



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 31, 2013

N O T I C E

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON
MONDAY, FEBRUARY 4, 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, February 4, 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, January 21, 2013

Pg. 1 – 2

(2) Minutes of the Regular Meeting of Council, January 21, 2013

Pg. 3 – 6

5. **PRESENTATION**

(1) Tammy Percival, Esquimalt Representative, Victoria Family Court and Youth Justice Committee

(2) Kluane Buser-Rivet, Victoria Youth Council

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) Submission of Resolutions to AVICC, Staff Report No. ADM-13-005

Pg. 7 – 12

RECOMMENDATION:

That Council consider whether it wishes to submit any resolutions to AVICC for 2013, and provide direction to staff to prepare draft resolutions, including relevant background material, on any such issues for Council's review at the Council meeting on February 18, 2013.

(2) Council Advisory Committees: Revised Terms of Reference, Staff Report No. ADM-13-007

Pg. 13 – 39

RECOMMENDATION:

That Council:

1. approve the revised Terms of Reference for Advisory Committees, being Council Policy Nos. ADMIN-47, 48, 50 and 51, and
2. approve the revised Council Policy No. ADMIN-45 Operational Guidelines for Council Committees, as attached to Staff Report No. ADM-13-007.

Development Services

- (3) Additions to the Esquimalt Community Heritage Register, Staff Report Pg. 40 – 56
No. DEV-13-003

RECOMMENDATION:

That the following properties be added to the Esquimalt Community Heritage Register:

- 507 Head Street
- 539 Lampson Street
- 820 Dunsmuir Road
- 948 Old Esquimalt Road
- 1211 Old Esquimalt Road

and that the Statements of Significance be approved as presented.

- (4) Rezoning Application, 622 Admirals Road, [Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854], [Lot 156, Suburban Lot 43, Esquimalt District, Plan 2854], [Lot 157, Suburban Lot 43, Esquimalt District, Plan 2854], [Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL] , Staff Report No. DEV-13-004 Pg. 57 – 121

RECOMMENDATION:

1. That Council resolves that Bylaw No. 2798, which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of Lot 155, Lot 156, Lot 157, and Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL [622 Admirals Road] shown cross hatched on Schedule 'A', attached hereto, from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82] be considered for **first and second reading**; and
2. That a Public Hearing be scheduled.
3. That prior to a Public Hearing, a Development Variance Permit accommodating the following relaxations to Parking Bylaw, 1992, No. 2011 to facilitate the development proposed for Lot 155, Lot 156, Lot 157, and Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL [622 Admirals Road] which incorporates height and massing consistent with architectural plans prepared by Praxis Architect Inc., stamped "Received January 17, 2013", be **returned to Council for consideration**.

Parking Bylaw, 1992, No. 2011, Section 11(1) – Visitor Parking – a reduction in the required number of dedicated visitor parking spaces from 1 of every 4 to 1 of every 6 [i.e. from a total of 19 visitor spaces to 14 visitor spaces]

Parking Bylaw, 1992, No. 2011, Section 13(1)(a)(vi) – Number Of Off-Street Parking Spaces – a reduction in the required number of parking spaces from 0.5 spaces per dwelling unit to 0.35 spaces per dwelling unit [i.e. from a total of 76 spaces to 54 spaces].

Parking Bylaw, 1992, No. 2011, Section 14(3) – Off-Street Parking Area Design – a relaxation of the parking area design requirements from a 7.6 metre minimum width maneuvering

aisle combined with a 2.6 metre minimum stall width to a 7.9 metre minimum width maneuvering aisle combined with a 2.4 metre minimum stall width.

- (5) West Bay Neighbourhood Urban Design Deadlines – Referral to the Design Review Committee, Staff Report No. DEV-13-005 Pg. 122 – 184

RECOMMENDATION:

That Council authorize staff to circulate the West Bay Neighbourhood Urban Design Guidelines to the Design Review Committee for review and comments.

8. MAYOR'S AND COUNCILLORS' REPORTS

- (1) Report from Mayor Barbara Desjardins, Re: Review of Advisory Committees Pg. 185 – 187
- (2) Report from Mayor Barbara Desjardins, Re: Proclamation – Family Month Pg. 188 – 191

9. REPORTS FROM COMMITTEES

- (1) Draft minutes from the Special Heritage Advisory Committee meeting, January 9, 2013 Pg. 192
- (2) Memorandum from the Heritage Advisory Committee, dated January 16, 2013, Re: 316 Anson and Macaulay Point Pg. 193
- (3) Memorandum from the Heritage Advisory Committee, dated January 16, 2013, Re: Heritage Advisory Committee 2012 Year End Report Pg. 194 – 195
- (4) Memorandum from the Heritage Advisory Committee, dated January 16, 2013, Re: Esquimalt Postal Area Pg. 196
- (5) Memorandum from the Heritage Advisory Committee, dated January 16, 2013, Re: Heritage Foundation Pg. 197 – 207

10. COMMUNICATIONS

- (1) Email from Bart Armstrong, dated January 9, 2013, Re: Rowland Bourke VC DSO, Former Esquimalt Resident Pg. 208 – 213
- (2) Email from the Federation of Canadian Municipalities (FCM), dated January 23, 2013, Re: FCM Launches New Cut My Commute Campaign Pg. 214
- (3) Letter from Mary Tracey, Wood WORKS! BC, received January 24, 2013, Re: Adopting Wood First Commitments in Support of the Provincial Wood First Act Pg. 215 – 220
- (4) Letter from June Parsons, BC Seniors Games Society, dated January 25, 2013, Re: Invitation to Host the BC Seniors Games Pg. 221

- (5) January 30, 2013 Victoria News Article – New Fed Boundaries Drawn in West Shore, Saanich Pg. 222

11. **RISE AND REPORT**

- (1) Report from the *In Camera* Meeting of Council, December 17, 2012, and January 21, 2013 Re: Council Advisory Committees, Commission and Board Appointments Pg. 223

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, JANUARY 21, 2013**

**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

REGRETS:

Councillor David Schinbein

STAFF:

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.

5. **MOTION TO GO *IN CAMERA***

MOTION: Moved by Councillor Brame/Councillor Hundleby:
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 to the municipality; and
- Labour relations or other employee relations; and
- Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 (*annual municipal report*)

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

CARRIED UNANIMOUSLY.

6. **ADJOURNMENT**

MOTION: Moved by Councillor McKie/Councillor Hundleby:
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 , 2013

CERTIFIED CORRECT:

ANJA NURVO, CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES REGULAR MEETING OF MUNICIPAL COUNCIL MONDAY, JANUARY 21, 2013 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

REGRETS:

Councillor David Schinbein

STAFF:

Laurie Hurst, Chief Administrative Officer
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 McKie:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. MINUTES

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

- (1) Minutes of the Regular Meeting of Council, January 7, 2013;
- (2) Minutes of the Special Meeting of Council, January 14, 2013.

CARRIED UNANIMOUSLY.

5. PRESENTATION

- (1) Carolyn Stewart, Park Planner and Jeff Ward, Planning, Resource Management and Development, Capital Regional District, Re: E & N Rail Trail – Humpback Connector Update

Jeff Ward advised that Carolyn Stewart, Park Planner was unable to attend. He provided Council with an update on the E & N Trail – Humpback Connector and answered questions. He noted that this portion of the Trail is not officially open to the public at this time (still “under construction”), but they hope to have it open this summer.

- (2) Edward Pulman, President and Ryan Mijker, Director at Large, Greater Victoria Cycling Coalition, Re: 2020 Vision

Edward Pulman, President and Ryan Mijker, Director at Large of the Greater Victoria Cycling Coalition presented their 2020 Vision and answered questions from Council.

6. PUBLIC INPUT

Muriel Dunn, resident, expressed her appreciation for the presentations and inquired as to where Wilson Street and Esquimalt Road will hook up on the Trail.

Mayor Desjardins advised that there are some challenges for this crossing which is why this part of the Trail has not been completed.

Dave Garson, resident, commented that the Trail is being used by the public even though CRD says it is “closed for construction”.

7. **BYLAWS**

For Adoption

(1) Advisory Planning Commission Bylaw, 2012, No. 2792

MOTION: Moved by Councillor McKie/Councillor Brame:
That Advisory Planning Commission Bylaw, 2012, No. 2792 be
adopted.

CARRIED UNANIMOUSLY.

(2) Installation of Lock-Boxes Bylaw, 2013, No. 2797

MOTION: Moved by Councillor Brame/Councillor Hodgins:
That Installation of Lock-Boxes Bylaw, 2013, No. 2797 be **adopted.**

CARRIED UNANIMOUSLY.

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

(1) Report from Mayor Barbara Desjardins, Re: New Year's Levee
Review – Select Committee

Mayor Desjardins commented that some municipalities have ceased
the practice of holding a New Year's Levee and some have adopted
another public event in its place.

MOTION: Moved by Councillor McKie/Councillor Brame:
That Councillor Lynda Hundleby and Councillor David Schinbein be
appointed to a Select Committee known as the "New Year's Levee
Review Select Committee", which Committee will have the following
mandate:

1. To review the practice of the Township of Esquimalt holding a
New Year's Levee, and in particular:
 - i) the value and benefit of continuing to hold a New Year's
Levee in its current format;
 - ii) whether an alternative form of New Year's public event
should be implemented;
 - iii) whether to discontinue holding a New Year's Levee;
2. To obtain input from the Mayor and Councillors;
3. To obtain input from staff on resources, expenditures and issues
with previous Levees;
4. To obtain input from the residents of Esquimalt;
5. To research options from other local municipalities; and
6. To prepare a report to Council in the Spring of 2013 on the
options and recommendations, for implementation in 2013,
including budget implications if applicable.

CARRIED UNANIMOUSLY.

9. **REPORTS FROM COMMITTEES**

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:
That the following adopted minutes be received:

- (1) Adopted Minutes from the Advisory Planning Commission
meeting, October 16, 2012; and

- (2) Adopted minutes from the Advisory Planning Commission meeting, December 18, 2012.

CARRIED UNANIMOUSLY.

10. COMMUNICATIONS

- (1) Letter from the Honourable Mobina S.B. Jaffer, British Columbia Senator, dated January 4, 2013, Re: Senate Human Rights Committee Study on Cyberbullying

MOTION: Moved by Councillor Brame/Councillor McKie:
That the letter from the Honourable Mobina S.B. Jaffer, British Columbia Senator dated January 4, 2013 regarding the Senate Human Rights Committee Study on Cyberbullying be received.

CARRIED UNANIMOUSLY.

- (2) Letter from Barry Smith, Environment Canada, dated January 8, 2013, Re: Consultation on SARA Listing Process for Terrestrial Species 2012 and 2013 (Batch 10)

MOTION: Moved by Councillor Morrison/Councillor Hodgins:
That the letter from Barry Smith, Environment Canada dated January 8, 2013 regarding consultation on SARA Listing Process for Terrestrial Species 2012 and 2013 (Batch 10) be received;
And that the letter be referred to the Environmental Advisory Committee (EAC) for information, with a request that if EAC wishes to provide any comments, those comments be provided to Council.

CARRIED UNANIMOUSLY.

11. PUBLIC QUESTION AND COMMENT PERIOD

There were no questions or comments from the public.

12. ADJOURNMENT

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

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
THIS DAY OF , 2013

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: February 4, 2013
Staff Report No. ADM-13-005

REQUEST FOR DECISION

SUBJECT: Submission of Resolutions to AVICC

RECOMMENDATION:

That Council consider whether it wishes to submit any resolutions to AVICC for 2013, and provide direction to staff to prepare draft resolutions, including relevant background material, on any such issues for Council's review at the Council meeting on February 18, 2013.

RELEVANT POLICY:

Council Policy No. ADMIN-38 Conference Attendance by Elected Officials

STRATEGIC RELEVANCE:

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

Submitted by: Writer

Reviewed by: CAO

Date:

STAFF REPORT

DATE: January 21, 2013 **Report No.** ADM-13-005
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: Submission of Resolutions to AVICC

RECOMMENDATION:

That Council consider whether it wishes to submit any resolutions to AVICC for 2013, and provide direction to staff to prepare draft resolutions, including relevant background material, on any such issues for Council's review at the Council meeting on February 18, 2013.

BACKGROUND:

Attached is a Memorandum dated January 15, 2013 from the Association of Vancouver Island and Coastal Communities (AVICC) entitled "Reminder - 2013 AVICC Resolutions and Nominations Deadline" stating that all resolutions must be received by February 25, 2013.

Previous correspondence from AVICC was included in the agenda for the Special Council meeting held on January 14th, at which time Council was requested to bring forward any resolutions to a Council meeting for consideration.

Staff has reviewed the 2012 Follow Up Action Reports arising from Council and Committee of the Whole meetings and note that the following issues have been forwarded to either UBCM or FCM in accordance with Council's directions:

1. Strategic Plan for Policing in BC – letter sent to Minister of Justice and Attorney General on March 30/12, with copy to UBCM, advising that the Township of Esquimalt is interested in providing input into this planning process.
2. Payment In Lieu of Taxes – letter sent to FCM on April 4/12, re 2011 PILT from PWGSC, and requesting info from FCM on PILT in other communities.
3. Telecommunications Towers & Antennae – letter sent to FCM on June 28/12 submitting Resolution (copy attached), re Municipal Permit Requirements for Federally-Regulated Telecommunications Towers & Antennae, to lobby the Federal Government to amend federal legislation and regulations to stipulate that local government permits be required prior to approval by the Federal Government of any telecommunications towers or antennae within the boundaries of that local government.

Note that FCM has acknowledged receipt of this Resolution and confirmed that it is a Category "D" issue in accordance with their policy and will be presented to the Board in September for information only.

A copy of the Resolution and letter was also submitted to UBCM on June 27/12, but to date this has not been acknowledged by UBCM.

4. Long Term Infrastructure Plan – letter sent on October 4/12 to Minister of Transport, Infrastructure & Communities, Transport Canada, supporting FCM's campaign for a new long-term infrastructure plan.

ISSUES:

1. Rationale for Selected Option
Not applicable.

2. Organizational Implications

Council Policy ADMIN-38 "Conference Attendance by Elected Officials" includes the following statements:

- The Township of Esquimalt shall maintain memberships, attend conferences and fully participate in forums, workshops, business meetings, committees and functions of relevant municipal associations and organizations.
- The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests
- Council members are encouraged to participate in the formation of policy related to matters of interest to the Township via membership on relevant committees and boards.

3. Financial Implications

All of the issues set out above, in particular the issue of PILTs and its resolution, have major financial implications to the Township.

4. Communication

Upon direction from Council, staff will prepare draft resolutions to be confirmed by Council at its February 18th meeting, and upon approval will be forwarded to AVICC.

ALTERNATIVES:

1. That Council consider whether it wishes to submit any resolutions to AVICC for 2013, and provide direction to staff to prepare draft resolutions, including relevant background material, on any such issues for Council's review at the Council meeting on February 18, 2013.
2. That Council determine not to submit any resolutions to AVICC for 2013.



Distributed electronically to CAO, Corporate Officer & Support Staff January 15, 2013

MEMORANDUM

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

☐ CAO

☐ Mayor/Council

☐

RECEIVED: JAN 17 2013

Executive Coordinator

Referred:

☐ For Action

☐ For Response

☐ COM

☐ For Report

☒ Council Agenda

☐ IC

RECEIVED

JAN 17 2013

Corporation of the
Township of Esquimalt

TO: AVICC MEMBERS

FROM: Iris Hesketh-Boles

DATE: January 15, 2013

RE: REMINDER - 2013 AVICC RESOLUTIONS AND NOMINATIONS DEADLINE

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 25, 2013**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

- One copy of the resolution by regular mail and one copy by email to avicc@ubcm.ca (Word version of the resolution itself preferred);
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is April 10, 2013.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

525 Government St, Victoria, BC V8V 0A8

Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on ubcm.ca.

DEADLINE FOR NOMINATIONS TO BE INCLUDED IN THE REPORT ON NOMINATIONS

All nominations that are to be included on the *Report on Nominations* must be received in the AVICC office by **FEBRUARY 25, 2013**. Nomination and consent forms are available on avicc.ca. Nominations not received by the February 25, 2013 will be received from the floor of the AGM and Convention.

UBCM RESOLUTION

**MUNICIPAL PERMIT REQUIREMENTS FOR
FEDERALLY-REGULATED TELECOMMUNICATIONS
TOWERS & ANTENNAE**

TOWNSHIP OF ESQUIMALT

WHEREAS telecommunications towers and antennae are governed and regulated by the Federal Government through Industry Canada and there is currently limited opportunity for input by the Local Government and its residents into their location and installation, and Local Government requirements, including those for building, development, land use and other permits, do not apply to telecommunications towers and antennae;

AND WHEREAS the Local Government and its residents have legitimate concerns regarding the aesthetics of and impacts on the community as well as the potential health and safety impacts arising from the increasing proliferation of telecommunications towers and antennae throughout our communities;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities lobby the Federal Government to request an amendment to the applicable Federal legislation and regulations to stipulate that Local Government permits, including building, development, land use and other permits, be required prior to the approval by the Federal Government of any telecommunications towers or antennae within the boundaries of that Local Government.



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: February 4, 2013
Staff Report No. ADM-13-007

REQUEST FOR DECISION

SUBJECT: Council Advisory Committees: Revised Terms of Reference

RECOMMENDATION:

That Council:

1. approve the revised Terms of Reference for Advisory Committees, being Council Policy Nos. ADMIN-47, 48, 50 and 51, and
2. approve the revised Council Policy No. ADMIN-45 Operational Guidelines for Council Committees,
as attached to Staff Report No. ADM-13-007.

RELEVANT POLICY:

Current Council Policies relating to Advisory Committees, being Council Policy Nos. ADMIN-47, 48, 50 and 51, and
Council Policy No. ADMIN-45 'Operational Guidelines for Council Committees'

STRATEGIC RELEVANCE:

This Request for Decision is further to Council's Strategic Priorities, Operational Strategies for Corporate Services: "Policy Review Program".

Submitted by: Writer

Reviewed by: CAO

Date:

Jan 31/13

STAFF REPORT

DATE: January 29, 2013 **Report No.** ADM-13-007
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: Council Advisory Committees: Revised Terms of Reference

RECOMMENDATION:

That Council:

1. approve the revised Terms of Reference for Advisory Committees, being Council Policy Nos. ADMIN-47, 48, 50 and 51, and
 2. approve the revised Council Policy No. ADMIN-45 Operational Guidelines for Council Committees,
- as attached to Staff Report No. ADM-13-007.

BACKGROUND:

Council's process of conducting a review including the structure and mandate of Advisory Committees has been ongoing since the fall of 2011. Mayor Desjardin's Report entitled "Review of Advisory Committees", included later in this agenda, outlines that process as well as the issues that have been identified through that process.

Also relevant to the role of Committees are Council Policy ADMIN-24 'Roles and Responsibilities Guidelines' and ADMIN-25 'Decision-Making Guidelines', which were revised in August 2012.

The Roles and Responsibilities Guidelines include the following clauses:

- The Purpose of the Guidelines is to clarify the responsibilities of elected officials and staff members.
- Item No. 12 deals with Committee Structure, and states the purpose is "to establish governance systems to meet the strategic and political needs of Council"
- The Role of Council Committees are stated to be to make recommendations on policy matters and strategic issues referred by Council, and to suggest topics for Council consideration.
- Item No. 6 deals with Councillor Portfolios and includes the statements that Councillors are to provide timely reports on agency liaison activities, represent the interest of Council based on existing policies, budget and the strategic plan, obtain Council direction on significant issues not covered by existing policies, budget and the strategic plan before representing Council's position, and liaise with the CAO or assigned staff person on portfolio matters.

The Decision-Making Guidelines contain the following clauses:

- Referrals to staff occur when more information is required regarding legislative, financial and staff workload implication, and all staff referrals must go through the CAO.

- Referrals to a Committee occur when more information is required regarding policy, public interest and strategic direction implications.
- The referral resolution should state what further information is required
- The CAO assigns staff to prepare the necessary information for the committee
- All committee responses must be reviewed for comment by the CAO.

Attached to this Report are copies of the following:

1. current Council Policies that set out the Terms of Reference of the existing Advisory Committees, being Council Policy Nos. ADMIN-47, 48, 50 and 51,
2. current Council Policy NO. ADMIN-45 Operational Guidelines for Council Committees; and
3. draft revised Council Policies, for Council's consideration.

Below is a chart summarizing the various issues identified throughout the review process, as well as staff's indication of how that issue would be resolved.

Issue Identified	Resolution
Clarify Mandate of Committees	Revised Terms of Reference - Purpose and Mandate clauses Clause added - no work to be undertaken outside of approved work plan Clause added - no correspondence to be sent by Committees
Clarify Role of Chair	Revised Operational Guidelines – added clause on role of Chair
Clarify Role of Council Liaison	Revised Terms of Reference – to be non-voting member(s) Revised Operational Guidelines – added clause on Council Liaison Role
Clarify Budget and use of funds	Operational - Staff Liaisons to be directed to include regular budget status report into Agendas for budget monitoring
Standardize formats of Agendas, Minutes and Work Plans	Operational - Corporate Officer to develop, include into Committee Orientation and work with Staff Liaisons to implement
Chairs to meet with COTW 1-2 times/year to discuss structure, issues	Operational - Corporate Officer to schedule through Staff Liaisons and include into Committee Orientation
Chairs to meet with other Chairs 1-2 times/year to discuss common issues	Operational - Corporate Officer to schedule through Staff Liaisons and include into Committee Orientation

ISSUES:

1. Rationale for Selected Option

During Council's recent review of the existing committee structure, the need for clarity in the roles of the Chairs, Council Liaison and Staff Liaison positions has been identified, as well as need for more clarity and focus in the mandate of the committees.

2. Organizational Implications

The revised terms of reference will ensure that Advisory Committees will maintain a focus on assisting Council to achieve its strategic priorities.

3. Financial Implications

There are no direct financial implications arising from this Report.

4. Communication

Once the revised Terms of Reference for Advisory Committees have been approved by Council, staff will proceed with scheduling a Committee Orientation and will ensure that the revised Policies are reviewed and copies provided to all Committee members and Staff Liaisons.

ALTERNATIVES:

1. That Council:

- approve the revised Terms of Reference for Advisory Committees, being Council Policy Nos. ADMIN-47, 48, 50 and 51, and
 - approve the revised Council Policy No. ADMIN-45 Operational Guidelines for Council Committees,
- as attached to Staff Report No. ADM-13-007.

2. That Council revise the draft Terms of Reference for Advisory Committees, as attached to Staff Report No. ADM-13-007, and approve the revised Council Policies as amended.

3. That Council provide direction to staff to prepare alternative revised Policies for Council's consideration.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Operational Guidelines for Council Committees and Commissions		NO. ADMIN- 45		
<p><u>POLICY:</u></p> <p>Council will, at its pleasure, establish committees and/or commissions assigned the review of clearly defined areas of concern and interest to Council.</p> <p><u>PURPOSE:</u></p> <p>Such committees and/or commissions are expected to provide focused public input for Council's consideration as well as to assist in implementing Council's decisions regarding those particular areas of interest.</p> <p><u>BUDGET:</u></p> <p>Committees may be provided a budget to cover operational and logistical expenses. Additional funds may be requested by submitting requests within annual work plans.</p> <p><u>OUTPUT:</u></p> <p>The collective output of committees/commissions will take the form of:</p> <ol style="list-style-type: none">1. Recommendations to Council, e.g.;<ul style="list-style-type: none">- Advice for Council to consider on a particular issue referred to the committee or commission by Council or referred under an established council procedure;- Suggested policies for Council to consider based on committee deliberations;- Suggested initiatives for Council to consider involving staff, fiscal or other resources [prior to such a recommendation proceeding to Council, staff will prepare a report outlining the impact the action would have on budget, staff time, departmental workload and Council's Strategic Priorities]; or2. Observations regarding community perspectives provided to staff to consider when seeking a policy decision by Council; or3. Proposals for projects to be undertaken by committee members [providing that any such project has both an approved work plan and budget].				
EFFECTIVE DATE: February 9, 2009	APPROVED BY: Council February 9, 2009	REFERENCE: ADM-09-014	REPEALS NO. Original	PAGE 1 OF 2

TITLE: Operational Guidelines for Council Committees and Commissions	NO. ADMIN- 45
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COMMUNITY CHARTER REQUIREMENTS:

1. Open Meetings

All meetings of committees/commissions will be open to the public except as provided for in Section 90 of the Community Charter and as determined by either:

- The Corporate Officer; or
- The Chief Administrative Officer; or
- The senior staff person in attendance at the meeting; or
- Council of the Township of Esquimalt.

2. Minutes

Minutes shall be recorded at all meetings of committees/commissions.

Draft minutes shall be received by Council at the earliest opportunity.

Minutes shall be adopted by the committee/commission and the adopted minutes retained by the Corporate Officer.

ORIENTATION:

An orientation involving all committees/commissions shall be provided annually by senior staff following Council's annual appointments to committees/commissions. Council members shall participate in the orientation.

EFFECTIVE DATE: February 9, 2009	APPROVED BY: Council February 9, 2009	REFERENCE: ADM-09-014	REPEALS NO. Original	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
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PURPOSE

The purpose of the Environmental Advisory Committee is to:

- Advise Council and recommend implementation strategies for environmental stewardship, sustainability and restoration activities.
- Encourage participation by residents and businesses of Esquimalt in the environmental initiatives of the Township and Capital Regional District (CRD).
- Strive to provide advice and information which will enable Council and the community to integrate an environmental perspective into decision making.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Environmental Advisory Committee will, consistent with the purposes described above, undertake the following:

- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues.
- Identify sources of funding and grants to support environment related activities.
- Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.
- Respond to Council's requests for advice related to environmental issues.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Environmental Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	RESCINDS NO.	PAGE 1 OF 3
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TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
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Full Voting Members

- Council members- Two (2) appointed by the Mayor.
- Community representatives - Up to Seven (7) appointed by Council.
(One of the Community representatives to be appointed by Council to the Advisory Planning Commission, in a non-voting capacity, for the purpose of providing an environmental focus to the Advisory Planning Commission.)
- A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointment to Council Committees".

Non Voting Members

- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council's policy "ADMIN – 61, Role of Staff Liaison Appointment to Council Committees".
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	RESCINDS NO.	PAGE 2 OF 3
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TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
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At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	RESCINDS NO.	PAGE 3 OF 3
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

**TITLE: Terms of Reference
– Arts, Culture and Special Events
Advisory Committee**

NO. ADMIN - 48

PURPOSE

The purpose of the Arts, Culture and Special Events Advisory Committee is to:

- Advise Council, recommend policies and actively support and promote the arts, culture and special events.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Arts, Culture and Special Events Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on services, programs, events and facilities related to the arts and culture.
- Identify sources of funding and grants to support arts, culture and special events related activities.
- Promote and support special events.
- Foster public awareness, recognition and support for local artistic talent and multi-culturalism.
- Provide leadership in, and actively promote community activities related to the arts, cultural and special events.
- Provide liaisons, linkages and networks to assist community activities and clubs.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Arts, Culture and Special Events Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

EFFECTIVE DATE:
January 17, 2011

APPROVED BY:
Council

REF:
Staff Report
ADM-11- 001

RESCINDS NO.
February 9, 2009

PAGE 1 OF 3

TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2) appointed by the Mayor.
- Community representatives – Up to Seven (7) appointed by the Council, representing the broad interests of the community.
- A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointment to Council Committees".

Non Voting Members

- A representative from the Department of National Defence.
- A liaison representative assigned by the Parks and Recreation Advisory Committee.
- A staff liaison position – appointed to act as a resource to the Committee as outlined in Council's policy "ADMIN – 61, Role of Staff Liaison Appointment to Council Committees."
- A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11- 001	RESCINDS NO. February 9, 2009	PAGE 2 OF 3
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TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11- 001	RESCINDS NO. February 9, 2009	PAGE 3 OF 3
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Heritage Advisory Committee		NO. ADMIN - 50	
PURPOSE The purpose of the Heritage Advisory Committee is to: <ul style="list-style-type: none">• advise Council, recommend policies and actively support and promote leadership in community heritage matters including services, facilities, preservation and specific community interests.• Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.			
MANDATE The Heritage Advisory Committee will, consistent with the purpose described above, undertake the following: <ul style="list-style-type: none">• Develop and recommend policies to Council and respond to Council requests for advice and information on heritage issues.• Provide a community perspective on services, programs, events, and facilities related to heritage promotion, education and awareness.• Foster public awareness, recognition and support for heritage and archival preservation.• Identify sources of funding and grants to support heritage related activities.• Provide leadership in, and actively promote heritage initiatives. <p>In its advisory role, the Committee will provide organizational context to discussions and ensure that:</p> <ul style="list-style-type: none">• any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;• any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement. <p>The Heritage Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p>			
MEMBERSHIP The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows: <u>Full Voting Members</u> <ul style="list-style-type: none">• Council members – Two (2) appointed by the Mayor.• Community representatives – Up to Seven (7) appointed by Council, representing the broad interests of the community.			
EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-001	RESCINDS NO. February 9, 2009
PAGE 1 OF 3			

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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- A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointed to Council Committees".

Non Voting Members

- A liaison representative from the Department of National Defence
- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council's policy "ADMIN – 61, Role of Staff Liaison Appointment to Council Committees".
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 If: 7 full voting members – quorum is 4
 8 full voting members – quorum is 5
 9 full voting members – quorum is 5
 10 full voting members – quorum is 6

TERMS

Members will be appointed by Council for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-001	RESCINDS NO. February 9, 2009	PAGE 2 OF 3
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TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-001	RESCINDS NO. February 9, 2009	PAGE 3 OF 3
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Parks and Recreation Advisory Committee		NO. ADMIN - 51	
PURPOSE The purpose of the Parks and Recreation Advisory Committee is to: <ul style="list-style-type: none">• Advise Council and recommend policies on parks and recreation matters including services, facilities and specific community interests.• Foster public awareness, recognition and support for parks and recreation facilities.• Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.			
MANDATE The Parks and Recreation Advisory Committee will, consistent with the purposes described above, undertake the following: <ul style="list-style-type: none">• Develop and recommend policies to Council and respond to Council requests for advice and information.• Provide a community perspective on parks and recreation facilities, services, and programs.• Identify sources of funding and grants to support parks and recreation-related activities.• Administer Community Events funding. <p>In its advisory role, the Committee will provide organizational context to discussions and ensure that:</p> <ul style="list-style-type: none">▪ any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;▪ any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement. <p>The Parks and Recreation Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p>			
MEMBERSHIP The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows: <u>Full Voting Members</u> <ul style="list-style-type: none">• Council members – Two (2).• Community representatives – Up to Seven (7) appointed by Council. [One Community representative to be appointed by Council for the purpose of providing an accessibility focus.]• A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointment to Council Committees".			
EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	AMENDS NO. January 17, 2011
			PAGE 1 OF 2

TITLE: Terms of Reference Parks and Recreation Advisory Committee	NO. ADMIN - 51
<p><u>Non Voting Members</u></p> <ul style="list-style-type: none"> • A staff liaison position – appointed to act as a resource to the Committee as outlined in Council's policy "ADMIN – 61, Role of Staff Liaison Appointment to Council Committees." • A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required. <p>QUORUM</p> <ul style="list-style-type: none"> • The calculation of quorum to conduct business is 50% +1 of full voting members shown below: <ul style="list-style-type: none"> If: 7 full voting members – quorum is 4 8 full voting members – quorum is 5 9 full voting members – quorum is 5 10 full voting members – quorum is 6 <p>TERMS</p> <p>Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.</p> <p>All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.</p> <p>MEETINGS</p> <p>The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.</p> <p>At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.</p> <p>The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.</p> <p>ORIENTATION/TRAINING</p> <p>The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.</p> <p>Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.</p>	

EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	AMENDS NO. January 17, 2011	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Operational Guidelines for Council Committees and Commissions

NO. ADMIN- 45

POLICY:

Council may, at its pleasure, establish committees and/or commissions assigned the review of clearly defined areas of concern and interest to Council, as set out in the approved Terms of Reference or Bylaw, as applicable.

PURPOSE:

The purpose of such committees and/or commissions is to assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan, and to provide focused public input for Council's consideration on matters referred to the committee and/or commission by Council, and for staff's consideration on matters referred by staff.

BUDGET:

Committees may be provided a budget to cover operational and logistical expenses. Additional funds may be requested by submitting requests to Council for approval, provided such funds fall within the approved annual work plan. Staff Liaisons will provide a regular status update of the budget to the Committee.

OUTPUT:

The output of committees/commissions will take the form of:

1. Recommendations to Council:
 - Advice for Council to consider on particular issues referred to the committee or commission by Council;
 - Suggested policies for Council to consider, provided such fall within the Terms of Reference of the Committee and its approved work plan;
 - Requests for revision to approved work plans for Council to consider, involving staff, fiscal or other resources; but prior to such a recommendation proceeding to Council, staff will prepare a report outlining the impact the request would have on budget, staff time, departmental workload and Council's Strategic Priorities.
2. Recommendations and input to Staff:
 - As requested by staff, provide observations regarding community perspectives for staff to consider when seeking a policy decision by Council; or
3. Proposals for projects to be undertaken by committee members, provided that any such project has both an approved work plan and budget.

EFFECTIVE DATE: February X, 2013	APPROVED BY: Council	REFERENCE: Staff Report ADM-13-007	RESCINDS NO.	PAGE 1 OF 2
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COMMUNITY CHARTER REQUIREMENTS:

1. Open Meetings

All meetings of committees/commissions will be open to the public except as provided for in Section 90 of the Community Charter and as determined by either:

- The Corporate Officer;
- The Chief Administrative Officer;
- The Staff Liaison or senior staff person in attendance at the meeting; or
- The Council of the Township of Esquimalt.

2. Minutes

Minutes shall be recorded at all meetings of committees/commissions.

Draft minutes shall be received by Council at the earliest opportunity.

Minutes shall be adopted by the committee/commission and the original adopted minutes shall be signed by the Chair/Acting Chair and provided to the Corporate Officer for retention.

ORIENTATION:

An orientation session involving all committees/commissions shall be provided annually by senior staff following Council's annual appointments to committees/commissions. Council members may participate in the orientation.

ROLES:

1. Chair - the role of the Chair of a committee shall be to:

- chair committee meetings;
- together with the Staff Liaison, create the committee meeting agendas;
- with input from the committee, work with the Staff Liaison regarding budget development and monitoring;
- to be well informed on activities and issues within the assigned area, and provide leadership and relevant information to assist the committee in meeting its mandate
- establish subcommittees as required for specific projects of the committee that are included in the approved work plan and within the approved budget;
- attend Council meetings to present any report of the committee where a specific recommendation is being made to Council for its consideration;
- mentor the Vice-Chair to assist with committee leadership succession and to act as the alternate chair in the Chair's absence at any meeting or event.

2. Council Liaison – the role of Council Liaison(s) of a committee shall be to:

- assist the committee with focus and clarity regarding Council's strategic plan;
- assist in ensuring the committee's work plan is aligned with Council's priorities;
- represent the interests of Council based on existing policies, budget and strategic plan.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
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PURPOSE

The purpose of the Environmental Advisory Committee (the "Committee") is to assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Committee will, consistent with the purpose described above:

- Provide advice and recommendations to Council, through its approved annual work plan, to accomplish Council's Strategic Plan;
- Provide input on any matters referred to the Committee by Council; and
- Provide input on environmental issues and impacts as requested by staff.

At the beginning of each year, the Committee will prepare and submit to Council for approval an annual work plan describing its proposed work plan for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

In its advisory role, the Committee will ensure that:

- no action shall be taken by the Committee except those contained in the Committee's approved work plan;
- any action proposed to be taken by the Committee that is not contained in the Committee's approved work plan [which includes supporting or participating in an endeavor] has first received Council endorsement; and
- all communication and correspondence relating to the Committee or the Township is to be prepared by the Township; the Committee may make a recommendation to Council relating to communication or correspondence for Council's consideration and direction.

MEMBERSHIP

The Committee consists of up to Eight (8) full voting members and Four (4) non-voting members as follows:

Full Voting Members

- Community representatives - Up to Seven (7) appointed by Council.
- Youth representative – One (1) appointed by Council in accordance with Council Policy "ADMIN - 60, Role of Youth Representative Appointment to Council Committees".

Non-Voting Members

- Council Liaison - Up to Two (2) members of Council as appointed by the Mayor
- Staff Liaison - Appointed to act as a resource to the Committee in accordance with Council Policy "ADMIN - 61, Role of Staff Liaison Appointment to Council Committees".

EFFECTIVE DATE: February X, 2013	APPROVED BY: Council	REF: Staff Report ADM-13-007	RESCINDS NO.	PAGE 1 OF 2
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TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
<ul style="list-style-type: none"> ▪ Recording Secretary - Assigned to the Committee to prepare agendas, take and prepare minutes, and prepare any other correspondence as required. <p>QUORUM</p> <p>The calculation of quorum to conduct business is 50% +1 of full voting members, for example:</p> <div style="margin-left: 40px;"> 8 full voting members - quorum is 5 7 full voting members - quorum is 4 6 full voting members - quorum is 4 5 full voting members - quorum is 3 </div> <p>TERMS</p> <p>Members may be appointed for One (1) or Two (2) year terms, with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three (3) consecutive terms.</p> <p>All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may rescind a member's appointment if the person is absent from three (3) regularly scheduled committee meetings in any one (1) year period, unless the absence is because of illness or injury or is with the leave of Council.</p> <p>MEETINGS</p> <p>The Committee will meet a minimum of four (4) times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.</p> <p>At the first meeting of each calendar year the Committee will elect a Chair and Vice-Chair from amongst its full voting members. If Council deems it necessary, Council may appoint the Chair for the Committee.</p> <p>The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.</p> <p>A copy of the approved meeting schedule and a copy of all agendas and approved minutes will be provided to the Corporate Officer for the Township's Records.</p> <p>ORIENTATION/TRAINING</p> <p>The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.</p> <p>Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice-Chair.</p>	

EFFECTIVE DATE: February X, 2013	APPROVED BY: Council	REF: Staff Report ADM-13-007	RESCINDS NO.	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference: Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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PURPOSE

The purpose of the Arts, Culture and Special Events Advisory Committee (the "Committee") is to assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Committee will, consistent with the purpose described above:

- Provide advice and recommendations to Council, through its approved annual work plan, to accomplish Council's Strategic Plan;
- Provide input on any matters referred to the Committee by Council; and
- Provide input on the arts, culture and special events issues and impacts as requested by staff.

At the beginning of each year, the Committee will prepare and submit to Council for approval an annual work plan describing its proposed work plan for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

In its advisory role, the Committee will ensure that:

- no action shall be taken by the Committee except those contained in the Committee's approved work plan;
- any action proposed to be taken by the Committee that is not contained in the Committee's approved work plan [which includes supporting or participating in an endeavor] has first received Council endorsement; and
- all communication and correspondence relating to the Committee or the Township is to be prepared by the Township; the Committee may make a recommendation to Council relating to communication or correspondence for Council's consideration and direction.

MEMBERSHIP

The Committee consists of up to Eight (8) full voting members and Four (4) non-voting members as follows:

Full Voting Members

- Community representatives - Up to Seven (7) appointed by Council.
- Youth representative – One (1) appointed by Council in accordance with Council Policy "ADMIN - 60, Role of Youth Representative Appointment to Council Committees".

EFFECTIVE DATE: February X, 2013	APPROVED BY: Council	REF: Staff Report ADM-13-007	RESCINDS NO.	PAGE 1 OF 2
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TITLE: Terms of Reference: Arts, Culture and Special Events Advisory Committee		NO. ADMIN - 48		
<u>Non-Voting Members</u> <ul style="list-style-type: none"> ▪ Council Liaison - Up to Two (2) members of Council as appointed by the Mayor ▪ Staff Liaison - Appointed to act as a resource to the Committee in accordance with Council Policy "ADMIN - 61, Role of Staff Liaison Appointment to Council Committees". ▪ Recording Secretary - Assigned to the Committee to prepare agendas, take and prepare minutes, and prepare any other correspondence as required. 				
QUORUM The calculation of quorum to conduct business is 50% +1 of full voting members, for example: <ul style="list-style-type: none"> 8 full voting members - quorum is 5 7 full voting members - quorum is 4 6 full voting members - quorum is 4 5 full voting members - quorum is 3 				
TERMS Members may be appointed for One (1) or Two (2) year terms, with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three (3) consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may rescind a member's appointment if the person is absent from three (3) regularly scheduled committee meetings in any one (1) year period, unless the absence is because of illness or injury or is with the leave of Council.				
MEETINGS The Committee will meet a minimum of four (4) times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the Committee will elect a Chair and Vice-Chair from amongst its full voting members. If Council deems it necessary, Council may appoint the Chair for the Committee. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. A copy of the approved meeting schedule and a copy of all agendas and approved minutes will be provided to the Corporate Officer for the Township's Records.				
ORIENTATION/TRAINING The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year. Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice-Chair.				

EFFECTIVE DATE: February X, 2013	APPROVED BY: Council	REF: Staff Report ADM-13-007	RESCINDS NO.	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference: Heritage Advisory Committee	NO. ADMIN - 50
<p>PURPOSE The purpose of the Heritage Advisory Committee (the "Committee") is to assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.</p> <p>MANDATE The Committee will, consistent with the purpose described above:</p> <ul style="list-style-type: none">• Provide advice and recommendations to Council, through its approved annual work plan, to accomplish Council's Strategic Plan;• Provide recommendations to Council on implementation of Council Policies relating to Heritage, in particular HER-02 'Heritage Designation', HER-03 'Heritage Trees' and HER-05 'Heritage Policy Update', as amended from time to time;• Provide input on any matters referred to the Committee by Council; and• Provide input on heritage issues and impacts as requested by staff. <p>At the beginning of each year, the Committee will prepare and submit to Council for approval an annual work plan describing its proposed work plan for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p> <p>In its advisory role, the Committee will ensure that:</p> <ul style="list-style-type: none">• no action shall be taken by the Committee except those contained in the Committee's approved work plan;• any action proposed to be taken by the Committee that is not contained in the Committee's approved work plan [which includes supporting or participating in an endeavor] has first received Council endorsement; and• all communication and correspondence relating to the Committee or the Township is to be prepared by the Township; the Committee may make a recommendation to Council relating to communication or correspondence for Council's consideration and direction. <p>MEMBERSHIP The Committee consists of up to Eight (8) full voting members and Four (4) non-voting members as follows:</p> <p><u>Full Voting Members</u></p> <ul style="list-style-type: none">• Community representatives - Up to Seven (7) appointed by Council.• Youth representative – One (1) appointed by Council in accordance with Council Policy "ADMIN - 60, Role of Youth Representative Appointment to Council Committees".	

EFFECTIVE DATE:
February X, 2013

APPROVED BY:
Council

REF:
Staff Report
ADM-13-007

RESCINDS NO.

PAGE 1 OF 2

TITLE: Terms of Reference: Heritage Advisory Committee	NO. ADMIN - 50
<u>Non-Voting Members</u> <ul style="list-style-type: none"> ▪ Council Liaison - Up to Two (2) members of Council as appointed by the Mayor ▪ Staff Liaison - Appointed to act as a resource to the Committee in accordance with Council Policy "ADMIN - 61, Role of Staff Liaison Appointment to Council Committees". ▪ Recording Secretary - Assigned to the Committee to prepare agendas, take and prepare minutes, and prepare any other correspondence as required. 	
QUORUM The calculation of quorum to conduct business is 50% +1 of full voting members, for example: <ul style="list-style-type: none"> 8 full voting members - quorum is 5 7 full voting members - quorum is 4 6 full voting members - quorum is 4 5 full voting members - quorum is 3 	
TERMS Members may be appointed for One (1) or Two (2) year terms, with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three (3) consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may rescind a member's appointment if the person is absent from three (3) regularly scheduled committee meetings in any one (1) year period, unless the absence is because of illness or injury or is with the leave of Council.	
MEETINGS The Committee will meet a minimum of four (4) times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the Committee will elect a Chair and Vice-Chair from amongst its full voting members. If Council deems it necessary, Council may appoint the Chair for the Committee. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. A copy of the approved meeting schedule and a copy of all agendas and approved minutes will be provided to the Corporate Officer for the Township's Records.	
ORIENTATION/TRAINING The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year. Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice-Chair.	

