



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

June 5, 2013

N O T I C E

**A REGULAR MEETING OF COMMITTEE OF THE WHOLE
WILL BE HELD ON MONDAY, JUNE 10, 2013, AT 7:00
P.M., IN THE COUNCIL CHAMBERS, ESQUIMALT
MUNICIPAL HALL, 1229 ESQUIMALT ROAD.**

**ANJA NURVO
CORPORATE OFFICER**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Monday, June 10, 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 Regular Committee of the Whole, May 13, 2013 Pg. 1 – 4

5. PRESENTATION

- (1) Ritchie Morrison, Communications Coordinator and Jon Woodland, Manager of Information Technology, Website Refresh – Council Review / Update to Municipal Hall and Council Webpages

6. STAFF REPORTS

Administration

- (1) Flag Policy, Staff Report No. ADM-13-025 Pg. 5 – 9

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. ADM-13-025 for information, provide direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

Engineering and Public Works

- (2) Petition from Gosper Crescent Residents on Traffic Concerns, Staff Report No. EPW-13-013 Pg. 10 – 14

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. EPW-13-013 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

7. PUBLIC QUESTION AND COMMENT PERIOD

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

8. ADJOURNMENT



Corporation of the Township of Esquimalt

COMMITTEE OF THE WHOLE

Monday, May 13, 2013

Esquimalt Municipal Hall – Council Chambers

7:00 p.m.

MINUTES

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

REGRETS: Councillor Tim Morrison

STAFF: Laurie Hurst, Chief Administrative Officer
Jeff Miller, Director of Engineering & Public Works
Bill Brown, Director of Development Services
Scott Hartman, Director of Parks & Recreational Services
David Ward, Fire Chief
Mary Turner, Deputy Director of Financial Services & IT
Anja Nurvo, Manager of Corporate Services
Marlene Lagoa, Sustainability Coordinator
Louise Payne, Recording Secretary

OTHERS: Keith Lindner, Inspector, West Division, Victoria Police Department

1. CALL TO ORDER

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

2. LATE ITEMS

There were no late items. Mayor Desjardins advised that May was “National Childcare Month”.

3. APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY.

4. MINUTES

MOTION: Moved by Councillor Hundleby/Councillor Brame:
That the minutes of the Regular Committee of the Whole meeting held on March 11, 2013 be adopted as amended.

CARRIED UNANIMOUSLY.

5. **DEPARTMENTAL REPORTS – 2013 FIRST PERIOD REPORTS (January – April)**

- (1) Township of Esquimalt Strategic Priorities Chart
 - (a) Updated as of January 26, 2013
 - (b) Updated as of April 30, 2013

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Township of Esquimalt Strategic Priorities Chart updates of January 26, 2013 and April 30, 2013 be received for information.

CARRIED UNANIMOUSLY.

- (2) CAO's Office – 2013 First Period Report, Staff Report No. ADM-13-021

The Chief Administrative Officer presented Staff Report No. ADM-13-021 and answered questions from Council.

- (3) Corporate Services – 2013 First Period Report, Staff Report No. ADM-13-019

The Manager of Corporate Services presented Staff Report No. ADM-13-019 and answered questions from Council.

- (4) Financial Services and Information Technology – 2013 First Period Report, Staff Report No. FIN-13-004

The Deputy Director of Financial Services & IT presented Staff Report No. FIN-13-004 and answered questions from Council.

- (5) Development Services – 2013 First Period Report, Staff Report No. DEV-13-019

The Director of Development Services presented Staff Report No. DEV-13-019 and answered questions from Council.

- (6) Engineering and Public Works – 2013 First Period Report, Staff Report No. EPW-13-010

The Director of Engineering and Public Works presented Staff Report No. EPW-13-010 and answered questions from Council. Council requested a staff presentation on the sidewalk/roadway maintenance program.

- (7) Parks and Recreation Services – 2013 First Period Report, Staff Report No. P&R-13-002

The Director of Parks and Recreation Services presented Staff Report No. P&R-13-002 and answered questions from Council.

- (8) Fire Department and Emergency Program – 2013 First Period Report, Staff Report No. FIRE-13-005

The Fire Chief presented Staff Report No. FIRE-13-005 and answered questions from Council.

(9) Victoria Police Department Policing Services – 2013 First Period Report

Inspector Lindner presented the Victoria Police Department's Policing Services 2013 First Period Report and answered questions from Council.

