committee's concern at a meeting with the Base Commander.

**MOTION:** Moved by Councillor Hodgins/Councillor Hundleby:  
That the draft minutes from the Heritage Advisory Committee meeting  
held June 20, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

- (6) Adopted minutes from the Centennial Celebrations Select  
Committee meeting, June 26, 2012

**MOTION:** Moved by Councillor McKie/Councillor Hundleby:  
That the adopted minutes from the Centennial Celebrations Select Committee meeting held June 26, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

- (7) Draft minutes from the Environmental Advisory Committee meeting, June 28, 2012

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the draft minutes from the Environmental Advisory Committee meeting held June 28, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

- (8) Memorandum from the Environmental Advisory Committee, dated July 16, 2012 re: Environmental Advisory Committee 2012 Work Plan

**MOTION:** Moved by Councillor Hundleby/Councillor Morrison:  
That Council receive for information the memorandum from the Environmental Advisory Committee dated July 16, 2012 outlining their 2012 Work Plan.

**CARRIED UNANIMOUSLY.**

- (9) Memorandum from the Environmental Advisory Committee, dated July 16, 2012 re: Sustainable Seafood

**MOTION:** Moved by Councillor Hundleby/Councillor Morrison:

**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 aqua culture;

**THEREFORE** staff be directed, when planning such events as the Volunteer Recognition Dinner, to ensure that seafoods listed as "avoid" in the SeaChoice.org "Sustainable Seafood Guidelines" are not served.

**DEFEATED** (Councillor Hundleby in favour).

## **COMMUNICATIONS**

- (1) Letter from Darryl Walker, BC Government and Service Employees' Union, dated July 5, 2012, Re: Privatization of BC Liquor Distribution Branch Warehouse and Distribution System

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

That the letter from Darryl Walker, BC Government and Service Employees' Union dated July 5, 2012 regarding privatization of BC liquor distribution branch warehouse and distribution system be received for information.

**CARRIED** (Councillor Hodgins opposed)

**MOTION:** Moved by Councillor Hundleby/Councillor McKie:

That the following correspondence be received for information:

- (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; and

- (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.

**CARRIED UNANIMOUSLY.**

The Chief Administrative Officer advised that because of a 1932 Evergreen Agreement, the Township of Esquimalt cannot participate in Fortis BC's application to reduce natural gas pricing. Staff was directed to report back to Council with information on the 1932 Evergreen Agreement.

- (4) Letter from Dean Fortin, Chair, Victoria Police Board, dated July 12, 2012, Re: Request of Support for Recommendation to Police Services

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

That the letter from Dean Fortin, Chair, Victoria Police Board dated July 12, 2102 regarding a request for support of the Board's request to appoint a representative from the Police Services to the Municipal Leadership Group (MLG) be received for information.

**DEFEATED** (Mayor Desjardins, Councillors Brame and Hodgins in favour)

- (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

**Council Comments** (*staff comments in italics*):

- Still don't have a clear response from the RCMP – their position is that the RFP document may be released at our discretion, in consultation with the Ministry of Justice, Policing and Security Programs;
- How do we release the RFP document without problems with the Ministry of Justice? *One of the restrictions under the FOIPP Act involved "sensitive police operations information"; therefore the redacted information in the RCMP proposal should be up to the Province;*
- Now have RCMP's permission to release this information; *Not willing to incur a lawsuit for releasing this information to the public.*

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

That a letter be sent to the RCMP, copied to the Ministry of Justice, stating that given that the RCMP position is that the RFP document provided by "E" Division RCMP may be released at our discretion, the Township of Esquimalt plans to release the RFP document to the public effective September 21, 2012 and that the Township requests that the RCMP consult with their contracting partner – Province of BC, Ministry of Justice, Policing and Security Programs – to provide the Township with a redacted version of the RFP document prior to the planned release date.

**CARRIED UNANIMOUSLY.**

- (6) Letter from Robert Woodland, Corporate Administrator, City of Victoria, dated August 2, 2012, Re: RFP #ESQ-01-011

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

That a letter be sent to the Victoria Police Board, copied to the City of Victoria, stating that given that the City of Victoria does not object to the disclosure of the proposal submitted under RFP #ESQ-01-011, the Township of Esquimalt plans to release the proposal to the public effective September 21, 2012 and that the Township requests that a redacted version of the proposal be provided to the Township prior to the planned release date.

**CARRIED UNANIMOUSLY.**

- (7) Email from Susan McEvoy, Federal Electoral Boundaries Commission for British Columbia, dated July 31, 2012, Re: Redistribution of Federal Electoral Boundaries in BC

**MOTION:** Moved by Councillor Schinbein/Councillor McKie:

That the letter from Susan McEvoy, Federal Electoral Boundaries Commission for British Columbia dated July 31, 2012 regarding the redistribution of Federal electoral boundaries in BC be received for information.

**CARRIED UNANIMOUSLY.**

- (8) Letter from Robert Downing, Community Social Planning Council, dated July 31, 2012, Re: Request for Endorsement of Community Action Plan on Poverty

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

That the letter from Robert Downing, Community Social Planning Council, dated July 31, 2012 regarding a request for endorsement of Community Action Plan on Poverty be received.

**CARRIED UNANIMOUSLY.**

- (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

**Council Comments:**

- Concerned about reductions to local grants and additional pressures for our tax money;
- Breaking our own policies by funding this request; ask them to apply next year for a local grant;
- Contributions such as Centennial bookmarks would not have a direct cost to the municipality.

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

That the letter from Jack Amo, The Canadian Scottish Regiment (Princess Mary's) Centennial Committee dated August 6, 2012 regarding a request for contributions for registration packages be received; and

That staff be directed to provide contributions for registration packages up to an amount of \$350.00.

**CARRIED** (Councillors Brame and Hundleby opposed).



11. **NOTICE OF MOTION**

(1) Amendment to Council Remuneration Bylaw, 2011, No. 2778

**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 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 Council Remuneration Bylaw, 2011, 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 amendment will be effective January 1, 2013.

Staff was directed to also bring forward Council Policy ADMIN-62 Elected Official Remuneration for information.

12. **RISE AND REPORT**

(1) Report from the *In Camera* Meeting of Council, June 11, 2012  
Re: Appointment to Victoria Police Board

At the Special *In Camera* Meeting of Council held on June 11, 2012, Council passed the following resolutions:

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 - 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.

(2) Report from the *In Camera* Meeting of Council, July 9, 2012:

At the Special *In Camera* Meeting of Council, 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.

13.

**PUBLIC QUESTION AND COMMENT PERIOD**

*Muriel Dunn, resident*, expressed concern with the different ideas about the policing services issue and suggested more public input.

**MOTION TO EXTEND MEETING HOURS:**

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That Council extend the meeting to 10:15 p.m.

**CARRIED UNANIMOUSLY.**

14.

**MOTION TO GO *IN CAMERA***

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

That Council convene *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.

**CARRIED UNANIMOUSLY.**

**15. ADJOURNMENT**

**MOTION:** Moved by Councillor McKie/Councillor Brame:  
That the Regular 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, SEPTEMBER 10, 2012

7:00 P.M.  
COUNCIL CHAMBERS

**PRESENT:**

Acting Mayor Robert McKie  
Councillor Meagan Brame  
Councillor Lynda Hundleby  
Councillor Tim Morrison

**REGRETS:**

Mayor Barbara Desjardins  
Councillor Dave Hodgins  
Councillor David Schinbein

**STAFF:**

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

**OTHER:**

Keith Lindner, Inspector, West Division, Victoria Police  
Randall Garrison, MP, Esquimalt-Juan de Fuca  
Maurine Karagianis, MLA, Esquimalt-Royal Roads

1. **CALL TO ORDER**

Acting Mayor McKie called the Special Meeting of Council to order at 7:00 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

**MOTION:** Moved by Councillor Morrison/Councillor Brame:  
That the Agenda be amended by the deletion of Items 5, 6, and 7; and that the Agenda be approved as amended.

**CARRIED UNANIMOUSLY.**

Councillor Brame, on behalf of Esquimalt Council, expressed appreciation to all the volunteers who organized and participated in the Centennial Celebration at Esquimalt Gorge Park on September 8<sup>th</sup>. She also advised the public of the upcoming Car Show and Dance at the Curling Rink on September 15<sup>th</sup>, and encouraged residents to bring donations for Santas Anonymous.

4. **PRESENTATION**

(1) Peter Justo – Queen Elizabeth II Diamond Jubilee Medal

Acting Mayor McKie welcomed Mr. Randall Garrison, MP, Esquimalt-Juan de Fuca and Ms. Maurine Karagianis, MLA, Esquimalt-Royal Roads to the meeting.

Mr. Garrison presented Mr. Justo with the medal, certificate and a gift from the Township. He explained that Queen Elizabeth II Diamond Jubilee Service Medals are awarded to honour Canadian citizens who have made a significant contribution to their community, and the Township of Esquimalt had nominated Mr. Peter Justo to receive this honour. Mr. Justo has been an active volunteer for the Township of Esquimalt for approximately ten years working with the Emergency Social Services Coordinator to recruit and organize volunteers; as an active member of "Silver Threads", providing opportunities to enhance the quality of life for seniors; and as the Volunteer Coordinator for "Esquimalt Together Against Graffiti (ETAG)".

5. **ADJOURNMENT**

**MOTION:** Moved by Councillor Morrison/Councillor Hundleby:  
That the Special Meeting of Council be adjourned at 7:15 p.m.

**CARRIED UNANIMOUSLY.**

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

CERTIFIED CORRECT:

\_\_\_\_\_  
ANJA NURVO  
CORPORATE OFFICER



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: September 17, 2012  
Staff Report No. EPW-12-021

## REQUEST FOR DECISION

**SUBJECT:**

Harbours Environmental Action Service Bylaw

**RECOMMENDATION:**

That Council give consent to Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012.


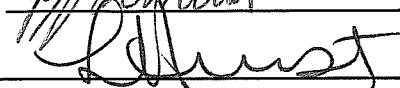
**RELEVANT POLICY:**

Core Liquid Waste Management Plan

**STRATEGIC RELEVANCE:**

Infrastructure Priorities

Submitted by: Writer

  
\_\_\_\_\_  
Reviewed by: CAO 

Date: September 12, 2012

## STAFF REPORT

**DATE:** September 12, 2012 Report No. EPW-12-021  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Jeff Miller, Director, Engineering and Public Works  
**SUBJECT:** Harbours Environmental Action Service Bylaw

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### RECOMMENDATION:

That Council give consent to Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012.

### BACKGROUND:

When the Core Area Liquid Waste Management Plan (LWMP) was established it contained a section (Chapter 11) on the requirements of undertaking environmental action and protection of the surrounding water bodies (Victoria Harbour, the Gorge Waterway, Portage Inlet, Esquimalt Harbour and Esquimalt Lagoon). This work is carried out under the Victoria and Esquimalt Environmental Harbours Action Program (VEHEAP). Included in VEHEAP, through a memorandum of understanding, are the following partners: Environment Canada, Department of National Defence, BC Ministry of Environment, Lands and Parks (MOE), Transport Canada, Fisheries and Oceans Canada, Capital Regional District (CRD).

The CRD represents the Corporation of the Township of Esquimalt, Town of View Royal, City of Colwood, City of Langford, City of Victoria and the Corporation of the District of Saanich in this endeavour. The CRD has committed on behalf of the communities to:

- Coordinate harbour environmental protection and improvement efforts among the VEHEAP partners;
- Work cooperatively with the other VEHEAP partners to protect and improve the environmental quality of Victoria and Esquimalt harbours through the joint implementation of the VEHEAP's Environmental Management strategy (VEHEAP 1997);
- Establish funding for projects to reduce contaminant loads and to protect and remediate habitat.

In order to carry out this work, the CRD established a requisition to the various communities. Initially this requisition was established under the Liquid Waste Management Plan Bylaw. It was later determined that this requisition required a separate bylaw.

In 2011, the CRD established a working group to identify work tasks and measure performance. The working group was composed of various staff members from the Core and West Shore communities. This work was carried out through 2011 and 2012 with the intent of establishing a new bylaw in 2013 in order that the requirements of VEHEAP be carried out.



The five year work plan has been broken into six sections. The CRD and its municipal partners will meet on a regular basis to review the work plan and make any changes to keep the plan current and viable. The work plan work sections are:

- Flow monitoring and contaminant loadings;
- Develop water quality objectives for the harbours;
- Habitat inventory and protection;
- Consultation for the development of 50 year plan for the Harbours;
- Initiative coordination and participation;
- Other items as required.

The environmental protection activities for the harbours are also being carried out under the source control program and inter-municipal watershed program.

The bylaw also includes three amendments. The amendments are:

- Allow related work that is outside the Chapter 11 Liquid Waste Management Plan requirements (e.g. coordination of the Gorge Waterway Initiative and the Esquimalt Lagoon Stewardship Initiative);
- Raise the maximum requisition amount to \$350,000 (from \$275,000) to accommodate potential future supplementary budget requests if required for special projects (any future increases would have to be approved in each annual budget);
- Remove the December 31, 2012 bylaw expiry clause.

The bylaw, its amendments and report to Environmental Sustainability Committee (June 27, 2012) are attached as an Appendix to this report for information.

## **ISSUES:**

### 1. Rationale for Selected Option

In the LWMP there is a requirement for the CRD to provide environmental protection to the named water bodies. If this work is not carried out, the CRD and member communities could face fines from MOE for not meeting the requirements of the LWMP.

The work that is being carried out is regional in nature. This bylaw provides a suitable mechanism in order to ensure that the work is carried out. With the establishment of the working group and the five year work plan complete with periodic updates, the Township will have a voice on where and what program funding will be expended on.

### 2. Organizational Implications

The majority of work under this bylaw is carried out by CRD staff. Implications to the Township are the commitment of staff to represent the Township on the working group and future reviews of the plan and participation on the Gorge Waterway Initiative. The current level of commitment has not resulted in substantial time commitments from staff.

### 3. Financial Implications

The funds for this program are collected through taxation and form a part of the annual requisition from the CRD to the Township. In 2012, the Township's requisition amount for this work totalled \$16,812. The funding for this bylaw is apportioned on the basis of the population of the participating areas.

During the working group's discussions, the budget amount establishing the five year plan was \$275,000. This amount was adjusted on a yearly basis to reflect inflation and other expected costs. There are projects within the plan that will exceed the budget amount. These are one-off type projects and are to be discussed during CRD budget discussions.

### 4. Communication

As the CRD is the primary agency for carrying out the five year plan and the VEHEAP, they already have developed a communication strategy for the program. It is expected that the CRD will modify this strategy where required to reflect any changes in the program. This information will then be available to the Township so that it can provide information and updates to residents who have questions on the program.

### **ALTERNATIVES:**

1. That Council give consent to Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012.
2. That Council does not give consent to Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012.



Making a difference...together

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

T: 250.360.30  
F: 250.360.3130

www.crd.bc.ca

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

For Information:

CAO  Mayor/Council

---

RECEIVED: JUL 23 2012

Referred: Anja

For Action  For Response  COTW

For Report  Council Agenda  IC

July 20, 2012

Ms. Anja Nurvo  
Manager of Corporate Services  
Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC, V9A 3P1

Dear Ms. Nurvo:

**RE: Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012**

Please place Bylaw No. 3837, at third reading, on your next Council agenda with a request to give consent to the adoption of the Bylaw in accordance with Sections 802(2) and 801.4 of the *Local Government Act*.

The purpose of Bylaw 3837 is to amend Bylaw No. 3743, *Harbours Environmental Action Service Establishment Bylaw No. 1, 2010*, to reflect the outcomes of a service review performed by representatives from the CRD and participating municipalities. The amendments are necessary to:

- allow related work that is outside the Chapter 11 Liquid Waste Management Plan requirements (e.g., coordination of Gorge Waterway Initiative and Esquimalt Lagoon Stewardship Initiative)
- raise the maximum requisition amount to \$350,000 (from \$275,000) to accommodate potential future supplementary budget requests if required for special projects (any future increases would have to be approved in each annual budget)
- remove the December 31, 2012 bylaw expiry clause (required to continue the Harbours Environmental Action Program service past that date).

The attached report to the CRD Environmental Sustainability Committee, dated June 27, 2012, provides further background information.

CRD Environmental Protection division staff are available to give a brief presentation to Council regarding the bylaw amendments and/or answer questions if needed. To make such arrangements, or if there are any questions, please contact Dale Green, 250.360.3093, email [dgreen@crd.bc.ca](mailto:dgreen@crd.bc.ca).

Yours sincerely,

Sonia Santarossa  
Manager, Legislative Services  
T 250.360.3128  
F 250.360.3130  
E [ssantarossa@crd.bc.ca](mailto:ssantarossa@crd.bc.ca)

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3837

\*\*\*\*\*  
A BYLAW TO AMEND BYLAW NO. 3743 BEING "HARBOURS ENVIRONMENTAL ACTION  
SERVICE ESTABLISHMENT BYLAW NO.1, 2010"  
\*\*\*\*\*

**WHEREAS:**

- A. By Bylaw No. 3743 "Harbours Environmental Action Service Establishment Bylaw No.1, 2010", the Capital Regional District Board did establish a Service for the purpose of coordinating and implementing harbours environmental protection and improvement initiatives within Portage Inlet, Gorge Waterway, Victoria Harbour, Esquimalt Harbours and Esquimalt Lagoon;
- B. The consent of the participants was not required for the adoption of Bylaw No. 3743, under Section 24(7) of the *Environmental Management Act*;
- C. The Board of the Capital Regional District wishes to amend Bylaw No. 3743 so that the Bylaw will not expire on December 31, 2012, and by increasing the maximum requisition of the Service, and by broadening the objects of the Service to include harbours environmental protection and improvement initiatives not specifically referred to in the Liquid Waste Management Plan approved by the Board of the Capital Regional District on July 12, 2000;
- D. The Capital Regional District Board has obtained the consent of at least two-thirds of the participants in accordance with Section 802(1)(b) of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities has been obtained under Section 802(3) of the *Local Government Act*.

**NOW THEREFORE** the Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. Bylaw No. 3743 "Harbours Environmental Action Service Establishment Bylaw No.1, 2010" is amended as follows:
  - a) By adding in Section 1, immediately after the words "Esquimalt Lagoon", the following:

“, including matters not specifically referred to in the liquid waste management plan approved by the Board of the Capital Regional District on July 12, 2000, and”
  - b) By replacing Section 6 in its entirety with the following:

**“6. Maximum Requisition**

The maximum amount that may be requisitioned under Section 803 for the Service will be the greater of:

- a. Three hundred and fifty thousand dollars (\$350,000); or
  - b. An amount equal to the amount that could be raised by a property value tax rate of \$0.0064 per ONE THOUSAND DOLLARS (\$1000.00) which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the Service."
- c) By deleting Section 7 and renumbering Section 8 as Section 7.

**Citation**

2. This Bylaw may be cited as the "Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012".

READ A FIRST TIME THIS 11<sup>th</sup> day of July 2012

READ A SECOND TIME THIS 11<sup>th</sup> day of July 2012

READ A THIRD TIME THIS 11<sup>th</sup> day of July 2012

APPROVED BY THE INSPECTOR OF MUNICIPALITIES  
THIS day of 2012

ADOPTED THIS day of 2012

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2012

I hereby certify the foregoing to be a true and correct copy of the Bylaw which was given third reading by the Board on the 11<sup>th</sup> day of JULY, 2012.  
Dated this 20<sup>th</sup> day of JULY, 2012.



REPORT TO ENVIRONMENTAL SUSTAINABILITY COMMITTEE  
MEETING OF WEDNESDAY 27 JUNE 2012

---

**SUBJECT:** HARBOURS SERVICE ESTABLISHING BYLAW AMENDMENTS

**ISSUE**

To amend the establishing bylaw for the Harbours Environmental Action Program based on the results of a review of the service.

**BACKGROUND**

The Capital Regional District (CRD) established the Harbours Environmental Action Program (HEAP) to meet requirements under Chapter 11 of the Core Area Liquid Waste Management Program (LWMP). Implementation is carried out through the Victoria and Esquimalt Harbours Environmental Action Program (VEHEAP).

In 2010, a Core Area Liquid Waste Management Committee cost-sharing subcommittee developed a new cost-sharing formula for the program and staff were directed to *clarify the program for VEHEAP with a prescribed budget with measurable goals and set costs within a five-year plan and seek input from the member municipalities.*

The Core Area LWMP Inter-Municipal Review Committee, comprised of CRD and municipal staff, met several times over the past year to discuss the harbours program. The five-year plan, developed by consensus of the working group, is summarized in Appendix A. A more detailed plan and budget have been distributed to the review committee members.

This plan will be discussed and updated by program and municipal staff annually, or as needed, to ensure effective and efficient service delivery. Years 3-5 of the plan are subject to change as staff continue open communication with municipalities and periodically re-evaluate priorities. Staff identified some tasks as potentially requiring additional funding, which could be a combination of external grants and requisitions. However, any supplementary budget requests will be discussed with the municipalities prior to the preparation of future annual program budgets.

Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012 (Appendix B), requires approval by two-thirds of the participating municipalities and amends the existing service bylaw (Appendix C) to reflect the outcome of the review process. The amendments are necessary to:

- allow related work that is outside the Chapter 11 LWMP requirements (as directed by the Environmental Sustainability Committee on 25 January 2012)
- raise the maximum requisition amount to \$350,000 (from \$275,000) to accommodate potential future supplementary budget requests if required for special projects (any future increases would have to be approved in each annual budget)
- remove the 31 December 2012 bylaw expiry clause (required to continue the HEAP service past that date)

## ALTERNATIVES

That the Environmental Sustainability Committee recommend to the Capital Regional District Board that:

1. Bylaw No. 3837 Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012 be introduced and read a first and second time, and read a third time.
2. staff make changes to Bylaw No. 3837 and present a revised bylaw at the next meeting.

## ENVIRONMENTAL AND SOCIAL IMPLICATIONS

Healthy marine ecosystems maintain good habitat, biodiversity and add to building healthy, vibrant communities. The core area municipalities are responsible for the management of contaminant discharges from municipal storm drains to the receiving environment. The program addresses these commitments under the provincial *Environmental Management Act* and the Core Area LWMP.

An engaged community also contributes to healthy marine ecosystems. HEAP regularly engages more than 20 environmental and residential community groups, staff from the participating municipalities, representatives from six senior government agencies and the Esquimalt and Songhees First Nations in harbour environmental protection and improvement activities through VEHEAP, the Esquimalt Lagoon Stewardship Initiative (ELSI) and the Gorge Waterway Initiative (GWI).

The work done through these initiatives includes: providing multi-jurisdictional coordination; development and implementation of stewardship strategies; coordinated development and distribution of outreach and educational materials; installation of interpretive signage around the waterways; providing coordinated input on major developments around the harbour areas; and habitat restoration activities. In a typical year, initiative partners and community members contribute more than 1,000 volunteer hours.

## FINANCIAL IMPLICATIONS

The annual budget for the program over the five-year period is similar to the 2012 program, which is \$271,170. The budget is cost-shared among the participants proportionally on the basis of population. The amended bylaw raises the maximum requisition amount to allow for potential future supplementary budget requests if required for special projects. Supplementary budget items would have to be approved in the program's future annual budgets.

## INTERGOVERNMENTAL IMPLICATIONS

The service participants are the six core area municipalities that have watersheds draining into Portage Inlet, Gorge Waterway, Victoria Harbour, Esquimalt Harbour and Esquimalt Lagoon (the harbours). CRD staff worked collaboratively with municipal staff to develop the five-year plan. CRD staff also worked with the Ministry of Environment (the provincial regulator) to ensure the program meets their intentions under the regulatory framework.

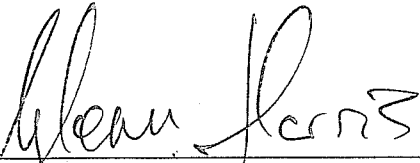
## CONCLUSIONS

Staff have worked with municipal partners and the provincial regulator to provide a response to the Core Area Liquid Waste Management Committee's request for a five-year plan, with a prescribed budget and measurable goals. The plan has the support of municipal staff and meets the requirements under the LWMP. The service also allows for the continuation of non-LWMP activities (e.g., coordination of Gorge

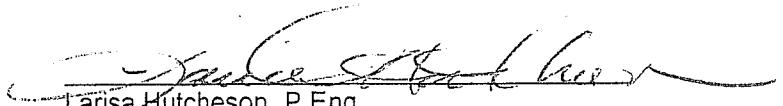
Waterway Initiative and Esquimalt Lagoon Stewardship Initiative) as requested by the Environmental Sustainability Committee in January 2012.

**RECOMMENDATION**

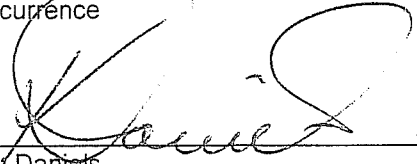
That the Environmental Sustainability Committee recommend to the Capital Regional District Board that Bylaw No. 3837 Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012 be introduced and read a first and second time, and read a third time.



Glenn Harris, Ph.D., R.P.Bio.  
Senior Manager, Environmental Protection



Larisa Hutcheson, P.Eng.  
General Manager, Environmental Sustainability  
Concurrence



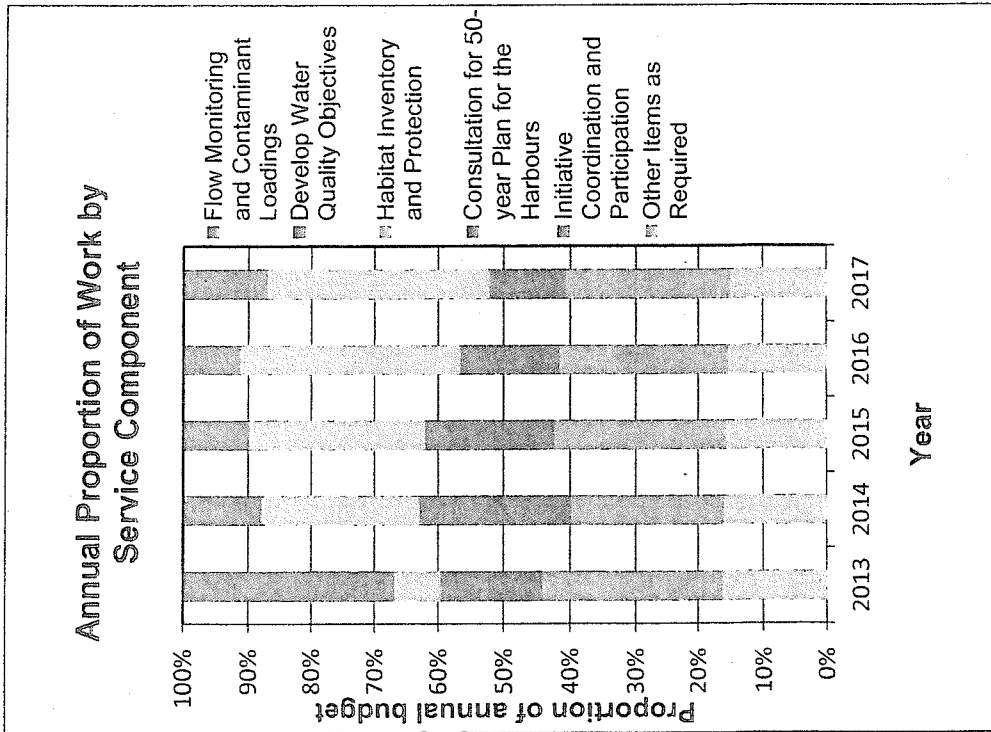
Kelly Daniels  
CAO Concurrence

DG:cam  
Attachments: 3



CAPITAL REGIONAL DISTRICT HARBOURS ENVIRONMENTAL ACTION SERVICE

FIVE-YEAR WORK PLAN SUMMARY



Service Component	Key Deliverables
Flow Monitoring and Contaminant Loadings	<ul style="list-style-type: none"> <li>- Water flow measurement for creeks flowing into the harbours</li> <li>- Collection of flow data from other agencies and stakeholders</li> <li>- Provides information enabling the Stormwater Quality Program to determine contaminant loadings into the harbours and municipalities to evaluate runoff changes in response to development and other activities</li> </ul>
Develop Water Quality Objectives for the Harbours	<ul style="list-style-type: none"> <li>- Area-specific water quality objectives to use in evaluating the health of receiving environments</li> <li>- The collection of a comprehensive set of contaminant data and creation of area-specific objectives for the harbours will enable the Stormwater Quality Program and municipalities to more accurately assess receiving environment effects in the future</li> </ul>
Habitat Inventory and Protection	<ul style="list-style-type: none"> <li>- Determine inventory options for key harbours species</li> <li>- Identify harbours protection goals and objectives</li> <li>- Update of the subtidal and shoreline inventory for harbours</li> <li>- Update information on the Harbours Atlas</li> <li>- Determine long-term habitat monitoring requirements</li> </ul>
Consultation for development of 50-year plan for the Harbours Initiative	<ul style="list-style-type: none"> <li>- Discussions with key stakeholders (governments, First Nations, stewardship groups)</li> <li>- Compilation of relevant information and data from many sources</li> <li>- Development of a 50-year environmental plan for the harbours</li> </ul>
Coordination and Participation	<ul style="list-style-type: none"> <li>- Coordination and support for groups such as: Esquimalt Lagoon Stewardship Initiative and Gorge Waterway Initiative</li> <li>- Volunteer coordination and outreach activities.</li> </ul>
Other items as required	<ul style="list-style-type: none"> <li>- Submit applications to obtain external project funding</li> <li>- Respond to public inquiries</li> <li>- Liaise with partners</li> <li>- Prepare annual reports</li> </ul>

Note: Annual core budget for 2012 is \$271,170

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3837**

\*\*\*\*\*  
**A BYLAW TO AMEND BYLAW NO. 3743 BEING "HARBOURS ENVIRONMENTAL ACTION  
SERVICE ESTABLISHMENT BYLAW NO.1, 2010"**  
\*\*\*\*\*

**WHEREAS:**

- A. By Bylaw No. 3743 "Harbours Environmental Action Service Establishment Bylaw No.1, 2010", the Capital Regional District Board did establish a Service for the purpose of coordinating and implementing harbours environmental protection and improvement initiatives within Portage Inlet, Gorge Waterway, Victoria Harbour, Esquimalt Harbours and Esquimalt Lagoon;
- B. The consent of the participants was not required for the adoption of Bylaw No. 3743, under Section 24(7) of the *Environmental Management Act*;
- C. The Board of the Capital Regional District wishes to amend Bylaw No. 3743 so that the Bylaw will not expire on December 31, 2012, and by increasing the maximum requisition of the Service, and by broadening the objects of the Service to include harbours environmental protection and improvement initiatives not specifically referred to in the Liquid Waste Management Plan approved by the Board of the Capital Regional District on July 12, 2000;
- D. The Capital Regional District Board has obtained the consent of at least two-thirds of the participants in accordance with Section 802(1)(b) of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities has been obtained under Section 802(3) of the *Local Government Act*.

**NOW THEREFORE** the Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. Bylaw No. 3743 "Harbours Environmental Action Service Establishment Bylaw No.1, 2010" is amended as follows:
  - a) By adding in Section 1, immediately after the words "Esquimalt Lagoon", the following:
 

", including matters not specifically referred to in the liquid waste management plan approved by the Board of the Capital Regional District on July 12, 2000, and"
  - b) By replacing Section 6 in its entirety with the following:

**"6. Maximum Requisition**

The maximum amount that may be requisitioned under Section 803 for the Service will be the greater of:

- a. Three hundred and fifty thousand dollars (\$350,000); or
- b. An amount equal to the amount that could be raised by a property value tax rate of \$0.0064 per ONE THOUSAND DOLLARS (\$1000.00) which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the Service."
- c) By deleting Section 7 and renumbering Section 8 as Section 7.

**Citation**

- 2. This Bylaw may be cited as the "Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012".

READ A FIRST TIME THIS	day of	2012
READ A SECOND TIME THIS	day of	2012
READ A THIRD TIME THIS	day of	2012
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	2012
ADOPTED THIS	day of	2012

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS      day of      2012

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3743

\*\*\*\*\*

A BYLAW TO ESTABLISH A SERVICE FOR THE PURPOSE OF HARBOURS ENVIRONMENTAL ACTION

\*\*\*\*\*

WHEREAS:

- A. The Regional Board of the Capital Regional District may establish a service the Board considers necessary or desirable for all or part of the Regional District;
B. The Capital Regional District Core Area Liquid Waste Management Plan approved by the Minister of Environment contains a commitment by the Capital Regional District to coordinate harbour environmental protection and improvement efforts;
C. The Board of the Capital Regional District wishes to establish a service to protect and improve the environmental quality of Portage Inlet, Gorge Waterway, Victoria Harbour, Esquimalt Harbour and Esquimalt Lagoon;
D. The consent of the participants is not required under Section 24(7) of the Environmental Management Act; and
E. The approval of the Inspector of Municipalities has been obtained under Section 801(1)(a) of the Local Government Act.

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Service

The Service being established and to be operated is a service for the purpose of coordinating and implementing harbours environmental protection and improvement initiatives within Portage Inlet, Gorge Waterway, Victoria Harbour, Esquimalt Harbour and Esquimalt Lagoon, including:

- a. Monitoring, mapping, reporting and public education on issues relating to the marine and shore area environments;
b. Coordination and collaboration with public authorities and other persons on issues relating to the marine and shore area environments; and
c. Implementing programs related to rehabilitation and improvement of the marine and shore area environments.

2. Service Area Boundaries

The boundaries of the service area are coterminous with the boundaries with the combined areas of the City of Colwood, Township of Esquimalt, District of Langford, District of Saanich, City of Victoria and the Town of View Royal.

3. Participating Areas

The participating areas are the City of Colwood, Township of Esquimalt, District of Langford, District of Saanich, City of Victoria and the Town of View Royal.