EFFECTIVE DATE: February X, 2013	APPROVED BY: Council	REF: Staff Report ADM-13-007	RESCINDS NO.	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

**TITLE: Terms of Reference:
Parks and Recreation Advisory Committee**

NO. ADMIN - 51

PURPOSE

The purpose of the Parks and Recreation Advisory Committee (the "Committee") is to assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Committee will, consistent with the purpose described above:

- Provide advice and recommendations to Council, through its approved annual work plan, to accomplish Council's Strategic Plan;
- Provide input on any matters referred to the Committee by Council; and
- Provide input on parks and recreation issues and impacts as requested by staff.

At the beginning of each year, the Committee will prepare and submit to Council for approval an annual work plan describing its proposed work plan for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

In its advisory role, the Committee will ensure that:

- no action shall be taken by the Committee except those contained in the Committee's approved work plan;
- any action proposed to be taken by the Committee that is not contained in the Committee's approved work plan [which includes supporting or participating in an endeavor] has first received Council endorsement; and
- all communication and correspondence relating to the Committee or the Township is to be prepared by the Township; the Committee may make a recommendation to Council relating to communication or correspondence for Council's consideration and direction.

MEMBERSHIP

The Committee consists of up to Eight (8) full voting members and Four (4) non-voting members as follows:

Full Voting Members

- Community representatives - Up to Seven (7) appointed by Council.
- Youth representative – One (1) appointed by Council in accordance with Council Policy "ADMIN - 60, Role of Youth Representative Appointment to Council Committees".

Non-Voting Members

- Council Liaison - Up to Two (2) members of Council as appointed by the Mayor
- Staff Liaison - Appointed to act as a resource to the Committee in accordance with Council Policy "ADMIN - 61, Role of Staff Liaison Appointment to Council Committees".

EFFECTIVE DATE: February X, 2013	APPROVED BY: Council	REF: Staff Report ADM-13-007	RESCINDS NO.	PAGE 1 OF 2
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**TITLE: Terms of Reference:
Parks and Recreation Advisory Committee**

NO. ADMIN - 51

- Recording Secretary - Assigned to the Committee to prepare agendas, take and prepare minutes, and prepare any other correspondence as required.

QUORUM

The calculation of quorum to conduct business is 50% +1 of full voting members, for example:

8 full voting members - quorum is 5

7 full voting members - quorum is 4

6 full voting members - quorum is 4

5 full voting members - quorum is 3

TERMS

Members may be appointed for One (1) or Two (2) year terms, with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three (3) consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may rescind a member's appointment if the person is absent from three (3) regularly scheduled committee meetings in any one (1) year period, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four (4) times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the Committee will elect a Chair and Vice-Chair from amongst its full voting members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

A copy of the approved meeting schedule and a copy of all agendas and approved minutes will be provided to the Corporate Officer for the Township's Records.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice-Chair.

EFFECTIVE DATE:
February X, 2013

APPROVED BY:
Council

REF:
Staff Report
ADM-13-007

RESCINDS NO.

PAGE 2 OF 2



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: February 4, 2013
Staff Report No. DEV-13-003

REQUEST FOR DECISION

SUBJECT: Additions to the Esquimalt Community Heritage Register

RECOMMENDATION: That the following properties be added to the Esquimalt Community Heritage Register:

- 507 Head Street
- 539 Lampson Street
- 820 Dunsmuir Road
- 948 Old Esquimalt Road
- 1211 Old Esquimalt Road

and that the Statements of Significance be approved as presented.

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.

STRATEGIC RELEVANCE:

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

Submitted by: Writer Karen Hay

Reviewed by: CAO R. H. H. H.

Date: Jan 31/13

STAFF REPORT

DATE: January 30, 2013 **Report No.** DEV-13-003
TO: Laurie Hurst, Chief Administrative Officer
FROM: Karen Hay, Staff Liaison to the Heritage Advisory Committee
SUBJECT: Additions to the Esquimalt Community Heritage Register

RECOMMENDATION:

That the following properties be added to the Esquimalt Community Heritage Register:

- 507 Head Street;
- 539 Lampson Street;
- 820 Dunsmuir Road;
- 948 Old Esquimalt Road;
- 1211 Old Esquimalt Road;

and that the Statements of Significance be approved as presented.

BACKGROUND:

At their January 16, 2013 meeting the Heritage Advisory Committee approved the Statements of Significance (SOS) for 507 Head Street, 539 Lampson Street, 820 Dunsmuir Road, and 1211 Old Esquimalt Road and recommended Council add these properties to the Esquimalt Community Heritage Register.

At the October 17, 2012 Heritage Advisory Committee meeting the SOS for 948 Old Esquimalt Road was approved and this property was recommended for inclusion on the Esquimalt Community Heritage Register.

At the October meeting a question was raised about contacting the owners of the properties. Although this is not a requirement prior to a property being added to a heritage register, there was a requirement under the agreement between the Township and the Contractor, Helen Edwards who was hired to research and write the SOS's, that interviews of the property owners take place. These interviews happened in December 2012.

All but one home owner expressed optimism about having their home added to the heritage register. The current owner of 539 Lampson Street expressed concern regarding the impact on the property's value. This owner was unaware that the house had already been recognized as one of Esquimalt's heritage homes in 'Built Heritage in Esquimalt – An Inventory', created in 1984 for the Township, by Dorothy Field. The owner has been supplied with information that shows that heritage homes do hold their value, and that there are benefits to owning a recognized heritage home, such as building code exemptions and provincial energy grants.

1211 Old Esquimalt Road, 507 Head Street, and 820 Dunsmuir Road were also all included in 'Built Heritage in Esquimalt – An Inventory'. 948 Old Esquimalt Road does not appear in this inventory, but the members of the Heritage Advisory Committee and the contractor, Helen Edwards agreed on its heritage significance to the community. The current owners of this property received a recognition certificate in 2011 for the restoration they have done to this home.

Statements of Significance have been prepared for these five properties and are attached to this report.

ISSUES:

1. Rationale for Selected Option
These properties have all been identified as having heritage significance to the residents of Esquimalt.
2. Organizational Implications
Placement of a property on a heritage register in no way encumbers the local government. Inclusion on the register ensures information about a property is available for future Councils, staff and residents; including the identified heritage values and character defining elements of a property, as it currently exists.
3. Financial Implications
There are no financial implications. The *Local Government Act* protects municipalities from the need to provide compensation for the inclusion of a property on a community heritage register.
4. Communication
As per the requirement of *The Local Government Act* notices will be mailed to all owners and occupiers of the properties included on a heritage register, and to the Minister responsible for administering the Heritage Conservation Act; within 30 days of their inclusion.

ALTERNATIVES:

1. That 507 Head Street, 539 Lampson Street, 820 Dunsmuir Road, 948 Old Esquimalt Road and 1211 Old Esquimalt Road all be added to the Esquimalt Community Heritage Register and that the Statements of Significance be accepted as presented.
2. That 507 Head Street, 539 Lampson Street, 820 Dunsmuir Road, 948 Old Esquimalt Road and 1211 Old Esquimalt Road not all be added to the Esquimalt Community Heritage Register.
3. That Council request further information from staff.

Statement of Significance

Captain Jacobson's House

Description of Historic Place

Common Name: Captain Jacobson's House

Other Names: The Captain's, Captain Victor Jacobson Residence, 507 Head Street

Civic Address: 507 Head Street, Esquimalt, BC

Legal Description of Property: Lot A, Section 11, Esquimalt District, Plan 18831

Captain Jacobson's House is a three-storey wood frame building situated approximately 50 metres from the waterfront in the West Bay neighbourhood of the Esquimalt. It is a local landmark because of its unique design and ornamentation.

Heritage Value

The heritage value of Captain Jacobson's House lies with its connection to the early development of Esquimalt, its architectural style, the importance of the original owner and his connection with the sealing industry.

At the time this house was built, about 1893, Head Street was just a narrow track leading to the Work Point Barracks. A small stream, now culverted, flowed into West Bay near the house. The shoreline of West Bay was significantly different than it is today, the neighbouring park [Captain Jacobson Park], is built on fill.

The house is built in the architectural style called Steamboat Gothic, and is oriented four-square to the compass. The square, three-storey tower with a convex mansard-type roofline and hooded dormer windows provided a good view of West Bay and the original owner's sealing fleet. The exterior is covered with bargeboard siding accentuated with hearts, butterflies, birds and anchors apparently carved in wood by the captain. The front entranceway features decorative posts with spindles while the southern exposure boasts a complex bay window. The house is well known because of its unique design and ornamentation and has been featured in many published articles.

The original owner, Captain Victor Jacobson was an important historical figure in the community. Born in Finland in 1859, to Swedish parents, he sailed the world as a young man arriving in Victoria in 1880, where he became involved in the sealing industry. By the time he built this house, he was well established as a captain of several vessels, some of which were anchored just outside his back door. At the age of 80, he restored "Tilikum", an Indian canoe that had been piloted by Captain J. C Voss on his famous voyage from Victoria to England in 1901-1904.

Character-Defining Elements:

The principle features of Captain Jacobson House that embody its heritage values are:

- wood frame construction
- barge board wood siding
- river rock foundation
- form and pattern of fenestration
- convex mansard roof on tower
- concave mansard roof on main part of the house
- decorative woodwork including carved ornamentation, brackets, spindles, and posts
- window hoods
- location in West Bay, near the waterfront, on Head Street and adjacent to Captain Jacobson Park



Figure 1. House viewed from the northwest



Figure 2. House viewed from the south



Figure 3. Front porch detail

Statement of Significance

539 Lampson Street

Description of Historic Place

Common Name: 539 Lampson Street

Other Names: Joseph John Baird Residence

Civic Address: 539 Lampson Street, Esquimalt, BC

Legal Description of Property: Lot 15 Block B Section 11 Esquimalt District Plan VIP292

539 Lampson Street is a two-storey plus basement wood frame building situated at the corner of Wollaston Street and Lampson Street, on the edge of the West Bay neighbourhood, in the Township of Esquimalt.

Heritage Value

The heritage value of 539 Lampson Street lies with its architectural style, the original owner and his connection with early 20th century mining in British Columbia, and also the second owner and his prominence within the community.

There is heritage value in the architectural styling of this residence. The house, built circa 1911 - 1912, is representative of a simple version of the architect-designed residences being built elsewhere in the area, at that time. It has clean lines with a bay window to the left of the central entrance and a dormer over that entrance. The double doors to the basement garage were added in 1944, but do not detract from the simplicity of the original design.

The original owner, Joseph John Baird was born in March 22, 1865 in Birmingham, England. He was representative of British citizens who came to Canada in search of a better life. He was the president of the San Juan Mining and Manufacturing Company that was engaged in the development of mines in the Kyuquot Sound area. The San Juan Mining and Manufacturing Company had a large factory established in 1913 on Head Street where the company made drain tiles from clay taken from its mine at Port Renfrew.

The second owner, carpenter Charles William Clare. Born in Cheltenham, England in 1893, he came to Esquimalt in 1912. He was one of the first 65 soldiers of the 5th Regiment, RCA, to leave for overseas service in 1914. He was an active member and organizer of the Red Chevron formed after World War I to help veterans and their families. Charles served in the Royal Canadian Navy during World War II. Charles was a dedicated community member, holding memberships in many charitable associations.

He and his wife Annie, developed beautiful gardens on this corner lot adding to the charm of this area of older homes.

Character-Defining Elements

The heritage character of 539 Lampson Street is defined by the following elements:

- wood frame construction
- horizontal wood siding on the main storey
- shingles on the upper storey
- form and pattern of fenestration
- dormer over central entrance
- box bay window to left of main entrance
- corner location



Figure 1. 539 Lampson Street – view from the east



Figure 2. 539 Lampson Street – view from the northeast



Figure 3. 539 Lampson Street – view from southeast

Statement of Significance

Tyn-Y-Coed - 820 Dunsmuir Street

Description of Historic Place

Common Name: 820 Dunsmuir Street

Other Names: Tyn-Y-Coed, Hans Ogilvie Price Residence

Civic Address: 820 Dunsmuir Street, Esquimalt BC

Legal Description of Property: Lot Am66 Section 11 Esquimalt District Plan VIP265

Tyn-Y-Coed is a two-storey wood frame building situated at 820 Dunsmuir Road in the West Bay neighbourhood of the Township of Esquimalt.

Heritage Value

Tyn-Y-Coed is significant for its architectural style, architect, original owner and his connection with the development of the United Service Golf Course.

Built in the Queen Anne style the building exhibits many of the characteristics of the style including the asymmetrical design, the front-facing gable, wall surfaces textured with half-timbering, and the bay windows.

The architect, John Gerhard Tiarks, in his short career designed a variety of buildings. His death at age 34 brought to an end a promising career and made his remaining commissions more valuable. This is one of only two examples remaining in Esquimalt; the other at 1024 Munro Street, has been extensively altered.

The original owner, Hans Ogilvie Price was born on April 30, 1871 in Weston, Somerset, England and immigrated to Canada in 1891. He found employment as a clerk at the Esquimalt Naval Dockyard. He had this house built before 1893 and named it after his parents' home in England. Around the same time, he designed the United Service Golf Course, a nine-hole layout, built on Hudson Bay Company land for the Royal Engineers.

Character-Defining Elements

The heritage character of Tyn-Y-Coed is defined by the following elements:

- wood frame construction
- horizontal wood siding
- form and pattern of fenestration
- asymmetrical design
- box bay window to left of main entrance
- decorative woodwork on gable end
- stained glass window on second floor over the main entrance



Figure 1. Tyn-Y-Coed - viewed from the east



Figure 2. Tyn-Y-Coed - view from the northeast



Figure3. Tyn-Y-Coed - view from the southeast

STATEMENT OF SIGNIFICANCE

Fairmont - 948 Old Esquimalt Road

Description of Historic Place

Common Name: Fairmont

Other Names: Fairmont, Norman A. Yarrow Residence, 948 Old Esquimalt Road

Civic Address: 948 Old Esquimalt Road, Esquimalt, BC

Legal Description of Property: Lot A, Section 11, Esquimalt District, Plan 25278

Fairmont, the name given to the house by the second owner, is a two-storey plus basement wood frame building situated atop a rocky outcrop at the confluence of Head Street, Lampson Street and Old Esquimalt Road, a key intersection in the Township of Esquimalt.

Heritage Value

The heritage value of Fairmont lies with its architectural style, the second owner, and his connection to the ship-building and ship repair industry in Esquimalt.

There is heritage value in the architectural styling of the residence. The house was built in 1905 for Richard Jones, a collector in the Inland Revenue Department, who named it Briarley. The house was designed in the shingle style. There is a 'notice to contractors' by architect Samuel Maclure in the *Colonist* July 31, 1904 calling for tenders for a house on Head Street, lending a probability that he designed this house.

The house was purchased by Norman A. Yarrow in 1914. In 1917, he hired architect Samuel Maclure to design a sizeable addition that enhanced the original design. The house features shingles on the exterior walls, half-timbering in the gables, several fireplaces, and a full-length (now enclosed) verandah.

Norman A. Yarrow was born on July 10, 1891 in London, England and immigrated to Canada in 1914 after his father Sir Alfred Yarrow bought the BC Marine Railway Company Limited. He managed Yarrows Shipyard for thirty-two years. Yarrows was a major employer in the region, with a staff of 3500 during the Second World War.

Character-Defining Elements

The heritage character of Fairmont is defined by the following elements:

- wood frame construction
- cedar shingle cladding
- form and pattern of fenestration
- heavy brackets under bargeboards
- tall brick chimneys
- relation of house to the rocky outcrop
- location at the intersection of Head Street, Lampson Street, and historic Old Esquimalt Road



Figure 1. Fairmont - viewed from the southwest

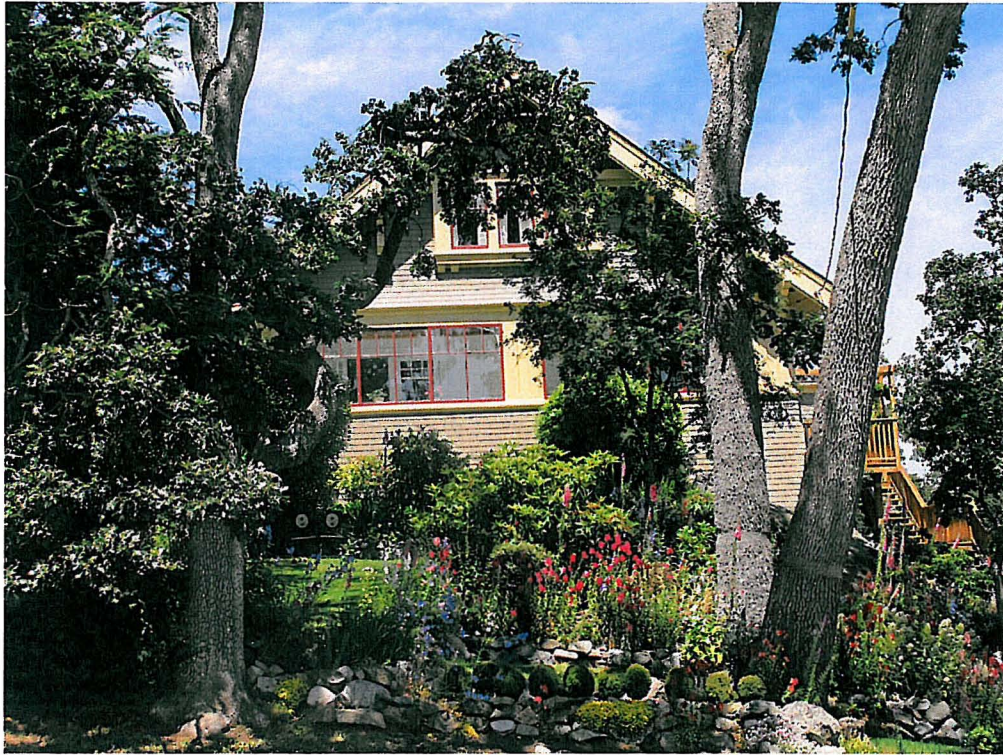


Figure 2. Fairmont - viewed from the south



Figure 3. Fairmont - viewed from the southeast

Statement of Significance

Longstone - 1211 Old Esquimalt Road

Description of Historic Place

Common Name: Longstone

Other Names: Colonel John Albert Hall Residence, 1211 Old Esquimalt Road

Civic Address: 1211 Old Esquimalt Road, Esquimalt, BC

Legal Description of Property: Lot 2, Section 11, Esquimalt District, Plan 16646

Longstone is a two-storey wood frame building situated on historic Old Esquimalt Road in the Township of Esquimalt.

Heritage Value

The heritage value of Longstone lies with its architectural style, the original owner and his military connections.

Longstone was built in the Tudor Revival style between 1909 and 1910. The house features bargeboard siding, tall brick chimneys, half-timbering in the upper gable ends, and stained glass windows. The house was probably designed by architect Samuel Maclure, who was a friend of the original owner, John Albert Hall.

The house is located on historic Old Esquimalt Road amidst a mature Douglas fir and Gary Oak meadow.

John Albert Hall was born on August 24, 1868 in Manchester England and immigrated to Canada in 1893. He was one of many British citizens who came to the new world in search of a better life. Together with Frederick Moore and John W. Fisher, he formed the Victoria Chemical Company; that produced chemicals for explosives from a plant in the James Bay neighbourhood of Victoria. In 1900 he began his military career as a junior officer in the 5th Regiment Canadian Garrison Artillery and was gazetted Commanding Officer in 1905. He is known for his command of the Civil Aid Forces used to quell the coal miners' riots of 1913, in Nanaimo, BC.

Character-Defining Elements

The heritage character of Longstone is defined by the following elements:

- wood frame construction
- cedar shingles
- half-timbering in gable ends

- form and pattern of fenestration
- gable decorative details on bargeboards
- stained glass windows
- tall brick chimneys
- relation of house to the mature landscape of native Gary Oak meadow
- location of property on historic Old Esquimalt Road
- sympathetic style 'stable' (garage) of similar age



Figure 1. Longstone - viewed from the north



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: February 4, 2013
Staff Report No. DEV-13-004

REQUEST FOR DECISION

SUBJECT: REZONING APPLICATION

622 Admirals Road

[Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854]

[Lot 156, Suburban Lot 43, Esquimalt District, Plan 2854]

[Lot 157, Suburban Lot 43, Esquimalt District, Plan 2854]

[Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL]

RECOMMENDATION:

1. That Council resolves that Bylaw No. 2798, which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of Lot 155, Lot 156, Lot 157, and Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL [622 Admirals Road] shown cross hatched on Schedule 'A', attached hereto, from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82] be considered for **first and second reading**; and
2. That a Public Hearing be scheduled.
3. That prior to a Public Hearing, a Development Variance Permit accommodating the following relaxations to Parking Bylaw, 1992, No. 2011 to facilitate the development proposed for Lot 155, Lot 156, Lot 157, and Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL [622 Admirals Road] which incorporates height and massing consistent with architectural plans prepared by Praxis Architect Inc., stamped "Received January 17, 2013", be **returned to Council for consideration**.

Parking Bylaw, 1992, No. 2011, Section 11(1) – Visitor Parking – a reduction in the required number of dedicated visitor parking spaces from 1 of every 4 to 1 of every 6 [i.e. from a total of 19 visitor spaces to 14 visitor spaces]

Parking Bylaw, 1992, No. 2011, Section 13(1)(a)(vi) – Number Of Off-Street Parking Spaces – a reduction in the required number of parking spaces from 0.5 spaces per dwelling unit to 0.35 spaces per dwelling unit [i.e. from a total of 76 spaces to 54 spaces].

Parking Bylaw, 1992, No. 2011, Section 14(3) – Off-Street Parking Area Design – a relaxation of the parking area design requirements from a 7.6 metre minimum width maneuvering aisle combined with a 2.6 metre minimum stall width to a 7.9 metre minimum width maneuvering aisle combined with a 2.4 metre minimum stall width.

RELEVANT POLICY:

Official Community Plan Bylaw, 2006, No. 2646

Zoning Bylaw, 1992, No 2050

Parking Bylaw, 1992, No. 2011

Development Approval Procedures Bylaw, 2003, No. 2562

Advisory Planning Commission Bylaw, 2012, No. 2792

Subdivision and Development Control Bylaw, 1997, No. 2175

Council Policy No. Plan- 25 [Public Input on Rezoning and OCP Amendment Applications]

Green Building Checklist

STRATEGIC RELEVANCE:

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

Submitted by: Writer 

Reviewed by: CAO 

Date: Jan 31/13

STAFF REPORT

DATE: January 31, 2013 **Report No.** DEV-13-004

TO: Laurie Hurst, Chief Administrative Officer

FROM: Trevor Parkes, Senior Planner

SUBJECT: REZONING APPLICATION
622 Admirals Road
[Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854]
[Lot 156, Suburban Lot 43, Esquimalt District, Plan 2854]
[Lot 157, Suburban Lot 43, Esquimalt District, Plan 2854]
[Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except
Part in Red on Plan 312 BL]

RECOMMENDATION:

1. That Council resolves that Bylaw No. 2798, which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of Lot 155, Lot 156, Lot 157, and Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL [622 Admirals Road] shown cross hatched on Schedule 'A', attached hereto, from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82], be considered for **first and second reading**; and
2. That a Public Hearing be scheduled.
3. That prior to a Public Hearing, a Development Variance Permit accommodating the following relaxations to Parking Bylaw, 1992, No. 2011 to facilitate the development proposed for Lot 155, Lot 156, Lot 157, and Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL [622 Admirals Road] which incorporates height and massing consistent with architectural plans prepared by Praxis Architect Inc., stamped "Received January 17, 2013", be **returned to Council for consideration**.

Parking Bylaw, 1992, No. 2011, Section 11(1) – Visitor Parking – a reduction in the required number of dedicated visitor parking spaces from 1 of every 4 to 1 of every 6 [i.e. from a total of 19 visitor spaces to 14 visitor spaces]

Parking Bylaw, 1992, No. 2011, Section 13(1)(a)(vi) – Number Of Off-Street Parking Spaces – a reduction in the required number of parking spaces from 0.5 spaces per dwelling unit to 0.35 spaces per dwelling unit [i.e. from a total of 76 spaces to 54 spaces].

Parking Bylaw, 1992, No. 2011, Section 14(3) – Off-Street Parking Area Design – a relaxation of the parking area design requirements from a 7.6 metre minimum width maneuvering aisle combined with a 2.6 metre minimum stall width to a 7.9 metre minimum width maneuvering aisle combined with a 2.4 metre minimum stall width.

BACKGROUND:

Context

Applicant: Praxis Architects Inc. [Michael Levin]

Owner: Royal Canadian Legion, Branch No. 172

Property Size [Total]: Metric: 3045 m² Imperial: 32,776 ft²

Existing Land Use: Commercial [Royal Canadian Legion]

Surrounding Land Uses:

North: Commercial Retail [marine/ automotive parts dealer]

South: Commercial [British Columbia Liquor Store]

East: Multi-Family Residences

West: Multi-Family Residences

Existing Zoning: C-3 [Core Commercial]

Proposed Zoning: CD [Comprehensive Development District]

Existing OCP Designation: Commercial Mixed - Use [No change required]

Purpose of the Application

The applicant is requesting a change in zoning from the current C-3 Core Commercial to a Comprehensive Development zone [CD] to facilitate the consolidation of the subject properties and to authorize a new 12 storey, commercial mixed-use building consisting of 152 seniors independent living apartments, a Legion facility and commercial space.

Evaluation of this application should focus on issues relevant to zoning such as the appropriateness of the proposed height, density and massing, proposed unit sizes, setbacks, lot coverage, useable open space, how the building relates to adjacent and surrounding sites and whether the proposed uses are appropriate and consistent with the overall direction contained within the Official Community Plan. Form and character issues relating to the aesthetics of the building, such as cladding materials, window materials, doorways, streetscape improvements and landscaping will be evaluated in a separate application for a Development Permit should this rezoning application be approved by Council.

Comments from Other Departments

The plans for this proposal were circulated to other departments and the following comments were received by the APC submission deadline:

Building Inspection: Second exit from parkade must not have a locking door to ensure safe egress in the event of emergency. Green roofing is not recognized in the BC Building Code, 2006. Homeowner Protection Office has recommended to all municipalities not to accept this type of roofing at this time. Consideration of Green Roof shall be subject to Municipal Insurance Association approval. Applicant must address all issues contained within the Township Development Protocol should application be approved.

Parks Services: Parks staff completed a site review of the area and determined that there are no tree issues associated with the site. Parks staff have reviewed the proposed landscaping

plan and have indicated it appears achievable. Further details regarding appropriate plantings could be provided should the rezoning application be approved and Development Permit is submitted for review.

As this is a rezoning application, Parks staff recommend Council consider requiring, as a condition of zoning, that the applicant provide engineered tree vaults for the proposed boulevard trees, as well as electrical power outlets and improved lighting in landscaped areas along the Admirals Road frontage.

Fire Services: Fire Services staff have completed a preliminary evaluation of the proposed new building and have identified the following issues:

- Key vaults shall be installed at the entrance to tower.
- Fire Safety Plan shall be in place and reviewed prior to construction and after completion of works.
- Standpipe Connections installed near front entrance to the tower
- Rappelling anchors shall be installed on roofs of the tower.
- Fire appliance closet shall be installed on the 6th floor of the tower.
- HVAC system shall be designed to be capable of positively pressuring stairwells.
- Accommodation shall be made to permit Firefighter control of all elevators.
- Annunciation panel shall be located near the entrance of each tower.
- Fire plan to be installed in locked cabinet in each front hall, cabinet to be clearly marked.
- Emergency speaker system shall be located at or near the alarm panel at the entrance of each tower.
- Standpipe hose connections shall be provided in the lowest parking floor [parking level] of each stairwell accessing the underground parkade.
- Sprinkler mechanical drawings must be provided to the Fire Department.

Engineering Services: Engineering staff have completed a preliminary evaluation of Works and Services that would be required for the proposed commercial mixed use development including commercial retail space and 152 seniors residential units located at 622 Admirals Road. The applicant is responsible for retaining the services of a qualified professional for the design and construction supervision of all Works and Services needed to service the proposed development as indicated in Bylaw No. 2175. A capacity study should verify all main sizes, material, etc., and to determine if the Sewer and Drain mains are of adequate size and condition to handle the increased flows introduced as a result of the development. Existing properties are to remain fully serviced during construction. Additional review comments will be provided when detailed engineering drawings are submitted.

A Traffic Impact Assessment has been completed. This document indicates that the development impacts will be minimal with the longest additional delay to be 1.0 seconds for the eastbound left movement at the intersection of Esquimalt Road and Admirals Road. The only recommendation from the report is to extend the eastbound left turn lane on Esquimalt Road at Admirals Road to 50 m.

The applicant is requesting development density greater than that permitted within the Official Community Plan and the clientele of the proposed building will place additional demands on pedestrian and transit infrastructure in the immediate area. Accordingly, staff recommend that Council consider requiring the applicant to absorb all costs associated with the installation of new curbs, gutters and sidewalks along the south side Miles Street between the subject property and Constance Avenue and on the east side of Constance Avenue between Miles Street and Esquimalt Road. Furthermore, it is recommended that the applicant be required to provide the proposed transit shelter located in front of this development at no cost to the Township. This new infrastructure would significantly improve the safety and usability for

pedestrians accessing the western entrance to the site as well as all local residents utilizing transit.

Note: All projects are subject to compliance with the BC Building Code, Esquimalt Subdivision and Servicing Bylaw, Esquimalt Zoning Bylaw and other Regulations and Policies set by Council.

Comments from the Advisory Planning Commission [APC]

This application was considered at the regular meeting of APC held on January 15, 2013. Members were complimentary of the design stating that the project represented a significant improvement over the existing building. Members noted that the proposal meets the height requirements contained in the Official Community Plan. Concerns were raised about the requested reduction in parking with members stating that the building should not overly impact the surrounding neighbourhood with overflow parking. The APC forwarded the application to Council with a recommendation that it be approved subject to provision of a detailed parking study indicating that the proposed parking variances are acceptable.

The applicant has subsequently increased the number of parking spaces by adding 13 additional underground spaces and has provided a parking review of similar projects in Metro Vancouver as well as parking criteria for other CRD jurisdictions [attached]. Staff have also been provided with an informal review of other Capital Region seniors facilities that function with parking provisions similar to what is being requested.

Zoning

A detailed review of the building design will occur when a development permit application is submitted. At the rezoning stage, project review is limited to: appropriateness of proposed land use, traffic impacts, environmental impacts, building height, massing, setbacks, and parking.

Proposed Land Use: The proposed rezoning would allow for a mixed-use building containing 140 seniors independent living apartments and 12 “veterans dwelling units” managed by the Legion. Ancillary to the seniors’ independent living apartments would be a multi-purpose “events” room, a kitchen, common dining room, offices, roof top patios, a lounge, and laundry facilities. The building would also contain a Legion and a small commercial space for retail or professional services. The Official Community Plan supports this type of use at this location. Increasing the density in the traditional business core of Esquimalt should help boost local businesses and services that cater to the needs of seniors. The proposed project is also within easy walking distance of several major bus lines that provide easy access to downtown Victoria and other destinations that are significant to seniors.

Traffic Impacts: A traffic impact study has been completed for the project and concluded that the additional impacts will be minimal.

Environmental Impact: The site has been significantly disturbed. There will be no net loss of habitat. Because of the increased densities compared to the existing use, significant reductions in greenhouse gas emissions could be anticipated

Height: The building is proposed to be 12 storeys in height which is within the acceptable height limit in this area and consistent with the OCP amendment adopted by Council in May of 2010. A series of shadow diagrams is included in the drawing package. Due to the location of the subject property, significant view corridors will not be impacted.

Massing: A floor space ratio of up to 3.0 for the residential portion of a building is acceptable in this area. The proposed floor space ratio is 3.5 after the road dedication is granted. While this exceeds the permitted floor space ratio contained within the OCP the project provides special

needs housing [seniors housing] therefore a density increase can be considered. The massing of the building is relatively evenly distributed across the site with slightly more massing at the northern end of the building. The proposed building represents a significant increase in massing relative to the existing building

Setbacks:

Front: Portions of the lower floor of the proposed building will be located within 0.8 m of Admirals Road. Through detailed design features such as articulating the building face adjacent to Admirals Road and judicious use of landscaping; the building would create a warm and animated interface with the street.

North Side: The proposed building will be setback 3.5 m from the north side yard allowing space for landscaping that will help buffer the building from the adjacent property.

South Side: The front portion of the south side of the proposed building will be built to the lot line. This is a standard practice for buildings in commercial cores. The rear portion of the south side of the building is off-set from the property line to allow for access to the underground parking.

Rear: The proposed building is set back approximately 5.5 m from the rear property line. This allows for the provision of a loading area, outdoor amenity space, and a landscape buffer between the proposed development and the adjacent development. Roof projections covering entrances and outdoor seating areas project further into the rear setback resulting in a 3.6 m rear setback.

F.A.R., Lot Coverage, Setbacks, Height and Parking:

The following chart details the setbacks, lot coverage and floor area ratio and parking requirements of this proposal.

Note: All values based on a 2827.5m² Lot Area after road dedication land grant

	Comprehensive Development Zone	Zoning Bylaw, 1992, No. 2050 does not contain a zone that could accommodate this commercial mixed-use proposal. Staff present this summary table as the basis for a site specific zone written to accommodate this proposal.
Floor Area Ratio	3.5 [Residential]	
Lot Coverage	67%	
Setbacks		
• Front	0.5 m	
• Rear	5.5m [Building]	
• Interior Side	3.5 m [roof projections - grade] 0m/ 2.8 m	
Building Height	42 m (12 Floors)	
Off Street Parking	Total required for all uses = 116 spaces Total proposed = 94 spaces [plus 2 dedicated loading spaces]	
Screening/Landscaping	2 m of fencing or vegetation on property line adjacent to residential development consistent with Zoning Bylaw, 1992 No. 2050.	

Parking: Based on the mixture of uses proposed, staff have calculated that a total of 116 off-street parking stalls are required. The applicant proposes to meet all the commercial retail, Legion, office, and disabled parking requirements while also providing needed loading spaces at the rear of the building. Relaxations are being sought for the residential component based on surveys of similar facilities where parking provisions at lower percentages than contained in Esquimalt's Parking Bylaw have proved successful.

Official Community Plan

The Official Community Plan contains policy directives that highlight some issues associated with this proposal:

OCP Section 2.3.2 (j) states that building heights of up to 12 storeys with a Floor Area Ratio of 3.0 can be considered for areas designated for Commercial Mixed-Use on 'Schedule A' of the plan. The subject property is designated Commercial Mixed-Use, therefore it is a candidate site for increased density. The property is located on a major road and is within Commercial Node - Number 1, Esquimalt Village, where residents can access many needed services within walking distance.

OCP Section 2.3.2 (k) states that development proposal with heights and/or densities greater than those set out in Section 2.3.2 (j) may be considered, where appropriate, through variances to zoning and/or parking regulations and density bonusing of floor space where new commercial buildings provide affordable, accessible or special needs housing units, or amenities are provided for the benefit of the community.

OCP Section 2.2.4.1(j) states that in new multiple unit residences, bicycle storage spaces should be provided in a ratio of 1.5 spaces per dwelling unit. Due to the nature of the tenants, no bicycle parking has been provided, however, 5 "scooter" stalls will be provided.

OCP Section 2.3.2 (f) states that to encourage the use of bicycles, provision should be made in new commercial buildings for bicycle parking for employees and visitors. Bicycle racks will be provided.

OCP Section 2.3.3.2 (a) states the Esquimalt Village will continue to be the principal commercial area within Esquimalt and that a range of uses are encouraged to promote activity throughout the day and evening.

OCP Section 2.3.3.2 (c) states that higher density mixed commercial/ residential complexes are encouraged in Esquimalt Village.

OCP Section 9.4.5(c) identifies the need for new development to minimize shadowing impact on neighbouring public spaces. The applicant has prepared a shadow analysis that reveals how this tower would impact public space both on and off the subject property site during the shoulder seasons.

Fit with Neighbourhood: The subject property is located in proximity to the Esquimalt Road/ Admiral Road intersection. Properties on both sides of Admirals Road as well as those west and north of the subject property are designated to accommodate either Commercial Mixed Use, High-Rise or Multi-Unit, High-Rise Residential Development. This project would represent a significant departure from the established local development however it would also be the first development within the Esquimalt Village that achieves a design consistent with the direction set forth in the Official Community Plan.

Green Features: The applicant has completed the Esquimalt Green Building Checklist [attached]. At this time a small section of “green roof” is proposed, however, “green roofs” bring with them a myriad of problems related to: safety of maintenance workers and the cost of installing safety equipment, inundation by weedy species, costs associated with the installation and maintenance of irrigation systems, costs associated with the design and construction, costs associated with maintenance, and problems with obtaining appropriate insurance.

Landscaping: Landscaping has been proposed to help buffer the building from adjacent development, to augment certain architectural features, and to soften the effect of the building at grade.

ISSUES:

1. Rationale for Selected Option

This application is consistent with the policy direction contained within the OCP for new development within the Esquimalt Village and would represent the first building to achieve the objectives envisioned for this area. The proposed density does exceed the 3.0 floor area ratio stated in Section 2.3.2 (j) of the OCP, however, staff feel that the combination of desirable special needs [seniors] housing, and the provision of amenities including a roadway dedication, new sidewalks on Miles Street and Constance Avenue, engineered tree vaults, electrified boulevard landscaping areas, new street lighting, and a new Transit shelter will enhance both the proposed building and the community while setting a new standard for development in the Esquimalt Village.

2. Organizational Implications

This Request for Decision has no organizational implications.

3. Financial Implications

This Request for Decision has no financial implications.

4. Communication

In accordance with the recently amended Council Policy PLAN-25 the applicant consulted with neighbouring residents and property owners within 100 metres of the subject properties to solicit their opinion, and where practical to incorporate comments and suggestions in the final proposal prior to finalizing and submitting the application. The applicant delivered notices to local residents [see attached map], and advertised in the Victoria News, for the consultation event held at the subject properties on Tuesday October 2, 2012 and Tuesday October 23, 2012.

As this is a rezoning application, should it proceed to a Public Hearing, notice would be mailed to tenants and owners of properties located within 100 metres (328 ft) of the subject properties. Notice of the Public Hearing would be placed in two editions of the Victoria News. The five signs that have been in place on the frontage of each of the subject properties since December 2012, indicating that the properties are under consideration for a change in zoning and giving the date, time and location of the APC meeting, would be updated to show the date, time and location of the Public Hearing.

ALTERNATIVES:

1. Council **approve first and second reading** of Bylaw No. 2798, direct staff to schedule a Public Hearing and direct staff to prepare a Development Variance Permit for the required relaxations to Parking Bylaw, 1992, No. 2011 for Council consideration.
2. Council postpone consideration of Bylaw No. 2798 pending receipt of additional information.
3. Council **deny first and second reading** of Bylaw No. 2798.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2798

A Bylaw to amend Bylaw No. 2050, cited as the
"Zoning Bylaw, 1992, No. 2050"

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

1. This bylaw may be cited as the *"ZONING BYLAW, 1992, NO. 2050, AMENDMENT BYLAW [NO. 207], 2013, NO. 2798"*.
2. That Bylaw No. 2050, cited as the "Zoning Bylaw, 1992, No. 2050" be amended as follows:

- (1) by adding the following words and figures after 'Comprehensive Development District No. 81' in Section 31 – Zone Designations of PART 5 - Zoning Districts:

"Comprehensive Development District No. 82"

- (2) by adding the following text as Section 67.69:

67.69 COMPREHENSIVE DEVELOPMENT DISTRICT NO. 82
[CD NO. 82]

In that Zone designated as CD No. 82 [Comprehensive Development District No. 82] no Building or Structure or part thereof shall be erected, constructed, placed, maintained or used and no land shall be used except in accordance with and subject to the regulations contained in or incorporated by reference into this Part.

(1) **Permitted Uses**

The following Uses and no others shall be permitted:

- (a) Congregate Care Senior Citizens' Apartments
- (b) Business and Professional Office
- (c) Financial Institution
- (d) Personal Service Establishment
- (e) Retail Store
- (f) Restaurant
- (g) Entertainment
- (h) Club House
- (i) Group Children's Daycare

(2) **Floor Area Ratio**

The Floor Area Ratio shall not exceed 3.5.

(3) **Unit Size**

Dwelling Units shall not be less than 40 square metres.

(4) **Commercial Space**

The minimum Floor Area dedicated to Commercial Uses shall not be less than 580 square metres.

(5) **Building Height**

(a) No Principal Building shall exceed a Height of 42 metres.

(b) No Accessory Structure shall exceed a height of 3.6 metres.

(6) **Lot Coverage**

(a) All Principal Buildings and Accessory Structures combined shall not cover more than 67% of the Area of a Parcel.

(b) No Principle Building shall cover more than 65% of the Area of the Parcel.

(c) All Accessory Structures combined shall not cover more than 2% of the Area of the Parcel.

(7) **Siting Requirements**

(a) **Principal Buildings:**

(i) Notwithstanding Section 28 of Zoning Bylaw, 1992, No. 2050, No Principal Building shall be located within 0.5 metres of the Front Lot Line.

(ii) No Principal Building shall be located within 2.8 metres of the northern Interior Side Lot Line.

(iii) No setback shall be required from the southern Interior Side Lot Line.

(iv) No Principal Building shall be located within 5.5 metres of the Rear Lot Line.

(v) Notwithstanding Section 7(a)(v), roof structures, attached to the Principal Building no higher than the ceiling height of the first floor, shall not be located within 3.5 metres of the Rear Lot Line.

(b) **Accessory Structures:**

No Accessory Structure shall be located within 3.0 metres of the Rear Lot Line.

(8) **Landscaping and Open Space**

Landscaping and Open Space shall be provided as shown on the landscape plan approved as part of the active Development Permit.

(9) **Off-Street Parking**

Off Street Parking shall be provided in accordance with the requirements of Parking Bylaw, 1992, No. 2011(as amended).

- (3) by changing the zoning designation of Lot 155, Lot 156, Lot 157, and Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL [622 Admirals Road] shown cross-hatched on Schedule 'A', attached hereto, from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82].
- (4) by changing Schedule 'A' Zoning Map, attached to and forming part of "Zoning Bylaw, 1992, No. 2050" to show the changes in zoning classification effected by this bylaw.

READ a first time by the Municipal Council on the ---- day of -----, 2013.

READ a second time by the Municipal Council on the ---- day of -----, 2013.

A Public Hearing was held pursuant to Sections 890 and 892 of the *Local Government Act* on the ---- day of -----, 2013.

READ a third time by the Municipal Council on the ---- day of -----, 2013.

