



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

File 0550-06

September 19, 2012

NOTICE

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON
MONDAY, SEPTEMBER 24, 2012 AT 7:00 PM, IN THE
COUNCIL CHAMBERS, ESQUIMALT MUNICIPAL HALL,
1229 ESQUIMALT ROAD.**

**L. HURST
DEPUTY CORPORATE OFFICER**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Monday, September 24, 2012

7:00 p.m.

Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- | | |
|---|------------|
| (1) Minutes of the Special Meeting of Council, September 17, 2012 | Pg. 1 – 2 |
| (2) Minutes of the Regular Meeting of Council, September 17, 2012 | Pg. 3 – 14 |

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

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

6. **STAFF REPORTS**

Administration

- | | |
|--|-------------|
| (1) Appointment of Council Members to Advisory Planning Commission,
Staff Report No. ADM-12-051 | Pg. 15 – 25 |
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RECOMMENDATION:

That Council receive Staff Report No. ADM-12-051 for information.

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| (2) Draft Letter to Director of Police Services, Staff Report No. ADM-12-052 | Pg. 26 – 27 |
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RECOMMENDATION:

That Council endorse the draft letter to Clayton Pecknold, Assistant Deputy Minister and Director of Police Services.

Finance

- | | |
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| (3) 2013 Permissive Tax Exemptions, Staff Report No. FIN-12-011 | Pg. 28 – 41 |
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RECOMMENDATION:

That Council:

1. Approve the 2013 Permissive Tax Exemptions set out in Staff Report No. FIN-12-011;
2. Give first, second and third reading to the Tax Exemption (Non-Profit Organizations) Bylaw, 2012, No. 2793.

Development Services

- | | |
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| (4) Bylaw to Establish an Advisory Planning Commission and to Provide for Its Composition and Procedures, Staff Report No. DEV-12-038 | Pg. 42 – 50 |
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RECOMMENDATION:

That Council give the first three readings to Bylaw 2792.

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

- (1) Report from Councillor Dave Hodgins, Re: Federation of Canadian Municipalities Board of Directors Meeting, September 4 – 8, 2012, Laval, Quebec Pg. 51 – 55

8. **REPORTS FROM COMMITTEES**

- (1) Adopted minutes from the Centennial Celebrations Select Committee meeting, July 31, 2012 Pg. 56 – 58

9. **COMMUNICATIONS**

- (1) Letter from Ronald Planden, Scouts Canada, dated September 10, 2012, Re: 2012 Scout Apple Day, Saturday, September 29th Pg. 59 – 61
- (2) Email from Jan and Janice Drent, dated September 18, 2012, Re: Request for Letter of Community Support from Township of Esquimalt for Application by Maritime Museum of BC for Funding for Special Exhibit on War of 1812 Pg. 62 – 65

10. **PUBLIC QUESTION AND COMMENT PERIOD**

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

11. **MOTION TO GO *IN CAMERA***

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

- Personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and
- Labour relations or other employee relations; and
- The security of the property of the municipality; and
- Litigation or potential litigation affecting the municipality; and
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- 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*]; and

- The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

In accordance with Section 90 (1) (b), (c), (d), (g), (k), (l) and (2) (b) of the *Community Charter*, and that the general public be excluded.

12. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL MEETING
OF MUNICIPAL COUNCIL
MONDAY, SEPTEMBER 17, 2012

5:45 P.M.
COUNCIL CHAMBERS

PRESENT:

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

STAFF:

Laurie Hurst, Chief Administrative Officer
Pat Mulcahy, Manager of Human Resources
Anja Nurvo, Manager of Corporate Services/Recording Secretary

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY.

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

MOTION: Moved by Councillor Schinbein/Councillor Hundleby:
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; 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) (c), (d), (g), and (l) of the *Community Charter*, and that the general public be excluded.

CARRIED UNANIMOUSLY.

5. **ADJOURNMENT**

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

CARRIED UNANIMOUSLY.

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

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
REGULAR MEETING
OF MUNICIPAL COUNCIL
MONDAY, SEPTEMBER 17, 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
Jeff Miller, Director of Engineering and Public Works
Bill Brown, Director of Development Services
Ian Irvine, Director of Financial Services
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

1. CALL TO ORDER

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

2. LATE ITEMS

The following were added to the Agenda:

- Pertaining to Agenda Item 7. Staff Reports (2) Development Variance Permit, 478 Fraser Street (Lot A, Section 11, Esquimalt District, Plan 7994), Staff Report No. DEV-12-035, a letter from Valentina Chubak, dated September 14, 2012 re: Development Variance Permit, 478 Fraser Street; and
- Pertaining to Agenda Item 7. Staff Reports (3) Development Variance Permit, 518 Joffre Street (Lot 3, Section 11, Esquimalt District, Plan 2222), Staff Report No. DEV-12-036, a letter from Pauline Robillard, received September 17, 2012 re: Development Variance Permit Notice for 518 Joffre Street.

3. APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY.

Mayor Desjardins announced that Frances Litman, a local photographer, was awarded the Eco Star Award sponsored by the Capital Regional District for her support of environmental charities.

4. MINUTES

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

MOTION: Moved by Councillor Hodgins/Councillor Morrison:
That the minutes of the Special Meeting of Council held July 9, 2012 be adopted as circulated.

CARRIED UNANIMOUSLY.

(2) Minutes of the Regular Meeting of Council, August 20, 2012.

MOTION: Moved by Councillor Hodgins/Councillor Morrison:
That the minutes of the Regular Meeting of Council held August 20, 2012 be adopted as amended, with the correction, on page 9 of the minutes, to the defeated motion under Item 10. Communications (4) Letter from Dean Fortin, Chair, Victoria Police Board dated July 12, 2012 re: Request of Support for Recommendation to Police Services (Mayor Desjardins, Councillors Brame and Hundleby (*not Hodgins*) in favour).

CARRIED UNANIMOUSLY.

(3) Minutes of the Special Meeting of Council, September 10, 2012

MOTION: Moved by Councillor Hodgins/Councillor Morrison:

That the minutes of the Special Meeting of Council held September 10, 2012 be adopted as circulated.

CARRIED UNANIMOUSLY.

5. PRESENTATIONS

- (1) Certificates of Appreciation of Members of the Esquimalt Policing and Law Enforcement Advisory Panel: Warren Carrie, Donna Humphries, Graham Lang and Richard Mandy

Mayor Desjardins advised that Warren Carrie was unable to attend this presentation, and expressed Council's appreciation to Donna Humphries, Graham Lang, Richard Mandy, Warren Carrie and the late Jack Fleming for their dedication and hard work as members of the Esquimalt Policing and Law Enforcement Advisory Panel. She presented those members present with a Certificate of Appreciation and a token gift on behalf of the Township of Esquimalt.

- (2) Dale Green, Capital Regional District, Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012

Mr. Dale Green of the Capital Regional District presented an overview of the Capital Regional District's Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw, Amendment Bylaw No. 1, 2012. The proposed three amendments allow work outside the Liquid Waste Management Plan requirements, raise the maximum requisition amount to accommodate potential future supplementary budget requests for special projects and remove the December 31, 2012 bylaw expiry clause.

- (3) Shachi Kurl, Canadian Federation of Independent Business, Small Business

Ms. Shachi Kurl, of the Canadian Federation of Independent Business, presented the "Small Business Saturday" initiative, set for October 20, 2012, at the end of "Small Business Week", and answered questions from Council.

6. PUBLIC INPUT

Terry Prentice, resident, expressed concern with the staff recommendations for Agenda Items 7. (2), (3) and (4) to deny the Development Variance Permit and rezoning applications even though the Advisory Planning Commission has recommended approval of same.

Rod Lavergne, resident, spoke in favour of the Development Variance Permit application for 478 Fraser Street, noting that the property, which was directly across the street from his home, has improved the neighbourhood.

Patrick O'Hara, resident, spoke in support of the Development Variance Permit application for 478 Fraser Street, noting that it would be a vast improvement of the property.

Muriel Dunn, resident, expressed her appreciation for the success of the Celebration of Lights Car Show and Dance on September 15th. She also expressed her support for the Development Variance Permit application for 478 Fraser Street. She also pointed out that her "Cops for Cancer Spin-A-Thon" email had been reported as "spam".

Dan Aitken, resident, expressed his support for the Development Variance Permit application for 478 Fraser Street.

7. **STAFF REPORTS**

Engineering and Public Works

- (1) Harbours Environmental Action Service Establishment Bylaw, Staff Report No. EPW-12-021

The Director of Engineering and Public Works presented Staff Report No. EPW-12-021 and answered questions from Council.

MOTION: Moved by Councillor Hodgins/Councillor McKie:
That Council give consent to Bylaw No. 3837, Harbours Environmental Action Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2012.

CARRIED UNANIMOUSLY.

Development Services

- (2) Development Variance Permit, 478 Fraser Street (Lot A, Section 11, Esquimalt District, Plan 7994), Staff Report No. DEV-12-035

The Director of Development Services presented Staff Report No. DEV-12-035 and answered questions from Council.

Council Comments:

- Advisory Planning Commission supported the application;
- Applicant proposes to improve the property and has engaged the neighbours in the application process;
- Concern expressed that property owner was advised by staff that they could not do the work but went ahead anyway, without proper approvals;
- OCP guidelines need to be flexible with improvements to non-conforming lots.

MOTION: Moved by Councillor Brame/Councillor Morrison:
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 **approved**, with the understanding that this approval does not establish a precedent for future Development Variance Permit applications and direct staff to issue the Permit and register a Notice on the property title:

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].

CARRIED (Councillor Schinbein opposed).

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

The Director of Development Services presented Staff Report No. DEV-12-036 and answered questions from Council.

MOTION: Moved by Councillor Hodgins/Councillor Brame:
That the proponent, David Lent, be permitted to address Council on the Development Variance Permit application, on behalf of the property owners.

CARRIED UNANIMOUSLY.

Mr. David Lent, on behalf of the property owners, reviewed the variance requests and answered questions from Council.

Council Comments:

- Backyard of the subject property encroaches on Township property – need to register an Encroachment Agreement;
- Advisory Planning Commission recommended approval of the Development Variance Permit application;
- Encouraged property owner to improve the landscaping and to check sewer pipes from the home to the property line.

MOTION: Moved by Councillor Morrison/Councillor Hodgins:
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 **approved**, subject to the property owner entering into a legal agreement with the Township of Esquimalt regarding the encroachment onto municipal property:

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].

CARRIED (Councillor Schinbein opposed).

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

The Director of Development Services presented a PowerPoint presentation related to rezoning applications that require subdivision approval and development permits, and answered questions from Council. Highlights as follows:

- Zoning should inform the development – not current process;
- Current process mixes public and non-public processes – zoning involves public input;
- Potential to jeopardize Public Hearings;
- Development Permits expire in two years, if development not commenced – creates "false" expectation for neighbours;
- Development Permits contingent on subdivision create problems if the subdivision is not approved.

The Director of Development Services also reviewed Staff Report No. DEV-12-037 and the reasons why staff do not support the rezoning application.

MOTION: Moved by Councillor Morrison/Councillor Hodgins:

That the proponent, David Lent, be permitted to address Council on the rezoning application, on behalf of the property owners.

CARRIED UNANIMOUSLY.

Mr. David Lent, on behalf of the property owners, reviewed the request for 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.

MOTION: Moved by Councillor Schinbein/Councillor Brame:

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**.

CARRIED (Councillors Hodgins, McKie and Morrison opposed).

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

There were no Mayor's or Councillors' reports.

9. **REPORTS FROM COMMITTEES**

(1) Adopted minutes from the Advisory Planning Commission meeting, June 19, 2012

MOTION: Moved by Councillor Brame/Councillor Hundleby:

That the adopted minutes from the Advisory Planning Commission meeting held June 19, 2012 be received for information.

CARRIED UNANIMOUSLY.

