



## **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

File 0550-06

June 12, 2013

### **NOTICE**

**A REGULAR MEETING OF COUNCIL WILL BE HELD ON  
MONDAY, JUNE 17, 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, June 17, 2013  
7:00 p.m.  
Esquimalt Council Chambers

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1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- |  |             |
|--|-------------|
| (1) Minutes of the Special Meeting of Council, May 27, 2013  | Pg. 1 – 2   |
| (2) Minutes of the Regular Meeting of Council, May 27, 2013  | Pg. 3 – 12  |
| (3) Minutes of the Special Meeting of Council, June 3, 2013  | Pg. 13 – 14 |
| (4) Minutes of the Special Meeting of Council, June 11, 2013 | Pg. 15 – 16 |

5. **PRESENTATION**

- |   |        |
|---|--------|
| (1) Jessica Shamek and Oliver Terry , Students, Camosun College, 1 <sup>st</sup> Place Winning Project in CRD “Ready, Set, Solve” Challenge | Pg. 17 |
|---|--------|

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

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

7. **DELEGATION**

- |   |             |
|---|-------------|
| (1) Colin MacLock and Carole Witter, West Bay Residents Association, Federal Policy for Built Heritage Conservation | Pg. 18 – 19 |
|---|-------------|

8. **STAFF REPORTS**

*Administration*

- |   |             |
|---|-------------|
| (1) Draft Green Event Planning Guide, Staff Report No. ADM-13-026 | Pg. 20 – 51 |
|---|-------------|

**RECOMMENDATION:**

That Council:

1. Receive Staff Report No. ADM-13-026 for information including the attached Draft Green Event Planning Guide;
2. Provide any comments to staff on the Draft Green Event Planning Guide;
3. Authorize staff to distribute, for input and comments, the Draft Green Event Planning Guide to interested parties including but not limited to:
  - Advisory Committees to Council;
  - Esquimalt Chamber of Commerce;
  - Event planners;
  - Municipal staff;
  - Esquimalt and West Bay Residents Associations;
  - CRD Inter-Municipal Climate Action Working Group/Steering Committee;



- Parties having expressed an interest in the guidelines; and
  - The public at large by posting a copy on the website.
4. Direct staff to prepare a report to Council in Fall 2013, with a revised Green Event Planning Guide for consideration of approval along with an implementation strategy.

*Finance*

- (2) 2013 Local Grant Submission, Staff Report No. FIN-13-006 Pg. 52 – 61

**RECOMMENDATION:**

That Council consider the distribution of local grants in the amount of \$45,800, as set out in the schedule attached to Staff Report No. FIN-13-006.

*Engineering and Public Works*

- (3) Signage of Intersections, Staff Report No. EPW-13-014 Pg. 62 – 64

**RECOMMENDATION:**

That Council receive this report for information.

- (4) Traffic Orders for Esquimalt Road – 1200 to 1400 Blocks, Staff Report No. EPW-13-015 Pg. 65 – 71

**RECOMMENDATION:**

That Council approve the following:

1. Repeal Traffic Order Nos. 141, 1178 and 1188 and that Traffic Order Nos. 1202 and 1203 be adopted:
2. Traffic Order No. 1202 – that signs and road markings be placed to indicate that parking is prohibited at all times on the North side of Esquimalt Road commencing at the East boundary of Canteen Road and extending to a point 10 metres to the East of the entrance to the Public Works Yard, adjacent to 1390 Esquimalt Road; and
3. Traffic Order No. 1203 – that signs be placed to indicate “No Stopping” between the hours of 7:00 am and 9:00 am, Monday – Friday, on the North side of Esquimalt Road commencing at a point 10 metres to the East of the entrance of the Public Works Yard, adjacent to 1390 Esquimalt Road, and extending to a point 25 metres east of East boundary of Admirals Road.

- (5) Traffic Order for Lampson Street Bus Stop Relocation, Staff Report No. EPW-13-016 Pg. 72 – 76

**RECOMMENDATION:**

That Council approve Traffic Order No. 1201 – That a sign bearing the Words ‘Bus Stop’ be placed, and curb painted red, to indicate that a Bus Stop exists at all times on the West side of Lampson Street, from a point 15.5 metres southerly from the southern boundary of the E & N Railway, thence southerly for a distance of 20.2 metres.

*Development Services*

- (6) 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-13-024 Pg. 77 – 121

**RECOMMENDATION:**

1. That Council receive Staff Report DEV-13-024 in response to and satisfaction of Council's resolution of May 27, 2013.
2. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, attached as Schedule "A" of staff report DEV-13-024, 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 **read a third time.**
3. That prior to the adoption of Bylaw No. 2798, the owner enter into a Housing Agreement pursuant to Section 905 of the Local Government Act in a form consistent with that found in Schedule "B" of Staff Report DEV-13-024, and staff are directed to bring the associated Housing Agreement Bylaw forward for concurrent consideration by Council.
4. That prior to the adoption of Bylaw No. 2798, the owner register a Section 219 Covenant on the titles to the properties in favour of the Township of Esquimalt, as detailed in Schedule "C" of Staff Report DEV-13-024, and the Mayor and staff are accordingly authorized to execute that Covenant.

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

- (1) Report from Mayor Barbara Desjardins, Re: Federation of Canadian Municipalities Annual Conference, 2013 Pg. 122 – 123
- (2) Report from Councillor Dave Hodgins, Re: Involvement Report – Federation of Canadian Municipalities, Vancouver, BC, May 31 – June 3, 2013 Pg. 124 – 125

**10. REPORTS FROM COMMITTEES**

- (1) Memorandum from the Environmental Advisory Committee, dated May 13, 2013, Re: Environmental Advisory Committee Activities and Accomplishments in 2012 Pg. 126 – 127
- (2) Draft minutes from the Heritage Advisory Committee meeting, May 15, 2013 Pg. 128 – 132
- (3) Memorandum from the Heritage Advisory Committee, dated June 5, 2013, Re: OCP and Zoning Bylaw Amendment Application – CRD Core Area Waste Treatment Plant Pg. 133

- (4) Draft minutes from the Special Advisory Planning Commission meeting, April 30, 2013 Pg. 134 – 137
- (5) Draft minutes from the Environmental Advisory Committee meeting, May 23, 2013 Pg. 138 – 140
- (6) Memorandum from the Environmental Advisory Committee, dated June 12, 2013, Re: Environmental Advisory Committee 2013 Work Plan Pg. 141 – 142

**11. COMMUNICATIONS**

- (1) Letter from Gordie Logan, CREST, dated May 17, 2013, Re: 2012 CREST Annual Report Pg. 143 – 149
- (2) Letter from Geoff Urton, Provincial Office BCSPCA, dated May 21, 2013, Re: Enhancements to Existing Animal Control Bylaws Pg. 150 – 151
- (3) Letter from Robert G. Woodland, City of Victoria, dated June 4, 2013, Re: Esquimalt OCP / Zoning Bylaw Amendment Referral Respecting the Proposed Core Area Waste Water Treatment Plant at McLoughlin Point Pg. 152
- (4) Email from Anne-Marie Marchi, Capital Regional District, dated June 12, 2013, Re: E & N Rail Trail Progress Update – Open House Pg. 153 – 154

**12. RISE AND REPORT**

- (1) Report from the *In Camera* Meeting of Council, May 13, 2013, Re: Arts, Culture and Special Events Pg. 155
- (2) Report from the *In Camera* Meeting of Council, May 27, 2013, Re: Report from Mayor Desjardins Re: Previous Resolutions Passed by Council Re: Sewage Treatment Plant Pg. 156 – 162
- (3) Report from the *In Camera* Meeting of Council, June 3, 2013, Re: Sewage Treatment Facilities Pg. 163

**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 MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, MAY 27<sup>TH</sup>, 2013

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

**PRESENT:**

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

**STAFF:**

Jeff Miller, Acting Chief Administrative Officer/Director of  
Engineering & Public Works  
Bill Brown, Director of Development Services  
Anja Nurvo, Manager of Corporate Services/Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Special Meeting of Council to order at 5:45 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. **MOTION TO GO *IN CAMERA***

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

- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- A matter that, under another enactment, is such that the public may be excluded from the meeting

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

**CARRIED UNANIMOUSLY.**

5. **ADJOURNMENT**

**MOTION:** Moved by Councillor McKie/Councillor Hundleby:  
That the Special Meeting of Council be adjourned at 5:46 pm.

**CARRIED UNANIMOUSLY.**

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

CERTIFIED CORRECT:

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ANJA NURVO, CORPORATE OFFICER



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
REGULAR MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, MAY 27, 2013  
7:00 P.M.  
COUNCIL CHAMBERS

**PRESENT:**

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

**STAFF:**

Jeff Miller, Acting Chief Administrative Officer/Director of  
Engineering & Public Works  
Bill Brown, Director of Development Services  
Jon Woodland, Information Technology Manager  
Trevor Parkes, Senior Planner, Development Services  
Anja Nurvo, Manager of Corporate Services  
Louise Payne, Recording Secretary

**1. CALL TO ORDER**

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

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY.**

**4. MINUTES**

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

- (1) Special Meeting of Council, May 6, 2013
- (2) Regular Meeting of Council, May 6, 2013
- (3) Special Meeting of Council, May 13, 2013
- (4) Special Meeting of Council, May 22, 2013

**CARRIED UNANIMOUSLY.**

**5. PRESENTATIONS**

- (1) Gillian Petrini, Play Victoria, The Child in the City Project

Joanne Royal and Gillian Petrini of Play Victoria presented a PowerPoint presentation on "The Child in the City Project" and answered questions from Council.

- (2) Joy Huebert, Esquimalt Early Years Coalition

Joy Huebert made a presentation to Council on the Esquimalt Early Years Coalition and answered questions from Council.

**6. PUBLIC INPUT**

There was no public input.

**7. DELEGATION**

- (1) Tina Neale and Jodi Dong, Ecole Macaulay Elementary School Parents' Advisory Council re: Traffic Safety and Air Quality Concerns Near School Due to Construction of Proposed CRD Sewage Treatment Plant

Tina Neale and Jodi Dong from the Ecole Macaulay Elementary School Parents' Advisory Council made a presentation regarding traffic safety and air quality concerns near the school due to the construction of the proposed CRD Sewage Treatment Plant.

8. **PUBLIC HEARING – REZONING APPLICATION (622 ADMIRALS ROAD)**

Mayor Desjardins called the Public Hearing to order at 7:25 pm and gave an Opening Statement of the Public Hearing process.

The Manager of Corporate Services advised that thirty-two (32) written comments had been received between March 18 and May 27, 2013, with twenty-seven (27) expressing concerns/opposition and five (5) expressing their support for the project. She added that Council had been given copies of all the written comments received, for their information.

The Director of Development Services gave a brief overview of the proposed rezoning application, including a PowerPoint presentation.

The applicant, Chris Fitzpatrick, submitted one hundred and eighty-seven (187) letters in support of the development proposal at 622 Admirals Road to Council, and outlined his seniors/affordable housing development proposal. The applicant's architect also reviewed the rezoning application process completed to date.

**PUBLIC INPUT**

*Lori King, resident*, expressed her support for the rezoning application, noting that the development would add to the tax base and provide community services.

*Curtis Sankey, resident and business owner*, stated his opposition to the project, expressing concerns with parking and the design of the building.

*Emily Ski, agent for Lorna Sankey (resident)*, gave a history of the Sankey's communications with the developer, and noted Mrs. Sankey's three main concerns: parking, building massing and bylaw requirements in exchange for amenities.

*Aurora Faulkner-Killam, lawyer for the Sankey's*, expressed her legal opinion - that Council may be impacting her clients' property and business in allowing variances to the developer - as well as her clients' concerns with parking requirements and access to the proposed development. She submitted a "Google Map" street view of Miles Street at Constance Avenue, the proposed access to the development.

*Mark Lindholm, resident*, stated his support for the development, noting that twelve storeys were appropriate for this location, and that the parking requirements have been met.

*Anna Appleby, Treasurer for the Dockyard Branch No. 172, Royal Canadian Legion*, pointed out that monies have been donated by the Legion into community organizations.



*James McMillan-Murphy, resident,* stated that as a veteran, he was supportive of the project.

*Sylvia Bank, Legion member,* expressed her support for the project, noting that parking would not be a problem.

*Don Barr, President of the Dockyard Branch No. 172, Royal Canadian Legion,* stated that the goal of the Legion is to help the community and that this branch of the Legion will die without this development.

*Sue Donaldson, resident,* stated her opposition to the proposed use of land and the height of the proposed building.

*Muriel Dunn, resident,* expressed her opposition to the proposed development, noting that it was too large for the site, not enough green space, the proposed amenities were too few in relation to the cost of the development and did not address Esquimalt's need for affordable family housing.

*Lt. Michele Gill and Lt. Chris Flaro, Navy League Cadet Corps,* expressed their support for the development proposal, noting that the project was an opportunity to show "mixed use" in Esquimalt.

*Ian Wiggs, resident,* expressed his support for the project, noting that Esquimalt needs to start looking at (12 storey) this type of development to increase the tax base and maintain services.

*Doug Scott, resident,* expressed his opposition for the project, noting that Constance Avenue cannot support more traffic from this development, parking issue and size of the building.

*Neil Townsend, resident,* expressed his support for the development, noting that it would revitalize the community and enhance the economic development plan.

*Rod Lavergne, resident,* expressed his concern for a Legion in a seniors building and possible noise problems.

*Lisa Edwards* read and submitted letters from Jacqueline Ross ("area run down, tax relief, responsible development, option for seniors") and Lou and Melodie Villeneuve ("is step forward in population and investment").

*Eric Pittman, resident,* stated his support for the project, pointing out that if this development could not be built for seniors and veterans, it would discourage any development in Esquimalt.

*Karol Sanderson, resident,* stated her opposition for the project, noting that the developer should buy the property at 624 Admirals Road for parking.

*Katherine Townsend, resident*, spoke in support of the proposed development, noting that Esquimalt needs more accommodation for seniors.

*Muriel Dunn, resident*, urged Council to scrutinize the 187 letters submitted by the applicant for residency. She pointed out that this project is not a Legion development and was not suitable for Esquimalt.

*Aurora Faulkner-Killam, lawyer for the Sankey's*, reiterated that the current parking plan was not adequate for seniors housing with "home care" and will place a burden on others.

*Todd Meurault, resident*, commented on building shadowing – that if permitted 4 storeys, already gives shadow; what is problem with allowing 12 – and that others should permit overflow parking for funerals and other Legion events.

*Chris Fitzpatrick, applicant*, summarized by stating that the development offers "affordable housing" for seniors and Esquimalt.

#### **ADJOURNMENT OF PUBLIC HEARING**

Mayor Desjardins declared the Public Hearing closed at 9:02 pm.

#### **9. PUBLIC HEARING STAFF REPORT**

- (1) 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-13-020

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

1. That Council consider comments made at Public Hearing and direct staff to return a report addressing all issues raised prior to considering Amending Bylaw [No. 207], 2013, No. 2798 for 3<sup>rd</sup> reading.
2. That prior to the adoption of Bylaw No. 2798, the owner enter into a Housing Agreement pursuant to Section 905 of the Local Government Act in a form consistent with that found in Schedule "C" of Staff Report No. DEV-13-020.
3. That prior to the adoption of Bylaw No. 2798, the owner register a Section 219 Covenant on the titles to the properties in favour of the Township of Esquimalt, as detailed in Schedule "D" of this report, to:
  - (i) Ensure the consolidation of the 4 subject parcels into one,
  - (ii) Ensure the provision of approximately 217 square metres across the frontage of the Lands is dedicated as road,

- (iii) Ensure that the proposed development is consistent with the Green Building Project Checklist, and
- (iv) Require a project completion report detailing the implementation of the green building practices.

**CARRIED UNANIMOUSLY.**

## **RECESS AND RECONVENE**

The Regular Meeting of Council recessed at 9:10 pm and reconvened at 9:17 pm with all members of Council present.

**10.**

## **STAFF REPORTS**

### *Administration*

- (1) Liquor Licence Amendment – Gorge Vale Golf Club, Staff Report No. ADM-13-023

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

That the Council of the Township of Esquimalt does not wish to provide comments or recommendations to the Liquor Control and Licensing Branch with regard to the application for a Permanent Change to a Liquor Licence by Gorge Vale Golf Club, to add a Food-primary entertainment endorsement.

**CARRIED UNANIMOUSLY.**

- (2) Liquor Licence Amendment – The English Inn, Staff Report No. ADM-13-024

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

That Council:

1. Direct staff to proceed with a public process to gather the views of residents and consider regulatory criteria;
2. Require the additional information to be submitted by the applicant as set out in Staff Report No. ADM-13-024; and
3. Direct staff to prepare a report to Council summarizing the public comments and additional information, together with a draft resolution to forward to the Liquor Control Licensing Branch, for Council's consideration;

regarding the application for an amendment to the existing liquor licence by Rosemeade Dining Room, The English Inn, for a Food-primary entertainment endorsement and to extend the hours of sale of liquor.

**CARRIED UNANIMOUSLY.**

### *Finance*

- (3) Shaw Wi-Fi, Staff Report No. FIN-13-002

The Manager of Information Technologies presented Staff Report No. FIN-13-002 and answered questions from Council.

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

That Council approves the non-exclusive license for Shaw Communications Inc. to attach Wi-Fi equipment to municipal facilities

in exchange for free, unlimited access to the Shaw Wi-Fi for all residents and visitors.

**CARRIED UNANIMOUSLY.**

*Engineering and Public Works*

- (4) Recommendation for the Award of Solid Waste Management Truck Contract, Staff Report No. EPW-13-011

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

That the Township of Esquimalt enter into a contractual agreement with Rollins Machinery – Bid 2 for the delivery of two, new solid waste management trucks.

**CARRIED UNANIMOUSLY.**

- (5) Award of Dunsmuir Road Corridor Upgrade Contract, Staff Report No. EPW-13-012

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

That the Township of Esquimalt enter into a contractual agreement with Allterra Construction Ltd. for the scope of work, cost, and schedule detailed in the tender package.

**CARRIED UNANIMOUSLY.**

*Development Services*

- (6) Development Variance Permit, 1151 Lockley Road, (Lot 20, Block 5, Section 10, Esquimalt District, Plan 5240), Staff Report No. DEV-13-021

Mayor Desjardins called for public input on the Development Variance Permit application and there was none.

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

That Council resolves that Development Variance Permit No. DVP00007 authorizing construction as shown on the photos, stamped "Received March 15, 2013", and sited as detailed on the survey plan prepared by J.E. Anderson and Associates, stamped "Received March 1, 2013", and including the following relaxation to Zoning Bylaw, 1992, No. 2050 be approved, and staff be directed to issue the permit and register the notice on the title of Lot 20, Block 5, Section 10, Esquimalt District, Plan 5240 [1151 Lockley Road]:

Zoning Bylaw, 1992, No. 2050, Section 34 (9)(b) (ii) – Side Setback A 0.77 metre reduction to the requirement that no accessory building shall be located within 1.5 metres of any interior lot line. [i.e. from 1.5 metres to 0.73 metres].

Zoning Bylaw, 1992, No. 2050, Section 34 (9)(b) (iii) Rear Setback - A 0.76 metre reduction to the requirement that no accessory building shall be located within 1.5 metres of any rear lot line. [i.e. from 1.5 metres to 0.74 metres].

**CARRIED** (Councillor McKie opposed).

- (7) Development Variance Permit, 511 Constance Avenue, (Lot K [DD EH50220], Suburban Lot 38, Section 11, Esquimalt District, Plan 2854), Staff Report No. DEV-13-022

Mayor Desjardins called for public input on the Development Variance Permit application.

*Mary Lynn McKenna, Executive Director of Esquimalt Neighbourhood House and applicant*, pointed out that with respect to the requested parking variance, from 11 spaces to 9 spaces, only 9 spaces are used.

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

That Council resolves that Development Variance Permit No. DVP00008, authorizing construction as shown on the architectural plans provided by Oceanian Design Inc., stamped "Received March 21, 2013" and sited as detailed on the surveyors site plan prepared by Island Land Surveying Ltd, stamped "Received March 21, 2013, and including the following relaxation to Zoning Bylaw, 1992, No. 2050, and to Parking Bylaw 1992, No. 2011 be approved subject to the registration of a Section 219 covenant on the subject property that restricts the use of the accessory building to services provided to seniors by the Esquimalt Neighbourhood House Society; And staff be directed to issue the permit and register the notice on the title of Lot K (DD EH50220), Suburban Lot 38, Section 11, Esquimalt District, Plan 2854 [511 Constance Avenue]:

Zoning Bylaw, 1992, No. 2050, Section 58(4)(c) – Siting Requirements – Rear Setback - a 6.0 metre reduction to the requirement no building shall be located within 7.5 metres of a Rear Lot Line. [i.e. from 7.5 metres to 1.5 metres].

Parking Bylaw, 1992, No. 2011, Section 13(1)(d) – Parking Requirements – Number of Off-Street Parking Spaces – a reduction to the number of required off-street Parking Spaces, from 11 spaces to 9 spaces.

**CARRIED UNANIMOUSLY.**

- (8) Development Variance Permit, 1103 Hadfield Avenue, (The Easterly ½ of Lot 9, Section 11, Esquimalt District, Plan 5050), Staff Report No. DEV-13-023

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

That Council resolves that Development Variance Permit No. DVP00010 authorizing the construction as shown on the photos, stamped "Received April 05, 2013, and sited as detailed on the survey plan prepared by Glen Mitchell Land Surveying Inc., stamped "Received April 05, 2013", and including the following relaxation to Zoning Bylaw, 1992, No. 2050 be approved, and staff be directed to issue the permit and register the notice on the title of The Easterly ½ of Lot 9, Section 11, Esquimalt District, Plan 5050 [1103 Hadfield Avenue]:

Zoning Bylaw, 1992, No. 2050, Section 17. – Special Siting Requirements – A 1.5 metre reduction to the requirement that heat pumps shall not be located within 6.0 metres of any property line [i.e. from 6.0 metres to 4.5 metres].

**CARRIED UNANIMOUSLY.**

**11. BYLAWS**

*For Adoption*

- (1) Smoke Alarm Bylaw, 2013, No. 2800

**MOTION:** Moved by Councillor Brame/Councillor Hodgins:  
That Smoke Alarm Bylaw, 2013, No. 2800 be adopted.

**CARRIED UNANIMOUSLY.**

- (2) Sewer Connection Bylaw, 2013, No. 2801

**MOTION:** Moved by Councillor McKie/Councillor Schinbein:  
That Sewer Connection Bylaw, 2013, No. 2801 be adopted.

**CARRIED UNANIMOUSLY.**

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

- (1) Report from Councillor David Schinbein, Re: 100<sup>th</sup> Anniversary of the Elks in Victoria and Battle of the Atlantic Service

**MOTION:** Moved by Councillor Hodgins/Councillor McKie:  
That the report from Councillor Schinbein on the 100<sup>th</sup> Anniversary of the Elks in Victoria and Battle of the Atlantic Service be received for information.

**CARRIED UNANIMOUSLY.**

**13. REPORTS FROM COMMITTEES**

- (1) Adopted minutes from the Advisory Planning Commission Design Review Committee meeting, April 10, 2013

Mayor Desjardins requested staff to clarify procedural rules with respect to "abstentions" during committee voting.

**MOTION:** Moved by Councillor Brame/Councillor Hodgins:  
That the adopted minutes from the Advisory Planning Commission Design Review Committee meeting held April 10, 2013 be received.

**CARRIED UNANIMOUSLY.**

- (2) Draft minutes from the Arts, Culture and Special Events Advisory Committee meeting, May 1, 2013

**MOTION:** Moved by Councillor Hundleby/Councillor McKie:  
That the draft minutes from the Arts, Culture and Special Events Advisory Committee meeting held May 1, 2013 be received.

**CARRIED UNANIMOUSLY.**

**14. COMMUNICATIONS**

- (1) Letter from R. Blain Lawson, BC Liquor Distribution Branch, dated April 30, 2013, Re: BC Liquor Stores Esquimalt Location

**MOTION:** Moved by Councillor Hundleby/Councillor Hodgins:  
That the letter from R. Blain Lawson, BC Liquor Distribution Branch, dated April 30, 2013 regarding BC Liquor Stores Esquimalt Location be received.

**CARRIED UNANIMOUSLY.**

**15. PUBLIC QUESTION AND COMMENT PERIOD**

*Peter Ryan, resident*, expressed concern with noise at English Inn with amendment to their liquor licence because of the residential area. He suggested that the municipality request a report from the Victoria Police Department for these liquor licence amendment applications.

*Muriel Dunn, resident*, expressed concern with public participation and attendance at Council meetings, and conflict of interest issues with Council members.

**16. ADJOURNMENT**

**MOTION:** Moved by Councillor Hodgins/Councillor Hundleby:  
That the Regular Meeting of Council be adjourned at 9:58 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

MINUTES  
SPECIAL MEETING  
OF MUNICIPAL COUNCIL  
MONDAY, JUNE 3, 2013

5:02 P.M.  
COUNCIL CHAMBER, MUNICIPAL HALL

**PRESENT:**

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

**REGRETS:**

Councillor Dave Hodgins

**STAFF:**

Laurie Hurst, Chief Administrative Officer  
Jeff Miller, Director of Engineering & Public Works  
Bill Brown, Director of Development Services  
Anja Nurvo, Manager of Corporate Services/Recording Secretary



1. **CALL TO ORDER**

Mayor Desjardins called the Special Meeting of Council to order at 5:02 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. **MOTION TO GO IN CAMERA**

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

- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

**CARRIED UNANIMOUSLY.**

5. **ADJOURNMENT**

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the Special Meeting of Council be adjourned at 5:01 pm.

**CARRIED UNANIMOUSLY.**

---

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

CERTIFIED CORRECT:

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ANJA NURVO, CORPORATE OFFICER



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES  
SPECIAL MEETING  
OF MUNICIPAL COUNCIL  
TUESDAY, JUNE 11<sup>TH</sup>, 2013

7:30 P.M.  
WURTELE ROOM, MUNICIPAL HALL

**PRESENT:** Mayor Barbara Desjardins  
Councillor Meagan Brame  
Councillor Dave Hodgins  
Councillor Lynda Hundleby  
Councillor Robert McKie  
Councillor Tim Morrison

**REGRETS:** Councillor David Schinbein

**STAFF:** Anja Nurvo, Manager of Corporate Services/Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Special Meeting of Council to order at 7:30 pm.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY.**

4. **MOTION TO GO *IN CAMERA***

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

- Labour relations or other employee relations; and
- A matter that, under another enactment, is such that the public may be excluded from the meeting

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

**CARRIED UNANIMOUSLY.**

5. **ADJOURNMENT**

**MOTION:** Moved by Councillor Brame/Councillor Hundleby:  
That the Special Meeting of Council be adjourned at 7:31 pm.

**CARRIED UNANIMOUSLY.**

---

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

CERTIFIED CORRECT:

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ANJA NURVO, CORPORATE OFFICER

CORPORATION: THE TOWNSHIP OF ESQUIMALT  
 For Information: 250-414-7111  
 CAO  Mayor/Council  
 www.esquimalt.ca  
 RECEIVED: APR 11 2013  
 Referred: Anja  
 For Action  For Response  COTW  
 For Report  Council Agenda  IC

**PRESENTATION FORM**

**APPLICATION TO MAKE A PRESENTATION TO COUNCIL**

Pursuant to *Council Procedure Bylaw, 2009, No. 2715, Section 19 – Presentations*, Council may allow up to two (2) Presentations (*from outside organizations*) at any Council meeting.

Each presentation (*representative(s) of an outside organization*) will be **limited to a time period of ten (10) minutes**, after which will be followed by questions period, at the discretion of Council.

Name of Organization: Camosun College

Name(s) and Title(s) of Presenter(s): Jessica Shamek, Student  
Oliver Terry, Student

Daytime Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Date of Presentation to Council: June 17, 2013  
 (An email will be sent to confirm the scheduled meeting date of your Presentation to Council)

Nature/Subject of Presentation: To present the students  
1st Place winning project in the second annual  
CRD "Ready, Set, Solve" Challenge. The students created an  
inventory of bicycle infrastructure and mapped cycling routes  
within the Township of Esquimalt.

Making a PowerPoint presentation?  YES  NO

If YES, please email your PowerPoint presentation to [louise.payne@esquimalt.ca](mailto:louise.payne@esquimalt.ca) by **Noon of the Thursday prior to the Monday (Council) meeting** where you will be presenting.

If you have handouts for Council, please bring at least ten (10) copies to the Council meeting, and give to the Recording Secretary, Louise Payne, prior to the start of the meeting at 7:00 p.m.

April 11, 2013  
Date of Application

[Signature]  
Signature of Applicant

# Corporation of the Township of Esquimalt

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1 Phone: (250) 414-7100  
Website: www.esquimalt.ca Email: info@esquimalt.ca Fax: (250) 414-7111



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Mayor/Council

RECEIVED: JUN 06 2013

Referred: Anja

For Action  For Response  For Delegation

For Report  Council Agenda  IC

## APPLICATION FOR DELEGATION TO MUNICIPAL COUNCIL MEETING

Pursuant to *Council Procedure Bylaw, No. 2715, 2009*, Section 20, Delegations and Petitions, (**see reverse for further information**) Council may allow an individual or a delegation to address Council at the meeting provided written application has been received by the Corporate Officer **by 12 Noon on the Wednesday prior to the meeting**. Applications can be submitted in person, by mail (1229 Esquimalt Road, V9A 3P1), Fax (250) 414-7111 or Email: [council@esquimalt.ca](mailto:council@esquimalt.ca). Applicants will be contacted to confirm the Council meeting date and their attendance at that meeting. Please contact 250-414-7136 for further information.

Delegations are **limited to five (5) minutes** unless a longer period is agreed to by unanimous vote of those members present.

NAME: Colin Maclock and Carole Witter  
(Please Print)

ORGANIZATION: West Bay Residents Association

DAYTIME TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

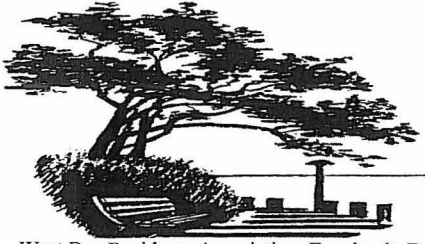
PREFERRED DATE OF APPEARANCE AT COUNCIL MEETING: June 17/13

REASONS FOR APPEARING AS DELEGATION (Please specify): \_\_\_\_\_

Federal Policy for built heritage conservation.

June 6/13  
Date of Application

[Signature]  
Signature



West Bay Residents Association, Esquimalt, B.C.  
873 Dunsmuir Rd., Esquimalt, BC. V9A 5B8

May 29, 2013

Mayor and Council  
Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC  
V9A 3M7

Re: Presentation to Esquimalt Council on April 15/2013 by Jon Burbee, Manager of Real Estate Services-  
CFB Esquimalt; subject: Federal Policy for Built Heritage Conservation Program

Dear Mayor and Council:

In light of the fact that CFB Esquimalt produced a report recently that included a MRPDP-Heritage Plan placing all the Royal Marine Artillery (brick) Heritage buildings in a Heritage Zone 5 to be preserved and all the (wooden) Heritage buildings in a zone destined for demolition, we of the West Bay Residents Association would like to express a formal protest. The wooden heritage buildings remaining represent the only constructed legacy of the Royal Canadian Artillery (C Battery), the Royal Garrison Artillery and establishment of Military District No. 11 (BC) at Work Point which existed long before a Canadian Navy was established here. These buildings and the Saluting Platform with Magazine have a solid connection to the history of BC joining Confederation.

Venerated souls such as Col. James Peters, Lt.-Col. Josiah G. Holmes, Gen. Sir Arthur Currie, Gen. Andrew G. L. McNaughton, Maj-Gen. R. O. Alexander, CWAC founder Lt.-Col Joan Kennedy and GOC-in-Chief of Pacific Command, Maj.-Gen. George R. Pearkes, all have had living history at Work Point.

We, the West Bay Residents Association, feel there is great wisdom in preserving these heritage buildings and sites for future heritage and museum development, which in turn would create an effective tourist destination. With the 100<sup>th</sup> anniversary of First WW coming up in August 2014 and the 75<sup>th</sup> anniversary of the start 2<sup>nd</sup> WW, the potential could be recognized by the Township, and the resulting preparation could be fruitful in putting Esquimalt on the tourism map. At this time we strongly urge Mayor and Council to enlighten the CFB Esquimalt of this overlooked heritage legacy. It would, in our estimation, be prudent to hold off on demolition.

Respectfully,

A large, stylized handwritten signature in black ink, appearing to read 'Carole Witter'. The signature is written over a horizontal line that extends across the width of the page.

Carole Witter-President, West Bay Residents Association  
c.c. Richard Linzey, BC Heritage





## 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: June 17, 2013  
Staff Report No. ADM-13-026

### REQUEST FOR DECISION

**SUBJECT:** Draft Green Event Planning Guide

**RECOMMENDATION:** That Council:

1. receive Staff Report No. ADM-13-026 for information including the attached Draft Green Event Planning Guide;
2. provide any comments to staff on the Draft Green Event Planning Guide;
3. authorize staff to distribute, for input and comments, the Draft Green Event Planning Guide to interested parties including but not limited to:
  - Advisory Committees to Council;
  - Esquimalt Chamber of Commerce;
  - Event planners;
  - Municipal staff;
  - Esquimalt and West Bay Residents Associations;
  - CRD Inter-Municipal Climate Action Working Group/Steering Committee;
  - Parties having expressed an interest in the guidelines; and
  - The public at large by posting a copy on the website.
4. direct staff to prepare a report to Council in Fall 2013, with a revised Green Event Planning Guide for consideration of approval along with an implementation strategy.