**4. Cost Recovery**

As provided in Section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- a. Property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- b. Fees and charges imposed under Section 363 of the *Local Government Act*;
- c. Revenues raised by other means authorized by the *Local Government Act* or another Act;
- d. Revenues received by way of agreement, enterprises, gift, grant or otherwise.

**5. Cost Apportionment**

- a. The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of the population of the participating areas; and
- b. Population, for the purpose of this section, is the population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

**6. Maximum Requisition**

The maximum amount that may be requisitioned under Section 803 for the Service will be the greater of:

- a. Two hundred and seventy-five thousand dollars (\$275,000); or
- b. An amount equal to the amount that could be raised by a property value tax rate of \$0.0053 per ONE THOUSAND DOLLARS (\$1000.00) which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the Service.

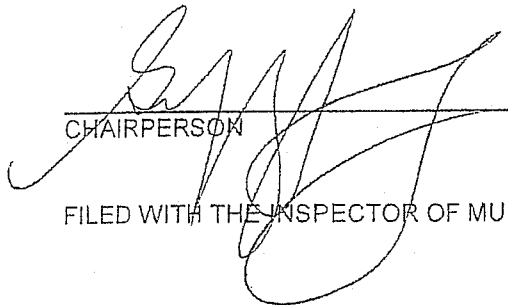
**7. Expiration Date of this Bylaw**

This bylaw will be in force and effect from the date of its adoption until midnight on December 31, 2012.

**8. Citation**

This Bylaw may be cited as the *Harbours Environmental Action Service Establishment Bylaw No. 1, 2010*.

READ A FIRST TIME THIS	8 <sup>th</sup>	day of	December	2010
READ A SECOND TIME THIS	8 <sup>th</sup>	day of	December	2010
READ A THIRD TIME THIS	8 <sup>th</sup>	day of	December	2010
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	7 <sup>th</sup>	day of	January	2011
ADOPTED THIS	16 <sup>th</sup>	day of	February	2011



CHAIRPERSON



S.M. NORTON

---

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 25<sup>th</sup> day of February 2011



# 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: September 17, 2012  
Staff Report No. DEV-12-035

## REQUEST FOR DECISION

**SUBJECT: DEVELOPMENT VARIANCE PERMIT**  
**478 Fraser Street**  
**[Lot A, Section 11, Esquimalt District, Plan 7994]**

### RECOMMENDATION:

That Council resolves 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 **denied**.

**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 Principal Building [i.e. from 1.2 metres to 2.0 metres].

### RELEVANT POLICY:

Zoning Bylaw, 1992, No 2050  
Development Approval Procedures Bylaw, 2003, No. 2562

### STRATEGIC RELEVANCE:

This Request For Decision does not directly relate to a specific strategic objective.

Submitted by: Writer Tara Puder

Reviewed by: CAO R. H. [Signature]

Date: Sept 13/12

## STAFF REPORT

**DATE:** September 11, 2012 Report No. DEV-12-035  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Trevor Parkes, Senior Planner  
**SUBJECT:** **DEVELOPMENT VARIANCE PERMIT**  
**478 Fraser Street**  
**[Lot A, Section 11, Esquimalt District, Plan 7994]**

---

### RECOMMENDATION:

That Council resolves 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 for an accessory building located at Lot A, Section 11, Esquimalt District, Plan 7994 [478 Fraser Street], be **denied**.

**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 Principal Building [i.e. from 1.2 metres to 2.0 metres].

### BACKGROUND:

#### Context

**Applicant/ Owners:** Gale and Beverley Miller  
**Property Size:** Metric: 157 m<sup>2</sup> Imperial: 1690 ft<sup>2</sup>  
**Existing Land Use:** Single Family Dwelling  
**Surrounding Land Uses:** South: Single Family Residential  
East: Single Family Residential  
North: Single Family Residential  
West: Single Family Residential



**Existing Zoning:** RS-1 [Single Family Residential] [No change required]

**Existing OCP Designation:** Single and Two Unit Residential [No change required]

**Purpose of the Application**

The applicant has completed a significant renovation of the existing dwelling located on the subject property. Prior to purchasing the property the applicant consulted, at length, with staff regarding the requirements of the RS-1 zone, as they applied to this site. After the completion of the renovation project, it came to staff's attention that the applicant undertook additional construction on the site in violation of the requirements of the RS-1 zone. Subsequently, the applicant was notified that a Development Variance Permit was required to authorize installation of the shed and fence as constructed.

**Comments from Advisory Planning Commission**

This application was considered at the regular meeting of APC held June 19, 2012. Members acknowledged the applicant had noticeably improved the property and that the shed and fence were aesthetically pleasing and appeared well built. Members expressed concerns regarding individuals doing work first and then coming to the Township to legalize it after it is in place. The application was forwarded to Council with a **recommendation of approval**.

**ISSUES:**

1. Rationale for Selected Option

Staff recommend the application be denied as placement of an accessory building in the front yard is in clear conflict with established streetscape principles within Esquimalt. Similarly, the height of fencing located in the front of the principle building is restricted within Esquimalt to ensure a feeling of openness along the street and to enhance the sense of community as this space functions as the transition between the public and private realm.

2. Organizational Implications

This Request for Decision has no organizational implications.

3. Financial Implications

This Request for Decision has no financial implications.

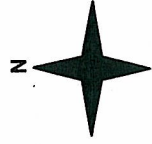
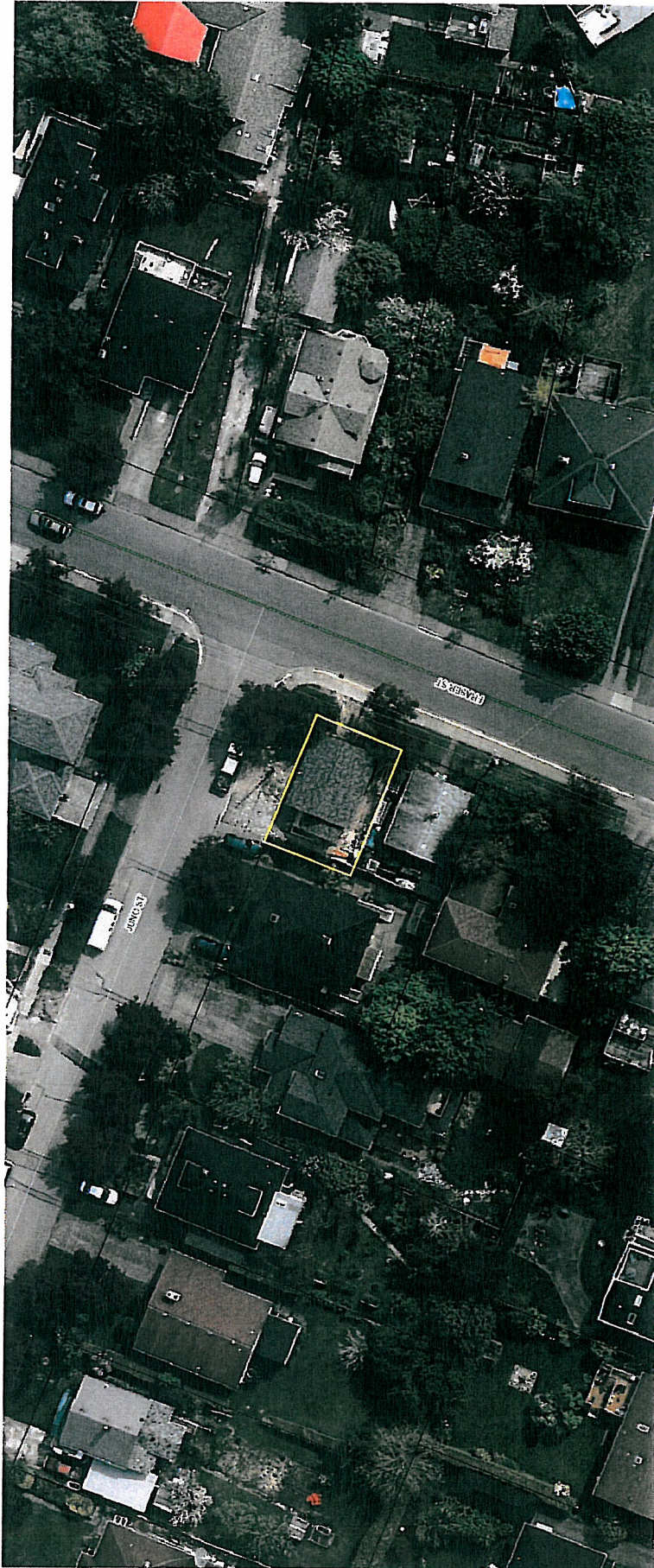
4. Communication


As this proposal involves multiple variances, notices were mailed to owners and tenants of properties within 50 metres [164 ft.] of the subject property on August 30, 2012 advising them that Council would consider the requested relaxations to Zoning Bylaw, 1992, No. 2050 at the regular meeting of Council on September 17, 2012.

**ALTERNATIVES:**

1. Council **deny** the application for Development Variance Permit.
2. Council **approve** the Development Variance Permit and direct staff to issue the permit and register a notice on the property title.

478 Fraser Street



Subject Property Boundary: 

## DIVISION 1 - RESIDENTIAL ZONES

### 34. SINGLE FAMILY RESIDENTIAL [RS-1]

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

#### (1) Permitted Uses

The following Uses and no others are permitted:

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

#### (2) Parcel Size

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

#### (3) Minimum Lot Width

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

#### (4) Floor Area Ratio

The Floor Area Ratio shall not exceed 0.35.

#### (5) Floor Area

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

#### (6) Building Height

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

#### (7) Building Width

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

#### (8) Lot Coverage

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

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

(9) **Siting Requirements**

(a) **Principal Building**

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

(b) **Accessory Building**

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

(10) **Fencing**

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

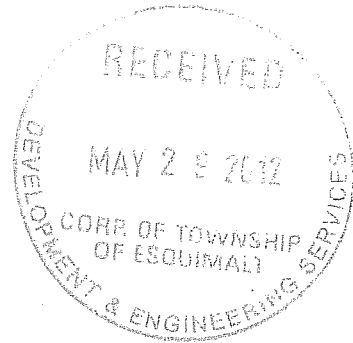
(11) **Off Street Parking**

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



48

May 25, 2012



Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC  
V9A 3P1

To Whom It May Concern

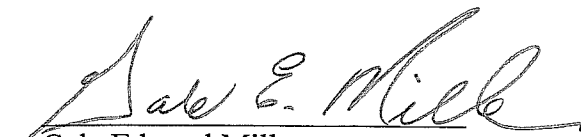
Re: Accessory Building & Fencing  
478 Fraser Street

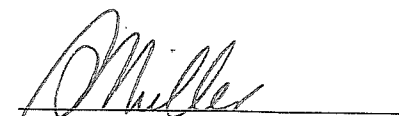
We, Beverley & Gale Miller, are applying for a Development Variance Permit to authorize the installation of the shed and fence as constructed on the left front side of our property. As per the directives of Trevor Parkes, you will find the following documents in order and attached for your review:

- Esquimalt Development Variance Permit Application
- Original Framing Certificate with new construction added
- Site pictures
- BC Land Surveyors Certificate
- State of Title Certificate
- Document signed by neighbours of 478 Fraser Street

Should you have any questions or require further information, please do not hesitate to contact us at 478 Fraser Street

Sincerely,

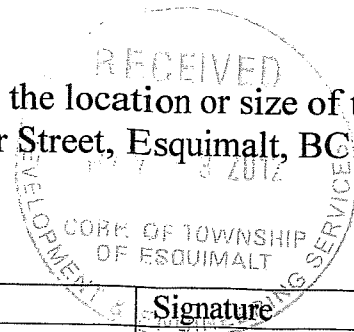
  
Gale Edward Miller

  
Beverley June Miller

Attachments (10)

We, the undersigned, do not have any problem with the location or size of the small shed and fence recently installed at 475 Fraser Street, Esquimalt, BC:

Dated: May 21, 2012



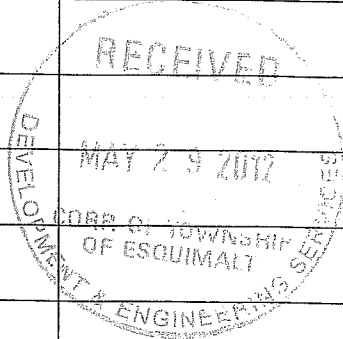
Name	Address	Signature
Dan K. Aitken	474 Fraser St	Dan K. Aitken
Les Couther	472 Fraser St	Les Couther
JOAN WELLS	467 FRASER ST.	Joan Wells
ROD LAVERGNE	485 FRASER ST	Rod Lavergne
<del>Brent Flatek</del>	481 FRASER STREET	BRENT FLATEK
Lily Flatek	481 Fraser Street	Lily Flatek
BRIAN HOWDEN	483 FRASER STREET	Brian Howden
Paul Pearson	484 FRASER ST.	P. Pearson
Cathy Pearson	484 Fraser St	Cathy Pearson
SHARLYN SCOTT	1205 JUND ST	Sharlyn Scott
ISABEL MACKINNON	1205 - JUND ST	Isabel Mackinnon
TAY SMITH	487 FRASER	Tay Smith
Brenda Lavergne	485 Fraser	Brenda Lavergne
Janetta Medd	463 Fraser.	Janetta Medd
Claude Martin	485 Fraser ST	Claude Martin
Bruce Admer	1215 WYCHAMPY AVE	Bruce Admer
Marlene Fournier	466 FRASER ST.	Marlene Fournier
LISA NAKAMURA	461 FRASER ST	Lisa Nakamura
	TALKED TO THEM OK WITH FENCE - GREAT IMPROVEMENT ON PROPERTY!	Al Morandin

AL MORANDIN  
FOR PATRICK & LORA  
1212 JUND

We, the undersigned, do not have any problem with the location or size of the small shed and fence recently installed at 475 Fraser Street, Esquimalt, BC:

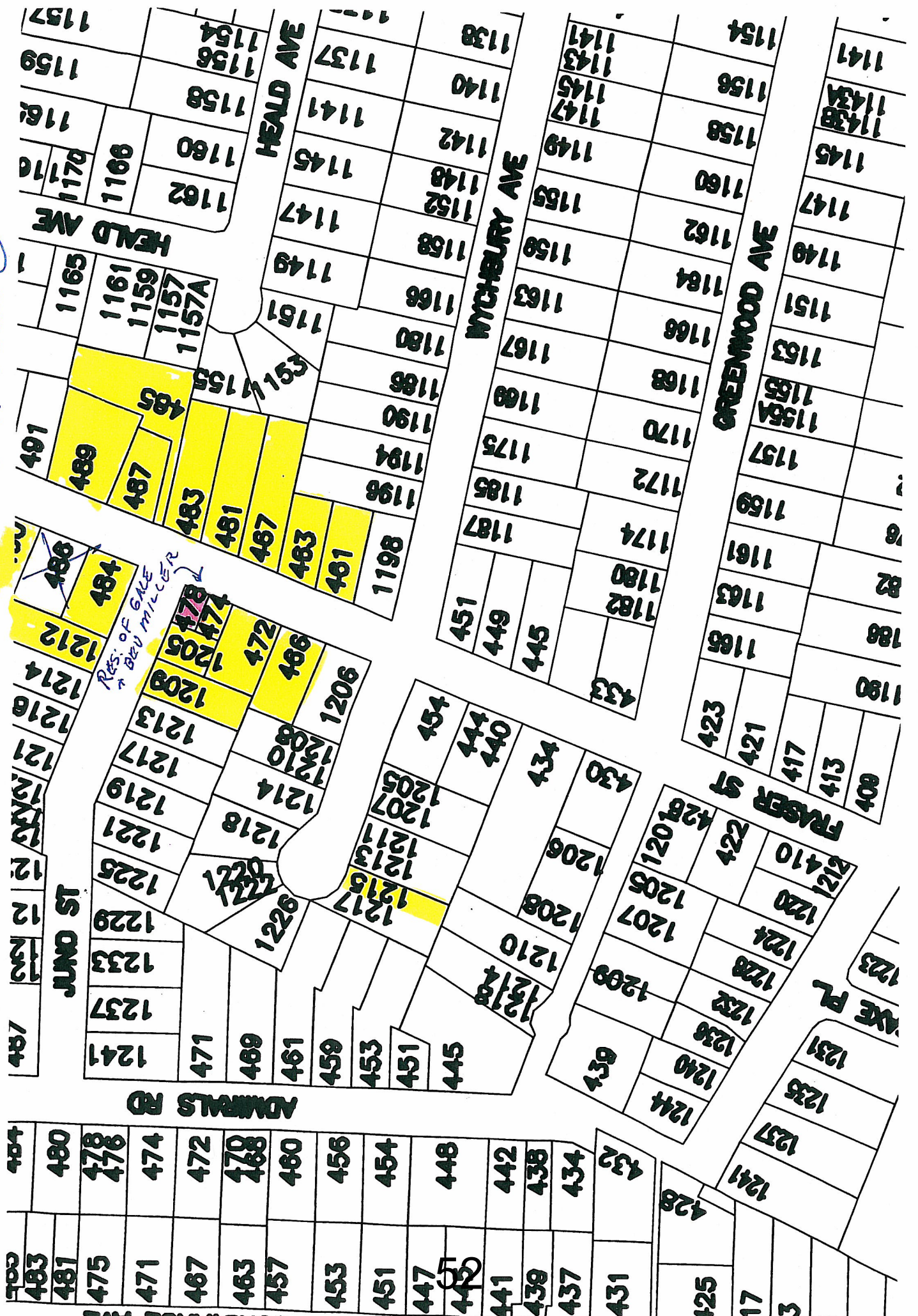
Dated: May 21, 2012

Name	Address	Signature
Stephanie Garbar	#4, 1205 Juno St.	<i>Stephanie Garbar</i>
PAT HOLMES	1215 WYCHBURY AVE	<i>Pat Holmes</i>
Gillian Marsollier	2-1205 Juno St	<i>Gillian Marsollier</i>
Nelson Bath	- 1209 Juno St.	<i>Nelson Bath</i>
KUNO VENSEN	489 FRASER ST	<i>Kuno Vensen</i>
Judy Jensen	489 Fraser St.	<i>J Jensen</i>
MARK WEBER	490 FRASER ST	<i>Mark Weber</i>





490 No Answer @ 486



RES. OF GALE & BEN MILLER

- 483
- 481
- 475
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- 463
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- 451
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- 445
- 442
- 438
- 434
- 431
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- 425
- 17
- 3

## Trevor Parkes

---

**Subject:** FW: Feedback from website for Mayor and Council

-----Original Message-----

From: Barb Desjardins [<mailto:barb.desjardins@esquimaltcouncil.ca>]  
Sent: September 3, 2012 10:19 AM  
To: Laurie Hurst  
Subject: FW: Feedback from website for Mayor and Council

Public input

Barbara Desjardins  
Mayor  
Township of Esquimalt  
Phone: 1-250-414-7100  
[www.esquimalt.ca](http://www.esquimalt.ca)

Celebrating 100 years as a Township in 2012  
[www.esquimaltcentennial2012.ca](http://www.esquimaltcentennial2012.ca)

-----Original Message-----

From:  
Sent: September 3, 2012 9:27 AM  
To: Mayor and Council  
Subject: Feedback from website for Mayor and Council

This is information submitted via the Esquimalt website.

\* Please reply within 2 business days. \*

Paul  
Pearson

484 Fraser St  
Victoria  
BC  
V9A 6H4

I wish to express my support for the development variance at 478 Fraser St. The owners of this property have done a remarkable job of turning this once decrepit shack into a lovely home that compliments the neighbourhood. I feel the fence and shed have no impact on the aesthetics of this property.

Paul Pearson







## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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

August 30, 2012

### DEVELOPMENT VARIANCE PERMIT NOTICE

An application for a Development Variance Permit has been received from Gale and Beverley Miller the registered owners of 478 Fraser Street [Lot A, Section 11, Esquimalt District, Plan 7994].

**Purpose of the Application:**

The applicants have constructed a fence and accessory building [shed] in contravention of the requirements of the RS-1 zone. Approval of the requested variances would authorize the works as constructed.

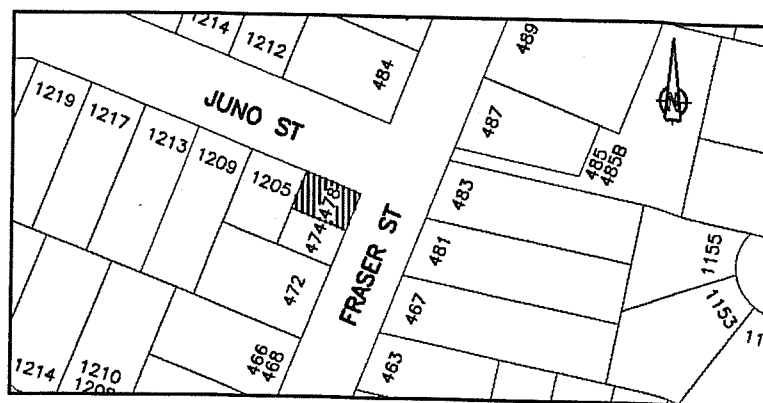
Authorization of the following variances to Zoning Bylaw, 1992, No. 2050 is required to permit the siting and height of the shed and fence respectively:

**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 Principal Building [i.e. from 1.2 metres to 2.0 metres].



**Site Location:**

Lot A, Section 11, Esquimalt District, Plan 7994 [478 Fraser Street]

The Municipal Council will consider this application at **7:00 p.m., Monday, September 17, 2012, in the Council Chambers, Municipal Hall, 1229 Esquimalt Road, Esquimalt B.C.** Affected persons may make representations to Council at that time or submit a written submission prior to that date.

Information related to this application may be reviewed at the Development Services counter, Municipal Hall, 1229 Esquimalt Road, from 8:30 a.m. until 4:30 p.m., Monday to Friday (excluding Saturdays, Sundays, Statutory Holidays) until September 17, 2012.

**BILL BROWN,  
DIRECTOR OF DEVELOPMENT SERVICES**

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

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**DEVELOPMENT VARIANCE PERMIT**

**NO. 05/2012**

**Owners:** Gale Miller  
Beverley Miller  
478 Fraser Street  
Esquimalt, BC V9A 6H3

**Lands:** Lot A, Section 11, Esquimalt District, Plan 7994

**Address:** 478 Fraser Street, Esquimalt, B.C.

**Conditions:**

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

**Zoning Bylaw, 1992, No. 2050, Section 34(9)(b)(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].

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**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 Principal Building [i.e. from 1.2 metres to 2.0 metres].

3. Approval of this Development Variance Permit has been issued in general accordance with the survey plan prepared by J.E. Anderson and Associates, stamped "Received May 29, 2012" which is attached hereto as Schedule 'A'.
4. The terms, conditions and covenants contained herein shall enure to the benefit of and be binding upon the Owners, their executors, heirs or administrators, successors and assigns as the case may be or their successors to title in the lands.
5. This Development Variance Permit is not a Building Permit.
6. This Permit lapses two (2) years after the date it is issued if the holder of the Permit does not substantially start any construction with respect to which the Permit was issued.
7. For the purposes of this Development Variance Permit, the holder of the Permit shall be the owner(s) of the lands.

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

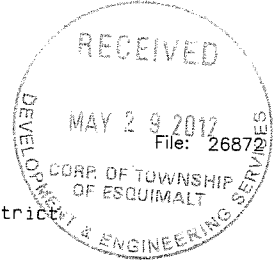
SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012

\_\_\_\_\_  
Director of Development Services

\_\_\_\_\_  
Corporate Officer  
Corporation of the Township  
of Esquimalt



FRAMING CERTIFICATE



CLIENT: Mr. Gale Miller

Dear Sir:

Re: Improvements on : Lot A, Plan 7994, Section 11, Esquimalt District

AT : 478 Fraser Street

I hereby certify that I have inspected the above described location and that the foundation walls of the improvements shown are as shown on the sketch below. This sketch uses registered plan dimensions to define lot boundaries. This sketch is for building inspection purposes only. It does not constitute a redefinition of the legal boundaries herein described and is not to be used in a manner which would assume same

Certified Correct According to Land Title & Survey Authority Records and Field Surveys. Unregistered interests have not been included or considered.

G.J. Anderson B.C.L.S.

May 25, 2012

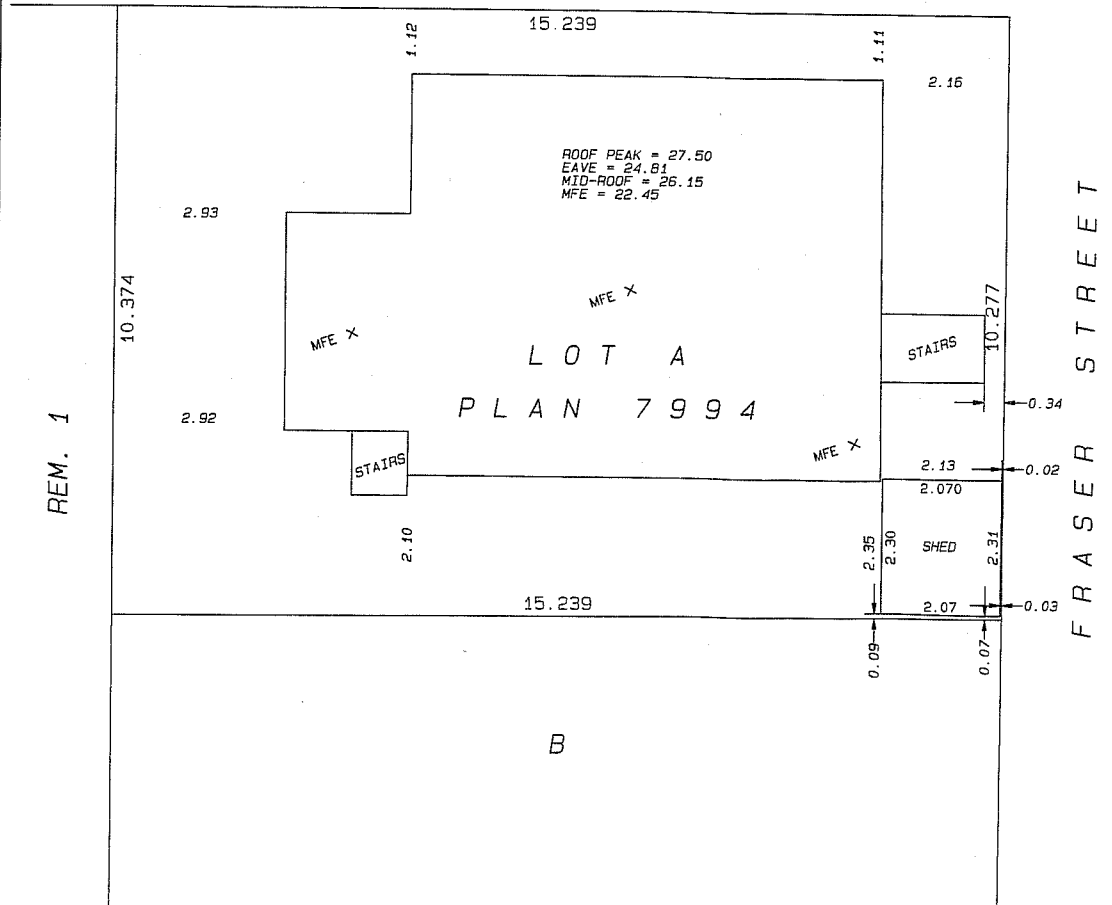
Inspected

(c)

THIS DOCUMENT IS NOT VALID UNLESS  
 ORIGINALLY SIGNED AND SEALED



JUNO STREET



THIS IS SCHEDULE 'A' OF  
 DEVELOPMENT VARIANCE  
 PERMIT NO 05/2012  
 CORPORATE OFFICER



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: September 17, 2012  
Staff Report No. DEV-12-036

## REQUEST FOR DECISION

**SUBJECT: DEVELOPMENT VARIANCE PERMIT**  
**518 Joffre Street**  
**[Lot 3, Section 11, Esquimalt District, Plan 2222]**

**RECOMMENDATION:**

That Council resolves that the application for a Development Variance Permit authorizing construction as shown on architectural plans provided by Mesa Design Group Inc., stamped "Received June 22, 2012" and sited as detailed on the survey plan prepared by J.E. Anderson and Associates integrated within the architectural plans, stamped "Received June 22, 2012", and including the following relaxations to Zoning Bylaw, 1992, No. 2050, for the proposed development located at Lot 3, Section 11, Esquimalt District, Plan 2222 [518 Joffre Street], be **denied**.

**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 6% increase to the permitted 30% Lot Coverage [i.e. from 30% to 36% 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].

**RELEVANT POLICY:**

Zoning Bylaw, 1992, No 2050  
Development Approval Procedures Bylaw, 2003, No. 2562

**STRATEGIC RELEVANCE:**

This Request For Decision does not directly relate to a specific strategic objective.

Submitted by: Writer Tyler Parks

Reviewed by: CAO R. Must

Date: Sept 13/12

## STAFF REPORT

**DATE:** September 11, 2012 Report No. DEV-12-036  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Trevor Parkes, Senior Planner  
**SUBJECT: DEVELOPMENT VARIANCE PERMIT**  
**518 Joffre Street**  
**[Lot 3, Section 11, Esquimalt District, Plan 2222]**

---

### RECOMMENDATION:

That Council resolves that the application for a Development Variance Permit authorizing construction as shown on architectural plans provided by Mesa Design Group Inc., stamped "Received June 22, 2012" and sited as detailed on the survey plan prepared by J.E. Anderson and Associates integrated within the architectural plans, stamped "Received June 22, 2012", and including the following relaxations to Zoning Bylaw, 1992, No. 2050, for the proposed development located at Lot 3, Section 11, Esquimalt District, Plan 2222 [518 Joffre Street], be **denied**.

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**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].

### BACKGROUND:

#### Context

**Applicant:** Brett and Kim Waldner  
**Owner:** Peter Wilkins  
**Property Size:** Metric: 416 m<sup>2</sup> Imperial: 4477 ft<sup>2</sup>  
**Existing Land Use:** Single Family Dwelling  
**Surrounding Land Uses:** South: Single Family Residential  
East: Single Family Residential  
North: Single Family Residential  
West: Public/ Institutional [ABSC]

**Existing Zoning:** RS-1 [Single Family Residential] [No change required]

**Purpose of the Application**

The applicants are proposing construction of a garage attached to the south wall of the existing home. The roof of the garage would serve as a deck accessed off the main floor of the home. The proposal also involves a comprehensive renovation of the interior of the home, removal of the existing deck at the rear of the building and alterations to the existing front porch.

**Comments from Other Departments**

The plans for this proposal were circulated to other departments and the following comments were received:

**Parks Services:** Tree protection required for the municipal boulevard tree bordering the property. Director of Parks and Recreation notes that the backyard significantly encroaches on Township property. Staff recommends that, should the variances be approved, the owner be required to enter into an Encroachment Agreement with the Township prior to the issuance of a Building Permit.

**Building Services:** Construction must conform to BC Building Code 2006 and Municipal Building Code Bylaw, 2002, No. 2538. Applicant must address all issues contained within the Township Development Protocol and adhere to Noise Control Bylaw No. 2677.

**Engineering Services:** Engineering staff have completed a preliminary evaluation of Works and Services that would be required for the proposed renovation/addition at 518 Joffre Street. Staff confirms that the proposal does not impact the engineering aspects of the property. The home owner would be responsible for costs associated with installing a new driveway over municipal property.

**Comments from Advisory Planning Commission**

A similar application was considered at the regular meeting of APC held on June 19, 2012. Members were encouraged to see interest in revitalizing an existing home as the proposed upgrades would enhance the streetscape. Members indicated general support for the provision of off street parking to reduce congestion of the street, however concerns were raised regarding the substantial increase to lot coverage on this non-conforming lot triggered by the presence of a two car garage in the proposal. The application was forwarded to Council with a **recommendation of denial** with the comment that the addition of a single car garage could be supported.

**Amended Application:** In response to the APC comments received at the June regular meeting, the applicant reduced the width of the proposed garage by 1.5 metres [5 ft] and presented the amended plan to the APC at the regular meeting held August 21, 2012. The amended proposal reduces the requested variance for Lot Coverage from 38% in the original submission to 36%. Members commented that the generous area of the single parking space better accommodated a young family's needs to load and unload children and could also serve future owners who might have mobility issues. The application was forwarded to Council with a recommendation of **approval**.

**ISSUES:**

1. Rationale for Selected Option

Approval of the requested variances would facilitate construction of a single family dwelling with significantly greater Lot Coverage [36%] than would normally be permitted in the RS-1 zone [30%]. The subject property is substantially smaller than the minimum lot size that could be created by subdivision today. Accordingly, to preserve appropriate building proportions within the community, staff recommends greater deference should be shown to the Lot Coverage requirement in the RS-1 zone.

The applicant requests approval for a parking garage which would contain a 3.6 metres wide by 6.4 metres long parking space in addition to providing a 1.2 metre wide vestibule and work bench area. The standard dimensions for a residential parking space in Esquimalt are 2.6 metres wide by 5.5 metres long. Approval of these variances would result in an building that will appear uncharacteristically large for the site on which it is constructed. A more appropriate sized building could be achieved by a further reduction to the proposed addition therefore staff recommend the application, as presented, be denied.

2. Organizational Implications

This Request for Decision has no organizational implications.

3. Financial Implications

This Request for Decision has no financial implications.