(2) Draft minutes from the Advisory Planning Commission meeting, August 21, 2012

MOTION: Moved by Councillor Brame/Councillor McKie:

That the draft minutes from the Advisory Planning Commission meeting held August 21, 2012 be received for information.

CARRIED UNANIMOUSLY.

RECESS AND RECONVENE

The Regular Meeting recessed at 8:48 p.m. and reconvened at 8:59 p.m. with all members of Council present as well as the following:

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

10.

COMMUNICATIONS

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

- (1) Letter from Mylene Freeman, MP, dated August 15, 2012, Re: Private Members Motion (M-400) Support Programs for Rural Septic Systems; and
- (3) Letter from Kyara Kahakauwila, Capital Region Music Awards Society, dated August 24, 2012, Re: Letter of Appreciation for Support

CARRIED UNANIMOUSLY.

- (2) Letter from Geoff Young, Chair, Capital Regional District Board, dated August 22, 2012, Re: Salish Express Commuter Rail Implementation Funding Plan Request

Mayor Desjardins advised that this request went to the Capital Regional District Board who requested a meeting of all mayors of the communities involved to discuss how to move forward.

MOTION: Moved by Councillor Brame/Councillor McKie:
That the letter from Geoff Young, Chair, Capital Regional District Board, dated August 22, 2012, Re: Salish Express Commuter Rail Implementation Funding Plan Request be received for information.

CARRIED UNANIMOUSLY.

- (4) Email from Deborah Nohr, BC Thanksgiving Food Drive, dated August 29, 2012, Re: Second Annual BC Thanksgiving Food Drive

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the email from Deborah Nohr, BC Thanksgiving Food Drive dated August 29, 2012 regarding the Second Annual BC Thanksgiving Food Drive be received for information.

CARRIED UNANIMOUSLY.

- (5) Letter from J.A. Hull, Capital Regional District, dated August 29, 2012, Re: Joint Design Advisory Panel for the McLoughlin Treatment Facility

MOTION: Moved by Councillor Morrison/Councillor Schinbein:
That staff be directed to send a letter of response to Mr. Hull letter of August 29, 2012 regarding a Joint Design Advisory Panel for the McLoughlin Treatment Facility advising the Capital Regional District that the Township of Esquimalt does not see the need for a Joint Design Advisory Panel to develop design guidelines for the project.

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Brame/Councillor Hundleby:

That the letter from J.A. Hull, Capital Regional District, dated August 29, 2012, re: Joint Design Advisory Panel for the McLoughlin Treatment Facility be received.

CARRIED UNANIMOUSLY.

- (6) Letter from the UBCM Secretariat, dated August 30, 2012, Re: Consultation on the Ministry of Health's Public Health Plan

MOTION: Moved by Councillor Brame/Councillor Hodgins:

That the letter from the UBCM Secretariat dated August 30, 2012 re: consultation on the Ministry of Health's Public Health Plan be received for information.

CARRIED UNANIMOUSLY.

- (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

MOTION: Moved by Councillor McKie/Councillor Hundleby:

That the 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 be received for information.

CARRIED UNANIMOUSLY.

- (8) Letter from Clayton Pecknold, Ministry of Justice, dated September 7, 2012, Re: Mediator's Report on the Provision of Policing Services

Council Comments:

- Response tells us where we are in this process;
- Is there a way to appeal the Ministry's decision?
- Suggestion to take this matter to the Ombudman's Office to appeal Provincial Government's conduct;
- Need to participate in the Framework Agreement negotiations and consider appealing decision of Provincial Government as costs for the process undertaken by the Esquimalt Policing and Law Enforcement Advisory Panel is a separate issue.

MOTION: Moved by Councillor Hodgins/Mayor Desjardins:

That staff be directed to draft a letter of response to Mr. Clayton Pecknold's letter dated September 7, 2012 regarding the Mediator's Report on the provision of policing services, for Council's review and approval at the September 24th, 2012 meeting of Council.

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Brame/Councillor Hundleby:

That the letter from Clayton Pecknold, Ministry of Justice dated September 7, 2012 regarding the mediator's report on the provision of policing services be received.

CARRIED UNANIMOUSLY.

- (9) Letter from Dora Turje, Youth Parliament of British Columbia, dated September 8, 2012, Re: British Columbia Youth Parliament, 84th Parliament

MOTION: Moved by Councillor Brame/Councillor Morrison:

That staff be directed to send a copy of the letter from Dora Turje dated September 8, 2012 regarding the 84th Youth Parliament of British Columbia to Victor Brodeur and Esquimalt High Schools as well as the Youth Services Supervisor of the Esquimalt Parks and Recreation Department to encourage Esquimalt youth to apply to participate in the 84th BC Youth Parliament from December 16 – 21, 2012 in Victoria, BC.

CARRIED UNANIMOUSLY.

MOTION: Moved by Councillor Brame/Councillor McKie:

That the letter from Dora Turje, Youth Parliament of British Columbia, dated September 8, 2012 regarding British Columbia Youth Parliament, 84th Parliament be received for information.

CARRIED UNANIMOUSLY.

11.

NOTICE OF MOTION

- (1) Recreation Passes for Spouses/Partners of Council Members

Mayor Desjardins stated that Council Policy ADMIN-62 laid out a process to review Council remuneration and recommended that Council consider postponing both motions until January, 2014 in accordance with this Policy.

MOTION: Moved by Councillor McKie/Councillor Schinbein:

That Council approve the issuance of free passes to the Esquimalt Recreation Centre for all spouses or partners of members of Council.

DEFEATED (Councillors McKie and Schinbein in favour).

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

Clarification was provided that the amendment proposed was to add five percent to Councillors' stipend on the condition that Acting Mayor duties are assigned, prior to the commencement of the calendar year, by the Mayor.

MOTION: Moved by Councillor Morrison/Councillor Hodgins:

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.

CARRIED (Mayor Desjardins, Councillors Brame and Hundleby opposed).

MOTION TO EXTEND HOURS OF COUNCIL MEETING

MOTION: Moved by Councillor McKie/Councillor Brame:
That the Regular Meeting of Council be extended to 10:30 p.m.

CARRIED UNANIMOUSLY.

Councillor Schinbein left the meeting at 10:00 p.m.

12. RISE AND REPORT

- (1) Report from the *In Camera* Meeting of Council, August 20, 2012
Re: Appointment Chief Financial Officer

At the Special *In Camera* Meeting of 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.

13. PUBLIC QUESTION AND COMMENT PERIOD

Emmy Labonte, resident, expressed concern with the Notices of Motion, pointing out that it was her tax dollars that were being spent.

Terry Prentice, resident, expressed concern with Councillors “lecturing” applicants.

Rod Lavergne, resident, advised that he would be starting a “Facebook” page on Council activities in November, including the number of “secret” meetings.

Muriel Dunn, resident, commented that she agreed with the Director of Engineering’s recommendation not to set up a Joint Design Advisory Panel for the McLoughlin Treatment Facility. She expressed concern over staff recreational passes.

14. **ADJOURNMENT**

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Regular Meeting of Council be adjourned at 10:10 p.m.
CARRIED UNANIMOUSLY.

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

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: September 24, 2012
Staff Report No. ADM-12-051

REQUEST FOR DECISION

**SUBJECT: APPOINTMENT OF COUNCIL MEMBERS TO
ADVISORY PLANNING COMMISSION**

RECOMMENDATION:

That Council receive Staff Report No. ADM-12-051 for information.

RELEVANT POLICY:

Section 898 of the *Local Government Act*
Advisory Planning Commission Bylaw, 1996, No. 2268, as amended
Council Policy No. ADMIN-40 Appointment Process – Advisory Committees, Commissions and Board of Variance

STRATEGIC RELEVANCE:

This Request for Decision relates to the following Corporate Services Operational Strategies:
Policy Review Program and Bylaw Review

Submitted by: Writer

Aaja Niles

Reviewed by: CAO

R. Rust

Date:

Sept 20/12

STAFF REPORT

DATE: September 18, 2012 Report No. ADM-12-051
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: Appointment of Council Members to Advisory Planning Commission

RECOMMENDATION:

That Council receive Staff Report No. ADM-12-051 for information.

BACKGROUND:

Staff has been requested to provide information to Council on appointment of Council members to the Advisory Planning Commission (APC).

At its August 21, 2012 meeting, the APC passed the following resolution:

“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.”

Section 898 of the *Local Government Act*, a copy of which is attached, deals with the establishment of APCs. APCs must be established by bylaw, and the bylaw must provide for the composition of the Commission, the appointment of members, its procedures and referral of matters to the APC.

Subsection (5) states:

“A Council member, board director, employee or officer of the local government, or an approving officer, is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.”

A copy of the Advisory Planning Commission Bylaw, 1996, No. 2268 is attached. Sections 4 to 12 deal with membership, and do not refer to any members of Council being appointed as liaisons to the Committee. Section 28 provides as follows:

“Pursuant to s. 898(5) of the *Local Government Act* a designated Council member, employee or officer of the Township, or the designated Approving Officer for the Township, may attend a meeting of the Commission in a resource capacity only and may be invited to speak by the Chair.”

The Township’s list of Internal Appointments includes Councillor appointments to the various Advisory Committees. These include the Arts, Culture and Special Events Advisory Committee, Environmental Advisory Committee, Heritage Advisory Committee and Parks and Recreation Advisory Committee. In accordance with the Terms of Reference of the Committees, approved by Council Policy, the membership includes two Council members appointed by the Mayor, both of which are full voting members of the Committees.

The APC is the exception. Since it is not an advisory committee of Council set up by approved Terms of Reference, but is established by Bylaw and is subject to the LGA, and since Councillors cannot be members of the APC, the Township's practice has been to appoint one member of Council to act as liaison.

In addition, there is also a staff liaison and recording secretary appointed for each Committee, including the APC. None of the internal Advisory Committees includes a member of Council appointed to act as an alternate.

Council Policy ADMIN-40 Appointment Process – Advisory Committees, Commissions and Board of Variance, a copy of which is attached, sets out the timing of appointments to Committees, including the APC.

ISSUES:

1. Rationale for Selected Option
Not applicable.
2. Organizational Implications
There are no organizational implications.
3. Financial Implications
There are no financial implications.
4. Communication
Council's decision will be reported back to the APC through the staff liaison.

ALTERNATIVES:

1. Receive Staff Report ADM-12-051 for information.
2. Request staff to provide further information.
3. Determine to appoint a member of Council to act as alternate Council liaison to the Advisory Planning Commission and direct staff to prepare and bring forward for Council's consideration the required amendments to Bylaw No. 2268 and Council Policies as may be required.

LOCAL GOVERNMENT ACT

Advisory planning commission

- 898** (1) A council may, by bylaw, establish an advisory planning commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 2, 7, 9 and 11 of this Part that are referred to it by the council.
- (2) A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a director of the board representing the electoral area, on all matters referred to it by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.
- (3) The bylaw establishing an advisory planning commission must provide for
- (a) the composition of and the manner of appointing members to the commission,
 - (b) the procedures governing the conduct of the commission, and
 - (c) the referral of matters to the advisory planning commission.
- (4) At least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral area.
- (5) A council member, board director, employee or officer of the local government, or an approving officer, is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
- (6) The members of an advisory planning commission must serve without remuneration, but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.
- (7) [Repealed 1999-37-202.]
- (8) If an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.
- (9) If the commission is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend meetings of the commission and be heard.

ADVISORY PLANNING COMMISSION BYLAW

BYLAW NO. 2268

**CONSOLIDATED FOR CONVENIENCE
JULY 30, 2003**

**In case of discrepancy, the original Bylaw
or amending bylaw must be consulted.**

Consolidates Amendments authorized by:

- Amendment Bylaw (No. 1), 2003, No. 2554

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2268

A Bylaw to establish an Advisory Planning Commission and provide for its composition and procedures.

