



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Agenda - Final

### Council

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

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Monday, March 5, 2018

7:00 PM

Esquimalt Council Chambers

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1. CALL TO ORDER
2. LATE ITEMS
3. APPROVAL OF THE AGENDA
4. MINUTES

- 1) [18-103](#) Minutes of the Special Meeting of Council, February 26, 2018

*Attachments:* [2018 02 26 Special Council Minutes - Draft](#)

5. PRESENTATIONS

- 1) [18-104](#) Maureen Sawa, CEO and Rob Martin, Board Chair, Greater Victoria Public Library Board, Re: Library Budget Presentation
- 2) [18-105](#) Chief Del Manak, Victoria Police Department, Victoria Police Department 2018 Provisional Budget
- 3) [18-106](#) Andy Telfer, Executive Director and Tom Woods, Vice President and Founder, WITS Programs Foundation, Re: Update on Activities and New Initiatives

*Attachments:* [Presentation Application - WITS](#)

6. PUBLIC INPUT (On items listed on the Agenda)  
Excluding items which are or have been the subject of a Public Hearing.

7. STAFF REPORTS

#### ***Administration***

- 1) [18-102](#) Amendment to Council Remuneration Policy ADMIN-58, Staff Report ADM-18-009

#### ***Recommendation:***

That Council approve the amended Council Policy ADMIN-58 'Independent Review & Market Analysis of Council Remuneration', as attached to Staff Report ADM-18-009.

*Attachments:* [ADMIN-58 \(Council Remuneration\) Mark up](#)  
[ADMIN-58 \(Council Remuneration\) Revised Final](#)

#### ***Finance***

- 2) [18-107](#) 2018 Revenue, Tax, Budget and Financial Sustainability Policies

and Objectives, Staff Report FIN-18-005

**Recommendation:**

That Council approve the 2018 Revenue, Tax, Budget and Financial Sustainability Policies and Objectives as attached to Staff Report FIN-18-005.

*Attachments:* [2018 Policies and Objectives](#)

**Development Services**

- 3) [18-101](#) Official Community Plan Amendment And Rezoning - 520 Constance Avenue, Staff Report: DEV-18-013

**Recommendation:**

1. That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Official Community Plan and Zoning Bylaw Amendment concept plan, attached as Appendix 'A', detailing the proposed development (without physically changing the building) for 520 Constance Avenue [PID 006-377-408; Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] to those persons, organizations and authorities identified in Appendix 'A' of Staff Report DEV-18-013; and
2. That Council resolves that Bylaw No. 2918 [Appendix 'B' of Staff Report DEV-18-013], which would amend Official Community Plan Bylaw, 2006, No. 2646 by changing Schedule 'A', being the 'Land Use Designation Map', by changing the designation of 520 Constance Avenue [PID 006-377-408; Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] shown cross-hatched on Schedule 'A', from 'Institutional' to 'Townhouse Residential' be considered for first and second reading; and
3. That Council resolves that Bylaw No. 2919 [Appendix 'C' of Staff Report DEV-18-013], which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of 520 Constance Avenue [PID 006-377-408; Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] shown cross-hatched on Schedule 'A' from 'Institutional Day Use [P-4]' to 'Multiple Family Residential [RM-1]', and would also remove the 'Institutional Day Use [P-4]' zoning designation from Zoning Bylaw, 1992, No. 2050 be considered for first and second reading; and
4. That Council authorizes the Corporate Officer to schedule a Public Hearing for Official Community Plan Bylaw 2006, No. 2646, Amendment Bylaw No. 2918 and Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 2919, and to advertise for same in the local newspaper.

*Attachments:* [Appendix A - OCP Consultation List, Letter and Concept Plan](#)  
[Appendix B - Bylaw No. 2918 - OCP Amendment](#)  
[Appendix C - Bylaw No. 2919 - Zoning Amendment](#)  
[Appendix D - Air photo, OCP and Zoning Designations, P-4 and RM-1 zones](#)  
[Appendix E - Surveyors Site Plan and Photo](#)

**8. COMMUNICATIONS**

- 1) [18-108](#) Email from Adrien de Rodez, dated February 22, 2018, Re: Canadian Francophone Games

*Attachments:* [Email - Francophone Games](#)

- 2) [18-109](#) Email from Cathy Peters, dated February 26, 2018, Re: Child Sex Trafficking in BC Municipalities and How to Stop It

*Attachments:* [Email - C Peters](#)

**9. PUBLIC QUESTION AND COMMENT PERIOD**

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

**10. ADJOURNMENT**



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Draft

### Special Meeting of Council

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

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Monday, February 26, 2018

5:45 PM

Esquimalt Council Chambers

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**Present**     7 - Mayor Barbara Desjardins  
                    Councillor Meagan Brame  
                    Councillor Beth Burton-Krahn  
                    Councillor Lynda Hundleby  
                    Councillor Olga Liberchuk  
                    Councillor Susan Low  
                    Councillor Tim Morrison

**Staff:** Laurie Hurst, Chief Administrative Officer  
            Anja Nurvo, Director of Corporate Services / Recording Secretary

**1. CALL TO ORDER**

Mayor Desjardins called the Special Council meeting to order at 5:45 PM.

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

Moved by Councillor Burton-Krahn, seconded by Councillor Hundleby:  
That the agenda be approved as circulated. Carried Unanimously.

**4. MOTION TO GO IN CAMERA**

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

- Labour relations or other employee relations; and
- The acquisition, disposition or expropriation of land or improvements, if  
the council considers that disclosure could reasonably be expected to  
harm the interests of the municipality; 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) (c), (e) and (k) of the Community  
Charter, and that the general public be excluded. Carried Unanimously.

**5. ADJOURNMENT**

Moved by Councillor Hundleby, seconded by Councillor Liberchuk: That  
the Special Council meeting be adjourned at 5:45 PM. Carried  
Unanimously.

\_\_\_\_\_  
MAYOR BARBARA DESJARDINS  
THIS date DAY OF month, 2018

\_\_\_\_\_  
ANJA NURVO, CORPORATE OFFICER  
CERTIFIED CORRECT

## PRESENTATION

### APPLICATION TO MAKE A PRESENTATION TO COUNCIL

A maximum of 2 Presentations may be scheduled for a Council meeting, each limited to **10 minutes**. (See back for excerpt of Council Procedure Bylaw)

Please submit the completed application **by Noon on Wednesday prior to the preferred Council meeting** by:  
(1) email to [corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca), (2) mail or hand deliver to Municipal Hall, address above, or (3)  
fax to 250-414-7111. For further information, contact the Corporate Officer at 250-414-7135 or  
[corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca).

Name(s) and Title(s) of Presenter(s): Andy Telfer, Executive Director  
Tom Woods, Vice President / Founder  
Name of Organization: WITS Programs Foundation (formerly Rock Solid)  
Foundation  
Daytime Phone No. \_\_\_\_\_ Email: exec@witsprogram.ca

Preferred Date of Presentation to Council: March 2018 March 5, 2018  
(Staff will email or telephone to confirm the meeting date once it is scheduled.)

Nature/Subject of Presentation: Update on status of activities  
and description of new initiatives.

Oct. 26, 2017  
Date of Application

Andy Telfer  
Signature of Applicant

PowerPoint presentation? ☒ YES ☐ NO

If YES, please email your PowerPoint presentation to [corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca) **by Noon on the Friday prior to the Council meeting.**

Handouts for Council? ☒ YES ☐ NO

If YES, please bring 10 copies to give to the Recording Secretary prior to the start of the Council meeting at 7:00 p.m.

#### Date Received:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

☐ CAO ☐ Mayor/Council

☐

RECEIVED: OCT 31 2017

Referred: Anja

☐ For Action ☐ For Response ☐ COTW

☐ For Report ☒ Council Agenda ☐ IC

#### FOR OFFICE USE ONLY

Date Presented to Council:

APPLICANT  
CONTACTED ☒

PRESENTATION  
RECEIVED ☐

DATE: Dec 21/17

INITIALS: AT





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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File #:18-102

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### REQUEST FOR DECISION

**DATE:** February 27, 2018

Report No. ADM-18-009

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Anja Nurvo, Director of Corporate Services

**SUBJECT:**

Amendment to Council Remuneration Policy ADMIN-58

**RECOMMENDATION:**

That Council approve the amended Council Policy ADMIN-58 'Independent Review & Market Analysis of Council Remuneration', as attached to Staff Report ADM-18-009.

**RELEVANT POLICY:**

Council Policy ADMIN-58 Independent Review & Market Analysis of Council Remuneration  
Council Policy ADMIN-62 Remuneration for Elected Officials

**STRATEGIC RELEVANCE:**

This Request for Decision is related to staff's Operational Strategy for ongoing review and updating of bylaws and policies as required.

**BACKGROUND:**

At its *In Camera* meeting held on February 19, 2018, Council met with the Consultant retained to conduct the independent review and market analysis of Council remuneration, pursuant to Council Policies ADMIN-58 and ADMIN-62. During that meeting, Council directed that the Mandate portion of Policy ADMIN-58 be revised in order to provide clarification relating to the review.

**ISSUES:**

1. Rationale for Selected Option

Council directed that Council Remuneration Policy ADMIN-58 be amended in order to clarify the Mandate portion. Attached is a copy of Council Policy ADMIN-58 showing the mark up of the revisions as directed by Council at its *In Camera* meeting held on February 19, 2018. Also attached is a clean copy of the amended Policy.

2. Organizational Implications

There are no organizational implications.

3. Financial Implications

There are no financial implications.

4. Sustainability & Environmental Implications

There are no sustainability or environmental implications.

5. Communication & Engagement

Once approved by Council, the updated Policy will be posted to The Bridge and the Consultant will be provided with a copy of the revised Policy.

**ALTERNATIVES:**

1. That Council approve the amended Council Policy ADMIN-58 'Independent Review & Market Analysis of Council Remuneration', as attached to Staff Report ADM-18-009.
2. That Council direct further revisions to Council Policy ADMIN-58 and approve the Policy as amended.





## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### COUNCIL POLICY

**TITLE: Independent Review & Market  
Analysis of Council Remuneration**

**NO. ADMIN – 58**

#### **PURPOSE**

The purpose of the independent consultant is to review the current remuneration paid to the Township of Esquimalt Mayor and Members of Council and recommend an appropriate remuneration structure, for implementation in the month of the inaugural meeting of the newly elected Council following a local government election.

