



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Monday, October 15, 2012

7:00 p.m.

Esquimalt Council Chambers

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1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- (1) Minutes of the Regular Meeting of Council, October 1, 2012

Pg. 1 – 5

5. **PRESENTATION**

- (1) Certificates of Appreciation to Matthew Pomeroy and Gabrielle Martin

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

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

7. **STAFF REPORTS**

*Administration*

- (1) Council Policy No. PER-05: Officers and Exempt Employees, Staff Report No. ADM-12-050

Pg. 6 – 13

**RECOMMENDATION:**

That Council amends Council Policy No. PER-05 titled Terms and Conditions of Employment for Officers and Exempt Employees, as follows:

1. Add a new Clause 6 to Procedures, and re-number the balance of the Policy accordingly:

Family Illness

When no person other than the employee can provide for the needs during illness of an immediate member of his or her family, an employee upon approval by the Employer may be entitled to use a maximum of three (3) accumulated sick leave days per year for this purpose.

2. Add a new Item (b) to the re-numbered Procedure 7 – Vacation, and re-letter the balance of that clause accordingly:

(b) Deputy Fire Chief and Assistant Fire Chief vacation entitlements are earned per calendar year of service (pro-rated for year of hire and/or termination) on the following basis:

- up to and including 25 years of service: 4 blocks (of 4 workdays each); and
- over 25 years of service: 5 blocks (of 4 workdays each).

3. Delete the re-numbered Procedure 8 - Compensatory Time, and replace it with the following:  
“In addition to vacation entitlement pursuant to Clause 7 hereof, Officers and Exempt Employees shall be entitled to five additional working days and the Deputy and Assistant Fire Chiefs shall be entitled to one block [4 working days] in each calendar year (pro-rated for year of hire and/or termination) as paid leave in recognition of hours worked beyond the normal work schedule.”

- (2) Addition to the Esquimalt Community Heritage Register, Staff Report No. DEV-12-039 Pg. 14 – 20

**RECOMMENDATION:**

That Old Esquimalt Road be added to the Esquimalt Community Heritage Register.

**8. BYLAWS**

For Adoption

- (1) Tax Exemption (Non-Profit Organizations) Bylaw, 2012, No. 2793 Pg. 21 – 24

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

- (1) Report from Mayor Barbara Desjardins, Re: Reconsideration of Resolution Re: Acting Mayor Pay Pg. 25 – 29
- (2) Report from Mayor Barbara Desjardins, Re: Union of British Columbia Municipalities Conference, September 24 – 28, 2012 Pg. 30 – 31
- (3) Report from Councillors Meagan Brame, David Schinbein, Dave Hodgins, Tim Morrison, Lynda Hundleby and Robert McKie, Re: Union of British Columbia Municipalities Conference, September 24 – 28, 2012 Pg. 32 – 44

**10. REPORTS FROM COMMITTEES**

- (1) Draft minutes from the Heritage Advisory Committee meeting, September 19, 2012 Pg. 45 – 50
- (2) Memorandum from the Heritage Advisory Committee, dated October 2, 2012, Re: Heritage Advisory Committee 2012 Work Plan Pg. 51 – 53
- (3) Draft minutes from the Environmental Advisory Committee meeting, September 27, 2012 Pg. 54 – 57
- (4) Memorandum from the Environmental Advisory Committee, dated October 1, 2012, Re: Waste Reduction Week in Canada – October 15 – 21, 2012 Pg. 58 – 61

**11. COMMUNICATIONS**

- (1) Letter from Dean Fortin and Barbara Desjardins, Victoria Police Board, dated September 26, 2012, Re: 2012 CAPB Conference and AGM, Aug. 16 – 18, 2012, Victoria, BC Pg. 62

(2) Letter from Sylvia Vink, The Royal Canadian Legion, dated October 2, 2012, Re: Annual Remembrance Day Ceremony and Poppy Distribution Pg. 63

(3) Letter from G.M. Odsen, Greyhound Canada Transportation ULC, dated October 3, 2012, Re: Reduction of Bus Service Pg. 64 – 68

**12. NOTICE OF MOTION**

(1) Esquimalt Chamber of Commerce Membership Pg. 69

**13. PUBLIC QUESTION AND COMMENT PERIOD**

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

**14. ADJOURNMENT**



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
REGULAR MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, OCTOBER 1, 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  
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

The following was added to the Agenda:

- Pertaining to Agenda Item 6. Mayor's and Councillors' Reports  
(1) Report from Councillor Dave Hodgins, Re: Federation of Canadian Municipalities Target 2014: Building Our Future
  - Additional Background Information:
    - Target 2014: Securing a Long-Term Infrastructure Plan
    - Target 2014: Building Our Future – PowerPoint Slides

Mayor Desjardins noted that today was "International Day of Older Persons" as well as Councillor Schinbein's birthday.

3. **APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY.**

4. **MINUTES**

(1) Minutes of the Regular Meeting of Council, September 24, 2012

**MOTION:** Moved by Councillor Hodgins/Councillor Schinbein:  
That the minutes of the Regular Meeting of Council held September 24, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY.**

5. **PUBLIC INPUT**

There was no public input.

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

(1) Report from Councillor Dave Hodgins, Re: Federation of Canadian Municipalities (FCM) Target 2014: Building Our Future

Councillor Hodgins reported on the FCM's Target 2014, a national campaign whose objective was to ensure that the new long-term infrastructure plan meets the needs of local governments and the millions of Canadians they serve.

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

**WHEREAS** the Building Canada Plan and a number of important federal-provincial transfer agreements vital to Canada's cities and communities will expire in March, 2014;

**WHEREAS** Federal investments over the last few years have helped to slow the decline of our cities and communities, and the Government

of Canada has committed to develop a new long-term plan for municipal infrastructure funding in consultation with municipal and provincial/territorial governments;

**WHEREAS** a seamless transition from the Building Canada Plan to a new long-term plan is necessary to ensure that municipalities can continue planning their capital spending effectively;

**WHEREAS** the Federation of Canadian Municipalities (FCM) has launched a campaign to ensure the new plan reflects municipal priorities across the country and asks its member municipalities to pass a Council resolution supporting the campaign;

**AND WHEREAS** our community has continuing infrastructure needs, such as underground utilities and above ground structures, that can only be met through the kind of long-term planning and investment made possible by a national plan;

**THEREFORE BE IT RESOLVED** that Council endorses the FCM campaign and urges the Minister of Transport, Infrastructure and Communities to work with FCM to ensure the new long-term infrastructure plan meets the core infrastructure needs of cities and communities;

**BE IT FURTHER RESOLVED** that Council urges the Minister of Transport, Infrastructure and Communities to ensure that the new long-term plan is fully in place when existing programs expire in 2014; and

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be sent to the Minister of Transport, Infrastructure and Communities, to the provincial minister of municipal affairs, to Randall Garrison, MP, to the Federation of Canadian Municipalities and to the Union of British Columbia Municipalities.

**CARRIED UNANIMOUSLY.**

**7. REPORTS FROM COMMITTEES**

- (1) Adopted minutes from the Centennial Celebrations Select Committee meeting, August 28, 2012

**MOTION:** Moved by Councillor Hundleby/Councillor Morrison:  
That the adopted minutes from the Centennial Celebrations Select Committee meeting held August 28, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

**8. COMMUNICATIONS**

- (1) Letter from Daisy Foster, BC Water & Waste Association, dated September 17, 2012, Re: Drinking Water Week 2013 – May 13<sup>th</sup> to 19<sup>th</sup>

**MOTION:** Moved by Councillor Morrison/Councillor Schinbein:  
That the letter from Daisy Foster, BC Water & Waste Association dated September 17, 2012 regarding Drinking Water Week, 2013 – May 13<sup>th</sup> to 19<sup>th</sup> be received.

**CARRIED UNANIMOUSLY.**

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That the Township of Esquimalt proclaim May 13-19, 2013 as "Drinking Water Week".

**CARRIED UNANIMOUSLY.**

- (2) Email from Jim Stephen, dated September 25, 2012, Re: Residential Parking and Traffic Situation – Lockley Road/Intervale Avenue Area

The Director of Engineering and Public Works advised that a petition had been received from residents in the 1200 block of Lockley Road for "Residents Only Parking" designation in their area, and a Traffic Order will be coming forward to Council for consideration.

**Council Comments** (*Staff response in italics*):

- Concerned about problems on Intervale Avenue as well, and residents should be given information on the petitioning process;
- What about Traffic Order to left hand turn access onto Admirals Road? *Traffic Order was approved by Council; however Seaspan officials came to the Township with concerns and a meeting has been arranged with Seaspan and DND to look at problems in the whole area;*
- If designated "Residents Only Parking", how is this enforced? *Bylaw Officer can investigate complaints of non-residents parking in the area; however it is a problem to identify vehicles that shouldn't be parked in the area (i.e. contractors, visitors, etc.);*
- Concern expressed regarding the speeding issue on Lockley Road and the operation of the speed reader; *Lockley Road is on VicPD's "hit list" for speeders.*

**MOTION:** Moved by Councillor Hodgins/Councillor Brame:  
That the email from Jim Stephen dated September 25, 2012 regarding residential parking and traffic situation at Lockley Road/Intervale Avenue area be received.

**CARRIED UNANIMOUSLY.**

- (3) Letter from Lei Davies, Esquimalt Curling Club, dated September 25, 2012, Re: Donation of Television to Archie Browning Sports Centre

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the letter from Lei Davies, Esquimalt Curling Club, dated September 25, 2012 regarding the donation of a television to the Archie Browning Sports Centre be received; and that a letter of appreciation be sent to the Esquimalt Curling Club in acknowledgement of this donation.

**CARRIED UNANIMOUSLY.**

- (4) Email from Nick Tuele, Greater Victoria Sports Hall of Fame, dated September 26, 2012, Re: Hall of Fame Sponsorship

**MOTION:** Moved by Councillor Hodgins/Councillor McKie:  
That the email from Nick Tuele, Greater Victoria Sports Hall of Fame, dated September 26, 2012 regarding Hall of Fame sponsorship be received for information only.

**CARRIED UNANIMOUSLY.**

**9. PUBLIC QUESTION AND COMMENT PERIOD**

*Muriel Dunn, resident,* expressed appreciation for the information on the process of "Residents Only Parking" designations.

*Jim Stephen, resident,* requested Council to consider speed humps to slow down traffic on Lockley Road.

*Dale Corry, resident,* expressed concern with speeding along Lockley Road.

*Jesse Nash, resident,* expressed concern with the inability of the Street Sweeper to clean Lockley Road because of parked cars.

*Judy Miller, resident,* expressed concern with speeding along Lockley Road and access to her driveway.

*Nick Kovacs, resident,* expressed appreciation for the FCM Infrastructure Plan, and encouraged Council to work with the CRD to develop a comprehensive transportation plan for the region.

**10. ADJOURNMENT**

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That the Regular Meeting of Council be adjourned at 7:45 p.m.

**CARRIED UNANIMOUSLY.**

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

CERTIFIED CORRECT:

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ANJA NURVO  
CORPORATE OFFICER





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: October 15, 2012  
Staff Report No. ADM-12-050

## REQUEST FOR DECISION

**SUBJECT: COUNCIL POLICY NO. PER-05: OFFICERS AND EXEMPT EMPLOYEES**

**RECOMMENDATION:**

That Council amends Council Policy No. PER-05 titled Terms and Conditions of Employment for Officers and Exempt Employees, as follows:

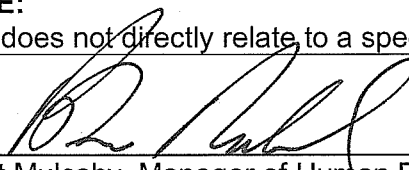
1. Add a new Clause 6 to Procedures, and re-number the balance of the Policy accordingly:  
Family Illness  
When no person other than the employee can provide for the needs during illness of an immediate member of his or her family, an employee upon approval by the Employer may be entitled to use a maximum of three (3) accumulated sick leave days per year for this purpose.
2. Add a new Item (b) to the re-numbered Procedure 7 – Vacation, and re-letter the balance of that clause accordingly:  
(b) Deputy Fire Chief and Assistant Fire Chief vacation entitlements are earned per calendar year of service (pro-rated for year of hire and/or termination) on the following basis:
  - up to and including 25 years of service: 4 blocks (of 4 workdays each); and
  - over 25 years of service: 5 blocks (of 4 workdays each).
3. Delete the re-numbered Procedure 8 - Compensatory Time, and replace it with the following:  
"In addition to vacation entitlement pursuant to Clause 7 hereof, Officers and Exempt Employees shall be entitled to five additional working days and the Deputy and Assistant Fire Chiefs shall be entitled to one block [4 working days] in each calendar year (pro-rated for year of hire and/or termination) as paid leave in recognition of hours worked beyond the normal work schedule."

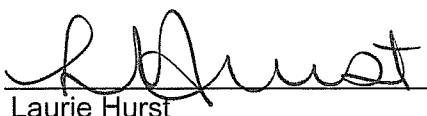
**RELEVANT POLICY:**

Council Policy No. PER-05 Terms and Conditions of Employment for Officers and Exempt Employees, as amended November 7, 2011.

**STRATEGIC RELEVANCE:**

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

Submitted by: Writer -   
Pat Mulcahy, Manager of Human Resources

Reviewed by: CAO -  Date: Oct 10/12  
Laurie Hurst

## STAFF REPORT

**DATE:** October 9, 2012 Report No. ADM-12-050  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Pat Mulcahy, Manager of Human Resources  
**SUBJECT:** Council Policy: Officers and Exempt Employees PER-05

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### RECOMMENDATION:

That Council amends Council Policy PER-05 Terms and Conditions of Employment for Officers and Exempt Employees, as follows:

1. Add a new Clause 6 to Procedures, and re-number the balance of the Policy accordingly:

#### Family Illness

When no person other than the employee can provide for the needs during illness of an immediate member of his or her family, an employee upon approval by the Employer may be entitled to use a maximum of three (3) accumulated sick leave days per year for this purpose.