MOTION: Moved by Councillor Brame/Councillor Hundleby:

That the Departmental Reports – 2013 First Period (January – April) be received.

CARRIED UNANIMOUSLY.

STAFF REPORTS

Administration

(1) Heating Oil Tanks, Staff Report No. ADM-13-020

The Sustainability Coordinator presented Staff Report No. ADM-13-020.

Council Comments (*staff comments in italics*):

- Need to get this information to the public; *Staff will put information on our website and in the next newsletter;*
- Extensive costs for oil spill clean up, and insurance does not pay for a leak – this needs to be part of the public education information – as well as the need for a permit to remove.

MOTION: Moved by Councillor Hodgins/Councillor Hundleby:

That the Committee of the Whole receive Staff Report No. ADM-13-020 for information.

CARRIED UNANIMOUSLY.

7.

PUBLIC QUESTION AND COMMENT PERIOD

Muriel Dunn, resident, expressed her appreciation for the improvements and banners along Craigflower Road.

Kim Bellefontaine, resident, expressed her concerns with the CRDs handling of the sewage treatment plant issue.

Dorothy Chambers, a resident of Saanich, expressed her appreciation to Council for bringing forward the leaky oil tanks issue.

Filippo Ferri, resident, expressed his opposition to the sewage plant being located at Macaulay Point.

Carol Witter, resident, expressed her concerns with CRD's public consultation process with respect to the proposal for a sewage treatment plant in Victoria.

Beth Burton-Krahn, resident, expressed concern with the public consultation process with respect to the rezoning application for the proposed site for the sewage treatment plant in Esquimalt.

Richard Atwell, resident of Saanich, advised that the District of Saanich has lost track of the location of oil tanks in the community and have sent out a notice with tax bills this year.

8. ADJOURNMENT

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Committee of the Whole meeting of May 13, 2013 be adjourned at
8:08 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

COTW Meeting: June 10, 2013
Staff Report No. ADM-13-025

REQUEST FOR DIRECTION

SUBJECT: Flag Policy

ESSENTIAL QUESTION:

That Council consider the revised draft Flag Policy attached and provide direction to staff on finalizing the Policy for Council's consideration.

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. ADM-13-025 for information, provide direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

Submitted by: Writer

Reviewed by: CAO

[Signature]
[Signature]

Date: June 6/13

STAFF REPORT

DATE: June 5, 2013 Report No. ADM-13-025
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: Flag Policy

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. ADM-13-025 for information, provide direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

BACKGROUND:

The draft Flag Policy was reviewed by Council at its meeting on April 15, 2013, and Council provided several comments and passed a resolution tabling further consideration of the Policy to a future Committee of the Whole meeting.

Attached is the draft Policy, revised to address Council's comments made at the meeting on April 15, 2013, with the proposed revisions bolded. A summary of the revisions and rationale is set out below.

Clause	Council Comments	Staff Response
2(b)(iv)	4 th bullet - Death of current or former Mayor, or current or former Councillor who has served at least 10 years	Revised to "who has served for at least two terms"
2(b)(viii)	Last bullet – Death of a person to whom "Council" wishes to bestow an honour or recognize; difficult to get Council together	Revised to "at the discretion of the Mayor in consultation with the CAO"; Mayor may consult informally with Council and CAO may request input from staff, as they deem appropriate
3(a)	Concern with flying flags of other nations "at discretion of CAO" since is political issue	Revised to "at the discretion of the Mayor in consultation with the CAO"; Mayor may consult informally with Council and CAO may request input from staff, as they deem appropriate
3(b)	Concern with flying flags from foreign nations and others without Canadian flag also being flown	Previous clause 3(b) deleted, clause 3(a) revised [see above], and clause 1(c) added that only one flag will be flown from each flagpole

ISSUES:

1. Additional Flagpole at Municipal Hall

Clause 3(b) of the earlier draft Policy read as follows:

"Flags of other sovereign nations will be displayed on the flagpole at the front of the main

entrance to Municipal Hall. In these cases, the flag normally flown will be removed so that only the guest flag will be flown in that location.”

Council expressed a concern that the Canadian flag should never be removed and that no other flags should be flown in its place. Council also commented that we consider installing an additional flagpole at Municipal Hall. There is currently one located on the right of the stairs to the front doors.

One option would be to install an additional pole to the left of the stairs. The Canadian flag would always be flown on the flagpole on the left, in accordance with clause 1(a)(i). The flagpole to the right could fly the Township flag which could be taken down to fly the flags of other nations, non-profit societies and other local organizations as deemed appropriate.