#### **MANDATE**

The independent consultant will, consistent with the purpose described above, undertake the following:

1. Review the alternative to the current remuneration structure based on comparison with other comparable municipalities in British Columbia and adjustment in accordance with the change in the Victoria Consumer Price Index [CPI].
2. Consider the functions and responsibilities of the Mayor and Council, the level of community engagement and time commitment required for all duties including meetings, events, preparation time, and communication with the public.
- ~~3. Consider in particular whether the Mayor's position should be considered full-time or part-time and the relationship between the Mayor and Councillor duties.~~
- ~~4.3. Consider providing optional access to the employee benefits package for the position of Mayor, equivalent to that provided to exempt employees of the Township of Esquimalt.~~
- ~~5.4. Consider providing optional access to the employee benefits package for the position of Councillor, equivalent to the standard package offered by the Union of British Columbia Municipalities.~~
- ~~6. Consider public expectations of the roles and commitment required of Mayor and Councillors and public acceptance of any new remuneration recommendations.~~
- ~~7. Explore alternative formulas to replace the current remuneration structure. The independent consultant may consider alternative costing formulas used by other public bodies.~~

**EFFECTIVE DATE:**  
~~December 11, 2017~~  
March 5, 2018

**APPROVED BY:**  
Council

**REF:**  
ADM-15-038  
ADM-27-030  
ADM-18-009

**AMENDS NO.**  
April 15, 2013  
November 2, 2015  
March 5, 2018

**PAGE 1 OF 2**

**TITLE: Independent Review & Market  
Analysis of Council Remuneration**

**NO. ADMIN – 58**

~~8.~~ Consider the full remuneration package for Mayor and Councillors including the tax free expense allowance, ~~CRD compensation, payments for extraordinary meetings, travel expenses, and any other benefits or perks received.~~

~~5.~~

~~9.6.~~ Follow the process and criteria set out in Council Policy ADMIN-62 Remuneration for Elected Officials.

The independent consultant will submit to Council a report with recommendations by the end of March.

**APPOINTMENT**

The selection and appointment process for the independent consultant is to be determined by staff.

**TERM**

The term of appointment of the independent consultant will conclude upon submission of a final report and recommendations to Council.

**EFFECTIVE DATE:**

~~December 11, 2017~~  
March 5, 2018

**APPROVED BY:**

Council

**REF:**

ADM-15-038  
ADM-27-030  
ADM-18-009

**AMENDS NO.**

April 15, 2013  
November 2, 2015  
March 5, 2018

**PAGE 2 OF 2**



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**COUNCIL POLICY**

**TITLE: Independent Review & Market  
Analysis of Council Remuneration**

**NO. ADMIN – 58**

**PURPOSE**

The purpose of the independent consultant is to review the current remuneration paid to the Township of Esquimalt Mayor and Members of Council and recommend an appropriate remuneration structure, for implementation in the month of the inaugural meeting of the newly elected Council following a local government election.

**MANDATE**

The independent consultant will, consistent with the purpose described above, undertake the following:

1. Review the alternative to the current remuneration structure based on comparison with other comparable municipalities in British Columbia and adjustment in accordance with the change in the Victoria Consumer Price Index [CPI].
2. Consider the functions and responsibilities of the Mayor and Council, the level of community engagement and time commitment required for all duties including meetings, events, preparation time, and communication with the public.
3. Consider providing optional access to the employee benefits package for the position of Mayor, equivalent to that provided to exempt employees of the Township of Esquimalt.
4. Consider providing optional access to the employee benefits package for the position of Councillor, equivalent to the standard package offered by the Union of British Columbia Municipalities.
5. Consider the full remuneration package for Mayor and Councillors including the tax free expense allowance.
6. Follow the process and criteria set out in Council Policy ADMIN-62 Remuneration for Elected Officials.

The independent consultant will submit to Council a report with recommendations by the end of March.

**EFFECTIVE DATE:**  
March 5, 2018

**APPROVED BY:**  
Council

**REF:**  
ADM-15-038  
ADM-27-030  
ADM-18-009

**AMENDS NO.**  
April 15, 2013  
November 2, 2015  
December 11, 2017

**PAGE 1 OF 2**

<b>TITLE: Independent Review &amp; Market Analysis of Council Remuneration</b>	<b>NO. ADMIN – 58</b>
<p><b><u>APPOINTMENT</u></b></p> <p>The selection and appointment process for the independent consultant is to be determined by staff.</p> <p><b><u>TERM</u></b></p> <p>The term of appointment of the independent consultant will conclude upon submission of a final report and recommendations to Council.</p>	

<b>EFFECTIVE DATE:</b> March 5, 2018	<b>APPROVED BY:</b> Council	<b>REF:</b> ADM-15-038 ADM-27-030 ADM-18-009	<b>AMENDS NO.</b> April 15, 2013 November 2, 2015 December 11, 2017	<b>PAGE 2 OF 2</b>
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# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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**File #:**18-107

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### REQUEST FOR DECISION

**DATE:** February 28, 2018

Report No. FIN-18-005

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Ian Irvine, Director of Financial Services

**SUBJECT:**

2018 Revenue, Tax, Budget and Financial Sustainability Policies and Objectives

**RECOMMENDATION:**

That Council approve the 2018 Revenue, Tax, Budget and Financial Sustainability Policies and Objectives as attached to Staff Report FIN-18-005.

**RELEVANT POLICY:**

Community Charter S.165

**STRATEGIC RELEVANCE:**

The approved Financial Plan outlines the service levels, revenue requirements and related policies and objectives for the Township.

**BACKGROUND:**

The Community Charter states that the financial plan must set out the policies and objectives of the municipality for the planning period in relation to funding sources, the distribution of property taxes and the use of permissive tax exemptions.

The Revenue, Tax, Budget and Financial Sustainability Policies and Objectives document provides background information regarding property tax revenue, permissive tax exemptions, growth and revitalization strategies, fees and charges, and financial sustainability. Additionally, the document includes policies and objectives which will guide staff during the execution of the approved 2018-2022 Financial Plan.

**ISSUES:**

1. Rationale for Selected Option

There is a requirement that the Financial Plan, which includes the Township's approved policies and

objectives, be adopted prior to May 15 each year.

## 2. Organizational Implications

Other than minor revisions to the document that was approved last year, there are no organizational implications of this decision.

## 3. Financial Implications

There are no financial implications of this decision.

## 4. Sustainability & Environmental Implications

There are no sustainability or environmental implications of this decision.

## 5. Communication & Engagement

The Policies and Objectives document will form Schedule A to the 2018-2022 Financial Plan Bylaw. Once adopted, the Bylaw and Schedule A will be posted on the Township's website with a copy included in the budget binder, available for public review, at the Municipal Hall.

## **ALTERNATIVES:**

1. That Council approve the 2018 Revenue, Tax, Budget and Financial Sustainability Policies and Objectives as attached to Staff Report FIN-18-005.
2. That Council amend the 2018 Revenue, Tax, Budget and Financial Sustainability Policies and Objectives and approve as amended.
3. That Council direct staff to revise the 2018 Revenue, Tax, Budget and Financial Sustainability Policies and Objectives for review at a future date.



## **Bylaw 2920, 2018**

### **Schedule A**

## **Revenue, Tax, Budget and Financial Sustainability Policies & Objectives**

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### **1. PROPERTY TAX REVENUE and TAX RATIOS**

#### **Background**

Property taxes account for approximately 41% of the Township of Esquimalt's ("Township") revenue (excluding unconditional or non-recurring grants and transfers from own sources) and provide a stable and consistent source of funding for many services that are either difficult or undesirable to fund on a user-pay basis. Property taxes tend to be more predictable than other revenue sources, resulting in less likelihood of a shortfall relative to other budgeted revenue.

The other major source of revenue is Payments In Lieu of Taxes (PILT) provided by the Federal Government for the CFB Esquimalt properties accounts for approximately 34% of total revenue. This figure increases to 45% when analysing these payments as a percentage of taxation revenue only.

The Township's distribution of taxes among the property classes is typical, where the residential class (Class 1) is proportionately the largest of the total tax base at approximately 76%. Properties in the business class (Class 6) provide the second largest portion of the tax base at approximately 16%. All remaining property classes provide the remaining 8% of the tax base. These figures are calculated based on total taxation, including PILT revenue.

The Township's tax rates are difficult to compare with other municipalities in the Capital Regional District. The Township provides its own police, fire, recreation, and library services however these services are either cost-shared or provided on a volunteer basis by other municipalities. Another factor to consider is that the Township includes all utility costs in its property tax levies while some municipalities issue separate periodic invoices to taxpayers. Additionally, the Township has a limited retail base and comparably lower assessed values than other municipalities. Consequently, the Township must fund higher costs through fewer sources which results in higher tax rates.

Reducing taxation requirements can be achieved by (i) lowering overall costs, (ii) increasing revenue from sources other than property taxes, (iii) increasing the number of taxpayers or (iv) from any combination of these measures. Council is constrained in its ability to shift the tax burden as a means of driving change in the community. Shifting the burden for one property tax class to drive new initiatives will result in higher tax rates applied against the other classes. Consequently, the tax burden may only be shifted over time by looking to new initiatives that increase non-tax revenues and the overall tax base.



## **Objectives**

- 1.1 Distribute property tax increases equitably among all property classes.
- 1.2 Increase the percentage of revenue from sources other than property taxes over time by considering new initiatives that increase the tax base and facilitate a shifting of tax ratios without increasing the tax burden on the residential property class.
- 1.3 Implement property tax strategies or incentives that promote economic development within the community.

## **Policies**

- 1.4 Consider the annual property tax increase required to cover the projected cost of the existing service levels as well as any new or enhanced services.
- 1.5 Adjust the tax rate ratios each year to maintain stability while ensuring the tax rate is reflective of both market and non-market changes.
- 1.6 Set annual property tax rates after considering significant new growth or loss of assessment in each property class.
- 1.7 Use the property tax levy and payments in lieu of taxes to balance the budget each year after reviewing the potential for sustainable revenue from all other sources.
- 1.8 Mitigate the impact on property taxes by researching non-property tax revenue sources whenever possible, applying for government grants, charging appropriate user fees and developing strategic alliances, partnerships and shared project funding to reduce costs of service delivery.

