



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

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

File 0550-06

December 12, 2012

### **NOTICE**

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

**ANJA NURVO  
CORPORATE OFFICER**



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### **A G E N D A** **REGULAR MEETING OF COUNCIL** Monday, December 17, 2012 7:00 p.m. Esquimalt Council Chambers

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1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- (1) Minutes of the Special Meeting of Council, December 3, 2012 Pg. 1 – 3
- (2) Minutes of the Regular Meeting of Council, December 3, 2012 Pg. 4 – 14

5. **PRESENTATION**

- (1) Presentation to Centennial Sponsors

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) 2013 Council Meeting Schedule, Staff Report No. ADM-12-053 Pg. 15 – 17

**RECOMMENDATION:**

That the Council of the Corporation of the Township of Esquimalt approves the 2013 Regular Meeting Schedule of Council and the Committee of the Whole as attached to Staff Report No. ADM-12-053.

- (2) Electric Vehicle Charging Station, Staff Report No. ADM-12-061 Pg. 18 – 25

**RECOMMENDATION:**

a) Spending of up to \$16,000 from the Sustainability Reserve Fund to cover the cost of purchasing and installing one [1] Level 2 electric vehicle charging station with dual charging cords in the Municipal Hall/Library parking lot;

b) The signing of the Community Charging Infrastructure Fund Agreement for the receipt of \$8,000 of funding towards the purchase and installation of the electric vehicle charging station;

c) A new 2013 core budget item of \$2,000 to cover the cost of operating and maintaining the electric vehicle station; and

d) The Township of Esquimalt's participation in BC Hydro's pilot program to track the real-time electricity use of charging stations.

Finance

- (3) Local Grant – Greater Victoria Harbour Authority for Na'Tsa'Maht – the Unity Wall, Staff Report No. FIN-12-016 Pg. 26 – 31

**RECOMMENDATION:**

That Council approve the issuance of a letter and a cash contribution of \$2,500 in support of the Na'Tsa'Maht – The Unity Wall project as requested in the letter attached to Staff Report No. FIN-12-016

- (4) 2013 Age-friendly Community Planning and Project Grant Application, Staff Report No. P&R-12-006 Pg. 32 – 33

**RECOMMENDATION:**

That Council support the submission of a grant application for the 2013 Age-friendly Community Planning and Project Grant with funding through the Seniors' Housing & Supportive Initiative.

- (5) Memorandum of Renewal – Macaulay Point Park, Staff Report No. P&R-12-007 Pg. 34 – 37

**RECOMMENDATION:**

That Council direct staff to finalize and sign the 5 year Memorandum of Renewal with CFB Esquimalt for continued public use of Macaulay Point Park.

That Council authorize \$ 15,000 from the 2012 Parks Operating Budget and \$57,100 from the 2012 Parks Capital Budget to be carried forward to 2013 in order to conduct the Macaulay Point Environmental Management Plan and increase park education signs and structures.

*Development Services*

- (6) Esquimalt Community Heritage Register – Old Esquimalt Road, Staff Report No. DEV-12-044 Pg. 38 – 44

**RECOMMENDATION:**

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

- (7) Development Application Procedures and Fees Bylaw No. 2791, 2012, Staff Report No. DEV-12-045 Pg. 45 – 67

**RECOMMENDATION:**

That Council give first reading to Bylaw No. 2791, 2012 and authorize staff to circulate the bylaw for comments.

8. **BYLAWS**

*For Adoption*

- (1) Revenue Anticipation Borrowing Bylaw, 2013, No. 2796 Pg. 68 – 69

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

- (1) Report from Mayor Barbara Desjardins, Re: Council Appointments Pg. 70
- (2) Report from Councillor Dave Hodgins, Re: Federation of Canadian Municipalities Board of Directors Meeting, November 19 – 23, 2012, Ottawa, Ontario Pg. 71 – 107

10. **REPORTS FROM COMMITTEES**

- (1) Draft minutes from the Heritage Advisory Committee meeting, November 21, 2012 Pg. 108 – 113

11. **COMMUNICATIONS**

- (1) Letter from Mayor Dean McKerracher, District of Elkford, dated November 30, 2012, Re: Federal Fisheries Act – Bill C38 Pg. 114 – 116

12. **PUBLIC QUESTION AND COMMENT PERIOD**

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

13. **ADJOURNMENT**



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
**SPECIAL MEETING**  
OF MUNICIPAL COUNCIL  
MONDAY, DECEMBER 3, 2012

5:45 P.M.  
WURTELE ROOM,  
MUNICIPAL HALL

**PRESENT:**

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

**REGRETS:**

Councillor Megan Brame

**STAFF:**

Jeff Miller, Acting Chief Administrative Officer  
Bill Brown, Director of Development Services  
Pat Mulcahy, Human Resources Manager  
Anja Nurvo, Manager of Corporate Services/Recording Secretary

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY.**

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

**MOTION:** Moved by Councillor Hundleby/Councillor Schinbein:  
That Council convene *In Camera* pursuant to Section 90 of the *Community Charter* to discuss:

- Labour relations or other employee relations; and
- The security of the property of the municipality; and
- Law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and
- Litigation or potential litigation affecting the municipality; and
- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- A matter that, under another enactment, is such that the public may be excluded from the meeting

in accordance with Section 90 (1) (c), (d), (f), (g), (i), (k) and (m) of the *Community Charter*, and that the general public be excluded.

**CARRIED UNANIMOUSLY.**

5.

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY.**

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

CERTIFIED CORRECT:

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

DRAFT



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
**REGULAR MEETING**  
OF MUNICIPAL COUNCIL  
MONDAY, DECEMBER 3, 2012  
7:00 P.M.  
COUNCIL CHAMBERS

**PRESENT:**

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

**REGRETS:**

Councillor Meagan Brame

**STAFF:**

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



1. **CALL TO ORDER**

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

**MOTION:** Moved by Councillor Hodgins/Councillor Morrison:  
That the Agenda be approved as circulated.

**CARRIED UNANIMOUSLY.**

4. **MAYOR'S ANNUAL ADDRESS**

(1) Mayor's Address

I would like to welcome members of the public who have taken the time to attend this meeting. On behalf of myself, the rest of Council and staff I am very proud to be delivering this inaugural speech on Esquimalt's Centennial year. I would like to recognize those Councils and staff preceding us who have helped to shape who and what we are today.

Compared to the history of our Coast Salish First Nations on whose territorial lands we are, it is important to recognize that our 100 year history is still in infancy.

Honouring our past has been a role that Esquimalt takes very seriously, whether it is with our First Nations, the Military: Army and Navy, regional, or even within our own borders. Esquimalt takes great pride in its past and how it has shaped and continues to shape our community.

Celebrating the present has been a theme of the year and I am very proud and honoured, along with the rest of Council, to have been part of this year's celebration.

Whenever and wherever there was an opportunity for celebration, Esquimalt community came out, supported, and celebrated.

Based on the feedback provided from these events, people will continue to support and enjoy activities in our community. From the New Year's walk hosted by Volkspport, to the St. Paul's concert series, the Societe Francophone de Victoria's annual festival Francofete March 8-11, 2012, the Nifty Fifty Curling events, Seniors Spring Tea, Freedom of the Township, Esquimalt High School Alumni celebrations, Coast Salish unveiling Ceremony, Gorge Park Centennial Celebration, Council Historical Evening, all sectors of our community were actively engaged.

The legacy of Esquimalt centennial year is significant. Imagining our future is now 'realizing our future', with the centennial legacy to build on.

Last year, Council set a three year strategic plan with five immediate priorities and five following priorities. It is significant how our Centennial naturally aligned with these priorities. Centennial year has helped Esquimalt to "direct our focus" and will assist us to define these priorities further.

To assist Council for the 2013 priorities focus, we will be holding a community forum as a debriefing and feedback session from the public regarding the centennial year and its events. It is my hope to include this just prior to or within the strategic plan review that occurs early in the New Year. This coupled with the input from the economic development roundtable process will provide clarity in going forward.

It is important to pause here and acknowledge all of those who made this celebration year possible. Thank you to the Centennial Committee who have worked together for four years, the amazing volunteers helping with everything from promotion to setup and takedown of events, and everything in between.

Thank you to our sponsors and partners from the Province, the Federal Government, local businesses, and media. And a huge thanks to the community for being engaged in centennial from the walkway project to the Esquimalt Shines project. The legacy of these projects will continue.

Imagining our future, realizing our future:

There are high expectations for Esquimalt to build on the success of the 2012 budget process coming in at a zero percent increase. Although challenging, Council will continue to work to minimize your taxes. Esquimalt has been proactive in infrastructure management, upgrading dated municipal sewer pipes, thereby reducing costs and enhancing our environment. We have also built a legacy of funds to ensure our infrastructure is managed in a proactive manner.

Council's commitment to being progressive with environmental issues is seen through such initiatives as electric plug-in charging stations, community gardens food security, and green building practice. It is my expectation that through our recent discussions with chairs of Council Committees and the recent changes with our Planning Commission that we will be able to see greater examples of this commitment in the future.

I have confidence that we will continue to use accessibility as a lens for both municipal infrastructure and new development. Physical accessibility through design has been successfully promoted and will

continue with the new design panel component of our Advisory Planning Commission.

Accessibility has many meanings and we are being proactive with increased communications, social media, and increasing website interaction. We are evaluating changes to the Council Chamber for webcasting Council meetings and other events occurring within the Council Chamber.

At this time last year we were still not clear as to what direction our police services would go. With the decision of the Minister of Justice our work now focuses on the process to negotiate a new framework agreement with Victoria. The strength of the advisory panel process and its findings have given us a clear picture of what model of policing Esquimalt desires and the importance of community participation through programs such as ETAG, Block Watch and Crime Free multi housing. This framework agreement will be a model for greater amalgamation of policing if we can get it right, and that is exciting.

We are already seeing the benefits of increased work within the naval base and dockyard through the Seaspan contract and naval fleet upgrades. With these benefits also come challenges; challenges with regards to traffic and parking throughout our municipality. These challenges will become even greater with our neighbouring municipal bridge projects coming forward in the next year.

Where there is challenge there is also opportunity and both Council and staff will continue to seek out solutions. I am considering the formation of a new Council committee to focus on transportation issues but am cognisant of the workload of both staff and our volunteers in this past year. This potential committee will be part of the discussion Council will have within strategic planning review, to meet the needs of the community and to assist our industries in their continuing prosperity.

Regionally, progress is being made on returning the E&N Rail to a functioning corridor, which means intercity or commuter rail transportation is closer to a reality. More information on next steps for this will be coming forward in the next month.

As well, the rail trail development from Admirals Road to Four Mile hill has started. Access to alternate modes of transportation through these initiatives, as well as the greater functioning of private sector contribution to transportation via the Baseline boat service, will help us to face transportation challenges. BC Transit will be encouraged to develop solutions for routes from Esquimalt to the west shore as well.

Centennial is almost over. We are going forward with new and renewed pride in our community. I was amazed by the number of people we connected with through this year who came from outside Esquimalt to participate. They told the stories of their connection with

Esquimalt, and they told them with pride. We want to build on that pride in Esquimalt. A clear vision forward is important for this.

In closing, 2012 has been a challenging year personally and I would like to thank all those who have given me and my family support. I look forward to serving this amazing community of Esquimalt in 2013 as we realize our future.

(2) Council Appointments for 2013

(a) External Boards, Committees and Commissions

Mayor Desjardins announced the following external appointments:

Capital Regional District:

Mayor Barbara Desjardins  
Councillor Lynda Hundleby (Alternate)

Capital Regional District Arts Committee:

Councillor Meagan Brame  
Councillor Lynda Hundleby (Alternate)

Capital Regional District Solid Waste Advisory Committee:

Mayor Barbara Desjardins  
Councillor Lynda Hundleby (Alternate)

Capital Region Housing Trust Fund Commission:

Councillor Tim Morrison

Capital Regional Emergency Services Telecommunication (C.R.E.S.T.):

Councillor Robert McKie  
Councillor Tim Morrison (Alternate)

Capital Regional Water Supply Commission: (2-year term appointments, to expire December 8, 2014)

Councillor Dave Hodgins  
Councillor Robert McKie (Alternate)

Esquimalt Chamber of Commerce:

Councillor Lynda Hundleby  
Councillor Robert McKie (alternate)

Greater Victoria Harbour Authority

Mayor Barbara Desjardins

Greater Victoria Labour Relations Association

Mayor Barbara Desjardins  
Councillor Dave Hodgins (Alternate)

Greater Victoria Public Library Board:  
Councillor David Schinbein

Local Government Treaty Committee (Te'Mexw Treaty Advisory Committee):

Mayor Barbara Desjardins  
Councillor Meagan Brame (Alternate)

Provincial Capital Commission:  
Councillor Lynda Hundleby

Victoria/Esquimalt Harbour Society:  
Councillor Robert McKie  
Councillor Meagan Brame (alternate)

Municipal Insurance Association of British Columbia:  
Mayor Barbara Desjardins  
Councillor David Schinbein (Alternate)

(b) Internal Appointments

Mayor Desjardins announced the following internal committee appointments:

Advisory Planning Commission Liaisons:  
Councillor Tim Morrison  
Councillor David Schinbein

Arts, Culture and Special Events Advisory Committee:  
Councillor Dave Hodgins  
Councillor Lynda Hundleby

Buccaneer Days Committee:  
Councillor Meagan Brame  
Councillor Tim Morrison

Celebration of Lights Committee:  
Councillor Dave Hodgins  
Councillor Robert McKie

Centennial Celebrations Select Committee:  
Mayor Barbara Desjardins  
Councillor Lynda Hundleby

DND Liaison:  
Mayor Barbara Desjardins

Environmental Advisory Committee:  
Councillor Meagan Brame  
Councillor Lynda Hundleby

ETAG:

Councillor David Schinbein

Heritage Advisory Committee:

Councillor Dave Hodgins  
Councillor Robert McKie

Local Grant Committee:

Councillor Meagan Brame  
Councillor Dave Hodgins  
Councillor David Schinbein

Parks and Recreation Advisory Committee:

Councillor Robert McKie  
Councillor Tim Morrison

**MOTION:** Moved by Councillor McKie/Councillor Morrison:  
That Council ratify the appointment of members of Council to External and Internal Committees, Commissions and Boards for 2013 as recommended by Mayor Barbara Desjardins.

**CARRIED UNANIMOUSLY**

(c) Acting Mayor Rotation

Mayor Desjardins read the following statement:

*Section 9(1) of Council Procedure Bylaw, 2009, No. 2715 states that at the first Regular Meeting held in December each year, Council must appoint members of Council to serve as Acting Mayor for the following year.*

*Under that Bylaw, either one member could be appointed as Acting Mayor for the entire year, or each member could be appointed on a scheduled rotation for a two-month period. Our practice has been to appoint each member of Council as Acting Mayor for a two-month period.*

*Councillor Hodgins informed me by email on November 29<sup>th</sup> that he was unable to serve as Acting Mayor for 2013, and that, therefore, he would not be in a position to receive the Acting Mayor remuneration as authorized by Council Remuneration Bylaw, 2011, No. 2778 as recently amended.*

*I have been unable to contact all Council members regarding these changes, and how to cover the additional two-month period, and would, therefore, ask for a motion to postpone the appointment of Acting Mayor for 2013 to the December 17, 2012 Regular Meeting of Council.*

**MOTION:** Moved by Councillor Morrison/Councillor Schinbein:  
That the appointments of Acting Mayor for 2013 be postponed to the December 17, 2012 Regular Meeting of Council.

**CARRIED UNANIMOUSLY.**

5. **MINUTES**

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

- (1) Minutes of the Special Meeting of Council, November 19, 2012
- (2) Minutes of the Regular Meeting of Council, November 19, 2012
- (3) Minutes of the Special Meeting of Council, November 26, 2012

**CARRIED UNANIMOUSLY.**

6. **PRESENTATIONS**

- (1) Jack Hull, Interim Program Director, Core Area Wastewater Treatment Program, Diana Lokken, General Manager, Corporate Services and Malcolm Cowley, Manager, Engineering Design Services, Capital Regional District Re: Core Area Wastewater Treatment Program Cost Allocation

Jack Hull, Interim Program Director, Core Area Wastewater Treatment Program, Diana Lokken, General Manager, Corporate Services, Capital Regional District and Malcolm Cowley, Manager, Engineering Design Services, Capital Regional District made a presentation regarding the Core Area Wastewater Treatment Program Cost Allocation and answered questions from Council.

- (2) Bill Wellburn, Chair and Curtis Grad, President and Chief Executive Officer, Greater Victoria Harbour Authority, Re: Annual Presentation

Bill Wellburn, Chair and Curtis Grad, President and CEO presented their annual report of activities of the Greater Victoria Harbour Authority and answered questions from Council.

7. **PUBLIC INPUT**

*Mark Salter, resident*, expressed his concerns regarding environmental risks of home heating oil tanks that threaten local fish habitat.

*John Bergbusch, Chair, Association for Responsible and Environmentally Sustainable Sewage Treatment (ARESST)*, requested Council's support for the resolution adopted by the District of Oak Bay, outlined in Mayor Jensen's letter under Agenda Item 11(5), regarding the proposed land based liquid waste treatment project.

**RECESS AND RECONVENE**

The Mayor requested a short recess at 8:14 p.m. The Regular Meeting of Council reconvened at 8:19 p.m. with all members of Council present, except Councillor Brame.

8. **STAFF REPORTS**

*Administration*

- (1) Revisions to Council Policy No. ADMIN-40: Appointment Process – Advisory Committees, Commissions and Board, Staff Report No. ADM-12-058

**MOTION:** Moved by Councillor McKie/Councillor Morrison:  
That Council approve the revised Council Policy No. ADMIN-40 entitled "Appointment Process – Advisory Committees, Commission and Board of Variance" as attached to Staff Report No. ADM-12-058.

**CARRIED UNANIMOUSLY.**

**MOTION:** Moved by Councillor Morrison/Councillor McKie:  
That Council extend all committee appointments due to expire on December 31, 2012 to January 31, 2013.

**CARRIED UNANIMOUSLY.**

*Finance*

- (2) 2013 Revenue Anticipation Borrowing Bylaw, Staff Report No. FIN-12-015

**MOTION:** Moved by Councillor Hundleby/Councillor Hodgins:  
That the Revenue Anticipation Borrowing Bylaw, 2013, No. 2796, in the amount of \$2,500,000 be given 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Readings.

**CARRIED UNANIMOUSLY.**

9. **BYLAWS**

*For Adoption*

- (1) Freedom of Information Bylaw, 2012, No. 2795

**MOTION:** Moved by Councillor Schinbein/Councillor McKie:  
That Freedom of Information Bylaw, 2012, No. 2795 be **adopted**.

**CARRIED UNANIMOUSLY.**

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

There were no Mayor's or Councillors' reports.

11. **COMMUNICATIONS**

- (2) Letter from Dawn Ritchie, Esquimalt Chamber of Commerce, received November 19, 2012, Re: 2012 Esquimalt Chamber of Commerce Membership

**MOTION:** Moved by Councillor Hodgins/Councillor Morrison:  
That the letter from Dawn Ritchie, Esquimalt Chamber of Commerce, received November 19, 2012, regarding 2012 Esquimalt Chamber of Commerce Membership be received for information.

**CARRIED UNANIMOUSLY.**



- (1) Letter from Minister Bill Bennett, Ministry of Community, Sport and Cultural Development, dated November 12, 2012, Re: Esquimalt Centennial Celebrations

**MOTION:** Moved by Councillor McKie/Councillor Hundleby:  
That the letter from Minister Bill Bennett, Ministry of Community, Sport and Cultural Development, dated November 12, 2012 regarding Esquimalt Centennial Celebrations be received for information.