2. Add a new Item (b) to the re-numbered Procedure 7 – Vacation, and re-letter the balance of that clause accordingly:

(b) Deputy Fire Chief and Assistant Fire Chief vacation entitlements are earned per calendar year of service (pro-rated for year of hire and/or termination) on the following basis:

- up to and including 25 years of service: 4 blocks (of 4 workdays each); and
- over 25 years of service: 5 blocks (of 4 workdays each).

3. Delete the re-numbered Procedure 8 - Compensatory Time, and replace it with the following:

“In addition to vacation entitlement pursuant to Clause 7 hereof, Officers and Exempt Employees shall be entitled to five additional working days and the Deputy and Assistant Fire Chiefs shall be entitled to one block [4 working days] in each calendar year (pro-rated for year of hire and/or termination) as paid leave in recognition of hours worked beyond the normal work schedule.”

### BACKGROUND:

When Council Policy No. PER-05 was established it involved two separate components. The first was to capture and include the purely administrative issues previously in the Officers and Exempt Employees Bylaw while the second was to broaden the Policy to encompass the newly exempted positions of Deputy Fire Chief and Assistant Fire Chief.

First, in so doing, the provision in the parent Policy statement regarding Family Leave that had existed for several years was by oversight not incorporated into the Officers and Exempt Employees Policy and thus Exempt Employees and Officers lost access to that benefit.

Second, in broadening the Policy to accommodate the newly exempted positions of Deputy Fire Chief and Assistant Fire Chief, the provision for Sick Leave was amended to recognize that they work 4 day, 48 hour blocks as opposed to 35 hour weeks. The provisions for Vacation and Compensatory Time were not amended and this Report seeks to repair those oversights.

**ISSUES:**

1. Rationale for Selected Option

The recommendation is to restore Family Illness to the terms and conditions now embodied in Council Policy No. PER-05, as well as to facilitate the calculation of vacation for the newly-exempted Deputy and Assistant Fire Chiefs.

2. Organizational Implications

There are no organizational implications of this Request for Decision.

3. Financial Implications

There are no additional financial implications of this Request for Decision.

4. Communication

A copy of revised Council Policy No. PER-05 will be distributed to relevant exempt staff and posted on the staff intranet.

**ALTERNATIVES:**

1. That Council amends Council Policy No. PER-05 as recommended by staff in Staff Report No. ADM-12-050.

2. That Council not amend Council Policy No. PER-05.



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**COUNCIL POLICY**

<b>TITLE: Terms and Conditions of Employment for Officers and Exempt Employees</b>	<b>NO. PER - 05</b>
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**POLICY:**

The Township values its Officers and Exempt Employees and desires to optimize their recruitment, retention and performance.

From time to time Council will revise the terms and conditions of employment (other than those established by statute or regulation) that are intended to encourage high performance as well as to provide job satisfaction. Some of these revisions will be based upon research, including periodic compensation reviews, with comparator municipalities.

This Policy sets out several terms and conditions of employment applicable to Officers and Exempt Employees. In the event of conflict between any provision of this Policy, any statute, bylaw, resolution or other policy and any contract of employment, the contract prevails.

**PROCEDURES:**

**1. APPOINTMENT**

- (a) All letters of appointment, issued by the Chief Administrative Officer for all Officers, and issued by Officers for Exempt Employees, and signed in agreement by the subject person, form *de facto* contracts of employment between the Township and the Officer or Exempt Employee.
- (b) The oath of office for Officers shall be in the form attached as Schedule "A" hereto.

**2. PROBATION**

- (a) Each Officer and Exempt Employee shall serve a probationary period of one year during which their performance will be assessed against standard expectations of performance.
- (b) During the probationary period, an Officer or an Exempt Employee may be dismissed for cause or without cause, subject to compliance with Sections 151 and 152 of the *Community Charter* and in accordance with clause 13 hereof.

**3. REMUNERATION**

- (a) Commencing with the year 2011, the Township will survey comparator municipalities every third year to determine whether any adjustments are necessary to maintain fair, comparative and equitable salaries.
- (b) Salaries for each position will be maintained in four-step ranges. Ranges for one or more positions which are rated to be of similar value will be identical.
- (c) Appointments may be made at any step in a range dependent upon each Officer's or Exempt Employee's credentials and/or any relevant circumstances at the discretion of the Chief Administrative Officer.

<b>EFFECTIVE DATE:</b> November 7, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> ADM-11-052	<b>AMENDS NO.</b> #1 – Nov. 7, 2011	<b>PAGE 1 OF 4</b>
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- (d) Salary increases are generally awarded upon successful completion of probation and annually thereafter, at the discretion of the Chief Administrative Officer.
- (e) Notwithstanding the above, Fire Department Assistant Chief salaries are fixed as a percentage of the IAFF 1st Class 10 year Firefighter rate.

**4. SICK LEAVE**

- (a) Officers and Exempt Employees who work an 1820 hour year earn sick leave credits at the rate of one and one-half working days per month to a maximum accumulation of 910 hours (or one-half year).
- (b) Fire Department Assistant Chiefs and the Deputy Chief who work a 2184 hour year on average can accumulate a maximum of 1092 hours (or one-half year).
- (c) All Officers and Exempt Employees are entitled to one year's credit of sick leave days in advance of earning them.

**5. PAID HOLIDAYS**

Paid holidays include: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day, plus any other day proclaimed as a holiday by Parliament, the BC Legislature or the Township Council.

**6. VACATION**

- (a) Exempt Employees' vacation entitlements are earned per calendar year of service (pro-rated for year of hire and/or termination) on the following basis:
  - up to and including 8 years - 20 working days;
  - 9 to 16 years - 25 working days;
  - 17 to 25 years - 30 working days;
  - over 25 years - 35 working days.
- (b) Officers' vacations entitlements are earned per calendar year of service (pro-rated for year of hire and/or termination) on the following basis:
  - up to and including 8 years - 25 working days;
  - 9 to 16 years - 30 working days;
  - 17 to 25 years - 35 working days.
- (c) Approved vacations must be entered into the Township's Vacation Scheduler no later than March 31<sup>st</sup> of each year.

**7. COMPENSATORY TIME**

In addition to vacation entitlement pursuant to Clause 6 hereof, Officers and Exempt Employees shall be entitled to five additional working days in each calendar year (pro-rated for year of hire and/or termination) as paid leave in recognition of hours worked beyond the normal work schedule.

**8. HEALTH AND OTHER BENEFITS**

The premiums for all health (BCMSP), extended health, including dental, optical, hearing and other related benefits provided by the Township's carrier(s), as well as the Municipal Pension Plan are fully paid by the Township, with the exception of Long Term Disability which each Officer and Exempt Employee pays fully (thus rendering any benefits tax free).

<b>EFFECTIVE DATE:</b> November 7, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> ADM-11-052	<b>AMENDS NO.</b> #1 – Nov. 7, 2011	<b>PAGE 2 OF 4</b>
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**9. WORKERS' COMPENSATION**

Any Officer or Exempt Employee who, while on duty, suffers an injury of a kind for which compensation is provided under the *Workers' Compensation Act* shall continue to receive his or her full salary until he or she returns to duty or until he or she receives a Workers' Compensation Act Disability Allowance, provided that if he or she receives any compensation from the Workers' Compensation Board in respect of the period when he or she received full pay from the Township, he or she shall reimburse the Township in an amount equal to the compensation received.

**10. DEATH OF OFFICER OR EXEMPT EMPLOYEE**

In the event of the death of an Officer or Exempt Employee while in the employment of the Township, the Corporation shall pay to the beneficiary of the deceased Officer or Exempt Employee one (1) month's salary in respect of continuous employment of five (5) years or less or two (2) months' salary in respect of continuous employment of more than five (5) years at a rate applicable for the last full month of the said deceased officer's or Exempt Employee's employment.

**11. TEMPORARY APPOINTMENT**

- (a) Acting appointments for any Officer or Exempt Employee position may be made from time to time by the Chief Administrative Officer at his or her discretion.
- (b) An Officer or Exempt Employee that has been appointed to such Acting position shall be compensated by a 5% increase in their regular rate of pay during such period of appointment.

**12. LONG SERVICE RECOGNITION**

Upon resignation or retirement of an Officer or Exempt Employee, such Officer or Exempt Employee shall be paid one month's salary at the rate applicable for the last full month of the Officer's or Exempt Employee's employment for each ten (10) years of continuous employment. In addition, for each complete year of service in excess of the aforementioned ten (10) years, a further ten per cent (10%) of the Officer's or Exempt Employee's current monthly rate of pay shall also be paid to the Officer or Exempt Employee.

**13. TERMINATION**

- (a) Termination of Officers shall be in accordance with the Section 16 of the Officers Bylaw, 2011, No. 2777.
- (b) The Chief Administrative Officer may at any time terminate the employment of an Exempt Employee for cause without any period of notice or compensation.
- (c) The Chief Administrative Officer may at any time terminate the employment of an Exempt Employee without cause, as follows:
  - (i) during the Probationary Period, with payment of 3 weeks' salary, or as otherwise as may be required by BC Provincial Employment Standards legislation, as compensation or notice in lieu thereof;
  - (ii) after completion of the Probationary Period, with payment of one month's salary for every full or part year of employment, such payment not to be less than six months' salary and not more than 9 months' salary unless otherwise agreed to in writing by the parties.

<b>EFFECTIVE DATE:</b> November 7, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> ADM-11-052	<b>AMENDS NO.</b> #1 - Nov. 7, 2011	<b>PAGE 3 OF 4</b>
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**14. DISPUTES**

Any Officer or Exempt Employee who has a dispute or difference of opinion in respect of the terms and conditions of his or her employment or the interpretation of the provisions of this Policy shall submit the particulars thereof to the Chief Administrative Officer, and if the Chief Administrative Officer fails to resolve the matter to the satisfaction of the Officer or Exempt Employee, he or she may appeal the matter to Council.

**15. OTHER**

The Chief Administrative Officer may make minor deviations in practice from this Policy for individual circumstances, at his or her discretion. Any major deviations require the prior approval of Council, on an individual basis or as an amendment to this Policy.

**16. REPEAL**

Council Policy No. ADMIN-27 is hereby repealed.







## 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: October 15, 2012  
Staff Report No. DEV-12-039

### REQUEST FOR DECISION

**SUBJECT:** Addition to the Esquimalt Community Heritage Register.

**RECOMMENDATION:** That Old Esquimalt Road be added to the Esquimalt Community Heritage Register.

**RELEVANT POLICY:**

Esquimalt Heritage Policy [HER-05] - Section 5.2 states as an action item: Continue to identify sites for addition to the Community Heritage Register and prepare Statements of Significance for each site.

The Esquimalt Official Community Plan endorses the commitment to maintaining a heritage inventory in the form of a heritage register. The OCP states that heritage features are important community amenities that give the community a "sense of place".

**STRATEGIC RELEVANCE:**

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

Submitted by: Writer Karey Hay

Reviewed by: CAO R. Hurst

Date: Oct 11/12

## STAFF REPORT

**DATE:** October 3, 2012 Report No. DEV-12-039  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Karen Hay, Staff Liaison to the Heritage Advisory Committee  
Bill Brown, Director of Development Services  
**SUBJECT:** Addition to the Esquimalt Community Heritage Register

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### RECOMMENDATION:

That Old Esquimalt Road be added to the Esquimalt Community Heritage Register.

### BACKGROUND:

At the Heritage Advisory Committee meeting of September 19, 2012 the committee passed the following motion:

*Moved by Liz Dill and seconded by Catherine McGregor that the Heritage Advisory Committee recommends Council add Old Esquimalt Road to the Esquimalt Heritage Register.  
The motion CARRIED.*

A Statement of Significance has been prepared for Old Esquimalt Road and is attached.

### ISSUES:

1. Rationale for Selected Option  
Old Esquimalt Road has been identified as the oldest surveyed road in western Canada. Recognizing Esquimalt's heritage features fosters pride in Esquimalt's unique identity and could lead to future tourism opportunities.
2. Organizational Implications  
Placement of a property on a heritage register in no way encumbers the local government. Changes could be made for safety or development but inclusion on the Register ensures information is available for future Councils and citizens, that the community has identified there is heritage character and heritage value in the property as it exists currently.
3. Financial Implications  
There are no current financial implications. There maybe an interest in the placement of 'point of interest' signage along the road in the future.

4. Communication

The inclusion of Old Esquimalt Road on the heritage register could be a topic for a future article of the "Current", and there maybe an opportunity for local media to produce a community interest story. The addition of signage for the road could enhance local and tourist interest in the area.

**ALTERNATIVES:**

1. That Old Esquimalt Road be added to the Esquimalt Community Heritage Register.
2. That Old Esquimalt Road not be added to the Esquimalt Community Heritage Register.

## STATEMENT OF SIGNIFICANCE

### Old Esquimalt Road

#### Description of Historic Place:

Old Esquimalt Road today runs west to east from the intersection of Park Terrace in Esquimalt to Wilson Street in the City of Victoria. Historically, Old Esquimalt Road was the original route of Esquimalt Road and embraced Park Terrace and Wilson Street. Wilson Street was so named in 1890 when Victoria absorbed the Victoria West portion of the Esquimalt District, and Park Terrace was so named at the request of area homeowners in 1932.