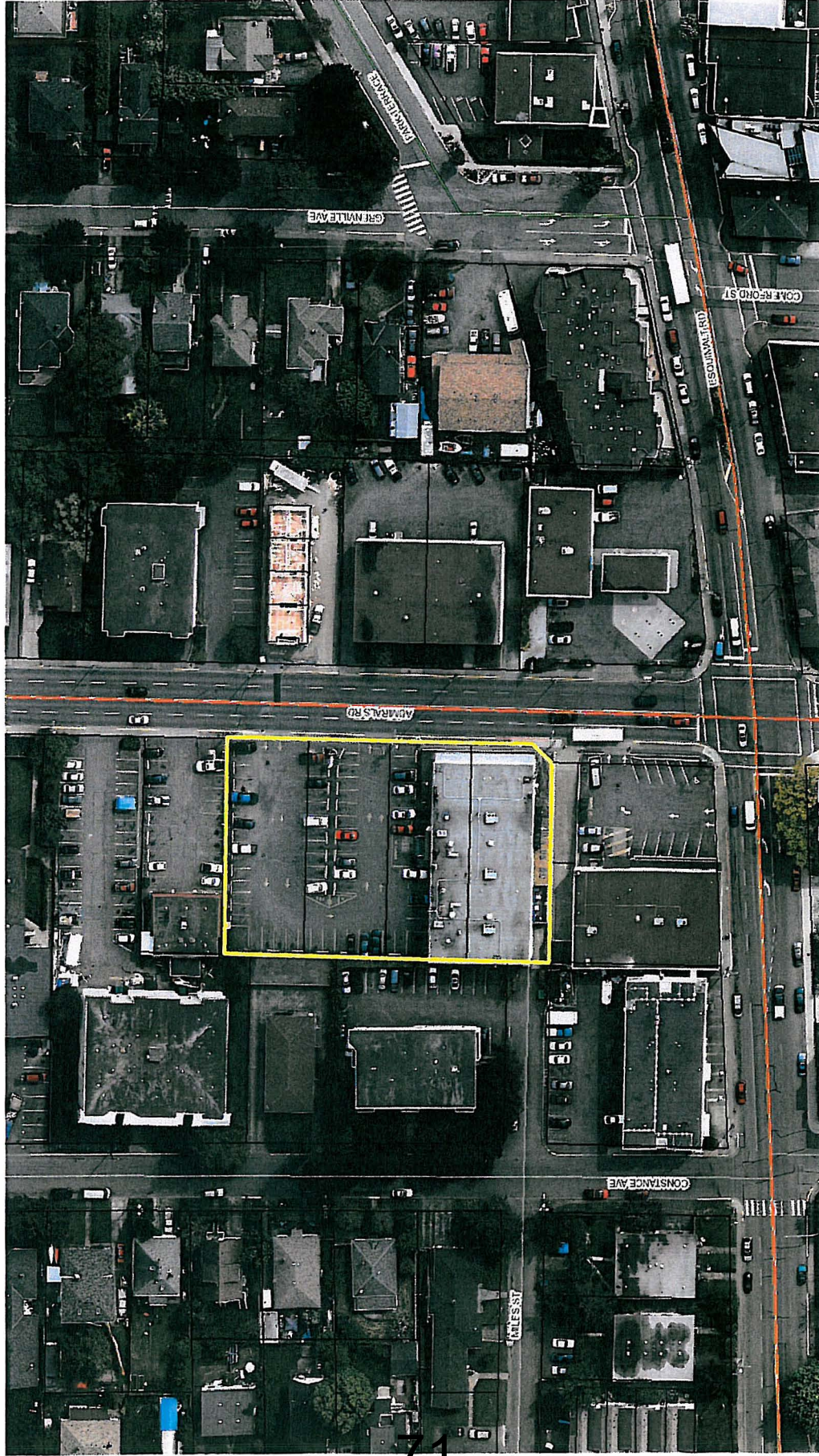
ADOPTED by the Municipal Council on the ---- day of -----, 2013.

BARBARA DESJARDINS
MAYOR

ANJA NURVO
CORPORATE OFFICER



622 Admirals Road



Subject Property Boundary:





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Public Input on Rezoning and OCP Amendment Applications		NO. PLAN - 25		
<u>POLICY:</u>				
<p>1. Applications for a change in zoning or amendment to the Official Community Plan to permit an increase in residential density or a change of land use are subject to this Policy. Prior to submitting an application for an increase in residential density or a change of land use, the applicant is required to consult with neighbouring residents and property owners within a 100 metre radius of the subject property to solicit their opinions so that, if possible, the proposal can be revised to address their concerns.</p> <p>2. Applications which would result in a change to the Official Community Plan or Zoning Bylaw shall not be forwarded to the Advisory Planning Commission or a Committee of Council until a public meeting to solicit public input has been held and written documentation which clearly indicates the opinions of neighbouring residents and property owners has been provided [see point 4) below].</p> <p>3. Notice of the required public meeting shall:</p> <ul style="list-style-type: none">(a) include the date, time and place of the public meeting;(b) be delivered by mail or by hand at least three days before and not more than 10 days before the meeting;(c) the notice must provide a general description of the proposal and include a contact person and their telephone number; <p>4. The public meeting shall</p> <ul style="list-style-type: none">(a) be held at the subject property or another location in the immediate neighbourhood;(b) if the meeting is not held at the development site [subject property] sufficient graphic materials and photographs should be available to familiarize attendees with the location and physical characteristics of the site and show how the proposed development would appear once constructed. <p>5. Documentation of neighbouring residents' and property owners' opinions shall consist of:</p> <ul style="list-style-type: none">(a) a map showing properties within a 100 metre radius of the subject property and colour-coded or otherwise marked to indicate owners and residents				
EFFECTIVE DATE: May 2, 2011	APPROVED BY: Council	REFERENCE 72	AMENDS NO. Original	PAGE 1 OF 2

TITLE: Public Input on Rezoning and OCP Amendment Applications	NO. PLAN - 25
<p>support for or opposition to the proposed development; and</p> <p>(b) letters signed by owners and residents of properties within 100 metres of the subject property indicating their support for or opposition to the proposed development.</p> <p>5. Persons considering the submission of a request for an Official Community Plan amendment or change of zoning to permit an increase in residential density or a change of land use shall be provided a copy of this Council Policy. A copy of this Policy shall be placed in the Development Services department in public view.</p>	

EFFECTIVE DATE: May 2, 2011	APPROVED BY: Council	REFERENCE 73	AMENDS NO. Original	PAGE 2 OF 2
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622 Admirals Rd. Rezoning Application
Public Meetings

Monimos Equities and Developments hosted two public meetings in the fall of 2012, regarding the redevelopment of 622 Admirals Rd., in Esquimalt. The meetings were held at the Royal Canadian Legion – Dockyard Branch 172, and were advertised as follows:

October 2, 2012 Public Meeting

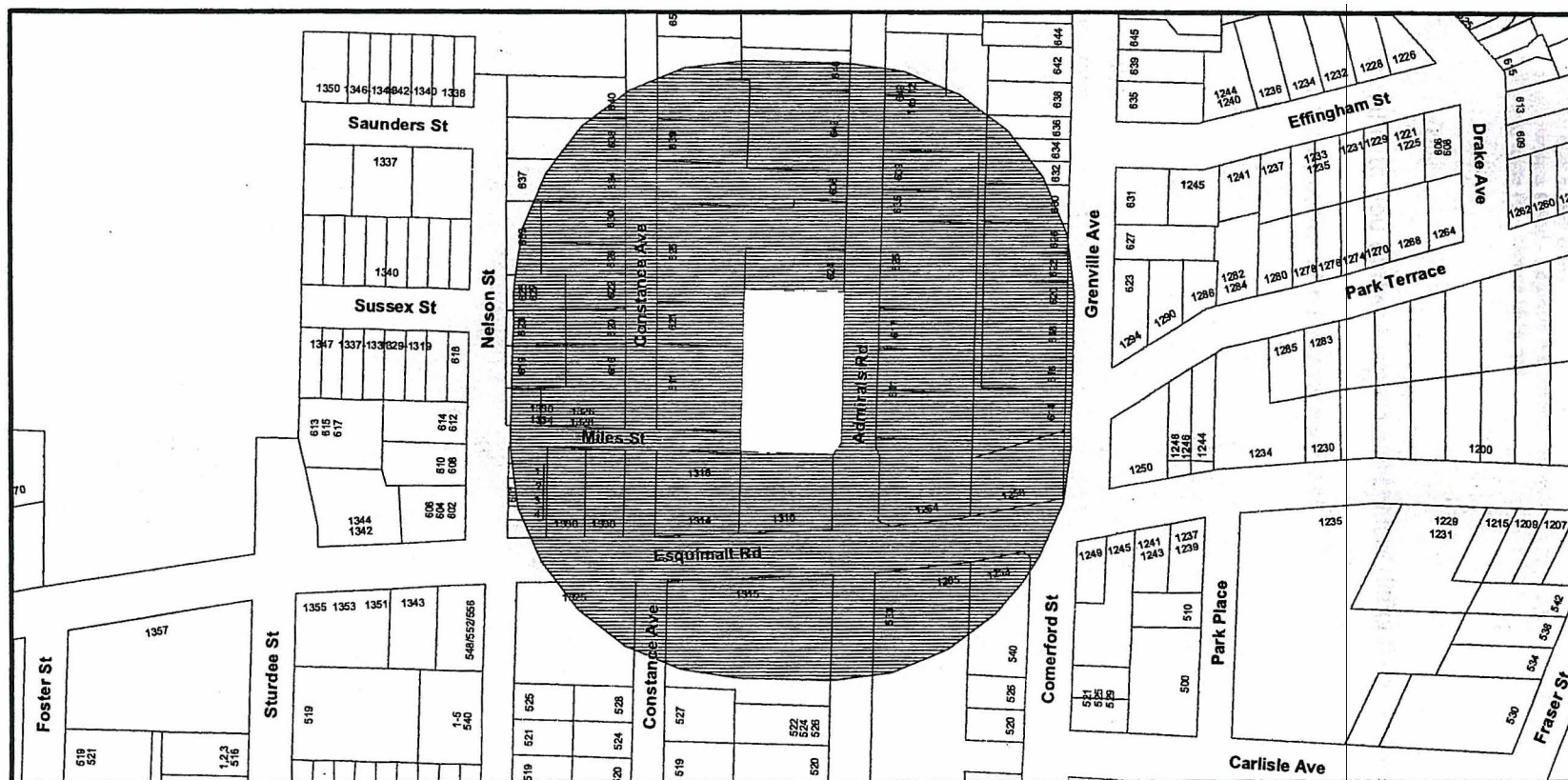
- A public notice of the meeting was placed in the Victoria News on September 28, 2012 (see attached).
- Letters of invitation were hand-delivered to every address within the required 100m radius (see attached map), on September 28, 2012.
- There were approximately 30 attendees at the meeting.
- 11 letters of support were signed at the meeting, none opposed (see attached).

October 23, 2012 Public Meeting

- A public notice of the meeting was placed in the Victoria News on October 17, 2012 (see attached).
- Letters of invitation were hand-delivered to every address within the required 100m radius (see attached map), on October 16, 2012.
- There were approximately 20 attendees at the meeting.
- 3 letters of support were signed at the meeting, none opposed (see attached).



622 Admirals Road - Notification Sites



Note: Distance used in Buffer = 100m





The Royal Canadian Legion

ESQUIMALT DOCKYARD BRANCH No. 172

622 ADMIRALS ROAD, VICTORIA, B.C. V8A 2N7
E-MAIL: rclsesquimalt@shaw.ca • WEB: www.legion172.com

PHONES
SECRETARY (250) 388-7635
LOUNGE (250) 388-0213
FAX (250) 388-7626

September 25, 2012

Re: Public Information Meeting
Tuesday, October 2, 2012 at 622 Admirals Rd. (Esquimalt Legion) 7-8 pm

Dear Occupant,

Please be advised that you are invited to attend a public meeting regarding the rezoning and development of the Esquimalt Legion Dockyard Branch 172 property, located at 622 Admirals Rd. The meeting will be held on Tuesday, October 2, 2012 in the upper hall of the Esquimalt Legion, between 7 and 8 pm. The purpose of the meeting is to inform the public about the current rezoning and development application for this property.

The developer is proposing a 12-storey building, which consists of 140 seniors independent living units and associated common areas, 12 Veteran Housing units, a new 5,000 sq. ft. Legion, and 1,200 sq. ft. of commercial space.

Preliminary designs and renderings will be available for public viewing, and the developer, project architect, and Legion representative will be on hand to answer questions. For more information, and to view the preliminary plans online, visit www.monimos.com. If you have any questions please contact Chris Fitzpatrick at 250.885.4481.

Yours truly,

Chris Fitzpatrick
CEO Monimos Equities and Developments Inc.

NOTICE OF MEETING

**Tuesday, October 2, 7 - 8 pm
Esquimalt Legion upper hall**

A public meeting will be held on Tuesday, October 2, 2012 in the upper hall of the Esquimalt Legion (622 Admirals Rd.) between 7 and 8 pm, to inform the public about the current rezoning application for the Esquimalt Legion property.

The proposed project is a 12-storey building, which consists of 152 seniors independent living units, a new Legion, and commercial space. Please contact Chris Fitzpatrick at 250.885.4481 with any questions.





The Royal Canadian Legion

ESQUIMALT DOCKYARD BRANCH No. 172

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

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

PHONES	
SECRETARY	(250) 386-7635
LOUNGE	(250) 386-0213
FAX	(250) 386-7626

**Re: Public Information Meeting
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Yours truly,

Chris Fitzpatrick
CEO Monimos Equities and Developments Inc.

UVic labour peace a work in progress

Edward Hill
News staff

One down, four more to go.

The University of Victoria has reached a tentative agreement on a contract with the Professional Employees Association, a union which represents counsellors, instructors, system analysts, fundraisers, scientific technicians and engineers.

The deal includes a two-per-cent wage hike retroactive to July, and another two-per-cent hike next July. The agreement is subject to ratification by both parties over the coming weeks.

"The fact an agreement was reached without job action within that short time is a really

good sign of how well things went at the table," said Bruce Kilpatrick, the university's director of communications.

Negotiations haven't gone as well with CUPE locals 917 and 951 – representing some 1,500 non-teaching jobs on campus such as tradespeople, food service staff, child-care workers, and office and library staff. They held rotating strikes over a few days in early September.

All sides were back at the bargaining table last week and talks continue this week. CUPE 917 and 951 aren't picketing during talks and neither side is commenting on the negotiations, other than to say they are ongoing.

editor@saanichnews.com

COMMUNITY NEWS

IN BRIEF

Electoral boundaries hearing tonight

Federal representatives are in town tonight (Oct. 17) to gain public input on proposed changes to electoral boundaries. In Victoria, the change would mostly affect Vic West, which is proposed to be carved off from the rest of the city to join Esquimalt and parts of the West Shore in a new riding.

It is too late to submit a request to speak, but anyone is welcome to listen to the hearing. It starts at 7 p.m. at the Victoria Conference Centre.

Teens talk autism at new centre

CBI Health Group launches its new centre for autism in Victoria with an open house and teen panel discussion on Saturday (Oct. 20).

The teens start the event at 12:30 p.m. with an interactive conversation about what it's like to live with autism. The open house continues until 3:30. CBI's Monarch House is located at 611 Discovery St. Visit monarchhouse.ca for more information.

NOTICE OF PUBLIC MEETING

Tuesday, October 23,
7 - 8 pm, Esquimalt Legion

A public meeting will be held on Tuesday, October 23, 2012 in the Esquimalt Legion (622 Admirals Rd.) between 7 and 8 pm, to inform the public about the current rezoning application for the Esquimalt Legion property.

The proposed project is a 12-storey building, which consists of 152 seniors independent living units, a new Legion, and commercial space. Please contact Chris Fitzpatrick at 250.885.4481 with any questions.

Preliminary plans can be viewed at
www.monimos.com

MAARTEN SCHADDELEE FINE ART SHOW

OCT. 20, 21, 2012
10:00 AM - 4:00 PM



"MY HANDS MAKE THE VOICE OF MY HEART VISIBLE"

4635 Vantreight Drive - Victoria BC - 250 477-1651
www.maarnada.ca - other times by appointment

COURAGE REMEMBERED

A Special Section
November 9th, 2012

Featuring historic photos
of local residents and family
members who served.

Bring us your photos of WWI, WWII,
Korea, Vietnam, Gulf War,
Afghanistan, Iraq & Peacetime.

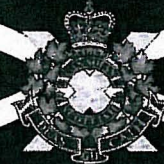
- Tell us their story
- A special section to honour the memory of local residents who served
- Submit a max. 75 word write up and photo (black & white or colour)
- Email to adminassist@vicnews.com or drop off at 818 Broughton Street Victoria BC
- Entries due Wednesday, October 31st 2012



Publishing
November 9th 2012

OAKBAYNEWS VICTORIANEWS GOLDSTREAMNEWS SAANICHNEWS

THE CANADIAN SCOTTISH REGIMENT
(PRINCESS MARY'S)



1912 - 2012

Join us in celebrating our 100th Anniversary

19-21 Oct 2012 In Victoria

The Canadian Scottish Regiment (Princess Mary's) whose roots are from the 88th Regiment (Victoria Fusiliers) and the 50th Regiment (Gordon's) both established in Victoria BC on September 3, 1912 and August 15, 1913 respectively is celebrating its 100th year of service to the communities on Vancouver Island and Canada.

The Public are invited to attend the following events:

Sunday, October 21 at 11:00 AM at Christ Church Cathedral where members of the Regimental Family will participate at a Church Service and followed at Noon by a Memorial service at Pioneer Square (beside Christ Church Cathedral).

Sunday, October 21 at 12:45 PM at Royal Athletic Park, 1014 Caledonia Ave, where Honourable Steven Point, Lieutenant Governor of BC will review The Canadian Scottish Regiment (Princess Mary's) at a formal military parade.

Sunday, October 21 at 3:45 PM in front of the Victoria City Hall on Douglas Street where the Regiment will exercise its Right to the Freedom of the City challenged by the Mayor, City Council and Chief of Police.

Deas Gu Cath - Ready For The Fray

COME AND SEE
THIS PROUD REGIMENT

www.cscotr100.ca



The Royal Canadian Legion

ESQUIMALT DOCKYARD BRANCH No. 172

822 ADMIRALS ROAD, VICTORIA, B.C. V8A 2N7
E-MAIL: rclsesquimalt@shaw.ca • WEB: www.legion172.com

PHONES	
SECRETARY	(250) 386-7635
LOUNGE	(250) 385-0213
FAX	(250) 386-7626

BACKGROUND

While security and safety are primary concerns for seniors who live alone, one of the greatest risks to a senior's good health and well-being is the isolation. Isolated seniors tend to develop physical as well as mental health issues, and many suffer from poor nutrition, which can contribute to or aggravate serious health problems. Then there is the cost of living alone, which can hit many older adults quite hard. Finally, ask the family members of an aging parent living alone and chances are their response will betray more than a trace of worry.

Assisted living has emerged as a senior living option for those who are in need of some assistance with daily living yet aim to live as independently as possible. Assisted living residences provide help with things such as housekeeping, transportation, meal preparation, even personal care. Along with the comforts of home, assisted living communities offer residents a wide range of assistance while allowing them to enjoy companionships and maintain a normal social lifestyle.

Assisted living, is recognized by experts in gerontology and the health care system as a viable, cost-effective and dignified option for seniors who need assistance with everyday activities. Studies have shown that having access to even the most basic support can keep seniors living on their own and, as a consequence, improve their quality of life. Assisted living addresses a very real need in our society and in our community.

This housing initiative will support a variety of needs of its residents, including market and below market rental units, in some instances nutritional assistance, safety, companionship, and opportunities for socialization and learning. The assisted living services will allow both residents and surrounding community seniors to retain their health and remain in their homes as long as possible.

We cannot wait. Change is already upon us, and with every passing year we are being called upon to provide increasingly complex health care and varying degrees of care to more and more people. Already there is a waiting list for units. This not only reminds us of the urgency to complete our building goals, but it also tells us that the need is out there.

HONOURING OUR VETERANS

From World War I, World War II and the Korean War to the war-torn areas of conflict around the world today, such as Afghanistan, Canadian Forces troops and peacekeepers have courageously stepped up to participate on the world stage as a force for peace and security, defending freedoms, protecting the vulnerable and the innocent, and bringing honour to our nation. To this day, our Forces continue to provide training, equipment, troops, assistance, as well as peacekeeping and humanitarian support when and where needed. Already many of our modern-day veterans are 65 and over, and it is their turn to need assistance, support and care.

WHY SUPPORT THIS HOUSING PROJECT?

Seniors' housing, affordable seniors' housing and assisted living services are part of an up-to-date provincial vision for long-term care. Indeed, long-term care beds are licensed and controlled by the province.

That said, however, the most important reason for supporting this Seniors' housing initiative is...our senior citizens and our senior veterans! At a time in their lives when they most need care, many older adults find themselves with fewer resources and even fewer options. This housing initiative will address a number of the difficulties many middle and low income seniors face, by making life safer and more comfortable through assisted living.

For the elderly widow who lives alone and is afraid of falling, assisted living provides her with ease of mind.

For the aging couple no longer able to look after a home, assisted living will allow them to enjoy their senior years together, even if one individual is increasingly frail or infirm.

For the widower struggling with small everyday chores he can no longer manage on his own due to arthritis, assisted living offers a welcome solution.

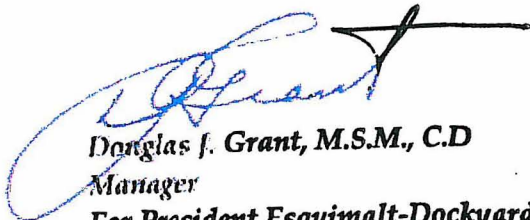
To the senior veteran who is still active and able but just a little frailer these days, assisted living residence will be the perfect home, where friends old and new can be found, good memories kept alive, and pride restored.

And, if we were to pause and think selfishly for just a moment, we would realize that we too are aging, and that one day "the senior" in need might very well be one of us. We do not know what our future holds, but if we know that there are facilities like this project in our midst, then the future seems a little brighter and less frightening after all.

This is a good idea whose time has come. It is the right thing to do at the right time, for our seniors and for our vets.

Won't you help?

Building Choices, Changing Lives



Douglas J. Grant, M.S.M., C.D

Manager

**For President Esquimalt-Dockyard Branch 172
(250) 386-7635**

I support this development project.

Name: _____

Please Print

Address: _____

Phone: _____

Please sign and date

Or

I do not support this development project.

Name: _____

Please Print

Address: _____

Phone: _____

Please sign and date

Township of ESQUIMALT



GREEN BUILDING CHECKLIST

The purpose of this Checklist is to make property owners and developers aware of specific green features that can be included in new developments to reduce their carbon footprints to help create a more sustainable community.

Creating walkable neighbourhoods, fostering green building technologies, making better use of our limited land base and ensuring that new development is located close to services, shops and transit are some of the means of achieving sustainability.

The Checklist which follows focuses on the use of Green Technologies in new buildings and major renovations. The Checklist is not a report card, it is a tool to help identify how your project can become 'greener' and to demonstrate to Council how your project will help the Township of Esquimalt meet its sustainability goals. It is not expected that each development will include all of the ideas set out in this list but Council is looking for a strong commitment to green development.

There are numerous green design standards, for example, Built Green BC; LEED ND; Living Building Challenge; Green Shores; Sustainable Sites Initiative. Esquimalt is not directing you to follow any particular standard, however, you are strongly encouraged to incorporate as many green features as possible into the design of your project.

As you review this checklist, if you have any questions please contact Development Services at 250.414.7108 for clarification.

**New development is essential to Esquimalt.
We look forward to working with you
to ensure that development is
as green and sustainable as possible.**

Other documents containing references to building and site design and sustainability, which you are advised to review, include:

- Esquimalt's Official Community Plan
- Development Protocol Policy
- Esquimalt's Peacemaker Charter
- Tree Protection Bylaw No. 2664
- A Sustainable Development Strategic Plan



"One-third of Canada's energy use goes to running our homes, offices and other buildings. The federal government's Office of Energy Efficiency (Natural Resources Canada) reports that a corresponding one-third of our current greenhouse gas (GHG) emissions come from the built environment."
[Green Building and Development as a Public Good, Michael Buzzelli, CPRI Research Report June 2009]

Please answer the following questions and describe the green and innovative features of your proposed development. Depending on the size and scope of your project, some of the following points may not be applicable.

Green Building Standards

Both energy use and emissions can be reduced by changing or modifying the way we build and equip our buildings.

- 1 Are you building to a recognized green building standard? Yes No
If yes, to what program and level? Bronze! ✓
- 2 If not, have you consulted a Green Building or LEED consultant to discuss the inclusion of green features? Yes No ✓
- 3 Will you be using high-performance building envelope materials, rainscreen siding, durable interior finish materials or safe to re-use materials in this project? Yes No
If so, please describe them. ✓
- 4 What percentage of the existing building[s], if any, will be incorporated into the new building? 0 %
- 5 Are you using any locally manufactured wood or stone products to reduce energy used in the transportation of construction materials? Please list any that are being used in this project.
Yes where possible.
- 6 Have you considered advanced framing techniques to help reduce construction costs and increase energy savings? Yes No ✓
- 7 Will any wood used in this project be eco-certified or produced from sustainably managed forests? If so, by which organization? No
For which parts of the building (e.g. framing, roof, sheathing etc.)? N/A
- 8 Can alternatives to Chlorofluorocarbons and Hydro-chlorofluorocarbons which are often used in air conditioning, packaging, insulation, or solvents be used in this project? If so, please describe these. Yes No ✓
- 9 List any products you are proposing that are produced using lower energy levels in manufacturing.
- 10 Are you using materials which have a recycled content [e.g. roofing materials, interior doors, ceramic tiles or carpets]? Yes No ✓ ~~No~~
- 11 Will any interior products [e.g. cabinets, insulation or floor sheathing] contain formaldehyde? Yes No ✓

Water Management

The intent of the following features is to promote water conservation, re-use water on site, and reduce storm water run-off.

Indoor Water Fixtures

- | | | | |
|----|--|-----|----|
| 12 | Does your project exceed the BC Building Code requirements for public lavatory faucets and have automatic shut offs? | Yes | No |
| | | ✓ | |
| 13 | For commercial buildings, do flushes for urinals exceed BC Building Code requirements? | Yes | No |
| | | | ✓ |
| 14 | Does your project use dual flush toilets and do these exceed the BC Building Code requirements? | Yes | No |
| | | | ✓ |
| 15 | Does your project exceed the BC Building Code requirements for maximum flow rates for private showers? | Yes | No |
| | | | ✓ |
| 16 | Does your project exceed the BC Building Code requirements for flow rates for kitchen and bathroom faucets? | Yes | No |
| | | | ✓ |

Storm Water

- | | | | | |
|----|--|-----|----|-----|
| 17 | If your property has water frontage, are you planning to protect trees and vegetation within 60 metres of the high water mark? [Note: For properties located on the Gorge Waterway, please consult Sections 7.1.2.1 and 9.6 of the Esquimalt Official Community Plan.] | Yes | No | N/A |
| | | | | ✓ |
| 18 | Will this project eliminate or reduce inflow and infiltration between storm water and sewer pipes from this property? <u>Will be piped separately.</u> | Yes | No | N/A |
| | | ✓ | | |
| 19 | Will storm water run-off be collected and managed on site (rain gardens, wetlands, or ponds) or used for irrigation or re-circulating outdoor water features? If so, please describe. _____ | Yes | No | N/A |
| | | ✓ | | |
| 20 | Have you considered storing rain water on site (rain barrels or cisterns) for future irrigation uses? | Yes | No | N/A |
| | | | | ✓ |
| 21 | Will surface pollution into storm drains will be mitigated (oil interceptors, bio-swales)? If so, please describe. <u>oil interceptors</u> | Yes | No | N/A |
| | | ✓ | | |
| 22 | Will this project have an engineered green roof system or has the structure been designed for a future green roof installation? | Yes | No | N/A |
| | | | ✓ | |
| 23 | What percentage of the site will be maintained as naturally permeable surfaces? | | | |

5-10 %

Waste water

- | | | | | |
|----|--|-----|----|-----|
| 24 | For larger projects, has Integrated Resource Management (IRM) been considered (e.g. heat recovery from waste water or onsite waste water treatment)? If so, please describe these. _____ | Yes | No | N/A |
| | | | | ✓ |

Natural Features/Landscaping

The way we manage the landscape can reduce water use, protect our urban forest, restore natural vegetation and help to protect the watershed and receiving bodies of water.

- | | | | | |
|----|--|-----|----|-----|
| 25 | Are any healthy trees being removed? If so, how many and what species? | Yes | No | N/A |
|----|--|-----|----|-----|

Could your site design be altered to save these trees?

Have you consulted with our Parks Department regarding their removal?

- | | | | | |
|----|---|-----|----|-----|
| 26 | Will this project add new trees to the site and increase our urban forest?
If so, how many and what species? _____ | Yes | No | N/A |
| | | ✓ | | |
| 27 | Are trees [existing or new] being used to provide shade in summer or to buffer winds? | Yes | No | N/A |
| | | ✓ | | |
| 28 | Will any existing native vegetation on this site be protected?
If so, please describe where and how. _____ | Yes | No | N/A |
| | | | ✓ | |
| 29 | Will new landscaped areas incorporate any plant species native to southern Vancouver Island? | Yes | No | N/A |
| | | ✓ | | |
| 30 | Will xeriscaping (i.e. the use of drought tolerant plants) be utilized in dry areas? | Yes | No | N/A |
| | | ✓ | | |
| 31 | Will high efficiency irrigation systems be installed (e.g. drip irrigation; 'smart' controls)? | Yes | No | N/A |
| | | ✓ | | |
| 32 | Have you planned to control invasive species such as Scotch broom, English ivy, Himalayan and evergreen blackberry growing on the property? | Yes | No | N/A |
| | | | | ✓ |
| 33 | Will topsoil will be protected and reused on the site? | Yes | No | N/A |
| | | | ✓ | |

Energy Efficiency

Improvements in building technology will reduce energy consumption and in turn lower greenhouse gas [GHG] emissions. These improvements will also reduce future operating costs for building occupants.

- | | | | | |
|----|--|-----|----|-----|
| 34 | Will the building design be certified by an independent energy auditor/analyst?
If so, what will the rating be? _____ | Yes | No | N/A |
| 35 | Have you considered passive solar design principles for space heating and cooling or planned for natural day lighting? | Yes | No | N/A |
| | | ✓ | | |
| 36 | Does the design and siting of buildings maximize exposure to natural light?
What percentage of interior spaces will be illuminated by sunlight? _____ % | Yes | No | N/A |
| | | ✓ | | |
| 37 | Will heating and cooling systems be of enhanced energy efficiency (ie. geothermal, air source heat pump, solar hot water, solar air exchange, etc.).
If so, please describe. _____
If you are considering a heat pump, what measures will you take to mitigate any noise associated with the pump? _____ | Yes | No | N/A |
| | | | | ✓ |
| 38 | Has the building been designed to be solar ready? | Yes | No | N/A |
| | | | ✓ | |
| 39 | Have you considered using roof mounted photovoltaic panels to convert solar energy to electricity? | Yes | No | N/A |
| | | | ✓ | |
| 40 | Do windows exceed the BC Building Code heat transfer coefficient standards? | Yes | No | N/A |
| | | | ✓ | |
| 41 | Are energy efficient appliances being installed in this project?
If so, please describe. <i>Appliances that have efficiency rating.</i> | ✓ | | |
| 42 | Will high efficiency light fixtures be used in this project?
If so, please describe. | Yes | No | N/A |
| | | | ✓ | |
| 43 | Will building occupants have control over thermal, ventilation and light levels? | Yes | No | N/A |
| | | ✓ | | |
| 44 | Will outdoor areas have automatic lighting [i.e. motion sensors or time set]? | Yes | No | N/A |
| | | ✓ | | |
| 45 | Will underground parking areas have automatic lighting? | Yes | No | N/A |
| | | ✓ | | |

Air Quality

The following items are intended to ensure optimal air quality for building occupants by reducing the use of products which give off gases and odours and allowing occupants control over ventilation.

46	Will ventilation systems be protected from contamination during construction and certified clean post construction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
47	Are you using any natural, non-toxic, water soluble or low-VOC [volatile organic compound] paints, finishes or other products? If so, please describe.	Yes	<input checked="" type="checkbox"/> No	N/A
48	Will the building have windows that occupants can open?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
49	Will hard floor surface materials cover more than 75% of the liveable floor area?	Yes	<input checked="" type="checkbox"/> No	N/A
50	Will fresh air intakes be located away from air pollution sources?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A

Solid Waste

Reuse and recycling of material reduces the impact on our landfills, lowers transportation costs, extends the life-cycle of products, and reduces the amount of natural resources used to manufacture new products.

51	Will materials be recycled during demolition of existing buildings and structures? If so, please describe. <u>we will recycle where we can.</u> <u>Demo team may use for other projects.</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
52	Will materials be recycled during the construction phase? If so, please describe. <u>where possible.</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
53	Does your project provide enhanced waste diversion facilities i.e. on-site recycling for cardboard, bottles, cans and or recyclables or on-site composting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
54	For new commercial development, are you providing waste and recycling receptacles for customers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A

Green Mobility

The intent is to encourage the use of sustainable transportation modes and walking to reduce our reliance on personal vehicles that burn fossil fuels which contributes to poor air quality.

55	Is pedestrian lighting provided in the pathways through parking and landscaped areas and at the entrances to your building[s]?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
56	For commercial developments, are pedestrians provided with a safe path[s] through the parking areas and across vehicles accesses?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
57	Is access provided for those with assisted mobility devices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
58	Are accessible bike racks provided for visitors? <u>In front of Building entrance.</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
59	Are secure covered bicycle parking and dedicated lockers provided for residents or employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
60	Does your development provide residents or employees with any of the following features to reduce personal automobile use [check all that apply]: <input type="checkbox"/> transit passes <input type="checkbox"/> car share memberships <input type="checkbox"/> shared bicycles for short term use <input checked="" type="checkbox"/> weather protected bus shelters <input checked="" type="checkbox"/> plug-ins for electric vehicles			

Is there something unique or innovative about your project that has not been addressed by this Checklist? If so, please add extra pages to describe it.



The Royal Canadian Legion

ESQUIMALT DOCKYARD BRANCH No. 172

622 ADMIRALS ROAD, VICTORIA, B.C. V9A 2N7
E-MAIL: rclsesquimalt@shaw.ca • WEB: www.legion172.com

PHONES
SECRETARY (250) 386-7635
LOUNGE (250) 385-0213
FAX (250) 386-7626

06 December 2012

**Township of Esquimalt
Business & Development
1229 Esquimalt Road
Victoria, BC
V9A 3P1**



Reference: Development 622 Admirals Road, Victoria, BC V9A 2N7

Dear Sir:

Please use this correspondence as your authority to consider the scheduled development property in the above reference as a Senior Veteran and senior's facility entirely.

The Legion portion of this facility will have its own Strata Council for the rental property.

Should you require any further information please do not hesitate to contact me.

Yours truly



**Doug Grant
General Manager**



Seniors Supportive Housing -Project Summary-

622 Admirals Rd., Esquimalt BC
Canada, V9A 2N7

Monimos Equities and Developments Inc.
chris@monimos.com | www.monimos.com | 250.885.4481



Introduction

According to the February 2011 edition of Senior Living Magazine “The seniors population in BC is increasing at almost twice the rate of the general population. Right now, there are more than half a million people over the age of 65. That will increase to nearly 1.4 million people, almost a quarter of BC’s population, in the next 25 years”. This is significant to the landscape of real estate development as these numbers forecast a much greater need for infrastructure, amenities, and services that are geared toward an ageing population.

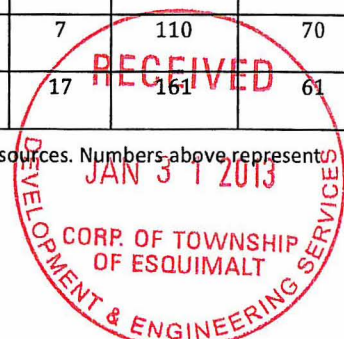
The Capital Regional District (CRD) is located on the southern tip of Vancouver Island, and includes 13 municipalities, the largest of which is the City of Victoria. According to BC Stats and CivicInfo BC, the 75+ senior population in the CRD will increase by 119% in the next 25 years (Bob Papau, Supply & Demand Study, 2011). This represents an increase of approximately 37,000 elderly seniors in the CRD.

Not only is Vancouver Island expecting a huge increase in its senior population, it is also ranked among the best places to retire in Canada according to a recent study from MoneySense – Canada’s Personal Finance website (2012).

Table 1.0 – Best Places to Retire in Canada

Overall Rank	City	Walk/Bike To Work	Affordable Housing	Taxes	Pop. Growth	Health	Crime	Climate	Sports/Hospitals
▲									
1	Kingston, Ont.	12	113	5	65	66	4	43	41
2	Halifax, N.S.	24	94	11	65	116	10	41	16
3	Saanich, B.C.	26	186	3	122	33	22	1	17
4	Victoria, B.C.	1	180	3	104	167	21	2	8
5	Ottawa, Ont.	39	134	5	14	27	46	66	4
6	Courtenay, B.C.	18	160	3	4	125	36	23	95
7	Burlington, Ont.	163	136	5	17	3	79	3	27
8	Joliette, Que.	31	62	12	6	85	5	81	143
9	Rimouski, Que.	16	47	12	81	30	7	110	70
10	Moncton, N.B.	66	13	7	35	98	17	161	61

Best Places to Retire compiles municipal data and information from Statistic Canada and other sources. Numbers above represent rankings out of 190 cities.



We propose to build a supportive housing project at 622 Admirals Rd. in Esquimalt, BC. The property currently houses The Royal Canadian Legion -Esquimalt Dockyard Branch 172. Monimos has entered into a joint venture partnership with the Legion. The Legion is providing the land in return for a new Legion facility, 12 Veteran Senior Housing units, and access to potential new members in the building. This partnership reduces the initial development costs considerably, and gives the Legion recurring revenue once construction is complete.

The project will be a 12-storey, 152-unit, supportive housing high-rise. The completed building will consist of:

- 140 (1 and 2 bedroom) senior independent living units
- Independent living common areas
- 1,200 sq. ft. of commercial space
- 5,000 sq. ft. Legion Facility
- 12, non-profit (455 sq. ft. bachelor) Legion Veteran Senior Housing units.
- The building will be comprised of three separate strata titles; the commercial space, the Legion and Veteran Senior Housing Units, and the senior supportive housing units.

Lot

Lot square footage:	32,360 sq. ft.
Floor Area Ratio (FAR):	3.4:1

High-rise

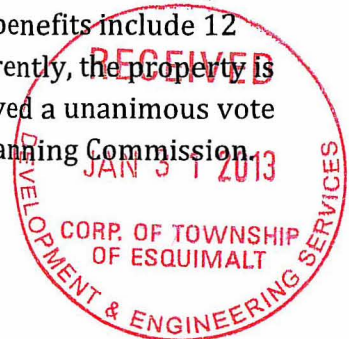
Total high-rise square footage:	145,897 sq. ft.
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Parking

Total Parking spaces:	94 spaces
-----------------------	-----------

Zoning

In Esquimalt's Official Community Plan (OCP), the property is designated as Commercial Mixed Use. The Commercial Mixed Use zoning will allow up to a 12-storey high-rise, with a 3:1 Floor Area Ratio (FAR), with municipal provisions for density bonusing. Density bonusing is the right to increase the profitable density of the building in return for community benefits. In this case, the benefits include 12 non-profit veteran housing units and a 5,000 sq. ft. Legion. Currently, the property is zoned C-3 (Core Commercial). On December 18, 2012 we received a unanimous vote of approval to proceed to council from Esquimalt's Advisory Planning Commission.



Projected Timeline

Rezoning Process	3 months
Working Drawings /Works & Services	3 months
<u>Construction / Marketing and Lease Up</u>	<u>18 months</u>
Total:	24 months

The Project

This high quality, modern facility will offer residents luxury as well as functionality. The 12-storey, 152-unit independent living high-rise will provide a full complement of services and amenities tailored toward the needs of a maturing population.

The spacious, covered main entrance off of Admirals Rd. provides comfortable access to the building through all seasons. On the main floor, residents will enjoy gourmet meals served in a large dining room that opens to a covered patio area. An additional private dining area can be reserved for special occasions and gatherings. A tearoom also opens onto a covered patio and will provide continental breakfast and snacks.



Recreational and entertainment programs will be offered in the high-tech auditorium / multi-purpose room and an in-house commercial laundry facility will provide linen service for residents. A salon and retail space will be easily accessible on the main floor and a guest suite can be reserved for visitors. The state-of-the-art Legion is located on the main floor, separate from the resident's facilities.

There is a main bus stop directly in front of the building and a shuttle service for residents will also be available. Secure underground parking is accessible to residents, Legion patrons and guests. Four full-size elevators provide easy access



from the parkade, to the rest of building.

The ninth-floor will offer residents a wide variety of amenities such as a fireside piano bar, lounge, library, computer and media room, greenhouse, and two rooftop gardens. Outdoor patio spaces on the ninth-floor, allow all residents to enjoy the breathtaking panoramic views of the ocean, Olympic Mountains, Naden Naval Base, and surrounding communities.

Location - The Municipality of Esquimalt

The unique West Coast location of Esquimalt makes it an ideal retirement community. It is located close to downtown Victoria and the Victoria General Hospital. Parks, walkways, and the close proximity to the ocean, inspire active outdoor living. Esquimalt offers residents a vibrant lifestyle, with shops, cafes, and restaurants as well as its many community events, and recreational facilities. Construction of the new Johnson Street Bridge and the upgrade of main arterial roads provide easy access to downtown Victoria and surrounding communities.

Greater Victoria is a community where people like to age in place. As people get older they prefer to stay in an area they know well and are comfortable with. This project will provide for the needs of local seniors, allowing them to continue to live in their community. As seniors make this transition, more homes become available for young families. This existing market will provide a valuable source of lease-ups for the project.

The Ministry of Health recently recognized Esquimalt as an Age-friendly Community. The following article was posted on the website of the Township of Esquimalt this fall:

'Esquimalt has been recognized by the Ministry of Health as an Age-friendly Community. The recognition goes to local governments that support older residents to remain healthy and active in their community. Esquimalt was one of nine municipalities province-wide that received the recognition.'

"We are pleased to be recognized in this way and will continue in our efforts to make Esquimalt an accessible and healthy community for residents of all ages," said Mayor Barbara Desjardins.

Examples of recent age-friendly improvements in the Township include Esquimalt Active Park, an outdoor fitness park for all ages and abilities, and accessibility improvements to its recreation facilities.'



The Esquimalt Official Community Plan lays out a vision for the revitalization of the existing downtown core, called the Esquimalt Village Project. Improved overall infrastructure, as well as the new village town style, lends itself well to our project in that it provides new services and amenities that are all within walking distance. Having the Legion as a part of the facility is an added benefit for the residents, as it will provide numerous social and recreational activities. The Esquimalt Legion is an integral part of local history, and has been providing much needed services to members, veterans and the community for over one hundred years.

Esquimalt recently upgraded the storm, sanitary, and water systems to allow for extensive multifamily and commercial development in the areas designated for high-density. With the new OCP and infrastructure upgrades, Esquimalt has created a positive climate for development. Many new, large-scale projects are transforming the face of Esquimalt.

In addition, Esquimalt Road was recently upgraded to a boulevard, and a \$35.5 million emergency response centre was recently completed. There is also a new \$18 million wellness and recreation centre under construction. Both of these projects are within a one-minute drive from our site.

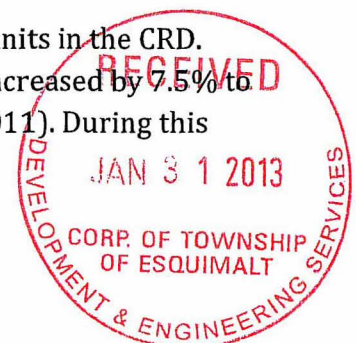
The replacement of the Johnson St. bridge with a new \$92.8 million bridge will bring approximately 900 new jobs. The new bridge will provide easy access from Esquimalt and Victoria West to downtown Victoria. With the awarding of new shipbuilding contracts and the upgrading of the graving yards and docks in Esquimalt, numerous paying jobs are being brought into the community.

Current Environment

There are 3 types of facilities for seniors to choose from depending on their needs:

1. *Supportive housing* – Also known as independent living, meals, recreational activities, wellness programming, and housekeeping are provided.
2. *Assisted living* – Includes above services, as well as licensed care.
3. *Extended care* – Includes all of the above, plus treatment rooms and medical professionals on staff.

