



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

File 0550-06

November 21, 2012

NOTICE

**A REGULAR MEETING OF COMMITTEE OF THE WHOLE
WILL BE HELD ON MONDAY, NOVEMBER 26, 2012, AT
7:00 P.M., IN THE COUNCIL CHAMBERS, ESQUIMALT
MUNICIPAL HALL, 1229 ESQUIMALT ROAD.**

**ANJA NURVO
CORPORATE OFFICER**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **COMMITTEE OF THE WHOLE**

Monday, November 26, 2012

7:00 p.m.

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. MINUTES

- (1) Minutes of the Regular Committee of the Whole, October 22, 2012 Pg. 1 – 4

5. STAFF REPORTS

Administration

- (1) Council Chamber Reconfiguration and Audio/Visual Upgrade, Staff Report No. ADM-12-056 Pg. 5 – 7

RECOMMENDATION:

That the Committee of the Whole provide direction to staff on the preferred orientation, reconfiguration and location of both the Council and staff tables in the Council Chamber.

- (2) Paperless Agendas, Staff Report No. ADM-12-057 Pg. 8 – 10

RECOMMENDATION:

That the Committee of the Whole provide direction to staff on the preferred option of whether members of Council should utilize:

- (1) Personally owned electronic devices, or
(2) Township owned electronic devices,
to access electronic versions of agendas for Council and Committee of the Whole meetings.

- (3) Social Media Update, Online Communications Working Group – Ritchie Morrison, Communications Coordinator

- (4) Electric Vehicle Charging Station Investigation, Staff Report No. ADM-12-055 Pg. 11 – 15

RECOMMENDATION:

That the COTW receive Staff Report No. ADM-12-055 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to continue work on the electric vehicle charging station investigation and prepare a report for Council's consideration.

Engineering and Public Works

- (5) Petition Request for Removal of Left Hand Turn Restriction on McNaughton Avenue, Staff Report No. EPW-12-027 Pg. 16 – 18

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. EPW-12-027 for information and provide staff with direction to whether this request should be dealt with on a site specific view (Option 1) or a more global perspective (Option 2) and direct staff to prepare a report for Council's consideration.

- (6) Petition Request for Pedestrian Controlled Signal Light for Crosswalk – 1100 Block Esquimalt Road, Staff Report No. EPW-12-028 Pg. 19 – 22

RECOMMENDATION:

That the Committee of the Whole (COTW) receive Staff Report No. EPW-12-028 for information and provide direction to staff on which options require further investigation, and to prepare a report for Council's consideration on the recommended option, and include this option into 2013 budget discussions as a capital project request.

6. PUBLIC QUESTION AND COMMENT PERIOD

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

7. ADJOURNMENT



Corporation of the Township of Esquimalt

COMMITTEE OF THE WHOLE

Monday, October 22, 2012

Esquimalt Municipal Hall – Council Chambers

7:00 p.m.

MINUTES

PRESENT: Mayor Barbara Desjardins (Chair), Councillor Meagan Brame, Councillor Dave Hodgins, Councillor Lynda Hundleby, Councillor Robert McKie, Councillor Tim Morrison, Councillor David Schinbein

STAFF: Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

The following item was added to the Agenda:

- Item 5. (2) Discussion and Update from Police Board – Peter Ryan

3. **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY.

4. **MINUTES**

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

- (1) Special Committee of the Whole, September 10, 2012; and
- (2) Regular Committee of the Whole, September 10, 2012.

CARRIED UNANIMOUSLY.

5. **OTHER BUSINESS**

- (1) Discussion re: Advisory Committees and Commission

Mayor Desjardins introduced the following:

- Heather Gillis, Chair, Heritage Advisory Committee
- Darwin Robinson, Chair, Parks and Recreation Advisory Committee

- Bill Percival, Chair, Arts, Culture and Special Events Advisory Committee
- Mark Salter, Chair, Environmental Advisory Committee (EAC), and EAC representative on APC
- Nick Kovacs, Chair, Advisory Planning Commission (APC)
- Paul Newcombe, Accessibility Focused representative on APC
- Heidi Bada, Accessibility Focused representative on APC

Committee Chairs and special representatives on APC were asked to summarize the strengths and weaknesses of the current committee system:

- Great wealth of talent in our volunteers; how do we identify and encourage residents to become involved on our committees?
- Roles and communication between committees and Council need to be clarified;
- New committee members looking for guidance – a lot missing from the orientation, and all Terms of Reference need review;
- How do committee members handle private citizens who ask about community issues? Suggestion for “media relations training” of committee members, as part of their orientation;
- Full time Communications Coordinator could provide committees with “media support” – share information on committees’ activities and events in the community, and to attract more volunteers;
- New committee members may benefit from a “mentoring program” (especially former Chairpersons) – not used to reviewing bylaws, guidelines and blueprints – suggestion for last meeting of a committee before new terms overlap with new members sitting in;
- Non-voting members on APC – one year trial basis – may want to reconsider this – what is Council's intention?
- Changes to the APC – split to add a Design Panel – not clear about membership – APC currently having difficulty with achieving quorum;
- Suggestion for Name Tags for members at committee meetings because of attendance of public;
- EAC and Accessibility Focused representatives on APC very valuable and should be considered for Design Panel as well;
- EAC has youth representative which enables outreach to high school; however youth rep. has graduated but is still a member of the committee – part of EAC's 2013 Work Plan for better outreach to young people in the community; suggestion for Youth Council for Esquimalt;
- EAC's representative on APC suggests stronger “checklist” for developments, with follow up and enforcement of these checklist items;
- Township's budget cycle does not correspond with school budget cycle – need to clarify and coordinate this as EAC engages local university students to do research; also Committee budget surplus – should reward events/committees that come in under budget;
- Not much input from CRD to the EAC – Mayor to discuss this issue with EAC Chair;
- Concern expressed for “burn out” of members of Arts, Culture & Special Events Committee as some did not realize they were expected to run special events;
- What about art in public spaces, and social media's role in this? Need Public Art Policy review;

- Suggestion to set up "Volunteer Esquimalt" – have a database to draw volunteers from for community events;
- Potential to connect with service clubs – missing out on this – and develop relationships with other Arts Councils in the area;
- Suggestion to build a resource on the Township's website about arts groups in Esquimalt;
- Suggestion to refer some of the research for Local Grants Committee to other Committees;
- Question of the value of elected officials being at committee meetings – good guidance to new committee members; better recommendations to Council; Council representatives could report back to the Committee on Council decisions and report to Council on Committee recommendations;
- Re-appointment of existing committee members – currently must re-apply – suggest that Council representative review re-appointment of sitting committee members with Council and just send a letter requesting the member to serve another term;
- Restriction on serving for more than six years on any committee should be reconsidered as some committees need members with expertise and certain backgrounds – by 2/3 majority vote of Council, allow re-appointment after six years.

RECESS AND RECONVENE

The Regular Committee of the Whole meeting of Council recessed at 9:02 p.m. and reconvened at 9:08 pm with all members of Council present.

Mayor Desjardins advised that Council has adopted a 3-year Strategic Plan and she inquired how Committee Chairs saw their committees working with Council and their Strategic Plan.

Comments from Committee Chairs:

- Like to see more emphasis on arts and culture in the Strategic Plan – issue of image/perception to outsiders – Strategic Plan goal is to improve image of Esquimalt;
- Make committee appointees more aware of their commitment to the Plan as a member of a committee (include in orientation);
- EAC revised their 2012 Work Plan after reviewing Council's Strategic Plan with respect to waste reduction goals, the Pedestrian Charter and urban forests;
- APC reviewed the Plan with new members in April; Design Panel falls within Council's Strategic Plan – need this level of expertise;
- HAC acknowledged that better linkage was required between the Strategic Plan and the Committee's work plan.

(2) Discussion and Update from Victoria Police Board – Peter Ryan

Mayor Desjardins introduced Peter Ryan, Esquimalt's representative on the Victoria Police Board.

Mr. Ryan reviewed his appointments to various Police Board committees as well as his orientation into the Victoria Police Board operations. He

suggested a community forum be held in Esquimalt and that the Victoria Police Chief be invited to speak on “operational topics” – the date suggested was **Thursday, November 8, 2012 at 7:00 pm.**

6. PUBLIC QUESTION AND COMMENT PERIOD

There were no questions from the public.

7. ADJOURNMENT

MOTION: Moved by Councillor McKie/Councillor Brame:

That the Committee of the Whole Meeting of October 22, 2012 be adjourned at 9:45 p.m.

CARRIED UNANIMOUSLY.

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

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

COTW Meeting: November 26, 2012
Staff Report No. ADM-12-056

REQUEST FOR DIRECTION

SUBJECT: Council Chamber Reconfiguration & Audio/Visual Upgrade


ESSENTIAL QUESTION:

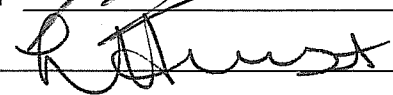
What is the preferred orientation, reconfiguration and location of both the Council and staff tables in the Council Chamber.

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the Committee of the Whole provide direction to staff on the preferred orientation, reconfiguration and location of both the Council and staff tables in the Council Chamber.