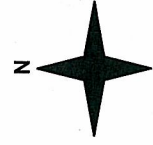
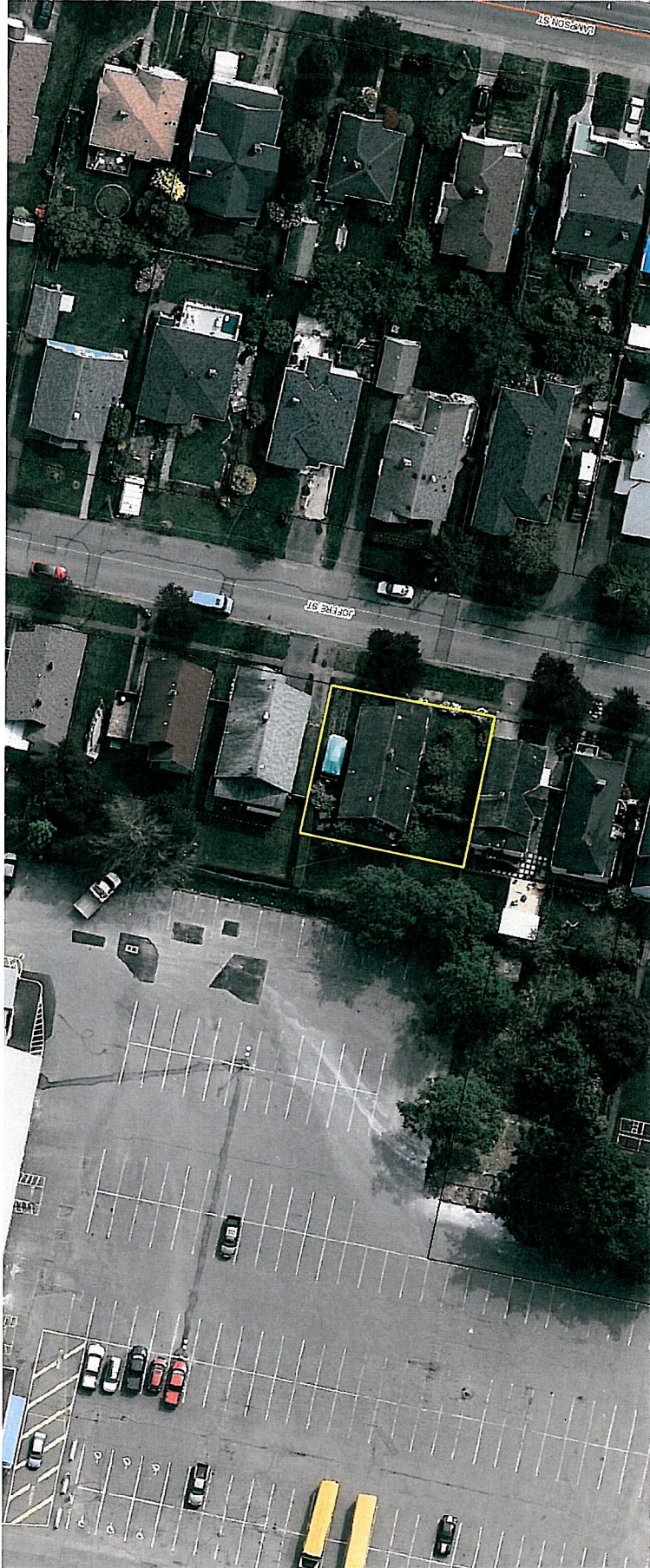
4. Communication


As this proposal involves multiple variances, notices were mailed to owners and tenants of properties within 50 metres [164 ft.] of the subject property on August 30, 2012 advising them that Council would consider the requested relaxations to Zoning Bylaw, 1992, No. 2050 at the regular meeting of Council on September 17, 2012.

**ALTERNATIVES:**

1. Council **deny** the application for Development Variance Permit.
2. Council **approve** the Development Variance Permit and direct staff to issue the permit and register a notice on the property title.

**518 Joffre Street**



Subject Property Boundary: 

## DIVISION 1 - RESIDENTIAL ZONES

### 34. SINGLE FAMILY RESIDENTIAL [RS-1]

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

#### (1) Permitted Uses

The following Uses and no others are permitted:

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

#### (2) Parcel Size

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

#### (3) Minimum Lot Width

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

#### (4) Floor Area Ratio

The Floor Area Ratio shall not exceed 0.35.

#### (5) Floor Area

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

#### (6) Building Height

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

#### (7) Building Width

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

#### (8) Lot Coverage

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

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

(9) **Siting Requirements**

(a) **Principal Building**

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

(b) **Accessory Building**

- (i) **Front Setback:** No Accessory Building shall be located in front of the front face of the Principal Building.
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- (iv) **Building Separation:** No Accessory Building shall be located within 2.5 metres of a Principal Building.

(10) **Fencing**

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

(11) **Off Street Parking**

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





# 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

August 30, 2012

## DEVELOPMENT VARIANCE PERMIT NOTICE

An application for a Development Variance Permit has been received from Brett and Kim Waldner on behalf of Peter Wilkins, the registered owner of 518 Joffre Street [Lot 3, Section 11, Esquimalt District, Plan 2222].

### Purpose of the Application:

The applicants are proposing construction of a garage attached to the south wall of the existing home. The roof of the garage would serve as a deck accessed off the main floor of the home. The proposal also involves a comprehensive renovation of the interior of the home, removal of the existing deck at the rear of the building and alterations to the existing front porch.

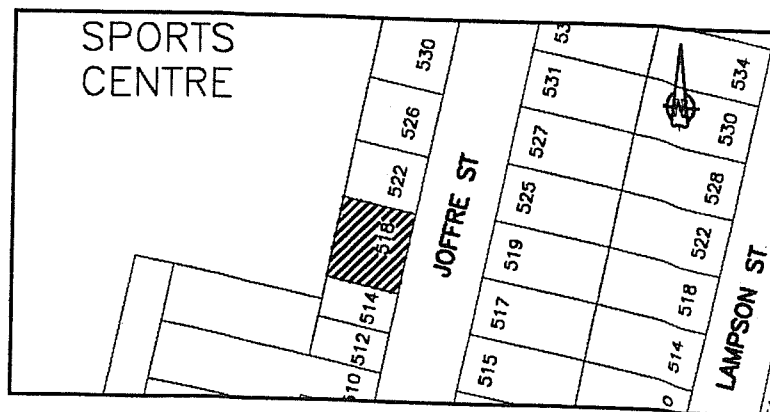
Authorization of the following variances to Zoning Bylaw, 1992, No. 2050 is required to facilitate construction as proposed:

**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 6% increase to the permitted 30% Lot Coverage [i.e. from 30% to 36% 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].



**Site Location:** Lot 3, Section 11, Esquimalt District, Plan 2222 [518 Joffre Street]

The Municipal Council will consider this application at **7:00 p.m., Monday, September 17, 2012, in the Council Chambers, Municipal Hall, 1229 Esquimalt Road, Esquimalt B.C.** Affected persons may make representations to Council at that time or submit a written submission prior to that date.

Information related to this application may be reviewed at the Development Services counter, Municipal Hall, 1229 Esquimalt Road, from 8:30 a.m. until 4:30 p.m., Monday to Friday (excluding Saturdays, Sundays, Statutory Holidays) until September 17, 2012.

**BILL BROWN,  
DIRECTOR OF DEVELOPMENT SERVICES**

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

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**DEVELOPMENT VARIANCE PERMIT**

**NO. 03/2012**

**Owners:** Peter Wilkins  
518 Joffre Street  
Esquimalt, BC V9A 6C9

**Lands:** Lot 3, Section 11, Esquimalt District, Plan 2222

**Address:** 518 Joffre Street, Esquimalt, B.C.

**Conditions:**

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

**Zoning Bylaw, 1992, No. 2050, Section 34(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 6% increase to the permitted 30% Lot Coverage [i.e. from 30% to 36% 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].

3. Approval of this Development Variance Permit has been issued in general accordance with the survey plan prepared by J.E. Anderson and Associates integrated within the architectural plans, stamped "Received

June 22, 2012”, and with the architectural plans provided by Mesa Design Group Inc., stamped “Received June 22, 2012”, all of which is attached hereto as Schedule ‘A’.

4. The terms, conditions and covenants contained herein shall enure to the benefit of and be binding upon the Owners, their executors, heirs or administrators, successors and assigns as the case may be or their successors to title in the lands.
5. This Development Variance Permit is not a Building Permit.
6. This Permit lapses two (2) years after the date it is issued if the holder of the Permit does not substantially start any construction with respect to which the Permit was issued.
7. For the purposes of this Development Variance Permit, the holder of the Permit shall be the owner(s) of the lands.

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

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012

\_\_\_\_\_  
Director of Development Services

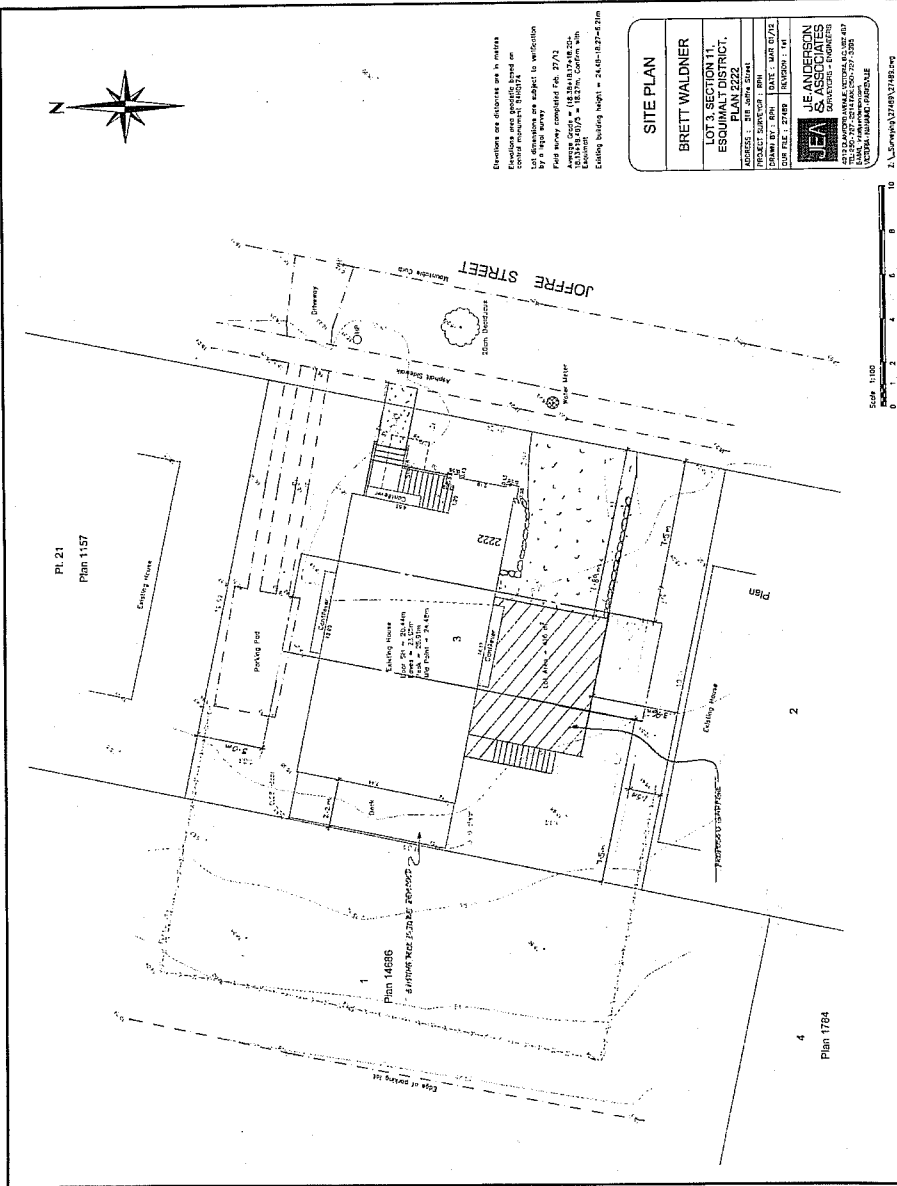
\_\_\_\_\_  
Corporate Officer  
Corporation of the Township  
of Esquimalt

**Lot Information:**

CIVIC ADDRESS 518 JOFFRE STREET  
 TOTAL LOT AREA 416.00 sq.m.  
 ALLOWABLE LOT COVERAGE 124.60 sq.m.  
 EXISTING LOT COVERAGE 124.58 sq.m.  
 PROPOSED LOT COVERAGE 151.16 sq.m.  
 ALLOWABLE F.A.R. 145.00 sq.m.  
 EXISTING F.A.R. 145.00 sq.m.  
 PROPOSED F.A.R. 183.70 sq.m.  
 ALLOWABLE HEIGHT 2.30 m  
 PROPOSED HEIGHT 2.30 m  
 Max. Roof 6.70 m

**ELEVATIONS:**

AVERAGE GRADE 18.31 m  
 MAIN FLOOR 21.04 m



**SITE PLAN**  
 BRETT WALDNER  
 LOT 3, SECTION 11,  
 ESQUIMALT DISTRICT,  
 PLAN 2222

DATE: MAR 02/15  
 REVISION: 1: 15  
 REVISION: 2: 28/03/15  
 REVISION: 3: 28/03/15  
 REVISION: 4: 28/03/15

SCALE: 1:100

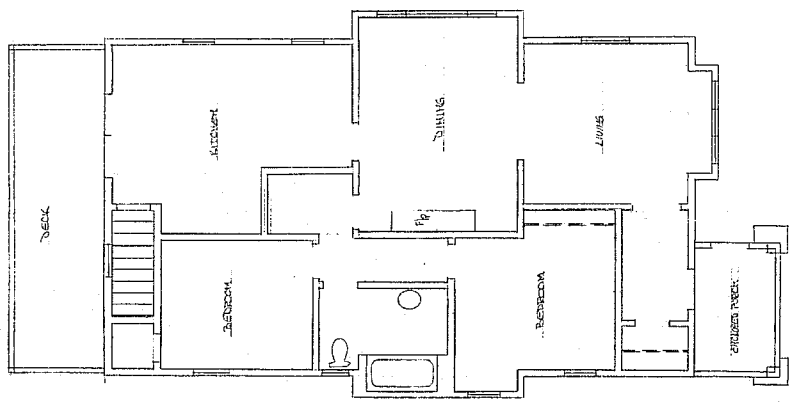
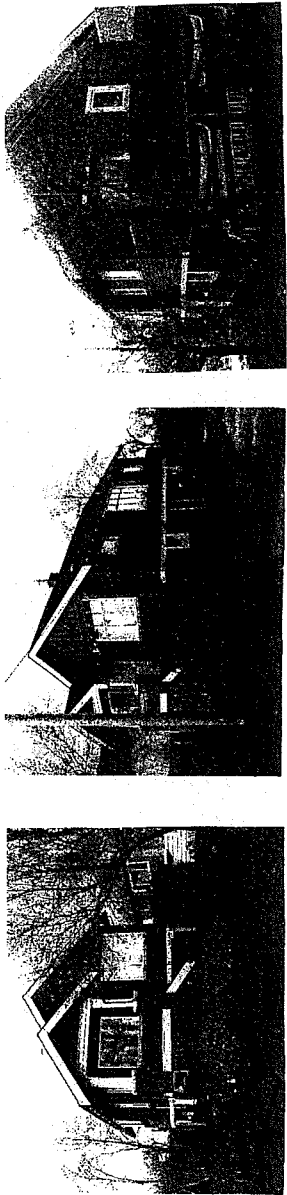
**JEA**  
 J.E. ANDERSON  
 & ASSOCIATES  
 Architects - Engineers  
 1115-1127 22nd Street, Esquimalt, BC V8L 2S8  
 TEL: 250-227-2222 FAX: 250-227-2288  
 WWW.JEA-BC.COM



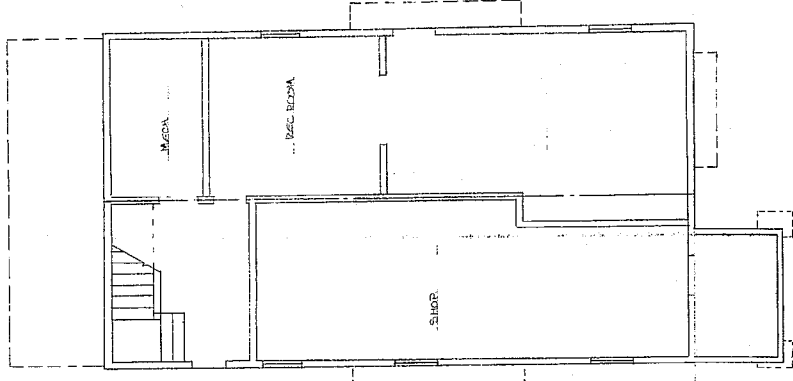
THIS IS SCHEDULE 'A' OF  
 DEVELOPMENT VARIANCE  
 PERMIT NO. 037/2012

CORPORATE OFFICER

9285-1.5"



EXISTING MAIN FLOOR PLAN  
 11/25/11 (11/25/11)  
 TALK: 10/14/11 (11/15/11)



EXISTING LOWER FLOOR PLAN  
 11/25/11 (11/25/11)  
 TALK: 10/14/11 (11/15/11)

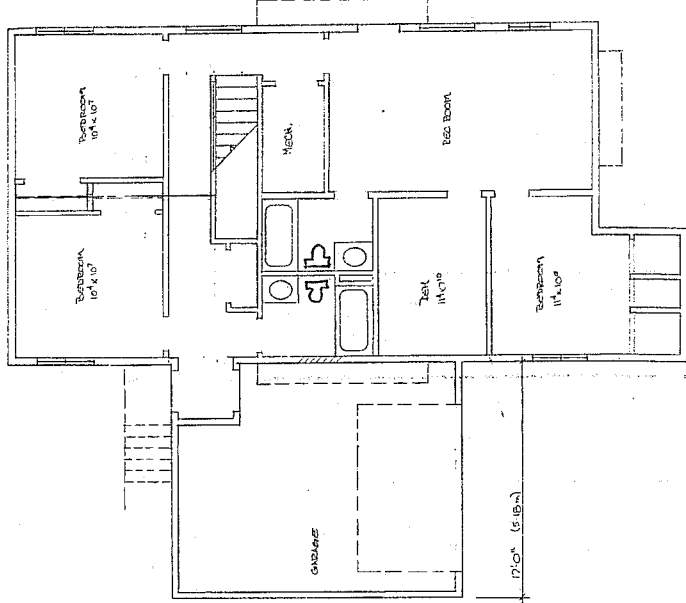
RECEIVED  
 JUN 2 2012  
 CORP OF TOWNSHIP  
 OF ESQUIMAULT  
 DEVELOPMENT & ENGINEERING SERVICES

MESA DESIGN GROUP INC 2001 JAMES MOUNTAIN AVE. VICTORIA BC V8N 2A2	DESIGN CONSULTANT DESIGNED BY: DTW/JS DRAWN BY: D.L.
DATE: 11/20/11 SCALE: 1/8"=1'-0"	DRAWING NO.: 1785-1
<b>MESA</b> DESIGN GROUP INC	
7-5/8 TORRANCE STREET	

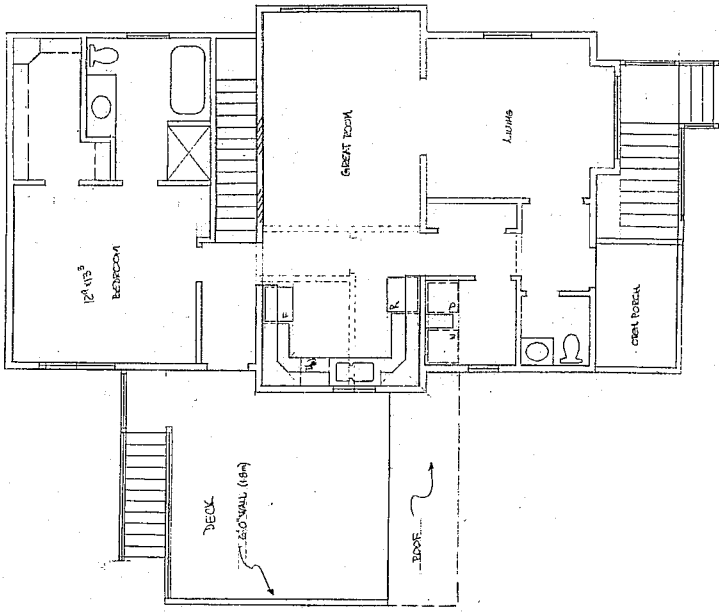
THIS IS SCHEDULE A OF  
 DEVELOPMENT VARIANCE  
 PERMIT NO 03/2012

CORPORATE OFFICER

RECEIVED  
 JUN 2 2012  
 CORP. OF TOWNSHIP  
 OF ESQUIMAULT  
 DEVELOPMENT & ENGINEERING SERVICES



PROPOSED LOWER FLOOR PLAN  
 1/4" = 1'-0" (1:30)  
 DATE: 03/28/12  
 DRAWN BY: J.L.

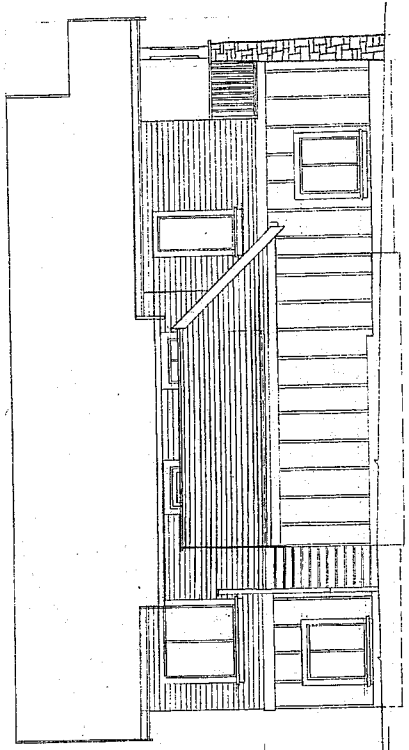


PROPOSED UPPER FLOOR PLAN  
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 DATE: 03/28/12  
 DRAWN BY: J.L.

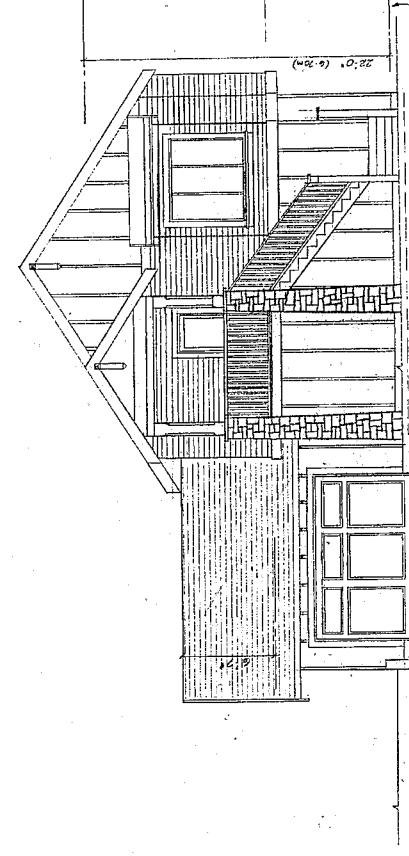
MESA DESIGN GROUP INC. 100-1100 HENRIE AVE. VICTORIA, BC V8M 1L7	DESIGNED BY: J.L.	2012-03-28
DATE: 03/28/12	DRAWN BY: J.L.	
SCALE: 1/4" = 1'-0"	DRAWING NO.: 9785	
<b>MESA DESIGN GROUP INC.</b>		
MR. MUREN WEBER		

**THIS IS SCHEDULE 'A' OF  
 DEVELOPMENT VARIANCE  
 PERMIT NO. 03/2012**

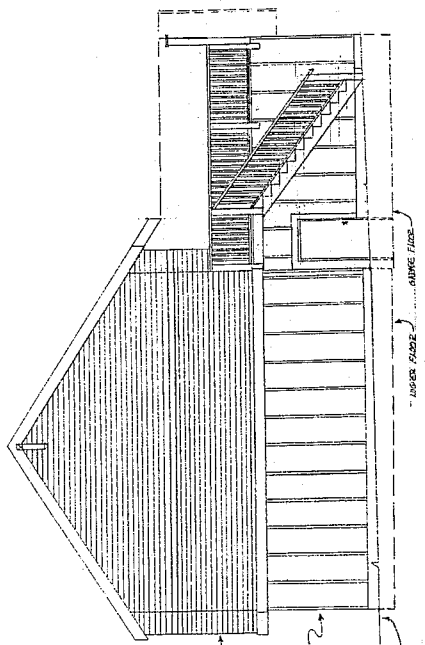
**CORPORATE OFFICER**



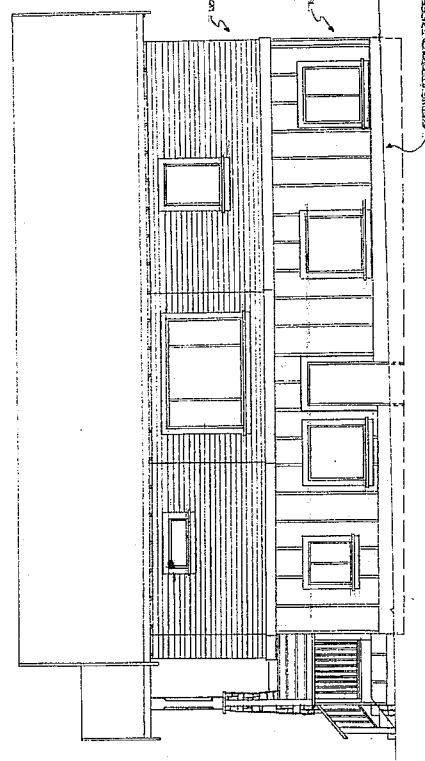
PROPOSED FRONT ELEVATION  
1/4" = 1'-0"



PROPOSED SIDE (SOUTH) ELEVATION  
1/4" = 1'-0"



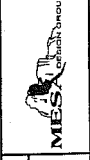
PROPOSED REAR ELEVATION  
1/4" = 1'-0"



PROPOSED SIDE (WEST) ELEVATION  
1/4" = 1'-0"

RECEIVED  
JUN 22 2012  
CORP. OF TOWNSHIP  
OF ESQUIMAULT  
DEVELOPMENT & ENGINEERING SERVICES

MESA DESIGN CONSULTANTS 8720-1488 NEWMARK AVE. VICTORIA, BC	DESIGN CONSULTANTS
DATE: ...	DESIGNED BY: D.L.
SCALE: AS SHOWN	DRAWN BY: D.L.
DRAWING NO.: 0785-1-	



Mr. MURRAY WEBB

**THIS IS SCHEDULE 'A' OF  
DEVELOPMENT VARIANCE  
PERMIT NO. 03/2-012**

\_\_\_\_\_  
CORPORATE OFFICER





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: September 17, 2012  
Staff Report No. DEV-12-037

## REQUEST FOR DECISION

**SUBJECT: REZONING APPLICATION**  
**1030 Tillicum Road**  
**[Lot 24, Block 2, Section 10, Esquimalt District, Plan 11214]**

**RECOMMENDATION:**

That Council resolves that the application for rezoning to facilitate subdivision of Lot 24, Block 2, Section 10, Esquimalt District, Plan 11214 [1030 Tillicum Road] and authorize the installation of a new single family dwelling, all of which is detailed on the survey plan prepared by Michael Claxton Land Surveying Inc., stamped "Received June 28, 2012", be **denied**.

**RELEVANT POLICY:**

Official Community Plan Bylaw, 2006, No. 2646  
Zoning Bylaw, 1992, No 2050  
Parking Bylaw, 1992, No. 2011  
Development Approval Procedures Bylaw, 2003, No. 2562

**STRATEGIC RELEVANCE:**

This Request For Decision does not directly relate to a specific strategic objective.

Submitted by: Writer Tina Parks

Reviewed by: CAO R. Hurst

Date: Sept 13/12

## STAFF REPORT

**DATE:** September 11, 2012 Report No. DEV-12-037  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Trevor Parkes, Senior Planner  
**SUBJECT:** REZONING APPLICATION  
1030 Tillicum Road  
[Lot 24, Block 2, Section 10, Esquimalt District, Plan 11214]

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### RECOMMENDATION:

That Council resolves that the application for rezoning to facilitate subdivision of Lot 24, Block 2, Section 10, Esquimalt District, Plan 11214 [1030 Tillicum Road] and authorize the installation of a new single family dwelling, all of which is detailed on the survey plan prepared by Michael Claxton Land Surveying Inc., stamped "Received June 28, 2012", be **denied**.

### BACKGROUND:

#### Context

**Applicant:** Amar Basi

**Owner:** Mohinder Basi

**Property Size:** Metric: 731.4 m<sup>2</sup> Imperial: 7872 ft<sup>2</sup>

**Existing Land Use:** Single Family Residence

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

**Existing Zoning:** RD-3 [Two Family/Single Family Residential]

**Proposed Zoning:** CD [Comprehensive Development District]

**Existing OCP Designation:** Single and Two Unit Residential [No change required]

#### Purpose of the Application

The applicant is requesting a change in zoning from the current RD-3 [Two Family/ Single Family Residential] zone to a Comprehensive Development zone [CD] to allow one additional Single Family Residence to be constructed on the rear portion of the subject property. The existing residence would be retained on a separate fee simple lot.

### **Comments from Other Departments**

The plans for this proposal were circulated to other departments and the following comments were received by the APC submission deadline:

**Building Inspection:** Construct to BC Building Code 2006 and Municipal Building Code Bylaw, 2002, No. 2538. Applicant must address all issues contained within the Township Development Protocol should application be approved. Design may not comply with limiting distance requirements concerning unprotected openings in the existing dwelling. Applicant must provide calculations demonstrating compliance.

**Parks Services:** Two municipal boulevard trees and two privately owned cedar trees would be impacted by either construction or servicing requirements for the proposed properties. These trees should be removed and the appropriate fees paid for replacement. Tree removal permits are required for all 4 trees.

**Fire Services:** No fire safety objections to this proposal.

**Engineering Services:** Engineering staff have completed a preliminary evaluation of Works and Services that would be required for the new single family house proposed to be located at 1030 Tillicum Road. Staff confirms that the design appears achievable on the site and that appropriate works and services are available in the immediate area. Sanitary sewer and storm drain services are located in an SRW located on the east side of 1098 Gosper Crescent. A private easement running along the southern boundary of the proposed western lot would be required to facilitate connection of the existing home to these services. Should the application be approved, additional comments will be provided when detailed civil engineering drawings are submitted as part of a building permit application.

*Note: All projects are subject to compliance with the BC Building Code, Esquimalt Subdivision and Servicing Bylaw, Esquimalt Zoning Bylaw and other Regulations and Policies set by Council.*

### **Comments from Advisory Planning Commission**

This application was considered at the regular meeting of APC held August 21, 2012. Members questioned the applicant regarding the easement access located on the western portion of the site. The applicant's designer dismissed staff concerns regarding plantings located within easement area that contravene the agreement registered on the property title stating that this access is only used by two other homes therefore traffic and access width are not issues. Members raised concerns relating to overlook of adjacent properties created by the height of the decks proposed for each home and the generous windows located on the southern face of the building. The applicant's designer stated that it is common practice to build decks that overlook adjacent yards and that when the house is sold in the future, sightlines will be evident to potential buyers. Members asked for clarification of the proposed improvements to the existing home and were told that the building will have a new deck, new trim, a new entrance roofline and new paint. The application was forwarded to Council with a **recommendation of approval**.

### **Zoning**

#### **Density, Lot Coverage, Siting and Setbacks:**

The following chart compares the setbacks, lot coverage and floor area ratio of this proposal with the requirements of the RS-1 [Single Family Residential Zone]:

	RS-1 (Single Family)	Proposed CD Zone	
		Lot A [Existing]	Lot B [New]
<b>Minimum Parcel Size</b>	530 m <sup>2</sup>	365 m <sup>2</sup>	366 m <sup>2</sup>
<b>Floor Area Ratio</b>	0.35	0.40	0.37
<b>Lot Coverage</b>	30%	30%	26%
<b>Setbacks</b>			
• <b>Front</b>	7.5 m	3.9 m	3.6 m
• <b>Rear</b>	7.5 m	1.6 m	4.3 m
• <b>Interior Side</b>	3.0 m/1.5 m	1.5 m	4.6 m/1.5
• <b>Exterior Side</b>	3.6 m	7.5 m	n/a
<b>Building Height</b>	7.3 m	Existing < 7.3 m	<b>7.75 m</b>
<b>Off Street Parking</b>	1 space	<b>no space</b>	1 space

The combined F.A.R of this proposal is 0.39 which is noticeably greater than the 0.35 maximum allowable for single family dwellings in Esquimalt. The combined Lot Coverage is 28% which is slightly less than the 30% maximum permitted in the Single Family Residential zone. Floor Area Ratio measures buildable space in ratio to the size of the lot on which a building sits. It is noteworthy that both buildings in this application exceed the established standard of a 0.35 FAR for single family homes.

Single family homes in Esquimalt are limited to a maximum height of 7.3 metres, measured to the mid-height of the roof. The applicant proposes a building with a height measuring 7.75 metres thereby conflicting with the established standard. Staff recommends lowering the proposed building to meet the 7.3 metre height standard.

**Parking**

Esquimalt requires one parking space “behind the front face of the principle building” for a single family residence. Due to the proposed subdivision, the frontage of the existing home switches to Gosper Crescent thereby rendering the proposed parking space non-conforming to the bylaw. Additionally, due to the significant slope and turn of the proposed driveway for the existing home, staff recommends this parking plan be revised to meet the bylaw requirements.

**Official Community Plan**

**Building Design:** The building design of the proposed new home is a two and one half storey dwelling built over a partial basement and crawl space. The design calls for a gabled roof with matched dormers on north [front] side of the second floor and a large shed dormer at the rear. Roofing is proposed to be fiberglass shingle, and exterior cladding would incorporate a mix of board and batten siding and stucco wrapping the upper floor with hardie-panel siding cladding the lower floor. Large windows would permit natural light from the south and passive light from the north. A cedar garage door and main entrance door would contrast against white trim and white board and batten treatments.

The applicant proposes to enhance the existing home by adding a new roofline over the main entrance supported by substantial painted posts, adding new window trim and a “belly band” trim feature separating the upper and lower floors, new paint, and a smaller replacement for the existing deck.