2. Flying only one flag from each flagpole

Standard flag protocols specify that only one flag shall be flown from any flagpole at any time. A new clause 1(c) has been added to the General Flag Etiquette to include this clarification. The clause also clarifies that no other items shall be attached to flagpoles and that they are to be used solely for the flying of a flag.

3. Flagpole at Memorial Park

There is some question as to whether the flagpole at the cenotaph at Memorial Park should be subject to unique rules since historically the flagpole may be seen as being part of and being a defining feature of the war memorial itself.

The options are:

- (i) to only fly a flag on this pole and to lower it to half-mast as part of a ceremony at the memorial, or for events and designated days of remembrance, and at all other times no flag will be flown,
- (ii) to fly a Canadian flag on the flagpole at all times, but only lower it to half-mast for days of remembrance dealing with war memorials and only for those events specified in clause 2(b)(i), or
- (iii) to apply the same policy and procedures to the flagpole at Memorial Park as are applicable to other municipal flagpoles.

A consistent treatment of all municipal flagpoles would result in less confusion for staff and members of the public. However, if Council wishes to proceed in accordance with option (ii) above, a determination would be required of which events would be recognized for lowering the flag to half-mast. The events could include: April 16 (sinking of HMCS Esquimalt), first Sunday in September (Merchant Marines), first Sunday in May (Battle of the Atlantic), April 9 (Vimy Ridge Day), August 9 (Peacekeeping Day), and other dates of remembrance as deemed of importance.

ALTERNATIVES:

1. That the COTW receive Staff Report No. ADM-13-025 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council’s consideration.
2. That the COTW provide alternative direction to 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: (i) When flags are displayed at the same height, the Canadian Flag is flown on the left as seen by the observer of the flags. (ii) In a line of three flags, the Canadian Flag should be in the centre. (iii) 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.	
c) Only one flag shall be flown from a flagpole at any one time, and no other items shall be affixed to a flagpole other than a flag.	
2. Flags at Half-Mast	
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: (i) 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; (ii) On the death of a Lieutenant Governor or the Premier; (iii) On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents Esquimalt; (iv) On the death of the Mayor, former Mayor, a current Esquimalt Councillor or a former Councillor who has served in Esquimalt for at least two terms ; (v) On the death of an Esquimalt employee when their death has occurred as a direct result of performing their duties; (vi) On Remembrance Day (November 11) from 8:00 a.m. until 12:00 noon; (vii) On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28); and (viii) On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize, at the discretion of the Mayor in consultation with the CAO.	
c) At the discretion of the CAO, on the death of a current Township employee who has been employed by the Township for at least 10 years, 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.	

EFFECTIVE DATE:	APPROVED BY: Council	REF: 8	AMENDS NO. Original	PAGE 1 OF 2
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- 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.
- g) When it has been deemed appropriate to fly flags at half-mast, the Manager of Corporate Services or designate will notify the following by email:
 - (i) Mayor and Council
 - (ii) The Corporate Senior Management Team
 - (iii) An assigned representative for Engineering & Public Works and for Parks & Recreation
 - (iv) The Communications Coordinator
 - (v) The Mayor's Executive Assistant
 - (vi) The Fire and Police Departments
 - (vii) Esquimalt Branch of the Library
 - (viii) Municipal Archives
 - (ix) All Staff (for information)
- h) In addition, the Police and Fire Department may honour fallen comrades by flying flags at half-mast 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 Mayor, in consultation with the CAO**, the Township may fly the flags of other sovereign nations, non-profit societies and other local organizations upon request, **at such locations as deemed appropriate.**
- b) 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.
- c) 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.
- d) 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 Mayor, in consultation with the CAO**, has the responsibility and authority for making decisions regarding the flying of guest flags, flying flags at half-mast 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.



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

COTW Meeting: June 10, 2013
Staff Report No. EPW-13-013

REQUEST FOR DIRECTION

SUBJECT:

Petition from Gosper Crescent Residents on Traffic Concerns

ESSENTIAL QUESTION:

What type of traffic control mechanism should be implemented to increase the ease of ingress and egress into Gosper Crescent?