**RELEVANT POLICY:**

*Garbage Disposal Bylaw 2006, NO. 2630*

**STRATEGIC RELEVANCE:**

This Request for Decision relates to Council's Strategic Priority for Sustainability Implementation and Waste Resource Management.

Submitted by: Writer 

Reviewed by: A/CAO 

Date: June 12, 2013

## STAFF REPORT

**DATE:** June 12, 2013 Report No. ADM-13-026  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Marlene Lagoa, Sustainability Coordinator  
**SUBJECT:** Draft Green Event Planning Guide

---

### RECOMMENDATION:

That Council:

1. receive Staff Report No. ADM-13-026 for information including the attached Draft Green Event Planning Guide;
2. provide any comments to staff on the Draft Green Event Planning Guide;
3. authorize staff to distribute, for input and comments, the Draft Green Event Planning Guide to interested parties including but not limited to:
  - Advisory Committees to Council;
  - Esquimalt Chamber of Commerce;
  - Event planners;
  - Municipal staff;
  - Esquimalt and West Bay Residents Associations;
  - CRD Inter-Municipal Climate Action Working Group/Steering Committee;
  - Parties having expressed an interest in the guidelines; and
  - The public at large by posting a copy on the website.
4. direct staff to prepare a report to Council in Fall 2013, with a revised Green Event Planning Guide for consideration of approval along with an implementation strategy.

### BACKGROUND:

The Township of Esquimalt has taken pride in the adoption of green and sustainable practices in its municipal operations. Due to the scope of the *BC Climate Action Charter* the Township's focus has primarily been on reducing the energy and emissions from buildings and equipment; unfortunately, this has overshadowed the lower hanging fruit of maximizing the recovery, and minimizing the use, of materials destined for the landfill. The development and implementation of a Green Event Planning Guide ("the guide") presents an opportunity for the Township to set guidelines for greening both municipal and community events that take place in Esquimalt.

The attached DRAFT Green Event Planning Guide is the result of staff and the Environmental Advisory Committee's (EAC) experience in greening municipal events over the last few years. Since 2011, the EAC has supported the "greening" of Buccaneer Days by arranging bins for the collection of compostable and recyclable materials. Last year, the EAC assisted staff with the planning and delivery of the zero waste Centennial Community Celebration in Gorge Park. This year the EAC's proposed work plan item "Greening of Esquimalt" includes completing work on the guide and signage for compost and recycling re-sortation station at events.



The introduction of the Green Event Planning Guide is timely as the upcoming ban on kitchen scraps at Hartland Landfill means a need to change waste collection operations and to educate the public on behaviour change. The guide also helps to communicate the Township's priorities to event planners such as avoiding the distribution of single use water bottles, overall waste resource management and encouraging the use of multi-modal transportation.

The guide was designed to cover every aspect of event planning, including:

- Deciding on the event venue and how it impacts transportation planning;
- Procuring the materials and equipment that are required for the event;
- Selecting the type of food served at the event;
- Developing a strategy to reduce waste and collect recyclable and compostable materials; and
- Implementing a communication strategy to promote the event's green initiatives.

The guide includes templates that may be adopted by event planners for use at their event. Templates include an event checklist, directory of local "green event" resources, sample letters and instructions for vendors and volunteers.

## ISSUES:

### 1. Rationale for Selected Option

The Green Event Planning Guide will be an educational piece for staff and community event planners as opposed to a policy that would need to be enforced. Keeping the document as a guideline also allows greater flexibility for adoption at different types of events – from small weddings to large concerts.

### 2. Organizational Implications

Staff time will be required to distribute and collect comments on the DRAFT Green Event Planning Guide from interested parties. Once the guide is approved, the first year of implementation would be the greatest learning curve as staff and event planners adopt changes to their event(s).

### 3. Financial Implications

The EAC has already committed funds to the layout and design of the Green Event Planning Guide. There will be minimal to no printing costs as the guide will be available for download from the municipal website. The Township already possesses an assortment of signage designed specifically for green events that may be loaned out to event planners.

Staff does not anticipate increased operational costs for events that take place on municipal property. The Township will begin collecting kitchen scraps (compostable materials) from municipal buildings around the same time as changes to residential garbage pickup (late 2014).

### 4. Sustainability/Environmental Implications

The purpose of the guide is to encourage improvements in the environmental performance of all events that take place in the Township.

## 5. Communication


Staff will distribute, for input and comments, the Draft Green Event Planning Guide to interested parties including but not limited to: Advisory Committees to Council; Esquimalt Chamber of Commerce; event planners; municipal staff; Esquimalt and West Bay Residents Associations; CRD Inter-Municipal Climate Action Working Group/Steering Committee; other parties having expressed an interest in the guidelines; and the public at large by posting a copy on the website.

Once approved, event planners will be informed that the guide is available for download from the municipal website.

### **ALTERNATIVES:**

1. That Council:
  1. receive Staff Report No. ADM-13-026 for information including the attached Draft Green Event Planning Guide;
  2. provide any comments to staff on the Draft Green Event Planning Guide;
  3. authorize staff to distribute, for input and comments, the Draft Green Event Planning Guide to interested parties including but not limited to:
    - Advisory Committees to Council;
    - Esquimalt Chamber of Commerce;
    - Event planners;
    - Municipal staff;
    - Esquimalt and West Bay Residents Associations;
    - CRD Inter-Municipal Climate Action Working Group/Steering Committee;
    - Parties having expressed an interest in the guidelines; and
    - The public at large by posting a copy on the website.
  4. direct staff to prepare a report to Council in Fall 2013, with a revised Green Event Planning Guide for consideration of approval along with an implementation strategy.
2. That Council request further information from staff.

Township of  
**ESQUIMALT**



**GREEN EVENT  
PLANNING  
GUIDE**

[Cover Page]

EXECUTIVE SUMMARY

DRAFT

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**GREEN EVENT GUIDE**

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Equipment & Material

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Waste Diversion

Communication

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Green Guide for Food Vendors (Sample)

Vendor Information Letter (Sample)

Vendor Product Information Form (Sample)

Volunteer Information Letter (Sample)

Compost & Recycling Guide (Sample)

Bin Signage (Sample)

## INTRODUCTION

This guide was created for the event planner who wants to host a green event but is unsure where to begin. The Township of Esquimalt's Environmental Advisory Committee and staff have put together this guide to share the knowledge and experience they have gained through their collective research and experience in greening events. Initially, the guide was being developed for Township staff and event planners for events taking place in Esquimalt. After meeting with event planners it became apparent that the enclosed information is also valuable to anyone planning an event in the capital region.

The guide was designed to cover every aspect of event planning, including:

- Deciding on the event venue and how it impacts transportation planning
- Procuring the materials and equipment that are required for the event
- Selecting the type of food served at the event
- Developing a strategy to reduce waste and collect recyclable and compostable materials
- Implementing a communication strategy to promote your green event

### What makes an event green?

A green event is an event that minimizes negative impacts on the environment and human health and is guided by the following principles:

- Conserve natural resources
- Minimize waste
- Lower greenhouse gas emissions
- Promote alternative transportation
- Prioritize healthy, fair-traded and sustainable food alternatives

We understand that event planners are busy and may lack the time and resources to consider measures to make their event green. It is for this reason we have included resources designed for use by event planners. Appendices include: before, during and after event checklist; listing of local resources for green event planners; and templates for communicating your green event to volunteers, vendors and the public.

This guide is a living document and will be updated as needed. If you have any questions about green event planning or suggestions on how to improve this guide, please contact Marlene Lagoa, Sustainability Coordinator with the Township of Esquimalt by Telephone: 250-414-7114 or via Email: [marlene.lagoa@esquimalt.ca](mailto:marlene.lagoa@esquimalt.ca).

## VENUE & TRANSPORTATION

One of the first decisions you will make when planning an event is its location. Some sites may complement the green goals of your event better than others. The sustainable practices already in place at the venue may help decrease the amount of effort required to green your event.

Evaluate a venue based on its operations and accessibility for compatibility with your green event.

### Operations

- Energy sources required for the event (e.g. green building technologies)
- Environmental practices of venue operator (e.g. recycling/composting, carbon neutrality)
- Sustainable food practices of venue's catering services

### Accessibility

- Walkability of event site
- Transit service route nearby, suitable service schedule
- Cycling infrastructure (e.g. cycle routes, bike lock-up)
- Distance from accommodations and other required off-site support for the event

### **Transportation**

Once a venue has been selected, a transportation plan should be developed for all participants, volunteers and support staff attending the event. Below are a number of suggestions for transportation to and from your event.

- Encourage carpooling
- Offer a shuttle bus service
- Post transit route, schedule and consider distributing transit passes to participants
- Have participants sign-up for transportation options during event registration
- Post recommended cycling route to event and signage directing cyclists to bike parking
- Provide secure bike lock-up service

It is important to communicate an effective transportation plan to participants so they are aware of their options.

- Always communicate transportation options in all event promotions (e.g. posters, website, media releases)
- Consider offering incentives, prizes or recognition for participants who walk, cycle, or take transit
- Communicate the environmental impact of different modes of transportation to participants

## EQUIPMENT & MATERIAL

As an event planner you will have to procure equipment and material for your event. It is important to consider the impact of your purchasing practices on the environment. Green procurement practices should prioritize conserving resources, reusing materials and reducing paper use.

### Conserve Resources

- Products that use fewer resources, made from recycled materials or materials sourced locally or in other ways have reduced environmental impact
- Energy efficient and greenhouse gas friendly options for lighting, heating and equipment are chosen when available
- Signage to encourage support staff, volunteers and participants to turn off lights and electrical equipment when not in use
- For entertainment, consider an acoustic jam, open mic or an art display from local artists
- Use natural materials for decorating such as pine cones, shells, local flowers and potted plants

### Reusable Materials

- Reusable or recyclable nametags
- Reusable dry-erase boards, blackboards or electronic projectors are used instead of paper flip charts
- Purchase decorations and props that can be reused at future events or consider renting them

### Reduce Paper Use

- Use electronic methods where possible (e.g. online registration)
- When printing cannot be avoided, print all documents double-sided
- When printing use post-consumer recycled paper
- Brochures, handouts and session notes are distributed electronically or left out to be collected by those with a genuine interest (as opposed to being stuffed in bags or folders)

### **Everyone loves *free* waste**

Gift bags, swag and other 'free' give-aways have become a staple of most events. If you are hoping to green your event you may want to consider the following:

- When fundraising for prizes, contact local, independent businesses first
- Prizes and give-aways should be ethically sourced (e.g. fair trade), have a low environmental impact and serve a useful purpose.



**FOOD**

Food that is served at the event, and the waste it can generate, are some of the most visible signs of your green event efforts. For example, don't let your green efforts be overshadowed by food being served in styrofoam take-out containers.

Plan

Develop a food services plan early so that you can anticipate what types of food and serving ware will be required at the event. This will also help you plan how many compost and recycling re-sortation stations you will need to have on-site.

- Approach food suppliers and service providers who already have green practices
- When booking vendors let them know right away that you are planning a green event
- Create a vendor agreement or specify in vendor contracts green practices that the vendor must agree to (e.g. vendors may only serve food using compostable products)
- You may want to offer incentives to vendors who voluntarily participate instead of demanding these practices (e.g. reduced or waived vendor fee)
- Through vendor agreement or contract require that vendors sort material during food preparation to be composted or recycled
- Prepare a food, beverage and merchandise sales plan in advance which includes vendor name, location, products for sale and materials for disposal (see appendix for resources)
- Assist vendors by providing training, educational brochures and contacts for sources of recyclable and recycled-content products (see appendix for resources)
- Create signage recognizing vendors green practices (e.g. 100% compostable products)

**What Vendors say about going Green**

*[Insert vendor testimonial – Hungry Rooster Food Truck]*

Food Choices

When purchasing food for your event or when selecting a vendor or catering service, consider the following food choices:

- Seasonal and locally sourced food
- Fair trade and organic coffee and teas
- Organic or locally made beverages (e.g. juice, milk, wine, beer, ciders)
- Serve "Best Choice" sustainable seafood as indicated in the Sustainable Seafood Guide at [www.SeaChoice.org](http://www.SeaChoice.org)
- Water is provided in pitchers or large dispensers and encourage the use of reusable water bottles and tap water

- Along with registration, have guests state their meal preferences and dietary requirements
- Have a vegetarian meal option available
- Provide information on the sustainable qualities of the food being served

#### Food Waste

The most effective way to succeed at diverting waste from your event is to reduce the amount of waste that's generated.

- Eliminate the need for serving ware by selecting finger foods whenever possible
- Encourage or select serving ware (e.g. plates, cups, cutlery) according to this order of priority: 1) reusable, 2) compostable, and 3) recyclable
- Purchase food and condiments in bulk to reduce packaging waste (e.g. cream, sugar, ketchup, salt, pepper) and avoid use of plastic coffee stirrers and drinking straws
- Ask people to bring their own mug and water bottle for refilling
- Tip: If you use only compostable serving ware, your event may achieve a higher waste diversion rate.

## WASTE DIVERSION

The goal of a successful waste management plan for your event is to ensure maximum capture rates of compost and recyclable material and minimum levels of waste going to the landfill. Cross-contamination can frustrate the best intentions for diverting waste. This occurs when compost, recyclable or waste material is placed in the wrong bin resulting in the entire bin contents being dumped. The process of sorting cross-contaminated bins is too costly for a waste management company to undertake.

### Re-sortation Stations

To be able to divert as much waste from the landfill as possible you will need to plan on having bins available to collect the materials.

The following four types of bins will be required at most events.

#### 1. Composting – Food Waste

Current waste recovery programs collect a wider range of material for composting than most backyard composters expect (e.g. soiled paper plates). It's important to communicate this very clearly on the bin.

#### 2. Refundable – Beverage Containers

Recyclable containers are an opportunity to secure a not for profit organization to help with waste management in exchange for receiving all returnable materials. Local Boy Scouts and sports teams are often interested in collecting and returning this material.

#### 3. Recycling – Hard Plastics, Metal and Glass

These items can get mixed in with other waste streams, so watch to ensure that they are recovered.

#### 4. Landfill – Waste

The last resort! Once items have been sorted for recycling or compost there should not be much material going in this bin.

### Other Material:

**Paper:** Paper products at events are generally soiled with food and suitable for composting. Most events will find they do not recover much paper and newspaper to require a separate bin from composting for its collection.

**Cardboard:** Cardboard is usually only a waste stream product from food vendors, especially at the early stages of the event. You can collect this directly from vendors and place in your waste collection site or make arrangements with vendors for them to take the cardboard off the site with them. Similar to paper, it may not be worthwhile to have a dedicated bin for cardboard at re-sortation stations throughout the site.

Miscellaneous - Soft Plastics, Styrofoam, Batteries: These products are rare or difficult to identify ahead of time for most events. You may choose to have targeted recycling for specific types of these products that may be unique to your event. You may also choose to have a site where these types of materials can be recycled as a public awareness tool.

The bins should be appropriately sized, sturdy and have a lid, particularly for outdoor events where inclement weather and pests (e.g. wasps) may be a factor. The act of lifting the lid also requires individuals to put some thought as to whether they are using the appropriate bin.

Bin placement on the site will be at “re-sortation stations”. The number and location of re-sortation stations should reflect the size of the event and types of activities planned. Additional bins can be setup in a storage area where vendors can drop off packing material such as cardboard and soft plastics.

If possible, the bins should be colour coded to differentiate the various collection streams:

- Food - Compost [Green]
- Refund – Beverage Containers [Orange]
- Recycle – Hard Plastics, Metal, Glass [Blue]
- Paper [Yellow]
- Landfill – Waste [Black]

Making the landfill bin the smallest sized bin in a re-sortation station will help signal your event’s waste diversion goal.

#### Re-sortation stations

- Create a site plan so that recycling and composting bins are easy to find and strategically placed. Possible locations may be:
  - Near vendors
  - Inside and outside eating areas
  - In public gathering areas (e.g. stage, sports field)
  - In and next to food preparation areas
  - Near bathrooms
  - At event entrances and exits
- Recycling and compost bins should be placed adjacent to all landfill waste bins
- Existing site waste bins, if not incorporated into a re-sortation station, should be made inaccessible by being removed, locked or covered during the event
- Washing station should be setup for participants to rinse food residue from recyclable items and wash hands
- Contract with a waste management company that accepts compost and recyclables for processing and waste for disposal; some providers offer bins and pick-up service as well

#### Volunteers

- Secure volunteers to educate participants on how to use re-sortation stations and to check for cross-contamination of bins throughout the event
- Volunteers may come from a local school, community or non-profit group who can take on the responsibility of organizing and monitoring the re-sortation stations at events
- Provide training to re-sortation station volunteers well in advance of the event

- For safety reasons, provide volunteers with the following equipment: gloves, trash picker and hand sanitizer
- Post volunteer schedule in an accessible location so that everyone knows who is working and when shifts begin and end

Signage and Awareness

- Clear and informative signage that include information such as description, images and sample material is used to indicate what materials go into what bin
- Quick tips about compost and recycling may be posted near the bins
- Setup a waste display that teaches participants how their organic waste is composted
- If reusable serving ware is used have signage asking participants to reuse their serving ware and cutlery
- Signage should be both durable and reusable for future events

Other

- Become educated to what materials are accepted for composting and recycling and avoid the use of items which can not be reused, composted or recycled
- Donate refundable beverage containers to a designated non-profit organization
- Consider donating leftover food and beverages to a local food bank
- Ensure area is cleared of litter during the event and after the event
- Use a bike trailer or golf cart for large events to transport multiple bins in a short time
- For outdoor events, consider banning smoking or create a designated smoking area with sand pails to contain cigarette butts

## COMMUNICATION

Finally, you have made a plan for greening your event and gathered a team of support staff, vendors and volunteers to assist you so don't forget to communicate these efforts.

Communicating your green initiatives is important to getting buy-in from event participants, volunteers and support staff – show them you are serious about making the event green.

- Communicate your commitment and reasons for the green practices at the event to all stakeholders
- Advertise yourself as a “Green Event”
- Include information on your green initiatives on all promotional materials including your website and social media channels
- Ensure support staff, volunteers and suppliers adopt green practices (see appendix for resources)
- Ask participants for their assistance and cooperation in greening the event (e.g. take public transit, bring refillable water bottle and sorting compost and recyclables)
- Draft a green event policy for your event and communicate it to all participants
- Communicate your successes after the event (e.g. how many people arrived by bike or the amount of waste generated at the event and diverted from the landfill each year)

The appendix to this guide includes templates to assist you with communicating your event's green goals and successes.

If implementing green goals in all areas outlined in this guide is not feasible for your event then begin with a few actions in your first year. Through learning and experience you will be able to add new green initiatives to your event each year and thereby consistently improve. We wish you luck with greening your event and would like to hear about your experience.

## GREEN EVENT CHECKLIST

### PLANNING THE EVENT

- Establish green goals for the event
- Select event venue that is accessible and supports green practices
- Develop a transportation plan for the event
- Make purchasing decisions based on sustainable practices and minimizing waste
- Find food service providers for the event and communicate green event goals
- Identify location of compost and recycling re-sortation stations in the event's site plan
- Recruit volunteers to oversee re-sortation stations
- Communicate the event's green practices in all communication material and advertising including to all participants, support staff, volunteers and vendors using the site

### BEFORE THE EVENT

- Provide vendors with information on waste diversion at the event and listing of acceptable materials
- Prepare a food services plan listing products for sale and type of materials for disposal
- Order bins and arrange hauling service for compost and recyclables
- Complete scheduling and training of volunteers to oversee re-sortation stations
- Create signage and visual display of accepted materials for re-sortation bins
- Plan to communicate green initiatives during the event (e.g. signage, announcements)

### DAY OF EVENT

- Setup and label re-sortation station bins
- Check in with vendors at the beginning of the event to remind them of location of re-sortation stations
- Have volunteers educate event participants on sorting compost and recyclable materials at re-sortation stations
- Ensure volunteers monitor bins for cross-contamination and emptying full bins
- Communicate green initiatives during the event (e.g. signage, announcements)
- Record data on number of vendors, volunteers, participants in attendance and volume of waste diverted from landfill.

### AFTER THE EVENT

- Clear event site of litter
- Have compost and recyclable bins picked-up or delivered for processing
- Communicate through media release, website and email data on event participation number (vendors, volunteers, and participants) and volume of waste diverted
- Thank vendors, support staff, volunteers and participants for their assistance in making it a green event



## GREEN EVENT PLANNING RESOURCES

**DISCLAIMER:** *The Township of Esquimalt does not warrant or guarantee the accuracy, quality, currency, validity, completeness or suitability of the information, goods and services contained in this guide for any purpose. The information contained in this guide is provided for convenience and should in no way be construed as either official or unofficial Township of Esquimalt policy or endorsement of any business listed over businesses that are not listed. It is the responsibility of the individual or organization to do due diligence when evaluating and procuring goods and services from this guide.*

### Accommodations (Esquimalt)

Across the Harbour Bed and Breakfast, 485 Head Street: [www.acrosstheharbour.com](http://www.acrosstheharbour.com)  
Comfort Inn, 101 Island Highway: [www.comfortinnvictoria.com](http://www.comfortinnvictoria.com)  
Cottage Pirouette Bed and Breakfast, 401 Lampson Street: [www.cottagepirouette.com](http://www.cottagepirouette.com)  
Denniston By The Sea Bed and Breakfast, 30 Grafton Street: <http://dennistonbythesea.com>  
English Inn and Resort, 429 Lampson Street: [www.englishinn.ca](http://www.englishinn.ca)  
Hemingway's By The Sea, 1028 Bewdley Avenue: <http://hemingwaysbythesea.com>

### Delivery Services

Geo Zone: Eco-courier, zero emissions delivery service – [www.geazone.ca](http://www.geazone.ca)

### Food Services

#### Beverages

Level Ground Coffee: [www.levelground.com](http://www.levelground.com) (Can be purchased at Country Grocer)  
Silk Road Tea: [www.silkroadtea.com](http://www.silkroadtea.com)

#### Catering

AJ's Organic Café: <http://ajsorganics.squarespace.com/>  
Feys & Hobbs Catered Arts: <http://feysandhobbs.com>  
Good for you Gourmet: [www.wholefoodsvictoria.ca](http://www.wholefoodsvictoria.ca)  
Little Piggy Catering: <http://www.littlepiggycatering.com/>  
Truffles Catering: [www.trufflescatering.net](http://www.trufflescatering.net)

#### Serving Ware

BSI Biodegradable Solutions (Vancouver, BC) - [www.biodegradablesolutions.com](http://www.biodegradablesolutions.com)  
Eco Ware (Victoria, BC) - <http://eco-ware.ca>  
Sysco (Victoria, BC) - [www.syscovictoria.com](http://www.syscovictoria.com)  
Victoria Box + Paper - [www.victoriabox.ca](http://www.victoriabox.ca)

#### Sustainable Food Resources

Get Fresh Guide – *Victoria to the Saanich Peninsula local food guide:* [www.getfreshguide.com](http://www.getfreshguide.com)  
Sustainable Seafood Guide: [www.SeaChoice.org](http://www.SeaChoice.org)

#### Water Services

CRD Water Bottle Refilling  
Station: <http://www.crd.bc.ca/surveys/Survey.aspx?s=348fff1c82c74c9ca3c27113d6d6f395>

Updated: December 1, 2012



Mt Doug Springs –  
Old Victoria Water - <http://oldvictoriawater.com/>  
*May supply compostable cups on demand.*

### **Rental Equipment**

Island Tents and Events - *Displays, Tents, Stages, etc:* [www.islandtentsandevents.com](http://www.islandtentsandevents.com)  
Township of Esquimalt – *Table and Chair rentals:* [www.esquimalt.ca](http://www.esquimalt.ca) Tel: 250-412-8525

### **Transportation**

Akal Airporter: [www.victoriaairportshuttle.com/](http://www.victoriaairportshuttle.com/)  
*Bus shuttle from Victoria International Airport to Downtown Victoria*  
BC Transit: [www.transitbc.com/regions/vic/](http://www.transitbc.com/regions/vic/)  
\_Chain, Chain, Chain - Bike Racks for Community Events: Tel: 250-208-9925 [chainthree@hotmail.com](mailto:chainthree@hotmail.com)

### **Waste Diversion**

#### Composting Services

Community Composting (In Vessel): [www.communitycomposting.ca/](http://www.communitycomposting.ca/)  
Pedal to Petal: <http://pedaltopetal.com/>  
ReFUSE (In Vessel): [www.refuse.ca/](http://www.refuse.ca/)

#### Recycling Services

CRD Event Recycling: <http://www.crd.bc.ca/waste/recycle/recyclingforevents.htm>  
Pacific Mobile Depot: [www.pacificmobiledepots.com/](http://www.pacificmobiledepots.com/)  
ReFUSE: [www.refuse.ca/](http://www.refuse.ca/)  
Myrecyclopedia: <http://myrecyclopedia.ca/>  
Terracycle: [www.terracycle.ca](http://www.terracycle.ca)  
Westshore Bottle Depot: <http://www.return-it.ca/locations/westshore-return-it-centre/>

## GREEN GUIDE FOR FOOD VENDORS

### GOALS OF A GREEN EVENT

- Conserve natural resources (e.g. energy and water)
- Minimize waste
- Lower greenhouse gas emissions
- Promote alternative transportation
- Prioritize healthy, fair traded and sustainable food alternatives whenever possible

### MINIMIZE WASTE

#### What Waste?

Minimizing the amount of waste generated at an event is an important characteristic of a green event.

The goal of minimizing waste can be achieved by:

1. Minimizing the amount of packaging and material distributed (e.g. drink lids, straws, paper bags);
2. Choosing to use items that can be reused, composted or recycled.

Event organizers are encouraged to make their event more sustainable by providing re-sortation stations at the event for the collection of compostable, recyclable and waste material.

Re-sortation stations may include bins to accept the following material:

- Composting – Food Waste (e.g. fruits, vegetables, cheese, meat, bone and soiled paper)
- Refundable – Beverage Containers
- Recycling – Hard Plastics, Metal and Glass
- Paper
- Cardboard
- Miscellaneous Recycling (e.g. soft plastics, styrofoam, batteries)
- Landfill Waste (e.g. most coffee cups, candy wrappers and chip bags)

#### How Can Vendors Participate?

- Develop a sales and disposal plan for the type of food, beverage and merchandise you will be selling.

The plan should examine:

- Will the serving ware be compostable? (e.g. uncoated paper products – plates, cups and napkins, and compostable cutlery). If not, can it be recycled?

#### **Benefits of Going Green**

The benefits of having a 'green' food services operation includes:

- Saving money by purchasing condiments in bulk
- Attracting customers by promoting the sustainable qualities of the food you serve
- Increasing revenue and promoting your business by selling reusable water bottles
- Reducing the volume of waste that you need to carry back and dispose of after the event by using the composting and recycling services offered at the event

***Tip: Plastic serving ware should be cleared of excessive food residue before being placed in the recycling bin.***

***Tip: The use of compostable packaging makes it easier to divert waste from events.***

- Can you purchase products in bulk to reduce packaging? Cream and milk may be served from an insulated carafe. Condiments can be served in a covered dispensable container.
  - Avoid use of plastic coffee stirrers and drinking straws
- Set-up bins inside your vending station so compost, recyclables and waste can be sorted during food preparation. The bins may later be emptied into the larger re-sortation stations at the event site.
  - Do not put out garbage bags or bins for your customers. Please direct customers to the nearest re-sortation station to properly dispose of their food, recyclables and waste.
  - Promote your sustainable practices with signage at your vending station.

### **What Vendors say about going Green**

*[Insert vendor testimonial – Hungry Rooster Food Truck?]*

## **PRIORITIZE SUSTAINABLE FOOD ALTERNATIVES**

### What is Sustainable Food?

The greatest contribution that food vendors can make towards greening an event is the type of food you will be serving. As a food vendor, it is up to you to decide on the sustainable qualities of the food you will serve. Will the food you serve come from local producers? Will it be fair trade or organic?

### How Can Vendors Participate?

- When water is available at the event, consider selling reusable water bottles to promote your business.
- Buy seasonal and locally sourced food where possible
- Purchase fair trade and organic coffee and teas
- Order organic or locally made beverages (e.g. juice, milk, wine, beer, ciders)
- Provide vegetarian menu options
- Serve “Best Choice” sustainable seafood as indicated in the Sustainable Seafood Guide at [www.SeaChoice.org](http://www.SeaChoice.org)
- Promote your green practices with signage at your vending station (e.g. food sourced from a local farm on Vancouver Island)

# Vendor Information & Requirements



Dear Vendor,

With the help of vendors, staff, volunteers and participants the Esquimalt Centennial Community Celebration strives to become a zero waste event. Last year at our Centennial Kick-Off Event, we diverted 75% of waste material from going to the Hartland Landfill. Our aim is to do even better this year at hosting a clean, green event.

## Our Role

Our role is to provide the tools necessary for all event participants to play a part in diverting compostable and recyclable material from the landfill.

*We will work to achieve our zero waste goal by:*

- Providing each vendor with a 48L green tote for compost collection during food preparation.
- Assisting vendors with waste management by having volunteers pick-up compost, recycling and waste from food booths.
- Setting up re-sortation stations throughout the event site for the collection of compost, recyclables and waste.
- Having volunteers at centrally located re-sortation stations to educate participants on how to sort their waste.

## Your Role

Your role begins by sourcing only reusable, compostable or recyclable take-out containers and cutlery from your supplier. We also ask that you NOT place a waste bin or garbage bag in front of your booth. Please direct participants to use the compost and recycling re-sortation stations at the event.

*Please note you may **NOT** distribute the following items at the event:*

- Single-use packaging for condiments (e.g. cream/milk, ketchup, salt/pepper)
- Polystyrene (i.e. Styrofoam)
- Non-recyclable plastics (i.e. plastic bags)

*Please try to:*

- Use paper or compostable plates, bowls and cutlery instead of plastic
- Minimize the amount of take-out packaging you distribute (e.g. drink lids, straws, paper bags)
- Sort compost, recyclables and waste in your booth during food preparation – see enclosed **Compost & Recycling Guide**
- Post signage at your vending station promoting the sustainable qualities of the food and packaging you are serving (e.g. compostable, organic, fair trade, locally sourced)

## Where can I get compostable packaging?

- Paper plates, bowls and napkins are compostable and can be found at your local grocery store including the Real Canadian Wholesale Club. Beware of paper products with a waxy film coating as they contain plastic and can not be composted. You may also want to look for items specially marked “compostable”.
- Contact your normal supplier and ask if they stock compostable take-out containers and cutlery.
- EcoWare is a local distributor of 100% compostable take-out containers, visit: [www.eco-ware.ca](http://www.eco-ware.ca).

## Further Information

For further information on our waste diversion efforts and how you can participate, please contact Marlene Lagoa, Sustainability Coordinator, Tel: 250-414-7114 or Email: [marlene.lagoa@esquimalt.ca](mailto:marlene.lagoa@esquimalt.ca).

**THANK YOU** for your cooperation in making our event GREEN!



# Volunteer Information - Sustainability

Dear Sustainability Volunteer,

With the help of vendors, staff, volunteers and patrons the [Insert EVENT NAME] strives to become a zero waste event. Last year, we diverted [Insert FIGURE] of waste material from going to Hartland Landfill. Our aim is to do even better this year at hosting a clean, green event.

## Waste Diversion Plan

Our plan to minimize waste begins with us working with food vendors to reduce excessive packaging and requesting that only reusable, compostable or recyclable packaging be distributed at the event.

A number of re-sortation stations for accepting compost, recycling and waste will be set up throughout the event site. These re-sortation stations will be staffed by volunteers while other volunteers may be asked to act as a "Floater" and periodically check all the unstaffed stations as well as picking up material from vendor booths. Extra composting and recycling totes, including recycling of miscellaneous material such as cardboard, will be located by [Insert location description].

Please see enclosed material(s) on the location of Re-Sortation Stations.

## Your Role

Your role is to be a representative of Esquimalt's zero waste efforts by providing guidance and information to patrons, vendors and other volunteers on how to identify and sort compostable and recyclable material from their waste.

Responsibilities may include, but not limited to:

- Oversee the disposal of compost, recyclables and waste at re-sortation stations
- Become familiar with what materials are to be placed in what bins – see enclosed *Compost & Recycling Guide*.
- Provide education to patrons, vendors and volunteers on how to properly sort waste material
- Ensure that the event site is clear of any litter
- Monitor bins for cross-contamination; if necessary, re-sort material using appropriate barrier devices (e.g. gloves, mask, trash picker)
- Monitor the "refundable" recyclable bins at the event and empty beverage containers into plastic bags
- Return beverage containers to a bottle depot for refund (monies will go to a designated non-profit organization)
- Roam the event site and pick up any litter and sort materials appropriately as compost, recyclable or waste
- Remove and replace bins as required
- Collect compost, recycling and waste from food vendor booths
- Assist the volunteer coordinator as required, which may include assisting in another volunteer capacity
- Direct any questions, concerns or difficult public, vendor or staff requests to the volunteer coordinator

What else do I need to do?