#### Heritage Value:

The significance of Old Esquimalt Road is the reminder of how it connects us to our past.

It is the first planned road in Western Canada and served as the only safe overland means of travel between the Naval Base on Esquimalt Harbour and the Hudson's Bay Company fort in Victoria. It remained the only road to the Fort until 1865 when the 'new' Esquimalt Road was built.

In 1851, Joseph Despard Pemberton accessed the hill near the road's starting point upon which he set out a triangulation network defining the boundaries of the District and Esquimalt and the suburban lots in what later became the Township.

Old Esquimalt Road was carved out of the wilderness in 1852 by the crew of *HMS Thetis*, commanding officer Captain Augustus Leopold Kuper, RN, under the direction of Lieutenant John Moresby, RN [later Admiral Sir].

The road also served as the dividing line between the Puget Sound Agricultural Company (a subsidiary of the Hudson's Bay Company), Constance Cove and Viewfield Farms.

The first Roman Catholic Church in British Columbia, St. Joseph's Mission [no longer extant], was built in 1858 by the Order of Mary Immaculate Brothers [OMI] on property that was adjacent to Old Esquimalt Road and just west of Memorial Park. One of the brothers, stationed here twice, was Father Charles Pandosy, an important figure in BC history. He conducted the first baptism of a First Nations child, called Mary, at this church.

Lampson Street School, [sometimes called Viewfield School and Esquimalt Public School] was built at the corner of Old Esquimalt Road and Lampson Street in 1903. The

larger school was required when the first Free Public School in the Province of BC became overcrowded.

Memorial Park, which was dedicated to those Esquimalt residents who made the supreme sacrifice during the First and Second World Wars, was built fronting both Old Esquimalt Road and Esquimalt Road. The children's Memorial Playground opened in 1924, and Memorial Park was dedicated in 1927.

Col. John Hall, a compatriot of General Sir Arthur Currie, built his home on the road in 1908. He was instrumental in forming the 5<sup>th</sup> BC Regiment. His house at 1211 Old Esquimalt Road, called 'Longston', is extant.

Robert Pooley, son of Charles and Elizabeth Pooley, chose to make his home on Old Esquimalt Road [extant and now addressed as 704 Warder Place]. Both Robert and Charles served as MLA's for Esquimalt.

The Halfway House opened fronting Old Esquimalt Road in 1860. In 1861 it was one of the first Public Houses to receive a brewing license. The Halfway gained some notoriety when camels destined for the gold fields were kept in the paddocks off Old Esquimalt Road – even more so with the birth of three calves during their time there.

Old Esquimalt Road winds through a Garry oak meadow before crossing the confluence of Lampson and Head Street where it straightens before merging into Wilson Street.

### **Character-Defining Elements:**

Key elements that define the heritage value of Old Esquimalt Road include:

- remains of the road in its original alignment;
- position in relation to several heritage designated properties;
- semi-rural character, narrow width, curved and hilly;
- prominence of indigenous species, including Gary Oak meadow and Douglas Fir;
- brass plaque commemorating the original survey marker.

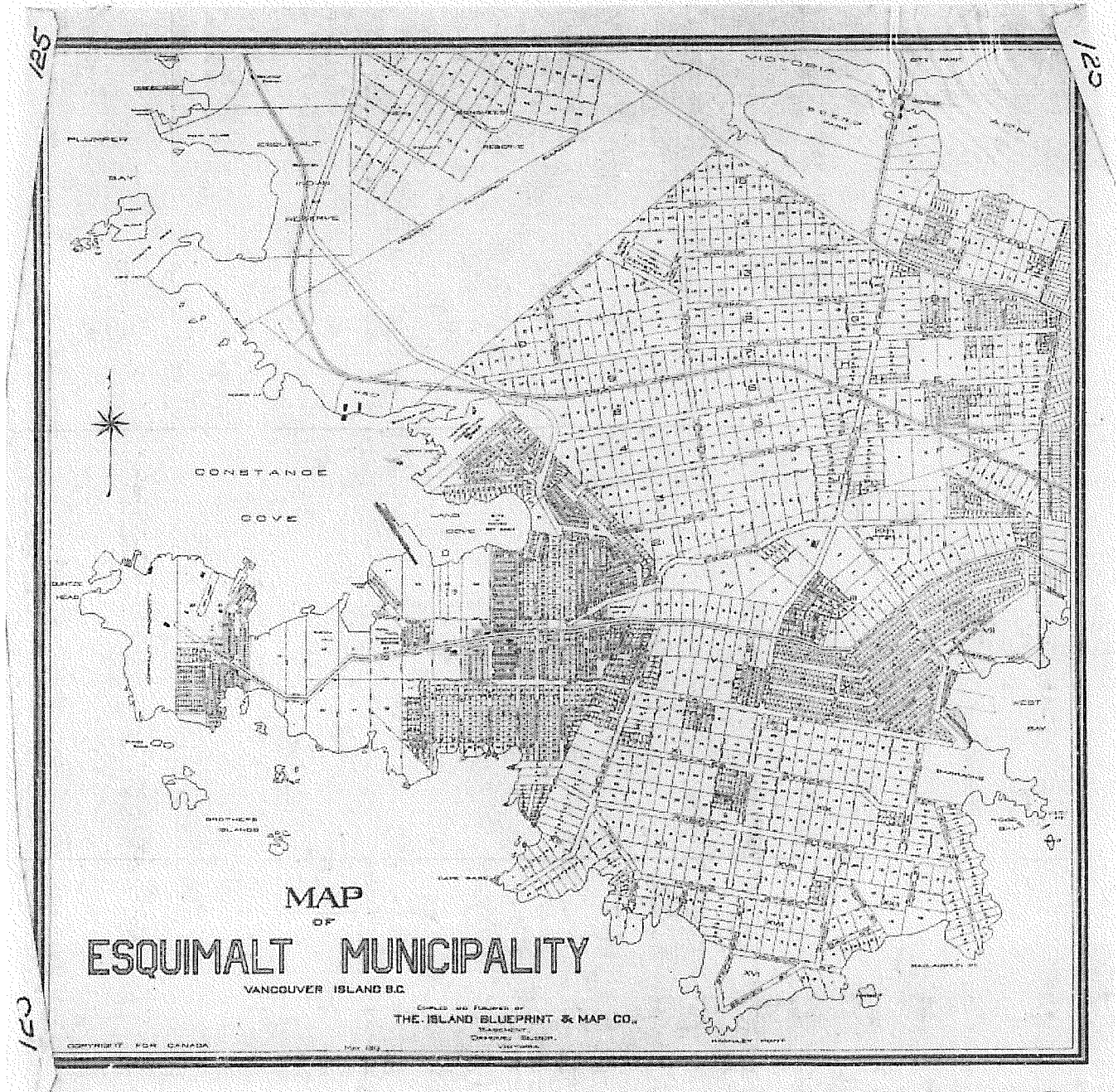


Figure 1: Historic Map (1913)



Figure 2: Plaque



Figure 3: Old Esquimalt Road in 2012

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2793**

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

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**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             , 2012.

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BARBARA DESJARDINS  
MAYOR

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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 Strata Lots 1 and 6, Section 10, Esquimalt District, Strata Plan VIS2853 (Parcel Identifiers 018-375-570 and 018-398-928; Roll Nos. 01-307-0009.113 and 01-307-0009.118; Unit 1, 744 Fairview Road), and any improvements thereon, owned by the **PEERS Victoria Resource 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"

8. 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.
9. 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.
10. 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.
11. 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*.
12. 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.
13. 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*.
14. 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*.
15. 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.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2793  
SCHEDULE "A"

16. 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

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## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins  
Subject: Reconsideration of Resolution re Acting Mayor Pay  
Council Agenda: October 15, 2012

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Pursuant to Section 131 of the *Community Charter*, I require Council to reconsider and vote again on the Resolution passed at the Regular Meeting of Council held on September 17, 2012 relating to the Amendment to Council Remuneration Bylaw, 2011, No. 2776 dealing with Acting Mayor Pay. A copy of the Resolution is attached.

The following is my rationale for requiring the reconsideration.

1. The Resolution has resulted in Council approving a Councillor pay increase of 5% without consideration of whether or not the Councillor appointed as Acting Mayor during any period actually does any additional Acting Mayor duties during that period. There are often times when no additional duties are actually assumed by the Acting Mayor. Was this Council's intention?
2. Councillor Morrison's Notice of Motion which was on the agenda for the September 17<sup>th</sup> Council meeting included the following statements:  
"The additional five percent of annual remuneration calculation is consistent with the municipality's policies regarding the additional remuneration for senior managers acting in the position of the CAO. A senior manager who serves as Acting CAO for a minimum of one consecutive week receives additional remuneration equal to five percent of his/her annual salary."  
For clarification, acting pay for staff only occurs when the staff person fills the Acting CAO position for more than 5 days. The Resolution for Acting Mayor pay is not consistent with this. Was this Council's intention?
3. There is already a Policy and process in place to deal with remuneration and this Resolution falls within this Policy. A copy of Council Policy No. ADMIN-62 is attached. The Resolution did not specifically address this Policy to state that Council intended to not follow its approved Policy.
4. The only other municipality that I am aware of that provides for Acting Mayor pay is the City of Victoria. We are not comparable to Victoria for the frequency and number of functions and events that the Acting Mayor would be expected to attend.
5. Invitations to attend functions and events are and always have been optional for attendance of Mayor and members of Council including the Acting Mayor.

6. Our Council Procedure Bylaw No. 2715, 2009, provides in Section 9 for an alternative means of appointment of a member of Council to be Acting Mayor. Rather than having a scheduled rotation, one member can be appointed for the year to be Acting Mayor. In addition, we can consider whether to amend the Bylaw to provide for a Deputy Mayor to be elected by Council annually. This would provide for greater continuity, greater clarification for staff, Council and the public on who to contact in the Mayor's absence, would restrict the risk of the Acting Mayor having to take time off work (with loss of income) to assume the Mayor's duties, etc. Is Council interested in further discussion of these options?
7. The increase in Councillor's pay is not consistent with our overall direction, determined unanimously as a Council during our budget deliberations, which was to hold the line on our budget and tax increases.
8. Since the Resolution was passed, we have had several members of the public expressing concern over the increase in Councillors' remuneration.

Accordingly, I require that Council reconsider and vote again on the attached motion.

Respectfully submitted,



Mayor Barbara Desjardins

Encl.

**Excerpt from approved Minutes of Regular Meeting of Council held September 17, 2012:**

11. NOTICE OF MOTION

(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).



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**COUNCIL POLICY**

<b>TITLE:</b> Remuneration for Elected Officials	<b>NO. ADMIN – 62</b>
<p><b><u>PURPOSE</u></b></p> <p>To outline the process for calculating the remuneration to be paid to the elected positions of Mayor and Councillor, and the process for providing for an annual increase.</p> <p><b><u>PROCESS</u></b></p> <ol style="list-style-type: none"> <li>1. At the beginning of the last year of a Council term (i.e., January of the third year), Council will initiate a study to compare remuneration in Esquimalt to the remuneration paid in comparable communities in British Columbia using pre-determined selection criteria. The study information will be used to assist in decision making regarding any further adjustment of Council remuneration.</li> <li>2. (a) Council remuneration will be based on the median level of remuneration as the most objective and fair measurement for this process.  (b) In the event the median values decrease, the current remuneration will remain unchanged.</li> <li>3. The remuneration established in the last year of a Council term will be paid to the newly elected Council members commencing in the month of their inaugural meeting [i.e., December to December – year one].</li> <li>4. Annual adjustments in Council remuneration during the term of Council will be in accordance with Council Remuneration Bylaw, 2011, No. 2778.</li> <li>5. Council will appoint five (5) members of the community to a Select Committee to review Council remuneration, similar to the recent Council Remuneration Committee.</li> </ol> <p><b><u>SELECTION CRITERIA FOR COMPARISON STUDY</u></b></p> <ol style="list-style-type: none"> <li>1. Factors to be considered in establishing a sample grouping are the selection of municipalities that are: <ul style="list-style-type: none"> <li>• similar in population,</li> <li>• similar in activities/functions as indicated by their total expenditures and total number of employees,</li> <li>• geographic area</li> <li>• both local (i.e. Vancouver Island south of Nanaimo) as well as provincial representation (i.e., Vancouver Island north of Nanaimo and outside of the Lower Mainland).</li> </ul> </li> </ol>	

<b>EFFECTIVE DATE:</b> October 24, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> See Bylaw 2778	<b>REPEALS NO.</b> ADMIN - 31	<b>PAGE 1 OF 2</b>
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<b>TITLE:</b> Remuneration for Elected Officials	<b>NO. ADMIN – 62</b>
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2. (a) The sources used to collect market data for the comparison study will be:
- the CIVICINFOBC survey data [civicinfo.bc.ca],
  - the British Columbia Municipal RedBook [published by Reed Construction Data] which are updated on an annual basis and report detailed financial, personnel and geographic data for all municipal government offices in British Columbia.
- (b) Where this information is not current, updated information shall be gathered by telephone or written survey of the selected municipalities.
3. The Primary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:
- Population:                    between 10,000 and 24,999
- Total Expenditures:        30% +/- Esquimalt's total expenditures
- Geographic Area:            minimum of 10 municipalities that meet the criteria for data selection, of which 4 are located outside the Lower Mainland and Vancouver Island north of Nanaimo
4. The Secondary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:
- Total Employees            100 – 300 range

<b>EFFECTIVE DATE:</b> October 24, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> See Bylaw 2778	<b>REPEALS NO.</b> ADMIN - 31	<b>PAGE 2 OF 2</b>
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# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins

Subject: Union of British Columbia Municipalities Conference, September 24 – 28, 2012

Council Agenda: October 15, 2012

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UBCM 2012 in Victoria gave Mayors a day long forum to meet, discuss challenges of BC's communities and to share best practices in moving forward. 140 mayors from across BC participated in the forum.