**CARRIED UNANIMOUSLY.**

- (3) Email from Mark Salter, dated November 19, 2012, Re: Heating Oil Tanks

**MOTION:** Moved by Councillor Schinbein/Councillor Hundleby:  
That the email from Mark Salter dated November 19, 2012 regarding heating oil tanks be received for information; and  
That the email be referred to the Environmental Advisory Committee for their comments.

**CARRIED UNANIMOUSLY.**

- (4) Letter from Sonia Santarossa, Capital Regional District, dated November 21, 2012, Re: 2012 CRD Board and Hospital Board Appointments and 2011 Census Figures

**MOTION:** Moved by Councillor McKie/Councillor Hundleby:  
That the letter from Sonia Santarossa, Capital Regional District, dated November 21, 2012 regarding 2012 CRD Board and Hospital Board appointments and 2011 Census Figures be received; and  
That the Mayor request a presentation to Council from the Capital Regional District Board.

**CARRIED UNANIMOUSLY.**

- (5) Letter from Nils Jensen, Mayor, District of Oak Bay, dated November 26, 2012, Re: Request for Environmental Study of Land-Based Liquid Waste Treatment Project

**MOTION:** Moved by Councillor Hodgins/Councillor Morrison:  
That the letter from Nils Jensen, Mayor, District of Oak Bay dated November 26, 2012 regarding a request for environmental study of land-based liquid waste treatment project be received for information; and that a letter be sent to the Chair of the Capital Regional District, with a copy to the Mayor, District of Oak Bay, indicating Esquimalt's support for Mayor Jensen's resolution as circulate in his November 26, 2012 letter.

**CARRIED UNANIMOUSLY.**

**12.**

**PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from the public.

13.

**ADJOURNMENT**

**MOTION:** Moved by Councillor Hodgins/Councillor Hundleby:  
That the Regular Meeting of Council be adjourned at 8:38 p.m.

**CARRIED UNANIMOUSLY.**

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

CERTIFIED CORRECT:

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

DRAFT



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: December 17, 2012  
Staff Report No. ADM-12-053

### REQUEST FOR DECISION

**SUBJECT:** 2013 Council Meeting Schedule

**RECOMMENDATION:**

THAT the Council of the Corporation of Township of Esquimalt approves the 2013 Regular Meeting Schedule of Council and the Committee of the Whole as attached to Staff Report No. ADM-12-053.

**RELEVANT POLICY:**

Section 127(1) *Community Charter*

Section 6 Council Procedure Bylaw, 2009, No. 2715, as amended

**STRATEGIC RELEVANCE:**

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

Submitted by: Writer

Reviewed by: CAO

Date:

Nov 9/12

## STAFF REPORT

**DATE:** November 9, 2012 Report No. ADM-12-053  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Anja Nurvo, Manager of Corporate Services  
**SUBJECT:** 2013 COUNCIL MEETING SCHEDULE

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### RECOMMENDATION:

THAT the Council of the Corporation of the Township of Esquimalt approves of the 2013 Regular Meeting Schedule of Council and Committee of the Whole as attached to Staff Report No. ADM-12-053.

### BACKGROUND:

In accordance with the provisions of Section 127 (1) of the *Community Charter* and Section 6 of the Council Procedure Bylaw, 2009, No. 2715, as amended, Council must annually before December 24<sup>th</sup> make available to the public a schedule of the dates, times and places of regular Council meetings and must give public notice of the availability of the schedule. Attached is the draft schedule of Council and Committee of the Whole meetings for 2013.

The annual convention of the Federation of Canadian Municipalities is scheduled for May 31<sup>st</sup> to June 3<sup>rd</sup> in Vancouver. Staff proposes that the Council meeting that would otherwise be scheduled for June 3<sup>rd</sup> be held instead on June 24<sup>th</sup>.

The annual convention of the Union of British Columbia Municipalities will be held September 16<sup>th</sup> to 20<sup>th</sup> in Vancouver. Staff proposes that the Council meeting that would otherwise be scheduled for September 16<sup>th</sup> be held instead on September 30<sup>th</sup>.

### ISSUES:

1. Rationale for Selected Option  
The schedule of Council meetings attached is in compliance with the Council Procedure Bylaw and our previous practice.
2. Organizational Implications  
There are no organizational implications.
3. Financial Implications  
There are no financial implications.
4. Communication  
In accordance with the *Community Charter* and Council Procedure Bylaw, the public will be notified of the availability of the Schedule of Council meetings by publication of a notice in the local newspapers, as well as by posting notice on our Municipal Hall Notice Board and our website.

### ALTERNATIVES:

1. Approve the attached 2013 Schedule of Council and Committee of the Whole meetings.
2. Amend the attached Schedule and approve the Schedule as amended.



## Corporation of the Township of Esquimalt

### 2013 REGULAR MEETING SCHEDULE COUNCIL & COMMITTEE OF THE WHOLE

<b>REGULAR MEETING SCHEDULE</b>	
<b>Esquimalt Municipal Hall, Council Chambers Monday, at 7:00 p.m.</b>	
<b>COUNCIL</b>	<b>COMMITTEE OF THE WHOLE</b>
January 7, 2013 January 21, 2013	January 14, 2013
February 4, 2013 February 18, 2013	February 25, 2013 (in lieu of February 11)
March 4, 2013 March 18, 2013	March 11, 2013
April 15, 2013 April 22, 2013 (in lieu of April 1)	April 8, 2013
May 6, 2013 May 27, 2013 (in lieu of May 20)	May 13, 2013
June 17, 2013 June 24, 2013 (in lieu of June 3)	June 10, 2013
July 15, 2013	July 8, 2013
<b>July 22, 2013 through August 16, 2013 Summer Recess</b>	
August 26, 2013	August 19, 2013
September 23, 2013 (in lieu of September 2) September 30, 2013 (in lieu of September 16)	September 9, 2013
October 7, 2013 October 21, 2013	October 28, 2013 (in lieu of October 14)
November 4, 2013 November 18, 2013	November 25, 2013 (in lieu of November 11)
December 2, 2013 December 16, 2013	December 9, 2013

*Annual FCM Convention: May 31 – June 3, 2013 (Vancouver, BC)*

*Annual UBCM Convention: September 16 – September 20, 2013 (Vancouver Convention Centre)*

- *Regular Council meetings are scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Committee of the Whole meetings are scheduled for the 2<sup>nd</sup> Monday of the month.*
- *Where the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Monday is a statutory holiday, the meeting will be rescheduled to the 4<sup>th</sup> Monday of the month.*

ALTHOUGH THE TOWNSHIP OF ESQUIMALT TRIES TO ENSURE THE ACCURACY OF ALL INFORMATION PRESENTED, YOU SHOULD CONFIRM ALL INFORMATION BEFORE MAKING ANY DECISIONS BASED ON IT. INFORMATION CAN BE CONFIRMED THROUGH THE OFFICE OF THE CORPORATE OFFICER AT 250-414-7135.



# 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: December 17, 2012  
Staff Report No. ADM-12-061

## REQUEST FOR DECISION

**SUBJECT:** Electric Vehicle Charging Station

**RECOMMENDATION:** That Council approve:

- a) Spending of up to \$16,000 from the Sustainability Reserve Fund to cover the cost of purchasing and installing one [1] Level 2 electric vehicle charging station with dual charging cords in the Municipal Hall/Library parking lot;
- b) The signing of the Community Charging Infrastructure Fund Agreement for the receipt of \$8,000 of funding towards the purchase and installation of the electric vehicle charging station;
- c) A new 2013 core budget item of \$2,000 to cover the cost of operating and maintaining the electric vehicle station; and
- d) The Township of Esquimalt's participation in BC Hydro's pilot program to track the real-time electricity use of charging stations.

**RELEVANT POLICY:**

*Official Community Plan Bylaw, 2006, No. 2646 - Section 7.1.2.6 Greenhouse Gas Emission Reduction Targets*

*Sustainability Reserve Fund Bylaw, 2009, No. 2714*

**STRATEGIC RELEVANCE:**

Climate Action Plans

Submitted by: Writer 

Reviewed by: Acting CAO  Date: Dec 13, 2012

## STAFF REPORT

**DATE:** December 12, 2012 Report No. ADM-12-061  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Marlene Lagoa, Sustainability Coordinator  
**SUBJECT:** Electric Vehicle Charging Station

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### RECOMMENDATION:

That Council approve:

- a) Spending of up to \$16,000 from the Sustainability Reserve Fund to cover the cost of purchasing and installing one [1] Level 2 electric vehicle charging station with dual charging cords in the Municipal Hall/Library parking lot;
- b) The signing of the Community Charging Infrastructure Fund Agreement for the receipt of \$8,000 of funding towards the purchase and installation of the electric vehicle charging station;
- c) A new 2013 core budget item of \$2,000 to cover the cost of operating and maintaining the electric vehicle station; and
- d) The Township of Esquimalt's participation in BC Hydro's pilot program to track the real-time electricity use of charging stations.

### 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 included 10 participating municipalities and a proposal for 84 EV charging station installations across the region on private and public property.

At the November 26, 2012 Regular Meeting of Committee of the Whole a report requesting additional direction to staff on the EV charging station investigation was presented. This report outlines the investigation findings and recommends the installation of a Level 2 dual cord EV charging station in the Esquimalt Municipal Hall/Library back parking lot.

Community Charging Infrastructure Fund

The provincial Community Charging Infrastructure Fund (“CCI Fund”) covers up to 75% of the eligible costs of purchasing and installing a Level 2 EV charging station up to a maximum of \$4,000 for a single cord model and \$8,000 for a dual cord model. EV charging stations funded through the CCI Fund must be selected from a list of qualified suppliers. The CCI Fund Contribution Agreement requires fund recipients to have charging stations installed and fully operational before March 31, 2013 and that the station be kept in operation for five years.

Charging Station

The Township has the option of installing an EV charging station with a single or dual charging cord. A dual charging cord will allow two vehicles to charge simultaneously.

**Table 1: Annual Operating Costs for EV Charging Station, Single vs. Dual**

Operating Costs (annual)	Single	Dual
Data Monitoring	\$400	\$800
Electricity	\$600	\$1,200
<b>Total Operating Cost</b>	<b>\$1,000</b>	<b>\$2,000</b>

**Table 2: Pros and Cons of a Dual Cord EV Charging Station**

Pros	Cons
<ul style="list-style-type: none"> <li>- Larger funding incentive (\$8,000) will reduce upfront installation cost.</li> <li>- Increased capacity to accommodate a higher demand for EV charging in the future.</li> <li>- Option to designate one of the charging cords for sole use by municipal fleet vehicle(s) in the future.</li> </ul>	<ul style="list-style-type: none"> <li>- Dual cord model costs an average of \$2,500 more than a single cord station.</li> <li>- Requires two electrical runs which will increase the cost of installation (varies by location site).</li> <li>- Annual operating costs may run up to double the cost of a single cord model.</li> </ul>

Greater Victoria Joint Purchasing Group

On behalf of the Greater Victoria Joint Purchasing Group (GVJPG), the City of Victoria has put out an RFP for the supply of Level 2 EV charging stations. As a member of the GVJPG, the Township has the option of participating in the contract and purchasing the charging station equipment from the successful proponent. In addition to purchasing the equipment at a competitive price, the purchase will provide for some consistency in the design and operation of EV charging stations in the capital region.

The RFP mandatory requirements for Level 2 charging stations are:

- Level 2 charging station (single and dual cord) is on the CCI Fund’s List of Qualified Products.
- Stations must be able to connect to, communicate with, and charge all standard OEM electric vehicles presently on the market.
- Stations must be delivered “hardware and software ready” for network communication, pay-for-use, and data management capabilities.

Location

The site locations investigated for the installation of an EV charging station have included the Esquimalt 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. The cost of installation varies by site based on distance from power supply and type of material to be removed and restored to trench the



electrical run.

**Table 3: Pros and Cons of EV Charging Station by Location**

Location	Pros	Cons
<b>Municipal Hall/ Library</b>	<ul style="list-style-type: none"> <li>- Investigation identified there was room in an underground conduit to run electrical from the blue building to the EV charging station with no need to trench through asphalt in Town Square thereby significantly reducing the time and cost of installation.</li> <li>- Availability of parking that can be used by EV owners when visiting the Library, Recreation Centre or businesses on Esquimalt Road.</li> <li>- No site changes related to the EVP are expected in the next 5 years.</li> </ul>	<ul style="list-style-type: none"> <li>- EV charging station would not be visible from the roadway.</li> <li>- EVP development in the longer term may require that the station be moved and reconnected. The cost of reconnection is unknown at this time.</li> </ul>
<b>Recreation Centre</b>	<ul style="list-style-type: none"> <li>- Single cord model may be installed at parking lot entrance under light pole providing good visibility from the roadway.</li> </ul>	<ul style="list-style-type: none"> <li>- Current site design does not allow for installation of a dual station. Installation of a dual station may require modification to parking lot design, setback of Teen Centre fencing and possibly the removal of a tree. The above costs are unknown at this time and would require further investigation.</li> <li>- Site already experiences challenges due to limited parking and restricting one or two parking stalls for use as an EV charging station would magnify the problem.</li> <li>- Redevelopment of the adjacent site (and Teen Centre from where the power will be supplied) is possible within the next five years. Installation of a new electrical service at a later date would be approximately \$10,000.</li> </ul>
<b>Archie Browning Sports Centre</b>	<ul style="list-style-type: none"> <li>- Ample parking is available at this site to accommodate a single or dual cord station at the front of the building.</li> <li>- Site is adjacent to the Esquimalt Plaza</li> </ul>	<ul style="list-style-type: none"> <li>- EV charging station would not be visible from the roadway.</li> <li>- Site requires the longest electrical run from power supply to charging station.</li> </ul>

**Table 4: Installation Costs for EV Charging Station by Location**

Installation Costs	Municipal Hall/ Library		Recreation Centre		Archie Browning Sports Centre	
	Single	Dual	Single	Dual	Single	Dual
Fixed (Station/Signage)	\$11,000	\$14,000	\$11,000	\$14,000	\$11,000	\$14,000
Installation (Electrical/Civil)	\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	\$30,000
<b>Total Installation Cost*</b>	<b>\$21,000</b>	<b>\$24,000</b>	<b>\$21,000</b>	<b>\$24,000</b>	<b>\$31,000</b>	<b>\$44,000</b>

\* Cost excludes CCI Fund incentives of \$4,000 for single cord and \$8,000 for dual cord

Staff recommends that a Level 2 dual cord EV charging station be installed at the Municipal Hall/Library by the two parking stall closest to the library entrance.

Charging Fee

The administrator of the CCI Fund has indicated that to the best of their knowledge all funding recipients, including municipalities in the capital region, plan to provide free use of EV charging stations in the first year. Some communities may review the possibility of charging a similar fee to parking for use of EV charging stations in the future.

Staff was asked to examine the possibility of charging a fee for use that would recover the costs of purchasing, installing and operating the station over five years. A cost recovery model reflecting low, medium and high usage for a single cord and dual cord EV charging station is presented in Table 5 below. The third column shows a fee collected over 5 years whereas the fourth column shows a fee if the first year was free and fees were collected over 4 years.

**Table 5: Cost Recovery for Municipal Hall/Library EV Charging Station, Single and Dual Cord**

EV Charging Station	Total Cost* (after	Fee/Hour (5 years)	Fee/Hour (4 years)
<b>Single Cord</b>			
Low Usage (4 hrs/day)	\$21,000	\$2.90	\$3.60
Medium Usage (8 hrs/day)	\$22,000	\$1.50	\$1.90
High Usage (14 hrs/day)	\$23,000	\$0.90	\$1.20
<b>Dual Cord</b>			
Low Usage (4 hrs/day)	\$23,000	\$1.60	\$2.00
Medium Usage (8 hrs/day)	\$25,000	\$0.90	\$1.10
High Usage (14 hrs/day)	\$28,000	\$0.60	\$0.70

\* Cost is net CCI Fund incentives of \$4,000 for single cord and \$8,000 for dual cord

To recover the total cost of installing and operating an EV charging station, the Township may wish to consider collecting a fee in the range of \$1 to \$4 per hour for a single cord station and \$1 to \$2 per hour for a dual cord station. A condition of receiving CCI funding is to make the station available to the public at a reasonable cost; therefore, any proposed fee would need to be first approved by the CCI Fund program administrator Fraser Basin Council.

Staff recommends that the operation of an EV charging station(s), including implementation of fee for use, be consistent with the operating model of neighbouring municipalities. Offering a competitive fee for use would ensure that EV owners are not bypassing recreational and retail opportunities in Esquimalt over another community which offers free or cheaper EV charging.

BC Hydro Pilot Program

Recipients of the CCI Fund have the option of participating in a pilot program to study the real-time electricity use of charging stations. If selected to participate in the pilot, staff would be required to meet and submit reports to BC Hydro and the Province of BC.

**ISSUES:**

1. Rationale for Selected Option

Staff recommends that a Level 2 EV charging station with dual charging cords be installed in the Municipal Hall/Library parking lot. In addition to being a cost-effective option, the installation of an EV charging station would not require any changes to the parking lot design. Further rationale for the selected option is outlined in Table 2: Pros and Cons of a Dual Cord EV Charging Station and Table 3: Pros and Cons of EV Charging Station by Location.

## 2. Organizational Implications

Staff will oversee the general management of the EV charging station. If a fee is collected for use of the charging station, staff will be required to enter revenue reports supplied by the station's software program.

## 3. Financial Implications

The total cost of installing a dual cord EV charging station at the Esquimalt Municipal Hall/Library is \$24,000. CCI funding of \$8,000 is available to offset the total cost of installation. The total net cost to the Township would be \$16,000 with monies coming from the Sustainability Reserve Fund. The Sustainability Reserve Fund has a current balance of \$109,826.

The cost of operating and maintaining a dual cord EV charging station is \$2,000 annually. The amount would need to be added as a core budget item in the 2013 budget.

## 4. Communication

The communication strategy will include media releases, social media, community newsletter and information on the municipal website. The Province requires that standard signage be installed at the parking stall and on the roadway directing users to the charging station. An information board (approximately 4ft x 2 ft) on electric vehicles will be installed by the charging station. The charging site location will also be posted on an online map or mobile application identifying community charging stations in B.C.

## **ALTERNATIVES:**

1. That Council approve:
  - a) Spending of up to \$16,000 from the Sustainability Reserve Fund to cover the cost of purchasing and installing one [1] Level 2 electric vehicle charging station with dual charging cords in the Municipal Hall/Library parking lot;
  - b) The signing of the Community Charging Infrastructure Fund Agreement for the receipt of \$8,000 of funding towards the purchase and installation of the electric vehicle charging station;
  - c) A new 2013 core budget item of \$2,000 to cover the cost of operating and maintaining the electric vehicle station; and
  - d) The Township of Esquimalt's participation in BC Hydro's pilot program to track the real-time electricity use of charging stations.
2. That Council provide alternative direction to staff.
3. That Council request further information from staff.

**PHOTOS: EV Charging Station Site Options**

**1. Municipal Hall/Library – 1229 Esquimalt Road**



**2. Recreation Centre – 527 Fraser Street**



**3. Archie Browning Sports Centre – 1151 Esquimalt Road**





## 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: December 17, 2012  
Staff Report No. FIN-12-016

### REQUEST FOR DECISION

**SUBJECT:**

Local Grant – Greater Victoria Harbour Authority for Na' Tsa' Maht - The Unity Wall

**RECOMMENDATION:**

That Council approve the issuance of a letter and a cash contribution of \$2,500 in support of the Na' Tsa' Maht – The Unity Wall project as requested in the letter attached to Staff Report No. FIN-12-016.