- Attend one Volunteer Orientation Session prior to the event
- Review and become familiar with the *Compost & Recycling Guide*
- If you are no longer able to complete your volunteer shift, please notify staff immediately
- Show up at the Volunteer Booth 15 minutes prior to the beginning of your shift

**Further Information**

For further information on our waste diversion efforts and the role of volunteers, please contact Marlene Lagoa, Sustainability Coordinator, Tel: 250-414-7114 or Email: [marlene.lagoa@esquimalt.ca](mailto:marlene.lagoa@esquimalt.ca)

Please Note: Vendors are not permitted to distribute polystyrene (i.e. Styrofoam), nonrecyclable plastic (e.g. plastic bags) and single use packaging for condiments at this event.

**THANK YOU** for your assistance in making our event GREEN!

SAMPLE



*Disclaimer: The below Compost & Recycling Guide was developed based on materials collected by reFUSE Resource Recovery in Victoria, BC. Accepted materials may vary by region and service provider. We recommend updating this guide to reflect the compost and recycling services available in your area.*

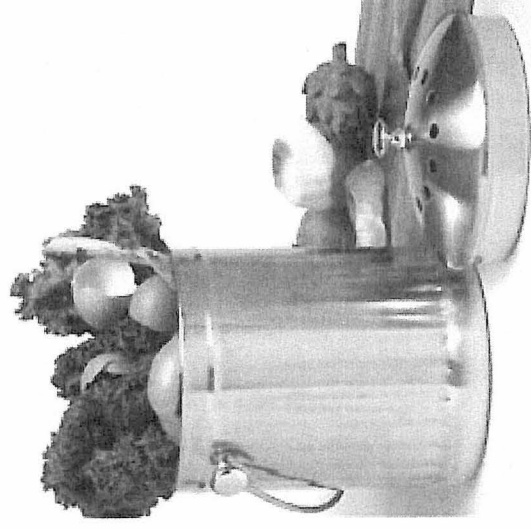
### **COMPOST & RECYCLING GUIDE**

<b>TYPE</b>	<b>ACCEPTED</b>	<b>NOT ACCEPTED</b>
<b>FOOD - COMPOST</b> [GREEN BIN]	<b>Most Food Scraps -</b> Bread, dough, pasta, grains Coffee grounds, filters and tea bags Egg and dairy products Fruit and vegetables Meat, poultry, fish, shellfish and bones Table scraps and plate scrapings  <b>Food Soiled Paper -</b> Paper towels and napkins Paper take-out containers Pizza delivery boxes Uncoated paper cups and plates  <b>Compostable Products -</b> Containers, cups and cutlery	Burlap Coated and plastic take-out containers Cork Dental Floss Glass Grease and Liquids Metal Milk Cartons Pet waste Plastic Q-tips Tin Foil
<b>REFUND</b> [ORANGE BIN]	<b>Beverage Containers -</b> Aluminum cans Drink boxes/pouches Gable top Glass bottles Plastic bottles Tin cans Wine and spirit (incl. bag-in-a-box)	Liquids  Milk Cartoons
<b>RECYCLE</b> [BLUE BIN]	<b>Hard Plastics –</b> Containers and packaging Cups, lids and straws Cutlery and plates  <b>Metal –</b> Aluminum foil and cans Tin cans  <b>Glass Containers –</b> Bottles and jars  <b>Polycoated Containers –</b> Milk cartons, tetra paks and gable top cartons	Broken Glass  Glassware  Liquids  Household ceramics  Soft Plastics
<b>PAPER</b> [YELLOW BIN]	Clean Paper Newspaper	Soiled Paper
<b>LANDFILL</b> [BLACK BIN]	Coated paper cups and plates Candy wrappers and chip bags Plastic Wrap Styrofoam with food residue Tape	Compostable and recyclable materials
<b>RECYCLE – MISCELLANEOUS*</b>	Batteries Cardboard Soft Plastics (e.g. plastic bags) Styrofoam (clean)	



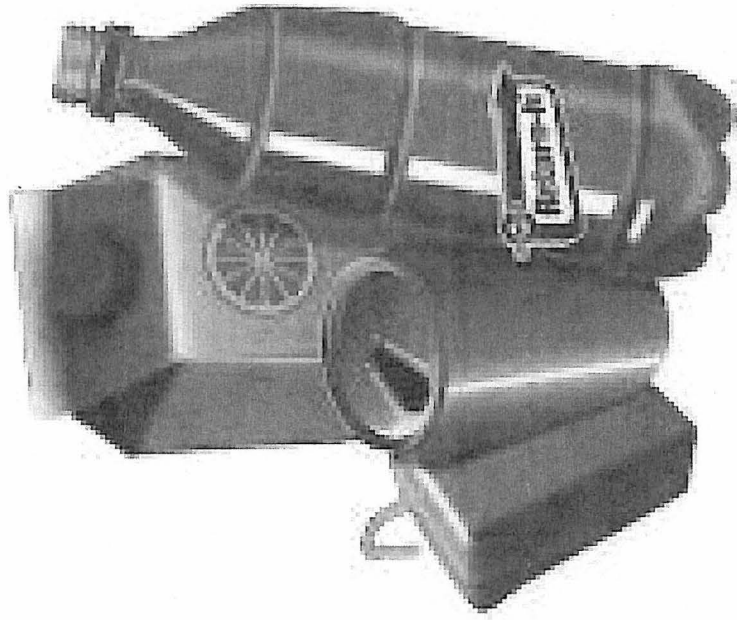
# FOOD

- ✓ Food Scraps
- ✓ Organics
- ✓ Soiled Paper



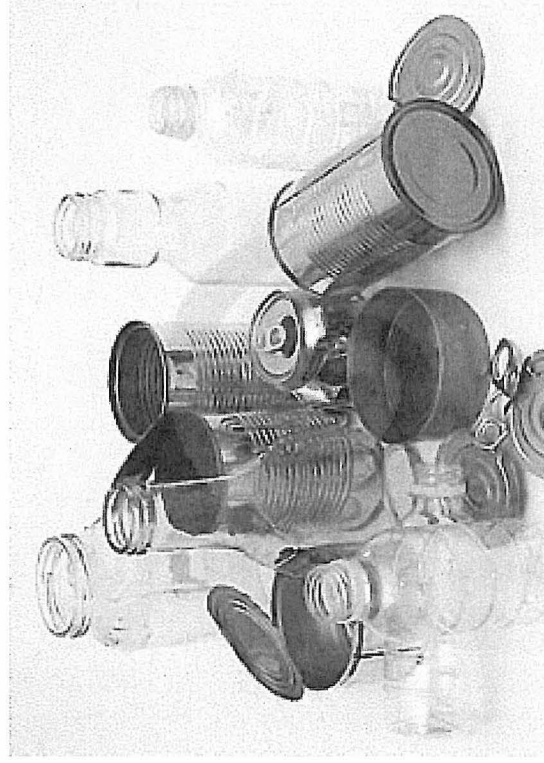
# REFUND

- ✓ Bottles
- ✓ Cans
- ✓ Drink Boxes



# RECYCLE

- ✓ Glass
- ✓ Metal
- ✓ Plastic



# RECYCLE

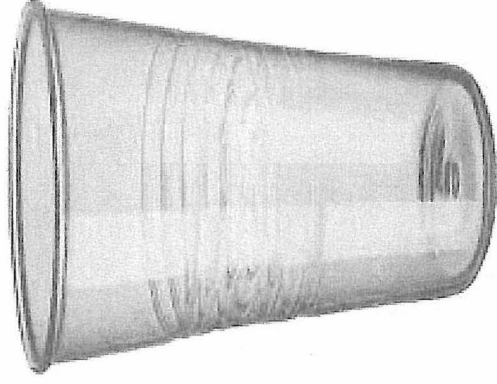
49

✓ Plastic Cups

✓ Glass

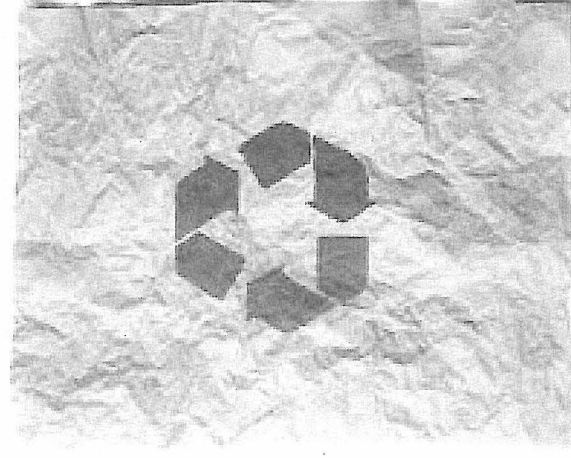
✓ Metal

✓ Plastic



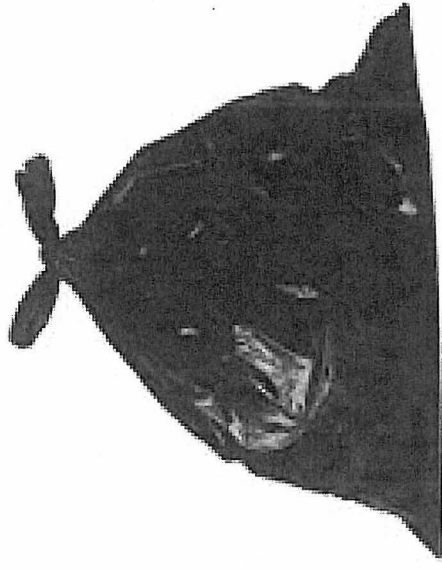
# PAPER

- ✓ Clean Paper
- ✓ Magazine
- ✓ Newspaper



# LANDFILL

- ✓ Coffee Cup
- ✓ Candy Wrapper
- ✓ Plastic Wrap





## 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: June 17, 2013  
Staff Report No. FIN-13-006

### REQUEST FOR DECISION

**SUBJECT:**

2013 Local Grants Submission

**RECOMMENDATION:**

That Council consider the distribution of local grants in the amount of \$45,800, as set out in the schedule attached to Staff Report No. FIN-13-006.

**RELEVANT POLICIES:**

Council Policy NO. ADMIN-32 – Local Grants  
Council Policy NO. ADMIN-29 – Local Grants – Esquimalt High School  
Council Policy NO. ADMIN-52 – Local Grants – L'École Victor Brodeur

**STRATEGIC RELEVANCE:**

This request for decision does not directly relate to any specific Strategic Priority.

Submitted by: Writer *J. J. J.*

Reviewed by: CAO *R. J. J.*

Date: *June 7/13*

## STAFF REPORT

**DATE:** June 6, 2013 Report No. FIN-13-006  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Local Grant Committee  
**SUBJECT:** 2013 Local Grant Submission

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### RECOMMENDATION:

That Council consider the distribution of Local Grants in the amount of \$45,800, as set out in the schedule attached to Staff Report No. FIN-13-006.

### BACKGROUND:

In accordance with Council Policy NO. ADMIN-32 Local Grants, of which a copy has been attached for reference, funding for Local Grants is provided within the annual budget. The budget also provides grant funding for Inter-Municipal Social Services.

Up to 90% of the annual budgeted amount may be allocated to applications submitted by the March 15th deadline, with the remaining funds available for distribution throughout the remainder of the year in consideration of future Local Grant applications.

The Policy stipulates that Council may provide an amount of funding equal to the prior year's allocation for Local Grants increased by the same percentage as the prior year's approved average residential tax increase. Based on the 0% residential tax increase for 2012, the total budgeted amount for 2013 Local Grants remained unchanged from the previous year.

### ISSUES:

#### 1. Rationale for Selected Option

The Local Grant Committee, consisting of Councillors Brame, Hodgins, and Schinbein, held a special meeting on Tuesday, June 4, 2013. Representatives from each of the applicant organizations were allotted a maximum of five minutes to address the Committee. The total grant funding requested by all applicants was \$146,980 while the approved 2013 budget provision was \$95,033.

The attached schedule shows the complete list of applicant organizations, grant payments issued in 2011 and 2012, as well as the amounts requested for 2013 and the Committee's recommendations. Details of all submitted applications are available should a Council member or any member of the public wish to review any of this information.



## 2. Organizational Implications

There are no organizational implications.

## 3. Financial Implications

Of the total budgeted amount of \$95,033 available, the Committee recommends the distribution of \$45,800 in local grants, as indicated in the attached schedule. Within this schedule, the unallocated amount, \$49,223, would be available for the remainder of the year to fund future grant requests. At the end of 2013, any remaining unallocated amounts would be accounted for as surplus funds.

## 4. Sustainability/Environmental Implications

There are no sustainability implications.

## 5. Communication

All applicants will be formally notified of Council's decision and those approved for funding will also receive a cheque from the Township. For those applicants receiving funding, the letter will communicate the conditions as stipulated in Council Policy NO. ADMIN 32.

## **ALTERNATIVES:**

1. That Council consider the local grant distribution of \$45,800 as set out in the schedule attached to Staff Report No. FIN-13-006.
2. That Council approve an alternative distribution.





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

<b>TITLE: Local Grants Policy</b>	<b>NO. ADMIN - 32</b>
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**POLICY:**

**Purpose of the Grants**

This grant program is designed to assist not-for-profit societies in good standing with the Registrar of Companies and other non-profit and community organizations in achieving their objectives.

**Quantity and Distribution of Funding**

Each year Council may provide an amount of funding equal to the prior year's funding for Local Grants increased by the same percentage as the prior year's approved average residential tax increase.

A Local Grant Committee, consisting of Council members appointed by the Mayor, will recommend a maximum of ninety percent of the annual budgeted amount (the 90% pool) to be allocated to applications submitted by the deadline of March 15<sup>th</sup>. The balance may be allocated throughout the remainder of the year as determined by Council. The determination of the amount of grant, if any, provided to any applicant, is at the discretion of Council.

Applicants **must** appear before the Committee to speak to their application.

**Eligibility Criteria**

1. Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.
2. No retroactive funding applications will be considered.
3. Except in special circumstances, only applications for projects, activities or events that will take place from January 1<sup>st</sup> in the current calendar year to March 31<sup>st</sup> in the following calendar year will be considered.
4. No grant request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the grant application.
5. No grant request will be forwarded for consideration if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not complied with.
6. In order to eliminate indirect funding, a grant will not be issued to an organization that in turn issues grants to other organizations unless the applicant can demonstrate to the Committee that grant monies received from the Township will not be used to fund grants to other organizations.
7. Any direct or indirect benefit from a permissive tax exemption must be declared in the application.

<b>EFFECTIVE DATE:</b> July 11, 2011	<b>APPROVED BY:</b> Council	<b>REF:</b> FIN-11-023	<b>AMENDS NO.</b> July 12, 2010	<b>PAGE 1 OF 3</b>
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**Application Procedures**

1. The official application form, (which can be obtained from the Township's Administration, Finance Departments or web site), **must be used**. Completed forms, together with any of the required supporting documents may be delivered, mailed, emailed or faxed to the Township.
2. The application must include:
  - the nature and goals of the project;
  - the names of those who will be involved in carrying out the project and, if applicable, a list of the Board of Directors;
  - a projected statement of revenue and expenses for the project;
  - a statement indicating the projected impact of the project on the Township of Esquimalt; and,
  - the prior year's financial statement for the organization.
3. If the organization submitting an application received a grant in the previous year, copies of any printed material (ads, press releases, programs, etc.), which acknowledge the financial support of the Township must be included.
4. Completed application packages must be received by the Township no later than March 15<sup>th</sup> in each year in order to qualify for the 90% pool.
5. Results of applications will be made known following ratification by Council.

**Assessment Process**

1. Applications will be reviewed by staff to ensure each application is complete prior to forwarding the completed applications to the Local Grants Committee.
2. The Local Grants Committee be appointed by the Mayor and will consist of three members of Council, rotated annually throughout the term of a Council and will be supported by a representative from the Finance Department.
3. For an application to be considered, petitioners for grants **must** appear before the Committee to speak to their application for a maximum of 5 minutes at a date and time arranged by the Township. Following the presentation, the Committee will deliberate their recommendation to Council on the allocation of funds. Council will make the final decision on the allocation of funds.
4. To access the funds remaining after the 90% pool has been allocated, applicants must submit an application and then appear before Council for a direct decision on funding.

**Conditions of Funding**

1. The applicant must acknowledge the support of the Township in all printed and publicity material related to the project including banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested. Any funds not used for the requested purposes must be returned to the Township.
3. At the completion of the project, the applicant must submit a final report within 120 days which includes:

<b>EFFECTIVE DATE:</b> July 11, 2011	<b>APPROVED BY:</b> Council	<b>REF:</b> FIN-11-023	<b>AMENDS NO.</b> July 12, 2010	<b>PAGE 2 OF 3</b>
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- a. a brief evaluation of the project;
  - b. a financial statement of actual revenue and expenses for the project (where applicable);
  - c. attendance figures (where applicable);
  - d. number of participants in the project; and
  - e. an evaluation of the impact on the community.
4. In the event that the project is not completed, the grant recipient organization must notify the Township as soon as practical. The Township of Esquimalt reserves the right to request the return of the grant.

**Application Deadline Dates: March 15<sup>th</sup>**

<b>EFFECTIVE DATE:</b> July 11, 2011	<b>APPROVED BY:</b> Council	<b>REF:</b> FIN-11-023	<b>AMENDS NO.</b> July 12, 2010	<b>PAGE 3 OF 3</b>
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**CORPORATION OF THE TOWNSHIP OF ESQUIMALT  
COUNCIL POLICY**

<b>TITLE: Local Grants – Esquimalt High School</b>	<b>NO. ADMIN - 29</b>
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**POLICY:**

The Township will award grants annually from its Local Grants allocation to the Esquimalt High School as follows:

C. A. Kelly Scholastic Achievement Award	\$ 50.00
1912 – 2012 Esquimalt Centennial Art Scholarship	\$ 250.00
Graduation Class Book Presentation	\$ 150.00
Athletic Programs	\$2,750.00
Musical Instruments	\$ 600.00
Terry Fox Scholarship	\$ 500.00
Industrial Education /Trades Award	<u>\$ 500.00</u>
<b>Total</b>	<b><u>\$4,800.00</u></b>

With the exception of funding from the Athletic Program (which requires a presentation to Council in order to be considered for funding) payment of the Esquimalt High School Local grant funds will be made in June of each year.

A report showing the use of the funds for the intended purposes, including names of award recipients, must be submitted at least annually.

The School is responsible to determine the recipients of the awards.

**BACKGROUND:**

Historically, the Municipal Council has awarded local grants which previously have been approved either by policy or by resolution of Council.

**1. C. A. Kelly Scholastic Achievement Award**

This annual award for highest scholastic achievement was given by Mr. C.A. Kelly, Principal of the Esquimalt High School until his retirement in 1969 after 43 years. The award consists of a plaque on which the winning student’s name is inscribed. The award was taken over by the Township and renamed the C.A. Kelly Scholastic Achievement Award. The award covers the annual cost of engraving and a keeper trophy.

**2. 1912- 2012 Esquimalt Centennial Art Scholarship**

This scholarship was first awarded in 2010 to an Esquimalt student who inspired and created the logo design that best illustrated Esquimalt’s 1912- 2012 Centennial. The theme for the Centennial and the logo is “Honour Our Past, Celebrate Our Present and Imagine Our Future”. The Scholarship continues as a legacy of the Centennial and is awarded to the graduating student with the highest artistic achievement, who is continuing in art studies or art design.

<b>EFFECTIVE DATE:</b> October 24, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> FIN-11-023 FIN-11-036	<b>AMENDS NO.</b> #1 - July 11, 2011 #2 – Oct. 24, 2011	<b>PAGE 1 OF 2</b>
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**3. Graduation Class - Book Presentation**

Since 1975 the Municipal Council has presented a book in recognition of the graduating class for that year, to a maximum amount noted above.

**4. Athletic Program**

This annual allocation of funds is set aside to be accessed by the senior sports Teams of Esquimalt High School. Representatives of the teams must appear before Council to request funding for travel costs to tournaments or competitions in advance of the event(s).

**5. Musical Instruments**

For many years the Township has awarded a grant to the Esquimalt High School for musical instruments.

**6. Terry Fox Scholarship**

This Scholarship was established by Council resolution on July 13, 1981, as a fitting tribute to Terry Fox, whose determination accomplished so much in so little time. The scholarship is to be awarded to a graduating Esquimalt resident who best exemplifies the combined qualities of scholastic aptitude, athletic ability, citizenship and the general characteristics of perseverance in all endeavours.

**7. Industrial Education / Trades Award**

This Scholarship was established by Council resolution on April 5, 2004. The scholarship is to be awarded to a graduating student at Esquimalt High School who is an Esquimalt resident and pursuing a “trades” program of studies.

<b>EFFECTIVE DATE:</b> October 24, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> FIN-11-023 FIN-11-036	<b>AMENDS NO.</b> #1 - July 11, 2011 #2 – Oct. 24, 2011	<b>PAGE 2 OF 2</b>
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

<b>TITLE: Local Grants – L'École Victor Brodeur</b>	<b>NO. ADMIN - 52</b>
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**POLICY:**

The Township will award grants annually from its Local Grants allocation to L'École Victor Brodeur as follows:

Township of Esquimalt Athletic Awards	\$ 500.00
1912 – 2012 Esquimalt Centennial Art Scholarship	\$ 250.00
Team Funding	\$ 1,750.00
Total	<u>\$ 2,500.00</u>

With the exception of funding from the Team Funding (which requires a presentation to Council in order to be considered for funding) payment of the L'École Victor Brodeur Local grant funds will be made in June of each year.

A report showing the use of the funds for the intended purposes, including names of award recipients, must be submitted at least annually.

The School is responsible to determine the recipients of the awards.

**BACKGROUND:**

**1. Township of Esquimalt Athletic Award**

This annual award for athletic achievement will be given to both a male and female student and each recipient will receive a certificate with their name and a cheque for \$250. If scheduling will allow, the Mayor of the Township of Esquimalt will attend the award ceremony to make the presentation.

**2. 1912 - 2012 Esquimalt Centennial Art Scholarship**

This scholarship was first awarded in 2010 to an Esquimalt student who inspired and created the logo design that best illustrated Esquimalt's 1912- 2012 Centennial. The theme for the Centennial and the logo is "Honour Our Past, Celebrate Our Present and Imagine Our Future". The Scholarship continues as a legacy of the Centennial and is awarded to the graduating student with the highest artistic achievement, who is continuing in art studies or art design.

**3. Team Funding**

This annual allocation of funds is set aside to be accessed by teams representing L'École Victor Brodeur. Representatives of the teams must appear before Council to request funding for travel costs to tournaments or competitions in advance of the event(s). Costs may include, but are not limited to, registration fees, travel and accommodation costs or uniforms.

<b>EFFECTIVE DATE:</b> July 11, 2011	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> FIN-11-023	<b>AMENDS NO.</b> June 15, 2009	<b>PAGE 1 OF 1</b>
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# 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: June 27, 2013  
Staff Report No. EPW-13-014

## REQUEST FOR DECISION

**SUBJECT:** Signage of Intersections

**RECOMMENDATION:**

That Council receive this report for information.

**RELEVANT POLICY:**

Streets and Traffic Regulation Bylaw, 2005, Bylaw No. 2607

**STRATEGIC RELEVANCE:**

Multi-modal Transportation  
Infrastructure Priorities

Submitted by: Director, Engineering and Public Works

*J. Miller*

Reviewed by: A/CAO

*J. Miller*

Date:

June 12, 2013

## STAFF REPORT

**DATE:** June 12, 2013 Report No. EPW-13-014  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Jeff Miller, Director, Engineering and Public Works  
**SUBJECT:** Signage of Intersections

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### RECOMMENDATION:

That Council receive this report for information.

### BACKGROUND:

In June, 2012, Engineering brought forward a Traffic Order (TO) for the installation of a stop sign and road markings on the west side of Intervale Avenue at the intersection of Intervale Avenue, Highrock Avenue and Rockcrest Avenue. These three local roads converge to form a three legged intersection. As they are all local roads no road has priority over the others. The intersection is also uncontrolled which raises the question and confusion to which road has the right of way.

Council did not approve of the Traffic Order and the resolution from Council was that staff explore alternatives to the installation of a stop sign on the west side of Intervale Avenue with consultation with impacted residents, Victoria Police Department and the local school. Consultation with the Municipal Insurance Association (MIA) regarding potential liability issues with and uncontrolled intersection at the 800 block of Intervale Avenue was also to be pursued.

Discussions with Victoria Police have taken place. Based on past experience with this intersection, Victoria Police did not have a concern with leaving this intersection uncontrolled. They did see the merit of providing a stop sign on Intervale Avenue so that traffic going up to the intersection would experience a stopping maneuver. This would act as form of traffic calming from traffic leaving the DND lands.

MIA was also contacted to provide input into potential liability issues with this intersection. The Township can minimize its liability if Council adopts policies that provide a framework that determines what type of intersection control is required (i.e. signage, traffic lights or no signage) as well as an inspection/maintenance policy. These policies would then be applied throughout the Township. Within the Township there are total of 225 intersections. The controls at these intersections are divided as follows:

- 15 intersections are controlled by traffic lights;
- 161 intersections are controlled by signage;
- 49 intersections do not have any control and are unsigned.

The number and types of controls for the various intersections have been passed on to MIA for review. This review is currently underway. Once the information is received, it will be evaluated and Council updated.

**ISSUES:**

1. Rationale for Selected Option

That Council receive this report for information.

2. Organizational Implications

Based on the information received from MIA, new Council policies will be needed on the control of intersections as well as inspection and maintenance.

3. Financial Implications

The impact on capital or operational accounts would be dependent on the requirements of the proposed policy(s).

4. Sustainability/Environmental Implications

There are no sustainability/environmental implications.

5. Communication

Further communication will be carried out with MIA and other stakeholders as required in order to determine a course of action.

**ALTERNATIVES:**

1. That Council receive Staff Report No. EPW-13-014 for information.
2. That Council request further information from staff.



# 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: June 27, 2013  
Staff Report No. EPW-13-015

## REQUEST FOR DECISION

### SUBJECT:

Traffic Orders for Esquimalt Road – 1200 to 1400 Blocks

### RECOMMENDATION:

That Council approve the following:

1. Repeal Traffic Order Nos. 141, 1178 and 1188 and that Traffic Order Nos. 1202 and 1203 be adopted:
2. Traffic Order No. 1202 – that signs and road markings be placed to indicate that parking is prohibited at all times on the North side of Esquimalt Road commencing at the East boundary of Canteen Road and extending to a point 10 metres to the East of the entrance to the Public Works Yard, adjacent to 1390 Esquimalt Road; and
3. Traffic Order No. 1203 – that signs be placed to indicate “No Stopping” between the hours of 7:00 am and 9:00 am, Monday – Friday, on the North side of Esquimalt Road commencing at a point 10 metres to the East of the entrance of the Public Works Yard, adjacent to 1390 Esquimalt Road, and extending to a point 25 metres east of East boundary of Admirals Road.

### RELEVANT POLICY:

Streets and Traffic Regulation Bylaw, 2005, No. 2607

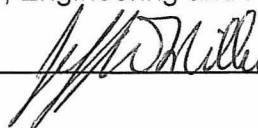
### STRATEGIC RELEVANCE:

Does not relate to a specific Strategic Goal

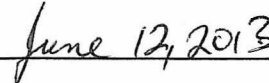
Submitted by: Director, Engineering and Public Works

  
\_\_\_\_\_

Reviewed by: A/CAO

  
\_\_\_\_\_

Date:

  
\_\_\_\_\_

## STAFF REPORT

**DATE:** June 12, 2013 Report No. EPW-13-015  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Jeff Miller, Director, Engineering and Public Works  
**SUBJECT:** Traffic Orders for Esquimalt Road – 1400 to 1200 Blocks

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### RECOMMENDATION:

That Council approve the following:

1. Repeal Traffic Order Nos. 141, 1178 and 1188; and that Traffic Order Nos. 1202 and 1203 be adopted:
2. Traffic Order No. 1202 – that signs and road markings be placed to indicate that parking is prohibited at all times on the North side of Esquimalt Road commencing at the East boundary of Canteen Road and extending to a point 10 metres to the East of the entrance to the Public Works Yard, adjacent to 1390 Esquimalt Road; and
3. Traffic Order No.1203 – that signs be placed to indicate “No Stopping” between the hours of 7:00 am and 9:00 am, Monday – Friday, on the North side of Esquimalt Road commencing at a point 10 m to the East of the entrance of the Public Works Yard, adjacent to 1390 Esquimalt Road, and extending to point 25 metre east of East boundary of Admirals Road.

### BACKGROUND:

Parking along Esquimalt Road from Admirals Road to Canteen Road (1200 to 1400 blocks) is regulated by three traffic orders (TO): 141, 1178, and 1188. Currently the north side of Esquimalt Road is a time restrictive parking (no parking from 7:00 am to 9:00 pm, Monday to Friday) and a no parking zone just east of the entrance to the Public Works Yard. The section of Esquimalt Road (north side) from the entrance of Public Works to Canteen Road is also time restrictive parking.

### ISSUES:

1. Rationale for Selected Option

The intersection of Esquimalt Road and Canteen Road experiences a fair amount of traffic as it is an access point to CFB Esquimalt, Canteen Road Transfer station and a second entrance to the Public Works Yard. When the parking restriction is in force, the intersection has two lanes to handle a variety of traffic movements. Outside of the restrictive parking hours, this section of roadway is quickly filled up with parking cars. This reduces the road down to one lane for three traffic maneuvers.

The implementation of TO 1202 will maintain the current time restrictive parking on the 1200 and 1300 blocks of Esquimalt Road. TO 1203 will implement a no parking restriction on the north side of the road along the boundary of the Public Works Yard (601 Canteen Road). TO 1203 will maintain two lanes of traffic for the movement of west bound traffic on Esquimalt Road. With two lanes being available, the three traffic maneuvers can easily be maintained.

## 2. Organizational Implications

There are no organization implications for these TOs.

## 3. Financial Implications

There are minimal financial implications and can be accommodated in the operating budget.

## 4. Sustainability/Environmental Implications

There are minimal implications. By maintaining the right hand lane free of vehicles, cyclists are afforded a travel lane rather than being forced into the centre lane and competing with vehicular traffic for space.

## 5. Communication

Communication of the removal of the signs will be accomplished in two ways. On the site, signage will be installed notifying drivers of a change in traffic control. These signs will remain up for approximately six months. The other method of notification will be a posting on the Township's web site and social media channels of the implementation of no parking restrictions on this section of Esquimalt Road.

## ALTERNATIVES:

### A. That Council approve the following:

1. Repeal Traffic Order Nos. 141, 1178 and 1188 and that Traffic Order Nos. 1202 and 1203 be adopted:
2. Traffic Order No. 1202 – that signs and road markings be placed to indicate that parking is prohibited at all times on the North side of Esquimalt Road commencing at the East boundary of Canteen Road and extending to a point 10 metres to the East of the entrance to the Public Works Yard, adjacent to 1390 Esquimalt Road; and
3. Traffic Order No. 1203 – that signs be placed to indicate “No Stopping” between the hours of 7:00 am and 9:00 am, Monday – Friday, on the North side of Esquimalt Road commencing at a point 10 m to the East of the entrance of the Public Works Yard, adjacent to 1390 Esquimalt Road, and extending to a point 25 metres east of East boundary of Admirals Road.

### B. That Council does not approve the following changes:

1. Not Repeal Traffic Order Nos. 141, 1178 and 1188 and that Traffic Order Nos. 1202 and 1203 not be adopted:

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**STREETS AND TRAFFIC REGULATION BY-LAW, 2005, BYLAW NO. 2607**

**ORDER NO. 1202**

**WHEREAS I, JEFFREY W. MILLER**, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005, No. 2607* to make orders in respect of certain matters and things therein mentioned.

**NOW THEREFORE** in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

That signs and road markings be placed to indicate that Parking is Prohibited at all times on the North side of Esquimalt Road commencing at the East boundary of Canteen Road and extending to a point 10 metres to the East of the entrance to the Public Works Yard, adjacent to 1390 Esquimalt Road.

This Order to be effective and to come into full force and effect from midnight upon the 27<sup>th</sup> day of June A.D. 2013.

\_\_\_\_\_  
Director of Engineering and Public Works

I, **Anja Nurvo**, Corporate Officer of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Jeffrey W. Miller, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005, No. 2607* of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 27<sup>th</sup> day of June A.D. 2013.
2. That on the 27<sup>th</sup> day of June A.D. 2013, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005, No. 2607*.

\_\_\_\_\_  
Corporate Officer



# MUNICIPAL YARD

601

1390

ESQUIMALT ROAD

1405

CANTEEN ROAD

69

GRAFTON STREET

PROPOSED  
NO PARKING



TOWNSHIP OF ESQUIMALT	
TO 1202	
NO PARKING	
ESQUIMALT ROAD	
DATE MAY-27-2012	DWG. NO.
DESIGN BY:	DRAWN BY: RAS
SCALE: 1:500	
PATH:	



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**STREETS AND TRAFFIC REGULATION, 2005, BYLAW NO. 2607**

**ORDER NO. 1203**

**WHEREAS I, JEFFREY W. MILLER**, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005, No. 2607* to make orders in respect of certain matters and things therein mentioned.

**NOW THEREFORE** in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

That signs be placed to indicate “No Stopping” between the hours of 7:00 am and 9:00 am, Monday – Friday, on the North side of Esquimalt Road commencing at a point 10 metres to the East of the entrance to the Public Works Yard, adjacent to 1390 Esquimalt Road, and extending to a point 25 metres East of the East boundary of Admirals Road.

