



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

April 11, 2013

NOTICE

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON
MONDAY, APRIL 15, 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, April 15, 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, March 25, 2013

Pg. 1 – 3

5. **PRESENTATIONS**

- (1) Janet Jones, Chair, Centennial Celebration Select Committee, Final Report
- (2) Jon Burbee, Manager of Real Estate Services, Canadian Forces Base Esquimalt – Federal Policy on Built Heritage Conservation

6. **2013 PROPERTY TAX RATE PRESENTATION**

- (1) 2013 Property Tax Rates – Power Point Presentation by Ian Irvine, Director of Financial Services

7. **PUBLIC INPUT (On items listed on the Agenda)**

Excluding items which are or have been the subject of a Public Hearing.

8. **STAFF REPORTS**

Administration

- (1) Flag Policy, Staff Report No. ADM-13-011

Pg. 4 – 7

RECOMMENDATION:

That Council approve Council Policy No. ADMIN-66 “Flag Policy.”

- (2) Bylaw and Policy Review, Staff Report No. ADM-13-014

Pg. 8 – 13

RECOMMENDATION:

That the Council of the Corporation of the Township of Esquimalt:

1. Rescind the following Council Policies:
 - ADMIN-58 Terms of Reference - Special Committee to Review Council Remuneration,
 - ADMIN-63 Terms of Reference - Centennial Celebrations Select Committee,
 - FIN-05 Reserve Account - Esquimalt Parks and Recreation

- Commission 'Rainy Day Fund',
- GEN-03 Coat-of-Arms Crests - Municipal Vehicles, and
- PLAN-32 Registration of 700 Notices;
- 2. Approve Council Policy No. ADMIN-42 Records Management - Esquimalt Records Classification Manual, as amended, as attached to Staff Report No. ADM-13-014; and
- 3. Authorize the dissolution of the Esquimalt Parks and Recreation Commission 'Rainy Day Fund' Reserve Account and the re-allocation of the existing funds in the Reserve Account in the amount of \$8,000 to Accumulated Surplus.

Development Services

- (3) 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-13-014 Pg. 14 – 28

RECOMMENDATION:

1. That Council resolves that Second Reading of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, be rescinded.
2. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, (Schedule "A"), 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' of Bylaw No 2798, from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82] be amended as presented in Staff Report DEV-13-014.
3. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, be read anew a second time.
4. That Council authorizes the Corporate Officer to schedule a public hearing for Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, send required notification to local residents and owners and to advertise for same in the local newspaper.

- (4) Esquimalt Village Project Update, Staff Report No. DEV-13-015 Pg. 29 – 43

RECOMMENDATION:

That Council endorse the Esquimalt Village Project Work Plan attached as Schedule "A" to report DEV-13-015.

9. MAYOR'S AND COUNCILLORS' REPORTS

- (1) Report from Councillor Dave Hodgins, Re: Participants Report: Federation of Canadian Municipalities, Prince George, BC, March 6 – 9, 2013 Pg. 44 – 68

- (2) Verbal Report from Councillor Meagan Brame, Re: Family of Schools Meeting
- (3) Verbal Report from Mayor Barbara Desjardins, Re: Greater Victoria Harbour Authority Special General Meeting, April 18, 2013 Pg. 69 – 74

10. REPORTS FROM COMMITTEES

- (1) Adopted minutes from the Advisory Planning Commission meeting, February 26, 2013 Pg. 75 – 79
- (2) Adopted minutes from the Advisory Planning Commission Design Review Committee meeting, March 20, 2013 Pg. 80 – 82
- (3) Draft minutes from the Heritage Advisory Committee meeting, March 20, 2013 Pg. 83 – 89
- (4) Memorandum from the Heritage Advisory Committee, dated March 21, 2013, Re: Heritage Advisory Committee 2013 Work Plan Pg. 90 – 91
- (5) Memorandum from the Heritage Advisory Committee, dated March 21, 2013, Re: Recommendation on Proposal to Honour the late Rowland Bourke, VC, DSO, Former Esquimalt Resident Pg. 92
- (6) Draft minutes from the Environmental Advisory Committee meeting, March 21, 2013 Pg. 93 – 96
- (7) Draft minutes from the Advisory Planning Commission meeting, March 26, 2013 Pg. 97 – 102
- (8) Draft minutes from the Arts, Culture and Special Events Advisory Committee meeting, April 3, 2013 Pg. 103 – 105
- (9) Memorandum from the Arts, Culture and Special Events Advisory Committee, dated April 11, 2013, Re: Arts, Culture and Special events Advisory Committee 2013 Work Plan Pg. 106 – 107

11. COMMUNICATIONS

- (1) Letter from Jack Bates, dated March 12, 2013, Re: Proposal to Support and Protect Heritage Values of Fort Macaulay Pg. 108 – 117
- (2) Email from Tammy Percival, Esquimalt Representative on Victoria Family Court and Youth Justice Committee, dated March 18, 2013, Re: VFCYJC Update for Esquimalt City Council Pg. 118 – 151
- (3) Letter from Jacqueline Eckstein, BC Government and Service Employees Union, dated March 26, 2013, Re: Closing of Retail Outlet of Liquor Distribution Branch in Esquimalt Pg. 152
- (4) Media Release from the Capital Regional District, dated April 8, 2013, Re: Nominations Are Now Open for the 2013 EcoStar Wards Pg. 153 – 155

12. **NOTICE OF MOTION**

- (1) Use of Costumed Mascots for Commercial Markets in Public Spaces – Pg. 156 – 157
Councillor Morrison

13. **PUBLIC QUESTION AND COMMENT PERIOD**

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

14. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
SPECIAL (BUDGET) MEETING
OF MUNICIPAL COUNCIL
MARCH 25, 2013

5:45 P.M.
COUNCIL CHAMBER, MUNICIPAL HALL

PRESENT:

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

REGRETS:

Councillor Lynda Hundleby

STAFF:

Laurie Hurst, Chief Administrative Officer
Jeff Miller, Director of Engineering and Public Works
Bill Brown, Director of Development Services
Ian Irvine, Director of Financial Services & IT
David Ward, Fire Chief
Anja Nurvo, Manager of Corporate Services/Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Special (Budget) 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 Hodgins/Councillor Brame:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. **MINUTES**

- (1) Minutes of the Regular Meeting of Council March 18, 2013
- (2) Minutes of the Special Meeting of Council March 18 and 19, 2013

MOTION: Moved by Councillor Brame/Councillor Hodgins:
That the minutes of the Regular Meeting of Council March 18, 2013 and the minutes of the Special Meeting of Council March 18 and 19, 2013 be approved as circulated.

CARRIED UNANIMOUSLY.

5. **CONSIDERATION OF 2013 – 2017 SUPPLEMENTAL OPERATING AND CAPITAL REQUESTS AND FUNDING**

The CAO summarized the current status, and that Council had requested that staff present Budget options for an increase of approximately 2.0% and 1.5%. She advised that staff had reviewed the Budget in detail and had arrived at 1.96% and 1.89% but that getting below that would impact service levels.

The Director of Financial Services reviewed a PowerPoint presentation. The first scenario of 2.45% was basically the same as reviewed at the last meeting, with the revisions directed by Council (reduce UBCM attendance by 2 members and add familiarization tour). The Director reviewed the various recommended reductions to core, Supplemental requests and Capital projects to arrive at 1.96%. He advised that staff then went through the budget again to identify further potential reductions to arrive at 1.89%.

The CAO stated that staff was requesting direction from Council as to what level of tax increase they are comfortable with, then staff, at the next meeting, would present tax rate calculations based on that direction. Council directed that they were supportive of an increase of 1.96%.

The CAO advised that the next step would be for staff to present tax rate scenarios at the April 15th Council meeting. The Director of Financial Services advised that the April 15 meeting would include a

public input opportunity, and that the next meeting on April 22 would include a public information meeting relating to the proposed Budget.

6. PUBLIC INPUT

Scott Attrill, resident, stated that he had grave concerns regarding the traffic calming proposed for Admirals Road, and submitted a document containing signatures against the project.

Chris Hall, non-resident, also spoke in opposition to the traffic calming for Admirals Road.

7. ADJOURNMENT

MOTION: Moved by Councillor Brame/Councillor Hodgins:
That the Special (Budget) Meeting of Council be adjourned at 6:19 pm.

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: April 15, 2013
Staff Report No. ADM-13-011

REQUEST FOR DECISION

SUBJECT: FLAG POLICY

RECOMMENDATION:

That Council approve Council Policy No. ADMIN-66 "Flag Policy."

RELEVANT POLICY:

None

STRATEGIC RELEVANCE:

This Request for Decision relates to the Operational Strategy identified in the 2012 Strategic Priorities Plan for Corporate Services, as part of the Policy Review Program.

Submitted by: Writer

Aya Nave

Reviewed by: CAO

R. Rust

Date:

April 9/13

STAFF REPORT

DATE: April 9, 2013 Report No. ADM-13-011
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Corporate Services Manager
SUBJECT: FLAG POLICY

RECOMMENDATION:

That Council approve Council Policy No. ADMIN-66 "Flag Policy."

BACKGROUND:

The Township of Esquimalt does not currently have a policy dealing with flag protocol, in particular the protocol around half-masting of flags. Situations that warrant consideration of half-masting of flags arises on a fairly regular basis, and in the absence of an approved policy, has relied on the discretion of the Mayor or senior staff on what our appropriate protocol should be for that particular situation.

Staff therefore recommend that we establish the appropriate protocol pursuant to a Council Policy, to ensure consistent and efficient treatment of these situations in the future.

ISSUES:

1. Rationale for Selected Option
Staff has reviewed several other protocols from other municipalities and has prepared the draft Council Policy No. ADMIN-66 "Flag Policy" based on those adapted as appropriate to best suit the Township of Esquimalt.
2. Organizational Implications
The Policy will clarify the decision-making and notification process and result in greater consistency and efficiency in dealing with these situations.
3. Financial Implications
There are no financial implications.
4. Sustainability/Environmental Implications
There are no sustainability or environmental implications.
5. Communication
Once approved, the Council Policy will be distributed to relevant staff for implementation, and a copy will be posted on the Township's Intranet for staff's information.

ALTERNATIVES:

1. That Council approve Council Policy No. ADMIN-66 "Flag Policy."
2. That Council amend Council Policy No. ADMIN-66 "Flag Policy" and approve the Policy as amended.
3. That Council not approve Council Policy No. ADMIN-66 "Flag Policy" and request further information from staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: FLAG POLICY		NO. ADMIN-66	
PURPOSE: To establish a protocol for the flying of flags by the Township of Esquimalt.			
PROCEDURES:			
1. General Flag Etiquette			
a) The Canadian Flag shall always be displayed in the position of priority: <ul style="list-style-type: none">• When flags are displayed at the same height, the Canadian Flag is flown on the left as seen by the observer of the flags.• In a line of three flags, the Canadian Flag should be in the centre.• When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian Flag is flown in the centre.			
b) All flags may be flown at night.			
2. Half-Masting			
a) Flags may be flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.			
b) All Canadian Flags that are displayed on flagpoles with halyards will be flown at half-mast on the following occasions: <ul style="list-style-type: none">• On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;• On the death of a Lieutenant Governor or the Premier;• On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents Esquimalt;• On the death of the Mayor, former Mayor, a current Esquimalt Councillor or a former Councillor who has served in Esquimalt for at least 10 years;• On the death of an Esquimalt employee when their death has occurred as a direct result of performing their duties;• On Remembrance Day (November 11) from 8:00 a.m. until 12:00 noon;• On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28); and• On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.			
c) On the death of a current Township employee, who has been employed by the Township for at least 10 years, at the CAO's discretion, the flags may be flown at half-mast at the facility or facilities relating to the department in which that employee had been employed.			
d) In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral.			
e) Flags to be flown at half-mast will include those flown from rooftops of the Township's buildings.			
f) In the event of a death not specified in this Policy, the Township will follow the direction of the Federal Department of Canadian Heritage.			
EFFECTIVE DATE:	APPROVED BY: Council	REF: 6	AMENDS NO. Original
		PAGE 1 OF 2	

g) When half-masting has been deemed appropriate, the Manager of Corporate Services or designate will notify the following by email:

- Mayor and Council
- The Corporate Senior Management Team
- An assigned representative for Engineering & Public Works and for Parks & Recreation
- The Communications Coordinator
- The Mayor's Executive Assistant
- The Fire and Police Departments
- Esquimalt Branch of the Library
- Municipal Archives
- All Staff (for information)

h) In addition, the Police and Fire Department may honour fallen comrades by half-masting of flags at the Public Safety building by order from the Chief of Police or the Fire Chief.

3. Guest Flags and Banners

a) At the discretion of the CAO, the Township may fly the flags of other sovereign nations, non-profit societies and other local organizations upon request.

b) Flags of other sovereign nations will be displayed on the flagpole at the front of the main entrance of the Municipal Hall. In these cases, the flag normally flown will be removed so that only the guest flag will be flown in that location.

c) The Township reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.

d) Flags or banners of non-profit organizations may be displayed on the flagpole at the front of the main entrance of Municipal Hall.

e) Parties wishing to have their flags displayed by the Township are required to supply the flag(s). These flags should be 36" X 72" and must be in good condition. The Public Works Manager may be asked to store such flags for use in annual events.

f) Events involving flag raising ceremonies may be held at Municipal Hall upon request and at the Township's discretion. Corporate Services will be contacted to make arrangements for such events including notifying appropriate departments.

4. Responsibility and Maintenance of Flags

a) The CAO has the responsibility and authority for making decisions regarding the flying of guest flags, half-masting and any other discretionary matters.

b) Maintenance of the flags flown at the Municipal Hall is the responsibility of the Public Works Manager.

c) Maintenance of the flags in other departments will be delegated within each department as appropriate.



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: April 15, 2013
Staff Report No. ADM-13-014

REQUEST FOR DECISION

SUBJECT: Bylaw and Policy Review

RECOMMENDATION:

That the Council of the Corporation of the Township of Esquimalt:

1. rescind the following Council Policies:
 - ADMIN-58 Terms of Reference - Special Committee to Review Council Remuneration,
 - ADMIN-63 Terms of Reference - Centennial Celebrations Select Committee,
 - FIN-05 Reserve Account - Esquimalt Parks and Recreation Commission 'Rainy Day Fund',
 - GEN-03 Coat-of-Arms Crests - Municipal Vehicles, and
 - PLAN-32 Registration of 700 Notices;
2. approve Council Policy No. ADMIN-42 Records Management - Esquimalt Records Classification Manual, as amended, as attached to Staff Report No. ADM-13-014; and
3. authorize the dissolution of the Esquimalt Parks and Recreation Commission 'Rainy Day Fund' Reserve Account and the re-allocation of the existing funds in the Reserve Account in the amount of \$8,000 to Accumulated Surplus.

RELEVANT POLICY:

Council Policies

STRATEGIC RELEVANCE:

This Report is in furtherance of the Bylaw and Policy Review Programs identified as Operational Strategies for Corporate Services.

Submitted by: Writer

Ajan M

Reviewed by: CAO

R. Rust

Date:

April 11/13

STAFF REPORT

DATE: April 9, 2013 Report No. ADM-13-014
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: Bylaw and Policy Review

RECOMMENDATION:

That the Council of the Corporation of the Township of Esquimalt:

1. rescind the following Council Policies:
 - ADMIN-58 Terms of Reference - Special Committee to Review Council Remuneration,
 - ADMIN-63 Terms of Reference - Centennial Celebrations Select Committee,
 - FIN-05 Reserve Account - Esquimalt Parks and Recreation Commission 'Rainy Day Fund',
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 - PLAN-32 Registration of 700 Notices;
2. approve Council Policy No. ADMIN-42 Records Management - Esquimalt Records Classification Manual, as amended, as attached to Staff Report No. ADM-13-014; and
3. authorize the dissolution of the Esquimalt Parks and Recreation Commission 'Rainy Day Fund' Reserve Account and the re-allocation of the existing funds in the Reserve Account in the amount of \$8,000 to Accumulated Surplus.

BACKGROUND:

The 2012 Strategic Priorities Report includes Bylaw Review and Policy Review Program as Operational Strategies for Corporate Services. At its meeting on August 13, 2012, Council approved the initial targeted list of Bylaws identified by staff for review.

Bylaws

Staff is continuing with a review of the targeted Bylaws, and will continue to bring updated and revised Bylaws to Council for consideration according to priorities.

Staff has identified that the Esquimalt Parks and Recreation Commission Bylaw, 2007, No. 2635 is no longer relevant and does not reflect the operational direction of Council or the Municipality. The Bylaw established the Commission and set out terms and conditions regarding its objectives, scope of work, membership and procedures. The Commission is no longer in existence.

Council Policy No. ADMIN-51, which was updated in February 2013, sets out the Terms of Reference for the current Parks and Recreation Advisory Committee. This Policy includes the purpose, mandate, membership requirements and deals with the operations of the Committee.

Bylaw No. 2635 should therefore be repealed. Staff will bring this Bylaw forward for repeal in conjunction with other obsolete Bylaws, in a general "housekeeping" Bylaw.

Council Policies

Staff is continuing with a review of existing Council Policies to determine which should be rescinded or revised and updated.

The following Council Policies have been determined to be obsolete and staff recommends that they be rescinded.

- 1) ADMIN-58 Terms of Reference – Special Committee to Review Council Remuneration
The purpose of the Committee was to review the remuneration of Mayor and Council as it was in 2010 and to submit a report to Council in November 2010 with recommendations for implementation in 2011. The Special Committee has completed its mandate and has been disbanded.
- 2) ADMIN-63 Terms of Reference – Centennial Celebrations Select Committee
The purpose of the Committee was to help the Township organize, plan and implement projects and events to celebrate our heritage during our Centennial year. The Special Committee has completed its mandate and has been disbanded.
- 3) FIN-05 Reserve Account – Esquimalt Parks and Recreation Commission 'Rainy Day Fund'
The Policy was passed in 1985 and dealt with placing monies and profits received by the Commission into a Reserve Account. The Policy is no longer relevant and the Commission no longer exists. Staff recommends that the Policy be rescinded and that Council pass a resolution to dissolve the Reserve Account and re-allocate the existing funds.
- 4) GEN-03 Coat-of-Arms Crests – Municipal Vehicles
This Policy was passed in 1984 and is out of date with our current practice. Council Policy No. ADMIN-46 Township of Esquimalt Symbols Usage was passed in 2009 and reflects our current practice of using the corporate logo on municipal vehicles.
- 5) PLAN-32 Registration of 700 Notices
This Policy was passed in 2002 and predates the *Community Charter*. It makes reference to Section 700 of the *Local Government Act*, which has been repealed. Those provisions are now dealt with in Sections 57 and 58 of the *Community Charter*, which sets out the mandatory requirements for registration and cancellation of notices against land title that building regulations have been contravened. As such, no separate Policy dealing with this subject matter is warranted.

In addition, staff is recommending that the following Council Policy be revised:

- 1) ADMIN-42 Records Management – Esquimalt Records Classification Manual
With the recent release of an updated edition of the "Records Management Manual for Local Government in British Columbia", published by the Local Government Association of BC, the Township's existing Records Management Policy also requires updating.

In addition to updating the references to the revised Manual, the Policy was also revised to reflect current records management practices. Staff recommends that Council approve the updated Council Policy No. ADMIN-42 Records Management – Esquimalt Records Classification Manual, as attached.

ISSUES:

1. Rationale for Selected Option
Repealing Bylaw No. 2635, rescinding obsolete Council Policies and updating Council Policies is part of the program of reviewing our existing Bylaws and Policies to ensure they remain up-to-date and relevant.
2. Organizational Implications
There are no organizational implications.
3. Financial Implications
Dissolving the Parks and Recreation Commission 'Rainy Day Fund' Reserve Account and re-allocating the existing funds will ensure that the funds are available for use in current municipal initiatives.
4. Sustainability/Environmental Implications
Not applicable.
5. Communication
Not applicable.

ALTERNATIVES:

1. That the Council of the Corporation of the Township of Esquimalt:
 - 1) rescind the following Council Policies:
 - ADMIN-58 Terms of Reference - Special Committee to Review Council Remuneration,
 - ADMIN-63 Terms of Reference - Centennial Celebrations Select Committee,
 - FIN-05 Reserve Account - Esquimalt Parks and Recreation Commission 'Rainy Day Fund',
 - GEN-03 Coat-of-Arms Crests - Municipal Vehicles, and
 - PLAN-32 Registration of 700 Notices;
 - 2) approve Council Policy No. ADMIN-42 Records Management - Esquimalt Records Classification Manual, as amended, as attached to Staff Report No. ADM-13-014; and
 - 3) authorize the dissolution of the Esquimalt Parks and Recreation Commission 'Rainy Day Fund' Reserve Account and the re-allocation of the existing funds in the Reserve Account in the amount of \$8,000 to Accumulated Surplus.
2. Provide alternative direction to staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

**TITLE: Records Management –
Esquimalt Records Classification Manual**

NO. ADMIN- 42

PURPOSE:

The purpose of this Policy is to establish specific guidelines for the records management function with respect to the retention and disposal of records.

It is necessary to establish the life cycle of records maintained by the Township which specifies the time period for which records should be maintained, stored, and which records should be retained permanently, which should be retained by the Archives, and which should be destroyed.

OVERVIEW OF RECORDS MANAGEMENT SYSTEM:

The policies and procedures outlined in the Records Management Manual for Local Government in British Columbia, Fourth Edition, 2012 shall be the Records Management System for the Township.

The Records Classification and Retention Schedule, Appendix H of the Records Management Manual for Local Government in British Columbia, has been amended in consultation with Department Heads, the Municipal Archivist, and those responsible for the filing function in each department. The amendments reflect the administrative and operational records and retention needs of the Township. The amended Appendix H shall be referred to as the Esquimalt Records Classification Manual (the "Manual") and forms part of this Policy.

ESQUIMALT RECORDS CLASSIFICATION MANUAL:

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical and other means, but does not include a computer program or any other mechanism that produces records.

The Corporate Officer is authorized to create, maintain and amend the Manual. Records of the Township are created, accessed, maintained and disposed of only as provided by the Manual. Each Department is responsible for the care of the records specific to their department and must ensure the proper management of all records in accordance with this Policy and the Manual.

A. AMENDMENTS TO THE MANUAL:

The Manual may be amended from time to time to ensure that the Manual remains current and complete; that it complies with applicable laws and legislation; and that it reflects the changing activities, operations and needs of the various departments.

Procedures for Amendments:

- Departments may not independently create or amend the content of the Manual;
- Departments will submit their request for any amendment to the Corporate Officer;
- All requests will be reviewed by the Archivist and approved by the Corporate Officer.

B. RECORDS INVENTORY:

A records inventory must be prepared for all records being moved to semi-active file areas or to off-site storage facilities, or identified for destruction. The records inventory shall be on the form prescribed by the Corporate Officer and will provide details describing the file and classification.

EFFECTIVE DATE:

APPROVED BY:
Council

REFERENCE:
Staff Report ADM-13-014

AMENDS NO.
Original (Jan. 7, 2008)

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A copy of the records inventory shall be retained within the department owning the records and a copy shall be forwarded to the Corporate Officer to be retained with the retention records.

C. RECORDS DESTRUCTION:

Record destruction may occur only in accordance with the retention schedule outlined in the Manual. Records identified and approved for destruction must be destroyed in a manner that ensures the protection of confidentiality and completion of destruction.

Destruction Procedure:

- Departments shall prepare a list of all records scheduled to be destroyed and submit the list to the Corporate Officer;
- After reviewing the list to ensure eligibility for destruction, the Corporate Officer shall refer the list to the Archivist who may approve the destruction or request a transfer of the records to the Municipal Archives if he/she determines there may be historical value in the records.
- Following review and recommendation from the Archivist, the list will be forwarded to the Corporate Officer for final approval.
- A destruction inventory will be maintained for all records destroyed which will include the file classification, authorization for destruction, date of destruction, and method of destruction.

Records that are financial in nature - the concurrence of the municipal auditors shall be obtained prior to destruction.

Records that are legal documents - the concurrence of the respective municipal solicitor shall be obtained prior to destruction.

D. RECORDS PRESERVATION:

Records that are to be retained indefinitely may be stored at a secure commercial records storage facility.

Records transferred to the Municipal Archives shall be managed and controlled by the Archivist, and will be preserved in accordance with appropriate standards as determined by the Archivist.

GENERAL RECORDS PRACTICES:

Correspondence:

- All incoming correspondence shall be date-stamped by the receiving department, logged, and a file number assigned at that time.
- All outgoing correspondence shall include a file number as assigned by the originating department.

Purging Records:

- Active records (those accessed regularly) shall be purged to remove unnecessary paper at least once per year. This could include: duplicate copies, drafts, rough notes, and research notes.
- Semi-active records or records being relocated to off-site storage facilities must be purged before relocating the records.
- In cases where there is uncertainty or doubt, the Corporate Office should be consulted.

REFERENCES:

A copy of the Records Management Manual for Local Government in British Columbia, Fourth Edition, 2012, by the Local Government Management Association of British Columbia, is available in the Corporate Services Department and should be consulted where clarification is required.



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: April 15, 2013
Staff Report No. DEV-13-014

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 Second Reading of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, be rescinded.
2. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, (Schedule "A"), 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' of Bylaw No 2798, from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82] be amended as presented in Staff Report DEV-13-014.
3. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, be read anew a second time.
4. That Council authorizes the Corporate Officer to schedule a public hearing for Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, send required notification to local residents and owners and to advertise for same in the local newspaper.

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 Teresa Parker

Reviewed by: CAO Ch. Hurst

Date: April 11/13

STAFF REPORT

DATE: April 10, 2013 Report No. DEV-13-014

TO: Laurie Hurst, Chief Administrative Officer

FROM: Trevor Parkes, Senior Planner
Bill Brown, Director of Planning Services

SUBJECT: REZONING APPLICATION
622 Admirals Road
[Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854]
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4. That Council authorizes the Corporate Officer to schedule a public hearing for Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, send required notification to local residents and owners and to advertise for same in the local newspaper.

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 No. 82 [Comprehensive Development District No. 82]

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

Schedules:

- “A” Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798 [as amended];
- “B” Cost estimates coordinated by McElhanney Consulting Services Ltd., stamped “Received April 3, 2013” detailing costs associated with delivery of amenities proposed by the applicant.

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.

Staff presented Amendment Bylaw [No.207], 2013, No. 2798 to Esquimalt Council on March 4, 2013. Council granted first and second reading of the amending bylaw and directed staff to schedule a Public Hearing for this application. In their review of this application, Council members voiced comments questioning the appropriateness of the proposed parking reduction as well as the adequacy of the proposed amenities offered in return for bonus density. A request was made that the applicants provide a valuation of the proposed amenities prior to the Public Hearing.

In response to the comments received at the March 4, 2013 Council meeting, the applicants have revised their proposal by agreeing to provide the following architectural changes and additional amenities:

1. Amend architectural plans to comply with all municipal parking requirements.
2. Installation of 34 metres of curb, gutter and enhanced sidewalk [3.2m wide stamped concrete] across the Admirals Road frontage of 1310 Esquimalt Road [Extension of custom patterned sidewalk fronting 622 Admirals Road].
3. Removal of two existing utility poles located to the north and south of the existing Legion facility, and provision of underground electrical utilities including transformers, transmission lines and other relevant infrastructure along the west side of Admirals Road from the north property line of 622 Admirals Road to the intersection with Esquimalt Road [i.e. the 622 Admirals Road frontage and the 1310 Esquimalt Road, Admirals Road frontage].
4. Provide a \$30,000 contribution to the Esquimalt Recreation Centre for the purchase and installation of a Wheel Chair Lift in the swimming pool.

The applicants have also provided staff with cost estimates, coordinated by McElhanney Consulting Services Ltd., stamped "Received April 3, 2013" [Schedule "B"], detailing costs associated with delivery of the proposed amenities. When one includes the proposed \$30,000 contribution to the Esquimalt Recreation Centre, the streetscape, landscaping, electrical and community amenities are valued at nearly \$480,000.

The proposed amenities address infrastructure, aesthetic and safety issues which would enhance the local area while addressing the needs of the senior citizen residents of the proposed development. Improved sidewalks, underground utilities and street lighting would facilitate safe pedestrian access to and from both sides of the building. Provision of a transit shelter would enhance access to the Capital Region through the existing transit system. Contributing an accessible lift to the Esquimalt Recreation Centre pool benefits the entire community while specifically addressing the needs of local seniors with mobility issues wishing to access this community facility.

The applicants have also agreed to provide the Township with 217 square metres of land fronting 622 Admirals Road as a roadway dedication. This land is offered to the Township as a condition of rezoning regardless of whether or not the bonus density is constructed and will be secured through inclusion in a restrictive covenant. This road dedication would facilitate the installation of a transit bus lay-by and improve traffic conditions in front of the site. Based on the current assessed land value of 622 Admirals Road [2013 BC Assessment Property Assessment Notice] this road dedication, representing approximately 7% of the current site area, has a value of approximately \$100,000.