**RELEVANT POLICY:**

Council Policy No. ADMIN-32 Local Grants

**STRATEGIC RELEVANCE:**

To recognize and support the significance of Na' Tsa' Maht - the Unity Wall in conjunction with the Township of Esquimalt's centennial anniversary commemorations

Submitted by: Director of Financial Services

Reviewed by: Acting CAO

Date:

Dec 12, 2012

## STAFF REPORT

**DATE:** December 10, 2012 Report No. FIN-12-016  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Ian Irvine, Director of Financial Services  
**SUBJECT:** Local Grant - Na' Tsa' Maht – The Unity Wall

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### RECOMMENDATION:

That Council approve the issuance of a letter and a cash contribution of \$2,500 in support of the Na' Tsa' Maht – The Unity Wall project as requested in the letter attached to Staff Report No. FIN-12-016.

### BACKGROUND:

The Greater Victoria Harbour Authority is seeking support from the Township of Esquimalt to complete Phase 3 of Na' Tsa' Maht – The Unity Wall on the breakwater. The vision is to transform the existing concrete breakwater into the world's largest mural. The images on the wall depict symbols and stories of the Esquimalt and Songhees Nations and the panels describe the significance of the imagery.

The Esquimalt and Songhees Nations have both expressed continued support for the project. As well, a commitment has been made by the City of Victoria to contribute up to \$10,000 in cash and a \$1,000 in-kind contribution in conjunction with their 150 year anniversary commemorations.

The Greater Victoria Harbour Authority has sponsored the first two phases of the mural project with funding from its own capital reserves.

### ISSUES:

#### 1. Rationale for Selected Option

The Council Policy No. ADMIN-32 Local Grants permits the allocation of available local grant funds throughout the remainder of the year as determined by Council in response to formal requests. The determination of the actual grant amount is at the discretion of Council.

The Greater Victoria Harbour Authority's has applied for 50% of the total project funds from Heritage Canada. The application criteria call for contributions from the local government level. If received, the federal grant will be matched by the Greater Victoria Harbour Authority through its capital reserves.

2. Organizational Implications

None

3. Financial Implications

During the approval of annual local grants, a 10% amount was allocated for requests received outside the Local Grant approval process. This year, approved grants have not exceeded the 10% additional budget amount and therefore funds are available to support this request.

4. Communication

A letter of support will be drafted and a cheque will be issued to the Greater Victoria Harbour Authority upon approval by Council.

The Township's support will be acknowledged on the final interpretive panel of the Unity Wall and in promotional material and will also be communicated during the final blessing ceremony.

**ALTERNATIVES:**

1. That Council approve the issuance of a letter and a cash contribution of \$2,500 in support of the Na' Tsa' Maht – The Unity Wall project as requested in the letter attached to Staff Report No. FIN-12-016.
2. Council approve an alternative contribution to the project.
3. Deny the request.



November 26, 2012

Honourable Barb Desjardins  
Township of Esquimalt  
1229 Esquimalt Rd  
Esquimalt BC V9A 3P1

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO  Mayor/Council

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RECEIVED: NOV 27 2012

Referred: Ian

For Action  For Response  COTW

For Report  Council Agenda  IC

Local Grants



**RE: Support for Na' Tsa' Maht – The Unity Wall**

Dear Mayor,

Greater Victoria Harbour Authority (GVHA) is seeking the Township of Esquimalt's support to complete Na' Tsa' Maht – The Unity Wall on the breakwater. We are requesting a letter of support and a cash contribution of \$2,500. Your support is important to GVHA's application for 50% of the project funds from Heritage Canada's Legacy Fund, as the application criteria calls for contribution from the local government level. If approved, Heritage Canada will provide a federal \$250,000 grant which will be matched/funded by GVHA from its capital reserves.

Please note that the City of Victoria has committed up to \$10,000 in cash and a \$1,000 in-kind contribution for this project, in conjunction with their 150 year anniversary commemorations. We have also consulted extensively with the Esquimalt and Songhees Nations, both of which have expressed continued support for the project.

**The Project**

The vision for the mural is to run the length of the wall transforming a plain concrete breakwater into the world's largest mural. The images on the wall depict symbols and stories of the Esquimalt and Songhees Nations. The interpretive panels describe the significance of the imagery.

GVHA sponsored the first two phases of this mural project at a cost of almost \$400,000 funded from its own capital reserves.

**The People**

Renowned local artists Butch Dick, Songhees Nation, and Darlene Gait, Esquimalt Nation, not only designed the mural but also mentored 12 artists-in-training as they painted the mural. The artists-in-training consisted primarily of Aboriginal youth, including one who lived in the Township and four who attended school in the Township. Fundamental to the project, these young artists spent the summer learning traditional design, painting technique, and about the history and cultural importance of the images they were painting. In addition, they were immersed in a professional and demanding work environment where they learned the essentials of occupational health and safety, positive work habits and numerous practical skills to help them become increasingly successful in their future employment. The Unity Wall project provides a meaningful opportunity for youth to develop valuable skills while simultaneously catalyzing the reclamation of traditional knowledge and pride in the First Nations culture.

GREATER VICTORIA  
HARBOUR AUTHORITY

189 Dallas Road  
Victoria, British Columbia,  
Canada V8V 1A1

Tel: 250.383.8300

Fax: 250.383.8322

Web: www.victoriaharbour.org

**Phase III scope**

In order to complete the mural, the two artists will design the final section of the mural and it will be painted by youth. The remaining half of the inside wall will be painted with replications of the three phases. More than 20 youth will be employed to complete the paintings for the inside wall.

The exterior wall, which is subject to more extreme weather, will be stencilled with imagery from the three phases.

**Commemoration**

The theme for Phase III of the Unity Wall will focus on the intersection of Sir James Douglas' recognition of Aboriginal Title in the signing of the Douglas Treaties, with the anniversaries of the establishments of the Township of Esquimalt and Fort Victoria. The Township, which was incorporated on September 1, 1912, was named after the First Nations word for the "place of the shoaling waters." The breakwater is a historic structure that protects the waters of Esquimalt and Victoria for all peoples. As a highly visible and iconic landmark site, this is an ideal location to celebrate First Nations, Esquimalt & Victoria.

The design will explore the significance of the interaction between the First Nations and the settlers. It will represent both the challenges of the relationship as well as the significance of the signing of the Douglas Treaties. Completing the Unity Wall will be a meaningful way to commemorate the Township's anniversary, while honouring the contribution of First Nations to 100 years of the Township of Esquimalt.

**Recognition**

The Township's support will be acknowledged on the final interpretive panel, on [www.theunitywall.ca](http://www.theunitywall.ca) and other promotional material and the final blessing ceremony of the wall.

Your support for this project is greatly appreciated. Please don't hesitate to contact me if you have any questions.

Regards,



Curtis Grad, President & Chief Executive Officer

Addenda: Project Budget

**Project budget**

<b>EXPENSES</b>		<b>Notes</b>
Human Resources	266,000	Youth, Project Coordinator, staff support
Design	70,000	Phase III & Stencil
Material	124,000	
Interpretive panel	7,500	Phase III
Video	20,000	
Communication	5,000	
Blessing Ceremony	7,500	
	<b>500,000</b>	
<b>FUNDING</b>		
Legacy Fund (Heritage Canada)	250,000	unconfirmed
City of Victoria cash contribution	up to 10,000	confirmed
Township of Esquimalt	tbd	unconfirmed
City of Victoria in-kind contribution	1,000	blessing ceremony
GVHA	239,000	
	<b>500,000</b>	



## 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: December 17, 2012  
Staff Report No. P&R-12-006

### REQUEST FOR DECISION

**SUBJECT:** 2013 Age-friendly Community Planning and Project Grant Application

**RECOMMENDATION:**

That Council support the submission of a grant application for the 2013 Age-friendly Community Planning and Project Grant with funding through the Seniors' Housing & Support Initiative.

**STRATEGIC RELEVANCE:**

To further advance the Township of Esquimalt as a recognized British Columbia Age-friendly Community and its dedication to long-term Age-friendly community leadership and innovation.

Submitted by: Director of Parks and Recreation Services

Reviewed by: Acting CAO

Date:

Dec 13, 2012

## STAFF REPORT

**DATE:** December 17, 2012 Report No. P&R-12-006  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Scott Hartman, Director of Parks and Recreation Services  
**SUBJECT:** 2013 Age-friendly Community Planning and Project Grant Application

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### RECOMMENDATION:

That Council support the submission of a grant application for the 2013 Age-friendly Community Planning and Project Grant with funding through the Seniors' Housing & Support Initiative.

### BACKGROUND:

The Township of Esquimalt has been recognized as a British Columbia Age-friendly Community and is dedicated to long-term Age-friendly community leadership and innovation. To further enhance Esquimalt's neighborhood development initiatives and promote opportunities for inter-generational community engagement, staff sought Provincial grant funding of \$20,000 for a pilot project. Due to the tight submission deadlines involved, staff have already prepared and submitted the grant application under the 2013 Age-friendly Community Project Grant.

### ISSUES:

Staff have been working on a series of community development strategies with an aim to increase neighborhood development. This includes strategies to develop stronger relationships with seniors and strengthen the Township's age-friendly support network.

This pilot project involves building capacity and securing the resources needed within the Township to host neighborhood events and age-friendly community gatherings. These resources include the tools needed to expand community social networks, establish volunteer training and secure the equipment and supplies necessary for the creation of micro-neighborhood celebrations, block parties and smaller events. In addition, this project aims to provide additional support to Esquimalt-based community groups by expanding their event hosting capabilities.

### ALTERNATIVES:

- 1) That Council support the submission of a grant application for the 2013 Age-friendly Community Planning and Project Grant with funding through the Seniors' Housing & Support Initiative.
- 2) That Council direct staff to withdraw the 2013 Age-friendly Community Project Grant application.



# 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: December 17, 2012  
Staff Report No. P&R-12-007

## REQUEST FOR DECISION

**SUBJECT:** Memorandum of Renewal – Macaulay Point Park

**RECOMMENDATION:**

That Council direct staff to finalize and sign the 5 year Memorandum of Renewal with CFB Esquimalt for continued public use of Macaulay Point Park.

That Council authorize \$15,000 from the 2012 Parks Operating Budget and \$57,100 from the 2012 Parks Capital Budget be carried forward to 2013 in order to conduct the Macaulay Point Environmental Management Plan and increase park education signs and structures.

**STRATEGIC RELEVANCE:**

Council identified the renewal of the Memorandum of Renewal (MOR) for Macaulay Point Park as a key strategic priority for their 2012 work plan.

Submitted by: Director of Parks and Recreation Services \_\_\_\_\_

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

Date: Dec 13, 2012

## STAFF REPORT

**DATE:** December 12, 2012 Report No. P&R-12-007  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Scott Hartman, Director of Parks and Recreation Services  
**SUBJECT:** Memorandum of Renewal – Macaulay Point Park

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### RECOMMENDATION:

That Council direct staff to finalize and sign the 5 year Memorandum of Renewal with CFB Esquimalt for continued public use of Macaulay Point Park.

That Council authorize \$15,000 from the 2012 Parks Operating Budget and \$57,100 from the 2012 Parks Capital Budget be carried forward to 2013 in order to conduct the Macaulay Point Environmental Management Plan and increase park education signs and structures.

### BACKGROUND:

The 5.5 hectares of land at Macaulay Point Park is federally-owned and is the responsibility of CFB Esquimalt. The Township of Esquimalt leases the land from CFB Esquimalt for use as waterfront parkland. As a result, the Township maintains the land as a municipal park for recreational use and is therefore not subject to any property tax assessments. The cost to renew the MOR for five years is \$200 plus tax.

The five year renewal of the MOR will provide both the Township and CFB Esquimalt with assurances of continued use as a municipal park for recreational use. Furthermore, this timeline will allow for further park management strategies to be implemented and ongoing environmental stewardship to be maintained.

Council identified the renewal of the Memorandum of Renewal (MOR) for Macaulay Point Park as a key strategic priority for their 2012 work plan. The current agreement has expired and a new agreement is required in order to maintain continued public access to these lands.

### ISSUES:

#### 1. Rationale for Selected Option

Macaulay Point Park is home to two federally protected plant species at risk: the Dense-flowered Lupine and the Purple Sanicle. In order to reduce the negative impacts to the plant species, CFB Esquimalt installed approximately 900 meters of split-rail fencing in March 2012. The fencing was strategically placed to protect the rare plants from site visitors and their dogs. The fence installation delineates conservation or no-go zones. In addition, thirty signs were also attached to the fences to raise awareness of the conservation of the protected plant species.

The new MOR will provide some guidelines and role clarity for site management at Macaulay Point Park. This is necessary to ensure that there is clarity to the roles and responsibilities for both the Township and CFB Esquimalt as it pertains to the natural resource management of the site.

## 2. Organizational Implications

As per the MOR, CFB Esquimalt will be responsible to conduct the validation and monitoring of the two endangered species. This will include annual species counts and observations to determine the conditions and impact of the species at risk. In addition, CFB Esquimalt will provide oversight and guidance regarding invasive species treatments on the leased land and will provide the support to secure the necessary environmental permits required to conduct the work. Furthermore, CFB Esquimalt Military Police will be used to patrol the area and to support the conservation efforts within the leased areas.

As per the MOR, the Township will be required to develop and implement an Environmental Management Plan for Macaulay Point Park. It is estimated that this will cost approximately \$15,000. The Parks Division conducts similar type management plans for other areas within the Township's parkland inventory. In addition, the Township will further develop an educational awareness strategy and develop and install park signage to support the efforts of protecting the identified species at risk. These items can be completed with the funds previously allocated in the 2012 Capital Budget. Furthermore, the Parks division will allocate approximately 240 hours (two staff for approximately 15 days) of annual staff resources for the removal of invasive plant species in addition to the routine maintenance on the lease lands. It is anticipated that this work can be completed within existing operational work plans and current operational budgets.

The Township will also be responsible for managing and enforcing animal control throughout Macaulay Point Park. This will result in no changes to current operating practices as this work is currently being performed by the Township and its contracted resources. The MOR allows for continued off-leash dog use of the park. However, should the alteration or destruction of the protected species be witnessed as a result of dogs off-leash within the conservation zones, CFB Esquimalt can require that dogs be on-leash when within the leased area. Should this restriction fail to result in the level of protection required at the site, CFB Esquimalt could completely ban dogs from the site. This tiered approach to site restrictions allows the Township and CFB Esquimalt to minimize its liabilities while continuing to operate the land for recreational park use.

## 3. Financial Implications

The funds currently allocated in 2012 Operating and Capital Budgets are sufficient to meet the site management requirements of the MOR. Staff recommend that these funds be carried forward into 2013 so that the work required can be completed by the Spring. These include: \$15,000 from the 2012 Operating budget for the Environmental Management Plan and \$57,100 from the 2012 Capital Budget for increased conservation efforts and increased park education signs and structures. In addition, the ongoing park maintenance and seasonal invasive plant removal can be done using existing staff resources and current operating budgets. Furthermore, animal control at Macaulay Point Park is currently being conducted by the Township's provider and no additional impacts are expected.



4. Communication

An educational awareness strategy will be developed and additional park signs will be installed.

**ALTERNATIVES:**

- 1) That Council direct staff to finalize and sign the 5 year Memorandum of Renewal with CFB Esquimalt for continued public use of Macaulay Point Park.

That Council authorize \$15,000 from the 2012 Parks Operating Budget and \$57,100 from the 2012 Parks Capital Budget be carried forward to 2013 in order to conduct the Macaulay Point Environmental Management Plan and increase park education signs and structures.

- 2) That Council provide staff with new direction regarding the Memorandum of Renewal with CFB Esquimalt for continued public use of Macaulay Point Park.



# 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: December 17, 2012  
Staff Report No. DEV-12-044

## REQUEST FOR DECISION

**SUBJECT: Esquimalt Community Heritage Register – Old Esquimalt Road.**

**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 Karen Hoy

Reviewed by: ACAO [Signature]

Date: Dec 12, 2012

## STAFF REPORT

**DATE:** December 12, 2012 Report No. DEV-12-044  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Karen Hay, Staff Liaison to the Heritage Advisory Committee  
Bill Brown, Director of Development Services  
**SUBJECT:** Esquimalt Community Heritage Register – Old Esquimalt Road

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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.*

At the October 15, 2012 Regular meeting of Council concerns were raised that property owners in the area had not been notified ahead of time, and that property taxes of properties adjacent to the road may increase.

The BC Assessment Authority's Deputy Assessor has confirmed that there would be no change to property assessments if Old Esquimalt Road were placed on the heritage register. The Assessment Act requires the assessment authority to consider the impact of Heritage Designation on a property, but not the placement of a property on a Register.

An open house for residents, property owners and the public was held on November 20, 2012 from 4:00- 7:00 pm in the Council Chambers. Letters were mailed to 137 residents and property owners and a notice of the open house was placed on the Esquimalt.ca website from November 9 - 20<sup>th</sup>. The feedback at the open house and in response to the letter has been minimal, with all being supportive of the initiative.

At the December 10, 2012 Committee of the Whole meeting a motion was made to support the Heritage Advisory Committee's recommendation, and recommend that Old Esquimalt Road be added to Esquimalt's Community Heritage Register.

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 planned 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 road 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 has caught the interest of the local media. Articles have appeared in the November 23, 2012 edition of the Victoria News and the December 2, 2012 edition of the Victoria Times Colonist. Both articles have been positive in nature.

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 War, was built fronting both Old Esquimalt Road and Esquimalt Road. The childrens' 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 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 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 Garry Oak meadow and Douglas Fir;
- brass plaque commemorating the original survey marker.

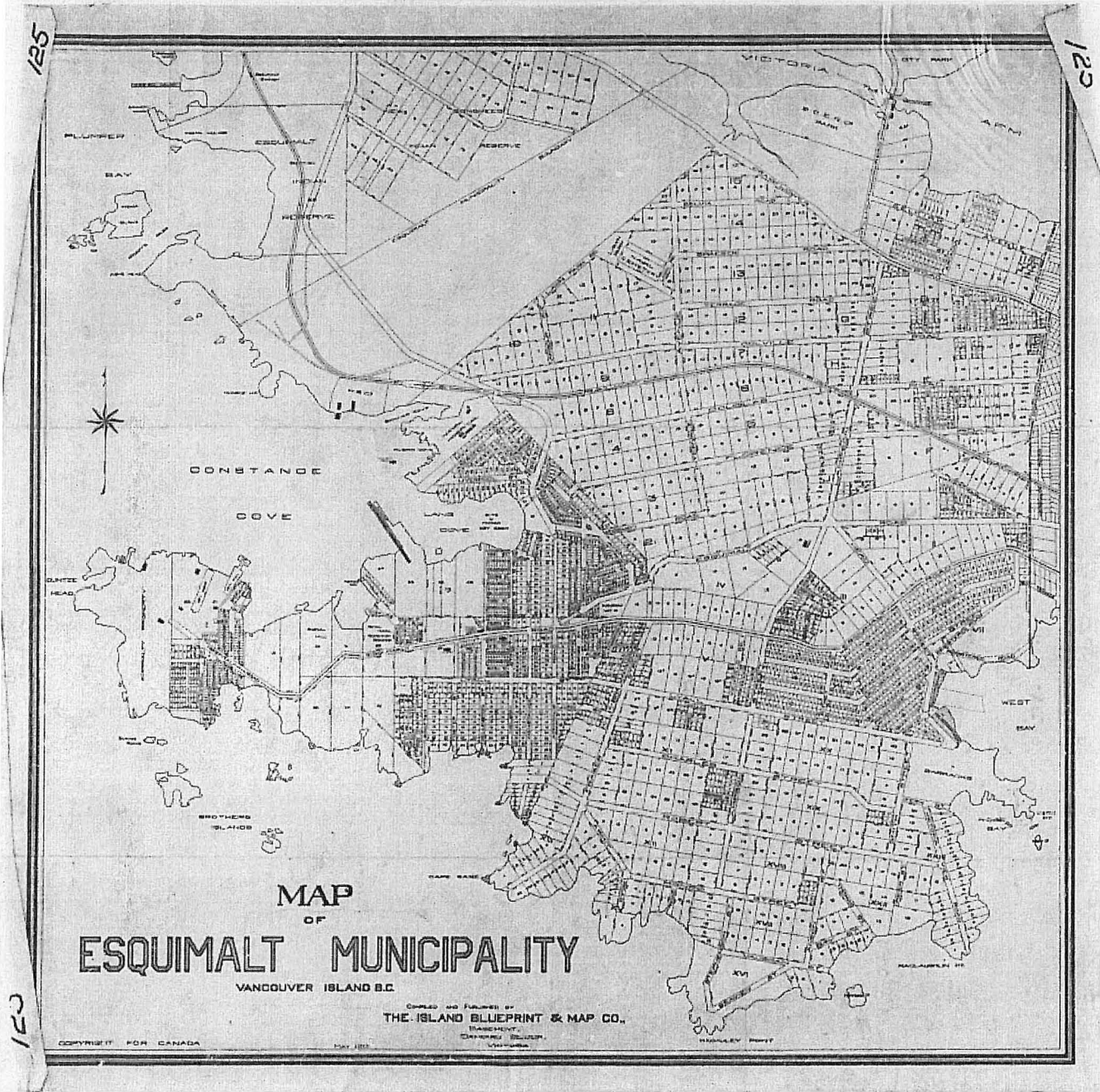


Figure 1. Historic Map (1913)



Figure 2. Plaque



Figure 3. Old Esquimalt Road in 2012





## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: December 17, 2012  
Staff Report No. DEV-12-045

### REQUEST FOR DECISION

**SUBJECT:** Development Application Procedures and Fees Bylaw No. 2791, 2012

**RECOMMENDATION:** That Council give first reading to Bylaw No. 2791, 2012 and authorize staff to circulate the bylaw for comments.

