



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

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

Monday, June 17, 2019

7:00 PM

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. MINUTES

- 1) [19-298](#) Minutes of the Special Committee of the Whole, May 13, 2019

Attachments: [2019 05 13 Special COTW Minutes - Draft](#)

- 2) [19-299](#) Minutes of the Regular Committee of the Whole, May 13, 2019

Attachments: [2019 05 13 Regular COTW Minutes - Draft](#)

- 3) [19-300](#) Minutes of the Special Committee of the Whole, May 21, 2019

Attachments: [2019 05 21 Special COTW Minutes - Draft](#)

- 4) [19-301](#) Minutes of the Special Committee of the Whole, June 10, 2019

Attachments: [2019 06 10 Special COTW Minutes - Draft](#)

5. PRESENTATION

- 1) [19-302](#) Evan Southern, Police Board Representative - Verbal Update

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

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

7. STAFF REPORTS

Administration

- 1) [19-264](#) Amendment to Council Policy re Conference Attendance by Elected Officials, Staff Report ADM-19-016

Recommendation:

That the Committee of the Whole receive Staff Report ADM-19-016 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: [Current Policy ADMIN-38 \(Conference Attendance by Elected Officials\)](#)
[Draft Revised Policy ADMIN-38 \(Conference Attendance by Elected Officials\)](#)

Engineering and Public Works

- 2) [19-295](#) Selkirk Avenue Speed Control Measures, Staff Report EPW-19-018

Recommendation:

That the Committee of the Whole receive Staff Report EPW-19-018 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: [Attachment 1 - Traffic Counts for Selkirk Network](#)

- 3) [19-297](#) Potential Corridor Cross-Sections: Lyall Street Corridor, Staff Report EPW-19-019

Recommendation:

That the COTW receive Staff Report EPW-19-019 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: [Attachment 1 - Costs for Options](#)

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**



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Special Committee of the Whole

Monday, May 13, 2019

5:45 PM

Esquimalt Council Chambers

Present 7 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Tim Morrison
 Councillor Jane Vermeulen

Staff: Laurie Hurst, Chief Administrative Officer
 Jeff Miller, Director of Engineering & Public Works
 Bill Brown, Director of Development Services
 Ian Irvine, Director of Financial Services
 Blair McDonald, Director of Community Safety Services
 Scott Hartman, Director of Parks and Recreation
 Vicki Gannon, Director of Human Resources
 Anja Nurvo, Director of Corporate Services
 Deborah Liske, Recording Secretary

1. **CALL TO ORDER**

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

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

4. **STAFF REPORTS**

- 1) [19-226](#) Strategic Priorities and Goals 2019 - 2023
- 2) [19-227](#) Operational Strategies 2019 First Period Updated Chart
- 3) [19-220](#) CAO - 2019 First Period Report, Staff Report ADM-19-012

The CAO responded to questions from Council.

Council comments included:

- * Completion timeline of Town Square project
- * Ombudsperson findings

- 4) [19-217](#) Corporate Services - 2019 First Period Report, Staff Report ADM-19-013

Staff responded to questions from Council.

Council comments included:

- * Communications Specialist doing excellent job / request a formal introduction at a Council meeting
- * Current Council photo for display in Council Chambers

- 5) [19-192](#) Community Safety Services - 2019 First Period Report, Staff Report CSS-19-008

Council thanked the Church of the Nazarene, Belmont Properties and volunteers for the assistance provided to residents of the Craigflower Road apartment building affected by the recent fire, Council also noted the leadership of the Director of Community Safety Services and the Emergency Program Manager. Mayor Desjardins has written letters of appreciation on behalf of Mayor and Council to the fire departments that provided assistance.

Staff responded to questions from Council.

Council comments included:

- * Send letters of appreciation to all agencies and groups who provided assistance and support with the Craigflower Road apartment building fire
- * Status of expired temporary use permit for 2 Burley Men
- * Standards for derelict / vacant properties

- 6) [19-199](#) Financial Services and Information Technology Departments - 2019 First Period Report, Staff Report FIN-19-008

- 7) [19-216](#) Engineering & Public Works, 2019 First Period Report, Staff Report EPW-19-014

Staff responded to questions from Council.

Council comments included:

- * Yard and garden waste from Canteen Road site transported to Ellis Recycling for processing
- * Recycling referenced in report is for municipal buildings
- * Blue box sizes - determined by Emterra for CRD program
- * Streets and roads line painting - major work, contractor with specialized equipment; small jobs, Municipal Public Works Department
- * Paint used - industry standard

- * Identification of grants for completing Lyall Street as a part of green transportation network
- * Condition of road patching on sewage pipeline roads
- * Public input and engagement for future plans for roads and sidewalks
- * Integrated Resource Management process for kitchen scraps and garden waste
- * Manager of Engineering vacancy impact on department
- * Decision making process for pedestrian controlled crosswalk and traffic light type and locations

8) [19-222](#) Development Services - 2019 First Period Report, Staff Report DEV-19-037

Staff responded to questions from Council.