## **2. PERMISSIVE TAX EXEMPTIONS**

### **Background**

The Township will continue to support local not-for-profit organizations who qualify for permissive tax exemptions under Section 224 of the Community Charter.

### **Objectives**

- 2.1 Continue to consider granting permissive tax exemptions to promote social benefit to the community.
- 2.2 Consider implementing permissive tax exemptions to promote economic development within the community.

### **Policies**

- 2.3 Continue to grant permissive tax exemptions to agencies and organizations that:
  - 2.3.1 provide benefits to the Township and its residents; and
  - 2.3.2 qualify under the legislation or any formal policy adopted by Council;

- 2.4 Review permissive tax exemptions in conjunction with other financial support provided by the Township to ensure funding is reasonable and appropriate.
- 2.5 Continue to review and update the existing evaluation criteria to ensure the Township is receiving benefits from organizations that receive permissive tax exemptions.

### **3. GROWTH AND REVITALIZATION STRATEGIES**

#### **Background**

Growth, improvement and progressive thinking are necessary in order to create, develop and maintain a desirable and healthy community. Such a community is likely to attract new, and retain existing, business and housing which will add to the tax base and help to achieve the goal of reducing property taxes.

#### **Objectives**

- 3.1 Explore opportunities and employ strategies which are intended to grow and revitalize the community.
- 3.2 Stimulate and reinforce development initiatives where such uses are permitted.

#### **Policies**

- 3.3 Continue to consider the provision of tax exemptions for revitalization, beautification and heritage tax exemptions that are consistent with the social, economic and environmental objectives of the community.
- 3.4 Examine economic development, revitalization and heritage plans to determine where opportunities for tax exemptions may exist.
- 3.5 Continue to promote the existing Revitalization Tax Exemption Bylaw

### **4. PARCEL TAX REVENUE**

There are no parcel tax levies in use by the Township.

### **5. FEES AND CHARGES**

#### **Background**

Fees and charges account for approximately 10% of the Township's revenue. While this figure includes revenue generated from licences and permits, the largest component is represented by user fee revenue generated from recreation programs.

#### **Objectives**

- 5.1 User fees may be charged for services that are identifiable to specific users, versus applying a general tax levy on all property owners.
- 5.2 User fees charged for recreation programs are appropriate.
- 5.3 Other fees, such as fees for licences and permits are:

- (a) reviewed regularly;
- (b) comparable within the region; and
- (c) consistent with the social and economic objectives of the Township.

## **Policies**

- 5.4 Review recreation user fees at least annually to ensure that they remain affordable and competitive within the regional market.
- 5.5 Review other fees and charges at least annually to ensure that the Township is working towards full recovery for the cost of services provided.
- 5.6 Fees required to recover the cost of services may be reduced by government grants or transfers allocated to specific programs.

## **6. FINANCIAL SUSTAINABILITY**

Long term financial sustainability is important if the Township is to continue delivering the services and programs expected by the community. It is also important that community assets are maintained as a means to attract and retain businesses and to ensure that the costs do not become a burden for future taxpayers.

With long term financial management as the overall principle, the Township places an emphasis on sustainability through the following objectives:

- services and infrastructure are adequately funded
- expenditures are efficiently managed
- operations are prudently administered
- sufficient future reserves are maintained
- debt is strategically utilized

### **6.1 INFRASTRUCTURE AND CAPITAL ASSET SUSTAINABILITY**

#### **Background**

Capital projects are funded through a number of sources including grants, reserve funds and property tax levies. Once acquired or completed, the future costs of maintaining the capital assets are included within the annual operating budget while replacement or improvement costs are requested within the capital portion of the Financial Plan.

#### **Objectives**

- 6.1.1 Capital funding provided through the annual budget process will be adequate to maintain the Township's infrastructure and provide for the renewal of capital assets.
- 6.1.2 Approved capital projects are completed in a timely manner and costs remain within approved budgetary allocations.
- 6.1.3 Adequately maintain the capital assets and infrastructure are adequately maintained in order to avoid costly failures and, where possible, to economically and effectively extend the life of each asset.

## Policies

- 6.1.4 To ensure capital project funding is adequate:
- (a) an amount equal to the value of matured debt charges is transferred annually to the Capital Projects Reserve Fund;
  - (b) an amount approximating the sales tax rebates received by the Township is transferred annually to the Capital Projects Reserve Fund;
  - (c) donations and bequests for capital purposes are transferred to the Capital Projects Reserve Fund unless otherwise specified by the donor;
  - (d) the Capital Projects Reserve Fund, and all interest earned upon it, is only used to acquire capital assets;
  - (e) an amount based on the approximate useful life and replacement cost of the Township's mobile assets is calculated and transferred annually to the Machinery and Equipment Depreciation Reserve Fund;
  - (f) the Machinery and Equipment Depreciation Reserve Fund, and all interest earned upon it, is only used to replace existing mobile capital assets;
  - (g) an amount equal to, or greater than, the value of a one percent tax revenue increase from the previous year is transferred to the Infrastructure and Revitalization Reserve Fund; and
  - (h) the Infrastructure and Revitalization Reserve Fund, and all interest earned upon it, is only to be used for revitalization initiatives or the replacement of existing long term infrastructure.
- 6.1.5 Capital items not acquired or fully completed during the year they were approved may be eligible for carry forward to the next fiscal year. During the creation of the annual capital plan:
- (a) previously approved capital items may be carried forward if a project has commenced but has not yet been completed;
  - (b) new capital requests will be scaled back or deferred to accommodate any carry forward requests; and
  - (c) capital projects that have not commenced by the end of the fiscal year will not automatically be carried forward to the following fiscal year. These projects must be re-submitted for approval during budget discussions.
- 6.1.6 Capital items are expected to be completed or acquired within the approved budget allocation however, unforeseen cost overruns do occasionally occur. In these instances, formal approval from Council is required except when all of the following conditions have been met:
- (a) the total capital budget for the item or project is less than \$100,000;
  - (b) total expenditures do not exceed 110% of the approved capital budget for the item or project; and
  - (c) any amount, in excess of the budget, may be offset within the same fund by unspent budget allocations for other capital assets acquired or completed; and
- 6.1.7 Each instance of a cost overrun must be individually reviewed and approved by the Chief Financial Officer.

## **6.2 RESERVE FUNDS**

### **Background**

The Township has various reserve funds which have been established for specific purposes. These funds are developed and maintained to ensure financial obligations with respect to infrastructure, equipment and fiscal requirements are met.

### **Objectives**

- 6.2.1 Establish and maintain reserves to provide stability to municipal operations and ensure the Township can meet both current fiscal requirements and future obligations.
- 6.2.2 Maintain a certain level of financial resources sufficient to protect against the need for service level reductions or taxation increases as a result of temporary revenue shortfalls or unpredicted one time expenditures.
- 6.2.3 The budget process and ongoing operations must strive to establish and maintain sufficient reserve funds balances as set out in this document.

### **Policies**

- 6.2.4 Strive to ensure the sum of the following balances represents a minimum of 25% of the total revenue required each year (excluding unconditional or non-reoccurring grants and transfers from own sources) by the year 2020:
  - Reserve Funds;
  - Appropriated for Uncollected Taxes Account;
  - Appropriated for Working Capital Account; and
  - Unappropriated Surplus Account
- 6.2.5 Maintain a minimum balance of \$500,000 in the Machinery and Equipment Depreciation Reserve Fund.
- 6.2.6 Maintain a minimum balance of \$1,000,000 in the Capital Projects Reserve Fund.
- 6.2.7 Maintain a minimum balance of \$250,000 in the Infrastructure and Revitalization Reserve Fund.
- 6.2.8 The balances set out in S6.2.5, S6.2.6 and S6.2.7 may temporarily drop below the established minimum balances, provided a plan is in place to replenish the fund to a balance above the minimum.

## **6.3 DEBT MANAGEMENT**

### **Background**

The maximum amount that can be borrowed by the Township is limited by the Community Charter and the provincial government. Debt funding is provided by the Municipal Finance Authority and is to be used for capital projects rather than operational programs. In comparison to the maximum allowable levels, the Township's debt has been maintained at a fairly low level in recent years.

## **Objectives**

- 6.3.1 Maintain the long term debt servicing liability at an acceptable and manageable level.

## **Policies**

- 6.3.2 Limit the creation of long term debt to the financing of large infrastructure and economic development projects.
- 6.3.3 Minimize debt costs by seeking out, and applying for, provincial and federal government grants whenever possible.
- 6.3.4 Assess all potential borrowing options to ensure both flexibility and cost effectiveness

## **7. RESTRICTED ACCOUNTS**

### **Background**

Funds may be set aside in reserve accounts for specified or restricted purposes. Minimum balances may be established to ensure availability of funds in future years.

### **Objectives**

- 7.1 These funds are used primarily to finance capital projects, one time operating costs or specific projects for which the funds were advanced. Internally restricted funds may also be used from time to time to strategically offset specific operating costs

### **Policies**

- 7.2 Maintain a minimum balance of \$25,000 in the Casino Revenue Sharing Account.
- 7.3 Maintain a minimum balance of \$100,000 in the Community Works Fund Account.
- 7.4 The funds set out in S7.2 and S7.3 may be used for specific one time capital and operating project costs.
- 7.5 The balances set out in S7.2 and S7.3 may temporarily drop below the established minimum balances, provided a plan is in place to replenish the account to a balance above the minimum.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

---

**File #:**18-101

---

### REQUEST FOR DECISION

**DATE:** February 28, 2018

Report No. DEV-18-013

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Karen Hay, Planner and Bill Brown, Director of Development Services

**SUBJECT:**

Official Community Plan Amendment And Rezoning - 520 Constance Avenue

**RECOMMENDATION:**

1. That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Official Community Plan and Zoning Bylaw Amendment concept plan, attached as Appendix 'A', detailing the proposed development (without physically changing the building) for 520 Constance Avenue [PID 006-377-408; Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] to those persons, organizations and authorities identified in Appendix 'A' of Staff Report DEV-18-013; and
2. That Council resolves that Bylaw No. 2918 [Appendix 'B' of Staff Report DEV-18-013], which would amend Official Community Plan Bylaw, 2006, No. 2646 by changing Schedule 'A', being the 'Land Use Designation Map', by changing the designation of 520 Constance Avenue [PID 006-377-408; Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] shown cross-hatched on Schedule 'A', from 'Institutional' to 'Townhouse Residential' be considered for first and second reading; and
3. That Council resolves that Bylaw No. 2919 [Appendix 'C' of Staff Report DEV-18-013], which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of 520 Constance Avenue [PID 006-377-408; Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] shown cross-hatched on Schedule 'A' from 'Institutional Day Use [P-4]' to 'Multiple Family Residential [RM-1]', and would also remove the 'Institutional Day Use [P-4]' zoning designation from Zoning Bylaw, 1992, No. 2050 be considered for first and second reading; and
4. That Council authorizes the Corporate Officer to schedule a Public Hearing for Official Community Plan Bylaw 2006, No. 2646, Amendment Bylaw No. 2918 and Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 2919, and to advertise for same in the local newspaper.