**RELEVANT POLICY:**

This initiative is part of the comprehensive review of the Development Services Division's activities and processes. The purpose of this review is to optimize results.

**STRATEGIC RELEVANCE:**

Allows the municipality to optimize its development application procedures and to update its fees associated with various development applications to move towards a more "user-pay" system.

Submitted by: Writer

*Bill Braum*

Reviewed by: A/CAO

*J. Miller*

Date:

*Dec 12, 2012*

## STAFF REPORT

**DATE:** December 10, 2012 Report No. DEV-12-045  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Bill Brown, Director of Development Services  
**SUBJECT:** Development Application and Procedures and Fees Bylaw No. 2791, 2012

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### RECOMMENDATION:

That Council give first, reading to Development Application and Procedures and Fees Bylaw No. 2791, 2012, and then open a 45 day public review period to allow the public a chance to comment on the bylaw – particularly the proposed fee schedule.

### BACKGROUND:

As part of its major review of processes and procedures, the Development Services Division initiated a review of its “Development Application and Procedures Bylaw.” This review has resulted in a complete rewrite of the bylaw in order to ensure that the Township of Esquimalt is compliant with the statutory requirements governing planning and development in British Columbia. In addition, the new bylaw includes an updated fee schedule based on a user-pay philosophy. The new bylaw also consolidates the following bylaws into one comprehensive bylaw thereby streamlining the administrative framework:

- Subdivision Fee Bylaw, 1991 No. 2018;
- Fees (Development Applications) Bylaw, 1995 No. 2203;
- Development Approval Procedures Bylaw, 2003 No. 2562;
- Delegation of Authority for Selected Development Permits Bylaw, 2010 No. 2751

The bylaw provides a comprehensive framework for how the Township will process the various planning and development applications that it receives. This will help to ensure that the application processing conforms to the relevant provincial statutes and that Council, the public, and staff have a very clear understanding of how various applications will be processed. The Bylaw also fills in some legislative gaps in the Township’s current bylaws including provisions related to “development approval information”, heritage processes and tools, and procedures related to the reconsideration of decisions made by the Director of Development Services. Finally, extraneous material that is found in the existing procedures bylaw has been eliminated (e.g. flow charts).

### ISSUES:

#### 1. Rationale for Selected Option

The current “Development Approval and Procedures Bylaw” was adopted in 2003 and

the “Development Application Fees Bylaw” in 1995. It is clearly necessary to update this latter bylaw due to the impacts of inflation and a desire to reduce pressure on the property tax base by moving towards a “user-pay” system where possible. As for the former bylaw, the Township’s planning systems have become more sophisticated – particularly with the adoption of the 2007 Official Community Plan (OCP). It is therefore necessary to ensure that the administrative procedures needed to support the OCP’s objectives and policies are in place.

2. Organizational Implications

The proposed bylaw provides the following benefits to the Township and its residents:

- 1) It consolidates four existing bylaws into one bylaw;
- 2) It brings the bylaw into strict legal conformance with the governing provincial statutes;
- 3) It deals with emerging issues that were not contemplated in the existing bylaw – especially related to heritage (**Part V** of the Bylaw);
- 4) It allows the Township to request that applicants provide reports to support their application as outlined in **Part III** of the Bylaw;
- 5) It moves the fee schedule towards a “user-pay” system that is not so dependent on the property tax base.

3. Financial Implications

The proposed fee structure is based on moving towards a use pay system. The fee structure was developed by staff based on their experience processing various types of applications. In addition, staff looked at the fee schedules for the following municipalities: Colwood, Central Saanich, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Sidney, Saanich, Sooke, View Royal, Victoria, Duncan, Ladysmith, and Parksville. Staff observed that there is a very large variation in the fees levied by various municipalities. The fees proposed generally fall within the existing fee ranges.

The existing and proposed fees are shown in Table 1. In most fee categories the methodology has changed so direct comparison of the “existing” and “proposed” fees is not possible. For example, under the existing bylaw, there is a simple rezoning fee for “single-family” rezoning of \$400/unit. Under the proposed fee schedule, “text amendments” are differentiated from “rezonings”. This is deemed to be a fairer methodology that is more reflective of the work required by staff to process the two types of applications. Where a direct comparison is possible, (e.g. “development variance permit” applications) the percentage increase is shown. Note that the Consumer Price Index has increased almost 40 percent from 1995 to 2012.<sup>1</sup> It is important to note that the inflation rate for municipal operations, known as the Municipal Price Index, is generally greater than the Consumer Price Index due to variations in the mixture of goods and services used to do the calculations.

**Table 1- Comparison of existing and proposed fees.**

Use	Existing	Proposed	Percent Change
Rezoning and OCP Amendment Applications			

<sup>1</sup> Based on the Bank of Canada Inflation Calculator  
<http://www.bankofcanada.ca/rates/related/inflation-calculator/>

Use	Existing	Proposed	Percent Change
Single-Family	\$400 per dwelling unit		
Single Family (RS) Zone text amendment		\$1000	
Rezoning to a Single Family (RS) zone		\$1000 plus \$500 of each dwelling unit	
Two-Family	\$600 per two dwelling units		
Two Family Residential (RD) zone text amendment		\$1500	
Rezoning to a Two Family Residential (RD) zone		\$2000	
Multi-Family	\$800 plus \$100 per dwelling unit		
Multi-Family Residential (RM) zone text amendment		\$1500	
Rezoning to a Multi-Family Residential (RM) zone		\$2000 plus \$100 for each dwelling unit	
Commercial or Industrial	\$800 plus \$100 per 1,000 m <sup>2</sup> of site area or portion thereof		
Commercial (c) zone text amendment		\$1000	
Rezoning to a Commercial (C) zone		\$1500 plus \$1.00/m <sup>2</sup> of Gross Floor Area (based on maximum allowable)	
Industrial (I) zone text amendment		\$1000	
Rezoning to an Industrial (I) zone		\$1500 plus \$1.00/m <sup>2</sup> of Gross Floor Area (based on maximum allowable)	
Institutional	\$500	\$500	0%
Rezoning to an Institutional (P) zone		\$1000	
Marine (M) zone text amendment		\$1000	
Rezoning to a Marine (M) zone		\$1500	

Use	Existing	Proposed	Percent Change
Other land uses, unspecified	\$800		
Official Community Plan Amendment Only	\$500	\$1000	100%
Comprehensive Development (CD) zone		\$1500	
Comprehensive Development Zones (CD Zones) – the fee shall be based on the size and density of land use proposed using the respective fees listed above.			
OCP amendment when concurrent with rezoning application	\$200	N/A	
Text amendments to other parts of the Zoning Bylaw		\$1000 plus \$100/section proposed to be amended.	
<b>Development Permits</b>			
Single Family Infill dwelling unit		\$750/dwelling unit	
Duplex		\$750/dwelling unit	
Commercial or industrial	\$300 plus \$100 per 1,000 m <sup>2</sup> of site area or portion thereof	\$500 plus \$1.00/m <sup>2</sup> of proposed Gross Floor Area	
Commercial or Industrial (signage and minor additions less than 20% of the gross floor area of an existing structure)	\$200		
Multi-Family (new dwellings)	\$100 per dwelling unit	\$1000 plus \$100/dwelling unit	
Multi-Family (Signage, additions, renovations not involving the	\$200		

Use	Existing	Proposed	Percent Change
creation of new dwellings)			
Gorge Waterway development permit		\$500	
Delegated development permit		\$500	
Development permit for sign only		\$100	
Development permit with variance		\$500 per variance requested in addition to basic development permit fee	
Amendment to a development permit prior to issuance of an occupancy permit or in cases where an occupancy permit is not required, prior to the completion of the development		\$200	
Other	\$200		
<b>Development Variance Permit Applications</b>			
All applications	\$250	\$500	100%
<b>Strata Conversions</b>			
Strata Conversion Applications for Existing Duplexes	\$200		
Strata Conversion application for existing multi-family structures	\$200 plus \$20 per dwelling unit		
All Strata Conversion applications		\$500 plus \$50/proposed strata lot	
<b>Highway Frontage Exemption</b>		\$500	

Use	Existing	Proposed	Percent Change
Heritage Alteration Permit		\$500	
Heritage Revitalization Agreement		\$1000	
Heritage Designation Bylaw		\$500	
Temporary Use Permit		\$1000	
Land Use Contract Discharge or Amendment		\$1500	
Subdivision	Initial examination fee is \$100 plus HST. Approval Fee is \$25.00 plus \$10 for each lot created.	\$1000 plus \$100/proposed additional lot	
On-site Notification sign		\$100/sign	
Newspaper Notification Fee	\$1300	\$2000	54%
Road Closure	\$1000	\$1500	50%

#### 4. Communication

Staff is proposing a 45 day public review period for the bylaw. During this time the bylaw would be posted on our web site and comments would be solicited. In addition, the bylaw would be sent to the Esquimalt Chamber of Commerce, the Esquimalt Residents Association, and the Victoria Chapter of the Urban Development Institute.

#### ALTERNATIVES:

1. That Council give first, reading to Development Application and Procedures and Fees Bylaw No. 2791, 2012, and then open a 45 day public review period to allow the public a chance to comment on the bylaw – particularly the proposed fee schedule.
2. That Council give first, second, and third readings to Development Application and Procedures and Fees Bylaw No. 2791, 2012 and not have a public consultation period.

## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### BYLAW NO. 2791

A bylaw to establish development application procedures and fees and development approval information policies and procedures under Part 26 of the *Local Government Act*, heritage application procedures under Part 27 of the *Local Government Act*, and heritage application fees under Part 7 of the *Community Charter*

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

#### **PART I: APPLICATION PROCEDURES**

1. An owner of land, or a person authorized by the owner for that purpose as evidenced by a written authorization forming part of the application, may apply to the Director of Development Services for the following in the form prescribed for that purpose by the Director, and must provide the information required by the form:
  - (a) an amendment to the Official Community Plan.
  - (b) an amendment to the zoning bylaw.
  - (c) a development permit.
  - (d) a development variance permit.
  - (e) a temporary use permit.
  - (f) discharge of or amendment to a land use contract.
  - (g) an exemption from a bylaw establishing a flood construction level or floodplain setback.
  - (h) an exemption from the minimum highway frontage in s.944 of the *Local Government Act*.
  - (i) a heritage alteration permit.
  - (j) a heritage revitalization agreement.
  - (k) a heritage designation bylaw.
  - (l) conversion of a previously occupied building to strata lots.
2. In the case of an application for a zoning amendment or amendment of the Official Community Plan that proposes a change of land use or change in the permitted density of land use, the applicant must comply with the public consultation procedures and provide the information on public consultation set out in Schedule A.



3. A reapplication for an amendment to a bylaw or land use contract or for a permit or exemption that has been refused may not be made within 6 months of the date on which the applicant was notified of the refusal unless Council specifies a lesser or greater period of time by resolution passed by a 2/3 majority of Council members eligible to vote.
4. If an applicant for a development permit seeks to vary a bylaw under Division 7 or 11 of Part 26 of the *Local Government Act* and the applicable development permit guidelines do not address such variances, the applicant must make a concurrent application for a development variance permit and pay the application fee in accordance with this bylaw.
5. The distance specified for the purpose of notification in relation to an application to amend a bylaw or land use contact is 100 metres, and in relation to an application for a development variance permit is 50 metres, in each case measured from the boundaries of any parcel to which the application pertains.
6. In the case of an application for an amendment of the Official Community Plan or the zoning bylaw, the applicant must within 7 days of making the application post on the land that is the subject of the application a notification sign supplied by the Township at the applicant's cost, and notify the Director of Development Services in writing that the sign has been posted.
7. The notification sign must be:
  - (a) posted so as to face each street on which the subject land has frontage, every 50 metres of frontage in the case of parcels whose frontage exceeds 50 m;
  - (b) placed at least 1 m above grade and not more than 2 m above grade;
  - (c) maintained in good repair and replaced at the applicant's cost if defaced, damaged or removed, until removal is required under subsection (d); and
  - (d) removed on the next business day following the Council's decision with respect to the application to which it pertains.
8. If the applicant does not maintain a notification sign in accordance with this bylaw, the Council may postpone or cancel a scheduled public hearing until the requirements of the bylaw have been complied with, and the Township may impose an additional application fee equal to the Township's actual cost of rescheduling the hearing.
9. A notification sign is not required if the Director of Development Services determines that the development that is the subject of the application is so minor as to have minimal impact on adjoining lands.
10. The applicant shall be provided with a copy of any report of the Director of Development Services or other Township staff after the agenda for the meeting of Council at which their application will be under consideration has been circulated to members of Council, and prior to the meeting.

11. Persons wishing to make representations to the Council with respect to a development variance permit application may do so in writing up to the close of business on the day on which the Council intends to consider issuing the permit, and may be heard at the Council meeting with leave of the person presiding.
12. The Corporate Officer must notify the applicant in writing of a refusal by Council to amend a bylaw or issue a permit, within fifteen days of the date of refusal.

## **PART II: APPLICATION FEES**

13. Applications under this Bylaw must be accompanied by the fees set out in Schedule B, plus any fee prescribed by the Land Title and Survey Authority for the filing of applicable notices in the Land Title Office.
14. If the application is withdrawn before being considered by the Council or a committee of the Council at any meeting, the applicant shall be entitled to a refund of 50% of the application fee to a maximum refund of \$500 and if the application is withdrawn prior to the filing of notice in the Land Title Office, the applicant shall be entitled to a refund of the filing fee.

## **PART III: DEVELOPMENT APPROVAL INFORMATION**

15. Upon the request of the Director of Development Services and within the time specified in the request, an applicant described in Section 1(b), (c) or (e) must provide to the Director of Development Services written Terms of Reference for the preparation of information on the impact of the proposed activity or development that is the subject of the application.
16. To the extent that the proposed activity or development can reasonably be expected to have an appreciable impact on any of the following matters, the Terms of Reference must include those matters in the scope of the information that is to be prepared:
  - (a) the natural environment of the area affected including adjacent marine areas, surface drainage, ecosystems and biological diversity, with particular emphasis on areas of unusual environmental sensitivity and any rare plant or animal species;
  - (b) local highways, fire protection systems, water supply systems, municipal solid waste disposal and recycling facilities, energy and communications utilities, and local parking facilities;
  - (c) local school facilities; local, regional and provincial parks; hospitals and other health care services; local transportation services including public transit;
  - (d) local commercial services and employment opportunities, but the question or market demand for the activity or development need not be dealt with when the application is for a development permit;
  - (e) property tax revenues of the Township;

- (f) energy and water conservation;
  - (g) natural hazards including tsunami hazards and the effects of sea level rise;
  - (h) cultural heritage resources including resources of historical, archaeological, paleontological or architectural significance whether on land or underwater; and
  - (i) aesthetic values including the appearance of the development and the effect of any artificial lighting proposed.
17. In addition to any matter listed in s. 16, the applicant may include in the Terms of Reference any matter on which the applicant considers information ought to be provided to the Township to permit a full understanding of the Impact of the proposed activity or development on the community.
  18. In the case of an application for a development permit or temporary use permit, the Terms of Reference must address any particular information requirements that are identified in or arise from any applicable guidelines in the official community plan or zoning bylaw.
  19. In addition to any other requirements the Terms of Reference may require the person preparing the impact information to provide information on the relationship between the proposed activity or development and
    - (a) the Regional Growth Strategy of the Capital Regional District; and
    - (b) in the case of a proposed zoning amendment, the Official Community Plan.
  20. The Terms of Reference may specify that the impact information will be prepared by a person having professional expertise in the matters included in the Terms of Reference, any may include information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information.
  21. The Terms of Reference must specify the date by which and the form and the number of copies in which the impact information will be provided.
  22. Within 10 business days of receipt of the Terms of Reference the Director of Development Services must indicate in writing to the applicant that
    - (a) the Terms of Reference submitted by the applicant are acceptable;
    - (b) the Terms of Reference submitted by the applicant are acceptable if additional matters specified by the Director and within the scope of Section 13 of this Bylaw are included;
    - (c) the Terms of Reference submitted by the applicant are acceptable if a person other than one who has been proposed by the applicant in the Terms of Reference, and whose selection has been approved in writing by the Director, prepares the impact information; or

- (d) the Terms of Reference are unacceptable and must be replaced by the applicant.
23. For the purposes of Section 26, when accepting Terms of Reference the Director of Development Services may advise the applicant of other projects proposed or under development in the area that may be affected by the applicant's proposed activity or development.
  24. If the Director of Development Services does not provide advice pursuant to Section 22 by the end of the tenth business day the Director of Development Services is deemed to have accepted the proposed Terms of Reference.
  25. Upon receipt of notice accepting the Terms of Reference or where the Terms of Reference have been deemed to be accepted, the applicant must prepare the impact information in accordance with the accepted Terms of Reference and within the time specified in the Terms of Reference must provide it to the Township, at the applicant's expense.
  26. For every matter within the scope of Section 16 that is included in the Terms of Reference, the applicant must
    - (a) identify relevant baseline information and document the nature of the resource or other matter on which the proposed activity or development may have an impact;
    - (b) identify and describe the potential and likely impacts of the activity or development including any cumulative effects when combined with other projects proposed or under development of which the Director has provided advice under Section 23;
    - (c) evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated; and
    - (d) make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided.

all in accordance with generally accepted impact assessment methodology.

27. If Terms of Reference approved under Section 22 or deemed to be approved under Section 24 specify professional expertise in the preparation of impact information, prior to authorizing the preparation of the impact information by any person the applicant must deliver to the Director of Development Services information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information, unless that information was included in the approved Terms of Reference.
28. Within 10 business days of receipt of the information, the Director of Development Services must advise the applicant whether the proposed person is acceptable, and if the person is not acceptable the Director must advise the applicant in writing of the reason and may propose one or more alternative acceptable persons. If such advice is

not provided by the end of the tenth business day, the Director is deemed to have accepted the proposed person.