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT, in open meeting assembled, enacts as follows:

Establishment

1. This bylaw may be cited as the "ADVISORY PLANNING COMMISSION BYLAW, 1996, NO. 2268".
2. Pursuant to the provisions of the *Municipal Act*, Part 29, Division 1, Section 955, a Commission, to be known as the "Esquimalt Advisory Planning Commission" (A.P.C.), is hereby established.
3. Council shall include in its annual budget such sums as are necessary to defray the expenses of the Commission.

Members

4. The Commission shall consist of seven (7) members appointed by Council who are not members of Council or officers or employees of the Township and of whom six (6) are residents of the Township of Esquimalt. *[Bylaw No. 2554]*
5. Council may appoint three (3) members of the Commission who hold appropriate design qualifications, including but not restricted to, architects, landscape architects, and design consultants. *[Bylaw No. 2554]*
6. Members of the Advisory Planning Commission shall be appointed for two year terms, with the terms of 4 members expiring on December 31st of even-numbered years and the terms of 3 members expiring on December 31st of odd-numbered years. *[Bylaw No. 2554]*
7. At its first meeting in January in each year following the establishment of the Advisory Planning Commission, Council shall appoint new members to the Commission as required.

8. No member of the Commission shall serve for more than three (3) consecutive terms.
9. At any time, the Council may revoke the appointment of any member of the Commission.
10. (a) If a member of the Commission is absent, except with leave of the Council, from three (3) consecutive meetings of the Commission, the member's appointment shall be terminated.

(b) If a member of the Commission has received Council's permission for a leave for the Commission, Council shall then appoint a replacement member for the period of the approved absence.
11. Whenever a vacancy arises on the Commission, Council shall within thirty (30) days of such vacancy, appoint a person to fill such vacancy for the balance of the term.
[Bylaw No. 2554]
12. All members of the Commission shall serve without remuneration, but any Commission member may be paid by the Township for reasonable and necessary expenses as defined by existing Council policies.

Procedure

13. At its first meeting each year, the Commission shall elect from among its members a Chairperson who shall preside over the meetings of the Commission.
14. All meetings of the Commission shall be at the call of the Chairperson, and where possible will be held the third Tuesday of each month.
15. Four (4) members of the Commission shall constitute a quorum. *[Bylaw No. 2554]*
16. Subject to the provisions of subsections (a) and (b) hereof, the Commission may adopt rules for its procedure and may from time to time vary such rules by the affirmative vote of a majority of all the members of the Commission. Where no rule has been made then the rules of procedure of Esquimalt Council shall apply except that:
 - (a) all questions except the adoption or varying of rules as heretofore provided, shall be decided by a simple majority vote of the members present at the meeting. In the case of a tie vote the question shall be defeated,

- (b) if during a meeting of the Commission any ruling of the Chairman is challenged by a member, the Chairman's ruling shall immediately be put to a vote without debate and the result of such vote shall govern, and
 - (c) a failure to vote is considered a vote in the affirmative. [Bylaw No. 2554]
17. All meetings of the Commission shall be held in open session and where the Commission is considering an amendment to a plan or bylaw or the issuance of a permit, the applicant for the amendment or permit only is entitled to be heard.

Duties and Referrals

18. The Commission shall advise Council on all matters respecting land use, community planning or proposed bylaws and permits under the *Municipal Act* which are referred to it by Council.
19. The Advisory Planning Commission shall deal with all applications for a rezoning, an amendment to the Official Community Plan, or a development permit prior to the application being considered by Council..
20. The Commission shall deal expeditiously with all matters referred to it by Council and shall submit its recommendation, with reasons therefore, to the Council:
- (a) within thirty (30) days; or
 - (b) within a period of time specified in the referral.
21. Each Advisory Planning Commission agenda and the minutes of each meeting shall be forwarded to Council for information. Once the minutes of an Advisory Planning Commission meeting have been received by Council, they are available to the public upon request.
22. When making recommendations, the Commission shall take into consideration:
- (a) professional critique of the merits of the overall design;
 - (b) the character of the proposed development in relation to its surroundings and its effect on neighbourhood amenities;
 - (c) site development, including landscaping and preservation of natural amenities;
 - (d) building design in reference to human needs including convenience of access, protection of views, provision of light, maintenance of privacy and mitigation of noise;
 - (e) outdoor lighting and signs;

- (f) the promotion of health, safety, security, convenience, and the public interest;
 - (g) other land use matters;
 - (h) transportation alternatives.
23. The Commission shall before making a recommendation to the Council consider any applicable official community plan or local area plan and may consult the Planning Officer or other staff of the Township.
24. After consideration of rezoning applications, the A.P.C. will:
- (a) Recommend approval of the application to Council together with any special conditions; or
 - (b) Recommend rejection of the application to Council; or
 - (c) Recommend to Council that consideration of the application be postponed pending the receipt of technical information; or
 - (d) Where the Commission is unable to come to a recommendation, the matter in question shall be referred directly to Council.
25. A recommendation of the Advisory Planning Commission will be made available to the applicant or their agent in writing within 48 hours of the Commission's consideration of their application. Recommendations of the Commission will not be made available to persons other than the applicant or agent until the recommendation has been placed on a Council agenda.
26. The Commission shall cause proper minutes to be kept of its proceedings. The Township of Esquimalt shall provide a secretary for the A.P.C. meetings.
27. Deleted. [Bylaw No. 2554]
28. Pursuant to s. 898(5) of the *Local Government Act* a designated Council member, employee or officer of the Township, or the designated Approving Officer for the Township, may attend a meeting of the Commission in a resource capacity only and may be invited to speak by the Chair. [Bylaw No. 2554]
29. An amendment to the Zoning Bylaw, a community plan, or any permit shall not be invalid by reason of non-compliance on the part of the Commission with the provisions of this bylaw.
30. The Township of Esquimalt Advisory Planning Commission Bylaw, 1975, No. 1505, and Amending Bylaw No. 1523 (Amendment No. 1) are hereby repealed.

Read a first time by the Municipal Council on May 5, 1997.

Read a second time by the Municipal Council on May 5, 1997.

Read a third time by the Municipal Council on May 5, 1997.

Third reading reconsidered and bylaw amended by the Municipal Council on May 12, 1997.

ADOPTED by the Municipal Council on May 26, 1997.

“ORIGINAL SIGNED”

R. T. RICE
MAYOR

“ORIGINAL SIGNED”

R. SERIGHT
MUNICIPAL CLERK



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Appointment Process – Advisory Committees, Commissions and Board of Variance	NO. ADMIN - 40
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POLICY:

This policy provides guidelines for the annual recruitment process for Commissions, Committees, the Board of Variance, and other appointments of Council.

PROCEDURE

Mid-October

1. Staff reviews appointments to determine which terms are due to expire at the end of the year.
2. Staff advise members whose terms are due to expire and request that they submit an application if they are interested in seeking reappointment.
3. Staff publish an advertisement in the Esquimalt News outlining the appointment opportunities available. Applicants are required to submit an application along with a detailed resume outlining qualifications and volunteer experience.

November/December

4. Staff prepare a report to Council including copies of all applications submitted and any accompanying documentation. Council will review all applications and collectively determine a short-list of applicants for interviewing.
5. Short interviews will be conducted with each of the short-listed applicants at an *In Camera* meeting of Council.

December

6. Council ratifies appointments at an *In Camera* meeting and rises and reports on the appointments at a subsequent open meeting.

Note: Schedule may vary in an election year.

Disqualification from Appointment

- A person who is a Municipal employee of Esquimalt is not eligible to be appointed to a Commission, Committee, Board, or other appointment of Council.

EFFECTIVE DATE: November 20, 2006	APPROVED BY: Council	REF:	AMENDS NO. Original	PAGE 1 OF 1
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: September 24, 2012
Staff Report No. ADM-12-052

REQUEST FOR DECISION

SUBJECT: Draft Letter to Director of Police Services

RECOMMENDATION:

That Council endorse the draft letter to Clayton Pecknold, Assistant Deputy Minister and Director of Police Services.

RELEVANT POLICY:

There are no policies that directly relate to this Request for Decision.

STRATEGIC RELEVANCE:

Advocacy: Policing Decision

Submitted by: CAO

Christ

Date:

Sept 20/12

Office of the Mayor

September 19, 2012

Mr. Clayton Pecknold
Assistant Deputy Minister and
Director of Police Services
Policing and Security Programs Branch
Ministry of Justice
PO Box 9285 Stn Prov Gov't
Victoria, BC V8W 9J7

Dear Mr. Pecknold:

The Township of Esquimalt Council wish to express their extreme disappointment with the information provided in your correspondence of September 7, 2012.

Despite the expression of appreciation for the hard work and effort of the Esquimalt Policing and Law Enforcement Advisory Panel (the Panel) to develop options for delivery of policing services to the Township, the Ministry of Justice has denied our recent request for funding of a process that was established and governed by the Ministry itself.

All members of the Panel were interviewed by Ministry staff; Panel members were appointed by the then Solicitor Generals office; Ministry staff drafted and approved the Terms of Reference for the Panel; the Panel was required to submit minutes of their meetings for monitoring by the Ministry; Township Council was informed by Ministry staff that while the Panel was to work closely with Council, the Panel was not under the direction of Council; yet the Ministry expects the residents of Esquimalt to bear the costs of this process that was mandated, monitored and governed by the Ministry.

The Township of Esquimalt Council are shocked that a senior level of government would take this position and as such, wish to advise your office that we will be appealing your decision with the Minister of Justice and with the office of the BC Ombudsperson.

Yours truly,

Barbara Desjardins
Mayor

pc: Township of Esquimalt Council



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 24, 2012
Staff Report No. FIN-12-011

REQUEST FOR DECISION

SUBJECT: 2013 Permissive Tax Exemptions

RECOMMENDATION:

That Council:

1. Approve the 2013 Permissive Tax Exemptions set out in Staff Report No. FIN-12-011; and
2. Give first, second and third reading to the Tax Exemption (Non-Profit Organizations) Bylaw, 2012, No. 2793.

RELEVANT POLICY:

Council Policy, Permissive Tax Exemption Policy No. FIN-16.

STRATEGIC RELEVANCE:

Support social and community objectives.

Submitted by: Deputy Director of Financial Services

Reviewed by: CAO

Date:

Sept 20/12

CAO Comment:

Staff recommend that Council reconsider the Committee recommendation and that no reduction to permissive exemptions occur until the policy has been reviewed and options developed.

STAFF REPORT

DATE: September 14, 2012 Report No. FIN-12-011
TO: Mayor and Council
FROM: Local Grant Committee
SUBJECT: 2013 Permissive Tax Exemptions

RECOMMENDATION:

That Council:

1. Approve the 2013 Permissive Tax Exemptions set out in Staff Report No. FIN-12-011; and
2. Give first, second and third reading to the Tax Exemption (Non-Profit Organizations) Bylaw, 2012, No. 2793.

BACKGROUND:

Section 224 of the *Community Charter* gives Council the authority to grant permissive assessment exemptions from property taxes for periods of up to 10 years. Council must pass a bylaw and, prior to adoption of the bylaw, notice of the proposed exemptions must be posted on the public notice board and advertised once each week for two consecutive weeks in a newspaper circulating in the municipality. A copy of the advertisement is attached for your information.

The Local Grant Committee reviewed and gave consideration to the applications for a permissive tax exemption for the year 2013 in accordance with Council Policy, Permissive Tax Exemption Policy No. FIN-16. Copies of the Council policy and minutes from the Local Grant Committee meeting of September 12, 2012 have been included for your reference.

A permissive exemption may be for 100% of the assessed value of land and improvements, or some portion thereof.

On June 29, 2012, letters were sent to all organizations that received a permissive tax exemption for 2012 advising them to submit their application with the required support documentation and information. All organizations were also required to have a representative present at the meeting of the Local Grant Committee to review the applications on September 12, 2012.

For timing purposes, this report needs to be approved (or amended and approved) and the accompanying bylaw should receive first three readings at the Council meeting of September 24, 2012. Public notice of the intention to adopt this bylaw will be published for two consecutive weeks in the Esquimalt News on September 28 and October 5. Council may give final adoption at the October 15 meeting. The process must be complete and the BC Assessment Authority must receive the approved bylaw by October 31, 2012.