Amendment Bylaw Review

Since the March 4, 2013 Council Meeting, additional information relating to the following issues has been requested from staff:

- Permitted uses on the property.
- Potential for restriction of hours of operation for the Royal Canadian Legion portion of the building and the impact on potential future owners
- The relationship of Strata Councils within the proposed building.
- Parking standards in relation to other jurisdictions in the CRD for commercial spaces.

Permitted Uses: Concern regarding the potential uses for the Royal Canadian Legion strata unit, should the Royal Canadian Legion choose to divest the asset in the future, has been raised as certain uses might not be sympathetic to the adjoining seniors residences. Staff re-evaluated the "Permitted Uses" contained in Amendment Bylaw [207], 2013, No. 2798 and found that while a pub would not be permitted, a night club, a pool hall, or a theatre could be installed in either the Legion strata unit or the other commercial unit under the "Entertainment" use. **In response to this finding, staff have amended the list of permitted uses in Amendment Bylaw [207], 2013, No. 2798 by removing "Entertainment" as a permitted use.**

Restriction to Hours of Operation: It is possible to place restrictions relating to the hours of operation of a portion of the proposed building. It should be noted that placing restrictions on a strata unit within the building could impact the value of the unit as it may restrict the viability of other uses permitted in the zone. Should the Royal Canadian Legion choose to divest their commercial unit in the future, it would not be unreasonable to expect that the Council of the day would receive a request to amend or discharge any restrictive covenant limiting hours of operation. Setting specific operation hour restrictions on the Royal Canadian Legion strata unit would negatively impact the ability of the Legion to hold special events which might extend past the operational hours laid out in the covenant.

Relationship of individual Strata Councils: The four proposed strata councils will operate independent of one another, coordinating only on issues relating to such things as building maintenance. Each strata would influence its portion of the building while having very limited input relating to its neighbours activities.

Commercial Parking Standard [Restaurants]: Staff completed an audit of the Core Area municipalities; View Royal, Victoria, Saanich and Oak Bay parking standards. Results revealed that Esquimalt's parking requirement for Restaurant use [closest use to Club House in various municipal parking bylaws] was identical in both Victoria and Oak Bay [1 space/ 5 seats] while View Royal and Saanich were slightly more restrictive [1 space/ 3 seats].

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. In response to this the applicant has provided a suite of amenities that would substantially improve both infrastructure and aesthetics in the immediate area of the development as well as provide desired accessible access to the Esquimalt Recreation Centre pool.

As all proposed amenities must be secured through inclusion in a Zoning Amendment Bylaw, staff request that second reading of Amendment Bylaw [No.207], 2013, No. 2798 be rescinded, the bylaw be amended as presented and read anew a second time.

2. Organizational Implications

This Request for Decision has no organizational implications.

3. Financial Implications

This Request for Decision has no financial implications.

4. Sustainability/Environmental Implications

Consistent with the direction provided by Council on March 4, 2013, the applicant has provided staff an updated Green Building Checklist, stamped "Received March 13, 2013". Staff are working to include requirements in a restrictive covenant, to be registered on the property title, that would ensure that the proposed development would be constructed consistent with this Green Building Checklist. Additionally, this covenant would require the developer to provide a project completion report detailing the implementation of the green building practices.

5. 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 events 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 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 resolves to **rescind second reading of Bylaw No. 2798, amend bylaw and read anew a second time**, and direct staff to schedule a Public Hearing.
2. Council postpone consideration of Bylaw No. 2798 pending receipt of additional information.
3. Council **deny amendment and second reading** of Bylaw No. 2798.

622 Admirals Road



Subject Property Boundary: 

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) Club House
- (h) Group Children's Daycare
- (i) Food service for Congregate Care residents

(2) **Floor Area Ratio**

(a) Residential Uses

- (i) The Floor Area Ratio shall not exceed 3.0;

- (ii) On the provision of all of the following amenities, the Floor Area Ratio may be increased up to, but shall not exceed, 3.5:

Streetscape Amenities:

- (1) *Enhanced sidewalk [1.5m wide stamped concrete] across frontage of 622 Admirals Road. [Enhanced sidewalk refers to the custom patterned sidewalk].*
- (2) *Additional Enhanced sidewalk [1.7m wide stamped concrete] across frontage of 622 Admirals Road resulting in sidewalks totalling 3.2 metres in width.*
- (3) *Two decorative poles including functional street lighting on 622 Admirals Road frontage.*
- (4) *Transit Shelter, in accordance with BC Transit specifications.*
- (5) *34 metres of curb, gutter and enhanced sidewalk [3.2m wide stamped concrete] installed across the Admirals Road frontage of 1310 Esquimalt Road [Extension of custom patterned sidewalk fronting 622 Admirals Road].*
- (6) *38 metres of curb, gutter, and sidewalk on north side of Miles Street between west property line of 622 Admirals Road and Constance Avenue.*
- (7) *38 metres of barrier curb and gutter on the south side of Miles Street between the west property line of 622 Admirals Road and Constance Avenue.*

Landscaping Amenities

- (8) *Seven engineered tree vaults for proposed boulevard trees.*
- (9) *Seven irrigation supply lines from building to tree vaults.*
- (10) *Seven street trees.*
- (11) *Two street benches.*

Electrical Amenities

- (12) *Electrical power outlets provided in tree vaults, decorative poles, and in BC Transit Shelter.*
- (13) *Removal of two existing utility poles located to the north and south of the existing Legion facility, and provision of underground electrical utilities including transformers, transmission lines and other relevant infrastructure along the west side of Admirals Road from the north property line of 622 Admirals Road to the intersection with Esquimalt Road [including the Admirals Road frontage of 1310 Esquimalt Road].*

Integration into Community Amenities

- (14) *Cash contribution of \$30,000 to the Esquimalt Recreation Centre for the purchase and installation of a Wheel Chair Lift in the swimming pool.*

The value of amenities (1) to (13) must cost no less than \$400,000 (prior to taxes), and confirmed by independent professional auditor provided by property owner in accordance with the following procedure:

A. An independent auditor shall determine the actual value of the Amenities provided further to subsections (1)-(13) above ("Actual Value"). For certainty, management, administrative and report costs shall not be included in the calculation of Actual Value.

B. The report of the Auditor must be made available to the Township and the Owner at the same time, and neither party shall be permitted to review drafts of the report.

C. Where the Actual Value of the amenities provided is less than \$400,000, the Owner must, within thirty (30) days of the Auditor's report, make an additional cash contribution equivalent to the shortfall plus 25% to the Township.

D. The Owner acknowledges that such additional cash amenity contribution does not relieve of the provision of the amenities listed above.

(b) **Combined Mixed Use**

The combined Floor Area Ratio for all uses shall not exceed 3.2 if the above amenities are not provided or 3.7 if the above amenities are provided.

(3) **Unit Size**

Dwelling Units shall not be less than 40.0 square metres.

(4) **Commercial Space & Mixed Use Ground Level**

(a) The minimum Floor Area dedicated to Commercial Uses shall not be less than 575.0 square metres.

(b) Commercial Uses are not permitted on any floor other than the ground floor.

(c) Commercial Uses are not permitted to exceed 50% of the total ground floor area.

(d) The maximum Floor Area dedicated to uses accessory to 67.69(1)(a) shall not be less than 350.0 square metres of the ground floor.

(5) **Building Height**

(a) No Principal Building shall exceed a Height of 42.0 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)(iv), 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 each of the following parcels, collectively known as 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]:

(a) Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854;

(b) Lot 156, Suburban Lot 43, Esquimalt District, Plan 2854;

(c) Lot 157, Suburban Lot 43, Esquimalt District, Plan 2854; and

(d) Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL.

- (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 4th day of March, 2013.

READ a second time by the Municipal Council on the 4th day of March, 2013.

Second Reading rescinded, bylaw amended and read anew a second time by the Municipal Council on the ---- day of -----, 2013.

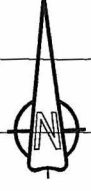
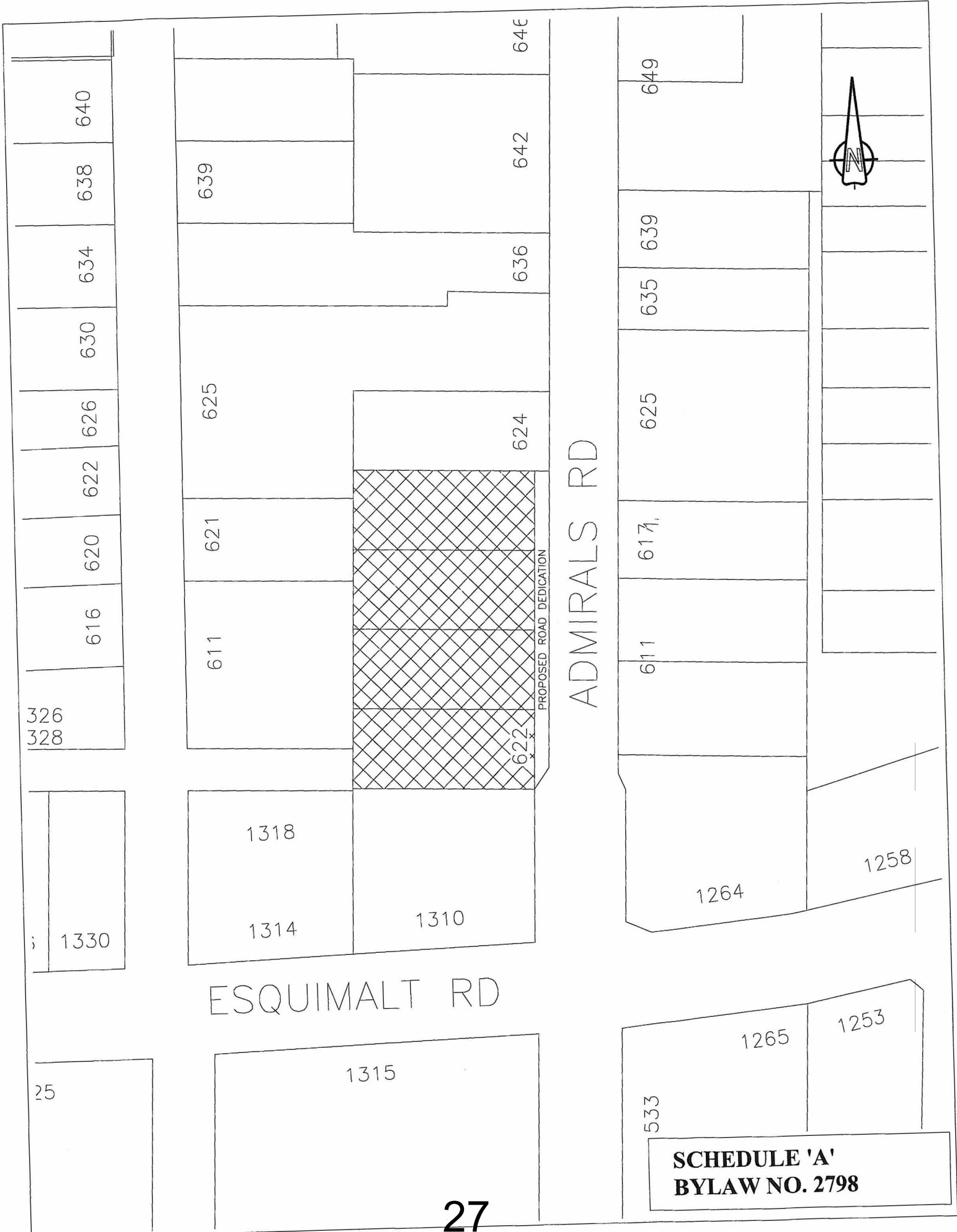
A Public Hearing was held pursuant to Sections 890 and 892 of the *Local Government Act* on the ---- day of -----, 2013.

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



ADMIRALS RD

ESQUIMALT RD

PROPOSED ROAD DEDICATION

SCHEDULE 'A'
BYLAW NO. 2798



Project: Legion Rise, Esquimalt, BC
Client: Praxis Architects Inc.

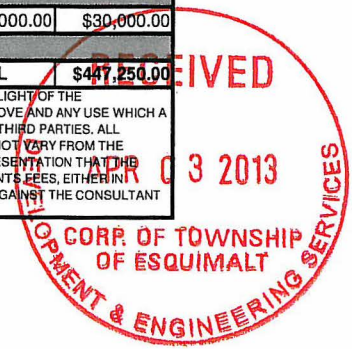
File #: 12-199 (11)
Date Prepared: April 3, 2013

COMMENTS					
-This estimate is based on drawings from Praxis Architects Inc. dated July 2012					
-This estimate does not include the cost of items normally included in frontage improvements by the Esquimalt Engineering Dept.					
-Cost for landscaping items provided by Lombard North					
-Cost for electrical items provided by Applied Engineering Solutions Ltd.					
-This estimate does not include any contingency or taxes					

DIRECT CONSTRUCTION COSTS

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	AMOUNT
ROAD - (McElhanney)					
1.0	Enhanced sidewalk (stamped, 1.5m wide) along property frontage (along Admirals Road)	sq.m.	105	\$20.00	\$2,100.00
1.1	Additional 1.7m wide Enhanced sidewalk (stamped) along property frontage (along Admirals Road)	sq.m.	120	\$140.00	\$16,800.00
1.2	Sawcut asphalt along 1310 Esquimalt Road property frontage (along Admirals Road)	l.m.	34	\$10.00	\$340.00
1.3	Remove existing curb, sidewalk and asphalt along 1310 Esquimalt Road property frontage (along Admirals Road)	l.s.	1	\$2,000.00	\$2,000.00
1.4	Re-instate Asphalt pavement along 1310 Esquimalt Road property frontage (along Admirals Road)	sq.m.	50	\$45.00	\$2,250.00
1.5	Enhanced Sidewalk (concrete) along 1310 Esquimalt Road property frontage (along Admirals Road) - 3.2m wide	sq.m.	109	\$140.00	\$15,260.00
1.6	Concrete curb along 1310 Esquimalt Road property frontage (along Admirals Road)	l.m.	34	\$110.00	\$3,740.00
1.7	Sawcut and remove asphalt and curb on north side of Miles Street between property line and Constance Avenue	l.s.	1	\$1,500.00	\$1,500.00
1.8	Sidewalk (concrete) on north side of Miles Street between property line and Constance Avenue - 1.5m wide	sq.m.	55	\$120.00	\$6,600.00
1.9	Concrete curb on north side of Miles Street between property line and Constance Avenue	l.m.	38	\$110.00	\$4,180.00
1.10	Re-instate Asphalt pavement along north side of Miles Street between property line and Constance Avenue	l.m.	55	\$30.00	\$1,650.00
1.11	Sawcut and remove asphalt and curb on south side of Miles Street between property line and Constance Avenue	l.s.	1	\$1,500.00	\$1,500.00
1.12	Concrete curb on south side of Miles Street between property line and Constance Avenue	l.m.	38	\$110.00	\$4,180.00
1.13	Re-instate Asphalt pavement along south side of Miles Street between property line and Constance Avenue	l.m.	55	\$30.00	\$1,650.00
LANDSCAPE - (Lombard North)					
2.0	Engineered tree vaults for purposed boulevard trees	l.s.	1	\$3,200.00	\$3,200.00
2.1	Irrigation supplied from building to tree vaults	l.s.	1	\$1,500.00	\$1,500.00
2.2	Street trees	l.s.	1	\$10,800.00	\$10,800.00
2.3	Street benches	ea	2	\$1,500.00	\$3,000.00
ELECTRICAL - (Applied Engineering Solutions Ltd.)					
3.0	Electrical power outlets provided in tree vaults, decorative poles and BC Transit Shelter	l.s.	1	\$35,000.00	\$35,000.00
3.1	Removal of existing utility pole and provision of underground utility lines on the west side of Admirals Road from the south property line to the intersection with Esquimalt Road	l.s.	1	\$300,000.00	\$300,000.00
MISCELLANEOUS					
4.0	Esquimalt Recreation Center contribution	l.s.	1	\$30,000.00	\$30,000.00
TOTAL					\$447,250.00

LIMITATION OF LIABILITY - THE MATERIAL WITHIN THIS ESTIMATE REFLECTS MCELHANNEY CONSULTING SERVICES LTD.'S JUDGEMENT IN LIGHT OF THE INFORMATION AVAILABLE AT THE TIME OF PREPARATION. THIS ESTIMATE WAS PREPARED FOR THE SOLE USE OF THE CLIENT NAMED ABOVE AND ANY USE WHICH A THIRD PARTY MAKES OF THIS ESTIMATE OR ANY RELIANCE ON DECISIONS TO BE MADE BASED ON IT ARE THE RESPONSIBILITY OF SUCH THIRD PARTIES. ALL PARTIES AGREE THAT THE CONSULTANT CANNOT AND DOES NOT WARRANT OR REPRESENT THAT BIDS OR NEGOTIATED PRICES WILL NOT VARY FROM THE ESTIMATE. THE PARTIES FURTHER AGREE THAT NOTHING IN THEIR AGREEMENT SHALL BE DEEMED TO BE A COST CONDITION OR REPRESENTATION THAT THE PROJECT CAN BE COMPLETED FOR THE AMOUNTS WITHIN THE ESTIMATE. THE CLIENT WAIVES ITS RIGHTS TO WITHHOLD THE CONSULTANT'S FEES, EITHER IN WHOLE OR IN PART, OR TO MAKE ANY CLAIM OR COMMENCE ANY ACTION OR BRING ANY OTHER PROCEEDINGS IN ANY COURT OF LAW AGAINST THE CONSULTANT IN CONNECTION WITH THE ADVICE OR INFORMATION RELATING TO THE ESTIMATE WHETHER IN CONTRACT, TORT OR OTHERWISE.





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: April 15, 2013
Staff Report No. DEV-13-015

REQUEST FOR DECISION

SUBJECT: Esquimalt Village Project Update

RECOMMENDATION: That Council endorse the Esquimalt Village Project Work Plan attached as Schedule "A" to report DEV-13-015.

RELEVANT POLICY:

Esquimalt 2013 Strategic Plan

STRATEGIC RELEVANCE:

Council has identified the Esquimalt Village Project as one of its key corporate strategic projects for 2013.

Submitted by: Writer

Bill Brown

Reviewed by: CAO

R. H. H. H.

Date:

April 11/13

STAFF REPORT

DATE: April 10, 2013 Report No. DEV-13-015
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Esquimalt Village Project Update

RECOMMENDATION:

That Council endorse the Esquimalt Village Project Work Plan attached as Schedule "A" to report DEV-13-015.

BACKGROUND:

The Esquimalt Village Project has been an ongoing initiative of the Township of Esquimalt for a number of years. Staff continue to work diligently to move the project forward. The attached work plan outlines the actions and time table that staff intends to follow in order to establish the necessary foundation that will allow the development of the project to occur. Ultimately, however, development will be contingent on the establishment of a viable business plan that will be based on confirming that market conditions support the proposed development and that the necessary financing can be obtained. Phase One of the work plan focusses on a detailed site analysis that will provide the Township with the necessary foundational information that will identify any development constraints that need to be dealt with before proceeding with Phase 2 which deals with refining the development concept. Phase 3 of the work plan deals with the redrafting of the Zoning Amendment Bylaw and the Official Community Plan Amendment Bylaw to accommodate refinements in the design program for the project. Phase 4 of the work plan deals with the potential disposition of the land. This is a decision that will be made once the appropriate Zoning and Official Community Plan policy is in place. Finally, Phase 5 of the work plan is the implementation phase where a development permit and building permit will be issued and construction commenced.

ISSUES:

1. Rationale for Selected Option

Staff's recommendation is based on Council's 2013 Corporate Strategic Plan.

2. Organizational Implications

There are no extraordinary organizational implications.

3. Financial Implications

Staff have requested \$80,000.00 in the 2013 budget to proceed with the necessary studies in Phase 1 of the Work Plan.

4. Sustainability/Environmental Implications

As far as financially feasible, the project will incorporate state-of-the-art environmental features.

5. Communication

A public Open House is scheduled for Phase 2. In the meantime, staff will use its website and social media to provide the community with updates.

ALTERNATIVES:

1. That Council endorse the Esquimalt Village Project Work Plan attached as Schedule "A" to report DEV-13-015.
2. That Council instruct staff to revise the Esquimalt Village Project Work Plan.

Esquimalt Village Project

Work Plan

V 1.4 - April 15, 2013

Council Update

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Action Plan

Task Number	Action	Who	What	When	Comments
1.0 Phase 1 Detailed Site Analysis and Refinement of Township Objectives					
1.1	Communications Update	Communications Officer	We do not have enough information to have a value added open house. For example, council has not finalized the economic model for the project including issues related to ownership and financing. However, we need to provide the public with an update stating where we are in the process.	July 16, 2012	Completed
1.2	Submit new site profile to the Ministry of the Environment.	Director of Engineering and Public Works supported by Director of Development Services.	The Ministry of the Environment has requested that we submit a new site profile to them as part of the rezoning process for the EVP.	Summer 2013	Deferred pending hiring of a geotechnical consultant. Hiring should be complete by May 6, 2013.
1.3	2012 Budget approval for Phase 2 site contamination report	Council	Council approved \$75,000 towards a Phase II site assessment of the Esquimalt Village lands.	May, 2012	Completed
1.4	Conduct Phase 2 Environmental Site Assessment	Consultant			\$75,000 was approved in the 2012 budget. Additional funds will be requested from the Brownfields BC program

Task Number	Action	Who	What	When	Comments
					or the FCM.
1.5	Potential relocation of the memorials	Staff	Need to report to Council on the options for relocating the memorials (Battle of the Atlantic, HMCS Esquimalt, First Nations totem pole).	September 2013	
1.6	Status of trees on the development site.	Staff		Completed	 The trees are protected and cannot be moved. They have been incorporated into the proposed site plan.
1.7	Geotechnical Overview	Geotechnical	A geotechnical overview is	Summer	

Task Number	Action	Who	What	When	Comments
		Engineer	required in order to identify any possible development constraints on the site. For example, the high water table may add costs to the construction and operation of an underground parking structure. ¹	2013	
1.8	<p>Report on pros and cons of various ownership options including:</p> <ul style="list-style-type: none"> a) The municipality selling or leasing land to a developer; b) Different ownership options for any civic space that the Town wants to occupy in the new development (e.g. rent, lease back, own via strata title, own via volumetric subdivision) and ; c) Options for ownership of public open 	Development Consultant		Fall 2013	The \$30,000 would cover development consultant fees for Phases 1, 2, and 3.

¹ Ground water average depth = 0.63 m (Levelton, March 9, 2012, Annual Groundwater Assessment Former Town Hall and Public Works Buildings)

Task Number	Action	Who	What	When	Comments
	space.				
1.9	Confirmation of the type and amount of civic space required in the new development.	Staff/Architect/Development consultant		Fall 2013	This could include space for a community clinic, community meeting room, or library.
1.10	Legal review of title	Lawyer	Do we have the right to sell the land?	Summer 2013	
1.11	Hire consultant to conduct Archaeological Survey	Archaeological Consultant	An archaeological survey is needed so potential developers know that they are likely dealing with a site that does not contain significant archaeological artifacts.	Summer 2013	
1.12	Confirm site boundary	Development Services		Summer 2013	
1.13	Confirm any “green building requirements that will be imposed on the developer”	Staff/ Architect/ Development Consultant		Fall 2013	This includes any green building features the Township would like to see, determining whether these would cause unacceptable financial impacts (on the developer or on the Township in the form of reduced land price), and finalizing the features to be required of the developer.

Task Number	Action	Who	What	When	Comments
1.14	Update the market analysis based on the following steps: a) Provide an input to the selection of uses, densities, and heights for the development concept; b) Provide an estimate of the proceeds from the disposition of the Township's land; c) Participate in the refinement of the development concept and guidelines.	Development Consultant		Fall 2013	
1.15	Select an economic model including ownership	Council		Fall 2013	
2.0 Phase 2 Refine Concept Plan					
2.1	Confirm Council objectives and policies for development.		Draft a document containing proposed objectives and policies, for Council's review and approval, on aspects of the development including: a) Uses, density, and	Winter 2013	

Task Number	Action	Who	What	When	Comments
			<ul style="list-style-type: none"> a) building height for the development concept; b) Civic uses and public amenities to be included in the development and funded by the developer; c) Property acquisition (if applicable); d) Disposition of the land: sale or lease?; e) Location of memorials and responsibility for relocation; f) Green building requirements to be included in the development; and g) Tree retention / replacement. 		
2.2	Prepare updated development concept and design guidelines.	Staff/ Architect / Development Consultant		Winter 2013	Refine concept plan based on updated market analysis.
2.3	Confirm revised development concept with Council before proceeding with the public open house.	Staff/Council		Winter 2013	

Task Number	Action	Who	What	When	Comments
2.4	Public Open House	Public/Staff/ Council/Design Consultant/ Development Consultant		Spring 2014	Hold a public information session to inform the public about the revised proposal. Costs include advertising, and display boards.
2.5	Refine concept based on input from the open house and confirm final concept with Council before proceeding with rezoning.	Council/Staff/ Architect		Spring 2014	
3.0 Phase 3 OCP Amendment and Zoning Bylaw Amendment					
3.1	Redraft the Zoning Bylaw Amending Bylaw and the OCP Amending Bylaw	Staff/ Development consultant/ Design consultant		Spring 2014	
3.2	Legal review of new Zoning and OCP Bylaws.	Lawyer		Spring 2014	
3.3	Rescind first and second readings to the Zoning Bylaw Amending Bylaw and the OCP Amending Bylaw.	Council		Spring 2014	
3.4	Give first and second readings to the revised	Council		Spring 2014	

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Task Number	Action	Who	What	When	Comments
	bylaw Zoning Bylaw amending bylaw and the OCP Amending Bylaw.				
3.5	Public Hearing for revised Zoning Bylaw amending bylaw and OCP amending bylaw.			Spring 2014	Advertising costs
3.6	Third reading for the revised Zoning Bylaw amending bylaw and the OCP amending bylaw.			Spring 2014	The bylaw will remain at third reading during the disposition process.
4.0 Phase 4 Disposition					
4.1	Decide whether to proceed with disposition of land depending on market conditions and the likelihood of attracting developer interest.	Council/ Development consultant		Summer 2014	
4.2	Decide whether to use a two stage process (RFEIQ followed by a RFP) or go straight or an RFP.	Council/ Staff		Summer 2014	
4.3	If required, draft Request for Expression of Interest and Qualifications documents, advertising	Staff and Consultant		Summer 2014	

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Task Number	Action	Who	What	When	Comments
	program, and evaluation criteria.				
4.4	Based on response to the RREIQ, decide whether to proceed and select invitation list.	Council		Summer 2014	
4.5	Draft Request for Proposal documents, advertising program, and evaluation criteria.	Staff and Consultant		Summer 2014	
4.6	Evaluate responses, select short list, and select preferred proponent.	Council		Summer 2014	
4.7	Negotiate with preferred proponent to confirm mutually acceptable business terms.	Staff		Summer 2014	
4.8	Enter into binding agreements	Staff/ Council		Summer 2014	
4.9	Adopt zoning and OCP amending bylaws	Council		Fall 2014	
5.0 Phase 5 Implementation					
5.1	Process subdivision application if necessary.	Subdivision approving officer		Fall 2014	

Task Number	Action	Who	What	When	Comments
5.2	Process development permit applications.	Planning Department		Fall 2014	
5.3	Monitor compliance with any agreements.	Staff/Consultant		Fall 2014	
5.4	Complete any municipal requirements including but not limited to building an addition to the Emergency Services building to accommodate the fire truck currently located in the blue building on the Esquimalt Village Lands and demolishing the blue building on the Esquimalt Village Lands.	Staff		Fall 2014	





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MAYOR'S AND COUNCILLORS' REPORTS

Report from: Councillor Dave Hodgins

Subject: Participants Report: Federation of Canadian Municipalities
Prince George, BC March 6 – 9, 2013

Council Agenda: April 15, 2013

Overview:

The Federation of Canadian Municipalities (FCM) Board of Directors, Standing Committees and Forum working sessions were held in Prince George, BC from March 6 to 9 2013. The working sessions were very positive and productive. My participation provided an excellent opportunity to network, learn and engage with elected officials and provincial/territorial association administrators representing numerous Canadian communities and jurisdictions. There were approximately 120 participants and FCM staff in attendance. The key focus for the working sessions and Board meetings was to advance a comprehensive and evidenced-based position to secure Federal commitment for long-term infrastructure program funding in support of local governments.

This summary provides a high-level account of my involvement. The report attached provides significant additional details.

Esquimalt's direct involvement with FCM business and working sessions on an on-going basis is advantageous considering FCM's current initiatives and the direct connection to issues and challenges we face here at home. The strategic objectives for the recent working sessions were to influence Federal policies and programs, and encourage additional support for municipalities including long-term infrastructure needs, PILT, social and economic development, emergency radio frequencies and more.

Work Sessions:

The FCM Summary of Meetings for March 6th to March 9th is attached as an FYI. In addition to the sessions listed in the Summary of Meetings, I participated in the Corrections Services Canada stakeholder relations workshop held on March 6th. This workshop is directly connected to my role as a member of the Community Safety and Crime Prevention Steering Committee. The focus of this workshop was information and education about inmate rehabilitation and local community initiatives.

I attended the Board of Directors Meeting held on Saturday, March 9th as an observer.

