



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

File 0550-06

January 3, 2013

NOTICE

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON
MONDAY, JANUARY 7, 2013 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, January 7, 2013
7:00 p.m.
Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- (1) Minutes of the Special Meeting of Council, December 17, 2012 Pg. 1 – 2
(2) Minutes of the Regular Meeting of Council, December 17, 2012 Pg. 3 – 9

5. **PRESENTATION**

- (1) Introduction of Franco Bruschetta, Victoria Police West Division Community Resource Officer
(2) Tammy Percival, Esquimalt Representative, Victoria Family Court and Youth Justice Committee
(3) Chief Jamie Graham and Scott Seivewright, Controller, Victoria Police Department Budget Presentation

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**

Fire Rescue

- (1) Lock – Box Bylaw, Staff Report No. FIRE-13-001 Pg. 10 – 14

RECOMMENDATION:

That Council gives 1st, 2nd and 3rd readings to the “Installation of Lock – Boxes Bylaw, 2013, No. 2797.”

- (2) Replacement of 1988 Mack Pumper (Unit F300), Staff Report No. FIRE-13-002 Pg. 15 – 19

RECOMMENDATION:

That the Township enter into negotiations with Wholesale Fire & Rescue for the supply and delivery of a new Pierce Arrow XT Pumper Apparatus for \$589,600 (plus net HST for a total amount of \$600,000), including trade in of the 1988 Mack Pumper (Unit F300).

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

9. **REPORTS FROM COMMITTEES**

- | | | |
|-----|---|-------------|
| (1) | Notes from Town Hall meeting, November 8, 2012 | Pg. 20 – 24 |
| (2) | Draft minutes from the Environmental Advisory Committee meeting, November 22, 2012 | Pg. 25 – 29 |
| (3) | Draft minutes from the Centennial Celebrations Select Committee meeting, November 27, 2012 | Pg. 30 – 34 |
| (4) | Memorandum from the Centennial Celebrations Select Committee, dated January 3, 2013, Re: Future of Centennial Legacy Projects | Pg. 35 – 36 |

10. **COMMUNICATIONS**

- | | | |
|-----|---|--------|
| (1) | Letter from Mayor Dean McKerracher, District of Elkford, dated December 12, 2012, Re: Persons with Disabilities Benefit | Pg. 37 |
| (2) | Letter from Mayor Nils Jensen, District of Oak Bay, dated December 12, 2012, Re: Letter of Appreciation and Congratulations | Pg. 38 |

11. **PUBLIC QUESTION AND COMMENT PERIOD**

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

12. **MOTION TO GO IN CAMERA**

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

- 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
- 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.

In accordance with Section 90 (1) (f), (g) and (k) of the *Community Charter*, and that the general public be excluded.

13. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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

PRESENT:

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

STAFF:

Scott Hartman, Acting Chief Administrative Officer/Director of
Parks and Recreation Services
Bill Brown, Director of Development Services
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 Brame/Councillor McKie:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. **MOTION TO GO IN CAMERA**

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

- Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by 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

in accordance with Section 90 (1) (a), (i), and (k) of the *Community Charter*, and that the general public be excluded.

CARRIED UNANIMOUSLY.

5. **ADJOURNMENT**

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

CARRIED UNANIMOUSLY.

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

CERTIFIED CORRECT:

ANJA NURVO, CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES REGULAR MEETING OF MUNICIPAL COUNCIL MONDAY, DECEMBER 17, 2012 7:00 P.M. COUNCIL CHAMBERS

PRESENT:

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

STAFF:

Scott Hartman, Acting Chief Administrative Officer/Director of
Parks and Recreation Services
Ian Irvine, Director of Financial Services and IT
Bill Brown, Director of Development Services
Anja Nurvo, Manager of Corporate Services
Ritchie Morrison, Communications Coordinator
Marlene Lagoa, Sustainability Coordinator
Diane Knight, Executive Assistant to Mayor and CAO
Louise Payne, Recording Secretary

OTHER:

Keith Lindner, Inspector, West Division, VicPD

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 Brame/Councillor McKie:
That the Agenda be approved with the deletion of Item 7(4) 2013 Age-Friendly Community Planning and Project Grant Application, Staff Report No. P&R-12-006.

CARRIED UNANIMOUSLY.

4. **MINUTES**

MOTION: Moved by Councillor Hodgins/Councillor McKie:
That the following minutes be adopted as amended:

- (1) Minutes of the Special Meeting of Council, December 3, 2012
- (2) Minutes of the Regular Meeting of Council, December 3, 2012 – Item 4(2)(a) Council Appointments for 2013, delete Councillor Hundleby as “Alternate” for the Capital Regional District Arts Committee.

CARRIED UNANIMOUSLY.

5. **PRESENTATION**

- (1) Presentation to Centennial Sponsors

In recognition of their generous support of Esquimalt’s Centennial 2012, Mayor Desjardins made the following presentations:

- Canadian Heritage (regrets);
- Ministry of Community, Sport and Cultural Development – Ida Chong (former Minister of Community, Sport and Cultural Development);
- Province of British Columbia, Intergovernmental Relations, Francophone Affairs – Chantal Brodeur, Francophone Affairs Program Project Coordinator;
- Country Grocer – Peter Cavin, Director, Mark Wilson, Director, Brad Boughton, Store Manager;
- Provincial Capital Commission – Kris Andersen, Program Manager, Outreach and Engagement;
- RBC Royal Bank – Esquimalt Branch – Patti Paul, Mutual Funds Representative;
- Seaspan – Victoria Shipyards – Dorothy Dodge, Executive Assistant;
- 100.3 The Q – the Zone 91.3 – John Shields, Senior Programming Manager;
- CTV Vancouver Island – Amanda Wilson, Account Executive;

- Times Colonist – Sue Webber, Advertising Sales Representative, Jason Scriven, Manager;
- Associated Engineering – Mark Dhillon;
- BC Hydro (regrets);
- Black Press – Shelley Westwood, Account Representative, Don Descoteau, Editor
- Island Tents and Events – Gisele Hatten, General Manager and Wayne Hatten, Manager.

RECESS AND RECONVENE

The Regular Meeting of Council recessed at 7:25 pm and reconvened at 7:30 pm with all members of Council present.

6. PUBLIC INPUT

Mark Salter, resident, expressed his appreciation for the staff report on the electric vehicle charging station. With respect to the staff report regarding Macaulay Point Park, he suggested that environmental stewardship strategies be applied to other municipal parks as well.

Muriel Dunn, resident, expressed concern for Esquimalt's newest business on Esquimalt Road, selling "bongs", and requested that Council review municipal bylaws with a view to exclude this type of business in the community. She also expressed concern with proposed developments in the community that are not family-oriented.

Peter Ryan, resident, expressed concern with the amount of money being spent on Macaulay Point Park, and noted that he wanted this park to be dog-friendly.

MOTION: Moved by Councillor Hodgins/Councillor Morrison:
That Council directs staff and Esquimalt/Victoria Police Department to investigate enforcement options with regard to the new business on Esquimalt Road which has been the subject of recent complaints, and provide information for Council's consideration.

CARRIED UNANIMOUSLY.

7. STAFF REPORTS

Administration

(1) 2013 Council Meeting Schedule, Staff Report No. ADM-12-053

MOTION: Moved by Councillor Hodgins/Councillor McKie:
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.

CARRIED UNANIMOUSLY.

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

The Sustainability Coordinator presented Staff Report No. ADM-12-061 and answered questions from Council.