There are currently 28 independent living facilities with 2,171 units in the CRD. Between 2010 and 2011, the occupancy rate in these facilities increased by 7.5% to 90% overall occupancy (Bob Papau, Supply & Demand Study, 2011). During this



period, 38.5% of the vacant units became occupied. The facilities with higher vacancies are generally:

- Not offering a full spectrum of services and amenities
- Aging and in need of upgrade
- Under renovation
- In poor locations

These buildings lose residents to competitors who can provide new facilities or have recently invested in major upgrades. Modern full service facilities have higher occupancy rates.

Project Cost Structure

Estimated Construction Costs

Table 2.0

Total Hard Costs	\$28,262,000
Total Soft Costs	\$6,470,000
Total Project Costs (excluding financing costs)	\$34,732,000

These costs are based upon recent construction quotes. It is also important to note that construction costs in Victoria are currently at a 10-year low.



Table 4.0

Comparable Independent Living Facilities					
<i>Building / Year</i>	<i>Year</i>	<i>Location</i>	<i># of Units</i>	<i>Occupancy Rate (Dec 2011)</i>	<i>Monthly Rental Rate</i>
Carlton House	2006	Oak Bay	88	100%	1-Bed = \$3335 2-Bed = \$5382
Berwick (Shelbourne)	1987	Gordon Head	100	95%	1-Bed = \$3435 2-Bed = \$4445
Amica (Douglas St.)	1970	Victoria	63	84.1%	1-Bed = \$4295 2-Bed = \$4295
Amica (Somerset)	1990	Victoria	134	95.5%	1-Bed = \$4200 2-Bed = \$5600
Amica (Beechwood)	1990	Sidney	104	100%	1-Bed = \$3795 2-Bed = \$4660
Parkwood Place	1989	Gordon Head	102	96.1%	1-Bed = \$3900 2-Bed = \$4900
The Wellesley	1988	Victoria	141	89.4%	1-Bed = \$3420 2-Bed = \$4680
Shannon Oaks	2007	Oak Bay	101	100%	1-Bed = \$3300 2-Bed = \$4300
Average Rental Rates			1-Bed = \$3,710 2-Bed = \$4,783		

Contact Information

If you would like more information, please contact:

Chris Fitzpatrick
President
Cell: 250.885.4481
chris@monimos.com

For more details about Monimos Equities and Development Ltd., please visit

www.monimos.com.



Sources

- Senior Living Magazine, February, 2011.
- <http://list.moneysense.ca/rankings/best-places-to-live/2012/for-retire/Default.aspx?sp2=1&sc1=0&d1=a>
- "Supply and Demand Study: Seniors Supportive Housing Project, Esquimalt, British Columbia." Bob Papau, Dom Santi Management Inc., 2011.





**Summary of 'Supply & Demand Study: Seniors Supportive
Housing Project Esquimalt, British Columbia'
622 Admirals Rd., Esquimalt BC**



Monimos Equities and Developments Inc.
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Background

Monimos and their joint venture partner, the Esquimalt Legion – Dockyard Branch 172, have applied to the Municipality of Esquimalt to rezone the Legion property for a seniors independent living facility. The proposed project will be a 12-storey, 152-unit, independent living high-rise. The facility will consist of 140 (1 and 2 bedroom) senior independent living units, the independent living common areas, 1,200 sq. ft. of commercial space, a new 5,000 sq. ft. Legion Facility and 12, non-profit (455 sq. ft. bachelor) Legion Veteran Senior Housing units.

In December of 2011, Bob Papau of Dom Santi Consulting, a seniors housing consultant, was commissioned to complete a market supply and demand study to determine the viability of the project. The consultant obtained data from personal visits to other facilities in the Victoria area, BC Stats, CivicInfo BC, PEOPLE36, Canada Mortgage and Housing Corporation (CMHC), BC Housing, Capital Regional District (CRD), and other sources. The following is a summary of the results of this report.

Demand

Seniors 75 and older are the prime target market for this facility. Data from BC stats and CivicInfo BC indicate that, between 2011 and 2036, there will be a 119% increase in the 75+ senior population in the target market area, the Capital Regional District (CRD). This represents an increase of over 37,000 elderly seniors. In the report, the consultant states that, "It is apparent that from 2016 to 2036 there will be a strong demand from elderly seniors for supportive housing in the Capital Region."

Supply

There are currently 28 independent living facilities, with 2,171 units, in the CRD. Between 2010 and 2011, the occupancy rate in these facilities increased by 7.5% to 90% overall occupancy. The facilities with higher vacancies are generally:

- not offering a full spectrum of services and amenities
- aging, and in need of upgrade
- under renovation
- in poor locations

The following table highlights comparable facilities in the CRD:



Comparable Independent Living Facilities					
Building	Year	Location	# of Units	Occupancy Rate (Dec 2011)	Monthly Rental Rate
Carlton House	2006	Oak Bay	88	100%	1-Bed = \$3335 2-Bed = \$5382
Berwick (Shelbourne)	1987	Gordon Head	100	95%	1-Bed = \$3435 2-Bed = \$4445
Berwick (Royal Oak)	2008	Royal Oak	203	70%	1-Bed = \$4080 2-Bed = \$5435
Amica (Douglas St.)	1970	Victoria	63	84.1%	1-Bed = \$4295 2-Bed = \$4295
Amica (Somerset)	1990	Victoria	134	95.5%	1-Bed = \$3800 2-Bed = \$5450
Amica (Beechwood)	1990	Sidney	104	100%	1-Bed = \$3795 2-Bed = \$4660
Parkwood Place	1989	Gordon Head	102	96.1%	1-Bed = \$3900 2-Bed = \$4900
The Wellesley	1988	Victoria	141	89.4%	1-Bed = \$3420 2-Bed = \$4680
Shannon Oaks	2007	Oak Bay	101	100%	1-Bed = \$3300 2-Bed = \$4300
Average Rental Rates	-	-			1-Bed = \$3,723.90 2-Bed = \$4,955.50

The newest, and largest facility in BC is Berwick at Royal Oak. Here are the consultant's comments about this facility:

"Opened in 2008 Berwick Royal Oak is the largest and perhaps grandest of all supportive housing facilities in British Columbia. In addition to its 203 supportive housing units it also provides residential care to residents in 27 care units. The residential care component was more recently opened and developed as a 2nd phase. The large capital investment in Berwick Royal Oak attests to the confidence the owners of Berwick Retirement Communities have in the long-term strength and financial viability of the supportive housing market in the Capital Region. Having opened during a time when financial and real estate markets were under duress it should be expected that the lease-up period for the new facility would extend beyond what may be considered the normal 18 - 24 month period. In context, Berwick Royal Oak's 70.0% occupancy rate transposes to 142 leased and occupied units, which is equal to the total number of units in each of the next largest facilities.



in the target market area. All in, this represents a remarkable marketing achievement. In a recent interview with the facility manager it was learnt that management had grown its business 20% - 25% in the past half year. Taking into consideration that the approximate annual turnover rate of units is 24%, the growth in Berwick Royal Oak's business serves as an indication of the capacity in the target market area to absorb high quality units that are reasonably priced."

Project Location

The West Victoria site is located on a high point in Esquimalt (approximately 40 ft. above sea level). This unique location will provide unobstructed, 360° views from the 3rd floor and up. It will be the only facility in the CRD to offer its residents views of the Olympic Mountains, the Strait of Juan de Fuca, the Western Communities, the Naden Naval Base, downtown Victoria, and Greater Victoria.

The site is located within easy access to all amenities and to downtown Victoria. The consultant noted the following about the location:

"Esquimalt has picturesque waterfront parks at Esquimalt Gorge Park, Saxe Point, Macaulay Point and in West Bay. In the Village, and within 3 blocks of the RCL Branch 172 site, are situated the municipal library, Esquimalt Recreation Centre, Archie Browning Sports Centre, and Bullen, Memorial and Rockcrest Parks. The small commercial core is anchored by the Esquimalt Plaza."

Esquimalt has a progressive vision for the future. The consultant made the following comments about its development plans:

"In 2007, the municipality of Esquimalt initiated a planning process to create a lively and sustainable town centre, the Esquimalt Village Project. Planning work including amendments to the Official Community Plan [OCP], and form and character and landscape design guidelines were completed and adopted. However, once new developments within the town centre, such as those proposed by the municipality and by RCL Branch 172 and Monimos begin to take form, the ambiance of the Village will change for the better, attracting new residents and businesses to it. Further population growth is expected from new and large residential developments in other neighborhoods in the municipality that are either in the municipal approval process or are being constructed. And, one of the other catalysts for population growth in the municipality will be the recently announced Government of Canada shipbuilding contract award of \$8 billion to Seaspan Marine. Seaspan Marine is expected to perform approximately 20% of the work under this contract in its Victoria Shipyards [located in Esquimalt] and will be making substantial



investments in its infrastructure and work force.”

Since the completion of this study, Seaspan Marine has been awarded new shipbuilding contracts that will employ numerous highly skilled workers. Esquimalt’s naval base is also embarking upon an \$18.7 million upgrade to their docking facilities. These projects will bring long term, high paying jobs and investment into Esquimalt. The Legion supportive housing facility will be an integral part of this growing and thriving community.

Keys to Success

The consultant believes that a viable and functional working design is vital to the success of the project. He recommends bringing an experienced operator on board early in the design stage. He suggests that focus groups be conducted with people in the target market in order to develop a successful marketing and lease up strategy. The consultant also recommends a risk analysis be undertaken which includes a financial feasibility study of the project.

All of these recommendations have been implemented.

The following quote, taken directly from the study, highlights southern Vancouver Island as a premiere retirement destination:

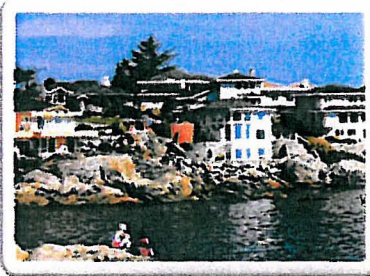
“It is commonly acknowledged that Victoria, and other municipalities on the southeast coast of Vancouver Island are a magnet for retirees from across Canada. During the field work it was confirmed that the composition of residents in supportive housing facilities in the Capital Region are a mix of local residents and those from other parts of British Columbia or Canada.”

For further information about this report, please contact:

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chris@monimos.com



Legion – Seniors' Housing



Seniors' Housing Parking Comparative Requirements

Prepared For:



Monimos Equities And Developments

C/O Chris Fitzpatrick

#104 – 2326 Harbour Road. Sidney, Bc. V8l 2p8

Tel: 250.885.4481

Fax: 604.581.6761

Chris@Monimos.Com

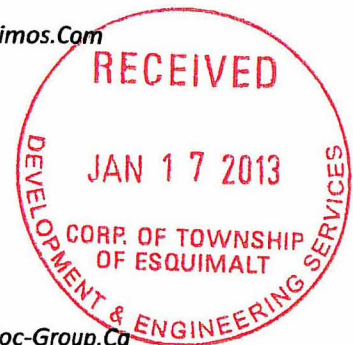
Prepared By:

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Fax: 604.461.4302

Don.Wong@Boc-Group.Ca



FINALIZED ON JANUARY 15, 2013

103

Table of Contents

Context..... 1

 Table I: Metro Vancouver Seniors' Housing Parking Requirements 1

Findings 2

Recommendation..... 2

 Table II: CRD Municipalities Seniors' Housing Parking Requirements 3

Appendix 4



Context

As part of their approval process for their seniors' housing project in Esquimalt, BC, Monimos Equities and Developments (Monimos) requested a comparative parking review for seniors housing in Metro Vancouver.

Three municipalities that house successful seniors' housing were selected as a reference:

- Pitt Meadows, BC
- New Westminster, BC
- Burnaby, BC

Below is a table summarizing seniors' housing parking requirements for the abovementioned municipalities:

Table I: Metro Vancouver Seniors' Housing Parking Requirements

MUNICIPALITY	ZONING	DISABLED PARKING	PARKING PER UNIT
Pitt Meadows	Assisted Living	in accordance with the requirements of the current Building Code	0.25
	Visitors	Car - 1 parking space for every 30 parking spaces after 45 regular spaces are provided.	0.3
New Westminster	Seniors Supportive or Assisted Housing for residential units 50 square metres in size or greater.	Van - 1 dedicated Van Lay-by when more than 45 parking spaces are required.	0.25
Burnaby	Senior Citizens Housing	In accordance with the requirements of the current Building Code	0.2
Esquimalt	Senior Citizens Apartments	1 for every 6 required Parking Spaces	0.5



Findings

- Average parking required for Senior's Housing complexes for the Metro Vancouver cities is 0.25 per unit
- Due to the reduced traffic, lower car ownership, and provision of a shuttle service, Seniors' Housing complexes for the three Metro Vancouver cities likely reduce carbon emissions from travel by 75% as compared with non-seniors housing

Recommendation

That Monimos request the Township of Esquimalt provide a variance to their existing Seniors' Housing parking requirements to match Metro Vancouver cities' so the Legion project will be more economically and environmentally sustainable.



Table II: CRD Municipalities Seniors' Housing Parking Requirements

MUNICIPALITY	HOUSING	PARKING PER UNIT
Central Saanich	Assisted Seniors' [Bylaw 1512]	0.6
Colwood	Congregate Housing	0.5
Esquimalt	Senior Citizens Apartments	0.5
Highlands	N/A	
Langford	Seniors' Care Facility (rental) 1 space per 2 dwellings units (i.e., 0.5 spaces per d/u)	0.5
Metchosin	Group Homes, Rest Homes, and Community Care Facilities	0.33
	Congregate Care	1.25
North Saanich	N/A	
Oak Bay	Special Needs Multiple Residential Use	0.5
Saanich	Buildings Containing three or more dwelling units for senior citizen housing and approved by the BC Housing Management Commission under the Non-profit Housing Program	0.5
Sidney	Congregate Care Housing or Life lease Units	0.5
Sooke	Assisted Living	0.5
Victoria	Senior Citizens' Residences	0.35
View Royal	Senior Citizens Multiple-Family Dwellings 0.5 space per dwelling unit where an established bus transit route and commercial facilities are located within 0.4 km (0.25 mile) of the development	0.5





20. LAND SURVEYORS SITE PLAN OF
LOT 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

Site Area: 3045 m2

SCALE 1:200

PLAN 28873

PLAN 2854

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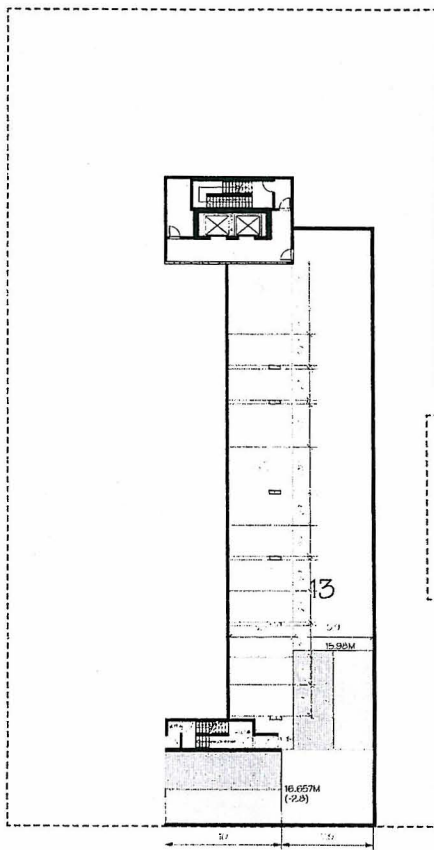
1 SITE PLAN/SURVEY
SCALE: 1:200

2 PARKING LEVEL 2
SCALE: 1:200



Admirals Road

Miles Street



SITE INFORMATION

Civic Address
622 ADMIRALS ROAD
ESQUIMALT, BC

LEGAL DESCRIPTION
BC LAND SURVEYORS SITE PLAN OF
LOTS 155-158, PLAN 2854,
EXCEPT PART IN RED ON PLAN 312 B.L.,
SUBURBAN LOT 43, ESQUIMALT DISTRICT

PROJECT STATISTICS

OCCUPANCY: GROUP C, GROUP A (LEGION HALL)
ZONING: NEW ZONE
SITE AREA: 3045m2
PORTION OF SITE DEDICATED TO ESQUIMALT = 217.9m2
REDUCED SITE AREA = 2827.1m2

LOT COVERAGE: 1552m2 51% (54.9%)

FLOOR SPACE RATIO:
ORIGINAL LOT FSR = 3.384
ORIGINAL LOT LESS ROAD WIDENING FSR = 3.041
BUILDING HEIGHT: 41.94m
(from average grade 21.276 geodetic)

FLOOR AREA: (m2)
LEVEL 1 1215.85
MEZZANINE 103.15
LEVEL 2 848.65
LEVEL 3-5 880.37 x 3 = 2,641.1
LEVEL 6-8 981.02 x 3 = 2,943.06
LEVEL 9 848.91m2
LEVEL 10-12 456.2m2 x 3 = 1368.6m2
TOTAL FLOOR AREA: 10,297.31m2

TOTAL UNITS = 152
12 - 1 Bed Units for the Legion @ 455sf
24 - 2 Bed Units average 800sf
116 - 1 Bed Units @ 565sf

PARKING REQUIRED:
152 seniors Units x .5 = 76 stalls
Commercial/Business/Professional Offices =
113 m2 ÷ 25 m2 = 4.52 stalls
Legion Space = 464.5 ÷ 14m2 = 33.17 stalls
Office 32.36m2 ÷ 30m2 = 1.75 stalls
TOTAL STALLS REQUIRED = 115.4 say 115 stalls

PARKING PROVIDED
152 Seniors Units x .35 = 53 stalls underground
(9 handicapped stalls included)
Commercial/Business/Professional Offices = 4 surface stalls
Offices = 2 surface stalls
Legion = 33 underground stalls (5 handicapped)
b scooters underground
12 bicycle racks at front entry
3 short term service vehicle stalls at rear of building
total parking stalls including short term service vehicles = 95

A. of the above the property is a portion of the Plan of Subdivision No. 155-158, Plan 2854, Esquimalt District, which is shown in red on Plan 312 B.L., Suburban Lot 43, Esquimalt District.



LEGISLATION

622 ADMIRALS ROAD

ESQUIMALT, BC

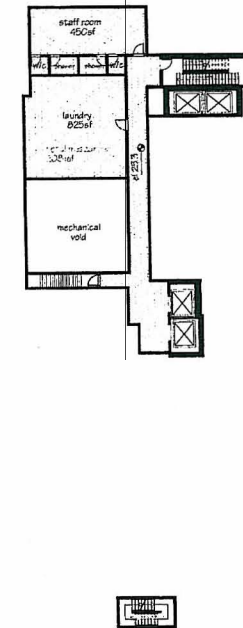
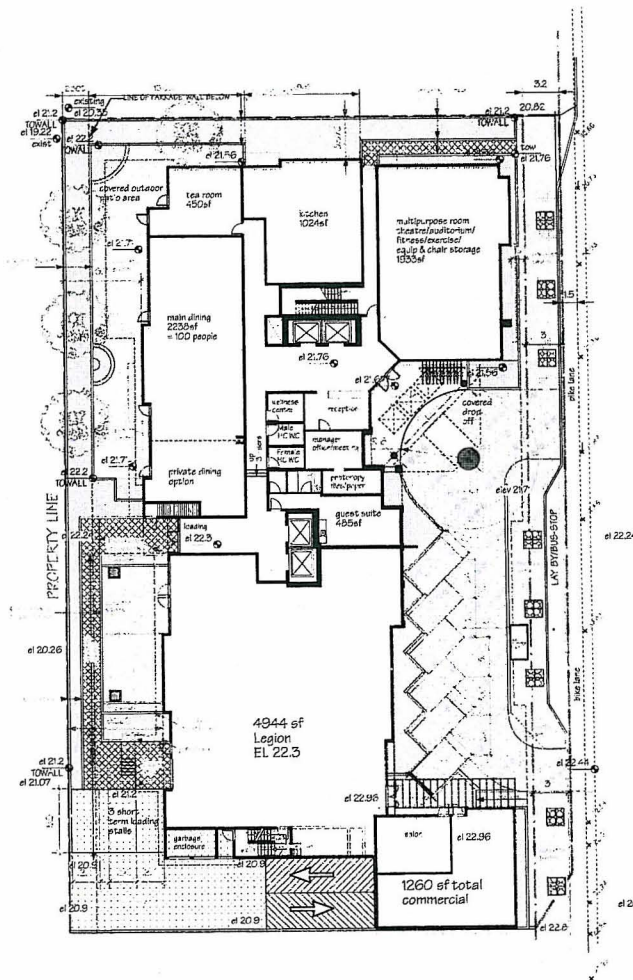
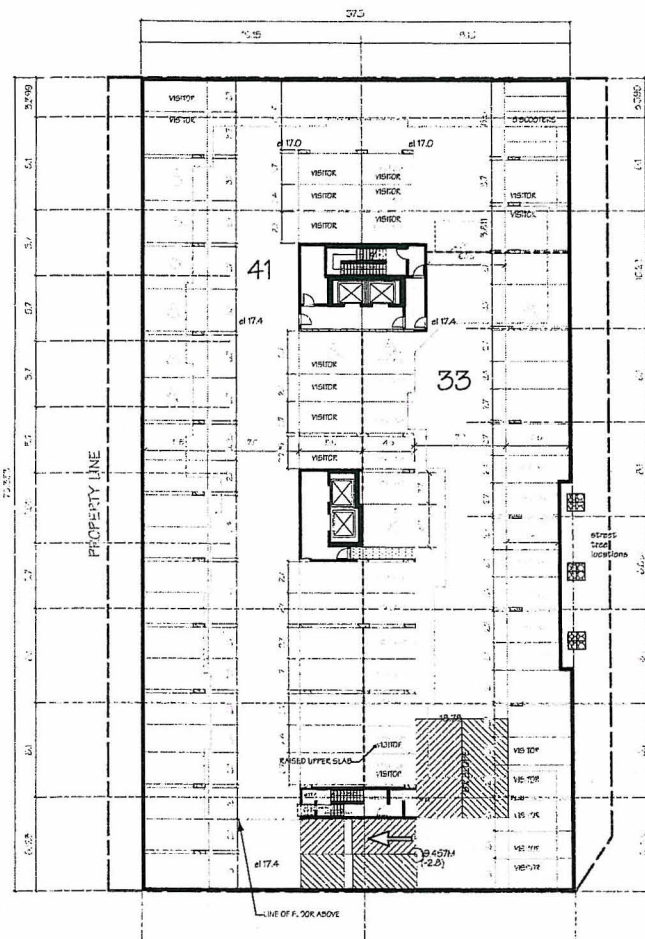
SITE PLAN

PARKING

SCALE: 1:200

DATE: JAN 2013

PROJECT: 11



ALL OF THE ARCHITECTS ARCHITECTS PROJECTS ARE DESIGNED BY THE ARCHITECTS. THESE DOCUMENTS ARE NOT TO BE USED FOR ANY OTHER PROJECTS WITHOUT THE ARCHITECTS' WRITTEN PERMISSION.

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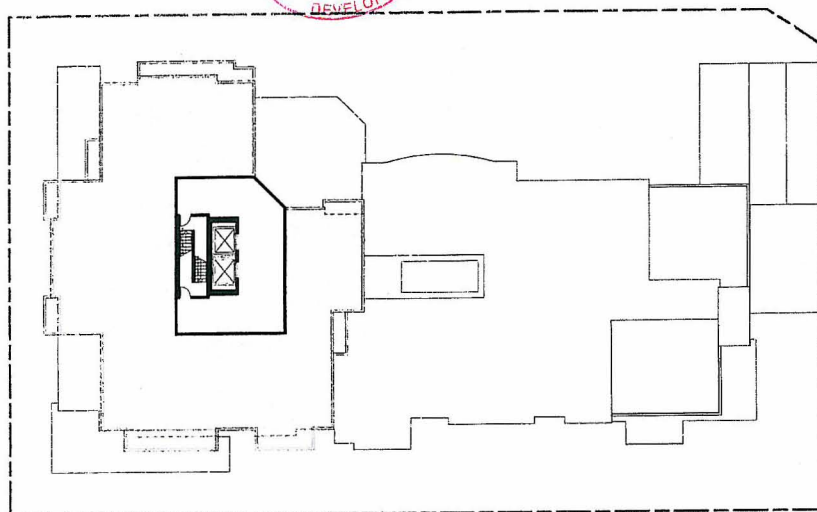
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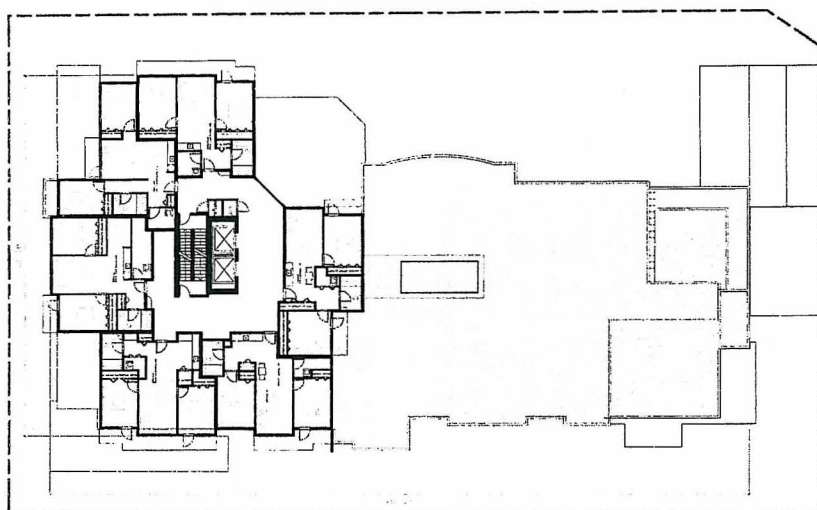
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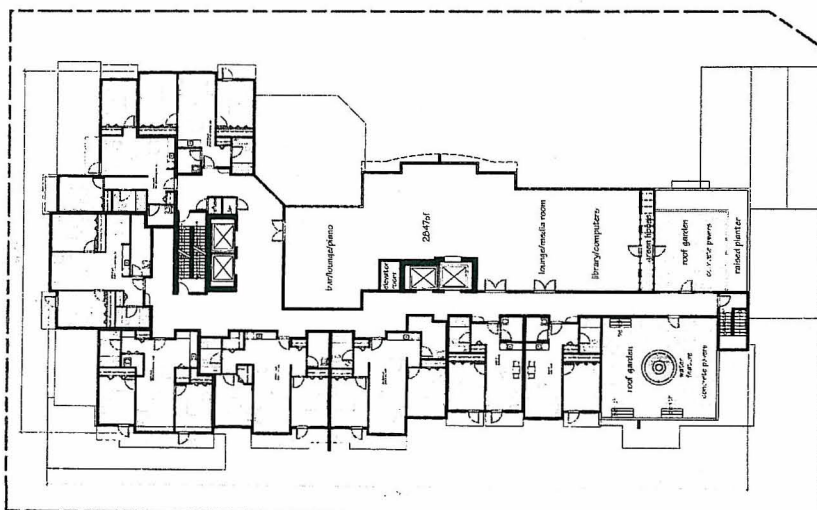
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MECHANICAL PENTHOUSE PLAN



10th, 11th AND 12th FLOOR PLAN



9th FLOOR PLAN

ALL OF THE DESIGN INFORMATION IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT. THE DESIGNER ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE DESIGNER ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT.

NOTES:

- MATERIALS**
- 1. EXTERIOR WALLS: CONCRETE
 - 2. INTERIOR WALLS: GYPSUM BOARD
 - 3. FLOORING: POLISHED CONCRETE
 - 4. CEILING: SUSPENDED GRID WITH MINERAL WOOL INSULATION
 - 5. ROOFING: BURNT CLAY TILE
 - 6. PAINTS: EXTERIOR - ACRYLIC EMULSION; INTERIOR - VINYL CHLORIDE
 - 7. FINISHES: POLISHED CONCRETE
 - 8. ALUMINUM: ANODIZED ALUMINUM
 - 9. GLASS: CLEAR GLASS
 - 10. CEMENT: PORTLAND CEMENT
 - 11. SAND: WASHED SAND
 - 12. GRAVEL: 3/4" GRAVEL
 - 13. ASPHALT: ASPHALT
 - 14. METAL: GALVANNEAL STEEL

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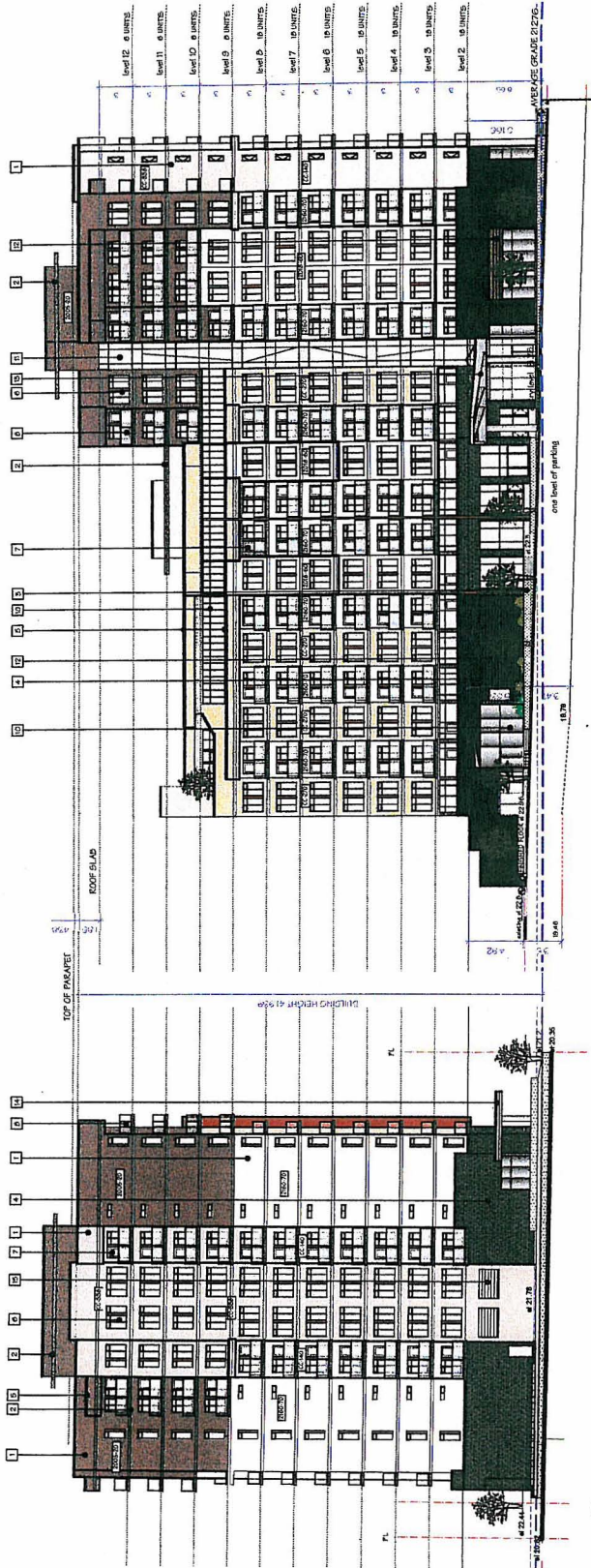
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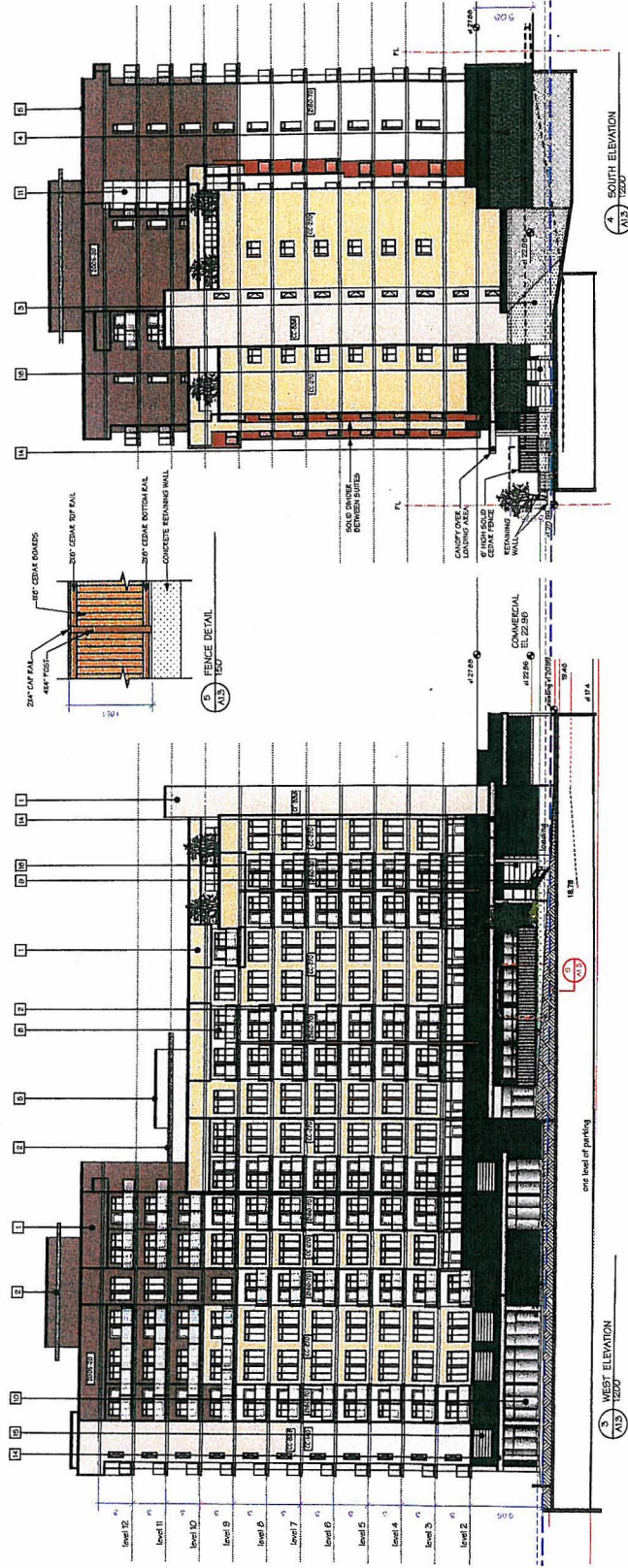
LE 622

SHEET TITLE PRELIMINA

SCALE	1/8" = 1'-0"
DATE	JAN 2012



2 EAST ELEVATION
V.S. 1/2" = 1'-0"



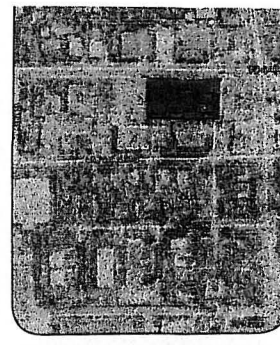
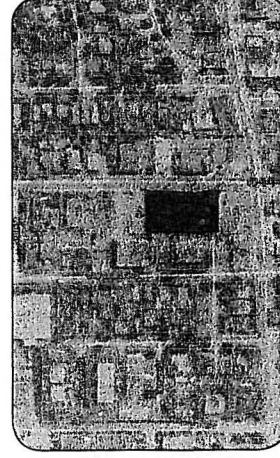
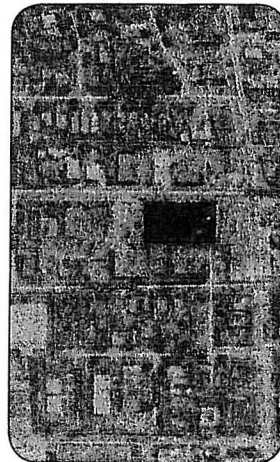
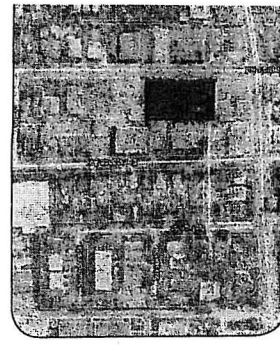
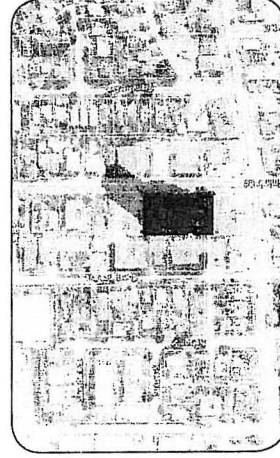
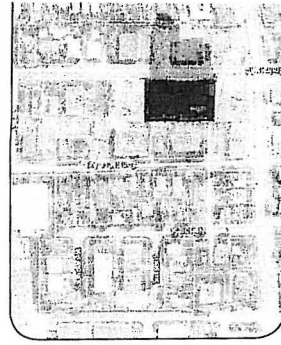
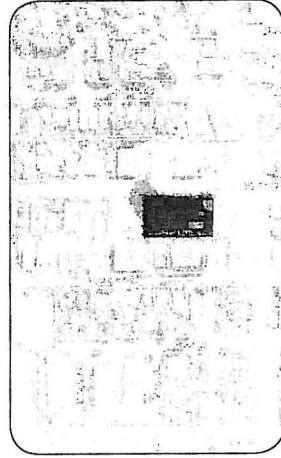
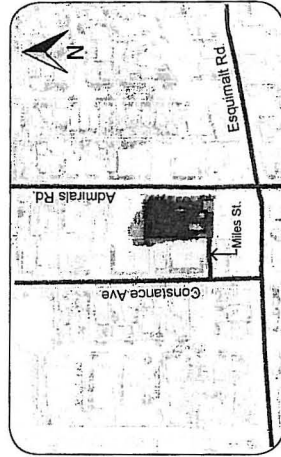
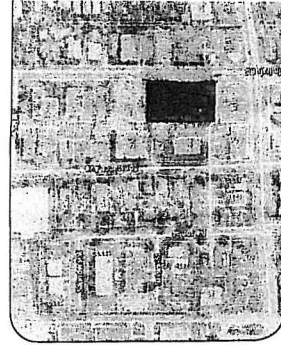
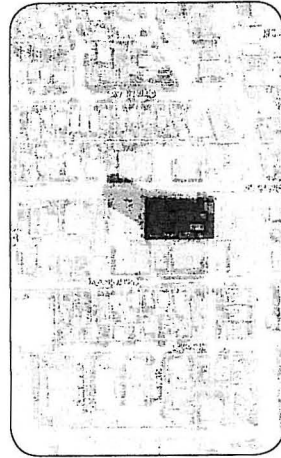
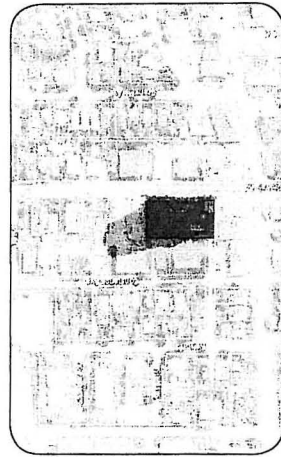
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12:00 pm

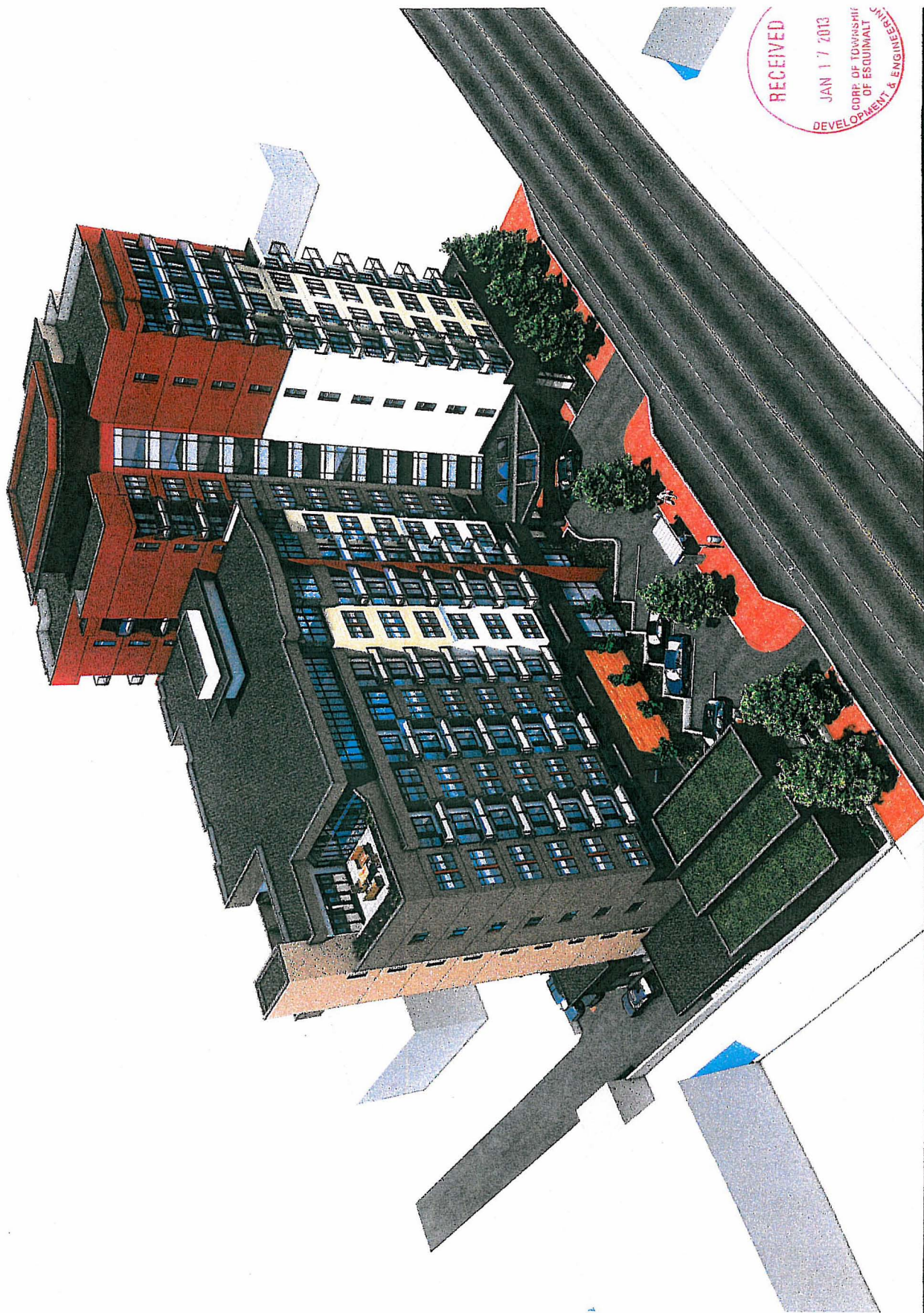
3:00 pm

6:00 pm



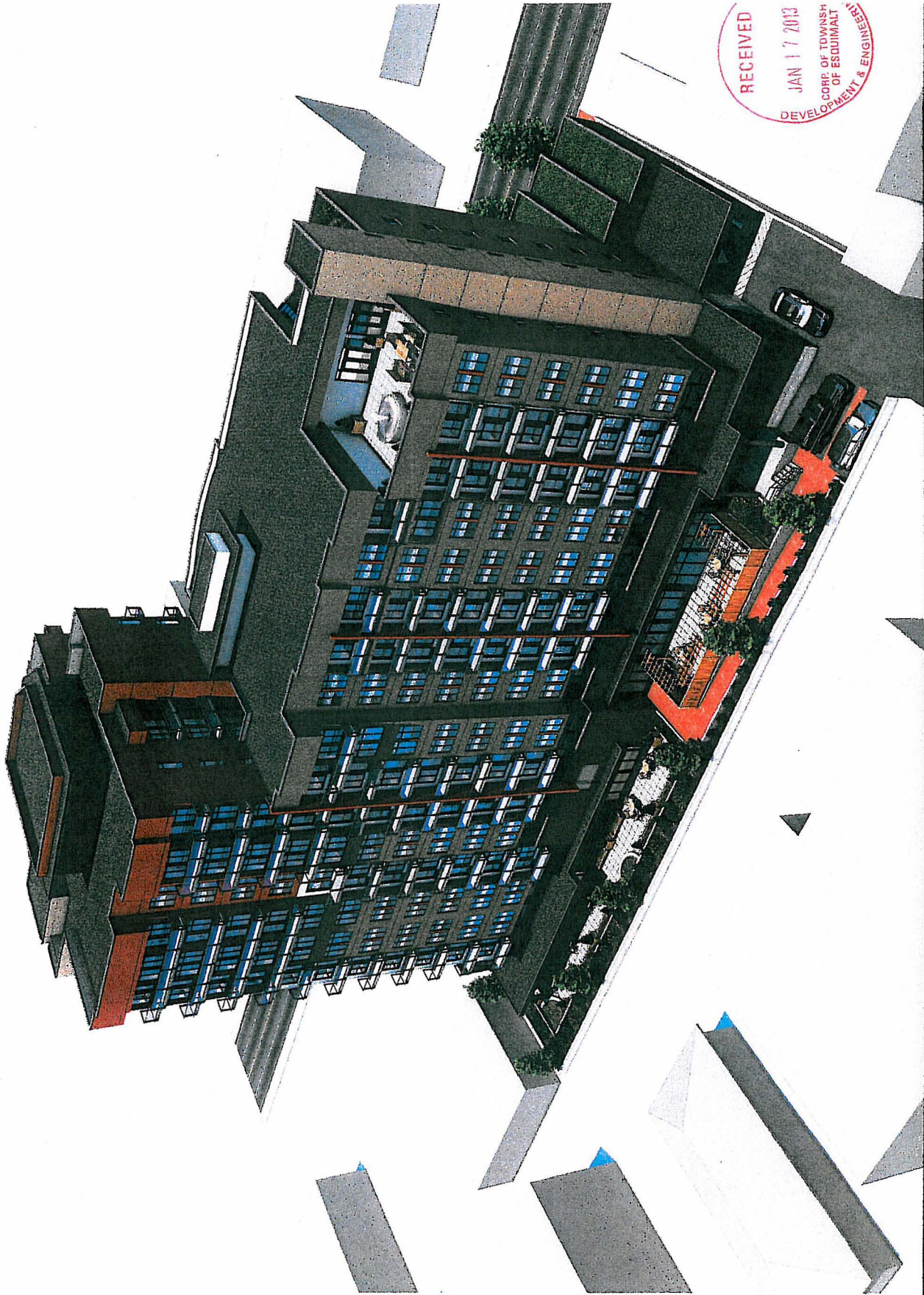
622 Admirals Road Victoria BC

Legion Rise - Shadow



PRAXIS - A







View From Across Admirals Road



Legion Rise - Street View



View From Esquimalt Road

Legion Rise - Street View





View From Admiral Road near Astle St.