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. EPW-13-013 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

Submitted by: Director, Engineering & Public Works

Reviewed by: CAO

Date:

June 6/13

STAFF REPORT

DATE: June 5, 2013 Report No. EPW-13-013
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeff Miller, Director, Engineering and Public Works
SUBJECT: Petition from Gosper Crescent on Traffic Concerns

RECOMMENDATION:

That the COTW receive Staff Report No. EPW-13-013 for information and provide direction to staff on which options require further investigation, and direct staff to prepare a report for Council's consideration.

BACKGROUND:

The Township received a petition on April 23, 2013, from the residents of Gosper Crescent. The petition stated that "The Gosper Crescent residents urgently require a traffic solution to the problem of entering and exiting Gosper Crescent". It has been assumed this issue has arisen due to increased traffic volumes that Tillicum Road is experiencing due to the temporary closure of the Craigflower Bridge/Admirals Road corridor.

The petition presented a possible solution for providing access to Gosper Crescent. This solution would see the installation of "Do not Block Intersection" signs at the north and south entrances of Gosper Crescent. A stop bar would also be included on the southbound lanes of Tillicum Road at the intersections.

There are 54 properties that front on Gosper Crescent. 39 of the properties have confirmed affirmation for the petition request. There were a total of 53 signatures of residents on the petition.

ISSUES:

The main issue that the petition raises is ingress and egress concerns with Gosper Crescent particularly during high traffic periods. The suggestion of the installation of signage would help to alleviate this concern. This signage would be a visual reminder of a requirement of the Motor Vehicle Act that prohibits the stopping of a vehicle in an intersection.

The geometry of the intersections (South Gosper, Selkirk, North Gosper, and McNaughton) and number of travel lanes on Tillicum Road do not lend themselves to this solution (see attached map). Each of the intersections are located offset from each other. This geometry has created four separate T-intersections as opposed to cross intersections. With four lanes of traffic it is easy for the northbound lanes to pass through the Gosper intersections without realizing that they have passed through an intersection.

With an intersection, signage of this nature needs to be installed on the two straight through legs of the intersection. This would create an opening in both flows of traffic that would allow left and right hand turning movements from the third leg of the intersection. If signage was installed on the intersections based on the Gosper Crescent legs, signage would be located as well on the north bound lanes. This signage would be located approximately at:

- 23 m south of Selkirk Avenue
- 52 m south of McNaughton Avenue.

This signage would be in the correct location for the Gosper Crescent leg of the intersection but due to viewpoint of the northbound traffic, they would appear out of place as the signage would not appear to be at an intersection. This would create confusion for the northbound drivers and would likely lead to them ignoring the signage by assuming it was put in the wrong place for the Selkirk or McNaughton intersections.

It has been assumed that this petition has been raised due to the change in traffic patterns associated with the construction of Craigflower Bridge as this concern has not been raised to the Township prior to this time. Once the bridge construction has been completed in early 2014, one would assume that traffic patterns will resume to their historical levels. When this occurs, access to enter and leave Gosper Crescent should return to its past accessibility.













Options for dealing with this issue are:

1. Do nothing
 - a. This option does not provide a degree of relief for the residents of Gosper Crescent.
2. Install Do not Block signage at the north entrance of Gosper Crescent
 - a. This option would provide at least one entrance of Gosper Crescent with signage to create an opening in the north and southbound traffic flows.
 - b. While the location is not ideal, this intersection provides the most separation of the intersections to create the idea of a T-intersection (76 m north of Selkirk, 52 m south of McNaughton).
 - c. The erection of the signage could be carried out as construction signage due to Craigflower Bridge construction and the costs would be born by the project. This signage would then come down at the end of the construction of Craigflower Bridge.
3. Engage a traffic engineer to review the situation and provide comments
 - a. This alternative would examine the various options including the one suggested.
 - b. Possible suggestions could include the installation of a controlled intersection (s). However there would be a cost associated with such an item that would require the expenditure of capital funds.
 - c. A possible solution may not be operational in a timely fashion in order to resolve the concerns of the residents.

ALTERNATIVES:

1. That the COTW receive Staff Report No. EPW-13-013 for information and provide direction to staff on which options require further investigation, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.

Legend

-  Township Boundary
-  Land Boundary
-  Parcel
-  ICF Parcel
-  Parks and Playgrounds
-  Ocean
-  Roads
- Main Roads**
-  Major Roads
-  Residential Collector Roads
- 2011 Orthophoto**
-  Red: Band_1
-  Green: Band_2
-  Blue: Band_3



Date and time

2013-06-04 11:22

Notes

156.7 0 78.33 156.7 Meters

NAD_1983_UTM_Zone_10N
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