**RELEVANT POLICY:**



Official Community Plan Bylaw, 2006, No. 2646  
Zoning Bylaw 1992, No. 2050  
Parking Bylaw, 1992, No. 2011  
Development Application Procedures and Fees Bylaw, 2012, No. 2791  
Advisory Planning Commission Bylaw, 2012, No. 2792  
Subdivision and Development Control Bylaw, 1997, No. 2175

### **STRATEGIC RELEVANCE:**

This Request for Decision supports the following specific strategic objective:

- Support community growth, housing and development consistent with our Official Community Plan.

### **BACKGROUND:**

Appendix A: OCP Consultation List, Letter and Concept Plan  
Appendix B: Bylaw No. 2918 - Bylaw to Amend OCP Bylaw 2006, No. 2646  
Appendix C: Bylaw No. 2919 - Bylaw to Amend Zoning Bylaw 1992, No. 2050  
Appendix D: Air Photo, OCP and Zoning Designations Maps, P-4 and RM-1 Zones  
Appendix E: Surveyor's Site Plan, Photo of the House

### **Purpose of the Application**

The applicant is requesting an amendment to Official Community Plan Bylaw, 2006, No. 2646 to change the property's designation from 'Institutional' to 'Townhouse Residential', and an amendment to Zoning Bylaw, 1992, No. 2050 to change the property's zoning from 'Institutional Day Use' [P-4] to 'Multiple Family Residential' [RM-1] to permit future residential use of the subject property.

The current use of the property as 'day services for adults with disabilities' is no longer needed at the subject location as the Victoria Association for Community Living is moving their facility to another building in the neighbourhood which has commercial zoning. The proposed changes will facilitate the sale of the subject property with no physical changes to the property.

### **Context**

Applicant: Mike Jensen, Victoria Association for Community Living

Owner: Victoria Association for Community Living (represented by Ellen Tarshis, Executive Director)

Property Size:      Metric: 394.8 m<sup>2</sup>      Imperial: 4249 ft<sup>2</sup>

Existing Land Use: Institutional Day Use [P-4]

### **Surrounding Land Uses:**

North: Single Family Residential [zoned RM-1]  
South: Single Family Residential [zoned RM-1]  
West: Single Family Residential [zoned RM-1]  
East: Multiple Family Residential [zoned RM-1][4 units]

Existing Zoning: Institutional Day Use [P-4]

Proposed Zoning: Multiple Family Residential [RM-1]

Existing OCP Designation: Institutional

Proposed OCP Designation: Townhouse Residential

### **Official Community Plan [OCP]**

The Victoria Association for Community Living has requested a change in the OCP designation from 'Institutional' to 'Townhouse Residential'. This will align the designation with other properties in the immediate vicinity, and facilitate the rezoning of the property to a residential use.

The property would be added to the Multi Unit Residential Development Permit Area [DP Area No. 1]. Future owners of the property would require a development permit if they were to propose the construction of a Townhouse Residential project.

### OCP Consultation

Section 475(1) of the *Local Government Act* states: 'During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.' Section 475 (2) (b) provides the following list of organizations and authorities that Council must specifically consider whether consultation is required with:

- (i) The board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;
- (ii) The board of any regional district that is adjacent to the area covered by the plan;
- (iii) The council of any municipality that is adjacent to the area covered by the plan;
- (iv) First Nations;
- (v) Boards of education, greater boards, and improvement district boards; and
- (vi) The Provincial and Federal governments and their agencies.

Staff has reviewed the requirements of Section 475 of the *Local Government Act* and has provided a tentative list (Appendix 'A') of persons, organizations, and authorities that it feels should be consulted pursuant to Section 475 of the *Local Government Act*.

In addition, Section 476 of the *Local Government Act* requires the mandatory consultation with any school districts that incorporate the subject property. The boards of both School District No. 61 and School District No. 93 have been included in the list to address this requirement.

Under Section 475(2)(a) of the *Local Government Act*, Council must also 'consider whether the opportunities for consultation ... should be early and ongoing.' There have already been consultation efforts by the owner, with local residents, and the recommendation of this report would provide for early efforts specifically with respect to the OCP amendment.

### **Zoning**

The Institutional Day Use [P-4] zone, which was created in 1994 to serve the Victoria Association for Community Living program for adults with disabilities, would cease to exist. The proposed Multiple Family Residential [RM-1] zone aligns with the zoning that has been granted to the adjacent properties, by the municipality, as a means to facilitate higher density development in this area. There is a provision in the zoning bylaw that would also allow the use of the property as a single family home, within the RM-1 zone.

### **Parking**

There is sufficient parking on the site for the single family residential use.

### **Comments from the Advisory Planning Commission [APC]**

This application was considered at the regular meeting of the APC held on February 20, 2018. The APC members were supportive of the application.

The APC made the following motion: *The Esquimalt Advisory Planning Commission [APC] recommends that the application for rezoning and an OCP amendment to authorizing the change from Institutional use to Residential use without any physical changes to the property at 520 Constance Avenue [PID 006-377-408, Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] be forwarded to Council with a recommendation to approve; as the requested use fits with the uses and character of the neighbourhood.*

Note: All projects are subject to compliance with the BC Building Code, Esquimalt Subdivision and Servicing Bylaw, Esquimalt Zoning Bylaw and other Regulations and Policies set by Council.

### **Timeline**

- January 15, 2018: Application for rezoning received by Development Services;
- February 20, 2018: Application presented to Advisory Planning Commission;
- March 5, 2018: OCP Consultation authorization to circulate, and Amendment Bylaw No. 2918 and amendment Bylaw No. 2919 presented to Council for consideration of first and second reading.

### **ISSUES:**

#### **1. Rationale for Selected Option**

By law, Council must consider who should be consulted and how they should be consulted for all Official Community Plan amendments.

The proposal 'Supports community growth, housing and development consistent with our Official Community Plan'. The proposed changes are consistent with the character and existing designations in the neighbourhood. The APC has recommended approval of the application.

#### **2. Organizational Implications**

This Request for Decision has no organizational implications.

#### **3. Financial Implications**

This Request for Decision has no financial implications.

**4. Sustainability & Environmental Implications**

This Request for Decision has no significant sustainability or environmental implications.

**5. Communication & Engagement**

OCP Amendment Consultation

In addition to the consultation list provided in Appendix 'A', Council may decide to further consult persons, organizations, and authorities that it considers will be affected by the proposed amendment.

Public Notification

As this is an OCP amendment and a rezoning application, should it proceed to a Public Hearing, a notice would be mailed to tenants and owners of properties within 100m (328 ft) of the subject property. A sign indicating that the property is under consideration for a change in zoning has been placed on the Constance Avenue frontage of the property and would be updated to reflect the date, time and location of the Public Hearing. Additionally, notice of the Public Hearing would be placed in two editions of the Victoria News.

Applicant neighbourhood meeting submission

The applicants have indicated that they held the required neighbourhood meeting at the subject property on January 11, 2018. They notified all owners and residents within 100m of the subject property and five people attended the meeting. The only concern raised at that meeting was whether the property should be zoned for single family residential or for the multiple family residential [townhouse] use being requested.

**ALTERNATIVES:**

1. That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Official Community Plan and Zoning Bylaw Amendment concept plan, attached as Appendix 'A', detailing the proposed development (without physically changing the building) for 520 Constance Avenue [PID 006-377-408, Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] to those persons, organizations and authorities identified in Appendix 'A'; and That Council read Bylaw No. 2918 Appendix 'B' and Bylaw No. 2919 Appendix 'C' a first and second time, and direct staff to schedule a Public Hearing.
2. That Council amend the list in Appendix 'A' by adding or deleting persons, organizations, and authorities that it considers will be affected by the proposed amendment to the Official Community Plan prior to authorizing alternative '1';
3. That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Official Community Plan and Zoning Bylaw Amendment concept plan, attached as Appendix 'A', detailing the proposed development (without physically changing the building) for 520 Constance Avenue to those persons, organizations and authorities identified in Appendix 'A'; and that Council postpone consideration of Bylaw No. 2918 [Appendix 'B'], and Bylaw No. 2919 [Appendix 'C'] pending receipt of additional information.
4. That Council amend the list in Appendix 'A' by adding or deleting persons, organizations, and

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**File #:18-101**

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authorities that it considers will be affected by the proposed amendment to the Official Community Plan prior to authorizing alternative '3'.

**Official Community Plan Amendment**  
**Consultation List**

- 1) Esquimalt First Nation;
- 2) Songhees First Nation;
- 3) Esquimalt Chamber of Commerce;
- 4) Board, Capital Regional District;
- 5) Board, School District No. 61 (Greater Victoria);
- 6) Board, School District No. 93 (Conseil Scolaire Francophone de la Columbia Britanique); and
- 7) Department of National Defence (Base Commander, CFB Esquimalt).



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Website: [www.esquimalt.ca](http://www.esquimalt.ca) Email: [info@esquimalt.ca](mailto:info@esquimalt.ca)

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

March 6, 2018

**RE: Official Community Plan Amendment for 520 Constance Avenue**  
[PID 001-863-185; Lot C, Section 10, Esquimalt District, Plan 11683]

At the regular meeting held on March 5, 2018, Esquimalt Council authorized staff to refer information related to the proposed Official Community Plan amendment of 520 Constance Avenue, to you or your organization pursuant to Section 475 of the Local Government Act. Under the provisions of Section 475, a Local Government "must provide one or more opportunities it considers appropriate for consultation with persons, organizations, and authorities it considers will be affected" as part of the process to amend an Official Community Plan.