PRAXIS

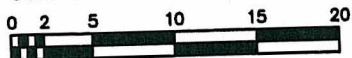
Legion Rise - Street View

BC LAND SURVEYORS SITE PLAN OF:

Civic: 622 Admirals Road

**Lots 155 to 157, Suburban Lot 43, Plan 2854,
and Lot 158 Suburban Lot 43, Plan 2854,
except part in red on Plan 312 BL
all in Esquimalt District**

SCALE 1 : 300 (11x17 sheet)



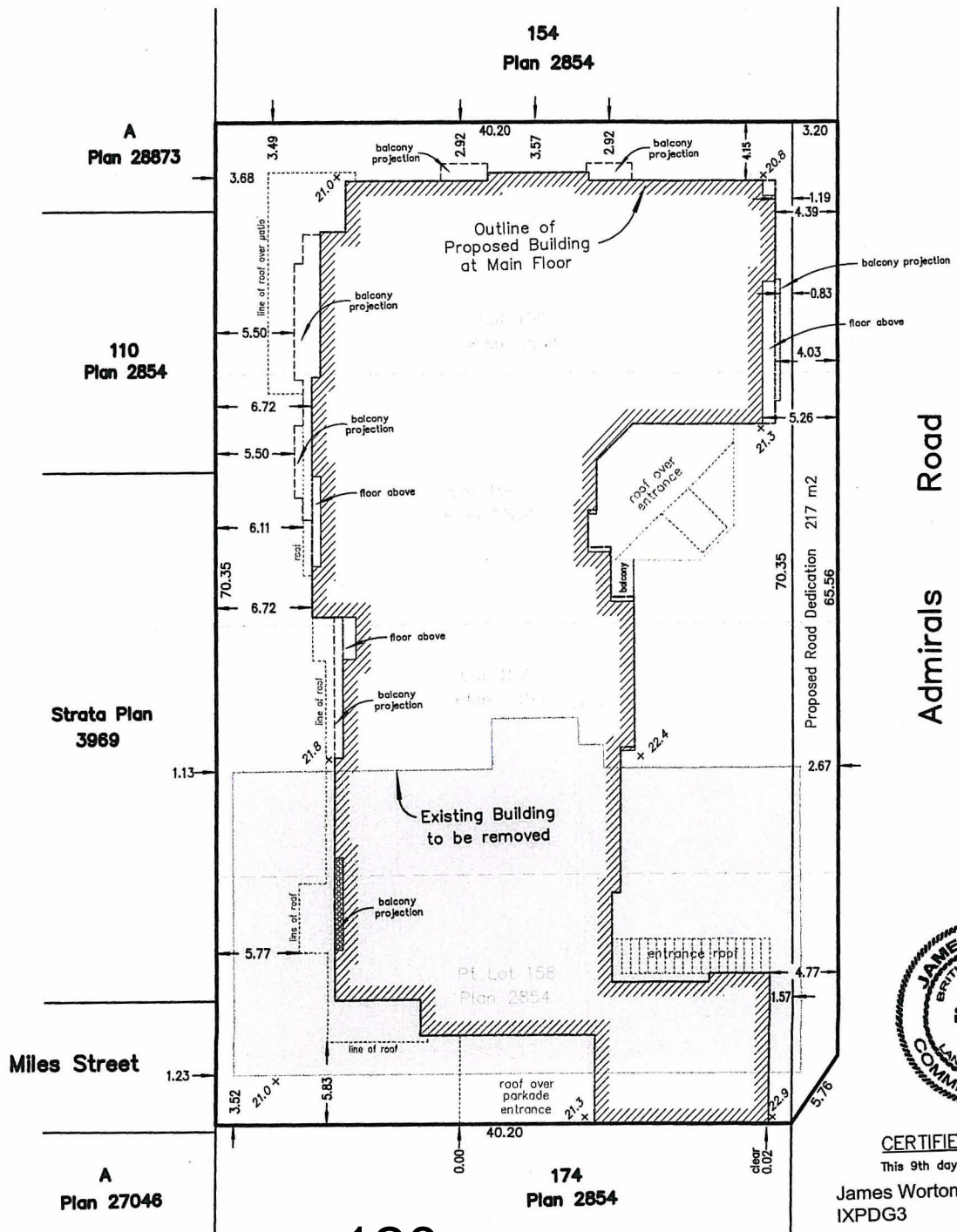
All distances are shown in metres.

Total site area: 3045 m²

Area after Road Dedication: 2828 m²

Geodetic elevations, shown +00.0 (in Meters)

File : 10349-19
POWELL & ASSOCIATES
B C Land Surveyors
250-2950 Douglas Street
Victoria, BC V8T 4N4
phone (250) 382-8855

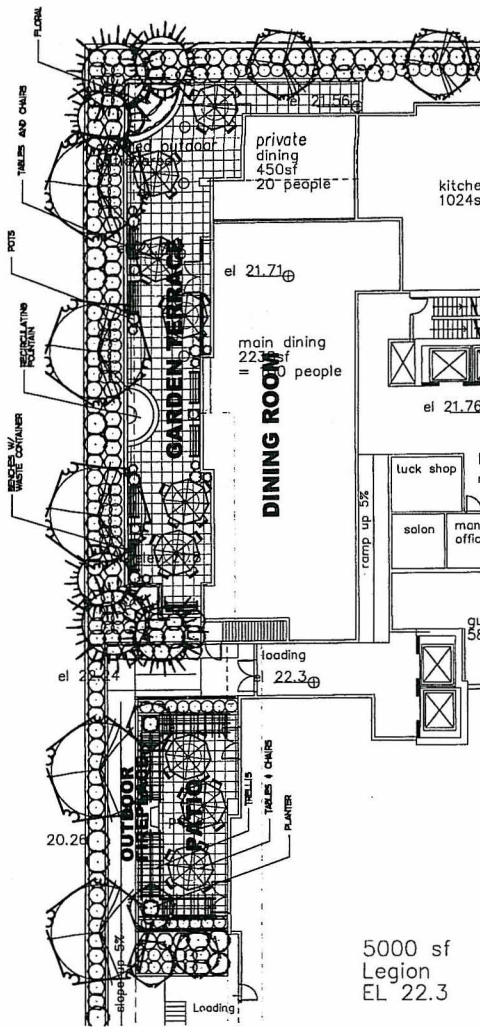


CERTIFIED CORRECT

This 9th day of January 2013

James Worton IXPDG3
c=James Worton IXPDG3,
c=CA, o=BC Land Surveyor,
ou=Verify ID at www.juricourt.
com/LKUP.cfm?id=IXPDG3

James Worton, BCLS



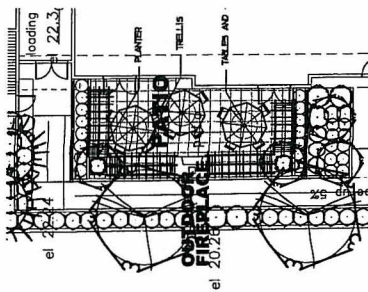
WEST GARDEN TERRACE
SCALE: N.T.S.

NOTES

- LANDSCAPE AREAS ARE TO BE IRRIGATED WITH A FULLY AUTOMATIC UNDERGROUND IRRIGATION SYSTEM.
- PLANTINGS ARE TO BE SPECIFIED IN THE LANDSCAPE SCHEDULE AND NOT IN THE GENERAL NOTES.
- THIS DRAWING IS FOR SOFT LANDSCAPE ONLY.

LEGEND

- PLANTING AREAS ARE TO BE IRRIGATED WITH A FULLY AUTOMATIC UNDERGROUND IRRIGATION SYSTEM.
- PLANTINGS ARE TO BE SPECIFIED IN THE LANDSCAPE SCHEDULE AND NOT IN THE GENERAL NOTES.
- THIS DRAWING IS FOR SOFT LANDSCAPE ONLY.



ROOF GARDEN
SCALE: 1/8\"/>

PLAN

SCALE: 1/8\"/>

RECEIVED
JAN 17 1992
DEVELOPMENT & ENGINEERING

PRELIMINARY

ESQUIMALT LEGION
VICTORIA, B.C.

AS SHOWN

DATE: 1992-01-17
BY: J.P.
CHECKED: J.P.
APPROVED: J.P.

DATE: 1992-01-17
BY: J.P.
CHECKED: J.P.
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DATE: 1992-01-17
BY: J.P.
CHECKED: J.P.
APPROVED: J.P.



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: February 4, 2013
Staff Report No. DEV-13-005

REQUEST FOR DECISION

SUBJECT: West Bay Neighbourhood Urban Design Guidelines –
Referral to the Design Review Committee

RECOMMENDATION: That Council authorize staff to circulate the West Bay Neighbourhood Urban Design Guidelines to the Design Review Committee for review and comments.

RELEVANT POLICY:

Section 24 (b) of Bylaw No. 2792 being A Bylaw to establish an Advisory Planning Commission and to provide for its composition and procedures states:

The Design Review Committee shall advise Council on matters of urban design arising with respect to:

applications for amendments to official community plans or zoning bylaws that establish or amend form and character guidelines, including applications initiated by the Township;

STRATEGIC RELEVANCE:

Council has a statutory obligation to ensure that the Official Community Plan, "guides decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government".

Submitted by: Writer  (for) Bill Brown

Reviewed by: CAO 

Date: Jan 31/13

STAFF REPORT

DATE: January 30, 2013 Report No. DEV-13-005
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: West Bay Neighbourhood Design Guidelines – Referral to the Design Review Committee

RECOMMENDATION:

That Council authorize staff to refer Version 2.0 of the West Bay Neighbourhood Urban Design Guidelines to the Design Review Committee pursuant to Section 24 (b) of Bylaw 2792 which states:

The Design Review Committee shall advise Council on matters of urban design arising with respect to:

applications for amendments to official community plans or zoning bylaws that establish or amend form and character guidelines, including applications initiated by the Township;

APPENDICES :

- Appendix 1 Version 2.0 of the West Bay Neighbourhood Design Guidelines
- Appendix 2 Extract from May 7, 2012, Council Minutes
- Appendix 3 Extract from May 24, 2012, Environmental Advisory Committee Minutes
- Appendix 4 Extract June 13, 2012 Arts, Culture and Special Events Advisory Committee Minutes
- Appendix 5 Extract from June 19, 2012, Advisory Planning Commission Minutes
- Appendix 6 Extract from June 20, 2012, Heritage Advisory Committee Minutes
- Appendix 7 Comments from the West Bay Residents Association
- Appendix 8 Comments from West Bay Marine Village
- Appendix 9 Comments from Hidden Harbour Marine Centre Ltd.
- Appendix 10 Comments from a group of West Bay Residents

BACKGROUND:

At their regular meeting on May 7, 2012, Council instructed staff to circulate the Draft West Bay Neighbourhood Urban Design Guidelines to numerous committees and organizations for comment. In addition, staff organized a Dialogue Café in West Bay. Staff received a significant amount of feedback. Due to protection of privacy issues, only feedback from committees, organizations and corporations is attached to this report.

The major issue that came up during the review process was concern among some of the residents of West Bay neighbourhood about the potential impact of proposed development on the “triangle lands” – particularly related to the shadow that would be cast by the proposed 10 storey building.

The major changes to the Version 2.0 document are:

- 1) A broader vision statement.
- 2) A much longer policy section with policies arranged by theme.
- 3) The design guidelines have been better organized to conform to the organization of the *Local Government Act*.
- 4) Some guidelines have been modified in response to public input.
- 5) Some new guidelines have been added in response to public input and staff research.

ISSUES:

1. Rationale for Selected Option

Staff have reviewed all comments received and have made revisions to the Draft Guidelines based on the comments. Staff now feels that it is important to have the Guidelines reviewed by the Design Review Committee. This committee consists of design professionals who will bring a fresh objective approach to the Guidelines and offer insightful comments on how they can be improved.

2. Organizational Implications

There are no significant organizational implications

3. Financial Implications

There are no significant financial implications

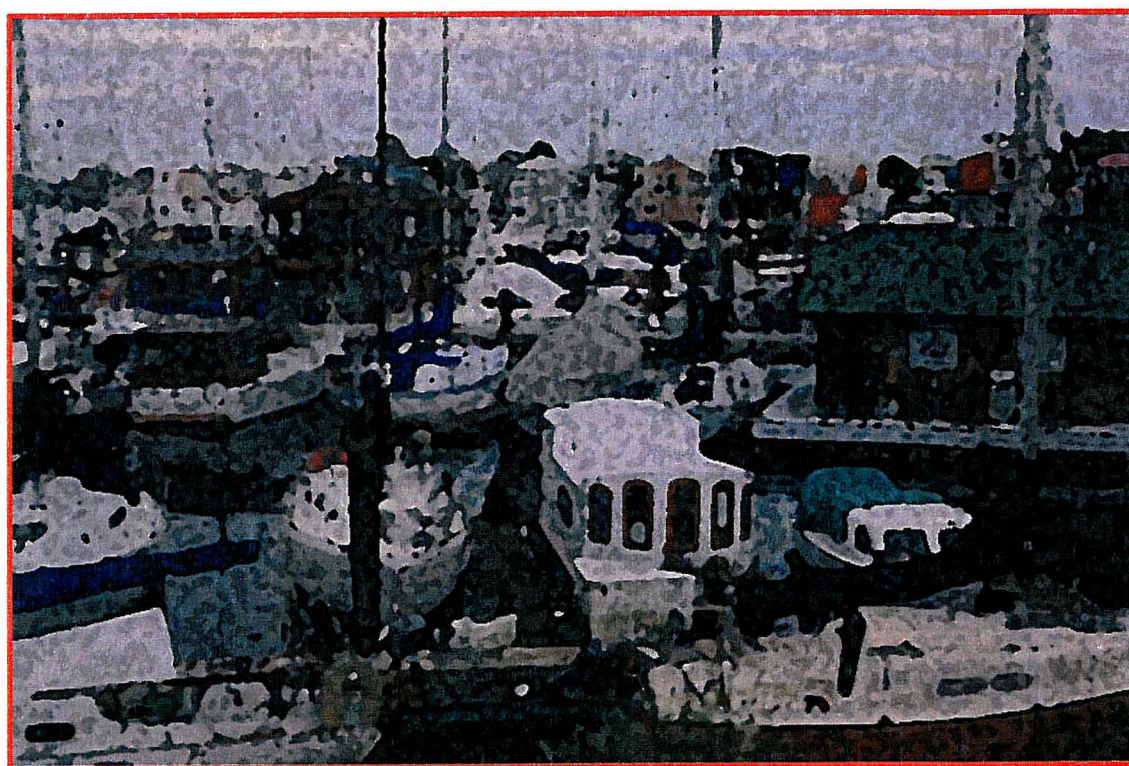
4. Communication

If the Design Review Committee suggests significant revisions to the Guidelines, another round of community consultation may occur before a bylaw is introduced to amend the Official Community Plan. Any amendment to the Official Community Plan requires a public hearing.

ALTERNATIVES:

1. That Council authorize staff to refer Version 2.0 of the West Bay Neighbourhood Urban Design Guidelines to the Design Review Committee pursuant to Section 24 (b) of Bylaw 2792.
2. That Council authorize staff to prepare the Official Community Plan amending bylaw without further consultation.
3. That Council instruct staff to suspend work on this project.

West Bay Neighbourhood Urban Design Guidelines



Prepared by Esquimalt Development Services Division

February 1, 2013

Version 2.0 (Council)

1 Vision

The West Bay Neighbourhood is a vibrant mixed use neighbourhood inextricably linked to West Bay socially, environmentally, and economically. The neighbourhood consists of a mix of housing types that cater to the needs of a diverse population. It is also a place where residents and visitors mix on the street, in the park, or on an outdoor patio. A variety of businesses ranging from those that cater to community members to those whose clients span the globe call West Bay home. West Bay embraces creative activities (e.g. public art, festivals, parades, and licenced street vendors) that contribute to a sense of community conviviality.

2 Background

The West Bay Neighbourhood is defined as the area south of Esquimalt Road, East of Lampson Street, North of Lyall Street, and delineated by West Bay on the east side (Fig. 1). The neighbourhood is predominately residential, however, the area immediately adjacent to the shore of West Bay contains a mix of commercial and residential uses. Development in the area is governed by the generic guidelines for commercial and mixed use areas. However, the unique character of the area requires a specific set of design guidelines to help promote and articulate a form and character vernacular that is sympathetic to the location.

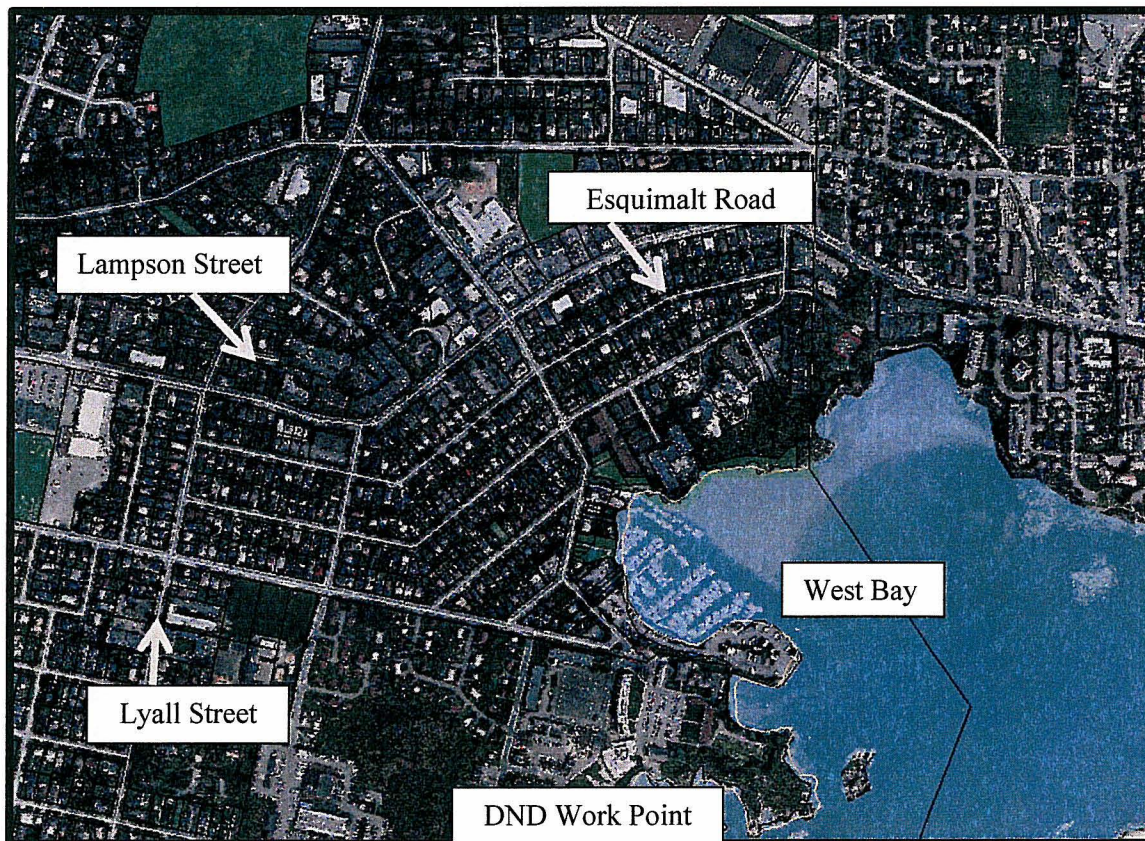


Figure 1 Aerial View of the West Bay Neighbourhood

3 Policy Framework

Section 2.3.6 of the Official Community Plan states:

The waterfront and lands around the West Bay Harbour, as shown on “Schedule A”, will function as a “marine-oriented commercial village:”, serving regional marine traffic, local residents and tourists. It is strongly encouraged that this marine commercial area be oriented to pedestrians and boat traffic.”

3.1 West Bay Village Objectives

- a) **The West Bay Village will become a vibrant mixed-use area where residents, travellers, and tourists will mix.**
- b) **The West Bay Village will incorporate design elements that represent state of the art thinking in terms of land use, building design, and public spaces.**

3.2 West Bay Village Policies

3.2.1 Transportation and Utilities

- 3.2.1.1** Consideration should be given to incorporating sidewalks into the road right of way where they currently do not exist (Fig. 2) (Ref. Schedule G of the Official Community Plan – The Esquimalt Pedestrian Charter). As a condition of rezoning, developers may be required to provide all or some of the following in the adjacent highway right of way: new sidewalks, curbs, gutters, boulevard planting, street trees, bicycle lanes, street lights, bus lay-bys, and burial of overhead utilities.
- 3.2.1.2** Ensure that linkages remain available when/if DND lands are ever opened, to ensure contiguous walking route from end of existing West Bay Walkway all the way to Macaulay Point.
- 3.2.1.3** Where feasible, public rights of way should be secured to allow access from the land to the water and from the water to the land. This is particularly important to allow access to and from the water ferry.
- 3.2.1.4** The municipality will work with landowners, lease holders, and the federal government to try to secure a publically accessible kayak launch.
- 3.2.1.5** All overhead utility lines should be buried as a condition of approval of any new rezoning or subdivision applications.
- 3.2.1.6** All streets should be designed with a boulevard big enough to accommodate street trees, a minimum 1.5 m sidewalk, and where deemed advisable, bicycle lanes.
- 3.2.1.7** All new sidewalks should incorporate design features that are wheelchair, scooter, walker, friendly.
- 3.2.1.8** Bump-outs to accommodate sidewalk cafes should be considered at the design stage.
- 3.2.1.9** Sidewalks can be made of a variety of hard materials (e.g. concrete, paving stones, bricks) to assist in the legibility of the sidewalk.
- 3.2.1.10** Street design should accommodate on-street parking to facilitate short-term parking for visitors to the neighbourhood.
- 3.2.1.11** A more detailed analysis should be done to see if street vitality would be increased by making sections of Head Street one-way to accommodate angle parking. The analysis should address the issue of potential short-cutting on neighbouring streets.
- 3.2.1.12** In order to provide for the continuity of street frontages, driveway entrances including entrances to parking lots should be minimized.
- 3.2.1.13** Provision should be made for secure bicycle parking.

3.2.1.14 Places to sit down such as benches should be places in sheltered areas along the street.

3.2.1.15 All street furniture should be coordinated in terms of colour and design.

3.2.1.16 Placement of street art is encouraged to add interest to the streetscape.

3.2.1.17 Street light design should reflect the character of the West Bay neighbourhood.

3.2.1.18 Street lights should incorporate energy saving technology.

3.2.1.19 Street lights should be designed with cut-offs that prevent light straying onto adjacent properties.

3.2.1.20 Street lights should be designed to accommodate banners, hanging flower pots, Christmas decorations, etc.

3.2.2 Connecting Public Places

3.2.2.1 The West Bay Promenade, West Bay Park, should be connected by clearly legible walkway and bicycle networks including trails, sidewalks, and on-street bicycle lanes.

3.2.2.2 Where ever possible, public access to the shore of West Bay should be provided.



Figure 2 Head Street looking northwest towards Gore Street. Note the absence of sidewalks.

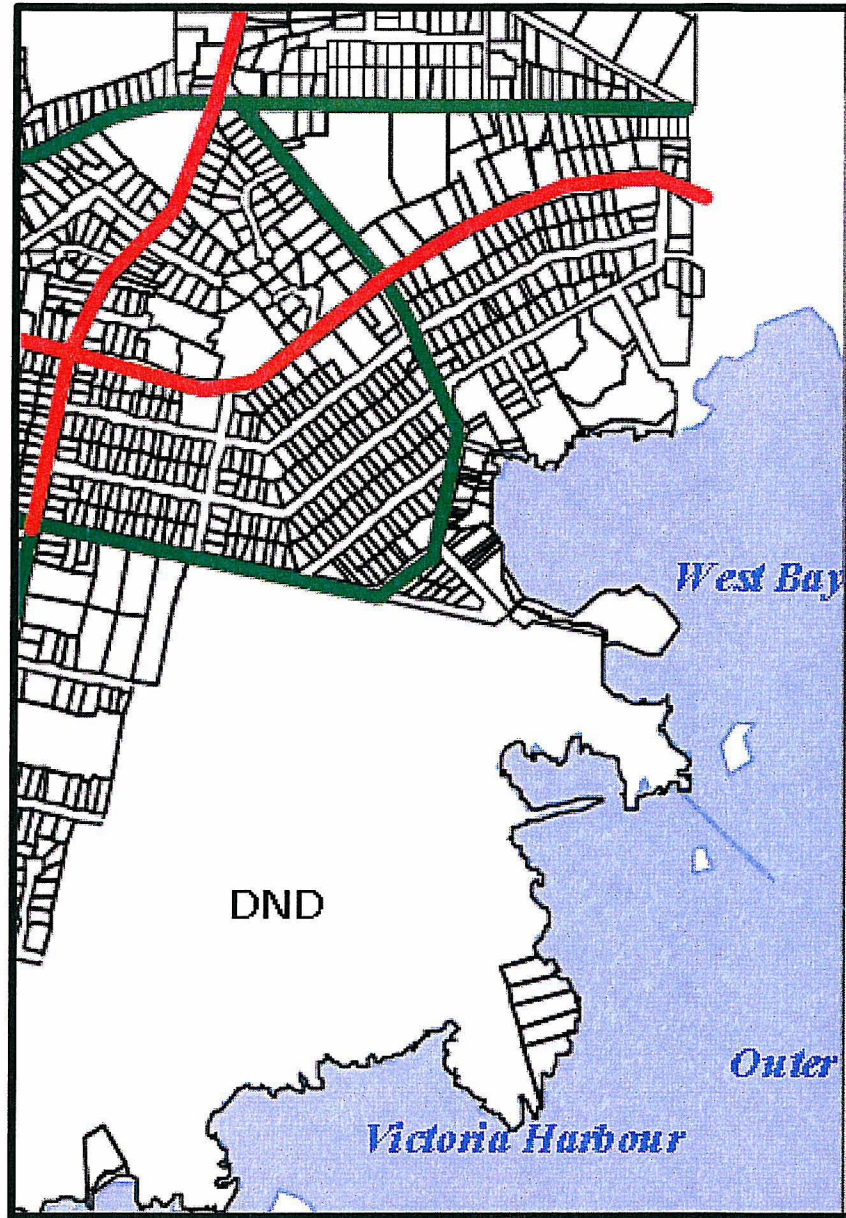


Figure 3 Transportation Network in the West Bay Neighbourhood

Corporation of the Township of Esquimalt
OFFICIAL COMMUNITY PLAN

Schedule B₁
ROAD NETWORK

Major Roads	—
Residential Collector Roads	—

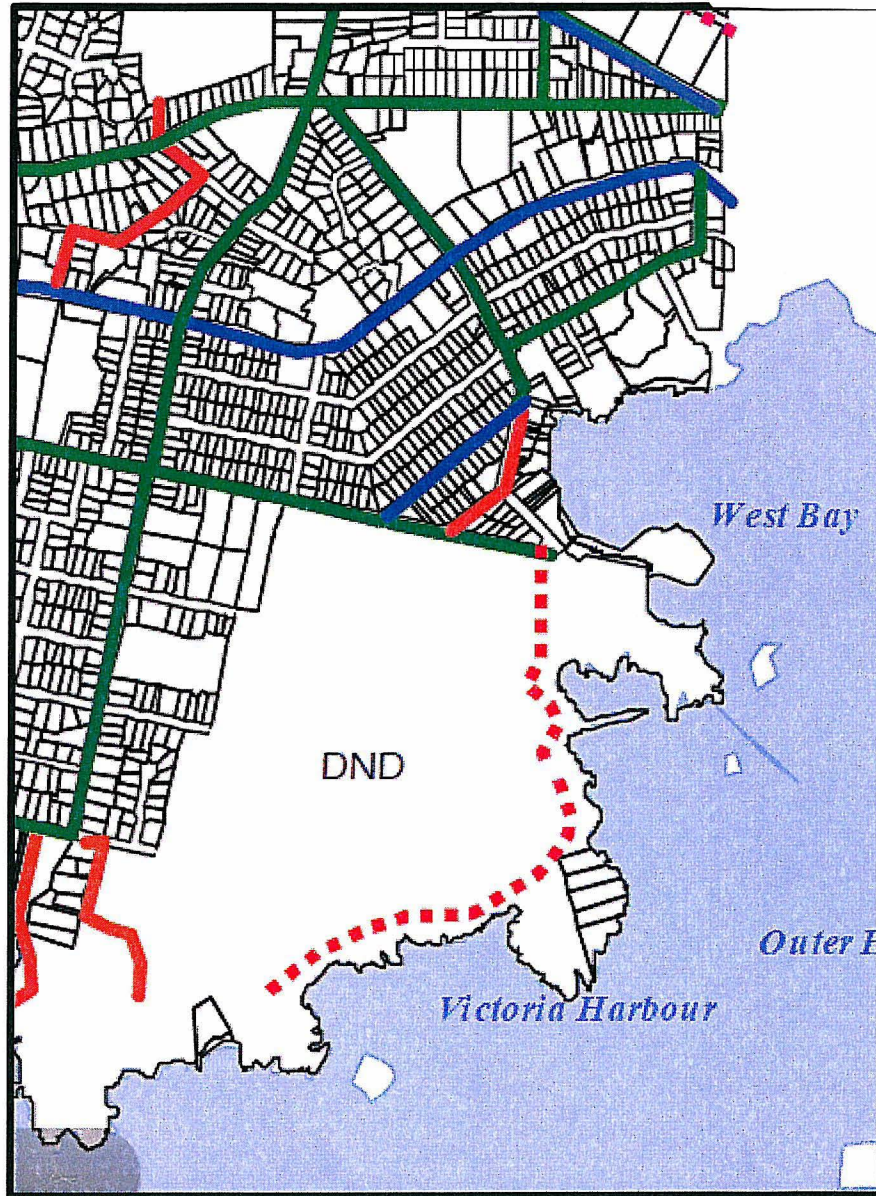
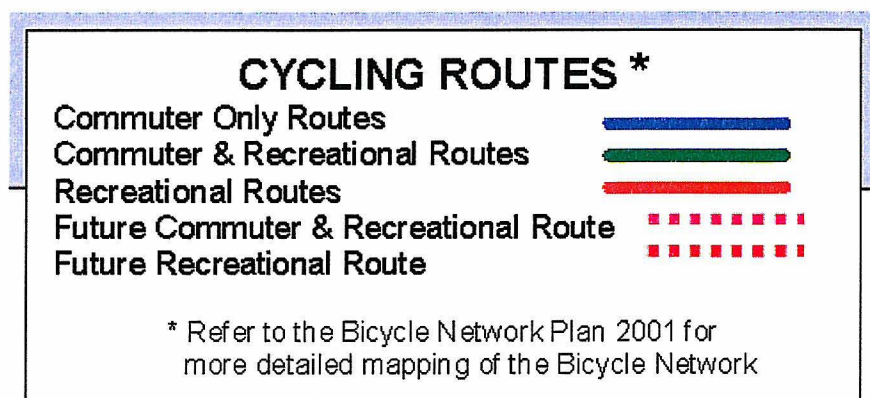


Figure 4 Cycling Network in the West Bay Neighbourhood



3.2.1 Neighbourhood Landmarks

- 3.2.1.1** Where possible, landmarks should be located at the end of street vistas. The Work Point Barracks and Guard House are one such landmark.

3.2.2 Views

- 3.2.2.1** Protecting the integrity of the distant view from Victoria to West Bay is important (Fig. 5) (View as seen from Fisherman's Warf in Victoria).

3.2.3 Vibrant Commercial Neighbourhood

- 3.2.3.1** Head Street between Lyall Street and the West Bay Promenade trail head should be a vibrant neighbourhood commercial area catering to both residents and visitors.

- 3.2.3.2** Head Street between Gore and Lyall is seen as a vibrant commercial area on both sides of the street.

3.2.4 Waterfront Animation

- 3.2.4.1** Where possible, the waterfront should be animated to create lively activities for both residents and visitors.

3.2.5 Heritage Recognition

- 3.2.5.1** The preservation of historic sites and their context should be protected.

3.2.6 Sea, Sky and cityscapes

- 3.2.6.1** It is important to protect West Bay's sea, sky and cityscapes.

4 Design Guidelines

4.1 Protection of the natural environment, its ecosystems and biodiversity.

- 4.1.1** Environmentally sensitive areas should be identified and protected.

- 4.1.2** Armoring of the shoreline is discouraged unless it can be demonstrated that ecosystem functioning is enhanced.

4.1.3 Design and use should protect non-breeding habitat for waterfowl such as the yellow listed Harlequin Duck (*Histrionicus histrionicus*).

4.1.4 All new or renovated docks, piers, and similar structures should include provisions for the collection and proper disposal of black water.

4.1.5 Native plant species should be used in landscaping where possible.

4.2 The protection of development from hazardous conditions

4.2.1 Earthquake

4.2.1.1 All applications for development in any areas shown in black or pink on the map in Figure 5 must be accompanied by a report from a qualified engineer indicating that the proposed development can safely be located on the proposed site. The report must include a risk assessment.

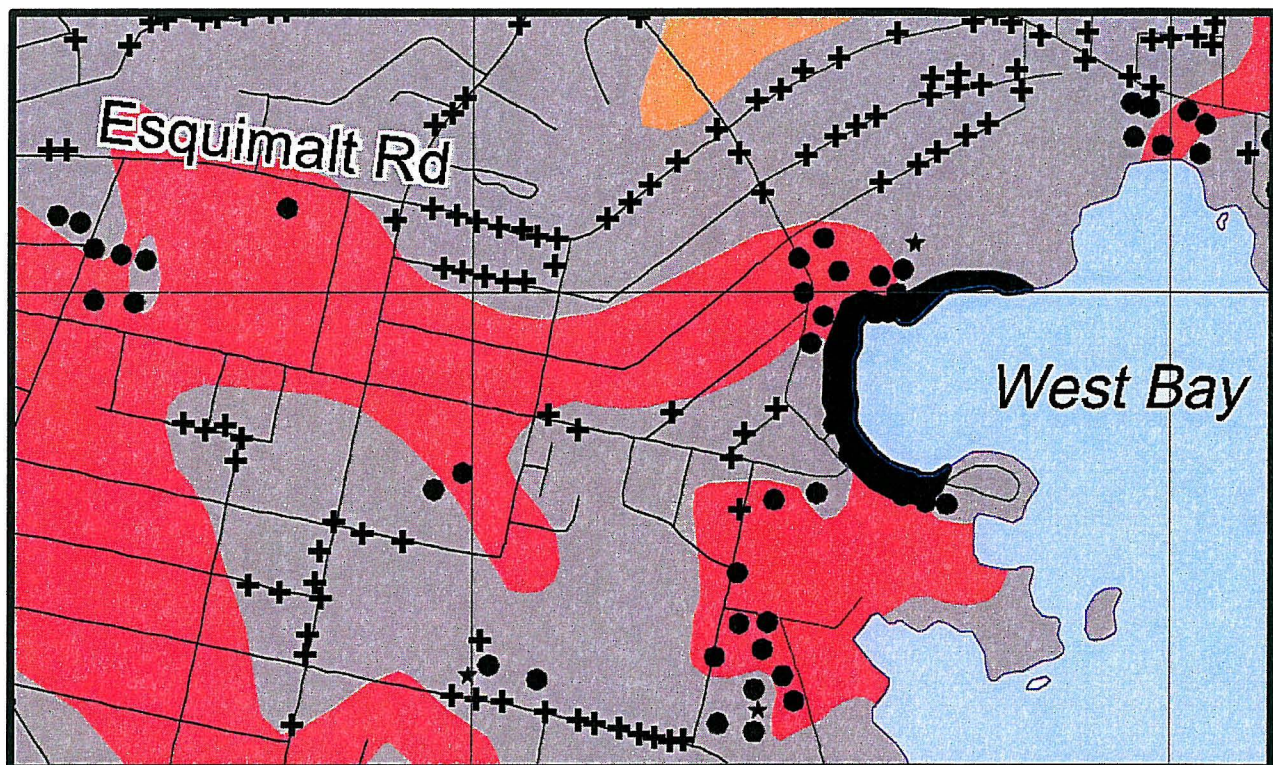


Figure 5 Map showing earthquake risks in the West Bay Neighbourhood

http://www.empr.gov.bc.ca/Mining/Geoscience/PublicationsCatalogue/Maps/GeoscienceMaps/Documents/composite_map.pdf

4.2.2 Tsunami

- 4.2.2.1 All applications for development in any areas shown in tan on the map in Figure 6 must be accompanied by a report from a qualified engineer indicating that the proposed development can safely be located on the proposed site. The report must include a risk assessment.

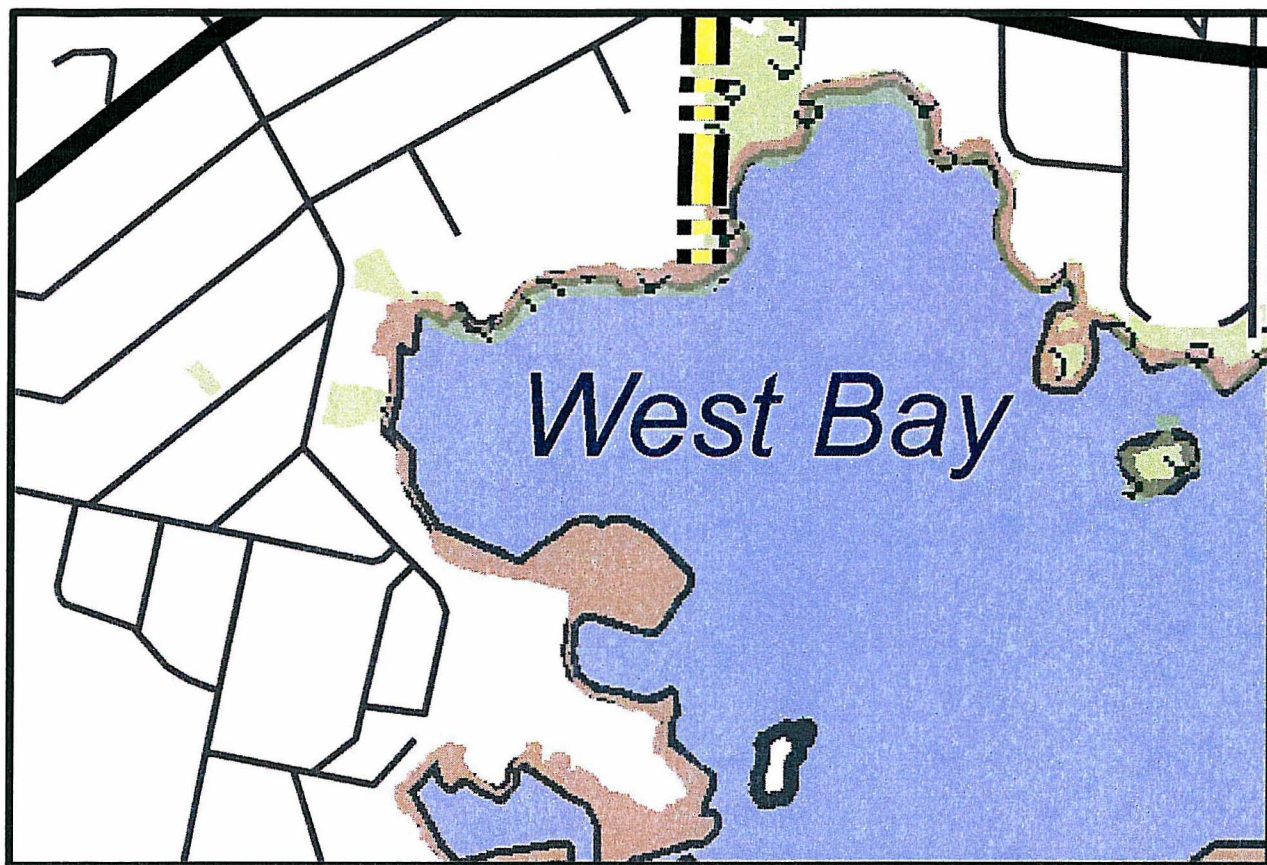


Figure 6 Map showing Tsunami inundation areas in the West Bay neighbourhood

4.2.3 Rising ocean levels

- 4.2.3.1 All development permit applications for developments that incorporate habitable space within 30 m of the shore of West Bay must include a report from a qualified engineer that establishes a minimum construction level based on predicted sea level rise in the year 2100.

4.3 Objectives for the form and character of commercial, industrial or multi-family residential development

- 4.3.1 Neighbourhood Integration

4.3.1.1 The integration of all areas should occur through ground plane design and building form as dictated by existing street patterns.

4.3.2 Scale

4.3.2.1 Taller buildings should be terraced so that the scale at the street reads as a 3 to 4 story building.

4.3.2.2 All buildings should have a distinct base, middle, and top.

4.3.3 Massing

4.3.3.1 The maximum floor space ratio for the triangle lands is 2.0.

4.3.4 Height

4.3.4.1 Taller buildings in the background may be acceptable if they help frame the view and do not appear to be out of context.