29. If the Director of Development Services is not satisfied that the impact information provided by the applicant under Section 25 is sufficient to comply with the Terms of Reference, either in scope, level of detail, accuracy or in any other respect, the Director may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference, but a requirement for further information may be imposed once only.
30. If the Director of Development Services considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Township, the Director may require the applicant to provide such a review of the information including the methodology used in its preparation.
31. The Director of Development Services may specify that the independent review be conducted by a suitably qualified person, including a member of the faculty of a university or college, a member of the Planning Institute of B.C., a member of the Architectural Institute of B.C. or the B.C. Society of Landscape Architects, a member of the Association of Professional Engineers and Geoscientists of B.C., a Registered Professional Forester or a Registered Professional Biologist, and may specify terms of reference for the review.
32. The applicant must arrange for the independent review to be conducted and submitted in writing to the Township, at the applicant's expense and within the time specified by the Director of Development Services.
33. The information that is provided to the Township pursuant to this Part is required by the Township in the exercise of its powers under the *Local Government Act*. Every report or other document provided to the Township pursuant to this Bylaw must accordingly contain an express grant of permission to the Township to use and reproduce the information contained in the report or other document for non-commercial purposes.
34. The Director of Development Services must, when imposing requirements under this Part, advise the applicant of their right to reconsideration under Part VI of this Bylaw.

#### **PART IV: DELEGATION IN RELATION TO PART 26 MATTERS**

35. The Director of Development Services may prescribe application forms for the purposes of this Bylaw, and in doing so may prescribe different forms and information requirements for different categories of application based on the nature or complexity of the application.
36. The Director of Development Services may prescribe the form of permits referred to in Section 1.
37. The Council delegates to the Director of Development Services the authority to issue development permits described in Schedule C that do not involve the variance of a

bylaw under Division 7 or 11 of Part 26 of the *Local Government Act*, and the Director may refer such applications to the Advisory Planning Commission for recommendations.

38. The Council delegates to the Director of Development Services the authority to deal with any application to amend any development permit, provided that the Director may not approve any amendment that:
  - (a) is not, in the Director's opinion, consistent with the applicable development permit guidelines;
  - (b) increases any variance authorized by the development permit, or
  - (c) in the case of a development permit dealing with the form and character of development, in the Director's opinion results in a material change to the form and character of the development.
39. The Director may, in lieu of determining any particular permit or amendment application, make a recommendation to the Council that a decision on the issuance of the permit be made by the Council, and in such cases the Council and not the Director shall make the decision and the provisions of this Bylaw dealing with reconsideration shall not apply.
40. The Director of Development Services must refer permit and amendment applications to the Advisory Planning Commission in all circumstances where a bylaw of the Township requires such referral, or where the Council directs such referral, and the recommendations of the Commission shall be provided to the Council or Council Committee at a meeting at which the application is to be considered.
41. For certainty, the delegation to the Director of Development Services of the power to issue or amend development permits within the scope of this Bylaw includes all the powers of Council in relation to such permits and amendments, including the power to supplement a bylaw and the power to impose conditions and requirements and set standards on the issuance of a permit.
42. Council delegates to the Director of Development Services the authority to sign and issue permits within the scope of this Bylaw and to cancel permits when they lapse.
43. The Director of Development Services may require security for the purposes of s. 925(2.1) of the *Local Government Act* when exercising the Director's powers under Section 37 or Section 38, and in doing so must consider the following guidelines:
  - (a) in the case of a condition in a permit respecting landscaping, the cost to the Township of entering on the land, installing the landscaping, and inspecting and maintaining the landscaping for such a period of time as would be required to ensure its survival in perpetuity;
  - (b) in the case of an unsafe condition that might result from a contravention of a permit condition, the nature of the permit condition, the nature of the unsafe condition, and the cost to the Township of entering on the land, undertaking work to correct the unsafe condition, including the cost of repairing any damage to

land and improvements that may have been caused by the unsafe condition or that may have occurred in connection with the repair work; and

- (c) in the case of damage to the natural environment that might result from a contravention of a permit condition, the nature of the permit condition, the nature of the damage, and the cost to the Township of entering on the land, correcting the damage to the environment, and restoring or enhancing the natural environment to compensate for the damage that has been caused by the contravention of the permit condition.
- 44. The Director of Development Services must send a notice of his decision under this Part in writing to the registered owner of the property who made the application or to the agent who made the application on the owner's behalf, advising the applicant of their right to reconsideration under Part VI of this Bylaw.
  - 45. The notice will be deemed to have been received by the owner, or his agent, eight days after notice is mailed at any post office box.
  - 46. Council authorizes the Mayor and Corporate Officer to sign covenants and other documents related to the amendment of the official community plan or zoning bylaw, the issuance of a permit, the amendment of a land use contract, or the granting of an exemption pursuant to this Bylaw.

#### **PART V: HERITAGE PROPERTY**

- 47. In this Part, "building official" means a person performing the duties of a building official under Building Code Bylaw 2002, No. 2538.
- 48. The Council delegates to the Director of Development Services the authority to order a heritage inspection under Section 956 of the *Local Government Act* and a heritage impact assessment under Section 958 of that Act, and in imposing such requirements the Director must advise the owner of their right to reconsideration under Part VI of this Bylaw.
- 49. A building official must withhold the issuance of a building or demolition permit for the following actions where the official considers the permit would authorize an alteration inconsistent with the heritage protection of the property in the following cases:
  - (a) an alteration to property that is included in a community heritage register;
  - (b) an alteration to property that is included in a schedule of protected heritage property within a heritage conservation area designated in the Official Community Plan;
  - (c) an alteration to property that is the subject of a heritage designation bylaw under Section 967 of the *Local Government Act* or any predecessor legislation authorizing such designation;

- (d) an alteration to property in respect of which a heritage control period has been declared under section 964 of the *Local Government Act*.
- 50. Despite Section 47, a building official must not withhold the issuance of any building permit in respect of any alteration required by an enactment.
- 51. The building official must notify the applicant of a permit withheld under Section 47 in writing that the matter of the issuance of the permit will be considered by the Council at its next regular meeting after the approval is withheld, the date, time and location of which are stated in the notice.
- 52. A building official must withhold any demolition permit for a building on property that is included in a community heritage register until a building permit and all other necessary approvals have been issued with respect to the redevelopment of the property.
- 53. A building official must withhold any demolition permit for a building that is included in a schedule of protected heritage property within a heritage conservation area designated in the Official Community Plan, until a heritage alteration permit and all other necessary approvals have been issued with respect to the redevelopment of the property.

#### **PART VI RECONSIDERATION OF DECISIONS**

- 54. An applicant who is subject to a decision of the Director of Development Services under Part III, Section 37 or 42 or Part V of this Bylaw is entitled to have the decision reconsidered by Council in accordance with this Part.
- 55. The applicant must apply for reconsideration by delivering to the Corporate Officer, and providing a copy to the Director of Development Services, within 30 days after the decision of the Director is received or deemed to be received by the owner or his agent, a reconsideration application in writing, which must set out all of the following:
  - (a) the date of the decision of the Director and the nature of the decision;
  - (b) reasons why the owner wishes the decision to be reconsidered by Council;
  - (c) the decision the owner requests be made by Council, with brief reasons in support of the requested decision' and
  - (d) a copy of any materials the owner considers to be relevant to the reconsideration by Council.
- 56. Reconsiderations must occur at a regular meeting of Council held at least two weeks after the date on which the reconsideration application is delivered to the Corporate Officer.
- 57. The Corporate Officer may give notice of each reconsideration by Council in accordance with any notice requirements applicable to the original application that are set out in this Bylaw or the *Local Government Act*.



58. Before each reconsideration by Council, each Council member is entitled to receive a copy of the materials that were considered by the Director of Development Services in making the decision that is to be reconsidered, plus a copy of any additional materials submitted by the owner, by the Director and by other persons.
59. The owner is entitled to receive a copy of all documents that Council will consider, including any additional materials delivered by the owner or by the Director of Development Services or by other interested persons. Council may also view the subject land and obtain other information about the land and proposed development.
60. At a reconsideration of a decision, the owner and any other person who is interested in the decision are entitled to be heard by Council, either directly or through an agent.
61. At a reconsideration, the Director of Development Services may address Council or respond to its questions.
62. No person shall be permitted to address Council for more than 15 minutes with respect to the matter, unless Council otherwise permits.
63. Council may adjourn a reconsideration of a decision.
64. After having reconsidered a decision, Council may either confirm the decision of the Director of Development Services or may vary the decision or set aside the decision and substitute the decision of Council.
65. The owner who applied for reconsideration is entitled to receive a written notice of Council's decision, which notice will be deemed sufficiently sent to the owner if mailed at a post office box.

#### **PART VI: SHORT TITLE AND REPEAL**

66. This bylaw may be cited as "Development Application Procedures and Fees Bylaw No. 2791, 2012".
67. The following bylaws are repealed:
  - (a) Subdivision Fee Bylaw, 1991 No. 2018;
  - (b) Fees (Development Applications) Bylaw, 1995 No. 2203;
  - (c) Development Approval Procedures Bylaw, 2003 No. 2562;
  - (d) Delegation of Authority for Selected Development Permits Bylaw, 2010 No. 2751.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 2012.

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_, 2012.

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 2012.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2012.

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BARBARA DESJARDINS  
MAYOR

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ANJA NURVO  
CORPORATE OFFICER

## SCHEDULE A

### PUBLIC CONSULTATION PROCEDURE

- The applicant must consult with residents and owners of property within 100 metres of the parcel that is the subject of the application by holding a public meeting on the parcel or another suitable location in the immediate neighbourhood.
- Notice of the public meeting must be provided by mail or hand delivery to the residents and owners at least 3 and not more than 10 days before the meeting.
- The notice must state the date, time and place of the public meeting, and provide a general description of the applicant's proposal and the name and telephone number of a representative of the applicant who may be contacted regarding the application.
- If the meeting is not held on the parcel that is the subject of the application, sufficient graphic and photographic information must be available at the meeting to familiarize those in attendance with the location and physical characteristics of the parcel and illustrate the appearance of the proposed development.
- The applicant must provide to the Director of Development Services, with their application, the following information:
  - A map illustrating the location of parcels of land whose owners or residents were notified of the public meeting
  - A copy of the notice of public meeting
  - A summary of the proceedings at the public meeting including the names and addresses of those attending and a general indication of whether they expressed support for the application or opposition to the application
  - A summary of suggestions that were made at the meeting for revisions to the application to improve its acceptability

Copies of any letters or other material provided to the applicant by persons notified of the public meeting or in attendance at the public meeting, and any responses provided by the applicant

**SCHEDULE B**

**DEVELOPMENT APPLICATION FEES**

<b>APPLICATION OR OTHER MATTER</b>	<b>FEE</b>
OFFICIAL COMMUNITY PLAN	
OCP amendment	\$1000
ZONING BYLAW	
Single-family residential (RS) Zone text amendment	\$1000
Rezoning to a Single Family (RS) zone	\$1000 plus \$500 for each dwelling unit
Two Family Residential (RD) zone text amendment	\$1500
Rezoning to a Two Family Residential (RD) zone	\$2000
Multiple Family Residential (RM) zone text amendment	\$1500
Rezoning to a Multiple Family Residential (RM) zone	\$2000 plus \$100 for each dwelling unit
Commercial (C) zone text amendment	\$1000
Rezoning to a Commercial (C) zone	\$1500 plus \$1.00/m <sup>2</sup> of Gross Floor Area (based on maximum allowable)
Industrial (I) zone text amendment	\$1000
Rezoning to an Industrial (I) zone	\$1500 plus \$1.00/m <sup>2</sup> of Gross Floor Area (based on maximum allowable)
Institutional (P) zone text amendment	\$500
Rezoning to an Institutional (P) zone	\$1000
Marine (M) zone text amendment	\$1000
Rezoning to a Marine (M) zone	\$1500

Comprehensive Development (CD) zone text amendment	\$1500
Rezoning to a Comprehensive Development (CD) zone	Fee is based on land use types above
Text amendments to other parts of the Zoning Bylaw	\$1000 plus \$100/section proposed to be amended
DEVELOPMENT PERMIT	
Single Family Infill dwelling unit	\$750/dwelling unit
Duplex	\$750/dwelling unit
Multiple Family Residential	\$1000 plus \$100/dwelling unit
Commercial or industrial	\$500 plus \$1.00/m <sup>2</sup> of proposed Gross Floor Area
Gorge Waterway development permit	\$500
Delegated development permit	\$500
Development permit for a sign only	\$100
Development permit with variance	\$500 per variance requested in addition to basic development permit fee
Amendment to a development permit prior to issuance of an occupancy permit or in cases where an occupancy permit is not required, prior to the completion of the development	\$200
DEVELOPMENT VARIANCE PERMIT	
CONVERSION TO STRATA LOTS	\$500
	\$500 plus \$50/proposed strata lot
HIGHWAY FRONTAGE EXEMPTION	\$500
HERITAGE ALTERATION PERMIT	\$500
HERITAGE REVITALIZATION AGREEMENT	\$1000

HERITAGE DESIGNATION BYLAW	\$500
TEMPORARY USE PERMIT	\$1000
LAND USE CONTRACT DISCHARGE OR AMENDMENT	\$1500
SUBDIVISION	\$1000 plus \$100/proposed additional lot
ON-SITE NOTIFICATION SIGN	\$100/sign
NEWSPAPER NOTIFICATION FEE	\$2000
The execution or discharge of a covenant or other legal document related to any of the above items	\$500
Road Closure	\$1500
Legal costs associated with any of the above items	At cost
Third party consulting fees associated with any of the above items	At cost

## SCHEDULE C

### DELEGATION OF DEVELOPMENT PERMIT POWERS

1. All development permits dealing with the form and character of development in the development permit areas dealt with in Sections 9.3 (Multi-Unit Residential), 9.4 (Commercial), 9.5 (Industrial) and 9.7 (Enhanced Design Control Residential) of the Official Community Plan.
2. Amendments to existing development permits dealing with the form and character of development in areas specified in subsection 1 of this Schedule, to deal with any of the following:
  - a. Replacement of existing windows or doors to improve energy efficiency
  - b. Replacement of balcony railings or panels
  - c. Replacement of exterior cladding in connection with building envelope repairs
  - d. Changes to the colour of exterior finishes that are consistent with the form and character of the building authorized by an existing development permit
  - e. Replacement of exterior stairs or landings where no variances are required
  - f. Addition of doors or windows to industrial buildings
  - g. Addition of garage doors to multi-unit residential buildings
  - h. Alterations to the roofline of multi-unit residential buildings required to accommodate the replacement or installation of elevators
  - i. Installation of signage on commercial or industrial buildings that complies with the Sign Bylaw

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2796**

A Bylaw to authorize the borrowing of such sums of money  
as may be necessary to meet current lawful expenditures  
of the Corporation for the year 2013

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WHEREAS, pursuant to Section 177 of the *Community Charter*, the Municipal Council may, by bylaw provide for the borrowing of money that may be necessary to meet current lawful expenditures;

AND WHEREAS the maximum amount so borrowed shall not exceed at any time the sum of unpaid taxes for all purposes levied during the current year and the money remaining due from other governments;

AND WHEREAS before the adoption of the annual rates bylaw in any year, the taxes in the current year are deemed to be seventy-five per centum of all taxes levied for all purposes in the preceding year;

AND WHEREAS the current year taxes calculated in accordance with the above amount is \$17,152,018;

AND WHEREAS to meet the current lawful expenditure of the Corporation it may be necessary to borrow an amount not exceeding \$2,500,000;

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

1. This Bylaw may be cited as the "*REVENUE ANTICIPATION BORROWING BYLAW, 2013, NO. 2796*".
2. It shall be lawful for the Municipal Council to borrow upon the credit of the Corporation a sum not exceeding two million five hundred thousand dollars (\$2,500,000) in such amounts and at such times as may be required, and to pay interest thereon.
3. All the monies so borrowed and the interest payable thereon shall be payable on or before the 31<sup>st</sup> day of December 2013.



4. The form of the obligation or obligations to be given as an acknowledgement of the liability shall be a Promissory Note or Notes bearing the Corporate Seal and signed by the Mayor and the Director of Financial Services.
5. There is hereby set aside as security for the liability hereby authorized to be incurred, the sum of \$2,500,000 being part of the taxes for the current year deemed by the Municipal Council expedient to be so set aside.

Read a first time by the Municipal Council on the 3<sup>rd</sup> day of December, 2012.

Read a second time by the Municipal Council on the 3<sup>rd</sup> day of December, 2012.

Read a third time by the Municipal Council on the 3<sup>rd</sup> day of December, 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

## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins  
Subject: Council Appointments  
Council Agenda: Council Meeting December 17, 2012

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I respectfully request that Council pass a resolution to ratify the following appointments:

1. Acting Mayor Rotation

December 1, 2012 – February 10, 2013	Councillor Lynda Hundleby
February 11, 2013 – April 30, 2013	Councillor Meagan Brame
May 1, 2013 – July 15, 2013	Councillor David Schinbein
July 16, 2013 – September 15, 2013	Councillor Tim Morrison
September 16, 2013 – November 30, 2013	Councillor Bob McKie

2. CRD Inter-Municipal Climate Action Steering Committee (the "Steering Committee")

The terms of reference for this external committee state that:

"The Climate Action Program reports quarterly through the CRD Environmental Sustainability Committee. The Inter-Municipal Climate Action Steering Committee was developed as an additional reporting and feedback mechanism for elected officials in the capital region. The Steering Committee shall consist of one elected representative of each municipality as well as three electoral area Directors."

In 2012, Councillor Hundleby was appointed as Esquimalt's representative on the Steering Committee. Since Councillor Hundleby has also been appointed to Esquimalt's Environmental Advisory Committee ("EAC") for 2013, and since there is a logical connection between EAC and the Steering Committee, I recommend that Councillor Hundleby be appointed as Esquimalt's representative on the Steering Committee for 2013.

3. School Liaison

In order to improve communication with Esquimalt's existing schools, I recommend that we create a new position of School Liaison and appoint one member of Council to act as liaison between Council and the schools. For the initial term of 2013, I recommend Councillor Meagan Brame to be appointed to this new position.

Respectfully submitted,

Mayor Barbara Desjardins



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Councillor Dave Hodgins

Subject: Federation of Canadian Municipalities Board of Directors Meeting,  
November 19 – 23, 2012, Ottawa, Ontario

Council Agenda: December 17, 2012

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### **Overview:**

The Federation of Canadian Municipalities (FCM) "Advocacy Days" as well as the Board of Directors, Standing Committees and Forum working sessions were held in Ottawa November 19 to the 23 2012. The working sessions were very positive and productive. My participation provided an excellent opportunity to network, learn and engage with elected officials and provincial/territorial association administrators representing numerous Canadian communities and jurisdictions. There were approximately 140 participants and FCM staff in attendance. The focus for the week was on the annual Advocacy Days meetings with Members of Parliament and Senators. These meetings provided an opportunity to petition these Federal elected officials to seek stable and enhanced funding for the FCM's Long-Term Infrastructure program in support of local governments.

This summary provides a high-level account of my involvement. There is a report and a PowerPoint presentation attached that provides significant details.

Esquimalt's direct involvement (being at the table) for meetings with Federal elected representatives (Ministers, MPs and Senators) as well as for FCM business sessions on an ongoing basis is advantageous considering FCM's current initiatives and the direct connection to issues and challenges we face here at home. For example, the recent working sessions were orchestrated to influence federal policies, programs, and encourage additional support for municipalities including long-term infrastructure needs and economic development.

### **Work Sessions:**

The FCM Summary of Meetings for November 20th to the 23rd is attached as an FYI.

Monday, November 19th:

In addition to the sessions listed in the Summary of Meetings, I participated in the Corrections Services Canada stakeholder relations workshop held on Monday, November 19th. This workshop is directly connected to my role as a member of the Community Safety and Crime Prevention Steering Committee. The focus of this workshop was information and education about inmate rehabilitation and local employment opportunities.