Council Comments:

- Must maintain cost recovery for the charging station;
- If rest of the regional municipalities do not charge for this service, would not want to see Esquimalt charging;
- To be part of the pilot project, will use \$16,000 from the Sustainability Reserve Fund;
- Review after one year; *Staff advised that would require an amendment to the Fees and Charges Bylaw to implement/charge a fee.*

MOTION: Moved by Councillor Morrison/Councillor Hundleby:
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;
- d) The Township of Esquimalt's participation in BC Hydro's pilot program to track the real-time electricity use of charging stations; and
- e) Providing free use of the electric vehicle charging station with the option to review charging a competitive user fee in one year.

CARRIED UNANIMOUSLY.

Finance

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

The Director of Financial Services introduced Curtis Grant, CEO of the Greater Victoria Harbour Authority who answered questions from Council.

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:

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.

CARRIED UNANIMOUSLY.

Parks and Recreation

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

The Director of Parks and Recreation Services presented Staff Report No. P&R-12-007 and answered questions from Council.

Council Comments:

- Any way to redirect some of the funds to other parks? *Staff advised that there are other funds in the budget and staff are working on a Parks Plan;*
- Need to clearly show with signage that this is federal land/leased parkland for the public's use;
- Military Police patrolling evenings and weekends? *Because this is federal land, MP's have authority and staff/VicPD support this.*

MOTION: Moved by Councillor McKie/Councillor Brame:

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; and

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.

CARRIED (Councillor Hodgins opposed).

Development Services

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

MOTION: Moved by Councillor Hundleby/Councillor Schinbein:

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

CARRIED UNANIMOUSLY.

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

The Director of Development Services presented Staff Report No. DEV-12-045 and answered questions from Council.

Council Comments:

- Hear from developers that "too expensive" to develop in Esquimalt – how do we compare with other municipalities? *Staff advised that because of different categories of applications, it is difficult to compare directly with other municipalities; Esquimalt has expensive land costs but does not have Development Cost Charges, for example;*
- Public consultation should include the Westbay Residents Association;
- Like to see information coming forward to encourage development in Esquimalt.

MOTION: Moved by Councillor Brame/Councillor Hodgins:

That Council give first reading to Development Application Procedures

and Fees Bylaw, 2012, No. 2791 and authorize staff to circulate the bylaw for comments.

CARRIED UNANIMOUSLY.

8. BYLAWS

For Adoption

(1) Revenue Anticipation Borrowing Bylaw, 2013, No. 2796

MOTION: Moved by Councillor Hundleby/Councillor Hodgins:
That Revenue Anticipation Borrowing Bylaw, 2013, No. 2796 be **adopted.**

CARRIED UNANIMOUSLY.

9. MAYOR'S AND COUNCILLORS' REPORTS

(1) Report from Mayor Barbara Desjardins, Re: Council Appointments

MOTION: Moved by Councillor McKie/Councillor Hundleby:
That Council ratify the following appointments of members of Council:
a) 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

b) CRD Inter-Municipal Climate Action Steering Committee:
Councillor Lynda Hundleby

c) School Liaison:
Councillor Meagan Brame

CARRIED UNANIMOUSLY.

(2) Report from Councillor Dave Hodgins, Re: Federation of Canadian Municipalities Board of Directors Meeting, November 19-23, 2012, Ottawa, Ontario

Councillor Hodgins presented his report on Federation of Canadian Municipalities (FCM) Board of Directors meeting in Ottawa and answered questions from Council.

MOTION: Moved by Councillor Hodgins/Councillor McKie:
That the report from Councillor Hodgins on FCM Board of Directors meeting in Ottawa November 19-23, 2012 be received.

CARRIED UNANIMOUSLY.

10. REPORTS FROM COMMITTEES

(1) Draft minutes from the Heritage Advisory Committee meeting, November 21, 2012

It was noted that Councillor Hodgins, who was shown as present at the meeting, was not in attendance.

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the draft minutes from the Heritage Advisory Committee meeting, November 21, 2012 be received.

CARRIED UNANIMOUSLY.

11. COMMUNICATIONS

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

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the letter from Mayor Dean McKerracher, District of Elkford dated November 30, 2012 regarding Federal Fisheries Act – Bill C38 be received for information.

CARRIED UNANIMOUSLY.

12. PUBLIC QUESTION AND COMMENT PERIOD

Muriel Dunn, resident, expressed concerns with people not obeying the signage posted in Macaulay Point Park.

13. ADJOURNMENT

MOTION: Moved by Councillor Hundleby/Councillor Brame:
That the Regular Meeting of Council be adjourned at 8:32 p.m.

CARRIED UNANIMOUSLY.

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

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: January 7, 2013
Staff Report No. FIRE-13-001

REQUEST FOR DECISION

SUBJECT: Lock-Box Bylaw

RECOMMENDATION:

That Council gives 1st, 2nd and 3rd readings to the "Installation of Lock-Boxes Bylaw, 2013, No. 2797."

RELEVANT POLICY:

This Bylaw further supports the Fire Protection and Control Bylaw, 2011, No. 2783, in particular Part 2 – Fire Protection, which deals with Authorization to Enter onto Premises and Property.

STRATEGIC RELEVANCE:

This Request for Decision relates directly to the implementation of a Strategic Emergency Plan.

Submitted by: Writer Fire Chief David Ward

Reviewed by: Acting CAO

Date: December 31, 2012

STAFF REPORT

DATE: December 28, 2012 Report No. FIRE-13-001
TO: Scott Hartman, Acting Chief Administrative Officer
FROM: David Ward, Fire Chief
SUBJECT: Lock-Box Bylaw

RECOMMENDATION:

That Council gives 1st, 2nd and 3rd readings to the "Installation of Lock-Boxes Bylaw, 2013, No. 2797."

BACKGROUND:

Since Esquimalt Fire Rescue has been providing fire protection to the citizens of the Township, fire fighters have relied on individual building keys being stored on the fire apparatus to gain access to various apartment blocks and condominiums. Over time and with the increase in building density, the number of keys required on the trucks has increased significantly to the point that valuable response time is being lost while searching for the specific building key.

Several neighbouring core fire departments have been using the lock-box program successfully for over 20 years. During this 20 year period there has been only one known breach of security in Victoria. Having a lock-box system in place provides immediate entry in case of fire, medical or other type of emergency.

ISSUES:

1 Rationale for Selected Option

Reducing response times for structure fires and medical aid calls is a critical component for the successful outcome of an event. Even though the current key system is coded to the various buildings, it still takes members an unreasonable amount of time to sort through the vast amount of door keys. Once all lock boxes are keyed identically, fire fighters will carry one key instead of hundreds, as they currently do.

Implementation of the lock-box program prevents costly forced entry damage to windows and doors when keys cannot be found. It also allows fire fighters to re-secure doors after the emergency without the necessity of contacting the building manager or private security personnel. Quick entry reduces the potential damage caused by fire or sprinkler activation. In addition, allowing entry for first responders in this manner means that a building occupant would not need to leave the building's front door unlocked in order to permit access, thereby reducing the entire building security from being compromised.

2. Organizational Implications

The majority of work for fire department staff related to the Lock-Box Bylaw would initially be involved with the permit application process. Staff time for processing permits would be minimal. The yearly building key validation would be conducted during the fire department's routine annual "company inspections" program.