4.3.4.2 Taller buildings should be designed to minimize shadow casting on adjacent properties.

4.3.4.3 Building heights should transition from a maximum height of 10 m east of Head Street between Lyall Street and the trail head to up to 40 metres above sea level on the "Triangle Lands".

4.3.5 Views

4.3.5.1 Protecting the integrity of the view of West Bay from the West Bay Promenade is of primary importance.

4.3.5.2 Buildings should be designed to frame the harbour rather than dominate it. Building scale, mass, materials, and colour should be designed in order to blend into the overall composition for the land and sea scape.

4.3.6 Rhythm

4.3.6.1 All building frontages should retain the traditional rhythm of the street, generally 30 to 50 foot increments. On larger buildings this can be achieved through appropriate fenestration, placement of doors, the placement of pilasters or other architectural elements.

4.3.7 Building articulation

4.3.7.1 Building faces should be articulated to avoid visual monotony.

4.3.8 Street fronts

4.3.8.1 Grade level building facades with commercial uses should incorporate fenestration that allows pedestrians to see the activities within a building and occupants of the interior space to see the activity on the street.

4.3.9 Building entrances

4.3.9.1 Ground floor commercial spaces should be designed to engage the street and encourage pedestrians to linger and explore.

4.3.9.2 Building entrances should be easily identified by the use of building elements such as porticos, porte-cocheres, portals, or expressive features in a building façade.

4.3.9.3 Each commercial space facing a street should have its own entrance from the street as opposed to having combined internal access points.

4.3.10 Roves

4.3.10.1 Roof forms should be articulated. Continuous unbroken eave lines or ridge lines should be avoided.

4.3.10.2 All roof top mechanical equipment should be screened so that it cannot be seen from public spaces.

4.3.10.3 Roof top patios should be considered where appropriate.

4.3.10.4 Roves should be designed to accommodate solar hot water heating equipment.

4.3.11 Outdoor spaces

4.3.11.1 Where possible, consideration should be given to the creation of outdoor patio areas. Outdoor spaces with views over West Bay are particularly desirable.

4.3.11.2 Residential units in multi-dwelling buildings should include balconies that face the street to add “eye on the street” and connection between the occupants and the street.

4.3.11.3 Balconies on buildings greater than three stories should have opaque parapet.

4.3.12 Overhangs

- 4.3.12.1** Outdoor overhangs to protect the pedestrian environment are encouraged. Such overhangs should be made of steel and glass and be integrated into the structure of the building. Fabric overhangs and awnings are discouraged.

4.3.13 Storage of garbage and recycling

- 4.3.13.1** All areas used for the storage of garbage and recycling should be screened from public view.

4.3.14 Exterior materials

- 4.3.14.1** Materials should be natural, indigenous, durable and appropriate to the character of the neighbourhood. Preferred materials are wood, stone, brick, metal, glass, and concrete. Vinyl siding and mirrored glass are not appropriate materials.

4.3.15 Landscaping

- 4.3.15.1** Landscape elements should be used to emphasize public domain.
4.3.15.2 Large areas of gravel, bark, mulch, etc. are discouraged.

4.3.16 Parking areas

- 4.3.16.1** Where possible, parking should be located beneath buildings. Where surface parking is provided it should be screened from both the street and the shoreline by hedges, trellises, and walls
- 4.3.16.2** Bollards should be used to separate traffic from pedestrians in parking areas and driveways.
- 4.3.16.3** Hard and soft landscaping should incorporate features such as permeable pavers and bio-swales to reduce the amount of rainwater runoff.
- 4.3.16.4** Provision should be made for secure bicycle storage for residents and employees.

4.3.17 Accessibility

4.3.17.1 Where possible, buildings should incorporate design principles that enhance accessibility.

4.3.18 Streetscape

4.3.18.1 Appropriate streetscape elements such as furniture, paving materials, lighting fixtures, and landscaping should be chosen to create a comfortable environment conducive to village conviviality.

4.3.18.2 Streetscape elements with marine themes should be considered.

4.3.19 Lighting

4.3.19.1 Exterior lighting should be provided for areas accessible to the public.

4.3.19.2 Lighting fixtures with a marine theme should be considered.

4.3.19.3 Wash lighting should be considered for extraordinary external architectural features of buildings.

4.3.19.4 Exterior lighting should meet the Astronomical Society of Canada's Light Pollution Abatement standards.

4.3.19.5 All exterior lighting should include appropriate cut offs so that light does not spill onto adjacent private property.

4.3.19.6 Except where Crime Prevention Through Environmental Design principles suggest otherwise, exterior lighting should cast a natural light (i.e. high pressure sodium bulbs should not be used).

4.3.20 Crime Prevention Through Environmental Design (CPTED)

4.3.20.1 All developments should incorporate CPTED principles.

4.3.21 Signage

4.3.21.1 Wood carved or sandblasted wood signs are encouraged.

4.3.21.2 Sign design should reflect the ocean front nature of West Bay

4.3.21.3 Illumination of signs should ensure that the sign is legible at night and that all illumination of focused on the signs.

4.3.21.4 Hanging wooden signs are encouraged.

4.3.21.5 Backlit signage is discouraged.

4.4 Objectives to promote energy conservation

4.4.1 District energy system

4.4.1.1 Consideration should be given to the feasibility of developing a district energy system based on heat recovery from the waters of West Bay.

4.5 Objectives to promote water conservation

4.5.1 Use of native plants in landscaping

4.5.1.1 Site and building design measures should incorporate storm water capture measures including bioswales and rain gardens for infiltration.

Objectives to promote the reduction of greenhouse gas emissions

4.5.2 Encourage use of hierarchy of transportation modes including walking, cycling, and public transit.

4.5.2.1 Buildings should be designed to be solar ready.

The Manager of Corporate Services reviewed Staff Report No. ADM-12-026 and answered questions from Council.

Council requested that copies of the finalized report also be provided to the Library, the Recreation Centre, the Youth Council, Esquimalt Chamber of Commerce and the Esquimalt Residents Association.

MOTION: Moved by Councillor Hundleby/Councillor Brame:
That the 2012 Strategic Priorities Report attached to Staff Report No. ADM-12-026 be approved.

CARRIED (Councillor Schinbein opposed).

Finance

(2) 2012 Financial Plan and Tax Rates, Staff Report No. FIN-12-006

The Chief Administrative Officer advised Council that because of additional funds surplus from 2011 Budget, she was recommending a 0% increase in 2012 municipal tax rates.

Council comments:

- Appreciate staff's work to reduce increase in tax rates;
- Request a News Release about the 2012 tax rates;
- 0% tax increase is not coming at expense of infrastructure or contribution to Reserve Funds.

MOTION: Moved by Councillor Hundleby/Councillor Hodgins:
That Financial Plan Bylaw, 2012, No. 2789 and Tax Rates Bylaw, 2012, No. 2790 be given **1st, 2nd and 3rd Reading.**

CARRIED UNANIMOUSLY.

Mayor Desjardins declared a conflict of interest with the upcoming Agenda item due to residence at West Bay, and she left the meeting at 7:42 p.m. Councillor Schinbein took the Chair as Acting Mayor.

Development Services

(3) Draft West Bay Neighbourhood Urban Design Guidelines, Staff Report No. DEV-12-022

The Director of Development Services presented a brief outline of the draft Design Guidelines.

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:

1. That Council authorize staff to circulate, for comment, the Draft West Bay Neighbourhood Urban Design Guidelines to interested parties including but not limited to:
 - Advisory Planning Commission;
 - Arts, Culture and Special Events Committee;
 - Environmental Advisory Committee;
 - Esquimalt Chamber of Commerce;
 - Heritage Advisory Committee;
 - Parks and Recreation Advisory Committee;
 - Parties having expressed an interest in the guidelines;
 - West Bay Residents Association.

2. That Council instruct staff to report back in August 2012, with a revised "West Bay Neighbourhood Urban Design Guidelines Report" along with a planning policy framework and an implementation strategy.

Council comments:

- Visuals of the "massing" could be helpful;
- Earthquake information and effect of rising ocean levels due to climate change; (*Staff to contact CRD for this information*)

MOTION: Moved by Councillor Morrison/Councillor Brame:

That the motion be amended to include the following for circulation, for comment, of the Draft West Bay Neighbourhood Urban Design Guidelines:

- CFB Esquimalt;
- Esquimalt Residents Association;
- Esquimalt Business Association;
- West Bay neighbourhood residents; and
- West Bay Marina residents.

CARRIED UNANIMOUSLY.

The question was called on the motion as amended and declared
CARRIED UNANIMOUSLY.

Mayor Desjardins rejoined the meeting at 7:56 p.m. and resumed the Chair.

10. BYLAWS

For Adoption

- (1) Animal Bylaw, 2002, No. 2495, Amendment Bylaw [No. 4], 2012, No. 2788

MOTION: Moved by Councillor Brame/Councillor McKie:

That Animal Bylaw, 2002, No. 2495, Amendment Bylaw [No. 4], 2012, No. 2788 **be adopted.**

CARRIED UNANIMOUSLY.

11. MAYOR'S AND COUNCILLORS' REPORTS

- (1) Report from Mayor Barbara Desjardins, Re: Twinning with Japanese City of Tagajo

Mayor Desjardins reviewed the letter from the Ambassador of Canada to Japan regarding the municipality's previous interest in twinning with the Town of Onagawa, Japan.

Council comments:

- Concerns with budget and staff implications;
- Doesn't fit with Strategic Plan;
- Need financial impact information on twinning.

5. PRESENTATION

- (1) Bill Brown, Director of Development Services, Draft West Bay Neighbourhood Urban Design Guidelines

Bill Brown, Director of Development Services reviewed the Draft West Bay Neighbourhood Urban Design Guidelines with the committee.

Mr. Brown responded to questions while receiving feedback from committee members on items that could be included in the guidelines. Feedback from committee members included:

- Identifying the Matson lands as environmentally sensitive
- Restoration of areas around the Matson lands
- Re-mapping of the environmentally sensitive areas in the West Bay area
- Incorporating native plantings and landscaping / drought tolerant plantings
- Increase public washrooms (solar powered) on West Bay walkway
- Identify causes and remedies to decrease algae blooms in West Bay area
- Increase interpretive signage of environmentally sensitive areas and environmental initiatives to educate users
- Identify and eliminate hydrocarbon leaks in West Bay area
- Highlight the walkway on a map
- Consider looking at other areas such as Brentwood Bay, Cordova Bay, etc., to review their guidelines
- Do not restrict the guidelines and suggestions to the West Bay area, include the whole municipality

Moved by Chair Salter, seconded by Donald Kramer that the Environmental Advisory Committee recommends that Council direct staff to prepare a draft municipal-wide Development Permit Guidelines for protection of the natural environment, its ecosystems and biological diversity.
The motion **CARRIED**.

- (2) Lisa Morgan, Team Vancouver Island Dynamics, Royal Roads University, Community Engagement in Climate Action Phase 2 (**Late Item**)

Lisa Morgan, representative of Vancouver Island Dynamics, attended the meeting to review the team's plans for community engagement at Buccaneer Days. On behalf of the team, Ms. Morgan requested up to \$250.00 to assist with the purchasing of refreshments and prizes to facilitate the community engagement activities at Buccaneer Days.

Bill departed the meeting at 8:27 p.m.

Moved by Chair Salter, seconded by Chris Zegger-Murphy that:

1. The Environmental Advisory Committee approve funding of up to \$ 250.00 to purchase prizes, refreshments and signage by Vancouver Island Dynamics to conduct their community engagement surveying at Buccaneer Days; and
2. That the Vancouver Island Dynamics team provide a full accounting of all expenses with this additional budget contribution.

The motion **CARRIED**.

Ms. Morgan departed the meeting at 8:30 p.m.

6. OLD BUSINESS

- (1) Home Heating Fuel Storage Tanks

Chair Salter reported Work Point has replaced their fuel storage tanks.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES

ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

Wednesday, June 13, 2012

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Annie Do, Vice Chair
Councillor Lynda Hundleby
Councillor Dave Hodgins
Meagan Duncan
Pamela Martin
Sandi Best
Moiria Tait
- STAFF:** Karen Hay – Planning Technician (Staff Liaison)
Bill Brown, Director of Development Services (Departed 7:42 p.m.)
Deborah Liske – Recording Secretary
- REGRETS:** Bill Percival, Chair

1. CALL TO ORDER

Vice Chair Do called the meeting to order at 7:06 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor Hundleby, seconded by Councillor Hodgins that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of June 13, 2012 be approved as presented.

The motion **CARRIED**.

4. MINUTES

Moved by Meagan Duncan, seconded by Pamela Martin that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of May 2, 2012 be approved as presented.

The motion **CARRIED**.

5. PRESENTATION

- (1) Bill Brown, Director of Development Services, Draft West Bay Neighbourhood Urban Design Guidelines

Bill Brown, Director of Development Services reviewed the Draft West Bay Neighbourhood Urban Design Guidelines with the committee. Suggestions and highlights of the discussion included:

- View corridors / protection of views
- Increase to green / open space
- Increase to public art (representative of the area)
- Amenity zoning
- Increase / improvement to signage, including educational signage
- Create a welcoming, safe walkway 24 hours a day
- Roads

**Arts, Culture and Special Events Advisory Committee – Minutes
June 13, 2012**

Page 2

- Increase lighting, utilize standards that are decorative, representative of the area, can display banners

Mr. Brown encouraged committee members to forward any additional comments to Karen Hay, Staff Liaison.

Mr. Brown departed the meeting at 7:42 p.m.

6. OLD BUSINESS

- (1) Art and Culture Resource Material for Municipal Website
 - (a) Websites to review for discussion:

This item was deferred to the next meeting.

7. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES

- (1) Esquimalt Arts Festival

Committee members discussed planning for the festival. Key points included:

- Updated poster circulated to committee members – additional posters are available for distribution
- Space remains for artists to participate; committee members were encouraged to solicit additional artists
- Victoria Conservatory of Music contacted for possible quartets; awaiting response
- Hiring the ladies of Heritage Productions to showcase historic clothing
- St. John Ambulance services are by donation and can be booked if needed
- Rosemary Murray is interested in assisting with the children's interactive participation area; a budget for supplies and honorarium discussed
- A summer student from Parks and Recreation could be hired to assist with an additional activity in the children's interactive participation area; a budget for wages and supplies discussed
- Poster will be updated to include interactive participation area for children
- Retain a performer, such as the actor that portrays Emily Carr, to showcase at the festival
- Budget requirements
- Members of the Centennial Celebrations Select Committee will be volunteering at the event

Moved by Pamela Martin, seconded by Councillor Hodgins that Heritage Productions be hired to showcase their historic clothing and heritage fashions at the Esquimalt Arts Festival.

The motion **CARRIED**.

Moved by Councillor Hundleby, seconded by Moira Tait that:

1. Pamela Martin coordinate the participation of Rosemary Murray at the Esquimalt Arts Festival to lead one of the children's interactive participation areas; and
2. That a budget of up to \$200 be designated from the Arts, Culture and Special Events Advisory Committee budget for supplies for this interactive participation area; and
3. That \$100 from the Arts, Culture and Special Events Advisory Committee budget be designated for an honorarium for Ms. Murray.

The motion **CARRIED**.

Moved by Moira Tait, seconded by Councillor Hodgins, that:

1. A Parks and Recreation summer student be hired to lead an additional children's interactive participation area at the Esquimalt Arts Festival; and
2. That a budget of up to \$100 be designated from the Arts, Culture and Special Events Advisory Committee budget to cover the cost of wages for the student; and

RECOMMENDATION:

Moved by Amy Higginbotham, seconded by Bill Lang that the Esquimalt Advisory Planning Commission [APC] resolves that the application for a Development Variance Permit to authorize an addition of a two car garage to the south wall of the existing dwelling be forwarded to Council with a **recommendation of denial** with the comment that the addition of a single car garage could be supported.

Zoning Bylaw, 1992, No. 2050, Section 34(4) – Floor Area Ratio – a 0.9 increase to the permitted 0.35 Floor Area Ratio [i.e. from 0.35 to 0.44 F.A.R.].

Zoning Bylaw, 1992, No. 2050, Section 34(8)(a) – Lot Coverage – an 8% increase to the permitted 30% Lot Coverage [i.e. from 30% to 38% Lot Coverage].

Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(i) – Siting Requirements – Principal Building – Front Setback – a 5.5 metre reduction to the required 7.5 metre setback from the Front Lot Line [i.e. from 7.5 metres to 2.0 metres].

Zoning Bylaw, 1992, No. 2050, Section 34(9)(a)(iii) – Siting Requirements Principal Building – Rear Setback - a 5.3 metre reduction to the required 7.5 metre setback from the Rear Lot Line [i.e. from 7.5 metres to 2.2 metres].
The Motion **CARRIED. 4 For 1 Against**

(3) DRAFT WEST BAY NEIGHBOURHOOD DESIGN GUIDELINES
Lands located south of Esquimalt Road, east of Lampson Street, north of Lyall Street and west of the Township Boundary

Bill Brown, Director of Development Services, was in attendance he clarified that, now that Commission members have had time to review and think about the draft guidelines, the goal is to come up with the final ideas, capture thoughts, and make recommendations, point by point.

RECOMMENDATION:

That the Esquimalt Advisory Planning Commission resolves that the following items be considered for incorporation into the Draft West Bay Neighbourhood Design Guidelines:

1. Incorporate unique community enterprises within Westbay ;
2. Consideration be given to a historical theme [i.e. Navy, Military, Ships, First Nation;
3. Captain Jacobson's Park should be developed as a community centrepiece;
4. Consideration be given to Increase in amenities, i.e. public washrooms;
5. Consideration should be given to potential development of an outdoor market;
6. Consideration be given to extend walkway to Captain Jacobson's Park, with a vision to extend waterfront access through West Bay to Macaulay Point;
7. Consideration be given to the re-alignment of Head Street (south bound into West Bay);
8. Consideration by the Municipality to explore opportunities for land trade exchanging roadway lands for community amenities;
9. Urban design to encourage pedestrian traffic;
10. Consideration be given to incorporating a children's water park in Captain Jacobson's Park .

**ADVISORY PLANNING COMMISSION MINUTES
MEETING JUNE 19, 2012**

11. Urban design should incorporate principles of transition between higher and lower buildings;
12. Streetscape design should incorporate way-finding into all designs by signage and different surface;
13. Encourage events that animate the space;
14. Develop multimodal transportation to incorporate ferry, bike, walking;
15. Incorporate traffic calming in all road designs for West Bay;
16. Encourage ecosystem restoration.
17. Discourage discharge of untreated storm drain water into West Bay;
18. Sidewalks should incorporate universal design principles;
19. Parking should be primarily underground; surface parking should be time-limited.
20. Waterfront lands should incorporate commercial uses on the first floor ;
21. Urban design should ensure commercial frontage of Head Street is permeable to the waterfront esplanade;
22. Consideration should be given to incorporating "Steam Boat Gothic" into design [i.e. Captain Jacobson's house];
23. Consideration be given to developing a medical precinct in the West Bay area;
24. Incorporate universal design into new development within West Bay.
25. Consideration should be given to widening the West Bay Walkway;
26. Commercial Development adjacent to Captain Jacobson Park should animate the park.

The Motion **CARRIED UNANIMOUSLY**

VII. PLANNER'S STATUS REPORT

There were no applications to report on.

VIII. COUNCIL LIAISON

Council Liaison was not in attendance to report.

IX. NEW BUSINESS

(i) Agenda Deadline

Commission members expressed appreciation to the Staff Liaison and Recording Secretary for their hard work in the preparation of agendas to satisfy an earlier delivery deadline.

(ii) Council Liaison

Members express concern that an alternate Council Liaison was not in attendance at this meeting.

X. NEXT REGULAR MEETING

The next regularly scheduled meeting is Tuesday, August 21st, 2012.

XI. ADJOURNMENT

On motion the meeting adjourned at 10:10 p.m.

5. **PRESENTATION**

- (1) Bill Brown, Director of Development Services
(a) Draft West Bay Neighbourhood Urban Design Guidelines

Bill Brown requested the Committee's input on heritage aspects to be considered in the urban design guidelines for the West Bay area. The following ideas were presented:

- Suggestion that West Bay could possibly be a heritage conservation area
- Archives could provide a history of homes in the area
- Necessary to limit building heights near the waterfront
- Important that views of the seascape be preserved
- Building materials and building styles should reflect the heritage homes in a neighborhood
- New building development should reflect the nautical heritage of the area
- 464 Head St – consideration for the significance of this house
- More commercial space is important, should be mixed use and more restaurants
- Encourage nautical theme, without stifling creativity

Mr. Brown requested that Committee members forward any further ideas before July 19th.

- (b) Questions for the Director – Esquimalt Village Plan

There was discussion around the EVP. It was noted that foremost the site requires remediation and that the Township has applied for funding towards this. Concerns were raised around protection of the memorials and public space within any future development.

- (2) Contractor - Helen Edwards (**Late Item**)

Helen Edwards took photographs of all the buildings on the priority list that have not yet received an SOS.

Moved by Sherri Robinson and seconded by John Willow that Helen Edwards write statements of significance for 820 Dunsmuir Road, 507 Head Street, 1211 Old Esquimalt Road, 539 Lampson Street, 1382 Esquimalt Road, 1376 Esquimalt Road, and 948 Old Esquimalt Road.
The motion **CARRIED**.

6. **REPORT FROM THE CHAIR**

There was none.

7. **OLD BUSINESS**

- (1) Lampson Street School - Memorial Trees

Liz Dill has had three-way communications with the School District, Parks and Recreation, and Planning and Development. Ongoing.

May 28, 2012

Bill Brown
Director of Development Services
Township of Esquimalt
1229 Esquimalt Road

Dear Bill,

A Special Meeting by the West Bay Residents Association was held Wednesday, May 23, 2012, at 929 Esquimalt Road, Social Room to review the *Draft West Bay Neighbourhood Urban Design Guidelines*. We thought it was best to give you some feedback as a collective, although there will no doubt be some feedback from individuals as time progresses. A notice went out to inform the immediate area of you "public info session" on the Draft tomorrow at the princess Mary Restaurant, 6:30-8:30pm., we thank you in advance for this service.

These notes cover only the main points of the discussion. Mr. Brown's document and the WBRA's response are on file.

Observations to the Draft

1. Vision. -Needs some work to include marine, military, and architectural heritage.

-Define "mixed use" – perhaps "balance between residential and commercial" may be better with the goal being enhanced livability.

-Introduce the term tourist *destination* rather than tourist *attraction*.

4. Transportation Network

4.1.1 Install sidewalks on Head Street between Gore and Lyall, maintain as Public right-of-way.

4.2 Cycling Routes -Also include this section (Head Street) in the cycling route, and identify it as part of the recreational route network. On (Fig. 4) the "*Future Recreational Route*" should continue down Head Street from the dotted line at the DND gate (this is to ensure a tourist potential and a community benefit incorporated in a (Draft) plan for a "connector" from Macaulay Park to the West Bay Walkway).

5. Design Guidelines- Design Guidelines –

5.1.1.1- it is good to keep terms water and land.

5.1.1.3 -needs some tweaking. A kayak launching facility at captain Jacobson's Park or **wherever** possible.(replace whenever with wherever)

5.1.1.4 -Mixed use Head Street: hybrid of Village and High Street ambience? Esplanade?
(explain Esplanade)

5.1.1.5 Landmarks at the end of street vistas – emphasize preservation of Work Point Barracks with Guard House as "Landmark"

- 5.1.1.6 Views – protecting the view of Esquimalt from Victoria (leave as is)
- Ask the municipality to ask the federal government to clarify “foreshore rights”
- 5.1.2 Views**
- 5.1.2.1 Text and (fig.5) are good, Add Heritage view scape re: the wording – clarification from end of Head Street to where it meets Lyall
-
- 5.1.2.2 “Eliminate” rather than “minimize” shadow casting – based on winter solstice?
- 5.1.3 Neighbourhood Integration**
- 5.1.3.1-To be clarified
- 5.1.4 Streets***
- 5.1.4.1 Explain *hybrid “high street- esplanade* - wish for street to remain Township’s
- 5.1.4.2 (fig.7). use different photo
- 5.1.5.1 OK concept
- 5.1.5.2 “Access” instead of “entrance” ? no entrance on Gore too.
- 5.1.7.1 Bike parking; secure kayak “parking” (rack?)
- 5.1.8.1 Street furniture – design standards incorporate Street Art?
- 5.1.8.2 Street lights – design standards?
- 5.1.8.4 Garbage handling?
- 5.1.8.5 All coordinated-Street Art could add variety
- 5.1.9.1 Overhead utilities should be buried
- 5.1.10.1 Connect walkway and park (s/b public)
- 5.1.11 Vibrant Commercial Neighbourhood**
- 5.1.11.1 Head Street from Gore to Lyall is seen as a vibrant commercial area on both sides of the street (Public right-of-way)
- 5.1.12.1 WBRA disagrees with the height _____? 9 meters / 10 storeys? – 4 storey’s maximum is preferable-“stepped” building design as well in guidelines
- 5.1.12.6 WBRA supports the CPTED principle
- 5.1.13.2 Could be limiting (explain?)
- 5.1.15 Waterfront Animation**
- 5.1.15.1 Replace “create” with facilitates lively activities at the waterfront...
- 5.1.16 Seascapes and skylscapes**
- 5.1.16.1 Seascape and skylscape must be preserved (rather than “should”)
- 5.1.17 Heritage Recognition**
- 5.1.17.1 Residential, historic, military, maritime (?) The Guard House is in the Township’s Heritage files, Work Point Barracks is a Historical Precinct
- 5.2.1.1 Environmental considerations good but need elaboration (See VEHEP)(?)

*It was noted that the practice of a developer conducting a traffic survey relating to his own projects may be seen as biased. An independent panel may be more effective.
Town Council should be reminded that the OCP has high density development concentrated along the Esquimalt Road corridor, not in commercial/residential areas like West Bay.
The issue of the extension of the West Bay Walkway is very complex and at this point efforts should be concentrated on securing or maintaining a public right-of-way for the walkway whatever developments may materialize.

Colin MacLock, President
West Bay Residents Association
872 Dunsmuir Road
250 388-4090



Marina & Yacht Club • Marine Homes • RV Park

December 30, 2012

Our file: Westbay Re-development
VIA HAND

Bill Brown-Director of Development Services,
Township of Esquimalt,
1229 Esquimalt Road,
Esquimalt, B.C.
V9A 3P1

from the desk of

Mark Lindholm
Development Manager

453 Head Street, Victoria, B.C.
Canada V9A 5S1
Phone (250) 383-5678
Fax (250) 383-8565
email info@westbay.bc.ca
<http://www.westbay.bc.ca>

Dear Mr. Brown:

Re: Staff Report- Bill Brown, Director of Development Services-Response to Letter from Westbay Residents Association- Report No. DEV-12-018 and Draft West Bay Neighbourhood Urban Design Guidelines.

Further to my letter to Mayor and Council dated April 15, 2012 on this matter I am writing you again on behalf of Triangle Estates Ltd., Rampart Estates Ltd., 525 Marina & Yacht Management Co. Ltd. and Westbay Investments Ltd. All of these companies are part of our family business and all are significant real property owners in the West Bay Area. These companies own all of the lands bounded by Lyall, Gore and Head Streets, "Westbay Marine Village" at 453 Head Street, the mixed retail/commercial and residential building at 526 Head Street (the corner of Gore and Head Streets) called "The Surf" and Sailor's Cove Marina, 525 Head Street, which is a mixed use commercial/office and marina use development.

You have asked my input on the Version 1.1 of the Draft West Bay Neighbourhood Urban Design Guidelines and I am providing my response now. The statements provided in my April 15, 2012 letter still apply. I will respond using the same numbering and titles used in the Draft Guidelines.

1. **Vision:** I do not understand what is meant by "inextricable link." The geography establishes that West Bay, as body of water on the western extremity of Victoria's Inner Harbour, is a dominant, some would say limiting, geographic reality. The link to the waterfront is currently established by public lands such as the West Song Walkway and Capt. Jacobsen's Park as well as public access through commercial and residential activity on private lands such as Westbay Marine Village, Across the Harbour B and B and Hidden Harbour Marina. If the "vision" is to preserve these public lands and to encourage greater mixed-use of the lands in the West Bay area then we agree with the vision.

2. **Background:** I disagree with the statement: *"However, the unique character of the area requires a specific set of design guidelines to help promote and articulate the unique form and character of the area and to ensure that future development is consistent with the existing urban fabric and architectural vernacular."*

Firstly, the attributes of West Bay are not unique in Esquimalt. There are a number of areas of Esquimalt that are near or have significant water views or mixed use commercial and residential areas.

Secondly, I do not agree that a specific set of design guidelines are necessary or desirable. Moreover there is no unique form and character to the built structures in the West Bay area. West Bay is a mix of older single family and duplex buildings, most of which can be described as modest and some as very modest. The architecture of many of these buildings is standard modest tract housing. There are exceptions such as the Rattenbury designed mansion on Wollaston Street, Swallow's Landing on Dunsmuir Street, Capt. Jacobsen's house on Head Street or Chow house also on Head Street next door to Sailor's Cove Marina.

Thirdly, as each of the examples given in the last paragraph amply demonstrates, there is no "unique form and character to the area." There is a mix of architecture and no distinct style. There are modest 4 storey 1970's stucco apartment buildings lining Dunsmuir Street on the waterfront on either side of the much newer high-end 11-storey Swallows Landing. There is also a mix of modest two storey houses mostly built in the 1940's through the 1960's and most have little architectural merit or display an "architectural vernacular."

Fourthly, the OCP exercises of the past have been directed at changing the existing urban fabric and the architectural vernacular of the West Bay area. Higher density, modern architecture, new styles and higher quality have been the clear and expressed desire of the community in the OCP and the Councils that have adopted the OCP. The Chow house and Swallows Landing are examples of this. If the Design Guidelines are intended to bring about positive and significant change then they should encourage modern architecture and not restrict the designers to emulate the existing urban fabric and architectural vernacular.

3. **Policy Framework:** I think the statement from Section 2.3.6 of the existing Official Community Plan is still a useful guideline but slavish dissection of the statement should not be a restriction on thoughtful and marketable ideas brought forward by owners and developers in this area. Flexibility is the key to successful neighbourhood improvement and change.

4. **Road Network:** I agree with Section 4.1.1. The photograph used to illustrate this suggestion is Head Street looking west. As we are in the process of advancing substantial changes to the south side of Head Street, including road re-alignment and sidewalks etc. the provision of sidewalks on the south side will likely be accomplished shortly. The north side of the street with no sidewalks is mostly in front of Hidden Harbour Marina lands and there is no reason that sidewalks could not be placed there immediately.

4.2 **Cycling Routes:** I encourage more bicycle friendly street usage.

5. **Design Guidelines:**

5.1.1.1: As already stated, I am not sure what is meant by this statement of "inextricable linkage." In any case the current public access is very well accommodated by the extensive public land access (West Song Walkway and Capt. Jacobsen's Park) as well as the commercial activity already taking place in the West Bay area. Further commercial activity should be encouraged which will give further opportunity for public access in a mercantile, tourist or recreational setting.

5.1.1.2: The linkage to Victoria Harbour is maintained by public ownership or commercial uses that relate to the Harbour such as our Westbay Marine Village, Sailor's Cove Marina and Hidden Harbour Marina.

5.1.1.3: There are publicly owned accesses to the shore now. In the case of Capt. Jacobsen Park public access to the shore could be enhanced by, for example, the provision of a kayak dock.

5.1.1.4: I am not sure what is meant by this description. If it means that development should not be more than, say, three or four storeys tall with a ground floor commercial/retail component then I do not support it. This is not an English high street which would have actually been built dating back to the mid-17th century. Modern, rational, functional and economically viable development is what is called for. The existing permitted heights of 10-12 storeys makes economic sense and is sound urban planning. Density is required to support the modern city. I do support a pedestrian-oriented walking and cycling esplanade along both sides of Head Street/Gore Street from Dunsmuir to Lyall Street and along Head Street heading east from the corner of Gore Street. This can be accomplished by wider sidewalks in a distinctive surface, bicycle lane, distinctive lighting and street furnishings and so on. Again, the public access points have to be the West Song Walkway and Capt. Jacobsen Park as well as commercial activities at Hidden Harbour, Westbay Marine Village and Sailor's Cove Marina.

5.1.1.5: Agreed.

5.1.2: Views: In response to 5.1.2.1 and 5.1.2.2 I am not sure what *"protecting the integrity of the distant view"* means, however, as our Triangle Lands submitted material clearly shows, the view from Victoria Harbour is not compromised by 10 storey structures and those structures do not *"pop above the horizon behind West Bay when viewed from Victoria Harbour,"* so buildings up to 10 storeys and perhaps as much as 12 will not be offensive to these statements.

5.1.2.3: I certainly agree with the concept of protecting the view of West Bay from the West Song Walkway, however the statement lacks specifics as to what is the *"integrity of the view"* and how is it to be protected. Does it mean no building should be visible? How does it square with permitted heights and FSR's? It may be an appropriate principle for the Guidelines but specificity is required and it should not limit what has been determined is permissible building size or density on the lands surrounding West Bay. We also addressed this issue in our submission letter regarding our Triangle Lands development dated October 4, 2012 so we will not repeat them here.

5.1.3.1: I see no reason to limit design to existing street patterns. In fact, where good design and utilization rationale supports it, change in existing road patterns should be considered as part of the mix. Not all existing road patterns are rational or desirable or even particularly functional and, where it serves the other design or use aspirations in the OCP, changes in road patterns should be considered and, perhaps, even encouraged.

5.1.4.1 Streets:

5.1.4.1: I have already addressed this point.

5.1.4.2: Agreed.

5.1.5 On Street Parking:

5.1.5.1 Agreed. In addition, all streets in the West Bay area should be available for parking by commercial customers and visitors to the area with no "residential only" parking designations permitted. All residential lots are required to provide off-street parking for the occupants of the residential lot. There is no reason for "resident only" parking signs except for certain residents wishing to appropriate for themselves the public streets for their own personal use. Paradise Street is the best example of this.

5.1.5.2 I disagree completely. Our Triangle Lands proposal already proposes an entrance to underground parking from Head Street. For that

reason alone I would object but the suggestion is without merit in any case. This suggestion is an unnecessary limit to design options and would effectively preclude Hidden Harbour, for example, ever building underground parking. It would also preclude any more intensive building on Head Street from Paradise Street to Lyall Street as all of those properties on the west side of Head Street have no other access to their lands but from Head Street. I can agree that effort should be made to minimize parking accesses off of Head Street in order to support the integration of commercial activity at street level without excessive parking access driveways but a prohibition of parking entrances is unsupportable.

5.1.6 Off Street Parking

5.1.6.1 and 5.6.2: It is simply not realistic to make a bald statement that *"parking should be located at sides and backs of buildings."* This statement certainly does not apply to waterfront lands. In many cases it is desirable to have parking not be the dominant street-side feature of a development, however, this has to be balanced by the physical realities of the site and geography. Also, given the very small area of land available for development and for parking it is unrealistic to suggest that parking should be in small clusters. While that may be desirable design goal, small cluster parking takes up enormous amounts of land as you have to create two-way drive aisles, exits and so on to accommodate each parking cluster. This eats up valuable land area. Such parking planning may be possible in a large suburban campus but is not realistic in a tight urban setting. I think all that is necessary is a statement that consideration should be given in the design to make parking unobtrusive, not the dominant feature from the street except in waterfront situations.

5.1.17 Bicycle Parking:

5.1.7.1: Agreed.

5.1.8 Street Furniture:

5.1.8.1: Agreed.

5.1.8.2: My comments here also apply to other aspects of the Draft Guidelines relating to "theme." The words "nautical theme" are not defined. Broad ambiguous statements are not helpful. What is "nautical" to one person is not necessarily the image that is held by another. Moreover, I do not support attempts to legislate taste or create "themed" villages. To do so is to "Disney" the planning and design process. This is not a movie set. Real world design solutions are necessary in any re-development. True and authentic villages or architectural themes grow organically and are not legislated. West Bay is in a transition phase right now and the new

buildings that get built there will help set the stage for an architectural theme for developments that may follow. While there should be, and are, nods to the past, Capt. Jacobsen's house, for example, this house should not be considered the architectural theme for the West Bay area going forward. Furthermore, it is an historical error to suggest that West Bay is a nautical-oriented location. In fact it has never had a serious marine history except as a location for Capt. Jacobsen to moor portions of his sealing fleet and to run a steamer up on the beach to use for accommodations. In fact, the history of West Bay (Work Point) is that of an army base. It was a distinctly land forces installation from pre-confederation times up until the 1980's.

5.1.8.4: Agreed.

5.1.8.5: For reasons already stated I do not agree that all street furniture should be of the same colour and design. Homogeneity is not consistent with an authentic evolution of human space. Charm and character can come from a variety of styles and colours that add to the beauty of the whole. Keep in mind that 1970's Soviet apartment complexes maintained homogeneity to their design and that did not result in desirable outcomes for the built space.

5.1.9: Overhead Utilities:

5.1.9.1: I agree that burial of overhead utilities is a desirable outcome however practical realities make this difficult to achieve. There are many obstacles to realising this outcome. Rights of Ways, cost, buy-in from existing developments and land owners where no development imperative or incentive is available to compel them to undertake their portion of the costs, municipal budgets that have no room for the municipality to contribute to these costs where power lines front municipal lands (Head Street for example) actual design limitations for putting services underground, resultant road damage and restoration etc. all make this a very challenging prospect.

5.1.10.1: The author uses the terms "West Bay Promenade," "West Bay Park" and "West Bay trail head" although those names are not familiar to me. I surmise the West Bay Promenade is the "esplanade" that the author envisions in section 5.1.1.4 and 5.1.4.1. "West Bay Park" I assume is Capt. Jacobsen's Park and the "West Bay Trail Head" I assume is the start of the Esquimalt end of the West Song Walkway (boardwalk.) I agree with the concept stated in this section.

5.1.11 Vibrant Commercial Neighbourhood:

5.1.11: Agreed but I would add **mixed use** (residential and commercial) as an objective.

5.1.12.1 Building Design:

5.1.12.1: I disagree with demanding a distinct "base, middle and top" to a building. This is an unhelpful and unnecessary limitation on the freedom of design. I agree generally that on Head Street between Dunsmuir and Lyall streets and on Head Street heading east to Westbay Marine Village that street level retail and commercial uses should be encouraged and built close to the street side and water side property lines, thereby creating a distinct "base" to a building. What goes on above should be left to the imagination of the architect. The whole area is in a Development Permit Area and all design will be vetted by the Township. Let the designers design. Incidentally, this design parameter would eliminate the commercial building at 525 Head Street (Sailor's Cove Marina) 526 Head Street, the Across the Harbour B and B and the buildings on Hidden Harbour property.

5.1.12.1: I strongly disagree with the proposed height limitation proposed for the east side of Head Street of 9 meters (effectively a two storey building for commercial ceiling heights.)

The current OCP settled on a 10 storey and maximum 12 storey height in this area. What has changed in Esquimalt since the adoption of the OCP in 2007 that makes this height inappropriate? I say nothing except that a few persons with their own ox to gore have militated for lower heights. This section is an attempt by a very few to alter the basic planning document of the Township, the OCP, to suit their own view of the world. There is no outcry from the vast majority of Esquimalt's residents and land owners to reduce the proposed building heights permitted by the OCP on Head Street in the West Bay area. In fact, many residents and land owners point to Swallows Landing as an example of what should be the model for development in the West Bay area and Swallow's Landing is 11 storeys in height at its peak.

I will concede that in some locations it may be desirable to have buildings on the waterfront at a lower height than those on the non-waterfront side of the street but that is not a given nor should it be a rule of general application. Reducing height generally means increasing mass of proposed buildings. A small foot print "point tower" that is narrow and tall may be substantially less obtrusive both from the water vantage points and from the land based vantage points then would a lower but more massive building.

I say leave the OCP sanctioned height alone. Let the area develop and see what is put forward for development. The fact is that, other than the lands our family owns, most of the lands in the West Bay area are fractured into small parcels and multiple owners. There is not likely going to be a large land consolidation. The intervening public lands such as DND and Capt. Jacobsen's Park will ensure that does not happen. You will not see a spate of towers being proposed. There simply is not a land base available to support such development in the West Bay area. The only lands available to do such development under the OCP is the apartment building site at the corner of Head and Dunsmuir Streets, Triangle Lands, the Westbay Marine Village lands and, possibly, the Hidden Harbour lands. Even these lands are quite limited in size and with parking requirement considerations will have natural and practical barriers to building large scale developments regardless of height.

The owners of Hidden Harbour are advocating for lower heights and density so we can be assured that they will not propose a 10 storey building on their lands during their tenure. In fact, if they feel two or three storeys is an appropriate height they can immediately and voluntarily enter into a registerable covenant with the Township restricting any building on their lands to a height not exceeding two or three storeys. This will limit building heights on that land in the future regardless of the OCP permitted height of 10 or 12 storeys.

If there was to be a lower height proposed for the waterfront lands we would strongly recommend that it be 6 storeys and 26 meters (85 feet.). This will allow for meaningful development and a maximum height that will permit proper floor to floor ceiling heights for commercial, retail and/or residential usage. The author's suggestion of a 9 meter height is completely off the mark. This height would not even permit the buildings currently built on Sailors Cove lands or Hidden Harbour lands. In fact, I doubt Capt. Jacobsen's house would meet this height restriction.

5.1.12.1: I do not agree with this proposal. The current street rhythm may be in 30 foot and 50 foot increments in some areas where conventional single family or duplex dwellings have been constructed over the years but it is by no means the rhythm throughout the area. Moreover, the purpose of the OCP amendments in 2007 and in 1996 was to encourage **change**, not to keep repeating the single family dwelling model. The purpose was to encourage more intensive use; commercial retail tourism in higher, denser development. The street rhythm should change and it should not be limited by arbitrary rules of 30 and 50 foot increments. Let the designers design.

5.1.12.3: Agreed.

5.1.12.4: Agreed.

5.1.12.5: Agreed.

5.1.12.6: Agreed.

5.1.12.7: Agreed.

5.1.12.9: Agreed.

5.1.12.10: Agreed.

5.1.12.11: Agreed.

5.1.12.12: Agreed.

5.1.12.13: Agreed.

5.1.13.1: While I agree that the proximity to Victoria Harbour is natural for encouraging a nautical approach there should not be slavish adherence to some "Disneyfied" nautical theme. Moreover, as already pointed out, this area is actually historically an army installation.

5.1.13.2: Wood framed windows are impractical, expensive and often inefficient for commercial applications. They are very expensive and impractical for most residential applications as well.

5.1.14 Signage:

5.1.14.1: Generally I agree. Powder coated aluminum and other materials are appropriate as well.

5.1.14.2: Why limit it? Again, this is trying to "Disneyfy" or make the area homogenous. Why not let the signs reflect the nature of the business occupying the space?

5.1.14.3: Generally, I agree but back lit signs have a useful purpose in some places and are functional. They are readily visible at night and add soft ambient lighting.

5.1.14.3: Agreed.

5.1.15: Waterfront Animation:

5.1.15.1: Generally, I agree.

5.1.16.1: The author proposes that "*Seascapes and skylscapes should be preserved.*" I am not sure what is meant by this but I read it to mean that no change to the existing views from the water side would be permitted and no building other than what is presently there may be built. I am sure that is not what is intended but this broad statement of the author is too simplistic and unrealistic. The fact is the OCP's in 1996 and in 2007 intended to create change including higher buildings, more density and more commercial/tourism activity. It is a corollary of the expression of that desire that there will necessarily be a change in the seascape and the skylscapes. In fact, our company created a substantial change in both the seascape and the skylscape in the creation of our floathome village. Our company intends to create a further change in skylscapes with the Triangle Land development. Swallows Landing and the recently constructed DND building changed both the seascape and the skylscape for the West Bay area. These changes were not only desirable but necessary. The only constant is change and the current seascapes and skylscapes of West Bay area are very different than they were 50 years ago or even 10 years ago.

