



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
**REGULAR MEETING**  
OF MUNICIPAL COUNCIL  
MONDAY, NOVEMBER 19, 2012  
7:04 P.M.  
COUNCIL CHAMBERS

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

**REGRETS:** Mayor Barbara Desjardins  
Councillor Dave Hodgins

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

**OTHER:** Inspector Keith Lindner, West Division, VicPD

**1. CALL TO ORDER**

Acting Mayor Morrison called the meeting to order at 7:04 pm.

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY.**

**4. MINUTES**

(1) Minutes of the Special Meeting of Council, November 5, 2012

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the minutes of the Special Meeting of Council held November 5, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY.**

(2) Minutes of the Regular Meeting of Council, November 5, 2012

**MOTION:** Moved by Councillor McKie/Councillor Schinbein:  
That the minutes of the Regular Meeting of Council held November 5, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY.**

**5. PRESENTATIONS**

(1) Chief Jamie Graham, Deputy Chief Del Manak and Deputy Chief John Ducker, Re: Plecas Report

Deputy Chief Del Manak presented the Plecas Efficiency Review report conducted on Victoria Police Department to analyse staffing workloads and management, and answered questions from Council.

**6. PUBLIC INPUT**

There was no public input.

**7. STAFF REPORTS**

*Administration*

(1) Freedom of Information Bylaw, 2012, No. 2795, Staff Report No. ADM-12-054

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

1. Gives first, second and third readings to the Freedom of Information Bylaw, 2012, No. 2795, as attached to Staff Report No. ADM-12-054;

2. Rescinds Council Policy No. ADMIN-22 entitled "Measures to prevent personal information from being inappropriately disclosed"; and
3. Amends Council Policy No. ADMIN-65 entitled "Recorded Public Input" as attached to Staff Report No. ADM-12-054.

**CARRIED UNANIMOUSLY.**

*Finance*

- (2) 2013-2017 Financial Plan and Budget Schedule, Staff Report No. FIN-12-014

Council requested that the Budget Schedule of meetings be added to the Schedule of Council meetings for the public's information as well as to the Council Calendar.

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

That Council approve the 2013-2017 Financial Plan and Budget Schedule attached to Staff Report No. FIN-12-014.

**CARRIED UNANIMOUSLY.**

*Engineering and Public Works*

- (3) Replacement of Unit 136 Aerial Truck, Staff Report No. EPW-12-029

The Director of Engineering and Public Works presented Staff Report No. EPW-12-029 and answered questions from Council.

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

That the Township enter into a Supply Agreement with Commercial Truck Equipment Corporation for \$112,544.00 (plus HST) for the supply and delivery of an aerial truck.

**CARRIED UNANIMOUSLY.**

- (4) Discharge of Notice of Contravention of Bylaws from the Land Title for Amended Lot H (DD1561691), Section 10, Esquimalt District, Plan 2923 (788 Dominion Road), Staff Report No. EPW-12-030

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

That Council authorize staff to submit the necessary documentation to the Land Title Office in order to have the Notice of Contravention of Bylaws (Instrument No. EK074183) (Schedule "A") discharged from the title of the following property:

PID: 001-507-052 Amended Lot H, (DD156169I) Section 10, Esquimalt District, Plan 2923 (788 Dominion Road)

**CARRIED UNANIMOUSLY.**

*Development Services*

- (5) Development Variance Permit, 904 Carleton Terrace, Lot A, Section 11, Esquimalt District, Plan 15294; Lot 7, Section 11, Esquimalt District, Plan 13060, Staff Report No. DEV-12-040

**MOTION:** Moved by Councillor Hundleby/Councillor Schinbein:  
That the application for a Development Variance Permit authorizing the construction as shown in the plan prepared by Carle E. Peterson Architect Inc., stamped “Received September 19, 2012”, and sited as detailed on the survey plan prepared by Richard J. Wey & Associates Land Surveying Inc., stamped “Received September 19, 2012”, and including the following relaxations to Parking Bylaw, 1992, Bylaw No. 2011, be **approved**, and staff be directed to issue the Permit and register the notice on the title of Lot A, Section 11, Esquimalt District, Plan 15294 and Lot 7, Section 11, Esquimalt District Plan 13060 [904 Carleton Terrace].