The applicant will be required to register a Section 219 Covenant against the title of the property limiting the development to only two [2] dwelling units to ensure that neither of the units can convert space for use as secondary suites.

**Fit with Neighbourhood:** Section 2.2 of the Official Community Plan recognizes that modest residential growth will occur through the infilling of vacant or under-utilized parcels and states that this growth should occur in a manner that maintains and enhances individual neighbourhoods and the community as a whole.

The subject property is located in a virtually uniform single family residential neighbourhood. The proposed style of the new dwelling contrasts starkly with the established architectural form of homes located adjacent to the site and the proposed height and massing fails to consider the established streetscape uniformity.

**Compliance with Esquimalt's Infill Housing Guidelines:** Section 9.8 of the Official Community Plan contains Guidelines for Single-Unit Infill Housing [attached]. This proposal fails to comply with many of these guidelines:

- Section 9.8.4.1(b): Architecture of the proposed dwelling is dissimilar to that of the existing home.
- Section 9.8.4.1(c): Scale, size and rooflines of proposed dwelling are not complimentary to existing local homes and fail to fit with character of existing local homes.
- Section 9.8.4.1(d): The general form of the proposed dwelling starkly contrasts with that of the existing streetscape.
- Section 9.8.4.2(e): Massing of the proposed dwelling is not in keeping with other homes along Gosper Crescent.
- Section 9.8.4.2(f): It is apparent that effort was made to partially conceal the second floor into the roofline by adding dormers on the north face of the building. Traditionally, dormers are set into a gabled roofline to accommodate windows and break up gabled roof massing. The proposed dormers are placed onto the gabled roof and increase the mass as they tie into the roof at the peak. Furthermore, the proposed shed dormer on the south face of the second floor occupies virtually the entire roof width adding substantially to the perceived mass of the building when viewed from the south.
- Section 9.8.4.3(g): The proposed design of the infill dwelling would create significant overlook of the adjacent property to the south. No new fencing or screening measures are being proposed to mitigate this situation.
- Section 9.8.4.3(h): Substantial windows in both the main floor and in the second floor shed dormer as well as the elevated rear deck of the new home, when combined with sloping terrain, create considerable invasive overlook into the adjacent rear yards of both 1026 Tillicum and 1030 Tillicum Road [existing home]. Similarly, the proposed new deck on the existing home overlooks the rear yard of the proposed dwelling thereby impacting privacy of residents. The statement made by the applicant's designer at APC that these sightline issues will be apparent to any future buyer entirely misses the point that it is the responsibility of the applicant to present a design which ensures invasive overlook is mitigated in any proposed single unit infill proposal.
- Section 9.8.4.3(l): Proposal fails to provide useable open space at grade for the existing home. Lawn areas adjacent to Tillicum Road have been left open therefore these lands fail to qualify as useable open space due to the unimpeded proximity to noisy, heavy traffic loads.

**Landscaping:** The landscape plan calls for a comprehensive redesign of the site.

The new home will feature an exposed aggregate driveway and front entrance path, with modest planting beds containing easy care small plants and shrubs. An elevated deck is proposed in the rear, sited only 4.3 metres from the southern property line. A pedestrian path is proposed from the base of the deck stairs and external basement access leading to both the driveway easement to the west and around the east side of the house to the front yard. Should this application proceed in the approval process, staff strongly recommend that Council require the large planting bed proposed for the northeast portion of the site be altered. The current landscape plan requires plantings contrary to a registered easement on this portion of the parcel and as such cannot be enforced by staff. The easement accommodating reciprocal access located on the western 4.6 metres of the site clearly states that the easement area must remain unobstructed at all times.

The existing home would have new beds installed to the south and across the western face of the building. A new exposed aggregate front path and driveway are proposed as well as a substantial amount of concrete on the east side of the building over which a new elevated deck would be installed. The proposed deck would create undesirable intrusion on the privacy of both the proposed dwelling as well as the southern neighbour's rear yard.

As mentioned previously in this report, the proposed parking for the existing home fails to meet the parking bylaw requirements and would create a very difficult turning environment due to the short, steeply sloped driveway.

Staff recommend reconfiguration of the proposed lot sizes to afford the existing home useable open space on the east side of the dwelling, at grade. This would enable the removal of the deck, to be replaced with a landing and stairs to grade, thereby addressing privacy concerns, and creating enough room to accommodate bylaw compliant parking on the east side of the existing building.

A landscape bond of 125% of the estimated value of all landscaping will be required if this application is approved.

### **Green Building Features**

The applicant has completed the Esquimalt Green Building Checklist [attached].

### **ISSUES:**

#### 1. Rationale for Selected Option

This application for rezoning fails to satisfy a number of the design guidelines contained in Section 9.8 of the Official Community Plan. The proposed design also fails to satisfy the requirement that parking be located behind the front face of the principle building for the existing home and exceeds the established standard for building height for the proposed new single family dwelling. Furthermore, this proposal exceeds the Floor Area Ratio [F.A.R.] standard for single family dwellings in Esquimalt. While this parcel does satisfy the OCP criteria for consideration of an infill housing proposal, this application fails to respect the relevant OCP design guidelines against which staff and Council must evaluate any infill proposal, therefore staff recommend this application, as presented, be denied.

2. Organizational Implications

This Request for Decision has no organizational implications.

3. Financial Implications

This Request for Decision has no financial implications.

4. Communication


As this is a rezoning application, should it proceed to a Public Hearing, notice would be mailed to tenants and owners of properties within 100m (328 ft) of the subject property. Signs indicating that the property is under consideration for a change in zoning and giving the time and date of the APC meeting have been placed on both the Tillicum Road and Gosper Crescent frontages and would be updated to reflect the date and time of the Public Hearing.

**ALTERNATIVES:**

1. Council **deny** the application for Rezoning.
2. Council **direct** staff to return an amending bylaw for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading.

**1030 Tillicum Road**



Subject Property Boundary: 



# Zoning Map - 1030 Tillicum Road



## 9.8 Guidelines for Single-unit Infill Housing

### 9.8.1 Definition

Single-unit infill housing is development that provides for new single-unit homes on land that is surplus to the needs of existing housing. This could be in the form of separate dwellings on one lot (strata-titled or otherwise), or dwellings on separate small lots created through subdivision of larger lots.

### 9.8.2 Purpose

The purpose of these guidelines is provide guidance for proponents, the public, municipal staff, Advisory Committees and Council for the evaluation of applications for rezoning to permit the construction of single-unit Infill Housing.

### 9.8.3 Guidelines

#### 9.8.3.1 Preferred Locations/Site Characteristics

The following characteristics define the general suitability of a property for Single-unit Infill Housing:

- a) Lots currently zoned RD-1 (Two-unit Residential) and RD-3 (Two-unit / Single-unit Residential), especially those with extra width and lot area;
- b) Lots with a frontage on more than one street (including corner lots);
- c) Properties that are transitional between lower density and higher density housing or other land uses;
- d) The demolition of existing housing is discouraged (unless in exceptional circumstances) however moving of houses is considered acceptable; and
- e) These criteria are general in nature. Each project will be considered on its own merit.

### 9.8.4 Design

#### 9.8.4.1 Context

- a) Where an existing single-unit residence is to be retained and a second residence placed on the parcel, the existing dwelling is to be upgraded and made to blend with the new construction.
- b) Where two or more new separate dwellings are situated within a comprehensive development zone, the buildings shall be designed as part of a comprehensive scheme with all buildings being finished in complementary materials and incorporating similar architectural details.
- c) Where new infill single houses are proposed, the design of the new houses should be complementary in scale, size, exterior finishes, rooflines, and colours to the predominant styles of housing in the neighbourhood. It is important to ensure that the new construction fits with the overall scale and character of existing houses.
- d) The intent of this guideline is not to encourage the replication or imitation of surrounding buildings but rather the design of structures that complement the streetscape.

#### 9.8.4.2 Massing

- e) New structures should be designed so that the overall massing is in keeping with other single-unit residences in the immediate area. New structures for lots other than corner or double frontage lots should be limited to one and one half storeys.
- f) New structures, which are two storeys in height, should be designed so that the second storey is partially concealed within the slope of the roof to minimize the height of the building. The use of dormers set into the roof is preferred to a flat roof or a peaked roof set over the second storey.

#### 9.8.4.3 Privacy/Screening/Shadowing

- g) Proposed infill dwellings should have only a minimal impact on adjacent homes and be separated from neighbouring residences by vegetation, screening, natural elevation differences, or a combination of these features.
- h) Windows, decks and patios should be located so as to minimize intrusion onto the privacy of adjacent properties.
- i) Infill dwellings should be sited to minimize the casting of shadows onto the private outdoor space of adjacent residential dwellings.

#### 9.8.4.4 Landscaping

- j) Proposals for single-unit infill housing must include a landscape plan showing hard landscaping (i.e., parking areas, fences, and patios) as well as lawns, trees, shrubs, planting areas and proposed plant species.
- k) Retention and protection of trees and the natural habitat is encouraged wherever possible.

#### 9.8.4.5 Private Open/Yard Space

- l) Any proposal for single-unit infill housing should provide for useable, private outdoor areas for each dwelling, at grade.

### 9.8.5 Process

#### 9.8.5.1 Rezoning

- a) Single-unit infill housing will only be permitted through a rezoning process. Each application will be considered on its own merit.
- b) As well as the typical rezoning information, an application for a single-unit infill housing should include:
  - i) a summary of the proposal (prepared by the applicant) showing how it differs from the regular zoning requirements in terms of site coverage, floor area ratio, building envelope, number of parking spaces, amount of useable open space and common areas; and
  - ii) an illustration of the streetscape (to scale) showing the relationship of the proposed building to the five (5) adjacent buildings on either side of it and of the same buildings from the rear is required. For corner lots, the streetscape drawing must be provided for both street frontages.

## DIVISION 1 - RESIDENTIAL ZONES

### 34. SINGLE FAMILY RESIDENTIAL [RS-1]

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

#### (1) Permitted Uses

The following Uses and no others are permitted:

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

#### (2) Parcel Size

The minimum Parcel Size for Parcels created by subdivision shall be 530.0 square metres.

#### (3) Minimum Lot Width

The minimum width of Parcels created by subdivision shall be 16.0 metres measured at the Front Building Line.

#### (4) Floor Area Ratio

The Floor Area Ratio shall not exceed 0.35.

#### (5) Floor Area

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

#### (6) Building Height

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

#### (7) Building Width

The minimum width for any Single Family Dwelling shall be 7.0 metres.

#### (8) Lot Coverage

- (a) All Principal Buildings, Accessory Buildings and Structures combined, shall not cover more than 30% of the Area of a Parcel.
- (b) All Accessory Buildings and Structures combined shall not exceed 10% of the Area of Parcel.

(9) **Siting Requirements**

(a) **Principal Building**

- (i) Front Setback: No Principal Building shall be located within 7.5 metres of the Front Lot Line.
- (ii) Side Setback: No Principal Building shall be located within 1.5 metres of an Interior Side Lot Line, with the total Setback of all Side Yards not to be less than 4.5 metres. In the case where a Parcel is not served by a rear lane, one (1) Side Yard shall not be less than 3.0 metres. In the case of a Corner Lot, no Principal Building shall be located within 3.6 metres of an Exterior Side Lot Line
- (iii) Rear Setback: No Principal Building shall be located within 7.5 metres of a Rear Lot Line.

(b) **Accessory Building**

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

(10) **Fencing**

Subject to Section 22, no fence shall exceed a Height of 1.2 metres in front of the front face of the Principal Building and 2.0 metres behind the front face of the Principal Building.

(11) **Off Street Parking**

Off street parking shall be provided in accordance with the requirements of Parking Bylaw, 1992, No. 2011 (as amended).

NOTE: THE MUNICIPALITY DOES NOT HAVE TO SIGN,  
THIS COVENANT OR THE FORM 'C' - GENERAL INSTRUMENT

**SAMPLE**

**SINGLE FAMILY COVENANT**

SECTION 219 COVENANT

This Covenant made the \_\_\_\_\_ day of \_\_\_\_\_ 200

BETWEEN:

**SAMPLE**

(the "Owner")

OF THE FIRST PART

AND:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT,  
1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1

(the "Corporation")  
OF THE SECOND PART

WHEREAS:

- A. The Owner is the registered owner of the lands described herein.
- B. The building on the said lands is a single family dwelling.
- C. Section 219 of the *Land Title Act* permits the registration of a Covenant in favour of the Corporation in respect of the use of land.

NOW THEREFORE IN CONSIDERATION of the sum of One Dollar (\$1.00) of lawful money of Canada paid by the Corporation to the Owner (the receipt and sufficiency of which is hereby acknowledge by the Owner) the Owner and the Corporation agree as follows:

- 1. That parcel of land described as:

(the "Lands") shall be used only in accordance with this Covenant.

2. The lands shall not be used for more than one Single Family Dwelling. "Single Family Dwelling" means a detached building consisting of one dwelling unit containing only one kitchen with cooking facilities, which is occupied or intended to be occupied as a permanent residence by one family only. "Family" means one or more persons related by blood, marriage, adoption, or foster parenthood; or not more than four unrelated persons sharing one Dwelling Unit.
3. This Covenant runs with the Lands.
4. Nothing in this Covenant shall affect the Corporation in the exercise of its statutory powers.
5. The parties hereto each covenant to and agree with the other that the \_\_\_\_\_ being the holder of mortgages on the lands of the Grantor registered under number \_\_\_\_\_ at the Victoria Land Title Office do hereby consent to and approve the granting of the Covenant herein and do hereby grant priority to the said Covenant over the said mortgages such that the Covenant shall constitute and rank as a prior charge against the lands affected thereby.
6. These presents shall enure to the benefit of and be binding upon the parties hereto and upon their respective proper signing officers in that behalf as of the day and year first above written.

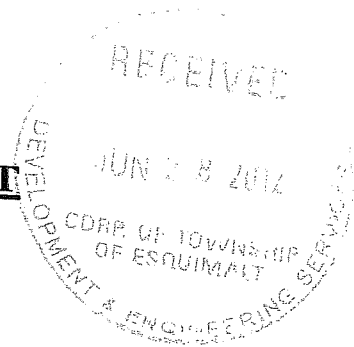
IN WITNESS WHEREOF, the parties hereto have signed, or being corporations have caused their officers to sign, the attached Form C General Instrument in execution of this Agreement.

## SUSTAINABILITY STATEMENT

Parcel Address 1030 Tillicum Road  
Victoria, B.C.

Proposed Development CD Development-New Single Family Dwelling  
Applicant Amar Basi

Contact Person Amar Basi



## **ENVIRONMENTAL INDICATORS**

### Water Efficiency

Reducing the amount of water used reduces the impact on both the water supply system and the sewage disposal infrastructure. The proposal looks to implement practices to reduce the impact on both of the systems mentioned. Practices to be implemented will include:

- Low flush toilets to reduce the amount of water used in the disposal of sewage.
- Low flow fixtures for the dispensing of water in the units.
- In ground sprinklers and drought resistant plantings to reduce the amount of water necessary to maintain the landscaping.

### Materials in Construction

In order to reduce the amount of waste and the impact on the environment, available products will be used to minimize both. Practices the will include the following will be implemented:

- Concrete siding will be used instead of wood products.
- Thermally broken and thermal windows will be used.
- Engineered wood products will be used where possible. These would include engineered floors, headers and beams.

### Indoor Qualities

In order to reduce the impact on the environment, clean air practices such as:

- Low VOC paints, adhesives and sealants.
- Green carpets and underlayment
- Formaldehyde-free products such as insulation, cabinets and flooring
- The installation of carbon monoxide detectors
- The installation of high efficient ventilation systems



- The installation of larger windows on the south face of the building to take advantage of natural light, reducing the need to use electric lights and indoor heat sources.
- will be utilized in this project.

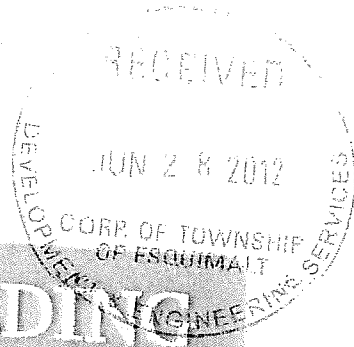
## **SOCIAL/NEIGHBOURHOOD FACTORS**

In providing two dwelling units where one now stands, this project provides needed, quality family housing that blends in with this changing neighbourhood. This results in a more efficient use of existing lands while maintaining the single family character of the existing neighbourhood.

Township of  
**ESQUIMALT**



**GREEN BUILDING  
CHECKLIST**



The purpose of this Checklist is to make property owners and developers aware of specific green features that can be included in new developments to reduce their carbon footprints to help create a more sustainable community.

Creating walkable neighbourhoods, fostering green building technologies, making better use of our limited land base and ensuring that new development is located close to services, shops and transit are some of the means of achieving sustainability.

The Checklist which follows focuses on the use of Green Technologies in new buildings and major renovations. The Checklist is not a report card, it is a tool to help identify how your project can become 'greener' and to demonstrate to Council how your project will help the Township of Esquimalt meet its sustainability goals. It is not expected that each development will include all of the ideas set out in this list but Council is looking for a strong commitment to green development.

There are numerous green design standards, for example, Built Green BC; LEED ND; Living Building Challenge; Green Shores; Sustainable Sites Initiative. Esquimalt is not directing you to follow any particular standard, however, you are strongly encouraged to incorporate as many green features as possible into the design of your project .

As you review this checklist, if you have any questions please contact Development Services at 250.414.7108 for clarification.

New development is essential to Esquimalt.  
We look forward to working with you  
to ensure that development is  
as green and sustainable as possible.

Other documents containing references to building and site design and sustainability, which you are advised to review, include:

- Esquimalt's Official Community Plan
- Development Protocol Policy
- Esquimalt's Pedestrian Charter
- Tree Protection Bylaw No. 2664
- A Sustainable Development Strategic Plan

"One-third of Canada's energy use goes to running our homes, offices and other buildings. The federal government's Office of Energy Efficiency (Natural Resources Canada) reports that a corresponding one-third of our current greenhouse gas (GHG) emissions come from the built environment."

[Green Building and Development as a Public Good, Michael Buzzelli, CPRN Research Report June 2009]

Please answer the following questions and describe the green and innovative features of your proposed development. Depending on the size and scope of your project, some of the following points may not be applicable.

### Green Building Standards

*Both energy use and emissions can be reduced by changing or modifying the way we build and equip our buildings.*

- 1 Are you building to a recognized green building standard? Yes  No   
If yes, to what program and level?
- 2 If not, have you consulted a Green Building or LEED consultant to discuss the inclusion of green features? Yes  No
- 3 Will you be using high-performance building envelope materials, rainscreen siding, durable interior finish materials or safe to re-use materials in this project? Yes  No   
If so, please describe them.
- 4 What percentage of the existing building[s], if any, will be incorporated into the new building? \_\_\_\_\_ %
- 5 Are you using any locally manufactured wood or stone products to reduce energy used in the transportation of construction materials? Please list any that are being used in this project.
- 6 Have you considered advanced framing techniques to help reduce construction costs and increase energy savings? Yes  No
- 7 Will any wood used in this project be eco-certified or produced from sustainably managed forests? If so, by which organization? \_\_\_\_\_  
For which parts of the building (e.g. framing, roof, sheathing etc.)? FRAMING
- 8 Can alternatives to Chlorofluorocarbons and Hydro-chlorofluorocarbons which are often used in air conditioning, packaging, insulation, or solvents] be used in this project? If so, please describe these. Yes  No
- 9 List any products you are proposing that are produced using lower energy levels in manufacturing.
- 10 Are you using materials which have a recycled content [e.g. roofing materials, interior doors, ceramic tiles or carpets]? Yes  No
- 11 Will any interior products [e.g. cabinets, insulation or floor sheathing] contain formaldehyde? Yes  No

## Water Management

The intent of the following features is to promote water conservation, re-use water on site, and reduce storm water run-off.

### Indoor Water Fixtures

- 12 Does your project exceed the BC Building Code requirements for public lavatory faucets and have automatic shut offs? Yes  No
- 13 For commercial buildings, do flushes for urinals exceed BC Building Code requirements? Yes No
- 14 Does your project use dual flush toilets and do these exceed the BC Building Code requirements?  Yes No
- 15 Does your project exceed the BC Building Code requirements for maximum flow rates for private showers?  Yes No
- 16 Does your project exceed the BC Building Code requirements for flow rates for kitchen and bathroom faucets?  Yes No

### Storm Water

- 17 If your property has water frontage, are you planning to protect trees and vegetation within 60 metres of the high water mark? [Note: For properties located on the Gorge Waterway, please consult Sections 7.1.2.1 and 9.6 of the Esquimalt Official Community Plan.] Yes No N/A
- 18 Will this project eliminate or reduce inflow and infiltration between storm water and sewer pipes from this property?  Yes No N/A
- 19 Will storm water run-off be collected and managed on site (rain gardens, wetlands, or ponds) or used for irrigation or re-circulating outdoor water features? If so, please describe. \_\_\_\_\_ Yes  No N/A
- 20 Have you considered storing rain water on site (rain barrels or cisterns) for future irrigation uses?  Yes No N/A
- 21 Will surface pollution into storm drains will be mitigated (oil interceptors, bio-swales)? If so, please describe. \_\_\_\_\_ Yes  No  N/A
- 22 Will this project have an engineered green roof system or has the structure been designed for a future green roof installation? Yes  No N/A
- 23 What percentage of the site will be maintained as naturally permeable surfaces? \_\_\_\_\_ %

### Waste water

- 24 For larger projects, has Integrated Resource Management (IRM) been considered (e.g. heat recovery from waste water or onsite waste water treatment)? If so, please describe these. \_\_\_\_\_ Yes No  N/A

### Natural Features/Landscaping

The way we manage the landscape can reduce water use, protect our urban forest, restore natural vegetation and help to protect the watershed and receiving bodies of water.

- 25 Are any healthy trees being removed? If so, how many and what species? 3 - DOUGLAS FIR  Yes No N/A
- Could your site design be altered to save these trees? \_\_\_\_\_
- Have you consulted with our Parks Department regarding their removal? \_\_\_\_\_

- 26 Will this project add new trees to the site and increase our urban forest?  
If so, how many and what species? \_\_\_\_\_  Yes  No  N/A
- 27 Are trees [existing or new] being used to provide shade in summer or to buffer winds?  Yes  No  N/A
- 28 Will any existing native vegetation on this site be protected?  
If so, please describe where and how. \_\_\_\_\_  Yes  No  N/A
- 29 Will new landscaped areas incorporate any plant species native to southern Vancouver Island?  Yes  No  N/A
- 30 Will xeriscaping (i.e. the use of drought tolerant plants) be utilized in dry areas?  Yes  No  N/A
- 31 Will high efficiency irrigation systems be installed (e.g. drip irrigation; 'smart' controls)?  Yes  No  N/A
- 32 Have you planned to control invasive species such as Scotch broom, English ivy, Himalayan and evergreen blackberry growing on the property?  Yes  No  N/A
- 33 Will topsoil will be protected and reused on the site?  Yes  No  N/A

### Energy Efficiency

*Improvements in building technology will reduce energy consumption and in turn lower greenhouse gas [GHG] emissions. These improvements will also reduce future operating costs for building occupants.*

- 34 Will the building design be certified by an independent energy auditor/analyst?  
If so, what will the rating be? 6  Yes  No  N/A
- 35 Have you considered passive solar design principles for space heating and cooling or planned for natural daylighting?  Yes  No  N/A
- 36 Does the design and siting of buildings maximize exposure to natural light?  
What percentage of interior spaces will be illuminated by sunlight? \_\_\_\_\_ %  Yes  No  N/A
- 37 Will heating and cooling systems be of enhanced energy efficiency (ie. geothermal, air source heat pump, solar hot water, solar air exchange, etc.).  
If so, please describe. \_\_\_\_\_  
If you are considering a heat pump, what measures will you take to mitigate any noise associated with the pump? LOWEST DECIBELS AVAILABLE  Yes  No  N/A
- 38 Has the building been designed to be solar ready?  Yes  No  N/A
- 39 Have you considered using roof mounted photovoltaic panels to convert solar energy to electricity?  Yes  No  N/A
- 40 Do windows exceed the BC Building Code heat transfer coefficient standards?  Yes  No  N/A
- 41 Are energy efficient appliances being installed in this project?  
If so, please describe. ENERGY STAR
- 42 Will high efficiency light fixtures be used in this project?  
If so, please describe.  Yes  No  N/A
- 43 Will building occupants have control over thermal, ventilation and light levels?  Yes  No  N/A
- 44 Will outdoor areas have automatic lighting [i.e. motion sensors or time set]?  Yes  No  N/A
- 45 Will underground parking areas have automatic lighting?  Yes  No  N/A

## Air Quality

The following items are intended to ensure optimal air quality for building occupants by reducing the use of products which give off gases and odours and allowing occupants control over ventilation.

- 46 Will ventilation systems be protected from contamination during construction and certified clean post construction?  Yes No N/A
- 47 Are you using any natural, non-toxic, water soluble or low-VOC [volatile organic compound] paints, finishes or other products?  
If so, please describe.  Yes No N/A
- 48 Will the building have windows that occupants can open?  Yes No N/A
- 49 Will hard floor surface materials cover more than 75% of the liveable floor area? Yes  No N/A
- 50 Will fresh air intakes be located away from air pollution sources?  Yes No N/A

## Solid Waste

Reuse and recycling of material reduces the impact on our landfills, lowers transportation costs, extends the life-cycle of products, and reduces the amount of natural resources used to manufacture new products.

- 51 Will materials be recycled during demolition of existing buildings and structures?  
If so, please describe. RECYCLING OF WOOD/DRYWALL ETC  Yes No N/A
- 52 Will materials be recycled during the construction phase?  
If so, please describe. RECYCLING OF WOOD/DRYWALL ETC  Yes No N/A
- 53 Does your project provide enhanced waste diversion facilities i.e. on-site recycling for cardboard, bottles, cans and or recyclables or on-site composting? Yes No  N/A
- 54 For new commercial development, are you providing waste and recycling receptacles for customers? Yes No N/A

## Green Mobility

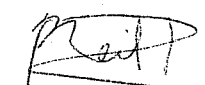
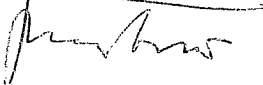
The intent is to encourage the use of sustainable transportation modes and walking to reduce our reliance on personal vehicles that burn fossil fuels which contributes to poor air quality.

- 55 Is pedestrian lighting provided in the pathways through parking and landscaped areas and at the entrances to your building[s]? Yes No  N/A
- 56 For commercial developments, are pedestrians provided with a safe path[s] through the parking areas and across vehicles accesses? Yes No  N/A
- 57 Is access provided for those with assisted mobility devices? Yes No  N/A
- 58 Are accessible bike racks provided for visitors? Yes No  N/A
- 59 Are secure covered bicycle parking and dedicated lockers provided for residents or employees? Yes No  N/A
- 60 Does your development provide residents or employees with any of the following features to reduce personal automobile use [check all that apply]:
- transit passes
  - car share memberships
  - shared bicycles for short term use
  - weather protected bus shelters
  - plug-ins for electric vehicles

Is there something unique or innovative about your project that has not been addressed by this Checklist? 9/17/07, please add extra pages to describe it.

Submitted @ APC 10/18  
August 21, 2012  
Neil B. Basu

I have reviewed the proposed home development plans for 1030 Tillicum Road and I am signing in support of its approval.

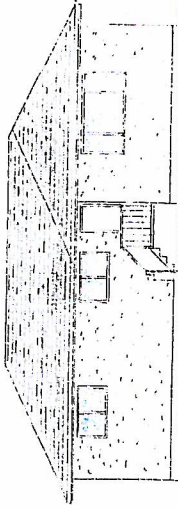
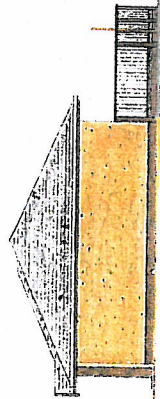
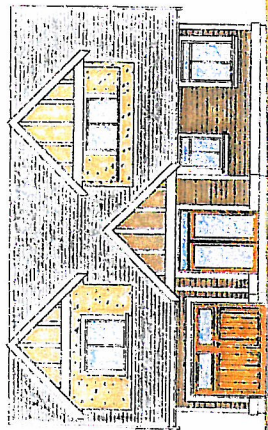
<u>Name</u>	<u>Address</u>	<u>Signature</u>
Neil Ramcharitar	1097 Gosper	
Romielyn Cabrera	1098 Gosper	

Thank you for your perusal, interest and consideration of this important matter.

Amar Basi

2012-08-17



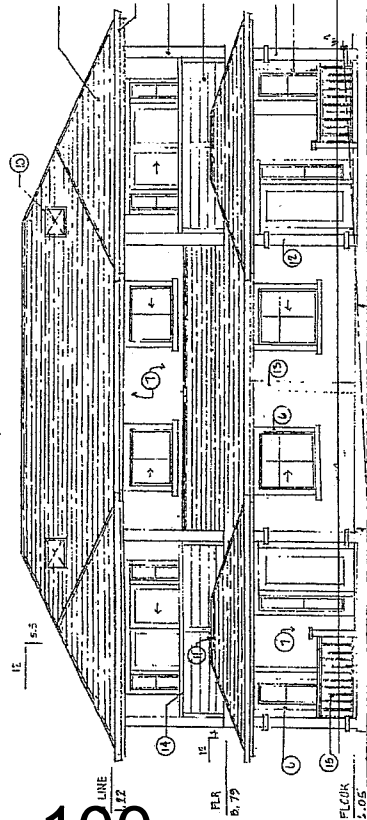
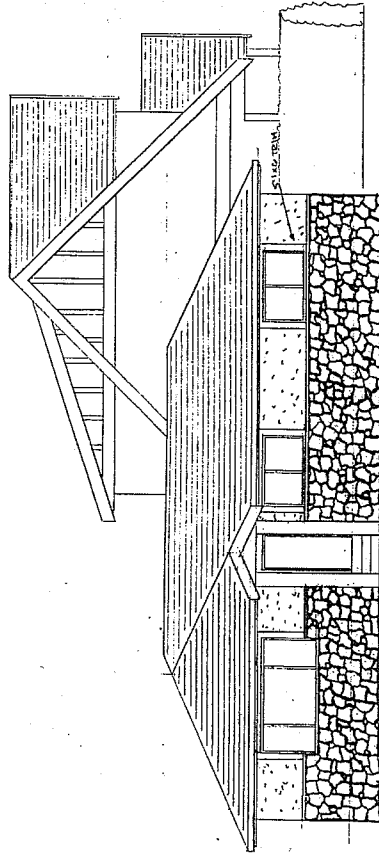


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JUN 28 2012  
CORP. OF TOWNSHIP  
DE ESCUMAILLY  
DEVELOPMENT & ENGINEERING SERVICES

MESA SECURITY INC.		RESPONSIBLE PARTY
480-448 WENINGWAY AVE VICTORIA, BC		REGISTERED
DATE	DESIGNED BY	
SCALE	DRAWN BY	
DRAWING NO.		