The FCM Executive Committee and staff are to be applauded and thanked. These individuals did an outstanding job of leading, communicating, orchestrating and ensuring the discussions were positive and productive. Prince George FCM representative did an outstanding job of hosting the working session and showcasing their great community.

Respectfully submitted,

E. David Hodgins
Encl.



FEDERATION
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MUNICIPALITÉS

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

PRINCE GEORGE, BRITISH COLUMBIA

MARCH 6–9, 2013

OVERVIEW

The Federation of Canadian Municipalities (FCM) Board of Directors meetings took place in Prince George, BC, from March 6–9, 2013.

Board members participated in Regional Caucus meetings, Standing Committee and Forum meetings, a Committee of the Whole meeting and the general Board meeting. Discussions covered a range of issues that affect FCM's member municipalities, from infrastructure and international development, to the environment and women in local government. Housing and policing were seen as important issues to be discussed in the coming months. The Board debated and considered 15 resolutions on a variety of important matters for FCM member municipalities. Of these, 11 were approved and adopted as policy.

The Board meeting was highlighted by discussions on the upcoming federal budget and what programs might be introduced to support municipal infrastructure investments over the long term. Board members have been provided with a series of key messages to draw on when discussing the budget with colleagues and local media.

Key messages on Budget 2013

1. FCM has one priority for the upcoming federal budget: to continue moving Canada's communities and economy forward.
2. The federal government must use this budget to break new ground in its partnership with local governments, and build on the investments we've made together in Canada's aging roads, bridges, water systems and public transit.
 - The budget must protect and extend core infrastructure investments, including the nine billion dollars in funding that expires next year when the seven-year Building Canada Plan comes to an end.
 - The budget must give municipalities a clear idea of what they can expect to receive in the future by providing them secure, predictable funding so they can budget more effectively for the long term while taking care of the roads, buses and water systems Canadians are relying on today.
 - The budget must give future governments the flexibility to build on today's investments as the country's financial situation improves. We have heard the minister of finance say how determined he is to eliminate the deficit in the next two years. As municipal leaders, we understand the challenge of balancing your books when times are tough. However, we also know that the longer it takes to solve our infrastructure challenges, the more it will cost taxpayers and our economy in the end.

3. FCM has worked closely with the federal government for more than a year to make sure this budget protects the local foundations of our national economy. After the budget is released, we look forward to continuing to work with the government, and all parties in the House of Commons, to put its investments to work on behalf of all Canadians.

SUMMARY OF DISCUSSIONS

Standing committees and forums

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

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

SUMMARY OF DISCUSSION

The Chair welcomed new and returning Committee members.

The Committee discussed and made recommendations on five resolutions including resolutions on 9-1-1 pocket calls, Investments in Crime Prevention and the release of high-risk offenders.

Mr. Allen Benson, President of the National Associations Active in Criminal Justice made a presentation to the committee about a number of initiatives and programs supporting the successful reintegration of offenders back into our communities and the important role NGOs can play in making sure local governments have a full understanding of what is happening with ex-offenders in their communities.

The Chair led a discussion on FCM's participation in Public Safety Canada's Economics of Policing Summit held in Ottawa in January. Members who were at the Summit agreed that while the presentations at the summit were interesting, the federal government left out key issues in the debate about the economics of policing. Specifically, the summit, and federal commitments coming out of the summit, did not address how we fund police services, who is paying for policing and the changing roles and responsibilities of all orders of government in delivering police services in Canada.

Past President Berry Vrbanovic reported on his presentation on the economics of policing to the Parliamentary Standing Committee on Public Safety. The Committee reaffirmed the need for FCM to continue to push the federal government to work with municipalities to address the growing costs of policing.

Committee Vice-Chair Bob Long provided an update on the Joint Committee on Community Corrections and noted the excellent presentation from Prince George volunteer, Ursula Morris and the work she does to support ex-offenders.

Committee member Dorothy Hector tabled the City of Kingston's Police Business Plan developed in consultation with community stakeholders and business leaders.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. Maintain its membership on the Resilient Communities Working Group;

4. Provide the President with names of members interested in representing FCM on the Resilient Communities Working Group.
5. Direct staff to collect municipal police budget information from Committee members to inform future advocacy work on policing costs.

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

SUMMARY OF DISCUSSION

Committee Vice-Chair Roger Anderson welcomed returning committee members to Prince George and introduced the Vice-Chair Robert Coulombe.

The Committee approved the agenda and the Action Items Status Report. As per committee direction in November 2012, staff pointed members to Annex A: a copy of the most recent federal government analysis on public-private partnerships.

The Chair then welcomed the Honourable Ed Fast, Minister for International Trade and the Asia-Pacific Gateway, to the committee meeting. President Leibovici provided welcoming comments to the Minister and reiterated FCM's appreciation for the commitment the Government of Canada made last year to respect FCM's seven principles on international trade. Minister Fast updated the committee on the status of the negotiations between Canada and the E.U. on the Comprehensive Economic and Trade Agreement (CETA). Minister Fast reiterated that while the trade deal is still in the final stages of negotiations, he is confident that the final text of the agreement will adhere to FCM's position on trade. For example, the thresholds for municipal procurement would be high enough to exempt most of the day to day operations at the local level. Furthermore communities would still be able to use grants, loans and other fiscal incentives as well as set rigorous local criteria for procurement contracts.

Committee members then asked a number of questions to Minister Fast. Notably, Minister Fast commented that the recent launch of U.S. – E.U. trade talks both represented challenges and opportunities for Canadian negotiations – namely that closing the deal with the E.U. would offer a “first time mover” advantage to Canadian businesses over their U.S. counterparts. The Minister also recognized that continued pressure in the U.S. over Buy American provisions represent an ongoing challenge to cross-border trade and industry chains. President Leibovici thanked Minister Fast for taking the time to again meet with the committee and thanked the Minister for his continued interest in building stronger, more strategic relations between FCM and the Government of Canada. Staff will provide an email update to members on the key issues discussed during the call.

Staff provided an update on the strategic issues and opportunities that Budget 2013 will provide the sector in the weeks, months and years ahead. Much focus was given to designing better financial arrangements between all orders of government, including a more capacity-focussed approach to P3 investment. Furthermore, following the budget, there will be an opportunity for FCM to highlight the need for refreshing and refocusing the narrative around municipal fiscal balance. The committee directed staff to update the current research to date on municipal P3s.

Following this update, staff updated the committee on the current shape of the 2013 State of the Cities and Communities Report. The focus of this year's report will be to tell the municipal story around LTIP, and how our success as an organization has grown and evolved over the past number of years. At its heart, this report will trace the municipal sector's journey from “junior order of government” to key partner in designing the future of our communities.

Staff then provided a brief update on possible next steps on the committee's work to encourage greater collaboration and coordination between all levels of government in promoting trade and attracting investments into our communities. Near term action items were identified and the committee provided direction to staff to develop terms of reference for a renewed FCM-DFAIT joint working group alongside the Department.

The committee approved the proposed 2013 Policy Forum Agenda and Policy Statement.

Finally, Vice-Chair Anderson thanked those members of the committee who would not be continuing on following the Annual Conference for their dedication and valuable contributions to making our communities. The committee also thanked President Karen Leibovici and Past-President Berry Vrbanovic for their work over the past two years and their leadership.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. Direct staff to continue to work with Government of Canada staff to develop revised terms of reference for a renewed and expanded Joint Working Group on International Trade;
4. Work with department staff to develop a strategy for a major municipal trade-related announcement as part of FCM's 2013 Annual Conference in Vancouver;
5. Endorse a 2013 Report on the State of Cities and Communities focused on telling the budget story;
6. Approve a release and distribution strategy to release the report the week of May 20 at a national media event and presidential keynote address to a national group in Ottawa; and,

Recommendations for referral to staff:

7. Direct staff to update the 2007 P3 report to update and bring focus to the capacity-building needs to plan for and implement viable, responsible and value-added P3 projects in our cities and communities and to report back to the committee at the September 2013 board meeting.

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

SUMMARY OF DISCUSSION

The Committee Vice-chair began the meeting by welcoming members to the meeting and inviting new members to introduce themselves. The committee adopted the agenda and approved last meeting's report.

Soon after, the meeting moved to a presentation about GMF 2.0. The presentation, delivered by Alex Long from FCM's National Programs, provided an overview of the plans for GMF as the program goes through a redesign phase. In the subsequent discussion, members raised questions such as the need to provide more outreach to make GMF available to small rural communities, and the possibility of partnering with educational institutions to increase the capacity building components of the fund. After this discussion, the Chair announced that former policy advisor, Shannon Joseph, has moved to a new position as Manager, Research and Development with GMF. A motion was passed to thank Shannon for her contribution to the Committee.

The meeting continued with updates on a number of reports: Canada and climate change 2012-2013, the National Zero Waste Council, the changes in environmental legislation, Bill S-8, and the progress report on policy and advocacy priorities. Members had questions regarding the possibility to expand FCM's work on climate change, including updating the climate change report that FCM produced three years ago. They also had questions about the environmental regulatory changes, particularly the Navigable Waters Protection Act, and whether the amendments covered the issue of municipal infrastructure being deteriorated by heavy boat traffic.

Following these discussions, staff provided an overview of the research conducted by Natural Resources Canada, which looks at the possibility of incorporating energy consumption as a criterion in the municipal development process. Members were asked to fill out a survey and return it by March 31. As agreed in the meeting, the electronic copy of the survey will be e-mailed to the members.

For the next item, staff provided a summary of the Proposed Policy Forum Agenda for the upcoming AGM in Vancouver. Members suggested that the AGM participants need be reminded to review the Policy Statement prior to the meeting so that they are prepared to engage in more insightful discussions. FCM will be sending that reminder.

Towards the end of the meeting, there was a presentation about mountain pine beetle by Dan Adamson, the Community Forest Manager for the city of Prince George. Members had comments about the local work that is being done to prevent forest fires and the general environmental, economic and social impacts that forest fires and the pine beetle are having in BC and parts of Alberta.

The meeting ended with a request by one of the Committee members, Scott Pierce, regarding a possible federal funding initiative for septic tank upgrades in private homes. A private members motion calling to introduce this type of funding program will soon be discussed in the House of Commons. Councillor Pearce invited Committee members to

contact their MPs to express support for the motion. FCM staff will provide a letter template for members to use if they wish to contact their MPs.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. Continue to monitor the implementation of the environment related legislative changes;
4. Recommend that the Government of Canada develop a plan for implementation of Bill S-8 in collaboration with all orders of government, including First Nations, that establishes a framework, including conditions and funding support, for delegation of water service responsibilities to municipalities.

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

SUMMARY OF DISCUSSION

Committee Chair Erin Hogan welcomed everyone to Prince George and invited committee members and observers to introduce themselves. She highlighted International Women's Day this week as a good opportunity to take stock and recognize the great work our Committee and the contribution FCM is making both in Canada and internationally.

The committee then approved the agenda, the report from the Board of Directors' meeting in Ottawa, and its action item, which was to disseminate results of a brainstorming session on long-term funding to the committee.

The Committee received reports on recent international gender activities. FCM President Karen Leibovici presented on her experience at the United Cities and Local Government's Global Conference of Local Elected Women in Paris in January. At the conference, she summarized some of the work FCM has done on gender and local economic development in FCM's international programs and the Getting to 30% and Protégé programs. Mayor Debra Button then provided an update on activities in Ukraine. She highlighted the inclusion on women on the board of the Association of Ukraine Cities and the emphasis placed in the Ukraine program on including gender equality issues and perspectives in program tools and initiatives.

Councillor Pam McConnell, chair of the sub-committee on long-term funding, provided a verbal report on the recent meeting of the sub-committee. The sub-committee reviewed and provided comment on a concept paper that will be the basis for a discussion between FCM President Karen Leibovici and Rona Ambrose, Minister for Status of Women Canada. The concept note provides a framework for a longer-term program partnership between FCM and the federal government that would build on the past 10 years of women's programming to create a comprehensive program that would support the full "life cycle" of girls, young women and women in municipal politics. Committee members provided input on additional elements that should be included in new programming, to be included in the next draft of the concept note.

Alex Long, Senior Manager, National Programs, provided an update on the program proposal for funding submitted to Status of Women in August 2012. FCM staff will circulate a short note to the committee on the program scope in the coming weeks. Jennifer Mowbray, former Program Manager of Getting to 30%, will return on a short-term contract to implement the final campaign school in Ottawa and the Committee's activities during FCM's annual conference.

Vice-Chair, Deputy Mayor Shannie Duff provided the Committee with an update on the scholarships. She announced the decision of the Canadian Labour Congress to continue its support to sponsor the breakfast for the coming years. The Committee then held a discussion on the scholarships deadline and process. The scholarship sub-committee asked for volunteers, especially from Manitoba, Saskatchewan and Ontario, to review the applications next month.

The Chair, Deputy Mayor Erin Hogan, facilitated a discussion on the Committee's activities during the annual conference. A policy forum and the fundraising breakfast, where the Ann MacLean Award will be presented, will be organized during the conference. The Committee then held a brainstorming session asking for ideas for celebrating the past 10 years of programming, and on developing a vision for the next 10 years. The Committee approved the proposed policy forum agenda and the policy statement, as amended.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. Direct the sub-committee on long-term funding to complete the concept paper and proposal prior to a meeting between FCM President and Minister Ambrose;

Recommendations for referral to staff:

4. Direct staff to review the timelines and process for the scholarships and present a revised strategy at the September 2013 meeting.

REPORT OF A MEETING OF THE RURAL FORUM

SUMMARY OF DISCUSSION

Chair David Marit welcomed new and returning committee members to the Rural Forum, and Forum members and staff introduced themselves.

After approval of the minutes and the Action Item Status Report, staff provided a Progress Report on the 2012-2013 Policy and Advocacy Priorities. Councillor Olsvik requested that staff continue to focus resources on rural broadband and conduct a fulsome analysis of the final conditions for the 700 MHz spectrum auction. Chair Marit recognized Councillor Olsvik for his leadership on rural telecommunications issues.

Staff then provided update reports on the rural infrastructure advocacy and outreach campaign, and the rural research project. The Forum supported the staff proposal to structure the research project in two phases. The first phase will provide an overview of the state of rural communities, examining economic and demographic trends, while also presenting methodologies for defining rural communities and an overview of current and past federal programs for rural communities. The second phase will consist of theme reports on the topics of rural broadband, rural Canada's participation in the global economy, and supporting vibrant rural communities. Forum members agreed with the staff proposal to engage partners in delivering the rural research project.

An update on food policy was then provided. Staff will continue to monitor the work of the Conference Board of Canada's Centre for Food in Canada.

The Chair then welcomed Jeremy Cotton, General Manager for Government Relations at Canada Post, to the Forum. Mr. Cotton provided a presentation on Canada Post's commitment to Rural Canada and answered questions from Forum members on a variety of issues, including snow removal and the rural mail safety review.

The Forum discussed and approved the proposed Policy Forum Agenda and Policy Statement for the 2013 annual conference.

Mayor Pearce then provided an update on the issue of septic systems and a related motion currently before the House of Commons. Staff will provide committee members with a template letter for Rural Forum members to send to their Members of Parliament on this issue.

Staff then advised the committee of FCM's submission to a CRTC consultation on 9-1-1 service, and specifically, FCM's request that the government consider the specific needs of northern, remote and rural communities. Staff also advised members of a motion currently before the House of Commons introduced by NDP MP John Rafferty calling for long-term predictable funding for rural communities.

Further to requests at the November 2012 board meeting, staff then provided updates on changes to the Environmental Assessment Act and the Species at Risk Act, and on the National Airports Policy and Airports Capital Assistance Program. Forum members

recommended that staff compile research to support the case for strategic federal investments in small and regional airports.

Finally, the Forum discussed a resolution from the Saskatchewan Association of Rural Municipalities concerning the Disaster Financial Assistance Arrangements, which will be considered at the September 2013 board meeting.

FORUM RECOMMENDATIONS

Recommendations for referral to staff:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. Direct staff to compile research to support the case for strategic federal investments in small and regional airports, and report back to the Forum at the September 2013.

REPORT OF A MEETING OF THE STANDING COMMITTEE ON INTERNATIONAL RELATIONS

SUMMARY OF DISCUSSION

Committee Chair Lise Burcher welcomed everyone to Prince George and invited committee members and observers to introduce themselves. The Committee then approved the agenda, as amended, and the minutes from the November 2012 Board of Directors' meeting in Ottawa.

The Committee received updates from FCM's International Program Governance Representatives. FCM's international programs continue to improve program coordination overseas with other donor countries. Due to the conflict in Mali, all missions to Burkina Faso and Mali have been postponed until at least April.

The Haiti-Municipal Cooperation Program received an extension from the Canadian International Development Agency and will now come to a close in June 2013. In the coming weeks, FCM, City of Montreal and Union des municipalités du Quebec will submit a revised proposal based on CIDA's comments. Alderman Brian Pincott, Governance Representative for the program asked the committee to support a call to the Minister of International Cooperation to give positive consideration to a second phase of the program.

The committee members were presented with an update on how local governments can effectively engage with the extractive sector by Vice-Chair, Cllr Garth Frizzell. The committee had a good discussion on a session related to the topic during the annual conference. The session will present positive examples of relationships between municipalities and the natural resource sector in Canada. Committee members asked staff to develop a communication strategy to promote the conference session. The task group will meet prior to the conference to provide feedback on the development of the session.

Cllr Dorothy Hector, Chair of the Natural Disasters Task Group, presented an update on the revised framework on responding to natural disasters, including the analysis done by staff on options for involvement in this sector and to consult key actors involved in disaster management.

The committee received a report on program development. FCM Past President Cllr Berry Vrbancovic presented a revised concept note on a renewed partnership with the Government of Canada, which has been presented to CIDA staff. FCM staff is also working on initiatives in northern Mali in response to the on-going conflict, South-east Asia and a renewal of the Ukraine-Municipal Local Economic Development (MLED).

The committee adopted the proposed policy forum agenda and proposed policy statement, as amended. In an effort to align international programming with FCM's Strategic Plan, Sebastien Hamel, Director of FCM International, suggested the development of a framework to guide FCM's international programs in the next 5 years. Committee members were asked to participate on a task group to lead the development of a framework and process and report back at the November meeting.

In December 2012, FCM and partners of the Municipal Partners for Economic Development (MPED) program attended the United Cities and Local Governments (UCLG) World Council and concurrent Africities Summit hosted by the African section of UCLG. FCM Past President, Cllr Berry Vrbanovic, provided members with an overview of the mission, including the adoption of the policy paper on development cooperation and local government. Committee members will be involved in the implementation of the policy paper and monitoring of an advocacy strategy in the coming year. FCM President, Cllr Karen Leibovici, provided an update on her recent mission to Paris to attend UCLG's Global Conference on Local Elected Women where she presented FCM's international programs and campaign tools developed through the *Getting to 30%* and *Protégé* programs.

Cllr Tim Stevenson raised a concern regarding a funding decision by CIDA related to human rights. The committee members asked staff to review the issue of diversity within its program proposals and policy statement and report back to the committee at the September meeting. The analysis will coincide with the review of FCM International's policy statement and framework.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. That the Federation of Canadian Municipalities asks the federal government to give positive consideration to the request for Municipal Cooperation Program renewal within a time frame that will not lead to any loss of the achieved benefits.

Recommendations for referral to staff:

4. Direct staff to provide analysis on the inclusion of diversity in its programming proposals and policy statement and report back to the committee at the September 2013 meeting; and

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

SUMMARY OF DISCUSSION

The Chair welcomed the Committee to Prince George and wished all Committee members a happy International Women's Day.

The Committee discussed and approved with amendments, a resolution supporting national data collection of transient workers. The Committee also approved the proposed Policy Statement.

The Chair led a discussion about FCM's housing policy in order to bring some consensus around and provide direction to FCM's upcoming advocacy focus on housing. Members agreed that long-term, national strategies, matched by funding by all orders of government, remain at the core of meeting Canada's affordable housing needs.

The Committee recognized that moving forward, it is important to frame the housing debate in terms of sustainable solutions and the improved economic and social outcomes of meeting housing needs across the housing spectrum. It was also recognized that housing is not just the concern of larger cities but also for smaller, rural and northern communities. The Committee agreed that a better understanding of the challenges and opportunities for cities and communities lie in having the data and facts about the costs of both action and inaction.

Alex Long with National Programs provided the Committee with an update on the Municipal and First Nations Community Infrastructure Partnership Program and FCM's newest related program, the Community Economic Development Initiative. City of Vancouver Councillor Heather Deal took the opportunity to inform the Committee of Vancouver's proclamation of the Year of Reconciliation" with indigenous peoples.

The Chair provided an update on the Urban Aboriginal Strategy Working Group. The Working Group is focused on bringing together best practices in working with and supporting aboriginal Canadians living in urban centres with the view to future policy or programs. The Working Group is inviting all interested committee members to meet again at the Conference in May to discuss next steps.

The Committee heard and discussed Red Deer Councillor Paul Harris's presentation on equity and inequality in setting policy. Councillor Harris highlighting the relation between income levels and social outcomes and invited members to consider framing our policy issues in terms of solutions and opportunities instead of problems.

FCM Policy Operations Manager, Shannon Watt, provided an update of FCM's work to monitor emerging food policy issues. The Conference Board of Canada is undertaking a three year consultation on a food strategy for Canada. FCM has been successful in pushing the Conference Board to broaden the scope of its study and to be more inclusive of a broader range of stakeholder groups. The strategy is expected to be released this fall. Updates are available on the Board's website at <http://www.conferenceboard.ca/cfic/foodstrategy.aspx>.

Vice-Chair Réjean Laforest led a discussion about recent changes to Employment Insurance regulations concerning seasonal workers and the impact on municipalities. Members agreed there are growing concerns around the issue that staff should investigate further. The Committee has referred the issue to executive for their consideration.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. Direct staff to look into inviting a guest speaker to present to the Committee on issue around inequality and socioeconomic drivers of well-being.

Emergency recommendations for referral to the Executive Committee:

4. Direct staff to research the impacts of the new Employment Insurance regulations on municipalities and develop and propose a position and advocacy strategy as appropriate, to be presented at a future meeting of the executive committee.

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

SUMMARY OF DISCUSSION

Committee Chair Doug Reycraft opened the meeting and introduced the Vice-Chair Councillor Brian Pincott.

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

The Committee considered five resolutions, including one emergency resolution from the Atlantic Mayor's Caucus on rail service frequency. The report on the Committee's decisions will take place during the report from the 2nd Vice President's report.

Staff provided an update on the strategies that will be employed following the announcement of Budget 2013, making specific reference for the need for collaboration between FCM and the Presidents of the Provincial/Territorial Municipal Associations on program design. Ensuring that the new federal programs are tailored to meet local and regional needs is paramount to the success of LTIP for members.

Staff then provided an update on the recent launch of the FCM-Canadian Wireless Telecommunications Association (CWTA) joint antenna tower siting protocol. The launch was a tremendous success and demonstrated FCM's leadership in collaborating directly with carriers to improve the local process of tower siting and address the most systemic challenges with locating these types of structures.

Staff provided an update on the future plans to continue development of the Canadian Infrastructure Report Card. The next volume of the report card will include chapters on public transit, municipal buildings as well as a more fulsome examination of the state of municipal asset management in Canada.

The Committee then heard an update on the new FCM-Railway Association of Canada (RAC) proximity guidelines report. Members were satisfied with the findings of the report and approved its continuation to launch.

Staff then provided an update on the City of Gatineau's application to the Rights-of-Way Legal Defense Fund and the legal challenge to its rights-of-way bylaw. Given the national significance of this case, the Committee approved the recommendation for FCM to request intervenor status at the Quebec Superior Court.

The Committee approved the 2012-13 Policy and Advocacy Priorities update report as well as the 2013 FCM Proposed Policy Forum Agenda and Policy Statement.

Finally, the Committee endorsed an emergency recommendation to communicate to CN and VIA Rail the need to maintain and improve rail service frequency across New Brunswick, Atlantic Canada, and across all regions of the country.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda, as amended;
3. Approve the updated *Guidelines for New Development in Proximity to Railway Operations*.

Emergency recommendations for referral to the Executive Committee:

4. Approve the recommendation for FCM to request intervener status in *Videotron et al. v. Ville de Gatineau*.
5. Support the efforts of the Atlantic Mayors Congress to request that CN and VIA Rail maintain and improve rail service frequency across New Brunswick, Atlantic Canada, and across all regions of the country.

REPORT OF A MEETING OF THE NORTHERN AND REMOTE FORUM

SUMMARY OF DISCUSSION

The meeting began with a welcome by Acting Chair Elaine Wyatt, after which Forum members and staff introduced themselves.

One change was made to the agenda, concerning FCM's support to the Nunavut Association of Municipalities. Staff provided the Forum with an overview of FCM's past and current administrative and capacity building support to NAM. In order to communicate the benefits of active participation in FCM, and the Forum's support for NAM going forward, the Forum agreed to send a letter to members of NAM's Board of Directors, including an invitation to the 2013 Annual Conference in Vancouver.

Following approval of the Action Item Status Report, staff provided an overview of the decision reports on northern housing and northern telecommunications.

The Forum identified the need for the housing report to reflect concerns around land development and the lack of apprenticeship opportunities for journeypersons, and directed staff to ensure the concerns raised are reflected in the final housing report. Members then approved the northern housing recommendations.

Staff then provided an overview of recent developments in northern telecommunications, and reviewed the proposed recommendations related to support of connectivity in the North as a means of fostering development including though increased access to telephone service. The Forum discussed the importance of placing connectivity at the centre of FCM's advocacy on this file, and ensuring that telecommunications services meet the requirements of public safety providers. The Forum approved the northern telecommunications recommendations.

The Forum then approved the Progress Report on 2012-13 Policy and Advocacy Priorities, and discussed the Proposed Policy Forum Agenda and Proposed Policy Statement for the 2013 annual conference. Members made a minor amendment to the policy statement to reflect the challenges of shortened construction seasons and reduced life of northern infrastructure assets, and approved the policy statement as amended.

FORUM RECOMMENDATIONS

Recommendations for adoption:

1. Adopt the policy statement, as amended;
2. Adopt the policy forum agenda;
3. Adopt the following recommendations relating to housing in the North:
 - a. The federal government must work with local governments, provincial and territorial governments and the private sector in addressing market housing shortages in Northern communities – including through tax credits to developers, provision of low rate financing, etc.;

- b. Development and funding of energy retrofit for existing housing to help address very high utility costs for all residents in the North;
- c. Renewal of federal subsidy support to sustain existing social housing placed at risk due to expiring federal subsidy agreements;
- d. Implementation of a permanent Northern Affordable Housing Program emulating the level of commitments provided under the recent trust fund, roughly \$100 million annually distributed across the three territories, and strategically directed to communities impacted by natural resource development;
- e. Labour force initiatives to develop and expand construction skills through trades training and apprenticeship programs to build capacity in the home building sector in the north.

4. Recommend that the Government of Canada:

- a. Implement the ACIA recommendation for ICT development in the territories and provincial north, and as a priority:
 - i. Develop a north-specific strategy with clearly defined rules, that articulates a sustained, multi-year funding commitment for communications network development to meet connectivity standards enhancing both internet and voice services;
 - ii. Commit to service parity among Northern communities, and set minimum connectivity standards that assure service parity to southern urban centres;
 - iii. Ensure there is a redundant connection into every Arctic community to avoid gaps in the provision of essential communication services;
 - iv. Investment strategies for Arctic communication networks must include provisions for the increasing rate of change of technology, and the continuous introduction of new consumer services and devices.
- b. Foster competition in ICT services in the North, including through a restructuring of the National Contribution Fund and implementation of recommendations 7 and 8 of the ACIA report;
- c. Work with northern municipalities in developing its strategy for northern ICT investment and the development of ICT delivered services.

Recommendations for referral to staff:

- 5. Send a letter to the Board of Directors of the Nunavut Association of Municipalities reaffirming the Forum's support, and extending an invitation to FCM's 2013 Annual Conference in Vancouver;
- 6. Direct staff to ensure that the final report on northern housing reflects concerns raised by the Forum, in particularly around land development and the need for apprenticeship opportunities for journeypersons.



