



**CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT**  
**Agenda - Final**  
**Committee of the Whole**

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

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Monday, April 16, 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) [18-162](#) Minutes of the Regular Committee of the Whole meeting, March 12, 2018

*Attachments:* [2018 03 12 Regular COTW Minutes - Draft](#)

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

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

**6. PRESENTATIONS**

- 1) [18-164](#) Council Discussion with Advisory Committee Chairs, Re: Feedback On: Role of Committee, Assisting to Achieve Strategic Objectives, Suggestions for Adding Value

- 2) [18-163](#) McLoughlin Amenity Funds

*Attachments:* [McLoughlin Amenity Funds - Round One Engagement Summary](#)

**7. STAFF REPORTS**

***Parks and Recreation***

- 1) [18-160](#) McLoughlin Amenity Funds DRAFT Round #2 Engagement Strategy - Staff Report P&R-18-006

***Recommendation:***

That the Committee of the Whole receive Staff Report No. P&R-18-006 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

*Attachments:* [McLoughlin Amenity Funds Engagement Strategy - Round 2](#)

***Development Services***

- 2) [18-156](#) Options for Controlling the Size and Location of Cannabis Retail Outlets, Staff Report DEV-18-022

***Recommendation:***

That the COTW receive Staff Report DEV-18-022 and direct staff to prepare a set of comprehensive amendments to the Zoning Bylaw, 1992, No. 2050 that would prohibit "Cannabis Retail" as a land use in Esquimalt but that could permit "Cannabis Retail" to be considered by Council through site specific rezoning.

*Attachments:* [Schedule A - Cannabis Private Retail Licensing Guide](#)

**8. PUBLIC QUESTION AND COMMENT PERIOD**

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

**Limit of two minutes per speaker.**

**9. ADJOURNMENT**



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Draft

### Committee of the Whole

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

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Monday, March 12, 2018

7:00 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  
            Jeff Miller, Director of Engineering & Public Works  
            Bill Brown, Director of Development Services  
            Blair McDonald, Director of Community Safety Services  
            Anja Nurvo, Director of Corporate Services  
            Rachel Dumas, Recording Secretary

**Other:** Chief Del Manak, VicPD  
            Insp. Jamie Pearce, VicPD, Esquimalt Division  
            Sgt. Sean Plater, VicPD, Esquimalt Division  
            Peter Ryan, Victoria Police Board Member

#### 1. CALL TO ORDER

Councillor Susan Low, Acting Mayor, called the Committee of the Whole meeting to order at 7:00 PM.

Councillor Susan Low, Acting Mayor, 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 Brame, seconded by Mayor Desjardins: That the agenda be approved as circulated. Carried Unanimously.

#### 4. MINUTES

1) [18-113](#) Minutes of the Regular Committee of the Whole meeting, February 19, 2018

Moved by Councillor Hundleby, seconded by Councillor Morrison: That

the Minutes of the Regular Committee of the Whole meeting, February 19, 2018 be adopted. Carried Unanimously.

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

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

Roslynn Mitchell, *resident*, expressed concerns regarding proposed designation in the preliminary draft OCP within the Head Street and Esquimalt Road area to reduce the allowed size of buildings and height to 6 storey maximum.

Carole Witter, *resident*, expressed concerns with designation and height at Head and Esquimalt Road and, draft OCP clarity pertaining to guidelines and vision of the neighbourhood.

Willie Macgillivray, *resident*, expressed concerns with proposed designation at Head Street and Esquimalt Road.

Norman Carter-Sim, *resident*, encouraged Council to consider garden suites in OCP and opposed carriage homes in the neighbourhood.

Doug Scott, *resident*, encouraged Council to only allow 6 storey buildings in the community.

Muriel Dunn, *resident*, opposed to allowing 12 storey buildings in the community as outlined in the draft OCP.

Colin Matlock, *resident*, opposed to allow a 12 storey building at the corner of Head Street and Esquimalt Road and encouraged Council to consider a 6 storey building maximum.

Lauren Mulholland, *resident*, encouraged Council to consider the impact on neighbours regarding carriage house regulations.

**6. PRESENTATION**

**1) [18-112](#) Victoria Police Department Quarterly Report, Framework Agreement, Chief Del Manak**

Chief Del Manak, provided an overview of the Victoria Police Department Framework Agreement fourth quarterly report, presented a PowerPoint Presentation and responded to questions from Council.

Council Comments included:

- \* Safety within schools and community engagement
- \* CREST Radio and tower use and radio testing
- \* Calls categorised when called in and assigned accordingly
- \* Cross over of policing between Victoria and Esquimalt
- \* Consistency with format for Quarterly reports would be helpful for comparison
- \* Council requested statistics between 2015 - 2017 to see how dedicated

resources impacted the community and policing calls since the Framework Agreement

Moved by Mayor Desjardins, seconded by Councillor Brame: That the Presentation from Chief Del Manak be received. Carried Unanimously.

## **7. STAFF REPORTS**

### ***Engineering and Public Works***

- 1) [18-110](#) Integrated Resource Management Strategy, Staff Report EPW-18-019

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

Moved by Councillor Hundleby, seconded by Mayor Desjardins: That the COTW receive Staff Report EPW-18-019 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to issue a short term Request for Proposals for the operation of the yard and garden waste transfer station and processing of the waste stream. Carried Unanimously.

### ***Development Services***

- 2) [18-111](#) Preliminary Review of the Draft Official Community Plan, Staff Report DEV-18-014

Director of Development Services provided an preliminary overview of Official Community Plan draft and process, presented a PowerPoint Presentation and responded to questions from Council.

Council comments included:

- \* Environmental Development Permit application process challenges
- \* Timelines - Special meeting on March 26, 2018, for further discussion and Public Hearing scheduled for April 23, 2018
- \* Refer Draft OCP to APC, Environmental and Parks and Recreation Advisory Committees for review
- \* Distribute draft to stakeholders for review
- \* Pedestrian Charter
- \* Document should be reflective of community and include housing and residential quality of life
- \* Use of policies to achieve goals
- \* Housing Agreements to allow rental opportunities
- \* Reflective of reconciliation with First Nations neighbours and provide accuracy with historical origin
- \* Urban agriculture areas and use

## **8. PUBLIC QUESTION AND COMMENT PERIOD**

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

Colin Matlock, *resident*, encouraged Council to consider impact on neighbourhood

pertaining to building height, shadowing and environment.

Amy Higginbotham, *resident*, encouraged Council to consider designation options at Head Street and Esquimalt Road to reduce height of buildings.

Roslynn Mitchell, *resident*, requested clarity on process with revisions to OCP draft, and thanked staff for their hard work creating the draft.

Sara Carons, *non resident*, requested clarity on process for traffic calming measures in Esquimalt.

## **9. ADJOURNMENT**

Moved by Mayor Desjardins, seconded by Councillor Brame: That the Committee of the Whole meeting be adjourned at 9:08 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS  
THIS date DAY OF month, 2018

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ANJA NURVO, CORPORATE OF  
CERTIFIED CORRECT

# McLoughlin Amenity Funds



**SHARE YOUR IDEAS**  
FOR COMMUNITY INVESTMENT

## ROUND 1 ENGAGEMENT SUMMARY

### Introduction

This document summarizes the community input heard through Round 1 of the community engagement process. The intent of the Round 1 engagement activities and questions (presented on the following pages, see ‘What we did’) intended to gather initial ideas for the use of the \$17M McLoughlin Amenity Funds.

### Project Overview

In January 2017, the CRD and the Township of Esquimalt agreed on an amenity funding package associated with locating the wastewater treatment plant at McLoughlin Point. A one-time CRD contribution of \$17 million—the McLoughlin Point Amenity Reserve Funds – will be used for capital projects in waterfront parks, recreation facilities, and a public safety facility. Please see funding details in Appendix A.

## PROJECT PROCESS

### Engagement: Round 1



#### Ideas Fair

February 22, 3-8pm / Public

An interactive public event captures ideas for community projects related to the three areas of funding.



#### Questionnaire / Idea Walls

February 22 to March 15 / Public

Interactive posters (at the Township Office, Library, and Recreation Centre) and an online tool gather input from those unable to attend the Ideas Fair.

The input gathered will be released publicly and themed for consideration in the Round 2 engagement

### Engagement: Round 2



#### Engagement Booth @ Community Events

May-Sep / Public

A mobile ‘Ideas Gallery’ booth at large community events gathers feedback on emerging themes.



#### Online Survey

May-Sep / Public

An online survey gathers feedback on the emerging themes and ideas from Round 1.

Input gathered through Round 2 engagement activities will be compiled for public release and presentation to Council.



### COUNCIL PRESENTATION

Early 2019 / Council

Using input from the community and established selection criteria, Council determines which projects will receive funding according to the funding parameters.

# What we did

## Overview

Round 1 engagement focused on gathering initial project ideas from the community and stakeholders. It began February 22 with the Ideas Fair, and went to March 17, ending with the close of the online survey. The engagement activities, which are listed in the table below and described in detail on the following pages, gathered just under 5000 pieces of input<sup>1</sup>.

Engagement Activity	Participation (#)	Input Submitted (#)
Ideas Fair	110	432
Ideas Walls	not measurable	266
Online survey	480	4025
Social media	115	160
<b>TOTAL</b>	<b>705</b>	<b>4883</b>

Demographic data was collected for the online survey respondents only and this information is presented in Appendix B.

The engagement activities consistently posed the following questions to Esquimalt residents:

**Q1: What capital improvements would you recommend for the waterfront parks below?**

- a) Macaulay Point
- b) Saxe Point
- c) Esquimalt Gorge Park
- d) Other waterfront parkland

**Q2: What other areas of the Township would be enhanced by new waterfront parkland?**

**Q3: What capital improvements would you recommend for the recreation facilities below?**

- a) Archie Browning Sports Centre
- b) Esquimalt Recreation Centre
- c) Bullen Park

**Q4: In addition to essential emergency and public safety uses, what other uses could be included in the new, expanded or enhanced facilities to achieve greater community benefit? (Some examples of other uses include: commercial or residential space, public meeting rooms, shared office space)**

<sup>1</sup> The number of inputs includes individual ideas and the likes/agreements reflected by dots and repeated ideas by others.





## Ideas Fair

This event included a number of opportunities to learn about the project as well as to provide input. Bright, easy to use poster boards were used to gather input using dotmocracy voting and space for comments. A brief presentation oriented participants to the project and the event. They were drop-in style events with a festive atmosphere, where participants were able to join for 15 minutes or stay for 150.