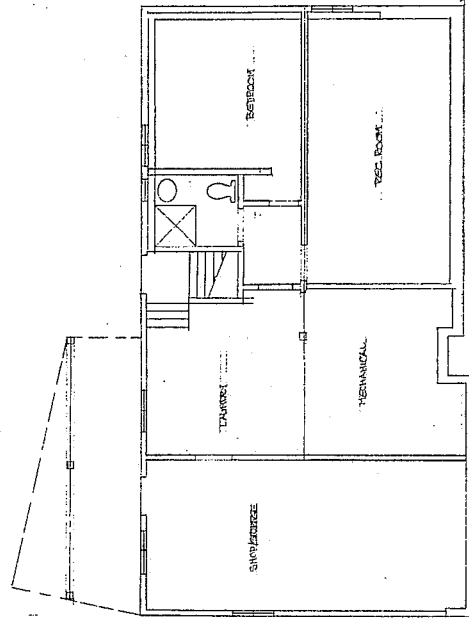


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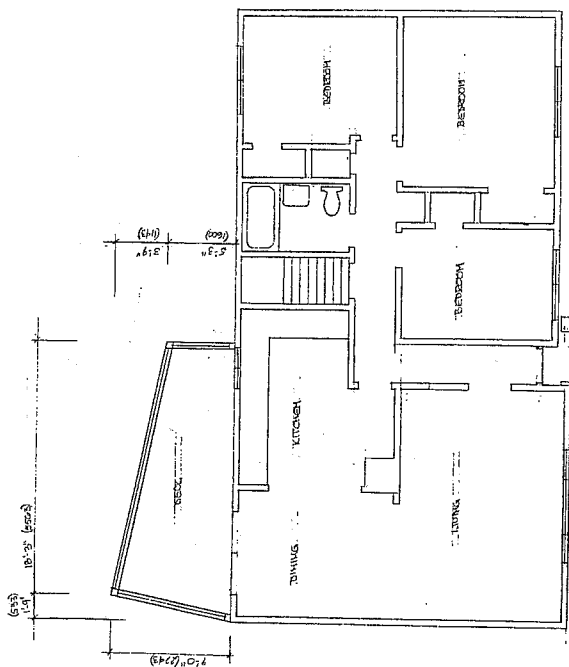
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 JUN 28 2012  
 CORP. OF TOWNSHIP  
 OF ESQUIMAULT  
 DEVELOPMENT SERVICES

MESA DESIGN GROUP INC. 2860 LAMBERT DR., VICTORIA, BC	DESIGN CONSULTANTS 2860 LAMBERT DR.
DATE: 07/10/12 SCALE: 1/4" = 1'-0" DRAWN BY: J.L.	DESIGNED BY: DRAWN BY: J.L.
DRAWING No: 0707-1-1 STEEPCORSE	

RECEIVED  
 JUN 26 2012  
 CORP. OF TOWNSHIP  
 OF ESQUIMAULT  
 DEVELOPMENT & ENGINEERING SERVICES



EXISTING LOWER FLOOR PLAN  
 1/8" = 1'-0"  
 DATE: 04/17/12 (6591e)



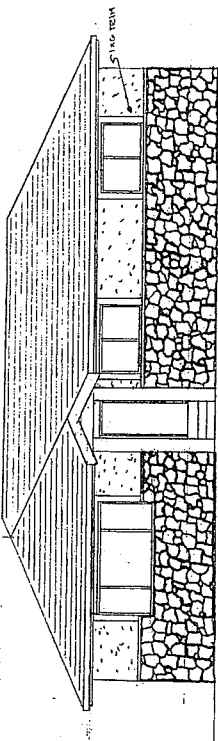
EXISTING MAIN FLOOR PLAN  
 1/8" = 1'-0"  
 DATE: 04/17/12 (6591e)

MESA DESIGN GROUP INC.  
 1000 W. HURONTARIO AVE. SUITE 100  
 MISSISSAUGA, ONTARIO L4R 1A1  
 TEL: 905.884.1111 FAX: 905.884.1112  
 WWW.MESADesignGroup.com

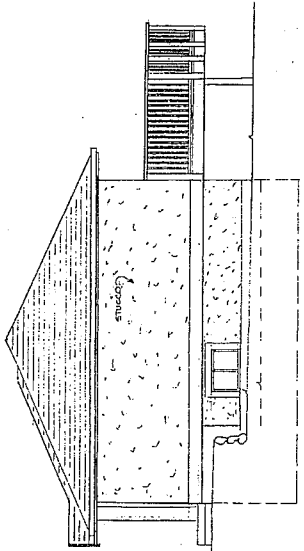
DESIGN CONSULTANT  
 2000-1000  
 DESIGNED BY: GMP/PS  
 DRAWN BY: GMP/PS  
 DRAWING NO: 1187

MESA Design Group

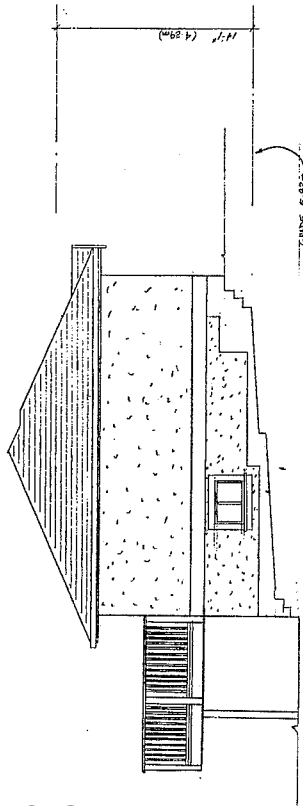
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 OF ESSEX  
 DEVELOPMENT & ENGINEERING SERVICE



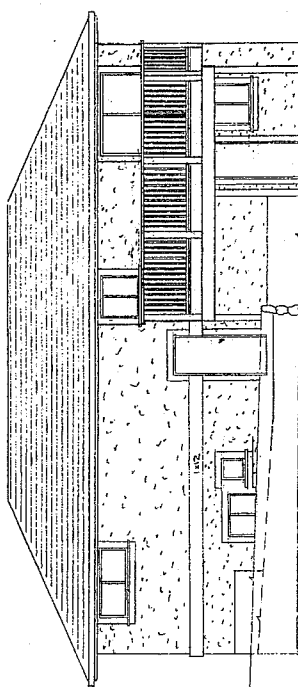
PROPOSED FRONT ELEVATION




PROPOSED SIDE (NORTH) ELEVATION

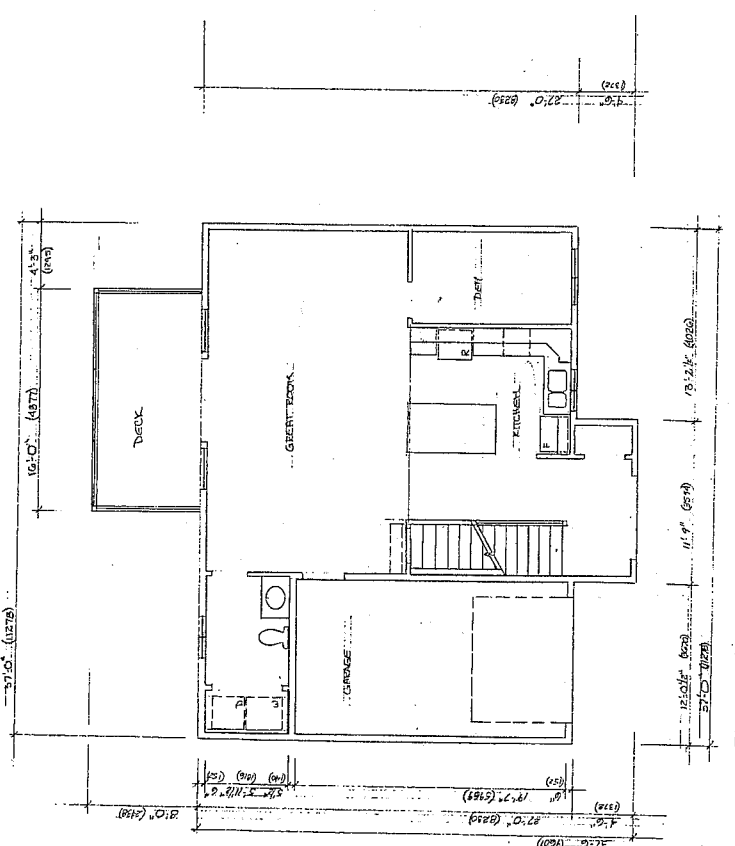
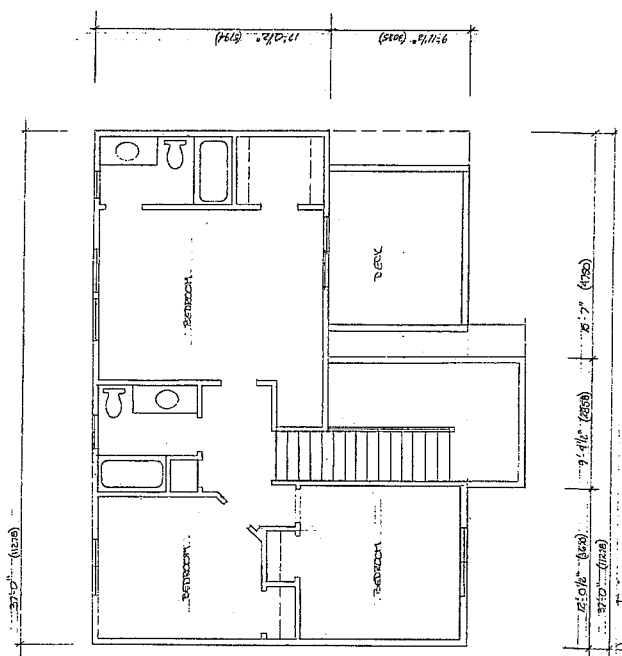


PROPOSED SIDE (SOUTH) ELEVATION



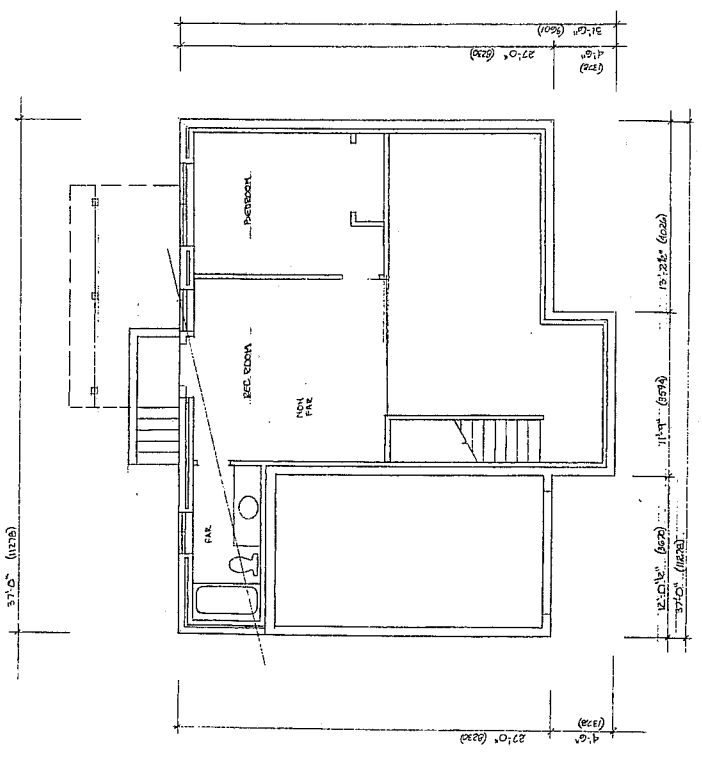
PROPOSED REAR ELEVATION

		MESA GROUP, INC. 1000 W. MAIN AVE. SUITE 100 ESSEX, NJ 07825 DATE: 7/25/2011 DRAWING NO.: 9787
MESA Group, Inc. Building, NJ		DESIGN CONSULTANT 2012-02-28



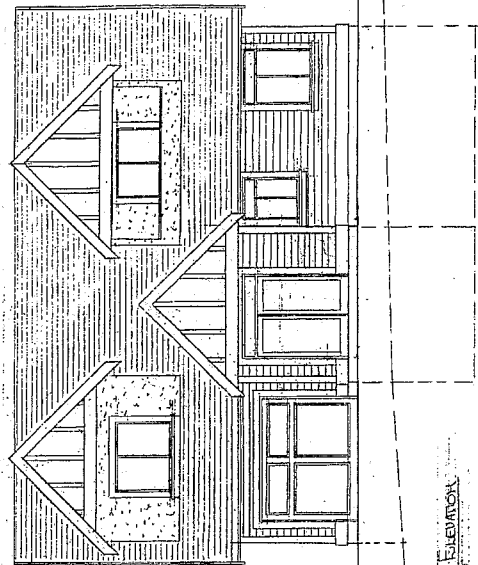
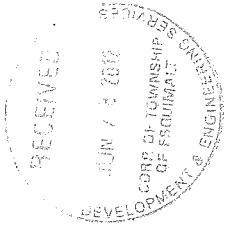
MESA DESIGN GROUP INC. 8811-118 VICTORIA AVE. VICTORIA, BC DATE: _____ SCALE: AS SHOWN DRAWN BY: Z.L.J.	DESIGN CONSULTANTS 154-3633RD RESPONSIBLE D.L. DRAWING NO: 9787-1
<b>MESA</b> DESIGN GROUP INC.	
Mesa Design Group Inc.	

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 CORR. OF TOWNSHIP  
 OF ESQUIMAULT  
 DEVELOPMENT & ENGINEERING SERVICES

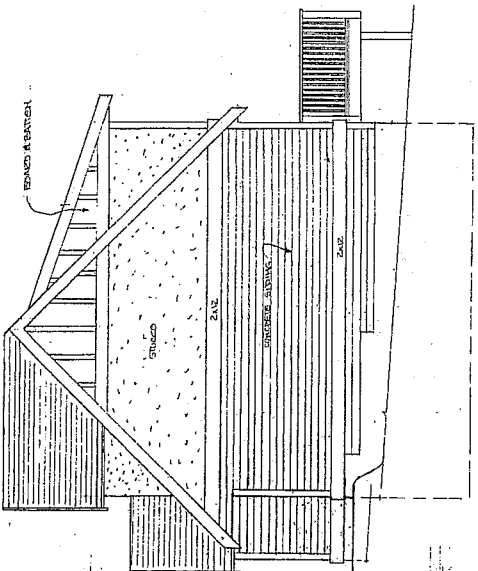


LOWER FLOOR PLAN  
 8'-0" x 37'-0" (2438 x 11278)  
 F.A.S. 8-11-87 (0228)

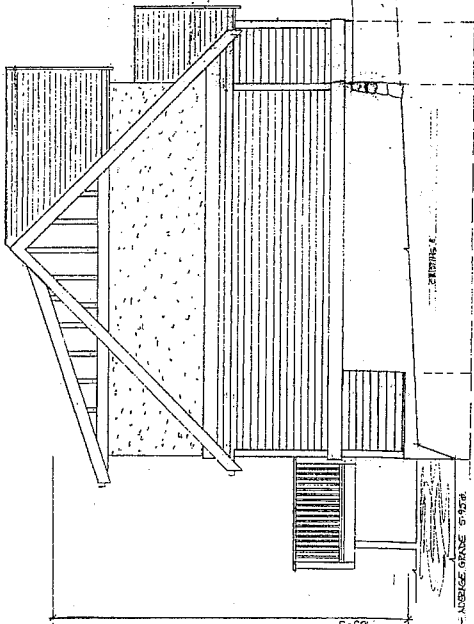
	MESA DESIGN GROUP INC. 1000 WEST 10TH AVENUE, SUITE 100 DENVER, CO 80202	PERSON CONSULTANTS 24-30-2480
	DATE: 08/11/87 SCALE: AS SHOWN DRAWING NO.: 1787	DESIGNER: J.L. DRAWING: D.L.



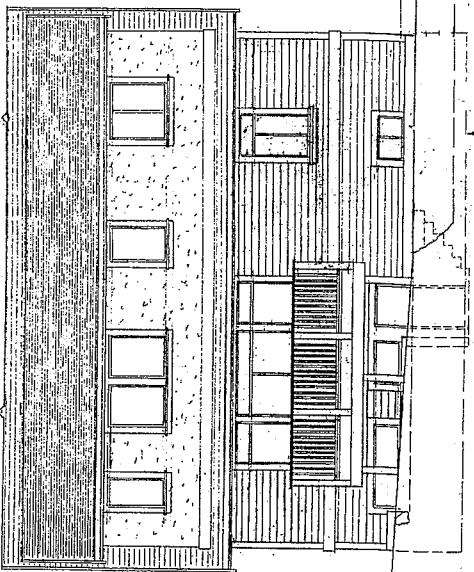
FRONT ELEVATION



SIDE (WEST) ELEVATION



SIDE (EAST) ELEVATION



REAR ELEVATION

FINISH GRADE  
PROPOSED GRADE

MESA DESIGN GROUP INC. DESIGN CONSULTANTS  
1077 44th AVENUE SUITE 100 NATIONAL BK  
DATE: 05/20/09 PREPARED BY: TLL  
SCALE: AS SHOWN DRAWN BY: D.L.  
DRAWING NO: 9787



B.C. Land Surveyor's Site Plan of  
**Proposed Subdivision of Lot 24, Block 2, Plan 11214,**  
**Section 10, Esquimalt District.**

9787-1-SP

Scale 1:100  
 All distances are in metres.  
 Lot dimensions derived from registered plans  
 and not verified by this survey.  
 Civic Address: 1030 Tillamook Road, Victoria, B.C.  
 P.I.D. 000-61R-833

**LEGEND:**  
 Elevations are geoidal and derived from  
 Municipality of Esquimalt control monuments.  
 ○ denotes pole anchor  
 \* denotes spot elevation

Lot Information:	
CIVIC ADDRESS	1030 TILLAMOOK ROAD
ZONING	R20.3
EXISTING LOT AREA	731.49 sq. m.
ALLOWABLE LOT COVERAGE	219.42 sq. m.
EXISTING LOT COVERAGE	135.14 sq. m.
PROPOSED LOT COVERAGE	221.99 sq. m.
ALLOWABLE F.A.R.	291.58 sq. m.
EXISTING F.A.R.	181.83 sq. m.
PROPOSED F.A.R.	306.67 sq. m.
ALLOWABLE HEIGHT	12.1 m.
PROPOSED HEIGHT	17.1 m.

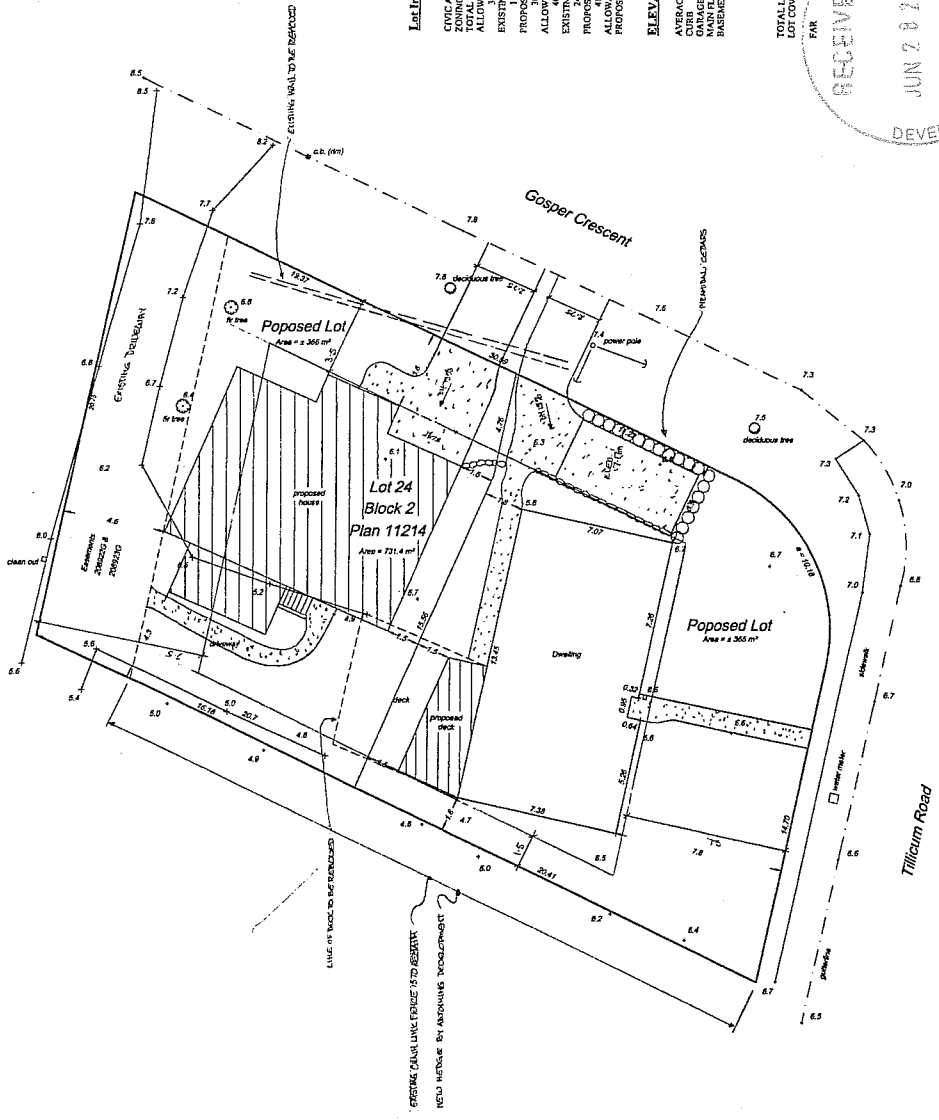
ELEVATIONS: SURROUNDING	
AVERAGE GRADE	5.9 m
FINISH GRADE	7.1 m
GARAGE	7.17 m
BASEMENT	7.26 m
BASEMENT	4.6 m

LOT A	
TOTAL LOT AREA	365.09 sq. m.
LOT COVERAGE	31.86%
FAR	49.95 %

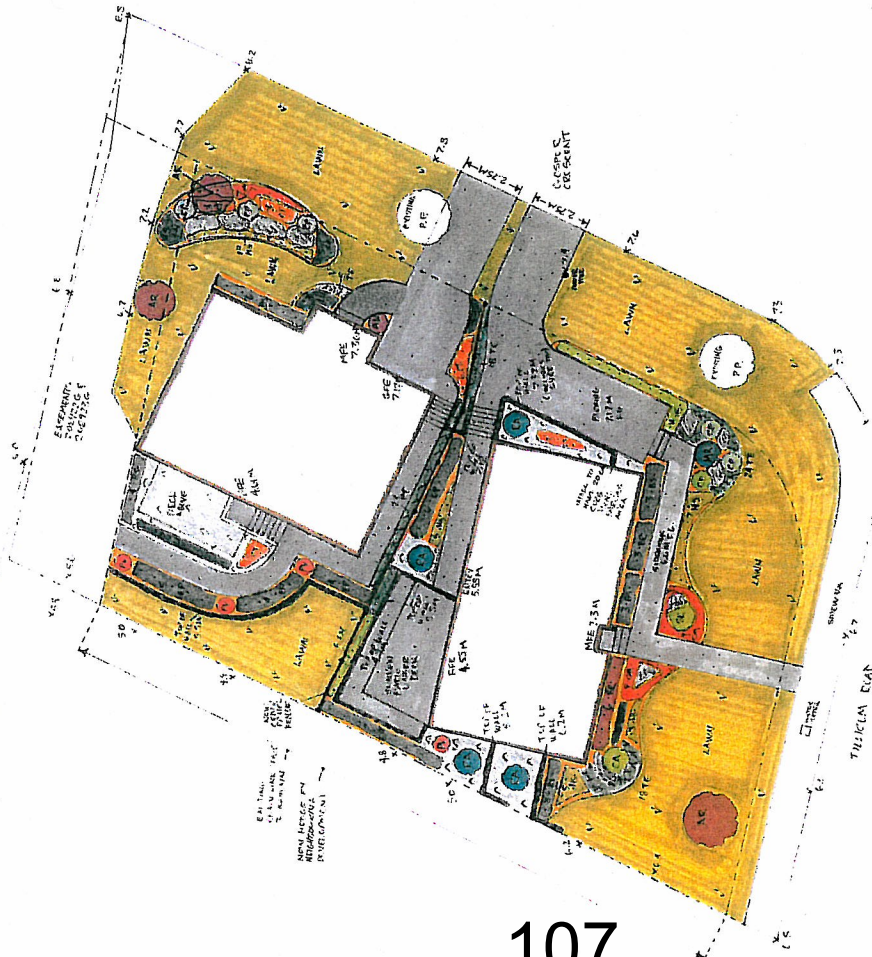
  

LOT B	
TOTAL LOT AREA	365.09 sq. m.
LOT COVERAGE	31.86%
FAR	49.95 %



This plan is prepared from  
 structural field data.  
 Check measurements prior to construction.  
 Officials shown in exterior face of building.  
 Michael Claxton  
 Land Surveying, Inc.  
 B.C. & Canada Land Surveyor  
 Unit 801 4221 Comoxe Circle  
 Victoria, B.C. V8L 0A6  
 Phone: 250-478-2248 Fax: 250-479-3511  
 Email: survey@claxton.ca  
 File: 1178 (046)Zampora.DWG  
 10 B-418-22

This document is for approval/discussion purposes only and not  
 to be used for the re-establishment of property boundaries.  
 This plan was prepared for design purposes and is for the  
 exclusive use of the client.  
 The signatory accepts no responsibility for any damages that  
 may be suffered by a third party as a result of reproduction,  
 transmission, or alteration to this document without consent of  
 the signatory.  
 Filed Survey: Nov. 8, 2011  
 Date Drawn: May 18, 2012. Amd: June 21, 2012



PLANT LIST

- 1 AK AUCUBA 'GOLDEN PLUM' 4.0  
 1 AM ACER 'MONSIEUR JEAN' 4.0  
 1 CA CAMELIA 'ALBA' 4.0  
 1 SR ACER 'PARADISE' 4.0  
 1 ST THYSA 'CANTONMENT' 4.0  
 1 BR BEECH 'HAWKWOOD' 4.0  
 1 CA CAMELIA 'ALBA' 4.0  
 1 CP CAMELIA 'ALBA' 4.0  
 18 CT CACTUS 'PANDA' 4.0  
 20 EP EPICACANTIA 'EXIMIA' 4.0  
 30 H5 HEDERA 'HELIX' 4.0  
 30 H4 HEDERA 'HELIX' 4.0  
 4 RV RIVER BIRCH 4.0  
 4 RA RHODODENDRON 'ASSOCIATED' 4.0

SPRINKLER

- 25 FT TERRAZZO TERRAZZO  
 65 TE TERRAZZO TERRAZZO

LEGEND

- C.I.P. CONCRETE SURFACE EXPOSED AGGREGATE FINISH
- LAWN AREA
- RILEY RICE LAWN LANDSCAPE FINISH (5" x 8" SQUARE)
- POSSIBLE PAINT PAINTING AREA
- LESSON PLANT PLANT (5.0m x 1.2m)
- PAVING PLANTING HOUSES NOT TO EXCEED 4'
- MATERIALS EXPOSED FINISHING WITH (SHOWING AS NOTED)

NOTES

1. FINISHING TO BE DONE - UNLESS OTHERWISE SPECIFIED IN DRAWINGS, FINISHING AND LETTERS REFER TO COMMERCIAL GRADE.  
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.  
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.  
 4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.  
 5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.  
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 8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.  
 9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.  
 10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.



Kai Dragon Enterprises Ltd  
 924 Keeler Place  
 Victoria BC  
 V9A 6Z1 phone 250-383-0285  
 cell 250-704-8338  
 fax 250-704-8338  
 www.kaidragon.com





**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

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

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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**

Recently, some Advisory Planning Commission members, who are unable to attend the regular meeting of APC, have emailed comments regarding agenda items to all APC members in advance of the meeting. As these comments are based solely on the information provided in the staff report, staff has raised concern that these comments may be considered a predisposition that could influence the voting members in attendance at the meeting. Accordingly, the APC Staff Liaison has met with the Corporate Officer and provides the following memorandum to ensure that the APC is operating in accordance with Esquimalt Council procedures.

**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 15<sup>th</sup>, 2012**

Moved by Lorne Argyle, seconded by Bill Lang that the minutes of the regular meeting of May 15<sup>th</sup>, 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 21<sup>st</sup>, 2012.

**XI. ADJOURNMENT**

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

**ADVISORY PLANNING COMMISSION MINUTES  
MEETING JUNE 19, 2012**

7

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

CERTIFIED CORRECT:

---

ANJA NURVO, CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

ADVISORY PLANNING COMMISSION  
MINUTES  
HELD ON  
AUGUST 21, 2012  
ESQUIMALT COUNCIL CHAMBERS

---

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

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There were 2 members of the Public in attendance.

**I. CALL TO ORDER**

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

**II. LATE ITEMS**

The following late items were received:

- (i) Bulletin 65 "Advisory Design Panels – Standards for Procedures and Conduct from the Architectural Institute of British Columbia [to be added to Staff Reports (3)];
- (ii) Letter from the neighbors of 1097 & 1099 Tillicum Road regarding 1030 Tillicum Road. [to be added to Staff Reports (2) Rezoning and Development Permit Application - 1030 Tillicum Road].

**III. ADOPTION OF AGENDA**

Moved Lorne Argyle, seconded by Bill Lang that the agenda be adopted as amended with the addition of the late items presented by Staff Liaison.

The Motion **CARRIED UNANIMOUSLY**.

**IV. ADOPTION OF MINUTES – Regular Meeting June 19<sup>th</sup>, 2012**

Trevor Parkes, Staff Liaison, reported to the Commission Members, that Council had received the draft Minutes of June 19<sup>th</sup>, 2012, for information. Council requested staff provide clarification as to why the memorandum regarding absentee members was presented to the Commission. Staff Liaison, Trevor Parkes indicated the most effective way to provide this clarity was to incorporate a preamble to the item in the official minutes. Trevor Parkes read out a draft preamble and requested it be added to the minutes.



Moved by Lorne Argyle, seconded by Bill Lang that the minutes of the regular meeting of June 19, 2012, as amended, be adopted.  
The motion **CARRIED UNANIMOUSLY.**

**V. BUSINESS FROM MINUTES**

There was no outstanding business from the Minutes.

**VI. STAFF REPORTS**

**(1) DEVELOPMENT VARIANCE PERMIT  
518 Joffre Street  
[Lot 3, Section 11, Esquimalt District, Plan 2222]**

Trevor Parkes, Staff Liaison, briefly outlined the proposal and the lot coverage.

David Lunt, Designer, Mesa Design Group and Brett Waldner, applicant, were in attendance to present the proposal. David Lunt outlined the changes to the plans that they presented to the Commission on June 19<sup>th</sup>, 2012, which were not recommended for approval.

The amended proposal calls for construction of a large, one car, garage attached to the south wall of the existing home. The roof of the garage would serve as a deck accessed off the main floor of the dwelling. The proposal also involves a comprehensive renovation of the interior of the home, removal of the existing deck at the rear of the building and alterations to the existing front porch.

David Lunt indicated that his client had a requirement for extra space in the garage in order to accommodate the needs of the family. The space is required in order to park a vehicle and allow children and strollers, etc., to exit and enter the vehicle with ease. He explained this proposal represented a reduction from the original plans consistent with the direction provided at the last meeting of APC as the proposed garage cannot accommodate two cars.

**PUBLIC INPUT:**

There was no input from the public.

**COMMENTS FROM COMMISSION MEMBERS:**

The following comments were made:

- the owner's comments regarding accessibility are sound, this space is also large enough for a walker or wheelchair;
- several of the members commented that the Commission will be looking at more and more request for variance from older properties as young families move into the municipality and renovate older homes.

**RECOMMENDATION:**

Moved by Bill Lang, seconded by Blair Bouchier, that the Esquimalt Advisory Planning Commission recommends to Council that the application for a Development Variance Permit authorizing the construction as shown on architectural plans provided by Mesa Design Group Inc., stamped "Received June 22, 2012" and sited as detailed on the survey plan prepared by J.E. Anderson and Associates integrated within the architectural

plans, stamped "Received June 22, 2012", and including the following relaxations to Zoning Bylaw, 1992, No. 2050, for the proposed development located at Lot 3, Section 11, Esquimalt District, Plan 2222 [518 Joffre Street], be forwarded to Council with a **recommendation of approval**.

The Motion **CARRIED: 3 FOR 1 OPPOSED**

**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** – a 6% increase to the permitted 30% Lot Coverage [i.e. from 30% to 36% 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: 3 FOR 1 OPPOSED**

**(2) REZONING APPLICATION AND DEVELOPMENT PERMIT**

**1030 Tillicum Road**

**[Lot 24, Block 2, Section 10, Esquimalt District, Plan 11214]**

Trevor Parkes, Staff Liaison, gave a brief overview commenting that the existing dwelling was built in the 1950s and that this duplex zoned, corner lot meets the OCP criteria for consideration of an infill housing project. He also stated that while staff do not dispute the possibility of an infill home being constructed, this proposed project fails to meet a large number of the OCP design guidelines, and fails to meet the height and parking standards for single family dwellings in the community all of which is detailed in the Planner's report.

Bill Lunt, Mesa Design Group, and Amar Basi, owner/applicant were present to present the proposal. Bill Lunt outlined the request for rezoning from the current RD-3 [Two Family/ Single Family Residential] zone to a Comprehensive Development zone [CD] to allow one additional Single Family Residence to be constructed on the rear portion of this site. The existing residence would be retained on a separate fee simple lot.

The owner, Amar Basi, commented that his mother is the owner, but that he lives in the property to take care of her.

Dave Lunt outlined the property and the proposal for rezoning. He outlined the issues surrounding an access easement located on the west side of the subject property as there is no access off Tillicum Road.

Referring the Commission members to the landscape board and the colour boards he outlined the details of the landscaping, and the colour and materials proposed.

With reference to questions regarding the height, Bill Lunt explained the grade of the property and how it drops off at one corner of the proposed building.

Dave Lunt, in response to a question from a Commission member, described proposed exterior changes to the existing dwelling. He explained that they would be cleaning the stucco and repainting it. They would retain the rock surface facade and add a small gable supported by posts. Also the landscaping of the existing property will be updated.

Concern was expressed by several members regarding the lack of privacy for the neighbours as the sundeck on the proposed new dwelling overlooks the rear yards of adjacent properties.

Dave Lunt responded that it is typical of most neighbourhoods decks overlook other properties. He also stated that when built any prospective buyer will be aware that the deck overlooks other neighbours.

**PUBLIC INPUT:**

There was no input from the public.

**COMMENTS FROM COMMISSION MEMBERS:**

The following comments were made:

- concern was expressed regarding the long list of the in-fill guidelines not being meet with this proposal;
- the existing dwelling needs more than painting, requires proper upgrading.

**RECOMMENDATION:**

Moved by Blair Bouchier, seconded by Bill Lang, that the Esquimalt Advisory Planning Commission recommends to Council that the application for rezoning authorizing a new single family dwelling sited in accordance with the survey plan prepared by Michael Claxton Land Surveying Inc., stamped "Received June 28, 2012" and a development permit limiting the form and character of development to that shown on architectural plans provided by Mesa Design Group, stamped "Received June 28, 2012", and on the landscape plan prepared by Koi Dragon Enterprises, stamped "Received June 28, 2012", be forwarded to Council with a **recommendation of approval**.

The Motion **CARRIED; 3 FOR 1 OPPOSED**

**(3) MEMORANDUM REGARDING PROPOSED CHANGES TO  
ADVISORY PLANNING COMMISSION BYLAW**

Director of Development Services, Bill Brown, was in attendance to speak About the proposed changes.to the Advisory Planning Commission Bylaw/.

He advised the Commission members that he will be recommending that a second Advisory Planning Commission would operate as a Design Panel and stated that Design Panels are a great asset to planning and contribution to the community.

The Architectural Institute encourages architects to sit on Design Panels. They will evaluate Development Permit Applications for large projects. This represents a professional peer review. They employ skills that take years and years to building. The reviews are thorough and they enhance the review.

Director Brown referred the members to Bulletin 65 regarding Advisory Design Panels.

In response to a question from the Commission regarding what type of projects would the Design Panel review. Director Brown commented that Esquimalt would benefit greatly from a Design Panel review of the Esquimalt Village Project, the Legion, the Triangle Lands, and the proposed English Inn & Resort redevelopment project, to name a few.

Director Brown was asked if this would slow down the process. He responded, "No". The rezoning process is long already, and the review by the Design Panel would run concurrently. Reviews by Design Panels have proven to produce better projects.