Tuesday, November 20th:

The main sessions included the British Columbia Regional Caucus meeting and meetings with MPs.

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Wednesday, November 21st:

The main sessions included the Standing Committee of Community Safety and Crime Prevention, Rural Forum (communities with populations of less than 100,000), meetings with MPs and a networking session held in the Centre Block of Parliament Hill with several Ministers and MPs in attendance.

Thursday, November 22nd:

The main sessions included the Standing Committee on Social-Economic Development and meetings with MPs.

Friday, November 23rd:

I attended the Board of Directors Meeting and had the opportunity to hear from the keynote speaker Minister Lebel the Minister of Transportation, Infrastructure, Communities and Economic Development.

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

Respectfully submitted,

Councillor Dave Hodgins

Attachments



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**REPORT TO COUNCIL:  
A SUMMARY OF THE BOARD OF DIRECTORS  
AND STANDING COMMITTEE MEETINGS**

**OTTAWA, ON**

**NOVEMBER 20 – 23, 2012**

## OVERVIEW

The Federation of Canadian Municipalities (FCM) Board of Directors meetings took place in Ottawa from November 20 – 23, 2012.

Board members participated in Regional Caucus meetings, Standing Committee and Forum meetings and a Committee of the Whole meeting focusing largely on the federal government's initiative to develop a new long-term infrastructure plan. FCM's advocacy efforts are in full swing around this once-in-a-generation opportunity to secure predictable, sustainable infrastructure funding from the federal government over the next two decades.

The Board meeting was highlighted by the participation of Denis Lebel, Minister for Transport, Infrastructure and Communities, and Steven Fletcher, Minister of State for Transport. Minister Lebel spoke to the Board about the long-term infrastructure plan and the government's partnership with municipalities. The plan will replace nearly \$2 billion in federal infrastructure funding set to expire in 2014. It would pave the way for construction of roads, bridges, water and wastewater systems, and other key municipal infrastructure elements. Other highlights included:

- keynote addresses to the Board by NDP Leader Thomas Mulcair, Liberal Party Leader Bob Rae and Green Party Leader Elizabeth May;
- our Table Officers' meeting with Finance Minister Jim Flaherty, who was open to our ideas and committed to working together to get the plan right; and,
- FCM's reception for Parliamentarians, which drew more than 300 people and included numerous Cabinet ministers.

Over the four days, Board members discussed many other important topics, including FCM's 2013 pre-budget submission, housing, policing and community safety, economic development, the environment, rural and remote issues, transportation policy and international development, among others. The Board considered and passed an emergency resolution about food packaging standards.

Board members also heard how their councils and communities can do their part to support FCM's campaign for the long-term infrastructure plan, by taking part in our Great Canadian Infrastructure Challenge. They can do so by visiting [fcmchallenge.ca](http://fcmchallenge.ca) and signing up.

### Advocacy Days

Again this year, our Advocacy Days activities during the November Board meeting surpassed all previous ones, as Board members met on Parliament Hill with Cabinet Ministers, MPs and Senators. We set a record for the number of Parliamentarians we met – 153 in all (74 Conservatives, 51 NDP, 27 Liberals and 1 Green). Last year, we set a record with 113 meetings.

During the meetings, FCM's directors provided each MP with a customized information package that summarized Gas Tax Fund investments made in his/her riding. In addition, MPs heard details of FCM's submission to the government in regards to the new long-term infrastructure plan. Highlights of our ask include a proposal for a new Core Economic Infrastructure Fund, worth \$2.5-billion annually, and indexing and protection of the Gas Tax Fund and Building Canada Fund.

**Standing Committees and Forums**

FCM's standing committees and forums met to discuss the latest developments and to make recommendations to the Board of Directors. A summary of these activities is provided below.

## **REPORT OF A MEETING OF THE STANDING COMMITTEE ON ENVIRONMENTAL ISSUES AND SUSTAINABLE DEVELOPMENT**

### **SUMMARY OF DISCUSSION**

Committee Chair Michelle Morin-Doyle began the meeting by welcoming members, including new members and conveyed Vice-Chair Marguerite Ceschi-Smith's regrets as she was unable to attend the meeting. The committee then adopted the agenda and approved the report of the previous meeting.

The main discussion began with a debrief on Advocacy Day meetings that had taken place with members of parliament (MPs) to get a sense of how FCM's messages were received. In general, discussions were positive and MPs agreed that new infrastructure investment was needed, particularly to meet the new wastewater regulations. MPs of all parties emphasized the need for federal infrastructure spending at the local level to be more visible and they were grateful to receive the "leave-behind" documents showing riding specific data on infrastructure investments in their community. Members also discussed different ways to make Advocacy Days more effective, including through follow up with individual members after each meeting.

The committee received an update on FCM's involvement in the Zero-Waste National Marketing Council. Committee members who had participated in the initial meeting of the Council provided their perspective on the role FCM could play and the limits to our involvement based on our mandate. Staff invited further guidance from the committee but in general members wanted to ensure that FCM promote objectives that were front-end focused, and not post-consumption.

The discussion then moved to the environmental priorities of FCM that were advanced through the Long-Term Infrastructure Plan. These include funding for the implementation of the wastewater regulations, climate change adaptation, transit and sustainable transportation and capacity building to enable better investments. Members were particularly interested in FCM's proposal around capacity building and the potential transformation of the Green Municipal Fund. The proposals were positively received and members were informed of the discussions that would be taking place on these changes following a successful meeting with Minister Oliver.

Finally an update was given on FCM's response to the changes to the Navigable Waters Act in budget Bill C-45. Committee members were pleased with the report and inquired as to how soon the changes would come into effect.

The meeting ended with a presentation by FCM's Green Team on the FCM Sustainability Charter, which describes a number of sustainability goals and an action plan for their achievement. Members were very impressed with the outcomes and asked for additional information.

### **STANDING COMMITTEE RECOMMENDATIONS**

The Standing Committee recommends this report be received.



## REPORT OF A MEETING OF THE STANDING COMMITTEE ON MUNICIPAL FINANCE AND INTERGOVERNMENTAL ARRANGEMENTS

### SUMMARY OF DISCUSSION

Committee chair Don Downe welcomed new and returning committee members to Ottawa. The Chair introduced the Vice-Chairs, Robert Coulombe and Roger Anderson.

The committee approved the report from the September 2012 meeting. Staff then provided an update on the Action Items Status Report, highlighting the work done to date on the committee priorities.

The committee then heard from staff on the status of the committee's work to encourage greater intergovernmental collaboration and coordination in attracting foreign direct investment and linking Canadian goods to world markets. Significant opportunities have arisen that will allow FCM to build on the successful partnership with the Government of Canada and, specifically, International Trade Minister Ed Fast. Committee members emphasized the need to link the work of municipalities to priority areas of the Government's broad economic strategy on trade and investment. Further, members commented that the organization must seize on the strong relationships the Board has developed with Minister Fast to ensure that, as much as possible, FCM provides the link between trade, investment and municipal infrastructure insofar as providing opportunities to export Canadian knowledge, expertise and innovation to the world.

Next, the Committee discussed the positioning of public-private partnerships (P3s) within the broader context of FCM's Long-term Infrastructure Plan (LTIP) ask. It was reiterated that FCM must ensure that the position of FCM is not unduly influenced by industry and federal rhetoric on the ability of P3s to fix the municipal infrastructure challenge alone. Indeed, P3s should be aimed at *supplementing* traditional federal investments into infrastructure, not *supplanting* them. The Committee directed staff to report back at the next meeting on the state of federal research in support of the use of P3s in delivering municipal infrastructure.

The Committee then considered an emergency resolution from the Association of Municipalities of Ontario regarding the elimination of Canadian-specific food packaging requirements. It is clear that this is a significant economic issue for many parts of the country, and that this regulatory change will have a deleterious effect on many local economies, specifically in southern Ontario. The Committee recommended this resolution be categorized as Category A, concurrence.

Finally, the Chair facilitated a roundtable discussion of the Advocacy Days political meetings undertaken prior to the committee meeting. Members discussed perceptions relating to how the FCM LTIP ask has been received in Ottawa. A recurrent question posed to members was where the money for these federal investments would come from. Staff reiterated that this is a matter for the Government of Canada to sort out and that our goal to secure, predictable investments for communities. Other comments included the need to develop riding specific information for all political meetings (i.e. including Senators), that most MPs have responded that our ask is reasonable, and that FCM's broader

work to encourage a long-term plan targeting 15-20 year programming needs to continue as some MPs had not yet bought into the concept.

#### **STANDING COMMITTEE RECOMMENDATIONS**

##### ***Recommendations for adoption:***

1. Direct staff to work with the Minister's Office and department officials to develop terms of reference for an "elevated and expanded" Joint Working Group on International Trade as well as options for tangible deliverables from this partnership;

##### ***Recommendations for referral to staff:***

2. Direct staff to collect all research done by the federal government on P3s under the LTIP process and provide this research to the Municipal Finance and Intergovernmental Arrangements committee at the March 2013 meeting.

The Standing Committee recommends this report be received.

**REPORT OF A MEETING OF THE STANDING COMMITTEE  
ON COMMUNITY SAFETY AND CRIME PREVENTION**

**SUMMARY OF DISCUSSION**

The Chair welcomed new and returning committee members.

During the Advocacy Days debrief, members reported that overall, MPs are showing a significant interest in and recognition of the importance of an infrastructure plan for Canada.

Committee members discussed and developed responses to key questions and concerns from MPs about the submission including: how will this plan tackle the current and growing infrastructure deficit; should the federal government be making new big investments in tough economic times; what role can the opposition parties play to move our infrastructure agenda along?

The Committee also discussed infrastructure as it relates to Committee priorities such as the emergency services and the impact of natural disasters on infrastructure.

Members agreed that this infrastructure campaign presents an excellent opportunity to engage and build relationships with their members of parliament outside of advocacy days.

Councillor Bob Long provided a summary of a recent meeting of the Joint Committee on Community Corrections and thanked his committee colleagues who also sit on that committee. The Joint Committee heard from a number of regional organizations engaged in employment and employability of former prisoners. Arising from this summary, the Committee directed staff to invite Allen Benson, President, National Associations Active in Criminal Justice, to present to this Committee on the issue of crime prevention in the near future.

Staff provided an update on FCM's work with the Public Safety Canada for the upcoming National summit on the Economics of Policing as well as with Health Canada on reform to the Medical Marijuana Access Regulations.

**STANDING COMMITTEE RECOMMENDATIONS**

***Recommendations for adoption:***

1. Direct staff to work with FCM representatives at the National Policing Summit to develop and deliver key messages effectively throughout the summit; and
2. Direct staff to secure a commitment from the federal government to work with FCM develop mutually beneficial plans and initiatives for policing and crime prevention, similar to the approach that kick-started our relationship with Infrastructure Canada on LTIP; and

3. Support the incorporation of concerns and gaps created by Public Safety Canada's budget cuts into the key messages and strategy for FCM at the National Police Summit on Economics of Policing; and
4. Support a letter from FCM's President to the Minister of Public Safety further emphasizing the need for Public Safety to meet and work with FCM to address gaps in federal funding of emergency preparedness training, policing services, and equipment needs.

***Recommendation for referral to staff:***

5. Direct staff to develop draft principles on FCM policy on policing and crime prevention coming out of the 2011 President's policing tour for committee's consideration and input. This input would be incorporated into the final report on the policing tour.

The Standing Committee recommends this report be received.

## REPORT OF A MEETING OF THE RURAL FORUM

### SUMMARY OF DISCUSSION

Chair David Marit welcomed everyone to the Rural Forum, and introduced new members Jacques Demers of the Fédération québécoise des municipalités, and Rhona Martin of the Union of British Columbia Municipalities, and returning member Russell Walker of the Union of Nova Scotia Municipalities. President Marit requested that two hours be set aside for all future meetings of the Rural Forum.

After approval of the minutes, the Forum discussed the correspondence between FCM and Minister Gerry Ritz concerning cuts to the Rural Secretariat. The Forum agreed that a follow-up letter should be sent to Minister Ritz and that a meeting should be arranged between the Minister and the Chair and Vice-Chair to discuss the government's vision for Rural Canada.

The forum then discussed Advocacy Days meetings, in particular the rural components of the proposed Core Economic Infrastructure Fund and the role of P3s.

Reeve Don Forfar provided the Forum with an update on small and regional airport viability and changes to federal regulations, and requested that staff provide an update on this issue at the next meeting of the Forum. Staff provided an update on efforts to include rural content at the 2013 FCM AGM in Vancouver, including a proposed workshop on capacity building in asset management for rural communities.

The Forum was also provided with an update on rural infrastructure, and the major rural components of FCM's LTIP ask: a) the focus of the proposed Core Economic Infrastructure Fund on the rural priorities of roads, bridges, water and wastewater, b) the need to streamline the Small Communities Component of the Building Canada Fund, c) and the need for federal leadership in assisting rural communities to build capacity in asset management. The Forum indicated a lot of support for the submission and agreed there is a need to continue to better communicate the rural dimension of the submission to MPs and the public. Members recommended that FCM highlight the individual experiences of rural municipalities in addressing rural infrastructure challenges in future communications and outreach products, and conduct outreach to private-sector partners with a shared interest in rural infrastructure. Staff will work with the Forum to develop a rural LTIP outreach strategy for January.

Staff also provided an update on rural broadband, and advised the Forum that Industry Canada has not yet completed its consultation on the D Block spectrum for public safety users, and that the government has not yet indicated how it intends to use the proceeds from the 700 MHz spectrum auction. Members asked staff to examine the issue of rural broadband affordability, in addition to rural coverage and capacity.

The Forum was provided an update on FMC's rural research initiative and the importance of linking economic growth in key resources sectors (e.g. agriculture, mining, forestry, fisheries) with the need for strong rural infrastructure and sustainable rural communities.

President Marit requested that staff provide an update on the Species at Risk Act at the next meeting of the Forum, and conduct research into whether changes to the federal environmental assessment process have cost implications for municipalities.

Councillor Somerville provided an update on a resolution from the Association of Municipalities of Ontario on changes to federal food processing regulations, and members agreed that the Forum supports the classification of this resolution as Category A with concurrence.

### **FORUM RECOMMENDATIONS**

#### ***Recommendations for adoption:***

1. Examine options for a rural advocacy strategy on LTIP.
2. Provide an update on the Species at Risk Act and changes to the federal environmental assessment legislation at the next meeting of the Forum.
3. Request a meeting for the Chair and Vice-Chair with Minister Gerry Ritz to discuss the cuts to the Rural Secretariat and the government's vision for Rural Canada.

#### ***Recommendations for referral to staff:***

4. Provide an update at the next meeting of the Forum on the issue of small and regional airport viability and changes to federal regulations.

The Standing Committee recommends this report be received.

## **REPORT OF A MEETING OF THE STANDING COMMITTEE ON SOCIAL-ECONOMIC DEVELOPMENT**

### **SUMMARY OF DISCUSSION**

The Chair welcomed the committee to Ottawa and led a round of introductions followed by a discussion about Advocacy Days.

During the Advocacy Days debrief, members reported that there is a growing positive response to FCM overall. MPs were mostly positive and while we are still at the beginning of our LTIP campaign, many parliamentarians are very aware and interested in FCM's long-term infrastructure plan for Canada.

Committee members discussed emerging themes coming out of meetings including: resistance to a new Core Infrastructure Fund, a lack of understanding about the Gas Tax Fund and too much flexibility over what projects would be eligible for funding. The committee also identified key parliamentary champions for our plan across all political parties.

The Chair provided a briefing on his team's meeting with the minister responsible for Housing, the Hon. Diane Finley. The Chair reported that the meeting was generally positive and the minister signaled that she supports long-term housing program funding, beyond the typical three year cycle, and that a decision on renewing housing programs is coming soon.

The Committee agreed that there are useful strategic lessons learned from FCM's approach to LTIP and that the same focus and strategy can and should be applied to our advocacy for affordable housing and housing affordability. The Committee looks forward to similar attention to FCM's housing strategy building up to Budget 2014.

Staff provided an update on FCM's housing advocacy strategy and the seniors research out of the Quality of Life Reporting System.

### **STANDING COMMITTEE RECOMMENDATIONS**

#### ***Recommendations for adoption:***

1. That the Committee establish a working group to work with National Programs as necessary to provide input on board and member priorities and concerns and that the Committee appoint the following SED members to the working group:

- Councillor Ben Henderson, City of Edmonton
- Councillor Marguerite Ceschi-Smith, City of Brantford
- Councillor Erin Hogan, City of Thompson

- Councillor Lorne Olsvik, Lac Ste. Anne County
2. Direct staff to coordinate a joint presentation by Allen Benson, President, National Associations Active in Criminal Justice, to both the Social Economic Development and Community Safety and Crime Prevention Committees.
  3. Direct staff to include in the March agenda, a discussion about new research on equity and inequity in social policy.
  4. Direct staff to include in the March agenda, a discussion about housing advocacy and a national housing strategy.

The Standing Committee recommends this report be received.



## REPORT OF A MEETING OF THE STANDING COMMITTEE ON MUNICIPAL INFRASTRUCTURE AND TRANSPORTATION POLICY

### SUMMARY OF DISCUSSION

Committee Chair Doug Reycraft opened the meeting and introduced the two Vice-Chairs, Councillor Giorgio Mammoliti and Councillor Brian Pincott.

Members approved the agenda and the report from the September 2012 Committee meeting.

Staff provided the committee with updates on the Long-term Infrastructure Plan (LTIP) as well as telecommunications policy priorities. Staff discussed current research being undertaken by the FCM-Railway Association of Canada Proximity Working Group on an update to proximity guidelines. Further, an update was provided and update to the current review by Transport Canada on the Railway-Roadway Guidelines currently in development. Updates will be brought to the committee in the future as appropriate.

The Committee then heard a substantial update from staff on the narrative that has been shaped and communicated with respect to FCM's LTIP ask. Starting with the launch of the Canadian Infrastructure Report Card (available at: [www.CanadaInfrastructure.ca](http://www.CanadaInfrastructure.ca)), staff described the early response to the municipal narrative around the need for a truly long-term infrastructure plan. The launch of FCM's LTIP Submission in November 2012 was one of the most significant and widely discussed activities undertaken by the organization in recent memory. This work was supported by a substantial release by the BCMC the following week. This narrative has positioned the Advocacy Days meetings as critical opportunities to build on effective partnerships with the federal government and all political parties.

Staff then provided updates on the process to develop a model municipal access agreement for telecommunications companies under a consultative mechanism crafted by the CRTC. Significant progress has been made in many key areas and a more substantial update will be coming to the committee in March 2012. Following this, staff updated members on the progress made to date to develop a national protocol on antenna tower siting. Members reiterated their support for such a process yet reaffirmed that the end product must be flexible enough to ensure such a tool can be used by every municipality.

Finally, Committee members shared comments and perspectives on the meetings that have happened with MPs, Ministers and Senators over the week. Some general points of commonality included:

- MPs with previous municipal experience tended to be more receptive to FCM's messages given their understanding of the local contexts and environment
- Staff provided high-quality and relevant information to enrich the meetings with MPs
- The approach taken to engage with the Québec NDP caucus (to meet and brief with MPs as a group) was favourable and created a positive dynamic for FCM's advocacy efforts

- Advocacy Days in general are seen as a critical means to continuing to build the partnership between municipal governments and the federal government.

#### **STANDING COMMITTEE RECOMMENDATIONS**

##### ***Recommendations for adoption:***

1. Approve the draft protocol in principle; and
2. Instruct staff to work with the CWTA on a final version to be presented to the Executive Committee in December 2012; and
3. Instruct staff to work with the CWTA on a joint launch of the protocol in January 2013.