5.1.17 Heritage Recognition:

5.1.17.1: I generally support heritage recognition and, where practical and desirable, preservation. The Draft Guidelines do not specify any heritage site and only shows a photograph of Capt. Jacobsen's House as an illustration. What sites are considered valuable historical sites that may be captured by this Guideline doctrine?

5.2 Objectives for the protection of the natural environment, its ecosystems and biological diversity.

5.2.1: Agreed.

5.2.2: Agreed.

5.2.3: Agreed.

5.2.4: Generally I agree in principle but does West Bay even have any such undisturbed habitat for waterfowl such as the Harlequin Duck and if so where is it?

5.2.5: What is the impact of this guideline on marina operations and other water uses? What exactly is the habitat to be protected? What scientific basis is there for this Guideline and what objective is to be achieved?

5.3 Objectives for the protection of development from hazardous conditions.

5.3.1 Earthquake:

5.3.1.1: What. is the engineering or other scientific basis for this Guideline? Are buildings along West Bay more susceptible to earthquake damage? In any event any substantial development in this area will have geo-technical professionals involved and an earthquake assessment of ground conditions to meet required engineering standards will be conducted as a matter of course. Is it intended that this Guideline apply to single family or duplex construction? If not what is the scale of the project that will require this kind of assessment?

5.3.2 Tsunami:

5.3.2.1: Generally, I agree. While tsunami risk is somewhat low it is prudent to ensure occupied building levels are at a height to mitigate the risk of Tsunami damage.

5.3.3 Rising ocean levels:

5.3.3.1: Agreed but this study should be carried out by the Township with the input of potential affected land owners as a general planning document.

I trust you will find the foregoing comments useful in your consideration of the Draft West Bay Neighbourhood Design Guidelines. If there are specifics of this document you wish to discuss in greater detail I would be happy to meet Mr. Brown at our mutual convenience.

Yours truly,

West Bay Investments Ltd.

Per:

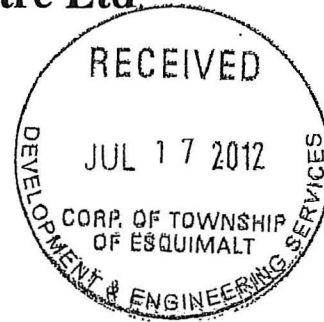
Mark W.L. Lindholm

cc.

- Mayor and Council
- Advisory Planning Committee

Hidden Harbour Marine Centre Ltd
On the Harbour In Esquimalt

Planning Department
Township of Esquimalt
1229 Esquimalt Road
Esquimalt, B.C., V9A 3P1



July 15, 2012

Dear Planning Department.

Re: Draft West Bay Neighbourhood Urban Design Guidelines.

The Draft West Bay Neighbourhood Urban Design Guidelines provide a promising first step for guiding future development in West Bay. More importantly, it begins to identify some of the key attributes of West Bay that warrant cultivation and preservation.

What it fails to address is the current land use designation for West Bay in the Official Community Plan. The current designation applies generic guidelines for commercial and mixed-use, setting no criteria for the ratio between commercial and residential. This is insufficient in its detail and offers nothing to protect and enhance the commercial viability of the West Bay Commercial Node. For example, a recent development proposal sought approximately a 99% residential and 1% commercial "mixed-use". This reflects the ill-defined master plan for the area.

While design guidelines for West Bay will address form and character, it is land use that will determine the nature of development.

If the vision of a commercial village in West Bay is going to be pursued, Council must correct the land use designation in the O.C.P. to support that commitment.

West Bay as a destination.

Residents, businesses and visitors are drawn to West Bay for many reasons. The most obvious are its distinctive character, connection to the harbour, Captain Jacobson's Park, and incredible views. The prevailing balance of uses, scale, light and space are much more subtle in their appeal. Whether one lives or works in West Bay, or considers it a recreational destination, outdoor activities and day to day experiences are directly related to this crucial balance.

It is essential to consider how one or more high density residential developments will impact the geographical qualities that make West Bay unique and inviting. The inevitable subsequent losses of view, light, and access associated with massive structures will definitely have a negative impact on the area as a recreational destination, and on the primary commercial activity in the area which is the marinas.

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Hidden Harbour Marine Centre Ltd.

On the Harbour In Esquimalt

Commercial activity in West Bay.

The Official Community Plan of 1996 recognized West Bay as one of four commercial nodes in Esquimalt, and in support of this specifically states the following: *"The waterfront and lands around the West Bay Harbour, as shown on 'Schedule A', will function as a 'marine oriented commercial village', serving regional marine traffic, local residents and tourists. It is strongly encouraged that this marine commercial area be oriented to pedestrians and boat traffic."*

There is no reference to increasing residential density in this statement.

Establishing the West Bay commercial node within a neighbourhood that is dominated primarily by single-family dwellings shows a clear intent and commitment by the Municipality to the vision of a commercial village. In addition, the re-zoning of many properties in West Bay from residential to commercial supported this shift, and many businesses have committed to the area as a result.

As our population grows it is paramount that we retain, improve, and provide new community facilities and services for those who choose to live, work, and play in our ever-growing Esquimalt. Losing the potential for further commercial development to high-density residential development will permanently quash all hopes of a true commercial village in West Bay. If there is to be any residential component to development in West Bay it should be considered ancillary to commercial as the primary use.

Only a well-defined commercial framework for West Bay will foster future commercial opportunities, and continue to promote and protect a viable business community in this area.

Specific suggestions regarding The Draft West Bay Neighbourhood Urban Design Guidelines:

5.1.1.2 The West Bay represents Esquimalt's only linkage to Victoria Harbour. The linkage should be maintained and enhanced.

5.1.11.1 Head Street between Lyall Street and the West Bay Promenade trail head should be a vibrant neighbourhood commercial area primarily catering to residents of our community, yet inviting to visitors and travelers.

5.1.12.1 Building heights should transition from a maximum height of 9 m east of Head Street between Lyall Street and the West Bay Promenade trail head to (up to 4 storeys) on the "Triangle Lands".

5.1.16.1 Seascapes and skylscapes and cityscapes should be preserved.

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On the Harbour In Esquimalt

In closing I would ask that the Planning Department consider a more explicit commercial land use designation, that in concert with the proposed design guidelines, will protect and promote compatible, diverse and vibrant commercial activity in West Bay.

Sincerely,



Carole Witter (Director, Hidden Harbour Marine Centre Ltd.)

cc: Mayor and Council

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Dean Polvi
c/o 537 Paradise Street
Victoria, BC
V9A 5E3

To: Esquimalt Development Services
Cc: Advisory Planning Commission

December 18, 2012

Re: WBRA Guidelines Comments

Dear Mr. Brown and Mr. Parkes,

Please accept this letter for consideration as input to the Draft West Bay Neighbourhood Urban Design Guidelines.

This letter provides some thoughts re the guidelines in the hope that rezoning and construction in the West Bay Triangle Lands and any surrounding properties will complement the existing area in terms of building scale and also enhance services and ambience to residents as well as keeping options open for the future vitality of the area for the next generations.

Although this is a very lengthy document we've tried to make is as simple as possible.

There are two columns provided;

- the left column is information as provided in the Draft West Bay Design Guidelines
- the right column provides some thoughts from West Bay Residents

Also, to demonstrate what is possible, rather than talking so much about what is not desired, please find below a link to a development which has the elements of a development which would add residential and commercial space while complementing and adding to the already unique feel of the West Bay area.

<http://marinersvillage.ca/commercial-properties.php>

Thank you for your time and consideration in making West Bay a quality place to live our lives.

Dean Polvi (and other residents)



WEST BAY DESIGN GUIDELI

APPENDIX 10
COMMENT
FROM GROUP OF WEST BAY
RESIDENTS

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
1. Vision	
<i>The West Bay Neighbourhood is a vibrant mixed use neighbourhood that, while being an integrated part of Esquimalt's urban fabric, is uniquely identified by its inextricable link to West Bay socially, environmentally, and economically.</i>	<p>Input/Thoughts/inspiration for what we would like to see developed on West Bay Triangle Properties;</p> <p>http://marinersvillage.ca/commercial-properties.php</p>
	<p>Input/Thoughts;</p> <p>Add that the scale and design of new developments should complement the area which is primarily single family dwelling and 2-3 story small business development</p>
	<p>Input/Thoughts;</p> <p>Suggest that enhanced liveability and some services to the local community should be included in design</p>
	<p>Input/Thoughts;</p> <p>Define "mixed use" to also include services to the local community while keeping the options open for making this area a regional tourist destination and/or small business centre</p>

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
<p>2 Background</p> <p><i>The West Bay Neighbourhood is defined as the area south of Esquimalt Road, East of Lampson Street, North of Lyall Street, and delineated by West Bay on the east side (Fig. 1). The neighbourhood is predominately residential, however, the area immediately adjacent to the shore of West Bay contains a mix of commercial and residential uses.</i></p> <p><i>Development in the area is governed by the generic guidelines for commercial and mixed use areas. However, the unique character of the area requires a specific set of design guidelines to help promote and articulate the unique form and character of the area and to ensure that future development is consistent with the existing urban fabric and architectural vernacular.</i></p>	<p>Very clear and we are thankful to see specific guidelines for this area that respect the unique beauty and potential of this area rather than treating it as a generic development area</p>
<p>3 Policy Framework</p>	
<p>3.1 Section 2.3.6 of the Official Community Plan states:</p>	
<p><i>The waterfront and lands around the West Bay Harbour, as shown on "Schedule A", will function as a "marine-oriented commercial village:", serving regional marine traffic, local residents and tourists. It is strongly encouraged that this marine commercial area be oriented to pedestrians and boat traffic."</i></p>	<p>Input/Thoughts;</p> <p>Define Marine-oriented (so as to differentiate from marine themed)</p> <p>Define commercial village more specifically</p>

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
	<p>Input/Thoughts;</p> <p>Need to clearly define how the area should serve regional marine traffic/local residents and tourists</p>
4. Transportation Network	
<p><i>4.1.1 Consideration should be given to incorporating sidewalks into the road right of way where they currently do not exist (Fig. 2) (Ref. Schedule G of the Official Community Plan – The Esquimalt Pedestrian Charter).</i></p>	
<p><i>4.1.2 The road network is set out in Schedule B1 of the Official Community Plan (Fig. 3)</i></p>	<p>Input/Thoughts;</p> <p>Design to ensure that traffic in to and out of core development area of Triangle Lands uses already designated residential collector roads</p>
	<p>Input/Thoughts;</p> <p>include in scope of this development enhanced traffic calming features on Wollaston, Dunsmuir and Paradise to reduce or eliminate short cutting due to increased density, population and traffic in the core area</p>

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
	<p>Input/Thoughts;</p> <p>Ensure that linkages remain available when/if DND lands are ever opened, to ensure contiguous walking route from end of existing West Bay Walkway all the way to Macaulay Point</p>
<p><i>4.2.1 Cycling routes are shown in Schedule B2 of the Official Community Plan (Fig. 4)</i></p>	<p>Input/Thoughts;</p> <p>Ensure that Head Street, Paradise Street remain in the cycling route, and identify it as part of the recreational bike route network</p>
	<p>Input/Thoughts;</p> <p>On (Fig. 4) the “<i>Future Recreational Route</i>” should continue down Head Street from the dotted line at the DND gate (this is to ensure a tourist potential and a community benefit incorporated in a (Draft) plan for a connector from Macaulay Park to the West Bay Walkway).</p>
<p><i>5. Design Guidelines</i></p>	
<p><i>5.1.1.1 The land and water at West Bay are inextricably linked – those linkages should be maintained.</i></p>	<p>Input/Thoughts;</p> <p>Please clarify inextricably linked to include;</p> <ul style="list-style-type: none"> – provide accesses and right of ways for public to access land from water and water from land

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
	<ul style="list-style-type: none"> – access for people, vehicles, canoes, kayaks, bikes
<p><i>5.1.1.2 The West Bay represents Esquimalt's only linkage to Victoria Harbour. The linkage should be maintained.</i></p>	<p>Input/Thoughts;</p> <ul style="list-style-type: none"> – do not cut off views – boat launches – kayak rentals – enhancement of public access to water
<p><i>5.1.1.3 Whenever possible, public access to the shore should be provided.</i></p>	<p>Input/Thoughts;</p> <p>Needs stronger phrasing and provide specific requirements</p> <ul style="list-style-type: none"> – Clarify to include specific services to the West Bay area including; – canoe/kayak launching facility at captain Jacobson's Park – marina development to include opportunity for business and personal access to waterfront area – development to include specific component of publicly accessible spaces
<p><i>5.1.1.4 The mixed use commercial component along Head Street should read as a hybrid between a "high street" in a village a small scale esplanade featuring public access points to the edge of the Bay.</i></p>	<p>Input/Thoughts;</p> <ul style="list-style-type: none"> – please define hybrid "high street" – please define village – please define small scale esplanade

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WE RESIDENTS
<p><i>5.1.1.5 Where possible, landmarks should be located at the end of street vistas</i></p>	<p>Input/Thoughts;</p> <p>Emphasize preservation of Work Point Barracks with Guard House as "Landmark"</p> <p>- provide specific view locations and requirements of vistas at those locations</p>
<p>5.1.2 Views</p>	
<p><i>5.1.2.1 Protecting the integrity of the distant view from Victoria to West Bay is important (Fig. 5)</i></p>	<p>Input/Thoughts;</p> <ul style="list-style-type: none"> - Describe view locations and what requirements for view are at each view location - State height restrictions in Metres/feet on all potential developments to preserve the view from all locations
<p><i>Figure 5 Protecting the distant view from Victoria to West Bay is important in order to maintain the integrity of the visual aesthetic of the harbour</i></p>	

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WE RESIDENTS
<p>5.1.2.1 <i>Taller buildings in the background may be acceptable if they help frame the view and do not appear to be out of context.</i></p>	<p>Input/Thoughts;</p> <p>Text and (fig.5) are good, Add Heritage view scape re: the wording – clarification – from end of Head Street to where it meets Lyall</p> <p>Ask the municipality to clarify what are the “foreshore rights” by the federal government</p>
<p>5.1.2.2 <i>Taller buildings should be designed to minimize shadow casting on adjacent properties.</i></p>	<p>Input/Thoughts;</p> <p>“Eliminate” rather than “minimize” shadow casting – based on sun angle at winter solstice</p>
<p>5.1.2.3 <i>Protecting the integrity of the view of West Bay from the West Bay Promenade is of primary</i></p>	<p>Input/Thoughts;</p> <p>Please clarify and protect the beauty of this area</p>
<p>5.1.3 <i>Neighbourhood Integration</i></p>	
<p>5.1.4 <i>Streets</i></p>	
<p>5.1.4.1 <i>Consideration should be given to creating a hybrid “high street - esplanade” along Head Street between Lyall Street and the West Bay Promenade trail head.</i></p>	<p>Input/Thoughts;</p> <ul style="list-style-type: none"> – please define hybrid "high street" – please define village – please define small scale esplanade
<p>5.1.5 <i>On-street parking</i></p>	<p>Input/Thoughts;</p> <p>Ensure that on street parking is provided to allow visitors free/cheap place to park while visiting/using services in the area</p>

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
<p><i>5.1.5.1 A more detailed analysis should be done to see if street vitality would be increased by making sections of Head Street one-way to accommodate angle parking. This would make parking easier and add parking capacity.</i></p>	<p>Input/Thoughts;</p> <p>Ensure that making Head Street a one-way with on-street parking includes complete traffic analysis to ensure traffic does not short-cut through neighbouring streets</p>
<p><i>5.1.5.2 In order to provide the continuity of the street front, no entrances to underground parking shall be located on Head Street.</i></p>	<p>Input/Thoughts;</p> <p>Please include traffic flow considerations as well as visual continuity in parkade and parkage access designs</p>
<p><i>5.1.6 Off-street parking</i></p>	<p>Input/Thoughts;</p> <p>Ensure that on street parking is provided to allow visitors free/cheap place to park while visiting/using services in the area</p>
<p><i>5.1.7.1 Provision should be made for secure bicycle parking (Fig. 7)</i></p>	<p>Input/Thoughts;</p> <p>Bike parking; secure kayak "parking" (racks?)</p>
<p><i>5.1.8 Street furniture</i></p>	
<p><i>5.1.8.1 Places to sit down such as benches should be places in sheltered areas along the street.</i></p>	<p>Input/Thoughts;</p> <p>Ensure to include vetted and "tasteful"</p> <p>Street furniture – design standards that maybe incorporate tasteful Street Art?</p>

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
5.1.8.2 Street light design should reflect a nautical theme.	Input/Thoughts; Ensure to include vetted and "tasteful" Street lights – design standards to eliminate night light impact on surrounding areas
5.1.8.3 Street light standards should be able to accommodate banners.	Input/Thoughts; Street lights – design standards to allow tasteful addition of banners
5.1.8.5 All street furniture should be coordinated in terms of colour and design.	Input/Thoughts; Ensure to include vetted and "tasteful" Street furniture – design standards that maybe incorporate tasteful Street Art?
5.1.9.1 Burial of overhead utilities is encouraged.	Input/Thoughts; All utilities should be buried
5.1.10 Connecting Public Places	
5.1.10.1 The West Bay Promenade, West Bay Park, should be connected by clearly legible walkway and bicycle networks including trails, promenades, sidewalks, and on-street bicycle lanes.	Input/Thoughts; Ensure to include vetted and "tasteful" in all proposed designs

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
<p><i>5.1.11.1 Head Street between Lyall Street and the West Bay Promenade trail head should be a vibrant neighbourhood commercial area catering to both residents and visitors.</i></p>	<p>Input/Thoughts;</p> <p>Head Street from Gore to Lyall is seen as a vibrant commercial area on both sides of the street (Public right-of-way)</p>
<p>5.1.12 Building Design</p>	
<p><i>5.1.12.1 All buildings should have a distinct base, middle, and top.</i></p>	<p>Input/Thoughts;</p> <p>Buildings use a combination of set backs and stepped design to eliminate shadows on surrounding properties</p>
<p><i>5.1.12.1 Building heights should transition from a maximum height of 9 m east of Head Street between Lyall Street and the West Bay Promenade trail head to up to 30 Metres (up to 10 storeys) on the “Triangle Lands”.</i></p>	<p>Input/Thoughts;</p> <p>Clarify maximum height in Metres/Feet to ensure consistency. Throughout public input heights in Metres and storeys have been interchanged without knowing actual height limitations</p> <p>Shading of adjacent properties to be eliminated via design and setbacks</p>
	<p>Input/Thoughts;</p> <p>Disagree with the allowable height of 10 stories (need what the actual height is in Metres) which was established without adequate public notice or public input</p> <p>Process used to set maximum</p>

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST RESIDENTS
	height must be revisited
<i>5.1.12.2 All buildings frontages should retain the traditional rhythm of the street, generally 30 to 50 foot increments.</i>	Input/Thoughts; Ensure to include vetted and "tasteful" Design standards should be reviewed and endorsed by Community committee
<i>5.1.12.3 Awnings over sidewalks in commercial precincts should be considered to protect pedestrians.</i>	Input/Thoughts; Ensure to include vetted and "tasteful"
<i>5.1.12.4 All store entrances should be clearly visible through architectural elements on the building and landscaping.</i>	
<i>5.1.12.5 Residential units in multi-dwelling buildings should include balconies that face the street to add "eyes on the street" and connection between the occupants and the street (Fig. 8).</i>	Windows higher than four stories to use tinted / shaded glass to reduce night light impact on surrounding community
<i>5.1.12.6 All buildings should incorporate principles of "Crime Prevention Through Environmental Design".</i>	Input/Thoughts; Support the CPTED principle

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
<i>5.1.12.7 Where possible buildings should incorporate universal design to enhance accessibility.</i>	Input/Thoughts; Include natural dark and / or earth tone colours to blend into surrounding environment and reduce visual impact
<i>5.1.12.8 Building faces should be articulated to avoid visual monotony.</i>	Input/Thoughts; Include dark and / or earth tone colours to blend into surrounding environment and reduce visual impact
<i>5.1.12.9 Street level commercial and institutional frontages should incorporate large window areas in order to allow occupants of the building to see the street and people on the street to see the activities inside the building.</i>	
<i>5.1.12.10 Exterior lighting should cast a natural light (i.e. high pressure sodium bulbs should not be used).</i>	Input/Thoughts; Ensure to include vetted and "tasteful" Street lights – design standards to eliminate night light impact on surrounding areas
<i>5.1.12.11 Exterior lighting should be designed to avoid spilling onto adjacent properties.</i>	Input/Thoughts; Ensure to include vetted and "tasteful" Street lights – design standards to eliminate night light impact on surrounding areas

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WE RESIDENTS
	Windows higher than four stories to use tinted / shaded glass to reduce night light impact on surrounding community
5.1.12.12 <i>High cut-off fixtures should be used to protect the night sky.</i>	Input/Thoughts; No exterior lighting on building at any point above three stories
5.1.12.13 <i>Provision should be made for secure bicycle storage for residents and employees.</i>	
5.1.13 Building Materials	
5.1.13.1 <i>Exterior materials should reflect the nautical heritage of West Bay.</i>	Input/Thoughts; Include natural dark and / or earth tone colours to blend into surrounding environment and reduce visual impact No exterior lights above third story
5.1.13.2 <i>Commercial frontages should contain warm materials such as wood framed windows.</i>	Input/Thoughts; Include natural dark and / or earth tone colours to blend into surrounding environment and reduce visual impact
5.1.14 Signage	Agreed with all guidelines
5.1.14.1 <i>Signs should be made of natural materials (e.g. sandblasted wood) (Fig. 9).</i>	

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WE RESIDENTS
<i>5.1.14.2 Sign design should reflect the ocean front nature of West Bay (Fig. 9).</i>	
<i>Figure 9 Signage should be made of natural materials and reflect the character of West Bay</i>	
<i>5.1.14.3 Back lit signs should be avoided.</i>	
<i>5.1.14.4 Illumination of signs should ensure that the sign is legible at night and that all illumination is focused on the sign.</i>	
<i>5.1.15 Waterfront Animation</i>	
<i>5.1.15.1 Where possible, the waterfront should be animated to create lively activities for both residents and visitors.</i>	Input/Thoughts; Work with community committee to define specific activities and services required
<i>5.1.16 Seascapes and skylscapes</i>	
<i>Figure 10 It is important to protect the visual integrity of West Bay's sea and sky scapes</i>	Input/Thoughts; Seascape and skyscape <u>must</u> be preserved (rather than "should") Include natural dark and / or earth tone colours to blend into surrounding environment and reduce visual impact Stepped building design to reduce visual impact Stepped building design to eliminate shading
<i>5.1.17 Heritage Recognition</i>	

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
<i>5.1.17.1 The preservation of historic sites and their context should be protected.</i>	Input/Thoughts; Residential, historic, military, maritime (?) The Guard House is in the Township's Heritage files, Work Point Barracks is a Historical Precinct
<i>Figure 11 Protection of historical buildings is encouraged</i>	
<i>5.2 Objectives for the protection of the natural environment, its ecosystems and biological diversity</i>	Input/Thoughts; Need to state objectives
<i>5.2.1 Environmentally sensitive areas should be identified and protected.</i>	Input/Thoughts; Need to state objectives Environmental considerations good but need elaboration (See VEHEP)
<i>5.2.2 Native plant species should be used in landscaping where possible (Fig. 12)</i>	Input/Thoughts; Need to state specific objectives Community input as required
<i>Figure 12 Local native flowers (Camas sp.) along the West Bay Promenade</i>	
<i>5.2.3 Native fauna should be protected (Fig. 13).</i>	
<i>Figure 13 Early indications are that gulls may be in trouble.</i>	

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
5.2.4 Design and use should protect non-breeding habitat for waterfowl such as the yellow listed Harlequin Duck (<i>Histrionicus histrionicus</i>).	Input/Thoughts; Suggest stating specific objectives Community input as required
5.2.5 Design and use should protect habitat for the blue listed sea otter (<i>Enhydra lutris</i>).	
5.3 Objectives for the protection of development from hazardous conditions	Input/Thoughts; Suggest stating specific objectives
5.3.1 Earthquake	Input/Thoughts; Suggest stating specific objectives and guidelines
5.3.1.1 Development in areas indicated in pink or black must prepare an earthquake assessment (Fig. 14). Figure 14 Map of Earth Quake Hazard Areas in and around West Bay	Agreed
5.3.2 Tsunami	
5.3.2.1 Development proposed in areas coloured tan must prepare a tsunami mitigation report (Fig. 15). Figure 15 Map of potential tsunami hazard areas around West Bay	Agreed
5.3.3 Rising ocean levels	

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WEST BAY RESIDENTS
<i>5.3.3.1 An assessment should be made of the potential impacts of rising ocean levels on West Bay.</i>	Agreed
<i>5.4 Objectives to promote energy conservation</i>	Input/Thoughts; Suggest stating specific objectives and guidelines
<i>5.4.1 District energy system</i>	Input/Thoughts; Suggest stating specific objectives and guidelines
<i>5.4.1.1 Consideration should be given to the feasibility of developing a district energy system based on heat recovery from the waters of West Bay.</i>	Input/Thoughts; Suggest stating specific objectives and guidelines
<i>5.5 Objectives to promote water conservation</i>	Input/Thoughts; Suggest stating specific objectives and guidelines
<i>5.5.1 Use of native plants in landscaping is encouraged.</i>	Input/Thoughts; Suggest stating specific objectives and guidelines
<i>5.5.2 Site and building design measures should incorporate storm water capture measures including bioswales and rain gardens for infiltration.</i>	Input/Thoughts; Suggest stating specific objectives and guidelines

INFORMATION FROM DRAFT WEST BAY DESIGN GUIDELINES	INPUT FROM WE RESIDENTS
<i>5.6 Objectives to promote the reduction of greenhouse gas emissions</i>	Input/Thoughts; Suggest stating specific objectives and guidelines
<i>5.6.1 Buildings should be designed to be solar ready.</i>	Input/Thoughts; Suggest stating specific objectives and guidelines
<i>5.6.2 Encourage use of hierarchy of transportation modes including walking, cycling, and public transit (Fig. 16). Figure 16 Facilitating Multi Modes of transportation is encouraged</i>	Input/Thoughts; Suggest stating specific objectives and guidelines



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins
Subject: Review of Advisory Committees
Council Agenda: February 4, 2013

Recommendation:

That Council provide direction to staff to prepare revised Council Policies for Committees, based on the issues identified in this Report, for Council's consideration.

Background:

The process of review of Advisory Committees has been progressing since 2011. Initial meetings with Committee Chairs identified a need to clarify roles. Council held a Committee of the Whole (COTW) meeting in October 2012 to gain further feedback from Committees via their Chairs. The consensus showed again the need for greater definition of the role of the Committee, the Chair, Council Liaisons and greater clarity in the terms of reference. It also showed a desire for Committees to have more input into processes such as strategic planning.

Due to the additional aspect of Centennial activity which had been committed to in previous years, 2012 was an extremely busy year for all Committees and for Council. The amount of time and effort that volunteers put in last year, in our Centennial year, was extraordinary, and we are very fortunate and grateful for it. I am also cognizant of the toll it may have taken on some volunteers where they may require a year away from such activities.

In order to ensure quality use of volunteer, staff and Council time, I conducted a further review of Committees and their purpose through individual discussions with Councillors. I was able to meet with all but one Councillor. The following summarizes the information received.

Committee Role:

It was felt that it is very important for all Committee members to understand its mandate, which is to assist Council to achieve its strategic plan and goals. At the beginning of each year, Council prepares its strategic plan and requests input from Committees to the draft plan. It was suggested that Council provide clarity within the strategic plan as to which goals specifically relate to which Committee. With this process, Committees could develop their annual work plan with greater alignment and focus to Council's goals.

Councillors also recognized the need for a process by which 'emerging issues' could be brought forward by a Committee. Definition of how these issues come forward, and what 'lens' is used for these to be considered should be further determined by Council. This process should be clarified within the terms of reference.

Committees should have a clear set of policies regarding their budget and use of funds. It may be helpful for monthly meeting minutes to provide updates regarding the budget and status of funds.

Role of the Chair:

The role of the Committee Chair is to:

- create the agenda with the staff liaison; a standard format should be used for all committees.
- with input from the Committee, work with the staff liaison regarding budget development and monitoring
- set up subcommittees as required for specific approved projects of the Committee.
- attend Council meetings and present the Committee Report to Council when the Committee has made a specific recommendation for Council's consideration.
- mentor the Vice Chair to assist with Committee leadership succession and to act as the alternate in the Chair's absence at any meeting or event

Councillors felt it was important for Committee Chairs to participate with Council in a COTW discussion 1-2 times annually, and to have a similar dialogue amongst themselves 1-2 times per year. The purpose of these meetings is to discuss and identify any issues that may have arisen, and to get feedback on the committee structure and what is working well and what may need to be revised.

Role of Councillor:

Council members indicated that the role of the Council Liaison on any Committee should be in a non-voting capacity. Councillors are there to assist the Committee with focus and clarity regarding Council's strategic plan, to ensure Council, staff and volunteer time is well used, and to align the Committee's work plan with Council's strategic priorities. Council Liaisons also assist with clarifying Council procedures and information sharing, including when a Committee makes a specific recommendation to Council.

Role of Staff:

The role of Staff Liaison is set out in Council Policy No. ADMIN-61 "Role of Staff Liaison Appointment to Council Committees." This should be provided to all Committee members and reviewed as part of their orientation.

The Staff Liaison's role is to assist the Chair with preparation of agendas, provide technical advice and background information to the Committee, including advice on municipal operations and procedures, budget process and use of funds, assist with the establishment of work plans, and preparation of minutes, reports and correspondence.

Councillors recommended that a senior staff member, i.e. director of department, should be appointed as Staff Liaison, which would assist with ensuring that the Committee's focus on Council's priorities is maintained.

All Councillors recognized that the Parks and Recreation Advisory Committee was different in function than other Advisory Committees. It was suggested that this was because of its "operational" focus versus other committees that have an "advocacy" focus. The Parks and Recreation Advisory Committee is presented with ideas and directions by the Staff Liaison and is used primarily by staff to vet options as community representatives.

Operational Comments:

The following additional comments were made by Councillors:

- The terms of reference should be clarified that Committees cannot send correspondence, but must make the request to Council, and if Council agrees, it will direct staff to send the correspondence on behalf of Council or the Township.
- It was suggested that Committees be provided with light refreshment, such as cookies and juice, due to the time of day meetings usually take place.
- It was also suggested that a copy of Council's Strategic Plan be posted in the Council Chambers and other meeting rooms as a reminder to Committee members during their meetings.

Respectfully submitted,



Mayor Barbara Desjardins



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins
Subject: PROCLAMATION – FAMILY MONTH
Council Agenda: February 4, 2013

Recommendation:

That Council proclaims that the month of February each year shall be 'Family Month' in the Township of Esquimalt, and directs staff to prepare the appropriate Proclamation for the Mayor's signature and to post the Proclamation on the Township's website and public notice board.

Background:

Attached for Council's information is a copy of the Proclamation signed by former Mayor Arthur Young proclaiming the month of May, 1977 as Family Month in Esquimalt. Also attached is a copy of the Proclamation signed by former Mayor Ray Rice proclaiming the week of October 5th to 11th, 1998 as National Family Week in the Township.

This year, the Province has introduced a new Statutory Holiday known as "Family Day" which in 2013 will be on February 11th. Attached is a recent article appearing in the Times Colonist regarding this new Holiday.

This is an opportune time for Council to also make a Proclamation, to coincide with the new Family Day. Such a Proclamation would clearly demonstrate to the public that we value families and their significant contribution in supporting Healthy Communities. The Township can also in the future consider special activities during Family Month, which could tie into enhanced youth and community engagement and other strategic priorities.

Respectfully submitted,

Mayor Barbara Desjardins

Encl.

P R O C L A M A T I O N

FAMILY MONTH

WHEREAS the family is the basic unit upon which the well-being of our society depends; and

WHEREAS the family exists in a variety of forms; and

WHEREAS the life of the family is undergoing considerable stress in the changing material and moral circumstances of modern living;

NOW, THEREFORE, I, Arthur G. Young, Mayor of the Township of Esquimalt, do hereby proclaim the month of May, 1977 as FAMILY MONTH in Esquimalt.

Members of Families can do much to improve the quality of Family living and thereby give strength to the community as a whole, through spending quality time in communication-building activities in the home. I urge all families, therefore, to emphasize weekly family evenings, discussions, family councils, recreation and social activities, family service and home improvement projects, family devotional and religious activities, commencing during Family Month.

I call upon the religious bodies, the business community, the social, economic, and cultural associations of Esquimalt to join with the municipal government in supporting this endeavour, by planning and sponsoring special activities for families which emphasize and enhance family relationships.

May we all work together to strengthen the Family in our community.



A. G. YOUNG
MAYOR

PROCLAMATION

“NATIONAL FAMILY WEEK”

October 5th – 11th, 1998

WHEREAS, the family in all its diversity is the fundamental unit of our society;
and

WHEREAS, families have the inherent strengths to provide their members with the nurturance and the encouragement they require to make a fruitful contribution to the community and the larger society; and

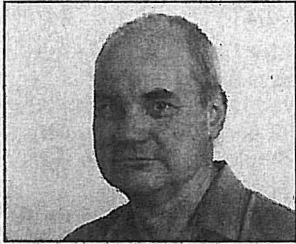
WHEREAS, families provide children with the prime and pre-eminent resource and model for learning in their formative years;

WHEREAS, families and familial groups, being indispensable to the survival of our society, are deserving of such public policies as will ensure enhancement of their opportunities for security, growth and esteem.

NOW, THEREFORE I, RAY RICE, MAYOR, DO HEREBY PROCLAIM the week of October 5th to 11th, 1998 as “National Family Week” in the Township of Esquimalt.

Ray Rice
Mayor

Only 364 days till we're in the Family Day way



JACK KNOX

jknox@timescolonist.com

Seattle's Lorraine Nelson had tea at the Empress, then discovered Red Fish Blue Fish on the Inner Harbour. Bought her daughter a hat at the Bay.

Maria Warns, bless her 14-year-old heart, spent her three-day vacation with the other 22 members of her Poulsbo, Washington, Norwegian dance ensemble, performing at retirement

homes and schools around Victoria.

They were among a small army streaming home Monday at the end of the Coho ferry's busiest Presidents Day weekend in years.

Nice to get the Americans' long-weekend business, but for Victorians it was still a bit like working at a restaurant where you don't get to eat. Seems like everybody but us had Monday off — Presidents Day in the U.S. and a form of statutory holiday in every other province west of Quebec.

Ah, but wait until next year. Declaring the third Monday in February a statutory holiday was one Christy Clark's first moves as premier. (Sheer coincidence that the first one will be Feb. 18, 2013, just three months shy of the provincial election.)

The move should make Clark popular until, say, this afternoon when the provincial budget comes out. (You know you're in trouble when your fiscal strategy hinges on it being Roll Up The Rim To Win time at Timmy's.)

Not everyone is thrilled about Family Day, though. Farmers still have to milk the cows on statutory holidays. The self-employed either lose work or are left to scramble for child care, just as they always do when the schools shut. The Canadian Federation of Independent Business says Family Day will cost the average small business \$1,135 in labour costs alone — a big hit in a sector where 98 per cent employ five people or fewer. And taxpayer watchdogs go off their nuts when public servants get paid for not working.

Never mind, most people will embrace Family Day — Poppy, Von Trapp, Addams, Manson, we'll celebrate 'em all if it means breaking the wintry bleakness that stretches from New Year's until Good Friday.

Alberta, in 1990, was the first to adopt a February stat, presumably calling it Family Day because the tourism board didn't like Only Four More Months Of Winter Day. Ontario and Saskatchewan followed suit in 2008 and 2007. Manitoba takes the third Monday off, too, but calls it Louis Riel Day, government's way of saying "sorry we hanged you for treason." Prince Edward Island also has a stat, calls it Anne of Green Gables Day/Fête des Patates, or something like that.

Family Day will give B.C.

10 statutory holidays, as many as any province in the country. It might come as a surprise to many that there are just five stats shared by all.

The whole country celebrates New Year's Day, Christmas, Labour Day and Good Friday, though Quebec gives Easter Monday as an option to the latter. (By the way, does it offend anyone else to see stores open at Easter? "Christ is risen but prices are down! We're resurrecting No GST Madness Days!" Don't get me going.)

We all mark Canada Day, too, going to the park to dine out on multicultural dishes that seemed vaguely exotic in 1974, but now sell for \$7.95 in the food fair of every mall in the land. We also like to use July 1 to feed our national obsession with face painting.

But Remembrance Day is a stat in only half the provinces; Ontario and Quebec are among those where it's a work day other than for federally regulated employees. Thanksgiving and Victoria Day peter out by the time they reach Atlantic Canada.

Boxing Day isn't a stat for everyone, though most people outside the retail sector get it off. This Christmas and Boxing Day will be on a Tuesday and Wednesday, which means you might want to start thinking now of some imaginative excuses ("sorry boss, bad egg nog") for calling in sick on the Monday and getting a five-day weekend.

As for Family Day, might as well enjoy it in the only part of Canada where a February long weekend doesn't carry the threat of frostbite.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES SPECIAL HERITAGE ADVISORY COMMITTEE

Wednesday, January 9, 2013

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Heather Gillis – Chair
Dar Purewall – Vice Chair
Councillor Hodgins
Liz Dill

Sherri Robinson
Catherine McGregor

STAFF: Karen Hay – Staff Liaison

REGRETS: John Willow
Councillor McKie
David Coney

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

3. **OLD BUSINESS**

(1) "Best of 100" Houses Heritage Advisory Committee Centennial Project

Three members showed a total of 90 slides of properties that were selected from 206 100+ year old homes that were reviewed. Committee members admired the homes and talked a little about their significance.

It was mentioned that there are additional 100+ year old homes that were not included on the original list. Project participants will look into the missing homes.

Committee members discussed ways to celebrate, ideas included:

- Creating a poster/ postcard
- Grouping into neighbourhoods
- Use the pictures for Heritage Canada's Heritage Week 2013
Theme: "Good Neighbours – Heritage Homes and Neighbourhoods"

The Committee will pursue further discussion of ideas at the regular meeting.

4. **NEXT MEETING**

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

5. **ADJOURNMENT**

The meeting ended at 9:15 pm.



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 16, 2013
TO: Mayor and Council
FROM: Heather Gillis, Chair
Heritage Advisory Committee
SUBJECT: 316 Anson and Macaulay Point

At the November 21, 2012 meeting of the Heritage Advisory Committee the following motion was passed:

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 Committee has based its aforementioned motion on the Heritage Context Plan, Section 2.1, 'Although the Township of Esquimalt has no official jurisdiction over heritage assets on military property, the buildings and sites are a major factor in the development of Esquimalt and must be considered in any heritage plan', as well as the Community Plan, Section 3.2, 'The Township strongly encourages the preservation and adaptive reuse of heritage resources located on the DND lands'.

The Committee understands that its primary role is to advise Mayor and Council on heritage issues within the community, but feels the Anson Crescent and Macaulay Point (both part of Esquimalt lands) heritage issues are outstanding and that the Township would benefit from the Committee's following recommendations:

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

Please note that the Committee looks forward to supporting Council regarding this motion and can assist with preparation of a draft letter on behalf of Council.

Respectfully submitted,

Heather Gillis, Chair
Heritage Advisory Committee



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 16, 2013
TO: Mayor and Council
FROM: Heather Gillis, Chair
Heritage Advisory Committee
SUBJECT: **Heritage Advisory Committee 2012 Year End Report**

The Terms of Reference for the Heritage Advisory Committee (HAC) states that the HAC 'will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year'.

HAC held nine regular meetings and one special meeting during the 2012 term (February 2012 to January 2013). During this time the HAC has worked towards meeting its six goals as listed below:

1. Heritage Register – Prepared Statements of Significance (SOS) for houses to be included in the Community Heritage Register

- 429 Lampson Street and Old Esquimalt Road were recommended for inclusion on the Heritage Register.
- A SOS was prepared for 464 Head Street, but was not recommended for inclusion on the Heritage Register due to the pending demolition permit.
- Worked with a consultant to help prepare SOS's for seven homes to be included on the Esquimalt Heritage Register which include 1211 Old Esquimalt Road, 1376 Esquimalt Road, 1382 Esquimalt Road, 507 Head Street, 539 Lampson Street, 820 Dunsmuir Road, and 948 Old Esquimalt Road.

2. Heritage Policy

- Updated the History section of the Heritage Policy: "Esquimalt became a focal point of activity during the Second World War, with Pacific Command Headquarters set up at Work Point Barracks, where all air, land and sea operations were centered"

3. Heritage Foundation Development

- Worked closely with a local volunteer (past committee member) to complete the feasibility assessment and provide a progress report in support of HAC's recommendation to Council for HAC to progress with establishing an Esquimalt Heritage Foundation.
- Provided next steps:
 - preparing a formal business case;
 - establishing an operating budget;
 - identifying funding sources and securing seed money; and
 - clarifying potential conflict of interests and following-up with legal experts.

4. 2012 Centennial Celebration

- Recognition Certificates were awarded:
 - 1165 Old Esquimalt Road at the Hallmark Awards ceremony;
 - 507 Head Street at Esquimalt Council Chambers (also recognized at the Hallmark Awards ceremony by past HAC chair).
- Esquimalt Centennial Day Celebration display.
- 'Best of 100': 206 homes were reviewed and 88 were selected by HAC to be celebrated. The review is continuing as more homes come to HAC's attention.

5. Public Awareness

- Worked with a local designer (past committee member) who has created an interactive (hash tags) Heritage Poster to celebrate Esquimalt's rich and diverse heritage.
- HAC's website has been updated to include the Heritage Policy and the Heritage Context Plan.

6. Role & Responsibility of HAC and its members

- Reconfirm HAC's role as it relates to the Terms of Reference.
- Clarified HAC's role regarding DND lands.
- Began work on a draft Heritage Signage and Plaque Framework that supports and guides HAC recommendations to Council as well as communications with community members.

In addition, Committee members attended workshops, conferences and other educational opportunities which included:

- Military Museum photo display
- Hallmark Awards
- Esquimalt Centennial Day Celebration
- Heritage BC Conferences

As well as provided:

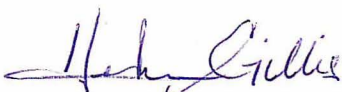
- 6 speaking engagements and
- 2 cemetery tours (celebrating Esquimalt's heritage)

During the past year the HAC has continued to move towards achieving the goals as laid out in the Heritage Context Plan.

2012 brought us 5 new members and 2 new Councillors as well as a new chair and vice chair. The high turnover has resulted in a need for clarification regarding roles and responsibility of the Committee and its members. It has also brought about a high level of energy and passion in celebrating Esquimalt's rich and diverse history by combining existing and new perspectives regarding heritage resources and issues.

We look forward to the coming year and continuing our celebration of Esquimalt's unique history.

Respectfully submitted,



Heather Gillis, Chair
Heritage Advisory Committee



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 21, 2013
TO: Mayor and Council
FROM: Heather Gillis, Chair
Heritage Advisory Committee
SUBJECT: Esquimalt Postal Area

At the January 16, 2013 meeting of the Heritage Advisory Committee the following motion was passed:

That the Heritage Advisory Committee recommend Council send a letter to the Chamber of Commerce requesting they encourage Esquimalt businesses to use the Esquimalt postal area (as opposed to Victoria's) in their addresses.

Background:

Many years ago the Committee was involved with legitimizing the use of Esquimalt postal addresses. It was noted that the Victoria postal area is still being used by a number of Esquimalt businesses instead of the Esquimalt postal area.

Recommendation:

The Committee suggested that Council could contact the Chamber of Commerce to recommend they encourage their businesses to use the Esquimalt postal area.