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Summary of Meetings
Board of Directors Meeting
March 6 – 9, 2013
Ramada Downtown Prince George Hotel
Prince George, B.C.
Revised – March 6, 2013

Wednesday, March 6

- 1 – 4 p.m. Registration
Cranbrook Foyer
- 2:30 – 4:30 p.m. Standing Committee on Conference Planning
Cranbrook North – Main Floor
- 4:30 – 5:30 p.m. Elections Committee
Cedar – Second Floor
- 4:30 – 5:30 p.m. Meeting of Provincial and Territorial Association Executive
Directors
Cranbrook South – Main Floor
- 5:30 – 7 p.m. Mayor's Welcome Reception
Two Rivers Art Gallery

Thursday, March 7

- 7 – 9 a.m. Registration
Cranbrook Foyer
- 7 – 8 a.m. Executive Committee and Standing Committee Chairs
(Breakfast will be provided)
Cranbrook South – Main Floor
- 8:30 – 9:30 a.m. Committee of the Whole *(Breakfast will be provided)*
Simultaneous Interpretation
Skylight – Main Floor
- 9:45 – 10:45 a.m. Atlantic Regional Caucus
Cranbrook North – Main Floor
- 9:45 – 10:45 a.m. British Columbia Regional Caucus
Alder – Second Floor
- 9:45 – 10:45 a.m. Ontario Regional Caucus
Cranbrook South – Main Floor

- 9:45 – 10:45 a.m. Prairies and Territories Regional Caucus
Cranbrook Centre – Main Floor
- 9:45 – 10:45 a.m. Quebec Regional Caucus
Cedar – Second Floor
- 11 a.m. – 2:45 p.m. Standing Committee on Community Safety and
Crime Prevention (*lunch will be provided*)
Simultaneous Interpretation
Cranbrook Centre – Main Floor
- 11 a.m. – 2:45 p.m. Standing Committee on Municipal Finance and
Intergovernmental Arrangements (*lunch will be provided*)
Simultaneous Interpretation
Cranbrook South – Main Floor
- 11 a.m. – 2:45 p.m. Standing Committee on Environmental Issues and
Sustainable Development (*lunch will be provided*)
Cranbrook North – Main Floor
- 3 – 5 p.m. Standing Committee on Increasing Women’s Participation in
Municipal Government
Simultaneous Interpretation
Cranbrook Center – Main Floor
- 3 – 5 p.m. Rural Forum
Simultaneous Interpretation
Cranbrook South – Main Floor
- 4:30 – 6:30 p.m. Standing Committee on Finance and Human Resources
Alder – Second Floor
- Friday, March 8**
- 7 – 8:15 a.m. Meeting of Provincial and Territorial Association Presidents and
Executive Directors (*Breakfast will be provided*)
Simultaneous Interpretation
Cranbrook South – Main Floor
- 8:15 a.m. – 12 p.m. Standing Committee on International Relations
Cranbrook North – Main Floor
- 8:15 a.m. – 12 p.m. Standing Committee on Social Economic Development
Simultaneous Interpretation
Cranbrook Centre – Main Floor
- 8:15 a.m. – 12 p.m. Standing Committee on Municipal Infrastructure and
Transportation Policy
Simultaneous Interpretation
Cranbrook South – Main Floor

12 – 12:30 p.m.	Lunch <i>Skylight – Main Floor</i>
12:30 p.m. – 2 p.m.	Strategic Planning Session Simultaneous Interpretation <i>Skylight – Main Floor</i>
2:15 – 4:15 p.m.	Réseau Francophone <i>Alder – Second Floor</i>
2:15 – 4:15 p.m.	Northern and Remote Forum <i>Cedar – Second Floor</i>
4:15 – 5:45 p.m.	Executive Committee Simultaneous Interpretation <i>Cranbrook Center – Main Floor</i>
6 – 9 p.m.	Reception and dinner hosted by the City of Prince George <i>Northern Sports Centre</i> 6 – 7 p.m. Cocktails 7 – 9 p.m. Dinner

Saturday, March 9

8 – 8:30 a.m.	Breakfast <i>Skylight – Main Floor</i>
8:30 a.m. – 2 p.m.	Board of Directors Meeting Simultaneous Interpretation <i>Cranbrook Ballroom – Main Floor</i>
12 – 1 p.m.	Lunch <i>Skylight – Main Floor</i>



Greater Victoria Harbour Authority
189 Dallas Road
Victoria BC V8V 1A1
250.383.8300
250.383.8322 fax
Email: gvha@victoriaharbour.org
Web : www.victoriaharbour.org

Fax

To: GVHA Member Agencies

From: Barbara Desjardins, Board Secretary

Fax: Capital Regional District - 250-360-3130 **Pages:** 6 (including cover)
The Chamber – 250-385-3552
City of Victoria – 250-361-0214
Esquimalt Nation – 250-384-9309
Pacific Capital Comm. – 250-386-1303
Songhees Nation – 250-386-4161
Tourism Victoria – 250-361-9733
Township of Esquimalt – 250-414-7111
V/EHS – via email

Re: Special General Meeting
April 18, 2013

Date: April 3, 2013

Please see the attached Notice of a Special General Meeting of the Members of Greater Victoria Harbour Authority to be held on April 18, 2013. Please ensure your Board Chair receives a copy.

Thank you.

April 3, 2013

Members of Greater Victoria Harbour Authority

**NOTICE OF GENERAL MEETING OF
GREATER VICTORIA HARBOUR AUTHORITY**

Thursday, April 18, 2013 – 9:00 a.m.
Harbour Towers Hotel – Salon A
345 Quebec Street, Victoria BC

Notice is hereby given that a Special Members Meeting of Greater Victoria Harbour Authority will take place at the Harbour Towers Hotel on Thursday, April 18, 2013 at 9:00 a.m.

The business will include the following:

1. Call to Order
2. Confirmation of Quorum
3. Approval of Agenda
4. Member (City of Victoria) request for GVHA Bylaw Amendments
5. Questions and comments from the Members
6. Adjournment of the meeting

As per GVHA Society Bylaw 25, a Member is entitled to one vote. Each Member Agency is required to identify their voting delegate.



Barbara Desjardins, Secretary
Greater Victoria Harbour Authority

cc: Member Agency Representatives



AGENDA
GREATER VICTORIA HARBOUR AUTHORITY
GENERAL MEETING
APRIL 18, 2013 – 9:00 A.M.
HARBOUR TOWERS HOTEL–SALON A
345 QUEBEC STREET
VICTORIA, BC

1. Call to Order
2. Confirmation of Quorum
3. Approval of Agenda
4. Member (City of Victoria) request for GVHA Bylaw Amendments
(attached)
5. Questions and Comments
6. Adjourn

**Legislative and
Regulatory
Services
Department**

Legislative Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel (250) 361-0571

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March 26, 2013

Mr. Bill Wellburn, Board Chair
Greater Victoria Harbour Authority
189 Dallas Road
Victoria, BC V8V 1A1

Dear Mr. Wellburn:

Re: **Greater Victoria Harbour Authority – Amendment of GVHA
Bylaws**

At the Victoria City Council meeting of February 28, 2013 Council passed the following resolution:

That Council:

1. Adopts the Special Resolution set out in Appendix "A" of the report dated February 25, 2013;
2. Authorizes the Corporate Administrator to requisition a general meeting of the members of the Greater Victoria Harbour Authority in accordance with the *Society Act* of British Columbia; and
3. Confirms that Councillor Gudgeon is the City's member representative at the general meeting.

Please find enclosed the City of Victoria's requisition for a general meeting of the members of the GVHA, and the proposed Special Resolution for consideration at the meeting. Would you please advise at your earliest convenience the date and time scheduled for this meeting so that we can ensure the attendance of our member representative.

Should you have any questions concerning this matter, please contact me at 250.361.0203.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Woodland".

Robert G. Woodland
Corporate Administrator

:jh

C: Mayor and Council
City Manager
City Solicitor
GVHA Members

**Legislative and
Regulatory
Services
Department**

Legislative Services

61 Centennial Square

Victoria

British Columbia

V8W 1P8

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REQUISITION

(pursuant to section 58 of the *Society Act*, R.S.B.C. 1996, c. 433)

TO: The Directors of the Greater Victoria Harbour Authority

The Corporation of the City of Victoria, being a founding member of the Greater Victoria Harbour Authority (the "GVHA") and representing no less than 10% of the members of the GVHA that are entitled to vote at a general meeting, hereby requires the Directors of the GVHA to convene a general meeting of the members for the purpose of amending the GVHA Bylaws, generally in accordance with the draft resolution attached to this requisition, to re-establish the members' right to appoint directors.

Dated at Victoria, B.C. on March 26, 2013

A handwritten signature in black ink, appearing to read "R. G. Woodland", written over a horizontal line.

**Robert G. Woodland, Corporate Administrator
Corporation of the City of Victoria**

**GREATER VICTORIA HARBOUR AUTHORITY
(THE "SOCIETY")**

BE IT RESOLVED, AS A SPECIAL RESOLUTION, THAT THE BYLAWS OF THE SOCIETY BE AMENDED AS FOLLOWS:

1. Replace Bylaw 28(1) as follows:

"Each of the Members described in Bylaw 3(1) and (2)(b) through (e) shall appoint one director to the Board of Directors and the Victoria/Esquimalt Harbour Society shall appoint two directors to the Board of Directors."

2. Repeal Bylaw 28(2) and renumber Bylaws 28(3) through (7) as Bylaws 28(2) through (6) respectively.
3. In the renumbered Bylaw 28(2) replace the words "accepted by the Board of Directors pursuant to Bylaws 28(1) and (2)" with "appointed to the Board of Directors pursuant to Bylaw 28(1)".
4. In the renumbered Bylaw 28(3) replace the words "nominated under Bylaws 28(1) and (2)" with "appointed under Bylaw 28(1)" and replace word "nominating" with "appointing".
5. Repeal Bylaw 28(8).
6. In Bylaw 29(1) delete the words:
 - (a) "nominated or appointed under Bylaw 28(1), (2) or (3)";
 - (b) "either nominated or";
 - (c) ", as applicable,", and
 - (d) " or, if nominated by the Member, upon being accepted by the Board of Directors".
7. Replace Bylaw 30(1) as follows:

"A Member may remove a Director whom the Member has appointed, before the expiration of that Director's term as Director, and may appoint a new Director to the Board of Directors."



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**ADVISORY PLANNING COMMISSION
MINUTES
HELD ON
FEBRUARY 26, 2013
ESQUIMALT COUNCIL CHAMBERS**

MEMBERS PRESENT:

Lorne Argyle	Blair Bouchier, A/Chair
James Harada-Down	Bill Lang
Joy Palmeter	Mark Salter

REGRETS: Nick Kovacs

A/STAFF LIAISON: Bill Brown, Director of Development Services

COUNCIL LIAISON: Councillor Tim Morrison
Councillor David Schinbein

SECRETARY: Marie Letham

23 Members of the Public in attendance

I. CALL TO ORDER

The meeting was called to order by Bill Brown, Staff Liaison

II. ELECTION OF CHAIR

Moved by Bill Lang, seconded by Lorne Argyle that the election of the Chair be postponed until the March meeting.

The Motion **CARRIED UNANIMOUSLY**

III. ELECTION OF VICE CHAIR

Moved by Bill Lang, seconded by Lorne Argyle that the election of the Vice Chair be postponed until the March meeting.

The Motion **CARRIED UNANIMOUSLY**

II. LATE ITEMS

Moved and Seconded that Information on the Council Orientation meeting be dealt with under Item IX, New Business, item (1).

III. ADOPTION OF AGENDA

Moved Lorne Argyle, seconded by Bill Lang that the agenda be adopted as distributed.

The Motion **CARRIED UNANIMOUSLY**.

IV. ADOPTION OF MINUTES – Regular Meeting held January 15, 2013

Moved by Lorne Argyle, seconded by Joy Palmeter that the minutes of the Regular Meeting of the Advisory Planning Commission held January 15th, 2013 be adopted as distributed.
The Motion **CARRIED UNANIMOUSLY.**

V. BUSINESS FROM MINUTES

There was no outstanding business from the Minutes.

VI. STAFF REPORTS

(1) DEVELOPMENT VARIANCE PERMIT

940 Dunsmuir ROAD

[Lot 36, Block E, Section 11, Esquimalt District, PLAN 292]

Mr. Geoff Murray, owner/applicant, was in attendance to outline his proposal to add two small additions to the front and back of the house, which is existing non-conforming to the current zoning bylaw requirement for the 3.0 metre side yard setback where a parcel is not served by a rear lane. The proposed additions would project no further into the side yard setback than the existing house, but would increase the non-conformity of the house.

The applicant outlined the history of the property, stating it was a classic fixer-up. He outlined the work that has taken place on the dwelling.

In response to a question from a Commission member if the neighbours had been talked to, The applicant responded that he had talked to the neighbors and the neighbor at 936, who would be the most affected, had no concerns, as well as the neighbor at the rear on Wollaston, could not have a view of the property.

RECOMMENDATION:

Moved by Mark Salter, Seconded by Bill Lang that the Esquimalt Advisory Planning Commission (APC) resolved to recommend to Council that the application for a Development Variance Permit authorizing the construction as shown on architectural plans provided by Geoff Murray, stamped "Received January 29, 2013" and sited as detailed on the survey plan prepared by Alan M. Powell, stamped "Received January 29, 2013, and including the following relaxation to Zoning Bylaw, 1992, No. 2050, for the development proposed at Lot 36, Block E, Section 11, Esquimalt District, Plan 292 [940 Dunsmuir Road], **be approved.**

The Motion **CARRIED UNANIMOUSLY.**

Prior to the presentation of the Triangle Lands, Bill Lang excused himself from the meeting. (7:15 p.m.)

(1) REZONING APPLICATION

"Triangle Estates" in West Bay

468 Head Street [Lot 8, Block H, Section 11, Esquimalt District, Plan 292]

470 Head Street [Lot 5, Block H, Section 11, Esquimalt District, Plan 292]

472 Head Street [Lot 4, Block H, Section 11, Esquimalt District, Plan 292]

515 Gore Street [Lot 1, Block H, Section 11, Esquimalt District, Plan 292]

509 Gore Street [Lot 2, Block H, Section 11, Esquimalt District, Plan 292]

922 Lyall Street [Strata Lot 1, Section 11, Esquimalt District, Strata Plan 509]

920 Lyall Street [Strata Lot 1, Section 11, Esquimalt District, Strata Plan 509]

918 Lyall Street [Lot 6, Block H, Section 11, Esquimalt District, Plan 292]

912 Lyall Street [Lot 7, Block H, Section 11, Esquimalt District, Plan 292]

The applicant is requesting a change in zoning from the current mix of RS-1 [Single Family Residential], RD-2 [Two Family Small Lot Residential], and C-7 [West Bay Commercial] zoning which currently regulates the 9 subject properties to a Comprehensive Development zone [CD] to facilitate the consolidation of the subject properties and authorize a new 10 storey, commercial mixed use building containing one retail commercial space with second floor office space above, 4 live/work units containing commercial space at grade, and 85 residential units.

Mark Lindholm, owner/applicant, John Crowhurst and Daniel Boot, architects, were in attendance.

Mr. Crowhurst commented as there were no changes to the proposal since the Commission viewed the proposal in October, that he would review it quickly through the power-point presentation, and he commented on the evolution of the proposal that the owner has been working on from 2011 and 2011. He outlined the following:

- Comprehensive review of the building siting, uses, exterior form and character, height, density and shadowing impacts of the proposed building;
- Discussed intersection of Gore Street and Head Street and the streetscape environment adjacent to the building.
- Outline of the parking area including the underground parking entrances & exits as well as the Live/work unit dedicated parking spaces;
- Stated that building will not be LEED accredited but will incorporate sustainable features.
 - Outlined future ideas, i.e. reconfiguration of street;
 - Outlined details of street amenities (i.e. benches, etc.)

Mr. Crowhurst commented on the setbacks of the condominium building and the 40 unit Hotel site on Head Street.

He briefly outlined the landscape plan, that there would be planting of new street trees, and special garden feature on Lyall/Gore and nautical art work.

A brief outline was given regarding the shadowing of the buildings through the various seasons, and the impact or non-impact on surrounding properties.

Mr. Crowhurst commented that they would be building to a Leeds Silver equivalent.

Mr. Lindholm commented on two points regarding Tower 2, the hotel. He stated Tower 1 would be residential only, and Tower 2 could have the option as participating as a hotel – 40 units , not strictly hotel use, but could be a time-share, like the Regency Hotel in downtown Victoria.

In response to a question from the Commission, whether both towers would be built at the same time. Mr. Lindholm responded that would be for the bank to determine. He briefly discussed the financing and pre-sales.

Mr. Lindholm commented that they would be retaining the Garry Oak, root area would be protected during construction.

In response to questions from a Commission member regarding the Green Check List that was presented, that it is not correct if they intend to build to Leeds Silver and should be brought up-to-date. He asked if the architect had filled in the checklist.

The owner commented that he had filled in the check list and that it would be reviewed.

RECOMMENDATION:

Moved by Joy Palmeter, seconded by James-Harada Down, that the Esquimalt Advisory Planning Commission [APC] resolves that the application for rezoning to facilitate consolidation of nine properties located between Head Street, Gore Street and Lyall Street and to permit a new 10 storey, commercial mixed use building containing one retail commercial space with second floor office space above, 4 live/work units containing commercial space at grade, and 85 residential units, sited in accordance with the survey plan prepared by McIlvaney Riley Land Surveying Inc., stamped "Received September 5, 2012", and incorporating height and massing consistent with architectural plans prepared by John Crowhurst Architect, stamped in part "Received July 31, 2012" and in part "Received October 9, 2012" be forward to Council with a **recommendation of approval** with the condition that the Green Building Checklist be updated. The Motion **CARRIED UNANIMOUSLY**.

VII. PLANNER'S STATUS REPORT

Bill Brown, A/Staff Liaison reported that the department was working on the following projects/applications:

- Esquimalt Village Project (EVP);
- Industrial Park Review;
- Legion Rezoning Application;
- OCP Development Guidelines for West Bay Area;
- Regional Sustainability Strategy;
- Core Area Wastewater Treatment Plant;
- Economic Development – had the second Round Table Discussions;
- Subdivision Applications – 10 Phillion Place; 488 Admirals Road;
- Heritage Revitalization Agreement, English Inn;
- Review of the Subdivision and Development Bylaw;
- Setting up Design Review Committee.

VIII. COUNCIL LIAISON

Councillor Morrison congratulated the members who had been re-appointed to the Commission and welcomed Mark Salter as a voting member. He commented that there was a lot of interest in the APC.

He commented that Council has revamped the Terms of Reference for the Committees. Chairs will have more of a leadership role.

Councillor Schinbein offered his congratulations to all members also.

XI. NEW BUSINESS

Council Orientation

After a brief discussion the members reported that Thursday, March 7, 2013, at 6:00 p.m., would be suitable to members. The Secretary will advise the Corporate Officer.

X. NEXT REGULAR MEETING

The next meeting has been rescheduled to March 26, 2015 due to budget meetings.

IX. ADJOURNMENT

On motion the meeting adjourned at 8:10 P.M.

CERTIFIED CORRECT:

A/CHAIR, ADVISORY PLANNING COMMISSION
THIS DAY OF _____, 2013

ANJA NURVO, CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
ADVISORY DESIGN REVIEW COMMITTEE
MINUTES
MEETING HELD
MARCH 20 , 2013
ESQUIMALT COUNCIL CHAMBERS

MEMBERS PRESENT:

Wendy Kay	Paul NewCombe
Zelig Alec Katz	Jill Singleton
Paul De Greeff	Carl Rupp
Richard Iredale	

RESOURCE MEMBER: Cst. Kristin Greffard [Non-Voting]

STAFF LIAISON: Bill Brown, Director of Development Services

COUNCIL LIAISON: Councillor David Schinbein

SECRETARY: Marie Letham

1 Member of the Public in attendance

I. CALL TO ORDER [by Staff Liaison]

The meeting was called to order by Bill Brown, Staff Liaison.

II. ELECTION OF CHAIR

Alec Katz was elected as Chair

III. ELECTION OF VICE CHAIR

Carl Rupp was elected as Vice Chair.

II. LATE ITEMS

There were no late items.

III. ADOPTION OF AGENDA

Moved , seconded by that the agenda as amended be adopted.
The Motion **CARRIED UNANIMOUSLY**.

IV. ADOPTION OF MINUTES –

Initial meeting, no minutes for adoption

V. BUSINESS FROM MINUTES

None

VI. STAFF REPORTS

(1) HERITAGE REVITALIZATION AGREEMENT
429 LAMPSON STREET [ENGLISH INN]
[LOT B, SECTION 11, ESQUIMALT DISTRICT, PLAN VIP60066]

Michael Dillistone, (Michael Dillistone Consulting), Donald Luxton, (Donald Luxton and Associates Inc.) Paul Merrick, Architect, (Paul Merrick Consulting) and Brian Chelin, representing owners LFC Lampson Holdings Inc., were in attendance, to present the proposal to subdivide 16,565 m² (178,310 ft²) property into two parcels, Heritage Revitalization Agreement of the manor house and its property and adoption of new development regulations and guidelines to permit sensitive development of the remainder of the land.

Donald Luxton, outlined what the is purpose of a Heritage Revitalization Agreement. He commented that he understood this was the first time Esquimalt is dealing with this type of agreement and the process is being treated as a rezoning.

He stated that it is a very specific mechanism to enable protection of the heritage resource, it is site specific, not a rezoning of the site, and not precedent setting. . He advised the members of Part 27 of the *Local Government Act*. The Agreement provides protection and compensation, flexibility of use, legal protection to the McClure House and setting. Any alterations requires a Heritage Alteration Permit through Municipal Council for approval. There are provisions built in for maintenance. It is an "as is deal". Future conditions would be up to new owners

The Agreement would give Esquimalt a level of control over potential development of the site.

In response to a question from the Committee as to why the owners were making this application. The owner's representative commented that there are huge maintenance costs associated with the site.

Michael Dillistone commented that the buildings behind the Manor house are shut down

The HRA gives protection to the Manor House, and would allow development of the remainder of the site. It is a way of giving a level of certainty and control for the Municipality.

Donald Luxton commented that it is a way to sustain the McClure House, and give stability to the economic issues. The designation of the McClure House would give compensation to the owner.

Paul Merrick, architect, with the assistance of display boards, outlined the proposal, the site and topography lay-out. He commented on the tree protection; shadowing, rock outcropping and how to deal with parking.

He commented on the density and why 6 storeys were chosen for the height.

The following comments/concerns were expressed by members of the Committee:

- Concern regarding the density, very dense and poor sightlines;
- Design guidelines should form part of Heritage Revitalization Agreement;
- Concur with the concept of the Heritage Revitalization Agreement, but steps appear to be missing;
- Concern expressed that a balance needs to be achieved regarding constraints for potential purchasers; that they not be too restrictive, but also not too loose that the Planning Department cannot enforce the rules;
- Concerned if standards are embedded, and developers meet the standards of guidelines, they cannot be refused;
- Concur with need for design guidelines

- Agree with the concept of subdivision, but more details of the subdivision should be addressed;
- More details should be provided in the landscaping;
- Statement of Significance should detail the landscape content;
- Guidelines should not encumber development;
- Applicant should consider refinement of Design Guidelines/draft wording for next meeting;
- Lack of details more "meat" – reference – storm water management on site;
- design requirements should be included in HRA based on discussions
- more space should be provided around the Manor House;
- parking configuration in front of Manor House – 8 existing spaces, consider reconfiguration of the front parking to 11 spaces.

RECOMMENDATION:

Moved by Richard Iredale, seconded by CJ Rupp, that the Design Review Panel are in support of the concept of the subdivision and the concept of the Heritage Revitalization Agreement. The Motion **CARRIED**; and also

Moved and seconded that the application be **tabled** and that the applicant come back with revised site plan and development of Design Guidelines taking into consideration that any future development would be compatible and to consider the following:

- review of front parking spaces;
- more conceptual information;
- outline of pedestrian circulation;
- implementation of a full stormwater management plan;
- reconsider lowering the density;
- improvement of sightlines;
- review the 1920's photographs as a guide to landscape guidelines and the Statement of Significance.

The Motion **CARRIED**.

(2) WEST BAY NEIGHBOURHOOD URBAN DESIGN GUIDELINES

Moved and seconded that this item be postponed until the next meeting.

VI. STAFF LIAISON STATUS REPORT

VII. NEW BUSINESS

VIII. SCHEDULE NEXT REGULAR MEET

IX. ADJOURNMENT

CERTIFIED CORRECT:

CHAIR, DESIGN REVIEW COMMITTEE
THIS DAY OF , 2013

ANJA NURVO, CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
HERITAGE ADVISORY COMMITTEE**

Wednesday, March 20, 2013

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Heather Gillis – Chair
Dar Purewall – Vice Chair
Councillor Hodgins
Heidi Bada
Sherri Robinson
Catherine McGregor – departed 9:12 p.m.

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

GUEST: Donald Luxton – departed 7:47 p.m.

REGRETS: Councillor McKie
David Coney

1. **CALL TO ORDER**

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

2. **LATE ITEMS**

There were none.

3. **APPROVAL OF THE AGENDA**

Moved by Sherri Robinson and seconded by Vice Chair Purewall that the agenda of the Heritage Advisory Committee meeting of March 20, 2013 be approved as presented.

The motion **CARRIED**.

4. **PRESENTATION**

(1) Proposed Re-Development of 429 Lampson Street (English Inn) Property

The Heritage Advisory Committee members convened at 429 Lampson Street prior to the meeting to view the property and buildings.

Karen Staff, Staff Liaison, noted that the Committee was being asked by staff to make two recommendations to Council concerning this property.

The first request was to consider the draft Statement of Significance (SOS) in the Development Concept Plan for 429 Lampson Street, and make a recommendation to either: a) approve the draft SOS as presented, b) approve the draft SOS with amendments, or c) not approve the draft SOS, as a replacement for the 2012 version.

The second request was to consider the Development Concept Plan which will become part of the Heritage Revitalization Agreement and provide a recommendation to Council to either: a) negotiate the agreement, b) negotiate the agreement with conditions, or c) not negotiate the agreement based on this Development Concept Plan.

Donald Luxton, Heritage Consultant, provided an overview of the Development Concept Plan:

- The Development Concept Plan includes a new initiative for Esquimalt – a “heritage revitalization agreement” (HRA). An HRA is a negotiated contract between a property owner and a municipality to protect important heritage resources on a site in return for development rights
- Mr. Luxton stated that the HRA is the most appropriate tool (versus designation, covenants, and other forms of protection) as it provides protection of the manor and allows for economic viability
- There has been significant evolution of the site from when it was purchased in 1949 to be operated as a hotel. The economic viability is no longer there.
- The Development Concept Plan proposes to protect the house and a portion of property surrounding it; the second parcel would be subdivided for development
- There would be no protection for the buildings on the subdivided parcel but the current owners do not intend to remove the buildings – this would be left to the discretion of the new owner (who could keep or remove them).
- The plan allows for development up to 21 meters (six stories) in height and in a sympathetic design to the character of the manor house

Mr. Luxton commented on the draft SOS in the context of the Development Concept Plan:

- The SOS becomes part of the legal document and is a management tool; it helps owners understand what features are of importance and hopefully encourages protection
- The house, designed by Samuel Maclure in the tudor revival style and situated on a rocky outcrop of estate, were identified as the features worthy of protection in the draft SOS and management by the HRA
- The HRA would maintain the front yard as it is currently
- Anne Hathaway’s cottage is not being offered protection and is not included in the draft SOS. It requires restoration and impacts what can be done with the subdivided site (keeping it reduces available density)
- The stone terrace is not included as it is not viewed as historic to the building

Members discussed the following:

- The significance of the features not mentioned in the draft SOS (e.g. Anne Hathaway’s cottage, stone terrace)
- That Anne Hathaway’s cottage should remain in the SOS as documentation of its heritage significance and as a historical record; also, since it is possible that the future owner may want to keep the cottage, there is no harm in leaving the reference in
- It was noted that the cottage took five years to complete, and was

meticulously constructed using the exact measurements of the original cottage in England. When the one in England burnt down, English engineers re-built the cottage using measurements of the cottage in Esquimalt

- It was suggested that consideration be made to possible trade-offs that could be made for restoration of the cottage

Moved by Catherine McGregor and seconded by Sherri Robinson that the Heritage Advisory Committee recommend that Council not approve the draft SOS for the English Inn, as presented in the English Inn Development Concept Plan [429 Lampson Street], as a replacement for the 2012 Council-endorsed version.
The motion **CARRIED**.

Moved by Dar Purewall and seconded by Heidi Bada that the Heritage Advisory Committee recommend that Council negotiate the heritage revitalization agreement based on this Development Concept Plan with the following two conditions: a) that consideration be given to exploring options for keeping Anne Hathaway's cottage on the subdivided property, and b) considerations be made in retaining and restoring the heritage characteristics of the main building.
The motion **CARRIED**.

5. MINUTES

(1) Minutes of the Special Meeting of January 9

Moved by Vice Chair Purewall and seconded by Sherri Robinson that the minutes of the Special Heritage Advisory Committee meeting of January 9, 2013 be approved as presented.
The motion **CARRIED**.

(2) Minutes of the Regular Meeting of January 16

Moved by Vice Chair Purewall and seconded by Sherri Robinson that the minutes of the regular Heritage Advisory Committee meeting of January 16, 2013 be approved as presented.
The motion **CARRIED**.

The recording secretary forwarded a request from a former Committee member that a motion made at the January 16 meeting be re-visited to more accurately reflect the context of the discussion on Macaulay Point.

Moved by Sherri Robinson and seconded by Vice Chair Purewall that the Heritage Advisory Committee rescind the motion made at the January 16 meeting: "Moved by Liz Dill and seconded by Vice Chair Dar Purewall that when the Heritage Advisory Committee is next looking at preparing statements of significance, that it considers preparing one for Macaulay Point."
The motion **CARRIED**.