The Standing Committee recommends this report be received.

## **REPORT OF A MEETING OF THE STANDING COMMITTEE ON INTERNATIONAL RELATIONS**

### **SUMMARY OF DISCUSSION**

As part of FCM's Advocacy Days, FCM met with the Parliamentary Secretary to the Minister of International Cooperation, Lois Brown. This was a first meeting between FCM and Ms. Brown, who has requested a follow-up meeting with her office. The committee members also received a report from Mayor Debra Button on the activities organized throughout the past year to celebrate FCM's 25<sup>th</sup> anniversary of international cooperation.

Over the last 2 years, FCM, through its work with the United Cities and Local Governments (UCLG), has led the development of a policy paper on the role of local governments as development actors. FCM Past President, Cllr Berry Vrbancic, provided members with an overview of the policy paper, including the key messages and call for action. FCM President, Cllr Karen Leibovici, reiterated FCM's leadership role in the development of this paper and the importance of development cooperation in implementing aid programs around the world. This policy paper will be presented for adoption to UCLG's World Council in December. Following the adoption of the policy paper, committee members will be involved in the implementation of the policy paper and monitoring of an advocacy strategy.

The committee members were presented with a framework on how local governments can effectively engage with the extractive sector. A task group of the committee, chaired by Cllr Garth Frizzell, worked with staff to finalize a set of criteria to assess opportunities to support local governments overseas to work with Canadian extractive companies. The committee had a good discussion and recognized the value-added FCM brings through its reputation and exchange of expertise. The committee agreed to approve the framework assessment criteria developed by the task group and to support the task group to develop a risk management and decision making framework before the March board meeting. The task group will also provide guidance on the assessment of the initial project presented to FCM by CIDA earlier this year.

Cllr Dorothy Hector, Chair of the Natural Disasters Task Group, presented the revised framework on responding to natural disasters. She explained FCM's experience in disaster reconstruction and the reasons why the framework was developed. The committee members were asked to provide feedback on the framework to the task group. FCM staff was asked to explore options for involvement in this sector and to consult key actors involved in disaster management. Staff will present its findings to the committee in March.

The committee members received a report on project development. FCM staff has been working on a new programming framework with CIDA. They're also working on the renewal of the Ukraine-Municipal Local Economic Development (MLED) and the Municipal Partners for Economic Development (MPED) programs, as well as on new initiatives, including opportunities in South-east Asia. FCM is no longer

looking at opportunities with CIDA in China and Bolivia due to changes in priorities in these two countries at CIDA.

In October, partners from the MLED, MPED and Caribbean Local Economic Development (CARILED) programs met in Ottawa as part of FCM's LED Forum. This was the first time partners from different programs met to share best practices and approaches amongst programs. The LED Forum included presentations from expert speakers, plenary sessions, technical workshops and networking opportunities that will help to strengthen the programs.

The MLED program has been working with the Association of Ukraine Cities (AUC) to ensure the involvement of women on the AUC board. Recently, the AUC passed a motion to ensure that no less than 5 per cent of the AUC board be women. The MLED program also signed agreements with Invest Ukraine to help AUC and municipalities in Ukraine to attract more investments and to support work of the MLED program. Cllr Pam McConnell travelled to Ukraine in October as part of a gender workshop related to LED.

The Haiti-Municipal Cooperation Program will come to a close in March 2013. FCM and its partners, City of Montreal and Union des municipalités du Quebec, have requested a 3-month extension. In the coming weeks, FCM and its partners will submit a proposal to CIDA for a 5-year LED program starting in 2013.

#### **STANDING COMMITTEE RECOMMENDATIONS**

The Standing Committee recommends this report be received.

**REPORT OF A MEETING OF THE STANDING COMMITTEE  
ON INCREASING WOMEN'S PARTICIPATION IN MUNICIPAL GOVERNMENT**

**SUMMARY OF DISCUSSION**

Committee Chair Erin Hogan welcomed everyone to Ottawa and invited committee members and observers to introduce themselves.

The Committee then approved the agenda, the report from the Laval Board Meeting, and its action item, which was forming a sub-committee on long-term funding options.

Following these approvals the Committee heard a series of reports.

FCM President Karen Leibovici provided a report on the meeting between herself, Committee Chair Erin Hogan, Sub-Committee Chair Pam McConnell, FCM CEO Brock Carlton and the Minister Responsible for Status of Women Rona Ambrose, with regards to their discussions about FCM's women's programming. The meeting went well, with Minister Ambrose expressing personal interest in the success of our programs, particularly the Protégé program, and agreeing to personally follow up on our funding proposal to Status of Women Canada, submitted last August. Other committee members also provided debriefings on their Advocacy Days meetings.

Next Pam McConnell, chair of the sub-committee on long-term funding provided a verbal report on the first meeting of the sub-committee. The Committee then held a brainstorming session asking what success looks like when the Committee is fulfilling its purpose. The results from this discussion will inform the work of the sub-committee on long term funding.

The Committee then heard an update on the Protégé Program. Councillors who were present from pilot communities (Erin Hogan, Thompson, MB; Michelle Morin-Doyle, Québec, QC; and Ben Henderson, Edmonton, AB) gave updates on the program in their communities. Emily Goodacre, Coordinator of the Protégé program, provided an update on Protégé activities in Wainfleet, ON, the fourth pilot community. As funding for the program has ended, committee members were encouraged to access the Protégé toolkits on the FCM website, and to consider replicating the program in their own municipalities.

Next committee members reported on the activities for the first International Day of the Girl in their communities, held on October 11<sup>th</sup>, 2012. Recommendations on how FCM can support activities next year were provided.

Finally, for other business, Pam McConnell briefly shared her experience working with women in the Ukraine with FCMI.

## **STANDING COMMITTEE RECOMMENDATIONS**

### ***Recommendations for adoption:***

1. The Committee will begin preparatory work on next year's Day of the Girl celebrations early in 2013
2. FCM staff will gather the inputs of the brainstorming session on long-term funding and disseminate the information to the Committee.
3. The sub-committee on long-term funding will provide an update on its activities and progress to the Committee at the March Board meeting.

The Standing Committee recommends this report be received.

## REPORT OF A MEETING OF THE NORTHERN AND REMOTE FORUM

### SUMMARY OF DISCUSSION

The meeting began with a welcome from Chair Van Tighem and an invitation to add items to the agenda.

The first major discussion was on the advocacy days meetings which member generally felt were very positive. Members had met with the members of parliament (MPs) for each territory as well as senators and MPs from the provincial north; one member participated in a meeting with the Prime Minister. MPs were supportive of the notion of a territorial component of LTIP and of a long-term program timeframe. MPs also raised questions about project eligibility and the inclusion of municipal airports and recreational infrastructure. There was also a discussion of the challenges faced by smaller communities with respect to implementation of the Gas Tax Fund (GTF) in Labrador. Finally it was noted that the Prime Minister Harper expressed gratitude for FCM's support of changes made to the Navigable Water Act and was pleased to be collaborating with FCM in the development of LTIP.

The Forum then discussed the action items status report which included updates on research related to northern communications and northern economic development research. Staff indicated that the research was now complete – having been informed by member feedback – and would be polished for use in advocacy related housing which is likely to be FCM's next major priority issue. While members were pleased the housing eligibility was being pursued in the context of LTIP, concerns were expressed that additional federal funding might lead to a reduction in provincial/territorial contributions to housing.

The next major item was the Northwest Territories Economic Opportunities Strategy, a partnership that includes municipalities, the territorial government, industry, etc. The initiative would identify key wealth and job creation opportunities as well as the policies and investments needed to support them. With increasing resource development activity and competition from different regions of North America seeking employment opportunities for their citizens, having a strategic approach will be highly beneficial. Member noted the increasing number of resource projects in the north and the importance of ensuring that they are developed in ways that benefit northerners in terms of wealth and job creation. Concerns were also raised regarding mining projects that make use of 100 percent foreign workforce, who are flown in and out. Members discussed the possible benefits of raising the issue with the Minister of Human Resources and Skills Development to support better outcomes in negotiation with companies who come to do business in the North.

Finally, the committee adjourned with a special thank you to Mayor Gord Van Tighem who would not be returning to the FCM board, having chosen not to seek re-election as Mayor of Yellowknife. Members congratulated Mayor Van Tighem on a very successful tenure and presented cards and a gift.

**FORUM RECOMMENDATIONS**

The Standing Committee recommends this report be received.





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# **The Road to Jobs and Growth: Solving Canada's Municipal Infrastructure Challenge**

November 2012

# Presentation outline

- The road to the federal Long-term Infrastructure Plan (LTIP)
- The roots of the problem
- FCM's LTIP proposal
- Our Strategy
- What can you do?



# The Road to LTIP

*“...the Government will work with provinces, territories, the Federation of Canadian Municipalities and other stakeholders to develop a long-term plan for public infrastructure that extends beyond the expiry of the Building Canada plan...”*

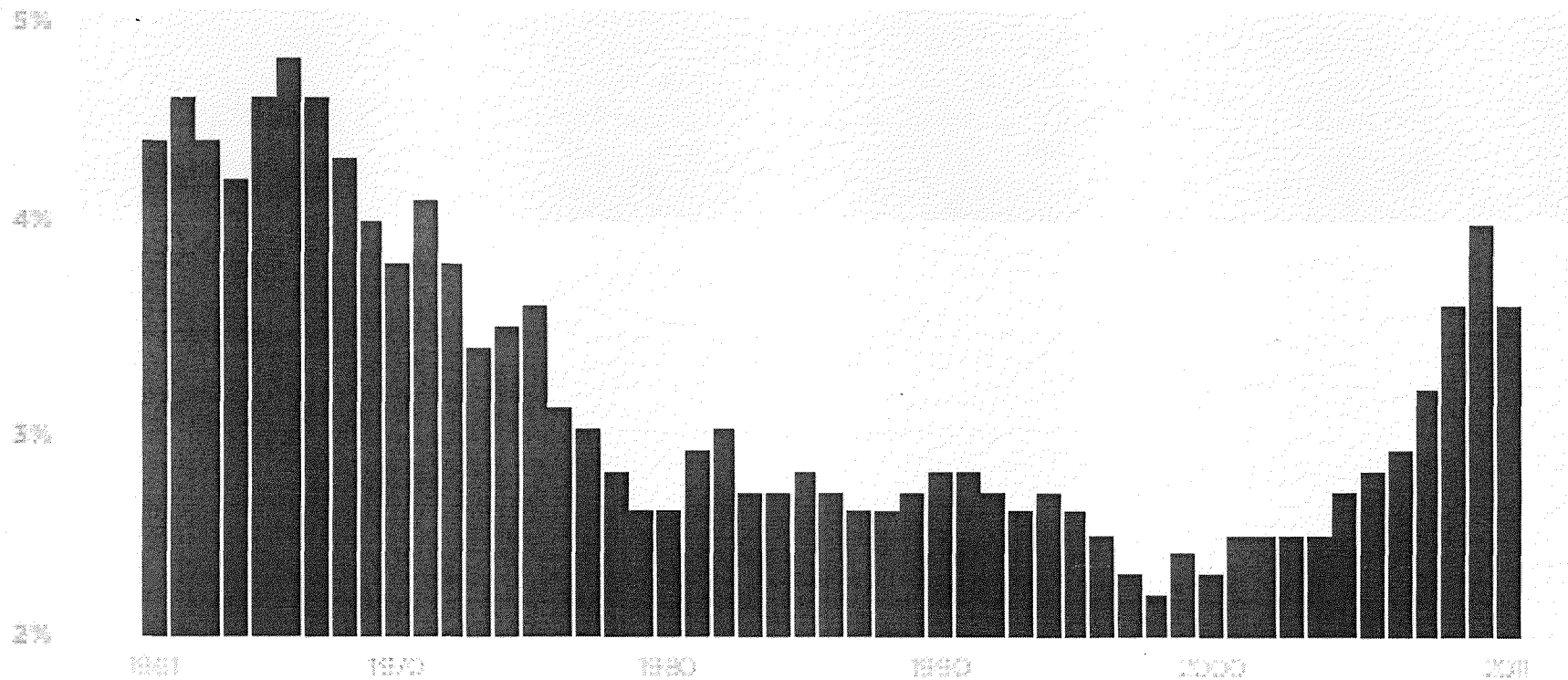
Federal Budget 2011, p. 99



# The roots of the problem

Sustained national underinvestment

*Total Government Infrastructure Investment Relative to GDP*



# The roots of the problem (cont'd)

## Short-term, ad-hoc programs

- **1994:** A “jobs, jobs, jobs” stimulus program gets feds back into infrastructure game
- **1994 – 2004:** Federal government dips to ~\$1B/year thru series of short-term, application-based programs; infra deficit grows
- **2005:** Gas Tax Fund sets new bar – predictable, and 5 year term
- **2007:** new government introduces 7 year, \$33B Building Canada Plan
- **2008:** Gas Tax Fund made permanent
- **2009-10:** \$10B Economic Action Plan cements federal-municipal partnership, creates 100,000 jobs



# The roots of the problem (cont'd)

## What it means for cities and communities

- **For residents and businesses:** Crumbling roads & bridges, gridlock, overcrowded transit and failing water systems
- **For municipalities:** escalating repair costs; “planning-by-lottery”; lack of resiliency
- **For taxpayers:** regressive tax squeeze
- **For Canada:** losing ground to our global competition

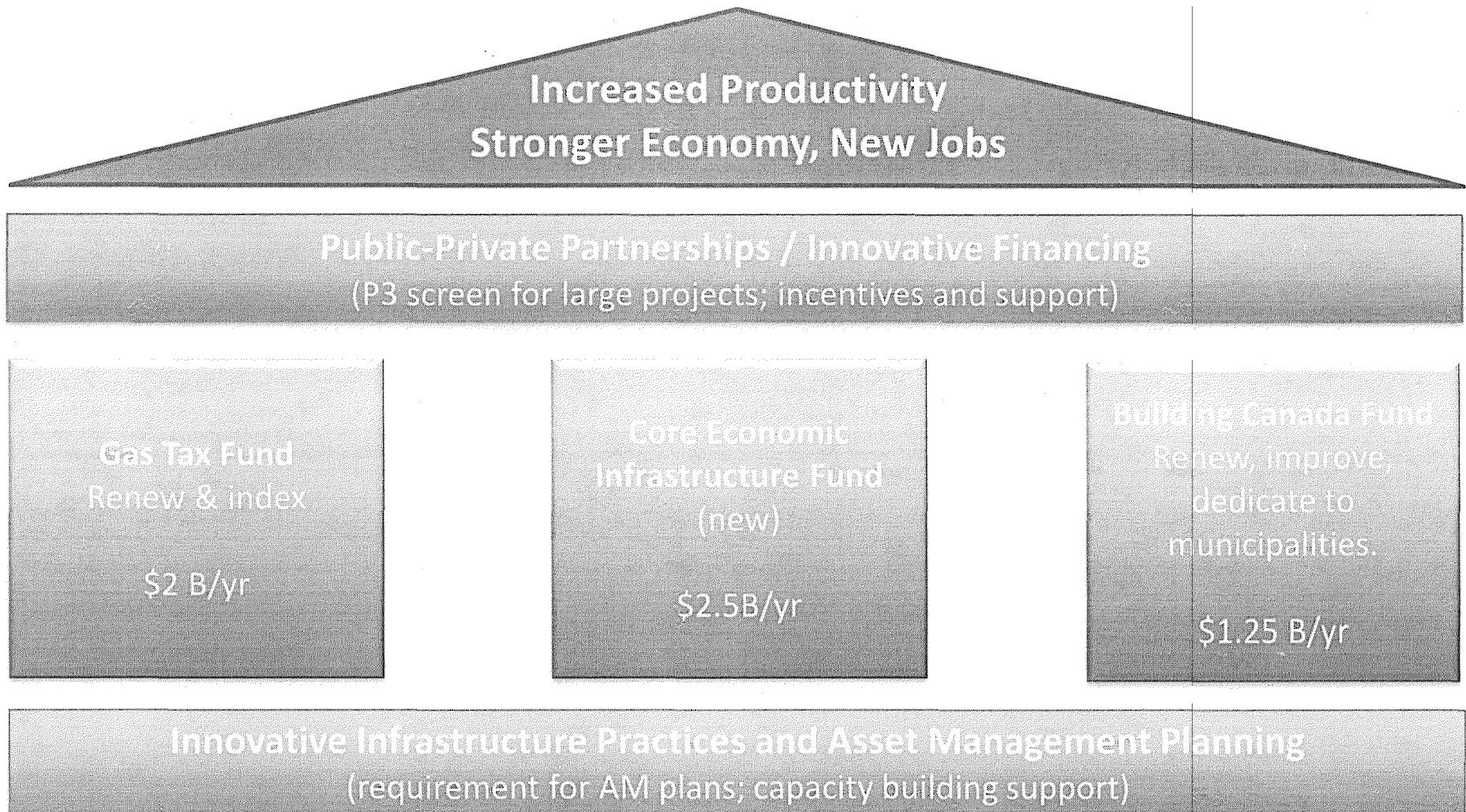
MUNICIPAL QUICK FACTS	
<input type="checkbox"/>	Collect just 8 cents out of every tax dollar
<input type="checkbox"/>	Responsible for 60%+ of our public infrastructure
<input type="checkbox"/>	Rely on regressive property tax



# FCM's LTIP Proposal — By the Numbers

- **20 year** plan; 5 year reviews
- Average annual LTIP investment:
  - Federal: \$3.25 B existing + **\$2.5 B new**
  - **\$13.25 billion** – all 3 orders of government  
(municipalities invest an additional \$12-15B separately)
- **\$3 billion** dedicated to fight gridlock (3-way cost-shared)
- **145,000 direct jobs** per year

# FCM's LTIP Proposal (cont'd)





## FCM's LTIP Proposal — Building a Plan that Delivers

- Matching \$ from 3 orders of government**
- Core economic infrastructure
- Expand private sector role
- Better asset management
- Fast, efficient role out
- Affordable and sustainable
- Secure, predictable funding**
- Renew/protect recent investments
- Meet national challenges: traffic gridlock, wastewater regulations, extreme weather



# Our Strategy

- Great Canadian Infrastructure Challenge, Nov. 6
- Municipal Infrastructure Forum statement, Nov. 8
- Formal FCM submission release, Nov. 13
- Big Cities Mayors' Caucus statement, Nov. 15
- FCM Advocacy Days in Ottawa, Nov. 20-23
- Gas Tax Fund Visibility campaign, now online
- Rural outreach strategy, January 2013
- Cut My Commute campaign, January 2013
- Budget 2013, in or around March 2013



# What can you do?

- Join the Great Canadian Infrastructure Challenge
  - [www.fcmchallenge.ca](http://www.fcmchallenge.ca)
- Keep an eye on [www.fcm.ca](http://www.fcm.ca) and [www.fcm.ca/gtf](http://www.fcm.ca/gtf)
- Contact your MP, local media, local thought leaders and influencers
- Tweet and use Facebook to tell your friends and colleagues



# Questions



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**Summary of Meetings  
Board of Directors Meeting  
November 20 – 23, 2012  
The Westin, Ottawa, Ontario  
(revised November 9, 2012)**

*THE "HILL"*

*1. Nov. 20 3:15  
Rm 650 - ☐ Centre*

*2. Nov. 20 4:30 pm  
Rm 542 - N Centre*

*3. Nov. 22 09:15  
Rm 310 Victoria Bldg.*

**Monday, November 19**

1 – 4 p.m.

Registration  
Foyer – Fourth Floor

**Tuesday, November 20**

7:30 – 9 a.m.

Registration  
Foyer – Fourth Floor

8 – 8:30 a.m.

Continental Breakfast  
Confederation Foyer – Fourth Floor

✓ 8:30 – 9:45 a.m.