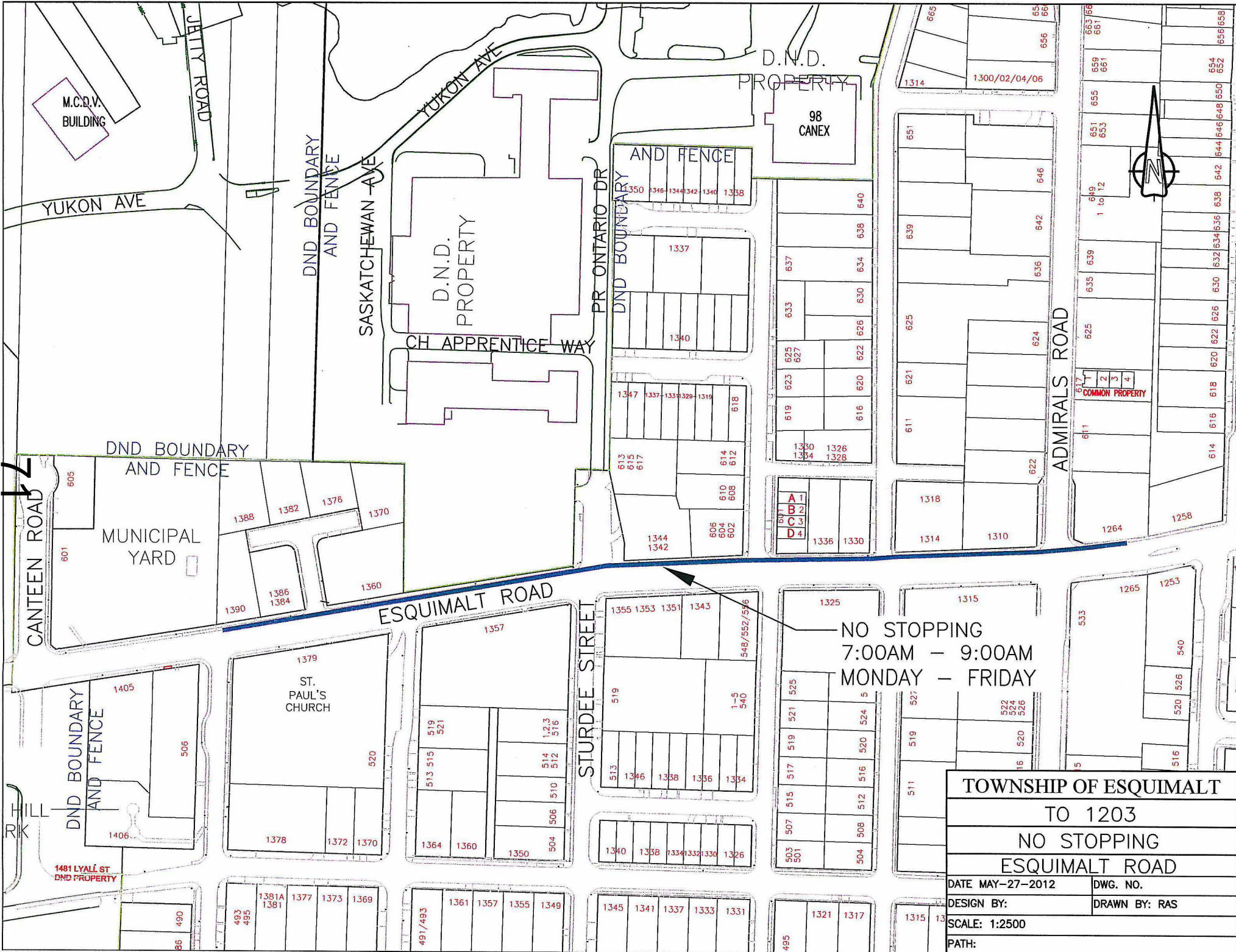
This Order to be effective and to come into full force and effect from midnight upon the 27<sup>th</sup> day of June A.D. 2013.

\_\_\_\_\_  
Director of Engineering and Public Works

I, **Anja Nurvo**, Corporate Officer of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Jeffrey W. Miller, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005, No. 2607* of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 27<sup>th</sup> day of June A.D. 2013.
  
2. That on the 27<sup>th</sup> day of June A.D. 2013, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005, No. 2607*.

\_\_\_\_\_  
Corporate Officer



NO STOPPING  
7:00AM - 9:00AM  
MONDAY - FRIDAY

TOWNSHIP OF ESQUIMALT	
TO 1203	
NO STOPPING	
ESQUIMALT ROAD	
DATE MAY-27-2012	DWG. NO.
DESIGN BY:	DRAWN BY: RAS
SCALE: 1:2500	
PATH:	



# 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: June 27, 2013  
Staff Report No. EPW-13-016

## REQUEST FOR DECISION

### SUBJECT:

Traffic Order for Lampson Street Bus Stop Relocation

### RECOMMENDATION:

That Council approve Traffic Order No. 1201 – That a sign bearing the Words 'Bus Stop' be placed, and curb painted red, to indicate that a Bus Stop exists at all times on the West side of Lampson Street, from a point 15.5 metres southerly from the southern boundary of the E & N Railway, thence southerly for a distance of 20.2 metres.

### RELEVANT POLICY:

Streets and Traffic Regulation Bylaw, 2005, No. 2607

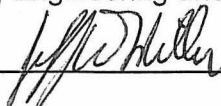
### STRATEGIC RELEVANCE:

Does not relate to a specific Strategic Goal

Submitted by: Director, Engineering and Public Works



Reviewed by: A/CAO



Date:

June 12, 2013

## STAFF REPORT

**DATE:** June 12, 2013 Report No. EPW-13-016  
**TO:** Jeff Miller, Acting Chief Administrative Officer  
**FROM:** Jeff Miller, Director, Engineering and Public Works  
**SUBJECT:** Traffic Order for Lampson Street Bus Stop Relocation

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### RECOMMENDATION:

That Council approve Traffic Order No. 1201 – That a sign bearing the Words 'Bus Stop' be placed, and curb painted red, to indicate that a Bus Stop exists at all times on the West side of the Lampson Street, from a point 15.5 metres southerly from the southern boundary of the E & N Railway, thence southerly for a distance of 20.2 metres.

### BACKGROUND:

A bus stop is currently located to the north side of the E & N Railway, on the west side of Lampson Road (798 Lampson Street). With the construction of the E & N Rail Trail, the railroad right of way will see an upgrade to the signals. The Township is also requiring the installation of a signalised crossing at the location in order to accommodate the movement of cyclists and pedestrians across Lampson Street.

### ISSUES:

#### 1. Rationale for Selected Option

With the upgrade to the Lampson/ E&N Railroad crossing, the bus stop located at 789 Lampson Street needs to be relocated (TO 1201). The new location will be on the south side of the Lampson/E&N Railroad crossing (780/782 Lampson Street). This location will provide better visibility for motorists that are located behind a stopped bus. The relocation has also been discussed with BC Transit and they are in agreement with the change in location.

#### 2. Organizational Implications

There are no organization implications for this TO.

#### 3. Financial Implications

There are minimal financial implications and can be accommodated in the operating budget.

#### 4. Sustainability/Environmental Implications

There are minimal sustainability/environmental implications.

## 5. Communication

Communication of the removal of the signs will be accomplished in two ways. On the site, BC Transit will take the lead in notifying riders of the change in the bus stop location. The other method of notification will be a posting on the Township's web site and social media channels of the relocation of the bus stop.

### **ALTERNATIVES:**

1. That Council approve implementation of Traffic Order No.1201 – That a sign bearing the Words 'Bus Stop be placed, and curb painted red, to indicate that a Bus Stop exists at all times on the West side of the Lampson Street, from a point 15.5 metres southerly from the southern boundary of the E & N Railway, thence southerly for a distance of 20.2 metres.
2. That Council does not approve Traffic Order No. 1201 – That a sign bearing the Words 'Bus Stop be placed, and curb painted red, to indicate that a Bus Stop exists at all times on the West side of the Lampson Street, from a point 15.5 metres southerly from the southern boundary of the E & N Railway, thence southerly for a distance of 20.2 metres.



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**STREETS AND TRAFFIC REGULATION BY-LAW, 2005, NO. 2607**

**ORDER NO. 1201**

**WHEREAS I, JEFFREY W. MILLER**, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, am empowered under the terms and provisions of the *Streets and Traffic Regulation By-law, 2005, No. 2607* to make orders in respect of certain matters and things therein mentioned.

**NOW THEREFORE** in the exercise of the powers given in the said By-law, **I DO HEREBY ORDER THAT:**

Bus Stop sign and road markings shall be placed to indicate that this is a Bus Stop at all times on Lampson Street from a point 15.5 metres Southerly from the Southerly boundary of the E & N Railway, thence Southerly for a distance of 20.2 metres.

This Order to be effective and to come into full force and effect from midnight upon the 27<sup>th</sup> day of June A.D. 2013.

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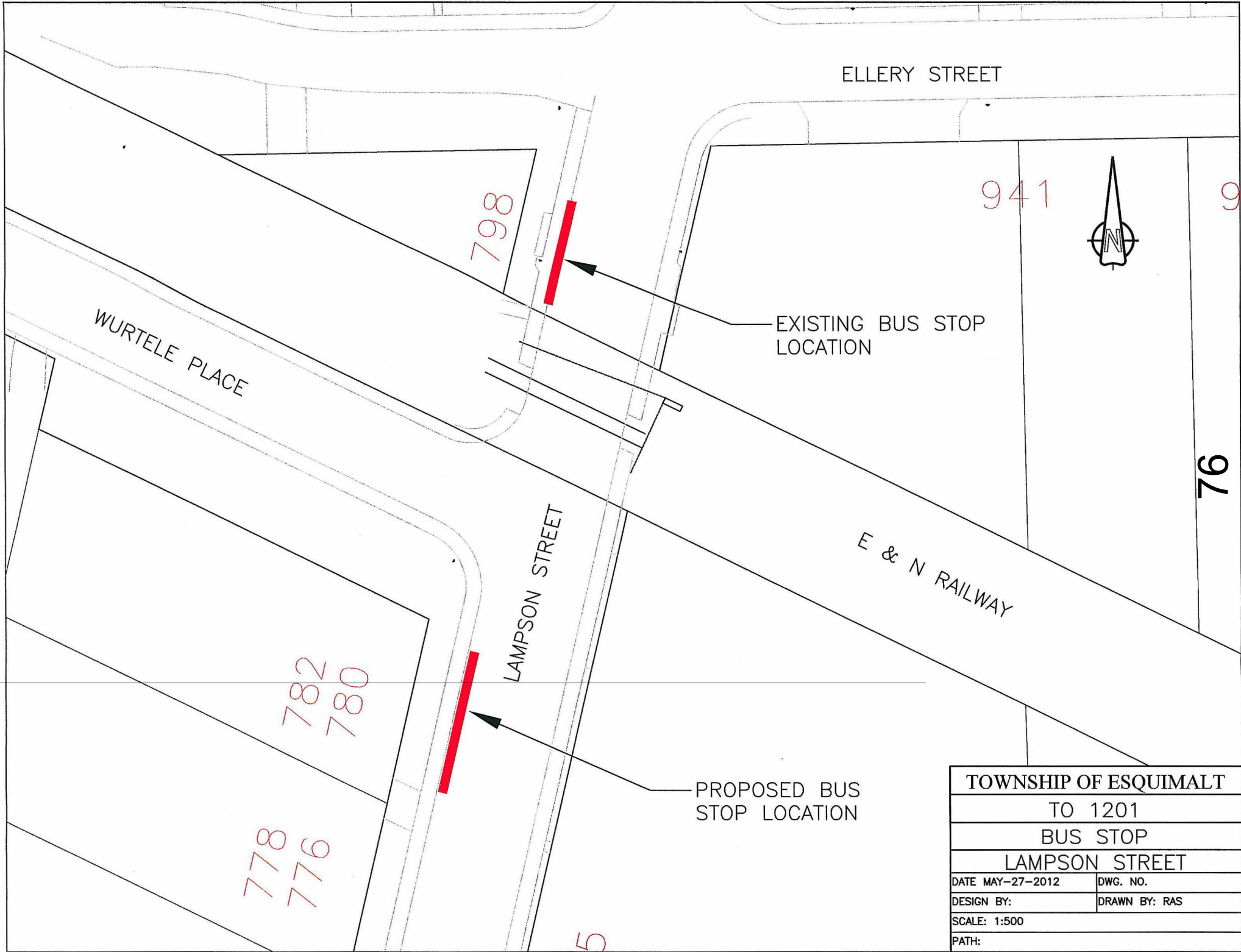
Director of Engineering and Public Works

I, **Anja Nurvo**, Corporate Officer of the Corporation of the Township of Esquimalt, **DO HEREBY CERTIFY:**

1. That the foregoing is a true copy of an Order made by Jeffrey W. Miller, Director of Engineering and Public Works of the Corporation of the Township of Esquimalt, pursuant to the terms and provisions of the *Streets and Traffic Regulation By-law, 2005, No. 2607* of the said Corporation and submitted to the Municipal Council of the Corporation of the Township of Esquimalt on the 27<sup>th</sup> day of June A.D. 2013.
2. That on the 27<sup>th</sup> day of June A.D. 2013, the said Municipal Council did, by resolution, approve the said Order, the original of which is on file in my custody in the Municipal Hall of the Corporation of the Township of Esquimalt, pursuant to the terms of the *Streets and Traffic Regulation By-law, 2005, No. 2607*.

---

Corporate Officer



TOWNSHIP OF ESQUIMALT	
TO 1201	
BUS STOP	
LAMPSON STREET	
DATE MAY-27-2012	DWG. NO.
DESIGN BY:	DRAWN BY: RAS
SCALE: 1:500	
PATH:	



## 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: June 17, 2013  
Staff Report No. DEV-13-024

### 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 receive Staff Report DEV-13-024 in response to and satisfaction of Council's resolution of May 27, 2013.
2. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, attached as Schedule "A" of staff report DEV-13-024, 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 **read a third time**.
3. That prior to the adoption of Bylaw No. 2798, the owner enter into a Housing Agreement pursuant to Section 905 of the Local Government Act in a form consistent with that found in Schedule "B" of Staff Report DEV-13-024, and staff are directed to bring the associated Housing Agreement Bylaw forward for concurrent consideration by Council.
4. That prior to the adoption of Bylaw No. 2798, the owner register a Section 219 Covenant on the titles to the properties in favour of the Township of Esquimalt, as detailed in Schedule "C" of Staff Report DEV-13-024, and the Mayor and staff are accordingly authorized to execute that Covenant.



**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 *Tina Parks*

Reviewed by: CAO *J. W. Miller*

Date: *June 13, 2013*

## STAFF REPORT

**DATE:** June 12, 2013 Report No. DEV-13-024

**TO:** Jeff Miller, Acting 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]**  
**[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]**

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### RECOMMENDATION:

1. That Council receive Staff Report DEV-13-024 in response to and satisfaction of Council's resolution of May 27, 2013.
2. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw [No. 207], 2013, No. 2798, attached as Schedule "A" of staff report DEV-13-024, 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 **read a third time**.
3. That prior to the adoption of Bylaw No. 2798, the owner enter into a Housing Agreement pursuant to Section 905 of the Local Government Act in a form consistent with that found in Schedule "B" of Staff Report DEV-13-024, and staff are directed to bring the associated Housing Agreement Bylaw forward for concurrent consideration by Council.
4. That prior to the adoption of Bylaw No. 2798, the owner register a Section 219 Covenant on the titles to the properties in favour of the Township of Esquimalt, as detailed in Schedule "C" of Staff Report DEV-13-024, and the Mayor and staff are accordingly authorized to execute that Covenant.

### BACKGROUND:

#### Context

**Applicant:** Praxis Architects Inc. [Michael Levin]

**Owner:** Royal Canadian Legion, Branch No. 172

**Property Size [Total]:** Metric: 3045 m<sup>2</sup> Imperial: 32,776 ft<sup>2</sup>

**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" Housing Agreement (622 Admirals Road) Bylaw, 2013, No. 2799;
- "C" Section 219 Covenant;
- "D" Site Plan and architectural drawings.

**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 redevelopment of the site for a commercial and residential mixed-use development, currently proposed as a 12-storey building consisting of 152 seniors' independent living units and approximately 575m<sup>2</sup> of commercial area including a Legion facility and general commercial space. Consistent with the Official Community Plan, base residential density of 3.0 floor area ratio ("FAR") would be permitted, with a density bonus up to 3.5 FAR on the provision of amenities (Base 3.2 and Bonus 3.7 FAR, respectively when combined with commercial space).

**Zoning**

The proposed rezoning would allow for a mixed-use building containing 140 seniors independent living apartments and 12 "veterans dwelling units" managed by the Legion. Ancillary to the seniors' independent living apartments would be a multi-purpose "events" room, a kitchen, common dining room, offices, roof top patios, a lounge, and laundry facilities. The building would also contain a Legion and a small commercial space for retail or professional services.

**Public Hearing**

A Public Hearing was held on May 27, 2013 at 7:00pm in Council Chambers to allow the public to address comments to Council relating to the proposed rezoning of 622 Admirals Road. Numerous members of the public addressed Council, voicing opinions regarding the proposal which generally fell into the following categories:

- Height
- Massing
- Parking

- Shadowing
- Traffic Impact
- Provision of Green Space
- Provision of Amenities
- Impact on 624 Admirals Road
- Other Matters

**Height:** As previously identified in staff report DEV-13-020, the proposed height of the building is 42 metres accommodating 12 storeys of development. The proposed design is consistent with the OCP amendment to height adopted by Council in May of 2010 for properties designated Commercial Mixed-Use or Multi-Unit, High Rise Residential. Due to the location of the subject property, significant view corridors will not be impacted.

**Massing:** As noted in staff report DEV-13-020 the proposed floor space ratio is 3.5 after the road dedication is granted. While this exceeds the 3.0 floor area ratio identified in the OCP, the project provides special needs housing [seniors housing] therefore a density increase can be considered in accordance with OCP policies. The massing of the proposed building is relatively evenly distributed across the site with slightly more massing at the northern end of the site where the tallest portion of the building is located. The proposed building represents a significant increase in massing relative to the existing building.

**Parking:** In support of this application for rezoning the applicant presented a comparative analysis of senior oriented housing facilities for sites on the lower mainland and included a summary of parking requirements for CRD communities. *Seniors' Housing Parking Comparative Requirements*, stamped Received January 17, 2013 was attached to staff report DEV-13-020 as Schedule "O". This document notes that, of thirteen local municipalities, eight, including Esquimalt, have a parking standard of 0.5 spaces per unit for seniors' facilities. Of the remaining 5 jurisdictions Highlands and North Saanich, have no parking standard specific to seniors facilities, Central Saanich has a 0.6 space per unit requirement, Metchosin's requires 1.25 spaces per unit and City of Victoria has a 0.35 space per unit requirement. Staff have not verified these figures, as the applicant has committed to meet the Parking Bylaw requirements.

Presenters at the Public Hearing voiced concern to Council that the proposed Royal Canadian Legion facility would be under served with parking. As noted in DEV-13-020 the proposed RCL facility would be approximately 5000 square feet in area representing approximately one quarter the size of the existing Legion building thereby substantially reducing the demand for parking.

As noted at the Public Hearing and in DEV-13-020, the applicant has committed to meet all requirements of Esquimalt Parking Bylaw, 1992, No. 2011.

**Shadowing:** A series of shadow diagrams was included in the drawing package attached to DEV-13-020 as Schedule "U". These diagrams outline the shadow impacts on the local area for four different months and at four different times of day. These diagrams clearly indicate that properties located in the area would be impacted by shadows to varying degrees year round. Properties subject to the greatest amount of shadowing would be those located immediately adjacent to the site to the north and west and across Admirals Road to the east.

**Traffic Impact:** Concern was raised at the Public Hearing regarding the increased volume of traffic that would be loaded onto Miles Street and Constance Street should the application be

approved. In support of this application for rezoning the applicant presented a traffic study entitled "Traffic Impact Assessment for 622 Admirals Road Legion Development", prepared by Boulevard Transportation Group that was attached to DEV-13-020 as Schedule "N". The recommendation in the traffic study states "No mitigation measures are required due to traffic resulting from the proposed site".

**Provision of Green Space:** Some letters of opposition to this application cite a lack of green space as a significant failing in the proposed design. As detailed in the concept landscape plan included in the drawing package attached to DEV-13-020 as Schedule "U", opportunities for passive open space are limited in this proposal. To address this issue the architect and landscape architect have proposed outdoor seating venues to serve both the residents of the building and the Royal Canadian Legion membership respectively. Additional opportunity for outdoor enjoyment is offered to residents via the two rooftop patios located on the south end of the ninth floor of the building, based on the plans submitted with the proposal.

**Provision of Amenities:** Since the proposed residential Floor Area Ratio for this project is 3.5, which is 0.5 greater than allowed under the Official Community Plan without density bonusing, this rezoning bylaw has been advanced as a density-bonusing-for-amenity bylaw in accordance with OCP section 2.3.2(k) and *Local Government Act* section 904. Proposed amenities can be reviewed in Amending Bylaw [No. 207], 2013, No. 2798, Section 2(a)(ii), attached as Schedule "A" to staff report DEV-13-020. Requirements identified in Section 2(a)(ii) of Bylaw No. 2798 are surplus to the basic servicing requirements that could be applied to a project of this nature based on the Township's current bylaws. Should the project be approved the proposed amenities would serve to improve the aesthetics and function of the local area, and therefore be of benefit to the community.

**Impact on 624 Admirals Road:** Concerns were raised at the Public Hearing relating to the impact approval of this development proposal would have on the adjacent parcel. As noted in the architectural renderings and shadow diagrams, provided as part of the drawing package, attached to DEV-13-020 as Schedule "U", 624 Admirals Road would be impacted by the presence of the proposed building. As noted on the renderings, the existing, one storey, building on the site is located on the western portion of the site abutting the southern property line which places it in close proximity to the proposed building. As noted in Schedule "E" of DEV-13-020, and stated at the Public Hearing the site houses a commercial use on a commercially zoned site with exposure to one of Esquimalt's busiest roadways.

**Other Matters:** There were a variety of other representations as noted in the written submissions and Minutes of the public hearing, including opposition to the land uses themselves, comments on the area generally and housing options, tax implications, community services, the appropriateness of variances and other matters. Staff have no further comments on these.

## 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 of the community. This and other rationale was noted in previous staff reports and staff have no new comments.

2. **Organizational Implications**

As noted in DEV-13-020, this Request for Decision has no organizational implications.

3. **Financial Implications**

As noted in DEV-13-020, the bylaw would require the delivery of a minimum of \$400,000 worth of amenities and land for road widening worth approximately \$100,000.

4. **Sustainability/Environmental Implications**

Consistent with the direction provided by Council on March 4, 2013, the applicant provided staff an updated Green Building Checklist, stamped "Received March 13, 2013". Staff have included these requirements in a covenant, to be registered on the titles to the properties, so that the proposed development would be constructed consistent with these criteria.

Additionally, this covenant would require the developer to provide a project completion report detailing the implementation of the green building practices.

5. **Communication**

As noted in DEV-13-020, the applicant consulted further to the recently amended Council Policy PLAN-25 and the Township mailed notices to tenants and owners and otherwise gave notification and held the Public Hearing in accordance with statutory requirements.

Written submissions received prior to the public hearing, in the form of 32 letters, were distributed to Council members at the start of the public hearing on May 27, 2013. All but one of these letters was provided by Esquimalt residents, with the exception being a submission from the Esquimalt Chamber of Commerce supporting the application. The majority of the correspondence opposed the application.

During the Public Hearing, an additional 187 pieces of correspondence, all supporting the development proposal, were submitted for Council Consideration. In response to a question from the chair, staff assured Council that the submission package would be reviewed. Staff have determined that 113 [60%] of the 187 letters submitted were provided by Esquimalt residents. Seven of the remaining 74 letters were provided by Esquimalt businesses. The total of Esquimalt residents and businesses is 120 letters or 64%.

**ALTERNATIVES:**

1. That Council receive staff report DEV-13-024, and that Council resolves that Amending Bylaw [No. 207], 2013, No. 2798 be **read a third time**, and direct staff to coordinate registration of the covenant on the titles to the properties and return Housing Agreement Bylaw No. 2799 to Council for consideration of further readings.
2. Council directs staff to amend Bylaw No. 2798 to accommodate issues raised at the public hearing and return to Council for further consideration, including following a new public hearing if required by the *Local Government Act*.
3. Council **defeats** Amending Bylaw [No. 207], 2013, No. 2798.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2798**

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

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

1. This bylaw may be cited as the "ZONING BYLAW, 1992, NO. 2050, AMENDMENT BYLAW [NO. 207], 2013, NO. 2798".
2. That Bylaw No. 2050, cited as the "Zoning Bylaw, 1992, No. 2050" be amended as follows:
  - (1) by adding the following words and figures after 'Comprehensive Development District No. 81' in Section 31 – Zone Designations of PART 5 - Zoning Districts:

"Comprehensive Development District No. 82"

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

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

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

(1) **Permitted Uses**

The following Uses and no others shall be permitted:

- (a) Congregate Care Senior Citizens' Apartments
- (b) Business and Professional Office
- (c) Financial Institution
- (d) Personal Service Establishment
- (e) Retail Store
- (f) Restaurant
- (g) 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) **Design Guideline**

South side of the building shall incorporate an artistic or creative motif and/or green building design.

(6) **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.

(7) **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.

(8) **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.

(9) **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.

(10) **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 4<sup>th</sup> day of March, 2013.

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

Second Reading rescinded, bylaw amended and read anew a second time by the Municipal Council on the 15<sup>th</sup> day of April, 2013.

A Public Hearing was held pursuant to Sections 890 and 892 of the *Local Government Act* on the 27<sup>th</sup> day of May, 2013.

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

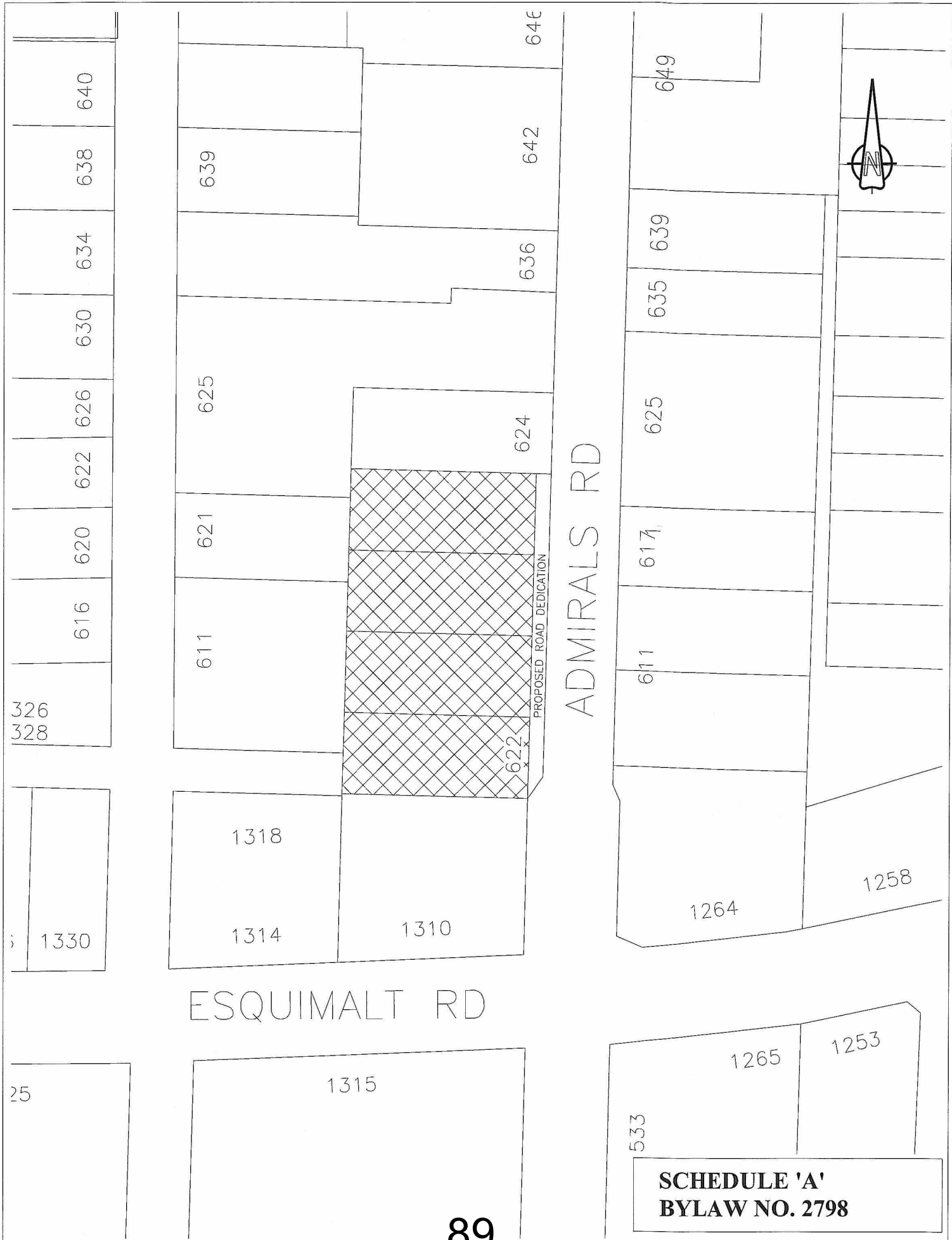
**ADOPTED** by the Municipal Council on the ---- day of -----, 2013.

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BARBARA DESJARDINS  
MAYOR

---

ANJA NURVO  
CORPORATE OFFICER



**SCHEDULE 'A'**  
**BYLAW NO. 2798**

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2799**

A Bylaw to authorize a Seniors Housing Agreement  
under section 905 of the *Local Government Act*

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

1. This bylaw may be cited as the "*HOUSING AGREEMENT (622 Admirals Road) BYLAW, 2013, NO. 2799*".
2. The Mayor and the City's Corporate Officer are authorized to execute the Housing Agreement:
  - (a) set out in Schedule A,
  - (b) between the Township and Royal Canadian Legion, Branch No. 172, and
  - (c) that applies to the land known as 622 Admirals Road, legally described as:
    - (i) Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854;
    - (ii) Lot 156, Suburban Lot 43, Esquimalt District, Plan 2854;
    - (iii) Lot 157, Suburban Lot 43, Esquimalt District, Plan 2854; and
    - (iv) Lot 158, Suburban Lot 43, Esquimalt District, Plan 2854, Except Part in Red on Plan 312 BL.

READ a first time by the Municipal Council on the 4<sup>th</sup> day of March, 2013.

READ a second time by the Municipal Council 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

**SCHEDULE A to Bylaw No. 2799  
HOUSING AGREEMENT**

## HOUSING AGREEMENT

(Pursuant to Section 905 of the *Local Government Act*)

THIS AGREEMENT is made the \_\_\_\_ day of \_\_\_\_\_, 2013.

### BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT

1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

(the "TOWNSHIP")

AND

ROYAL CANADIAN LEGION, BRANCH NO. 172

622 Admirals Road  
Esquimalt, B.C. V9A 2N7

(the "OWNER")

### RECITALS:

- A. Under section 905 of the *Local Government Act* the City may, by bylaw, enter into a Housing Agreement with an owner regarding the occupancy of the housing units identified in the Agreement, including but not limited to terms and conditions referred to in section 905(2) of the *Local Government Act*;
- B. The Owner is the registered owner in fee-simple of those lands with a current civic address of 622 Admirals Road in the Township of Esquimalt in Province of British Columbia, and legally described as:
- PID: 006-390-897  
Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854;
- PID: 006-386-865  
Lot 156, Suburban Lot 43, Esquimalt District, Plan 2854;
- PID: 006-387--098  
Lot 157, Suburban Lot 43, Esquimalt District, Plan 2854; and

PID: 006

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

(collectively, the “**Lands**”).

- C. The Owner has submitted an application to the Township to rezone the Lands from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82] further to ZONING BYLAW, 1992, NO. 2050, AMENDMENT BYLAW [NO. 207], 2013, NO. 2798 (“**Rezoning Bylaw**”), and acknowledging that it is in the public interest that the use of the Lands be limited, in particular given the intent to provide congregate care housing for seniors.
- D. The Owner proposes to develop the Lands under four strata lots as follows:
- a. Proposed Strata Lot A - Commercial Uses;
  - b. Proposed Strata Lot B - Legion Facility (club house)
  - c. Proposed Strata Lot C - 12 non-profit Legion Veteran Senior Housing Units; and
  - d. Proposed Strata Lot D - 140 (1 and 2 bedroom) Senior Independent Living Units;
- (collectively, the “**Proposed Development**”);
- E. The Owner and the Township wish to enter into this Agreement, as a Housing Agreement pursuant to section 905 of the *Local Government Act*, to secure the agreement of the Owner that all the proposed units on Proposed Strata Lot C and Proposed Strata Lot D of the Lands may only be used for congregate care housing for seniors (the “**Agreement**” or “**Housing Agreement**”), the parties acknowledging that the Notice of this Housing Agreement shall be placed on title to the Lands until stratification and then the Proposed Strata Lot C and Proposed Strata Lot D at which time it may be removed from Proposed Strata Lot A and Proposed Strata Lot B (*or as such lots may be respectively named at time of subdivision*).