Moved by Vice Chair Purewall and seconded by Sherri Robinson that given the historical significance of Fort Macaulay and Macaulay Point and the pending federal review, the Heritage Advisory Committee should prepare a statement of significance for Fort Macaulay and the Macaulay Point site.
The motion **CARRIED**.

6. **INTRODUCTIONS**

Committee members and staff each provided brief introductions.

7. **ORIENTATION**

Chair Gillis noted the general committee orientation session held for all Township committees was helpful and that it was attended by most of the Heritage Advisory Committee members. She noted that the Corporate Officer stressed the importance of creating a work plan by the end of the month so that Council is aware of what the Committee intends to work on. She noted that items can be added to the plan throughout the year (with Council's approval).

Karen Hay, Staff Liaison, provided an additional orientation to HAC members via PowerPoint. She reviewed key points of the Township's heritage policy as a guide to what the Committee has accomplished and what areas can use the Committee's focus.

8. **REPORT FROM THE CHAIR**

Chair Gillis referenced an article that reported on the re-location of the Anson Crescent House from Esquimalt to Comox.

9. **NEW BUSINESS**

- (1) Revised Terms of Reference

Vice Chair Purewall read out the revised terms of reference. It was noted that the role of the Committee is to help Council achieve their strategic plan.

- (2) Township of Esquimalt Strategic Priorities

The importance of understanding the strategic priorities was noted in its connection to the Committee's terms of reference.

- (3) Draft Work Plan 2013

Members wished to add 'the creation of salvage heritage construction material guidelines' as a work plan item.

Estimated completion dates were added to the draft and a goal of preparing five SOS's was set.

Moved by Vice Chair Purewall and seconded by Sherri Robinson that the Heritage Advisory Committee approve the draft work plan presented by the Chair with the incorporation of the input provided at the meeting.
The motion **CARRIED**.

10. **OLD BUSINESS**

- (1) Lampson St. Memorial Trees

Discussion was deferred to the next meeting.

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

The house at 316 Anson Crescent was moved off the property, so this property will be removed as an item from Old Business.

Discussion of Macaulay Point and Work Point will be deferred the next meeting.

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

This item was not discussed.

- (4) Esquimalt Postal Area

The Recording Secretary reported a letter was sent by the Township to the Chamber of Commerce asking that they use the Esquimalt postal area in their mailings.

11. **WORK PLAN ITEMS 2012**

There was consensus to defer discussion of all items of the 2012 Work Plan to the next meeting as they will be rolled into the 2013 Work Plan.

- (1) Heritage Register
- (a) Status Update on Approved Statements of Significance for:
 - i. 1211 Old Esquimalt Road
 - ii. 507 Head Street
 - iii. 948 Old Esquimalt Road
 - iv. 539 Lampson Street
 - v. 820 Dunsmuir Road
 - (b) Status Update on Statements of Significance in progress:
 - i. 1376 Esquimalt Road
 - ii. 1382 Esquimalt Road
- (2) Heritage Foundation
- (3) 2012 Centennial Celebration
- (a) "Best of 100"
- (4) Maintaining Public Awareness
- (a) *Esquimalt Current*
 - (b) Website Update
 - (c) Heritage Poster
- (5) Memorial Plaques and HAC's role
- (a) Criteria
 - (b) Proposed Plaques
- (6) HAC's Terms of Reference clarification

12. **REPORT FROM STAFF LIAISON**

No report.

13. **COMMUNICATIONS**

- (1) Memorandum from Anja Nurvo dated February 6, re: New Monument to the Late Rowland Bourke, VC, DSO, Former Esquimalt Resident

Council referred a proposal to honour the late Rowland Bourke to the Committee for a recommendation to Council. The proposal is to place a picture wrap on the postal box in front of the former Bourke home.

Moved by Sherri Robinson and seconded by Heidi Bada that the Heritage Advisory Committee recommend to Council that they support the proposal to honour Victoria Cross Recipient Rowland Bourke based on the letter from Bart Armstrong dated January 9th.

The motion **CARRIED**.

- (2) Email from Heritage BC dated February 18, re: Update: February 2013

The Committee noted the new provincial heritage strategy and funding.

Moved by Sherri Robinson and seconded by Vice Chair Purewall that the Heritage Advisory Committee accept the correspondence as information.

The motion **CARRIED**.

- (3) Email from Heritage BC dated February 19, re: Awards Reminder

- (4) Email from Heritage BC dated March 4 re: Update: March 4, 2013

Moved by Sherri Robinson and seconded by Heidi Bada that the Heritage Advisory Committee accept correspondence items 13.3 and 13.4 as information.

The motion **CARRIED**.

- (5) *Heritage BC Quarterly*, Winter 2013 (to be distributed)

Moved by Vice Chair Purewall and seconded by Heidi Bada that the Heritage Advisory Committee accept the correspondence item as information.

The motion **CARRIED**.

14. **ELECTION OF CHAIR AND VICE CHAIR**

Heather Gillis was nominated for the Chair position and she accepted the nomination.

Dar Purewall was nominated for the Vice Chair position and he accepted the nomination.

Moved by Sherri Robinson and seconded by Catherine McGregor that Heather Gillis be re-elected Chair and Dar Purewall be re-elected Vice Chair of the Heritage Advisory Committee.

The motion **CARRIED**.

15. **COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS**

Sherri Robinson will write a letter to Council to inform them of the historical background of Anne Hathaway's cottage.

16. **NEXT MEETING**

The Committee discussed setting a schedule of meetings.

Moved by Vice Chair Purewall and seconded by Sherri Robinson that the Heritage Advisory Committee continue to hold meetings the third Wednesday of each month. The motion **CARRIED**.

The next regular meeting of the Heritage Advisory Committee will be held April 17, 2013.

17. **ADJOURNMENT**

The meeting adjourned at 9:33 p.m.

CHAIR, HERITAGE ADVISORY COMMITTEE
THIS 17th DAY OF APRIL, 2013

CERTIFIED CORRECT:

ANJA NURVO, CORPORATE OFFICER



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: March 21, 2013 File No. 540-20-HAC
TO: Mayor and Council
FROM: Heather Gillis, Chair
Heritage Advisory Committee
SUBJECT: HERITAGE ADVISORY COMMITTEE 2013 WORK PLAN

At the March 20th meeting of the Heritage Advisory Committee, committee members passed a motion to approve their work plan for 2013. The 2013 Work Plan is attached for your reference.

The Terms of Reference (TOR) for the Heritage Advisory Committee (the "Committee") state that "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 work on these initiatives in an effort to support Council in achieving their strategic priorities.

Respectfully submitted,

Heather Gillis
Chair
Heritage Advisory Committee

Attachment

HAC WORK PLAN 2013

ITEMS	DESCRIPTION	ACTION	TO BE COMPLETED
Heritage Register: List of Properties, Places and Items	Prepare 5 new Statements of Significance (SOS)	<ul style="list-style-type: none"> • Confirm sites • Discuss draft SOS's • Recommend 	May 2013 Oct 2013 Dec 2012/3
	Recommend outstanding SOS's from 2012	<ul style="list-style-type: none"> • 1376 Esquimalt Road • 1382 Esquimalt Road 	May 2013
Heritage Foundation Development	Council's approval to proceed based on <ul style="list-style-type: none"> • feasibility assessment and progress report (February 2012) 	<ul style="list-style-type: none"> • Prepare a formal business case • Establish an operating budget • Identify funding sources and securing seed money • Clarify potential conflict of interests and following-up with legal experts. 	TBD (to be decided) Nov 2013 TBD Nov. 2013
Memorial plaques in Memorial Park	HAC Heritage Signage Framework for Council recommendations	<ul style="list-style-type: none"> • Discuss Draft Framework • Recommend to Council 	April 2013 June 2013
Salvage heritage construction material	Heritage Salvage Material Guidelines / Checklist for demolition	<ul style="list-style-type: none"> • Define criteria • Discuss Draft Guidelines • Recommend to Council 	May 2013 Sept. 2013 Nov. 2013
Maintaining Public Awareness	Esquimalt Current	<ul style="list-style-type: none"> • Sharing information approved by Communication Officer 	Ongoing
	Website Update	<ul style="list-style-type: none"> • Sharing information approved by Communication Officer 	Ongoing
	Best Of 100: Community base display	<ul style="list-style-type: none"> • Confirm groupings • Recommend 3 groupings • Prepare displays 	April 2013 May 2013 Sept 2013



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: March 21, 2013 File No. 540-20-HAC
TO: Mayor and Council
FROM: Heather Gillis, Chair
Heritage Advisory Committee
**SUBJECT: RECOMMENDATION ON PROPOSAL TO HONOUR THE LATE ROWLAND
BOURKE, VC, DSO, FORMER ESQUIMALT RESIDENT**

A motion was passed at the February 6, 2013 meeting of Council that the email from Bart Armstrong dated January 9 be referred to the Heritage Advisory Committee to provide a recommendation to Council.

At the March 20th meeting of the Heritage Advisory Committee, members passed the following motion:

That the Heritage Advisory Committee recommend to Council that they support the proposal to honour Victoria Cross Recipient Rowland Bourke based on the letter from Bart Armstrong dated January 9, 2013.

Respectfully submitted,

Heather Gillis
Chair
Heritage Advisory Committee



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE**

Thursday, March 21, 2013

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Mark Salter, Chair
Michael Hill, Vice Chair
Councillor Meagan Brame
Chris Zegger-Murphy
Larry Dill
Patrick O'Hara
Carole Witter (Arrived 7:06 p.m.)

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

REGRETS: Councillor Lynda Hundleby
John Willow

1. **CALL TO ORDER**

Chair Salter called the meeting to order at 7:01 p.m.

2. **LATE ITEMS**

The following late item was introduced:

1. Add to Agenda item **5. MINUTES** (2) Business Arising from the Minutes

3. **APPROVAL OF THE AGENDA**

Moved by Chris Zegger-Murphy, seconded by Vice Chair Hill that the agenda of the Environmental Advisory Committee meeting of March 21, 2013 be approved as amended with the inclusion of the late agenda item.

The motion **CARRIED**.

4. **INTRODUCTIONS**

Committee members provided brief introductions.

5. **MINUTES**

- (1) Minutes of the Environmental Advisory Committee meeting, November 22, 2012

Moved by Larry Dill, seconded by Vice Chair Hill that the minutes of the Environmental Advisory Committee meeting of November 22, 2012 be approved as presented.

The motion **CARRIED**.

- (2) Business Arising from the Minutes (**Late Item**)

It was requested that an update be provided on the following items discussed at the November 22, 2012 meeting of the Environmental Advisory Committee.

- (a) Sustainable Seafood Choices Motion
Marlene Lagoa, Staff Liaison provided the committee with a brief overview of the reasons for the motion not going forward to Council. Committee members requested further information and instruction from Anja Nurvo, Corporate Officer for providing recommendations and motions to Council.
- (b) Sustainable Rainwater Management Workshop
Chair Salter will provide a report at the next meeting.
- (c) Ready, Set, Solve
Ms. Lagoa provided the committee with a brief overview of the status of the program.
- (d) Mobile Resort Station
Chair Salter displayed the vinyl signage aprons / lid covers and reported on the success of their usage at a recent event.

6. NEW BUSINESS

(1) Environmental Advisory Committee Terms of Reference

Ms. Lagoa reviewed the revised committee terms of reference and responded to questions from the committee.

(2) Membership List Contact Information

A confidential membership contact list was circulated for review by committee members. It was requested that any revisions be provided to the Recording Secretary

(3) Meeting Schedule Dates and Times

The committee will meet as required on the fourth Thursday of the month at 7:00 p.m. in the Council Chambers. The committee will not meet in the months of July, August and December as per the committee's terms of reference. Meeting schedule is as follows, subject to change:

- April 25th
- May 23rd
- June 27th
- September 26th
- October 24th
- November 28th

(4) Agenda Items and Distribution

Items for the agenda must be provided to the Chair and Staff Liaison for review and approval. Agendas are made available for pick-up at the Recreation Centre for those that request. Committee members will be advised via email once agendas are available for pick-up and posted on municipal website.

(5) 2012 Year End Report

Chair Salter advised he will distribute a draft report to committee members via email for review.

(6) Draft 2013 Council Strategic Priorities

Councillor Brame provided the committee with an overview of Council's 2013 Strategic Priorities.

Committee members discussed, noting the Strategic Priorities Chart could be expanded to provide a more complete description of each priority and strategy to provide a better understanding of what Council would like to achieve. Committee members also suggested not utilizing acronyms.

(7) 2013 Work Plan

Chair Salter requested committee members review the 2013 draft Council Strategic Priorities and determine three items they would like the committee to consider for the 2013 committee work plan for further discussion at the next meeting.

7. COMMUNICATIONS

(1) Letter from Bill Bennett, Minister of Community , Sport and Cultural Development, dated November 12, 2012, Re: Appreciation for Greening Centennial Community Celebration

Provided to the committee for information.

(2) Memorandum from Marlene Lagoa, Staff Liaison, dated March 12, 2013 Re: Heating Oil Tanks

Ms. Lagoa reviewed the memorandum and requested committee members provide comments via email by April 22, 2013. Ms. Lagoa will report back to the committee on any direction / decisions made by Council.

(3) Memorandum from Marlene Lagoa, Staff Liaison, dated March 12, 2013 Re: SARA Listing for Terrestrial Species 2012 and 2013

Ms. Lagoa reviewed the memorandum with the committee.

(4) Memorandum from Marlene Lagoa, Staff Liaison, dated March 12, 2013 Re: FCM Cut My Commute Campaign

Ms. Lagoa reviewed the memorandum with the committee and noted she will report back on whether the campaign will continue on an annual basis.

8. REPORT FROM STAFF LIAISON

Ms. Lagoa reported 2012 Climate Action Reporting is complete, the electric vehicle charging station has been launched; and work is continuing on the Green Event Guidelines.

9. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Chair Salter reported he has been reappointed to the Advisory Planning Commission and will be meeting with Island Return If of Duncan to discuss community outreach.

Larry Dill reported he has been reappointed to the CRD Marine Monitoring Advisory Group.

Councillor Brame reported the Esquimalt Fire Chief has requested a new vehicle in the 2013 budget and is reviewing hybrid options; Council has delayed the Lampson Road study; and she has been appointed as the School Liaison. Councillor Brame further noted Esquimalt High School is interested in utilizing students in a think tank situation instead of a student being appointed to the committee. Esquimalt High School is also interested in participating in the community garden.

10. NEXT MEETING

The next meeting of the Environmental Advisory Committee is scheduled for April 25, 2013.

11. ELECTIONS

(1) Election of Chair and Vice Chair

Marlene Lagoa, Staff Liaison opened the floor to nominations for Chair.

Mark Salter was the only nomination received for Chair. Mark Salter was appointed to the position of Chair of the Environmental Advisory Committee by acclamation.

Marlene Lagoa, Staff Liaison, opened the floor to nominations for Vice Chair.

Michael Hill was the only nominee to accept his nomination for Vice-Chair. Michael Hill was appointed to the position of Vice-Chair of the Environmental Advisory Committee by acclamation.

12. ADJOURNMENT

The meeting adjourned at 9:10 p.m.

Mark Salter, Chair
This 25th day of April, 2013

Certified Correct:

Anja Nurvo, Corporate Officer

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
ADVISORY PLANNING COMMISSION
MINUTES
HELD ON
MARCH 26, 2013
ESQUIMALT COUNCIL CHAMBERS

MEMBERS PRESENT:

Lorne Argyle	Blair Bouchier
James Harada-Down	Bill Lang
Nick Kovacs	Joy Palmeter
Mark Salter	

STAFF LIAISON: Trevor Parkes, Senior Planner

COUNCIL LIAISON: Councillor Tim Morrison
Councillor David Schinbein

SECRETARY: Marie Letham

2 Members of the Public in attendance

I. CALL TO ORDER

The meeting was called to order by Trevor Parkes, Staff Liaison

II. ELECTION OF CHAIR

Nominations were called for and Nick Kovacs was elected by acclamation as Chair for the year 2013.

III. ELECTION OF VICE CHAIR

Nominations were called for and Blair Bouchier was elected by acclamation as Vice Chair for the year 2013.

IV. LATE ITEMS

Staff Liaison advised that there are two late items for addition to the agenda.

(I) PROCEDURES FOR MEETINGS

(II) MEETING ATTENDANCE

(III) ADMIRALS ROAD PROJECT [requested by Blair Bouchier]

V. ADOPTION OF AGENDA

Moved Lorne Argyle, seconded by Bill Lang that the agenda as amended be adopted. The Meeting Procedures to be dealt with prior to the adoption of the minutes. Additional items to be added under New Business, Item (1) Meeting Attendance and (2) Admirals Road project. The Motion **CARRIED UNANIMOUSLY**.

VI. APC MEETING PROCEDURES

Moved by Mark Salter, seconded by Joy Palmetter that the Meeting Procedures presented for adoption dated March 26, 2013 be adopted as presented.
The Motion **CARRIED UNANIMOUSLY.**

VII. ADOPTION OF MINUTES – Regular Meeting held February 26, 2013

Moved by Bill Lang, seconded by Blair Bouchier, that the minutes of the Regular Meeting of the Advisory Planning Commission held February 26, 2013 be adopted as distributed.
The Motion **CARRIED UNANIMOUSLY.** (the Secretary noted the incorrect spelling of James Harada-Down at the top of page 4)

VIII. BUSINESS FROM MINUTES

There was no outstanding business from the Minutes.

IX. STAFF REPORTS

(1) DEVELOPMENT VARIANCE PERMIT

973 Wollaston Street

[Strata Lot A, Section 11, Esquimalt District, Strata Plan VIS6589]

Trevor Parkes, Staff Liaison gave a brief overview of the proposal and his report. The applicant has built an addition to the deck located at the rear of the principal building, without the benefit of a building permit. The deck is non-compliant with the lot cover regulations under the CD-65 Zone. He explained that the CD zones are custom zones tailored to the designs presented for the rezoning. The Development Permit outlines the details of the buildings. This application came to the department as a result of a bylaw complaint investigation.

In response to a question from a member, as to how a new owner would be aware of a Development Permit. Staff Liaison responded that Development Permits are registered on titles of properties under "*Part 26 of the Local Government Act*".

Trevor Parkes advised that a building permit cannot be issued until the variance is resolved and that is the reason the application is before the Commission.

In response to a question from a member inquiring if the property originally was built to the bylaw. A short discussion ensued regarding the options available to the owner.

The owner, Roman Olario, was in attendance to outline his proposal. He outlined to the Commission that he was a first time home buyer and in his enthusiasm and excitement he did not realize the implications of the CD zoning. He stated he undertook the expansion of the deck, for stairs, mainly to allow a place for his dog to run. He now understands how restrictive the setbacks are in the zone.

The applicant informed the Commission members that he has canvassed the neighbours and he advised that the contractor that did the work was a qualified contractor and the expansion is to Code..

He stated to the Commission that it was a mistake on his part, not understanding at the time, he required a building permit.

In response to questions from Commission members, Staff Liaison advised that when Comprehensive Development zones are approved, the properties are built to a specific scheme, there is no avenue to deal with variances; there is no "wiggle space".

After a brief discussions, the members made the following comments:

- not normal redevelopment;
- very restrictive zone;
- new owners are advised by a title search

RECOMMENDATION:

Moved by Blair Bouchier, seconded by Joy Palmeter, that the application for a Development Variance Permit authorizing the construction as shown in the photos, stamped "Received February 15, 2013", and sited as detailed on the survey plan prepared by Powell and Associates, stamped "Received February 15, 2013", and including the following relaxations to Zoning Bylaw, 1992, No. 2050, for Strata Lot A, Section 11, Esquimalt District, Strata Plan VIS6589 [973 Wollaston Street], **be denied.**

The Motion **CARRIED: 6 For 1 Opposed**

Zoning Bylaw, 1992, No. 2050, Section 67.52 (5) – Lot Coverage A 1% increase to the requirement that all principal buildings, accessory buildings and structures combined shall not cover more than 22% of the area of the parent lot. [i.e. increase from 22% to 23% lot coverage]

Zoning Bylaw, 1992, No. 2050, Section 67.52 (7)(a)(iii) Rear Setback - A 2.25 metre reduction to the requirement that no principal building shall be located within 7.9 metres of any rear lot line. [i.e. from 7.9 metres to 5.65 metres].

In response to questions from members, Staff Liaison advised that the Development Variance Permit process is legislated by the "*Local Government Act*". Development Variance applications do not set precedent. Restrictions are set in place under the zoning regulations. Developments are reviewed on a case-by-case basis.

(2) DEVELOPMENT VARIANCE APPLICATION

1138 Wychbury Avenue

Lot 15, Block 2, Section 11, Esquimalt District, Plan 6016

Trevor Parkes, Staff Liaison, outlined his report and that the variance is an increase in height on an existing non-conforming accessory building. As the property is existing, non-conforming, the application for the additional three variances is to legitimize the non-conformity of the property. This property pre-dates the existing Zoning Bylaw.

The applicant has completed a renovation of the western portion of the existing non-conforming Accessory Building, adding a new roofline in order to accommodate a vehicle hoist for personal vehicle maintenance. Work was completed without securing a required Building Permit. The Building Official has confirmed that the owner must now make application for a Building Permit to either restore the building to its original state or have the construction approved.

The owner, Vern Walleen, presented his proposal to the Commission. He stated that he has used the accessory building as a shop for 30 years. He stated he is a automobile collector and need to "bump up" the height of his building to accommodate a hoist. He advised that he thought the peak looked better than just a square, it is pleasing and fits into the

neighbourhood. He talked to his neighbours, and quite a few signed that they have no objections.

Vern Walleen stated that he was surprised to find out that he needed a permit. He stated that he was sorry that he had not applied for the permit.

Members inquired of the applicant if the majority of the neighbours who signed the petition opposed or supported the project.

The applicant responded, majority supported.

Staff Liaison advised that the written information will be presented to Council, as the public no longer speaks at the APC meetings, the same is for any written materials, they will also only be presented to Council, not this body.

The Commission members made the following comments:

- the roofline is complimentary to the neighbourhood;
- it is barely noticeable, blends in;

RECOMMENDATION:

Moved by Lorne Argyle, seconded by Bill Lang, that the Advisory Planning Commission recommends to Council that the application for a Development Variance Permit authorizing construction as shown in photographs, stamped "Received February 7, 2013", and shown on plans provided by Pacific Truss, stamped "Received February 7, 2013", and sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped "Received February 7, 2013", and including the following relaxations to Zoning Bylaw, 1992, No. 2050, for the development located at Lot 15, Block 2, Section 11, Esquimalt District, Plan 6016 [1138 Wychbury Avenue], be forwarded to Council with a recommendation **to approve**.

The Motion **CARRIED: 5 For 2 Opposed**

Zoning Bylaw, 1992, No. 2050, Section 40(6)(b) – Building Height - a 0.4 metre relaxation the requirement that an Accessory Building shall not exceed 3.6 metres in Height [i.e. from 3.6 metres to 4.0 metres].

Zoning Bylaw, 1992, No. 2050, Section 40(8)(b) – Lot Coverage - a relaxation of 5% to the requirement that all Accessory Buildings shall not exceed 10% of the Area of the Parcel [i.e. increase from 10% of parcel area to 15% of parcel area].

Zoning Bylaw, 1992, No. 2050, Section 40(9)(b)(ii) – Siting Requirements – Accessory Building – Side Setback - a 0.73 metre reduction to the required 1.5 metre setback from an Interior Side Lot Line [i.e. from 1.5 metres to 0.77 metres].

Zoning Bylaw, 1992, No. 2050, Section 40(9)(b)(iii) – Siting Requirements – Accessory Building – Rear Setback - a 0.78 metre reduction to the required 1.5 metre setback from a Rear Lot Line [i.e. from 1.5 metres to 0.72 metres].

X. APC ORIENTATION

Trevor presented a short power-point orientation presentation to the Commission Members.

The main topics of the presentation were:

- Role of the Advisory Planning Commission;
- Regulations [i.e. Official Community Plan (OCP), Development Permit Guidelines, Zoning Bylaw, other Municipal Policies & provincial and federal regulations.

The orientation clarified the differences between the OCP and the Zoning Bylaw and detailed the purpose of a Development Permit.

The presentation also informed the members of the conduct of APC meetings, the evaluation of proposed developments; the review of the project design; an explanation of the public process and neighbourhood involvement; type of recommendations that the Commission can make and how APC's minutes and recommendation are forwarded to Council.

XI. STAFF LIAISON

Trevor Parkes, Staff Liaison reported on the status of the following:

963 Shearwater Street: [DVP to accommodate parking within the front setback]. Application was forwarded to Council February 18, 2013. Council approved the Variance.

854 Carrie Street: [DVP to reduce the front setback by 2 metres]. Application was forwarded to Council February 18, 2013. Council approved the Variance.

940 Dunsmuir Road: [DVP to reduce Side Setback by 0.52 metres]. Application was forwarded to Council March 18, 2013. Council approved the Variance.

Triangle Estates – West Bay: Applicant directed to hold an additional public meeting with local residents to explain the proposed Transient Accommodation use. Staff have also required the developer provide a detailed business plan for the operation of the "Hotel" prior to developing a bylaw for Council consideration.

622 Admirals Road: [Rezoning application for 12 storey, 152 unit mixed commercial and senior's care building]. Application was presented to Council March 4, 2013 for 1st and 2nd reading of the zoning amending bylaw. Council commented that the parking was of concern and encouraged the developer to return with an enhanced amenity package. Applicant has added amenities and agreed to meet all parking requirements. Staff are working to return amending bylaw to Council to update it and get direction to schedule a Public Hearing.

Core Area Wastewater Treatment Plant: OCP Amendments and Rezoning and DPs required for BOTH sites. Should CRD move ahead with Viewfield Road they must get approval from Province first then make application to the Township.

XII. COUNCIL LIAISON

Councillor Morrison gave a brief overview of the budget, which is still in draft. He also advised of the proposed changes to the Council Chambers which would improve the sound system. He also commented on the new Design Review Committee, which will function as a separate body from the Advisory Planning Commission.

Councillor Schinbein commented on the number of applications that have come forward to the Commission that are in violation of municipal bylaws, there are fines for non-compliance of bylaws. There have been so four (4) so far this year.

He also advised the members regarding the rezoning of the Waste Water Treatment Plant, that will eventually come before the Commission. That as Commission members, just like Councillors that they must review the application with an open mind and not let personal feelings get in the way of reviewing the application.

WORK WITHOUT PERMIT

Blair Bouchier moved, seconded by Joy Palmetter, request Staff research the fines for without permit.

The Motion **CARRIED UNANIMOUSLY**.

XIII. NEW BUSINESS

(1) Attendance at Meetings

In order to manage meetings and ensure a quorum, members are requested to contact the Secretary and the Chair, if they are unable to attend a meeting. This allows Staff to be able to ensure that there is also a quorum. Also if any member has a conflict with any item on the agenda, also advise the Secretary and Chair to ensure that there will be a quorum for the full meeting.

(2) Admirals Road

Blair Bouchier inquired if APC could assist Council by commenting on road projects. Would opinions on this type of project fall within the Terms of Reference of the APC.

Tim Morrison advised that the Municipality has received Grant money for this project. No report has come back to Council regarding the project, there will be opportunities for public consultation as the project moves forward.

Staff Liaison advised, "No", that their terms of reference were to make recommendations on amendments to the OCP, Rezoning, Development Permits, Development Variance Permits, referrals to Council, or item referred to APC by Council.

XIII. NEXT REGULAR MEETING

Tuesday, April 16, 2013.

XIII. ADJOURNMENT

On motion the meeting adjourned at 9:50 P.M.

CERTIFIED CORRECT:

CHAIR, ADVISORY PLANNING COMMISSION
THIS DAY OF _____, 2013

ANJA NURVO, CORPORATE OFFICER



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES

ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

Wednesday, April 3, 2013

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Bill Percival, Chair
Sandi Best
Maira Tait
Meagan Duncan
- STAFF:** Karen Hay – Planning Technician (Staff Liaison)/Recording Secretary
- REGRETS:** Morlene Tomlinson
Councillor Dave Hodgins
Councillor Lynda Hundleby

1. CALL TO ORDER

Chair Percival called the meeting to order at 7:02 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Maira Tait, seconded by Meagan Duncan that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of April 3, 2013 be approved as presented. **CARRIED.**

4. INTRODUCTIONS

Committee member introductions were deferred to the May meeting due to absences.

5. MINUTES

Moved by Sandi Best, seconded by Meagan Duncan that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of November 7, 2012 be approved as presented. **CARRIED.**

6. NEW BUSINESS

- (1) Orientation and Review of Committee Terms of Reference (TOR)

Committee members were asked if they had any questions from the orientation material received following the Corporate Officer's presentation in March. No questions were raised but several comments were made including:

- they had learnt a lot
- concern that it had delayed committee work for the year
- suggested introductions for all in attendance in the future.

The Terms of Reference were reviewed and the number of members required for a quorum was clarified.

(2) Membership List Contact Information

Members reviewed the contact list for required changes to addresses and phone numbers.

(3) Meeting Schedule Dates and Times

Members decided to continue meeting on the first Wednesday of the month, with a possible option of meeting on the second Wednesday when it was more convenient for the majority of members.

