



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Draft

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

### Special Committee of the Whole

---

Monday, September 14, 2015

5:45 PM

Esquimalt Council Chambers

---

**Present**        6 - Mayor Barbara Desjardins, Councillor Meagan Brame, Councillor Lynda Hundleby, Councillor Olga Liberchuk, Councillor Susan Low, and Councillor Tim Morrison

**Regrets**        1 - Councillor Beth Burton-Krahn

**Staff:** Laurie Hurst, Chief Administrative Officer  
Jeff Miller, Director of Engineering & Public Works  
Bill Brown, Director of Development Services  
Ian Irvine, Director of Financial Services  
Blair McDonald, Director of Community Safety Services  
Scott Hartman, Director of Parks and Recreation  
Chris Jancowski, Fire Chief  
Rachel Dumas, Recording Secretary

#### 1. CALL TO ORDER

Mayor Desjardins called the Special Committee of the Whole meeting to order at 5:45 PM.

Mayor Desjardins acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

#### 2. LATE ITEMS

There were no late items.

#### 3. APPROVAL OF THE AGENDA

**Moved by Councillor Morrison, seconded by Councillor Brame: That the agenda be approved as circulated. Carried Unanimously.**

#### 4. MINUTES

There were no Minutes.

#### 5. DEPARTMENTAL REPORTS - 2015 SECOND PERIOD REPORTS (May-August)

##### 1) [15-418](#) Strategic Priorities 2015-2019

Chief Administrative Officer provided an overview of the Strategic Priorities and Operational Strategies Chart, advised each Department Head updates the Operational Strategies chart upon completion of their Period Report to Council, and responded to

questions from Council.

**The Strategic Priorities Report 2015-2016 was Received.**

- 2) [15-414](#) Operational Strategies 2015-2019, Second Period Updated Chart

**The Operational Strategies Report 2015-2019 was Received.**

- 3) [15-405](#) CAO – 2015 2nd Period Report, Staff Report ADM-15-033

Chief Administrative Officer responded to questions from Council.

Council comments included (Staff response in italics):

- frequency of GVLRA meetings. *GVLRA meetings are monthly.*

**The Staff Report was received.**

- 4) [15-402](#) Corporate Services - 2015 Second Period Report, Staff Report ADM-15-034

Chief Administrative Officer responded to questions from Council.

Comments from Council included:

- clarification regarding the webcast statistics.
- suggestion that the Communications Coordinator contact Black Ball Ferry Line (COHO) regarding the Magazine article referencing Esquimalt.
- requested information regarding the Township Business Licence process.

**The Staff Report was received.**

- 5) [15-401](#) Community Safety Services - Second Period Report, Staff Report CSS-15-015

Director of Community Safety Services responded to questions from Council.

Council comments included (Staff response in italics):

- the term of the Victoria Animal Control Services Contract. *Three year term with an option to extend.*
- clarification of specific Maintenance of Property files and process.
- Council acknowledged the decrease in Bylaw Enforcement Notices.
- Council inquired as to the percentage of monies recovered through a third party agency.
- Council requested a breakdown of the 12 Business Licence complaints
- information regarding the Neighbourhood Emergency Preparedness Program (NEPP).

**The Staff Report was received.**

- 6) [15-400](#) Financial Services and IT - 2015 Second Period Report, Staff Report FIN-15-015

Director of Financial Services and IT responded to a question from Council.

Council comments included (Staff response in italics):

- the number of delinquent properties with outstanding 2015 property taxes. *There are currently three.*

**The Staff Report was received.**

7) [15-310](#) Development Services 2015 Second Period Report, Staff Report  
DEV-15-022

Director of Development Services responded to questions from Council.

Council comments included (Staff response in italics):

- Council acknowledged the Staff Bike to Work Week initiative and the Building Green Workshop and inquired whether a report would be brought forward. *The event Organiser had advised they would provide a report.*
  - When the Welcome to Esquimalt Package for new businesses would be available. *Research and information for digital global searches has been provided to the Province.*
- Council suggested that links be provided to realtors and the Esquimalt Chamber of Commerce.
- the process timelines for development applications. *Many third parties are involved and timelines vary.*
  - the monitoring of property sales as a result of new development in the Community. *Informal monitoring is performed for informational purposes.* Council suggested this information be accessible.

**The Staff Report was received.**

8) [15-389](#) Engineering and Public Works - 2015 Second Period Report, Staff Report  
EPW-15-021

Director of Engineering and Public Works responded to questions from Council.

Council comments included (Staff response in italics):

- Council inquired as to weed management initiatives. *Not currently in the budget.*
- the completion date for the Admirals Road Corridor upgrade. *On budget and on time for completion end of October 2015.*

**The Staff Report was received.**

9) [15-399](#) Parks and Recreation Services - 2015 Period Report, Staff Report  
P&R-15-006

Director of Parks and Recreation responded to questions from Council.

Council comments included (Staff response in italics):

- Council acknowledged the improvement of the Archie Browning Sports Center and the positive feed back from residents.
- Park bookings and comparison to last year. *Park bookings have increased. Youth Center relocation is in progress and project in conjunction with Arts Council will be implemented over a three year period as per the United Way Funding.*
- Council acknowledged the success of Summer Camps and Youth Programs.

**The Staff Report was received.**

10) [15-412](#) Fire Department Second Period Report 2015, Staff Report FIRE-15-002

Fire Chief provided a brief overview of 2nd Period Staff Report, introduced new Assistant Fire Chief, Steve Serbic and responded to questions from Council.

The Staff Report was received.

**6. PUBLIC QUESTION AND COMMENT PERIOD**

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

**Limit of two minutes per speaker.**

*RJ Senko, Vice President Esquimalt Chamber of Commerce, acknowledged Development and Building Permit Application process and timelines and suggested including Building Permit Application statistics to explain the decline in Building Permit Revenue.*

**7. ADJOURNMENT**

**Moved by Councillor Brame, seconded by Councillor Hundleby: That the Special Committee of the Whole meeting be adjourned at 6:46 PM. Carried Unanimously.**

---

MAYOR BARBARA DESJARDINS  
THIS [insert date] DAY OF [insert month] , 2015

---

ANJA NURVO, CORPORATE OFFICER  
CERTIFIED CORRECT