The OCP's current designation for the property is 'Institutional', which does not support an option for residential uses of the property. The Victoria Association for Community Living has moved their operation to a new property and proposes to return the subject property to a residential use, without physically changing the building. Accordingly, the proposed Official Community Plan amendment would include:

- An amendment to Schedule 'A' of the Official Community Plan, Bylaw No. 2646, being the Land Use Designation Map, changing the Land Use Designation for the subject site from 'Institutional' to 'Townhouse Residential'; and
- An amendment to Schedule 'C' of the Official Community Plan Bylaw No. 2646, being the Development Permit Areas Map, adding the subject property to 'Development Permit Area No. 1 – Multi Unit Residential'.

Please review the attached information and **submit any written comments** to Karen Hay, Planner **on or before April 6, 2018**. Comments may be submitted by mail to the address above or by email to [karen.hay@esquimalt.ca](mailto:karen.hay@esquimalt.ca).

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact Karen Hay at [karen.hay@esquimalt.ca](mailto:karen.hay@esquimalt.ca) or by phone at 250-414-7179.

Sincerely,

Karen Hay  
Planner  
Development Services  
Township of Esquimalt

Enclosure: Application Supporting Material



0 1 2 4 6 8 10  
The intended plot size of this plan is 560mm in width by 412mm in height. (C size), when plotted at a scale of 1:100.

This sketch does not constitute a redefinition of the legal boundaries herein described and is not to be used in any matter which would assume same.  
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Subject to charges, legal notations, and interests shown on: Title No. E1000025 (P.I.S. 006-077-406)

Distances and elevations are in metres  
Elevations are geodetic based on control monument B40153  
Elevations are of natural grade unless noted otherwise  
Dimensions from property line are to foundation

# SITE PLAN

## COMMUNITY LIVING VICTORIA

Lot 132, Suburban Lot 38,  
Esquimalt District,  
Plan 2854

ADDRESS : 525 Constance Avenue

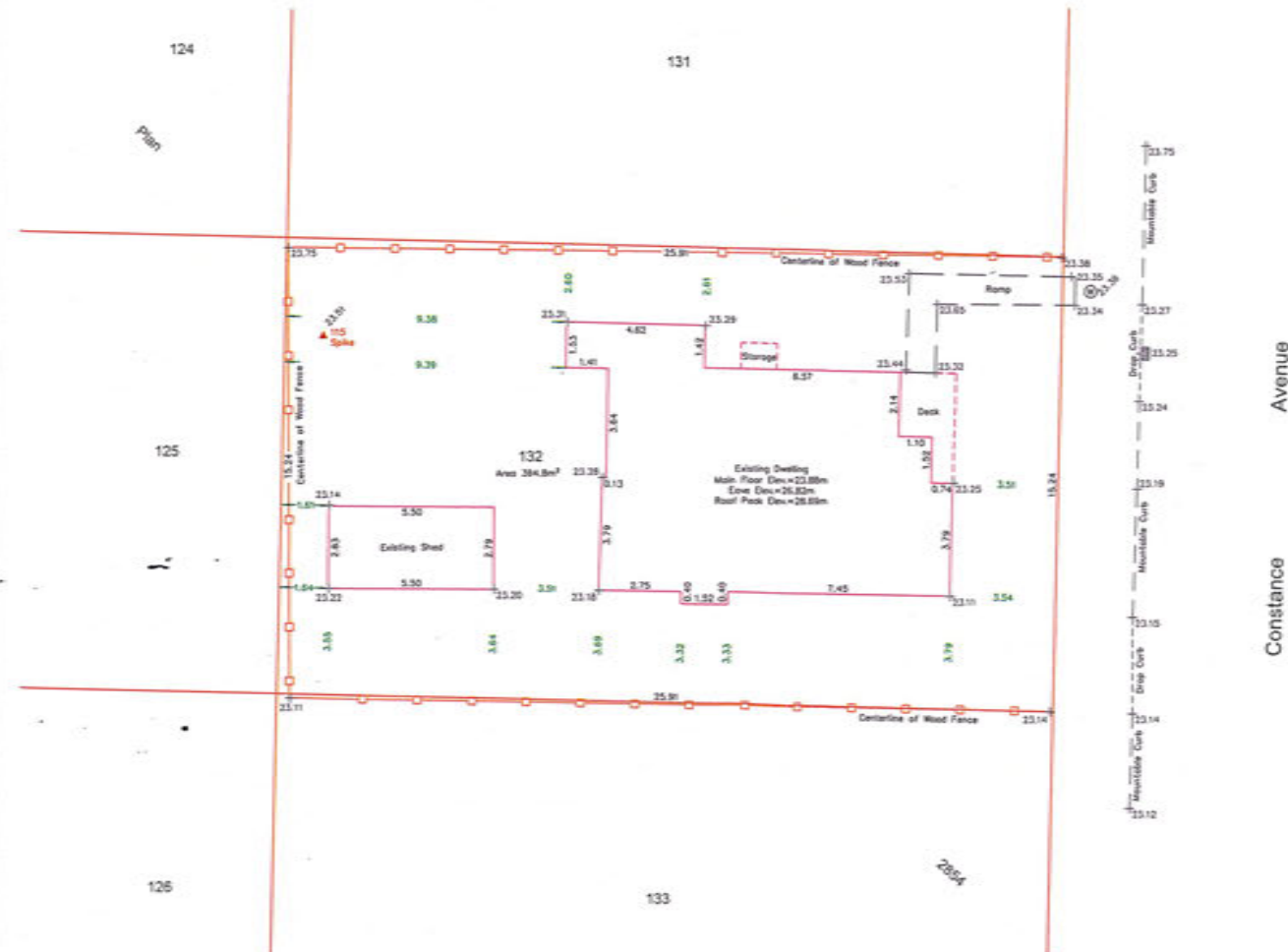
PROJECT SURVEYOR : P.J.W.

DRAWN BY : BMR DATE : JAN 11/18

OUR FILE : 21042 REVISION :

**JEA** J.E. ANDERSON & ASSOCIATES  
SURVEYORS - ENGINEERS  
4012 SHAWFORD AVE, VICTORIA, B.C. V8L 4B7  
TEL: 250-727-2214 FAX: 250-727-3380  
E-MAIL: info@janderson.com  
VICTORIA - SEAN - PROJECT - COURTESY - BMR

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### LEGEND

- ▲ Denotes Traverse Station Found
- Denotes Catch Basin
- Denotes Typical Spot Elevation
- ⊗ Denotes Water Service

RECEIVED

JAN 15 2018

CORP. OF TOWNSHIP  
OF ESQUIMALT  
DEVELOPMENT SERVICES







**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2918**

A Bylaw to amend Bylaw No. 2646, cited as the  
"Official Community Plan Bylaw, 2006, No. 2646"

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

1. This bylaw may be cited as the "*OFFICIAL COMMUNITY PLAN BYLAW, 2006, NO. 2646, AMENDMENT BYLAW NO. 2918*".
2. That Bylaw No. 2646, cited as the "Official Community Plan Bylaw, 2006, No. 2646" be amended as follows:
  - (1) On Schedule 'A' of the Official Community Plan Bylaw No. 2646, being the Land Use Designation Map, by changing the designation of PID: 006-377-408, Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] [520 Constance Avenue] shown cross-hatched on Schedule 'A' attached hereto, from Institutional to Townhouse Residential.
  - (2) On Schedule 'C' of the Official Community Plan Bylaw No. 2646, being the Development Permit Areas Map, by adding PID: 006-377-408, Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854] [520 Constance Avenue] shown cross-hatched on Schedule 'A' attached hereto, to D.P.A. Area No. 1 – Multi Unit Residential.

READ a first time by the Municipal Council on the ---- day of -----, 2018.

READ a second time by the Municipal Council on the ---- day of -----, 2018.

A Public Hearing was held pursuant to Sections 464, 465, 466 and 468 of the *Local Government Act* on the ---- day of -----, 2018.

READ a third time by the Municipal Council on the ---- day of -----, 2018.

**ADOPTED** by the Municipal Council on the ---- day of -----, 2018.

---

BARBARA DESJARDINS  
MAYOR

---

ANJA NURVO  
CORPORATE OFFICER



Esquimalt Rd



Nelson St

Constance Ave

Admirals Rd

Wood St

Schedule 'A'  
Bylaw No. 2918

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**BYLAW NO. 2919**

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

THE MUNICIPAL COUNCIL OF THE CORPORATION 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. 2919*".
2. That Bylaw No. 2050, cited as the "Zoning Bylaw, 1992, No. 2050" be amended as follows:
  - (1) changing the zoning designation of PID: 006-377-408, Lot 132, Suburban Lot 38, Esquimalt District, Plan 2854 [520 Constance Avenue] shown cross-hatched as Schedule 'A' attached hereto, from Institutional Day Use [P-4] to Multiple Family Residential [RM-1];
  - (2) 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;
  - (3) by deleting from PART 5 – ZONING DISTRICTS, DIVISION 4 – INSTITUTIONAL AND CIVIC ZONES, Section 60.1 Institutional Day Use [P-4];
  - (4) by deleting 'Institutional Day Use [P-4]' from the table in PART 5 – ZONING DISTRICTS, Section 31. Zone Designations.

READ a first time by the Municipal Council on the ---- day of -----, 2018.

READ a second time by the Municipal Council on the ---- day of -----, 2018.

A Public Hearing was held pursuant to Sections 464, 465, 466 and 468 of the *Local Government Act* on the ---- day of -----, 2018.

READ a third time by the Municipal Council on the ---- day of -----, 2018.