Responding to a question from the Commission, Director Brown outlined his experience with working with Design Panels in Whistler.

Director Brown reassured the Commission members that the current Advisory Planning Commission is very valuable and the role will continue. This Policy APC will review policy and land matters and the Design APC will review form, character and design of proposals.

**RECOMMENDATION:**

Moved by Bill Lang, Second by Blair Bouchier that the APC supports the proposal to create an Advisory Design Panel [Design APC], and that there be no restrictions on the number of non-residents on the proposed Design Panel.  
The Motion **CARRIED UNANIMOUSLY**

**VII. PLANNER'S STATUS REPORT**

Status of Recent Applications:

**478 Fraser Street:** [DVP to accommodate a fence and accessory building [shed] constructed in contravention of the RS-1 zone]. The application was forwarded directly to Council and will be considered at the regular meeting to be held Monday, September 17, 2012.

**Draft West Bay Neighbourhood Guidelines:** In accordance with Council's direction, the Director of Development Services has sought feedback from various Township committees and commissions as well as the public regarding the Draft West Bay Neighbourhood Guidelines. Director Brown is now collating feedback into a revised set of guidelines that reflect the comments provided. The revised guidelines will be presented to Council in the near future.

**VIII. COUNCIL LIAISON**

Councillor McKie apologized for missing the last meeting of the APC.

He commented that he liked what he heard at this evenings meeting, good debate. He commended the Commission on its valuable work being provided by the Commission for the betterment of Esquimalt. He commented that the APC is doing a fantastic job.

**IX. NEW BUSINESS**

A brief discussion took place regarding not having an alternate Council Liaison appointed to the Commission. It is understood that with the busy workload of the Councilors that the Liaison cannot always be in attendance, but if an alternate was appointed the opportunity would be there to always have one Councillor in attendance, it is not expected that both would attend the meetings.

**(i) Appointment of Alternate Council Liaison**

Moved by Bill Lang, seconded by Blair Bouchier that Council  
That Council consider the appointment of a second, Alternate Council Liaison for the Advisory Planning Commission, with the understanding that only one representative be in attendance at the meeting.  
The Motion **CARRIED UNANIMOUSLY**.

**X. NEXT REGULAR MEETING**

The next regularly scheduled meeting is Tuesday, October 16<sup>th</sup>, 2012.

**XI. ADJOURNMENT**

On motion the meeting adjourned at 8:55 p.m.

\_\_\_\_\_  
CHAIR, ADVISORY PLANNING COMMISSION  
THIS DAY OF \_\_\_\_\_, 2012

CERTIFIED CORRECT:

\_\_\_\_\_  
ANJA NURVO, CORPORATE OFFICER

DRAFT



House of Commons

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO  Mayor/Council

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RECEIVED: AUG 22 2012

Ottawa, August 15 août 2012

Referred:

For Action  For Response  COTW

For Report  Council Agenda  IC

Dear Sir or Madam,

I am writing to inform you of a private members motion (M-400) that I have recently tabled in the House of Commons. I believe M-400 will be of great, practical benefit to you and your community.

Deficient waste water management is a major polluter. According to the Canadian Council of Ministers of the Environment, waste water from households contains a broad range of substances that may pose risks to human and environmental health. The federal government is correct to impose environmental standards that keep sewage water management as clean and as safe as possible. However, whereas environmental upgrades are subsidized for all municipalities, individually owned household septic systems are not. Most rural Canadians whose homes are far from municipal networks are burdened with the huge costs associated with meeting environmental standards. M-400 seeks a parliamentary resolution to implement an effective and fiscally efficient plan to make it possible for all Canadians to get the eco-upgrades they require.

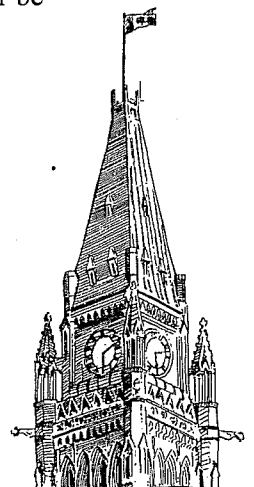
**The text of M-400 reads as follows:**

**That, in the opinion of the House, the government should study the possibility of establishing, in cooperation with the provinces and territories, one or more financial support programs, inspired by the one proposed by the Federation of Canadian Municipalities, that would bring up to standard the septic systems of homes not connected to a sanitation system, in an effort to ensure urban/rural balance, lake protection, water quality and public health.**

This motion will have a practical, positive effect on all municipalities and citizens who are subject to the increased health risks associated with waste water pollution. As well, we hope to help the approximately 25% of rural citizens who have a septic system not connected to a municipal network. Hopefully, through this motion, a step towards urban/rural equality can be achieved.


**Parliamentary Office:**  
754 Confederation Building, Ottawa, Ontario, K1A 0A6 Tel: (613)992-0902

**Constituency Offices:**  
499B Main Street, Lachute, Québec, J8H 1Y4 Tel : (450) 562-0737  
149 Main Street, Saint-André-Avellin, Québec, JOV 1W0 Tel : (819) 983-1577



I am asking you to support this Motion by passing it as a municipal resolution in your council. As well, I've included a petition that some of your constituents may want to sign. I invite you to contact my Parliamentary office at (613) 992-0902 in order to receive more information about M-400.

Sincerely,



Mylène Freeman, MP  
Argenteuil-Papineau-Mirabel

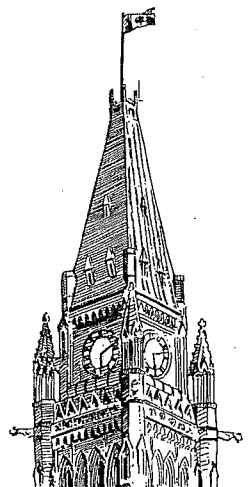
**Parliamentary Office:**

754 Confederation Building, Ottawa, Ontario, K1A 0A6 Tel: (613)992-0902

**Constituency Offices:**

499B Main Street, Lachute, Québec, J8H 1Y4 Tel : (450) 562-0737

149 Main Street, Saint-André-Avellin, Québec, J0V 1W0 Tel : (819) 983-1577





Mylène Freeman, MP  
Argenteuil–Papineau–Mirabel

FOR IMMEDIATE RELEASE

## MP Mylène Freeman wants to help rural homeowners

MS. FREEMAN INTRODUCED A MOTION TO PROVIDE FUNDING FOR SEPTIC SYSTEMS

**LACHUTE, June 26, 2012** – Mylène Freeman, MP for Argenteuil–Papineau–Mirabel, held two press conferences today in Chénéville and Gore to launch her national campaign to convince the government to establish financial support programs for citizens so they can bring their septic tanks up to standard.

Mylène Freeman took the first step in this important campaign on Wednesday, June 20, by introducing a motion in the House of Commons, which may be debated as soon as the next parliamentary session begins. The motion calls on the government to consider the possibility of implementing one or more financial support programs based on one proposed by the Federation of Canadian Municipalities (FCM). This funding would allow rural homeowners, who would otherwise have insufficient funds, to upgrade their septic systems so they meet environmental standards. This is a very important initiative, as it would not only relieve the economic burden on these citizens, but also protect water quality and public health.

The federal government invests millions of dollars to help municipalities upgrade their sewer systems. However, more than 25% of Canadians do not have access to municipal sewer systems and use stand-alone septic tanks for their homes. "This means that more than one quarter of Canadians are being left in the lurch, without any valid reason, by the Conservative government," said Freeman. "These taxpayers must take on the significant cost of replacing or upgrading their septic systems by themselves."

"Too often, rural homeowners have no choice but to put off these necessary upgrades. The delay can put everyone's health at risk," she added. "The Canadian Council of Ministers of the Environment (CCME) has compiled a list of the possible environmental consequences of septic runoff. One of these is a risk to human health associated with the consumption of contaminated water, fish and shellfish."

Mylène Freeman's motion is a step in the right direction. Over the next few months, a large-scale campaign will encourage MPs from across Canada to support the motion. Citizens will be invited to sign a petition.





Mylène Freeman, MP  
Argenteuil–Papineau–Mirabel

FOR IMMEDIATE RELEASE

“Before I close, I think it is important to mention that this initiative for obtaining financial assistance so that rural homeowners can upgrade their septic systems was started by local elected officials. I would like to thank Scott Pearce, Mayor of Gore, who has been championing this issue for a number of years, as well as the Argenteuil RCM, which has supported his efforts. As the Member of Parliament for Argenteuil–Papineau–Mirabel, I heard Mr. Pearce’s call and I am very happy to be lending him a hand today to raise awareness of this issue, which is so very important,” she said.

-30-

**For more information, please contact:**

Sébastien Rollin, Constituency Assistant, Argenteuil–Papineau–Mirabel  
450-562-0737 or [mylene.freeman.c1a@parl.gc.ca](mailto:mylene.freeman.c1a@parl.gc.ca)

## Petition to the House of Commons

“Protecting the water and public health of our rural communities”

### Whereas:

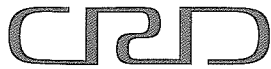
- In rural areas, a large number of septic systems of isolated dwellings are outdated and need to be brought up to standard, work that is both important and urgent;
- This situation poses a significant potential risk to the water quality;
- Because of the high cost of the work, some residents are delaying bringing their system up to standard, which means an increased risk to water quality and public health;
- The federal government supports the municipalities that need to build or repair their waste water systems.

Therefore, we, the undersigned citizens of Canada, call upon the House of Commons to support motion M-400, moved by MP Mylène Freeman, to protect the water and public health of our rural communities.

Name	Email	Address (province and postal code)	Signature

**Petition to the House of Commons**  
“Protecting the water and public health of our rural communities”


*Please send the signed petition to Mylène Freeman, MP for Argenteuil-Papineau-Mirabel, House of Commons, Ottawa, K1A 0A6*



Making a difference...together

August 22, 2012

Mayor and Council  
Township of Esquimalt  
Municipal Hall  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, BC, Canada V8W 2R9

T: 250.360.3000  
F: 250.360.3130

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

For Information:

CAO  Mayor/Council

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RECEIVED: AUG 24 2012

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Referred:

For Action  For Response  COTW

For Report  Council Agenda  IC

File: 0400-50

Dear Mayor Desjardins and Council:

**RE: SALISH EXPRESS COMMUTER RAIL IMPLEMENTATION FUNDING PLAN REQUEST**

This is to inform you that at its meeting held on August 8, 2012, the Capital Regional District (CRD) Board considered a request and adopted the following resolution:

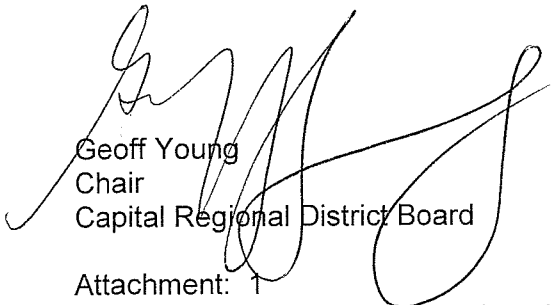
“That the Capital Regional District Board advise the requesting municipalities to consider individual contributions, and that the Board write to BC Transit requesting that they coordinate and integrate the proposed Salish Express Services with the regional transit system.”

As outlined in the attached report, although the funding request aligns with agreed on priorities expressed through the Regional strategic planning process, no CRD funding source is available to consider this request at this time. However, an expedient option would be for individual municipalities to contribute funds directly to the project. This can be done by the municipalities either pooling funds amongst themselves or with the CRD as an agent.

In the meantime, with the goal of coordinating such a plan with broader transit interests, the Board will write to BC Transit to request that they coordinate and integrate the proposed Salish Express Service with the regional transit system.

In conclusion, on behalf of the Board, I am requesting your Council to consider an individual contribution to this funding request.

Sincerely,



Geoff Young  
Chair  
Capital Regional District Board

Attachment: 1

cc: K. Daniels, Chief Administrative Officer  
R. Lapham, MCIP, General Manager, Planning & Protective Services

NGM

**STAFF REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, 08 August 2012**

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**SUBJECT** Salish Express Commuter Rail Implementation Funding Plan Request

**ISSUE**

At the July 2012 Board meeting staff were directed to prepare a report advising how the Capital Regional District (CRD) may assist with funding to complete an implementation plan for commuter rail on the E&N Corridor.

**BACKGROUND**

The CRD received a funding request in the amount of \$70,000 to complete the Salish Express commuter rail implementation plan at the July 2012 Board meeting. The funding request was signed by eight (8) mayors from the Region and is attached as Appendix 1.

During the discussion, it became clear that there is a critical need for the implementation plan to facilitate the 'Salish Express' commuter rail service on the E&N railway. Concerns were expressed regarding the pending Craigflower Bridge re-construction project and the increasing congestion on the inter-community routes used by commuters. While the CRD is pursuing various transportation initiatives, including the request to assume authority for the Victoria Regional Transit Commission, a CRD service does not currently exist to facilitate the funding request.

Subsequent to the Board discussion, staff were directed to prepare a report advising how the CRD may assist with funding for this initiative.

**ALTERNATIVES**

1. Advise the requesting municipalities to consider individual contributions and that the Board write to BC Transit requesting that they coordinate and integrate the proposed Salish Express Service with the regional transit system.
2. Defer the funding request until a valid CRD transportation service or a regional grant in-aid policy has been established.
3. Do not support the funding request at this time.

**FUNDING IMPLICATIONS**

Alternative 1 would have no financial implications for the CRD as the requesting municipalities could individually consider contributing towards this request. If requested the CRD could collect the funds on behalf of municipalities and forward them appropriately and help set up regular reporting standards. Alternatively, the municipalities involved may simply contribute funds

directly to the project. Either approach would essentially be the most expedient way to deal with the funding request. However, without any direct CRD transit or transportation authority, the CRD can attempt to coordinate this initiative with broader transit interests by writing to BC Transit to request that they coordinate and integrate the proposed Salish Express Service with the regional transit system.

Alternative 2 would require that a decision be deferred as the CRD has no regional or sub-regional grant in-aid policy or existing established transit or transportation service.

With respect to grant in-aid, there is no funding available in the 2012 budget to fund this request. The Board may however choose to levy additional monies in 2013 for regional grant in-aid. This would need to be addressed in the 2013 budget process.

With respect to a regional transportation or transit service, although the funding request aligns with agreed on priorities expressed through the Regional strategic planning process, no CRD funding source is available to consider this request at this time. The Independent Review of BC Transit, which will make recommendations regarding public transit governance in the CRD, will not be completed till the end of August 2012. The CRD Transportation Select Committee is awaiting the outcome of this review before proceeding with recommendations on new arrangements for the planning, managing and delivery of public transit services in the region. Finally, the CRD Regional Transportation Plan will review current transportation governance arrangements in the CRD and make recommendations for new arrangements between the region and municipalities in implementing regional inter-community transportation priorities. This will inform the Transportation Service Feasibility Study planned for later this year leading to a Board decision on establishment of a CRD transportation service. Once a transportation service is established, funding requests of this nature can be acted upon expediently.

Alternative 3 recognizes that the request to fund an implementation plan does not meet the criteria for the use of the CRD Feasibility Study Reserve Fund. This fund provides seed funding for a study for the possible adoption of a service and is therefore not an option that can be used to fund this request.

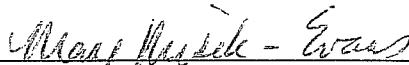
## **CONCLUSION**

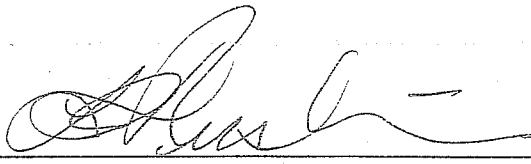
The funding request for an implementation plan for the Salish Express rail commuter service does not fall within the scope of the CRD Feasibility Study Reserve Fund. Further, as the CRD currently has a "no regional grant in-aid policy" and no authority to fund regional transportation infrastructure and operations, the only expedient option to provide funding for this project is for the individual municipalities to pool funds amongst themselves or with the CRD as an agent. In recommending this option, however, it is suggested that this initiative be coordinated with broader transit interests. Therefore, the Board should consider writing to BC Transit to request that they coordinate and integrate the proposed Salish Express Service with the regional transit system.

**RECOMMENDATION**

That the Capital Regional District Board advise the requesting municipalities to consider individual contributions and that the Board write to BC Transit requesting that they coordinate and integrate the proposed Salish Express Service with the regional transit system.

*for*   
\_\_\_\_\_  
Diana E. Lokken, Dir Bus Admin, CMA  
General Manager, Corporate Services

*for*   
\_\_\_\_\_  
Robert Lapham, MCIP  
General Manager, Planning & Protective Services

*for*   
\_\_\_\_\_  
Kelly Daniels  
Chief Administrative Officer  
Concurrence

JM  
(ACAO)

# Capital Region Music Awards Society

200-931 Fort Street, Victoria, BC V8V 3K3

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

Your Worship, *Barb*

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAD  Mayor/Council

Bill

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RECEIVED: SEP 07 2012

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Referred:

For Action  For Response  COTW

For Report  Council Agenda  IC

August 24, 2012

On behalf of my colleagues with the Capital Region Music Awards Society, I am writing to thank you and the Township of Esquimalt Council for the significant support you have expressed for our bid to host Canada's Juno Awards in Greater Victoria.

Thanks to your leadership - and your colleagues around the region – it now appears we have secured the municipal pledges needed to access over \$1.5 million from the provincial government as announced by Community, Sport and Cultural Development Minister Ida Chong in April.

As David noted during his presentation to Council, these funds are only required if the Greater Victoria bid is successful. In this light we expect to receive results of the 2014 competition from the Canadian Academy of Recording Arts and Sciences by the end of this year.

In the meantime, we will keep you posted on our progress and move forward with some limited preparations. These will include identifying members of our Bid Committee's municipal working group as described and organizing an introductory meeting.

Thank you again for your confidence and support. We look forward to working with you in the years ahead if/when our bid is successful.

Yours truly,

*Kyara Kahakauiwila*  
 Kyara Kahakauiwila, Vice-President  
 Capital Region Music Awards Society  
 200-931 Fort Street, Victoria BC, V8V 3K3

*Thank you for your support!*



JM  
(ACAO)

**Kim Maddin**

**From:** Deborah Nohr <deborah@sprone.com>  
**Sent:** August 29, 2012 5:54 PM  
**To:** Council  
**Subject:** BC Thanksgiving Food Drive.....coming soon! Sept. 10-15  
**Attachments:** BCTFD General Information Sheet 2012.pdf; ATT70356.htm; bctfddigitalbrochure 2012.pdf; ATT70357.htm

September, 2012  
Esquimalt Municipal Council  
RE: BC Thanksgiving Food Drive  
September 10th-15th, 2012

Dear Mayor Desjardins and Esquimalt Councillors,

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

I am writing to inform you of the second annual British Columbia Thanksgiving Food Drive. This year, the BC Thanksgiving Food Drive will be happening again across our city and throughout the province during the week of September 10-15th. Last year the food drive was a great success because many volunteers and community partners were able to collect bags of groceries by going door to door.

Did you know that the Mustard Seed Food Bank alone provides food for 7,000 people in our community each month? That is the number of people living in a small town.

Did you also know that the food supply at most food banks in BC is at a 20 year low? Squamish Food Bank was featured on the CBC news last week as it is on the verge of closing.

The generous donations from our community resulted in significant contributions to the Mustard Seed Food Bank, Lion's Food Bank (Sidney) and the Goldstream Food Bank. Province wide, \$694,932.04 in food items was donated. Victoria's volunteers collected \$103,568.00 in food items.

We will be dropping off bags at the front door of many of the homes in your municipality. Your community's participation will contribute to the health and welfare of many individuals and families across our city, including Esquimalt.

Sometime following September 15th we would be pleased to visit you to report on this year's efforts. If you have any questions, please contact me at 250-380-0888 or e-mail me at [deborah@sprone.com](mailto:deborah@sprone.com). You may also find further information about the food drive on the BC Thanksgiving Food Drive web page. It is called [bctfd.org](http://bctfd.org).

Sincerely,

Deborah Nohr  
volunteer  
BCTFD

# BC THANKSGIVING FOOD DRIVE

SEPTEMBER 10<sup>th</sup> – 15<sup>th</sup>, 2012

## Information Sheet

### ABOUT HUNGER

Many of us are only dimly aware of the large numbers of people in our society who struggle to obtain the necessities of life. Yet in our own province, more than 100,000 people turn to local food banks for help each year. Those who do come from the most vulnerable segments of our communities. Over half of all households that rely on food banks are families with children; half these again are headed by single parents. In total, roughly 40% of recipients of food bank assistance are under the age of 18. Others include low-wage earners, the under-employed, and people on disability income assistance. And the number of people requiring help from their community food banks continues to grow.

### THE BCTFD PROJECT

The BC Thanksgiving Food Drive is a non-denominational, community-oriented project which raises support for local food banks. This year – our fourth - we will stage events in almost fifty cities and towns across the province. Our primary collection method involves delivering donation bags throughout neighborhoods: residents are invited to fill these with **non-perishable food items**, which our volunteers then return to retrieve. **We do not solicit cash donations door-to-door.**

Our main Collection Day for 2012 will be held on September 15th. That Saturday morning, our 6,000-plus BCTFD volunteers will set out to meet the ambitious goal of gathering more than 350,000 pounds of food. All donations are directed to the food bank serving the community where they are collected.

### GET INVOLVED

We rely on private material and financial support to underwrite our project, and seek to establish relationships with organizations willing to lend a hand as formal Community Partners. We also recruit volunteers to help organize events at the community, district and provincial levels, and especially need people who are willing to help complete collection routes. The latter is an excellent activity for businesses and other organizations seeking opportunities to perform charitable work while building team unity. It is also a great chance for teaching children the importance of community service, and for spending quality time together as families.

### CONTACT US

General Enquiries

[info@bctfooddrive.org](mailto:info@bctfooddrive.org)

Community Partnerships

(Joe Oviatt, Partnerships Director)

[partners@bctfooddrive.org](mailto:partners@bctfooddrive.org)

Media Enquiries

(Janelle Singer, Media Coordinator)

[media@bctfooddrive.org](mailto:media@bctfooddrive.org)

**For more information about our project, including a directory of participating communities and district officers, please visit:**

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

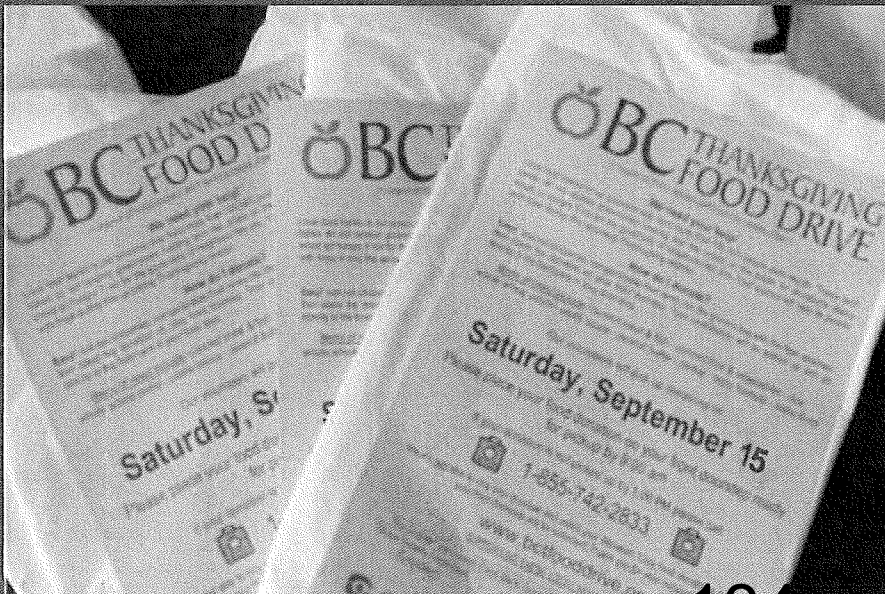
# BC THANKSGIVING FOOD DRIVE



## 2012

### FILLING A NEED

Many of us are only dimly aware of the large numbers of people in our society who struggle to obtain the necessities of life. Yet in our own province, more than 100,000 people turn to local food banks for help each year. Those who do come from the most vulnerable segments of our communities. Over half of all households that rely on food banks are families with children; half these again are headed by single parents. In total, almost 40% of recipients of food bank assistance are under the age of 18. Others include low-wage earners, the under-employed, and people on disability income assistance. And the number of people requiring community food bank assistance continues to grow.



The BC Thanksgiving Food Drive is a non-denominational, community-oriented project which raises support for local food banks. This year we will stage events in almost fifty cities and towns across the province. Our primary collection method involves delivering donation bags throughout neighborhoods: residents are invited to fill these with non-perishable food items, which our volunteers then return to retrieve. We do not solicit cash donations door-to-door.

This year our main Collection Day will be held on September 15th. That Saturday morning, our 6,000-plus BCTFD volunteers will set out to meet the ambitious goal of gathering more than 350,000 pounds of donated food. We hope you will join us in making this year's event a success!

# SERVICE

We believe that principles of charity are best served by working for a good cause without expectation of material reward. In order to maintain our focus on providing meaningful service, the BC Thanksgiving Food Drive does not offer compensation for the value of labor performed by any of its participants.

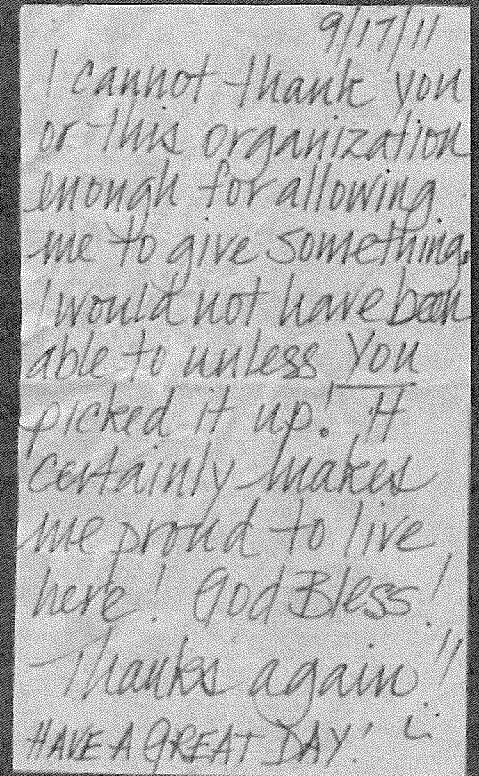
This year we are hoping to include 1,500 additional volunteers in our program. We



are especially looking to increase the number of those who are willing to complete collection routes. This is an excellent activity for groups and organizations seeking opportunities to perform charitable work while building team unity; it is also a great chance for teaching children the importance of community service, and for spending quality time together as families.

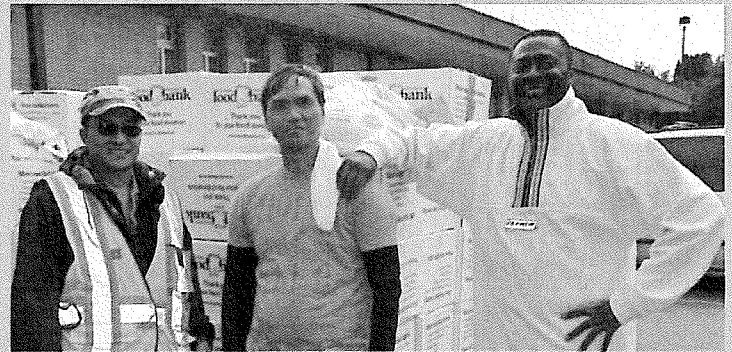
As well, we are always looking for committed people to assist with administering and running our local events, operating our call centre, and serving on our district and provincial committees. If you would like to learn more about how you can help, please email us at:

[info@bctfooddrive.org](mailto:info@bctfooddrive.org)



# COMMUNITY

We accept that there are limits to what public programs can do to address hunger, and that responsibility for the well-being of society ultimately rests with its individual citizens: as a private initiative, the BC Thanksgiving Food Drive does not receive any form of government financial support. We are grateful for the many individuals and organizations that offer material and financial assistance to our cause, and welcome any others who wish to contribute to helping feed the hungry in our province.



## OUR 2011 COMMUNITY PARTNERS

- |  |   |   |   |
|--|---|---|---|
| Allegra Printing (Abbotsford)                                | Investors Group (Abbotsford)            | Peninsula Mission Community (Victoria)            | Speed Pro Signs (Courtenay)                     |
| Coastal Insurance (Lower Mainland)                           | Leavitt Machinery (Lower Mainland)      | Pipes Technology Group (Victoria)                 | Starpak (Abbotsford)                            |
| Coombs Village Centre (Port Alberni)                         | Maher Terminals (Prince Rupert)         | Quality Foods (Nanaimo; Qualicum)                 | Stuck-On Designs (Prince Rupert)                |
| Friendship Community Church (Victoria)                       | Matthews Fixtures & Shelving (Victoria) | Rona (Powell River)                               | The Church of Jesus Christ of Latter-day Saints |
| Food Banks British Columbia                                  | Northwest Business Machines (Terrace)   | St. Catherine's Anglican Parish (North Vancouver) | Thrifty Foods (Parksville)                      |
| Future Shop (Courtenay)                                      | Numbers Creative (Victoria)             | Safeway (Powell River)                            | Wotherspoon & Associates (Vancouver)            |
| Gurdwara Sahib Kalghidar Darbar (Sikh Community, Abbotsford) | Overwaitea Foods (Prince Rupert)        | Save On Foods (Terrace; Vernon)                   | Yarrow Alliance Church (Langley)                |

To learn more about our project, please visit our website at:

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



Making a difference...together

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

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

Jm  
(ACAO)

August 29, 2012

Mayor Barbara Desjardins  
Esquimalt Municipal Hall  
1229 Esquimalt Rd  
Victoria, BC V9A 3P1

Mayor Dean Fortin  
Victoria City Hall  
#1 Centennial Square  
Victoria, BC V8W 1P6

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
 For Information:  
 CAO ✓  
 Mayor/Council ✓  
 Jeff/Bill ✓

**RECEIVED: AUG 31 2012**

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

File: 0220-20

Dear Mayor Desjardins and Mayor Fortin:

**RE: JOINT DESIGN ADVISORY PANEL FOR THE MCLOUGHLIN TREATMENT FACILITY**

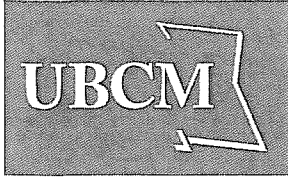
As you are aware, exterior design of the McLoughlin Treatment facility is an important consideration for both Esquimalt and Victoria. When the request for proposal (RFP) for McLoughlin is issued in the spring of 2013, it will be important to provide the selected proponents with design guidelines to enable them to include the cost of complying with the guidelines in their proposal. Given that the facility is located in Esquimalt and will be visible from Victoria, I would like to suggest a joint design advisory panel to develop design guidelines for the project. Our consultant's architect would provide renderings of the facility as a starting point for discussion with the panel.

Please let me know if you are in agreement with setting up a joint panel, and if so, please provide contact information for members. Given the program schedule, we would like to meet in early October.

Sincerely,

J. A. (Jack) Hull, P. Eng, MBA  
Interim Project Director  
Core Area Wastewater Treatment Program

JH:hr



# MEMBER RELEASE

August 30, 2012

**TO:** Mayor & Council | Chair & Board | Senior Staff  
**FROM:** UBCM Secretariat  
**RE:** **Consultation on the Ministry of Health's Public Health Plan**

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The Ministry of Health is requesting local government feedback on their Public Health Plan for BC.

This Plan aims to improve the health and wellness of British Columbians by:

- Creating a long-term vision for the public health system which incorporates all major public health strategies;
- Formalizing a collaborative process to identify future public health priorities;
- Reinforcing core public health functions as a foundation for public health services;
- Supporting a population health approach and the public health role in health equity; and
- Supporting Primary Care, Clinical Prevention and Self Care.

Attached is the Public Health Plan discussion guide and an overview document called At a Glance.

Please review the following two documents, and provide any comments to **Deanna Bekker**, Project Manager, Business Operations & Surveillance, Population & Public Health, Ministry of Health at [deanna.bekker@gov.bc.ca](mailto:deanna.bekker@gov.bc.ca). Please carbon copy your comments to Marylyn Chiang, staff support for the Healthy Communities Committee, as the Committee will be reviewing the Public Health Plan and the feedback from local governments at the November meeting. Her email is [mchiang@ubcm.ca](mailto:mchiang@ubcm.ca).

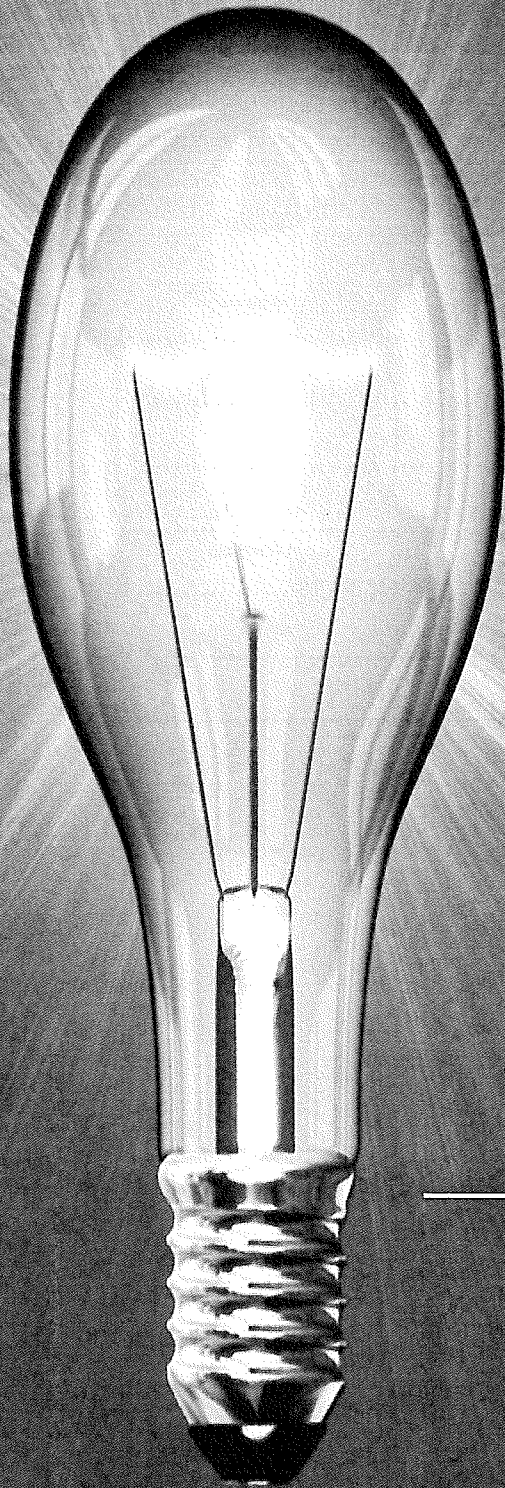
The deadline for submitting comments is **September 21, 2012**.