Committee of the Whole/Collective Strategy for Advocacy Days  
Simultaneous Interpretation  
Confederation II – Fourth Floor

10 a.m. – 12 p.m.

Atlantic Regional Caucus  
Governor General II – Fourth Floor

✓ 10 a.m. – 12 p.m.

British Columbia Regional Caucus  
Oak Room – Executive Level

10 a.m. – 12 p.m.

Ontario Regional Caucus  
Governor General III – Fourth Floor

10 a.m. – 12 p.m.

Prairies and Territories Regional Caucus  
Governor General I – Fourth Floor

10 a.m. – 12 p.m.

Quebec Regional Caucus  
Quebec Room – Fourth Floor

✓ 12 – 1:30 p.m.

Lunch with Keynote Speaker  
Simultaneous Interpretation  
Confederation II – Fourth Floor

1:30 – 2:30 p.m.

Advocacy Days Team Preparation  
Confederation II – Fourth Floor

3 – 6 p.m.

Meetings with Parliamentarians  
MPs' Offices – Parliament Hill

4:30 – 6 p.m.

Standing Committee on Finance and Human Resources  
Quebec Room – Fourth Floor  
(will be adjusted to accommodate meetings on the Hill)

*International Dept. 2nd fl.  
6pm*



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**Wednesday, November 21**

7:30 – 8:30 a.m. Standing Committee on Finance and Human Resources  
(breakfast will be provided)  
*Newfoundland Room – Fourth Floor*

8:45 – 10:45 a.m. Standing Committee on Environmental Issues and  
Sustainable Development  
*Governor General I – Fourth Floor*

8:45 – 10:45 a.m. Standing Committee on Municipal Finance and  
Intergovernmental Arrangements  
Simultaneous Interpretation  
*Governor General II – Fourth Floor*

~~\*~~ 8:45 – 10:45 a.m. Standing Committee on Community Safety and Crime  
Prevention  
Simultaneous Interpretation  
*Governor General III – Fourth Floor*

~~\*~~ 11 a.m. – 12 p.m. Rural Forum  
*Governor General II – Fourth Floor*

11 a.m. – 12 p.m. Réseau Francophone  
*Newfoundland Room – Fourth Floor*

~~\*~~ 12 – 1:30 p.m. Lunch with Keynote Speaker  
Simultaneous Interpretation  
*Confederation II – Fourth Floor*

1:30 – 3 p.m. Standing Committee on Conference Planning  
*Governor General I – Fourth Floor*

3 – 6 p.m. Meetings with Parliamentarians  
*MPs' Offices – Parliament Hill*

~~\*~~ 6 – 8 p.m. Reception for Parliamentarians  
*Centre Block – Parliament Hill*

**Thursday, November 22**

7:15 – 8:15 a.m. Meeting of Provincial and Territorial Association Presidents  
and Executive Directors  
(Breakfast provided starting at 7 a.m.)  
Simultaneous Interpretation  
*Governor General III – Fourth Floor*

8 a.m. – 12 p.m. Meetings with Parliamentarians  
*MPs' Offices – Parliament Hill*

~~12~~ – 1:30 p.m.

Lunch with Keynote Speaker  
Simultaneous Interpretation  
*Confederation II – Fourth Floor*

~~1:30~~ – 3:30 p.m.

Standing Committee on Social Economic Development  
Simultaneous Interpretation  
*Governor General III – Fourth Floor*

1:30 – 3:30 p.m.

Standing Committee on Municipal Infrastructure and  
Transportation Policy  
Simultaneous Interpretation  
*Governor General II – Fourth Floor*

1:30 – 3:30 p.m.

Standing Committee on International Relations  
*Governor General I – Fourth Floor*

3:30 – 5 p.m.

Standing Committee on Increasing Women's Participation in  
Municipal Government  
*Oak Room – Executive Level*

3:30 – 4:30 p.m.

Northern and Remote Forum  
*Governor General I – Fourth Floor*

4:30 – 6:30 p.m.

Executive Committee  
*Governor General III – Fourth Floor*

Friday, November 23

8 – 8:30 a.m.

Breakfast  
*Governor General III – Fourth Floor*

8:30 a.m. – 12 p.m.

Board of Directors Meeting  
Simultaneous Interpretation  
*Provinces Ballroom – Fourth Floor*

12 – 2 p.m.

Lunch  
*Governor General III – Fourth Floor*



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES  
HERITAGE ADVISORY COMMITTEE**

Wednesday, November 21, 2012

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Heather Gillis – Chair  
Dar Purewall – Vice Chair  
Councillor Schinbein  
Liz Dill  
Sherri Robinson  
Catherine McGregor  
David Coney

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

**REGRETS:** Councillor Hodgins

1. **CALL TO ORDER**

Chair Gillis called the meeting to order at 7:04 p.m.

2. **LATE ITEMS**

There were none.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Schinbein and seconded by Liz Dill that the agenda of the Heritage Advisory Committee meeting of November 21, 2012 be approved as presented.

The motion **CARRIED**.

4. **MINUTES**

It was noted there was a correction required on page 3, under item 7. NEW BUSINESS, (2) 1388 Esquimalt Road – Maintenance of Heritage Properties: where it notes “Devonshire Cottage”, this will be changed to “Devon Cottage”.

Moved by Sherri Robinson and seconded by Councillor Schinbein that the minutes of the Heritage Advisory Committee meeting of October 17, 2012 be approved as amended.

The motion **CARRIED**.

5. **REPORT FROM THE CHAIR**

Chair Gillis attended the Oct 22 Committee of the Whole meeting. She noted its purpose was for the committees to hear what each are doing, and what was working



and not working well. A point that was heard was that the committees have a high percentage of new members, new chairs, and new councillors.

Councillor Schinbein added that Council is looking to streamline the appointment process for sitting on committees and make it easier for current members to re-apply. Council also discussed holding a governance meeting, and the possibility of creating a website space where members could go for information and for discussion, with the idea that it would serve as a committee member toolbox.

Chair Gillis forwarded an email to Mayor and Council regarding the Committee's concerns and questions around the heritage policy, heritage context plan, and matters concerning DND, and is awaiting a reply.

It was made clear at the Committee of the Whole meeting that the HAC's primary role is to advise Council on heritage issues within the community. The relationship can work two ways: the Committee can advise on heritage matters (about a plaque, for example), and Council can request information from the Committee on issues they are interested in.

It was noted that the piece the Committee is still unsure about is whether there are limitations to what the Committee can advise on?

The HAC will continue to look for the answers needed in order to provide the best advice to Mayor and Council and community members.

Moved by Liz Dill and seconded by Dar Purewall that the Heritage Advisory Committee's Chair follow up on the Chair's outstanding questions from the communication of Oct 23 with Mayor and Council.  
The motion **CARRIED**.

6. **OLD BUSINESS**

(1) Lampson St. Memorial Trees

A memo was directed to Council on November 19 and staff was subsequently directed to complete the installation of the Lampson Street memorial trees plaque. Karen Hay, Staff Liaison, displayed a picture of the boulevard and posed the question of whether the plaque should be placed inside the fence, which would require more negotiating with the school board, or outside the fence, which is on municipal land. The Committee recommended that the plaque be installed on the boulevard.

Members discussed options for a base for the plaque and the possibility of securing a rock base from Parks and Recreation. Karen Hay, Staff Liaison, posed the question of whether it was the Committee's intention to pay for the plaque from the 2013 budget? It was also recommended that 'Heritage BC gaming funds' be investigated as a source of funding. The Committee would come up with the design of the plaque, which would be forwarded to Council.

Action: Sherri Robinson and Chair Gillis will look into details for a plaque and bring the information back to the Committee.

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

Councillor Hodgins reported that the Mayor and Base Commander met and that the Mayor indicated the Base Commander wished their discussion be kept confidential.

Karen Hay, Staff Liaison, spoke with the CAO who stated that the Committee should have the discussion they wish to have and then advise Council.

It was noted that the Anson Crescent house is still standing and the study has begun at Macaulay Point.

It was suggested that:

- the Committee present to Council the information that the Committee has on 316 Anson and Macaulay Point, and note their importance to the community
- The Committee investigate the existence of a federal government heritage mandate and protocol
- The Committee recommend that Council inform the local MP's about these lands. The Committee could recommend Council approve a letter to the MP's that the Committee would prepare
- The Committee request that Council inquire into the Anson Crescent report and whether it was complete.

Moved by Liz Dill and seconded by Catherine McGregor that the Heritage Advisory Committee draft a letter for Council's approval which includes: inquiring or seeking communication with local MP's; expresses support for protecting the Anson Crescent house and Macaulay Point structures; and which requests an update on the status of the report(s) that is assessing both of these properties.

The motion **CARRIED**.

(3) Heritage Week 2013 - Good Neighbors – Heritage Homes and Neighbourhoods

It was noted that the Committee's task is to find a way to celebrate Heritage Week, which is February 18-24, 2013.

Members suggested the following neighbourhoods could be highlighted: wartime houses on Dunsmuir, Old Esquimalt Road and its designated houses, and the Lampson Street and Selkirk neighborhoods.

Action: Chair Gillis will approach some residents of Dunsmuir and see if they are interested in taking on a project for Heritage Week; if there is no interest, then the Committee can pursue the other ideas.

(4) 1388 Esquimalt Road – Maintenance of Heritage Properties

On November 19, a memo was sent to Council regarding the Committee's concerns with the lack of maintenance of 1388 Esquimalt Road, which is a heritage-designated property.

The issue has subsequently been referred to staff. This maintenance issue might involve personal issues; if so it may be referred to an in-camera meeting for discussion and the Committee may not learn the outcome.

7. **NEW BUSINESS**

(1) Year End Report

It was noted that the year end report is usually generated by the Chair, who would review the work plan and the minutes and then list the Committee's accomplishments over the course of the year.

Action: Chair Gillis will connect with the recording secretary for a copy of last year's report to use as a template.

8. **WORK PLAN ITEMS**

(1) Heritage Register

(a) Status Update on Approved Statements of Significance for:

i. Old Esquimalt Road

Karen Hay, Staff Liaison, noted that Council directed staff to hold public consultation before making a decision on whether to add Old Esquimalt Road to the heritage register. 137 notices were sent out and four people attended the open house. It was an opportunity to inform people about the heritage value of the road and for community members to voice any concerns.

The SOS is now moving forward - staff will be bringing a report to the Dec 10th Committee of the Whole meeting.

ii. 1211 Old Esquimalt Road, 507 Head Street, 948 Old Esquimalt Road

Karen Hay, Staff Liaison, noted that Helen Edwards' contract has been extended to the end of December in order for her to conduct interviews with the owners of all three houses. (It was noted that interviews were included in the contract, and will satisfy the requirement to consult with the property owners.)

(b) Status Update on Statements of Significance in progress:

i. 1376 Esquimalt Road

ii. 1382 Esquimalt Road

iii. 539 Lampson

iv. 820 Dunsmuir Road

These SOS's are still in progress.

(2) Heritage Foundation

Karen Hay, Staff Liaison, had a meeting with staff to discuss the foundation. It has been recommended that the Committee ask Council to refer the matter of handling the legalities of the formation of the foundation to staff.

Members noted the background work done thus far on establishing a foundation:

- The Victoria Heritage Foundation previously spoke to the Committee about their foundation, and the Committee reviewed several foundation constitutions

- David Sudbury created a draft constitution to which some members provided feedback

Vice Chair Purewall volunteered to be the Committee's point of contact with David Sudbury.

Moved by Vice Chair Purewall and seconded by David Coney that the Heritage Advisory Committee recommend that Council support the creation of a heritage foundation for the Township and review the draft constitution and supporting documents.

The motion **CARRIED**.

- (3) 2012 Centennial Celebration  
(a) "Best of 100" – Slide Show

There are a total of 203 homes to be reviewed for the final selection of 100. Members were concerned about allowing an appropriate amount of time for this task.

Moved by Sherri Robinson and seconded by David Coney that item 8. WORK PLAN ITEMS, (3) 2012 Centennial Celebration, (a) "Best of 100" - Slide Show be deferred to a special Heritage Advisory Committee meeting on January 9, 2013.

The motion **CARRIED**.

- (4) Maintaining Public Awareness  
(a) *Esquimalt Current*

There was no update.

- (b) Website Update

The website refresh is being worked on. Chair Gillis will liaise with Ritchie Morrison, Communications Officer, to offer assistance on the heritage-related sections.

- (c) Heritage Poster

David Sudbury has been meeting with Mr. Morrison to coordinate this project.

- (5) Memorial Plaques and HAC's role

It has been clarified that the Committee's role for plaques is in making decisions regarding the topic and inscription. For example, does the Committee recommend the plaque? Does the topic and/or details suit Memorial Park?

Any decisions made around a plaque base or its location in a park will be handled by the Parks & Recreation department.

It was further noted that the Committee wishes to develop criteria, in the form of a policy or guidelines, to help the Committee make objective decisions about proposed plaques.

It was noted that many Esquimalt citizens are missing from the plaque on the cenotaph, and that the Committee can make recommendations for adding a plaque to

include those missing citizens. It was also noted that the Legion was involved with the cenotaph's plaques, so they should be consulted regarding changes or additions.

Action: Catherine McGregor, Vice Chair Purewall, Councillor Schinbein, and David Coney will meet to discuss guidelines for plaques and bring the results back to the next meeting for the Committee to first review, then forward to Council for their review and approval.

- (6) HAC's Terms of Reference clarification – policy, procedures, protocols, and roles

Discussed under 5. REPORT FROM THE CHAIR.

9. **REPORT FROM STAFF LIAISON**

Karen Hay, Staff Liaison, will be attending the Heritage Commission's meeting in Nanaimo on November 24, and will provide a report at the January meeting.

10. **COMMUNICATIONS**

- (1) Heritage BC, email dated November 1, re: Update: November 2012

Moved by Councillor Schinbein and seconded by Liz Dill that the Heritage Advisory Committee receive the communication item.  
The motion **CARRIED**.

11. **COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS**

There were none.

12. **NEXT MEETING**

The next regular meeting of the Heritage Advisory Committee will take place on January 16, 2013.

13. **ADJOURNMENT**

The meeting adjourned at 9:15 p.m.

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Heather Gillis, Chair

This 16<sup>th</sup> day of January, 2013

JM  
(ACTO)



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CORPORATION OF THE TOWNSHIP OF ESQUIMALT  
For Information:

CAO  Mayor/Council

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RECEIVED: DEC 07 2012

Referred:

For Action  For Response  COTW  
 For Report  For Information  IC

November 30, 2012

Honourable Keith Ashfield  
House of Commons  
Minister of Fisheries and Oceans  
Parliament Buildings, Wellington Street  
Ottawa, ON K1A 0A6

Dear Minister Ashfield:

**Re: Federal Fisheries Act – Bill C38**

The District of Elkford Council at its November 13, 2012 Regular Meeting reviewed the attached correspondence from the District of Maple Ridge concerning the Federal *Fisheries Act* – Bill C38. The District supports the requests made by the District of Maple Ridge as contained in the resolution passed by the Maple Ridge Council.

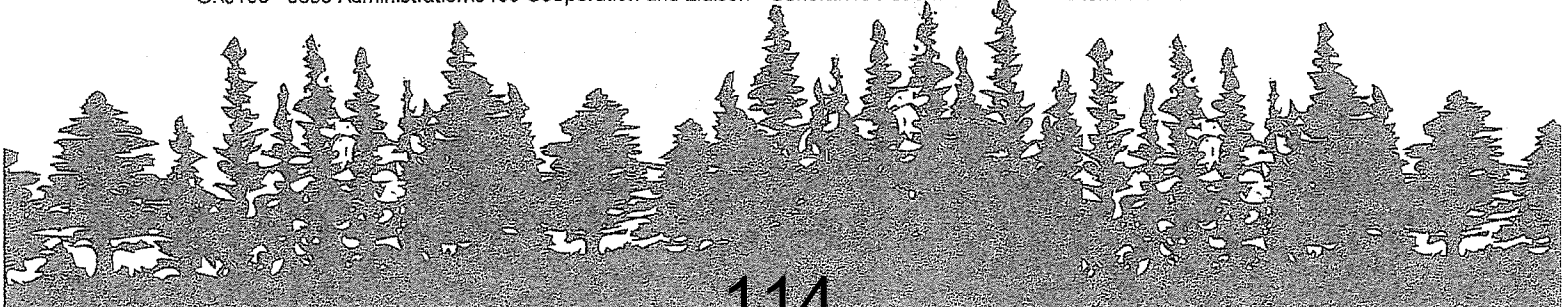
Thank you for your consideration of this matter.

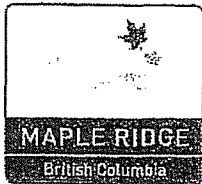
Sincerely,

Dean McKerracher  
Mayor

Enclosure

Cc: All UBCM Member Municipalities





Deep Roots  
Greater Heights

October 10, 2012

File No: 0400-40

Honourable Keith Ashfield  
House of Commons  
Minister of Fisheries and Oceans  
Parliament Buildings, Wellington Street  
Ottawa, ON K1A 0A6

Dear Minister:

Re: **Federal Fisheries Act – Bill C38**

Under the direction of Maple Ridge Council, an Ad Hoc Task Force was established to review the proposed changes to the *Federal Fisheries Act*. The findings of the Task Force were received at an open meeting of Council on October 1, 2012 and subsequently referred to the Council Meeting of October 9, 2012 in response to the recommendations contained therein.

The following resolution was adopted:

Whereas the District of Maple Ridge has made significant investments in the protection of fish habitat and watercourses that exist in the community;

And Whereas the protection and management of natural habitat is an important value for the citizens in our community as reflected in the Official Community Plan;

And Whereas Council has grave concerns around the proposed departure from the historical protection of fish habitat and the loss of ecological linkages that all species have to our fisheries;

Now Therefore Be It Resolved That the District of Maple Ridge call upon the federal government to ensure:

1. THAT the federal government provide information behind the rationale for the Policy Direction change to the *Fisheries Act* and that it disclose whatever pertinent scientific information that has been used to support the proposed changes to the *Fisheries Act* legislation and regulations;
2. THAT there is meaningful public involvement and dialogue as part of the process with local stewardship groups, municipalities, scientific organizations, First Nations, non-government environmental organizations



- and the public-at-large both before and after the implementation of the second phase of amendments to the *Fisheries Act*;
3. THAT the federal government retain the existing protection language for fish habitat and fisheries rather than changing the *Fisheries Act* to limit protection to only certain fisheries;
  4. THAT there is clarification on whether the current definitions as per section two of the Federal *Fisheries Act* still apply and that there are meaningful definitions provided with respect to "temporary" and "permanent" alteration, disruption or destruction of fish habitat; the 'death or killing' of fish; the lack of definition around what a fishery consists of. Definitions should continue to promote an ecosystem based approach to fish conservation;
  5. THAT appropriate levels of staffing support and resources are provided by the federal government to the Department of Fisheries and Oceans for community enhancement and restoration initiatives, habitat management and protection programs, monitoring and compliance efforts, in addition to education and outreach programs assuring maximum benefit and effective management of the fisheries to support the economic, social and ecological needs fundamental to the values of the Canadian people; and
  6. THAT this resolution and the attached report be forwarded to the Federal and Provincial Ministers of Fisheries, to local MPs and MLAs, to all federal parties, to local First Nations, to Metro Vancouver Regional Board, to the Lower Mainland Local Government Association (LMLGA), to the Federation of Canadian Municipalities (FCM) and to all Union of BC Municipalities (UBCM) member municipalities.

A copy of the referenced report prepared by the Task Force is attached for your perusal.

Thank you for your consideration of the above recommendations and attached report. We look forward to future correspondence in this regard.

Yours truly,



Ceri Marlo  
Manager of Legislative Services &  
Emergency Management Program

/dd

Attachment

cc List Attached