(4) Agenda Items and Distribution

The staff liaison explained the procedure for creation of the agenda and outlined distribution options.

(5) 2013 Council Strategic Priorities

Committee members briefly discussed the strategic priorities and noted that they did not find any reference to Arts, Culture or Special Events.

The staff liaison explained that the promotion of a community's culture contributes towards its economic development and that the members of this committee would be asked to contribute at a future round table on economic development.

It was also noted that the committee could contribute towards communications, public engagement and bring ideas forward for the website.

(6) 2013 Work Plan

Chair Bill Percival led committee members in a priority setting exercise in which 10 possible tasks were identified. Each item was rated according to its potential impact versus, its cost and the effort required for it to be accomplished. The committee decided on 5 items they considered worthy of pursuing.

Moved by Meagan Duncan, seconded by Sandi Best the following 5 items constitute the 2013 work plan:

1. Senior's Tea: - possible to be held in September or October
Sandi Best and Moira Tait will look into teaming with a local service organization to assist with organization and delivery.
2. Review the Public Art Policy – copies to be supplied to all members at the next meeting
3. Sign management at Archie Browning Sports Centre
It was noted the current sign appeared dated and tended to go unnoticed amongst the surrounding signage.
Karen Hay, Staff Liaison would contact the Director of Parks and Recreation about existing plans for the current signage.
4. Promote existing events, advocated for input and direction from existing arts stakeholders
5. Esquimalt Arts Festival
Bill Percival volunteered to investigate options and will contact Bob Williams of the Community Arts Council of Greater Victoria.

The motion **CARRIED**.

Chair Bill Percival will prepare a memo to Council presenting the committee's work plan for Council's approval.

7. REPORT FROM STAFF LIAISON

Karen Hay spoke about the ongoing economic development strategy and an upcoming round table discussion on arts and culture, to be held immediately following the next committee meeting on May 1, 2013. Proposed start time is 7:30pm and the host is Bill Brown, Director of Development Services.

Committee members were asked to provide suggestions of people who could be invited to participate in the round table discussion.

8. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Sandi Best advised that the local Lions Club is involved in organizing the visit of the RCMP Musical Ride, to be held August 16, 17, 18 at the Saanich Fair Grounds. The Lions intend to make transportation available for children in Esquimalt to attend.

Moira Tait advised that the Lantern Festival Society is in need of volunteers.

9. NEXT MEETING

The next meeting of the Committee will take place on Wednesday, May 1, 2013 at 6:30pm.

10. ELECTIONS

Karen Hay, opened the floor to nominations for Chair.

Bill Percival was the only nomination received. Bill Percival was appointed to the position of Chair of the Committee by acclamation.

Karen Hay, opened the floor to nominations for Vice-Chair.

Moira Tait was the only nomination received for Vice-Chair. Moira Tait was appointed to the position of Vice-Chair of the Committee by acclamation.

11. ADJOURNMENT

The meeting adjourned at 8:45 p.m.

, Chair
This day of ,

Certified Correct:

Anja Nurvo, Corporate Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Website: www.esquimalt.ca Email: info@esquimalt.ca

Voice: (250) 414-7100
Fax: (250) 414-7111

MEMORANDUM

DATE: April 11, 2013
TO: Mayor and Council
FROM: Bill Percival, Chair, Arts, Culture and Special Events Advisory Committee
SUBJECT: **ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE 2013 WORK PLAN**

The Terms of Reference (TOR) for the Arts, Culture and Special Events Advisory Committee (the "Committee") states that "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.". This report sets out the Committee's work plan for the remainder of 2013.

The mandate of the committee, as set out in the TOR is to:

- 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.

The committee determined it will focus on the following:

1. Senior's Tea – Organize and host the 4th annual tea and concert for seniors at the Esquimalt Recreation Centre
2. Review Public Art Policy
3. Sign management at Archie Browning Sports Centre – Current sign appears dated and tends to go unnoticed amongst the surrounding signage.
4. Promote existing events, advocate for input and direction from existing arts stakeholders
5. Esquimalt Arts Festival – investigate options to assist with organizing event

The committee is looking forward to working on these initiatives to make Esquimalt a great place to live, work and play.

Respectfully submitted,

Bill Percival, Chair
Arts, Culture and Special Events Advisory Committee

BP/dl

**Art, Culture and Special Events Advisory Committee Work Plan 2013
Municipality of Esquimalt
April 3, 2013**

Objectives for the Committee:

To compliment the Strategic Plan laid out by Esquimalt Council regarding Art's and Culture,

Committee examined:

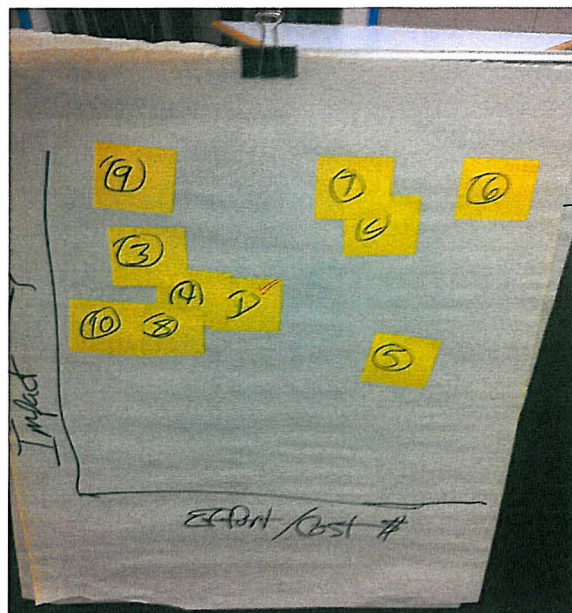
- Economic Development (Event's, Arts, Cultural Inclusivity)
- Communication (Public Engagement)
- Development Services

Parking Lot of Ideas

1	Senior's Tea
2	Volunteer List (Connecting with)
3	Promote Existing Events
4	Identify dead times and fill with events
5	Review Art's and Leisure grants
6	Research grants and opportunities for Arts Groups in Esq
7	Establishment and development of an Esquimalt Public Art Plan
8	Review Esquimalt Public Art Policy (new media etc.,)
9	Sign management at Archie Browning
10	Determine point person for management of events in Esquimalt

Impact Matrix of Ideas

(ideas were placed on an impact matrix looking at Impact to the strategic plan vs cost or effort)



Items were then voted on to determine Priority to achieve Strategic Plan for Arts and Culture.

Priority – 2013 Committee Work Plan	Votes
Senior's Tea	4
Promote Existing Events, advocate for input & direction from Arts Stakeholders	3
Review Esquimalt Public Art Policy (new media etc.,)	4
Sign management at Archie Browning	3
Esquimalt Arts festival viability (added as priority)	

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
 For Information:
 CAO Mayor/Council

 RECEIVED: MAR 13 2013
 March 12, 2013
 Referred: _____ Esquimalt HAC
 For Action For Response COTW
 For Report Council Agenda

RE: PROPOSAL TO SUPPORT AND PROTECT HERITAGE VALUES OF FORT MACAULAY

The intention of this correspondence is to request the HAC to promote and raise the heritage profile of Fort Macaulay, sometimes referred to as Macaulay Point Battery, as a Historic Place within the Township of Esquimalt. This would require the support and cooperation of the Township, the DND and Parks Canada. A revived identity would enhance the presence of Macaulay Point Park, maintain the historical integrity of the Fort, and ensure that destruction of the individual structures would not happen.

History

- 1/ Historical references date back to 1862 when coastal defence at Macaulay Point was first entertained. With BC entering Confederation in 1871, coastal defence was a requirement and the Fort Macaulay temporary earthworks battery of three guns and a magazine were built in 1878. These were later removed with permanent structures including three new gun emplacements completed by 1895. Fort Rodd Hill construction followed that of Fort Macaulay.
- 2/ The Fort is an almost intact version of the Victorian "Twydall Profile" of coastal defence with the various defence structures, entrance, tunnel, Keep, ring road and perimeter defence trench. This is a cultural landscape similar to that of the "York Redoubt," a National Historic Site near Halifax and of "Beacon Hill" in England, both receiving modifications for WW2.
- 3/ Modifications were made in 1924 to two of the three gun emplacements to house newer guns, and later in 1938 all three were modified when the two received newer guns again and the remaining gun emplacement (centre one) was reconstructed to be a crew shelter. The original 1895 Battery Command Post was added to in 1942 to receive updated range finding equipment including the "cat walk" of today. The brick and concrete support buildings and magazines were well maintained, the bricks alleged to have "come 'round the Horn" from England.
- 4/ The Victoria based 5th (BC) Field Regiment RCA, located at the Bay Street Armoury, was the first in lineage unit to man and carry out training at the fortifications in 1878 and continued until the system was declared obsolete in 1956. Also the noted "C" Battery RCA, from 1887 to 1893 and Sir Arthur Currie, amongst others, were familiar figures at the Fort prior to WW1.

Township of Esquimalt / DND

- 5/ The Fort is within Macaulay Point Park leased from DND. Both parties have and agree to share the obligations and responsibilities required to maintain it for public use with a 5 year MOR signed in December 2012.
- 6/ It is Identified in the Macaulay Point Natural Areas Management Plan prepared for the Township in 2009 as a "Historic Fort Zone."

- 7/ Community involvement has helped to maintain the structures and landscape of the site, initiated by the Esquimalt Anglers Association, various Friends of Macaulay Point groups, ETAG, preservation and recreational interested volunteer and private groups. Fort Macaulay is featured on numerous web sites, on maps and by photography groups, and entertains many visitors and daily users.

Parks Canada

- 8/ Fort Macaulay was the original, key and longest active serving component of the Victoria Esquimalt Fortifications system recognized as being "Of National Historic Importance" by the HS&MB of C in 1958 based on Dr. Sage's report on "Old Fortifications, Victoria H.S. 10-148." This report resulted in the designation of Fort Rodd Hill as a National Historic Site.
- 9/ Referenced in the Parks Canada 2003 Fort Rodd Hill and Fisgard Lighthouse NHSofC Management Plan, specifically in the Commemorative Integrity Statement, Para's 5.2.2. and 5.2.3, to support protection and representation of the other places (off site) associated components of the Victoria Esquimalt Coastal Defence Fortifications (1878 – 1956)
- 10/ Of note is that Work Point Barracks was also part of the Victoria Esquimalt Fortifications referenced including the extant Defence Search Light structures at 300 Victoria View Road and the Golf Hill Artillery Battery.

Previous Reports / Studies / Publications

- 11/ The 1974 Stevenson and Kellogg Ltd. report, the 1982 Nelson and Oliver Military Heritage study, and the 2001 NOTC report for Work Point all reference that the structures of the Fort to be retained for heritage purposes. It is included in Ron Lovatt's five reports for Parks Canada, the FHBRO 89 series and in Dr. Roger Sarty's "The Maritime Defence of Canada," all confirming its presence in the history of the coastal defence fortifications. The D Hist 1954 report and FV Longstaff's "Esquimalt Naval Base" also confirm the original 1878 construction and that of 1895.

Current Condition

- 12/ The Fort structures with the surrounding landscape and drainage are mostly intact based on 1902 / 1904 Royal Engineer's drawings with some modifications prior to and for WW2. It is a benefit that it was next utilized by Artillery and Garrison units, protected by fencing, and with its individual "historic significance" never being pursued or realized, it has been retained somewhat in the rough. This has actually preserved it in a quiet presence to which we see today. The buildings and the three gun emplacements, each with underground rooms, were sealed off and filled in with sand and cover as required for safety reasons c 1980. The entrance and ring road is as originally built and the perimeter trench is evident although remains of the 1878 earthworks are not.

Current Activity

- 13/ In progress, requested by DND, is a FHBRO study which is an evaluation of the individual structures of the Fort, not as a collective entity, wherein lies the realistic value.
- 14/ The preparation of a SOS for Fort Macaulay by the HAC is in progress, when accepted would be then added to the Provincial list and automatically uploaded to the Historic Places site.
- 15/ Applications for Fort Macaulay to be placed on the Canada Heritage Foundation "Endangered Places" list are pending.

This proposal, based on the above, is that Fort Macaulay's identity can be preserved and enhanced in spirit and principle through the vehicles of the Park's lease arrangements with DND, supported by the obligations of Parks Canada as to the recognized National Historic Importance of all the Victoria Esquimalt Fortifications, including the "off- site" reference of Fort Rodd Hill. This could enable it to be enlivened, and with some vision to the future, more positively represent a part of Esquimalt's, British Columbia's and Canada's history.

Yours truly

Jack Bates

OPCMH

Encl (4)

Esquimalt / DND MoR 2012 Reference

Peter Kent MP Letter

Dr. Sage Report Summary H.S. 10-148

Parks Canada CIS Para's 5.2.2, 5.2.3



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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

REQUEST FOR DECISION

SUBJECT: Memorandum of Renewal – Macaulay Point Park

RECOMMENDATION:

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

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

STRATEGIC RELEVANCE:

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

Submitted by: Director of Parks and Recreation Services

Reviewed by: Acting CAO

Date: Dec 13, 2012



JAN 29 2013

Mr. Jack Bates
jack_bates@telus.net

Dear Mr. Bates:

Thank you for your e-mail of November 15, 2012, regarding Work Point Barracks and Fort Macaulay in Esquimalt, British Columbia, and their association with Parks Canada places.

Fort Rodd Hill is a national historic site of Canada that commemorates the roles of the Victoria-Esquimalt fortifications (1878-1956) in the defence of Victoria and the naval base at Esquimalt and, by extension, Canada and the British Empire. This commemoration includes the story of Fort Macaulay and Work Point Barracks—the latter as it relates to Coast Artillery—as part of this defence.

While Parks Canada is responsible for telling the story of the Victoria-Esquimalt defences, its jurisdiction is limited to the designated area of Fort Rodd Hill National Historic Site. Parks Canada has no authority over the administration or maintenance of any sites outside the jurisdiction of Fort Rodd Hill.

For further information on the administration and maintenance of Work Point Barracks and Fort Macaulay, I encourage you to contact Canadian Forces Base Esquimalt. You may also wish to contact Fort Rodd Hill at fort.rodd@pc.gc.ca or by telephone at 250-478-5849 to request a copy of the *Commemorative Integrity Statement*, which provides details of the commemoration at the Site.

I trust this information is helpful.

Sincerely,

The Honourable Peter Kent, P.C., M.P.

c.c.: The Honourable James Moore, P.C., M.P.

Canada

Old Fortifications, Victoria,
(Fort Rodd Hill, Belmont and Fisgard Light)

Dr. Sage described the permanent coastal defences on Fort Rodd Hill as the most elaborate of the principal fortifications on the west coast of Canada. He read from the report of his October, 1958 visit to the fortifications in the Victoria-Esquamalt area and informed the members of a separate proposal received from Victoria favouring the creation of a provincial park to include the Fort Rodd Hill area exclusive of H.M.C.S. Royal Roads.

In the review of his report Dr. Sage covered many points in the historical background of the west coast defences up to the Second Great War. He informed the Board that Fort Rodd Hill, constructed in the years between 1890 and 1898 was the first large scale fortification on the Pacific Coast of Canada and that it formed an important link in Britain's defence scheme until it was taken over by the Canadian Government in 1905. During the two Great Wars, Fort Rodd Hill was manned by Canadian Military Units.

British Columbia (cont'd)

Dr. Sage told the Board that he realized that the Pacific defences could not be compared in age with Halifax, Quebec and Newfoundland fortifications, but reminded the members that the centenary of the establishment of the Crown Colony of British Columbia is only now being celebrated. He felt that age was not the point at issue and cited the Alaska Highway, built jointly by United States soldiers and Canadian civilians in 1942 and 1943, as having been declared of national historic importance.

Dr. Sage expressed the opinion that the Victoria-Esquamalt defences were decidedly of national historic importance to Canada and recommended strongly that a national historic park be established in the Fort Rodd Hill area. He heartily endorsed the suggestion made by the Minister that in the event the Historic Sites and Monuments Board of Canada should recommend that Fort Rodd Hill be developed as a national historic park the Province of British Columbia enter into an agreement with the federal government to share equally the costs of a partial restoration of Fort Rodd Hill to the extent of a total federal-provincial expenditure of possibly \$200,000.00.

The following proposal was considered by the Board and approved as a recommendation:

Moved by Dr. Sage.

Seconded by Dr. Fergusson.

(a) That the Victoria-Esquamalt fortifications be declared of national historic importance.

(b) That the Fort Rodd Hill area be declared as suitable for the establishment of a national historic park which would include Fisgard Light but not Cole Island, and

(c) That the Board approve the terms proposed by the Minister to the Government of the Province of British Columbia.

Carried.

5.2.2 Current Situation

The 18.7 hectares of the designated place were selected to commemorate Fort Rodd Hill and the Victoria-Esquamalt Coastal Defence System. The resources of the designated place are protected and presented by Parks Canada staff. This management plan includes proposals which would assist Parks Canada staff in the protection and presentation of the resources and physical property of the designated place. Landscape elements (vegetation, terrain features) that once helped to provide camouflage and cover for defenders surround the Fort. These surrounding features and adjacent lands (Journey's End, Lot 5, Lot 6 and the Cavendish Property) form the administered property and should not be confused as being part of the designated place.

Other remaining features of the Victoria-Esquamalt Coastal Defence System (located outside the designated place) are situated on properties managed by other federal, provincial and regional agencies, particularly the Department of National Defence. In some case resources are situated on private land. Though not responsible for these resources, Parks Canada encourages all efforts directed at their identification, assessment, preservation and presentation.

5.2.3 Strategic Goal, Objectives and Actions

Strategic Goal

To take measures and suggest actions that will protect the other places associated with the Victoria-Esquamalt coastal defences beyond the boundaries of Fort Rodd Hill and Fisgard Lighthouse.

Objectives

- Demonstrate leadership regarding the protection and presentation of the Victoria-Esquamalt defence system by cooperating with other owner agencies, jurisdictions and persons;
- To provide a comprehensive interpretation of the other properties of the Victoria - Esquamalt defence system in the sites' presentation programs.

Actions

- Collaborate with the Department of National Defence, the National War Museum, Corrections Canada, the municipalities of Colwood, Esquamalt, Metchosin, Oak Bay, Saanich, Victoria and private property owners to enhance the protection and presentation of components of the Victoria-Esquamalt defence system under their jurisdiction;



Grounds of Fort Rodd Hill and Fisgard Lighthouse NHSC A. Gavin, Western Canada Service 2003

- Demonstrate leadership and collaborate with the owners of the cultural resources located at the other sites of the Victoria-Esquamalt fortifications to define, present, and, where possible, protect the heritage defining features of these resources and enhance the integrity of these components of the larger designated place;
- Work with other agencies and individuals to protect representations of the other sites of the Victoria-Esquamalt fortifications through various types of conservation options such as land use controls, zoning, easements and covenants, agreements with individual landowners, land exchanges, etc.
- Assess the site's current presentation program to include in its strategy the commemoration values of the larger designated place, establish broad learning objectives and monitor visitor understanding.

5.3 Historical Setting

5.3.1 Context and Current Situation

The boundaries of the administered property of Fort Rodd Hill and Fisgard Lighthouse are shown in Figure 3. The landscape immediately surrounding the designated place provided important cover for the Fort. The administered property requires further documentation and incorporation in its conservation and presentation programs. This plan has helped stimulate consciousness of the values and vulnerability of this aspect of Cultural Resource Management.

5.3.2 Strategic Goal, Objectives and Actions

Strategic Goal

To ensure that the landscape features, vestiges and viewing vistas associated with the sites' administered property will be protected, respected in all decisions affecting the sites' development and effectively communicated to the public.

Kim Maddin

From: Jack Bates <jack_bates@telus.net>
Sent: March 18, 2013 2:07 PM
To: Kim Maddin
Subject: ForMacaulay
Attachments: IMG_0063.jpg; Macaulay Fort 1902.jpg

Hi Kim: As the timing of involvement of my proposal seems to be later than the HAC meeting on the 20th, would it be possible to add the two attached files to the file. They are 1902 Macaulay Fort and 1945 of the same. This helps to confirm the identity of the Fort since the early days and during WW2 as references. thank you jack

** Additional information provided to add to march 12th letter, re: Proposal to support and protect Heritage Values of Fort Macaulay. (Submitted March 13, 2013).*

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
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RECEIVED: MAR 18 2013		
Referred:		
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<input type="checkbox"/> For Report	<input type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

ANSON STREET

VAUGHAN STREET

STURMANNON STREET

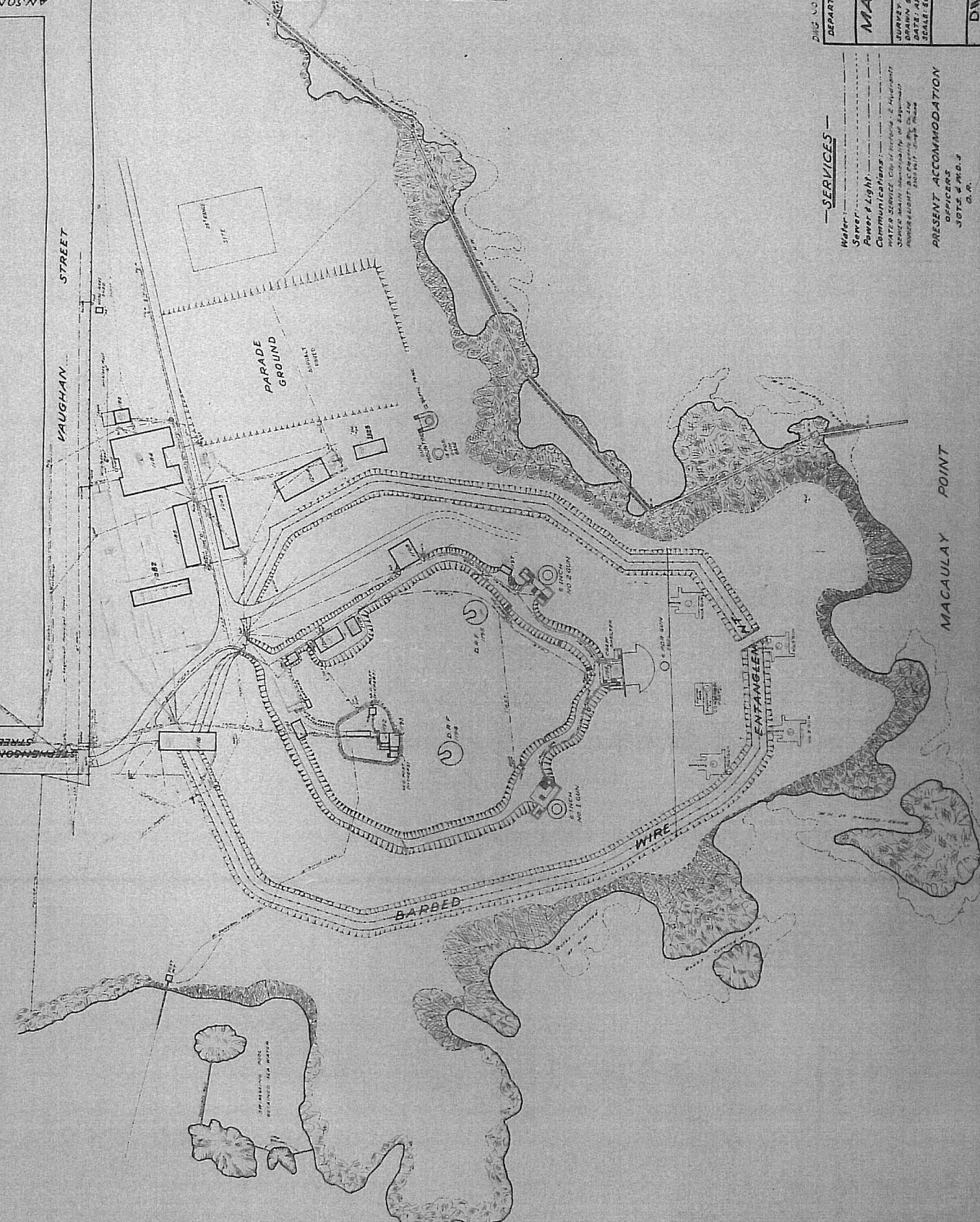
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 ESQUIMALT, B.C.
MACAULAY FORT
 ESQUIMALT, B.C.
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 DRAWN BY L. J. H. MCGUIRE, H.C.L.
 DATE: APRIL 18, 1945.
 SCALE: 50 Feet to 1 Inch
 R. J. H. MCGUIRE
 MAJOR, R.C.E.D., B.C.
 DWG. NO. 345-0-6-5

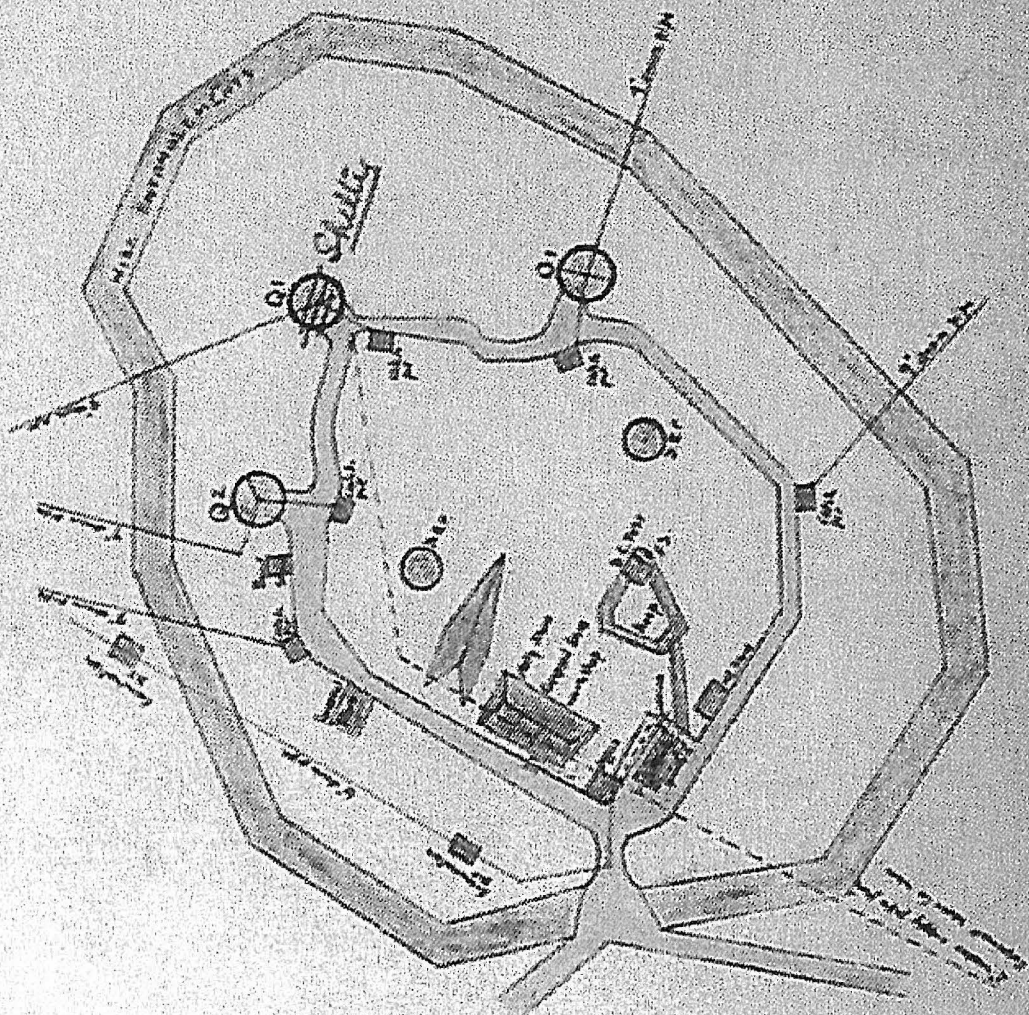
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 Sewer: _____
 Power & Light: _____
 Communications: _____
 Present Accommodation: _____
 Office: _____
 G. S.



PLAN of MACAULAY FORT

SHOWING WATER AND DRAINING PIPES

Water Pipes
 Drain Pipes



Scale 120' to 1 inch



Louise Payne

From: Tammy Percival <tammy.percival@me.com>
Sent: March 18, 2013 6:13 PM
To: Louise Payne
Subject: VFCYJC Update for Esquimalt City Council
Attachments: 2012 VFCYJC Annual Report.pdf; ATT09861.htm

Hi Louise, here are the notes of what I was going to present at the council meeting March 18th; again, my sincerest apologies for the series of unfortunate events that lead to my rebooking and having to cancel again this evening. If you have any questions on the updates, you can direct them to myself or vfamcourt@gmail.com.

Also, you will find attached the Annual Report which was approved at the AGM on January 16th, 2013. Please refer to the Annual Report for descriptions of the Activities of each of VFCYJC committees for 2012.