### 9. Recreation Facilities

**Downtown Recreation Facility Improvements = \$5 million**

The McLoughlin Amenity Funds include \$5M to be invested in additions or capital improvements to community recreation facilities. Please, review the project parameters below, as these will help you generate ideas for the next three boards.

**Funding Parameters**  
To be invested in additions or capital improvements to community recreation facilities.

**Where?**

- Archie Browning Sports Centre
- Esquimalt Recreation Centre
- Bullen Park

**What's in?**

- New, expanded, or enhanced...
- Amenities
- Infrastructure
- Buildings (e.g., sports fields, pool, gym, rink)

**What's out?**

- Operations
- Programming
- Equipment
- Maintenance
- Events

### 10. Archie Browning Sports Centre

Thinking about the project parameters and projects that will meet the diverse needs of the community... What capital improvements would you recommend for Archie Browning Sports Centre?

Write your ideas on a sticky note and add them in the space below. Feel free to add a check mark or sticky dot to show support for ideas already present.

**Suggest it**

**Support it**

SHARE YOUR IDEAS FOR COMMUNITY INVESTMENT

CENTRE for SUSTAINABILITY

barefoot

SHARE YOUR IDEAS FOR COMMUNITY INVESTMENT

CENTRE for SUSTAINABILITY

barefoot

## Idea Walls

Focused questions (e.g., what waterfront park improvements would you recommend?) were developed and placed in three community locations (Library, Recreation Centre and the Township Office). Residents used sticky notes to add their ideas.

### Help Build the Future of OUR COMMUNITY

In 2017, the CRD and the Township agreed on an amenity funding package associated with locating a wastewater treatment plant at McLoughlin Point. A one-time CRD contribution of \$17 million - the McLoughlin Amenity Funds - will be used for capital projects in waterfront parks, recreation facilities, and public safety facilities.



**WATERFRONT PARKS**

**\$7 million**

Thinking about the project parameters above and projects that will meet the diverse needs of the community...

What capital improvements would you recommend for waterfront parks in Esquimalt?

**DOWNTOWN RECREATION FACILITIES**

**\$5 million**

Thinking about the project parameters above and projects that will meet the diverse needs of the community...

What capital improvements would you recommend for the recreation facilities listed above?

**DOWNTOWN EMERGENCY & PUBLIC SAFETY FACILITIES**

**\$5 million**

Thinking about the project parameters above and projects that will meet the diverse needs of the community...

In addition to essential emergency and public safety uses, what other uses could be included in the new, expanded or enhanced facilities to achieve greater community benefits? (e.g., commercial or residential space, public meeting rooms)

facebook.com/TownshipofEsquimalt

twitter.com/EsquimaltBC

Sign up for e-mail updates at [www.esquimalt.ca/subscribe](http://www.esquimalt.ca/subscribe)

Scan to engage with us

## Online Survey

An online survey tool was used to solicit ideas using the five questions above.

## Social media campaign

Facebook posts were used to generate ideas online and to direct people to the online survey. Each engagement question was posted on a separate day and then the comments were captured and tabulated along with the other sources of input. Facebook paid advertising was used to boost the posts to reach as many Esquimalt Facebook users as possible.

Sample question: Share your ideas! What capital improvements would you recommend for Saxe Point Park? Comment below, or take the full survey for a chance to win a \$100 prize package! <http://bit.ly/esquimalt-ideas>

## Communications channels

- Website homepage: rotating banner, program “circle”, web news item
- Project webpages
- News releases
- Stakeholder email list to invite to February 22 Ideas Fair and other engagement
- Social media
- Small posters around town
- Digital display board
- Garbage truck signs
- Mailer – project overview document into all resident mailboxes
- Mayor – monthly column in Vic News – Jan 26, 2018 “Esquimalt amenity funds focused on parks, recreation, public safety”
- Feb 28, 2018 In and Around Esquimalt – “Esquimalt Ideas Fair draws a full house”

## What we heard

The following tables list the input received from all engagement activities according to the number of times they were recorded/repeated/supported (i.e., the numbers also reflect the number of times a participant agreed with an idea (placed dots to support the idea) and when an idea was listed multiple times by one person in a survey). Therefore, the numbers should be used as approximation of priorities. The lists of 'other' recommendations are listed in Appendix C.

In the Round 2 of the community engagement process, the general themes/categories of recommendations and the specific ideas/recommendations will be presented and tested in more detail with the public to better understand levels of support.



### Waterfront Parks

The McLoughlin Amenity Funds include \$7M to be invested in capital improvements to waterfront parks. The below table represents a rough synthesis of public feedback, organized by "theme" area with examples of specific ideas heard.

#### Macaulay Point Park: What capital improvements would you recommend?

Tally	General theme/category of recommendation	Specific ideas/recommendations
151	Beach/waterfront improvements	Path/stairs for beach access, beach boardwalk, wharf/dock for improved water access, boathouse for storage and rental, beach size and cleanliness improvements
91	Trail improvements	Create trail connections to other parks and beaches, improve existing trails/paths, add/improve interpretive signs
73	Washrooms	More or upgraded washrooms
73	Recreation amenities	Playground, climbing infrastructure, viewpoint telescopes
55	Basic infrastructure improvements	Lighting, drainage, water fountain, fence at the cliff
48	Dog-related improvements	Fenced-off dog park, dog waste improvements, dog-free park rules
44	Arts and culture amenities	Historical improvements, performance shelter/gazebo, public art <sup>2</sup> , First Nations presence
41	Leave it as it is	No changes please
39	Rest and picnic amenities	Benches, picnic tables, BBQ facilities
34	Landscaping	Invasive species control, garden and plantings

32	Transportation infrastructure	Parking improvements, bike racks
18	Food and beverage	Café or concession
31	Other	

Yellow text = Likely not permitted | Green Text = Confirmation by CRD recommended before expenditure made.

## Saxe Point Park: What capital improvements would you recommend?

Tally	Theme/Category	Detailed ideas/recommendations
90	Beach/waterfront improvements	Waterfront walkway, stairs/access to beach, boat storage/locker facilities, dock/wharf
84	Rest and picnic amenities	Picnic tables, benches, covered picnic area, BBQ facilities
70	Recreation amenities	Playground, natural play area, viewing telescopes
62	Washrooms	More and upgraded washrooms
45	Arts and culture amenities	Amphitheatre/stage, public art <sup>2</sup> , First Nations art <sup>2</sup>
40	Trail improvements	General improvements, connections, paved surfaces, interpretive and other signage
38	Landscaping	Invasive species control, garden expansion, more trees and protection of existing
38	Leave the park as it is	No changes please
35	Basic infrastructure improvements	Water fountains, drainage, waste/recycling bins
35	Food and beverage <sup>1</sup>	Café <sup>1</sup> , concession stand <sup>1</sup> , pub/restaurant <sup>1</sup>
33	Dog-related improvements	Fenced dog area, make it dog-free, dog waste amenities, signage
16	Transportation infrastructure	Parking entrance and capacity improvements, EV stations, bike access
13	Building additions or improvements	Covered pavilion, nature centre learning space
11	Other	

Yellow text = Likely not permitted | Green Text = Confirmation by CRD recommended before expenditure made



## Esquimalt Gorge Park: What capital improvements would you recommend?

Tally	Theme/Category	Specific ideas/recommendations
149	Building improvements or additions	Japanese teahouse <sup>1</sup> , café/concession <sup>1</sup> , gazebo/pavilion
96	Beach/waterfront improvements	Dock for boats/kayak/fishing, swimming improvements, park access, clean up
82	Recreation amenities	Playground, water park, disc golf, soccer turf, ping pong, pool
42	Landscaping	Expand Japanese garden, more trees/flowers, community garden
34	Basic infrastructure improvements	Lighting, recycling/waste bins, water fountains, EV charging station
34	Trail improvements	Trail connections beyond the park, more trails, interpretive and other signage
30	Rest and picnic amenities	Picnic area and tables, benches, BBQ area, pavilion
23	Washrooms	More or upgraded washrooms
18	Arts and culture amenities	Amphitheatre, public art <sup>2</sup> , First Nations art <sup>2</sup>
14	Dog-related improvements	Fenced dog park
13	Leave it as it is	No changes please
20	Other	

Yellow text = Likely not permitted | Green Text = Confirmation by CRD recommended before expenditure made.

## Other waterfront parkland: What capital improvements would you recommend?

Tally	Theme/Category	Specific ideas/recommendations
149	Beach/waterfront improvements	More beach walkways/boardwalks, more and better beach access, docks, create access but keep natural
74	Recreation amenities	Bike park/pump track, bike trails, playground, skate park, pool
54	Trail improvements	Trail connections between parks and areas of the community, interpretive and other signage
36	Rest and picnic amenities	Benches, picnic, BBQ
33	Arts and culture amenities	Amphitheatre/stage, public art <sup>2</sup>



31	Washrooms	More and upgraded washrooms
19	Basic infrastructure improvements	Lighting, recycling/waste bins
18	Leave it as it is	No changes please
17	Dog-related improvements	Fenced dog areas
14	Landscaping	More trees, native plants
12	Deer control	
10	Acquire more parkland	
8	Community garden	
7	Improve access to parks	Gorge waterway access, Dennison Park
6	Food and beverage <sup>1</sup>	Tea house <sup>1</sup> , pub <sup>1</sup>
37	Other	

*Yellow text = Likely not permitted | Green Text = Confirmation by CRD recommended before expenditure made*

## What other areas of the Township would be enhanced by new waterfront parkland?

The responses received to this question that were broadly supported and that are also eligible for funding have been marked in bold and placed above the bold line in the table below. All other ideas are included below the bold line for reference and transparency – they are either not eligible for acquisition by the Township (i.e., they are owned privately or by DND) or were only identified by a single respondent.