3. Financial Implications

The financial implications for building owners and strata corporations would be manageable as the costs could be budgeted over three years, since the Bylaw allows up to three years for compliance for existing buildings. The cost for the cylinder type of lock-box including coring and installation is approximately \$520.00 + HST. Having a lock-box prevents costly forcible entry damage to doors and windows in the building.

4. Communication

The Fire Department has developed and distributed educational brochures to apartment owners and strata corporations during routine inspections, and also whenever attending at a building for an alarm. The Fire Prevention division has also developed a data base of companies and representatives who will be contacted to advise of the Bylaw requirements once the Bylaw is adopted. In addition, all new development plans and all buildings in the process of developing new Fire Safety Plans have been informed of the Fire Department's plan to move forward with a Lock-Box Bylaw.

ALTERNATIVES:

1. That Council gives 1st, 2nd and 3rd readings to the "Installation of Lock-Boxes Bylaw, 2013, No. 2797."
2. That Council directs revisions to the "Installation of Lock-Boxes Bylaw, 2013, No. 2797 and gives 1st, 2nd and 3rd readings to the Bylaw as revised.
3. That Council does not support a lock-box bylaw.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2797

A bylaw to provide for the installation of Lock-Boxes

WHEREAS having access keys readily available for commercial buildings containing residential units, residential apartment buildings and strata complexes in the event of emergencies reduces the likelihood of fire fighter injuries and property damage, and increases the efficiency and effectiveness of emergency responses;

AND WHEREAS the Council deems it beneficial for residents and emergency response personnel to implement a Lock-Box Program;

NOW THEREFORE the Council of the Corporation of the Township of Esquimalt, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "Installation of Lock-Boxes Bylaw, 2013, No. 2797."
2. For the purposes of this Bylaw, the following terms shall have the following meanings:
 - (1) "Lock-Box" means a Mul-T-Lock cylinder or tube lock or other key deposit device approved by the Fire Department.
 - (2) "Fire Department" means the Township of Esquimalt Fire Rescue Department.
 - (3) "Commercial building", "residential apartment building" and "strata building" shall mean as defined in the Township of Esquimalt Zoning Bylaw, 1992, No. 2050, as amended.
3. This Bylaw shall be applicable to all commercial buildings containing any residential units, residential apartment buildings and strata buildings located with the Township of Esquimalt.
4. (a) Prior to the issuance of an occupancy permit by the Township, the owner of a newly constructed building to which this Bylaw applies shall ensure that a Lock-Box is installed in such new building.
 - (b) The owner of a commercial building or residential apartment building in existence as of the date of the adoption of this Bylaw shall ensure that a Lock-Box is installed in such building prior to December 31st, 2015.
 - (c) A Permit shall be required for the installation of a new Lock-Box or for the relocation or modification of an existing Lock-Box within a building to which this Bylaw applies.
5. (a) Prior to the installation, relocation or modification of the Lock-Box, the owner shall submit an application for a Lock-Box Permit to the Fire Department.
 - (b) The owner shall ensure that an approved Lock-Box is installed in accordance with the requirements of this Bylaw by a qualified locksmith approved by the Fire Department.
 - (c) Upon completion of the installation of the Lock-Box, the owner shall notify the Fire Department and the Fire Department shall conduct an inspection.

- (d) If the installed Lock-Box complies with all of the terms and conditions of this Bylaw, the Permit shall be approved by the Fire Department.
 - (e) In the event of any deficiencies, the owner shall correct such deficiencies at its cost and shall notify the Fire Department to conduct a re-inspection.
6. The owner of a building that is subject to this Bylaw shall ensure that:
 - (a) updated keys are available in the Lock-Box at all times for all floor areas and roof areas of the building for fire fighting and other emergency response purposes; and
 - (b) all keys within the Lock-Box are clearly marked to indicate the unit number or area of the building that the key is for.
 7. Only Lock-Boxes approved by the Fire Department shall be installed.
 8. Lock-Boxes shall be:
 - (a) recessed into the building wall or pillar;
 - (b) located as close as possible to the main entrance of the building and in clear view when doing a 360 degree turn while standing at the main entrance;
 - (c) located at a height of not less than 450 mm and not higher than 1.8 m; and
 - (d) labelled with a "FD" marking or other marking acceptable to the Fire Department.
 9. The Fire Department Fire Prevention Officer and their designate within the Fire Department are authorized to administer and enforce this Bylaw.
 10. Any person who contravenes any provision of the Bylaw commits an offence and on summary conviction is liable to a fine of not less than Two Hundred Dollars (\$200) and not more than Two Thousand Dollars (\$2,000).

READ a first time on the day of January , 2013.

READ a second time on the day of January , 2013.

READ a third time on the day of January , 2013.

ADOPTED on the day of , 2013.

BARBARA DESJARDINS
MAYOR

ANJA NURVO
CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Council Meeting: January 7, 2012
Staff Report No. FIRE-13-002

REQUEST FOR DECISION

SUBJECT:

Replacement of 1988 Mack Pumper (Unit F300)

RECOMMENDATION:

That the Township enter into negotiations with Wholesale Fire & Rescue for the supply and delivery of a new Pierce Arrow XT Pumper Apparatus for \$589,600 (plus net HST for a total amount of \$600,000), including trade in of the 1988 Mack Pumper (Unit F300).

RELEVANT POLICY:

Council Delegation Purchasing and Disposal Bylaw, 2007, No. 2669
Reserve Funds Bylaw, 2006, No. 2638

STRATEGIC RELEVANCE:

This Request for Decision does not specifically relate to any of Council's Strategic Priorities.

Submitted by: Fire Chief David Ward

Reviewed by: CAO

Date: December 31, 2012

STAFF REPORT

DATE: December 24, 2012 Report No. FIRE-13-002
TO: Scott Hartman, Acting Chief Administrative Officer
FROM: Assistant Fire Chief Gib Small
SUBJECT: Replacement of 1988 Mack Pumper (Unit F300)

RECOMMENDATION:

That the Township enter into negotiations with Wholesale Fire & Rescue for the supply and delivery of a new Pierce Arrow XT Pumper Apparatus for \$589,600 (plus net HST for a total amount of \$600,000), including trade in of the 1988 Mack Pumper (Unit F300).

BACKGROUND:

Unit F300 is a 1988 Mack Fire Pumper Apparatus equipped with a 1250 GPM pump and a 500 gallon inboard water tank. This unit is presently utilized as the back-up apparatus when the first line Engine is out of service, and for crew members back-filling the fire station when on duty crews are committed to emergency responses.

Through its Fleet Management Plan, the Fire Department identified this vehicle for replacement due to its age (25 Years) and its serviceability. Budget approval had been given for the 2012 fiscal year (for pre-payment of frame and chassis) and 2013 Budget year (for the remainder of the cost). The total budget approved for this acquisition is \$600,000.

On receipt of this new Pumper Apparatus, it will become the front line, first in Apparatus for the Fire Department. The existing front line Pumper (E1 – F600) will be designated as the back-up Apparatus. The existing back-up, the Mack Pumper (F300), would be available for trade-in negotiations with the successful supplier in accordance with the Township's Purchasing and Disposal Bylaw, 2007, No. 2669.

The Request for Proposal (RFP) was issued on October 3, 2012 and closed on November 23, 2012. Six proposals were received and evaluated as per the evaluation criterion. The evaluation criterion for this RFP was as follows:

- Cost = 40%
- Specifications = 30%
- Delivery = 10%
- Warranty = 10%
- Quality/Durability = 10%

It should be noted that the evaluation criterion was established with a slightly higher than normal emphasis on quality and durability and slightly lower emphasis on price. This was done due to the expected life cycle of this particular vehicle.