Submitted by: Writer 

Reviewed by: CAO 

Date: Nov 22/12

STAFF REPORT

DATE: November 26, 2012 Report No. ADM-12-056
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeremy Denegar, Manager of Information Technology
SUBJECT: Council Chamber Reconfiguration and Audio/Visual Upgrade

RECOMMENDATION:

That the Committee of the Whole provide direction to staff on the preferred orientation, reconfiguration and location of both the Council and staff tables in the Council Chamber.

BACKGROUND:

The 2012 Strategic Priorities Report includes the refreshment of the Township's website, and enhanced public engagement and public communications. During the 2012 strategic planning sessions, Council also directed staff to bring forward options for reconfiguration of the Council Chamber as well as implementing paperless Council communications.

ISSUES:

Council and Staff Tables

The current tables used by Council and staff are not ideally located and have several issues, which impede the effectiveness of conducting meetings, including:

- (i) poor sight-lines from some of the positions;
- (ii) poor configuration of audio/visual equipment;
- (iii) the placement of the display monitors block sight-lines;
- (iv) the existing microphones do not have an on/off switch and are intrusive;
- (v) wires, cables and plugs are fully visible;
- (vi) Council seating is oriented towards members of the public rather than towards each other;
- (vii) not appropriately designed in order to readily permit the installation of upgraded audio/visual equipment.

Audio/Visual Equipment

The current equipment used for the audio and visual systems in the Council Chamber has become very outdated. It has become extremely difficult to find professional support and replacement parts, leading to increased delays in resolving issues with the equipment (three months in the last instance of equipment failure.) Upgraded equipment would greatly enhance the ability of the Township to provide services and timely information to the public and media representatives. Staff will prepare a report to Council for its consideration setting out the options and costs for this upgrade.

Internet Video Streaming

Offering live and recorded streaming videos of Regular Council and Committee of the Whole meetings will provide citizens better access to public proceedings and will lead to enhanced

public engagement and public communications. Offering this service will help overcome many issues faced by citizens who wish to be informed of Council proceedings but are limited by time (schedule conflicts because of work or life) or location (travel-time schedule conflict, lack of transportation, or house-bound). This service will not provide a solution for those faced with these challenges who want to actively participate at Council meetings as speakers. Staff will prepare a report to Council for its consideration setting out the options and costs for implementation of this initiative.

Implementation Plan

Staff is proposing a three-phase project, which is summarized below. An implementation plan and cost estimates have been received from a leading vendor in public space audio/visual systems. The amount of \$60,000 was included in the 2012 supplemental capital budget for upgrading of the Council Chamber audiovisual equipment.

Phase 1 – Reconfiguration of Council Chamber

Cost estimate \$60,000 to \$100,000 [awaiting firm quote]

- New Council table with integrated and flush mounted or recessed monitors
- Reposition existing projector and screen
- New digital microphones with Push-to-Talk and Halo on/off indicator features [if budget allows, otherwise leave for Phase 2]

Phase 2 – Upgrading of Audio/Visual Equipment

Cost estimate \$60,000

- Upgrade audio processing devices
- Enhance podium with microphone
- Add 1 video camera for Internet streaming
- Add video distribution matrix
- Add intuitive touch panel control system to manage meeting technologies

Phase 3 – Further Enhancement and Upgrading of Audio/Visual Equipment

Cost estimate \$40,000 to \$60,000

- ceiling monitors for public gallery
- Add second video camera for Internet streaming (alternative view)
- Wireless computer connectivity
- Additional computer connection plates at staff table
- Upgrade audio speakers
- Integrated and recessed video lighting

Prior to proceeding with Phase 1 of the implementation plan, staff requests direction from the COTW on the preferred orientation, configuration and location of both the Council and staff tables in the Council Chamber.

ALTERNATIVES:

1. That the COTW provide direction to staff on the preferred orientation, configuration and location of both the Council and staff tables in the Council Chamber.
2. That the COTW request further information from staff.



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Telephone (250) 414-7100 Fax (250) 414-7111

COTW Meeting: November 26, 2012
Staff Report No. ADM-12-057

REQUEST FOR DIRECTION

SUBJECT: Paperless Agendas

ESSENTIAL QUESTION:

Whether members of Council wish to use personally owned or Township owned electronic devices to access electronic versions of agendas for Council and Committee of the Whole meetings.

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the Committee of the Whole provide direction to staff on the preferred option of whether members of Council should utilize:

- (1) personally owned electronic devices, or
 - (2) Township owned electronic devices,
- to access electronic versions of agendas for Council and Committee of the Whole meetings.