**NOW THIS AGREEMENT WITNESSES** that pursuant to section 905 of the *Local Government Act*, and in consideration of the premises and covenants contained in this Agreement, the parties agree each with the other as follows:

## 1. DEFINITIONS



- 1.1. Unless otherwise stated, the definitions of the Township's ZONING BYLAW, 1992, NO. 2050 ("**Zoning Bylaw**"), apply to this Agreement.
- 1.2. The following words and terms have the following meanings:
  - (a) "**Non-Commercial Units**" means all those parts of the Proposed Development other than on Proposed Strata Lot A and Proposed Strata Lot B;
  - (b) "**Owner**" includes "Strata Corporation" following stratification of the Lands.
  - (c) "**Senior Person**" means a person of the age of fifty five (55) years or older;
  - (d) "**Strata Corporation**" includes the entity in control of the respective Proposed Strata Lots should subdivision or other division proceed by means other than stratification;
  - (e) "**Strata Lot**" includes such other form of subdivision or property division would, for example, development proceed by way of air space parcel subdivision or other division;

## 2. USE AND OCCUPATION

- 2.1. Subject to this Agreement, the Owner covenants and agrees that it must only use or permit the use and occupancy of the Non-Commercial Units on the Lands to affordable congregate care apartment units for Senior Persons, or accessory uses to such residential use and occupation.
- 2.2. Within Proposed Strata Lot C and Proposed Strata Lot D only, use and occupancy of a Non-Commercial Unit by a Senior Person may include residential occupancy by a Senior Person together with his or her spouse or partner who may be less than 55 years of age.
- 2.3. In accordance with the Proposed Development, one unit may be provided for the use of guests without age restriction, provided such guests are visiting a current resident.

## 3. RENTAL UNITS ONLY

- 3.1. The Owner covenants and agrees that the Owner shall not take any steps, or enter into any agreements, or impose any rules or regulations whatsoever the effect of which would be to sell or transfer the Non-Commercial Units on the Lands other than for rental purposes.
- 3.2. Without limiting the generality of Section 3.1,
  - (a) the Owner covenants and agrees that it will not make application to deposit a strata plan to stratify the individual Non-Commercial Units,

the parties acknowledging this Agreement does not restrict the creation of the Proposed Strata Lots A, B, C and D respectively;

- (b) the tenancy agreements or leases for the Non-Commercial Units must not be of a term inconsistent with rental tenure and must not permit assignment, sub-tenancy or sub-leasing.

3.3. The Strata Corporation further covenants and agrees:

- (a) that the Strata Corporation will not pass bylaw(s) that would restrict the availability for rental of any Non-Commercial Units unless this Agreement is amended accordingly, and
- (b) to notify the Township of any proposed amendments to its strata bylaws that pertain to use or occupancy.

3.4. The Owner and Strata Corporation acknowledge that it is within the Township's sole discretion to consent or not to consent to modifications of this Agreement and that such consent may be withheld for any reason.

#### **4. ADMINISTRATION & MANAGEMENT - REPORTING**

4.1. Within thirty (30) days of receipt of request from the Township, the Owner or Strata Corporation must provide a report in writing that identifies the following for the portions of the development or Strata Lot, respectively:

- (a) Total number of Non-Commercial Units on the Lands;
- (b) Number and Age of Occupants of each Non-commercial Unit;
- (c) Name and Contact information of all companies and/or societies that manage or operate the Non-Commercial Units;
- (d) Copy of the standard form(s) of tenancy or occupancy agreement for the Non-Commercial Unit, including term of that agreement (but without the personal information of each individual agreement);
- (e) If applicable, any changes or proposed changes to the Strata Corporation's bylaws that may affect the terms of this Housing Agreement; and
- (f) Such further information identified in the request from the Township, provided such is relevant to the interpretation, administration or enforcement of this Housing Agreement.

4.2. The parties acknowledge that reporting requirements will not be imposed more than once per year, unless there are reasonable grounds to believe that there may be a breach, in fact or in spirit, of this Housing Agreement (as determined in the Township's sole discretion, for the purposes of reporting).

- 4.3. For greater certainty, there are no reporting requirements unless the Township so requests.

## **5. NOTICE IN LAND TITLE OFFICE**

- 5.1. Notice of this Agreement will be filed in the Land Title Office by the Township at the cost of the Owner in accordance with section 905 of the *Local Government Act*, and this Agreement is binding on the parties to this Agreement as well as all persons who acquire an interest in the Lands after filing of the Notice.
- 5.2. Upon stratification in accordance with the Proposed Development, the Notice need not run with Proposed Strata Lot A and Proposed Strata Lot B, and the Township agrees to file a cancellation in that limited regard on request of the Owner.

## **6. RELEASE AND INDEMNITY**

- 6.1. The Owner and Strata Corporation covenant and agree to indemnify and save harmless the Transferee from any and all claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees (on a solicitor-client basis) whatsoever, in law or equity, which anyone has or may have against the Township or which the Township incurs as a result of any loss, damage, deprivation, enrichment or injury, including economic loss, arising out of or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, or the use of the Lands contemplated under this Agreement.
- 6.2. The Owner and Strata Corporation release and forever discharge the Township of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees (on a solicitor-client basis) whatsoever, in law or equity, which the Owner or Strata Corporation can or may have against the Township for any loss, damage, deprivation, enrichment or injury, including economic loss, arising out of or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, or the use of the Lands contemplated under this Agreement.

## **7. GENERAL PROVISIONS**

- 7.1. **NOTICE:** Any notice permitted or required by this Agreement to be given to either party must be given to that party at the address set out above, or to any other address of which the party has given the other party notice in writing expressly for the purposes of this Agreement.
- 7.2. **CONFLICT:** In the event of a conflict between the terms of this Agreement and the provisions of Township bylaws in relation to use or density, the

bylaws will prevail in accordance with section 905(3) of the *Local Government Act*.

- 7.3. **BINDING EFFECT:** This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees, and in accordance with section 905(6) of the *Local Government Act*.
- 7.4. **TIME:** Time is to be the essence of this Agreement.
- 7.5. **WAIVER:**
- (a) No provision of this Agreement is to be considered to have been waived by a party unless the waiver is expressed in writing by the party.
  - (b) The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 7.6. **CUMULATIVE REMEDIES:** No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 7.7. **RELATIONSHIP OF PARTIES:**
- (a) No provision of this Agreement may be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship.
  - (b) The Owner is solely responsible for all costs and expenditures required to fulfill its obligations under this Agreement, whether those costs and expenses are specifically referred to in this Agreement.
- 7.8. **FURTHER ASSURANCES:** The Owner will do, execute, and deliver, or cause to be done, executed, and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.
- 7.9. **ENTIRE AGREEMENT:**
- (a) This Agreement contains the entire agreement and understanding of the parties with respect to the matters contemplated by this Agreement and supersedes all prior and contemporaneous agreements between them with respect to such matters.
  - (b) No representations, warranties or conditions, express or implied, oral or otherwise, have been made other than those expressed in this Agreement.

7.10. **NO RESTRICTION ON TOWNSHIP AUTHORITY:** Except as required by section 905 of the *Local Government Act*, nothing contained or implied in this Agreement:

- (a) prejudices or affects the rights, powers or discretion of the Township in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Owner;
- (b) imposes any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement or the breach of any provision in this Agreement; or
- (c) imposes any public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, on the Township with respect to its exercise of any right or remedy expressly provided in this Agreement or at law or in equity.

7.11. **SEVERABILITY:** Each article of this Agreement is severable. If any provision of this Agreement is held to be illegal or invalid by a Court of competent jurisdiction, the provision may be severed and the illegality or invalidity must not affect the validity of the remainder of this Agreement.

7.12. **ACKNOWLEDGEMENT:** The Owner acknowledges having been directed to obtain independent legal advice and having read and fully understood all the terms and conditions of this Agreement. The Owner confirms that this Agreement has been entered into voluntarily.

7.13. **COUNTERPARTS:** This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart is deemed to be an original. All counterparts are construed together and constitute one and the same Agreement.

7.14. **APPLICABLE LAW:** This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties have set their hands and seals as of the day and year first above written.

**TOWNSHIP OF ESQUIMALT**

by its authorized signatories )

\_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 Chief Administrative Officer )

**ROYAL CANADIAN LEGION, BRANCH NO. 172**

by its authorized signatories )  
 \_\_\_\_\_ )  
 Name: )  
 \_\_\_\_\_ )  
 Name: )

**PRIORITY:** FISGARD CAPITAL CORPORATION, INC NO. C00603095 (the "Chargeholder") is the registered holder of a charge by way of MORTGAGE and ASSIGNMENT OF RENTS against each of parcels that comprise the Lands, registered under No. CA2240906 AND CA2240907 respectively (the "Charges"), agrees with the Township, in consideration of the sum of Ten Dollars (\$10.00) paid by the Township to the Chargeholder (receipt and sufficiency acknowledged), that the Agreement shall be an encumbrance upon the Lands in priority to the Charges in the same manner and to the same effect as if the Agreement had been dated and registered prior to the Charge.

**FISGARD CAPITAL CORPORATION, INC NO. C00603095**

by its authorized signatories )  
 \_\_\_\_\_ )  
 Name: )  
 \_\_\_\_\_ )  
 Name: )

TERMS OF INSTRUMENT - PART 2

---

**RECITALS:**

- A. The Transferor is the registered owner in fee-simple of those lands with a current civic address of 622 Admirals Road, more particularly described in Item #3 of Form C, in the Township of Esquimalt in Province of British Columbia, namely:

PID: 006-390-897

Lot 155, Suburban Lot 43, Esquimalt District, Plan 2854;

PID: 006-386-865

Lot 156, Suburban Lot 43, Esquimalt District, Plan 2854;

PID: 006-387--098

Lot 157, Suburban Lot 43, Esquimalt District, Plan 2854; and

PID: 006

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

(collectively the "**Lands**").

- B. The Transferee is the Township of Esquimalt ("**Transferee**" or "**Township**").
- C. The Transferor has submitted an application to the Township to rezone the Lands from C-3 [Core Commercial] to CD No. 82 [Comprehensive Development District No. 82] further to ZONING BYLAW, 1992, NO. 2050, AMENDMENT BYLAW [NO. 207], 2013, NO. 2798 ("**Rezoning Bylaw**"), and acknowledging that it is in the public interest that the use and development of the Lands be limited, in particular given:
- (a) the intent to consolidate the Lands prior to development and dedicate a portion as road,
  - (b) the intent to use the Lands consistently with a housing agreement under the provisions of section 905 of the *Local Government Act* (a copy of which is on file at the Township's Municipal Hall), and
  - (c) the Transferor's commitment to build in accordance with the Township's "Green Building Checklist" (the clauses in this Covenant reflective of the Checklist completed by the Transferor for the proposed development, a copy of which is on file at the Township's Municipal Hall),

the Transferor has volunteered and wishes to grant this covenant to the Transferee, and the Transferee has accepted this covenant and required its registration as a condition of rezoning (the "**Agreement**").

- D. Section 219 of the *Land Title Act* gives authority for a covenant and indemnity, whether



of a negative or positive nature, to be registered against the Lands and granted in favour of the Transferee with provisions:

- in respect of the use of land or the use of a building on or to be erected on land;
- that land is to be built on in accordance with the covenant;
- that land is not to be built on or subdivided except in accordance with the covenant;
- that land is not to be used, built on or subdivided; and
- that parcels of land designated in the covenant and registered under one or more indefeasible titles are not to be sold or otherwise transferred separately.

**NOW THEREFORE** in consideration of the payment of the sum of \$10.00 by the Transferee to the Transferor (receipt and sufficiency acknowledged), the mutual covenants and agreements contained in this Agreement, and for other good and valuable consideration, the parties covenant and agree as to the following, including under Section 219 of the *Land Title Act*:

### **Restrictions and Requirements – Consolidation, Dedication & Future Subdivision**

1. Notwithstanding broader or greater uses, density or other regulations in the Transferee's zoning bylaw, the Transferor covenants and agrees the Lands must not be:
  - (a) subdivided (including under the *Strata Property Act*),
  - (b) further built upon, or
  - (c) used for any use other than continuation of the uses existing at the time of registration of this agreement,

until the Transferor has, at its sole cost and without expectation of compensation from the Transferee, satisfied all of the following conditions:

- (i) the four parcels that comprise the Lands are consolidated as one; and
  - (ii) approximately 217 square metres across the frontage of the Lands (3.2 metres in width at the north portion of the boundary) is dedicated as road, generally as shown on the Site Plan prepared by James Worton and dated January 9, 2013, a copy of which is attached as Schedule "A" to this Agreement.
2. The Transferor further covenants and agrees that the parcels that comprise the Lands must not be sold or transferred separately from one another until the conditions of paragraph 1 of this Agreement are satisfied. For certainty, this restriction on alienation does not apply once the Lands are consolidated and further subdivided following consolidation.
3. Once consolidated, the Transferor covenants and agrees that the Lands, or any building on the Lands, may not be further subdivided (including under the *Strata Property Act*) unless to create four strata lots corresponding generally with the following, including uses, units, parking and open space allocated for and on the respective strata lots:
  - (a) Proposed Strata Lot A – Commercial Uses;



- (b) Proposed Strata Lot B – Legion Facility (club house)
- (c) Proposed Strata Lot C – 12 non-profit Legion Veteran Senior Housing Units; and
- (d) Proposed Strata Lot D – 140 (1 and 2 bedroom) Senior Independent Living Units;

such terms to be interpreted consistently with Township Bylaws. And for greater certainty, the Transferor covenants and agrees that individual non-commercial uses (including units and parking spaces) may not be further subdivided (including under the *Strata Property Act*).

### **Restrictions and Requirements – Green Building, Landscaping and Use**

4. The Transferor covenants and agrees the Lands must not be built upon or used except in compliance with the following ongoing requirements and restrictions:

#### ***Green Building Standards***

- (a) Building to achieve a standard equivalent to LEED® Silver;
- (b) Building to incorporate use of high-performance building envelope materials, rainscreen siding, durable interior finish materials and safe to re-use materials;
- (c) Building to incorporate use of materials which have a recycled content (e.g. roofing materials, interior doors, ceramic tiles and carpets);

#### ***Water Management***

- (d) Building to exceed BC Building Code requirements for public lavatory faucets and have automatic shut offs;
- (e) Building and use of Lands to eliminate or reduce inflow and infiltration between storm water and sewer pipes;
- (f) Building and use of Lands to incorporate oil interceptors to mitigate surface pollution into storm drains;
- (g) No less than 7% of the Lands to remain and be maintained as naturally permeable surfaces;

#### ***Natural Features and Landscaping***

- (h) No less than 27 new trees will be planted on the Lands prior to use in accordance with the Rezoning Bylaw, and perpetually maintained, including replaced;
- (i) New landscaped areas to incorporate plant species native to southern Vancouver Island, including xeriscaping (i.e. the use of drought tolerant plants) to be utilized in dry areas;
- (j) Irrigation systems installed must include high-efficiency features such as drip

irrigation and 'smart' controls;

### ***Energy Efficiency***

- (k) Building to incorporate use of passive solar design principles for space heating and cooling or planned for natural day lighting;
- (l) No less than 60% of interior space within buildings to be illuminated by sunlight;
- (m) Building to incorporate wall mounted photovoltaic panels to convert solar energy to electricity;
- (n) Building to incorporate only Energy Star® certified appliances;
- (o) Each unit within the building to incorporate unit controls over thermal, ventilation and light levels;
- (p) Outdoor areas and underground parking areas must have automatic lighting (e.g. motion sensors or time set);

### ***Air quality***

- (q) Building ventilation systems must be protected from contamination during construction and certified clean post construction;
- (r) Building to incorporate use of natural, non-toxic water soluble and low-VOC [volatile organic compound] paints, finishes and other products;
- (s) Building windows must be able to be opened by occupants;
- (t) Building fresh air intakes must be located away from air pollution sources;

### ***Solid Waste***

- (u) Demolition of existing building and structure to include recycling of materials;
- (v) Construction of new building and structure to include recycling of materials;
- (w) Building and use of Lands to incorporate enhanced waste diversion facilities, (e.g. on-site recycling for cardboard, bottles, cans and other recyclables; on-site composting);
- (x) Commercial uses on the Lands to provide waste and recycling receptacles for customers;

### ***Green Mobility***

- (y) Pedestrian lighting must provided in the pathways through parking and landscaped areas and at the entrances to building[s] on the Lands;
- (z) Commercial development on the Lands to incorporate safe pedestrian paths

through the parking areas and across vehicles accesses;

- (aa) Building and development of the Lands to incorporate access for those with assisted mobility devices;
  - (bb) Building and development of the Lands to incorporate accessible bike racks at the main entrance to the building for use by visitors;
  - (cc) No less than three (3) plug-ins for electrical vehicles to be provided on the Lands for use by residents or employees of businesses on the Lands.
5. Prior to occupancy or use of any units on the Lands, the Transferor further covenants and agrees to provide, at its sole cost, to the Township the report of an independent professional identifying the specifics of how each of the requirements and restrictions has been satisfied.

### **Indemnity and Release**

6. The Transferor covenants and agrees to indemnify and save harmless the Transferee from any and all claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees (on a solicitor-client basis) whatsoever, in law or equity, which anyone has or may have against the Transferee or which the Transferee incurs as a result of any loss, damage, deprivation, enrichment or injury, including economic loss, arising out of or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, or the use of the Lands contemplated under this Agreement.
7. The Transferor releases and forever discharges the Transferee of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees (on a solicitor-client basis) whatsoever, in law or equity, which the Transferor can or may have against the Transferee for any loss, damage, deprivation, enrichment or injury, including economic loss, arising out of or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, or the use of the Lands contemplated under this Agreement.

### **Registration**

8. The restrictions and requirements in this Agreement are covenants running with the Lands in favour of the Transferee and intended to be perpetual, and shall continue to bind all of the Lands when subdivided.
9. At the Transferor's sole cost, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement over all encumbrances of a financial nature.
10. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement. However, the Transferee acknowledges that if the Rezoning Bylaw is not adopted, then this Agreement shall be discharged from the Lands.

11. The Transferor, as a personal covenant between the parties, agrees to pay the legal fees and land title office costs of the Transferee in connection with the preparation and registration of this Agreement.

### General

12. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement.
13. It is mutually understood, acknowledged and agreed by the parties that the Transferee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Transferor other than those contained in this Agreement.
14. Nothing contained or implied in this Agreement:
  - (a) prejudices or affects the rights, powers or discretion of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor;
  - (b) imposes any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement or the breach of any provision in this Agreement; or
  - (c) imposes any public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, on the Transferee with respect to its exercise of any right or remedy expressly provided in this Agreement or at law or in equity
15. The Transferor covenants and agrees that the Transferee may withhold development permits, building permits and other approvals related to the use, building or subdivision of land as necessary to ensure compliance with the covenants in this Agreement, and that the issuance of a permit or approval does not act as a representation or warranty by the Transferee that the covenants of this Agreement have been satisfied.
16. The Transferor covenants and agrees that:
  - (a) if the Transferee advises of a breach of this Agreement, as determined in its reasonable discretion, the Transferor must promptly remedy that breach at its sole cost;
  - (b) if the Transferor has not remedied the breach to the reasonable satisfaction of the Transferee within fifteen (15) days of notice or other time longer period specified by the Transferee, the Transferee may, but is under no obligation to, remove or rectify the breach at the expense of the Transferor without further notice; and

- (c) any costs to the Transferee of such removal or rectification is a debt due from the Transferor to the Transferee together with interest at a rate of 3% per annum in excess of the Prime Lending Rate of the Royal Bank of Canada in effect from time to time, and:
- (i) the Transferor shall pay such costs and interest to the Transferee forthwith upon demand; and
  - (ii) failing payment, the Transferee may add such costs to property taxes for the Lands.
17. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
18. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver is effective unless it is written and signed by both parties.
19. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
20. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

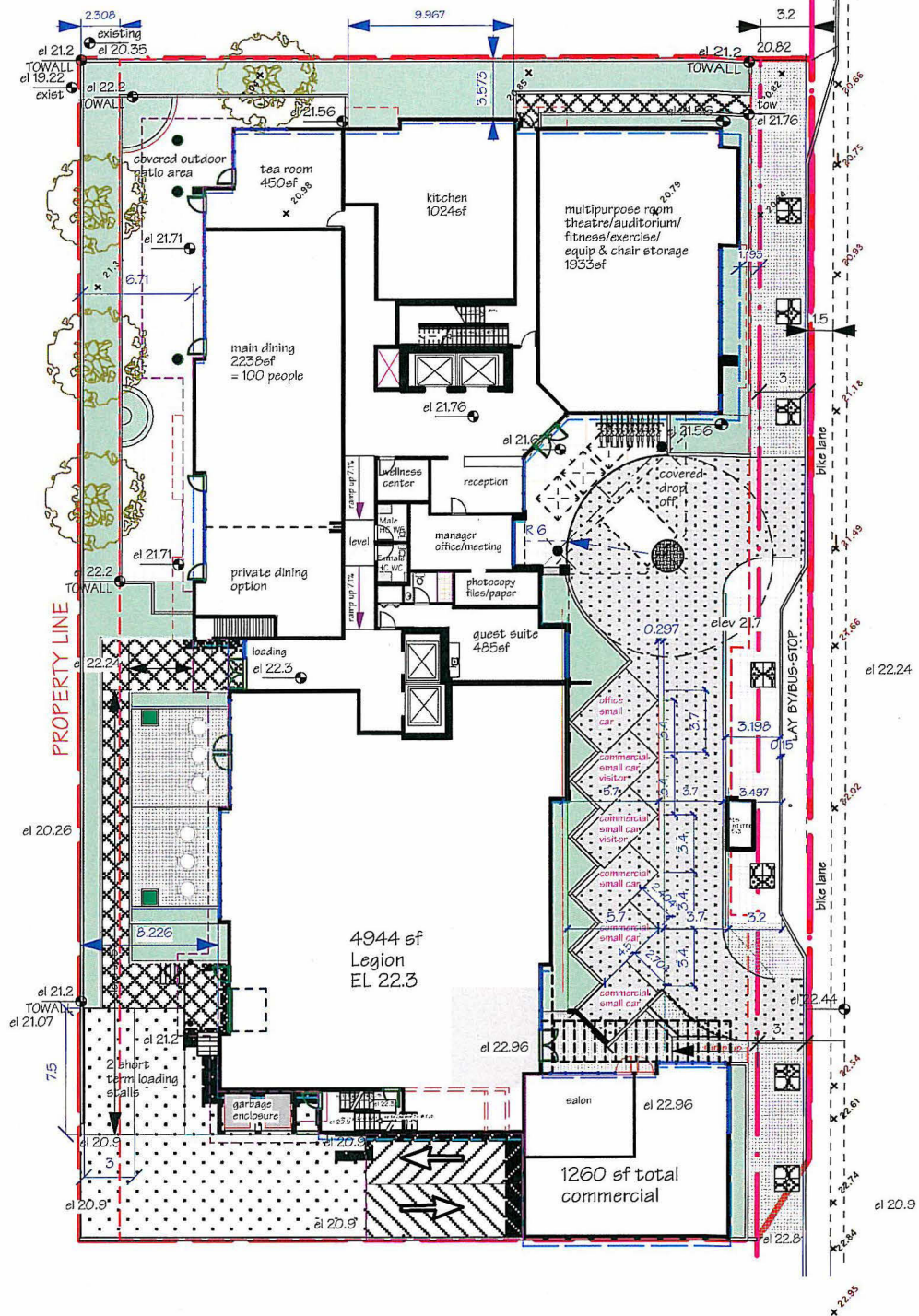
### Priority


21. FISGARD CAPITAL CORPORATION, INC NO. C00603095 (the "**Chargeholder**") is the registered holder of a charge by way of MORTGAGE and ASSIGNMENT OF RENTS against each of parcels that comprise the Lands, registered under No. CA2240906 AND CA2240907 respectively (the "**Charges**"), agrees with the Transferee, in consideration of the sum of Ten Dollars (\$10.00) paid by the Transferee to the Chargeholder (receipt and sufficiency acknowledged), that the Agreement shall be an encumbrance upon the Lands in priority to the Charges in the same manner and to the same effect as if the Agreement had been dated and registered prior to the Charge.

The Transferor and Transferee acknowledge that this Agreement has been duly executed and delivered by the parties executing Forms C and D (pages 1 and 2) attached.

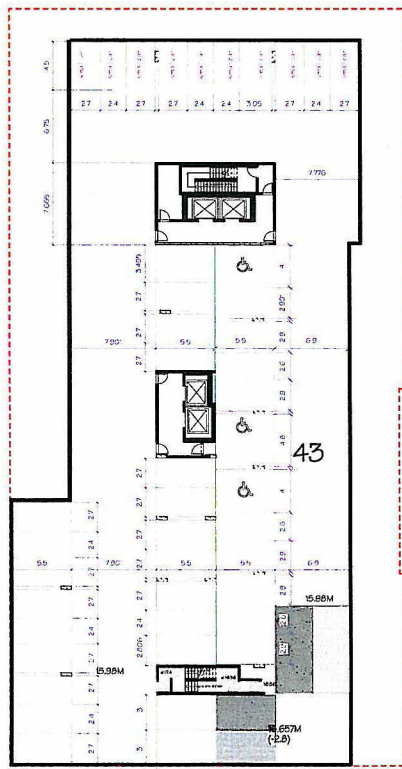
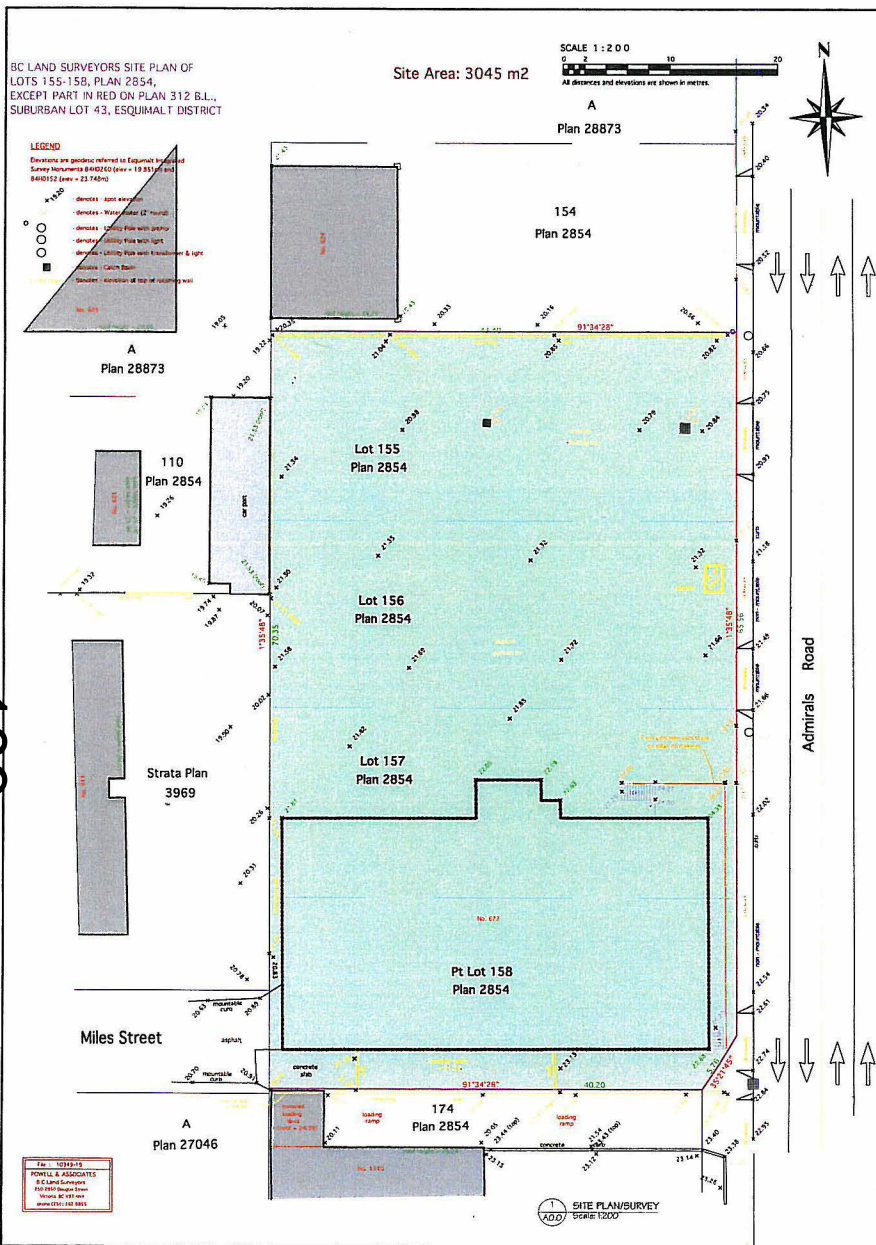
**SCHEDULE A**  
**SITE PLAN**





<b>sheet title</b> MAIN FLOOR & SITE PLAN	<b>scale</b> 1:400M	<b>drawn</b> ML	<b>project title</b> LEGION RISE	 <b>PRAXIS</b> architects inc.  Michael D. Levin, MAIBC Robert Rocheleau, MAIBC
<b>date</b> 06/10/13	<b>proj. #</b> 11-021	<b>sheet #</b> A-100	401 - 1245 Esquimalt Rd. Victoria, B.C. V9A 3P2 Tel: (250) 475-2702 • Fax: (250) 475-2701 prax@telus.net	

Schedule "D"  
Staff Report DEV-13-024  
Site Plan and Architectural Plans



**SITE INFORMATION**

**C/MC ADDRESS**  
622 ADMIRALS ROAD  
ESQUIMALT, BC

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

**PROJECT STATISTICS**

**OCCUPANCY: GROUP C, GROUP A (LEGION HALL)**

**ZONING:** NEW ZONE

**SITE AREA:** 3045m<sup>2</sup>

**FORTION OF SITE DEDICATED TO ESQUIMALT = 217.5m<sup>2</sup>**

**REDUCED SITE AREA = 2827.5m<sup>2</sup>**

**LOT COVERAGE:** 1552m<sup>2</sup> 5% (54.9%)

**FLOOR SPACE RATIO:**  
ORIGINAL LOT - FSR = 3.43:1  
ORIGINAL LOT LESS ROAD WIDENING FSR = 3.71

**BUILDING HEIGHT:** 41.94m  
(from average grade 21.276 geoidic)

**FLOOR AREA: (m<sup>2</sup>)**

LEVEL 1	1,201.32
MEZZANINE	151.1
LEVEL 2	869.82
LEVEL 3-5	994.72 x 3 = 2,984.16
LEVEL 6-9	996.97 x 3 = 2,990.91
LEVEL 9	974.0m <sup>2</sup>
LEVEL 10-12	463.92m <sup>2</sup> x 3 = 1,391.76m <sup>2</sup>

**TOTAL FLOOR AREA:** 10,447.64m<sup>2</sup>

**TOTAL UNITS = 152**

- 12 - 1 Bed Units for the Legion @ 495sf
- 24 - 2 Bed Units average 500sf
- 116 - 1 Bed Units @ 565sf

**PARKING REQUIRED:**

- 152 seniors Units x .5 = 76 stalls
- Commercial/Business/Professional Offices = 113m<sup>2</sup> x 2.5m<sup>2</sup> = 4.52 stalls (B)
- Legion space = 462 + 14m<sup>2</sup> = 33 stalls
- Office 85,265m<sup>2</sup> = 30m<sup>2</sup> = 1.75 (2)stalls
- TOTAL STALLS REQUIRED = 116 stalls**

**PARKING PROVIDED:**

- 152 Seniors Units x .5 = 76 stalls underground (15 handicapped stalls & 19 visitor stalls and 6 scooters included)
- Commercial/Business/Professional Offices = 9 surface stalls
- Offices = 1 surface stall and one underground
- Legion = 35 underground stalls (1 handicapped)
- 12 bicycle racks at front entry
- 2 full size loading stalls (3m x 5m)
- TOTAL STALLS PROVIDED = 116 STALLS**

100% - these documents may not be used on any other projects, nor be reproduced, without prior written agreement of Praxis Architects Inc.  
Do not scale drawings.