ISSUES:

1. Rationale for Selected Option

The following organizations were present for the meeting with the Committee approving their request for continuation of a permissive tax exemption for one year for the year 2013:

- Boys and Girls Club Services of Greater Victoria
- Esquimalt Anglers Association
- Esquimalt Neighbourhood House Society
- Island Corridor Foundation
- Rock Solid Foundation
- Habitat Acquisition Trust
- Compassionate Resource Warehouse
- Victoria Operatic Society
- Esquimalt Dockyard Branch 172 of The Royal Canadian Legion
- Capital Mental Health Association
- Society of Saint Vincent de Paul of Vancouver Island
- 2483 PPCLI RCACC

The following organizations not present for the meeting with the Committee approving, as an exception to the Policy, their request for a continuation of a permissive tax exemption for one year for the year 2013:

- City of Victoria (portion of Barnard Park off Sea Terrace)
- His Highness Prince Aga Khan Shia Imami Ismaili Council of BC

The organization PEERS Victoria Resource Society was not present for the meeting and its request for a continuation of a permissive tax exemption for one year for the year 2013 was not approved by the Committee.

The Committee also recommended that staff explore options to reduce permissive tax exemptions starting in the year 2014 with a report to Council.

2. Organizational Implications

There may be a revision to Council Policy, Permissive Tax Exemption Policy No. FIN-16 to include options to reduce permissive tax exemptions.

3. Financial Implications

The estimate of the total amount of taxes that would be imposed on the properties if they are not to be exempted is as follows, with the municipal portion noted in parentheses:

2013 - \$137,430	(\$77,794)
2014 - \$140,590	(\$79,583)
2015 - \$141,715	(\$80,220)

4. Communication

Notice of permissive tax exemptions is required under Section 227 of the *Community Charter* in accordance with Section 94.

ALTERNATIVES:

1. Approve permissive tax exemptions as presented.
2. Add, amend or delete as determined by Council.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
Notice of Tax Exemption Bylaw

Take notice that the Council of the Corporation of the Township of Esquimalt intends to adopt Tax Exemption (Non-Profit Organizations) Bylaw, 2012, No. 2793 under the authority of section 224 of the Community Charter.

The purpose of the proposed tax exemption bylaw is to exempt the non-profit organizations listed below from property taxes imposed under section 197(1)(a) of the Charter for the year 2013.

Organization Name and Property Description	Estimate of Amount of Taxes That Would Be Imposed on the Property If It Were Not Exempt		
	2013	2014	2015
Boys and Girls Club Services of Greater Victoria Lessee - 410 Macaulay Street	\$5,554	\$5,682	\$5,727
Corporation of the City of Victoria Portion of Barnard Park off Sea Terrace	\$2,864	\$2,930	\$2,953
Esquimalt Anglers' Association Occupier - 1101 Munro Street (<i>Fleming Beach Park</i>)	\$267	\$273	\$275
Esquimalt Neighbourhood House Society 511 Constance Avenue	\$10,192	\$10,427	\$10,510
Island Corridor Foundation Lot A, Section 10 & 11, Plan VIP66612	\$4,855	\$4,967	\$5,007
Rock Solid Foundation Lessee - 398 Fraser Street	\$3,743	\$3,829	\$3,860
Habitat Acquisition Trust Lot 1, Section 11, Plan VIP77333	\$11,078	\$11,332	\$11,423
The Compassionate Resource Warehouse Society Unit 2, 831 Devonshire Road	\$20,101	\$20,563	\$20,728
Victoria Operatic Society Unit 10, 744 Fairview Road	\$13,876	\$14,195	\$14,309
Esquimalt Dockyard Branch No. 172 of The Canadian Legion of the British Empire Service League 622 Admirals Road	\$19,750	\$20,205	\$20,366
His Highness Prince Aga Khan Shia Imami Ismaili Council for British Columbia Lessee- 1250 Esquimalt Road	\$14,789	\$15,129	\$15,250
Capital Mental Health Association 1037 Lyall Street 1039 Lyall Street	\$6,256 \$2,976	\$6,400 \$3,044	\$6,451 \$3,069
Society of St. Vincent de Paul Vancouver Island Lessee - 1008/1010 Craigflower Road	\$17,293	\$17,690	\$17,832
2483 Princess Patricia's Canadian Light Infantry, Royal Canadian Army Cadet Corps Lessee - 445 Head Street	\$3,836	\$3,924	\$3,955

Any person who wishes to review a copy of the proposed tax exemption bylaw may do so by contacting the Director of Financial Services, Corporation of the Township of Esquimalt, 1229 Esquimalt Road, Esquimalt, BC V9A 3P1. Telephone 250-414-7141.

This notice is given in accordance with Section 227 of the *Community Charter*.

Dated this 28th day of September, 2012.

Ian Irvine

Director of Financial Services



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Permissive Tax Exemption Policy	NO. FIN - 16
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Preamble:

Section 220 of the *Community Charter* describes the general statutory taxation exemptions available to a municipality, providing automatic exemptions for certain types of properties.

Section 224 of the *Community Charter* authorizes Council to provide permissive tax exemptions, "to the extent, for the period and subject to the conditions provided in the bylaw". A permissive tax exemption is a means for Council to support community organizations which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically.

A Permissive tax exemption bylaw must be passed prior to October 31st for the next taxation year.

Purpose :

To provide guidance in the processing of applications for exemption from property taxes pursuant to Section 224 of the *Community Charter*.

This policy is intended to establish general principles, which can serve as a guide in evaluating applications for exemptions, including:

- Provide consistent and equal treatment, and consideration for all applicants.
- Optimize the provision of charitable and not for profit services for the benefit of Esquimalt residents.
- Allow for consideration of a wide diversity of organizations and evaluation of each application on its own merits.
- Make certain that municipal support is not used to further the activities of an individual or organization that, but for its not for profit status, would otherwise be considered a business.

Policy :

1. Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be posted on the website by mid-July and reminder letters will be mailed prior to July 15th to tax exemption recipients whose exemption duration is expiring.

Applications must be submitted using the prescribed form by August 31st of each year to the Director of Financial Services, or designate (Finance). Finance will review the applications for completeness and contact the applicants for additional information as necessary.

EFFECTIVE DATE: October 24, 2011	APPROVED BY: Council	REF: Fin-11-041	AMENDS NO. #1 – Oct. 24, 2011	PAGE 1 OF 4
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Application **must** include:

- Five copies of the completed application and accompanying material.
- A copy of the audited financial statements (or if audited financial statements are not available) previous year's financial statements, approved and signed by at least two of the organization's Board of Directors (or equivalent). Should a financial statement not be available, an explanation must be provided.
- A copy of the current year property tax assessment or lease agreement, as applicable.
- A description of programs/services/benefits delivered from the subject lands / improvements, providing information supporting the requirement that the use is "for a purpose that is directly related to the purposes of the organization, including:
 - participant numbers; volunteer hours; benefiting group/individuals/special needs populations; fees charged for participation
- A description of any third party use of the subject land/improvements including user group names, fees charged and conditions of use.
- Disclosure of financial and non-financial assistance provided by the Township of Esquimalt for the current year - such as Local Grants, waiving of fees, provision of staff - and where applicable, the amount.

Finance will present the material and a summary report of the valid applications to the Local Grant Committee at its scheduled meeting and will notify applicants of the meeting date.

2. Eligibility Criteria :

To be eligible for a Permissive Tax Exemption, the requirements set out in Section 224 of the *Community Charter* must be met and maintained through out the duration of the Permissive Tax Exemption year.

2.1 Subject property must be one of:

- a) Land and/or improvements, owned or held by an organization listed in 2.2 below, the use of which Council considers to be directly related to the purposes of the organization.
- b) Land and/or improvements, ancillary to a statutory exemption under Section 220 of the *Community Charter*.

2.2 Nature of the organization must be one of:

- a) Not for profit corporation;
- b) Athletic or service club/association;
- c) Licensed community care facility, licensed private hospital, registered assisted living residence;
- d) Partner of the municipality by agreement under Section 225 of the *Community Charter*;
- e) Municipality, regional district or other local authority;
- f) Religious organization as tenant or licensee; or

EFFECTIVE DATE: October 24, 2011	APPROVED BY: Council	REF: Fin-11-041	AMENDS NO. #1 – Oct. 24, 2011	PAGE 2 OF 4
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- g) Organization is eligible for the Section 220 statutory exemption (e.g. place of public worship, cemetery, library, Indian land, seniors' home, hospital, etc.)

2.3 The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:

- a) Provides recreational facilities for public use.
- b) Provides recreation programs to the public.
- c) Provides programs to and/or facilities used by youth, senior or other special needs groups.
- d) Promotes economic development or tourism.
- e) Preserves heritage important to the community character.
- f) Preserves an environmentally, ecologically significant area of the community.
- g) Offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance.
- h) Offers services to the public in formal partnership with the municipality.

2.4 Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.

3. Duration of Exemption:

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year (i.e. for the period of the tax exemption.)

4. Extent, Conditions, Penalty :

4.1 Council may, at their discretion, designate only a portion of the land/improvements as exempted. Examples of circumstances where less than a full exemption may be granted:

- a) A portion of the land/improvements is used by the private sector and/or organizations not fully meeting Council's exemption criteria.
- b) The applicant already receives financial or non-financial assistance from the Township.
- c) The value of Property Tax Exemptions applied for exceeds the Property Tax Exemption budget.

4.2 Council may impose conditions on the exempted land or improvements or both with the applicant organization, including but not limited to:

- a) An agreement committing the organization to continue a specific service or program.
- b) An agreement committing the organization to have field/facilities open for

EFFECTIVE DATE: October 24, 2011	APPROVED BY: Council	REF: Fin-11-041	AMENDS NO. #1 – Oct. 24, 2011	PAGE 3 OF 4
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public use for certain times or a total amount of time.

- c) An agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates.
- d) An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (e.g. receives large operating grant from senior government.)

4.3 Council may impose penalties on an exempted organization for breach of exemption conditions, including but not limited to:

- a) Revoking exemption with notice.
- b) Disqualifying any future application for exemption for specific time period.
- c) Requiring repayment of monies equal to the foregone tax revenue.

5. Assessment Process :

5.1 The Local Grant Committee will consist of three members of Council, as appointed annually by the Mayor, supported by a Finance representative.

5.2 All organizations desiring a Permissive Tax Exemption must submit their documentation annually to Finance, as required in Section 1 – Process.

5.3 Applications will be reviewed by Finance staff to ensure each application is complete. Completed applications will be forwarded to the Local Grant Committee.

5.4 For an application to be considered, applicants must appear before the Committee to speak to their application where:

- the applicant is a first- time petitioner for a Permissive Tax Exemption
- Council is in their first year of a new term
- an organization's function has substantially changed from the past year.

5.5 Any Applicant may choose to appear before the Local Grant Committee to make a presentation.

5.6 Organizations will make their presentation before the Local Grant Committee during the first part of the committee meeting in which their application is being reviewed. In all cases, the presentation should be limited to 5 minutes.

5.7 Following the presentations, the Committee will review the applications and make its recommendations to Council.

5.8 Council makes the final decision.

EFFECTIVE DATE:
October 24, 2011

APPROVED BY:
Council

REF:
Fin-11-041

AMENDS NO.
#1 – Oct. 24, 2011

PAGE 4 OF 4



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES LOCAL GRANT COMMITTEE PERMISSIVE TAX EXEMPTIONS

Wednesday, September 12, 2012

6:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Councillor Meagan Brame
Councillor Robert McKie
Councillor Tim Morrison

STAFF: Ian Irvine, Director of Financial Services
Mary Turner, Deputy Director of Financial Services

1. CALL TO ORDER

Councillor Brame continued as Chair from the last Local Grant Committee meeting on May 29, 2012 and called the Local Grant Committee meeting to order at 6:00 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor McKie, seconded by Councillor Morrison that the Agenda be approved as amended, by moving Island Corridor Foundation to be the first presenter on the presentation list.