Under normal circumstances, fire apparatus (pumpers) would be expected to be front line vehicles for 12 to 13 years (25 year life cycle between two pumpers). Due to a previous inconsistent replacement history, both pumpers will now have been replaced within a five year period. By following the normal life cycle of 25 year replacement, the 2007 Smeal (current front line pumper) will not be replaced until the year 2032.

The apparatus subject to this purchase will therefore need to be the front line pumper for 20 years, rather than the normal 12-13 years. For economic and efficiency reasons, a higher priority is placed on endurance to avoid lengthy periods of down time.

For the same reasons, there is also an emphasis placed on technology. An attempt is made to ensure that the equipment being supplied is not of such an age that it will be either redundant or unserviceable before its expected replacement. This issue may well be one of the causes of the higher bid costs. It is important that we obtain a vehicle that is current with today's technology.

As this was a proposal call, it is important to note that the evaluation criterion was utilized to choose a preferred proponent only. Once the preferred proponent is chosen, the Township would enter into negotiations with the vendor to finalize an agreement. If an agreement could not be reached, the Township would have the option to deal with another proponent or cancel the RFP and re-issue a revised one.

The breakdown of the Evaluation Criterion was as follows:

Proponent	Apparatus	Ranking	Points	Cost (does not include HST)
Wholesale Fire & Rescue	Pierce	1	94.0	\$608,290
Rocky Mountain Phoenix	Rosenbauer	2	84.0	\$636,105
Hub Fire	Hub	3	81.6	\$636,934
First Truck Centre	E-One	4	81.3	\$685,400
Dependable Emergency Vehicles	Crimson	5	81.0	\$558,200
Safetek	Smeal	6	80.2	\$590,842

ISSUES:

1. Rationale for Selected Option

All but one of the proponents provided initial bids that exceeded our approved budget. For this reason, a written request was sent to each of the proponents requesting price reductions if specific items were removed from their bids. These reductions are reflected in the bid price utilized in the comparison sheet. The prices shown are pre-taxes.

While Dependable Emergency Vehicles provided the lowest bid, they have been discounted for several reasons. Firstly, they are not well represented in the Province, with only one vehicle (in Burns Lake) for us to inspect to determine quality of construction, and no local references to check. Secondly, they omitted providing a number of high value pieces of equipment from their specifications, while showing them checked off as being supplied on our customer specification sheets. Finally, they did not provide any specifics for location of warranty service and/or supply of parts. This company is (locally) relatively unknown, and in our opinion it is too high a risk to take with a purchase of this magnitude.

The Safetek bid was the next lowest in price, and our last two pieces of apparatus have been supplied by them. They were given lower scores for both warranty and quality. Over the past five years, since receiving the two trucks, a number of repair and warranty issues have arisen.

In regards to frame and chassis construction, three of the proponents (Safetek, Hub, and Dependable) have provided bids utilizing the Spartan chassis. The Spartan chassis is what our two current Smeal trucks are built on. Pierce, Rosenbauer and E-One manufacture their own frame and chassis. Of the six, only Wholesale Fire & Rescue (WFR) offers a 13" frame rail standard on their chassis. All five of the other frames are approximately 10 ½" high. This taller frame rail provides a much stronger "backbone", increasing body strength and durability. WFR is also the only proponent offering independent front suspension. This suspension provides for longer durability and reduced stopping distance, as well as better handling.

In regards to the foam delivery system, most of the proponents have specified a Foampro 2002, or a Waterous Advantus 6 foam system. Both of these systems can only provide foam to a maximum of five or six pump discharge outlets. The WFR proposal utilizes a foam system which provides foam to all outlets, at no additional cost.

Contact has been made with local fire departments that have taken delivery of each of the proposed apparatus (except Dependable). Site visits have allowed inspection of all proposed trucks except for Dependable. Most departments are very happy with their respective apparatus and warranty service. Based on personal inspections, the Pierce has been rated first in observed quality, with Rosenbauer, E-One and Hub a close second.

Delivery time was also considered. WFR had the shortest delivery time at 8 to 9 months from contract. The other proponents varied between 10 to 12 months. By selecting to purchase a Pierce, our apparatus would be tentatively delivered in October 2013.

Warranty service was also a major consideration in the comparison. In the RFP, it was specified that preference would be given to proponents willing to train our municipal mechanics to be the warranty service providers for their brand. This is for two reasons: cost savings and decreased down time of apparatus. When a repair issue arises, the apparatus is first taken to our mechanics, to troubleshoot the problem and then determine whether or not this is a warranty repair. When our mechanics are the warranty technicians, their time is paid back by the vendor. If another party is the service technician, the process is duplicated by that party, and our mechanics' time is unpaid.

WFR and First Truck Centre are the only two proponents who specified that they would pay to train our mechanics as warranty technicians. Safetek has listed Saanich Fire as their representative, and Rocky Mountain Phoenix has specified Victoria Fire. Hub Fire has a mobile technician on the Island, which could cause delays if they are not readily available for travel.

Staff recommends that the Department negotiate with WFR to purchase a new Pierce Arrow XT Pumper Apparatus. WFR had the highest overall score in the evaluation criteria, and appears to be the best in overall quality. It should be noted that the funding amount requested (\$589,600) is different than the quoted amount as listed in the Evaluation Criterion (\$608,290). In order to ensure a fair comparison between bids, the bid amounts shown were exclusive of trade in values and partial pre-payment reductions. It is the intent of the Fire Department to ensure that this purchase is within the approved budget amount of \$600,000. Negotiations to reduce costs by utilizing trade in value for the 1988 Mack (\$5,000), early payment for chassis and frame

(\$6,840 as already approved by the budget) and some further equipment reductions (\$6,850), should allow us to bring the overall cost down to meet the approved budget.

2. Organizational Implications

There are organizational implications with Fleet maintenance. Staff supports receiving training to become approved warranty service representatives for the chosen vendor, due to both economic savings and time management efficiencies.

3. Financial Implications

Approval was previously granted to spend \$600,000 from the Machinery and Equipment Reserve Fund, split between 2012 & 2013 budget years. The recommended alternative would not result in any increase to the capital budget

4. Communication

Once a decision is made, the Fire Department will contact the proponents informing them of the decision of Council. The Supply Agreement between the Township and the preferred proponent will then be finalized.

ALTERNATIVES:

1. That the Township enter into negotiations with Wholesale Fire & Rescue for the supply and delivery of a new Pierce Arrow XT Pumper Apparatus for \$589,600 (plus net HST for a total amount of \$600,000), including trade in of the 1988 Mack Pumper (Unit F300).
2. That the Township cancels the RFP and directs that a revised RFP be issued based on removal of specified items and equipment to result in a price reduction.



Township of Esquimalt

TOWN HALL MEETING

Thursday, November 8, 2012
Esquimalt Municipal Hall, 1229 Esquimalt Road
Council Chambers
7:00 pm

NOTES

In attendance: Mayor Barbara Desjardins, Township of Esquimalt; Chief Jamie Graham, Victoria Police Department; Inspector Keith Lindner, West Division, Victoria Police Department; and Peter Ryan, Esquimalt Municipal Representative for the Victoria Police Board.

Mayor Desjardins welcomed the community and encouraged public input on how the community felt about policing in the community and whether they felt safe in Esquimalt. She advised that the meeting is not about framework discussions.