Thank you for participating in this consultation.

UBCM Contact  
Marylyn Chiang  
Email: [mchiang@ubcm.ca](mailto:mchiang@ubcm.ca)  
Tel: 604-270-8226 ext. 110

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[www.ubcm.ca](http://www.ubcm.ca)



*A PUBLIC HEALTH PLAN FOR  
BC*

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*CONSULTATION DISCUSSION GUIDE*

**TABLE OF CONTENTS**

**OVERVIEW & INTRODUCTION..... 3**

    Key Messages .....3

    Purpose of Consultation .....3

    The Discussion Guide.....3

    How to Obtain More Information .....3

**PART 1 – PRIMARY FOCUS ..... 4**

**PART 2 – VISION STATEMENT ..... 5**

**PART 3 – MISSION STATEMENT..... 6**

**PART 4 - STRATEGIC FRAMEWORK..... 7**

**PART 5 - PUBLIC HEALTH VISIONARY GOAL STATEMENTS & GUIDING PRINCIPLES ..... 8**

**PART 6 - DECISION MAKING LOGIC MODEL..... 11**

**PART 7 - KEY STAKEHOLDERS & CONSULTATION PLAN .....14**

**PART 8 - OVERALL / GENERAL QUESTIONS..... 15**

Discussion Guide



## OVERVIEW & INTRODUCTION

### KEY MESSAGES

1. We are seeking to develop a Public Health Plan for BC that aims to improve the health and wellness of British Columbians by:
  - Creating a long-term vision for the public health system which incorporates all major public health strategies;
  - Formalizing a collaborative process to identify future public health priorities;
  - Reinforcing core public health functions as a foundation for public health services;
  - Supporting a population health approach and the public health role in health equity; and
  - Supporting Primary Care, Clinical Prevention and Self Care.
2. This plan is intended to be a guiding document for the public health system.
3. Reducing health inequities by addressing their underlying determinants is a priority and is being addressed more broadly within and beyond the health system through cross-government action.
  - A key function of public health is to engage with other policy sectors and promoting 'health equity in all policies' approaches and increasing the resource base for health promotion.
  - Surveillance and the generation and analysis of population health data (particularly around health inequities) also supports a broader social determinants approach to improving the health of the population.
4. The Plan will be the result of comprehensive and broad consultation designed to identify the top public health priorities in BC. It is not intended to be used alone but in conjunction with other resources developed to support the systems and functions of public health and improve health outcomes in BC.

### PURPOSE OF CONSULTATION

Communication and stakeholder involvement enable productive interaction among diverse groups.

This process is intended to:

- Seek feedback on various topics from a wide range of stakeholders
- Deepen understanding, focus on shared values and create buy-in for the plan
- Identify and mitigate potential risks to ensure the maximum impact and success

The consultation process is intended to be as broad and inclusive as possible. It will run from May to October 2012. The feedback received will be compiled and considered as part of a broader process that will inform the development and implementation of the Plan.

### THE DISCUSSION GUIDE

This document is intended to help guide consultation discussions. It provides a brief introduction to the principles and high level concepts that form the foundation of the Plan and offers initial questions for consideration and discussion.

### HOW TO OBTAIN MORE INFORMATION

For further information or to provide additional feedback please contact:

Tom Gregory, Executive Director, Population & Public Health - ✉ [Tom.Gregory@gov.bc.ca](mailto:Tom.Gregory@gov.bc.ca) ☎ 250-952-1467



PART 1 – PRIMARY FOCUS

The Public Health (PH) Plan will be looking primarily at how the public health system can improve health and well-being.

some need to be addressed in other processes involving stakeholders from other sectors

The body of the Plan will set the context of broader population health approach and acknowledge the contextual factors (determinants) that affect health. We are working to address those in a number of ways (e.g., Cross Government Work).

**Question?**  
What do you think about this as a primary focus?

We will also identify things other partners can do to support priorities identified within the Public health plan.

**Question?**  
Is there anything we could do to enhance or better articulate the primary focus?

**Scope Statement**

- The PH Plan is intended to be a guiding document for the public health system
- It will address fundamental components within the realm of public health to provide information, context and guidance for public health decision-making
- While recognizing there are a broad range of factors and conditions that affect health, the primary focus at this time will be on what public health can do
- While some of these conditions are influenced directly through public health,

**Question?**  
Do you know of any resources that might be useful to inform our section on the population health approach?

Other Questions/Notes:

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PART 2 – VISION STATEMENT

DRAFT VISION STATEMENTS

*Thriving communities in which all people achieve health and well-being where they live, work, learn & play*

Other options:

1. *Healthy People, Healthy Communities*
2. *The best health and well-being for all British Columbians*

**VISION**

Some considerations used to craft the Vision Statement:

- Does the vision statement adequately describe the desired future
- Does the vision statement fit within the scope
- Will the vision statement inspire action
- What do we like/not like about other Vision statements

**Vision Statement Definition:**  
Vivid idealized description of desired outcome that inspires, energizes and helps create a mental picture of your target.  
  
The “what we hope to achieve” component.

**Question?**  
Which statement do you like most, and why?

Other Examples:

Saskatchewan Health Promotion Strategy:  
*“Healthier Places to Live, Work and Play”*

Public Health Agency of Canada:  
*“Healthy Canadians and communities in a healthier world”*

**Question?**  
Is there any way the statements can be enhanced or improved?

**Question?**  
Is there any way we can rephrase them to be more inclusive, inspiring or descriptive of our long term target?

Other Questions/Notes:

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PART 3 – MISSION STATEMENT

DRAFT MISSION STATEMENTS:

*We promote, improve and protect health and well-being of British Columbians through leadership, partnership, innovation action in the following areas:*

- *Gathering, analysing and presenting data on the health status of the population to inform decision making and action*
- *Providing access to public health services that are culturally sensitive and contribute positively to social, physical, mental, spiritual, economic, and emotional well-being*
- *Working with partners within and across the health sector to encourage health-enhancing policy (or to influence the complex interactions that determine health)*
- *Contributing to continuous performance improvement for the overall strength and sustainability of the public health system*

Other Options

1. *To lead ongoing health improvement through collaboration, proactive education and strong public health intervention*
2. *To improve health by providing public health leadership, partnership, proactive education, advocacy and intervention*

Mission Statement Definition:

Statement of the purpose of a company or organization. The mission statement should guide the actions of the organization, spell out its overall goal, provide a path, and guide decision-making. It provides "the framework or context within which the company's strategies are formulated.

Communicates the essence of your organization to your stakeholders and to the public.

Focuses on the present (versus the vision, which focuses on the ideal future). Can be considered the "how we do it" component.

Other Examples:

Nova Scotia Health Promotion and Protection:  
"Leading the collaborative effort to promote and protect health, prevent illness and injury, and reduce disparities in health status"

Public Health Agency of Canada:

"To promote and protect the health of Canadians through leadership, partnership, innovation and action in public health"

**Question?**

Which statement do you like most and why??"

**Question?**

Is there any way the statements can be enhanced or improved?

**Question?**

Do they fit within our scope and appropriately describe what the public health system is presently doing to achieve our Vision?

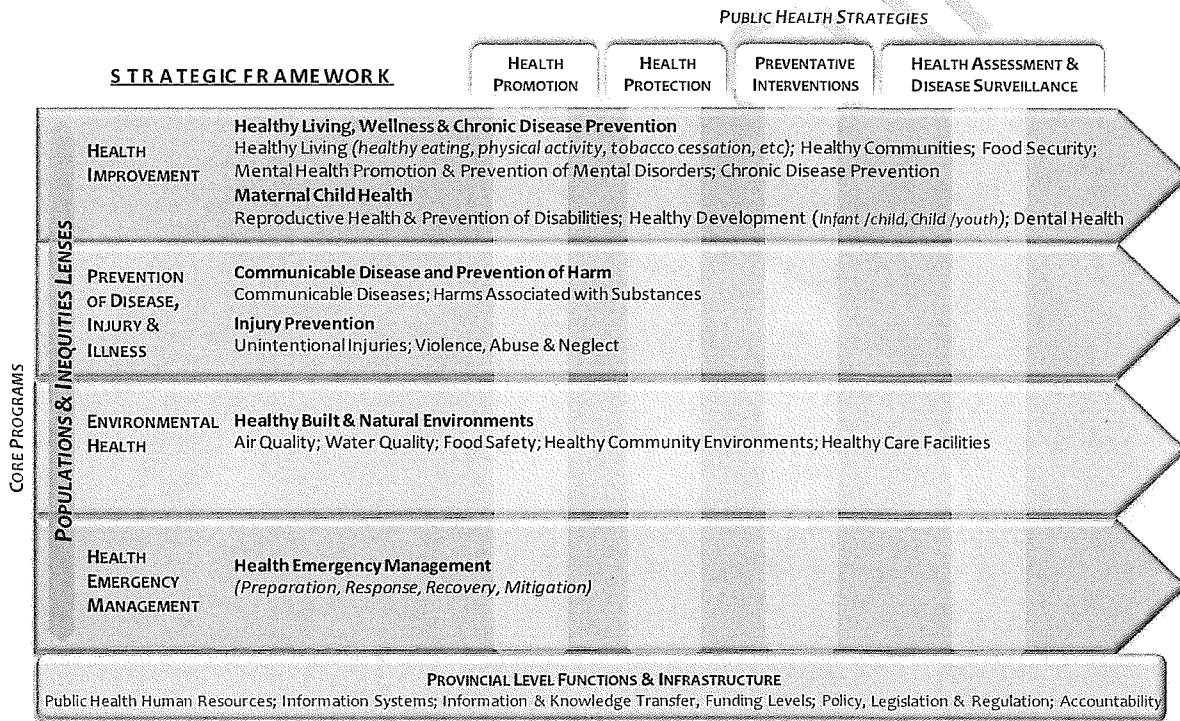
PART 4 - STRATEGIC FRAMEWORK

The Public Health Strategic Framework is modeled after the Ministry of Health approved Core Public Health Functions Framework (and Key Result Area 2 in the Ministry's Innovation and Change Agenda):

- 4 Pillars (Health Improvement; Prevention of Disease, Injury and Illness; Environmental Health; Health Emergency Management)
- Provincial Level elements (stewardship function)

This was intended to reinforce Core Public Health Functions as the overall strategic direction for public health service delivery in the province

- Provides a strong foundation for all of our public health efforts and includes fundamental elements that are necessary to consider when identifying new priorities for the future



**Question?**  
 What do you think about using Core Functions as the strategic framework?

**Question?**  
 Is there enough / too much detail??

**PART 5 - PUBLIC HEALTH VISIONARY GOAL STATEMENTS & GUIDING PRINCIPLES**

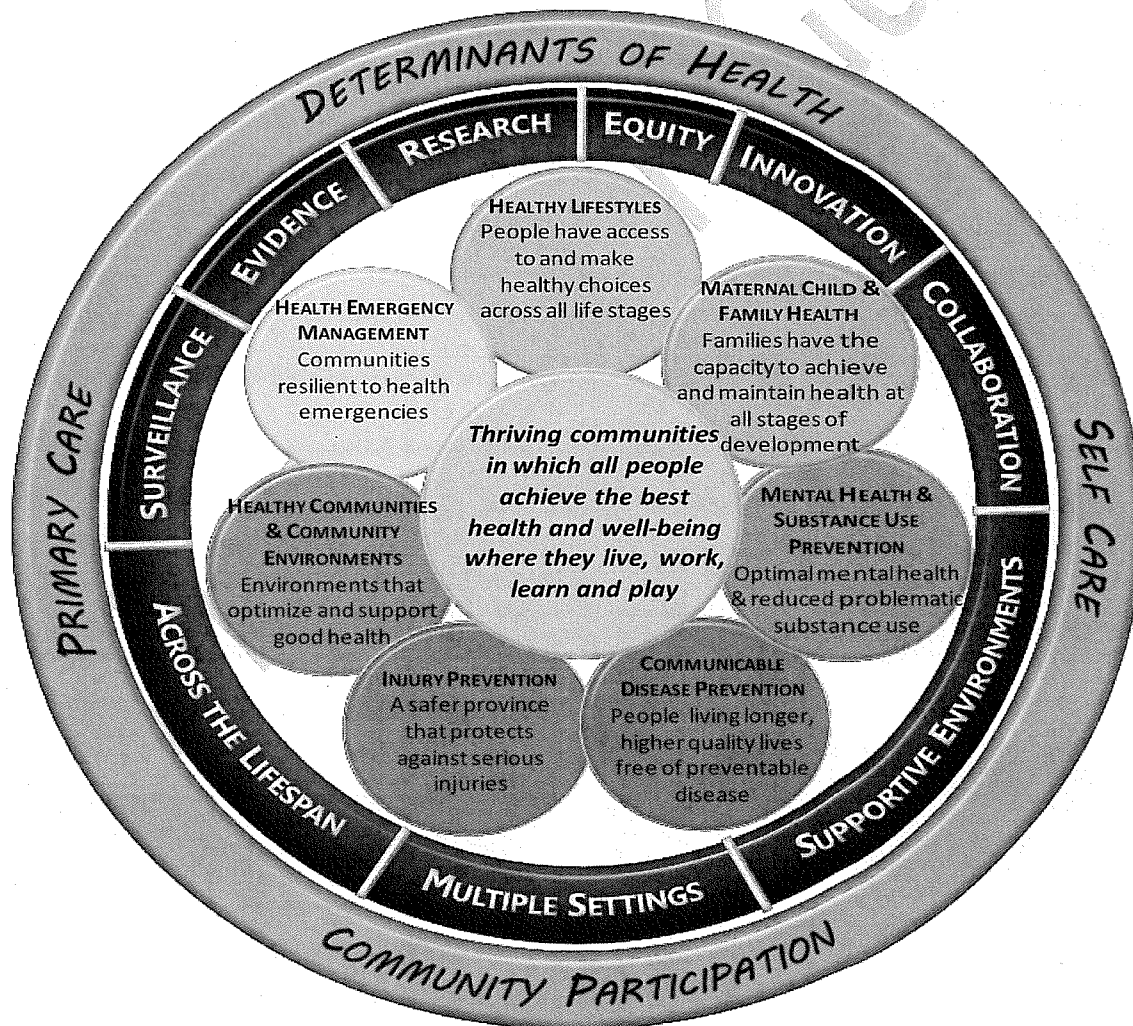
The goal areas were identified by reviewing existing provincial strategies within the context of our Vision, Mission, the Strategic Framework, the impact on the burden of disease, and what exists in other jurisdictions (e.g., Alberta Health, US National Prevention Strategy, Saskatchewan Health Promotion Strategy, etc).

- Some key themes arose, and we filled in some gaps
- Goal statements were drafted for each of the major themes – they are action-oriented statements that are lofty but enabling
- Even though for planning purposes we have expressed these as separate visionary goals, the very nature of public health requires integration between programs - across the life course, between populations, and within multiple settings

**Goal Statements Definition:**

Define the organization's desired outcomes that are required to achieve the long-term vision. Usually tied to a set of strategic initiatives that create material changes – this represents a roadmap for charting direction for the next number of years

- All statements are in draft form



## MAPPING THE VISIONARY GOALS FOR THE PUBLIC HEALTH SYSTEM

THRIVING COMMUNITIES IN WHICH ALL PEOPLE ACHIEVE HEALTH AND WELL-BEING WHERE THEY LIVE, WORK, LEARN & PLAY

### BC'S CORE PUBLIC HEALTH FUNCTIONS

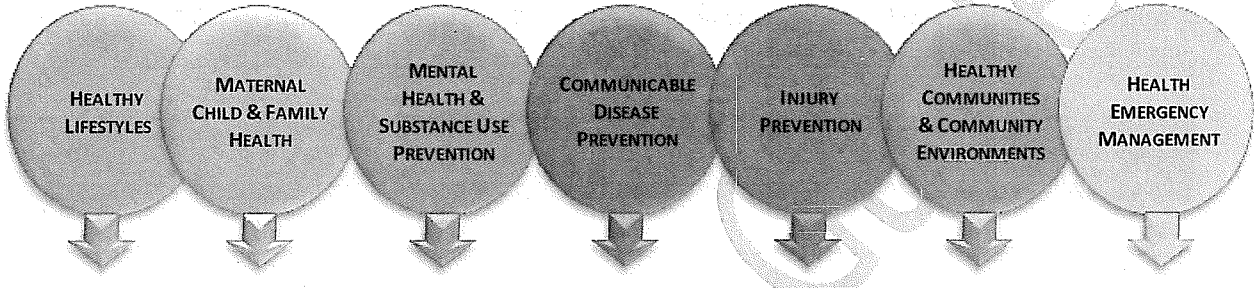
(CIHR Element - Clearly Defined Essential Functions of Public Health)

**HEALTH IMPROVEMENT**  
(Healthy Living, Wellness, Chronic Disease Prevention; Maternal Child Health)

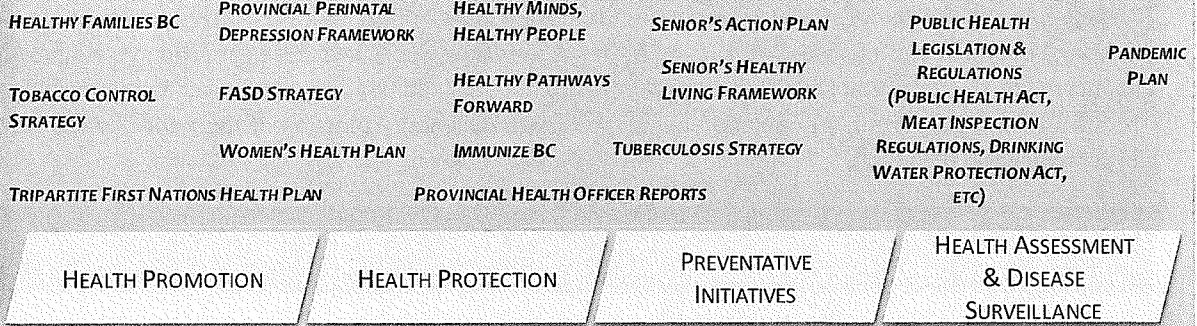
**PREVENTION OF DISEASE, INJURY & ILLNESS**  
(Communicable Disease & Prevention of Harms; Injury Prevention)

**ENVIRONMENTAL HEALTH**  
(Healthy Built & Natural Environments)

**HEALTH EMERGENCY MANAGEMENT**



### KEY PUBLIC HEALTH STRATEGIES



### PROVINCIAL LEVEL FUNCTIONS & INFRASTRUCTURE (Other CIHR Elements)

Public Health Human Resources; Information Systems; Information & Knowledge Transfer, Funding Levels; Policy, Legislation & Regulation; Accountability

### SURVEILLANCE - EDUCATION - COLLABORATION

### HEALTHY PUBLIC POLICIES & INTERVENTIONS

SOCIAL ENVIRONMENT

PHYSICAL ENVIRONMENT

BEHAVIOUR



**Question?**

**Are there any areas we've missed in terms of public health goals?**

Draft Principles/Values around the inner circle – further highlight the importance of equity, life course, evidence, partnerships, etc.

Guiding Principles Definition

The concepts that guide an organization throughout its life in all circumstances, irrespective of changes in its goals, strategies, type of work, or the top management.

*\*Note – paragraphs describing each guiding principle/value will be included in the Public Health Plan to add further meaning and clarify exactly what each is intended to cover.*

**Question?**

**Are there any key pieces missing from the guiding principles?**

As part of the Public Health Plan, we are seeking to improve integration and arrive at a more coordinated set of provincial prevention strategies built on past and current efforts

The mapping model demonstrates how our Visionary Goals are mapped from the Strategic Framework back to existing Public Health Strategies. At the top is the vision for the public health system, and everything within is supported by the Provincial Level Functions & Infrastructure. In addition, the bottom section represents public health's role in supporting a population health approach – a priority function of the public health system in order to achieve the Vision.

**Question?**

**Can you see how everything fits together within the mapping model??**

**Question?**

**Does the map do an appropriate job of demonstrating how the Visionary Goals map back to other strategies within the public health system?**

**Question?**

**Are there any elements we've missed?**

Other Questions/Notes:

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**PART 6 - DECISION MAKING LOGIC MODEL**

The intent is to develop a rational and regular process for identifying key prevention priorities:

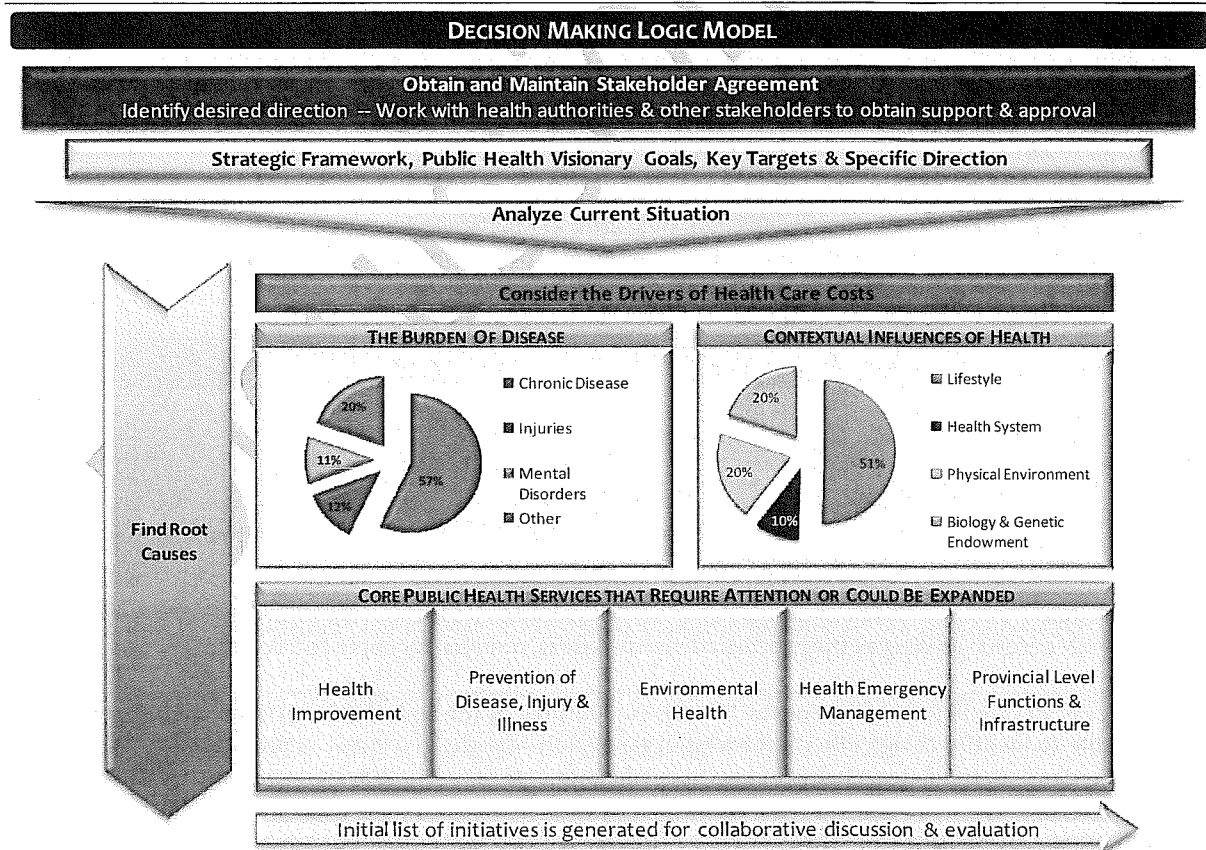
- Responding to the call for rational and regular process for identifying key prevention priorities – we started by looking back at the processes we went through for Healthy Families BC
- Working group discussions identified components that needed to be more explicitly stated/acknowledged to improve the process
- The resulting decision-making logic model works step-by-step to identify potential initiatives and make decisions for key prevention priorities

The process begins initially with obtaining stakeholder support, considering any direction received, aligning our strategic framework & visionary goals, and analyzing the current situation (what are we doing, where do we want to go, where is the need the greatest, what gaps exist, etc)

**Phase 1** represents the initial consideration to influence the key drivers of health and health care costs (initial questions to ask)

- What are the biggest contributors to the burden of disease?
- What are the key contextual factors of health (determinants) and can we influence them?
- Are there any underdeveloped Core services or programs or those that could be expanded/enhanced?

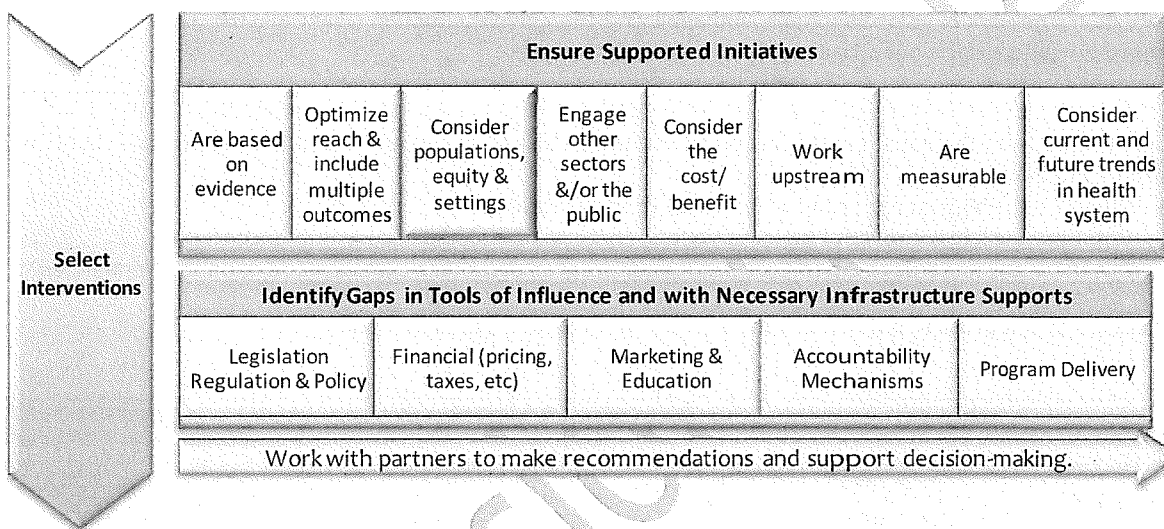
**Generates an initial list of potential initiatives for first round of decision making**



**Phase 2** represent a set of screens to apply to help identify initiatives that may be better candidates based on a range of factors (evidence base, reach, cost/benefit, what other agencies are doing, etc) - this helps us short-list the potential initiatives

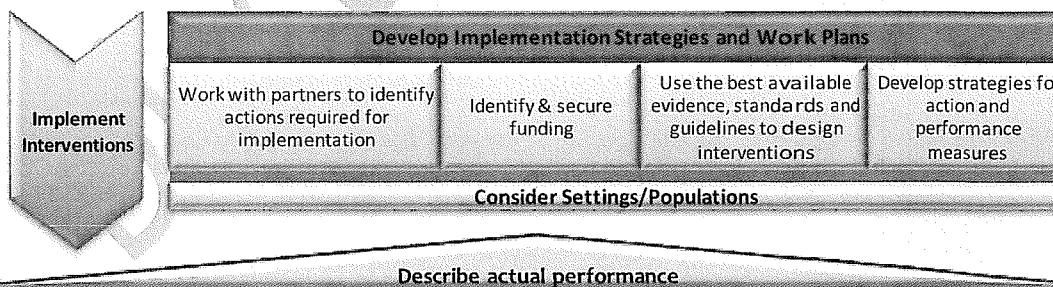
- The short list would also go through a screen to identify whether the selected interventions are serving to help fill in gaps in service delivery (i.e., what is left to do)
- Implementation paper development – initial process to identify the supporting evidence, stating the potential actions required for implementation, resource requirements, etc
- Functions like a business case for each initiative
- Initiatives can be given weighted score based on strengths and weaknesses in each area

At this point, a set of recommendations are prepared and sent for approval/decisions



**Phase 3** represents the more in-depth work -planning after key initiatives have been selected

- This includes consideration of evaluation and assessment components that can influence decision making and identify issues for course correction



Evaluation & decision making as the process narrows– Assess, monitor & course correct to help inform process

This process will come full circle. For the initiatives identified at the end of this decision-making process, we will be able to identify things other ministries/organizations can do to provide additional support. This will help to feedback to the determinants of health and help to ensure a/ whole system approach is considered.



Questions for Discussion

**Question?**

What would help enhance this model or the process in general?

**Question?**

What are your thoughts about going through this process to identify key priorities?

**Question?**

Is there anything missing from the process (keeping in mind we'll be able to articulate/go in to more detail in the actual Paper)

Other Questions/Notes:

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Discussion Guide



PART 7 - KEY STAKEHOLDERS & CONSULTATION PLAN

Consultation will take place from May through October as the body of the Plan is developed, with a target goal for completion late Fall 2012.

An internal PPH working group has been developed to help develop the strategy and support consultation activities

The objectives of consultation are to:

- Inform key stakeholders of the PH Plan and seek their engagement and support;
- Ensure that key stakeholders with a responsibility for the system of public health have an opportunity to shape the plan
- Engage a broad array of stakeholders in creating linkages, collaboration and partnerships

**The Provincial Public Health Committee will act as an Advisory Council.**

3 Key Categories are being used to organize stakeholder groups.

- **Planning & Development** – extensive consultation to determine overall support for the plan with respect to strategic directions, priorities, strategies, infrastructure, inconsistencies, gaps.
- **Opportunity to Contribute** – Consultation and information
- **Primarily Information**– informed that the process is occurring, and given the near final document

Direction/Decision making and Approvers – primarily within the Ministry

Process will include a combination of techniques, depending on the group needs

- Facilitated group sessions, electronic consultation/engagement, teleconference, etc.

**Phase 1** (High-level overview and consultation questions)

- The At-A-Glance will be used to communicate overall big picture and lead high-level discussions.

**Phase 2** (draft development)

- Drafts of the PH Plan will be developed and iterated to stakeholder groups, with an opportunity to comment on the content

**Question?**

**Do you have any ideas on how we can make the consultation process most successful?**

**Question?**

**As people who know the “system” well, what are the risks and obstacles to getting support and buy in for this process and what advice can you provide to help us to mitigate these?**

**Question?**

**How can we ensure that the public health plan meets the objectives and interests of all parties?**

**Question?**

**What do you think is the most effective way to gain feedback on the draft of the written plan?**

Other Questions/Notes:

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PART 8 - OVERALL / GENERAL QUESTIONS

Question?

Does the At A Glance document provide a useful framework and improve your understanding of our approach and the major concepts?

Question?

What suggestions do you have for improvement?

Other Comments/Notes:

Lined area for writing responses.

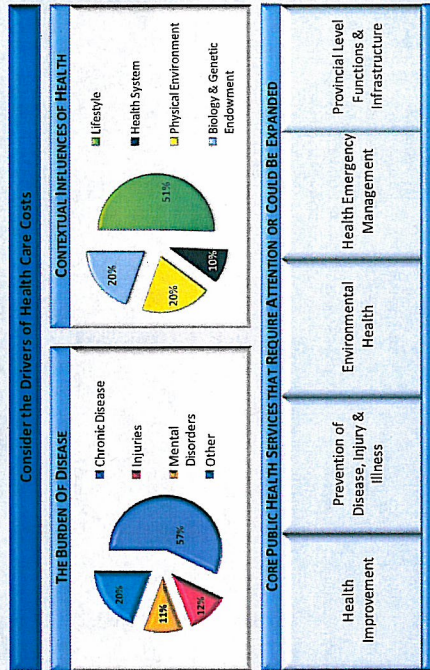
Discussion Guide

**DECISION MAKING LOGIC MODEL**

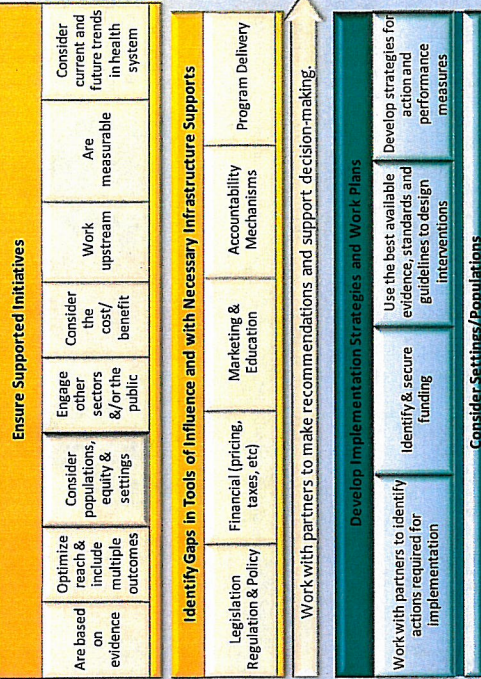
Obtain and Maintain Stakeholder Agreement  
 Identify desired direction -- Work with health authorities & other stakeholders to obtain support & approval

Strategic Framework, Public Health Visionary Goals, Key Targets & Specific Direction

Analyze Current Situation



Initial list of initiatives is generated for collaborative discussion & evaluation



**A PUBLIC HEALTH PLAN FOR BC**

**MINISTRY VISION STATEMENT**

A sustainable health system that supports people to stay healthy, and when they are sick, provides high quality publicly funded health care services to meet their needs

**MINISTRY GOALS**

- Effective health promotion, prevention & self-management to improve the health & wellness of British Columbians
- British Columbians have the majority of their health needs met by high quality primary & community based health care & support services
- Improved innovation, productivity and efficiency in the delivery of health services.