Tally	Ideas/recommendations
21	<b>Connections - Waterfront parkland connections for Esquimalt Gorge Park</b>
	<b>Connections - Waterfront parkland connections for Saxe Point Park</b>
	<b>Connections - Waterfront parkland connections for Macaulay Point Park</b>
	<b>Connections - Waterfront parkland connections for West Bay Park</b>
17	<b>All public waterfront areas should be protected as parkland</b>
10	<b>West Bay</b>

<b>7</b>	<b>Gorge (more access points to the water)</b>
<b>4</b>	Sewage Treatment Plant
<b>3</b>	Macaulay Point (expand)
<b>1</b>	6 mile
<b>1</b>	Barnard park
<b>1</b>	Captain Jacobsen Park
<b>1</b>	Dockyard
<b>1</b>	Fleming Beach
<b>1</b>	Foster Street
<b>1</b>	Head Street - end
<b>1</b>	McCloughlin Point
<b>1</b>	Nelson Street - end
<b>1</b>	Old Esquimalt road
<b>1</b>	Past Admirals Rd
<b>1</b>	Pointe Hope
<b>1</b>	Sturdee Street beach
<b>1</b>	Swallows landing
<b>1</b>	Behind Thrifty Foods
<b>1</b>	Bullen park

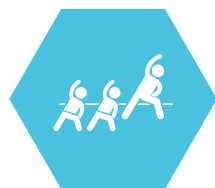
**Green Text** = Confirmation by CRD recommended before expenditure made.

<sup>1</sup> **Food And Beverage**, including concessions:

• For Waterfront Parks: Building ownership must be with Township but can likely be leased or licensed to commercial operators at fair market value (and therefore not assistance to business) on condition that must be open to the public (clientele cannot be restricted).

<sup>2</sup> **Public Art**: Consider through consultation with CRD further to Zoning Amenity #7:

(7) Public Art on public open space of a value no less than \$100,000, if on-site then visible and oriented both to passing boats and floatplanes, respecting and exploiting the subject property's prominent position as entrance to the Victoria Harbour; or off-site, both options in accordance with the Township's public art policy.



## Recreation Facilities

The McLoughlin Amenity Funds include \$5M to be invested in capital improvements to recreation facilities. The below table represents a rough synthesis of public feedback, organized by “theme” area with examples of specific ideas heard.

### Archie Browning Sports Centre: Capital improvement recommendations

Tally	Theme/Category	Specific ideas/recommendations
71	Additional recreation amenities	Climbing wall, dry floor roller rink, <b>turf field</b> , <b>courts</b> , <b>curling</b> , <b>kids play area</b> , <b>wave pool</b> , <b>fitness expansion</b>
57	General facility improvements	General upgrades/ <b>facelift</b> , washroom improvements, <b>energy retrofits</b> , overall expansion
39	<b>Food services additions and improvements<sup>1</sup></b>	
32	<b>Parking lot and pedestrian improvements</b>	
30	Arena improvements	Seating, change rooms, second ice surface
12	Community space for meetings, events	
9	Combined facilities	Combine Esquimalt’s sport and recreation amenities within one complete facility
57	Other	

*Yellow text = Likely not permitted | Green Text = Confirmation by CRD recommended before expenditure made. | Blue Highlighting = Only permitted if no commercial component; that is, operated solely by Township staff.*

### Esquimalt Recreation Centre: Capital improvement recommendations

Tally	Theme/Category	Specific ideas/recommendations
146	Aquatic Centre additions and improvements	Waterslides, bigger pool, <b>outdoor pool</b> , <b>lap pool</b> , general upgrades
123	Additional recreation amenities	<b>Turf field</b> , <b>squash/racquet ball/pickle ball court</b> , <b>other rec</b> , <b>climbing wall</b> , <b>tennis/basketball court</b> , <b>running track</b>
121	Change room expansion and improvements	





105	Fitness facility expansion and improvements	Expanded gym, weight room, wellness studio
73	Parking lot improvements	More parking, EV charging stations
64	Arts, culture, leisure, learning space	Arts/culture studio and gallery space, multi-purpose space, childcare and youth centre space
22	Programs	Not eligible through the McLoughlin Amenities Fund
40	Food services <sup>1</sup>	Café <sup>1</sup> , restaurant <sup>1</sup> , snack bar/concession <sup>1</sup>
33	Arts and craft facilities	Studio/maker space, gallery, art class space
12	Running track	Outdoor or indoor
11	Outdoor area improvements	Seating, tables, landscaping/shade, sport/rec equipment improvements
56	Other	

*Yellow text = Likely not permitted | Green Text = Confirmation by CRD recommended before expenditure made. | Blue Highlighting = Only permitted if no commercial component; that is, operated solely by Township staff.*

## Bullen Park: Capital improvement recommendations

Tally	Theme/Category	Specific ideas/recommendations
170	Turf field	
149	Existing amenity improvements	Drainage, lighting, benches and picnic table, washrooms, food services, baseball area improvements
79	Additional amenities (other than turf field)	Courts (tennis, basketball, pickle ball, volleyball), performance/event facilities, kids play areas, skate/bike park, outdoor pool, outdoor track, field/club house, community garden
53	Other	

*Green Text = Confirmation by CRD recommended before expenditure made.*

*Food And Beverage, including concessions:*

*• For Recreational Facilities: Only permitted if no commercial component; must be operated by Township staff*



## Public Safety

The McLoughlin Amenity Funds include \$5M to be invested in capital improvements to public safety facilities. The below table represents a rough synthesis of public feedback, organized by “theme” area with examples of specific ideas heard.

### Other uses\* that could be included in the new, expanded or enhanced facilities to achieve greater community benefit

*\*Other uses are in addition to essential emergency and public safety uses. (Some examples of other uses include: commercial or residential space, public meeting rooms, shared office space.)*

The ideas submitted in response to this question weren’t always focused on ‘other uses’ that could be included in a new, expanded or enhanced emergency/public safety facility to achieve greater community benefit. In many cases, ideas focused on general community safety improvements, such as roads, sidewalks, etc. In some cases, responses focused on community improvements beyond those that are emergency/safety related (e.g., recreation amenities, arts and culture amenities); these have been placed at the bottom of the table and marked in italics.

Tally	Theme/Category	Specific ideas/recommendations
183	Commercial additions	Co-working space, Food services/café
125	Community amenity additions	Public meeting rooms, community garden, childcare space, library space
82	Emergency/public safety improvements and additions	Improved facility, emergency coordination centre, disaster sirens/supplies, needle exchange, safe injection sites
79	Housing additions*	Affordable housing, mixed residential/commercial
76	Other	
65	Transportation infrastructure	Parking, bike lanes, bike parking, fix roads, EV charging stations, speed control
57	Arts and culture	Art gallery/centre, performance event space, public art
27	Recreation additions	Turf field, bowling, tennis, indoor play space
19	Pedestrian infrastructure	Crosswalks, sidewalks, lighting

*Yellow text = Likely not permitted | \* Any housing component would require additional funding sources.*

# Appendix A: Funds Details

## The Opportunity: A \$17M Community Contribution

Esquimalt will receive a one-time contribution of \$17M from the Capital Regional District (CRD) as part of the McLoughlin Point Amenity Reserve Funds. All funds must be invested within roughly five years. The negotiated agreement clearly establishes how the Township must use these funds.

### \$7M = Waterfront Park Improvements

To be invested in capital improvements to waterfront parks.

- Where? Macaulay Point, Saxe Point, Esquimalt Gorge Park, or other approved waterfront parks
- What's in? New, expanded or enhanced amenities (e.g., playgrounds), infrastructure (e.g., pathways), buildings/structures (e.g., pavilions, bathrooms), and other capital improvements, including waterfront park acquisition
- What's out? Operations, programming, maintenance, events.

### \$5M = Downtown Recreation Facility Improvements

To be invested in additions or capital improvements to community recreation facilities.

- Where? Archie Browning Centre, Esquimalt Recreation Centre, Bullen Park
- What's in? New, expanded or enhanced amenities (e.g., sports fields, pool, courts, rink), infrastructure, and/or buildings
- What's out? Operations, programming, equipment, maintenance, events.

### \$5M = Facilities for Emergency Services and Public Safety

To be invested in new, expanded or enhanced emergency services facilities.

- **Where?** Esquimalt town square area
- **What's in?** New, expanded or enhanced emergency services facilities with the potential to integrate other uses (e.g., apartments or offices) on the upper floors.
- **What's out?** Operations, programming, equipment, maintenance, events.

## Appendix B: Online Survey Demographics

### Where do you live?

Number of respondents : 433

	Total	%
Township of Esquimalt	259	60
City of Victoria	57	13
City of Colwood	3	1
Town of View Royal	17	4
District of Oak Bay	7	2
District of Saanich	63	15
District of Metchosin	3	1
District of Sooke	2	0
City of Langford	9	2
District of Highlands	1	0
Other Capital Regional District municipality/city/area	23	5

### Do you work in Esquimalt?

Number of respondents : 435

	Total	%
Yes	125	29
No	310	71

### What is your age?

Number of respondents : 436

	Total	%
19 years old or under	3	1
20 - 39 years old	138	32
40 - 59 years old	196	45
60 - 79 years old	93	21
80 - 99 years old	6	1
100+ years old	1	0

# Appendix C: 'Other' Recommendations

The lists below are the verbatim responses for the 'Other' theme/category – i.e., they are the lists of ideas/ recommendations that didn't fall into one of the 'General themes/categories of recommendations' in each of the sections within the body of this document.

## Macaulay Point

- Acquisition of land
- Promote citizen involvement
- Clean up the dead seals instead of letting them rot
- Deer control
- deer tracking and sterilization
- Educate the visitors about the natural environment
- Buy land from feds to connect Macaulay with West Bay Walkway
- No expenditure on land leased from DND
- An ocean stewardship learning centre
- make park more people friendly,
- BC's newest Dark Sky park (Victoria's 2nd)
- security to ensure no tent cities
- Park
- Better monitoring / police enforcement of kids partying after dark here, as well as people squatting. We pick up litter here daily & it's pretty bad. Regular beach cleanups would be fantastic.
- Keep as natural as possible - this is a federal migratory bird sanctuary and should be respected
- Save the Salish Sea Orcas permanent placard. Oil tanker free zone.
- Fix sewage odours at Rock wall
- Better side walk access on Munro St
- Pedestrian sidewalks complete with mobility impaired ramps to the Munro Boulevard at the entrance to Fleming Beach Parking lot
- Sidewalks on both sides of Munro St
- Sidewalks on both sides of Munro St
- More waterfront parkland
- Waterfront parkland acquisition
- waterfront parkland acquisition
- Waterfront parkland acquisition to protect more surrounding natural areas
- Wi-Fi equipment to cover whole park.
- WIFI in Macaulay Point Park
- Wildlife viewing
- Look out over the water
- Easy access to the water for all
- Making more areas accessible for people with mobility issues - smoother walkways, etc.
- Assessment of raging ocean levels on WRIPWRAP at Macaulay Park & Remedial work if required