On the topic of infrastructure the BC Mayors' Caucus has endorsed the following statement:

***"We agree that our communities require immediate action to provide stable, predictable, long term infrastructure funding from federal and provincial governments, to meet municipal needs as defined by each community's priorities. This statement affirms and complements the efforts of UBCM and FCM to address the infrastructure needs of communities to ensure social, economic and environmental well-being."***

The next Mayors' Caucus will take place April 29<sup>th</sup> and 30<sup>th</sup>, 2013 in Prince George, and invitations will be sent to Premier Christy Clark; Leader of the Official Opposition Adrian Dix; BC Conservative Leader John Cummins and Green Party Leader Jane Sterk as well as the Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities for the Government of Canada to address the mayors at the Prince George event.

While meeting in Victoria, the Mayors also heard from the Honourable Bill Bennett, Minister of Community, Sport and Cultural Development for British Columbia. The mayors heard Minister Bennett acknowledge the need for a closer working relationship between the federal, provincial and local governments in addressing many of the concerns being voiced by the Mayors' Caucus.

The mayors also shared revenue and expenditure ideas to ensure sustainable service capacity in their communities.

The BC Mayors' Caucus is based on successful models across North America and Europe including the Alberta Mayors' Caucus, the Big Cities Mayors' Caucus (Canada), Atlantic Mayors' Congress (Canada), Metropolitan Mayors' Caucus (United States) and the Summit of Mayors (EU).

Members of the BC Mayors' Steering Committee are:

- **Mayor Dean Fortin** of Victoria
- **Mayor Dan Ashton** of Penticton
- **Mayor Shari Green** of Prince George
- **Mayor Jack Mussallem** of Prince Rupert
- **Mayor Wayne Stetski** of Cranbrook
- **Mayor Lori Ackerman** of Fort St. John
- **Mayor Taylor Bachrach** of Smithers
- **Mayor Peter Milobar** of Kamloops
- **Mayor Dianne Watts** of Surrey
- **Mayor Greg Moore** of Port Coquitlam

For more information visit: [www.BCMayorsCaucus.ca](http://www.BCMayorsCaucus.ca).

The plenary sessions were interesting with a session on roles of Mayor and Councillors providing a refreshing review of responsibilities as individuals and as councils and also a review of the relationships with CAO. The mid-size community forum was very exciting with the idea of how we can make our communities more affordable for young families and why this is so important. The report submitted by councillors will give a full view of plenary and interest sessions so my report will speak to the sidebar meetings that I attended as Mayor, and CRD director and Chair of Te'Mexw Treaty Advisory Committee.

I attended a presentation of the Minister of Transportation report and recommendations on BC Transit. Last year, CRD had requested that it be allowed to take over the governance of transit in the region. The panel report on transit did not grant this change at this time providing a third option for transit governance which would see a larger transit commission. Currently 5 members from the region, 2 from Saanich and Victoria, 1 from either Oak Bay or Esquimalt, 1 from west shore and 1 from the peninsula are appointed to the commission by the minister. The third option would see representatives being elected from most communities of the region. I personally was pleased with this decision by the minister and I look forward to further discussions regarding the third option which I think can meet the representation issues of the current structure and allow better input and control of transit needs and costs for our region.

TTAC always takes the opportunity to meet with the Minister of Aboriginal Affairs to ensure they, the Minister and staff are up to date with Local government challenges around treaty within our region. Meeting with Minister Chong focused on three key topics which include the application of the Regional Growth Strategy within treaties, funding for local governments to offset costs incurred during treaty process, and the importance of understanding the uniqueness of our local treaty within the urban setting where provincial land is scarce.

I had the great pleasure accompanied by Councillor Morrison, to receive Esquimalt's award for being an Age Friendly Community, one of eight in the province. The award was a poster for display and a \$1000 cheque to go toward an age friendly project in the community.

Next was a meeting for Mayor and council with the Premier and Minister of Justice to discuss our concerns with the policing decisions, processes and lack of reimbursement for Esquimalt for the monies spent following a provincial endorsed process that did not result in following Esquimalt's decision and recommendations for policing of our community. The meeting was a nice meet and greet, but in essence no commitments were made by the provincial government.

Later in the day I had the great pleasure of meeting with the Mayor and a councillor from Richmond, a municipality who are considering moving away from RCMP, either to form their own police force or to contract with another community. They were very appreciative of hearing about Esquimalt policing, and our processes to seek out community input, the development of our RFP and recommendation, and the position we find ourselves in now. They were grateful of the information and sympathetic to Esquimalt community financial position and challenge of policing.

A special meeting of CRD transit select committee and representatives of Translink Mayors in the Lower mainland gave greater insight into the challenges for transit and transportation in both areas. It was felt that there are some issues which are common to both areas and that communication between the two areas could benefit both toward achieving goals. Funding and governance are challenges for both regions.

UBCM is about connection, sharing of ideas, successes and or failures. It is for communities outside CRD to have an opportunity to meet with BC government officials. Esquimalt benefits from sending its elected officials and CAO and I wish to thank the community for their understanding and support of this association.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Councillors Meagan Brame, David Schinbein, Dave Hodgins, Tim Morrison, Lynda Hundleby and Robert McKie

Subject: Union of British Columbia Municipalities Conference, September 24 – 28, 2012

Council Agenda: October 15, 2012

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### Overview:

The Union of BC Municipalities (UBCM) "In Conversation" 2012 convention business, resolution and educational sessions were very informative and productive. Esquimalt Councillors' participation provided an excellent opportunity to network, learn and engage with provincial and municipal elected officials and administrators representing BC local governments. This report summarizes our week.

Esquimalt's direct participation with the UBCM business sessions including the many resolutions discussed and debated is advantageous considering UBCM's focus of supporting the stabilization and growing of local government's ability to serve and meet the needs of its residents in a cost effective and acceptable manner.

### Work Sessions:

The business sessions and educational workshops for delegates were held from Monday, September 24 to Friday, September 28, 2012. A significant focus of the sessions overall was the opportunity to inform and educate elected officials in the interest of enhancing local policy decision-making and the opportunity to debate and endorse resolutions requesting the provincial and federal governments ensure their programs and policies support local needs.

Following a review of the educational sessions being delivered throughout the conference, there was a strategic decision by individuals to select sessions to ensure that information beneficial or potentially beneficial to Esquimalt were attended by a least one representative from Council.

### **Monday Sept 24**

#### Study Sessions and Tours

- The CFB Esquimalt Tour was very well attended and the feedback was most positive;
- There was much interest from the media with respect to Esquimalt's resolution requesting more say by local governments in the communications tower approval process as controlled by the federal government;
- The session and debate relative to the decriminalization of marijuana was lively with strong arguments both for and against. Excellent panel speakers provided background. Dr Evan Wood from Stop the Violence BC; Dr Darryl Plecas from School of Crimonology and Criminal Justice, Univ College of Fraser Valley; David Bratzer, police officer; Dave Williams, RCMP; Geoff Plant, lawyer; Pat Slack from Snohomish Regional Drug and Gang Task Force, Washington State.

- *At issue was the question of whether current laws that criminalize marijuana production and possession represent a failed policy and whether decriminalization would actually live up to the claims advocated by its supporters.* Quote taken from UBCM Daily News #1
- Local Government Finance – there may be other ways of generating revenue including user fees. Research on income tax possibilities without translating into higher taxes overall. Policy papers from UBCM may be found at <http://www.ubcm.ca/EN/main/resolutions/policy-areas/finance.html>

Networking opportunities throughout the day.

## **Tuesday Sept 25**

Forum Clinic

Powers of Mayor and Council

Kathleen Higgins and James Goulden

- Our powers are located in the Local Government Act and Community Charter.
- Powers must be interpreted broadly in accordance with the purposes of those Acts and in accordance with the municipal purposes.
- Council's job is to provide good governance, service and fostering the economic and social well-being of its community.
- Councillors have no individual powers, same with Mayor - they are the collective. The Mayor does have a few more powers on certain areas though.
- Council has the necessary power to do anything incidental or conducive to the exercise or performance of any power, duty or function conferred on a council or municipality by the CC or any other Act.
- Council has the responsibility to act in the public interest. Public Interest is a fairly vague and controversial concept.
- Council Members are Legislative Officers and do not perform executive or ministerial functions (unlike the Mayor).
- Council Members serve a political, as opposed to administrative or adjudicative function, they bring certain views on the basis of which they are elected to bear on municipal decisions.
- Council members are responsible for considering the well-being and interests of the municipality and community, contribute to the development and evaluation of the policies and programs of the municipality, respecting its services and other activities. Participate in council meetings, committee meetings and other meetings.
- Council members special responsibilities include - disclose and avoid conflicts of interests and respect confidentiality.
- Council can only exercise its authority by resolution or bylaw and in accordance with the procedures set out in the CC. Individual's actions cannot bind the Collective Council as a whole. The exception is section 126 of CC - 2 or more Councillors can call a special meeting and the Mayor can call a special meeting and council can ask the Mayor to call a meeting if two or more Councillors want a meeting.
- Mayor - all the same responsibilities as individual council members and additional executive and administrative duties imposed by statute, which he or she may be compelled to perform by mandamus. The mayor is the head and chief executive officer. One vote - same as council. Needs to provide leadership to Council and provide general direction to municipal officers respecting implementation of municipal policies. The Mayor can call special meetings, responsible to keep order at meetings, and can expel someone from a meeting if they are acting inappropriately. Mayor can require the council

to reconsider a vote. Can only be exercised at the same council meeting as the vote took place or within 30 days following that meeting. The Mayor is the political figure head. Makes appearances at community events, and maintains presence at city hall. Has no authority to act for the municipal corporation, except in conjunction with other persons constituting a quorum. The individual actions of the mayor cannot bind council.

- Councillor's and Mayor's need to watch statements they make because though individuals cannot bind Council - statements to the public can be made to look like Council Collective. May still have ramifications.
- CAO - Representative of staff to Council. Council is not supposed to give direction to staff, they should go through CAO. There may be overlap between policy making and administration and a crossing over of duties between Mayor and CAO. The Mayor does not have the statutory authority to give direct orders to staff she may only give general direction to municipal officers.
- Besides outright disqualification, there are not statutory remedies for the administration or the public to censure or reign in the actions of council members or the Mayor. There is an implied power in council to regulate misconduct of a councillor but that falls short of disqualification. The Mayor can Sanction a member but would have to go to a judge. Have to do this with great care - too easy to have this misused for political gain. Must give proper notice and what it is about, what the issue is. Give them a fair hearing, with opportunity to respond.
- Each citizen has a reasonable expectation that a public officer will not intentionally injure a member of the public through deliberate and unlawful conduct in the exercise of public role.

#### Forum Clinic

#### BC Ideas: Solutions for Stronger Communities

This session provided an opportunity to learn more about an online community that aims to:

- Advance social innovation by identifying promising solutions;
- Establishing new partnerships; (including funding)
- Scaling effective innovation throughout BC; and
- Exploring how communities, business, government and the non-profit sector can work together to solve BC's toughest social challenges.

Visit [www.bcideas.ca](http://www.bcideas.ca) for additional information

#### Mid-Sized Communities

#### **1) *Recruitment and Retention of Skilled Workers at the Local Government and Community Level. Speaker Tom MacDonald, Executive Director, Local Government Management Association; Trina Harrison, Director of Human Resources, City of Victoria; Dr. Paul Kershaw, Associate Professor, UBC HELP***

- Great opportunity to hear about succession planning and the challenges related to many staff retirements on the immediate horizon; and
- A very good presentation related to the importance of local governments and how to best leverage partnerships in the interest of success for both policy development and service delivery.
- A lot of retirements of staff in many communities is coming all through organizations; 42% of CAO's over the next 5 years will retire.

- Succession Planning - ensures that key positions within an organization have a successor. Human capital is best asset. Need to prepare for future changes of leadership in key positions. Look for talent within your organization. The demand for skilled workers increasing, but the pool is decreasing.
- To retain people - there has to be: employee growth, safe culture, shared goals and objectives, recognized milestones, listening, empowered staff, performance feedback, and development. We have to keep employees engaged. To ensure growth and development we need: job rotation and peer training. Younger employees want a work/life balance, people need flexible work options, ongoing communication and empowerment. Management needs to deal with conflict, attendance management, performance management, diversity and labour relations.
- Costs of attracting and recruiting the right people may be high; the cost of not finding the right people will be greater.
- Many cities want to recruit and develop from within. They no longer really advertise in newspapers but use Civic Info and social media.
- Younger workers - next generation workers like to move around and continue to be challenged - to keep them in the organization you have to keep challenging them.
- The Generational Lens of recruitment, in BC it will take 15 years to save for 20% down for a house and why so many are moving out of big expensive cities is for the cost of living. People are squeezed for income and time. Medium towns have lower cost and more space. Young families are moving out of big cities to more affordable cities.
- Need to keep Family in our Operational Values - will help to keep people.