**ADOPTED** by the Municipal Council on the ---- day of -----, 2018.

---

BARBARA DESJARDINS  
MAYOR

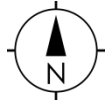
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ANJA NURVO  
CORPORATE OFFICER

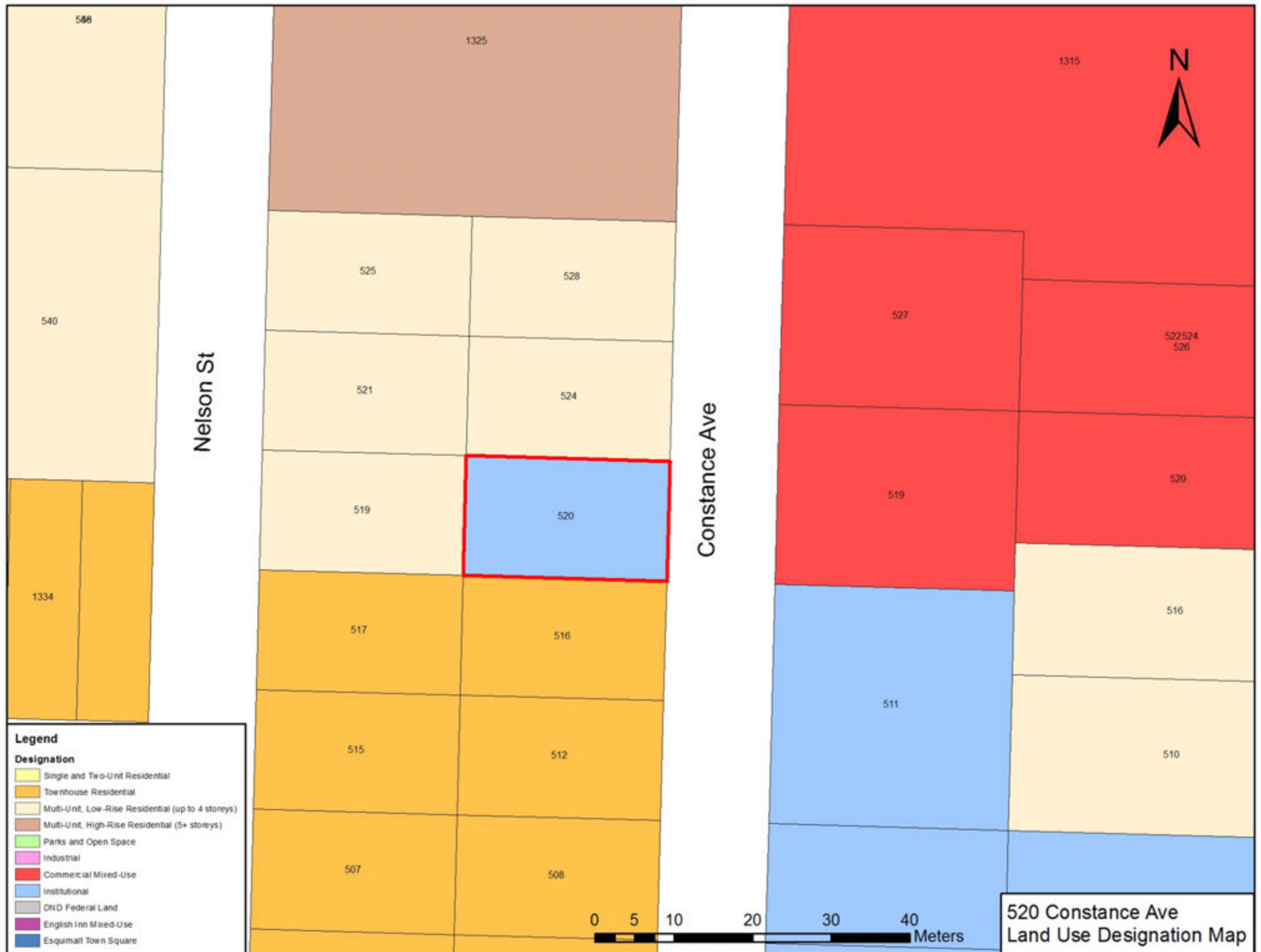


Schedule 'A'  
Bylaw No. 2919

## 520 Constance Avenue









## **60.1 INSTITUTIONAL DAY USE [P-4]**

The intent of this zone is to accommodate facilities serving persons with mental disabilities.

### **(1) Permitted Uses**

The following Use and no others are permitted:

- (a) Provision by a registered non-profit organization of day services to persons with mental disabilities.

### **(2) Building Height**

- (a) No Principal Building shall exceed a Height of 7.5 metres.
- (b) No Accessory Building shall exceed a Height of 4 metres.

### **(3) Lot Coverage**

All Principal Buildings, Accessory Buildings and Structures combined shall not cover more than 40% of the Area of a Parcel.

### **(4) Siting Requirements**

#### **(a) Principal Building**

- (i) Front Setback: No Building shall be located within 7.5 metres of the Front Lot Line.
- (ii) Side Setback: No Building shall be located within 4.5 metres of an Interior Side Lot Line, nor 3.6 metres of an Exterior Side Lot Line.
- (iii) Rear Setback: No Building shall be located with 7.5 metres of a Rear Lot Line.

#### **(b) Accessory Building**

- (i) Front Setback: No Accessory Building shall be located in front of the front face of the Principal Building.
- (ii) Side Setback: No Accessory Building shall be located within 1.5 metres of an Interior Side Lot Line nor 3.6 metres of an Exterior Side Lot Line.
- (iii) Rear Setback: No Accessory Building shall be located within 1.5 metres of a Rear Lot Line.
- (iv) Building Separation: No Accessory Building shall be located within 2.5 metres of a Principal Building.

### **(5) Screening and Landscaping**

- (a) Screening and Landscaping shall be provided in accordance with Section 23.

- (b) Landscaping shall be provided along the entire Front Lot Line for a minimum width of 7.5 metres except for points of ingress and egress. In the case of a Corner Lot, the exterior Side Yard Setback of 4.5 metres shall also be landscaped except for points of ingress and egress.

(6) **Off Street Parking**

Off street parking shall be provided in accordance with the requirements of Parking Bylaw, 1992, No. 2011 (as amended).

**41. MULTIPLE FAMILY RESIDENTIAL [RM-1]**

The intent of this Zone is to accommodate low density Townhouse development.

**(1) Permitted Uses**

The following Uses and no others shall be permitted:

- (a) Townhouse Residential
- (b) Home Occupation

**(2) Floor Area Ratio**

The Floor Area Ratio shall not exceed 0.40.

**(3) Building Height**

- (a) No Principal Building shall exceed a Height of 7.5 metres.
- (b) No Accessory Building shall exceed a Height of 4 metres.

**(4) Lot Coverage**

- (a) All Principal Buildings, Accessory Buildings and Structures combined shall not cover more than 40% of the Area of a Parcel.
- (b) All Accessory Buildings and Structures combined shall not exceed 10% of the Area of a Parcel.

**(5) Siting Requirements**

**(a) Principal Building**

- (i) Front Setback: No Building shall be located within 7.5 metres of the Front Lot Line.
- (ii) Side Setback: No Building shall be located within 4.5 meters of an Interior Side Lot Line, nor 3.6 metres of an Exterior Side Lot Line.
- (iii) Rear Setback: No Building shall be located within 7.5 metres of a Rear Lot Line.

**(b) Accessory Building**

- (i) Front Setback: No Accessory Building shall be located in front of the front face of the Principal Building.
- (ii) Side Setback: No Accessory Building shall be located within 1.5 metres of an Interior Side Lot Line nor 3.6 metres of an Exterior Side Lot Line.
- (iii) Rear Setback: No Accessory Building shall be located within 1.5 metres of a Rear Lot Line.

- (iv) Building Separation: No Accessory Building shall be located within 2.5 metres of a Principal Building.

(6) **Usable Open Space**

Usable Open Space shall be provided in an amount of not less than 5% of the Area of the Parcel.

(7) **Fencing**

Subject to Section 22, no fence shall exceed a Height of 1.2 metres in front of the front face of the Principal Building and 2 metres behind the front face of the Principal Building.

(8) **Off Street Parking**

Off street parking shall be provided in accordance with the requirements of Parking Bylaw, 1992, No. 2011 (as amended).

0 1 2 4 6 8 10  
The intended plot size of this plan is 560mm in width by 412mm in height. (C size), when plotted at a scale of 1:100.

This sketch does not constitute a redefinition of the legal boundaries herein described and is not to be used in any matter which would assume same.  
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Subject to charges, legal notations, and interests shown on: Title No. E1000025 (P.I.S. 006-077-406)

Distances and elevations are in metres  
Elevations are geodetic based on control monument 840153  
Elevations are of natural grade unless noted otherwise  
Dimensions from property line are to foundation