CARRIED UNANIMOUSLY

4. PERMISSIVE TAX EXEMPTION APPLICATIONS

Organizations (in order of presentation) present for the meeting:

- Island Corridor Foundation
- Boys and Girls Club Services of Greater Victoria
- Esquimalt Anglers Association
- Esquimalt Neighbourhood House Society
- Rock Solid Foundation
- Habitat Acquisition Trust
- Compassionate Resource Warehouse
- Victoria Operatic Society
- Esquimalt Dockyard Branch 172 of the Royal Canadian Legion
- Capital Mental Health Association
- Society of Saint Vincent de Paul of Vancouver Island
- 2483 PPCLI RCACC

Organizations not present for the meeting:

- City of Victoria – Portion of Barnard Park off Sea Terrace
- PEERS Victoria Resource Society
- His Highness Prince Aga Khan Shia Imami Ismaili Council of BC

Presentations were completed at 6:58 p.m. with all applicants requested to leave.

Moved by Councillor McKie, seconded by Councillor Morrison that the following organizations present for the meeting be approved for continuation of a permissive tax exemption for one year for the year 2013:

- Boys and Girls Club Services of Greater Victoria
- Esquimalt Anglers Association
- Esquimalt Neighbourhood House Society
- Island Corridor Foundation
- Rock Solid Foundation
- Habitat Acquisition Trust
- Compassionate Resource Warehouse
- Victoria Operatic Society
- Esquimalt Dockyard Branch 172 of the Royal Canadian Legion
- Capital Mental Health Association
- Society of Saint Vincent de Paul of Vancouver Island

CARRIED UNANIMOUSLY

Moved by Councillor Morrison, seconded by Councillor McKie that the organization, 2483 PPCLI RCACC, who was present for the meeting, be approved as a first year applicant for a permissive tax exemption for one year for the year 2013 as follows:

- Improvements at 100% of taxable assessed value; and
- Land at 34% of taxable assessed value.

CARRIED UNANIMOUSLY

Moved by Councillor Morrison, seconded by Councillor McKie that the following organizations not present for the meeting be approved for continuation of a permissive tax exemption for one year for the year 2013:

- City of Victoria – Portion of Barnard Park off Sea Terrace
- His Highness Prince Aga Khan Shia Imami Ismaili Council of BC

CARRIED UNANIMOUSLY

Moved by Councillor Morrison, seconded by Councillor McKie that the organization, PEERS Victoria Resource Society, who was not present for the meeting, not be approved for its request for a permissive tax exemption for one year for the year 2013.

CARRIED WITH COUNCILLOR BRAME OPPOSING

Moved by Councillor Morrison, seconded by Councillor McKie that staff explore options to reduce permissive tax exemptions starting in the year 2014 with a report to Council.

CARRIED UNANIMOUSLY

5. ADJOURNMENT

Moved by Councillor McKie, seconded by Councillor Morrison that the Local Grant Committee meeting be adjourned at 7:40 p.m.

CARRIED UNANIMOUSLY

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2793

A Bylaw to provide tax exemption for certain lands
and improvements for the year 2013.

WHEREAS it is provided by Section 224 of the *Community Charter* that on or before October 31 in any year, the Council may, by bylaw, exempt from taxation under Section 197(1)(a) of the said *Charter* for not longer than 10 years, certain lands or improvements or both;

AND WHEREAS it is expedient that the lands or improvements or both set out hereafter be so exempted from taxation for the year 2013;

AND WHEREAS public notice of this Bylaw has been given in accordance with Sections 94 and 227 of the *Community Charter*;

NOW, THEREFORE, 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 "*TAX EXEMPTION (NON-PROFIT ORGANIZATIONS) BYLAW, 2012, NO. 2793*".
2. Pursuant to Section 224 of the *Community Charter*, the lands or improvements or both set out in Schedule "A" attached to and forming part of this Bylaw are hereby exempted from taxation imposed under Section 197(1)(a) of the said *Charter* for the year 2013.

READ a first time by the Municipal Council on the 24th day of September, 2012.

READ a second time by the Municipal Council on the 24th day of September, 2012.

READ a third time by the Municipal Council on the 24th day of September, 2012.

ADOPTED by the Municipal Council on the day of October, 2012.

BARBARA DESJARDINS
MAYOR

ANJA NURVO
CORPORATE OFFICER

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2793 SCHEDULE "A"

1. That portion of Lot 1, Section 11, Esquimalt District, Plan 41833 (Parcel Identifier 017-114-501; Roll No. 01-307-3628.025; 410 Macaulay Street), and any improvements thereon, held by the **Boys and Girls Club Services of Greater Victoria** and operated as an institution licenced under the *Community Care and Assisted Living Act*.
2. That portion of the lands described as Lot 1, Sections 11 and 32, Esquimalt District, Plan 5678 located within the boundaries of the Corporation of the Township of Esquimalt (portion of **Barnard Park**; Parcel Identifier 005-979-064; Roll No. 01-307-0001.006; Sea Terrace), and any improvements thereon, owned by the **Corporation of the City of Victoria**, a municipality, and used for a purpose of the municipality.
3. That portion of the land and improvements on Lot 7, Section 11, Esquimalt District, Plan 6644 (Parcel Identifier 005-861-926; Roll No. 01-307-0001.037; 1101 Munro Street) held by the **Esquimalt Anglers' Association**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
4. The lands described as Lot K (DD EH50220), Suburban Lot 38, Esquimalt District, Plan 2854 (Parcel Identifier 018-722-971; Roll No. 01-307-3928.000; 511 Constance Avenue), and any improvements thereon, being premises owned by the **Esquimalt Neighbourhood House Society**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
5. The lands described as Lot A, Section 10 & 11, Plan VIP66612 Lease GCMK-506-0301 within right of way leased to Esquimalt Municipality for road encroachment (.247A) and part in Lot A, Section 2 (Reference Plan VIP65446) Right of Way & SRW over VIP70031 excluding leased portion and SRW over VIP70308 & VIP70137, VIP70477 & VIP70478, Lot A, Plan VIP65446, Esquimalt Land District, Lot A, Plan VIP66612, Section 10&11, Esquimalt Land District, (Primary Parcel Identification No. 023-795-212, Secondary Parcel Identification No. 024-019-721; Roll Nos. 01-307-0003.060, 01-307-0003.061, and 01-307-0003.062) and any improvements thereon, held by **The Island Corridor Foundation**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
6. That portion of the land and improvements on Lot 6, Section 11, Esquimalt District, Plan 5510 (Parcel Identifier: 005-982-596; Roll No. 01-307-2055.000; 398 Fraser Street) leased by the **Rock Solid Foundation**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
7. The lands described as Lot 1, Section 11, Esquimalt District, Plan VIP77333, (Parcel Identification No. 026-001-039; Roll No. 01-307-3940.001; 550 Garrett Place), and any improvements thereon, held by **Habitat Acquisition Trust**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
8. The lands described as Strata Lot 2, Section 10, Esquimalt District, Strata Plan VIS788 (Parcel Identifier 000-766-658; Roll No. 01-307-0008.725; Unit 2, 831 Devonshire Road), and any improvements thereon, held by **The Compassionate Resource Warehouse Society**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2793
SCHEDULE "A"

9. The lands described as Strata Lot 4, Section 10, Esquimalt District, Strata Plan VIS2853 (Parcel Identifier 018-375-600; Roll No. 01-307-0009.116; Unit 10, 744 Fairview Road), and any improvements thereon, being premises owned by the **Victoria Operatic Society**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
10. The lands described as Lots 155, 156, 157 and 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except That Part of Lot 158 in Red on Plan 312 BL (Roll No. 01-307-1550.000; Parcel Identifier Nos. 006-390-897, 006-386-865, 006-386-881 and 006-387-098; 622 Admirals Road), and improvements thereon, owned by the **Esquimalt Dockyard Branch No. 172 of The Canadian Legion of the British Empire Service League**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation, to the extent of 50% of the Class 6 Business & Other and 100% of the Class 8 Recreational & Non-Profit assessed values as classified under the *Assessment Act*.
11. The lands described as Lot A, Esquimalt District, Plan 12973 (Parcel Identification No. 004-683-561; Roll No. 01-307-2897.000; 1250 Esquimalt Road, Ismaili Jamatkhana and Centre), and any improvements thereon, held by **His Highness Prince Aga Khan Shia Imami Ismaili Council for British Columbia**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
12. The lands described as Lot B, Esquimalt District, Plan 17210 (Parcel Identification No. 003-899-721; Roll No. 01-307-3153.000; 1037 Lyall Street), and any improvements thereon, held by **Capital Mental Health Association** and operated as a licensed community care facility under the *Community Care and Assisted Living Act*.
13. The lands described as Lot A, Section 11, Esquimalt District, Plan 17210 (Parcel Identification No. 003-899-705; Roll No. 01-307-3152.000; 1039 Lyall Street), and any improvements thereon, held by **Capital Mental Health Association** and operated as a licensed community care facility under the *Community Care and Assisted Living Act*.
14. That portion of the land and improvements described as Lot B, Section 10, Esquimalt District, Plan 13018 DD399878I, Except That Part of Lot B in Red on Plan 13018 (Roll No. 01-307-2905.000; Parcel Identifier No. 004-830-237; 1008/1010 Craigflower Road), leased by **Society of St. Vincent de Paul Vancouver Island**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation.
15. That portion of the land and improvements described as Lot A, Section 11, Esquimalt District, Plan VIP78775, (Parcel Identification No. 026-280-621; Roll No. 01-307-3394.002; 445 Head Street), leased by **2483 Princess Patricia's Canadian Light Infantry, Royal Canadian Army Cadet Corps**, a charitable, philanthropic or other not for profit corporation, and used for a purpose that is directly related to the purposes of the corporation, to the extent of 34% for land and 100% for improvements of the Class 6 Business & Other assessed values as classified under the *Assessment Act*.



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 24, 2012
Staff Report No. Dev-12-038

REQUEST FOR DECISION

SUBJECT: Bylaw to establish an Advisory Planning Commission and to provide for its composition and procedures. (Schedule "A")

RECOMMENDATION: That Council give the first three readings to Bylaw 2792.

RELEVANT LEGISLATION:

Local Government Act Section 898

RELEVANT POLICY:

Township of Esquimalt Strategic Priorities

STRATEGIC RELEVANCE:

To take Esquimalt to the "Leading Edge" of planning and development legislation that will provide a solid foundation for Community Development including but not limited to; the development of the Esquimalt Village Project, revitalization of the local economy, and a more transparent and accountable planning and development process.

Submitted by: Writer

Bill Brown

Reviewed by: CAO

Robert

Date:

Sept 20/12

STAFF REPORT

DATE: September 19, 2012 Report No. Dev-12-038
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Bylaw to Establish an Advisory Planning Commission and to provide for its composition and procedures

RECOMMENDATION:

That Council give first, second, and third readings to Bylaw 2792 being a Bylaw to establish an Advisory Planning Commission and to provide for its composition and procedures.

BACKGROUND:

At Council's August 13, 2012 Committee of the Whole meeting, staff presented a proposal for the, "Creation of a Second Advisory Planning Commission to be known as the "Esquimalt Advisory Design Panel" (see staff report No. DEV-12-032). At that meeting, Council, sitting as the Committee of the Whole, unanimously passed the following motion:

That the Committee of the Whole:

- 1) *Receive Staff Report No. DEV-12-032 for information;*
- 2) *Direct staff to confirm legislation regarding non-resident members on Design Panels;*
- 3) *Direct staff to ensure that Advisory Planning Commission recommendations are included in the reporting; and*
- 4) *Direct staff to proceed with the preparation of a report for Council's review.*

Pursuant to Council's direction, staff attended the August 21, 2012 meeting of the Advisory Planning Commission to discuss the idea of creating a second Advisory Planning Commission that would function as an Advisory Design Panel. Following a discussion with staff the Commission unanimously passed the following motion:

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.