Mayor Desjardins introduced Peter Ryan, the Esquimalt Representative for the Victoria Police Board. Peter Ryan gave a brief background on himself and stated that he is looking forward to the future of policing in Esquimalt.

Mayor Desjardins introduced Chief Jamie Graham. Chief Graham noted that Victoria is the only municipal police force that polices two municipalities. He also talked about the following challenges facing the Victoria Police Department (Vic PD):

1. Issues regarding regionalization of policing;
2. Fiscal challenges – 20 – 25% of municipal budget is for policing, require more staff, how do we continue to police to the standards requested with the resources available; and
3. Internet crime is a huge challenge.

Mayor Desjardins introduced West Division Inspector Keith Lindner. Inspector Lindner provided a brief background. He reported that he is excited about the future and indicated that the number one issue he was dealing with here in Esquimalt is traffic. Inspector Lindner advised that if residents have any concerns about policing that they do not hesitate to contact him.

PUBLIC INPUT FROM THE COMMUNITY

The following comments and questions were raised by the public:

Resident inquired about a program called COP?

Inspector Lindner reported on a program called Radio Watch and advised that Esquimalt has a very good Block watch Program. Chief Graham noted that COP (Citizens on Patrol) is a good program and Vic PD are in favour of it.

Resident inquired about asking the province to mandate amalgamation of police forces.

Chief Graham advised that there is a core city phenomenon where everyone comes to the core for activities. The core does not receive funds from other municipalities to accommodate the extra policing required for that.

Mayor Desjardins talked about the Jean Greatbatch report and the last two recommendations in the report:

1. That the CRD strike a working group to conduct an analysis of costs that are regional in nature; and
2. That mayors in the Capital Region meet to discuss regional policing.

The question was raised, what can people do to encourage the province to amalgamate police forces?

Chief Graham suggested that there is a May election coming up, residents can attend citizen forums and write to politicians. He advised - do not underestimate your power.

Peter Ryan noted that residents can contact their MLAs, be engaged and to get involved in their community. He advised that British Columbia has an amalgamated ambulance service. Regionalization has to come from the people.

Resident asked if there is a Victoria Police Board meeting on a quarterly basis and if not, can this be requested?

Mayor Desjardins advised that this has happened in the past and with the new governance model this could be a suggestion and she feels this would have value.

Peter Ryan noted that the Victoria Police Board encourages engagement with the public.

Resident advised that she is against amalgamation and that better government is a smaller government. The core becomes the drain. Why can't the police talk and work together?

Chief Graham advised that the police chiefs do work together and that people are looking for change.

Resident voiced her appreciation to Mayor Desjardins and Esquimalt Council for their integrity in carrying out the policing change. She appreciates the integrity and friendliness of the police force. She agrees that residents need to go out to election meetings to ensure their voices are heard.

Resident raised the question, why should we vote for local police?

Chief Graham advised that RCMP operate independently whereas local police choose their own recruits.

Mayor Desjardins inquired about how we can work together better. How do we get what the residents want? She asked what do people want and how do they feel about policing?

Resident inquired about what Vic PD is doing to address areas of concern, for example, Esquimalt Road? What can we do to help?

Chief Graham responded that when people see something that requires action, to please contact Vic PD.

Mayor Desjardins noted that we have heard that the community wants to help and be heard. ETAG and Block watch are very important programs. She reiterated the need for residents to report their concerns to Vic PD. She advised that there are many ways for the community to get involved with policing. She suggested contacting Bev Stewart regarding Block watch.

Resident inquired about an RFP for police facilities.

Mayor Desjardins advised that there are no plans for new facilities at this point.

Resident reported that they had called Vic PD about something and the police did not respond back to them.

Chief Graham noted that Vic PD need to improve feedback and contacts.

Inspector Lindner advised that Vic PD West Division are following up and calling complainants back. Please contact him if you have any concerns.

Resident asked why has Vic PD not been able to stop a resident from trespassing and why can nothing be done about this?

Inspector Lindner advised that they are aware of this issue and to call them when this person is a concern.

Resident noted that he knows that 4% of troublemakers are responsible for 80% of the issues.

Chief Graham advised that there are certain issues with privacy legislation which does not permit Vic PD to make residents aware of certain individuals in the community.

Inspector Lindner noted that Vic PD are working with other agencies to deal with social issues, such as mental illness, food and shelter.

Chief Graham advised that mental health issues generate many calls to Vic PD as there are often no other agencies to deal with them. These calls are increasing and consume a tremendous amount of staff time.

Resident noted that Block watch reports are very helpful. She stated that Vic PD said they respond to all calls yet they also stated they do not always respond to property calls.

Chief Graham clarified this statement advising that there may not be an immediate response as other calls may have priority. Each case is different. He also advised that internet frauds are taking up a large amount of time.

Resident congratulated Vic PD on an incident in Esquimalt. People were very impressed with the thoroughness of Vic PD. Officers went door to door to interview residents immediately after the incident. The officers did a great job and made sure that everyone was interviewed.

A question was raised about Block watch having access to more information.

Inspector Keith Lindner responded that privacy can be an issue as information about individuals can compromise an investigation.

Chief Graham advised that public notification of dangerous criminals in Victoria is good.

Resident commented about safer schools and the issue of bullying.

Chief Graham advised that there is and has been a series of conferences and training here in Victoria.

Peter Ryan recommended a video on bullying put out by the RCMP on YouTube.

The Mayor thanked the resident for bringing up this issue.

Resident stated that she had heard that people do not call the police every time as they get hassled by the police. She noted an incident where a Gosper Crescent resident contacted the police about people destroying property and drinking.

Chief Graham encouraged residents again to contact the police if they do not get satisfaction from their complaints and to make sure that they have the details of the complaint.

Resident raised concerns with speeding on Lyall Street going past Bullen Park. He never sees a police officer there. Why is there no policing on Lyall Street? He wants to see more visible police presence at Macaulay School. They are not standing at the crosswalk like they used to.

Inspector Lindner advised that the number one issue in Esquimalt is speeding. He will talk to the officer responsible for policing the Lyall Street, Macaulay School area regarding providing more attention to the area.

Resident inquired whether pubs pay more for police support? He would like to see pub owners pay more for policing. He has seen a program where police visit pubs during the day.

Mayor Desjardins advised that there is a program in Victoria set up by the Downtown Business Association with a significant cost to the pub owner.

Chief Graham noted that there is a special Vic PD crew that visits the pubs at night. There is an onus on pub owners to take responsibility for their establishment.

Resident reported that during the years she has lived here, she has always heard good things about policing. She recommended that residents read the Greatbatch report. She looks forward to further opportunities for public input.

Resident commented on loud music in cars and speeding taxis.

Inspector Lindner advised that he will pass that information along to staff.

Resident concurs with the complaint regarding traffic noise. He would like police to be cooperative with other police departments. Does not want to see Ottawa hiring police and wants to be able to trust police.

Resident questioned whether there is a big problem with policing in Esquimalt?

Mayor Desjardins talked about amalgamation and how the funding formula has not been reviewed. Governance was an issue in that representation from the smaller community was not effective. Esquimalt wishes to ensure that the issues that affect Esquimalt will be addressed and taken into consideration with the new framework. Funding and service delivery were issues. Esquimalt is paying for 14% of Victoria policing. Esquimalt does not have a large tax base. How do we make it fair?

Resident noted that she had never had any issue with Esquimalt police.