# SITE PLAN

## COMMUNITY LIVING VICTORIA

Lot 132, Suburban Lot 38,  
Esquimalt District,  
Plan 2854

ADDRESS : 525 Constance Avenue

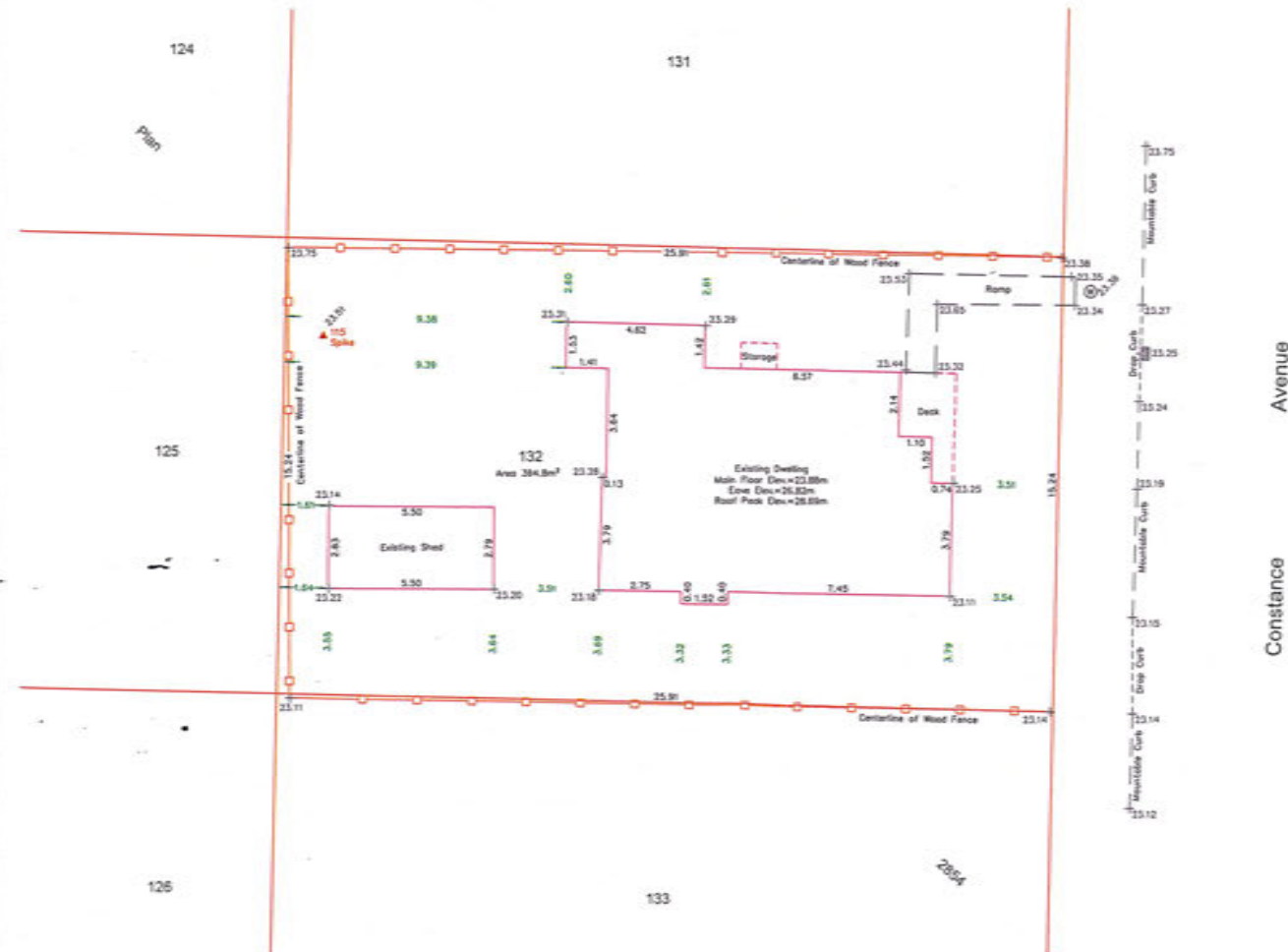
PROJECT SURVEYOR : PJW

DRAWN BY : BMR DATE : JAN 11/18

OUR FILE : 21042 REVISION :

**JEA** J.E. ANDERSON & ASSOCIATES  
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VICTORIA - SEAN@JEA.COM VICTORIA - COURTNEY@JEA.COM

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## LEGEND

- Denotes Traverse Station Found
- Denotes Catch Basin
- Denotes Typical Spot Elevation
- Denotes Water Service

RECEIVED

JAN 15 2018

CORP. OF TOWNSHIP  
OF ESQUIMALT  
DEVELOPMENT SERVICES









## Meghan Wylie

**From:** Anja Nurvo  
**Sent:** February-22-18 11:11  
**To:** Meghan Wylie  
**Subject:** FW: Canadian Francophone Games  
**Attachments:** Council Member Motion Esquimalt.pdf

For mail log please.

**Anja Nurvo, BA, LLB**  
Director of Corporate Services  
Tel: 1-250-414-7135

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: FEB 23 2018		
Referred: <u>Anja</u>		
<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

**From:** Adrien de Rodez [mailto:adriendrb2020@gmail.com]  
**Sent:** February-22-18 9:46 AM  
**To:** Anja Nurvo  
**Subject:** Re: Canadian Francophone Games

Dear Mrs Nurvo,

I am writing to you on behalf of the organizing committee for the Canadian Francophone Games. As per the previous messages, we wish to obtain a letter of support in principle from the municipality of Esquimalt in which we would request to enter into discussion with the municipality for any administrative, in-kind or financial support. I believe that a motion letter would need to go through city council to be approved, right? would it be of interest that our committee appears in front of council to have this letter approved or not a necessity?

You will find attached a copy of the motion letter we'd like to present.  
Do not hesitate to get in touch with me if you need any further information.

Sincerely

**Adrien de Rodez**

Adjoint administratif / Administrative assistant  
Jeux de la francophonie canadienne de 2020  
Tel: 250-388-7350 ext : 27  
[www.jeuxfc.ca](http://www.jeuxfc.ca)  
[adriendrb2020@gmail.com](mailto:adriendrb2020@gmail.com)



2018-01-30 11:16 GMT-08:00 Ian Irvine <[ian.irvine@esquimalt.ca](mailto:ian.irvine@esquimalt.ca)>:

Good morning Adrien,

Thank you for your message.

With regards to the proclamation letter, your request should be directed to Anja Nurvo, Director of Corporate Services. I have included her on this message to facilitate communication.

As for the Local Grants, the deadline for the initial 2018 allocation was December 31 and no late applications will be considered. Once this allocation is approved by Council in February/March, there will be the opportunity for organizations to request funding from any unallocated portion.

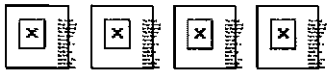
The application form and Council Policy are on our website. Completed applications and supporting documentation can be forwarded to me either in person or electronically.

Regards,

Ian

**Ian Irvine**

Director of Financial Services  
Township of Esquimalt | Financial Services  
Tel: 1-250-414-7141 | [www.esquimalt.ca](http://www.esquimalt.ca)



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**From:** Adrien de Rodez [mailto:[adriendrb2020@gmail.com](mailto:adriendrb2020@gmail.com)]

**Sent:** January-29-18 2:43 PM

**To:** Ian Irvine

**Subject:** Canadian Francophone Games

Dear Mr. Irvine,

My name is Adrien de Rodez. I have put you on CC on a few emails about the Canadian Francophone Games already.

Marie-Pierre Lavoie, Chair of the board for the organizing committee, and I have met with Mayor Desjardins last thursday in order to establish a line of communication and see how we could involve the municipality of Esquimalt in the Games that will come to our region in July 2020.

As per Mayor Desjardins' advice, I will be submitting a request for a proclamation letter in order to obtain the official support of Esquimalt in the organization of the games. I believe it would go through you. How should I go about it? Do you need me to give you the information about the Games to then write this letter and have it signed by council?

I would also like to know if it is still possible to submit a Local Grant Application for the year 2018 through your department. We incorporated our society on January 9th and will be in need of funding to get us started on organizing the Games in the next twelve months with office furniture, transportation to meet with partners, rent of an office etc.

Yours Sincerely,

**Adrien de Rodez**

Adjoint administratif / Administrative assistant  
Jeux de la francophonie canadienne de 2020

Tel: 250-388-7350 ext : 27

[www.jeuxfc.ca](http://www.jeuxfc.ca)

[adriendrb2020@gmail.com](mailto:adriendrb2020@gmail.com)

## **Council Member Motion**

**For the City Council Meeting of "February 22nd"**

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**To: City Council**

**Date:**

**From: Mayor Desjardins**

**Subject: Canadian Francophone Games Victoria 2020 Supporting Motion**

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### **BACKGROUND**

Back in 2016, a group of francophones from the region submitted a bid to host the 2020 Canadian Francophones Games here, in the Victoria region. In February 2017, the bid was successful.

The Games will be between July 12<sup>th</sup> and 18<sup>th</sup> 2020.

The Games take place every 3 years and they are the largest francophone event dedicated exclusively to francophone youth. In 2020, it will be the 8th Edition and the first time ever to be held in the province of British Columbia. They involve over 1000 participants ranging from 13 to 18 years old who come from every province and territory in Canada. There are also more than 500 volunteers. All of those combined bring a great positive impact on promoting the 3 sectors of competition showcased during this week: Arts, Leadership and Sports.

The vision of the Games is to "celebrate the French speaking youth in Canada and contribute to develop their identity, individually and as a group". It is an excellent opportunity for development and a chance to go beyond one's expectations as the Games are organized BY and FOR the youth and wish to respect and contribute to the principle of sustainable development. The values promoted throughout this event are the pride to live and thrive in a culture that is in minority in BC while cooperation, inclusion, solidarity, respect and equality lead the movement of the Games to ensure that it is successful and sets ground for a long legacy.

The Games provides francophone youth, aged 13-18, an opportunity to demonstrate their artistic, leadership and athletic abilities through various competitions that include verbal, mental and physical skills. It will also be the occasion to celebrate the gathering of the many cultures and accents that compose the Francophonie across Canada with cultural events around the Greater Victoria region.

The organization committee is working hard to make the Games as inclusive as can be and offer free access to venues to all who wish to attend and take part in the event.

The organization committee is in conversation with provincial and federal governments, all four municipalities on which the Games will be held: Victoria, Oak Bay, Saanich and Esquimalt. Several public organizations as well as corporate and private sponsors have been approached and show interest in partnering.

## **MOTION**

That the municipality of Esquimalt supports, in principle, the Canadian Francophone Games, as presented in front of City council by the Comité d'organisation des Jeux de la francophonie canadienne.

That with federal funding being secured and provincial funding being in the process of securization, the municipality of Esquimalt enters into conversation with the organization committee about the details of the Esquimalt's administrative, in-kind and/or financial support.

Respectfully submitted,

Councillor .....

Mayor .....

**Meghan Wylie**

**From:** Council  
**Subject:** FW: Child sex trafficking in BC Municipalities and how to stop it  
**Attachments:** WHAT CAN I DO AS A PARENT TO STOP MY CHILD FROM BEING TRAFFICKED.docx; Some Ways to Prevent Your Child from Being Recruited Into Prostitution.docx; UBCM & Bill C-36.docx; Ontario unveils funds for Human trafficking.docx

**Importance:** High

**From:** Cathy Peters [<mailto:ca.peters@telus.net>]  
**Sent:** February-26-18 4:16 PM  
**To:** General Feedback  
**Subject:** Child sex trafficking in BC Municipalities and how to stop it  
**Importance:** High

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: FEB 28 2018		
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

Dear Mayor Barbara Desjardins and City Councillors,  
 Child Sex trafficking (including child pornography) is the fastest growing crime in the world, Canada and in BC.  
 I have been raising awareness to this issue for the past 5 years.

I have included two attachments addressing how to stop this crime and the UBCM 2015 Resolutions on Human trafficking/Rape culture.

BC needs a properly funded Human Trafficking Task Force (like Ontario) for awareness, education and training for law enforcement.

Also, the current Federal Law, "Protection of Communities and Exploited Persons Act" needs to be properly enforced.

**ASK:** Would you please write a letter to the BC Premier John Horgan and the Public Safety Minister/Solicitor General Mike Farnworth that we need a Human Trafficking Task Force AND the Federal Law enforced (it is in the rest of the country), and send me a copy of that letter.

#MeToo and #TimesUp are 2 timely anti- sexual abuse campaigns. Please write me if you support these campaigns.