Thank you,

Tammy

Update for Esquimalt City Council 2013

- Councillor Cynthia Day (Colwood) presented AGM minutes at C.R.D. Board in February; copies of the AGM were sent to each City Council
- Councillor Cynthia Day (Colwood) resumes her position as Chair of VFCYJC for 2013/2014
- VFCYJC meetings occur on the 3rd Wednesday of each month; no meeting in March
- Guest speakers continue to be invited to monthly meetings to inform VFCYJC of their organization, goals, initiatives and mandates
- As a result of a re-alignment of 10 positions within VicPD that included, 2 Youth Investigators, 2 School Resource Officers and 1 Community Resource Officer, VFCYJC is looking for ways to support and advocate for youth services in CRD

- VFCYJC is supporting a workshop in Victoria on April 24th by “Taking Care of Yourself: Taking Care of Others (TCO2) that will have a focus on current issues and gaps in youth services – registration is free.
- The VFCYJC website continues to be under development and is hoped to be live soon. Current contact information for questions is vfamcourt@gmail.com
- Upcoming nominations are being sought for individuals, groups and programs that have made outstanding contributions to crime prevention and community safety. This year, the Ministry of Justice Community Safety and Crime Prevention Awards ceremony will be held during Crime Prevention Week (November 1-7, 2013) in Burnaby, B.C. All nominations will be reviewed and selected based on the following criteria: commitment, perseverance, innovation and contribution.

The deadline for nominations is June 28, 2013. For more information, visit www.pssg.gov.bc.ca/crimeprevention/awards.

Submitted by Tammy Percival; Esquimalt Representative - YFCYJC

Annual
Report

Presented January 16, 2013

2012

Victoria Family Court and
Youth Justice Committee



Victoria Family Court and Youth Justice Committee

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Victoria Family Court and Youth Justice Committee

2012 Membership

- Cynthia Day, Chair, Councillor (Colwood)
- Liam Cooper (Central Saanich)
- Tammy Percival (Esquimalt)
- Sigurd Johannesen, Councillor (Highlands)
- Mr. Lanny Seaton, Councillor (Langford)
- Mr. Matt Sahlstrom, Councillor (Alternate-Langford)
- Ms. Valerie Cochran, Councillor (Metchosin)
- Tim Chad, Councillor (Sidney)
- M. Hailey, Councillor (Alternate-Sidney)
- Dunstan Browne, Councillor (North Saanich)
- Michelle Kirby, Councillor (Oak Bay)
- Jim Hackler, (Saanich)
- Marcie McLean, Councillor (Alternate - Highlands)
- Councillor Kerrie Reay (Sooke), Vice Chair
- Lisa Helps, Councillor (Victoria)
- Maureen Johnson-Citizen Representative (Victoria)
- Ron Mattson, Councillor (View Royal)
- Geanine Robey Restorative Justice Resource Group
- Youth Outreach, Victoria City Police
- Theresa Tuttle, Mobile Youth Service Team, Victoria Police Department
- Pamela MacDonald, Youth Probation Officer Victoria Youth Custody Services
- Ranj Atwal (MCFD), Youth Probation (Team Leader)
- Sue Hendricks, Director, Aboriginal Programs and Relationships
- Gillian Lindquist, Restorative Justice Victoria
- Georgia Peters, CASA for Children
- Mitzi Dean, Executive Director, Pacific Centre Family Services Association
- Lhinda Achtem, Single Parent Resource Centre
- Bill McElroy, CRAT/SEY
- Inspector Kevin Violot, West Shore RCMP
- Neil Poirier, Sooke School District
- Tim Dunford, Saanich School District
- Sgt. Murray Mashford, Youth Investigation Section Saanich Police
- Cst. Jeff Bevington, Saanich Police, Youth Section
- Gord Irving, Boys' & Girls' Club
- Tom Ferris, Trustee, (Victoria SD #61)
- Shirley Williams-Yuen, John Howard Society of Victoria
- Victoria Court Registry, Ministry of Attorney General (Vacant)
- Public Safety and Solicitor General (Vacant)
- Central Saanich Police (Vacant)

Chair's Report

The Victoria Family Court and Youth Justice Committee (VFCYJ) is comprised of representatives appointed by all 13 Capital Regional District Municipalities, the three Capital Regional District School Districts, and representatives appointed by the Capital Regional District Board, youth and family outreach organizations, Provincial Ministries and police officers. It is large group of individuals who believe that we can make a difference for families that are or might be experiencing the criminal justice and court systems or interacting with family law issues.

We are mandated to exist and empowered to comment on the circumstances for youth and families through both provincial and federal legislation (see terms of reference and supporting documents). Despite municipalities' desires to avoid the downloading of federal and provincial responsibility for the health and welfare of youth and their families, municipalities realize that they hold the unique position of being closest to the community. School Districts also know the situation for youth intimately and together with our police service agencies, recreation services, family and youth service agencies and Ministry and post-secondary education partners, we endeavor to be that agency which can speak authentically to the situation for youth and families.

It is a credit to the region that so many representatives are willing to travel across many boundaries and commit their valuable time to ensure that we come together to take stock of the resources, their appropriateness and effectiveness and to share information and make recommendations for improvements. We make the same observations in all 13 municipalities and school districts this year: services are being cut back; youth are in need of transportation, food, shelter, safety and emotional support. While youth are mobile and transient in that they may be in Sooke one month and Sidney the next, regional services may not be accessible. Cutbacks are focusing reduced resources on the most critical cases. We know (from numerous accredited statistical studies presented to the committee) that this can produce the fewest measureable improvements. Among the cutbacks this year, we saw resources for girls in custody move off the island to the mainland and lost both dedicated youth police officers from the Victoria Police.

I am pleased that the start-up grants we provided to Restorative Justice have been successful in laying the foundation for further advanced training initiatives, fostering more Restorative Justice to take place. One of the youth's trained for the Theatre Outreach Project (another FCYJC grant project) is now working part time in Restorative Justice, and the Girls' Circles (funding was provided last year) are continuing using textbook resources supplied last year. Regular reports from our one and only Mobile Youth Services Team police officer continue to be invaluable in understanding the issues youth are encountering.

Some children don't get the family they need and deserve. We need to reach youth at risk as soon as possible to effect a positive change; to assist them in reaching their full potential. We have used our scarce resources wisely and with continuing support from our appointing agencies through the Capital Regional District, we have again ended this year in a good financial position. I am pleased that we have so many agencies actively participating in the committee and I look forward to more improvements in 2013.

Respectfully submitted, Cynthia Day, Chair

Victoria Family Court and Youth Justice Committee



Victoria Family Court and Youth Justice Committee

Annual Financial Statements December 1, 2011 to November 30, 2012

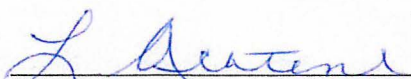
Opening Balance December 1, 2010:	\$ 18,807.38
Expenses:	
Secretarial and Office	\$ 2,070.55
Website	\$ 738.08
Meeting Lunches	\$ 2,257.90
Grants to other organizations	\$11,988.50
Total Expenses:	\$ 17,055.03
Revenue:	
Annual Grant from Capital Regional District	\$ 14,200.00
CASA Donation	\$ 1,488.50
Interest	\$ 16.30
Total Revenue:	\$ 15,704.80
Closing Balance November 30, 2012	\$ 17,457.15
Bank Balance November 30, 2012	\$ 17,457.15

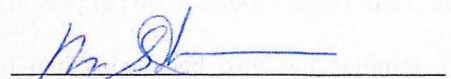
Notes:

1. \$ 10,000 reserved for Mental Health Project.
2. Financial Statements compiled on a cash basis.
3. Outstanding cheques in the amount of \$ 2,007.95
4. Grants to Other Organizations include:

Youth Housing:	\$ 3,000.00
Burnt Thicket Theatre:	\$ 3,000.00
CRAT:	\$ 500.00
CASA:	\$ 5,488.50

We have reviewed these financial statements and the supporting documentation and confirm that they are a fair representation of the financial position of the Victoria Family Court and Youth Justice Committee.


Linda Achem, Member Audit Committee
Date: Dec. 19, 2012


Sigurd Johannesen, Member Audit Committee
Date: 19 Dec 2012

Victoria Family Court and Youth Justice Committee

Priorities Committee

The Priorities Committee consists of the Chair, Vice-Chair, Treasurer, and another member appointed by the Chair from the committee to review applications received. Lhinda Achtem has been kind enough to offer her services to our Priorities Committee for several years. Our goals are outlined in the Priorities Purpose document as created by past member Sandy McPherson, a councillor from the District of Highlands.

The committee works to ensure that when a proposal comes forward to the committee, all the necessary information is in place to allow for an informed decision. The application is reviewed via email and a recommendation (with additional information if needed) is brought to the main committee for a decision, usually through a formal report. The Priorities Committee has received five applications for funding assistance in 2012.

In January the committee recommended support of \$3,000.00 for the West Shore Youth Housing Task Force to develop their study on the need for youth housing in the West Shore. The report has been made available to the committee and is included in our website as a resource for the community.

In February, the committee recommended support of \$3,000.00 for the Play She Has a Name provided that they were able to secure at least \$7,000.00 from other sources. The group was successful and brought needed awareness to the issues of Human Trafficking.

In October, the committee recommended support of \$500.00 (of a total budget of \$1,800.00) for Pacific Centre Family Services Association to conduct Youth Outreach sessions as a follow up to the Bright Ideas Conference recommendations.

In November, the committee members assisted with letters of support for a grant application to the proceeds of crime funds to put on a one day symposium geared towards parents and specialists in response to the Trauma, Turmoil and Tragedy paper authored by the Children's Advocate.

In December the committee supported sending three participants to the Vancouver Island Parent Conference for a cost of \$210.00 (\$70.00 per person).

The committee has also been consulted by the Saanich School District (#63) regarding the funding provided last year. Due to teacher's job action, not all of the envisioned works were done and they requested approval to use the remaining funds to facilitate Girl's Circles in two middle schools in the 2012/13 school year. The committee approved and we anticipate a presentation being made to the committee in April, 2013 when we meet on the peninsula.

Respectfully submitted,

Cynthia Day, Chair Priorities Committee

Victoria Family Court and Youth Justice Committee

Youth Mental Health Task Force

Originally championed by the late Dr. Basil Boulton, The Youth Mental Health Task Force has not formally constituted itself this year, instead the Family Court and Youth Justice Committee has continued to lobby for mental health services for youth in the school setting. To this end the Chair attended several engagement sessions with the Sooke School District (#62) to advocate for dedicated youth mental health service space in the two new schools being built in the West Shore.

Youth Mental Health remains a focus for service space in both schools and we are hopeful that youth service will be provided in both new schools as part of the plan from day one on. The Victoria Family Court and Youth Justice Committee continues to hold \$10,000 in reserve to assist with the implementation of these spaces in partnership with VIHA and others who will need to partner in the provision of services.

We anticipate that 2013 will be a more active year and welcome the participation of all members of the Victoria Family Court and Youth Justice Committee and municipalities in this important project that could set the direction for service in the future. There have been two successful resolutions at the Union of British Columbia Municipalities on this initiative and I believe the work will be of benefit far beyond our own region.

Respectfully submitted, Cynthia Day, Chair Youth Mental Health Task Force

Victoria Family Court and Youth Justice Committee

Casa For Children

Welcome to CASA's year in review. The following is an outline of where CASA is as of December 31, 2012 and the steps we have taken to establish CASA as the first Court Appointed Special Advocates Society in Canada.

CASA remains a subcommittee of the Victoria Family Court and Youth Justice Committee. This relationship, supported through a Memorandum of Agreement, permits CASA for Children to apply for funding as a 'registered donee' for purposes of the Income Tax Act and satisfies requirements with the Canada Revenue Agency to be able to issue tax receipts. Along with the assistance of the financial managers of the CRD a process has been established for donations, issuance of tax receipts and payout to us. We will continue to apply for formal charitable status as well.

We were admitted as a provisional member of the US National CASA organization on January 18, 2011, which entitles us to use all of their training materials and attend all their on-line webinars and forums. On April 8, 2011 we incorporated as a registered non-profit under the title "CASA for Children of Greater Victoria Society". CASA became a member of First Call, a provincial coalition of child and family service providers. Thereafter CASA attends, via conference calls, monthly roundtable discussions on topics highly relevant to children and youth at risk. CASA also is a 'provisional' member of the Federation of Community Social Services Agencies, another provincial organization that provides services to not for profit agencies.

WHAT HAVE WE BEEN DOING TO GET ESTABLISHED?

We continue to meet with senior policy advisors of the Ministry of Children and Families. Funding and resources are stretched for government and non-government agencies but doors remain open for collaboration.

CASA has re-focused on windows of opportunity. For example, offering support for those youth transitioning out of care. Recent attention has recognized this population as being significantly underserved and thus more vulnerable. Ministry officials also recognize this as an area of concern. As a result CASA reworked their budget to reflect this shift, which resulted in the need for fewer funds.

We have developed administrative forms for recruitment of volunteers and board members and board binders for new directors, which contain all relevant CASA documents. Applications to serve on board were distributed and board members have been recruited. Members developed a Website with the assistance of Honeycomb Web Designs. You can access our site at casaforchildren.ca .

CASA board members have begun to customize the National CASA training materials to ensure they reflect the Canadian and provincial content as well as ensuring they are culturally relevant. Assistance from professional organizations and the University of Victoria will help in the process.

Victoria Family Court and Youth Justice Committee

Casa for Children's Community Collaborations

Caring For First Nations Society: We continue to liaise with the Caring for First Nations Society on issues of mutual concern, and training materials will be vetted to ensure cultural competence. As funding requests to assist in this process were not granted, CASA needs to look at ways to achieve the desired result with available, severely restricted funds.

Victoria Native Friendship Center: CASA met with the ED, Bruce Parisien, who is interested in the CASA approach and he provided CASA boardroom meeting space for free. Ongoing discussions will take place to foster opportunities for the Center and CASA to collaborate on issues of mutual concern regarding children in care.

Administrative and Chief Judge of the Provincial Court: Casa met with the local administrative Judge, Adrian Brooks. As a member of the FCYJC, CASA was interested to know if there was a formal process for the committee to report issues of concern to the courts regarding youth at risk. CASA also wanted to keep the courts informed on its' progress and have the opportunity to meet with the Chief Judge of the Provincial Court to introduce CASA. 2012 was a particularly stretched time for the provincial courts and it was suggested that a better time frame to take up this discussion would be in early 2013.

Federation of BC youth in Care Network: CASA has been working with this umbrella organization to assist in the establishment of a 'local' here in Victoria. A local requires a mentor organization to offer space to this group of in-care/out of care youth, by providing them a place to 'chill', hash out issues, take leadership roles and essentially take responsibility for aspects of their future. A number of youth have come forward to work on this project. CASA sought funding and a small grant was received from the Lex Reynolds Permanency and Adoption fund. The Burnside Gorge Community Center offered to act as a mentor sponsor, initially to assist the youth in the process.

Youth Gang Prevention Grant: Georgia was involved in the initial application for this grant, along with a number of invited school and community service groups, to help craft the application. Georgia will remain on the steering committee for this proposal.

Funding: Casa has been fortunate to receive some small grants, from the Municipality of Metchosin, the Family Court and Youth Justice Committee, The Victoria Foundation and The Alpha Theta Sorority. Casa continues to apply for larger sums while identifying areas where costs can be shaved through partnerships with similar serving agencies.

Georgia Peters, Chair
Casa for Children

Victoria Family Court and Youth Justice Committee

Youth Matters Sub-Committee, November 2012

Introduction: Through the course of 2012 we have not formally convened the committee, but have followed briefings, developments and the action plan resulting from the fourth Bright Ideas Conference.

Action plans: The West Shore youth housing task force met throughout 2012. It achieved securing funding for studies to explore the extent of housing issues facing youth in West Shore. It commissioned reports to establish the best models for housing for youth and built effective partnerships in the community in support of these proposals. The issue received attention in the media. A very well received application has been received by a foundation that is still considering the request for funding for this project to commence.

A focus group meeting was held between West Shore youth and representatives and an official from BC Transit. The issues facing WS youth as a result of the transit system to and around West Shore and the rest of the Region were discussed and prioritised. The representative will take the information into the next stage of the developments plans for regional transit.

The planning for the new high schools and Neighbourhood Learning Centres in West Shore involved extensive community consultation. The West Shore Arts Task Group invited PCFSA to join the consultations to represent the needs and voice of youth in the early stages of development.

PCFSA is hosting several youth engagement group sessions to consult further with youth around future developments. These include reviews of online services, contributing to the West Shore Arts Task Force, contributing to the United Way of Greater Victoria's community tables, giving feedback to the Island Sexual Health Service and other concerns where they may have an impact.

Youth serving activities and developments: The regional Youth Service Provider Network continued to meet through 2012. The West Shore Youth Collective also meets monthly. Sooke community also hosted a youth serving agencies coordinating meeting.

A new youth gang prevention pilot project commenced in 2012. The proposal for the provincial government one time two-year funding was developed by a multi-disciplinary group involving many representatives from the Family Court Youth Justice committee and its stakeholders.

The Centre for Youth and Society project to design and produce a graphic novel for youth leaving the juvenile justice system was successfully completed.

Information: Notice of briefings and research findings publications were circulated via Youth Matters regular reports.

Respectfully submitted,

Mitzi Dean, Chair Youth Matters Subcommittee

Victoria Family Court and Youth Justice Committee

Capital Region Action Team for Sexually Exploited Youth (CRAT-SEY)

CRAT met 4 times during the year. Most of our activities were devoted to providing resources in the community to increase awareness of the issue of sexually exploited youth. In January, the CRAT Chair and the Mobile Youth Support Team (MYST) coordinator, Constable Theresa Tuttle appeared before Sooke Municipal Council to raise their awareness about sexually exploited youth in Sooke. This appearance was the result of Sooke Council's consideration of dropping out of the MYST funding arrangement. Sooke decided to remain a part of MYST.

In late 2011, CRAT got a grant of \$5500 to run a day long workshop about Human Trafficking and Sexual Exploitation. We put on this workshop at the Pacific Fleet Club, who donated the space, on April 19. Over 160 people attended. Presentations were made by the RCMP, Office of Trafficking in Persons, MYST, Taking Care of Ourselves, Taking Care of Others (TCO2), Children of the Streets Society, Prostitutes Empowerment and Education Research Society (PEERS), South Island Pride Centre, Boys and Girls Club and a youth who had first hand experience with sexual exploitation. There were requests to run another workshop in the fall of 2013 and funding has been requested for that.

We sponsored TCO2 to make presentations April 30-May 2 and May 31 and June 1. They made 13 presentations to a total of 100 adults and 855 youth. This is far below the usual average of 3000 who have attended the presentations in past years. Bookings were down throughout the Province, probably because of the ongoing job action in the schools.

The Chair attended a presentation of the play "She Has A Name" about human trafficking, which was partly sponsored by the Victoria Family Court and Youth Justice Committee (\$3000) and CRAT (\$1000). The play was staged 3 times during the Victoria Fringe festival and was well received by audiences.

CRAT provided funds to cover food costs for a Grief session at the WestShore Child, Youth and Family Centre on Wale Road. Some 25-30 youth attended as a result of the death of a WestShore youth in a traffic accident. This was an opportunity for the youth in the WestShore to find out what kind of counselling services were available for them. Family members also attended and were given priority.

The Chair is helping to coordinate the WestShore Emergency Youth Housing Task Force, which has found a potential site in Colwood. Discussions are ongoing. If successful, we could have 12 units of housing for West Shore youth, which will go a long way toward reducing the risk factors of youth being sexually exploited.

CRAT and its membership are increasingly concerned about the cutbacks which have had a major impact on service providers, particularly those who work with sexually exploited youth. There are increasing gaps in service and youth who need help are finding it increasingly difficult to find. We are working on developing a strategic session to determine the future of CRAT and to set strategic goals for the future.

Submitted by Bill McElroy, Chair, December, 2012

Victoria Family Court and Youth Justice Committee

RESTORATIVE JUSTICE 2012

Restorative Justice (RJ) services and programs have continued to grow at a dizzying pace in Greater Victoria. Seed funding from the Victoria Family Court & Youth Justice Committee for 3 distinct projects has been foundational in helping to ensure the success of RJ in the region.

Advanced Training: In 2011, the VFCYJC funded the Restorative Justice Resource Group's advanced training initiative which consisted of an in-depth needs assessment as well as the planning and development of 3 advanced training modules for experienced volunteers to train in facilitating complex files. Additionally, the training by Mediator and JI Trainer Gordon White with coaching support by Jeannie Owens-Wallace, Gillian Lindquist and Liz Cox, was envisioned as a first step in training our own trainers to deliver autonomously this curriculum and others in the future.

Last year, it was reported to the VFCYJC that thanks to the success of this initial training, Restorative Justice Victoria was able to secure additional funding from the *Law Foundation* to deliver a second cycle of training and, to expand upon this offering with *Peacemaking Circles* and *Victim-Offender Mediation*. ***The Crown Case Referral Capacity Building Project*** was a one-time project designed to meet a specific need arising from the rapid increase in Crown referrals of more complex cases to VRJS, and other regional restorative justice programs, and the associated need for advanced training of volunteers who facilitate restorative justice processes. The goal was to have an immediate, direct, and tangible impact on the provision of legal services in Victoria. All trainings were successfully delivered in 2012 resulting in the following project outcomes:

- 109 participants in the trainings
- Participants attended from 12 regional restorative justice programs
- Evaluations indicated high success and satisfaction rates amongst participants (4.48 out of 5 and 4.82 out of 5)
- Development of curriculum for 3 advanced trainings in the community justice conferencing model
- Training of 3 trainers to deliver these materials in-house on an on-going basis for the benefit of VRJS and other regional restorative justice program

The ripple effect does not stop here. Late last Spring, RJ Victoria Executive Director and Program Coordinator, Gillian Lindquist was selected to be part of a province-wide workshop for restorative justice practitioners. She was chosen as one of four trainers for this project, which is incredibly innovative as it is the first province-wide training in our field and will enhance significantly, the capacity of RJ programs across the province to take on more serious and complex cases. We, the Restorative Justice community, are grateful not only for the initial support of VFCYJC but for the subsequent benefits we have enjoyed as a result of this support.

Girls' Circle: RJ Victoria has been facilitating Girls' Circles in middle schools to support at-risk female youth in grades 6, 7 and 8. Many young women in Victoria and Esquimalt are engaged in behaviours that put them at risk of sexual abuse, violence, substance abuse, sexually transmitted diseases, dropping out, and teen pregnancy. Girls' Circle provides an opportunity for vulnerable young women to create authentic relationships within a context of their own setting and community. It focuses on the strengths of participants and is non-judgmental, caring, confidential and fun. The ultimate goal is for participants to develop a set of coping and adjusting skills that will enable them to become productive members of society.

Victoria Family Court and Youth Justice Committee

Restorative Justice (Continued)

The seed funding for developing the curriculum for Girls' Circle and purchasing resources and supplies first came from the VFCYJC (as reported in 2011). Since the initial model was put in place, Restorative Justice Victoria has been able to obtain on-going funding for Girls' Circles in middle schools. Initially this was from Zonta, whose funding support continues, and now also includes Coast Capital.

Youth Theatre Outreach Project Spin off: Nathalie Down: In 2009, the VFCYJC funded the Introduction to RJ & Facilitator Training for a group of 9 young people ranging from high school to university aged, the 'RJ Youth Outreach Group'. The mandate behind the development of the RJ Youth Outreach Group was threefold:

- 1) to engage local youth (ages 15-25) with an interest in social justice issues, theatre, and peer education, in order to train them in restorative principles and practices and provide them with meaningful contact with front-line stakeholders (police, victims, offenders, facilitators, etc);
- 2) to create a play about Restorative Justice (based on the group's experiences during training) to tour to local schools as a dynamic way of informing young people (primarily in middle schools and high schools) who are generally unaware of the existence of RJ and its function in today's justice system;
- 3) to encourage wider community participation in the project: seeking partnerships with local sponsors and in-kind donors, encouraging local media to get interested in a 'good news' story, performing for the general public, and offering workshops to accompany the production.

The project was a great success, having spread the message of RJ and peaceful alternatives to conflict to middle schools in Victoria and Vancouver Island, to the general public and to the Restorative Practices International Conference in 2009.

Out of that initial group of young people, one in particular – Nathalie Down – decided to pursue further work in Restorative Justice and to make it her career path. Coming into the project as a first year undergraduate, Nathalie has since completed a double major in Women's Studies and Environmental Studies at UVic and was the first graduate of the Social Justice Studies diploma program at UVic.

Says Nathalie about her involvement in, and passion for, Restorative Justice:

I incorporated restorative justice research into all of my studies and papers, as I felt called down the RJ path from the time I first learned about it. I've volunteered with RJ ever since the theatre project working as a facilitator, community member and mentor on countless cases, including some of the most high profile ones and have also served on several committees. I have attended all the RJ advanced trainings. I am also the lead facilitator for this years Girls' Circle program at Central Middle School. I'm developing an innovative curriculum based on a Critical Girls Studies pedagogy which includes movement, theatre, media skills and critical thinking tools.

Victoria Family Court and Youth Justice Committee

Restorative Justice (Continued)

My special interest is in the healing potential of RJ in cases of sexual violence. The project I am seeking funding for is called Healing Visions - Restorative Justice for Us, By Us. This project would be community-based and bring together survivors of sexual violence to train in RJ and then work together to envision safe, ethical and meaningful RJ processes for addressing cases of sexual assault. As a survivor of violence myself, and also having worked closely as a mentor for a young woman deciding to use RJ instead of court in her own rape case, I believe there is incredible untapped healing and transformation potential in RJ for both victims and offenders.

Another project which I have recently become involved in thanks to the RJ Theatre Outreach project is a decolonizing community-based theatre project called 'From the Heart: Enter the Journey of Reconciliation' based on the book Unsettling the Settler, designed to encourage greater education, understanding, healing and unity between settler and First Nations communities.

Next for me is either a Masters degree or a Law Degree focused on RJ.

I am happy to report that as of December 2012, some funding was allotted to hire this amazing young woman part time as a case support worker and volunteer mentor on a contract basis at Restorative Justice Victoria. Thanks once again to the VFCYJC, seed funding has produced a domino effect – this time in giving RJ Victoria and the greater community the talents of a devoted young woman who has found her career path.

Geanine Robey, Restorative Justice Resource Group

Victoria Family Court and Youth Justice Committee

Report from the Court Watch Subcommittee

For several years now Norm McCrimmon has monitored the Victoria Youth Court. One issue of concern was the transfer of female youth in detention to the lower mainland and its effect on the handling of local cases at a distance. This topic was discussed at one of the Family and Youth Court Committee meetings. The professional representatives on the Committee pointed out the implications of this strategy and noted there were some advantages as a result of these changes. It is possible that female youth can be dealt with in a more timely manner.

In the longer run many of us would be interested in knowing if the Youth Criminal Justice Act has improved procedures for responding problem juveniles. One assessment of the national data on juvenile justice suggests that the number of cases being processed through the system has gone down. However, others who have been analyzing these data suggest that the declining use of incarceration for juveniles is part of a trend that started before the enactment of the latest legislation. Thus, while these changes are *correlated* with the application of the legislation, it does not necessarily mean that the Youth Criminal Justice Act *caused* these changes.

One Youth Court judge commented to our Committee that the requirement to consider alternative measures may have restricted the use of the “short, sharp, shock” strategy that has sometimes been used in the past. There is no clear evidence that all alternative measures are desirable or superior to some strategies that have been used in the past. While there is considerable evidence that incarceration is usually an unpromising choice, it is not obvious that the “short, sharp, shock,” (a couple of days in lock-up) is always a poor choice. We should not assume that any alternative measure is automatically good. Sometimes doing nothing more than a bawling out is a wise choice.

Restorative justice appears to be one of the promising alternative measures. Systematic evaluations of RJ in Australia, Great Britain, and the U. S. suggests that it can, and has, reduced delinquency. One “process evaluation” done by an M. A. student at the U of Victoria suggests that some local RJ projects are doing what they claim to be doing. For example, the majority of juveniles felt that adults listened to their concerns. However, this type of process evaluation does not tell us if RJ actually reduces crime.

Because of the promising results in other Anglophone countries, RJ clearly shows potential. Other alternative measures, especially those which have not been subject to systematic scientific assessments, may simply be supported by enthusiasm. For example, we know that one of the skills learned by the majority of youth is to manipulate adults. Thus, pretending to display remorse and pretending that you feel badly after stealing from the wealthy owners of Wal-Mart may convince a group of sympathetic adults; but it is not really restorative justice.

On the other hand, young folks who learn to con adults, as the majority do, are less likely to end up being in trouble with the law. This is compatible with new evidence that those who cheat in secondary school, do well in university, and those who cheat in university, are more successful getting into professional graduate programs. And those who cheat to get into professional schools have quite successful careers.

Victoria Family Court and Youth Justice Committee

Report from the Court Watch Subcommittee (Continued)

One of the tasks facing society and juvenile justice systems is distinguishing between success in 1) reducing prosocial behaviour and 2) simply training young people to succeed in a world that provides material rewards for unethical behaviour if you can do it without getting caught.

However, one should not be overly critical of our attempts to provide alternatives. Some of the sentencing practices in the past have been clearly dysfunctional. We can do better. Trying out alternatives may lead to mistakes but, on balance, we can do less damage than we have done in the past.