Staff also followed up on Council's direction to, "confirm legislation regarding non-resident members on Design Panels". Section 898 (4) of the Local Government Act states:

"At least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral district."

Because there may be difficulty finding enough design professionals that live in Esquimalt to sit on an "Advisory Design Panel"; the proposed bylaw has been drafted so that the new Advisory Planning Commission shall consist of 14 members, ten of whom need to be residents of the

Township of Esquimalt.

Under the proposed bylaw, Council will designate 7 members as members of the “design review” subcommittee and seven members as the “land use” subcommittee of the Commission. The membership of the “land use” subcommittee shall consist of residents of Esquimalt that Council feels will provide the best possible advice from a land use policy perspective. On the other hand, the membership of the “design review” subcommittee will consist of the following:

- Two members of the Architectural Institute of BC;
- Two members of the Society of Landscape Architects;
- One member with a minimum of Level 2 training in Crime Prevention Through Environmental Design;
- One member with training or practical knowledge in the field of heritage conservation; and
- One member with knowledge in the field of building access for persons with disabilities.

Following the adoption of the bylaw, staff will send a copy to the Architectural Institute of BC and the BC Society of Landscape Architects and request that they put forward the names of two members from each of their respective organizations to sit on the design review subcommittee. These names will then be forwarded to Council with a request that Council appoint them to the design review subcommittee of the Advisory Planning Commission.

The land use subcommittee will continue to review proposed amendments to the Official Community Plan and the Zoning Bylaw as well as any other land use policy initiatives referred to them by Council. The design review subcommittee will review development permit applications for developments larger than duplexes or any other development proposals referred to them by Council or the Director of Development Services.

ISSUES:

1. Rationale for Selected Option

Staff believe that the Township of Esquimalt would benefit greatly by establishing an Advisory Planning Commission sub-committee that would function as a Design Review Subcommittee. This Subcommittee would review complex development permit applications and provide a professional assessment of the proposals that they review. They bring to the development review process a skill set that would otherwise not be readily available to the Township.

2. Organizational Implications

Having an Advisory Design Panel would provide staff and Council with an invaluable resource to aid in the evaluation of development proposals.

3. Financial Implications

The advice provided by “Advisory Design Panels” has an intangible value to the municipality. Members of the Panel willingly volunteer their services. The municipality would only be responsible for reimbursing travel costs. Most members would be from the Victoria Core Area.

4. Communication

As per Council's direction, Staff met with the Advisory Planning Commission to discuss this initiative, particularly with regard to the establishment of an Advisory Design Panel.

ALTERNATIVES:

- 1) Give first, second, and third readings to Bylaw 2792, being a Bylaw to establish an Advisory Planning Commission and to provide for its composition and procedures.
- 2) Give first reading to Bylaw 2792, being a Bylaw to establish an Advisory Planning Commission and instruct staff to carry out further public consultation.
- 3) Send the bylaw back to staff for further refinement.
- 4) Defeat the bylaw.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2792

A Bylaw to establish an Advisory Planning Commission and to provide for its composition and procedures.

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT, in open meeting assembled, enacts as follows:

Establishment of Commissions

1. This bylaw may be cited as the "ADVISORY PLANNING COMMISSION BYLAW, 2012, NO. 2792".
2. The Council establishes an advisory planning commission to be known as the Esquimalt Advisory Planning Commission (A.P.C.).
3. Council shall include in its annual budget such sums as are necessary to defray the expenses of the Commission.

Commission Membership

4. The Commission shall consist of fourteen members appointed by Council who are not members of Council or officers or employees of the Township, and of whom at least ten are residents of the Township of Esquimalt. In making appointments the Council shall have regard to the qualifications of design review subcommittee members set out in section 8.
5. At the establishment of the Commission, Council shall appoint members as follows:
 - a. Seven members shall be appointed for a term expiring on December 31, 2013; and
 - b. Seven members shall be appointed for a term expiring December 31, 2014.
6. Upon the expiry of the initial terms, all new appointments shall be made for a term of two years.
7. At the establishment of the Commission and at all times thereafter, the Council shall designate 7 members as members of a design review subcommittee of the Commission and 7 members as members of a land use and development review subcommittee of the Commission. References in this bylaw to the Design Review Subcommittee shall be interpreted as references to the former and references to the Land Use Subcommittee shall be interpreted as references to the latter.

8. The Design Review Committee shall, to the extent that appropriately qualified members have been appointed to the Commission under section 4, be composed of two members of the Architectural Institute of B.C., two members of the B.C. Society of Landscape Architects, one member with Level 2 training in Crime Prevention Through Environmental Design, one member with training or practical knowledge in the field of heritage conservation, and one person with knowledge in the field of building access for persons with disabilities.
9. No member of the Commission shall serve for more than three consecutive terms, including any term on any advisory planning commission of the Township established prior to the enactment of this bylaw.
10. At any time, the Council may revoke the appointment of any member of the Commission and appoint another member in that member's place, having regard to the qualifications of design review subcommittee members set out in section 8.
11. If a member of the Commission is absent, except with leave of the Council, from three consecutive meetings of the Commission, the member's appointment shall be deemed to have been terminated.
12. If a member of the Commission has received Council's permission for a leave from the Commission's meetings, Council may appoint a replacement member for the period of the approved absence.
13. Whenever a vacancy arises on the Commission, Council shall within thirty days of such vacancy or such longer period as may be required to identify an eligible replacement member, appoint a person to fill such vacancy for the balance of the term.
14. All members of the Commission shall serve without remuneration, but any Commission member may be paid by the Township for reasonable and necessary expenses that are reimbursable according to policies adopted by the Council from time to time.

Commission Procedure

15. At its first meeting each calendar year, the Commission shall elect from among its members a Chairperson who shall preside over the meetings of the Commission, and each subcommittee of the Commission shall elect from among its members a Chairperson who shall preside over the meetings of the subcommittee.
16. All meetings of the Commission shall be at the call of the Chairperson, and shall be held monthly on the third Tuesday of each month unless, in any particular month, a quorum of the Commission cannot be assembled on that day, in which case the meeting may be on another day on which a quorum is available.

17. All meetings of a subcommittee of the Commission shall be at the call of the chairperson of the subcommittee and shall be held as required to deal with matters that have been referred to the subcommittee.
18. Eight members of the Commission shall constitute a quorum.
19. Subject to the provisions of subsections (a) and (b), a Commission may adopt rules for its procedure and that of its subcommittees and may from time to time vary such rules by the affirmative vote of a majority of all the members of the Commission. Where no rule has been made then the rules of procedure of Esquimalt Council shall apply except that:
 - a. all questions except the adoption or varying of procedural rules as heretofore provided, shall be decided by a simple majority vote of the members present at the meeting. In the case of a tie vote the question shall be defeated, and
 - b. if during a meeting of a Commission or subcommittee any ruling of the Chairperson is challenged by a member, the Chairperson's ruling shall immediately be put to a vote without debate and the result of such vote shall govern.
20. All meetings of the Commission or subcommittee shall be open to the public and where the Commission or subcommittee is considering an amendment to a plan or bylaw or the issuance of a permit, the applicant is entitled to be heard.
21. The Commission and its subcommittees shall cause proper minutes to be kept of its proceedings. The Township shall provide a secretary for the meetings of the Commission and its subcommittees.
22. Resource persons may attend Commission and subcommittee meetings as follows:
 - a. Any Council member, employee or officer of the Township, or the Approving Officer for the Township, may attend a meeting of a Commission or subcommittee in a resource capacity and may be invited to speak by the Chair.
 - b. Other persons may, at the Commission's or subcommittee's invitation, attend meetings in an advisory capacity and may be invited to speak by the Chair.
 - c. Persons attending Commission or subcommittee meetings in a resource or advisory capacity shall not vote on matters under consideration by the Commission or subcommittee.
23. Neither an amendment to the Zoning Bylaw or official community plan nor any

permit shall be invalid by reason of non-compliance on the part of a Commission or subcommittee with the provisions of this bylaw dealing with procedure.

Duties and Referrals

24. The Land Use Subcommittee shall advise Council on all matters respecting land use, community planning and proposed bylaws and permits under the *Local Government Act*, other than matters referred to the Design Review Committee under Section 27, which are referred by Council or by Township staff pursuant to the Township's development application procedures and fees bylaw.
25. The Design Review Committee shall advise Council on matters of urban design arising with respect to:
 - a. applications for development permits in development permit areas established for the establishment of objectives for the form and character of development, other than Development Permit Area No. 5 unless the Council refers the application to the Commission, and not including applications that are within the jurisdiction of the Director of Development Services unless the Director refers the application to the Commission;
 - b. applications for amendments to official community plans or zoning bylaws that establish or amend form and character guidelines, including applications initiated by the Township;
 - c. applications for zoning bylaw amendments in connection with which the applicant proposes a specific building design, that are referred to the Commission by Council or by the Director of Development Services; and
 - d. applications for heritage alteration permits.
26. A subcommittee shall deal expeditiously with all matters referred to it and shall submit its recommendation, with reasons, to the Council or the Director of Development Services, as the case may be, within 30 days of the referral or such shorter period of time as the Council or Director may specify in the referral.
27. Each Commission and subcommittee agenda and the minutes of each meeting shall be forwarded to Council and the Director for information. Once the minutes of a meeting have been received by Council, they shall be made available to the public for inspection, upon request.
28. The Advisory Planning Commission and its subcommittees shall before making a recommendation to the Council consider any applicable official community plan or local area plan and may consult the Director of Development Services or other staff of the Township, and in relation to any rezoning application shall recommend approval or rejection of the application, approval of the application subject to conditions recommended by the Commission, or postponement of

Council consideration of the application pending receipt of additional information from the applicant.

29. The Advisory Planning Commission or a subcommittee in relation to any application for a development permit or heritage alteration permit may recommend the approval of the application subject to any condition or requirement that the Commission or subcommittee recommends, having regard to the relevant provisions of the *Local Government Act*, or postponement of Council consideration of the application pending receipt of additional information from the applicant including changes in the proposed design that are in the Advisory Planning Commission or subcommittee's opinion necessary for compliance with the applicable development permit guidelines or heritage protection, as the case may be.

30. A recommendation of the Commission or a subcommittee shall be made available to the applicant or their agent, in writing, within 48 hours of the Commission's or subcommittee's consideration of the application.

Repeal

31. The Township of Esquimalt Advisory Planning Commission Bylaw, 1996, No. 2268 as amended is repealed and the appointments made pursuant to that bylaw are rescinded.

Read a first time by the Municipal Council on _____.

Read a second time by the Municipal Council on _____.

Read a third time by the Municipal Council on _____.

ADOPTED by the Municipal Council on _____.

MAYOR

CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MAYOR'S AND COUNCILLORS' REPORTS

Report from: Councillor Dave Hodgins

Subject: Federation of Canadian Municipalities Board of Directors Meeting, September 4 – 8, 2012, Laval, Quebec

Council Agenda: September 24, 2012

Overview:

The Federation of Canadian Municipalities (FCM) Board of Directors, Standing Committees and Forum working sessions were very informative and constructive. My participation provided an excellent opportunity to network, learn and engage with elected officials and provincial/territorial association administrators representing numerous Canadian communities and jurisdictions. There were approximately 140 participants and FCM staff in attendance.

This report is intended to provide a high-level account of my involvement. There is a binder with detailed information and two additional FCM documents available in the Councillor's office. These reports provide considerable in depth information on FCM's agenda items, business issues, challenges and resolutions. As well, I have provided Council and our Chief Administrative Officer with FCM reports and information received via email. Please note that FCM has marked much of the information being made available as confidential.