Resident reported that she appreciates everything that Vic PD does. She is very happy with what Esquimalt has and wishes to see it continue. She urged Council to come to the table to do the best they can to make it all work.

Resident commented that Esquimalt is a great place to live. She feels safe here and that Vic PD are doing an excellent job.

Peter Ryan thanked everyone for attending.

The meeting adjourned at 9:03 pm.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE

Thursday, November 22, 2012
7:00 p.m.
Council Chambers, Municipal Hall

PRESENT: Mark Salter, Chair
Michael Hill, Vice Chair
Councillor Lynda Hundleby (Arrived 7:14 p.m.)
Councillor Tim Morrison (Arrived 7:40 p.m.)
Donald Kramer
Chris Zegger-Murphy (Departed 8:01 p.m.)
Annie Do
Larry Dill
Carole Witter

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

REGRETS: John Willow

1. CALL TO ORDER

Chair Salter called the meeting to order at 7:03 p.m.

2. LATE ITEMS

There were no late items.

Move Agenda item 7 (1) NEW BUSINESS – Mobile Resort Station – Plan, Cost Estimates and Concept Drawings to be discussed following adoption of the Minutes and renumber the agenda accordingly.

3. APPROVAL OF THE AGENDA

Moved by Chris Zegger-Murphy, seconded by Vice Chair Hill that the agenda of the Environmental Advisory Committee meeting of November 22, 2012 be approved as amended.
The motion **CARRIED**.

4. MINUTES

(1) Minutes of the Environmental Advisory Committee meeting, October 25, 2012

Moved by Chair Salter, seconded by Donald Kramer that the minutes of the Environmental Advisory Committee meeting of October 25, 2012 be approved as presented.
The motion **CARRIED**.

5. NEW BUSINESS

(1) Mobile Resort Station – Plan, Cost Estimates and Concept Drawings

A concept drawing of a mobile resort station was circulated to committee members. Chair Salter and Chris Zegger-Murphy provided the committee with an overview of the station. Key points included:

- Bins will be rented from ReFuse – eliminating storage issues
- All other components of station will fit into a duffle bag

- 12' X 3' vinyl banner for signage
- Very portable and affordable
- Cost approximately \$825.00

Councillor Hundleby arrived at 7:14 p.m.

Committee members discussed the concept. Key points included:

- Signage concepts were discussed – including having a banner above the bins
- Storage of banner and poles for an above banner could be an issue
- Banners have grommets for flexibility of usage
- Closed lids vs. open lids
- Cross-contamination
- Suggested specialized lids be made with cut-outs to control cross contamination issues
- Purchase 1 banner with 2012 budget funds
- Height of bins – may be too high for children to utilize
- Education of users will be needed
- Sizes and number of bins to use

Councillor Morrison arrived at 7:40 p.m. Discussion continued.

- Banners will include sufficient information to eventually eliminate staffing station
- Bin placement in stations will be consistent as banner signage determines bin placement and signage will not change
- Individual signs for bins vs. banner
- Signage sleeves over open lid
- Utilize different identifier for compost – compost is confusing

Marlene Lagoa, Staff Liaison will clarify standard language / wording for bin identifiers and colors.

Chair Salter, Mr. Zegger-Murphy and Ms. Lagoa will proceed with the development and purchase of items to construct the mobile resort station.

Ms. Lagoa advised the committee there was \$ 637 remaining in the 2012 committee budget.

Moved by Chris Zegger-Murphy, seconded by Vice Chair Hill, that the Environmental Advisory Committee fund an additional \$200 from the Environmental Advisory Committee's 2012 budget to bring the amount of the funding to \$1000 to cover additional expenses of the mobile resort station. The motion **CARRIED**.

Mr. Zegger-Murphy departed the meeting at 8:01 p.m.

6. WORK PLAN ITEMS

(1) Green Event Planning

Marlene Lagoa, Staff Liaison presented a draft of the green event guide to Committee members for input. Key points of the discussion included:

- Committee members commended Ms. Lagoa, Staff Liaison for an excellent job on the guide
- Suggested the contractor hired as the Centennial Celebration event planner be consulted for the order of the listings
- Utilize a sample watermark in the appendices
- Ensure guide and bins have corresponding information
- Disclaimer that compost and recycling rules may vary depending on location of usage of guide
- Include under "How Can Vendors Participate?"
 - Sell empty reusable bottles to be utilized at fountains and water re-filling stations

Committee members discussed how, whom and when the draft should be vetted before being presented to Council. It was requested committee members provide any further comments to Ms. Lagoa directly. Ms. Lagoa will share the revised draft with municipal staff, CRD Waste Management staff and local event planners for further input.

Moved by Larry Dill, seconded by Carole Witter, that the Environmental Advisory Committee fund an additional \$200 from the Environmental Advisory Committee's 2012 budget to bring the amount of the funding to \$1200 to cover the additional expenses of design work on the Green Event Planning Guide.

The motion **CARRIED**.

It was suggested that further policy be developed to ensure successful promotion of the guide.

Committee members discussed including the guide on the municipal website with a summary of the guide being at the forefront with links included to specific areas of the guide.

(2) Update from Committee Representative to the Advisory Planning Commission

Chair Salter reported he met with Bill Brown, Director of Development Services to discuss the green building checklist. Mr. Brown is open to accepting suggestions and recommendations from the committee on the green building checklist.

Chair Salter and Councillor Morrison provided an overview of the new Advisory Planning Commission structure. Councillor Hundleby suggested members of the APC be encouraged to take courses and attend workshops on specific areas such as the environment and accessibility.

7. **OLD BUSINESS**

(1) Sustainable Seafood Choices

Marlene Lagoa, Staff Liaison reviewed food service vendors utilized by the Township of Esquimalt. Ms. Lagoa also provided the committee with an overview of how the committee can move forward with the sustainable seafood motion that was defeated by Council.

Committee members discussed ethical purchasing and whether a recommendation should include more than just seafood. It was noted vendors could be utilized for products that were sustainable.

Moved by Carole Witter, seconded by Donald Kramer, that the Environmental Advisory Committee requests that Councillor Morrison introduce a motion at a Council meeting to rescind the following motion introduced and defeated at the August 20, 2012 Regular meeting of Council:

WHEREAS many fisheries and aqua cultural practices endanger fish populations and the environment, the Township of Esquimalt can play a role in promoting sustainable fisheries and aqua culture;

THEREFORE staff be directed, when planning such events as the Volunteer Recognition Dinner, to ensure that seafoods listed as "avoid" in the SeaChoice.org "Sustainable Seafood Guidelines" are not served.

And further, that if Council rescinds the motion of August 20, 2012, that Councillor Morrison introduce the following motion:

Whereas many fisheries and aquacultural practices endanger fish populations and the environment, and the Township of Esquimalt can play a role in promoting sustainable fisheries and aquaculture;

Therefore the Environmental Advisory Committee recommends that Council direct that Township staff, when planning such events as the Volunteer Recognition dinner, ensure that seafoods listed as “avoid” in the SeaChoice.org “Sustainable Seafood Guidelines” will not be served.
The motion **CARRIED**.

8. NEW BUSINESS

- (1) Mobile Resort Station – Plan, Cost Estimates and Concept Drawings

Discussed under Item 5.

- (2) Request by Chair Salter to Attend Sustainable Rainwater Management Workshop

Chair Salter reported on his interest in attending an upcoming workshop on Sustainable Rainwater Management on behalf of the Environmental Advisory Committee. Chair Salter requested the workshop be paid for from Committee budget funds.