A quite different question our Family and Youth Court Committee might ask is whether monitoring the juvenile justice system has any impact. Mr. McCrimmon has been observing the court room setting for several years. Admittedly, the use of email and other communication among the crown, defense, and others, has probably made the system work more smoothly, but an outside observer is unable to monitor this important informal aspect of the system.

When I was researching smaller court systems in smaller communities in northern British Columbia, the quarterly visits by the judge and court team sometimes coincided with lunch with the local Youth Court Committee. The feedback provided to the circuit court judge may have given some insight into the local situation. Did this awareness produce better justice?

Have the several years of observation done by Mr. McCrimmon been of value to those who staff the Youth Court? When I was researching courts in Alberta, I was continually meeting my former criminology students who were now police officers, social workers, defense lawyers, and prosecutors (no judges). This led to better information sharing and provided many insights into the dynamics of the system. Mr. McCrimmon has now spent more time observing in the Victoria system than I have in any of the court systems I have studied in many different countries. *Is anyone interested in the insights he may have gained?*

In fact, will anyone read this annual report of the Victoria Court Watch Sub-Committee?
Submitted by Jim Hackler after sharing with Norm McCrimmon

Not much has changed from last year and the content of the entry for the 2011 annual report generally applies for 2012. One new matter would be the transfer of female youth in detention to the lower mainland and its effect on the handling of local cases at a distance. As you previously advised, the committee seemed satisfied that this move has not created any significant problems. As you mentioned, female youth cases seem to be dealt with in a more timely manner. Also, the office move appears set for February 1, 2013. There appears to be some difficulty in finding separate accommodation for each of the 6 "friends of the court" groups. Some office sharing may be required.

Cheers, Norm McCrimmon
Court Monitor

Victoria Family Court and Youth Justice Committee

Communications Report 2012

The communications committee has focused on getting the history of the committee into digital format, in as much as possible, for inclusion on our website. The website development has been slow, with so much historical information to be included and a strong desire to have it done right the first time. The website will be going live early in 2013.

Other communications issues include informing municipalities, school districts and resource agencies (who may not be aware of our mandate) of who we are and what we do. To this end we have planned to hold meetings in the West Shore and on the Peninsula, assisting the committee in becoming known in all areas of the Capital Regional District.

Updating our committee structure in 2010 helped to get the word out about our committee, and we now maintain a contact list to assist with getting participation and coordination. Holding our Annual General Meeting at a pre scheduled January date also helps the agencies to be prepared to participate and aligns well with new appointments. Packages have been prepared for new members of the committee to familiarize them with our mandate, and these will be distributed again to new members.

The committee also asks various agencies and individuals to come and speak to the committee. Presentations have included:

Scott Rothermel, School District 62, Liaison Officer, Email: srothermel@sd62.bc.ca

Gillian Lindquist, Coordinator, Girls Circle, Email: gillianlindquist@vrjs.org Tel: 250-383-5801

Bill McElroy, West Shore Housing Brief Email: bill@mcelroys.ca

Mike Mulligan, Defence Lawyer, Mulligan, Tam and Pearson Email: mulligan@mtplaw.com
Tel # is 250-480-4040

Mitzi Dean, Bright Ideas Follow Up Recommendations, Pacific Centre Family Services Association, Email: mdean@pcfsa.org Tel: 250-478-8357

Mia Bailly, Gang Prevention Coordinator, Pacific Centre Family Services Association Email: mbailly@pcfsa.org Tel: 250-478-8357

This report also forms the basis of our largest communications outreach exercise. Each member of the committee will be asked to present this report to their appointing agency, as it represents our best snapshot of what the committee does, why and how.

Respectfully submitted, Cynthia Day

Victoria Family Court and Youth Justice Committee



Victoria Family Court and Youth Justice Committee **Constitution**

1. The Family Court Committee shall consist of:
 - a) One elected representative appointed by each of the following jurisdictions:
 1. City of Victoria
 2. City of Langford
 3. City of Colwood
 4. Municipality of Oak Bay
 5. Municipality of Saanich
 6. Municipality of Esquimalt
 7. Municipality of Central Saanich
 8. Municipality of North Saanich
 9. Town of View Royal
 10. Town of Sidney
 11. District of Sooke
 12. District of Highlands
 13. District of Metchosin
 14. School District #61
 15. School District #62
 16. School District #63
 - b) Notwithstanding a) above, each jurisdiction may appoint a non-elected alternate representative to the Committee.
 - c) Up to seven members at large shall be appointed by the Capital Regional District for a minimum of two years.
2. From among the voting members, the Capital Regional District shall appoint a Chairperson, Vice-Chairperson, and Treasurer according to Sub-section 3 of Clause 4 of the Provincial Court Act. Nominations to be submitted by the Family Court Committee for ratification.
3. Representatives of the Ministries of the Attorney General, Education, Children and Family Development, Public Safety and Solicitor General, Health, Housing and Social Development and police forces and First Nations may be invited to attend as non-voting resource members.

Victoria Family Court and Youth Justice Committee

4. It shall be the duty of the Family Court and Youth Justice Committee to submit annual reports and budgets to the Capital Regional District, the participating municipalities and to the Ministry of the Attorney General as per Clause C of Sub-section 4 of the Provincial Court Act.

5. The Family Court and Youth Justice Committee shall develop terms of reference for the conduct of its affairs.

Approved by Committee January 18, 2010

Victoria Family Court and Youth Justice Committee

Terms of Reference

A. General Meetings

1. Whereas the Capital Regional District electoral year ends November 30, and whereas the Family Court and Youth Justice Committee (the Committee) year ends June 30, therefore, appointees from the municipalities shall hold their positions until the first of January following the November municipal elections.
2. The Committee will normally meet monthly but no fewer than four times a year with additional meetings at the call of the Chair.
3. A quorum shall be seven (7) voting members.
4. The rules of order shall be the same as those outlined for Municipalities in the Local Government Act
5. A vote in abstention is a vote in favour
6. The chair shall exercise a vote and, in the case of a tie, the motion is defeated.

B. Amendment of Terms of Reference

A proposed amendment shall be presented at the meeting previous to the meeting at which it is to be discussed. It shall be circulated also to all the committee members in advance of the meeting. One-half plus one of the voting members is required to approve an amendment.

C. Amendments to the Constitution

A proposed change to the Constitution may be initiated by a member of the Family Court Committee or by a participating municipality. The same procedure for amending the Terms of Reference shall apply. Amendments to the Constitution approved in committee will be communicated to participating municipalities and the Capital Regional District for Ratification.

D. Officers of the Family Court Committee

1. The Chair and Vice-Chair and Treasurer shall be appointed by the Capital Regional District under Clause 2 of the Constitution. A nominating committee will be formed in September comprised of retiring members and/or one or two members of the Committee whose responsibility will be to solicit nominations for the Officer's positions as well as to appoint a chair for the Annual General Meeting (someone not running for the executive, such as a past president or long time member).
2. If an Officer or Member of the Committee is unable to complete their term, their appointing agency will be requested to make a new appointment. In the case of an Officer, the committee will be requested to make an interim appointment (from the membership available) to perform those duties until the next AGM.

Victoria Family Court and Youth Justice Committee

E. Duties of Officers

8. The Chairperson shall:
 - a. Chair all the meetings of the Committee
 - b. Appoint sub-committee chairpersons
 - c. Prepare all agendas for Committee Meetings
 - d. Have charge of all correspondence
 - e. Be an ex-officio member of all sub-committees
 - f. Have signing authority for funds jointly with the Treasurer
9. The Vice-Chair shall:
 - a. Undertake duties of the Chair in his or her absence
 - b. Be an alternate signing authority for funds
10. The Treasurer shall:
 - a. Have charge of all monies
 - b. Prepare monthly statements of expenditures and revenues
 - c. Have signing authority for funds
 - d. Prepare annual financial statements and budgets for year ending March 31
11. The Secretary shall have responsibility for:
 - a. Recording of minutes
 - b. Distribution of agendas
 - c. Notices of meetings, and
 - d. Any other secretarial duties as required through the Chair.

F. Committees

Each sub-committee or task force chair shall be appointed by the Victoria Family Court and Youth Justice Chair at the Annual General Meeting or the nearest possible meeting. The Chairs of the sub-committees may invite interested persons to serve on his/her sub-committee who are not members of the main Victoria Family Court and Youth Justice Committee. The sub-committee Chairs will make reports to the main committee and will recommend speakers, agenda items or other projects be included through the steering committee.

The sub-committees are:

- Communications/Planning
- Youth Matters
- Family Matters
- Priorities
- CRATSEY
- CASA for Children
- Court Watch

Victoria Family Court and Youth Justice Committee

The Youth Mental Health Task Force was created in 2005 and is still functioning to support the creation of a school based medical clinic pilot project that could address youth mental health issues.

The Steering Committee will be comprised of the sub-committee chairs, the executive and the secretary who may meet physically or electronically to plan the agenda.

Ad Hoc Committees may be created from time to time to study and report on specific matters.

G. Annual General Meetings

The AGM will be held in January to receive the annual report and the annual financial statements for the previous year. The financial statements shall be provided to the Capital Regional District to be included in their Audit. The Annual Report shall be approved prior to distribution to the Attorney General, other ministries, and the Capital Regional District and the participating Municipalities.

The Chair of the AGM will open the AGM with an approval of the Agenda. If there are not seven voting members present for quorum, the AGM shall be postponed to the next regularly scheduled meeting date and notification of the postponement shall be sent to the municipalities and the CRD with a list of those absent from the meeting.

The first order of business shall be a call for Nominations from the floor. Officer's Positions require only one member to make a nomination. If there is only one nomination for a position, no election will be held but the committee shall make a motion to appoint the Officer(s). If there is more than one nomination for the Officer(s) positions, the vote shall be taken via a secret ballot where each member present shall write the name of their preferred candidate(s) on a slip of paper which the Chair of the AGM shall collect and count with the supervision of the recording secretary. If there is any dispute, a recount will be taken in full view of all voting members. Once the election process is complete, the Chair will declare the election results and the committee will make a motion to appoint the Officers as per the election results.

The Chair of each subcommittee and task force shall be appointed by the Chair of the Victoria Family Court and Youth Justice Committee at the AGM, or the nearest possible committee meeting.

H. Membership

If a vacancy occurs during the year, the body represented by the departed member should appoint a new representative to complete the term. If there is an alternate, they may continue to represent the body that appointed them.

If a member is absent for more than two consecutive meetings, without notice, a letter will be forwarded to that member soliciting future intent. If no response, or a third absenteeism, a letter will be forwarded to his/her sponsoring agency advising of the lack of representation.

Victoria Family Court and Youth Justice Committee

9.1 TRAVEL EXPENSE POLICY AND PROCEDURE DOCUMENTATION

A. Conferences and Seminars - Authorization

Authorization for attendance at all conferences and seminars for which expenses will be claimed is to be obtained in advance in accordance with the following:

1. Committee Member

Approval is to be obtained in advance from the Committee by motion at a regular meeting.

B. Seminars, Conferences and Meetings for which over Twenty-Four Hours absence from Place of Residence will be Required.

1. Per Diem Allowance

Where the absence from place of residence will be in excess of twenty-four hours, an approved per diem allowance will be provided to cover the following:

- a. Meals
- b. Gratuities
- c. Taxi Fares – excepting extraordinary expenses
- d. Cleaning Expenses
- e. Parking Expenses
- f. Telephone calls but not long distance phone calls

Where the common carrier departs after 12:00 noon or returns before 12:00 noon, one half of the per diem rate shall be paid providing the absence is in excess of one-half day.

Adjustments will be made to the per diem rate only where any meals are included in conference registration fee.

2. Accommodation

Accommodation or lodging expenses will be paid based on single occupancy rates.

3. Transportation

a. Lower Mainland to Hope and Vancouver Island including the Sunshine Coast:

Travel by automobile will be paid in accordance with the current automobile expense reimbursement rate. Travel by bus, train, ferry or air-economy class will be paid for the actual expenses incurred.

Victoria Family Court and Youth Justice Committee

- b. Travel outside of the Lower Mainland and Vancouver Island:

Travel allowance will be paid on the basis of economy class air fare equivalent plus ground transportation when applicable or current automobile expense reimbursement rate where the overall travel cost will be more economical by automobile.

4. Other Expenses

Registration fees for conferences, conventions, seminars, etc., will be paid for single participation only.

- C. Seminars, conferences, and Meetings for which Less than Twenty-Four Hours Absence from Place of Residence will be Required.

Where absence is less than twenty-four hours, actual out-of-pocket expenses, including mileage in accordance with the current automobile expense reimbursement rate will be paid. No per diem will be paid.

The daily maximum limit for meals and gratuities is as established from time to time by the Committee.

Meal expenses to the above maximum level will be paid if departure from place of residence is before:

7:00 am – breakfast

12:00 pm – lunch

6:00 pm – dinner

Expenses to the above maximum levels will be paid if return to place of residence is after:

12:30 pm – lunch

6:00 pm – dinner

Reimbursement will not be made for any meals included in conference registration fees.

- D. Receipts

Receipts are required in support of the following types of expenditures:

1. Fares – air, bus, train and ferry
2. Accommodation
3. Miscellaneous:
 - a. Registration fees

Victoria Family Court and Youth Justice Committee

- b. Extraordinary taxi expenses
- c. Long distance telephone calls
- d. Parking

4. Per Diem Expenses

Receipts are not required to support those expenditures covered by per diem allowance.

F. Claims Procedure

Claims for travel expenses are to be submitted to the Treasurer of the Committee within thirty days of the period in which the expenses were incurred.

G. Advances

To obtain a travel advance, a written request must be completed and approved by the Treasurer at a regular meeting in advance of the date for which the funds are required.

Victoria Family Court and Youth Justice Committee

Priorities Sub-Committee

Philosophy:

The Family Court and Youth Justice Committee (FCYJC) will consider support in the form of seed money for community agencies or persons who provide services for youth and/or families having contact with the justice system.

Purpose:

Evaluate applications to the FCYJC for goods and services using set parameters and criteria.
Make recommendations to the FCYJC on applications for goods and services.

Structure:

- * Three or more members of the FCYJC
- * Chair to be appointed by FCYJC Chair
- * Meet as required

Process:

- * Meet at request of Chair on receipt of application(s) to the FCYJC for goods and services seed money. (May communicate via email for simplicity)
- * Review application using criteria as set by the FCYJC
- * Enlist resources from outside the sub-committee as necessary to answer any questions prior to making a recommendation to the FCYJC.
- * Provide summary of review including recommendations, with rationale, to the FCYJC - the recommendations will include a budgeted amount.
- * Project liaison to provide accountability of project progress to the FCYJC

2012 Membership:

Cynthia Day (VFCYJ Chair)

Kerrie Reay (VFCYJ Vice-Chair)

Lhinda Achtem (CRD appointee)

Bill McElroy (Treasurer)

Victoria Family Court and Youth Justice Committee

Form for Goods and Services Submissions

(Grants and extraordinary committee expenses)

Please send your submission to CDay@colwood.ca for distribution

1. Date of Application: _____

2. Name of organization / person(s) applying:

Contact person for follow-up: _____

3. Background of organization / person(s) or applicable history of related projects:

4. Clear goals and objectives of the project – clear indications of relevance to the Family Court and Youth Justice Committee mandate:

5. Any features of the project you believe are pertinent to this application:

Victoria Family Court and Youth Justice Committee

6. Will the project dovetail with other similar work? (ie. in the Greater Victoria area or within your organization)

7. Budget: to include clear accounting with potential line items and accompanying narrative, please include funding from other sources and feel free to attach a spreadsheet if needed:

8. Other funding avenues/partners being explored:

9. Catchment area served – target population:

10. Needs/problems to be addressed through the project work:

Victoria Family Court and Youth Justice Committee

11. Deliverables (goods and services to be provided):

12. Timeframes (eg. Intended start date of project, length of time from start of project to deliverables, one time project or on-going?)

13. Evaluation framework,(How will you know if your project has been a success and how will the Family Court Committee know?):

This form is intended for your convenience and that of the FCYJC. Please use it for your submission and as a guide.

Please feel free to use more space for comments if required.

Form updated; Jan, 2010(C. Day)

Victoria Family Court and Youth Justice Committee

POWERS AND DUTIES OF THE FAMILY COURT COMMITTEE

The Family Court Committee may:

- be a force in educating the public on issues related to Family Court
- sit in on court hearings to monitor the actions of all officials concerned with the welfare of youth and assist judges upon request
- report to the Capital Regional District Board and member municipalities problems which are of concern
- enter and monitor both open and secure custody facilities
- comment upon legislation concerning families and youth and –
- make recommendations to appropriate legislative bodies concerning any matters deemed to be covered by our several mandates

In addition, the Family Court Committee must report annually to the Ministry of the Attorney General and its member municipalities.

Victoria Family Court and Youth Justice Committee

AUTHORITY OF THE FAMILY COURT COMMITTEE

The Family Court Committee is constituted under the *Provincial Court Act* with powers and duties as listed under Section 4.1 in addition, it has been designated by the Attorney General of British Columbia (as of June 27, 1984) to be the youth Justice Committee, under section 69 of the *Federal Young Offenders Act*, Bill C-61 (see Sections 4.2 and 4.3).

The Victoria Family Court is authorized by the Ministry of Children and Families to the Community Committee that reviews the circumstances of youth in custody in our local containment centre, and physical environment and programs provided them. To that end, we are assured entry to the youth Containment Centre and access to all necessary information. Centre staff attends the committee as resource people as they are able.

FINANCING AND STRUCTURE OF THE FAMILY COURT AND YOUTH JUSTICE COMMITTEE

Since the Victoria Family Court and Youth Justice Committee (the Committee) services the Greater Victoria area, it is responsible to the Capital Regional district (CRD) from whence it receives its funding (see Sections 4.5 and 4.6 for CRD Bylaws). The budget is submitted and approved each year in December. However, grants are not received until August of the next year.

One representative is appointed annually by each of the Municipalities of Esquimalt, Oak Bay, Langford, Colwood, Central Saanich and North Saanich, the Districts of Saanich, Metchosin, Highlands and Sooke, the City of Victoria and the Towns of Sidney and View Royal. We also have appointed members from the School Districts of Victoria (61), Sooke (62) and Saanich (63). Up to seven members at large may be appointed by the CRD (selected from nominations received from the Committee and other interested organizations). In total there are up to 23 voting members.

The Committee's mandate involves working with the Ministries of the Attorney General, Public Safety and Solicitor general, Education, Children and Family Development, Social Development, and Health Services. Resource People from these ministries attend general meetings as non-voting personnel, and have also been expected to assist at the sub-committee level. With the increasing workload, only specific projects can expect to receive assistance from Ministry staff, whose assistance is most appreciated.

Victoria Family Court and Youth Justice Committee

Memorandum of Agreement Between Victoria Family Court and Youth Justice Committee and Court Appointed Special Advocate (CASA) Victoria

Program

The intent of this memo of agreement is to specify the relationship between the Victoria Family Court and Youth Justice Committee (FCYJ) and CASA Victoria in order to provide high quality services to vulnerable children and their families within the Greater Victoria area. The FCYJ is incorporated under the Capital Regional District (CRD). Pursuant to FCYJ policy CASA has submitted an application which was approved September 8, 2010 following recommendations from a Task Force comprising the FCYJ Youth Justice Sub-Committee and CASA representatives.

The CASA Mission Statement states that:

CASA: Greater Victoria advocates for the best interests of at risk children who are before the provincial court pursuant to the *Child, Family and Community Service Act*. The safety and well being of children is the major concern and a stable family is the preferred environment for the care and upbringing of children. The child's best interest and where feasible the views of the child will be heard and represented to the court. This will be achieved through trained volunteers with notice and disclosure to all parties.

This is consistent with the mandate of the FCYJ Committee to serve youth at risk through issues handled in court under the *Child, Family and Community Service Act (CFCSA)*.

CASA Victoria started through a community needs project by volunteer members of Leadership Victoria who consulted with many local groups and individuals followed by a conference of community leaders who confirmed the need for a CASA program in Victoria. CASA is a well established in the USA and the development of CASAVictoria has been supported throughout by the National CASA organization.

The FCYJ and CASA Victoria agree to the following:

1. CASA will operate as an independent sub-group of the FCYJ but be part of the FCYJ family. Eventually CASA may develop its own Board of Directors under the Society Act (B.C.) but initially will be guided by a CASA Development Group comprised of members of the community.
2. Following agreements, CASA will pilot the program in an agreed upon jurisdiction. At the end of the pilot term, CASA will undertake an evaluation of the pilot for presentation to the FCYJC prior to expanding into other jurisdictions.
3. CASA will report monthly to FCYJ meetings. A delegate from CASA will be selected by CASA and will be appointed to the FCYJ Committee by the Capital Regional District.
4. CASA will keep its own accounts and operate its own budget. Seed money may be allocated by FCYJ at their discretion. CASA will seek other sources of funding that do not conflict with FCYJ. CASA will prepare an annual report for inclusion in the FCYJC Annual Report.



B.C. Government and Service Employees' Union

A component of NUPGE (CLC) www.bcgeu.ca

March 26, 2013

Mayor Barbara Desjardins
Municipality of Esquimalt Council
500 Park Place
Esquimalt, BC V9A 6Z9

Dear Madame Mayor and Council

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO Mayor/Council

RECEIVED: APR 02 2013

Referred:

For Action For Response COTW

For Report Council Agenda IC

As the Chairperson of Local 501, of the Retail Stores and Warehouse Component, for the BC Government and Services Employees' Union, I am writing to express our concern surrounding the closing of the Liquor Distribution Branch, retail outlet in Esquimalt.

As you will know, the BC Liquor Distribution Branch has recently announced that this LDB retail store will close as the land has been ceded to the local First Nations Band. While the BCGEU does not dispute the right of First Nations to acquire their rightful lands through the treaty process, we equally and sincerely believe that the people of Esquimalt deserve to retain a BC Government, BCLDB retail outlet in their community. The BCLDB promised that the Esquimalt Liquor Store would be "relocated within the Community"; we would like to ensure this promise is honoured.

It is our view that the quality, selection and reliability of the services that our members provide the community of Esquimalt is something that should be retained for its citizens.

As a result, the BCGEU is calling upon the Esquimalt Municipal Council to take whatever steps it deems appropriate to encourage the BCLDB to fulfill their promise to relocate the store within the Esquimalt community boundaries.

We thank you for any and all support that you can offer. If you have any questions regarding this request, please contact me by email at Jackie.501@live.ca.

Yours truly

for Jacqueline Eckstein
Chairperson, Local 501
Retail Stores and Warehouse Component
BC Government and Service Employees' Union

cc Craig McKay, Component Chairperson
Retail Stores and Warehouse Component
BC Government and Service Employees Union

:st cope 378



Kim Maddin

From: Laurie Hurst
Sent: April 8, 2013 10:29 AM
To: Kim Maddin
Subject: Fwd: Media Release: Nominations Are Now Open for the 2013 EcoStar Awards
Attachments: image003.jpg; ATT86244.htm; 2013-04-08-ecostar-nomination.pdf; ATT86245.htm

For login and processing, thanks.

Laurie Hurst, CGA
Chief Administrative Officer
Corporate Services
Township of Esquimalt
Phone: 1-250-414-7133

www.esquimalt.ca

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: APR 08 2013		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Begin forwarded message:

From: "Barb Desjardins" <barb.desjardins@esquimaltcouncil.ca>
Date: 8 April, 2013 8:34:17 AM PDT
To: "Laurie Hurst" <laurie.hurst@esquimalt.ca>
Subject: FW: Media Release: Nominations Are Now Open for the 2013 EcoStar Awards

Would like us to get on the map with this, there are so many things we do well. Not sure if council, or staff get this perhaps the Environmental advisory committee as well. thanks

Barbara Desjardins
Mayor
Council
Township of Esquimalt
Phone: 1-250-414-7100
www.esquimalt.ca

From: Media [<mailto:media@crd.bc.ca>]
Sent: April 8, 2013 8:28 AM
To: Media
Subject: Media Release: Nominations Are Now Open for the 2013 EcoStar Awards



Making a difference...together

625 Fisgard Street, Victoria, BC V8W 1R7

Media Release

For Immediate Release

April 8, 2013

Nominations Are Now Open for the 2013 EcoStar Awards

Victoria, BC - The Capital Regional District (CRD) invites nominations for the 2013 EcoStar Awards. The CRD's EcoStar Community Environmental Awards recognize outstanding achievements and contributions by local businesses, groups, non-profits and individuals working to enhance our environment across our region.

Nominations can be completed online at www.crd.bc.ca/ecostar until Friday, May 10, 2013 at midnight. For those without internet access, a paper nomination form is available at 625 Fisgard Street, Victoria. Every environmental leader deserves the opportunity to highlight and demonstrate their contributions toward making the Capital Region a more vibrant community. The CRD has designed its award categories to reflect the diverse and innovative projects underway across the region, helping the best environmental stewards to shine.

Residents and business owners of the Capital Region may nominate organizations, companies, schools, non-profits or individuals in one of the following seven categories:

1. Community Environmental Leader
2. Youth Leader
3. Water Stewardship
4. Waste Reduction
5. Climate Action
6. Land Stewardship
7. Integrated Watershed Management

The 2013 EcoStar Awards are proudly supported by Times Colonist, 103.1 Jack FM, Ocean 98.5, CTV, The Fairmont Empress, City of Victoria, BC Transit, Capital Regional District, Golder Associates, reFuse Resource Recovery, Geoff Grime Photography, AVW Telav Audio Visual Solutions, Feys and Hobbs Catered Arts and Rhymes with Orange Photography.

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For further information on the award categories please visit www.crd.bc.ca/ecostar.

For further information please contact:

Andy Orr, Senior Manager Corporate Communications, CRD

Office: 250.360.3229

Cell: 250.216.5492



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

NOTICE OF MOTION

Request for Notice of Motion, Pursuant to Sections 37 and 38, Council Procedure Bylaw No. 2715, 2009, as amended.

INTRODUCED: Council Meeting – April 15, 2013

FROM: Councillor Tim Morrison

SUBJECT: Use of Costumed Mascots for Commercial Marketing in Public Spaces

WHEREAS: the Township of Esquimalt respects the rights of residents and visitors to enjoy the Township's public spaces such as (but not limited to) streets, sidewalks, parks and pathways without interruptions from intrusive and/or inappropriate commercial marketing;

WHEREAS: the Township of Esquimalt strives to provide a well-planned community that is attractive, respectful and considerate for both residents and businesses that support maintaining a pleasant, welcoming community;

WHEREAS: numerous complaints have been received regarding certain recent marketing tactics within the Township of Esquimalt:

THEREFORE BE IT RESOLVED:

That Council directs staff to prepare a report for Council's consideration on the options, including revisions to existing bylaws or adoption of a new bylaw, to regulate the use of mascots, including the following:

1. The use of a mascot or any other costumed promoter for the purposes of business and commercial marketing activities in any public spaces is not permitted within the Township of Esquimalt unless otherwise authorized by Council.
2. A business owner who wishes to use a mascot or any costumed promoter for the purposes of business and commercial marketing activities in public spaces may seek a permit for specific times, dates, locations and purposes by way of a request to Council. Any use of a mascot or any other costumed promoter for the purposes of business and commercial marketing activities in any public spaces that do not follow the specific conditions of an authorized permit shall result in a cancellation of the permit and the offender may be subject to the penalties as listed in Sections 4 (i), (ii) and (iii).
3. A majority vote of approval by Council is required for the issuing of such permit. If Council is on a scheduled break and unable to consider permit requests prior to a specific marketing event, then the applicant may seek a permit from the Mayor, and the

NOTICE OF MOTION

Introduced: Council Meeting – Month XX, 2012

Subject:

Page 2

Mayor (or Acting Mayor) will be authorized to review and decide the permit request on behalf of Council.

4. Any unauthorized use of a mascot or any other costumed promoter for the purposes of business and commercial marketing activities in any public spaces within the Township of Esquimalt shall be subject to the following penalties:
 - i.) First Offence: a fine of \$250 or, at the discretion of the Township's Bylaw Officer, an official letter of warning from the Township of Esquimalt in lieu of the first-offence fine.
 - ii.) Second Offence: a fine of \$500
 - iii.) Third Offence & all other continued offences: a fine of \$1000.
5. Corporate/business mascots participating as official sponsors for community and/or charitable special events shall be exempt for the specific dates, times, and locations of such special events.

BACKGROUND:

- A new business that has set up in the past year on Esquimalt Road has been regularly using a human mascot in an obtrusive and offensive costume that wanders the streets and sidewalks of Esquimalt disturbing both residents and visitors of Esquimalt as well as disturbing the image of neighbouring businesses. The mascot also regularly sits in a lawn chair on the busy corner of Esquimalt and Admirals promoting the business to frequent traffic moving in/out and around the community. While complaints have been made directly to the business owner and to the Township of Esquimalt, this business owner's marketing tactic continues to occur frequently.
- An enforceable bylaw is required to prevent this tactic from continuing to disturb Esquimalt residents, visitors and neighbouring businesses.
- This bylaw should only be applicable to commercial marketing activities by business operators and not to apply to non-profit community groups, community events, celebrations, gatherings, and any other official community-sponsored public displays.
- This bylaw should not apply to businesses that use mascots or costumed representatives for official community and/or charitable sponsorships and events.