Submitted by: Writer

Reviewed by: CAO

Date:

Nov 21/12

STAFF REPORT

DATE: November 26, 2012 Report No. ADM-12-057
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeremy Denegar, Manager of Information Technology
SUBJECT: Paperless Agendas

RECOMMENDATION:

That the Committee of the Whole provide direction to staff on the preferred option of whether members of Council should utilize:

- (1) personally owned electronic devices, or
- (2) Township owned electronic devices,

to access electronic versions of agendas for Council and Committee of the Whole meetings.

BACKGROUND:

An estimated 100,000 pieces of paper are used each year by the Township to produce hard paper copies of agendas for Regular Council, Committee of the Whole and In Camera meetings. Of these, approximately 27,000 pages are for the exclusive use of the Mayor and Council. These same agendas are currently available electronically as Portable Document Format (PDF) files, and can be viewed by members of Council on any device that can open PDF files.

ISSUES:

While only 7 of the 26 copies of each agenda are produced specifically for Mayor and Council, if Council's agendas were no longer produced in hard copy, this would result in a reduction in the use of paper by an estimated 27,000 pages per year.

If all Council members use only electronic versions, administrative staff time will be reduced as the versions printed for Mayor and Council currently contain extra-large and colour pages that take longer to produce.

Electronic versions of all agendas are currently available on Esquimalt's secure Council website and are easily accessible to Council in industry-standard PDF format from any Internet-connected device, such as a laptop, tablet and smartphone, with freely available wireless Internet access in the Municipal Hall. Therefore, there is no technical barrier preventing any member of Council from accessing the electronic versions at this time.

Access methods

The alternatives for Council are to use personally-owned devices or Township owned devices for accessing electronic versions of agendas. The pros and cons of each option are reviewed below.

1. Using personally-owned devices to access the electronic agendas:

- Pros:**
- Councillors can use own personally preferred device (any brand of laptop, tablet or smartphone)
 - no requirement to submit annotations to staff for record keeping
 - no requirement to provide the device to staff in the event of a request for access to corporate records under Freedom of Information legislation
 - no need to have multiple separate devices for personal and Council purposes.
- Cons:**
- If not already owned, the device must be personally purchased
 - at Council's discretion there could be an annual or term remuneration allowance to offset the cost of the device
 - no guarantee that the I.T. Department will be able to effectively support all possible devices.

2. Using municipally-owned devices to access the electronic agendas:

- Pros:**
- standardized devices can be chosen by the I.T. Department
 - devices are paid for by the Township
 - knowledgeable support provided by the I.T. Department as needed.
- Cons:**
- no choice of device
 - would be a redundant device if one is already personally owned
 - all information on the device is the property of the Township and is thus subject to Freedom of Information and other regulations
 - cost would be added to annual budget (approximately \$700 each depending on device chosen per term of Council)

Council can choose either of these access methods, and may do so on an individual basis – some may choose option 1, others option 2, while others may wish to continue using paper hardcopy agendas. There is no factor that limits the decision to an all-or-nothing choice. However, if Council wish to use electronic agendas, choosing option 2 for all members simplifies the technical support of the devices, allows for a spare device to be on hand in case of equipment failure, and reduces administrative staff time.

If Council members wish to choose option 1, then that could be implemented immediately. If option 2 were the preferred alternative, then staff would prepare a report for Council's consideration setting out the various options and costs of the available alternative electronic devices.

ALTERNATIVES:

1. That the COTW provide staff with direction as to the preferred option of whether members of Council should use personally-owned or Township owned devices to access electronic versions of agendas.
2. That the COTW request further information from staff.



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Telephone (250) 414-7100 Fax (250) 414-7111

COTW Meeting: November 26, 2012
Staff Report No. ADM-12-055

REQUEST FOR DIRECTION

SUBJECT: ELECTRIC VEHICLE CHARGING STATION INVESTIGATION

ESSENTIAL QUESTION:

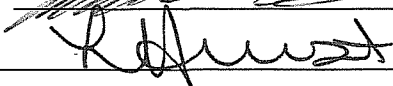
Provide direction to staff on whether to continue investigating the installation of a public access Level 2 electric vehicle charging station on Township property.

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the COTW receive Staff Report No. ADM-12-055 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to continue work on the electric vehicle charging station investigation and prepare a report for Council's consideration.

Submitted by: Writer 

Reviewed by: CAO 

Date: Nov 21/12

STAFF REPORT

DATE: November 20, 2012 Report No. ADM-12-055
TO: Laurie Hurst, Chief Administrative Officer
FROM: Marlene Lagoa, Sustainability Coordinator
SUBJECT: ELECTRIC VEHICLE CHARGING STATION INVESTIGATION

RECOMMENDATION:

That the COTW receive Staff Report No. ADM-12-055 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to continue work on the electric vehicle charging station investigation and prepare a report for Council's consideration.