Respectfully submitted,

Heather Gillis, Chair
Heritage Advisory Committee



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 17, 2013
TO: Mayor and Council
FROM: Heather Gillis, Chair
Heritage Advisory Committee
SUBJECT: Heritage Foundation

At the January 16, 2013 meeting of the Heritage Advisory Committee the following motion was passed:

That the Heritage Advisory Committee accept the Heritage Foundation progress report and draft constitution and submit these documents, based on the motion made on November 21st, to Council for their review and support.

At the November 21, 2012 meeting of the Heritage Advisory Committee the following motion was passed:

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.

Attached is the Committee's progress report on developing a Heritage Foundation and the draft Heritage Foundation constitution.

Respectfully submitted,

Heather Gillis, Chair
Heritage Advisory Committee

ESQUIMALT HERITAGE FOUNDATION PROGRESS REPORT

SUBJECT: Establishment of a Heritage Foundation for the Township of Esquimalt

PURPOSE: The purpose of this summary report is to provide Council with additional information on the status of progress on the Heritage Advisory Committee's progress in developing the Esquimalt Heritage Foundation.

BACKGROUND:

Heritage foundations promote heritage conservation by securing funding and then using that funding to provide financial incentives to the owners of heritage buildings. The Heritage Advisory Committee (HAC) has considered the feasibility of establishing a heritage foundation for the Township. In 2010, HAC proposed that Mayor and Council establish an Esquimalt Heritage Foundation (EHF). Council members evaluated that proposal and indicated their support for the EHF, in principle.

The establishment of an EHF has been discussed on numerous occasions. It has only been in the last few years that the development of an EHF has been incorporated into the HAC agenda. More recently, the establishment of an EHF was articulated as a key goal in HAC's 2008/2009 work plan. With respect to EHF development, that work plan identified three key objectives:

- 1) Develop the mandate for a heritage foundation for the Township;
- 2) Assess the feasibility of establishing and operating the foundation; and
- 3) Determine best practices adopted in other jurisdictions.

The primary purpose of heritage foundation is to support action on the Township's heritage file. With that purpose in mind, HAC determined that the mandate for the EHF would be principally concerned with the preservation and conservation of built heritage for the public good. Although the focus is on the preservation, restoration, and maintenance of heritage buildings, it has been proposed that the EHF mandate not preclude elements of the broader cultural heritage.

Steps have been taken to assess feasibility of establishing an EHF. For its part, HAC reviewed a number of operational models used in other jurisdictions and decided that the EHF would benefit from the adoption of a hybrid approach that combines the "flow through" and "fund raising" models. It has been determined that the approach would allow the EHF to secure community grants from the Township and raise additional funding from other sources.

HAC has taken steps to create an operational framework for guiding the EHF. The development of draft constitution and bylaws was initiated in 2009. Progress on the draft constitution and bylaws has been ongoing since, and several iterations of the EHF governance framework have been drafted, reviewed, and revised by various HAC members. The current iteration of the EHF draft constitution and bylaws is now ready for the scrutiny of legal experts.

In undertaking research into the establishment of an EHF, HAC has considered best practices used in other jurisdictions. To that end, HAC has determined that the EHF be:

ESQUIMALT HERITAGE FOUNDATION PROGRESS REPORT

- established as a not-for-profit charitable society operating at arm's length from the Township;
- structured as a community-based volunteer-led organization;
- governed by a board of directors responsible for leadership, advocacy, and fund-raising; and
- authorized to secure and raise funding to fulfill its mandate.

CURRENT STATUS:

Although progress has been slow on developing the EHF, HAC continues to advocate for the establishment of the foundation. As part of its commitment to further the establishment of the foundation, HAC has made the EHF a priority in its 2012/2013 work plan. At present, HAC is undertaking steps to move forward on the EHF by submitting a formal recommendation to Council.

NEXT STEPS:

Moving beyond the initial feasibility assessment, and subject to Council's support for the establishment of an EFH, HAC proposes that next steps towards the development of the EHF include:

- a) preparing a formal business case;
- b) establishing an operating budget;
- c) identifying funding sources and securing seed money; and
- d) clarifying potential conflict of interests and following-up with legal experts.

CONCLUSION:

Subject to Council's support for the recommendation that a heritage foundation be established for the Township, HAC will continue to work toward proceeding with next steps as summarized in this report. In the short term, HAC will work towards finalizing EHF administrative and governance structure requirements. Following that, HAC will work to furnish additional details by preparing an initial operating budget, with the medium term goal of formalizing the business case for the EHF. Once these objectives are complete, additional recommendations on the foundation's development will be forthcoming.

Prepared: January 7, 2013

***SCHEDULE A
FORM 2
SOCIETY ACT
CONSTITUTION***

Society # S_-NNNN

Part A --- Organization Purpose

1. The name of the society is ESQUIMALT HERITAGE FOUNDATION.
2. The purposes of the society are:
 - a) To promote, at the discretion of the Foundation's members, the conservation of cultural heritage, which may include the preservation of buildings, artifacts, landmarks, community places, neighbourhoods, or other significant features situated within the boundaries of the Township of Esquimalt, in the Province of British Columbia;
 - b) To undertake such causes with the goal of promoting education and fostering awareness around the conservation and preservation of the Township's built and natural heritage; and
 - c) To raise and secure funds to fulfill the purposes of the Foundation.
3. The operations of the society are to be principally carried out in the Township of Esquimalt, in the Province of British Columbia.
4. In the event of the winding up or dissolution of the society, and as determined by the Foundation's Board of Directors, any funds remaining after the satisfaction of the Foundation's debts and liabilities shall:
 - a) be given or transferred to such charitable societies concerned with promoting social benefit within the Township or other societies promoting a charitable purposes similar to those of the Foundation; or
 - b) if at the time of wind up or dissolution, effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to other societies, provided that such societies are recognized by the Canada Revenue Agency as being charitable organizations under the provisions of the "Income Tax Act" of Canada.

***1979 SOCIETY ACT
RS Chap. 390
Bylaws of
ESQUIMALT HERITAGE FOUNDATION***

Society # S_-NNNN

Part 1 --- Interpretation

1. Definition of Terms

- a) In these bylaws, unless the context otherwise requires,
 - i) “board of directors” or “board” means the collective body of persons who are elected or appointed to guide the purposes and govern the activities of the Society;
 - ii) “bylaws” means the bylaws of a society;
 - iii) “director” means a standing member acting in an executive capacity, either elected or appointed to the board of directors of the Society for a defined period;
 - iv) “majority means simple majority, otherwise requirement where more than half of those members casting a vote indicate support for a proposition;
 - v) “member” means any person who applies to the Board for incorporation into the Society and who is subsequently approved by the Board to act in accordance with its bylaws and who has not, whether voluntarily or involuntarily, ceased to become a standing member.
 - vi) “registered address” of a member means his address as recorded in the register of members
“Society” means the Esquimalt Heritage Foundation (otherwise, the Foundation) as incorporated under the provisions of the Society Act;
 - vii) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
 - viii) “special resolution” means a resolution passed in a general meeting by a qualified majority of not less than seventy-five percent of those members entitled to vote;
 - ix) “Township” means the Township of Esquimalt in the Province of British Columbia;
 - b) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
- 2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.**
- 3. The term “cultural heritage” is intended to apply in the broader cultural context and encompasses historical artifacts and traditions and is therefore not exclusively concerned with physical characteristics associated with the natural or built environment.**

Part 2 --- Membership

- 4. Any person may apply to the board of directors for membership into the Foundation.
- 5. The members of the Foundation are those persons who apply to the board of directors for incorporation into the society and who are subsequently accepted into the society and have not ceased to be members.
- 6. Every member must uphold the constitution and comply with these bylaws.
- 7. Where a person becomes a member of the Foundation, that person may be directed by the board of directors or the chair of a committee to fulfill one or more of the following responsibilities:
 - a) Make recommendations to the board on heritage policy and procedures;
 - b) Promote awareness around the conservation and preservation of the Township’s heritage;

- c) Assist with fund-raising efforts and procurement needed to fulfill the goals and objectives of the Foundation;
 - d) Administer the Foundation's grants, programs, and other initiatives;
 - e) Liaise with the Township of Esquimalt and its related committees and/or commissions, community residents, and other like-minded groups on heritage matters; and
 - f) Undertake other responsibilities at the discretion of the Foundation's board.
8. Dues may be collected from the members from time to time at the discretion of the board of directors.
9. A person shall cease to be a member of the Foundation:
- a) by submitting his or her resignation in writing to the board of directors or by mailing or delivering it to the address of the Foundation;
 - b) on his or her death or in the case of a corporation on dissolution;
 - c) on being expelled; or
 - d) on having been determined a member not in good standing.
10. Expulsion of a Member
- a) A member may be expelled by a special resolution voted on by the qualified majority of members of the Foundation and passed at a general meeting.
 - b) The notice of special resolution for the expulsion of a member must be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - c) The member who is the subject of the proposed resolution for expulsion must be given the opportunity to be heard at the general meeting before the special resolution is put to a vote.
11. All members are in good standing, excepting any member who has otherwise neglected to provide the Board of Directors with reasonable notice or just reason for being absent from attending:
- a) any 3 consecutive meetings that are relevant to the member's responsibilities, whether those meetings are of a particular committee or the meetings of the directors, or
 - b) any 6 meetings held within any 12 month period and which are relevant to the member's responsibilities, whether those meetings of a particular committee or the meetings of directors.

Part 3 --- Meetings of Members

12. General meetings of the Foundation must be held in accordance with the Society Act and will occur at the time and place determined by the board.
13. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
14. The board of directors may, where its members think fit, convene an extraordinary general meeting, and, once convened, the process for conducting an extraordinary general meeting will conform with the rules established under Part 4 of these bylaws.
15. Notice of General Meetings
- a) Notice of a general meeting must specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.
 - b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
16. The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Part 4 --- Proceedings at General Meetings

17. Special business is:

- a) all business at an extraordinary general meeting except the adoption of rules of order; and
- b) all business transacted at an annual general meeting, except:
 - i) the adoption of rules of order;
 - ii) the consideration of the financial statements;
 - iii) the report of the board of directors;
 - iv) the report of the auditor, if any;
 - v) the election of directors;
 - vi) the appointment of the auditor, if required; and
 - vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the board of directors issued with the notice convening the meeting.

18. Conduct of Business at a General Meeting

- a) No business, other than the election of the chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
 - b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until a quorum present or until the meeting is adjourned or terminated.
 - c) A quorum shall consist of 3 members.
19. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated, but in any other case, it shall stand adjourned to another time and date at the discretion of the chair, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meetings, the members present constitute a quorum.
20. Subject to bylaw 21 of these bylaws, the president of the society, the vice-president or in the absence of both, one of the other directors present, must preside as chair of a general meeting.
21. If at a general meeting:
- a) there is no president, vice-president or other director present within 15 minutes after the time appointed for holding the meeting; or
 - b) the president and all the other directors present are unwilling to act as chair, the members present must choose one of their number to be chair.

22. Adjourning a General Meeting

A general meeting may be adjourned from time to time and from place to place, but no business shall be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

- a) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
 - b) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
23. Resolutions
- a) A resolution proposed at a meeting must be seconded and the chair of a meeting may move, propose or second a resolution.
 - b) In case of a tie vote the meeting chair does not have a casting or second vote in addition to the vote to which he or she may be entitled to as a member and the proposed resolution does not pass.
24. Voting at General Meeting
- a) A member in good standing present at a meeting of members is entitled to one vote.

- b) Voting is by a show of hands,
- c) Voting by proxy is not permitted.

Part 5 --- Directors and Officers

25. Directors' Power

- a) Excepting those acts that are by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting the directors may exercise all the powers and do all the acts and things that the society may exercise and do, subject to:
 - i) all laws affecting the society;
 - ii) these bylaws; and
 - iii) rules being consistent with these bylaws and which are made from time to time by the society in a general meeting.
- b) No rule, being made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.

26. Board of Directors

- a) The president, vice-president, treasurer and one or more other persons shall be the directors of the society and together constitute the board of directors.
- b) The board of directors shall be established by:
 - i) The election or appointment of at least 3 directors at a general meeting;
 - ii) The appointment of 1 ex-officio member representing the Municipal Council of the Township of Esquimalt;

27. Director's Term of Office

- a) A director must retire from office at each annual general meeting in which that director's successor is elected or appointed.
- b) Separate elections must be held for each position of office to be filled.
- c) The election of a director may be by acclamation; otherwise it must be by majority vote of the members present.
- d) If no successor is elected as director the person previously elected or appointed continues to hold that position of office.
- e) Once elected or appointed a director's term of office is for 2 years.

28. Directorial Appointments to Fill a Vacancy

- a) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the board of directors.
- b) A director so appointed holds office only until the conclusion of the next annual general meeting of the society, but is eligible for re-election at that meeting.

29. Resignation of a Director

- a) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
- b) No act or proceeding of the board of directors will be made invalid only by reason of there being less than the prescribed number of directors in office.

30. The members may by special resolution remove a director before the expiration of his or her term of office, and may elect a successor to complete the term of office.

31. No director shall be remunerated for being or acting as a director, but a director must be reimbursed for all approved and authorized expenses necessarily and reasonably incurred by the director while exercising the powers or performing the duties of the society.

Part 6 --- Proceedings of Directors

32. Director Meetings

- a) The directors shall meet together at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- b) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall consist of 3 directors.
- c) The president shall preside over all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice-president shall act as chair;
- d) If neither the president or vice- president is present, the directors present may choose one of their number to be chair at that meeting.
- e) A director may, at any time, request that the executive director convene a meeting of the directors.

33. Directorial Delegation of Power

- a) The directors may delegate any, but not all, of their powers to committees consisting of directors and members who are not directors as they think fit.
 - b) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after the act or the thing has been done.
 - c) Committee chairs shall be appointed by the president, usually at the annual general meeting.
34. If at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors and members present shall choose one of their number to be chair of the meeting.
35. The members of a committee may meet and adjourn as they think proper.
36. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual general or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
37. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, fax, or electronic mail, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn:
- a) a notice of meeting of the board of directors is not required to be sent to that director; and
 - b) any and all meetings of the directors of the Foundation, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
38. Resolution of Directorial Questions
- a) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
 - b) In the case of a tie vote the chair does not have a second or casting vote.
39. No resolution proposed at a meeting of the board of directors or committee of directors need be seconded and the chair of a meeting may move or propose a resolution.
40. A resolution in writing, signed by all directors and placed within the minutes of the directors is as valid and effective as if generally passed at a meeting of the board of directors.

Part 7 --- Duties of Officers

41. Presidential Duties
 - a) The president presides at all meetings of the society and of board of directors.
 - b) The president is the Chief Executive Officer of the Foundation and must supervise the other officers in the execution of their duties.
42. The vice-president must carry out the duties of the president during the president's absence.
43. The treasurer shall:
 - a) keep the financial records, including books of account, necessary to comply with the Society Act; and
 - b) render financial statements to the directors, members and others when required, and
 - c) render financial reports when required.
44. The secretary or delegate shall, as directed by the board of directors to:
 - a) conduct the correspondence of the society;
 - b) issue notices of meetings of the society and the board;
 - c) keep minutes of all meetings of the society and board;
 - d) have custody of all records and documents of the society except those required to be kept by the treasurer;
 - e) maintain the register of members;
45. The offices of Secretary and Treasurer may be held by one person who shall be known as the Treasurer.
46. In the absence of the secretary or delegate from a meeting, the board of directors shall appoint another person to take minutes of the meeting.

Part 8 --- Seal --- Not Applicable

Part 9 --- Borrowing

47. In order to carry out the purposes of the Foundation the board of directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issuance of debentures.
48. No debenture shall be issued without the sanction of a special resolution.
49. The members may by special resolution restrict the borrowing powers of the board of directors, but a restriction imposed expires at the next annual general meeting.
50. The society must be indemnified against the total amount of debentures and other amounts outstanding incurred in the Foundation's name and the society's insurance policy shall specifically state the maximum amount of debt the Foundation would be indemnified from.

Part 10 --- Auditor

51. This part applies only where the society is required or has resolved to have an auditor.
52. The first auditor must be appointed by the board which must also fill all vacancies occurring in the Office of Auditor.
53. At each annual general meeting the Foundation must appoint an auditor to hold office until the auditor is re-elected or his or her successor is elected at the next annual general meeting.
54. An auditor may be removed by ordinary resolution.
55. An auditor must be promptly informed in writing of appointment or removal.
56. No director and no employee of the Foundation shall be appointed auditor.
57. The auditor may attend general meetings.

Part 11 --- Notice to Members

58. A notice may be given to a member, either personally, by electronic mail, fax, or by mail to the member at the member's registered address.
59. A notice sent by mail is deemed to have been given on the second day following that on which the notice is posted and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
60. Notice of a general meeting
- a) Notice of general meeting must be given in writing by electronic mail, fax or post to:
 - i) every member shown on the register of members on the day notice is given; and
 - ii) the auditor, if Part 10 applies.
 - b) No other person is entitled to receive a notice of general meeting.
 - c) Fourteen days notice for the annual general meeting will be given in writing to all members.

Part 12 --- Bylaws

61. On being admitted to membership, each member is entitled to and the society shall give that person, without charge, a copy of the constitution and bylaws of the society.
62. These bylaws must not be altered or added to except by special resolution.

4H

Kim Maddin

From: Diane Knight on behalf of Mayor
Sent: January 17, 2013 8:59 AM
To: Kim Maddin
Subject: FW: Rowland Bourke VC DSO, former Esquimalt resident
Attachments: bourke letter to Esquimalt council re po box.docx; bourke post box suggestion.docx; bourke epo.docx

Kim, please login and process. As you can see this was sent to Council directly.

Diane Knight

Executive Assistant (CAO & Mayor)
Corporate Services
Township of Esquimalt
Phone: 1-250-414-7101
www.esquimalt.ca

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor/Council	
RECEIVED: JAN 17 2013		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

From: Bart Armstrong [<mailto:ymart@shaw.ca>]

Sent: January 9, 2013 3:06 PM

To: Mayor

Cc: Tim Morrison; Bob McKie; Lynda Hundleby; Meagan Brame; David Schinbein; Dave Hodgins

Subject: Rowland Bourke VC DSO, former Esquimalt resident

I have attached a letter to all council, and 2 other documents with some pictures that I would ask all council to have a look at and consider.

thanks,

Bart Armstrong, CD

Victoria

www.canadianmedalofhonor.com



The Rowland Bourke V.C., D.S.O. Monument Unveiling Committee



9 Jan, 2013

The Honorable Barb Desjardins,
Mayor, Township of Esquimalt

Dear Mayor,

I am writing you today as the Chair of the committee that will be unveiling a new Monument to the late Rowland Bourke, VC, DSO at the Royal Oak Burial Park, in Victoria.

Roland Bourke was born in Britain but moved to Canada at a very early age. Living in northern BC he got hurt on a farm and was blinded in one eye. At the outbreak of WW1 he tried to enlist in the Canadian army and navy and air element but because of the injury he was unsuccessful. He then chose to go off to the US, at his own expense, get some military training then went off to Britain and signed up with the naval reserves. He was soon sent off to Europe in command of a small naval vessel.

During a few weeks in early 1918 he played an instrumental role in saving lives whilst the allies had attempted to block the Belgium ports of Ostend and Zeebrugge and would help to rescue about 50 men. He would later be awarded both the DSO and the VC for this bravery. Your own town archives and CFB Esquimalt archives hold considerable info on this man.

After the war he moved back to Canada, and lived in Esquimalt on Admirals Rd, within a few blocks of your current offices. At death he was buried at Royal Oak with a simply marker that will be replaced by a much more attractive marker in a few months that will much better highlight the heroics of this brave man. Dates have yet to be firmed up but may well be on 10 May, the 95th anniversary of the Ostend battle. At a later date this committee will be in communication with you and your fellow councillors to invite you to participate in the service, perhaps give a short talk and lay a wreath at that time.

But I now write on a related matter. Today at the corners of Blenkinsop Rd and Tattersall Drive there is a postal box with a wonderful series of pictures posted and in dedication to Victoria's 2nd Victoria Cross recipient, actually buried here... the Honourable George Pearkes. Enclosed are photo's. Enclosed also are the very bland photo's of a similar post box outside the front door on the Bourke old residence. I would like to propose to council that it mark this historic piece of property and honour the heroism of Mr

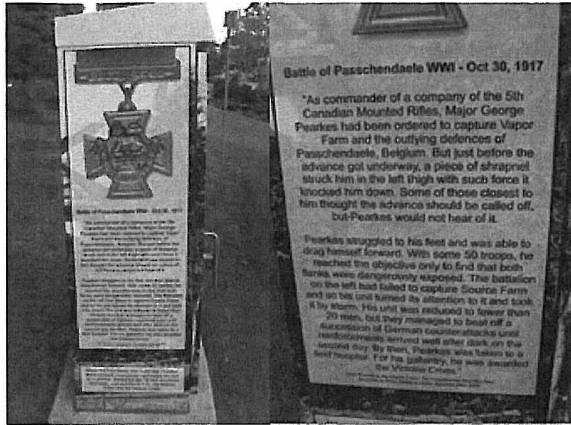
Bourke by doing the same with this later Post box.

I am sending a copy of this to all of the council and would ask that the matter be considered and would be pleased to talk to any member who wishes further information.

Thank you for your anticipated interest in both projects,

Bart Armstrong, CD

(250) 383-0470

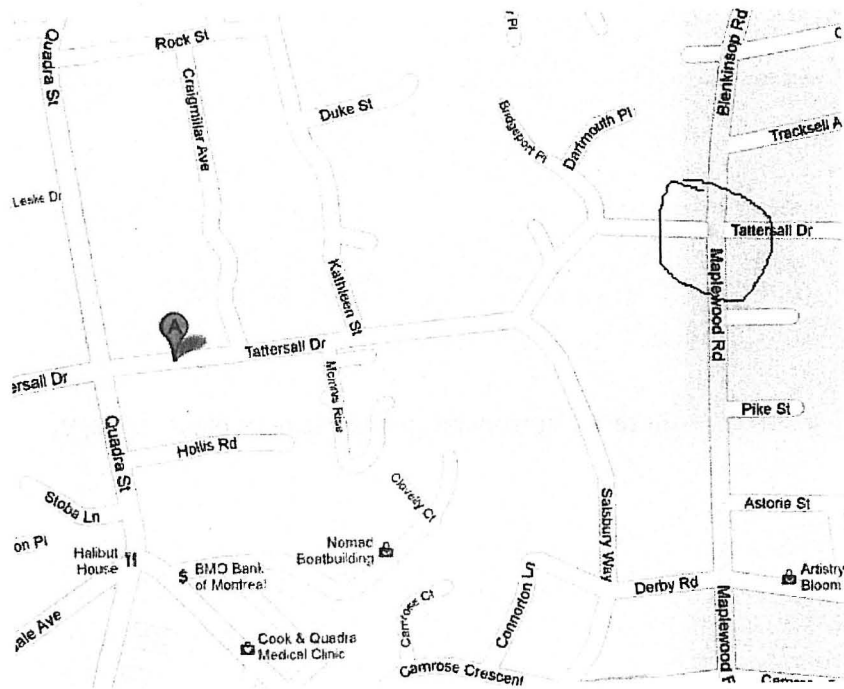


these are at Blenkinsop and Tattersal old Pearkes, VC

residence



More below





Subject: FW: FCM launches new Cut My Commute campaign

From: FCM Communiqué [mailto:communiqué@fcm.ca]

Sent: January 23, 2013 2:12 PM

To: Barb Desjardins

Subject: FCM launches new Cut My Commute campaign

[Voir la version française.](#) | [View email in your browser.](#)



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS



January 23, 2013

FCM launches new Cut My Commute campaign

On Wednesday, January 23, 2013, FCM launched a new Cut My Commute campaign, to refocus public support for our infrastructure advocacy in the weeks before Budget 2013.

This week, cities across Canada are launching their own Cut My Commute events and activities, including Vancouver, Surrey, Edmonton, Calgary, Kitchener, Brampton, Mississauga, Ottawa, Gatineau and Halifax. In some communities, municipal representatives are greeting commuters at transit stops during the morning commute to talk about the need for new federal investment in transportation and transit systems.

Cut My Commute is supported by FCM's latest Great Canadian Infrastructure Challenge. The Challenge asks Canadians to share by Twitter, Facebook and email what they would do with 15 extra minutes of personal time per day, if they had a shorter commute.

The campaign also reprises our Cut My Commute calculators showing how much money and time has been wasted in traffic gridlock since January 1, 2013. Canadians can also get personalized results for their own daily commutes, and can tweet the results from both calculators.

Join the campaign: host a local event

It's not too late to host an event in your own community. We have all the documents you need to plan an event, including a scenario, media advisory and news release that you can adapt for your local plans. We also have campaign-branded bilingual handouts for you to give to commuters as you greet them.

For more information on running your own Cut My Commute event, contact Eric Collard, Media Manager, 613-907-6337.

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Federation of Canadian Municipalities • 24 Clarence Street, Ottawa, Ontario K1N 5P3 • T. 613-241-5221 • F. 613-241-7440

Council reader: "Celebrating Excellence in Wood Structures" book

44 Wood First commitments in B.C. and counting. Could you be next?

January 2013

Dear Mayor and Members of Council:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: JAN 24 2013		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> CCTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

It was a pleasure to have, once again, participated in your annual UBCM Convention at the end of September.

Our province is approaching the milestone of 50 local governments representing more than 25 per cent of B.C.'s population which have adopted Wood First commitments in support of the province's Wood First Act, with 44 local governments or regional districts adopting bylaws, resolutions and policies since 2009. The Wood First Act aims to increase demand for wood products by requiring provincially-funded projects to use wood as the primary building material within the B.C. Building Code.

With this letter, I would like to invite your community to officially document your intention to choose structural and architectural wood products for your future building projects. There has never been a better time to take advantage of the many benefits wood has to offer.

Why wood? Wood is good!

Choosing wood is a good choice for socio-economic, environmental, budgetary, safety and health reasons. It's also a good choice for our economy, as forestry is a significant economic engine in B.C., and directly/indirectly benefits us all.

It is the best choice for the environment, as nothing can make a green building "greener" than optimizing the use of wood materials. Re-growing trees absorb CO2 and emit oxygen; wood materials sequester CO2 throughout their use; substituting wood for other materials avoids substantial amounts of CO2 emissions; wood buildings reduce energy consumption while in use and, even if the materials cannot be re-used, they can usually become a low carbon source of energy. The United Nations Committee on Land Use, Land Use Change and Forestry, the Nobel Prize-winning report from the United Nations Intergovernmental Panel on Climate Change and many other international organizations agree -- building with wood harvested from sustainable forestry operations is one of the best ways to mitigate climate change. Given this globally-accepted reality, community plans should include the specification of wood products as the primary building materials for all new local government buildings.

There is a growing body of research demonstrating that working, learning and healing environments can be more healthful if they include natural elements in design, including wood. Scientific studies from around the world have demonstrated positive impacts such as reduced heart rate, lower blood pressure and reduced stress and can lead to higher levels of health, better concentration and generally improved occupant performance for workers, students, patients and residents.

What's new in the world of wood? Consider the cost advantages and structural possibilities.

Advances in engineered timber building materials and systems also lead to more affordable buildings. Our province's wealth of leading-edge designers, supported by organizations such as Wood *WORKS!* BC and

FPInnovations can show you how to make more of your scarce building and operating budgets. Our technical advisors can outline all the recent innovations in wood building systems to create comfortable, flexible and effective spaces. Not only do these provide significant advantages from fire and seismic hazards, but wood buildings can be retrofitted for new uses and more easily updated to new design styles.

Why pass a Wood First resolution, bylaw or policy in your community?

When passing a resolution, bylaw or policy, a community benefits by having guiding principles for use by designers, engineers and contractors. Wood products and systems fit an array of local government project types and applications. The strength, beauty and versatility of wood make projects better, and our forest-dependent communities stronger. Communities in B.C. are proud to use wood. Not only is there a strong historical context for its use, but there are compelling environmental and socio-economic benefits as well, leading us to a more prosperous and sustainable way of life in the future of this province.

If you've already passed a Wood First policy, bylaw or resolution, and don't see it listed on our chart, or if you need support to take the final step, please let us know. We are here to offer our technical expertise, training and education to help your local government realize a lower carbon footprint, lower building costs, and warm, beautiful, human-centred environments in which people thrive.

Committing to building your local government's projects with wood can be one of the best ways to leave your legacy for your economy, your community and our planet. I have taken the liberty of attaching the text for a resolution I would encourage your staff to adapt and for your local government to approve. If you would prefer, it would be my pleasure to attend any of your upcoming meetings to make a presentation and provide more information on the free services Wood *WORKS!* BC can provide to your project teams.

Regards,



Mary Tracey
Executive Director
Wood *WORKS!* BC

About Wood *WORKS!* BC

Wood *WORKS!* is a national industry-led initiative of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood and wood products. Through workshops, seminars and case studies, Wood *WORKS!* provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout B.C.. For the past 14 years, Wood *WORKS!* BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood – the most sustainable, natural and renewable building material on Earth.

Notable projects with Wood *WORKS!* BC's involvement include the international award-winning Richmond Oval – the largest of the 2010 Winter Olympics venues. Wood *WORKS!* BC was also involved with the new Vancouver Convention Centre, and has also worked extensively with municipalities on projects ranging from fire halls to arenas to recreation centres. Wood *WORKS!* BC is a recognized resource to help B.C. communities with the "build with wood" requirements on publicly-funded projects under the Wood First Act, and our expertise is available free-of-charge.

Attachment

Resolution to Build Green with Wood

Whereas: Globally, governments and the private sector alike are increasingly looking for ways to decrease their overall impact on the environment; and

Whereas: This Local Government is already playing a central role by demonstrating environmental and sustainability leadership; and

Whereas: As a significant builder and manager of vertical infrastructure, the Council is in a position to ensure that its portfolio both from a construction and ongoing maintenance perspective are managed in a manner that minimizes negative environmental burdens; and

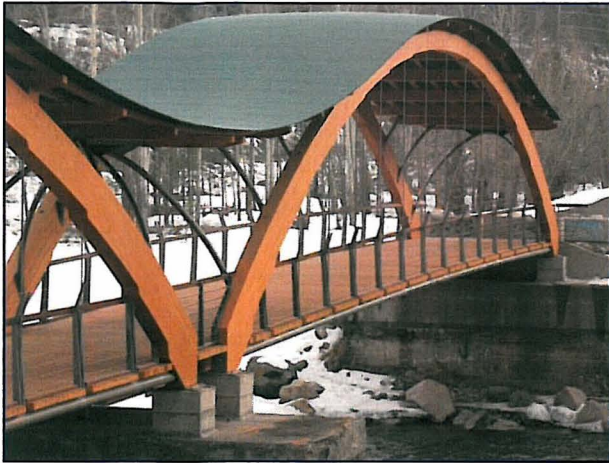
Whereas: An effective approach to determine a building's environmental impact is to include the overall impact caused by the materials used to construct the building; and

Whereas: Wood building materials have proven to have a substantially lower impact on energy, CO₂ emissions, water consumption and air pollution than other common building materials;

Therefore: This Local Government resolves to consider the complete environmental impact profile of all new building projects, including:

1. Assessing the direct and indirect environmental impacts of the materials used in the construction/renovation; and
2. Employing recognized life cycle assessment tools and methodologies to make quantitative material comparisons; and
3. Always considering the use of structural and architectural wood materials for construction/renovation.

Wood First Projects in B.C. Wood First Communities

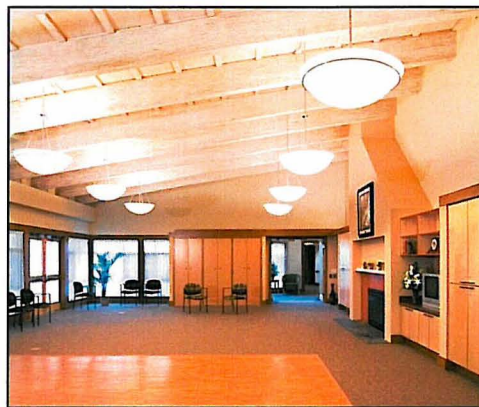
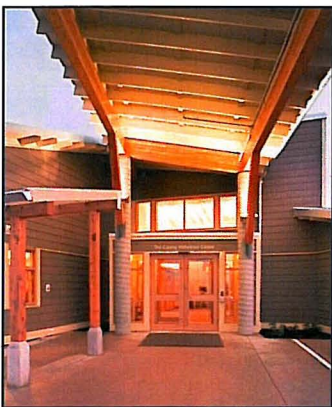


"Bridge of Dreams" Footbridge, Princeton

Princeton adopted a Wood First resolution in September of 2010. Its award-winning Bridge of Dreams was a shared vision with the Trans Canada Trail Society. Their vision: to complete their portion of the trail with a crossing which would utilize existing piers from a decommissioned early 20th century timber bridge across the Tulameen River. This was the final link in the Kettle Valley Railroad, which was integral in sustaining the development of the British Columbia Interior. The community was actively involved in the project, as evidenced by the presence of spectators at every construction milestone. The bridge was officially opened to the public on April 15, 2010.

"We are very proud of our award-winning "Bridge of Dreams". It's emblematic of the history of our area and transcends all ages. We are first and foremost a Wood First community and always will be. Wood "does work!"

– Mayor Frank Armitage



Czorny Alzheimer Centre, Surrey

Surrey is the largest centre to date to adopt a Wood First policy – passed in November 2010. The Czorny Centre in Surrey is a 30,000 square foot, 36-bed facility providing both complex care and day care services for Alzheimer sufferers.

The design was based on studies that have shown that environment strongly influences the behaviour of people with the disease and that thoughtfully-designed physical environments can

maintain and even enhance their ability to function and improve their quality of life. Throughout this project, wood was used to alleviate or conceal evidence of the functional and institutional requirements for the occupancy. The use of wood allowed the design to be a familiar residential scale while providing the support spaces and infrastructure required for 24-hour nursing care. The wood architecture and millwork were designed to be as simple and positive as possible.

"Wood is one of the most sustainable, natural and renewable building materials on the planet, and it's beautiful. We will consider the use of wood in all city-funded capital projects wherever it makes economic and practical sense. It's one way that we can create healthier communities across the city."

– Mayor Dianne Watts

Wood First Projects in B.C. Wood First Communities



Parkinson Activity Centre, Kelowna

The City of Kelowna has had a Wood First building policy since June 2010. Construction is currently in its last phase at the Parkinson Activity Centre. The two-storey 13,000 square-foot building owned by the City of Kelowna will provide the community with additional recreation opportunities and serve as the new home to the Parkinson Senior Society (formerly Water Street Senior Centre Society).

The facility features a reception and office area, main hall, kitchen and lounge area, activity room, meeting room, computer room and billiard/cribbage room. Activities and programs previously offered at the Water Street Senior Centre have been re-located to the Parkinson Activity Centre. Starting in January 2013, the City's Recreation and Cultural Services department has begun to offer new programs out of the facility.

"Kelowna is an enthusiastic long-time advocate of wood as a first-choice building material. The versatility and functionality of wood are on display throughout our brand new Parkinson Activity Centre – a wood frame two-storey facility with sprung hardwood floor for dances, glulam beams supporting custom laminated floor panels and the beams' weight is distributed to 14-inch thick fir wall columns."

– Mayor Walter Gray



Revelstoke Secondary School and

Begbie View Elementary School Revelstoke

Revelstoke adopted a Wood First policy in January of 2011. Two newly-constructed schools - Begbie View Elementary and Revelstoke Secondary School - are showcases for wood, as wood was optimized both structurally and architecturally.

"We wanted to demonstrate to students, staff, visitors and our community the aesthetically-pleasing attributes of wood while gaining the environmental and economic benefits for Revelstoke and our region. The wood use in our schools achieved those goals. The fir roof decking was harvested, purchased and milled by local people and the structural wood beams were sourced regionally from the Okanagan - in Penticton. We're very pleased and proud of the outcome. While these schools were planned before the Wood First Act was passed, the Act has certainly inspired us to respond to its principles. Our new schools reflect the values of our community by making a statement about supporting local labour and materials, while saluting our province's history with wood, which has been a pillar of our economy."

– Anne Cooper, Superintendent of Schools, School District #19

Communities with Wood First Commitments

100 Mile House	Midway
Armstrong	Merritt
Campbell River	Nakusp
Cariboo RD	North Cowichan
Castlegar	North Okanagan RD
Chase	Penticton
Chetwynd	Prince George
Columbia Shuswap	Port Alberni
Cranbrook	Port Clements
Enderby	Port Hardy
Fort St. James	Princeton
Fruitvale	Queen Charlotte
Gibsons	Quesnel
Grand Forks	Revelstoke
Hazelton	Sechelt
Houston	Spallumcheen
Kaslo	Squamish
Kelowna	Surrey
Kootenay Boundary RD	Taylor
Lumby	Terrace
Langley Township	Vernon
Lake Cowichan	Williams Lake

Wood *WORKS!* BC Free Services to Local Governments

I. Free Technical Advice

- structural, fire, seismic, acoustic, envelope, architectural

II. Community Outreach

- Local Governments
- Ministries / Associations

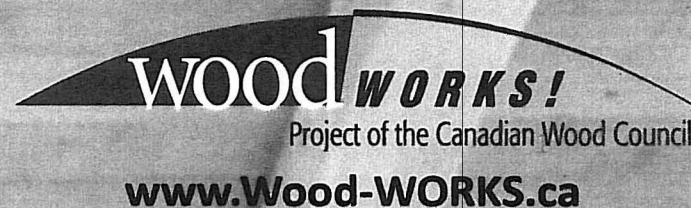
III. Sourcing Products and Building Systems

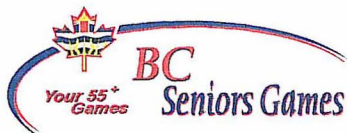
IV. Professional Development/Liaison

- Architectural Institute of BC, Association of Professional Engineers of BC, Building Officials Association of BC, etc.

V. Wood First Act Compliance Support

- www.WoodUseMatrix.ca





Temporary address: 2089 Vallis Place
Sidney, BC V8L 2L3
Email: bcsgrs@shaw.ca Web Site: www.bcseniorgames.org

JM
(ACAP)

January 25, 2013

Mayor Barb Desjardins
Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC V9A 3P1

Re: Invitation to Host the BC Seniors Games

Dear Mayor Desjardins

On behalf of the BC Seniors Games Society, it is my pleasure to invite your Community to host the 28th and 29th consecutive annual BC Seniors Games to be held in August or September in 2015 and 2016. Your Community may bid on one or both of these Seniors Games, however, only one will be awarded.

The BC Seniors Games has become an Economic Tourism Sporting Event for any Community. The last economic factor was completed after the 2009 Richmond BC Senior Games, where 3,900 55+ residents of BC participated in 29 sports, leaving over \$2,000,000.00 in the Business Community of Richmond.

The BC Seniors Games Society assists the Host Communities and Volunteers by providing Event Management Services through an Agreement with the BC Games Society. We provide \$85,000.00 in funds from the Ministry of Community, Sport and Cultural Development as well as a portion of all Participant registration fees.

A Bid Document Package has been included. The deadline for bid proposals is 12 noon on June 28, 2013 to be received at the BCSGS temporary office at 2089 Vallis Place, Sidney, BC V8L 2L3.

If you have any questions regarding the bid process, please contact Peter Denby (Bid Committee Chair) at 250.383.5820 or bcsgrs@shaw.ca.

We look forward to receiving your bid proposal.

Sincerely

June Parsons, President
BC Seniors Games Society

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
For Information:
☒ CAO ☒ Mayor/Council
☐ Bill/Scott
RECEIVED: JAN 28 2013
Referred: _____
☐ For Action ☐ For Response ☐ COTW
☐ For Report ☒ Council Agenda ☐ IC

"Come Play With Us..."



New fed boundaries drawn in West Shore, Saanich

By Victoria News

Published: **January 30, 2013 01:00 PM**

Updated: **January 30, 2013 01:381 PM**

The commissioner tasked with tweaking federal electoral boundaries in B.C. admits the changes are less than perfect, but Capital Region leaders hope another Island MP will ultimately create a stronger voice in Ottawa.

The Federal Electoral Boundaries Commission released its proposals earlier this week. Public opposition to proposed changes prevailed in Victoria, as Vic West remains part of the riding.

"As the process went on, I got less fixated on numbers and more fixated on what made sense, to have people hanging together as communities," said John Hall, the B.C. federal boundaries commissioner and a provincial appeal court judge.

Victoria has approximately 110,000 people in the unchanged riding. The smallest Island riding will be the newly created Cowichan-Malahat-Langford with 99,100 people.

In Saanich, the Saanich-Gulf Islands border will be altered to follow Quadra and Cook streets south to the Victoria boundary, shaving off an area, including the municipal hall, for the newly created Saanich-Juan de Fuca.

Mayor Frank Leonard said he's grown accustomed to such "tinkering," with three MPs and three provincial MLAs representing various pockets of the district.

"I actually find it convenient," he said. "They're not usually the same political party ... and they serve us well."

Federal ridings are reviewed every 10 years, with a goal of creating areas of roughly 105,000 people. B.C.'s share of federal seats will increase from 36 to 42.

The most controversial change is in the current riding of Esquimalt-Juan de Fuca, which MP Randall Garrison worries will cause confusion amongst voters.

The proposal calls for the West Shore to be split into two ridings, Cowichan-Malahat-Langford, and Saanich-Juan de Fuca. Garrison said he'll lobby for the latter to be called Esquimalt-Saanich-Sooke.

"It would better reflect the geography of the new riding and better indicate who is included and who is not," Garrison said.

Nationwide, federal electoral districts will increase to 338 from 308.

The population of B.C. has jumped half a million to 4.4 million since the last redistribution in 2002.

To view the proposed changes, visit federal-redistribution.ca.

dpalmer@vicnews.com

Find this article at:

<http://www.vicnews.com/news/189083441.html>



RISE AND REPORT

From: *In Camera* Meeting of December 17, 2012 and January 21, 2013
To: Meeting of Municipal Council – February 4, 2013

Council Advisory Committees, Commission and Board Appointments

- (1) At the Special *In Camera* meeting of Council held on December 17, 2012, Council passed the following resolution:

That the following persons be appointed to the Township of Esquimalt Council Advisory Committees and Commission as indicated effective February 1, 2013:

Advisory Planning Commission

James Harada-Down	Term expires December 31, 2014
Lorne Argyle	Term expires December 31, 2014
Joy Palmeter	Term expires December 31, 2014
Mark Salter	Term expires December 31, 2013

Arts, Culture and Special Events Advisory Committee

Moiria Tait	Term expires December 31, 2014
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Environmental Advisory Committee

Carole Witter	Term expires December 31, 2014
Michael Hill	Term expires December 31, 2014
Larry Dill	Term expires December 31, 2013

Heritage Advisory Committee

Sherri Robinson	Term expires December 31, 2014
Dar Purewall	Term expires December 31, 2014

Parks and Recreation Advisory Committee

Celia Owen	Term expires December 31, 2014
Willie McGillivray	Term expires December 31, 2014
Peter Ryan	Term expires December 31, 2013

- (2) At the Special *In Camera* meeting of Council held on January 21, 2013, Council passed the following resolution:

That the following persons be appointed to the Township of Esquimalt Council Advisory Committees as indicated effective February 1, 2013:

Advisory Planning Commission Design Review Committee

Carl Rupp	Term expires December 31, 2013
Richard Iredale	Term expires December 31, 2014
Zelig Alec Katz	Term expires December 31, 2014
Wendy Kay	Term expires December 31, 2014
Paul de Greeff	Term expires December 31, 2014
Jill Singleton	Term expires December 31, 2013
Paul Newcombe	Term expires December 31, 2013
Cst. Kristin Greffard	Non-Voting Resource

Environmental Advisory Committee

Patrick O'Hara	Term expires December 31, 2014
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