Council comments included:

- * Status / timeline of cannabis rezoning applications
- * Encourage developers to provide 3D modelling / architectural models

9) [19-223](#) Parks and Recreation Services Department - 2019 First Period Report, Staff Report P&R-19-006

Staff responded to questions from Council.

Council comments included:

- * Music bingo successful
- * Esquimalt High School field grant
- * Need communication strategy / education component on decision making process on tree removal / replacement on public and private lands
- * Include statistics on tree removal / replacement / reasons in Period Report
- * Youth Centre use - is an increase in hours / days needed
- * Daycare and Out of School Care spaces full - encouraged to see possibility of additional openings
- * Future of Crystal Pool and effects on Esquimalt Recreation Centre

10) [19-225](#) Fire Department - 2019 First Period Report, Staff Report FIRE-19-002

Council comment included:

- * Council review of final fire investigation report for April 7, 2019 Craigflower Road apartment fire

Moved by Councillor Brame, seconded by Councillor Hundleby: That all 2019 First Period staff reports be received with thanks. Carried Unanimously.

5. PUBLIC QUESTION AND COMMENT PERIOD

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

Lynda O'Keefe, *resident*, unsightly lawns need enforcement and yellow road markings wear off quickly.

6. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Special Committee of the Whole meeting be adjourned at 6:29 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT



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1. **CALL TO ORDER**

Mayor Desjardins called the Regular Committee of the Whole meeting to order at 7:01 PM.

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

2. **LATE ITEMS**

The following late item was added to the agenda:

(1) Add to Item 6. **STAFF REPORTS:** (1) Draft 2019 - 2023 Strategic Priorities and Goals, Staff Report ADM-19-010:

* Letter from Corey Burger, Policy & Infrastructure Chair, Greater Victoria Cycling Coalition, with enclosure, received by email dated May 13, 2019, Re: GVCC letter on 2019-2023 Strategic Plan

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Brame, seconded by Councillor Hundleby: That the agenda be approved as amended with the inclusion of the late item. Carried Unanimously.

4. **MINUTES**

- 1) [19-228](#) Minutes of the Special Committee of the Whole meeting, March 11, 2019
- 2) [19-229](#) Minutes of the Regular Committee of the Whole, March 11,

2019

- 3) [19-230](#) Minutes of the Special Committee of the Whole, March 25, 2019
- 4) [19-231](#) Minutes of the Special Committee of the Whole, April 8, 2019
- 5) [19-232](#) Minutes of the Special Committee of the Whole, April 15, 2019

Moved by Councillor Brame, seconded by Councillor Morrison: That the Minutes of the Special Committee of the Whole meeting, March 11, 2019, Minutes of the Regular Committee of the Whole, March 11, 2019, Minutes of the Special Committee of the Whole, March 25, 2019, Minutes of the Special Committee of the Whole, April 8, 2019, Minutes of the Special Committee of the Whole, April 15, 2019 be adopted as circulated. Carried Unanimously.

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

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

Antonna Lundgren, *resident*, is opposed to non-essential and unappealing aesthetics on boulevards, the Guide to Boulevard Modifications policy lacks neighbourhood consultation opportunity and creates potential for conflict with neighbours.

Marie Fidoe, *resident*, requested a review of how boulevard modifications are administered, include public input and neighbourhood consultation in the Boulevard Modifications policy and expressed displeasure with some boulevard modifications approved in the past.

Brent Molnar, *resident*, strengthen Boulevard Modifications policy to allow for staff and Council to require applicant to make any required alterations deemed inappropriate and include community consultation.

Mike Simpson, *resident*, did not speak - wanted to talk about 681 / 685 Admirals Road.

Tim Murphy, *resident*, Boulevard Modifications policy is confusing, unclear, arbitrary and can be costly when required to "undo" the modification.

Ken Snowsell, *resident*, Boulevard Modifications policy lacks rules and community consultation.

Corey Burger, *resident*, suggests Strategic Plan includes the development of an active transportation plan by end of 2020 and commit to the building of two all ages and abilities bikeway corridors by the end of 2023.

Sherri Robinson, *resident*, boulevards are public lands and heritage and history of Esquimalt is being destroyed by some boulevard modifications.