**2) *Economic Development: Strengthening Your Community. Scott Randolph, Economic Development Management, Powell River. Sandy Blue, Manager, Strategic Economic Initiatives, District of Maple Ridge. James Baker, Mayor, District of Lake Country. Stephen Banmen, CFO, District of Lake Country.***

- Powell River's Business Retention and Expansion Program (BR&E): Economic development is all about facilitation. 80% of jobs in a community are created by current businesses. BR&E shows the status of the local economy, find out how they are doing, strengths and weaknesses. Strong current business' is what helps facilitate others to come. A happy and stable business environment brings more investment and business to the community. BC Business Counts Program has a program called Executive Pulse, it is a comprehensive database system which combines a CRM and BRE into one. Currently, there are 65 communities in BC under the License. The program is good for community stats and comparisons. It is about building the relationships and being positive with business. It is important to respond to action items brought forward by business. A newsletter (electronic) to business regarding; workshops, training programs, local grants and business tools has proven to be effective in dialogue with business in Powell River. This whole approach really requires a full time staff position to do this; it cannot be done as effectively off the side of someone's desk. This program can allow cities to have a database on local business and statistics specific to the region that can be used in numerous ways. Communities can get a better understanding of the threats to their business' and multiple economic sectors and offers a better understanding for the opportunities in the region.
- Maple Ridge Economic Initiative: Set goals, listed assets, looked for the outcomes, played to strengths (location, quality of life). Developed Investment Incentives - Town Centre Incentive. Designed incentives around what they were looking for. (priority processing, tax exemptions, reduced fees). Implementation - keep it simple, Website, simple marketing program elements, single point of contact. Great website, anyone can look at projects and shows what is going on. All this requires long term vision, investment readiness, dedicated

resources and patience. Where do you start? Do the visioning piece first, demonstrate leadership, build on your strengths. Maple Ridge would love to talk with our Staff to help facilitate others in this process.

- [sblue@mapleridge.ca](mailto:sblue@mapleridge.ca)

#### Social Media and Local Government Leadership

- Many on councils across the country are using social media to get their points across to the public.
- Pinterest and LinkedIn are also becoming popular but Twitter and Facebook are still the big ones being used.
- Many people use twitter for up to the minute news and works well for media releases.
- Those on social media - watch what you read and repost - some are erroneous and need reframing.
- Don't immediately follow those that follow you. Make sure you really want to follow them. Be selective.
- Please be responsible - turn off your phone in meetings. Social media can also be addictive – so manage your time with it - do not let it take over.
- Lurking is ok, don't need to tweet constantly; should tweet no more than 3 or so a day but don't ignore it either. If you are not using your social media, you will be forgotten. Do not just use it at election time only.
- Don't put things on Facebook you cannot keep hold of; can easily go astray. Some issues better not put out on social media.
- Being on social media means you give up some of your privacy. Provides an opportunity for people to get to know you as a person.
- You have to monitor your social media to make sure that all is good. You can delete and block people if they are inappropriate. Some people will post things that you don't want left on there. Never ask a question unless you want to hear all the answers - the good and the not so good.
- It is ok to have opinions from others that are not your own on your page, it helps you see the full question.
- Recommended content is 1/3 broadcast, 1/3 interaction, and 1/3 quirky, informative, interesting

BC Policing Plan  
Clayton Pecknold  
Lynda Cavanagh

- No new information was provided by the two provincial Assistant Deputy Ministers presenting;
- Basically it was a review of a previously undertaken survey with a message to go to the government's website to read more about what the province was told by local government representatives;
- There was no commitment to do anything different/better in the interest of public safety and security.

#### Additional notes

- Government has released a Policing Plan based on information collected at Roundtables around the province. Opinions to this plan are still being sought.
- Summary report available at <http://blog.gov.bc.ca/bcpolicingplan/>

- ADM acknowledges the fiscal challenges facing municipalities that have reached saturation points
- Acknowledged rising costs of policing, challenge of gangs
- Identified the IIO – internal Investigations Office – for complaints against police
- ADM highlighted the need for communication and co-operation
- Also acknowledged that local governments want an integrated approach to community safety.

#### Community Poverty Reduction Strategies

Honourable Stephanie Cadieux, Minister of Children and Family Development

- Good news, since 2003 the poverty rate has dropped. We need to help families by starting in the communities they live in. No one party can work alone to fix poverty issues. It will take collaboration with all levels of government and community. Government needs to look at new ways to help and work with families. The province is working on a Healthy Communities Project that is gathering information and data that can be used to develop strategies to help those dealing with poverty. There are a few poverty reduction strategies going on now in a few communities to see how they work and to develop a baseline in which to take forward. They will be expanding to other communities in the near future. This is a process and they want to keep moving forward with the collaboration occurring between Municipalities and Government.

Paul Kershaw, PhD, UBC Human and Early Learning Partnership.

- The only poverty reduction strategy that has worked really well in Canada is for Seniors with the creation of CPP and Old Age Security. Research is seeing a lot of working poor due to child care, student loans, increase in cost of living etc. People are suffering from time poverty and income poverty. BC is Family Unaffordable - FU. Dramatic increase with adult children living at home longer because getting into the housing market is hard. Canada ranked as one of the worst in the world for supporting children; child care costs more per year than university tuition.
- Public Policy Changes are needed and some ideas include New Mom and Dad Benefits - families save could \$14k per year if parents were able to have one parent home till their child is 18months. By having \$10/day Quality Child Care, social assistance would go down 72%. With an extra 5 hours/week off work - shorter work weeks - we could actually save our workforce - less burnout and stronger families. It would cost approximately 22 Billion for these policy changes but that is less than what we spend on CPP, medical and tax cuts. To do this we would have to look at cuts to other areas or not allowing as many tax cuts. Municipality's role is as a voice, not about dollars and ensuring family remains at the heart of our communities.

Community Updates: Presentation and Panel Discussion; Mayor Diane Watts, City of Surrey, Mayor Bev Parnham, District of Port Hardy, Councillor Murry Krause, City of Prince George, Wendy Cahill, Consultant, Amy Rosborough, Consultant.

How did communities get started in their area?

- Community Profiling - look at current social and economic conditions, current poverty work, current community services, community assets and potential partnerships. Therefore you won't compete but work collaboratively.



- Develop Community Poverty Strategy Working Groups - identify and contact potential members, volunteering together, sharing perspectives and collaborating on plans.
- Working Groups - collectively identify barriers, prioritizing barriers, creating community action plans.
- Recruiting Families - finding families, families' reactions and feedback, information collection and privacy, making a difference.
- Poverty is not under our jurisdiction but it does effect each of us and our residents. We are the front line that they come to. Surrey put together a practical, action oriented plan. Poverty is multi-faceted and we ALL need to work on this and is all levels of government job to work to end it.

Stephen Brown, Deputy Minister, Ministry of Children and Family Development.

- Community strategies does not mean that we still don't need bigger, macro solutions and strategies. The bigger pieces will take time. Deputies are connecting and collaborating with each other; stepping out of the silos. Will start to mobilize around the action plans that have been developed in the initial communities and moving onto the next phase of the project. The Deputies remains committed to this project over the coming year.

#### Municipal Insurance Association: Annual General Meeting

- Number of member municipalities - 170
- Total claims paid 2012 - \$5,329,1136
- From MIABC financial statements - "the board decreased rates by 7.5% in 2011 and decreased them by a further 7% in 2012. Overall, rates have come down 30% over the last six year"
- Municipal Risk Grant Program - grants to municipalities to help reduce risk - i.e. trips on sidewalks grant money used to help reduce risk of falls and thus reduce claim
- Concerns over liability of Volunteer Firefighters - resolution passed to clarify MIABC in paying claims from municipalities with agreements with volunteer fire service providers.
- Creation of a Casual Legal Advice program - quick advice for municipal managers - i.e. when to make a claim

#### Wednesday Sept 26

##### Clinic: Municipal-Rail Proximity Guidelines

- RAC (Regional Adaptation Collaborative) and FCM (Federation of Canadian Municipalities) had a proximity initiative in 2003, 2007 and 2009
- Now ongoing
- Three steering committees: Communication, Dispute Resolution and Guidelines
- Each committee has representation from rail and the local governments and co-chairs of each committee reflects the composition
- Proximity Guidelines for new developments to be available late October 2012
- Initial discussions concentrated on communication and education e.g. zoning, notification processes, provincial issues (each province has their own)
- Later guidelines have tried to address infill and conversion scenarios in urban centres
- The Guidelines provide tools to aid local governments including recommended building setbacks, mitigations through design (e.g. acoustical fencing, berms, bedrooms on quiet sides), greenfield developments built into the urban fabric.

- Noise and vibration impacts are the majority of complaints – study and mitigation assistance is available
- E.g. Minimum noise barrier heights of 5.5 m above the rail line.
- Also need to determine who is responsible for maintenance and replacement
- Conversion/infill mitigation – e.g parking lot as crash wall with highrise above, enclosed balconies
- Vibration Impact Study to be published in October 2012 by FCM/RAC Proximity Initiative
- Need for generic local dispute resolution process has been identified
- Canadian Transportation Agency (CTA) requires local governments have discussion with individual rail company prior to its involvement
- Publications will be available on-line when published – check FCM e-news
- Electrification possible for commuter rail but not for freight trains due to distances
- Airborne particulate matter also an issue – may indicate less efficient burning of fuel
- Transport Canada monitors whistling (sound and frequency) and train speeds
- Rail and local gov't negotiations impt – e.g. if fence on top of berm – can negotiate who maintains. In one example, rail maintains the area on the rail side but does not pay taxes since area owned by city.
- Rails and Trails – info to come – see website – perhaps impt info for Esquimalt and CRD – upgraded website over the next few months.
- Acknowledges problem of blocking roads especially in small municipalities
- Railway complaints can be channelled by calling *Community Connect* line.
- In emergency – call CN or CP Police

Keynote Speaker: Anna Maria Tremonti  
Host of the CBC radio show *Current*

- Journalist - her job is to engage politicians in conversation. We don't have to talk to her but she believes that it is through dialogue and conversation that we work things out and get our voices out.
- Politicians tend to fear that the media will manipulate the information and the politicians. Because of this media rarely hears a politician today speak from the heart. They are prepped by communications staff, speaking from a script. Those who speak from the heart are more remembered than those that are scripted.
- Sometimes people need to put down the script and talk openly and with the heart. We need to put down the judgments and speak with honesty.
- The more ways we have to communicate the more we need to communicate. We cannot hide from media; need to engage in meaningful discussion. People may not agree with what you say but will likely disagree more respectfully because they hear where you are coming from.
- Journalism needs guidance on what is important in our local communities and facilitate the relationship with the media to get them out and reporting on our community issues and successes.

Other notes:

- Her aim is to have real conversations from real people for real people
- Challenged delegates to be open
- Public needs to know why a politician voted the way they did on specific issues
- "...made a passionate appeal for elected officials to deepen the public discussion on challenging issues." Quote from UBCM Daily News #2

### Jobs and the Economy

- A panel of senior provincial government officials discussing BC current and future state;
- Slow economic growth in 2012 will improve slightly in 2013;
- Good job growth in the recent past with 1.9% so far in 2012;
- The unemployment rate is forecast to decline and approach 5% in 2016;
- BC's economic growth through to 2016 will be driven largely by domestic demand; and
- There is considerable information available on the provincial government's website.

### First Nations Participation as Members of Regional Districts

John Alan Jack Huu-ay-aht First Nation- Director - ACRD (who+eh+aht)

- Their vision - Envision a proud, self-governing , Sovereign Nation.
- Still going through the Treaty Implementation process.
- Maa-nulth Treaty Society, a group of independent tribes working together to pursue a treaty with the Crown. 5 First Nations involved in this Treaty
- They govern by The Rule of Law: laws adopted - Constitution Act, Government Law Act, Financial Administration Act, Land Act and Community Development Act, Elections Act, Referendum and Recall Act
- Went into Treaty partly because they wanted Economic Development but also wanted Community Development; Waste Water and Sub-Division Projects.
- They chose to Joined ACRD because they wanted an equal voice with the people around them. They wanted to explore cost savings options and expanded service or access to expertise that HFN does not yet possess. Allows for relationship building: re-engagement on more structured terms using treaty as an impetus for the "new relationship."
- There was a need to establish a respectful, functioning relationship right out of the gate. BC had mentioned funding to help but it took a bit to come. The funding created a fact sheet, work plan and toolkit for FNs and RDs coming together.

### Implementation of the Maa-nulth Treaty at the ACRD

- There are two FNs involved now but the other two have 10 years to join and will, but are setting up their own governments first.
- Representation on the ACRD is like all the rest. One member, one vote.
- The FNs are required to participate in two services - General Government services and Regional Hospital District. All the other services are optional.
- This regional district was first out of the gate and have developed best practices for others to use as they move forward; Developed Fact Sheets, Orientation Manual, Quick Starts (treaty 101 Powerpoint), Deliverables Toolkit

### Healthy Families

Cabinet Minister's Panel - Minister's from MCFD, Health, Education, Social Development, Seniors

- Health - Patients as Partners - "nothing about me without me". More conversations with the people about health care both personally and in the broader community. Nurse Practitioners - can now admit and release the patients they have been working with. 48%

of the overall budget is Health Care. Our outcomes are top notch; we have the healthiest people in Canada. Still, the government knows our system is not perfect but they will continue to work towards perfection.

- Education - Working on Anti-bullying. BC will be the first province to provide consistent training, policies and protocols across all 60 SDs supported by strong community partnerships among social agencies, police and schools. A huge training program is coming - 15,000 school staff, teachers, police and community partners over a five year period will be trained. The Ministry will be working on early literacy, providing \$10.7 Million in increased funding to support early reading; implementing a provincial framework on early reading.
- Early Childhood Development in BC - \$28 million spent on early childhood development in 2012-13. Various programs include; Children First, Building Blocks, Family Resource Programs, Roots and Seeds of Empathy and Aboriginal ECD. Success by 6 partnerships will continue, Success by 6 gives money to local ECD tables so they can use the money in their communities the way they need to spend it. 400 BC communities have had funding.
- Income and Disability Assistance - policy changes - increased monthly income allowable and keep assistance, working on increased workforce opportunities. The Ministry will be working with families to help them avoid the cycle of income assistance dependency, offering tools to be independent.
- Minister of State for Seniors is a new position. BC is now making sure that seniors have a strong voice. 1/4 of the population is senior. The core strategy is active aging, the Ministry will be working with various ministries regarding better a home, parks, health etc. Will be working with helping seniors wade through the health care systems.