**RECEIVED**

1 JULY 2012 07:00am  
NO. 10191-13 (REVISED) (REVISED) (2011)  
REAL

**PRAXIS**  
architects inc.

MICHAEL D. LEVY, LICENSED ARCHITECT (BC) 10191-13  
100-1084 E BROADWAY ST. VICTORIA, BC V8A 2P2  
(250) 383-1100 FAX (250) 383-1101  
www.praxisarch.com

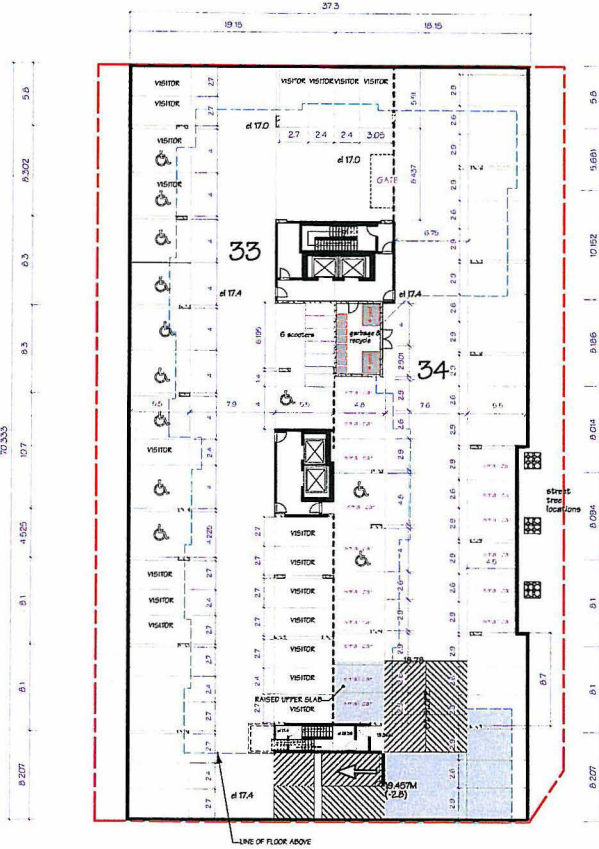
**PROJECT TITLE**  
LEGION RISE

622 ADMIRALS ROAD  
VICTORIA B.C. V8A 2B7

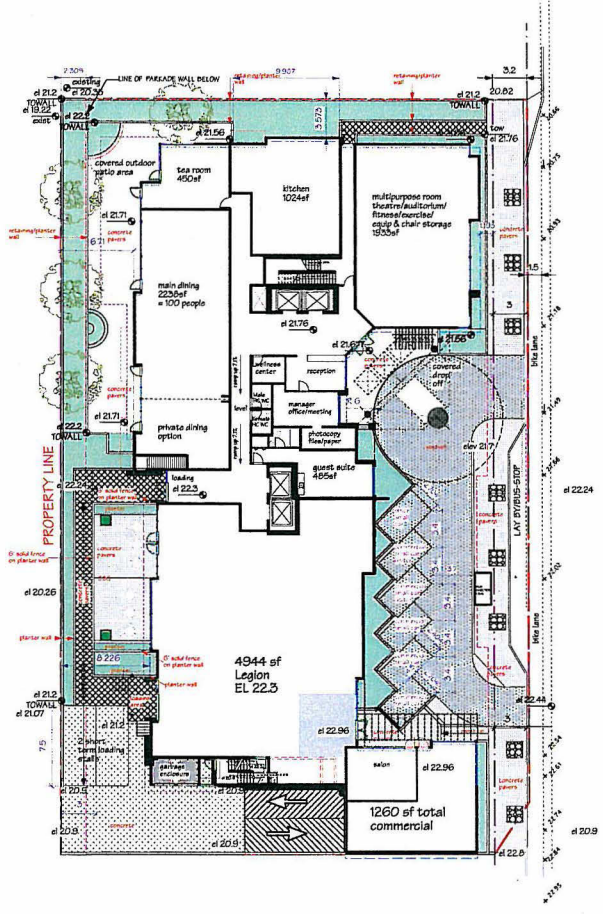
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DATE	JULY 2012	PROJECT NO.	13-024		A0.0

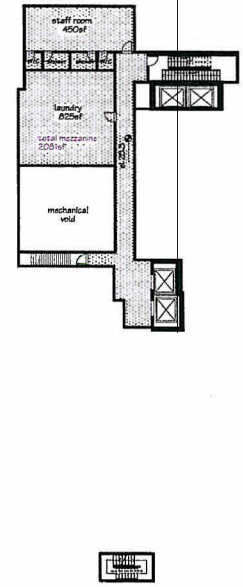




P-1 UNDERGROUND PARKING



MAIN FLOOR PLAN AND SITE PLAN



MEZZANINE PLAN

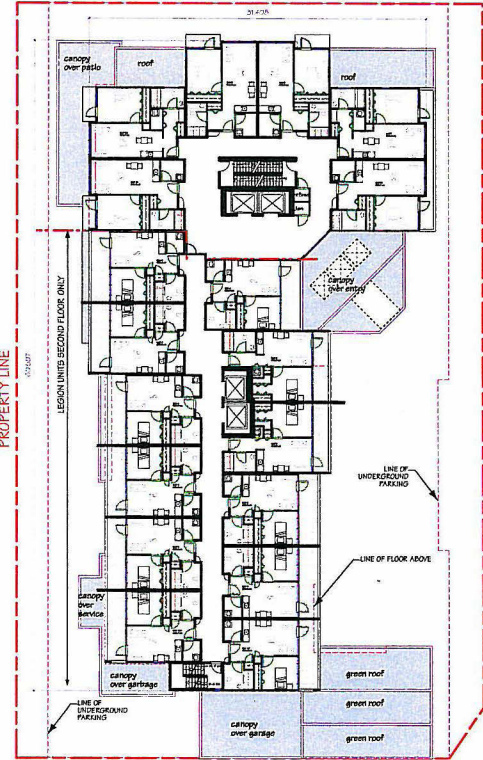
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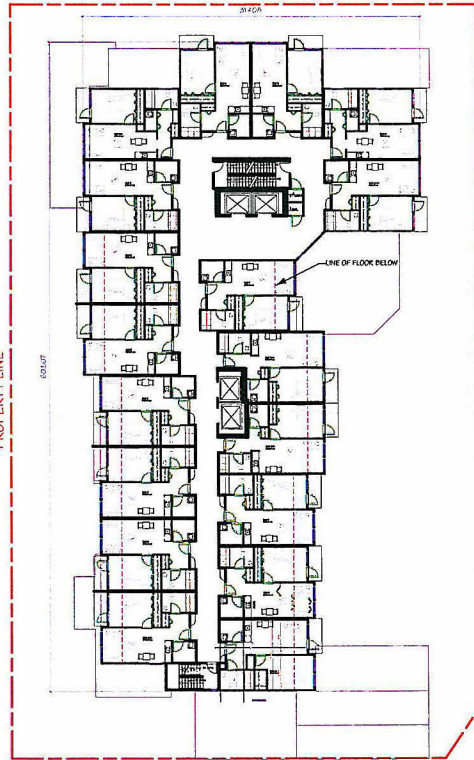


<p><b>PRAXIS</b> architects inc.</p> <p>Michael D. Lewis, M.A.S.C. Robert S. Robinson, M.A.S.C.</p> <p>#403 - 1595 Esquimalt Road, Victoria, B.C. V8N 5K2 Tel: (250) 470-2102 • Fax: (250) 470-2103 praxis@praxisinc.com</p>		
<p>PROJECT TITLE:</p> <p><b>LEGION RISE</b> 622 ADMIRALS ROAD VICTORIA, B.C.</p>		
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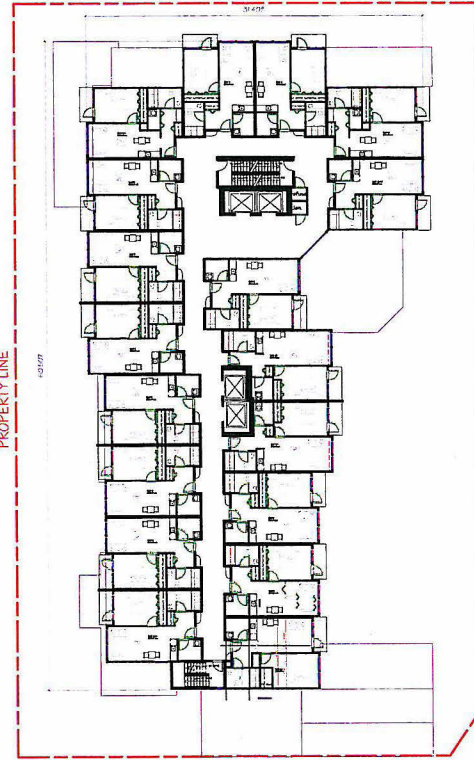
111



SECOND FLOOR PLAN (LEGION)



3rd, 4th, AND 5th FLOOR PLAN



6th, 7th AND 8th FLOOR PLAN

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NOTES:



**P R A X I S**  
Architects Inc.  
Michael G. Linn, M.A.S.C.  
Robert Richardson, M.A.S.C.  
P.A.C. 1244 Esplanade Ouest Victoria, B.C. V8W 2P6  
Tel: (250) 475-2322 Fax: (250) 479-2322  
www.prixis.com

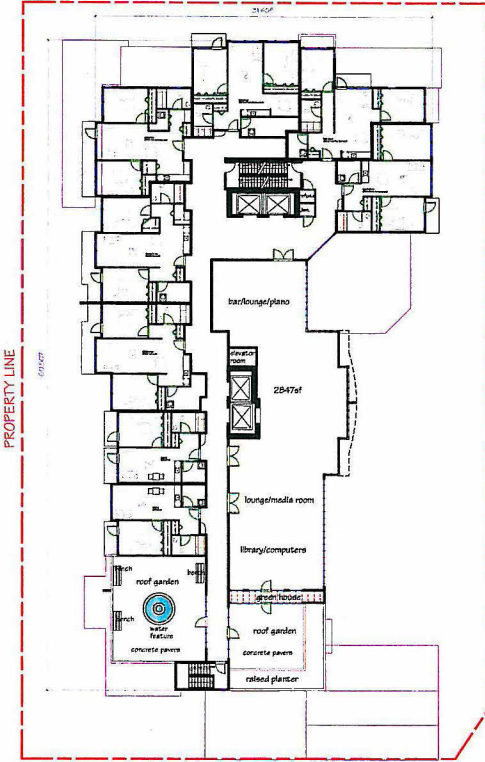
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622 ADMIRALS ROAD  
VICTORIA, B.C.

SHEET TITLE  
2nd Floor &  
Floors 3 through 8

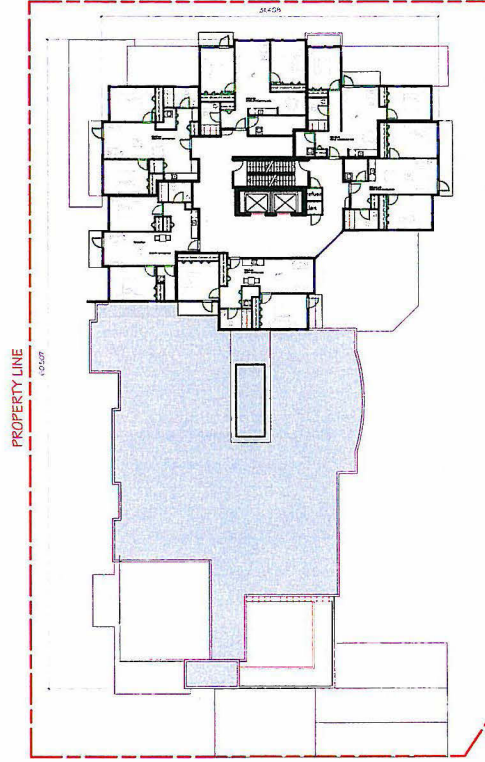
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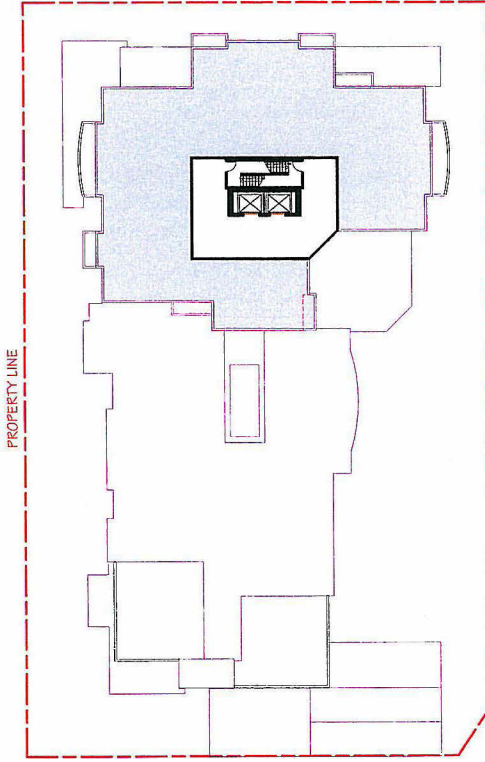




9th FLOOR PLAN



10th, 11th AND 12th FLOOR PLAN



MECHANICAL PENTHOUSE PLAN

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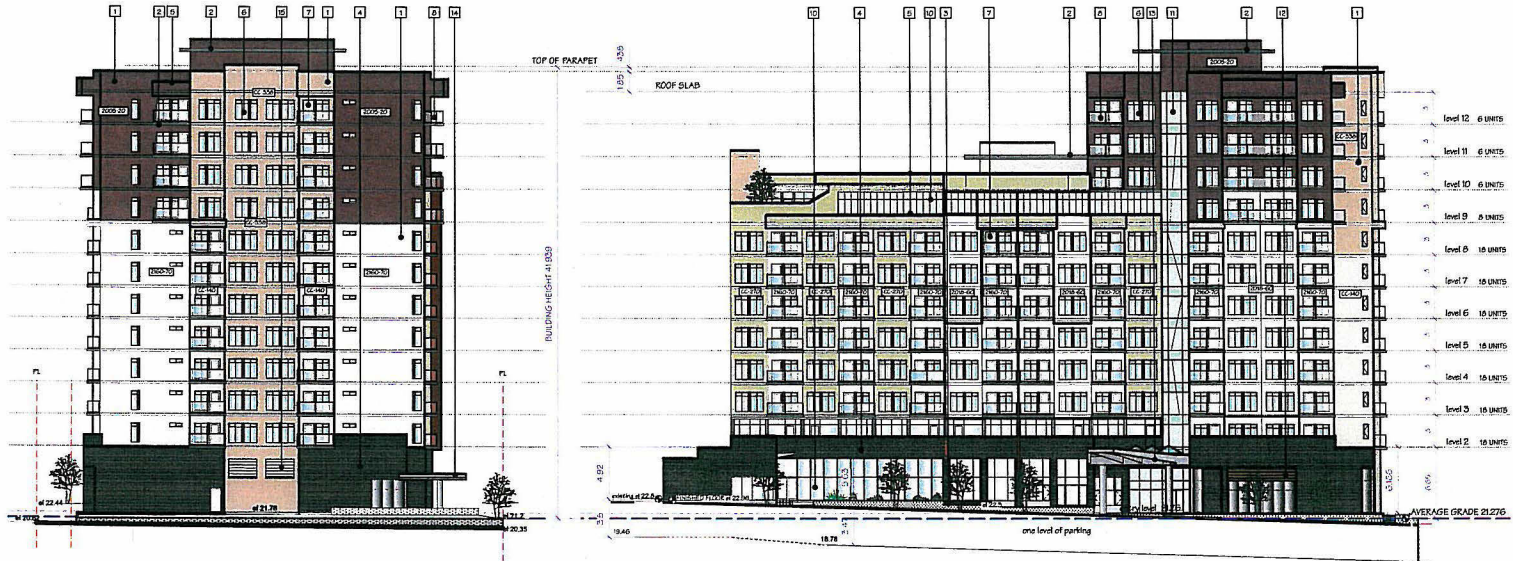


**PRAXIS**  
architects inc.  
Michael A. Lavelle, M.A.S.C.  
Robert Robinson, M.A.S.C.  
#403-1041 Douglas Road, Victoria, B.C. V8M 1K2  
SA (250) 475-2022 • Fax (250) 475-2023  
praxis@praxis.net

PROJECT TITLE:  
**LEGION RISE**  
622 ADMIRALS ROAD  
VICTORIA, B.C.

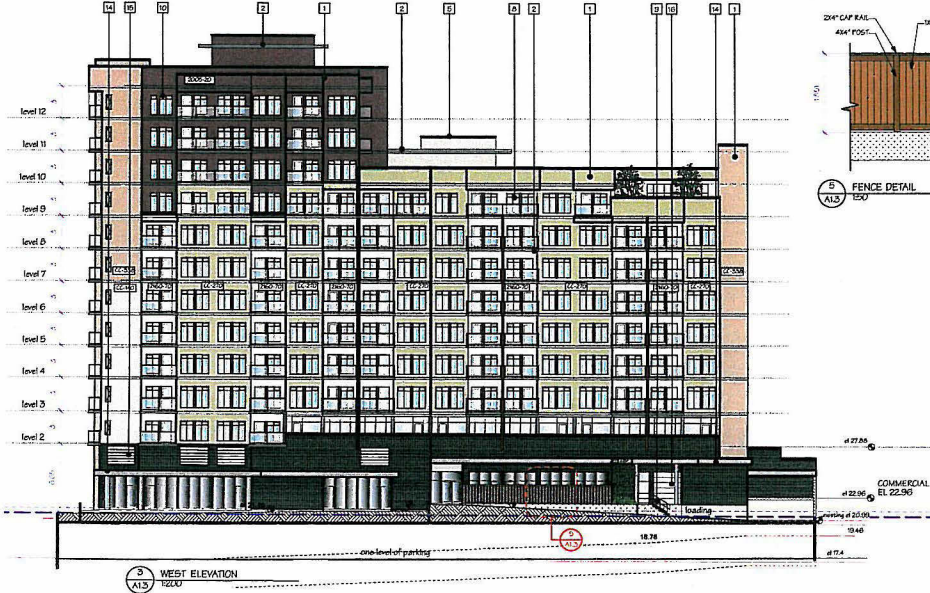
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DATE: JAN 2012	PROJECT NO.:	<b>A1.2</b>
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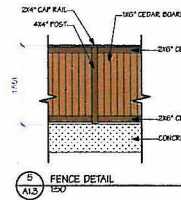
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2 EAST ELEVATION  
A13 1200



3 WEST ELEVATION  
A13 1200

4 SOUTH ELEVATION  
A13 1200



5 FENCE DETAIL  
A13 1200

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- NOTES:**
- MATERIALS LIST**
- 1 KANEGREBIN STUCCO - COLOURS NOTED (EXTERIOR INSULATION FINISHING SYSTEM - EIFS)
  - 2 PAINTED CANTILEVERED CONCRETE SLAB
  - 3 PAINTED CONCRETE WALL
  - 4 BRICK VENTILE
  - 5 PREFINISHED METAL FLASHING
  - 6 PREFINISHED ALUMINUM WINDOWS
  - 7 PREFINISHED ALUMINUM SLIDING PULL DOOR
  - 8 POWDER COATED ALUMINUM HANDRAIL WITH TRANSPARENT GLASS BALUSTER
  - 9 PAINTED STEEL HANDRAIL
  - 10 ALUMINUM STOREFRONT WINDOWS
  - 11 ALUMINUM CORNER KILLS
  - 12 CLEAR FINISH 4" CEDAR SIDING
  - 13 CANTILEVERED CONCRETE ENTRY CANOPY - PAINTED
  - 14 PROTECTIVE CONCRETE CANOPY WITH SPRING HINGE AND SLOTTED SOFFIT
  - 15 PREFINISHED MECHANICAL LOWERS
  - 16 METAL OVERHEAD DOORS



P. R. A. X. I. S.  
ARCHITECTS  
Michael Lark, M.A.S.C.  
Robert Kucharski, M.A.S.C.  
P. A. S. 1200 (Professional Seal) - 1200 (Professional Seal)  
M. (200) 475-2002 • Fax: (250) 475-2000  
prans@prans.com

PROJECT FILE:  
**LEGION REISE**  
622 ADMIRALS ROAD  
VICTORIA, B.C.

SHEET TITLE:  
**PRELIMINARY ELEVATION IDEAS**

SCALE: 1:200	DATE: Jan 2012	DESIGN: 19 PROJECT FILE: 07-146	SHEET NO: <b>A13</b>
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RECEIVED  
MAR 6 7 2013  
CORP. OF TOWNSHIP  
OF ESQUIMAULT  
DEVELOPMENT SERVICES

View From Across Admirals Road



Legion Rise - Street View





Legion Rise - Street Level







RECEIVED  
MAR 07 2013  
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OF ESQUIMALT  
DEVELOPMENT & ENGINEERING SERVICES

View From Esquimalt Road



PRAXIS

Legion Rise - Street View





RECEIVED  
MAR 07 2013  
CORP. OF TOWNSHIP  
OF ESCUMALT  
DEVELOPMENT & ENGINEERING SERVICES

View From Admiral Road near Astle St.



PRANIS

Legion Rise - Street View





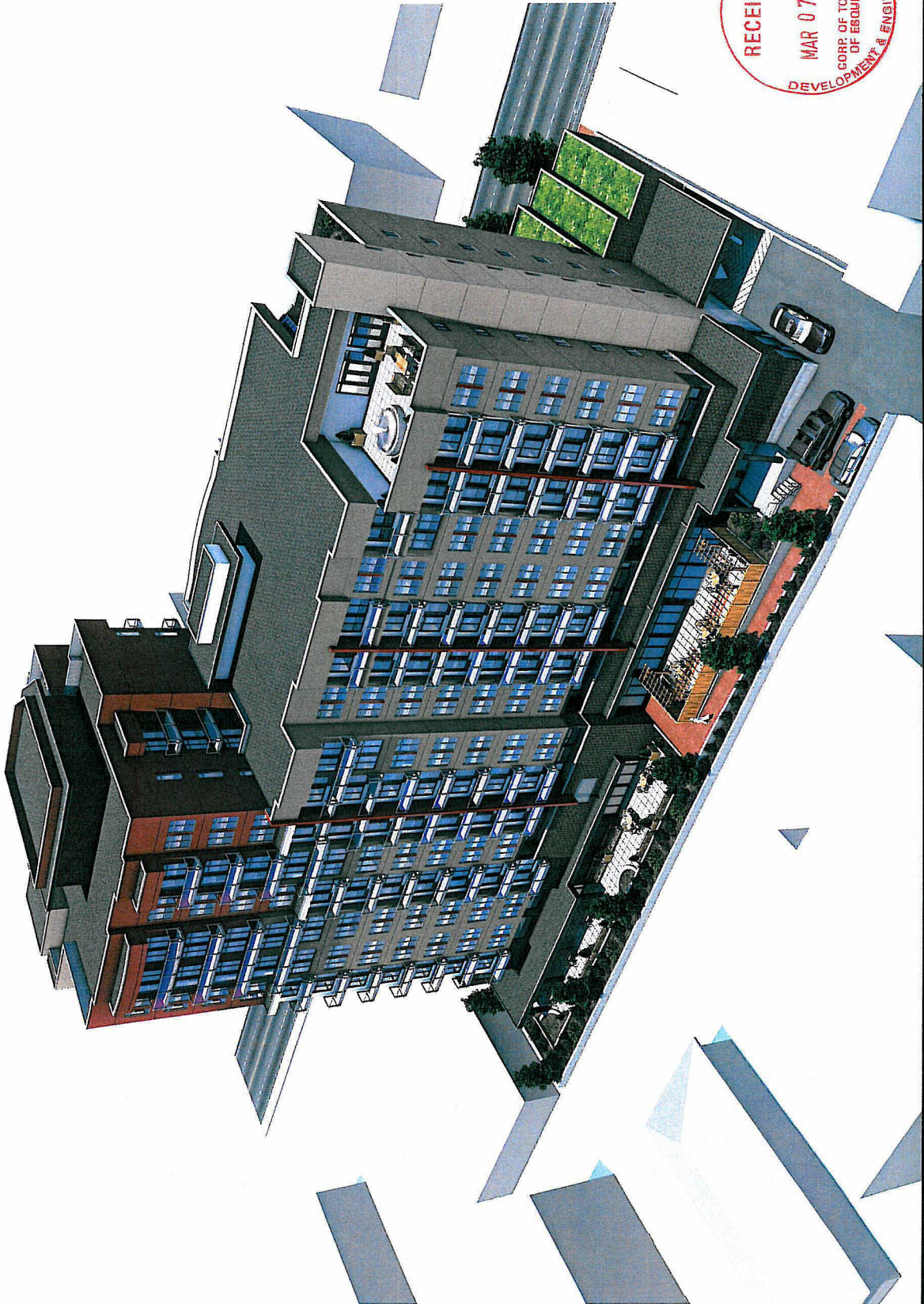
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Legion Rise - Aerial 1





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DEVELOPMENT & ENGINEERING SERVICES



Legion Rise - Aerial 2

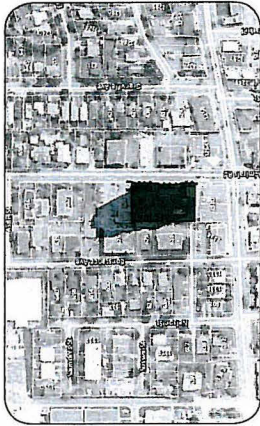
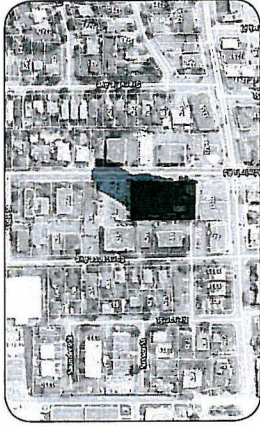


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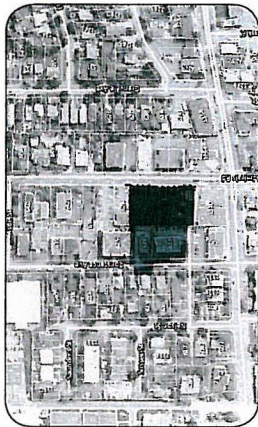
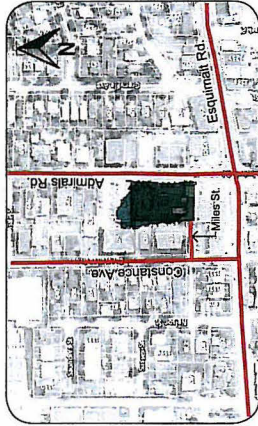
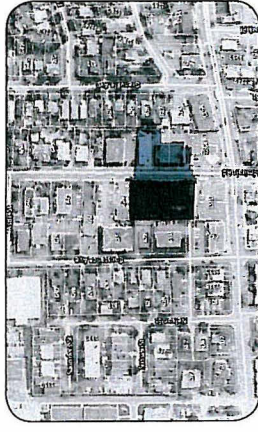
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12:00 pm

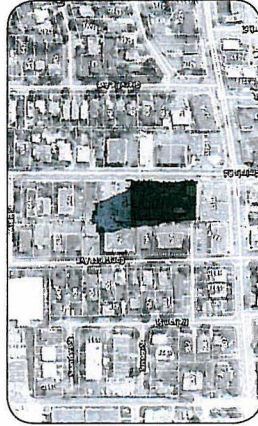
9:00 am



March 21st



June 21st



Sept 21st



Dec 21st

CORP. OF TOWNSHIP OF ESQUIMALT  
OPM

622 Admirals Road Victoria BC



PRAXIS

# Legion Rise - Shadow Study





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins  
Subject: Federation of Canadian Municipalities Annual Conference, 2013  
Council Agenda: June 17, 2013

---

I will open by saying this was in my view one of the best FCM conferences I have attended. The educational sessions I attended were interesting and full of ideas that could be of use for Esquimalt. Healthy Communities forum provided ways that communities are changing their infrastructure to encourage residents to be more active. Saanich has been very active in this along with signage giving indications of walking time to a mall or a center which provides people with a measurement of activity.

The Keynote speakers were a highlight for me and I found something of value from each one. Rick Hansen was inspiring in his way of dealing with "barriers" and using humour to break down the fears. We saw clips of his world tour, a clip from Rick Mercer report where Hansen bungy jumped in a wheelchair! It was a powerful message of meeting challenges that come to you.

I attended the Youth Panel to hear about and from youth. I loved that youth is now the under 35 crowd! It was very helpful in hearing what concerns are there and also how we need to communicate in a very different manner to engage and re-engage this group of upcoming leaders. The idea of 'Reverse mentoring' was put out by the group to help bridge gaps. I would be interested to do this in the region. One of the presenters spoke of understanding: Youth vote with their feet, are very supportive of the environment and sensitive to where and how they live. Public transit and mixed use land uses are important.

I attended the Municipal Finance and Intergovernmental Affairs Committee of FCM to speak to them about our outstanding PILT Appeal and to find out where FCM is on this issue. They were given indication after the Supreme Court decision in support of Halifax that there would be change. They have been hearing that this has not happened. Meetings were coming up and the Chair and staff person indicated they would stay in touch with Esquimalt regarding this issue.

The resolution session was interesting as usual and I have a copy of the resolutions presented for approval. Some received significant changes and will be found on the FCM website. I also have a copy of the agenda for Council members that have further interest.

The keynote addresses by Elizabeth May and Justin Trudeau were very interesting as they are two minor representatives within government, but both understanding they are important players in shaping the future in Ottawa, both for policy and potential future governing party. Trudeau did well in what I understand was his first large forum since being elected Liberal Party leader.



Election of Regional Board Members and Chair has resulted in no Island representation on FCM. This is unfortunate and we will need to be diligent in getting our issues to the BC Caucus and to FCM.

Councillor Hodgins was not successful in achieving a Board position but will be applying again for Committee position, which will help us to have the representation that we have valued over the past 7 years.

Next year the FCM Conference will be in Niagara Falls and it will face a challenge to beat the content and energy of 2013 Conference in Vancouver. I appreciate the opportunity to attend, learn and network at these conferences. Thank you for this ability.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara Desjardins". The signature is written in a cursive, flowing style.

Mayor Barbara Desjardins



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

---

## MAYOR'S AND COUNCILLORS' REPORTS

Report from: Councillor Dave Hodgins

Subject: Involvement Report - Federation of Canadian Municipalities,  
Vancouver, BC May 31 - June 3, 2013

Council Agenda: June 17, 2013

---

I joined close to 2,000 municipal leaders from across the country for the Federation of Canadian Municipalities Conference and Trade Show. A significant item discussed is the new infrastructure funding announced in the 2013 federal budget. This event is Canada's leading conference for municipal decision-makers and was held in Vancouver, BC, from May 31 to June 3, 2013.

This report is intended to provide a high-level account of my involvement with the FCM annual conference. For detailed information on the business issues, resolutions, educational session and more please go to [www.fcm.ca](http://www.fcm.ca).

The Trade Show was comprehensive in terms of the diversity of products, technology and services available for review. For example, there was an opportunity to discuss the Payments in Lieu of Taxes Program with the program administrators directly. A list of all those involved is available via the FCM website [www.fcm.ca](http://www.fcm.ca)

I was an active participant in the business forums and educational sessions rising to speak to the issues and challenges we are faced with here in Esquimalt. Having served on the FCM Steering Committees of Public Safety and Crime Prevention and Social Economic Development and the Rural Forum (communities with populations of 250,000 or less) for the past year, I did attend and actively participate in these sessions as well.

Participating in FCM's Annual Conference is an opportunity for municipal leaders to learn from experts and our peers, connect with their municipal colleagues across Canada, and influence federal decision-making on critical issues that affect municipalities. Discussion focused on what others are doing to address a myriad of issues and challenges as we seek to deliver effective and successful municipal services. Many communities were recognized by FCM for award winning programs and services and they are to be congratulated.

Attending the conference is the best way for municipal leaders to learn about new funding announced in the 2013 federal budget to build better local roads, bridges, water systems and housing. Delegates learned critical information about the federal government's commitment to invest \$50 billion in local infrastructure and affordable housing during the next 10 years.

When FCM members endorse a policy at the conference, the federal government listens. Delegates speak for local governments representing over 90 per cent of Canada's population. Because of its influence and credibility, FCM has successfully advanced the interests of cities and communities — from the GST refund to the indexing of the Gas Tax Fund, and the new federal infrastructure investments announced in Budget 2013.

At the conference, delegates heard from national political leaders on where they stand on the priorities and concerns of cities and communities. We also had the opportunity to meet and learn from their peers, hear from experts on best practices for serving their community, and discover new technologies and innovations.

The Conference and Trade Show is where municipal elected officials learn to lead their communities in the best ways to provide the services our community needs. The annual Conference and Trade Show gave us a chance to meet and learn from our peers in other communities, learn from experts, and see new technologies and services. By learning best practices from each other and from experts, elected leaders can make better decisions on how to spend our limited budgets.

The Annual Conference and Trade Show is especially useful for people representing smaller, rural and remote communities, where limited budgets make it exceptionally challenging to manage expensive services such as wastewater plants, policing, roads and bridges. By participating in the Conference we are better able to serve our communities.

Provincial and federal politicians attend the Conference, and national political leaders present their parties' position on municipal issues. Mayors, reeves and councillors had the opportunity to directly discuss the issues that matter to our communities with our provincial and federal counterparts.

Laws, budgets and policy decisions set by provincial and federal governments have a direct impact on how municipal councils can respond to the needs of the communities we serve. The federal government announced new investments in infrastructure in the 2013 federal budget, but decisions on how the money will be allocated to benefit cities and communities will be made over the next year. By participating in the Conference we better understand how to influence other governments to direct new infrastructure investments to cities and communities.

The minister of finance credited FCM for the new index of the Gas Tax Fund, which will add billions of dollars to the budgets of cities and communities over the next 20 years. FCM is committed to helping large and small Canadian communities develop good practices for their citizens. FCM is a leader in supporting the development of Canadian communities through the progressive and unique programs and services it offers to its members and communities.

The City of Vancouver was an amazing host. The hospitality was world class. The FCM organizing working group and executive did an outstanding job of ensuring the annual conference and business sessions were both constructive and practical. I wish to applaud the very hard work and dedication demonstrated by all of those involved - well done!