Moved by Larry Dill, seconded by Councillor Morrison, that the Environmental Advisory Committee approve an expenditure of \$145 from the Environmental Advisory Committee budget for the registration fees for Chair Salter to attend the Sustainable Rainwater Management Workshop and that Chair Salter provide a brief report to the committee about the workshop.
The motion **CARRIED**.

- (3) 2013 Advisory Committee Appointments – Update

Committee members were provided with an update on upcoming vacancies and the appointment process.

9. REPORT FROM STAFF LIAISON

- (1) Electric Vehicle Charging Station – Update

Marlene Lagoa, Staff Liaison reported that a report on the electric vehicle charging station will be forwarded to Committee of the Whole for more direction because initial projected costs are exceeding the amounts originally forecasted.

- (2) CRD Ready, Set, Solve “Challenge” Submission

Marlene Lagoa, Staff Liaison reported the 2013 submission is to utilize a team of post-secondary students to locate, map, count and identify types of bicycle racks in Esquimalt. This will create an inventory of bicycle racks, GIS layer and PDF map. If selected, the project will be completed from January to March 2013.

Committee members suggested including public areas and facilities on DND lands.

10. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Chair Salter reported he wrote to Council as a private citizen to express his concerns about home heating oil tanks.

11. NEXT MEETING

Committee members will be advised of the first meeting date in January 2013.

12. ADJOURNMENT

The meeting adjourned at 9:28 p.m.

, Chair
This day of January, 2013

Certified Correct:

Anja Nurvo, Corporate Officer

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
CENTENNIAL CELEBRATIONS
SELECT COMMITTEE

Thursday, November 29, 2012
6:30 P.M.

Council Chambers, Esquimalt Municipal Hall

PRESENT: Janet Jones, Chair
Bruce Devitt, Vice Chair
Mayor Barbara Desjardins
Councillor Lynda Hundleby
Councillor Bob McKie
Joe Buczkowski
Greg Evans
Dian Hanna
Graham Jackson
Lynda O'Keefe
Celia Owen
Sherri Robinson
Sandy Rozon

STAFF: Ritchie Morrison, Project Manager
Diane Knight

REGRETS: Dino Fiorin
Janet Johnstone
Don Linge
Vicki Laidlaw

1. CALL TO ORDER

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

2. LATE ITEMS

There were no late agenda items.

3. APPROVAL OF AGENDA

Moved by Vice Chair Devitt, seconded by Councillor Hundleby that the agenda be approved.

The motion **CARRIED.**

4. APPROVAL OF MINUTES OF OCTOBER 23, 2012

Moved by Celia Owen, seconded by Lynda O'Keefe to approve the minutes of October 23, 2012.

The motion **CARRIED.**

5. PRESENTATION

Chair Jones thanked the Esquimalt Camera Club for their continued support and dedication to all the Esquimalt Centennial 2012 events.

(1) Esquimalt Camera Club

Isabel Treloar, Esquimalt Camera Club, provided a slide show of Esquimalt, a compilation of photos from the 75th anniversary of the Township compared to photos from the 100th anniversary.

Chair Jones thanked Isabel for the wonderful slide show. Isabel presented the Township with a DVD of the photos. The Township will provide copies of the DVD to members if requested. Lynda O'Keefe also had some prints available which the Archives will catalogue.

6. OLD BUSINESS

(1) Review Project List

1. Book. Ritchie Morrison reported that there have been 503 Centennial books sold to date. They are now being sold at Munro's Books, Russell Books and Bolen Books.
2. Merchandise Update. Sandy Rozon provided a centennial merchandise inventory list to staff. As there are still many balloons left the suggestion was made to give them away at the Walkway opening and other events.

Moved by Mayor Desjardins, seconded by Joe Buczkowski that the centennial lapel pins be handed out at the Esquimalt Centennial Walkway opening on December 8th.

The motion **CARRIED**.

As there is still some merchandise left, the request was made for members to advise about any events that may have potential to sell merchandise.

Moved by Celia Owen, seconded by Dian Hanna to encourage sale of centennial merchandise at future events where possible.

The motion **CARRIED**.

The question was raised about selling the items at cost. Sandy Rozon will determine that amount and advise the Chair or Vice Chair of the Committee of that cost.

3. Volunteer Update

Janet Johnstone sent a volunteer update to all Committee members which included the following information. A copy is attached to these minutes. She reported that an Esquimalt Centennial Volunteer recognition event was held at the Esquimalt Legion on November 4th and approximately 140 volunteers were invited. The event was attended by approximately 75 people (volunteers, Mayor and Council, and Centennial Committee members).

7. NEW BUSINESS

(1) Walkway Opening Event

A brief overview of the events for the Walkway opening was provided. There will be refreshments available at the event with compostable cups and other items. Ritchie Morrison is following up on providing entertainment for the event. Thank you also to those who proofed the pavers, Darwin and Sherri Robinson and Diane Knight.

(2) Future of Centennial Legacy Projects

As the Centennial Celebrations Select Committee will be disbanded January 31, 2013, discussion took place regarding the future of several legacy projects.

Esquimalt Memorial Walkway

Moved by Joe Bucowski, seconded by Mayor Desjardins that the Centennial Celebrations Select Committee recommends to Council that:

1. The Centennial Walkway project in Memorial Park continue as an Esquimalt Legacy Project upon disbandment of the Centennial Celebrations Select Committee on January 31, 2013;
2. The Esquimalt Parks and Recreation Department assume responsibility for sales, coordination and installation of future pavers in the Centennial Walkway; and
3. Funds acquired through the sale of future pavers be used to maintain the Centennial Walkway in Memorial Park.

The motion **CARRIED**.

Centennial Website/Book

Moved by Celia Owen, seconded by Graham Jackson that the Centennial Celebrations Select Committee recommends to Council that Ritchie Morrison, Communications Coordinator, Township of Esquimalt, be responsible for:

1. Archiving and transitioning of centennial online assets to corporate web pages and social media sites; and
2. Continued coordination of marketing and sales of the Centennial Book.

The motion **CARRIED**.

Esquimalt Shines

Discussion took place regarding the Esquimalt Shines Initiative held this year.

The consensus was that this was a good project and it would be beneficial to the community to continue with a similar program in future.

Moved by Celia Owen, seconded by Councillor Hundleby that the Centennial Celebrations Select Committee recommends to Council that the Esquimalt Shines concept or a similar initiative be supported by Mayor and Council and developed for 2013.

The motion **CARRIED**.

(3) Upcoming Events

Ritchie Morrison advised that the centennial sponsors will be recognized at the December 17th Township of Esquimalt Council meeting at 7 pm in Esquimalt Municipal Hall Council Chambers.

Chair Jones noted that there are several events where merchandise could be sold. The Christmas Carole Sing at Memorial Park was identified as one of those events.

**(4) End of Year Tasks
Reporting out of Grants**

Chair Jones advised that there are several grant requirements to be fulfilled and reports to be written for sponsors: Ministry of Sport, Culture and Community Development, Francophone Affairs, Canadian Heritage and the Provincial Capital Commission.

Budget

Vice Chair Devitt and Ritchie Morrison will meet to review the final budget reporting.

8. ROUNDTABLE

Councillor Lynda Hundleby reported that Fraser Campbell, the musician who wrote the "Esquimalt Shines" song for the Esquimalt Centennial, has won a National Award for a CD that he produced.

Sandy Rozon reported that she had heard many interesting stories from residents when contacting them about their pavers. She commented that she heard about a book written about Esquimalt "Rumble Seat: A Victorian Childhood Remembered".

