



Corporation of the Township of Esquimalt

**COMMITTEE OF THE WHOLE**

Monday, June 10, 2013

Esquimalt Municipal Hall – Council Chambers

7:03 p.m.

**MINUTES**

**PRESENT:** Mayor Barbara Desjardins (Chair), Councillor Meagan Brame, Councillor Dave Hodgins (7:06 pm), Councillor Lynda Hundleby, Councillor Robert McKie, Councillor Tim Morrison, Councillor David Schinbein

**STAFF:** Laurie Hurst, Chief Administrative Officer  
Jeff Miller, Director of Engineering & Public Works  
Anja Nurvo, Manager of Corporate Services  
Jon Woodland, Manager of Information Technology  
Ritchie Morrison, Communications Coordinator  
Louise Payne, Recording Secretary

**1. CALL TO ORDER**

Chair Desjardins called the meeting to order at 7:03 pm.

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY.**

**4. MINUTES**

(1) Minutes of the Regular Committee of the Whole, May 13, 2013

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the minutes of the Regular Committee of the Whole meeting held May 13, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY.**

Councillor Hodgins joined the meeting at 7:06 pm.

**5. PRESENTATION**

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

The Communications Coordinator and Manager of Information Technology provided Council with a background on Council webpages and answered questions from Council.

**Council Comments/Suggestions:**

- Suggest “less is more” approach, with “I want to . . . .” button/search;
- Need a tab for “Community” or “Lifestyle” listing schools, Chamber of Commerce contacts and other community groups “if moving to Esquimalt”;
- Difficult to find information; suggest our website be more like City of Calgary where you can ask a question and the website takes you to the information;
- Make existing Search Button more prominent;
- Suggest replace “Esquimalt Centennial Book” with a photo of current Council with a button to direct to how to contact Council members;
- Under “Municipal Hall” tab, have a photo of Council with their names;
- Add a “Community Calendar” including Open Houses and community events;
- Developers complain that it is difficult to navigate the “Bylaws” section – have a look at the City of Langford’s Bylaw section;
- Like to see a section simply called “Forms” with possibly online forms;
- With tourism being enhanced, should use Google’s free translation option (French, etc.) to have website translated into other languages;
- Like to see “roll through of photos” of Esquimalt on our Home page;
- Need long-term plan and short-term plan for refresh of website.

**6. STAFF REPORTS**

*Administration*

- (1) Flag Policy, Staff Report No. ADM-13-025

The Manager of Corporate Services presented Staff Report No. ADM-13-025 and answered questions from Council.

**Council Comments:**

- Need a second flagpole so can always fly a Canadian flag and sometimes a “guest flag”; possibly one that looks like a “yard arm” to recognize our maritime history; also have an Esquimalt flag that could be flown on a second flagpole, therefore should get costing for additional flagpoles, their installation and locations;

- Anyone who served on Council, upon request/notification of death, would lower the flag to half mast;
- Flagpole at Memorial Park – should be consistent with half mast honour throughout municipality;
- Need inventory of flagpoles in the municipality;
- Ask DND for guidelines for the lowering of flag to half mast re: events such as on page 7, section 3 of the staff report;
- Policy as well as reason for lowering flags to be posted on website.

**MOTION:** Moved by Councillor Brame/Councillor Schinbein:

That the Committee of the Whole receive Staff Report No. ADM-13-025 for information, and direct staff to prepare a report for Council's consideration based on Council's comments.

**CARRIED UNANIMOUSLY.**

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

The Director of Engineering and Public Works presented Staff Report No. EPW-13-013 and answered questions from Council.

**MOTION:** Moved by Councillor Hodgins/Councillor Morrison:

That Council approve the petitioners to speak to Council.

**CARRIED UNANIMOUSLY.**

Catherine Lunan and Debbie Faa, residents of Gosper Crescent, outlined their traffic concerns with access to and from Gosper Crescent and answered questions from Council.

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:

That the Committee of the Whole receive Staff Report No. EPW-13-013 for information, and direct staff to prepare a report for Council's consideration based on Option #2 on page 12 of the staff report, with the addition of the following: 2 d. No parking zones are required at both entrances to Gosper Crescent; and

That the staff report include cost estimates for Option #3 on page 12 of Staff Report No. EPW-13-013.

**CARRIED UNANIMOUSLY.**

**7.**

**PUBLIC QUESTION AND COMMENT PERIOD**

*Muriel Dunn, resident*, commented that the Township should get a new flag from the CFB Base Commander and the police.

8. ADJOURNMENT

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the Committee of the Whole meeting of June 10, 2013 be adjourned at  
8:42 pm.

**CARRIED UNANIMOUSLY.**

CERTIFIED CORRECT:

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ANJA NURVO  
CORPORATE OFFICER

\_\_\_\_\_  
MAYOR OF THE CORPORATION  
OF THE TOWNSHIP OF ESQUIMALT  
THIS 19<sup>TH</sup> DAY OF AUGUST, 2013