Respectfully submitted,

Dave Hodgins, Councillor

June 11 2013



## 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:** May 13, 2013  
**TO:** Mayor and Council  
**FROM:** Mark Salter, Chair, Environmental Advisory Committee  
**SUBJECT:** ENVIRONMENTAL ADVISORY COMMITTEE ACTIVITIES AND ACCOMPLISHMENTS IN 2012

---

The Environmental Advisory Committee was established to:

- Advise Council and recommend implementation strategies for environmental stewardship, sustainability, and restoration activities;
- Encourage participation of residents and businesses of Esquimalt in the environmental initiatives of the Township and the Capital Regional District;
- Foster public awareness, recognition and support for a healthy and sustainable natural environment;
- Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues; and
- Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.

The Terms of Reference for the Environment Advisory Committee (the "Committee") state that "the Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year". This report sets out the Committee's activities and accomplishments from January 2012 to December 2012.

The Committee initiated several projects and has worked with staff and community groups to develop these initiatives.

Highlights of the Committee's activities and accomplishments in 2012 include:

- Supported the "greening" of Buccaneer Days and initiated a project for green event planning policy, guidelines and support;
- Esquimalt 100<sup>th</sup> Community Celebration at Gorge Park - the EAC assisted with the planning and delivery of a successful Zero Waste event in September 2012
- Mobile Resort Station – Plan, Cost Estimates and Concept Drawings for a compost, recycle and waste restoration station for events.
- Provided environmentally-oriented commemorative project ideas to the Centennial committee; namely the Esquimalt Shines program, ideas were shared and reviewed with an environmental lens.

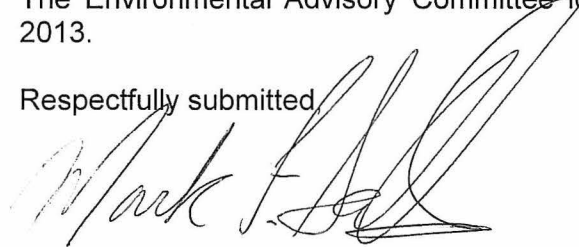
- Met with the Committee of the Whole to review role of advisory committees as related to the Township's strategic plan.
- EAC's representative on the Advisory Planning Commission (APC) was very effective and Council has adopted our recommendations to make environmental representatives a part of APC in 2013.
- 2012 Royal Roads University Major Project Partnerships: Committee members worked with the student teams in defining project scope and attended the students' final presentation at Royal Roads in August. Having been a program partner for two years, the Committee also participated in several audits of the Royal Roads BSc. Environmental Sciences program.
  1. Marine Shoreline Project: A high level study to identify the potential environmental concerns associated with human activity and its effects on the health of the marine habitat and shoreline in Esquimalt.
  2. Community Engagement in Climate Action – Phase 2: The second phase of the project involved further research, community engagement and the recommendation of GHG reduction strategies targeting building emissions. The student team completed community engagement in the form of surveys during Buccaneer Days.

Environmental Advisory Committee recommendations to Council included:

- That an addition be made to the Strategic Priorities report and chart that clearly states Esquimalt's culture of sustainability including economic, environmental, social and cultural.
- That Council direct staff to prepare a draft municipal-wide Development Permit Guidelines for protection of the natural environment, its ecosystems and biological diversity.
- That Council direct that Township staff, when planning such events as the Volunteer Recognition dinner, ensure that seafood's listed as "avoid" in the SeaChoice.org "Sustainable Seafood Guidelines" will not be served.
- That if the proposal to split the Advisory Planning Commission (APC) into an APC dealing with land issues, and a separate Design Panel to deal with the details of developments is approved, that expertise on environmental sustainability be represented on both committees.
- That Council proclaim October 15- 21, 2012 as Waste Reduction Week in Esquimalt.

The Environmental Advisory Committee looks forward to supporting the work of Council over 2013.

Respectfully submitted,



Mark Salter, Chair  
Environmental Advisory Committee





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES  
HERITAGE ADVISORY COMMITTEE**

Wednesday, May 15, 2013

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Heather Gillis – Chair  
Dar Purewall – Vice Chair  
Councillor Hodgins  
Councillor McKie  
Sherri Robinson  
David Coney – departed 9:05 pm

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

**REGRETS:** Heidi Bada  
Catherine McGregor

**GUESTS:** Bill Brown, Director of Development Services  
Deane Strongitharm, City Spaces Consulting

1. **CALL TO ORDER**

Chair Gillis called the meeting to order at 7:00 p.m.

2. **LATE ITEMS**

There were none.

3. **APPROVAL OF THE AGENDA**

Moved by David Coney and seconded by Vice Chair Purewall that the agenda of the Heritage Advisory Committee meeting of May 15, 2013 be approved as presented.  
The motion **CARRIED**.

4. **MINUTES**

Moved by David Coney and seconded by Vice Chair Purewall that the minutes of the Heritage Advisory Committee meeting of April 17, 2013 be approved as presented.  
The motion **CARRIED**.

5. **PRESENTATION**

(1) City Spaces Consulting Ltd. – Core Area Waste Water Treatment Plant

Bill Brown, Director of Development Services, noted that at the March 18 meeting of Council, Council requested the Heritage Advisory Committee comment from a heritage perspective on the CRD's application to amend the Official Community Plan and Zoning Bylaw. Mr. Brown noted that the request for input was circulated to thirty different organizations.

Mr. Brown introduced Deane Strongitharm from City Spaces Consulting Ltd., the CRD consultant who is guiding the CRD's application through the municipal process.

Mr. Strongitharm provided some background information on the location, size, zoning, and historical usage of the McLoughlin Point site. He noted the site was selected as it can service the two current outfalls.

Mr. Strongitharm stated that a previously conducted environmental assessment of the site did not identify any archaeological features. The sewage lines would follow the roadways and avoid archaeological areas in the vicinity.

Members discussed the heritage aspects of McLoughlin Point and clarified points with Mr. Strongitharm.

Moved by David Coney and seconded by Vice Chair Sudbury that the Heritage Advisory Committee allow Colin MacLock to speak to the Committee.  
The motion **CARRIED**.

Mr. MacLock added some historical information to the points discussed by members and noted there is a potential for tourism at the site.

The Committee would like Council to consider the following points for the OCP and zoning bylaw amendment application:

- McLoughlin Point was the site of Viewfield Farm, which was established in 1850 by the Pudget's Sound Agricultural Company, a subsidiary of the Hudson's Bay Company
- The names of the area reflect the names of historical figures, e.g. McLoughlin Point is named for Dr. John McLoughlin of the Hudson's Bay Company
- The first foghorn station was located on McLoughlin Point
- McLoughlin Point had a landing for a recreational "ferry" that went to and from Victoria
- Heritage viewpoints have expanded to look beyond the protection of buildings, for example, to consider what would be lost in vistas, etc. The development of the site would mean the loss of vistas and green space
- The first army barracks in Western Canada, later the headquarters for Military District 11, were at Work Point, adjacent to this site; Work Point Barracks were part of the terms of B.C.'s entry into confederation. The Barracks contain remnant artifacts from the Second World War. A search light battery still stands on McLoughlin Point as well as the house built in 1939 constructed from rocks quarried there
- The McLoughlin Point site should be considered within the heritage context of Macaulay Point and Work Point – when one piece is taken away, it weakens the integrity of the whole. There is potential to re-integrate the heritage aspects of these historic sites.

Moved by Sherri Robinson and seconded by David Coney that the Heritage Advisory Committee send a memo to Council outlining the above seven points for Council's consideration.  
The motion **CARRIED**.

6. **REPORT FROM THE CHAIR**

There was no report.

7. **OLD BUSINESS**

- (1) Lampson Street Memorial Trees

Action: Sherri Robinson will bring a quote for the plaque to the next meeting.

- (2) Macaulay Point (Fort Macaulay)

Councillor Hodgins noted that Council received the Committee's memo as information and referred the Committee's recommendation to write a letter to DND back to the Committee, being there is no approved SOS yet.

It was noted that Jack Bates will be attending the June meeting to present his SOS to the Committee.

- (3) Input on Revised Committee Terms of Reference

Karen Hay, Staff Liaison, noted that the Corporate Officer requested this item be included on the agenda as a regular item as an opportunity to provide feedback on the revised terms of reference. Members can provide feedback individually or as a whole.

8. **NEW BUSINESS**

There was none.

9. **WORK PLAN 2013**

- (1) Heritage Register  
(a) Status Update on Approved Statements of Significance for:  
i. 1376 Esquimalt Road  
ii. 1382 Esquimalt Road

Karen Hay, Staff Liaison, reported that Council added the SOS's for 1376 Esquimalt Road and 1382 Esquimalt Road to the Heritage Register, and letters have gone to the Province and property owners.

The owner of 1382 Esquimalt Road was supportive and expressed interest in adding additional information to the SOS. This information could be brought to a future meeting for consideration.

- (b) Statements of Significance – New Sites

A member has prepared draft SOS's for the twelve designated sites. Karen Hay, Staff Liaison, is working on letters to the owners of designated homes to determine their interest in contributing to the writing of SOS's for their properties.

The member also prepared SOS's for 1253 Lyall Street and 754 Fairview Road.

These two sites are included in Dorothy Field's 1984 Built Heritage Inventory, Group 1 priority buildings list and were also identified on the Committee's 2011 priority list.

- (2) Heritage Foundation Development
  - (a) Draft Start-up and Operational Costs

Vice Chair Purewall presented the draft budget as a starting reference point to encourage discussion amongst Committee members.

Members discussed the following points:

- Implications of a virtual environment versus a physical one, i.e. how would a virtual office affect costs and operations, the way which members meet, and how persons approach the foundation
- Whether the Committee is taking on too much in the creation of a Foundation, versus supporting a community-driven Foundation
- Concern whether there are enough interested people in the community to move this project forward

Action: Vice Chair Purewall will prepare some information for the next meeting on the costs of a virtual office. This information would be forwarded to Mayor and Council along with the projected costs for a physical office.

- (3) Memorial Plaques
  - (a) Draft Criteria Framework for Heritage-Themed Signage

Chair Gillis asked members for comments on the draft framework.

Members discussed the following:

- A concern that the criteria has expanded into a heritage-themed signage policy (before Council has indicated one is necessary)
- The two plaque proposals are still requiring decisions
- A suggestion that staff review the criteria and advise of any issues/concerns

Action: Bill Brown, Director of Development Services, recommended the draft criteria be referred to staff for review and brought back to the Committee.

- (b) Proposed Plaques

- (4) Maintaining Public Awareness
  - (a) *Esquimalt Current*

No update.

- (b) Website Update

No update.

- (c) "Best of 100" – Community Display

No update.

- (5) Heritage Salvage Construction Material Guidelines

Discussion was deferred to the next meeting.

**10. REPORT FROM STAFF LIAISON**

No report.

**11. COMMUNICATIONS**

- (1) Letter from Tom Morton, B.C. Heritage Fair Society to Mayor Desjardins dated April 10 re: invitation to 2013 BC Provincial Heritage Fair

**12. COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS**

A member reported on the unveiling ceremony of the Rowland Bourke memorial and that flowers were put on the gravesite on behalf of Esquimalt.

**13. NEXT MEETING**

The next regular meeting of the Heritage Advisory Committee will be held June 19, 2013 in the Wurtele Room.

**14. ADJOURNMENT**

The meeting adjourned at 9:10 p.m.

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CHAIR, HERITAGE ADVISORY COMMITTEE  
THIS 19<sup>th</sup> DAY OF JUNE, 2013

CERTIFIED CORRECT:

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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:** June 5, 2013

**TO:** Mayor and Council

**FROM:** Heather Gillis, Chair  
Heritage Advisory Committee

**SUBJECT:** **OCP and Zoning Bylaw Amendment Application –  
CRD Core Area Waste Treatment Plan**

At the March 18, 2013 meeting of Council, Council requested the Heritage Advisory Committee comment from a heritage perspective on the CRD's application to amend the Official Community Plan and Zoning Bylaw.

At the May 15, 2013 Heritage Advisory Committee meeting, Deane Strongitharm from City Spaces Consulting Ltd. (CRD consultant) made a presentation to the Committee on the CRD's application. Members then discussed the heritage aspects of McLoughlin Point and passed a motion to send a memo to Council outlining the following points for Council's consideration:

- McLoughlin Point was the site of Viewfield Farm, which was established in 1850 by the Pudget's Sound Agricultural Company, a subsidiary of the Hudson's Bay Company
- The names of the area reflect the names of historical figures, e.g. McLoughlin Point is named for Dr. John McLoughlin of the Hudson's Bay Company
- The first foghorn station was located on McLoughlin Point
- McLoughlin Point had a landing for a recreational "ferry" that went to and from Victoria
- Heritage viewpoints have expanded to look beyond the protection of buildings, for example, to consider what would be lost in vistas, etc. The development of the site would mean the loss of vistas and green space
- The first army barracks in Western Canada, later the headquarters for Military District 11, were at Work Point, adjacent to this site; Work Point Barracks were part of the terms of B.C.'s entry into confederation. The Barracks contain remnant artifacts from the Second World War. A search light battery still stands on McLoughlin Point as well as the house built in 1939 constructed from rocks quarried there
- The McLoughlin Point site should be considered within the heritage context of Macaulay Point and Work Point – when one piece is taken away, it weakens the integrity of the whole. There is potential to re-integrate the heritage aspects of these historic sites.

Respectfully submitted,

Heather Gillis, Chair  
Heritage Advisory Committee



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**ADVISORY PLANNING COMMISSION SPECIAL MEETING  
MINUTES  
HELD ON  
APRIL 30, 2013  
ESQUIMALT COUNCIL CHAMBERS**

---

**MEMBERS PRESENT:** Nick Kovacs, Chair  
Lorne Argyle Blair Bouchier  
Bill Lang Joy Palmeter  
Mark Salter

**REGRETS:** James Harada-Down

**STAFF LIAISON:** Trevor Parkes, Senior Planner

**COUNCIL LIAISON:** Councillor Tim Morrison  
Councillor David Schinbein [regrets]

**SECRETARY:** Marie Letham

---

**I. CALL TO ORDER**

The Chair called the meeting to order at 6:35 p.m.

**II. STAFF REPORT [Tabled from April 16, 2013, Advisory Planning Commission Meeting]**

**(1) HERITAGE REVITALIZATION AGREEMENT  
429 Lampson Street [English Inn]  
[Lot B, Section 11, Esquimalt District, Plan VIP60066]**

Trevor Parkes, Staff Liaison, advised that the report is the same as that presented at the April 16<sup>th</sup>, 2013 meeting therefore there are no changes or updates.

He advised that, in order to assist staff, the Commission members are being asked to address the eight questions listed in the April 16<sup>th</sup>, 2013, Staff Report and provide a recommendation on each one.

Michael Dillistone, Consultant, Paul Merrick, Architect and Brian Chelin, on behalf of the owners were in attendance.

The applicant is proposing to enter into a Heritage Revitalization Agreement [HRA] with the Township of Esquimalt in order to facilitate a subdivision and future redevelopment of the majority of the property [Site B] in exchange for the protection of the existing heritage inn [Site A]. An HRA is a negotiated agreement between a local government and the owner of a recognized heritage property. This would be the first HRA agreement in Esquimalt. The HRA could vary or supplement all land use, density, siting, parking, landscaping development cost recovery, tree protection, parkland and subdivision requirements of the municipality.

A Commission member asked the applicant how he was addressing the questions raised at the Design Review Committee.

Recording Secretary, Marie Letham, advised the Chair regarding the procedures surrounding minutes, indicating that all draft minutes are presented to Council for information and are not released to the public until that time. Mrs. Letham clarified that the applicant had not seen those minutes from the Design Review Committee.

Mark Salter stated that the language surrounding tree preservation needs to be strengthened, and also commented on storm water management.

Michael Dillistone advised that the guidelines have been amended to address bio swales, rain gardens.

In response to a question from a member, Trevor Parkes, Staff Liaison, advised that even though there are two sites, design guidelines apply to both properties.

In response to a question regarding vehicular access to the site, Trevor Parkes indicated that it would be desirable to ensure access to Site A is retained in its current form. To ensure access Site A would require an easement over Site B for the driveway.

Michael Dillistone advised that the sites will be integrally related through the Heritage Revitalization Agreement and design guidelines. An easement for access will be prepared with the subdivision.

A Commission member inquired if the use is changed to residential, will parking be 1.3 per unit?

Michael Dillistone advised that the uses are still under discussion, multiple family use still being considered.

In response to a question from a Commission member regarding the parking requirement for hotel use, bar and restaurant. Trevor Parkes advised the 1 space per room requirement for Hotel use includes the restaurant within the building.

Michael Dillistone commented that parking is an issue and will limit the use of the building. The removal of "the village" building could be considered which could provide multi-use space, including the use of grasscrete to allow for event parking. Mr. Dillistone went on to say that if a multiple family use were to occur it might possibly be for 6 suites in the Manor house and any changes in density would require a Heritage Alteration Permit.

Paul Merrick responded that they are trying to provide maximum flexibility to future owners. He noted that a development permit would be required for development of Site A. Heritage protection would be considered as part of the consideration of the Development Permit. The exterior of the existing building cannot be changed without following due process, i.e. Council to Heritage Committee. Generally only exterior protected, would have to be part of agreement if other wanted.

A Commission member commented that in order to be a successful project, Lot A needs to receive a lot of attention. Further comment was that the proposal requires "tweaking" to allow the boutique hotel to be successful.

Another member commented that boutique hotel still not viable without use of the other area of the property.

Brian Chelin, owner, commented that currently the hotel uses 15 rooms only for the majority of the year. There will be a forty percent expense reduction by reducing from the 43 rooms and the decommissioned 3 exterior buildings.

Concern was expressed that if there were expanded uses, there would be a need for more parking.

Brian Chelin stated that future owners need to decide how to use the whole site, the 3 acres are an burden to the financial viability of the site. No one will buy Site B with encumbrances to provide parking to the Manor House.

In response to a question on public access, Michael Dillistone commented that historically the site has been open to the public, however there are liability concerns for the municipality and private owners.

A Commission commented that the two properties are too closely tied.

The owner responded that the market will decide future. He expects buyer will see the necessity of having both lots.

**APC Discussion:**

After a brief discussed the following points:

- Concern for trees on site;
- Members felt that the proposed density is too dense;
- Concern about setbacks;
- Parking is a concern;
- No reciprocal access has been indicated
- Land uses proposed are appropriate;
- Size and shape of the parcel proposed for the Inn is not appropriate, does not reflect the character of the heritage house;
- Public access should be provided to Site A;
- Density of 1.6 F.A.R. is appropriate – should consider all the site;
- The maximum height allowed for the Site A needs to match the current height of the Inn, less than 12 metres in height;
- Proposed parking arrangement in the front, there is a concern that the proposed additional parking spaces will be a detriment to the existing landscaping. An alternate proposal should be submitted.

**APC RECOMMENDATIONS:**

The following recommendations were made in response to questions submitted by staff:

1. *The appropriateness of the proposed land uses?*

Moved by Mark Salter, seconded by Joy Palmetter, that the proposed land uses are appropriate.  
The Motion **CARRIED UNANIMOUSLY.**

2. *Is shape and size of the parcel provided for the Inn [Site A] adequate?*

Moved by Mark Salter, seconded by Bill Lang, that the shape and size of Site A is adequate provided the heritage gardens in front of the Inn remain protected.  
The Motion **CARRIED UNANIMOUSLY.**

3. *Is it important to having some public access to the site in the future?*

Moved by Blair Bouchier, seconded by Mark Salter, that it is important to have some public access to Site A, through the Tot Lot located on Bewdley Avenue..  
The Motion **CARRIED UNANIMOUSLY.**

4. *Is a density of 1.6 F.A.R. appropriate in this neighbourhood and adjacent to the Inn?*

Moved by Bill Lang, seconded by Lorne Argyle, that the density of 1.6 F.A.R. is appropriate in this neighbourhood and adjacent to the Inn.

The Motion **CARRIED: 4 For 2 Opposed**

5. *Are the setbacks and heights acceptable as proposed?*

Moved by Bill Lang, that the setbacks and heights are acceptable as proposed.

**Defeated: 3 in favour 3 Opposed**

6. *What kind of parking arrangement is appropriate for a boutique hotel site and is it acceptable to cluster parking around the front entrance?*

Moved by Bill Bouchier, seconded by Bill Lang, that an alternate parking solution on Site A be submitted.

The motion **CARRIED UNANIMOUSLY**

7. *There is limited heritage protection proposed, are there other features of the property to be protected?*

Moved by Bill Lang, seconded by Joy Palmeter, that this item be deferred to the Heritage Advisory Committee.

The Motion **CARRIED UNANIMOUSLY.**

**III. ADJOURNMENT**

On motion the meeting adjourned at 9:20 P.M.

CERTIFIED CORRECT:

CHAIR, ADVISORY PLANNING COMMISSION  
THIS DAY OF \_\_\_\_\_, 2013

ANJA NURVO, CORPORATE OFFICER





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES**  
**ENVIRONMENTAL ADVISORY COMMITTEE**

Thursday, May 23, 2013

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Mark Salter, Chair  
Michael Hill, Vice Chair  
Councillor Meagan Brame  
Councillor Lynda Hundleby  
Chris Zegger-Murphy  
Carole Witter  
Patrick O'Hara

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

**REGRETS:** Larry Dill  
John Willow

1. **CALL TO ORDER**

Chair Salter called the meeting to order at 7:05 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Chair Salter, seconded by Carole Witter that the agenda of the Environmental Advisory Committee meeting of May 23, 2013 be approved as presented.  
The motion **CARRIED**.

4. **MINUTES**

(1) Minutes of the Environmental Advisory Committee meeting, April 25, 2013

Moved by Vice Chair Hill, seconded by Chris Zegger-Murphy that the minutes of the Environmental Advisory Committee meeting of April 25, 2013 be approved as presented.  
The motion **CARRIED**.

5. **OLD BUSINESS**

(1) 2013 Work Plan

Marlene Lagoa, Staff Liaison distributed the draft work plan to committee members noting comments were received from staff. Committee members discussed their work plan.

Neighbourhood Watershed Awareness Project – revised outline

- Watershed map will be created by CRD
- Plan, prioritize, strategize and identify partnerships for public outreach / demonstrations / community engagement (in 2014)

Circle Walking Tour – no changes to initial outline

Greening Esquimalt – no changes to initial outline

Committee members discussed whether an item pertaining to sewage treatment should be added to the work plan. It was determined the committee would provide input upon Council's request.

Moved by Chair Salter, seconded by Carole Witter that the amended 2013 committee work plan be presented to Council.

The motion **CARRIED**.

Committee members reviewed a work plan item outline / timeline for future meetings.

(2) Heating Oil Tanks – Update from Marlene Lagoa, Staff Liaison

Marlene Lagoa, Staff Liaison provided committee members with the following update:

- Council received a staff report at the May 13<sup>th</sup> Committee of the Whole meeting
- Staff will be putting together information to education homeowners on the risks and impacts of home heating oil spills

Committee members discussed. Chair Salter noted the Fire Department has an inventory of heating oil tanks but it does not include all tanks within the municipality. Committee members discussed the need to identify locations of all oil tanks within the municipality.

**6. NEW BUSINESS**

(1) Admirals Road Corridor Improvements

Committee members discussed the proposed improvements and provided the following comments:

- Do not include plantings in traffic islands; they reduce visibility and require high use of resources for maintenance
- If plantings are included in traffic islands, be an inverted, bio-swale design with appropriate foliage and vegetation
- Design traffic islands with permeable surfaces
- Include curb / barrier between vehicle lane and bike lane

It was noted an Open House on the Admirals Road Corridor Improvements is scheduled for Thursday, June 13, 2013 from 5:30 – 7:30 p.m. on the Council Chambers/

**7. REPORT FROM STAFF LIAISON**

Marlene Lagoa, Staff Liaison noted the following:

- Bike to Work Week is May 27 – June 2<sup>nd</sup>
- Continuing to work with the CRD on the cycling map (will be available at the Esquimalt Bike to Work Week Celebration Station)
- 2<sup>nd</sup> environmental round table will be taking place on Wednesday, May 29<sup>th</sup>

**8. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Chair Salter reported the municipality launched the "Bloomin' Beautiful" Home and Garden Contest on May 15<sup>th</sup> which is a legacy of the Esquimalt Shines contest held in the Centennial year.

Councillor Brame reported the Buccaneer Days Committee passed a motion to "green" the Buccaneer Days event / weekend. They have struck a sub-committee to work on the initiative.

Vice Chair Hill reported Metro Portland has eliminated the use of plastic bags.

Councillor Hundleby reported the CRD Sewage Open House dates are listed on the CRD website at <http://www.crd.bc.ca/media/2013-05-22-bec-public-engagement.htm>

9. NEXT MEETING

The next meeting of the Environmental Advisory Committee is scheduled for June 27, 2013.

10. ADJOURNMENT

The meeting adjourned at 9:17 p.m.

\_\_\_\_\_  
Mark Salter, Chair  
This 27<sup>th</sup> day of June, 2013

Certified Correct:  
\_\_\_\_\_  
Anja Nurvo, Corporate Officer

DRAFT



# 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:** June 12, 2013  
**TO:** Mayor and Council  
**FROM:** Mark Salter, Chair, Environmental Advisory Committee  
**SUBJECT:** ENVIRONMENTAL ADVISORY COMMITTEE 2013 WORK PLAN

The Terms of Reference (TOR) for the Environment Advisory Committee (the "Committee") states that "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 purpose of the Environmental Advisory Committee, as set out in the Committee TOR, is to assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

The mandate of the Committee, consistent with assisting Council to accomplish its goals and objectives will be 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 environmental issues and impacts as requested by staff.

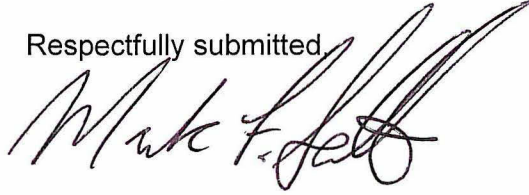
The committee determined it will focus on the following:

- Neighbourhood Watershed Awareness Project
- Circle Walking Tour
- Greening of Esquimalt

Work Plan Item	Strategic Priorities	Description
Neighbourhood Watershed Awareness Project	<ul style="list-style-type: none"> <li>• Sustainability Implementation</li> <li>• Youth Community Engagement</li> </ul>	Design a watershed map to increase local awareness on the impacts of individual behaviour at home on the health of the marine environment at storm water outfalls. Plan, prioritize, strategize and identify partnerships in 2013 for public outreach / community engagement in 2014.
Circle Walking Tour	<ul style="list-style-type: none"> <li>• Economic Development Strategy</li> <li>• Sustainability Implementation</li> </ul>	Develop proposal for a circle walking tour of Esquimalt including interpretive signage at sites with ecological and environmental significance of the route.
Greening of Esquimalt	<ul style="list-style-type: none"> <li>• Sustainability Implementation</li> </ul>	Continue to provide input to Council and staff on making Esquimalt one of the greenest communities. Complete work on green event planning guide and re-sortation station signage.

The committee is looking forward to working on these initiatives to make Esquimalt a more environmentally sustainable community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Salter". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Mark Salter  
Chair  
Environmental Advisory Committee



JM  
(ACAO)



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

CAO  Mayor/Council

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RECEIVED: MAY 27 2013

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Referred:

For Action  For Response  COTW

For Report  Council Agenda  IC

17 May 2013

**Re: 2012 CREST Annual Report**

On behalf of the Board of Directors of Capital Region Emergency Services Telecommunications (CREST) Inc., I am pleased to provide our 2012 Annual Report. Last year, CREST continued to improve system reliability and coverage, keep costs down and grow the number of users.

The Provincial Emergency Program (PEP) became a user of CREST last year, and earlier this year, we welcomed the BC Conservation Officer Service and Songhees First Nation bylaw officers - bringing the total number of organizations using the system to 42.

Last year, we also added new facilities and equipment on the West Shore, in the Shirley Fire District and at the Oak Bay Beach Hotel. Going forward, we will be looking at ways to use 700 MHz spectrum in the urban core, tying it into the existing system.

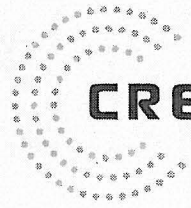
To keep costs down, CREST uses a formula created by the Canadian Federation for Independent Business that calls for spending increases not to exceed population growth and inflation combined. While staying within this formula, CREST continued to make capital improvements and pay down the debt on previous improvements.

Your support in distributing this report within your organization would be greatly appreciated. Please contact General Manager Gord Horth or myself if you would like more information. Additional copies are available by contacting Charlotte Robinson at [crobinson@crest.ca](mailto:crobinson@crest.ca) or 250-391-6552.

Sincerely,

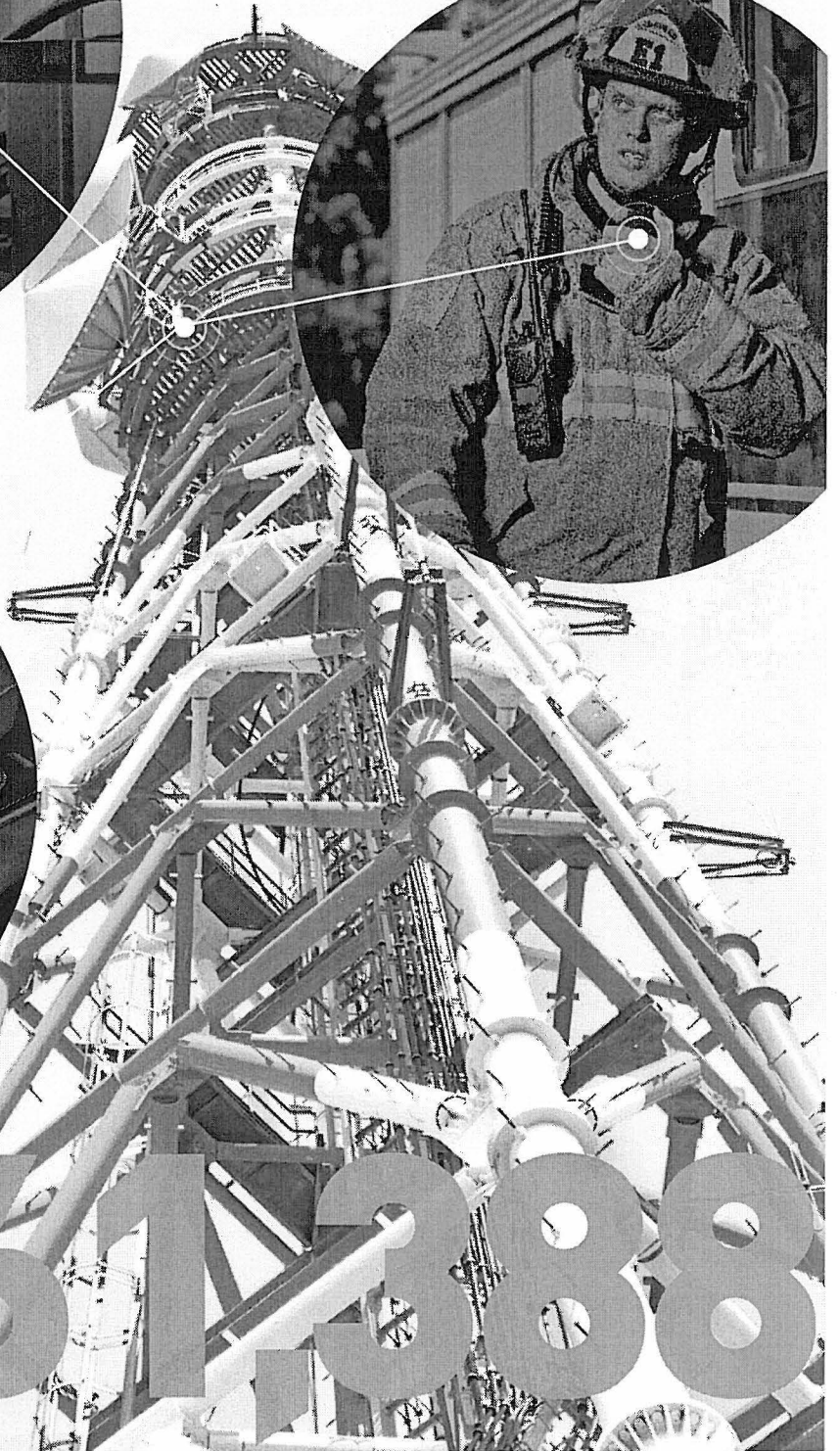
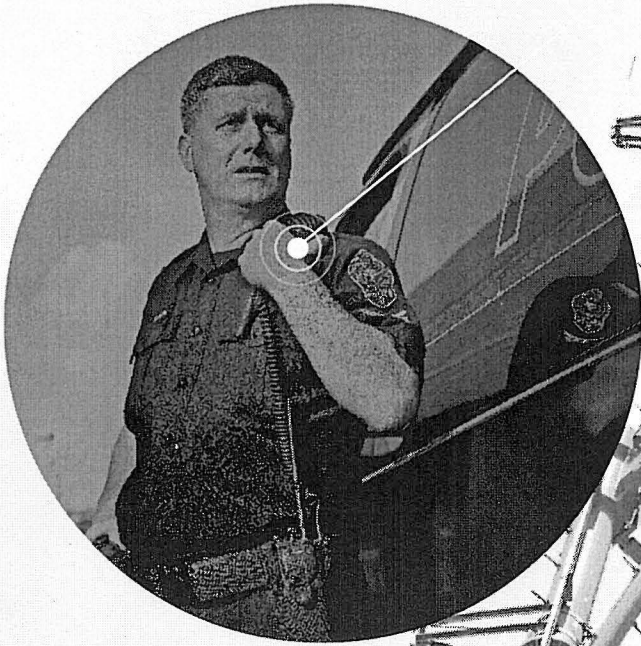


Gordie Logan  
Chair of the Board



**CREST**

CAPITAL REGION EMERGENCY  
SERVICE TELECOMMUNICATIONS



**78,961,388**  
**CALLS & COUNTING**

2012 ANNUAL REPORT



# CREST SEES STEADY GROWTH

Capital Region Emergency Services Telecommunications Inc. (CREST) provides radio communications for 42 agencies providing emergency response services in BC's capital region. The system supports over 2,000 users that average eight million calls annually — approximately one every 4 seconds.