Chair Jones commented that Esquimalt was very visible this year with all of the centennial activities.

Lynda O'Keefe advised that the Esquimalt Camera Club photo record of the Centennial year is nearly finished and should be available for the last meeting of the Committee.

Mayor Desjardins confirmed that the Committee has connected with lots of people throughout this process. She read a letter from Minister Bennett, Ministry of Community, Sport and Cultural Development, congratulating Esquimalt on their centennial events. Mayor Desjardins thanked the Committee for their incredible commitment for four years. She voiced her appreciation for what they have done for the community over those four years.

Graham Jackson conveyed his appreciation to staff, Council and the Committee for their work with him over the past three years.

Greg Evans advised that the Municipal Archives will be keeping all information about the centennial year. He also advised that Bill Trayner, the volunteer taking pictures of all the buildings in Esquimalt, is getting close to completion of his project. Greg also reported that Ron Greene who organized the "Victoria in 1862" Symposium, presented him with two books: "Test of Time: The Enduring Legacy of Victoria City Hall" and "Glorious Victorians: 150 Years – 150 Houses." in recognition of Sherri and himself participating in their 150th celebrations.

Ritchie Morrison advised that the Esquimalt Social Media Site was launched on Monday, November 26th. The Centennial Facebook site will be archived. The Centennial website will be incorporated into the Township website.

Chair Jones reported that she will be making a final presentation about the centennial year to Esquimalt Council in March 2013.

9. NEXT MEETING

Tuesday, January 29th, 2013 at 6 p.m. at Mayor Desjardins' home. More information will be forthcoming closer to the date.

10. ADJOURNMENT

Chair Jones adjourned the meeting at 8:38 p.m.

Janet Jones, Chair
This 29th day of January, 2013

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

MEMORANDUM

DATE: January 3, 2013
TO: Mayor and Council
FROM: Janet Jones, Chair, Centennial Celebrations Select Committee
SUBJECT: **FUTURE OF CENTENNIAL LEGACY PROJECTS**

The Centennial Celebrations Select Committee at their November 29, 2012 meeting discussed the future of several centennial legacy projects. Centennial Committee appointments expire January 31, 2013 and the following outstanding projects need to be addressed.

Memorial Walkway

The construction of the Centennial Memorial Walkway has been completed and approximately 640 tribute pavers have been installed in the walkway to date. The Grand Opening of the Walkway took place on December 8, 2012. Installation of Phase II tribute pavers will be initiated once minimum paver requests have been received. A tentative date for installation of Phase II pavers is fall of 2013.

The Parks and Recreation Department currently accepts payment for pavers and retains the completed application form until collection for review by a committee member. The committee member then reviews the application form for accuracy and determines paver location in the walkway. The application is then forwarded to the engravers for action. Currently, the Engineering and Public Works Department contacts the paver installer to schedule an installation time.

Committee members discussed the need for continued coordination of the Centennial Walkway project in Memorial Park in the absence of a formal Centennial Celebrations Select Committee. Following the discussion the following motion was passed:

That the Centennial Celebrations Select Committee recommends to Council that:

1. The Centennial Walkway project in Memorial Park continue as an Esquimalt Legacy Project upon disbandment of the Centennial Celebrations Select Committee on January 31, 2013;
2. The Esquimalt Parks and Recreation Department assume responsibility for sales, coordination and installation of future pavers in the Centennial Walkway; and
3. Funds acquired through the sale of future pavers be used to maintain the Centennial Walkway in Memorial Park.

The motion **CARRIED**.

Centennial Website/Book

Committee members discussed the Centennial website, social media site and Centennial Book.

The Centennial Committee currently has a website and two social media sites to promote Esquimalt's Centennial. The centennial website is currently maintained by the Communications Coordinator and will be archived into the corporate website in January 2013. The two centennial social media sites – Facebook and Twitter - have been maintained by a Centennial Committee member with oversight from the Communications Coordinator. These two sites will be discontinued in January 2013. Existing friends and followers of the centennial social media sites will be encouraged to continue following Township news and events through the recently launched corporate Facebook and Twitter accounts. Images from the centennial Facebook site will be archived and selectively posted to the corporate Facebook site.

The Centennial Book has been a huge success and will need continued coordination to market and sell. The Township of Esquimalt will continue to promote and sell the Centennial Book with Ritchie Morrison coordinating marketing and sales of the book.

Following Committee discussion the following motion was passed:

That the Centennial Celebrations Select Committee recommends to Council that Ritchie Morrison, Communications Coordinator, Township of Esquimalt, be responsible for:

1. Archiving and transitioning of centennial online assets to corporate web pages and social media sites; and
2. Continued coordination of marketing and sales of the Centennial Book.

The motion **CARRIED**.

Esquimalt Shines

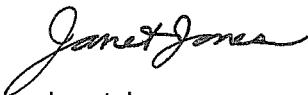
Esquimalt Shines was a community beautification project undertaken in Esquimalt to celebrate the centennial year. It was agreed through discussion that the initiative was successful and it would be beneficial to the community if a similar program was promoted in the future.

Following committee discussion the following motion was passed:

That the Centennial Celebrations Select Committee recommends to Council that the Esquimalt Shines concept or a similar initiative be supported by Mayor and Council and developed for 2013.

The motion **CARRIED**.

Respectfully submitted,



Janet Jones
Chair
Centennial Celebrations Select Committee

JJ/dk



District of Elkford
816 Michel Road P.O. Box 340 Elkford, B.C. V0B 1H0
P. 250.865.4000 • F. 250.865.4001 • info@elkford.ca • www.elkford.ca

December 12, 2012

The Honourable Christy Clark
Premier of British Columbia
P.O. Box 9041 Stn Prov Govt
Victoria, BC V8V 1X4

Dear Premier Clark:

Re: Persons with Disabilities Benefit

The District of Elkford Council at its Regular meeting of December 10, 2012 discussed correspondence received from the City of Fort St. John regarding Persons with Disabilities Benefit. Council supports the requests made by the City of Port Alberni and the City of Fort St. John that the provincial government increase the persons with disabilities benefit from \$900.00 to \$1,200 per month, and that the rate be indexed to match cost of living increases.

Council expressed their concern that the current level of the benefit is not sufficient to sustain persons with disabilities, many of whom are living in remote small communities like Elkford, with limited access to many essential health services, and therefore facing additional travel costs.

Thank you for consideration in this matter.

Sincerely,

Dean McKerracher
Mayor

Cc: UBCM Municipalities

SH
(AAS)



THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL - 2167 OAK BAY AVENUE - VICTORIA, B.C. V8R 1G2
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE: www.oakbay.ca

OFFICE OF THE MAYOR

December 12, 2012

Mayor Barbara Desjardins
Township of Esquimalt
Esquimalt, British Columbia
V9A 3P1

Dear Mayor Desjardins:

As 2012 comes to a close, I wanted to thank you for the opportunity to participate in the various events related to Esquimalt's celebration of its 100th year of incorporation.

May I also extend my congratulations on the recent opening of the Centennial Walkway at Memorial Park and once again offer my best wishes to Esquimalt Municipal Council and to the community for the centennial year.

Yours very truly,

Nils Jensen, Mayor
District of Oak Bay

NJ/mj

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor/Council	✓
RECEIVED: DEC 18 2012		
Referral:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input type="checkbox"/> Council Agenda	<input type="checkbox"/> IC