**PUBLIC HEALTH VISION**

Thriving communities in which all people achieve health and well-being where they live, work, learn & play

**PUBLIC HEALTH MISSION**

We promote, improve and protect the health and well-being of British Columbians through leadership, partnership, innovation and action in the following areas:

- Gathering, analysing and presenting data on the health status of the population to inform decision making and action
- Providing access to public health services that are culturally sensitive and contribute positively to social, physical, mental, spiritual, economic, and emotional well-being
- Working with partners within and across the health sector to encourage health-enhancing policy (or to influence the complex interactions that determine health)
- Contributing to continuous performance improvement for the overall strength and sustainability of the public health system

**PURPOSE**

DEVELOP A PUBLIC HEALTH PLAN FOR BC THAT AIMS TO IMPROVE THE HEALTH AND WELLNESS OF BRITISH COLUMBIANS BY:

1. CREATING A LONG-TERM VISION FOR THE PUBLIC HEALTH SYSTEM, WHICH INCORPORATES ALL MAJOR PUBLIC HEALTH STRATEGIES;
2. FORMALIZING A COLLABORATIVE PROCESS TO IDENTIFY FUTURE PUBLIC HEALTH PRIORITIES;
3. REINFORCING CORE PUBLIC HEALTH FUNCTIONS AS A FOUNDATION FOR PUBLIC HEALTH SERVICES;
4. SUPPORTING A POPULATION HEALTH APPROACH AND THE PUBLIC HEALTH ROLE IN HEALTH EQUITY; AND
5. SUPPORTING PRIMARY CARE, CLINICAL PREVENTION AND SELF CARE.

**PRIMARY FOCUS**

- THE PLAN IS INTENDED TO BE A GUIDING DOCUMENT FOR THE PUBLIC HEALTH FIELD.
- IT WILL ADDRESS FUNDAMENTAL COMPONENTS WITHIN THE REALM OF PUBLIC HEALTH TO PROVIDE INFORMATION, CONTEXT AND GUIDANCE FOR PUBLIC HEALTH DECISION MAKING.
- WHILE RECOGNIZING THERE ARE A BROAD RANGE OF FACTORS AND CONDITIONS THAT AFFECT HEALTH, THE PRIMARY FOCUS, AT THIS TIME, WILL BE ON WHAT PUBLIC HEALTH CAN DO.
- WHILE SOME OF THESE CONDITIONS ARE INFLUENCED DIRECTLY THROUGH PUBLIC HEALTH, SOME NEED TO BE ADDRESSED IN OTHER PROCESSES INVOLVING STAKEHOLDERS FROM OTHER AREAS/SECTORS.

**STRATEGIC FRAMEWORK**

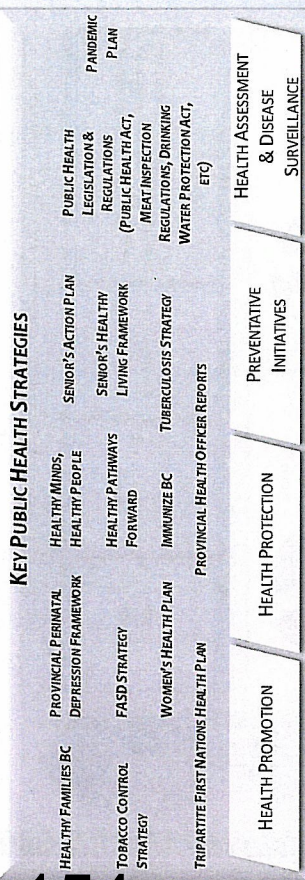
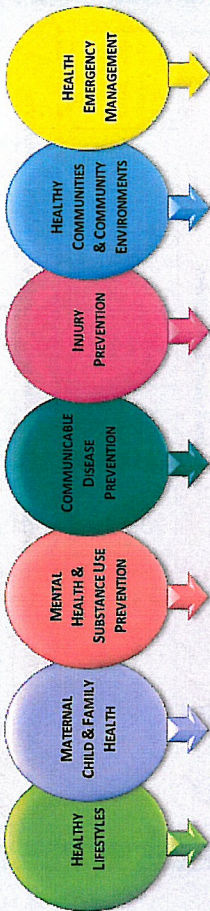


Public Health Human Resources; Information Systems; Information & Knowledge Transfer; Funding Levels; Policy, Legislation & Regulation; Accountability

Draft - Aug 10, 2012

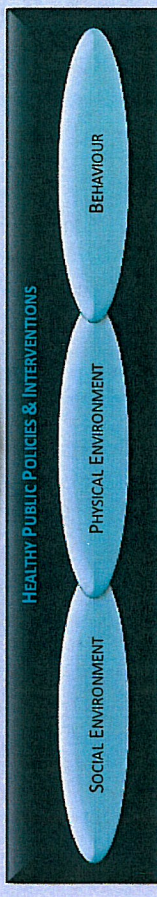
**MAPPING THE VISIONARY GOALS FOR THE PUBLIC HEALTH SYSTEM**

**THRIVING COMMUNITIES IN WHICH ALL PEOPLE ACHIEVE HEALTH AND WELL-BEING WHERE THEY LIVE, WORK, LEARN & PLAY**

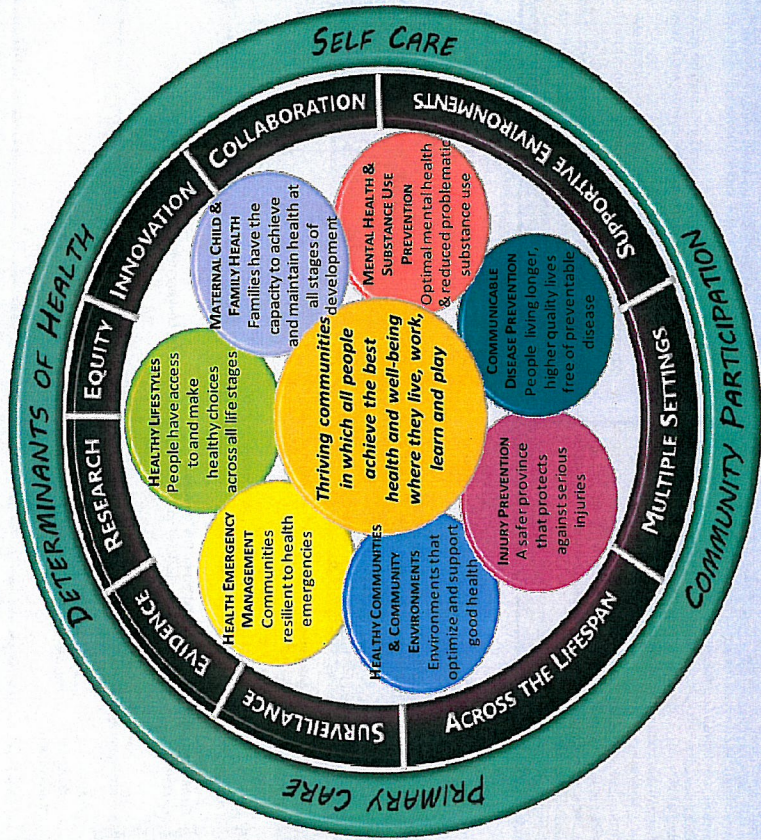


**PROVINCIAL LEVEL FUNCTIONS & INFRASTRUCTURE (Other CIHR Elements)**  
Public Health Human Resources; Information Systems; Information & Knowledge Transfer; Funding Levels; Policy, Legislation & Regulation; Accountability

**SURVEILLANCE - EDUCATION - COLLABORATION**



**PRINCIPLES/VALUES & VISIONARY GOALS FOR THE PUBLIC HEALTH SYSTEM**



PUBLIC HEALTH VISIONARY GOALS	MEASURES	BASELINE	10 YEAR TARGET
HEALTHY LIFESTYLES			
MATERNAL CHILD & FAMILY HEALTH			
MENTAL HEALTH & SUBSTANCE USE PREVENTION			
COMMUNICABLE DISEASE PREVENTION			
INJURY PREVENTION			
HEALTHY COMMUNITIES & COMMUNITY ENVIRONMENTS			
HEALTHY EMERGENCY MANAGEMENT			

TBPD

JM  
(ACAO)

September 6<sup>th</sup>, 2012

Mayor Barb Desjardins & Council  
1229 Esquimalt Road  
Esquimalt, BC V9A 2N7

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input checked="" type="checkbox"/> CAD	<input checked="" type="checkbox"/> Mayor/Council	
<input type="checkbox"/> Directors		
RECEIVED: SEP 06 2012		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Dear Mayor Desjardins & Council:

From September 22nd. until October 5th, 2012, the Tour de Rock/Cops for Cancer team will once again be riding through many Island Communities. These police and military officers from all over the island, and local riders from Esquimalt, make this incredible 1000 km bike ride once a year in their efforts to raise funds for Cops for Cancer. All of the money raised goes directly into cancer research for children and Camp Goodtimes.

As in the past, we invite you to join us at the Esquimalt Plaza on Friday, October 5<sup>th</sup> 2012 at 9:30 am to help support the Tour de Rock/Cops for Cancer team. If you should choose to be one of the brave participants who are willing to have their heads shaved to raise money for this worthy cause, we will have barbers there who have donated their time to do the head shaves.

Please contact me at 250-386-4768 to talk about your participation in this year's event.

Regards  
Sandy Rozon  
Co-ordinator Tour de Rock/Cops for Cancer,  
Esquimalt Leg





September 7, 2012  
Ref: 483955

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

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: SEP 12 2012		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Dear Mayor Desjardins:

Thank you for your August 23, 2012 letter regarding the recent discussion of the Council of the Corporation of the Township of Esquimalt concerning the mediator's report on the provision of policing services to Esquimalt and the resolutions that were adopted by council. I wish to respond to each of these resolutions.

a. A copy of the Framework Action Plan

The Action Plan will be developed with the Management Leadership Group and the appointed facilitator Mr. Lee Doney. This information will be provided to the Chief Administrative Officer for Esquimalt.

b. Confirmation that the Township of Esquimalt will be an active participant in the selection of a facilitator for the negotiation process.

The Ministry advised in a news release dated June 27, 2012 that the provincial government will appoint a facilitator to work with the parties to develop a Framework Agreement. As you are aware the Ministry has announced that Mr. Lee Doney has been appointed as the facilitator. He has significant experience in public sector service delivery and governance, having served as a deputy minister for 17 years and as an executive on several public sector boards, including the BC Labour Force Development Board and the Workers' Compensation Board.

c. Clarification of the role of the Ministry in the negotiation process and in monitoring and performance measurement of any negotiated Framework Agreement

With regard to the Ministry participating on the Municipal Leadership Group (MLG), I can assure you that the Ministry will be involved in any meetings as well as any committee work that the MLG identifies as being critical to achieving a successful Framework Agreement. As well, the Ministry will participate with the MLG to establish performance measures in order to monitor the Framework process. It would be our expectation that performance measures/dates will be clearly identified in the Framework Agreement.

.../2

- d. Confirmation that the Township will not be responsible for funding the costs of the negotiation process and subsequent implementation costs

The Ministry will be responsible for costs associated with the facilitator to negotiate the Framework Agreement; the Ministry is equally concerned with the implementation costs and will be working toward an approach that will result in minimal costs to all of the parties. We will raise this concern with Mr. Doney.

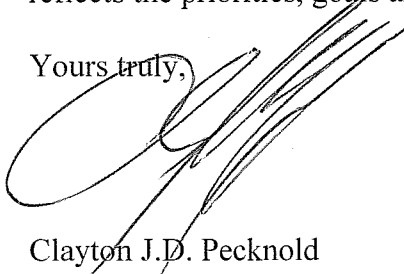
- e. Confirmation that all costs for the process undertaken by the Esquimalt Policing and Law Enforcement Panel as established under OIC #303 will be reimbursed by the Ministry of Justice.

While I appreciate the hard work and effort of the panel to develop options for your policing needs, due to the present fiscal environment we cannot provide further funding beyond that which we are already providing.

The Ministry will be meeting with the Victoria Police Board on September 18, 2012 to review their roles, responsibilities and mandate in the context of the restructured police service that will provide the foundation for the board to work collaboratively and function with a shared vision.

I appreciate your letter and look forward to working with the Council of the Corporation of the Township of Esquimalt as we move toward establishing effective and efficient police service that reflects the priorities, goals and objectives of your community.

Yours truly,



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

# Youth Parliament of British Columbia



CORPORATION OF THE TOWNSHIP OF ESQUIMALT <b>RECEIVED</b> SEP 12 2012 Corporation of the Township of Esquimalt	
For Information: <input type="checkbox"/> CAO <input type="checkbox"/> Mayor/Council	208 - 7191 Barnet Road Burnaby, BC V5A 1E1 (604) 728-0446 registrar@bcyp.org 8 September 2012
Referred: <input type="checkbox"/> For Action <input type="checkbox"/> For Report <input type="checkbox"/> For Response <input checked="" type="checkbox"/> Council Agenda <input type="checkbox"/> COM <input type="checkbox"/> IC	

Dear Sir or Madam,

**Re: British Columbia Youth Parliament, 84th Parliament**

The British Columbia Youth Parliament's 84th Parliament will be held in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2012. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$270** registration fee. Financial support is available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. We also provide resources for applicants attempting to secure funding from community sources (see [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html)).

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html), along with soft copies of the brochure and a promotional poster.

**All applications must be received by October 23, 2012.** Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Dora Turje  
Registrar, Youth Parliament of B.C. Alumni Society

British Columbia Youth Parliament (BCYP) is youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan, parliamentary education and service organization. BCYP is an extraordinarily unique organization — for youth and by youth.

For a full year, 95 members pool their resources, creativity and determination for a common purpose: to advance, better, and improve the lives of the youth of British Columbia. BCYP brings together youth from across the province and unites them to fulfill the motto of “Youth Serving Youth”. The youth of BCYP reach out and make a difference across British Columbia.

**159**  
Why?

Because they can.

And more importantly, because they care.

For more information on BCYP and its projects visit our website

**[www.bcyp.org](http://www.bcyp.org)**

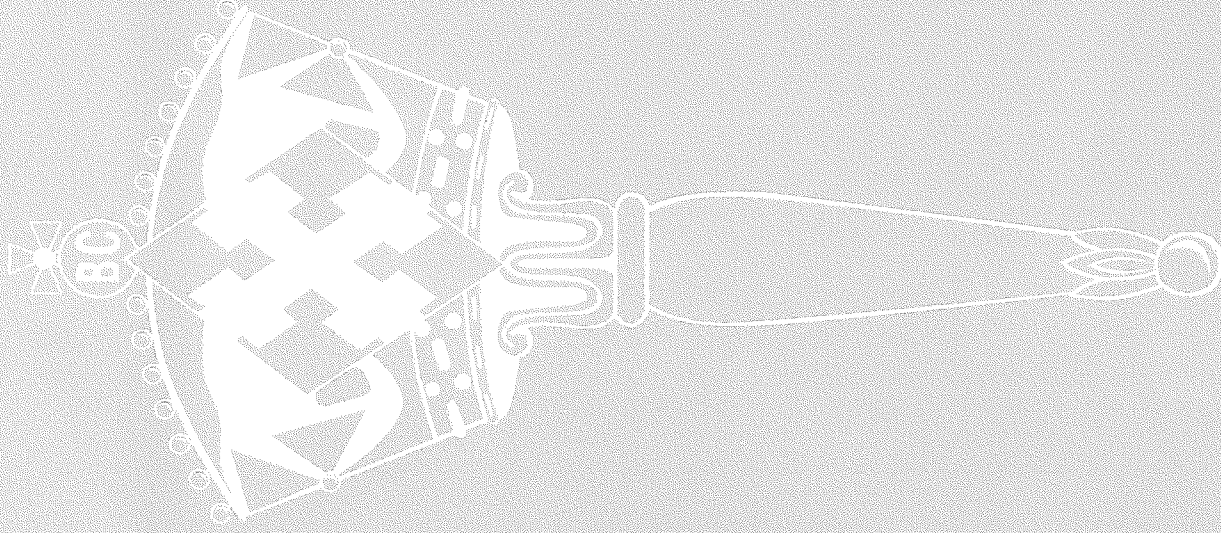
or contact the Premier

**[premier@bcyp.org](mailto:premier@bcyp.org)**

For registration information contact our Registrar

**[registrar@bcyp.org](mailto:registrar@bcyp.org)**

# BCYP



**British Columbia**

**Youth Parliament**

**Youth Serving Youth**

**for over 80 years**

*BCYP is unique in that it is not simply a “mock” or model parliament — the legislation members debate translates into real action in the community.*

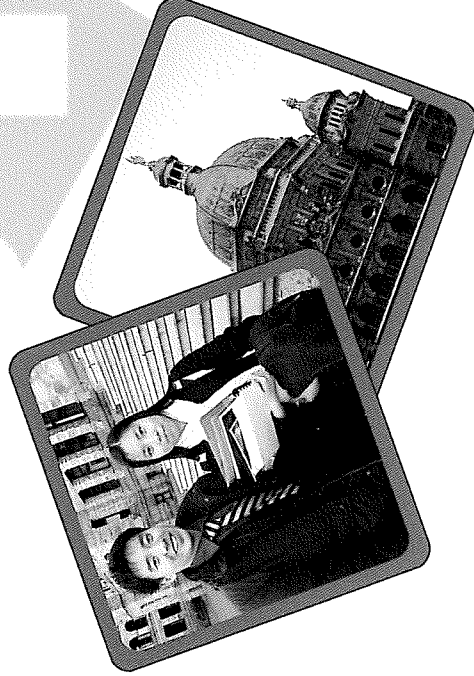
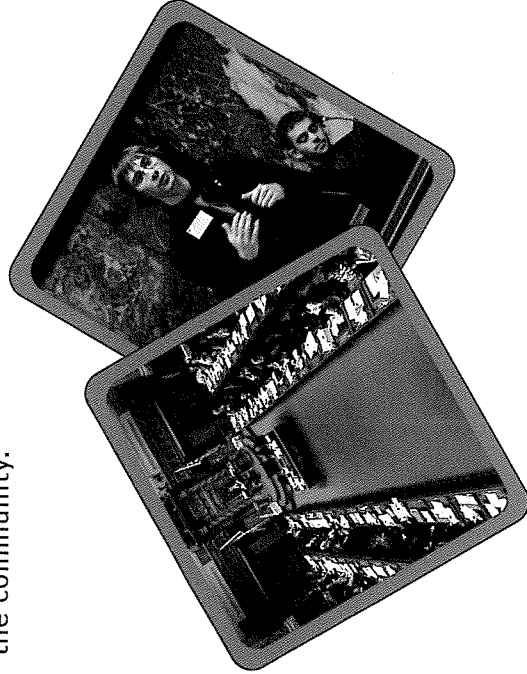
## Why We Are a Parliament

British Columbia Youth Parliament began as the TUXIS Older Boys' Parliament in 1924. In 1974, upon the admittance of girls, it became BC Youth Parliament, and 2008 marked its 80<sup>th</sup> Session.

Every year, between December 27<sup>th</sup> and 31<sup>st</sup>, 95 young people from across British Columbia gather at the Legislative Chambers in Victoria for the annual parliamentary session of BC Youth Parliament. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The debate is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

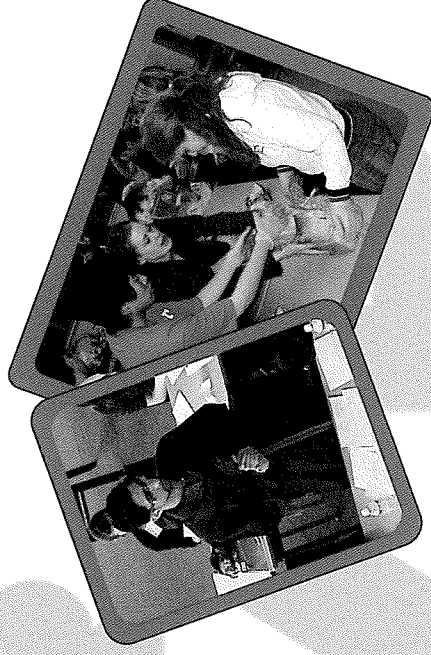
Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament — the legislation members pass translates directly into positive action in the community.



## Youth Serving Youth

BCYP members plan and participate in group service events organized around the province. Members come together to volunteer with different organizations or special events, or serve to the community in ways of their own devising. They volunteer with food banks, charity walks, soup kitchens, community support services, and other service organizations.

As well, all over British Columbia throughout the year, individual members of BCYP perform solo acts of service to their communities and lend a hand through their involvement with other organizations. Across the province, BCYP members help others in myriad ways, limited only by their imaginations and the will to carry out the projects they envision.



## Regional Youth Parliaments

To increase the number of youth who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, Regional Youth Parliaments hold weekend-long sessions aimed at high school students between the ages of 14 and 18. Members gather to plan their activities for the upcoming year, as well as discussing local, national, and international issues in a parliamentary setting.

## Community Fundraising

Each year BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise the funds required to run BCYP's projects and cover its operational expenses. They also engage in service-related fundraising, working in groups and individually to raise money for a variety of causes.

Fundraisers range from pledge events and car washes to auctions and carnivals. Members also solicit donations from local businesses and prominent members of their local communities.

**PERSONAL STATEMENT**

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities.

Please attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What type of activities you currently are, or intend to become, involved with in your community;
3. Any activities you currently are involved with that relate to debate or public speaking;
4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including its parliamentary debates and other activities.



**YOUTH PARLIAMENT EXPERIENCE**

Have you attended BCYP before?  Yes  No

If yes, do you wish to become a member of the Alumni Society?  
 Yes  No  Already on the list

Have you attended a Regional Youth Parliament as a Member or Ambassador?  
 Yes  No If yes, which one(s) \_\_\_\_\_

How did you **first** hear about BCYP? (Please choose one option)

From a teacher  From a group leader  Saw a poster/brochure (where? \_\_\_\_\_)

Through a Regional Youth Parliament  From a member or alumnus of BCYP or a RYP  
 (which one? \_\_\_\_\_) (name of individual: \_\_\_\_\_)

Facebook  Other (please specify: \_\_\_\_\_)

**WAIVER**

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any other activity.

Applicant's Signature: \_\_\_\_\_

If under 19, Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian Signing: \_\_\_\_\_

*(Applicant should sign even if a parent or guardian is also required to sign.)*

**APPLICATION PROCEDURE**

Complete the attached application form and forward it with your personal statement and registration fee to:

**Dora Turje, Registrar**  
**208 – 7191 Barnet Road**  
**Burnaby, British Columbia V5A 1E1**  
**Fax: 1-800-858-5303**  
**e-mail: registrar@bcyp.org**

Applications must be **received** by **Tuesday, October 23, 2012** by mail, fax, or e-mail attachment. Courier or personal deliveries cannot be accepted.

**REGISTRATION FEE**

The registration fee for each member is **\$270**. A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form, or follow a fax or e-mail application as soon as possible (any acceptance is not final until a registration fee is received).

Registration fees will be returned to those not accepted. NSF cheques are subject to a \$10 fee.

**Further financial support is available.** For more information, please contact Dora Turje, Registrar, before the October 23 application deadline. Requests for financial assistance cannot be considered after applicants have been accepted as members.

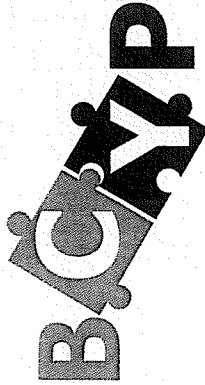
**CANCELLATION**

Accepted members who cancel on or before December 12 will receive a refund of their registration fee minus a \$25 cancellation fee, unless travel tickets have been purchased in which case no refund is issued. No refunds will be issued to any member cancelling after December 12.

**THANKS TO OUR SPONSOR**

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

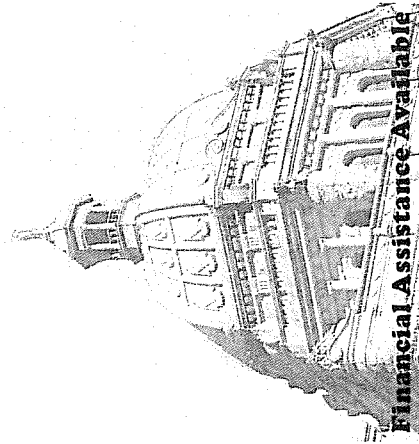
**British Columbia Youth Parliament**



**Parliamentary Session**  
**December 27 - 31, 2012**  
**Victoria, BC**

**Information and Application Form**

**84th Parliament 2012/2013**



### WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in his or her community. Since 1924, BCYP's aim has been to provide a forum in which young people can develop skills in leadership, organization, public speaking, and the parliamentary process, and put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2013. For detailed information about BCYP's activities, visit our website, [www.bcyp.org](http://www.bcyp.org).

### BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 - 31, 2012. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation.

At Session, Members:

- Meet young people from all over the province; Debate Cabinet's legislation which sets out BCYP's activities for 2013;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 85<sup>th</sup> Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

### WHO CAN ATTEND?

Each year 95 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club or church). Five members of that group must indicate their support by signing the application form.

#### To be eligible to stand for election you must be:

- Age 16 - 21 (inclusive) as of Dec. 31, 2012;
- A resident of British Columbia for at least 6 of the 12 months prior to Session;
- Nominated by an organization committed to youth;
- Willing to participate in BCYP's activities for one year.

Due to the limited number of seats in the Provincial Legislature, only 95 applicants will be selected to become Members.

### SESSIONAL ARRANGEMENTS

**Accommodations:** Accommodation at the Harbour Towers Hotel in Victoria is provided for all Members for the nights of December 27 - 30 (inclusive). Members share rooms, but not beds, with other Members of the same gender.

**Transportation:** Transportation is included in the registration fee for Members residing outside the Victoria area. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

**Meals:** Each Member is responsible for the cost of all lunches and dinners in Victoria.

### PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by mail as to their acceptance status in early November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops will be announced in the acceptance letters.

### FOR MORE INFORMATION

Inquiries from applicants, parents and nominating organizations are welcomed. Please contact:

**Dora Turje, Registrar**  
**registrar@bcyp.org**  
**604-728-0446 (cell)**

## APPLICATION FORM - EIGHTY-FOURTH PARLIAMENT

NAME: \_\_\_\_\_ GENDER: \_\_\_\_\_

CURRENT ADDRESS (including temporary/University residence): \_\_\_\_\_

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if different from above: \_\_\_\_\_

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

TRANSPORTATION TO VICTORIA REQUIRED FROM: \_\_\_\_\_

CURRENT/TEMPORARY ADDRESS  PERMANENT ADDRESS  OTHER: \_\_\_\_\_

BIRTHDATE: (MM/DD/YYYY) \_\_\_\_\_ SCHOOL/UNIVERSITY: \_\_\_\_\_

NOMINATING ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

SIGNATURE OF CONTACT TEACHER / GROUP COORDINATOR: \_\_\_\_\_

TEACHER / COORDINATOR NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Would you (coordinator) like a copy of the application package each year? (circle) Yes / No / Already on the list

THE FOLLOWING MEMBERS/STUDENTS of \_\_\_\_\_ NOMINATE

(NAME OF ORGANIZATION/SCHOOL)

\_\_\_\_\_, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS BCYP MEMBER.

**FIVE NOMINATING SIGNATURES REQUIRED:** (other members/students of the organization/school)

	NAME	SIGNATURE	TELEPHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Application form must be RECEIVED by October 23, 2012.

## NOTICE OF MOTION

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Request for Notice of Motion, Pursuant to Sections 37 and 38, Council Procedure Bylaw 2715, 2009.

Introduced: June 25, 2012

From: Councillor Robert McKie

**Subject: RECREATION PASSES FOR SPOUSES / PARTNERS OF COUNCIL MEMBERS**

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That Council approve the issuance of free passes to the Esquimalt Recreation Centre for all spouses or partners of members of Council.



# NOTICE OF MOTION

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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**

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**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.

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## 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.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2778**

A Bylaw to provide for remuneration of the Council Members  
of the Corporation of the Township of Esquimalt

The Municipal Council of the Corporation of the Township of Esquimalt, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "Council Remuneration Bylaw, 2011, No. 2778."
2.
  - (a) For the Mayor of the Corporation, annual remuneration for the first year starting in January 2012 shall be \$34,600 for the discharge of the duties of office, one third of which is an allowance for all expenses incidental to those duties.
  - (b) For the year 2013 and subsequent years the annual remuneration of the Mayor shall be adjusted effective January 1<sup>st</sup> each year in accordance with the change in the Victoria Consumer Price Index as published by Statistics Canada for the twelve months ending December 31<sup>st</sup> in the previous calendar year.
  - (c) The minimum annual remuneration adjustment will be at 0.00% should there be a negative change in the Victoria Consumer Price Index as published by Statistics Canada for the twelve months ending December 31<sup>st</sup> in the previous calendar year.
3.
  - (a) For each Councillor of the Corporation, annual remuneration for the first year starting in January 2012 shall be \$13,885 for the discharge of the duties of office, one third of which is an allowance for all expenses incidental to those duties.
  - (b) For the year 2013 and subsequent years the annual remuneration of each Councillor shall be adjusted effective January 1<sup>st</sup> each year in accordance with the change in the Victoria Consumer Price Index as published by Statistics Canada for the twelve months ending December 31<sup>st</sup> in the previous calendar year.
  - (c) The minimum annual remuneration adjustment will be at 0.00% should there be a negative change in the Victoria Consumer Price Index as published by Statistics Canada for the twelve months ending December 31<sup>st</sup> in the previous calendar year.
4. Bylaw No. 2415, cited as the "Council Remuneration Bylaw, 2000, No. 2415" is hereby repealed.

READ a first time by the Municipal Council on the 3rd day of October , 2011.

READ a second time by the Municipal Council the 3rd day of October , 2011.

READ a third time by the Municipal Council on the 3rd day of October , 2011.

ADOPTED by the Municipal Council on the 17th day of October , 2011.

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BARBARA DESJARDINS  
MAYOR

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ANJA NURVO  
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

<b>TITLE: Remuneration for Elected Officials</b>		<b>NO. ADMIN – 62</b>		
<b><u>PURPOSE</u></b>				
To outline the process for calculating the remuneration to be paid to the elected positions of Mayor and Councillor, and the process for providing for an annual increase.				
<b><u>PROCESS</u></b>				
1. At the beginning of the last year of a Council term (i.e., January of the third year), Council will initiate a study to compare remuneration in Esquimalt to the remuneration paid in comparable communities in British Columbia using pre-determined selection criteria. The study information will be used to assist in decision making regarding any further adjustment of Council remuneration.				
2. (a) Council remuneration will be based on the median level of remuneration as the most objective and fair measurement for this process.				
(b) In the event the median values decrease, the current remuneration will remain unchanged.				
3. The remuneration established in the last year of a Council term will be paid to the newly elected Council members commencing in the month of their inaugural meeting [i.e., December to December – year one].				
4. Annual adjustments in Council remuneration during the term of Council will be in accordance with Council Remuneration Bylaw; 2011, No.2778.				
5. Council will appoint five (5) members of the community to a Select Committee to review Council remuneration, similar to the recent Council Remuneration Committee.				
<b><u>SELECTION CRITERIA FOR COMPARISON STUDY</u></b>				
1. Factors to be considered in establishing a sample grouping are the selection of municipalities that are: <ul style="list-style-type: none"><li>• similar in population,</li><li>• similar in activities/functions as indicated by their total expenditures and total number of employees,</li><li>• geographic area</li><li>• both local (i.e. Vancouver Island south of Nanaimo) as well as provincial representation (i.e., Vancouver Island north of Nanaimo and outside of the Lower Mainland).</li></ul>				
<b>EFFECTIVE DATE:</b> October 24, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> See Bylaw 2778	<b>REPEALS NO.</b> ADMIN - 31	<b>PAGE 1 OF 2</b>

<b>TITLE:</b> Remuneration for Elected Officials	<b>NO. ADMIN – 62</b>
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2. (a) The sources used to collect market data for the comparison study will be:
- the CIVICINFOBC survey data [civicinfo.bc.ca],
  - the British Columbia Municipal RedBook [published by Reed Construction Data] which are updated on an annual basis and report detailed financial, personnel and geographic data for all municipal government offices in British Columbia
- (b) Where this information is not current, updated information shall be gathered by telephone or written survey of the selected municipalities.
3. The Primary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:
- Population:                    between 10,000 and 24,999
- Total Expenditures:        30% + / - Esquimalt's total expenditures
- Geographic Area:            minimum of 10 municipalities that meet the criteria for data selection, of which 4 are located outside the Lower Mainland and Vancouver Island north of Nanaimo
4. The Secondary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:
- Total Employees            100 – 300 range

<b>EFFECTIVE DATE:</b> October 24, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> See Bylaw 2778	<b>REPEALS NO.</b> ADMIN - 31	<b>PAGE 2 OF 2</b>
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## RISE AND REPORT

From: *In Camera* Meeting of August 20, 2012

To: Meeting of Municipal Council – September 17, 2012

### **Appointment of Chief Financial Officer**

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

- That Ian Irvine be appointed as the Chief Financial Officer for the Township of Esquimalt.