## Saxe Point Park

- Oceanfront yoga enclosure
- Deer control
- deer tracking and sterilization funding for capital acquisitions
- Fruit trees and berry bushes
- No Fixed retail, no fixed infrastructure - temporary
- ok e.g. Kayak
- security
- Complete sidewalk on South side of Fraser/Munro between Saxe Point and Macaulay to improve connectivity and safety between parks.
- A sundial
- Improved walking access along road entrance
- Expand water taxi service from downtown to Saxe Point Park
- Eagle Cam! Connect to Esq website so we can keep tabs on our bird friends

## Gorge Park

- Fix cross contamination
- Better crossways across the bridge
- Stop all cross connections, especially from Gosper Cres.
- More public access
- Beehives
- Buy land (and construct) to connect water edge trails to Saanich side
- Deer control
- deer tracking and sterilization funding for capital acquisitions
- Replace the bridge to Sioux Place with an aesthetically pleasing replacement to failing wood bridge
- Keep it safe
- safer, a lot of weird stuff in that park
- security
- Fix sewage leaking into Gorge Creek
- Help people replace sewer pipes so sewage doesn't go into Gorge
- Help the people on the Gorge with the sewer pipes
- Pedestrian bridge under Tillicum Road bridge

## Other Waterfront Parkland Improvements

- Enhance pocket parks at the bottoms of Constance, Nelson etc.
- Kinsman Park
- Ensure public access hasn't been removed by private landowners.
- Gorge access points: signage for access point awareness
- chose one or two major projects rather than a bunch of small ones for greater impact to the community
- Regular beach cleanups would be fantastic.
- Removal of bldgs. at Fleming Beach
- remove private docks from waterfront parkland
- Barnard Park - Electric vehicle charging stations
- EV Charging stations in parks
- Safety fencing
- Geese control mgmt. equipment.
- Expand the Library
- the park beside Rec Center.... complaint in Esquimalt Connection on FB that teenagers being obnoxious and swearing
- More car parking
- Park safety tools
- Permanent safe needle disposal containers along West Song Walkway
- Security
- Fix sewage leaking into the Gorge Waterway
- Upgrade Sidewalks. Sidewalks are in appalling state with so many seniors and walkers and in wheelchairs a trip to the store is like punishment shake rattle and roll
- Free Shaw WiFi
- Free WiFi
- New purple martin nest boxes on pilings near West Bay Marine
- West bay
- No public land appropriation by private landowners!! Legislate
- No public land appropriation by private landowners!! Legislate
- No public land appropriation by private landowners!! Legislate
- Innovative solutions, and sustainable infrastructure.
- Not just more stuff. Sorry for the vagueness. But this is the vague stage.
- More water taxis spots and longer season and seasons pass - reduce car traffic downtown
- The top priority for capital expenditure is replacement of Please face reality...Be BRAVE COUNCIL...don.t handle this by buying treats for the masses.
- Identify private use of existing public right of ways
- Daylight more buried/pipes creeks in Esquimalt increase habitat and ecosystems
- Repairs are needed for rotting boards etc. on Constance Street Park.
- Replace and repair gorge waterway retaining walls
- stop private homeowners from taking over waterfront parkland
- Sturdee Street Beach - Restore, clear beach for use.
- Don't build any more in the parks = loss of green space

## Archie

- A band shell or pergola in Memorial park
- Open up lounge for a live music venue
- More posters or artwork featuring local artist
- Outdoor festival/stage area
- Venue for indoor & outdoor music festivals & indoor / outdoor fairs? Esquimalt Market permanent venue in fall / winter?
- Is there potential for a music venue/cafe that is open all the time? Oak Bay Rec does this, and it would be interesting if we had a venue for this in Esquimalt.
- Larger players benches
- Covered Bike rack (there is currently no cover)
- Covered bike rack at the entrance
- Access to the Club room (food drink) lounge more accessible
- Add a bowling alley!!! Please
- Bowling lanes
- Courses offered in French - opportunities for immersion students to use their second language
- Courses or classes like sewing etc.
- Replacement of the Curling Rocks
- Dog friendly
- Dog park
- Move Emergency Response to HIGHER grounds, repurpose area for Volunteer Counselling
- add emergency AED if it is not there already
- Fold up tables could use a sanding and new coat of paint.
- More craft fairs
- More events
- Events
- Large gym for non-ice related activities: basketball, etc.
- The type of matting that is at the main door to be placed at the curling entrance door
- Green roof/rooftop patio/ observation deck
- Increase green space of Southeast corner of parking lot, to become a well-loved space. A swing, flower gardens and path
- additional children's skating aids
- picnic tables
- Put picnic tables in small park in Archie Back lot
- More public skate time in evenings
- Sound proof the Crow's Nest so you can hear during meetings.
- Soundproofing of windows to skating rink from meeting area.
- security
- Security cameras for public safety
- Designated shooting area
- Road-side signage - with the 'e' logo and pole lights, the building looks great. The information sign on Esquimalt Road is dated! Upgrade to an electric/ computer screen style of sign. It could have rotating messages about Township Events and possibly improve community involvement. No ladder required ;)
- Improve where you put your skates on and off: more seating and easier traffic flow
- At the hockey rink update the sound system
- Additional Storage
- Indoor track in parking lot
- Eliminate
- public awareness
- Add building to replace the sea containers
- An exterior wall dedicated to legal graffiti art and mural paintings to encourage art in the community and deter unwanted vandalism
- More greenery trees
- Plant more trees
- Enhance the little park in the parking lot east corner.
- Archery range either indoor or outdoor.
- indoor running track
- Outdoor ball hockey court , similar to the lacrosse box at the rec center
- Outdoor water park/skating rink
- Skating pond (similar to one at Oceanside rec in Parksville)

## Recreation Centre – Other recommendations

- additional wing
- Air conditioning
- Cover in the lacrosse box
- so the noise doesn't bother all the neighbours
- Install bike path on Lampson St for better access to sporting facilities
- Kid bike park
- Create more rooms for classes
- Clean up the store fronts

- More community lounge space
- Better Recycling
- Harry Potter days
- A permanent spot for farmers market
- Hand Sanitizers on walls of Rec centre
- Provide high chair like seats for safe place to put baby while parents are changing after swimming
- Rec centre is getting busier: extend facilities
- Annual pay lockers
- Music, it's quite as a church in there.
- Move Staff offices - out of the basement, somewhere with natural light and accessible
- Utilize the Lion's Building at Lacrosse Box
- More summertime community events outside at the park.
- More wintertime community events inside.
- Very inexpensive gym passes - \$10, \$15, \$20/month, really get people in there, too expensive, right now
- Fix Sidewalks
- Improved pedestrian connectivity to shopping plaza
- Discounted passes for Esquimalt residents
- Raccoon control
- add emergency AED if it is not there already
- Move Emergency Response services to "Higher Grounds" turn to a volunteer counselling centre
- Repairs to the lacrosse box
- Roof top viewing
- Tsunami/Earthquake community reception - upgrade Eclectic at Community Centre to accommodate larger capacity generator to power - Kit wash meeting rooms in case of power failure
- security for playground outside..... complaints on FB Esquimalt community connection
- Have a shoe place to take off shoes as you enter the family change rooms so the floors in and around the rooms don't get as gross
- Sound system for Christmas Concerts Etc.
- Install PA or Sound System
- Additional storage for equipment at Recreation Centre and more props for fitness, dance, Pilates and yoga classes
- More storage
- Updated stores in the parking lot like Starbucks or trendy shops bakeries etc.
- any upgrades to maintain our wonderful center
- additional floor
- Expand park to separate young toddlers from big kids. There's always 2 or 3 big kids (7-10yrs) on the double swing meant for parent and tot. Always.
- More osc spaces
- More OSC spaces
- things are really getting cramped in the ERC
- Dispensaries 4 ESQ - 420 Blaze it
- Enough money spend on this building
- Ensuring sustainable maintenance of the gym and waterpark
- Good to goa
- Gun range
- I do not use facility
- It's good the way it is
- Jogging Track
- Open entrepreneurial type stalls set up for locals to experiment
- Plant more trees
- Services in French
- Some form of target practice (e.g. laser or archery)
- Video projector equipment for meetings.

## Bullen

- An addition to include a permanent dry floor (Roller Rink)
- Another lacrosse box.
- BRING BACK ESQUIMALT FASTBALL!!!!!!!!!!
- Is this used for anything but rowdy beer leagues??
- It's good the way it is
- Love it. Don't change it
- Maintain existing grass
- More ribfest
- More trees for shade
- Paths
- Pathways
- Plant more perimeter trees
- Plant more trees
- Relocate the lacrosse box to Beside Archie B to allow for a future expansion of the Rec centre
- Repair/replace the dilapidated concrete wall between the parking lot and the park.
- See comment on ERC, above: Pick a theme and match it across Memorial Park, Arch B., ERC,



- |   |   |  |
|---|---|--|
| <p>Bullen, Etc. - could be “found” marine artifacts as plays structures and art, could be Esquimalt and Songhees FN art, could be dropped boulders as play structures - ANYTHING that refers to Esquimalt’s identity, ties public space together, and differentiates us from other municipalities.</p> <ul style="list-style-type: none"> <li>• climbing wall</li> <li>• A large FENCED area for off leash dogs</li> <li>• Bigger “No Dogs” signs. Although...dickhead dog owners just ignore them anyways...</li> <li>• Field maintenance! No more holes! Better drainage!</li> <li>• permanent dry floor for a roller rink</li> <li>• year round dry floor or roller rink</li> <li>• add emergency AED if it is not there already</li> <li>• Outdoor exercise equipment</li> <li>• Covered/indoor soccer pitch</li> </ul> | <p>for the wet winter months when the field is too soggy to use</p> <ul style="list-style-type: none"> <li>• Improved lacrosse box</li> <li>• Another Lacrosse box</li> <li>• Movie nights under the stars.</li> <li>• Fill back walls of plaza that face Bullen Park with murals</li> <li>• all of community deserve to feel safe in parks and playgrounds, but there are complaints that this is not always the case</li> <li>• security</li> <li>• Security cameras for public safety</li> <li>• security so no tent city</li> <li>• Bigger NO DOGS ALLOWED signs.</li> <li>• additional floor</li> <li>• additional wing</li> <li>• Better field maintenance</li> <li>• Bonfires</li> <li>• Funding for Esq softball league</li> <li>• Garden around the edges or whatever, but don’t lose the field. A large field like that is</li> </ul> | <p>increasingly rare, and really valued for sports, Ribfest, etc.</p> <ul style="list-style-type: none"> <li>• Grandstands</li> <li>• Improve spectator shelters</li> <li>• Improved stadium-style seating for game observers</li> <li>• Kid friendly events</li> <li>• Larger soccer field</li> <li>• Make a safe connection between the water park and the field so that children and families do not have to navigate the parking lot to go between these Zones</li> <li>• Mini family field to play sports when others are booked for team events</li> <li>• plant trees in the back for outdoor play and shade</li> <li>• Uprights</li> <li>• Water bottle filling stations</li> <li>• Water bottle filling stations</li> <li>• Wood fired stone oven</li> <li>• Would love to see a disc golf course somewhere in Esquimalt</li> </ul> |
|---|---|--|