#### Community Services Panel

##### Bill Bennett - Community

- Infrastructure support for communities. Community gaming grants of 4.5 billion given out to 5300 eligible groups in BC. The province is also looking for communities to host sports.

##### Shirley Bond - Solicitor General

- Building strong and safe communities. Investment in B.C. corrections and expansion of the Amber Alert System. There were civil forfeitures of 5.5 million to 185 communities in B.C. A new RCMP contract was signed. Developed a Gangs and Guns strategy of 66 million. Put more resources to prevent metal theft. Increased police accountability. Developed some new family laws to help keep some things out of the court system and into mediations.

##### Ida Chong - Aboriginal Relations

- Treaty settlements with 203 first nations in B.C. being worked on. Working on more job creations and social economics. April 2011, 2 First Nations joined the Kwiat First Nations treaty. Building aboriginal partnerships with the Federal Government. There were also 10 new non treaty agreements reached.

##### Ben Stewart - Citizen Services and Open Govt.

- 700 services served in BC. You can now get your fishing licenses on line. Government is working on a 10 year agreement with Telus for coverage. The next 5 years they will work on 17,000km of previously unconnected coverage of HWY 5. The government is working on more open government.

Meeting with Premier, Minister of Justice and Assistant Deputy Minister, Mr. Clayton Pecknold

Council members joined the Mayor in the Premier's office. The meeting was also attended by Minister Shirley Bond and ADM Clayton Pecknold. Mayor Barb Desjardin will report out on the meeting.

### **Thursday September 27**

The last two days also included nomination meetings, Leaders of BC Political Parties.

#### Wireless Antenna Siting Forum

Panel included: The Canadian Wireless Telecommunications Association, Health Canada, Telus, Industry Canada,

- There is a requirement that Industry Canada collaborate with local governments;
- Vancouver (they have special charter status) has a permit requirement for siting and installing towers and it is working; and Industry Canada and the communication industry are working with FCM to develop protocols and enhanced collaborative/communication opportunities.
- There is a wireless revolution upon us and is contributing \$43 billion for the Canadian economy.
- Canada is a world leader in wireless service. Over half of all phones in Canada are now wireless. One smart phone equals 45 regular cell phones. The traffic on the networks is increasing by 5% per week in some sectors.
- Wireless Technology key for emergency services.
- When it comes to the antenna, 60% of the sites are shared. 40% are on locations other than purpose built towers.
- Key Priorities: More spectrum, more antenna sites, enhanced technology, smarter regulations, cooperation - CWTA and municipalities and FCM.
- Why do the towers go where they do - law of physics. Line of site; if it cannot see the phone, it cannot work. Also important is densification. The more people using it the more antenna needed.
- The more people that tap into it, the lower the strength and effective coverage area goes down. That is where infill antennas come in. More demand causes weaker service. There are some new technologies coming out to help them blend in to environment.
- Each tower is part of a national delivery. They want to work with Municipalities to create some consistency to the process in Municipalities so that things get done well and correctly.
- Federal government does have the last say in siting of them but Vancouver has founds some innovative ways to work with CWTA and be more collaborative so that everyone gets what they are hoping for.
- Currently, all proponents must (before building new) explore using existing, contact the land use authority to determine local requirements, under take the public consultation as required, address relevant concerns and satisfy general and technical requirements. Industry Canada(IC) considers some installations to have minimal impact and excludes from consultation - repairs and maintenance, modifications limited to 25% of original height, height less than 15 m, limited duration for special events and emergencies. Default Public Consultation Process - Public notification providing 30 days for comment - area of 3 x the height of tower, taller than 30 m must be in local newspaper, responding to the public

within 14 days. Addresses reasonable and relevant concerns within 60 days. Public has 21 days to respond back.

- How safe is wireless communications - Health Canada – says it is a low powered radio frequency. Radio frequency do not have the ability to directly hurt us and does have human exposure limits (safety code 6). Health Canada believes more research is needed to prove that RF is cancer causing. Long term exposure is still in the research phase. They believe the actual phone is likely worse for us then the towers because they are closer to the body. Health Canada continues to study and monitor and review external research. Safety Code 6 - Limits of Human Exposure to Radio-frequency Electromagnetic Energy in the Frequency Range from 3kHz to 300GHZ was developed from looking at all peer reviewed scientific studies. Thresholds for adverse health effects in humans were identified - a 50 fold safety margin was incorporated into the public exposure limits, affording levels of protection sufficient for children and the most vulnerable. An expert committee of the Royal Society of Canada provides external expert advice on the limits recommend in Safety Code 6. Safety Code 6 limits are considered to be well below the threshold for any potential harm.
- Electromagnetic Fields diminish greatly with distance from the source.
- Appearance and property values is a concern to people also and Vancouver's approach was that the residents want the coverage but not the look. Vancouver took the approach of dealing with the aesthetic process by having the guidelines in place, it sped up the process for all. They developed the - Developing Cellular Antennas and Urban Integration: Pilot Project Design Guidelines in the City of Vancouver. Addressed the concern of multiple antenna on a roof by making them a bit higher and screening them. In one case they partnered with Telus for charging stations and communications antenna. So the charging station for electric vehicles was built for free but included a communication tower. Now they are creating Street Lights with Antenna capabilities into it, therefore blending them into the neighborhood and making them more aesthetically pleasing.

#### Focus on Seniors: a Collaborative Approach to helping seniors in age-friendly manner

- Minister Ralph Sultan began by advising that there is \$300K left over in Age-Friendly Funds and another \$200K has been added for a total of \$500K
- Grant funds may be applied for – thru UBCM; Nov 16 deadline for calendar year 2013
- Seniors need help in figuring out the system
- Example: Surrey held 15 lunch forums for seniors in several languages; Surrey has Cmte for Seniors and Accessibility
- BC Ministry of Health has a Seniors Action Plan including a Seniors Advocate, Elder Abuse Prevention
- See [www.seniorsbc.ca](http://www.seniorsbc.ca) essentially a “one-stop” shop
- Also look up BC Association of Community Response networks for forums for seniors – Read-Learn-Ask
- In Metchosin – increase in seniors up 6% from last census - has subcmte for seniors; Seniors helping seniors; community kitchen
- New Horizons – intergenerational activity
- Recommendation that all forums include a healthy lunch; provide info to seniors e.g. wills and estate planning by lawyer), resource and referral services; use of community volunteers; co-ordination
- Need seniors and community dialogue; aging in place discussions
- Check seniors demographic data for Esquimalt

**Friday September 28**

## Final Business/Resolution Session

- Esquimalt's resolution related to communication towers and the need for more involvement and collaboration at the local government level was approved with an amendment presented by Colwood.

"That UBCM work with FCM and the federal government to require Industry Canada to conduct meaningful consultations with local governments prior to approval and installation of telecommunication towers and antennae, including input into siting, aesthetics, safety, intensity and impact on property values;

AND that UBCM work with FCM and the federal government to develop and adopt best practices for minimizing the impacts of towers in communities;

AND that where there are issues with towers following installation, that the federal government be required to work cooperatively with the local government to ensure issues are resolved in a timely manner."

Final speech was an opportunity to hear from the Premier. There was no commitment made to provide new projects/monies for Vancouver Island communities.

The UBCM Executive Committee and staff are to be applauded. They did an outstanding job of leading, communicating, orchestrating the business discussions, resolution sessions and educational opportunities to ensure that they were positive and productive.

Pocket Programs and UBCM Daily News Sheets were helpful.

Results of all resolutions will be incorporated into the minutes for UBCM.



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, September 19, 2012

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Heather Gillis – Chair  
Dar Purewalll – Vice Chair  
Councillor Schinbein  
Councillor Hodgins  
Liz Dill  
Sherri Robinson  
Catherine McGregor

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

**REGRETS:** John Willow  
David Coney

**GUESTS:** Bill Emberly  
Joe Buczkowski

#### 1. CALL TO ORDER

Chair Gillis called the meeting to order at 7:00 p.m.

#### 2. LATE ITEMS

The following items were changed:

- 1) The removal the Item **11. COMMUNICATIONS**, 4. Letter dated August 29 from Captain J.R. Auchterlonie, CFB Esquimalt, re: DND's plans concerning 316 Anson Crescent, as per the Mayor's request.
- 2) The deferral of Item **7. OLD BUSINESS**, 2. Macaulay Point, Work Point Inventory, and 316 Anson Crescent to a future meeting.

It was suggested that these changes were requested in order to respect the terms of reference of the Committee as well as relations and protocol between the Township and the Base.

#### 3. APPROVAL OF THE AGENDA

Moved by Sherri Robinson and seconded by Councillor Schinbein that the agenda of the Heritage Advisory Committee meeting of September 19, 2012 be approved as amended.

The motion **CARRIED** with three opposed.



4. **MINUTES**

Moved by Chair Gillis and seconded by Dar Purewall that the minutes of the Heritage Advisory Committee meeting of June 20, 2012 be approved as presented.  
The motion **CARRIED**.

5. **PRESENTATION**

- (1) Bill Emberly - Proposal of Memorial Plaque in Memorial Park for the Battle of the Atlantic

Mr. Emberly presented several reasons for memorializing the six year Battle of the Atlantic:

- Winning World War two was very much dependent on the outcome of this battle
- Some of the “park ships” carrying needed food supplies were built in Victoria
- There are monuments in Eastern Canada but nothing on the West Coast

Mr. Emberly proposed that Council offer a prominent space in the community for a monument, his suggestion being Memorial Park. The memorial itself would be paid for from fundraising done by Mr. Emberly’s committee. Financial support from the Township would involve the costs of preparing a base and erecting it.

Discussion ensued in regards to:

- criteria and protocol for erecting monuments in the Township
- which groups have/have not been memorialized in Memorial Park and what the mandate of the park is

Action: Chair Gillis will contact Parks for information about past practices/protocol around memorial plaques and the function and mandate of Memorial Park. She will inform Mr. Emberly about this first step.

- (2) Joe Buczkowski - Proposal of Memorial Plaque in Memorial Park for Lt. Robert Hampton Gray

Mr. Buczkowski proposed a plaque be installed in Memorial Park for Lt. Robert Hampton Gray, the last Canadian killed in action during the Second World War. Lt. Gray was born in Nelson, British Columbia and was highly decorated.

Mr. Buczkowski noted he has funding for the plaque.

Action: Chair Gillis will contact Parks for information about past practices/protocol around memorial plaques and the function and mandate of Memorial Park. She will inform Mr. Buczkowski about this first step.

6. **REPORT FROM THE CHAIR**

Chair Gillis created a display from pictures from the Archives for the Esquimalt Centennial event on September 8<sup>th</sup>. The display received a lot of interest and the event was successful.

Chair Gillis indicated she has been invited to the October 22 Committee of the Whole

meeting to discuss the Committee's Terms of Reference. She noted that the Terms of Reference state the purpose of the Committee is to advise Council and assist them with achieving their goals. Additionally, any communications from the Committee must represent Council. Members of the Committee requested more clarity around the process and protocol of Committee communications.

Moved by Councillor Schinbein and seconded by Dar Purewall that the Chair speak to the Mayor to clarify the Heritage Advisory Committee's Terms of Reference and the process and protocol behind the removal of item 11.4 from the September 19<sup>th</sup> agenda. The motion **CARRIED**.

7. **OLD BUSINESS**

- (1) Lampson St. Memorial Trees

The last communication regarding this item was a memo on the June 18 Council agenda recommending Council direct Parks and Recreation to add the trees to the heritage register.

Action: Karen Hay will follow up with Parks and Recreation.

- (2) Macaulay Point, Work Point Inventory, and 316 Anson Crescent

Item deferred to a future meeting.

8. **NEW BUSINESS**

There was none.

9. **WORK PLAN ITEMS**

- (1) Heritage Register  
(a) Progress of Statements of Significance and Timelines  
i. Old Esquimalt Road

Moved by Liz Dill and seconded by Catherine McGregor that the Heritage Advisory Committee recommends Council add Old Esquimalt Road to the Esquimalt Heritage Register. The motion **CARRIED**.

- ii. 464 Head Street

Recent developments with this property include:

- the removal of the majority of kitsch items from the house, which have been catalogued and stored by Carole Witter
- Sherri Robinson took photographs of the inside of the house for the Archives
- a demolition permit has been placed on the house

Moved by Liz Dill and seconded by Sherri Robinson that the Heritage Advisory Committee approve the Statement of Significance for 464 Head Street. The motion **CARRIED**.

- iii. 1211 Old Esquimalt Road, 1376 Esquimalt Road, 1382 Esquimalt Road, 507 Head Street, 539 Lampson Street, 820 Dunsmuir Road, and 948 Old Esquimalt Road

Members that reviewed the draft SOS's indicated they would like to see more detail about the houses included.

Karen Hay, Staff Liaison, noted that Helen Edwards' contract expires the end of September, therefore any additions or changes must be submitted to Ms. Edwards within the week.

Action: Members are to forward to Karen Hay in writing any additions or changes they wish incorporated into the draft SOS's by September 26. Ms. Hay will forward the information to Ms. Edwards.

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

Council approved the addition to the history section of the Heritage Policy at their July 9<sup>th</sup> meeting. Donald Luxton has made the changes to the policy. Complete.