BACKGROUND:

At the June 25, 2012 Regular Meeting of Council a report was presented on the availability of provincial funding for the installation of Level 2 electric vehicle ("EV") charging stations. At the same meeting the following motions carried:

1. That Council direct that the Township participate in the CRD's regional personal electric vehicle strategy for the planning of new Level 2 electric vehicle charging infrastructure across the capital region.
2. That Council direct staff to examine the opportunity for one [1] public access Level 2 electric vehicle charging station in the Township through the CRD planning process and that a report come back to Council on the proposed location, operating model and cost of installation and operation for a decision.

Esquimalt staff participated in the CRD's regional personal electric vehicle strategy (Motion 1). The regional strategy includes 10 participating municipalities and a proposal for 84 EV charging station installations across the region on private and public property. Staff is preparing a report for Council (Motion 2) but since the estimated project costs have increased, this matter is being brought to COTW for direction.

ISSUES:

The issues that have been encountered during the EV charging station investigation include the estimated cost of installation and operation, selection of a site location, whether to install a single or double cord model, and whether the Township is willing to provide EV charging to the public at no cost.

Costs

The estimated cost of installing a Level 2 EV charging station was originally projected to be up to \$10,000 but after some investigation the cost appears to be in the range of \$20,000 - \$30,000. To date \$450 has already been spent on conducting electrical investigations for three location sites. In order for staff to make a site recommendation, another \$600 would need to be

spent for further electrical investigations as outlined in this report. Funding of the electrical investigations will be covered under the core sustainability budget. If Council approves the installation of an EV charging station, funding for the project would be included as a supplemental request under the 2013 Budget.

Location

The site locations investigated for the installation of an EV charging station have included the Municipal Hall/Library, Recreation Centre and Archie Browning Sports Centre parking lots. The charging station must be connected to a metered power supply with capacity for a 208/240 Voltage and 40 Amps breaker current. Based on the preliminary investigation, the cost of electrical and civil work for installing an EV charging station varies by site as outlined in the table below.

Table: Single Cord EV Charging Station Costs by Type and Location

Costs	Recreation Centre	Municipal Hall/ Library	Archie Browning Sports Centre
Investigation Costs			
Investigation – Current	\$450	\$450	\$450
Investigation – Future	\$360	\$600	\$180
Investigation Total	\$810	\$1,050	\$630
Installation Costs			
Fixed (Charging Station)	\$10,000	\$10,000	\$10,000
Installation (Electrical/Civil)	\$10,000	\$20,000	\$20,000
Installation Total*	\$20,000	\$30,000	\$30,000
Annual Operating Costs			
Electricity	\$600	\$600	\$600
Data Monitoring	\$400	\$400	\$400
Annual Operating Total	\$1,000	\$1,000	\$1,000
TOTAL COST	\$21,810	\$32,050	\$31,630

* Installation costs exclude provincial funding of \$4,000 for a single cord EV charging station

The most cost efficient location for an EV charging station is the Esquimalt Recreation Centre parking lot. Power to the charging station will be supplied from the Esquimalt Teen Centre at 535 Fraser Street. The station would be located at the parking lot entrance and under a light pole thereby making this the best site for visibility and safety. However, there may be a concern with this location being selected as there are already parking challenges at this location and redevelopment of this area is possible within the next five years. The provincial funding agreement requires that the station be kept in operation for at least five years. Further investigation is required in order for staff to assess the cost of moving and reconnecting an EV charging station in the Recreation Centre parking lot within the next five years.

The Esquimalt Municipal Hall/Library parking lot has been identified as another possible location. Power to the charging station will be supplied from the blue building which is currently being used to store one Fire Engine. An electrical conduit will run across the Town Square to one of the parking stalls by the library entrance. Although progress is being made on the Esquimalt Village Project, the Director of Development Services has indicated that no change to

this parcel of land is expected within the next five years. During the initial electrical investigation an underground channel was found from the blue building's electrical room to the other end of the Town Square. If conduit can be run through this channel the cost of installation may be greatly reduced for this site. Further investigation is required in order for staff to assess the possibility of running power from the blue building to the Municipal Hall parking lot through the existing channel.

The Archie Browning Sports Centre was also identified as another possible location. Power to the charging station would be supplied from the building's arena area to a parking space located at the front of the building. Unlike the Municipal Hall site, there is low probability that the cost of installation can be reduced at this site. This site may also need to be re-examined to verify if there is enough power supply for the installation of a double cord model.