## Public Safety

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Is right in the heart of Esquimalt the best place for the public safety building? Less than a km from DND safety building...? What about a location in Vic West serving Victoria and Esquimalt?</li> <li>• Public Safety Education</li> <li>• Public safety is improved in areas where people come out and socialize / interact with neighbours</li> <li>• Support services for vulnerable members of society.</li> <li>• Park security. The amount of dope smoking spitting teens in our local parks is disgusting. When I was a teen the police monitored local parks and made sure to move them along. Let’s</li> </ul> | <p>make it enjoyable for everyone.</p> <ul style="list-style-type: none"> <li>• Rehabilitation services for politicians and municipal staff to learn how to be decent human beings.</li> <li>• A new Fire is not needed, if a new hall is the route to be taken it should be a regionalized hall and built at the Vic West Border to serve both Communities</li> <li>• No need for Emergency services- have Base and View Royal</li> <li>• Didn’t they just enlarge public safety building and renovate it?</li> <li>• We are pleased to have this opportunity to present a project for the McLoughlin Amenity Fund</li> </ul> | <p>for the “Downtown Emergency Services and Public Safety Facilities Improvements” portion. Our project idea is called “Centre communautaire francophone”. Based on models elsewhere in the Capital region, this centre would be managed by the Société francophone (SFV) with an emphasis on developing services and programs for Francophones and Francophiles. It would however be open, accessible and affordable for all. Under this model, the City owns the building and has an operating partner which in this case would be the Société francophone.</p> <ul style="list-style-type: none"> <li>• Reduce Property taxes</li> </ul> |
|---|--|---|

- Memorial Park - washrooms
- Washroom in memorial park
- Memorial Park - permanent storage room/facility to house Farmers Market necessities
- More rentals
- park/public areas
- Reduced rental fees will provide more accessibility for a variety of community groups.
- Have municipal Parks, Police the parks throughout the evening.
- \$5M can be used for the 3 area suggested in your survey
- \$8M should be kept as contingency to address issues after the plant is built
- if \$8M is not required for contingency issues then use it for your 3 suggested areas
- Permanent home for the EFM.
- training tower
- A small home for TCAC - (please??!!)
- deer tracking and sterilization funding for capital acquisitions
- Co-ordinate construction/utilities activities e.g. - Admirals Please
- Deer Control
- Deer Cull
- Keep all developments to a standard height
- Proposed building on Head & Esquimalt far too high, will destroy the look of the neighbourhood
- upgrade the downtown area to be more village like less like a shopping centre
- More free areas for families— is breastfeeding areas, public area for families to eat
- Public safe place for breastfeeding
- Green space
- more flowers
- Plant more trees
- A new hall isn't needed. The township has spent nearly 2 Million dollars on two renovations in the last 5 years. But the money to seismically updating the rest of the building or build a regional fire hall closer to Vic West (old gas station) that will serve both Communities in the future
- Outdoor seating to encourage social gathering and conversation - to create a healthy community public life
- Solar Farm to reduce hydro costs for public services. And eventually residential as well.
- Do not spend this \$\$ on housing
- Seed Money to set up for Esq Heritage Foundation (modelled on Victoria's) to preserve and restore heritage buildings
- Recycling stations instead of garbages (soft and hard plastic, Styrofoam, composted)
- A crematorium
- bc211.ca computer kiosk to connect people to services
- Tool Shed for Emergency with Shovels, fire extinguisher, and pry bars, to help people get out of houses and cars when there is an earthquake.
- Shaded seating areas for reading and gathering
- Friendlier people
- Esquimalt could capitalize on our Armed Forces "Theme for Town Centre"
- Recycling stations instead of garbages most 'garbage' if not all can be recycled
- Buy eagles and other commercially spaces and modernize and repurpose
- Beautiful welcoming township centre piece
- Alternative Energy infrastructure. Esquimalt can do it all (well except geo thermal)
- Alternative Energy infrastructure. Esquimalt can do it all (well except geo thermal)
- Use renewable energy and passive build standards on all new Public Buildings
- Use renewable energy and passive build standards on all new Public Buildings
- Remove illegal docks in the Gorge Waterway
- Longer Daylight hours
- No more OSC
- No Bike lanes
- Zoo
- Less snobs! You mean "fewer snobs"
- Be less Scruffy
- Help with Sewage getting into Gorge waterway
- Fix outfall/runoff to Macaulay Point so we can stop having water pollution problems
- Use sewage money to stop sewage from leaking into the Gorge
- Interpretative Signage - Acknowledge First Nations use of the land as park of Reconciliation
- Investment in tree planting!!! An Etown orchard!!! Bring us back to Farm status
- LRT - agreed we must have better public transit



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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**File #:**18-160

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### REQUEST FOR DIRECTION

**DATE:** April 11, 2018

Report No. P&R-18-006

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

**FROM:** Scott Hartman, Director of Parks and Recreation Services

**SUBJECT:**

McLoughlin Amenity Funds DRAFT Round #2 Engagement Strategy

**ESSENTIAL QUESTION:**

Does Council wish to provide any additional suggestions or recommendations into the Draft McLoughlin Amenity Funds Engagement Strategy for Round Two?

**RECOMMENDATION:**

That the Committee of the Whole receive Staff Report No. P&R-18-006 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

**BACKGROUND:**

The Township has recently completed the first phase of community engagement for the McLoughlin Amenity Funds. The project consultants have reviewed the findings from Round One and have drafted a proposed engagement strategy for phase two of the project.

Attached is the "McLoughlin Amenity Funds DRAFT Round Two Engagement Strategy". This is the second phase of a three phase engagement process. The details of the final phase will be confirmed once the results of Round Two engagement activities have been received.

Currently Round Two engagement will consist of an online survey, social media campaigns and a mobile engagement display at numerous community events over the Spring and Summer. The current launch timeframe for Round Two engagement is the end of April.

**ISSUES:**

Staff wants to ensure that Council is aware of the project work currently underway, the proposed project timelines for Round Two completion and the initial target launch date for this phase. Furthermore, staff wants to ensure that Council has the opportunity to review the current draft

strategy and to provide any input or direction as they consider advisable.

The details of the final phase of engagement activities will be determined once the results of Round Two have been received. Currently, this engagement and consultation project (all three engagement phases and final reporting) is targeted to conclude by early 2019.

**ALTERNATIVES:**

1. That the COTW receive Staff Report No. P&R-18-006 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.

*Creating the future **today.***

**CENTRE** *for*  
**SUSTAINABILITY**  
WHISTLER

**barefoot**



## Esquimalt / McLoughlin Amenity Funds Round 2 Engagement Strategy

April 2018

# Engagement Round 2

## ENGAGEMENT QUESTIONS

### Waterfront Parks

1. **Priority park:** Participants rank the parks (Macaulay, Saxe, Gorge, and potential new parkland) in terms of highest to lowest priority for the funding.
2. **Priority type of improvement:** Participants identify their top 'general themes/categories of recommendations' for funding (e.g., beach/waterfront improvements).
3. **Priority recommendations for each park** (Macaulay, Saxe, Gorge, and potential new parkland): Participants would identify priority themes/categories for spending (e.g., beach/waterfront improvements), as well as corresponding specific ideas/recommendations (e.g., path/stairs for beach access, beach boardwalk, wharf/dock for improved water access, boathouse, etc.).
4. **Priority parkland acquisition:** Participants identify the top areas of potential parkland that might be acquired.
  - Waterfront parkland connections for Esquimalt Gorge Park
  - Waterfront parkland connections for Saxe Point Park
  - Waterfront parkland connections for Macaulay Point Park
  - Waterfront parkland connections for West Bay Park
  - All public waterfront areas should be protected as parkland
  - West Bay
  - Gorge (more access points to the water)

### Recreation Facilities

1. **Priority facility:** Participants rank the facilities in terms of highest to lowest priority for the funding.
2. **Priority type of improvement:** Participants identify their top 'general themes/categories of recommendations' for funding (e.g., additional recreation amenities).
3. **Priority recommendations for each facility** (Archie Browning, Esquimalt Recreation Centre, Bullen Park): Participants would identify priority themes/categories for spending (e.g., Climbing wall, dry floor roller rink, turf field, courts, curling, kids play area, wave pool, fitness expansion).

### Public Safety

1. **Priority additional uses:** Participants rank the potential additional uses that could be incorporated into the new or enhanced facility to achieve greater community benefit.

# ENGAGEMENT ACTIVITIES

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## Online Survey

Using an online survey tool and incorporating the questions from the previous page.

## Social media campaign

Facebook will be used to pose the Round 2 questions to community members, and paid advertising will again be used to boost the reach of each post. Questions will need to be simplified since full lists can't be provided in the post; however, the questions will engage residents in the conversation and then hopefully encourage them to complete the full online survey. Facebook polling will be used in A vs. B choices. Question examples:

- Do you 'like' the idea of idea A at location X?
- Do you prefer idea A or B at location X? E.g., Would you rather more park benches or playgrounds added to our waterfront parks?

## Mobile Engagement Booth

This would include 1-2 posters to catch attention, with laptop(s) or ipads set up with the engagement questions. If the event is at a particular park or recreation facility, the questions could focus on that location. Staff can also engage people at the event by moving around and asking people to take a few minutes to give input. Potential events for the mobile booth are listed here:

- Earth Day- **April 25**-Highrock Park- 10 am-2 pm
- Indoor Farmers Market-**April 26**-Esquimalt Recreation Centre-4:30 pm-7:30 pm
- Buccaneer Days-**May 12-13**-Archie Browning Sports Centre and Bullen Park- 10 am – 4 pm
- Branch Out-**May 19**-Macaulay Point Park- 10 am – 1 pm
- World Oceans Day-**June 2**-Esquimalt Gorge Park-11am-3 pm
- Block Party-**June 9**-Esquimalt Adventure Park- 11 am – 2 pm
- Music in the Park-**June 26** – Memorial Park- 6:00 pm – 7:30 pm
- Aeriosa-**July 30 or August 4th** date tbd-Saxe Point Park- time tbd
- Ribfest – **September 8-9**-Bullen Park- 11 am – 6 pm

# REVISED ROUND 2 PROCESS AND TIMELINE

The Round 2 engagement activities will extend through the summer, taking advantage of the community events taking place over that time. Corresponding revisions made to the Round 2 engagement activities and timelines are reflected in the graphic below.