- (3) Heritage Foundation Development

Karen Hay will touch base with David Sudbury.

- (4) 2012 Centennial Celebration
  - (a) "Best of 100"

Members toured neighborhoods to assess and document houses over the summer.

Action: Chair Gillis, Liz Dill, and Catherine McGregor will meet to select the houses that will receive recognition. They will bring the recommended houses back to the November meeting.

- (5) Maintaining Public Awareness
  - (a) Centennial Celebrations

Discussed under 6. REPORT FROM THE CHAIR.

- (b) *Esquimalt Current*

No update.

- (c) Website Update

A website update is planned for the fall.

- (c) Heritage Poster

A committee member inquired about the status of the poster.

Action: Karen Hay will check on the status of this item with the Communications

Coordinator.

- (6) 2012 Draft Work Plan

Chair Gillis suggested that the draft Work Plan be modified to include:

- Clarify Committee policy and document committee members' roles and procedures as it relates to the Committee's Terms of Reference
- Clarify protocol around approving memorial plaques in Memorial Park

Moved by Dar Purewall and seconded by Liz Dill that the Heritage Advisory Committee approve the 2012 Work Plan with the addition of the two items noted above.

The motion **CARRIED**.

**10. REPORT FROM STAFF LIAISON**

Karen Hay reported that over the summer she worked on heritage procedures, which will be incorporated into a new Development Procedures Bylaw scheduled to be presented to Council in the fall. These changes will allow the municipality to better utilize the powers established in "Part 27 – Heritage Conservation" of the Local Government Act, including the authority to delay demolition permits for registered heritage buildings while in negotiations with a property owner.

**11. COMMUNICATIONS**

- (1) Memo from Anja Nurvo, Manager of Corporate Services, dated June 21, re: Support for Invitation of DND Representative to Discuss Heritage Structures and Historic Military Aspects of Macaulay Point

Karen Hay, Staff Liaison, has been in contact with a DND representative, who has agreed to attend a future meeting. He requested questions from Committee members be submitted in advance.

- (2) Heritage BC email dated August 7, re: Update, August 2012

Moved by Liz Dill and seconded by Sherri Robinson that the Committee approve paying the registration fee for the Chair to attend the Heritage BC Annual Conference on October 19, if funds are available in the Committee's budget.

The motion **CARRIED**.

- (3) Hallmark Heritage Society, *Preserve*, Volume 40, Number 3, Autumn 2012

Moved by Councillor Schinbein and seconded by Councillor Hodgins that the Heritage Advisory Committee receive the communication items for information.

The motion **CARRIED**.

**12. COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS**

Upcoming local events were mentioned for members' interest.

Chair Gillis commended the "Esquimalt Centennial" book authored by Sherri Robinson.

13. **NEXT MEETING**

The next meeting of the Heritage Advisory Committee will take place on October 17, 2012.

14. **ADJOURNMENT**

The meeting adjourned at 9:15 p.m.

---

Heather Gillis, Chair

This 17<sup>th</sup> day of October, 2012

DRAFT



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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

### MEMORANDUM

**DATE:** October 2, 2012 File No. 540-20-HAC

**TO:** Mayor and Council

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

**SUBJECT:** HERITAGE ADVISORY COMMITTEE 2012 WORK PLAN

---

At the September 19<sup>th</sup> meeting of the Heritage Advisory Committee, committee members passed a motion to approve their work plan for 2012. The 2012 Work Plan is attached for your reference.

The Terms of Reference (TOR) for the Heritage Advisory Committee (the "Committee") state that "the Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year".

The Committee has been working on these initiatives in an effort to provide a community perspective and support the recognition of heritage in Esquimalt.

Respectfully submitted,

Heather Gillis  
Chair  
Heritage Advisory Committee

Attachment

**2012 HAC WORK PLAN**

<b>ITEMS</b>	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>COMPLETED</b>
Heritage Register: List of Properties, Places and Items	Learn how to create Statements of Significance	Chair Gillis, Catherine McGregor, Dar Purewall and John Willow volunteered.	Est. fall 2012
	Statements of Significance (SOS) completed by Sherri Robinson and Karen Hay	<ul style="list-style-type: none"> <li>• 429 Lampson St.</li> <li>• Old Esquimalt Road</li> <li>• 464 Head Street</li> </ul>	Est. fall 2012
	Statements of Significance (SOS) completed by consultant Helen Edwards	<ul style="list-style-type: none"> <li>• 1211 Old Esquimalt Road</li> <li>• 948 Old Esquimalt Road</li> <li>• 1376 Esquimalt Road</li> <li>• 1382 Esquimalt Road</li> <li>• 507 Head Street</li> <li>• 820 Dunsmuir Road</li> <li>• 539 Lampson Street</li> </ul>	Est. fall 2012
Heritage Policy Update	Conflicting information "Esquimalt became a focal point of activity during the Second World War, with Pacific Command Headquarters set up at Work Point Barracks, where all air, land and sea operations were centered."	HAC consensus - removal of reference: <i>where air, land and sea operations were centered</i>	June 2012
Heritage Foundation Development	Foundation to be separate entity and composed of community members	HAC to provide feedback and point of contact for Township	Ongoing

**HAC WORK PLAN**

### HAC WORK PLAN

ITEMS	DESCRIPTION	ACTION	COMPLETED
2012 Centennial Development	Recognition Awards: <ul style="list-style-type: none"> <li>507 Head Street: Captain Jacobson House</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Recognition to be awarded at Council Meeting</li> </ul>	June 18 <sup>th</sup> , 2012
	<ul style="list-style-type: none"> <li>1165 Old Esquimalt Road</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Recognition to be awarded at Hallmark Awards</li> </ul>	May 1 <sup>st</sup> , 2012
	Best Of 100 150+ houses identified as being 100 years or older	Review of houses split among three committee volunteers. Photos and description (including archive data) will be provided to HAC for comment	Est. Nov. 2012
Maintaining Public Awareness	Esquimalt Current	HAC Updates	Ongoing
	Website Update	Ritchie Morrison, Township Communications Coordinator, to complete update	Est. Fall 2012
	Heritage Poster	Township staff working with consultant David Sudbury	Est. fall 2012
Memorial plaques in Memorial Park	Clarify protocol around approving plaques	Chair Gillis will contact Parks for information about past practices/protocol around memorial plaques and the function and mandate of Memorial Park	fall 2012
Committee roles and communications	Clarify committee policy and document members' roles and procedures as it relates to HAC's ToR .	Chair will speak to the Mayor and will attend the October 22 Committee of the Whole meeting to discuss the Committee's Terms of Reference	October 2012





**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**MINUTES**  
**ENVIRONMENTAL ADVISORY COMMITTEE**

Thursday, September 27, 2012  
7:00 p.m.  
Council Chambers, Municipal Hall

**PRESENT:** Mark Salter, Chair  
Councillor Lynda Hundleby  
John Willow  
Donald Kramer  
Chris Zegger-Murphy  
Annie Do  
Larry Dill  
Carole Witter

**STAFF:** Marlene Lagoa, Sustainability Coordinator (Staff Liaison)  
Deborah Liske, Recording Secretary

**REGRETS:** Michael Hill, Vice Chair  
Councillor Tim Morrison

**1. CALL TO ORDER**

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

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

Moved by Chris Zegger-Murphy, seconded by Donald Kramer that the agenda of the Environmental Advisory Committee meeting of September 27, 2012 be approved as presented.  
The motion **CARRIED**.

**4. MINUTES**

(1) Minutes of the Environmental Advisory Committee meeting, June 28, 2012

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

**5. WORK PLAN ITEMS**

(1) Green Event Planning  
(a) Green Event – Findings from September 8<sup>th</sup> Centennial Event

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

- Identify recycle bins by color
- Donate money collected from refundable beverage containers to a non-profit organization
- Post volunteer schedule to know when shifts start, end and whom is working
- Additional signage for bike lock-up – include a closing time
- “Donation jar” at bike lock-up may have deterred utilization
- Signage to promote the composting of corn based utensils because they look like plastic

- Solicit testimonials and feedback from vendors to promote participation by new vendors and include in guide
- Event site was very clean – received very positive feedback on green initiative
- Water cart required power and water source resulting in it not being located in the most prominent area
- Potable water source needed in food area
- Include positive testimonials in planning guide – a “pro” list to “go green”
- Need to organize a core group of volunteer to coordinate and run the “green” side of events

Marlene Lagoa, Staff Liaison provided the committee with a cost breakdown for this zero waste initiative.

Marlene Lagoa, Staff Liaison outlined her progress with the green event planning guide and suggested a graphic designer be hired to complete the layout of the guide at an approximate cost of \$300 - \$500.

Committee members discussed and noted that the information should be vetted by vendor participants, the centennial planner and the CRD prior to being laid out. Ms. Lagoa noted the proposed timeline for organizing the guide content was mid-October; followed by feedback and comments.

Moved by Larry Dill, seconded by Chair Salter that the hard work of Marlene Lagoa, Staff Liaison, to assist in making the green event be such a success be recognized.  
The motion **CARRIED**.

- (2) 2012 Royal Roads University Major Project Partnership
- (a) Final Reports
- Marine Shoreline Project
  - Community Engagement in Climate Action – Phase 2

Committee members discussed the final reports noting the following:

- The Marine Shoreline Project report was disappointing, lacked effort, contained errors and lacked priority setting recommendations.
- The committee may need to create a more specific outline of what they would like for an outcome from the students for future projects.
- It was suggested a representative from the CRD attend a future meeting to discuss storm water discharge
- The Community Engagement in Climate Action – Phase 2 report showed imagination and included data but was badly organized, lacked a cost benefits analysis and the noted suggestions are not sustainable in the long term. The report did not contain any information about oil tanks.

Committee members discussed outreach to apartment managers to participate in climate action initiatives as well as the municipality implementing heat pump and oil tank initiatives.

- (b) Sponsor Feedback Form

Marlene Lagoa, Staff Liaison outlined recommendations to include on the feedback form and received additional comments from committee members. Key points included:

- Suggested meeting with academic staff / program coordinator to review the desired outcome of future projects and clarify what the students are able to provide as an end result.
- More time be taken by the committee to create the project terms of reference, deliverables, specific goals and desired outcomes of the projects.

- (3) Update from Committee Representative to the Advisory Planning Commission

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

**6. NEW BUSINESS**

- (1) Advisory Committee Feedback for October 22, 2012 meeting of Committee of the Whole  
(a) What Works/Needs Improvement

Marlene Lagoa, Staff Liaison noted that the Chairs of the advisory committees are being provided with an opportunity to address Council at the October 22<sup>nd</sup> Committee of the Whole meeting to discuss and provide feedback on the advisory committees effectiveness and any necessary improvements.

Committee members provided feedback for the Chair to discuss at the meeting. Key points included:

- Increase outreach to youth in the community – promote and highlight the youth representative position – include Shoreline School
- Increase engagement of community – determine successful ways to do this
- Improve acceptance of committee recommendations by Council
- Disappointed in difficulties associated with carrying over budget funds for specific projects even upon detailed explanation for the request – would like more direction on how requests can be accepted
- Do not like delays in the appointment process, particularly in an election year
- The support of Council has assisted in making committee projects a success, such as the greening of the Centennial event and the establishment of the Esquimalt Community Gardens

Chair Salter requested committee members provide any further comments to him via email.

- (2) Proclamation – Waste Reduction Week in Canada – October 15 – 21, 2012

Committee members discussed the waste reduction week in Canada proclamation.

Moved by Chair Salter, seconded by John Willow that the Environmental Advisory Committee respectfully requests that Council proclaim October 15 - 21, 2012 as Waste Reduction Week in Esquimalt.

The motion **CARRIED**.

**7. REPORT FROM STAFF LIAISON**

- (1) Sustainable Seafood Choices

Marlene Lagoa, Staff Liaison reported that the sustainable seafood choices motion was presented to Council at their August 20<sup>th</sup> meeting and was defeated. Councillor Hundleby provided the committee with an overview of the discussion by Council of the resolution. Councillor Hundleby suggested that in future, a member of the committee attend the Council meeting to provide any additional information when resolutions / recommendations go forward.

Committee members discussed how they would like to move forward with the resolution. Larry Dill will bring this item back to a future meeting with additional information for the committee to consider.

**8. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Councillor Hundleby provided the committee with an update on the resolutions being discussed and voted on at the Union of British Columbia Municipalities convention.

9. **NEXT MEETING**

The next meeting of the Environmental Advisory Committee will be October 25, 2012.

10. **ADJOURNMENT**

The meeting adjourned at 9:09 p.m.

\_\_\_\_\_  
Mark Salter, Chair  
This 25<sup>th</sup> day of October, 2012

Certified Correct:  
\_\_\_\_\_  
Anja Nurvo, Corporate Officer

DRAFT



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

### MEMORANDUM

**DATE:** October 1, 2012  
**TO:** Mayor and Council  
**FROM:** Mark Salter, Chair, Environmental Advisory Committee  
**SUBJECT:** WASTE REDUCTION WEEK IN CANADA– OCTOBER 15-21, 2012

At the September 27, 2012 meeting of the Environmental Advisory Committee, the committee discussed its support of the Recycling Council of British Columbia's Waste Reduction Week in Canada. Discussion ensued on the committee's work on reducing waste at both Buccaneer Days and the Centennial Community Celebration which is in line with both the committee's 2012 Work Plan and mandate to achieve collaborative solutions with the municipality and community groups on environmental issues.

The theme of Waste Reduction Week, 'Too Good to Waste', is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Following the discussion, the Environmental Advisory Committee passed the following motion:

That the Environmental Advisory Committee respectfully requests that Council proclaim October 15 - 21, 2012 as Waste Reduction Week in Esquimalt.