Parking Bylaw No. 2011, Section 11(1) – Visitor Parking – a reduction in the required number of dedicated visitor parking spaces from 1 of every 4 spaces to 1 of every 5.2 required spaces [i.e. from a total of 12 visitor spaces to 9 visitor spaces].

Parking Bylaw No. 2011, Section 13(1)(a)(iv) – Number Of Off-Street Parking Spaces – a reduction in the required number of parking spaces from 1.3 spaces per dwelling unit to 1.17 spaces per dwelling unit [i.e. from a total of 47 spaces to 42 spaces].

**CARRIED UNANIMOUSLY.**

- (6) Development Permit and Development Variance Permit, 1382 Treebank Road West (Lot 1, Section 2, Esquimalt District, Plan VIS1903), Staff Report No. DEV-12-041

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

1. That Council resolves that the application for a Development Permit No. 06/2012 limiting siting of the principal building to that shown on the survey plan prepared by Glen Mitchell Land Surveying Inc., stamped “Received October 10, 2012”, and limiting landscaping to that shown on the landscape plan provided by Duane Ensign Landscape Design, stamped “Received October 10, 2012”, for the proposed development located at Lot 1, Section 2, Esquimalt District, Plan VIS1903 [1382 Treebank Road West], be **approved** and staff be directed to issue the permit and register a notice on the property title.
2. That Council resolves that the application for a Development Variance Permit authorizing construction as shown on architectural plans provided by MJM Architect Inc, stamped “Received October 31, 2012”, and including the following relaxation to Parking Bylaw, 1992, No. 2011 for the proposed driveway located at Lot 1, Section 2, Esquimalt District, Plan VIS1903 [1382 Treebank Road West], be **approved** and staff be directed to issue the permit and register a notice on the property title.

Parking Bylaw, 1992, No. 2011, Section 10(1) - Design of Parking Areas - a 6.5% increase to the permitted 15% gradient for a ramp [i.e. from 15% to 21.5% gradient].

**CARRIED UNANIMOUSLY.**

- (7) New Advisory Planning Commission Bylaw, Staff Report No. DEV-12-042

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

That Council give first reading to Bylaw No. 2792 with additional wording in Section 19 to clarify that the APC meetings are open to the public but the public are not given an opportunity to speak at APC meetings, and may only do so at Council meetings when the application is reviewed by Council; and

That Council give second and third readings to Bylaw No. 2792, as amended, being a bylaw to establish an Advisory Planning Commission and to provide for its composition and procedures.

**CARRIED UNANIMOUSLY.**

**8. BYLAWS**

*For Adoption*

- (1) Council Remuneration Bylaw, 2011, No. 2778, Amendment Bylaw (No. 1), 2012, No. 2794

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

That Council Remuneration Bylaw, 2011, No. 2778, Amendment Bylaw (No. 1), 2012, No. 2794 be **adopted**.

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

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

- (1) Report from Mayor Barbara Desjardins, Re: Annual Committee Review

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

That the Mayor's Report on the annual Committee review dated November 19, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

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

That Council direct staff to revise Council Policy ADMIN-40 Appointment Process – Advisory Committees, Commissions and Board of Variance so that current eligible members interested in being re-appointed may send a letter to Council and be re-appointed without going through the application and interview process;

And that the draft revised Council Policy ADMIN-40 be brought back to Council for review and adoption.

**CARRIED UNANIMOUSLY.**

- (2) Report from Mayor Barbara Desjardins, Re: Mayor's Report – October, 2012

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

That the Mayor's Report – October, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

- (3) Report from Councillor Brame, Re: Association of Vancouver Island Coastal Communities (AVICC)

**MOTION:** Moved by Councillor Hundleby/Councillor McKie:  
That Councillor Brame's report regarding the Association of Vancouver Island Coastal Communities (AVICC) dated November 19, 2012 be received; and  
That Council supports Councillor Brame putting her name forward to the Nomination Committee of the AVICC to be re-elected as a Director at Large.