Single vs. Double Cord Model

The Township has the option of installing an EV charging station which has a single or double charging cord thereby allowing one versus two vehicles to charge simultaneously. Provincial funding for a single cord model is up to \$4,000 whereas a double cord model is eligible for up to \$8,000. The advantage of purchasing a double cord model is that the additional funding will reduce the upfront cost of installation. The difference between purchasing a single and double cord model averages \$2,500. Another advantage is that a double cord model provides greater capacity to accommodate an increased demand for EV charging in the future. The disadvantage is that the annual operating costs of the station may run up to twice as much as a single model. Another disadvantage is that a double cord model requires a greater power supply which may result in higher installation costs. Further investigation is required in order for staff to assess the cost of installing and operating a single versus double cord EV charging station.

Operating Model

The operating model being considered across the region is to provide access to the EV charging station at no additional fee. For example, users of EV charging stations would pay the regular fee for parking in a paid parking spot and no fee in a free parking spot. It is not advisable that Esquimalt charge for use of the EV charging station as the collection of an additional "fee" is not being pursued in the region.

In summary, staff is requesting direction from COTW on the following:

- a) Based on the installation and operating costs presented in this report, should staff continue working on the electric vehicle station investigation?
- b) Does the COTW have a preferred site location for the EV charging station?
- c) Should staff obtain professional assistance to determine the cost for moving and reconnecting an EV charging station in the Recreation Centre parking lot within the next five years? (Estimated cost: \$180)
- d) Should staff obtain professional assistance to assess the possibility of running power from the blue building to the Municipal Hall parking lot through an existing channel? (Estimated cost: \$240)
- e) Should staff obtain professional assistance to evaluate the cost of installing and operating a single versus double cord EV charging station? (Estimated cost: \$180)

ALTERNATIVES:

1. That the COTW receive Staff Report No. ADM-12-055 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to continue work on the electric vehicle charging station investigation and prepare a report for Council's consideration.
2. That the COTW request further information from staff.
3. That the COTW receive Staff Report No. ADM-12-055 for information and direct staff to discontinue work on the electric vehicle charging station investigation at this time and send a letter to the Fraser Basin Council informing them that Esquimalt will not be signing the funding agreement for the Community Charging Infrastructure Fund.



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

COTW Meeting: November 26, 2012
Staff Report No. EPW-12-027

REQUEST FOR DIRECTION

SUBJECT:

Petition Request for Removal of Left Hand Turn Restriction on McNaughton Avenue

ESSENTIAL QUESTION:

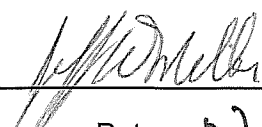
Should the left hand turn restriction on McNaughton Avenue be removed?

BACKGROUND: See Staff Report Attached

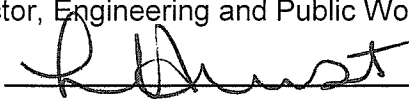
RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. EPW-12-027 for information and provide staff with direction to whether this request should be dealt with on a site specific view (Option 1) or a more global perspective (Option 2) and direct staff to prepare a report for Council's consideration.

Submitted by: Director, Engineering and Public Works



Reviewed by: CAO



Date:

Nov 22/12

STAFF REPORT

DATE: November 26, 2012 Report No. EPW-12-027
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeff Miller, Director, Engineering and Public Works
SUBJECT: Petition for the Removal of No Left Hand Turn Restriction on McNaughton Avenue

RECOMMENDATION:

That the COTW receive Staff Report No. EPW-12-027 for information and provide staff with direction to whether this request should be dealt with on a site specific view (Option 1) or a more global perspective (Option 2) and direct staff to prepare a report for Council's consideration.

BACKGROUND:

The Township has received a petition from the residents along McNaughton Avenue requesting that the Township make changes to the traffic signage from Tillicum Road to McNaughton Avenue. This signage restricts left hand turns from Monday to Friday from 3:00 to 5:00 p.m. A similar situation also occurs when a driver turns left from Tillicum Road to Selkirk Avenue.

There are 10 properties that front onto McNaughton Avenue. At the east of McNaughton there are also three addition properties that front onto Uganda Avenue. On the petition there are a total of 14 signatures which represent nine of the properties that front onto McNaughton Avenue. The petition did not contain any signatures from the surrounding areas.

As a result of the petition and discussions with residents, there is the feeling that the left turn restriction is adding additional time and distance to the residents to travel home when they cannot turn left between 3:00 to 5:00 p.m.