Respectfully submitted,

Mark Salter, Chair  
Environmental Advisory Committee

MS/ml

Attachment

**Kim Maddin**

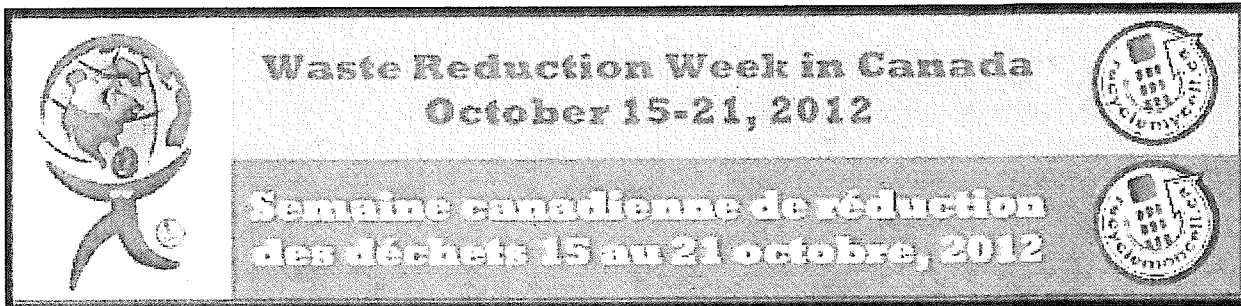
**From:** Lori Jakimchuk  
**Sent:** September 26, 2012 9:55 AM  
**To:** Kim Maddin  
**Subject:** FW: Waste Reduction Week 2012 Proclamation!  
**Attachments:** jc\_120925\_Sample Municipal Proclamation.pdf

**Lori Jakimchuk**  
*Finance Clerk I*  
Financial Services  
Township of Esquimalt  
Phone: [1-250-414-7142](tel:1-250-414-7142)  
[www.esquimalt.ca](http://www.esquimalt.ca)

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

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input checked="" type="checkbox"/> <u>reader</u>		
RECEIVED: SEP 26 2012		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

**From:** Jessie Christophersen [<mailto:jessie@rcbc.bc.ca>]  
**Posted At:** September 25, 2012 10:02 AM  
**Posted To:** General Feedback  
**Conversation:** Waste Reduction Week 2012 Proclamation!  
**Subject:** Waste Reduction Week 2012 Proclamation!



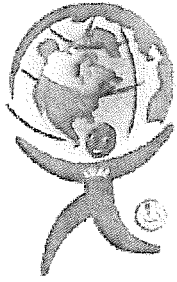
September 24, 2012  
TO: MAYOR AND COUNCIL  
FROM: Recycling Council of British Columbia  
DATE: September 24, 2012

**Re Proclamation Request**

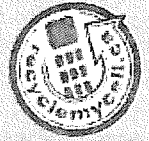
Canada will celebrate its twelfth annual National Waste Reduction Week from October 15th-21st, 2012. Each year the Recycling Council of British Columbia (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in BC and all Regional Districts to officially declare October 15th-21st, 2012 as Waste Reduction Week in their communities.

Waste Reduction Week is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

RCBC began sponsoring "October Waste Reduction Month" in BC sixteen years ago. In 2001 we teamed up with organizations from across Canada to create Waste Reduction Week, a national event with participation from every Canadian province and territory.



**Waste Reduction Week in Canada  
October 15-21, 2012**



**Semaine canadienne de réduction  
des déchets 15 au 21 octobre, 2012**



\_\_\_\_\_  
(Name of Municipality)

**hereby recognizes**

**Waste Reduction Week in Canada  
October 15-21, 2012**

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 15-21, 2012, Waste Reduction Week in



Please send this declaration to the Recycling Council of BC  
By fax at 604-683-7255 or by email at [wrr@rcbc.bc.ca](mailto:wrr@rcbc.bc.ca).  
We thank you again for your commitment to waste reduction.



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

# PROCLAMATION

## “WASTE REDUCTION WEEK”

October 15 – 21, 2012

- WHEREAS** As a municipality, we are committed to conserving resources, protecting the environment and educating the community; and
- WHEREAS** We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavour to take the lead in our community toward environmental sustainability.
- THEREFORE,** I, Barbara Desjardins, Mayor of the Corporation of the Township of Esquimalt, do hereby proclaim October 15 – 21, 2012 as

### **Waste Reduction Week**

In the Municipality of Esquimalt, Province of British Columbia.

Barbara Desjardins  
Mayor





Sept. 26, 2012

Mayor Desjardins  
Township of Esquimalt  
1229 Esquimalt Road  
Victoria, BC, B9A 3P1

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: OCT 03 2012		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Dear Mayor Desjardins,

**Re: 2012 CAPB Conference and AGM, Aug. 16-18, 2012, Victoria, BC,**

On behalf of the local organizing committee, I'm writing to thank you for your contribution in support of the 2012 CAPB Conference and AGM held in Victoria, BC, Aug. 16-18, 2012. Your support was recognized in signage at the conference and you will also be acknowledged in the conference report that is printed and distributed this Fall.

Municipal police boards and commissions across the country provide civilian oversight of municipal police in Canada. The conference fulfilled our goal of providing education and networking opportunities to individuals who work diligently with local police departments across the country, as well as to showcase many of the successful initiatives offered by the Victoria Police Department

With your assistance, the local host committee was also able to raise funds for the Victoria City Police Athletic Association. The objectives of the VCPAA are:

- to promote, foster and develop good community spirit and citizenship;
- to promote, encourage and assist the educational, charitable, athletic and community endeavors; and
- to promote and provide educational, recreational and athletic facilities and equipment for the use and benefit of the children and citizens residing in the Victoria area.

On behalf of the Victoria Police Board and local host committee, I want to express our sincere gratitude for your support.

Sincerely,

Dean Fortin, Chair  
Victoria Police Board

Barbara Desjardins, Vice Chair  
Victoria Police Board

**VICTORIA POLICE BOARD**  
850 Caledonia Ave  
Victoria, British Columbia  
Canada V8T 5J8

**Mayor Dean Fortin, Chair**  
Victoria Police Board

**Mayor Barbara Desjardins**  
**Vice Chair**  
Victoria Police Board



# The Royal Canadian Legion

ESQUIMALT DOCKYARD BRANCH No. 172

622 ADMIRALS ROAD, VICTORIA, B.C. V9A 2N7

E-MAIL: rcesquimalt@shaw.ca • WEB: www.legion172.com

PHONES

SECRETARY (250) 386-7635

LOUNGE (250) 385-0213

FAX (250) 386-7626

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO  Mayor/Council

---

RECEIVED: OCT 05 2012

Referred:

For Action  For Response  COTW

For Report  Council Agenda  IC

October 02, 2012

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

Dear Ma'am;

It is once again proposed to hold the Annual Remembrance Day Ceremony in the Memorial Park, Esquimalt Road on Saturday, November 11<sup>th</sup>, 2012.

The Esquimalt-Dockyard Branch 172 Legion is requesting permission to distribute Remembrance Day poppies within the Township of Esquimalt, from October 28th - November 10th, 2012.

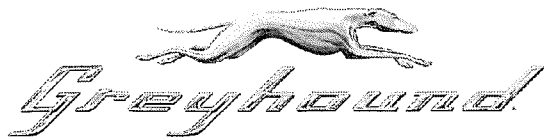
The parade leaves the Legion parking lot at 10:40 A.M. and it is anticipated the same format will be followed this year.

A courteous invitation is extended to the Mayor, Council, and Officials to attend the Annual Remembrance Day services followed by refreshments in our lounge.

Sincerely,

Sylvia Vink  
Poppy Chairman

SV/dg



From the desk of  
**Grant Odsen**

Regional Manager, Passenger Services, British Columbia  
Greyhound Canada Transportation ULC.  
725 Notre Dame Dr.  
Kamloops, B.C. V2C 5N8  
Tel: 250-374-1226  
EMAIL: GRANT.ODSEN@GREYHOUND.CA

LH

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: OCT 09 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

October 3, 2012

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

Your Worship the Mayor and Councillors:

Greyhound Canada Transportation ULC has filed an application with the B.C. Passenger Transportation Board for a reduction of bus service that has the possibility of affecting your community. The service change is detailed in the enclosed Public Notice(s).

Should your community have any comments regarding this proposal, please notify the B.C. Passenger Transportation Board at the address set out in the Public Notice(s).

Sincerely,

G.M. Odsen  
Regional Manager  
Passenger and Garage Services, British Columbia  
Greyhound Canada Transportation ULC



**Route T**

**GREYHOUND CANADA TRANSPORTATION ULC**

**PUBLIC NOTICE: PROPOSED CHANGE IN ROUTE FREQUENCY**

Greyhound Canada Transportation ULC has made application to the B.C. Passenger Board to reduce minimum route frequency between **Victoria** and **Nanaimo**.

The proposed route frequency and current route frequency are set out on the attached worksheet for **Route T**.

Interested parties may provide written comments on or before **Wednesday, October 17, 2012**:

B.C. Passenger Transportation Board  
Box 9850 Stn Prov Govt  
Victoria, BC V8W 9T5

By Fax: 250.953.3788  
By E-Mail: [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca)  
Quote Application # 305-12 / Route T

For further information on this application, please refer to an explanatory paper by Greyhound Canada and to the existing terms and conditions of Greyhound Canada's BC Passenger Transportation Licence both posted on Passenger Transportation Board web page [www.th.gov.bc.ca/ptb/bus.htm](http://www.th.gov.bc.ca/ptb/bus.htm) and also posted on the Greyhound Canada website [www.greyhound.ca](http://www.greyhound.ca) and then go to the "Regulatory Alert BC—Application to Reduce Service Levels in BC" link on the home page.

Written comments are forwarded by the Board to Greyhound Canada. Comments from private individuals are subject to a privacy and confidentiality undertaking made by Greyhound Canada with the Passenger Transportation Board.

ICB Route Worksheet  
 Route T  
 City of Victoria  
 to City of Nanaimo  
 Table 734A / 734B

**Route T**

Route Point	Current Daily Minimum	Current Weekly Minimum	Proposed Daily Minimum	Proposed Total Weekly Minimum
City of Victoria	4	60	3	42
City of Langford	3fd	42fd	1fd	14fd
Goldstream	3fd	42fd	1fd	14fd
Malahat Lookout	3fd	42fd	1fd	14fd
Mill Bay	3	54	1	14
Cobble Hill	3fd	42fd	1fd	14fd
Cowichan Bay	3fd	42fd	1fd	14fd
City of Duncan	4	60	3	42
District of North Cowichan	3	42	1	14
Saltair	3fd	42fd	1fd	14fd
Town of Ladysmith	4	60	1	14
Cassidy	3	42	1	14
City of Nanaimo	4	60	3	42



**Route X**

**GREYHOUND CANADA TRANSPORTATION ULC  
PUBLIC NOTICE: PROPOSED ROUTE ELIMINATION**

Greyhound Canada Transportation ULC has made application to the B.C. Passenger Board to eliminate its **Route X between the City of Victoria and Mt. Washington Alpine Resort.**

Interested parties may provide written comments on or before **Wednesday, October 17, 2012:**

B.C. Passenger Transportation Board  
Box 9850 Stn Prov Govt  
Victoria, BC V8W 9T5

By Fax: 250.953.3788  
By E-Mail: [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca)  
Quote Application # 305-12 / Route X

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**ICB Route Worksheet  
Route X  
City of Victoria  
to Mt Washington Alpine  
Resort  
Table 736**

**Route X**

Route Point	Current Weekly Minimum	Proposed Weekly Minimum
City of Victoria	3	0
District of Saanich	3	0
Town of View Royal	3	0
City of Langford	3	0
Mill Bay	3	0
City of Duncan	3	0
District of North Cowichan	3	0
Town of Ladysmith	3	0
City of Nanaimo	3	0
Nanoose	3	0
City of Parksville	3	0
City of Courtenay	3	0
Mt Washington Alpine Resort	3	0



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

### NOTICE OF MOTION

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Request for Notice of Motion, Pursuant to Sections 37 and 38, Council Procedure Bylaw No. 2715, 2009.

**INTRODUCED:** Council Meeting – October 15, 2012

**FROM:** Councillor Tim Morrison

**SUBJECT:** ESQUIMALT CHAMBER OF COMMERCE MEMBERSHIP

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**WHEREAS:** The Township of Esquimalt currently holds three of the Board of Director positions appointed by the Mayor on behalf of the Township of Esquimalt for the Esquimalt Chamber of Commerce;

**WHEREAS:** The Township of Esquimalt is a major employer and economic contributor within the municipality;

**WHEREAS:** One of the top priorities of the Township of Esquimalt is to support economic development and specifically the growth of small business and commercial activity within the local community in order to help diversity the municipal tax base;

**WHEREAS:** October is Small Business Month;

**THEREFORE BE IT RESOLVED:** That The Township of Esquimalt becomes a member of the Esquimalt Chamber of Commerce effective immediately.

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#### **BACKGROUND:**

- Budget implications are minimal. The cost of an annual corporate membership for the Esquimalt Chamber of Commerce is only \$150. Currently, the Township of Esquimalt has three Chamber of Commerce liaison Council representatives even though the Township has no paid membership with the Chamber.
- At the October 9th, 2012 meeting of the Esquimalt Chamber of Commerce Board of Directors, a motion was passed to send a request to the Township of Esquimalt to become an official member of the Esquimalt Chamber of Commerce.
- Other major public sector organizations within Esquimalt (e.g. CFB Esquimalt, VicPD) are members of the Esquimalt Chamber of Commerce.