**Engagement: Round 1**



**Ideas Fair**  
February 22, 3-8pm / Public

An interactive public event captures ideas for community projects related to the three areas of funding.



**Questionnaire / Idea Walls**  
February 22 to March 15 / Public

Interactive posters (at the Township Office, Library, and Recreation Centre) and an online tool gather input from those unable to attend the Ideas Fair.

The input gathered will be released publicly and themed for consideration in the Round 2 engagement

**Engagement: Round 2**



**Engagement Booth @ Community Events**  
May-Sep / Public

A mobile 'Ideas Gallery' booth at large community events gathers feedback on emerging themes.



**Online Survey**  
May-Sep / Public

An online survey gathers feedback on the emerging themes and ideas from Round 1.

Input gathered through Round 2 engagement activities will be compiled for public release and presentation to Council.



**COUNCIL PRESENTATION**  
Early 2019 / Council

Using input from the community and established selection criteria, Council determines which projects will receive funding according to the funding parameters.



# Measuring engagement success

The engagement measures of success and available benchmarks are presented in the table below. The results of the engagement process will be evaluated at the end of the project.

## Engagement Objectives:

- Raise awareness and excitement about the community investment opportunity
- Encourage broad and diverse community member participation in engagement activities, targeting residents, businesses and partner organizations
- Gather ideas and distill those into key themes for projects related to the three funding areas

Measures of Success	Esquimalt Round 1 Engagement
<ul style="list-style-type: none"> <li>• Resident participation: total and diversity (online survey breakdown by age and gender)</li> <li>• Target for Esquimalt: 10-20% participation rate</li> </ul>	<p>~700 participants in Round 1 (not including participant estimates for social media and Idea Walls)</p> <p>Age and gender breakdown for the online survey provided in the Round 1 input summary document)</p>
<ul style="list-style-type: none"> <li>• Variety of engagement methods used (#)</li> </ul>	4 (Ideas Fair, Idea Walls, online survey, social media)
<ul style="list-style-type: none"> <li>• Social media engagement (e.g. number of posts, likes and shares)</li> </ul>	<p>Posts: 8</p> <p>Link clicks to website/survey: 220</p> <p>Shares: 38</p> <p>Comments: 89</p>
<ul style="list-style-type: none"> <li>• Number of action ideas gathered</li> </ul>	4883



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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File #:18-156

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### REQUEST FOR DIRECTION

**DATE:** April 09, 2018

Report No. DEV-18-022

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

**FROM:** Bill Brown, Director of Development Services

**SUBJECT:**

Options for controlling the size and location of Cannabis Retail outlets

**ESSENTIAL QUESTION:**

Which option would Council prefer to control the size and location of cannabis retail outlets?

**RECOMMENDATION:**

That the COTW receive Staff Report DEV-18-022 and direct staff to prepare a set of comprehensive amendments to the Zoning Bylaw, 1992, No. 2050 that would prohibit "Cannabis Retail" as a land use in Esquimalt but that could permit "Cannabis Retail" to be considered by Council through site specific rezoning.

**BACKGROUND:**

On April 13, 2017, Bill C-45, An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts, was introduced in the House of Commons. When it comes into force, the Act it will allow legal access to non-medical cannabis and control and regulate its production, distribution, and sale. The Act does not however, control the distribution, licensing, retail scheme, or location of Cannabis Retail outlets. These elements have fallen to the provincial governments. In the case of British Columbia, the province has issued the B.C. Cannabis Private Retail Licensing Guide Applications and Operations (Schedule "A"). In the Guide, the province has laid out the application process for a non-medical Cannabis retail licence and information about: licences, operations, supply, inspections and compliance, and rural areas. Of particular note, are the references to local government requirements. Specifically, the Guide states:

*The Province will permit local governments to decide whether they wish to have a non-medical cannabis retail store in their community. For the Province to issue a licence, applicants must have the support of the local government in the community where the proposed store would be located.*

The Guide further states:

*The local government must ask residents in the vicinity of the proposed retail location to comment on how the store would impact the community. The local government must consider this public input when deciding whether or not to support the application and must notify the LCLB of their decision by way of a council resolution.*

The Province has also stated:

*The operating rules governing public and private retail stores will be similar to those currently in place for liquor. In urban areas, licensed retailers will not be able to sell cannabis in the same stores as liquor or tobacco.*

<https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>

It is expected that by early August 2018, the sale of non-medical cannabis will become legal in Canada. Given that staff have already received inquiries from business owners interested in opening up non-medical cannabis retail outlets in Esquimalt, it is imperative that the Township be prepared both legally and administratively to effectively and efficiently respond to such inquiries. Given very short timelines, there is not time for a comprehensive review of potential alternatives nor is there time for a detailed community consultation prior to August 2018. In addition, the Province has yet to release its legislative framework related to the retail licensing of non-medical cannabis adding a certain degree of uncertainty to the situation. There is also the possibility of amendments to the Act as it makes its way through the Senate. Notwithstanding the short timelines and legislative uncertainty, five possible approaches to regulating the size and location of cannabis retail uses, whether medicinal in nature or not, are outlined below.

## **ISSUES:**

The five basic approaches available to Council to control the size and location of Cannabis Retail uses, whether medical in nature or not, are:

- 1) Do nothing;
- 2) Regulate through the business licensing process;
- 3) Add siting criteria into the Zoning Bylaw;
- 4) Permit Cannabis Retail in certain Zones only, similar to Liquor Stores; and
- 5) Regulate through a land use control process by requiring each proposed Cannabis Retail outlet to go through a site-specific rezoning process.

Each of these options has pros and cons as outlined below.

- 1) Do nothing:

If Council takes this approach, then Cannabis Retail outlets could potentially be permitted anywhere other retail uses are permitted.

The only additional step would be for the Township to ask residents in the vicinity of the proposed retail location to comment on how the outlet would impact the community. As noted above, the Provincial B.C. Cannabis Private Retail Licensing Guide Applications and Operations states that:

*The local government must consider this public input when deciding whether or not to support the application and must notify the LCLB of their decision by way of a council resolution.*

Because the Township does not currently have a public consultation process related to the siting of non-medical Cannabis sales, one would have to be developed and implemented through either policy or regulation.

Furthermore, the Guide states:

*For the Province to issue a licence, applicants must have the support of the local government in the community where the proposed store would be located.*

However, it is questionable whether Council would have the ability to prohibit the establishment of a Cannabis Retail outlet if the land use is permitted by zoning, by forwarding a resolution to not support a Provincial licensing application, since ultimately that licensing decision is one made by the Provincial government. Whether the Township could ever challenge a decision of the Province to issue or not issue a licence based on the above sentence in the Provincial Guide is questionable. There is also a planning question based on the potential conflict between a proposal that fits into the permitted uses in a zone yet is not supported by Council due to neighbourhood opposition. If Council chooses this option, staff recommends that the Township obtain legal advice related to the issues outlined above.

2) Regulate through the business licensing process:

Although Section 8 (6) of the *Community Charter* states:

*A council may, by bylaw, regulate in relation to business*

Section 8 (7) (c) states that a business regulation:

*may not be used to do anything that a council is specifically authorized to do under Part 14 [Planning and Land Use Management] or Part 15 [Heritage Conservation] of the Local Government Act.*

Since land use is part of the zoning power in Part 14 of the *Local Government Act*, *ipso facto* business regulations should not be used to regulate the size and location of Cannabis Retail outlets, that is, whether the use is permitted or not.

This in no way means that Cannabis Retail outlets should not have a business licence - in fact they absolutely should be required to have one as the application for a business licence is one of the ways in which the Township can ensure compliance with various bylaws including but not limited to: the Building Bylaw, the Sign Bylaw, the Zoning Bylaw and the Parking Bylaw. Business licensing authority also allows the imposition of reasonable conditions and requirements on the operation of the business, but section 60 of the *Community Charter* notes that a business licence must not be unreasonably refused (and reasons must be given). Legal advice would be recommended to assist in outlining the scope of business licensing conditions if this was the only option chosen.

In addition to the limitations imposed by the *Community Charter*, there is no process for public consultation related to the application for, the review of, or issuance of a business licence, unless Council creates one. (Note: the applicant has a right to be heard if the licence is refused). Given that the Provincial Government Guidelines state that:

*The local government must ask residents in the vicinity of the proposed retail location to comment on how the store would impact the community. The local government must consider this public input when deciding whether or not to support the application and must notify the LCLB of their decision by way of a council resolution,*

an entirely new public consultation process would have to be developed if the Township tried to control Cannabis Retail sales using business licence regulations.

3) Add siting criteria in the Zoning Bylaw:

Adding siting criteria such as distances from schools, day cares, or already established Cannabis Retail outlets can be added to the Zoning Bylaw; however, there may be situations where an outlet meets the distance criteria but is still opposed by the residents. Furthermore, given that the minimum distance criteria are somewhat arbitrary and do not necessarily result in the optimal location for a Cannabis Retail outlet, this approach is somewhat questionable. There could be unintended consequences associated with this approach due to a potential lack of knowledge of all of the potential impacts of this use on adjacent uses as well as the consequences of changing urban land use patterns and residents' understanding of potential impacts over time.

As for community consultation, other than the initial public hearing process to amend the Zoning Bylaw to include setback distances, no additional public consultation process would be required related to the Zoning Bylaw. There would still need to be some form of public consultation as required by the Province's Guide; however, that process is unlikely to be as robust as the public hearing process that is required with rezoning applications, unless Council so directs.

4) Permit "Cannabis Retail" in certain Zones only:

This approach is similar to the approach currently used for Liquor Stores. Liquor Stores are a type of Retail Store but are dealt with separately in the Zoning Bylaw, a distinction that is recognized by case law, and are only allowed on land specifically zoned to allow them as a permitted use. Currently, Liquor Stores are only permitted in the following zones:

- Core Commercial Liquor [C-3A] Zone,
- Licensed Liquor Establishment [C-6] Zone,
- Licensed Liquor Establishment - Professional Office [C-6A] Zone,
- Comprehensive Development District No. 80 [CD No. 80] Zone, and
- Comprehensive Development District No. 99 [CD No. 99] Zone.