Upon receipt of the petition, Engineering undertook a review of the turning restriction on both McNaughton Avenue and Selkirk Avenue. Based on the information available, the current restriction was originally implemented in 2007 to address short-cutting through the Selkirk neighborhood due to wait times at the Tillicum/Craigflower intersection. At roughly the same time speed humps were installed along Selkirk Avenue to address short-cutting. The restriction was then rescinded.

The restriction was reinstalled leading up to Phase 1 (2010) construction of the Craigflower Road Corridor Upgrade. The concern at the time was that construction on Craigflower would introduce shorting cutting again through the neighbourhood. The left hand restriction was an attempt to prevent this from occurring. The restriction has remained in force to date.

ISSUES:

Engineering has heard individual complaints about the left hand turn restrictions on McNaughton and Selkirk, this is the first time it has received a petition on this subject. With the

review of the logic behind the original traffic order, subsequent road improvements that have taken place and the upgrading of the Tillicum/Craigflower intersection, the danger of short cutting through the neighbourhood has been reduced. The removal of the left hand turning restriction may allow an increase in short cutting but the increase should be minimal.

There is a concern with respect to executing a left hand turn across two lanes of traffic especially during rush hour traffic. The maneuver can be accomplished but is dependent on an opening being created in the north bound traffic by the Tillicum/Craigflower intersection or by north bound drivers creating an opening on to McNaughton or Selkirk when traffic is at a stand still. There is no turning restrictions on left hand turns off of Tillicum onto Gosper Crescent or the Gorge Park entrance. There is also no turning restriction for turning left at the Gorge Point Pub and condominium complex in either direction of travel.

While the Township has heard from the residents from McNaughton Avenue, it has not from the residents along Selkirk Avenue or Uganda Avenue. It is not known at this time if these residents support the removal of the left hand turn restriction on McNaughton Avenue or Selkirk Avenue.

Options for dealing with this question are:

1. Prepare a traffic order for the removal the left hand turn restriction on McNaughton Avenue only.
2. Through a mail out and web based opportunity, inform the residents of McNaughton, Uganda and Selkirk Avenues of the proposed plan to remove the left hand turning restrictions on McNaughton and Selkirk Avenues. This would allow the Council to gain an understanding of the whole neighbourhood's opinion on this subject. Depending on the input, prepare a traffic order for the removal of left hand turn restrictions on McNaughton and Selkirk.
3. Maintain the current traffic order (do nothing).

ALTERNATIVES:

1. That the COTW receive Staff Report No. EPW-12-027 for information and provide staff with direction to whether this request should be dealt with on a site specific view (Option 1) or a more global perspective (Option 2) and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

COTW Meeting: November 26, 2012
Staff Report No. EPW-12-028

REQUEST FOR DIRECTION

SUBJECT:

Petition request for Pedestrian Controlled Signal Light for Crosswalk – 1100 Block Esquimalt Road

ESSENTIAL QUESTION:

Is the 1100 Block of Esquimalt Road the correct location to install a pedestrian controlled signal light?

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the Committee of the Whole (COTW) receive Staff Report No. EPW-12-028 for information and provide direction to staff on which options require further investigation, and to prepare a report for Council's consideration on the recommended option, and include this option into 2013 budget discussions as a capital project request.

Submitted by: Director, Engineering and Public Works

Jeff Miller

Reviewed by: CAO

L. Arnot

Date:

Nov 22/12

STAFF REPORT

DATE: November 21, 2012 Report No. EPW-12-028
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeff Miller, Director, Engineering and Public Works
SUBJECT: Resident Request for Pedestrian Controlled Signal Light 1100 Block,
Esquimalt Road

RECOMMENDATION:

That the Committee of the Whole (COTW) receive Staff Report No. EPW-12-028 for information and provide direction to staff on which options require further investigation, and to prepare a report for Council's consideration on the recommended option, and include this option into 2013 budget discussions as a capital project request.

BACKGROUND:

Along the 1100 Block of Esquimalt Road, between Fraser Street and Fernhill Road, a crosswalk has been established. It is an uncontrolled crosswalk with only street markings and signage. This crosswalk was established approximately four years ago in response to a petition requesting a crosswalk at this location.

The distance between Fraser Street and Fernhill Road is 190 metres (623 feet). The crosswalk is 89 metres (292 feet) from Fraser Street crosswalk and 113 metres (371 feet) from Fernhill Road intersection. The sidewalk has road markings and signage at its location. There are two other crosswalks located at the intersections of Fraser Street and Fernhill Road on Esquimalt Road. Fraser Street has an uncontrolled crosswalk on it and Fernhill Road has a controlled crosswalk with pedestrian activated stop lights in an overhead configuration.