CREST was formed in 2001 and its radio network became operational in 2003. Prior to CREST, public safety service providers used over 30 different radio systems for communicating. These systems were unable to communicate with one another, and critical communication links were not possible.

In its ten years of operating, communications through CREST have helped save lives, protect property and respond to disasters.

## THE 2013 CREST BOARD OF DIRECTORS.

Forefront: Chair Gordie Logan (Colwood). Front row (left to right): Larry Tremblay (Metchosin), Conny McBride (North Saanich), Cathie Dunsted (Central Saanich), Bob McKie (Esquimalt), Nils Jensen (Oak Bay) and Lillian Szpak (Langford). Middle row (left to right): Heidi Rast (View Royal), Grant Brilz (BC Ambulance) and Kerrie Reay (Sooke). Back row (left to right): Tim Chad (Sidney), Kelly Folk (RCMP), Derek Masselink (Southern Gulf Islands), Leif Wergeland (Saanich), Mike Davis (BC Transit), Karel Roessingh (Highlands), Wayne McIntyre (Salt Spring Island) and Geoff Young (Victoria). Missing: Dunstan Browne (North Saanich), Perry Clark (Province of BC), Mike Hicks (Juan de Fuca Electoral Area) and David Howe (Southern Gulf Islands). For a list of the 2012 board of directors and their affiliations, please see the back cover.

The CREST system began operating ten years ago and it has steadily grown in the number of calls that go through it and the number of agencies using it. At the same time, we've increased reliability and coverage, and managed costs.



*Gordie Logan*  
Gordie Logan  
Chair of the Board

CREST's budget increases follow a formula created by the Canadian Federation for Independent Business that calls for spending increases not to exceed population growth and inflation combined. While staying within this formula, CREST has continued to make capital improvements and keep costs down.



*Gord Horth*  
Gord Horth  
General Manager

Financial stability is one of CREST's strategic priorities. One of the ways we've achieved that is by finding new revenue sources — be it through new users or accessing funds that should be helping pay for our emergency radio system, such as the wireless call answer levy.

We were pleased to welcome the Provincial Emergency Program (PEP) as a new user last year, and more recently we've added the BC Conservation Officer Service and Songhees First Nation bylaw officers.

Going forward, we need to continue to grow CREST. Doing so will maximize the system's ability for emergency service providers from different organizations to talk directly with one another. Growth will also help the company maintain costs and continue to make capital improvements.

We remain proud of CREST's achievements, and committed to our mission of providing common effective emergency communications for the safety of our communities.



# 99.54% IMMEDIATE SYSTEM ACCESS



## WORKING TOWARDS 700 MHZ

Since its inception, CREST has been operating on a VHF system that works well as a public safety communication service. It can continue to be supported, and future enhancements can be made to provide additional coverage and capacity at a reasonable cost.

To expand the CREST system's capacity using VHF requires additional spectrum. However, getting more spectrum in the VHF band is difficult as most of it is already in use by other emergency service agencies or commercial enterprises. To help address the need for additional spectrum, the Canadian and American federal governments have set aside spectrum in the 700 MHz band for all emergency providers.

To take advantage of the new spectrum, CREST is exploring ways to introduce 700 MHz into the urban core, tying it into the existing VHF system. Doing so would use the investment already made, and give the CREST system more capacity — creating the ability to handle higher call volumes. 700 MHz works well in urban settings, particularly in penetrating buildings.

In looking at options for using 700 MHz, CREST is tracking its Lower Mainland counterpart's (EComm) work in this area and looking at next generation solutions. Plans are to have rough cost estimates in place by the end of this fiscal year. Recognizing the need to manage costs, every effort will be made to include system upgrade costs within the existing levy structure.

# CALLS ARE MADE EVERY 4 SECONDS

A key goal in CREST's strategic plan is to provide a reliable cost-effective system for all users. To that end, a number of service improvements were made last year.

Equipment installs included a new transmit site on the West Shore, a new tower on the Fire Hall in Shirley, and an antenna on the new Oak Bay Beach Hotel. Also, with CREST's support, a new dispatch centre was installed in the Emergency Services Operations Centre on the Department of National Defence military base in Esquimalt.

These upgrades were made as a result of CREST's 2012 capital improvement plan. The result is better coverage and reliability for users on the Lower Island.

**PERFORMANCE  
IMPROVEMENTS  
NET BETTER  
COVERAGE AND  
RELIABILITY**

## STRATEGIC PLAN ACHIEVING INTENDED RESULTS

Three years ago the Board of CREST adopted a strategic plan that had three goals:

- *Provide a reliable cost-effective system for all users,*
- *Achieve financial stability in a way that is fair and equitable for all shareholders, and*
- *Enhance user and public confidence in the system and the company.*

Going into the final year of that plan, we're pleased to report that good progress has been made in moving forward on all of these goals. Some highlights include the capital improvements made to the system and increased user satisfaction. Work done to maximize the system's interoperability capabilities through disaster management planning and having combined events protocols in place has moved forward, albeit not as quickly as we had hoped.

Financial stability and sustainability has been achieved with modest user increases and new users. This was done at the same time significant capital investments were being made. User confidence has grown as shown by the user satisfaction survey results. And, we continue to reach out to gain public confidence in the system and company in appropriate ways.

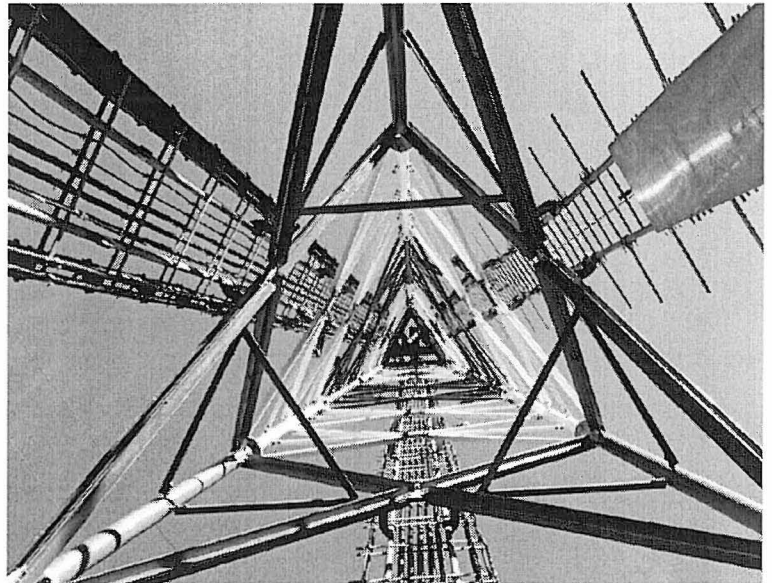
## CREST SPEAKS OUT ON DOUBLE BILLING

CREST took a stand last year on a practice that results in taxpayers being double-billed for their 911 service — paying for it through their property taxes and again through their phone provider. Working with other Vancouver Island municipalities, CREST issued news releases and publicly spoke out on the problem. Chair Gordie Logan sent a letter to the BC Minister of Justice asking that legislation be brought in to have telephone companies provide some of the revenue they collect for 911 service on wireless phones to CREST and other local agencies actually providing the service. In response, the Justice Minister set up a working committee to address the issue.

CREST remains optimistic that a resolution can be achieved.

## 2011-13 STRATEGIC PRIORITIES

- *Efficient & Effective Technology*
- *Financial Stability*
- *Trusted Reputation*



## USER SURVEY SHOWS SATISFACTION ON THE RISE

Recognizing the critical role CREST's services play in the operating success and safety of our users, every two years a user satisfaction survey is done. Responses are used to identify ways to enhance services and improve satisfaction. As a result of the first survey done in 2010, CREST introduced two online training courses on the most commonly used radios.

In 2012, the results showed that user satisfaction was significantly higher than it was in the same survey done two years earlier. However, needed improvements were identified and better coverage in specific areas continues to be the top priority for users.

The survey results provide insight into action that can be taken to further improve user satisfaction, and maximize the use of the system. As a result of last year's survey, CREST is implementing a number of new training and education initiatives and continuing to make capital improvements for better coverage and reliability.



## TECHNOLOGY PERFORMANCE METRICS

	2012/13	2011/12	2010/11
System airtime (in hours)	110,186	107,506	105,906
Total calls	7,338,073	7,683,185	8,415,880
Total transmissions	14,919,430	15,494,384	15,863,996
Number of radios	2,409	2,427	2,335
System availability (immediate access)	99.54%	99.54%	99.55%
Average call delay (in seconds)*	1.22	1.12	1.12

\* For those calls that didn't have immediate system access

## FINANCIAL HIGHLIGHTS

	2012	2011
Revenues	5,925,904	5,758,777
Direct operating expenses	5,276,929	5,443,018
Other expenses		
Amortization	1,979,282	2,057,724
Interest expense	1,306,537	1,352,870
Excess of revenue over expenses	648,975	315,759
Deficit, beginning of year	(927,384)	(1,243,143)
Deficit, end of year	(278,409)	(927,384)

Please contact us if you would like a copy of CREST's 2012 Audited Financial Results, including the Auditor's Report to shareholders and notes to financial statements.

Special thanks to the users pictured in this year's report. Front cover: BC Transit operator Terri Wood, Langford firefighter Lieutenant Brian Bell (also featured above), and Victoria Police Sargeant Keith Lewis. Inside: BC Transit operator Bruce Gray, Saanich Police Inspector Scott Green and Digital Forensics Technician Matt Playle with the Esquimalt Military Police, and BC Ambulance paramedic Paula Proctor.

# ABOUT CREST

## 2012 BOARD OF DIRECTORS

Councillor Gordie Logan, *City of Colwood (Chair)*  
Councillor/Mayor Nils Jensen, *District of Oak Bay (Vice-Chair)*  
Councillor Dunstan Browne, *District of North Saanich*  
Grant Brilz, *BC Ambulance*  
Councillor Tim Chad, *Town of Sidney*  
Perry Clark, *Province of British Columbia*  
Mike Davis, *BC Transit*  
Kelly Folk, *RCMP*  
Councillor John Garrison, *District of Central Saanich*  
*(retired April 2012)*  
David Howe, *Southern Gulf Islands Electoral Area*  
Mike Hicks, *Juan De Fuca Electoral Area*  
Wayne McIntyre, *Salt Spring Island Electoral Area*  
Councillor Bob McKie, *Township of Esquimalt*  
Councillor Cathie Ounsted, *District of Central Saanich*  
Councillor Heidi Rast, *Town of View Royal*  
Councillor Kerrie Reay, *District of Sooke*  
Councillor Karel Roessingh, *District of Highlands*  
Councillor Lillian Szpak, *City of Langford*  
Councillor Larry Tremblay, *District of Metchosin*  
Councillor Leif Wergeland, *District of Saanich*  
Councillor Geoff Young, *City of Victoria*

## FINANCE COMMITTEE

Councillor Karel Rosessingh, *Highlands (Chair)*  
Perry Clark, *Province of BC*  
Mike Davis, *BC Transit*  
Kelly Folk, *RCMP*  
Councillor Cathie Ounsted, *Central Saanich*  
Hy Freedman, *Ex-officio*  
Bob Shaw, *Ex-officio (retired September 2012)*

## GOVERNANCE COMMITTEE

Councillor/Mayor Nils Jensen, *Oak Bay (Chair)*  
Perry Clark, *Province of BC*  
Kelly Folk, *RCMP*  
Councillor Heidi Rast, *View Royal*

## STAFF

Gord Horth, *General Manager*  
Bill Sidaway, *Network Operations Manager*  
James Renfrew, *Operations Supervisor*  
Charlotte Robinson, *Office Manager*

## SHAREHOLDERS

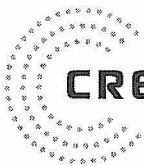
### CREST has 20 shareholders:

BC Ambulance Service  
BC Transit  
Capital Regional District  
• Juan de Fuca Electoral Area  
• Salt Spring Island Electoral Area  
• Southern Gulf Islands Electoral Area  
City of Colwood  
City of Langford  
City of Victoria  
Corporation of the District of Oak Bay  
District of Central Saanich  
District of Highlands  
District of Metchosin  
District of North Saanich  
District of Saanich  
District of Sooke  
Province of British Columbia  
Royal Canadian Mounted Police  
Town of Sidney  
Town of View Royal  
Township of Esquimalt

## USERS

### There are 42 agencies in the Capital Region that use the CREST system:

BC Ambulance  
BC Conservation Officer Service  
BC Transit  
Canadian Forces Base  
• Fire  
• Police  
Central Saanich  
• Fire  
• Police  
Colwood Fire  
Capital Regional District  
• Hazmat Team  
• Salt Spring Island Electoral Area - Fire  
• Piers Island - Fire  
• Pender Island - Fire  
• Saturna Island - Fire  
• Mayne Island - Fire  
• Galiano Island - Fire  
• Gulf Island Emergency Program  
• Otter Point - Fire  
• Willis Point - Fire  
• East Sooke - Fire  
• Shirley - Fire  
Esquimalt Fire  
Highlands Fire  
Langford Fire  
Metchosin Fire  
North Saanich Fire  
Oak Bay  
• Fire  
• Police  
Parks Canada  
Provincial Emergency Program  
RCMP  
Saanich  
• Fire  
• Police  
Sidney Fire  
Songhees First Nation  
Sooke Fire  
St. John Ambulance  
University of Victoria  
Vancouver Island Health Authority  
Victoria Airport Authority  
Victoria  
• Fire  
• Police  
View Royal Fire



**CREST**

CAPITAL REGION EMERGENCY  
SERVICE TELECOMMUNICATIONS INC.

CAPITAL REGION EMERGENCY SERVICE TELECOMMUNICATIONS INC

PHONE 250 391 6552 | FAX 250 391 1601 | UNIT #110-2944 WEST SHORE PARKWAY, VICTORIA BC V9B 0B2

EMAIL INFO@CREST.CA | WEB WWW.CREST.CA



1245 East 7th Avenue, Vancouver, British Columbia, V5T 1R1  
P 604.681.7271 • F 604.681.7022 • 1.800.665.1868 • spca.bc.ca  
Charitable Registration # BN 11881 9036 RR0001

Mayor Desjardins and Council  
1229 Esquimalt Rd.  
Esquimalt, BC V9A 3P1

May 21, 2013

CONFIRMATION OF THE TOWNSHIP OF ESQUIMALT  
For Information:  
 CAO  Mayor/Council  
 Anja ✓  
RECEIVED: MAY 24 2013  
Referred:  
 For Action  For Response  COTW  
 For Report  Council Agenda  IC

Dear Mayor Desjardins and Council:

I am writing to thank you for your interest in considering enhancements to your existing animal control bylaws to better address animal welfare and public safety in your community. We would like to commend you on your progressive bylaws regarding standards for the care of animals.

As you may be aware, we are particularly concerned about the welfare of dogs who spend their life tethered outside with no access to exercise or ability to socialize. The CVMA Code of Practice for Canadian Kennel Operations states that the “tethering of dogs (i.e., chains or ropes used to tie the animal to an immovable object such as a stake or building) as a primary method of confinement is not acceptable” (CVMA, 2007). The Association of Shelter Veterinarians’ Guidelines for Standards of Care in Animal Shelters states, “tethering is an unacceptable method of confinement for any animal” (Association of Shelter Veterinarians, 2010).

A number of B.C. municipalities, including Port Hardy, Pemberton, Valemont, Sechelt, Oliver, Delta, Lions Bay, New Westminster, Burnaby, Sooke, Qualicum Beach, Chilliwack and Dawson Creek, have all taken steps to ensure that dogs in their communities do not suffer physically and psychologically from permanent tethering.

The phrasing that we recommend, used already in Sooke, is “No person shall keep any animal hitched, tied or fastened to a fixed object as the primary means of confinement for an extended period of time.”

We are also writing to address a section of your bylaw that contains standards regarding dangerous dogs. It is currently written that a dog in public must be “muzzled by a properly fitted humane device.” The ability to interpret the term “humane” has led some individuals to use tight fitting nylon muzzles for long periods of time. These are designed for quick use; they prohibit a dog from drinking, eating, panting, and in the case of a dam, from licking her puppies to help keep them clean.

A dog muzzled for any length of time with a nylon muzzle could die quickly from overheating, as dogs must be able to pant to cool. We recommend that the phrasing be changed to “by a properly fitted humane basket muzzle.” There are many excellent basket muzzles available that protect both the welfare of the animal and the safety of the community.

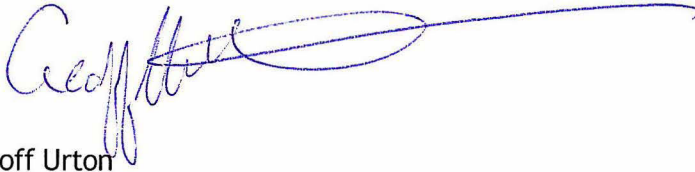
We ask that you please consider implementing the above animal standards to provide protection for the welfare of animals in your community.

We have already corresponded with Erika Paul, BC SPCA Animal Protection Officer in Esquimalt and she has expressed her support for this proposal. Thank you for taking the time to review our recommendations; we look forward to working with the Township of Esquimalt on bylaw revisions that will address the community’s

1245 East 7th Avenue, Vancouver, British Columbia, V5T 1R1  
P 604.681.7271 • F 604.681.7022 • 1.800.665.1868 • [spca.bc.ca](http://spca.bc.ca)  
Charitable Registration # BN 11881 9036 RR0001

needs. Please don't hesitate to contact Amy Morris, Policy and Outreach Officer, our lead staff on animal control bylaw matters directly to discuss this matter further: [amorris@spca.bc.ca](mailto:amorris@spca.bc.ca); 1-800-665-1868.

Sincerely,



Geoff Urton  
Manager, Stakeholder Relations





Legislative and Regulatory Services Department

June 04, 2013

CORPORATION OF THE TOWNSHIP OF ESQUIMALT  
 For Information:  
 CAO  Mayor/Council  
 Bill  
 RECEIVED: JUN 10 2013

Referred:  
 For Action  For Response  COTW  
 For Report  Council Agenda  IC

Legislative Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel (250) 361-0571

Fax (250) 361-0348

www.victoria.ca

Her Worship Mayor Barbara Desjardins and Council  
 Corporation of the Township of Esquimalt  
 1229 Esquimalt Road  
 Victoria, BC V9A 3P1

Dear Mayor Desjardins and Council:

**Re: Esquimalt OCP / Zoning Bylaw Amendment Referral Respecting the Proposed Core Area Waste Water Treatment Plant at McLoughlin Point**

At the Victoria City Council meeting on May 23, 2013, Council passed the following resolution:

That Council requests that the Township of Esquimalt establish detailed design guidelines for the McLoughlin Point Core Area Waste Water Treatment Plant, consistent with the general design principles set out in Appendix B of the CRD proposal, as outlined in the report dated May 16, 2013, aimed at mitigating environmental and human health impacts, and enhancing the visual quality and scenic beauty of the harbour entrance, by addressing environmental, form and character, and landscaping matters.

If you have any questions concerning this item, please contact Mark Hornell, Assistant Director, Community Planning, at 250.361.0520.

Yours truly,

Robert G. Woodland  
 Corporate Administrator

:jh

C: Deb Day, Director, Planning and Development



**Kim Maddin**

**From:** Laurie Hurst  
**Sent:** June 12, 2013 10:46 AM  
**To:** Kim Maddin  
**Subject:** Fwd: E&N Rail Trail Progress Update - Open House  
**Attachments:** enopenhouseEsquimaltwebnotice.pdf; ATT139832.htm; 2013-06-27\_ENOpenHouseEsq.pdf; ATT139833.htm; image001.jpg; ATT139834.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](http://www.esquimalt.ca)

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor/Council	
<input type="checkbox"/> <u>Jeff/Scott/Bill</u>		
RECEIVED: JUN 12 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:** "Anne-Marie Marchi" <[amarchi@crd.bc.ca](mailto:amarchi@crd.bc.ca)>  
**To:** "Laurie Hurst" <[laurie.hurst@esquimalt.ca](mailto:laurie.hurst@esquimalt.ca)>  
**Cc:** "Carolyn Stewart" <[cstewart@crd.bc.ca](mailto:cstewart@crd.bc.ca)>  
**Subject:** E&N Rail Trail Progress Update - Open House

Dear Laurie Hurst:

CRD Regional Parks staff will be hosting an open house to provide an update on the E&N Rail Trail. We would appreciate your assistance in letting staff, Mayor and Council and local residents know of this opportunity. The letter containing details and poster are contained in the attached PDF files.

If you have any questions, please contact Carolyn Stewart at 250.360.3368 or [cstewart@crd.bc.ca](mailto:cstewart@crd.bc.ca).

Thank you,

Anne-Marie



Regional Parks  
490 Atkins Avenue  
Victoria, BC, Canada V9B 2Z8

T: 250.478.3344  
F: 250.478.5416  
www.crd.bc.ca

June 12, 2013

Laurie Hurst, Chief Administrative Officer  
Township of Esquimalt  
1229 Esquimalt Road  
Victoria BC V9A 3P1

Dear Laurie Hurst:

**RE: E&N Rail Trail Progress Update – Open House**

Capital Regional District (CRD) Regional Parks will be hosting an open house to update the public on the progress of the E&N Rail Trail project.

We would appreciate your assistance in letting staff, Mayor and Council and local residents know of this opportunity to informally meet with CRD staff and project consultants, and to view displays illustrating progress on the project. The attached poster and the following link to the Regional Parks website can be used on your website, sent to others by email, or posted on bulletin boards as appropriate. A project update bulletin will be available on the Regional Parks website in advance of the open house.

Where: Strawberry Vale Community Hall  
Address: 11 High Street in View Royal  
Date: Thursday, June 27, 2013  
Time: 4-7pm

If you have any questions, please contact me at 250.360.3368 or [cstewart@crd.bc.ca](mailto:cstewart@crd.bc.ca).

Sincerely,

Carolyn Stewart, Planner



## RISE AND REPORT

From: *In Camera* Meeting of May 13, 2013

To: Meeting of Municipal Council – June 17, 2013

(1) Arts, Culture and Special Events

That Council:

1. Authorize the Parks and Recreation Department to proceed with organizing a Home and Garden Contest and a modified Seniors' Tea;
2. Suggest that the organization and coordination of an Arts Festival be left to the Arts, Culture and Special Events Committee; and
3. Rise and Report, following the opportunity for the Mayor to discuss this with the Chair of the Committee.



## RISE AND REPORT

From: *In Camera* Meeting of May 27, 2013

To: Meeting of Municipal Council – June 17, 2013

- (1) Report from Mayor Desjardins re: Previous Resolutions Passed by Council re: Sewage Treatment Plant

That Council:

1. Rise and Report on the Resolution passed at the *In Camera* meeting held on March 19, 2007, regarding the CRD's report on sewage treatment options; and
2. Rise and Report on the Mayor's Report on "Previous Resolutions passed by Council re Sewage Treatment Plant," as presented at the *In Camera* Council meeting held on May 27, 2013.

(A copy of the Mayor's Report presented at the *In Camera* Council meeting held on May 27, 2013 is attached.)



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

---

### MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins  
Subject: Previous Resolutions passed by Council re Sewage Treatment Plant  
Council Agenda: *In Camera* Council meeting May 27, 2013

---

#### **Background:**

Attached is an excerpt from the Minutes of several Regular and *In Camera* Meetings of Council dating back from 2005, setting out various Resolutions passed by Council documenting its opposition to the proposed Sewage Treatment Plant being located at Macaulay Point or McLoughlin Point.

Many of the Resolutions that were initially made during an *In Camera* meeting have already formed the basis of a Rise and Report at a subsequent open Regular Meeting of Council, with one exception, being Resolution numbered 4 on the attachment, made during an *In Camera* meeting held on March 19, 2007.

Many members of the public have recently questioned Council's position on the issue of the CRD's proposal for sewage treatment, in particular the proposal to establish a sewage treatment facility in Esquimalt at McLoughlin Point or Macaulay Point. Esquimalt Council has consistently taken a position against such facilities and has communicated that position to the CRD on numerous occasions. Putting these Resolutions before the public at this time will be a reminder to our community of Council's long-standing and continued opposition to the CRD's proposal.

#### **Recommendation:**

That Council:

1. Rise and Report on the Resolution passed at the *In Camera* meeting held on March 19, 2007, regarding the CRD's report on sewage treatment options; and
2. Rise and Report on the Mayor's Report on "Previous Resolutions passed by Council re Sewage Treatment Plant," as presented at the *In Camera* Council meeting held on May 27, 2013.

Respectfully submitted,

Mayor Barbara Desjardins  
Encl.



## RESOLUTIONS PASSED BY COUNCIL RE SEWAGE TREATMENT PLANT:

### 1) January 17, 2005 - Excerpt from Minutes of Regular Meeting of Council:

Re: Capital Regional District, dated November 17, 2004, re. Acquisition of Land at Macaulay Point/Work Point for Wastewater Treatment

That a letter of opposition be sent to CRD Board Chair, Don Amos, and all parties included in reference to his letter dated November 17, 2004 sent to Minister of National Defence, the Honourable William Graham, requesting that 34 acres be reserved for sewage treatment and sludge processing at Macaulay/Work Point site, and further that this letter be included at its next agenda of the CRD Board with a delegation in attendance of Esquimalt Council at that meeting.

As a funding municipality of the CRD Liquid Waste Management Plan (LWMP), the Corporation of the Township of Esquimalt is in agreement with potential future secondary sewage treatment which may be required for the region as outlined in the plan. The Township of Esquimalt, however, strongly objects to the use of Macaulay/Work Point for any expanded sewage treatment or installation of a sludge processing plant on this site for some, but not limited to the following reasons:

1. Does not conform to the site selection criteria as determined by the CRD, with respect to negative effects on the environment; negative social impacts; negative economic impacts; impact on neighbouring land uses or activities; nuisance including noise, traffic and odour; negative property value effects; impacts on the aesthetic character of the adjoining area; impact on a developed area.
2. Tenure may be uncertain due to First Nations claim.
3. Poor and inappropriate use of prime waterfront property.
4. Poor geographic setting with respect to regional growth, specifically the West Shore communities.
5. Weighting of vote at the CRD Board which allows non-funding areas to vote and yet are not party to the LWMP.
6. No consultation with Esquimalt community and its residents.
7. Does not conform with Esquimalt's Official Community Plan.

The Township of Esquimalt will forward in its concerns to all stakeholders and interested parties providing notice of strong opposition and request that the CRD Board of Directors reconsider its decision of November 10, 2004.

**2) September 19, 2005 – Excerpt from Minutes of Regular Meeting of Council:**

Letter from B. Boulton, dated September 14, 2005, Re: CRD Sewage Treatment

That:

- 1) The Township of Esquimalt acknowledge receipt of the Capital Regional District Committee report dated September 7, 2005;
- 2) The Township of Esquimalt advise the Capital Regional District that their report dated September 7, 2005 will be discussed at the Special Committee of the Whole meeting scheduled for October 3, 2005;
- 3) The Township of Esquimalt advise the Capital Regional District that Esquimalt continues to be opposed to sewage treatment at Macaulay Point.

That the motion be amended by adding that the CRD report be referred to the Special Committee of the Whole on October 3, 2005 and that representatives of the Capital Regional District be present at the Committee of the Whole meeting in order to provide a full explanation of the latest considerations at Macaulay Point.

**3) October 17, 2005 – Excerpt from Minutes of Regular Meeting of Council:**

That the following recommendations from the Committee of the Whole meeting held October 3, 2005 be approved:

Capital Regional District – Macaulay Point Sewage Treatment

Consideration of Staff Report

Attached Request from the CRD of Acquisition of Land at Macaulay Point, Staff Report No. ADM-05-050

- a) That the Township of Esquimalt inform the CRD Board in writing, that it does not support the acquisition of 7.2 acres of land at Macaulay Point for wastewater treatment.
- b) That the Township of Esquimalt request that the CRD Board commence a thorough investigation of any existing, emerging or alternative wastewater treatment technologies being utilized elsewhere which may preclude the type of proposed treatment technology presently recommended by the CRD. This investigation should include but not be limited to treatment options that:
  - 1) are being utilized by private industry
  - 2) inclusive of a private-public partnership;
  - 3) requires a smaller footprint,
  - 4) are conducive to multiple “satellite” facilities which would be located throughout the region, and
  - 5) reduce the negative impact to any one municipality.

In addition, the Township of Esquimalt also requests that the CRD provide a detailed analysis of wastewater treatment requirements of the municipalities of View Royal, Langford and Colwood with respect to an outfall and treatment facility to serve those areas.

**4) March 19, 2007 - Excerpt from Minutes of *In Camera* Meeting of Council:**

Rise and Report

That Council rise and report as follows:

- Council of the Township of Esquimalt has reviewed the current report outlining sewage treatment options for the Capital Regional District.
  - Council believes that the process followed to develop the report is flawed, that there are serious deficiencies in the analysis and the options contained in the report, and that there appears to be a preconceived decision to construct a regional treatment plant at Macaulay Point.
- CARRIED.

**[Note – this Resolution was not included as a Rise and Report in a subsequent Regular Meeting of Council]**

**5) June 18, 2007 - Excerpt from Minutes of *In Camera* Meeting of Council:**

Proposed Macaulay Point Sewage Treatment Facility, Staff Report No. EPW-07-018

That Council authorize staff to enter into discussions to mitigate impact on the community.

That Council authorize staff to negotiate a traffic strategy away from Lampson Street.

Rise and Report

That Council rise and report at the next meeting of Council on the sewage treatment plant (mitigation discussions, and proposed use of oil tank facility).

**6) June 18, 2007 – Excerpt from Minutes of Regular Meeting of Council:**

Rise and Report from the *In Camera* Meeting, June 18, 2007

Mayor Clement reported that:

- staff have been authorized to be participants in the discussions with the CRD to mitigate impact on our community from the proposed sewage treatment facility, and
- exploring the existing site of the oil tank facility as a possible option for a sewage treatment site be forwarded to the CRD for consideration.

**7) OCTOBER 19, 2009 – Excerpt from Minutes of *In Camera* Meeting of Council:**

Sewage Treatment Sites

BE IT RESOLVED THAT the Township Of Esquimalt Council does not support McLoughlin Point as a site for sewage treatment:

WHEREAS the peer review identified concerns with the McLoughlin Point site; and

WHEREAS Stantec Consulting identified further concerns with the McLoughlin Point site as the highest risk under Options 1A, B, and C; and

WHEREAS McLoughlin Point is too small to accommodate both the liquid and solid waste treatment plants; and

WHEREAS it has been identified that locating treatment facilities for both liquid and solid waste streams on a single site results in significant cost savings (\$90 million quoted); and

WHEREAS locating treatment facilities at separate sites necessitates transportation of sludge that potentially would involve trucking; and

WHEREAS the Township Of Esquimalt Council and residents have steadfastly been opposed to trucking sludge through Esquimalt streets;

NOW THEREFORE the Township Of Esquimalt Council continues to urge, at all opportunities, the Capital Regional District to fully explore and evaluate alternative sites and available technologies for sewage treatment, including IRM, before the December deadline.

Rise and Report

That the Rise and Report on sewage treatment sites be made public at the next Regular Council meeting.

**8) November 2, 2009 – Excerpt from Minutes of Regular Meeting of Council:**

Rise and Report from the *In Camera* meeting, October 19, 2009

Mayor Desjardins read the Rise and Report.

BE IT RESOLVED THAT the Township of Esquimalt Council does not support McLoughlin Point as a site for sewage treatment:

WHEREAS the peer review identified concerns with the McLoughlin Point site; and

WHEREAS Stantec Consulting identified further concerns with the McLoughlin Point site as the highest risk under Options 1A, B, and C; and

WHEREAS McLoughlin Point is too small to accommodate both the liquid and solid waste treatment plants; and

WHEREAS it has been identified that locating treatment facilities for both liquid and solid waste streams on a single site results in significant cost savings (\$90 million quoted); and

WHEREAS locating treatment facilities at separate sites necessitates transportation of sludge that potentially would involve trucking; and

WHEREAS the Township of Esquimalt Council and residents have steadfastly been opposed to trucking sludge through Esquimalt streets;

NOW THEREFORE the Township of Esquimalt Council continues to urge, at all opportunities, the Capital Regional District to fully explore and evaluate alternative sites and available technologies for sewage treatment, including IRM, before the December deadline.





## RISE AND REPORT

From: *In Camera* Meeting of June 3, 2013

To: Meeting of Municipal Council – June 17, 2013

Sewage Treatment Facilities

### **RESOLUTION:**

In response to the CRD's intention to put forward an RFP [Request for Proposal] in early July, that Council direct staff to expedite consideration including further public input of McLoughlin Point Rezoning and OCP Amendment Bylaws prior to Council's summer recess; and that Council Rise and Report on this Resolution.