If this approach is applied to Cannabis Retail, then Zoning Bylaw Amendments are required to create

the distinction from other retail and to identify the zones where Cannabis Retail would be permitted. These amendments would go through the normal Council-initiated rezoning process, including a statutory public hearing.

It is noted that the Official Community Plan is silent on cannabis and marijuana related uses, therefore, it does not contain any impediments to locating Cannabis Retail on land designated as “Commercial Mixed-Use”, but it also does not require such location.

5) Requiring site-specific rezoning:

This approach first requires a series of amendments to the Zoning Bylaw that would completely prohibit Cannabis Retail sales and similar uses. This would mean that the only way to legally operate a Cannabis Retail outlet would be through site-specific rezoning. Requiring site-specific rezoning means that the public and Council would have an opportunity to adjudicate each application on its own merits based on the prevailing conditions at the time of the application.

As part of the rezoning process, Council would be able to consider the potential impacts of the proposed retail outlet on nearby citizens as well as the overall community impact. Issues such as: potential impacts on residents in the neighbourhood, compatibility with nearby land uses, impacts due to traffic, issues related to crime prevention through environmental design, and overall community acceptability, can all be considered through the rezoning process. In addition, there is an already well established robust statutory public consultation process that would not require the development of a new consultation process as it would for the previous options. There is also an existing bylaw requirement for the applicant to host a neighbourhood meeting early in the application process which represents an additional level of community consultation. This approach is understood in the community and represents the most transparent and accountable approach to regulating the size and location of Cannabis retail outlets.

**ALTERNATIVES:**

1. That the COTW receive Staff Report DEV-18-022 and direct staff to prepare a set of comprehensive amendments to the Zoning Bylaw, 1992, No. 2050 that would prohibit “Cannabis Retail” as a land use in Esquimalt but that could permit “Cannabis Retail” to be considered by Council through site specific rezoning.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.

B.C. Cannabis

# **PRIVATE RETAIL LICENSING GUIDE**

Applications and Operations



BRITISH  
COLUMBIA

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# B.C. Cannabis

# **PRIVATE RETAIL LICENSING GUIDE**

## Applications and Operations

In B.C., the wholesale distribution of non-medical cannabis will be solely through the Liquor Distribution Branch (LDB). The LDB will be the operator of government-run retail stores and the Liquor Control and Licensing Branch (LCLB) will be responsible for licensing and monitoring the retail sector using a mixed public/private model.

The rules governing retail stores will be similar to those currently in place for liquor, and public and private retailers will have similar operating rules. Note that while this document sets out Government's intentions for B.C.'s retail framework, it is subject to legislation yet to be passed at both the federal and provincial levels.

## Who is this guide for?

This guide provides information for those who are considering applying for a provincial licence to retail non-medical cannabis. It contains preliminary information to help applicants make business decisions and describes the application process. This information will also assist local governments in preparing for potential retail store applications within their communities.

The Province recognizes that retail access in rural areas will require a different approach than the one employed in urban communities. There is a separate section related to rural areas at the end of this document.

Engagement with Indigenous governments and organizations is an important element in the development of the provincial regulatory framework for non-medical cannabis. To ensure the retail model appropriately addresses the unique considerations that must be taken into account with respect to Indigenous peoples, the Province remains committed to working in partnership with Indigenous peoples, governments and organizations. These discussions are ongoing and will continue beyond the initial date of federal legalization of cannabis.

## Who is eligible?

All applicants will be assessed using the same evaluation criteria, which includes obtaining local government support and background checks of police/criminal records which will be examined on a case by case basis.

# Application Process

In spring 2018, the Province will launch an online application portal for individuals and businesses who are interested in applying for a non-medical cannabis retail licence. Additional information on applicant registration will be posted on the website <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation> as it becomes available.

## ■ What is the process for applying for a non-medical cannabis retail licence?

When the application portal opens, you may start the application process by entering the required information and documents. This will allow you to provide the required information early so that the assessment of your application can begin as soon as possible once the applicable legislation is passed.

## ■ How long will the application process take?

The Province is committed to conducting thorough reviews of applicants and applications in order to ensure that licensed retailers will operate in a safe and lawful manner. A significant number of applications are anticipated, and plans are being put in place to enable the applications to be processed as efficiently as possible.

## ■ Will there be an application fee?

Yes, each applicant will be required to pay an application fee and a licensing fee. The amount of the fees has not yet been determined. Once the fees have been determined, they will be posted here <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation>.

## Eligibility

### ■ If I operated an illegal dispensary prior to legalization, am I prohibited from receiving a licence to operate legally?

Having operated an illegal dispensary will not, on its own, exclude you from being considered for a licence. All applicants will be assessed using the same evaluation criteria, including background checks and local government support. Persons who have operated dispensaries prior to legalization will not receive preferential treatment in the provincial application process.

### ■ Does having a record of criminal activity exclude me, or a shareholder in my company, from obtaining a non-medical cannabis retail licence?

Having a record of criminal activity will not necessarily exclude you from obtaining a licence. As part of the required background check, police/criminal records will be examined on a case by case basis and evaluated in relation to their relevance to the application and the recentness of the activity or offence(s) committed. For example, low risk criminal activity may not exclude a person from becoming a licensee whereas associations with organized crime will exclude a person from becoming a licensee.

■ **I already have a liquor and/or tobacco licence. Am I automatically allowed to sell non-medical cannabis at my liquor store?**

No, you must apply for a non-medical cannabis retail licence. In addition, if you are granted a licence, you will be required to operate the non-medical retail cannabis store in a completely separate business location from any liquor and/or tobacco sales.

■ **If I, a family member, or a business partner, have an interest in a federally licensed producer or processor, can I be considered for a retail licence?**

Yes, a person or company may have an interest in both a producer and a retailer. However, the LCLB will place restrictions on the business relationship between the producer and the retailer. Where there is a close association (financial or otherwise) between a licensed producer and a non-medical cannabis retail business, the retail business will be prohibited from selling any products from the licensed producer. This restriction ensures that the market remains diverse and larger participants do not consolidate and control the market. The Province may create exceptions in the future to support micro-producers.

## ***Application: Required Information***

■ **Will I have to undergo a background check?**

Yes, you will be required to consent to a background check in order to be considered for a licence. Policy work is currently underway to determine which members of a corporation, partnership, or other legal business will be required to undergo a background check.

■ **What kind of information do I need to supply to the Province about my company?**

Depending on the type of entity your company is (corporation, partnership, society, etc.) the application system will prompt you to supply the related documents and names of partners, shareholders, directors, officers, and/or senior management.

■ **What information do I have to provide about my proposed location?**

You will need to provide the parcel identifier number (PID), proof of ownership or a copy of a fully executed lease that does not expire for at least 12 months from the date of licence approval, and a floor plan. If additional information is necessary it will be requested during the application process.

■ **Does my store have to be a certain distance from schools or other retailers?**

The Province will not impose distance requirements for non-medical cannabis retailers. However, local governments will have the authority to impose additional requirements. Therefore, you should inquire with your local government about local requirements before committing to a location.

■ **Are there any rules about what I can name my store?**

Your store name must be approved by the LCLB. The name of your store cannot be misleading as to what type of business you operate. As a non-medical cannabis retailer, you cannot choose a name that would lead people to believe you are a provider of medical cannabis. For example, the words “pharmacy”, “apothecary”, and “dispensary” all have meanings linked to the selling of medicines, so these words cannot be used in association with a non-medical cannabis store.

You must also comply with federal legislation and regulations respecting advertising and promotion.

## ***Application: Local Government Requirements***

The Province will permit local governments to decide whether they wish to have a non-medical cannabis retail store in their community. For the Province to issue a licence, applicants must have the support of the local government in the community where the proposed store would be located.

### **■ What is the process for obtaining local government support?**

The local government must ask residents in the vicinity of the proposed retail location to comment on how the store would impact the community. The local government must consider this public input when deciding whether or not to support the application and must notify the LCLB of their decision by way of a council resolution.

### **■ Can I get local government support in advance of the provincial application?**

The Province is working with local governments and the Union of B.C. Municipalities to develop the application process, including what information local governments will need to have in order to provide informed comments on the application. Further details will be announced once they are available. In the interim, it is recommended you check with your local government to ensure that you meet any criteria that are specific to your jurisdiction and to ensure that proper zoning is in place.

### **■ Do public stores have to go through the local government process?**

Yes, public stores must also have local government support.

## **Licences**

To sell non-medical cannabis in British Columbia, retailers will be required to obtain a licence from the Province. There will be two types of retail licences for:

- ▶ self-contained cannabis stores, and
- ▶ stores in rural communities.

### **■ Will there be a cap on the number of non-medical cannabis retail licences issued in B.C.?**

The Province is not capping the number of licences issued. However, local governments will have the authority to make local decisions based on the needs of their communities. This means that some local governments may choose not to allow retail cannabis stores, while others may choose to cap the number of stores that are permitted to operate within their jurisdiction.

### **■ I only want to sell medical cannabis; can I apply for a medical cannabis retail licence?**

No, medical cannabis will continue to be sold online by federally licensed producers only. However, like other Canadians, medical users will be able to buy cannabis from retailers of non-medical cannabis.

The federal government has committed to conducting a review of the medical cannabis system in five years.

■ **Will there be any restrictions on where a non-medical cannabis retail outlet can be located?**

The Province is not regulating the location of stores. However, local governments may choose to do so. For example, local governments may set requirements about the proximity of a store to another cannabis store, schools, daycares or other places.

■ **Will the Province be licensing consumption lounges?**

No, not at this time. The Province is focussed on introducing a safe and responsible retail non-medical cannabis sector; consideration will be given to other types of licences at a later date.

■ **Will sales of non-medical cannabis be permitted at outdoor festivals and other events?**

Initially, non-medical cannabis sales will only be permitted at the licenced retail site. Offsite sales may be considered in the future.

## Operations

Provincial and federal governments are committed to ensuring that non-medical cannabis is sold in a lawful, responsible manner. To this end, a range of requirements will be put in place; from who a retailer can buy product from, to who may enter a store, to what type of products may be sold.

### *Operations: Physical store*

■ **Are there any rules about the physical layout or construction of my store?**

To protect youth, the federal government requires that cannabis products must not be visible from outside your store. There will be many different ways for you to achieve this requirement (e.g. window designs). In addition, please remember that you must comply with federal requirements respecting advertising and promotion.