This area around the crosswalk in question is between two road islands that both have mature urban trees. Along both sidewalks, there are boulevard trees and overhead power lines as well as other signage. Esquimalt Road at this point has a slight curve in it as well. All these factors contribute to the reduced sight lines available to drivers.

The Township has received a petition with 48 signatures from the residents of the Renaissance Building (1188 Esquimalt Road) as well as residents from the surrounding area for the Township to install pedestrian activated warning lights at this crosswalk. This petition was followed up with a letter from the owner of the Renaissance.

Based on the feedback received from various residents it is the general feeling the crosswalk needs to be controlled in order to increase the level of safety of the users when crossing the road.

When crosswalks are designed they are generally installed at intersections as a best management practice. Both drivers and pedestrians have been trained and expect that this is where crosswalks will be located. On the whole the installation of mid-block crosswalks is generally avoided. They are mainly utilized when the distance between corner crosswalks is fairly significant.

As they are in a location that a driver is not expecting, many drivers are unaware of mid-block crosswalks and are not prepared to recognize a pedestrian preparing to cross. To overcome this situational awareness, signage, road markings and sometimes lights are installed to make the driver aware of the location of the crosswalk.

ISSUES:

The location of this particular crosswalk is not the best location for a crosswalk. It is located in a short section of roadway between uncontrolled and controlled crosswalks. As such drivers are generally not expecting a crosswalk at this location. While there are signage and road markings, the amount of vegetation, signage and other vertical obstructions help to conceal this crosswalk from the driver's attention.

While Engineering appreciates the concerns raised by the petition, it is their opinion that this is not the best location for a crosswalk. Even with the addition of a pedestrian controlled light, it is felt that drivers will still not be expecting a crosswalk at this location and still be slow in reacting to the presence of pedestrians in this location.

There are several alternatives to dealing with the request raised by the petition. They are:

1. Decommission the crosswalk
 - a. The crosswalk would be removed from the road.
 - b. The order of magnitude costs for this option is approximately \$2,000. This cost would mainly be from removal of signage and line markings from the road.
2. Do nothing
 - a. The crosswalk would remain as it is.
 - b. There is no cost associated with this option.
3. Change the road markings
 - a. The existing crosswalk markings would be removed and a new, thermoplastic marking that was more visible would be installed.
 - b. The order of magnitude cost for this work is in the \$12,000 to \$15,000 range.
4. Add pedestrian controlled lights to the current location
 - a. The crosswalk would have either post mounted or overhead lights added to its location.
 - b. The main concern with this option is that you would have two pedestrian controlled lights within a short distance of each other. This will mostly likely add to the confusion of drivers and still not increase their awareness.
 - c. With the number of vertical obstructions in the surrounding area, the location of the lights may or may not have optimal sight lines.

- d. The order of magnitude cost for this work is in the \$60,000 to \$70,000 range depending on the type of light standard and power source utilized.
5. Add pedestrian controlled lights to the current location and the Fernhill Crosswalk be decommissioned
 - a. The pedestrian controlled lights from the Fernhill/Esquimalt intersection would be relocated from Fernhill to the 1100 block crosswalk. The pavement markings and signage at Fernhill/Esquimalt intersection would be removed.
 - b. With the removal of the Fernhill crosswalk, west bound drivers maybe more receptive to the being aware of the 1100 block crosswalk even if it is a mid-block crosswalk. For drivers travelling east along Esquimalt Road, there still would remain the issue of the driver's unpreparedness for a mid-block crosswalk.
 - c. Current users of the Fernhill crosswalk would have to be trained to utilize the 1100 block crosswalk.
 - d. With the number of vertical obstructions in the surrounding area, the location of the light may or may not have optimal sight lines.
 - e. The order of magnitude cost for this work is in the \$60,000 to \$70,000 range depending on the type of light standard and power source utilized.
6. Decommission the existing crosswalk and add pedestrian controlled lights to the Fraser Street Crosswalk.
 - a. The 1100 block crosswalk would be decommissioned with the removal of signage and road markings.
 - b. The Fraser crosswalk is a well utilized crosswalk. It sees a number of individuals using it to transit from Rock Heights neighbourhood, Memorial Park, Municipal Hall and the Recreation Centre.
 - c. The sight lines at the Fraser crosswalk are better suited to provide warning of the crosswalk to the drivers due to fewer vertical obstructions.
 - d. The order of magnitude cost for this work is in the \$60,000 to \$70,000 range depending on the type of light standard and power source utilized.

ALTERNATIVES:

1. That the Committee of the Whole (COTW) receive Staff Report No. EPW-12-028 for information and provide direction to staff on which options require further investigation, and to prepare a report for Council's consideration on the recommended option, and include this option into 2013 budget discussions as a capital project request.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.