Esquimalt's direct involvement (being at the table) with FCM business sessions on an ongoing basis is advantageous considering FCM's current issues, focus and initiatives and the direct connection to issues and challenges here at home. For example, the recent working sessions designed to influence federal policies, programs, and encourage additional support for municipalities included long-term infrastructure planning, public safety, the economics of policing, social-economic development including challenges related to homelessness and waste water treatment.

Work Sessions:

Tuesday, September 4 and Saturday, September 8 (in part) were travel days. The workshops for committee members were held on Wednesday, September 5 to Friday, September 7 2012. The summary of meetings (revised August 30 2012) is attached.

A significant focus of the session overall was the Long-Term Infrastructure Plan. The details of the deliberations and a “report card” on the state of Canada’s local infrastructure were provided and forwarded to Council and CAO. I actively participated in the two Standing Committees, the Rural Forum and Committee of the Whole workshops.

The workshops included:

Wednesday, September 5th:

- Orientation session for first time participants; and
- Evening networking opportunity.

Thursday, September 6th:

- Committee of the Whole session to discuss infrastructure planning;
- British Columbia Regional Caucus;
- Standing Committee of Community Safety and Crime Prevention; and
- Rural Forum.

Friday, September 7th:

- Standing Committee on Social-Economic Development; and
- Evening networking opportunity.

The business issues involved:

Standing Committee of Community Safety and Crime Prevention issues:

- The economics of policing: background, discussion and recommendations;
- Joint Committee on Community Corrections report; and
- Medical Marijuana Access Regulation report.

Standing Committee on Social-Economic Development workshop discussion involved:

- Housing and homelessness; and
- Community Infrastructure Partnership Program.

Rural Forum:

- Rural Broadband; and
- FCM submission on 700 MHz rural deployment requirements.

FCM forwarded a “Report to Council” via email on Friday, September 14th that provides an overview of discussions and decisions from the sessions held in Laval. This email has been forwarded to Council and our CAO.

The FCM Executive Committee and staff are to be applauded. These individuals did an outstanding job of leading, communicating, orchestrating and ensuring the discussions were positive and productive. The City of Laval was a fantastic host.

Respectfully submitted,
E. David Hodgins
Submitted September 17 2012



*★
 Sept. 5 2012*

**Board of Directors Meeting
 Sheraton Hotel, Laval, QC
 September 5 – 8, 2012**

Summary of Meetings (revised August 30, 2012)

Wednesday, September 5

1 - 4 p.m.

Registration
Foyer – Ste Dorothée

2 - 4 p.m.

Orientation for new FCM Board and Committee Members
Laval 3 Room – Ground Floor

4:30 - 6 p.m.

Standing Committee on Conference Planning
Auteuil Room – Ground Floor

7 - 9 p.m.

Mayor's Welcome Reception
Cosmodôme – Shuttle will leave the Sheraton at 6:45 and 6:55 p.m. The return shuttle will leave at 8:45 and 8:55 p.m.

Thursday, September 6

7 - 10 a.m.

Registration
Foyer – Ste Dorothée

7:15 - 8:15 a.m.

Executive Committee and Standing Committee Chairs
*(breakfast served at 7a.m)
 Auteuil – Vimont Room – Ground Floor*

8:30 - 10:45 a.m.

Committee of the Whole
*(simultaneous interpretation provided)
 Laval 3 Room – Ground Floor*

11 a.m. - 1 p.m.

Atlantic Regional Caucus (lunch provided)
Auteuil – Vimont Room – Ground Floor

11 a.m. - 1 p.m.

Prairies and Territories Regional Caucus (lunch provided)
Chomedey Room – Ground Floor

11 a.m. - 1 p.m.

Ontario Regional Caucus (lunch provided)
Duvernay Room – Ground Level

11 a.m. - 1 p.m.

British Columbia Regional Caucus (lunch provided)
Rosemere Room – Lower Level

11 a.m. - 1 p.m.

Quebec Regional Caucus (lunch provided)
Terrebonne Room – Lower Level

1:15 – 2 p.m.

Executive Committee
Mirabel Room – Lower Level

~~2 – 4:45 p.m.~~

~~Standing Committee on Community Safety and Crime
Prevention
(simultaneous interpretation provided)
Duvernay Room – Ground Floor~~

2 – 4:45 p.m.

Standing Committee on Municipal Finance and
Intergovernmental Arrangements
(simultaneous interpretation provided)
Chomedey Room – Ground Floor

2 – 4:45 p.m.

Standing Committee on Environmental Issues and
Sustainable Development
Auteuil – Vimont Room – Ground Floor

5 – 6:30 p.m.

Standing Committee on Increasing Women's Participation in
Municipal Government
Chomedey Room – Ground Floor

~~5 – 7:30 p.m.~~

Rural Forum (*dinner provided*)
Auteuil – Vimont Room – Ground Floor

6 – 7 p.m.

Standing Committee on Finance and Human Resources
Mirabel Room – Lower Level

Friday, September 7

7:15 – 8 a.m.

Meeting of Provincial and Territorial Association **Executive
Directors** (*Breakfast served at 7 a.m.*)
(simultaneous interpretation provided)
Chomedey Room – Ground Floor

8 – 9:30 a.m.

Meeting of Provincial and Territorial Association
Presidents and Executive Directors
(simultaneous interpretation provided)
Chomedey Room – Ground Floor

9:45 - 11:15 a.m.

Target 2014 – TBA
(simultaneous interpretation provided)
Laval 3 – Ground Floor

11:30 a.m. – 2:15 p.m.

Standing Committee on Social-Economic Development
(lunch provided)
(simultaneous interpretation provided)
Chomedey Room – Ground Floor

11:30 a.m. – 2:15 p.m.

Standing Committee on Municipal Infrastructure and
Transportation Policy *(lunch provided)*
(simultaneous interpretation provided)
Duvernay Room – Ground Floor

11:30 a.m. – 2:15 p.m.

Standing Committee on International Relations *(lunch
provided)*
(simultaneous interpretation provided)
Laval 1 Room – Ground Floor

2:30 - 4:15 p.m.

Northern and Remote Forum
Deux-Montagnes Room – Lower Level

2:30 - 4:15 p.m.

Réseau Francophone
Mirabel Room – Lower Level

4:30 - 6:30 p.m.

Executive Committee
Chomedey – Ground Floor

6:45 p.m.

Photo Session for Board of Directors
Laval 3 Room – Ground Floor

7 - 9 p.m.

Cocktail and Dinner hosted by the City
Sheraton Laval Hotel
7 p.m. – Cocktails, Laval 1 Foyer
7:30 p.m. – Dinner, Laval 1 Room

Saturday, September 8

8 – 9 a.m.

Breakfast
Duvernay Room – Ground Floor

8:30 a.m. - 2 p.m.

Board of Directors meeting
(simultaneous interpretation provided)
Laval 1 Room – Ground Floor

Noon to 1 p.m.

Luncheon
Duvernay Room – Ground Floor



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
CENTENNIAL CELEBRATIONS
SELECT COMMITTEE**

**Tuesday, July 31, 2012
6:30 P.M.**

Council Chambers, Esquimalt Municipal Hall

PRESENT: Janet Jones, Chair
Mayor Barbara Desjardins
Dian Hanna
Graham Jackson
Don Linge
Bob McKie
Lynda O'Keefe
Celia Owen
Sandy Rozon

STAFF: Ritchie Morrison, Project Manager

REGRETS: Bruce Devitt, Vice Chair
Councillor Lynda Hundleby
Joe Buczkowski
Greg Evans
Dino Fiorin
Janet Johnstone
Vicki Laidlaw
Sherry Robinson
Diane Knight

1. CALL TO ORDER

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

2. LATE ITEMS

There were no late agenda items.

3. APPROVAL OF AGENDA

Moved by Don Linge, seconded by Councillor McKie that the agenda be approved.
The motion **CARRIED**.

4. APPROVAL OF MINUTES OF JUNE 26, 2012

Moved by Don Linge, seconded by Mayor Desjardins to approve the minutes of June 26, 2012.

The motion **CARRIED**.

5. OLD BUSINESS

(1) Review Project List

1. Walkway. Chair Jones reported that Darwin Robinson and her will be assisting Vice Chair Devitt with the Walkway. She will be working with the verification of orders and Darwin will look after the design and organization of the sections of pavers. Dian Hanna reported that the total for pavers is now 520. Ritchie Morrison met with Public Works and Engineering regarding installation of the Walkway.
2. Calendar Amendments. It was noted that Sherri Robinson, Don Linge, Diane Knight and Mayor Desjardins have been working on the October 3rd Formal Council Evening and that invitations have been sent.

(2) Esquimalt Centennial Celebration Update

Heather Leary presented a number of site maps for the event and gave an overview of the event. It was noted that there will be 400 bike racks to encourage cyclists. Discussion took place regarding handicapped access and the requirement of chairs for the site.

Discussion took place regarding identification for volunteers. There will be a designated area for volunteers.

Moved by Councillor McKie, seconded by Dian Hanna that the volunteer shirts be printed with "VOLUNTEER" on the back and a "V" on the front for the Community Celebration.

The motion **CARRIED**.

Mayor Desjardins requested that the list of costume rentals be distributed to members in preparation for the September 8th event.

Chair Jones is working with Diane Knight on the VIP ceremony list for the event.

(3) "Esquimalt Shines" Update

Ritchie Morrison reported that there have been a few additional registrations. The judging period will be between August 20 – 24th.

(4) Sponsorship Update

Ritchie Morrison reported that sponsorship is ongoing.

(5) Advertising Update

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

(6) Budget

Ritchie Morrison advised that the Committee is on budget for the Centennial Celebration.

6. ROUNDTABLE

7. NEXT MEETING

The next meeting will be held August 21, 2012.

8. ADJOURNMENT

Chair Jones adjourned the meeting at 8:35 p.m.

Janet Jones, Chair
This 28th day of August, 2012



SCOUTS CANADA-GREATER VICTORIA AREA
505 MARIGOLD ROAD, VICTORIA, BC, V8Z 4R5
www.victoriascouts.ca

It starts with Scouts.

September 10, 2012

2012 SCOUT APPLE DAY, Saturday, September 29
GREATER VICTORIA AREA, SCOUTS CANADA

Dear Mayor and Council;

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: SEP 14 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

Scouts Canada, Greater Victoria Area, is an organization of 1500 youth and adults serving all communities south of the Malahat.

We have scheduled our 2012 Apple Day fund-raising drive for Saturday, September 29 between 9 AM and 3 PM. The drive consists of several strategically placed sites in all municipalities we serve, each with a small number of youth and adult members staffing the site and seeking donations to further our programs. Passers-by are asked to support Scouting and are thanked with an apple, a tag and smile. The funds that we raise go directly to Scouting's youth programs and to Camp Barnard in Sooke, a facility which is enjoyed by members of Scouting and many other local youth groups.

Merchants and property owners affected by this fundraiser are contacted for their support prior to this event. If you have further questions regarding this event, please contact Apple Day Coordinator Grace Seabrook at campbarnard@victoriascouts.ca or 250 592 5747.

Scout Apple Day has consistently raised \$20, 000 annually, all of which has gone directly into programs that support our young citizens in their growth and development.

We hope that your office and community will once again permit our presence on your streets for this important fundraiser.

Yours truly,

Ronald Planden, Area Commissioner
Scouts Canada, Greater Victoria Area
505 Marigold Road
Victoria, BC, V8Z 4R5

Nearby Parks and Trails:

- Juan de Fuca Marine Trail
- Ayum Creek Waterfront Reserve
- Galloping Goose Trail
- East Sooke Park
- Sooke Potholes Provincial Park
- Whiffin Spit Beach
- French Beach
- China Beach
- Sooke Bluffs Park

Local Recreation Activities:

- Jack Brooks Fish Hatchery
- SEAPARC Pool and Arena
- Sooke SK8 Park
- Sooke Regional Museum
- Fishing, Sailing, Whale Watching and Marine Adventures
- Victoria Natural History Society

Come explore nature's classroom...
a place to learn and grow
while having fun.