**CARRIED UNANIMOUSLY.**

**10. REPORTS FROM COMMITTEES**

- (1) Draft minutes from the Heritage Advisory Committee meeting, October 17, 2012

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the draft minutes from the Heritage Advisory Committee meeting held October 17, 2012 be received for information.

**CARRIED UNANIMOUSLY.**

- (2) Memorandum from the Heritage Advisory Committee, dated November 1, 2012, Re: Lampson Street Memorial Trees Plaque Installation

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That Council request staff to follow up with the School Board and begin the necessary steps to facilitate the completion of the Lampson Street Memorial Trees plaque installation, understanding that the Heritage Advisory Committee will take responsibility for securing the required funds.

**CARRIED UNANIMOUSLY.**

- (3) Memorandum from the Heritage Advisory Committee, dated November 1, 2012, Re: 1388 Esquimalt Road

**MOTION:** Moved by Councillor Schinbein/Councillor McKie:  
That further consideration of the memorandum from the Heritage Advisory Committee dated November 1, 2012 regarding 1388 Esquimalt Road be **tabled** until further information is provided from staff.

**CARRIED** (Councillor Hundleby opposed).

- (4) Draft minutes of the Arts, Culture and Special Events Advisory Committee meeting, November 7, 2012

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That the draft minutes of the Arts, Culture and Special Events Advisory Committee meeting held November 7, 2012 be received.

**CARRIED UNANIMOUSLY.**

- (5) Memorandum from the Arts, Culture and Special Events Advisory Committee, dated November 13, 2012 Re: Arts, Culture and Special Events Advisory Committee Activities and Accomplishments in 2012

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That the memorandum from the Arts, Culture and Special Events Advisory Committee dated November 13, 2012 regarding Arts, Culture and Special Events Advisory Committee activities and accomplishments in 2012 be received; and  
That Council's appreciation to the Chair and members of the Arts, Culture and Special Events Advisory Committee be forwarded to the Committee.

**CARRIED UNANIMOUSLY.**

- (6) Memorandum from the Arts, Culture and Special Events Advisory Committee, dated November 13, 2012, Re: Poster Advertising on Utility Poles and Vacant Storefronts

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That the memorandum from the Arts, Culture and Special Events Advisory Committee dated November 13, 2012 regarding poster advertising on utility poles and vacant storefronts be referred to staff for a report back to Council.

**CARRIED UNANIMOUSLY.**

## 11.

### COMMUNICATIONS

- (1) Letter from Karel Roessingh, Chair, Greater Victoria Public Library Board, dated October 31, 2012, Re: 2013 Budget and Five Year Financial Plan – Provisional

**MOTION:** Moved by Councillor Hundleby/Councillor Brame:  
That the letter from Karel Roessingh, Chair, Greater Victoria Public Library Board dated October 31, 2012 regarding the 2013 Budget and Five Year Financial Plan – Provisional be received for information.

**CARRIED UNANIMOUSLY.**

- (2) Letter from Joe Stanhope, President, Association of Vancouver Island Coastal Communities, dated November 1, 2012, Re: Resolutions Notice/Request for Submissions, Call for Nominations for AVICC Executive.

**MOTION:** Moved by Councillor Brame/Councillor McKie:  
That the letter from Joe Stanhope, President, Association of Vancouver Island Coastal Communities (AVICC) dated November 1, 2012 regarding resolutions notice/request for submissions and call for nominations for AVICC Executive be received; and  
That staff be directed to bring forward resolutions for AVICC to the January 14<sup>th</sup>, 2013 Committee of the Whole meeting for discussion.

**CARRIED UNANIMOUSLY.**

## 12.

### PUBLIC QUESTION AND COMMENT PERIOD

There were no public questions or comments.

13. **ADJOURNMENT**

**MOTION:** Moved by Councillor McKie/Councillor Hundleby:  
That the Regular Meeting of Council be adjourned at 8:28 p.m.

**CARRIED UNANIMOUSLY.**

---

MAYOR OF THE CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT  
THIS 3<sup>RD</sup> DAY OF DECEMBER, 2012

CERTIFIED CORRECT:

---

ANJA NURVO  
CORPORATE OFFICER