Sincerely, Mrs. Cathy Peters BC's anti-human trafficking educator, speaker, advocate  
 #302-150 W. 15<sup>th</sup> St., North Vancouver, BC V7M 0C4

**Mission statement:** A Modern Equal Society does not buy and sell women and children.

**My goal:** to traffick-proof every community in BC and insure there is not another Robert Pickton (Port Coquitlam serial killer) situation.

**Strategy:** the 2 E's- **Education** (of the problem), **Enforcement** (of the Law, The Protection of Communities and Exploited Persons Act)

**Result:** to make it known that British Columbia is a bad place (for buyers of sex, traffickers, facilitators) for the business of sexual exploitation.

**WHAT CAN I DO AS A PARENT?** Here are five things that you can do to help prevent your child from being lured away by a trafficker:

**1. Set a high standard of “love” within your home.**

The way you define and express love shapes your children’s self-image, confidence and opinions of future relationships. Treat them the way you want their future spouses to treat them. Help them to distinguish between real love and empty promises or cheap gifts.

**2. Talk to your children about sexual abuse.**

According to the US Department of Justice, every two minutes someone in the US is sexually assaulted, of which 29% are ages 12-17. Let your children know that if anyone has or ever does hurt them, they can talk to you. This is the most important thing you can say. Don’t assume they have not been hurt by sexual violence before. Leave the door open for your child to talk about past circumstances that they haven’t shared with you.

**3. Talk to your children about sex trafficking.**

Discuss ways children and teens are targeted for sex trafficking. Let them know that traffickers specifically try to woo young girls and boys with promises of a better life – whether it’s promises of love and attention or promises of nice things and trips – these pimps look for ways of exploiting dreams. Traffickers can be male or female, even classmates. Traffickers may even use kids to recruit other kids.

**4. Talk to your children about the dangers of social media.**

It’s important to provide practical safety tips like: don’t share personal information on the Internet; don’t accept Facebook requests from unknown people; NEVER share naked photos of yourself with anyone; and tell a parent or a trusted adult if you feel threatened or uncomfortable online. Also, children need help in defining friendships. Social media has distorted our childrens’ understanding of what friendship means. Teach them that a friend is not someone you met yesterday and that a “friend” on Facebook is not the same thing as a friendship.

**5. Pay attention to your children.**

Monitor your children’s social media accounts, look for ways to meet their friends, their friends’ parents and those they hang out with. Be alert to boyfriends who are much older, or friendships that tend to isolate your child from other friends or family. Notice if your child has new clothing items, makeup products, cell phone or other items and inquire about how they acquired them.

# Some Ways to Prevent Your Child from Being Recruited Into Prostitution

- Recruiters frequent malls, movie theaters, bowling alleys, parks, typical teen hang out areas, and around school grounds. Make sure your children are supervised and not alone when in these areas.
- Recruiters are always looking for girls who are alone or isolated; if your child is with a group, she is much less likely to be targeted.
- Make sure your child is not alone when they are going to or from school or other extracurricular activities.
- Check your child's emails, social media, and internet activities. Many recruiters will build a relationship with children through the internet over time in order to gain their trust.
- Screen any boyfriend by checking his age and status in the community. Check with his parents to verify his age, any gang affiliation, or any criminal history. Recruiters are notorious for lying about their age and who they are in order to gain a girl's—and even her parent's—trust.
- Know where your child is all times. It may be annoying to your child, but it also could mean saving their life.
- Adding a GPS tracker to your child's phone is a great form of protection, as it allows you to find out exactly where your child is at any time.
- Have a code word or phrase. For example, saying "I'm fine" means "*Not okay! I need help!*". This way, if they are in the hands of an abductor they can text you this code without raising the suspicion of the abductor or recruiter.
- Use the percentage sign or some unique symbol that will allow your child to text you one quick symbol to tell you they are in trouble.
- Have specific and periodic check in times with your children. Setting a recurring alarm on your child's phone will help them remember to check in. If your child misses a check in time, you can set a response in motion assuming that they are in trouble.
- Ethical Modeling agencies do not typically solicit girls who are alone. Thoroughly screen any solicitation for your child to model or to go somewhere with someone who has not been vetted.
- Talk to your child about what to do if they get into trouble with someone who is threatening them. The basic rule is to never go to the second location once you realize you are in danger. No matter what the threat, advise them to go to a figure of authority *immediately*.
- It is a difficult discussion to have, especially with junior high age children, but 8 to 14 year-olds are the primary targets of recruiters. Children really need to be coached on how to respond to that type of threat if it happens to them.
- If your child is going to a party, make sure that you know it is held at a safe place with the supervision of people you trust. Recruiters for sex trafficking will often frequent parties that teenagers attend and wait until a child is alone, single them out, and actually take them during the party. Many times the recruiter will take them to a back room where any kind of disturbance would not be heard due to the noise of the party.
- Advise your child to never leave any drink, even water, unattended at any party or event. Recruiters will drop what they call a "roofie" into the drink which causes the victim to become submissive to anyone without bringing attention to the situation.

**Most importantly, get involved in your child's life and be their parent, not their buddy. They may resist, but it is our job as parents to protect our children from the predators that seek to destroy their lives.**



## **CANADIAN FEDERAL LAW:**

### **“The Protection of Communities and Exploited Persons Act”**

1. **Targets the demand** by targeting the buyer of sex; the predator, pimp, trafficker, john are criminalized 2. Recognizes the seller of sex is a victim; usually female and is not criminalized 3. Exit strategies put in place to assist the victim out of the sex trade.

## **UBCM RESOLUTIONS September 2015:**

### **B53**

#### **HUMAN TRAFFICKING; NCLGA Executive**

WHEREAS human trafficking is a real and devastating issue in British Columbia; AND WHEREAS significant work & research has been done as of late to aid in the prevention and prosecution of human trafficking throughout Canada:

THEREFORE BE IT RESOLVED that UBCM call on the RCMP, local police forces and local governments to work collaboratively in order to implement the recommendations found within the National Task Force on Sex Trafficking of Women and Girls in Canada's recent report ("NO MORE' Ending Sex -Trafficking In Canada") as well as the Province of British Columbia's "Action Plan to Combat Human Trafficking."

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION  
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

### **B80**

#### **RAPE CULTURE IN CANADA; NCLGA Executive**

WHEREAS sexual assaults continue to be committed across Canada, and victims are of every age, race, income and gender;

AND WHEREAS sexual assaults are under reported, and prosecution and conviction rates are low:

THEREFORE BE IT RESOLVED that UBCM advocate for an intergovernmental task force to be convened to determine the steps needed to erase the “rape culture” that is pervasive in schools, universities, workplaces and elsewhere across Canada;

AND BE IT FURTHER RESOLVED that the task force be mandated to elicit testimony from victims in order to determine the steps needed to improve the reporting, arrest and conviction rates across Canada.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION  
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

# Ontario unveils \$72-million plan to fight human trafficking

Tavia Grant

The Globe and Mail

Published Thursday, Jun. 30, 2016 10:37AM EDT

Last updated Thursday, Jun. 30, 2016 8:28PM EDT

The Ontario government will spend up to \$72-million over four years in a new anti-trafficking strategy, with support for indigenous-led approaches to tackling the issue as one of its priorities.

Government ministers unveiled the strategy on Thursday at Covenant House in Toronto, a shelter for homeless youth. They said the money will be used to bolster support for culturally appropriate services for indigenous survivors of trafficking, establish a provincial anti-trafficking coordination centre and create a specialized prosecution team for human-trafficking crimes.

Ontario is the third province in Canada to adopt a plan to fight human trafficking. The province has about 65 per cent of the human trafficking cases reported to police in the country, and the RCMP has identified Ontario as a major hub for trafficking in Canada.

Human trafficking “is a deplorable crime that robs the safety, livelihood and dignity of those who are being exploited and abused,” Attorney-General Yasir Naqvi said at the announcement.

Indigenous women and girls are disproportionately affected, he said in an interview. “We know the number is high. A lot of indigenous women, unfortunately, get trafficked, and that is why we wanted to have an indigenous approach as a wraparound for this entire strategy. It is disproportionate, absolutely.”

A Globe and Mail investigation earlier this year showed that, despite a raft of studies, reports and surveys showing that aboriginal youth and women comprise an outsized share of trafficking victims, relatively little dedicated federal funding has gone to prevention or protection.

Covenant House has provided services to 60 victims of sex trafficking so far this year, which already surpasses last year’s numbers. The agency has estimated about a quarter of cases involve indigenous girls and young women.

Trafficking charges have resulted in few convictions. The rate, specifically for human trafficking, is less than 10 per cent of charges in the Ontario Court of Justice. Mr. Naqvi said that reflects the complexity of the crime and difficulty in getting victims to testify.

The provincial government did not break down how the \$72-million will be spent. It did say it will expand supports for at-risk youth leaving care and bolster services for survivors, such as trauma counselling and job skills training.

Barbara Gosse, CEO of the Canadian Centre to End Human Trafficking, said she would have liked the plan to include education for judges on the issue, and more emphasis on data collection. “We need a coordinated and integrated system of collecting data from law-enforcement, frontline service providers and non-profit organizations who provide services and supports to victims,” she said, so that governments can develop policies based on evidence.

Canada’s national action plan on human trafficking expired in March. Public Safety Canada, which coordinated the federal response to trafficking, said the government is determining “next steps.”

Human trafficking is defined as recruiting, transporting or exercising control over a person to exploit them, typically through sexual exploitation or forced labour. The majority of trafficking cases in Canada are domestic, rather than international or cross-border, and most domestic cases are sex trafficking, the RCMP says.

The province’s announcement came as a global report said Canada remains a source, transit and destination for sex trafficking. Canada is also a destination country for men and women subjected to forced labour, the U.S. State Department said in its annual global report on trafficking in persons.

“Women and girls from Aboriginal communities; migrants, including those newly arrived, at-risk youth; runaway youth; and girls in the child welfare system are especially vulnerable,” it said.

The report recommended Canada “significantly increase” specialized services and shelter for victims. Data collection should be improved, while inter-agency co-ordination between the provinces has been “uneven.” It said training efforts – particularly for prosecutors and judges – should be increased.

It also said the government “did not provide adequate funding for specialized victim services; and the range, quality, and timely delivery of services varied across the provinces.”

Globally, human trafficking is now a \$150-billion industry, the report said.

Follow Tavia Grant on Twitter: [@taviagrant](https://twitter.com/taviagrant)

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- [The Trafficked: Sexual exploitation is costing Canadian women their lives](#)