Endorsements:

"Over the years our school has had the pleasure of using the Camp Barnard facilities for a wide variety of activities from outdoor education trips, to debate and leadership retreats. The close proximity to Victoria together with the waterfront facilities and supportive staff make Camp Barnard an ideal and affordable location for many school activities." Richard Calderwood, Principal, Senior Campus Glenlyon Norfolk School

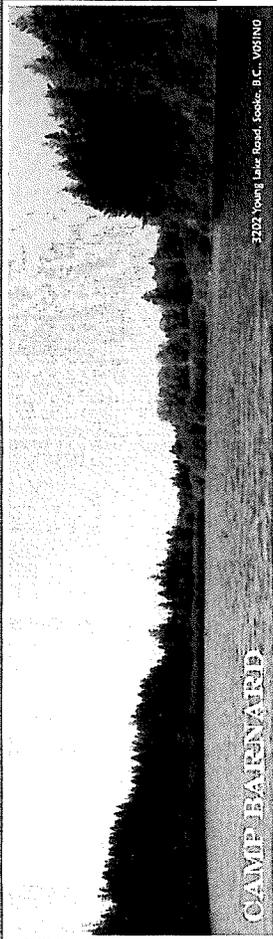
"Camp Barnard offers a terrific natural space and overnight facilities for teachers on southern Vancouver Island to connect their students to the natural world and provide rich outdoor learning experiences." Ken Andrews, Principal, Greater Victoria School District



For additional information on Camp Barnard facilities, availability, booking procedures, etc. go to www.victoriascouts.ca and click on "Camp Barnard."

We'd be happy to give you a tour of the camp. To arrange a visit and tour, please contact the Registrar at c_barnard@shaw.ca

CAMP BARNARD



The Camp...

Camp Barnard is a unique 250 acre campground including a 17-acre lake that is entirely within the camp. Situated in Sooke, one hour west of Victoria, Camp Barnard has provided youth and adults from British Columbia, across Canada and the Pacific Northwest with their first taste of camping and a quality outdoor experience for more than 60 years.

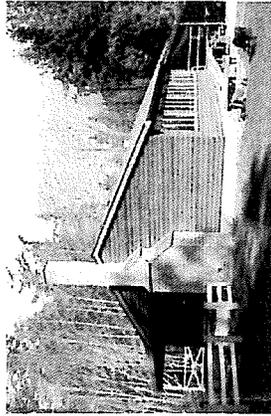
Camp Barnard is well equipped to accommodate all age groups and in the past year has hosted 12,000 camper nights. That's a lot of kids learning to work and play together!

An ideal location for...

- Fun and games in the great outdoors
- Team building
- Class retreats
- Art and crafts
- Drama
- Natural sciences
- Astronomy
- Group dynamics
- Outdoor skills leadership
- Natural Sciences
- Environmental studies

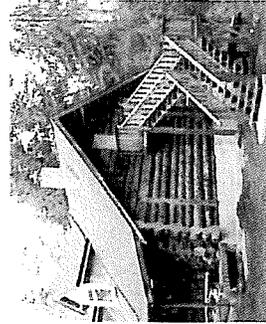
The uses and opportunities are almost endless.

Facilities include:



Totem and McPherson Lodges:

These two buildings, joined by a covered walkway, are usually booked together. Their location at the highest point in the developed area of camp offers a quiet setting and excellent star gazing. McPherson contains the kitchen and dining areas, with the dining room doubling as an activity area. Totem has a divided sleeping loft and a large activity room. There is a playing field, campfire circle, and space for tenting.



Cabin Circles:

There are four cabin circles (Rama, Mang, Kaa, and Sona) each with six cabins and bunks for 48 people.



Cabins are insulated and have covered porches.

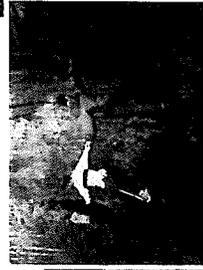
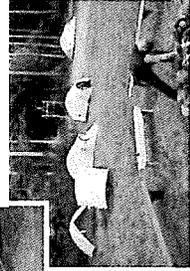
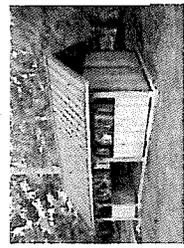
At least one cabin in each circle is wheelchair accessible. Each circle includes a fire pit with seating and access to a shared (1/2 per circle) fully equipped kitchen and dining area.

Tent Sites:

Camp Barnard has a wide range of sites suitable for tenting and tarping. Some locations have washrooms and showers; others are limited to pit toilets. Several free-standing shelters are available for activities.

Young Lake:

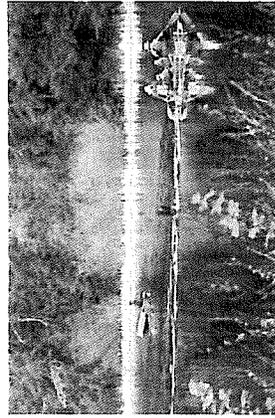
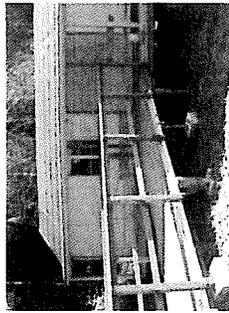
Our 17-acre lake features a swimming area and dock with a lakeside trail. Young Lake is big enough for a good paddle and small enough for a really great hiking adventure for younger children. Adjacent to the lake is the boat house with a fleet of canoes, kayaks and related gear.



Ready for action ...

What can you do at Camp Barnard?

- Day trips and overnight stays
- Canoeing and kayaking
- Frisbee golf
- Archery
- Fishing
- Swimming
- Geocaching and orienteering
- Campfires and outdoor cooking
- Hikes and nature walks – an amazing variety of trees, shrubs, wildflowers, mosses, mushrooms, birds, and much more.



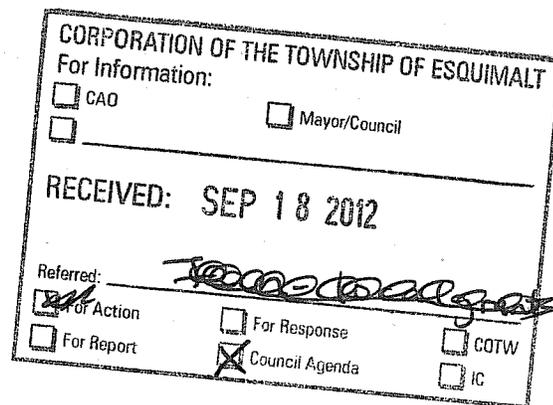
Kim Maddin

From: Anja Nurvo
Sent: September 18, 2012 12:13 PM
To: Kim Maddin
Subject: FW: Request for letter of Community Support from Township of Esquimalt for Application by Maritime Museum of BC for funding for Special Exhibit on War of 1812
Attachments: Description of War of 1812 Project (2).doc; letter of support. Esquimalt.doc.docx

Attachments and email for mail log and processing, please.

Anja Nurvo, BA, LLB
 Manager of Corporate Services
 Corporate Services
 Township of Esquimalt
 Phone: [1-250-414-7135](tel:1-250-414-7135)
www.esquimalt.ca

Celebrating 100 years as a Township in 2012
www.esquimaltcentennial2012.ca



From: Barb Desjardins [<mailto:barb.desjardins@esquimaltcouncil.ca>]
Sent: September 18, 2012 11:11 AM
To: Anja Nurvo
Subject: FW: Request for letter of Community Support from Township of Esquimalt for Application by Maritime Museum of BC for funding for Special Exhibit on War of 1812

Local grants?

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

Celebrating 100 years as a Township in 2012
www.esquimaltcentennial2012.ca

From: Barb Desjardins
Sent: September 18, 2012 11:08 AM
To: Anja Nurvo
Subject: FW: Request for letter of Community Support from Township of Esquimalt for Application by Maritime Museum of BC for funding for Special Exhibit on War of 1812

Correspondence for Council agenda, also to heritage committee?

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

From: Jan and Janice Drent [<mailto:jdrent@pacificcoast.net>]
Sent: September 18, 2012 10:23 AM
To: Barb Desjardins
Subject: Request for letter of Community Support from Township of Esquimalt for Application by Maritime Museum of BC for funding for Special Exhibit on War of 1812

Dear Mayor Desjardins,

I am writing as the Past President of the Maritime Museum of BC Society. As you know many of our members and visitors are residents of Esquimalt and the museum has enjoyed a long association with the Township.

I'm hoping that Esquimalt can help us by providing a letter of community support endorsing an application to the Department of Canadian Heritage War of 1812 Commemoration Fund for funding to produce a special exhibit opening in 2013 to be called *The War of 1812 –Far West and Pacific Dimensions*.

The proposal is outlined in the attachment. We have to apply now to get funding starting 1 Apr 2013; our application deadline is 1 October. We plan to open the exhibit around June 1 2013. We need community letters of support.

I am taking the liberty of also attaching a draft letter of support. We are requesting that the letter be sent to the museum so that we can include it in our submission package.

Yours sincerely

Jan Drent

Jan and Janice Drent
250-598-1661
jdrent@pacificcoast.net

Sept 5/12

Special Exhibit at Maritime Museum in 2013: *The War of 1812- Far West and Pacific Dimensions*

Background: The Maritime Museum is applying to the Department of Canadian Heritage for funding under the "1812 Commemoration Fund" to support a special exhibit in 2013. At least two letters of community support are required for our submission.

Objectives of the Special Exhibit: To create an awareness of the unique perspective of the War of 1812 from the viewpoint of western Canada and the United States. It is intended that this will enlarge the customary understanding, or images, of the conflict which have been dominated by events on the eastern seaboard of North America and the cross- border fighting from Nova Scotia west to Upper Canada.

The project will broaden public understanding of the impact that events in the Pacific and what later became western Canada and the United States had on the subsequent economic and political evolution of this region. The three interrelated strands of this story are:

- (a) Rivalry between the Northwest Company of Montreal (and subsequently the Hudson's Bay Company) and American entrepreneurs for the fur trade in what became Oregon. This resulted in confrontation on the Columbia River during the War;
- (b) operations by the Royal Navy in the Pacific during the war and;
- (c) how the Treaty of Ghent resulted in commissions establishing the 49th parallel west to the Continental Divide, a boundary demarcation subsequently extended further west to create the southern border of what is now British Columbia.

Concept: The project will include an interactive (touch screen) display and display panels to tell this story as well as a series of talks by well-known historian Dr. Barry Gough. Dr. Gough is internationally recognized as an expert on the history of the northwest coast of North America. His publications on this subject include *Juan de Fuca's Strait* (2012), *Fortune's A River* (2007), *Britain, Canada and the North Pacific* (2004), *First Across the Continent: Alexander Mackenzie* (1997), *The Northwest Coast: British Navigation, Trade and Discoveries to 1812* (1992) *The Royal Navy and the Northwest Coast of North America 1810-1914* (1971).

The special exhibit will open mid-May 2013. It will include an element accessible on line and an educational module. The touch screen unit and the display panels will be incorporated into the museum's permanent exhibit covering the impact of the fur trade on the Northwest Coast.

Cost: \$ 45,000 (\$ 34,500 cash outlay, \$ 10,500 in kind by volunteers, amount being requested from 1812 Commemoration Fund \$ 30,000.

September --- 2012

The Maritime Museum of British Columbia
28 Bastion Square
Victoria, B.C. V89W 1H9

To Whom It May Concern:

I am writing to express the support of the Township of Esquimalt for the Maritime Museum's request for funding from the Department of Canadian Heritage War of 1812 Commemoration Fund for a special exhibit to open in 2013.

The proposed exhibit called *The War of 1812 – Far West and Pacific Dimensions* promises to broaden public awareness and understanding of this conflict and its impact on western Canada. The Maritime Museum is an important local cultural institution and this special exhibit will help it carry out its mandate of interpreting our Province's maritime heritage.

Yours truly,

Barbara Desjardins

Mayor, Township of Esquimalt