■ **Are there any security requirements for my location?**

You have a strong incentive to secure your premises both during and after operating hours to protect your inventory from theft. The Province is considering what security requirements will be necessary. In addition, local governments may also choose to impose security requirements.

■ **Can I sell non-medical cannabis as part of another business such as a liquor store or pharmacy?**

Not at this time. The Province may consider exceptions in the future, but for now, your non-medical cannabis retail store must be a self-contained business.

There will be exceptions for rural stores, similar to rural liquor stores. The criteria for determining rural areas are currently under development.

## Operations: General

### ■ Can minors enter my store?

No. Unlike liquor stores, where minors are permitted if they are accompanied by a parent or guardian, minors must not enter your cannabis retail store.

There will be exceptions for rural stores to allow entrance by minors. The criteria for determining rural areas are under development.

### ■ What hours can I be open?

Cannabis retail stores can operate between 9 am to 11 pm unless further restrictions are put in place by your local government.

### ■ Are there any rules around pricing?

Policy work is ongoing and information on pricing will be made available as soon as possible.

### ■ Is there a limit on how much non-medical cannabis I can sell to a person?

The proposed federal *Cannabis Act* prohibits an individual from possessing in a public place a total amount of non-medical cannabis, in any authorized form, that is equivalent to more than 30 grams of dried cannabis. Non-medical cannabis must not be sold in amounts greater than this.

This means that if you sell different forms of non-medical cannabis to a single customer, the combined total amount sold must not exceed the equivalent amount of 30 grams of dried cannabis.

Equivalent amounts to 30 grams of dried non-medical cannabis for other cannabis products are listed in Schedule 3 of the proposed federal *Cannabis Act*.

### ■ Can I sell products online?

No, only the public retailer will be permitted to sell non-medical cannabis products online at this time. Consideration may be given to allowing private online sales in the future.

### ■ Can people consume non-medical cannabis in my store?

No. Consumption of any kind will not be permitted in the store, and providing samples will not be permitted.

### ■ Can I deliver my products?

No, retailers will not be permitted to offer a delivery service.

### ■ Do my employees and/or I need any special training or background checks?

In collaboration with industry, the Province will develop a mandatory training program for non-medical cannabis retail employees, which will be implemented over time. The Province will also be developing a registration requirement for employees which will include background checks. Details of this program are still being developed. Information will be provided as soon as that work is complete.

### ■ **Where do I have to store my inventory?**

All cannabis products will be required to be stored at your retail site. No offsite storage will be permitted.

### ■ **Will I be required to have a certain product tracking/inventory control system?**

The federal government has committed to creating a national seed-to-sale tracking system. This is currently under development and more information on retailers' responsibilities in relation to this system will be announced as it becomes available.

### ■ **Can I advertise my product?**

The federal government is regulating the advertisement of cannabis under the proposed *Cannabis Act* (Bill C-45). See the "Further Resources" section at the end of this document for a link to the Bill.

### ■ **Can my store sponsor events or teams?**

The federal government is regulating sponsorship under the proposed *Cannabis Act* (Bill C-45). See the "Further Resources" section at the end of this document for a link to the Bill.

## Supply

### ■ **How do I obtain non-medical cannabis to sell in my store?**

The LDB will be the only source of legal wholesale non-medical cannabis. Retailers will not be permitted to purchase any cannabis products directly from licensed producers or any other source.

### ■ **Can I make financial arrangements with federally licensed producers?**

You cannot accept or request any inducement from a producer. This means you must not:

- ▶ pay money to secure access to a supplier's product;
- ▶ request money from a supplier in return for providing benefits such as preferential shelf space;
- ▶ accept money in exchange for agreeing not to stock a competitor's product.
- ▶ make agreements that give a retailer exclusive access to a producer's product, or product line.

### ■ **What types of non-medical cannabis can I sell?**

You can sell dried cannabis, cannabis oils and seeds that comply with federal requirements.

### ■ **Can I sell edibles?**

No, the proposed federal *Cannabis Act* does not permit the commercial production of edibles at this time. Therefore, you cannot legally sell them. The federal government has stated that edibles will be regulated within 12 months of legalization.



### ■ What else can I sell besides dried cannabis and cannabis oil?

You may sell “cannabis accessories,” as defined in the proposed federal *Cannabis Act*:

*“Cannabis accessory” means a thing, including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis.*

You cannot sell snacks, tobacco or other non-cannabis related items.

### ■ What format will cannabis products be distributed in?

LDB will distribute pre-packaged product only, with labelling compliant with federal standards, in ready-to-sell formats (no bulk products). The product brands belong to the licensed federal producers.

Retailers will not be authorized to re-package the product with their own branding. Information about specific size formats will be confirmed at a later date.

## Inspections and Compliance

To ensure that non-medical cannabis is being sold in a lawful and responsible manner, the Province will establish a compliance program that will include education, inspection and enforcement activities. The focus will be on encouraging voluntary compliance.

### ■ How often will I be inspected?

Your store will be inspected at least once annually and any time the LCLB investigates a complaint about your store.

### ■ What happens if I am found to be out of compliance?

If an inspector observes a contravention of the provincial legislation at your establishment, you will be issued a Contravention Notice and the inspector may recommend enforcement action. Penalties for contraventions are under development, but could include a monetary penalty or a licence suspension or cancellation. There will be a reconsideration process for licensees that wish to challenge the result of an enforcement hearing.

### ■ Can the police enter and inspect my store?

Yes, police can enter and inspect your store to ensure you are operating in compliance with the legal requirements.

### ■ What should I do with any product I have obtained from unlicensed sources?

Once you have been issued your licence you must not sell cannabis obtained from a source other than the LDB.

# Rural Areas

The Province is aware that it may be necessary to introduce special provisions for rural areas in order to provide access to non-medical cannabis to rural populations.

- **Can an existing business in a rural area be authorized to sell non-medical cannabis, like they are for liquor?**

The Province is considering this possibility because a self-contained non-medical cannabis retail store may not be a viable business in some rural areas.

- **Will the rural agency store model (RAS) used for liquor be used for cannabis?**

Many of the operational requirements of the RAS model used for liquor may be applied to non-medical cannabis. However, the Province is still evaluating how to best meet the need for rural access.

- **If I operate a RAS, will I automatically be able to sell non-medical cannabis?**

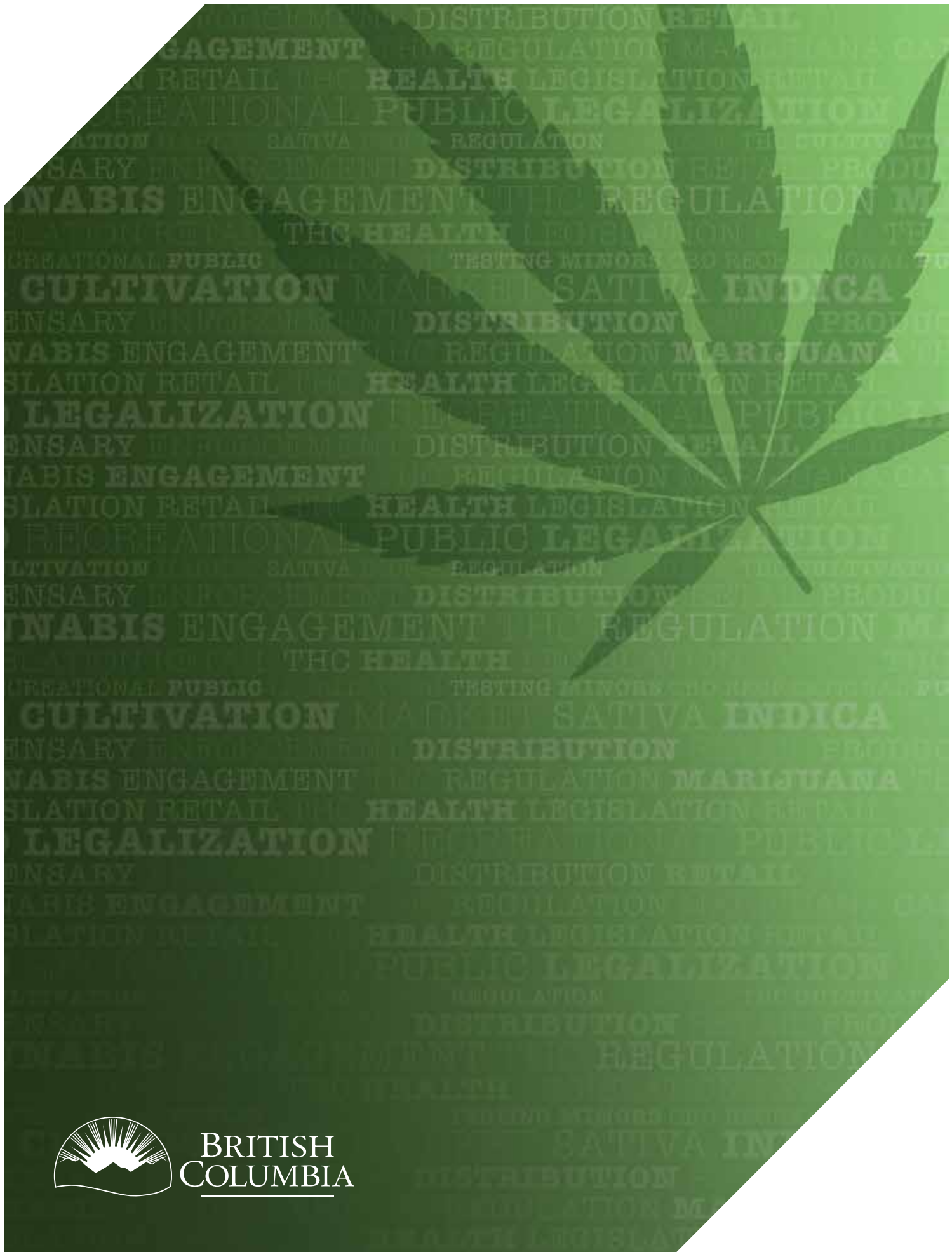
No, if a current RAS operator is interested in retailing non-medical cannabis, they will be required to apply for a licence specifically for non-medical cannabis.

## Further Resources

Bill C-45 the draft federal Act can be found here <http://www.parl.ca/LegisInfo/BillDetails.aspx?billId=8886269>

Contact information: [cannabisregs@gov.bc.ca](mailto:cannabisregs@gov.bc.ca)





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