Barb Von Sacken, *resident*, Boulevard Modifications policy is missing public consultation, consistent application of policy needed and neighbourhood characteristics consideration.

Muriel Dunn, *resident*, Boulevard Modifications policy needs revision, public consultation and lacks control over what happens.

Charlotte Snowsell, *resident*, Boulevard Modifications policy needs to include safety measures for sidewalks and crosswalks.

Norah Macey, *resident*, Strategic Plan wording for cycling infrastructure is vague and needs something stronger and more clear to move bicycle infrastructure forward which would include separated protected two lane bike lanes to feel safe.

6. STAFF REPORTS

Administration

- 1) [19-174](#) Draft 2019 - 2023 Strategic Priorities and Goals, Staff Report ADM-19-010

CAO provided an overview of the changes to the Draft 2019 - 2023 Strategic Priorities and Goals and responded to questions from Council.

Council reviewed the highlighted areas of the comments received on the draft 2019 - 2023 Strategic Priorities and provided the following comments (Staff response in italics):

Environmental Advisory Committee Comments #4 and #5

* Include climate emergency in strategic plan. *January discussion as budget implications in to 2020 - 2023*

Parks and Recreation Advisory Committee #14, #15 and #17

* Approve staff recommended wording changes

Louise Blight #30 - Natural environment outside of parks

* Council is comfortable with current direction

Bruce Cuthbert #32 - Multi-Family Zone, Business Licence for Residential Rentals and Housing First Program

* Staff to bring forward a staff report on housing as it pertains to single

family dwelling rentals, landlord occupied / non-occupied residences, tenants. *Staff report will outline what can and cannot be regulated.*

- * Staff report on business licenses for residential property rentals

Esquimalt Chamber of Commerce # 33 - Vision and Assistance

- * Revisit in future with input from Chamber, when review Economic Development Strategy

Other comments:

- * Suggest word changes to remove "traffic" from "Research and consider best practices for multi-modal traffic initiatives and strategies" - to include all modes of transportation as "traffic" is often thought of as vehicular. *Will update and move completion dates to 2020.*
- * Emphasis on sharing roadway and spaces
- * Pull all areas that touch on active transportation under one area. *Can be listed as an operational strategy in 2020.*
- * Public consultation and development of the Active Transportation plan? *Staff and outside expertise to develop and public consultation*
- * Establish all ages and abilities bikeways on two corridors by 2023. *Bring back to Council in January with active transportation plan*
- * Confirm roadways can handle capacity

The meeting recessed at 7:57 PM. and resumed at 8:02 PM with all members of Council present.

Engineering and Public Works

- 2) [19-221](#) Township Guide to Boulevard Modifications, Staff Report EPW-19-015

The Director of Engineering and Public Works provided an overview of the development of the Guide to Boulevard Modifications policy, the four options for discussion and responded to questions from Council.

Council comments included:

- * Modifications already completed - retroactive compliance
- * Public input / neighbourhood / community consultation
- * Create process similar to property development public consultation, onus on property owner to consult neighbours; create guidelines for public consultation
- * Consultation area / process
- * Identification of boulevard location
- * Stronger enforcement / conflict resolution / complaint process
- * Clearly defined restrictions, allowable modifications and acceptable uses
- * Fees and charges
- * Gardening only, no permanent structures or infrastructure, natural elements only

- * Council can change their mind and revoke permit
- * Constant reviews and requests for changes become onerous for staff
- * Retroactivity - some work could be grandfathered
- * Purpose is for beautification
- * Maintenance and upkeep
- * Additional discussion at a future Committee of the Whole meeting

Development Services

- 3) [19-218](#) Discussion of Council Motion Re: Three-Bedroom Units in Multi-unit Residential Developments, Staff Report DEV-19-043

Council comments:

- * Flexibility for Council, staff and developers to work towards family friendly housing
- * Minimum of 10% three bedroom units good starting point but could be very high depending on total number of units in building
- * Some developments not suitable for family friendly housing, lack outdoor, family / kid friendly spaces
- * Comprehensive developments override other restrictions
- * Influencing demographics by building large numbers of bachelors, 1 bedroom and 2 bedroom units
- * Need to build housing stock that will match demographics for now and in the future
- * Affordability
- * Cannot restrict 3 bedroom units to families only
- * Developers will respond to market demand for three bedroom units

Moved by Councillor Hundleby, seconded by Councillor Brame: That the Committee of the Whole direct staff to prepare a staff report for Council that would recommend rescinding the Motion passed by Council on October 1, 2018 related to Three-bedroom units in multi-unit residential developments. Carried.

In Favour: 6 - Mayor Desjardins, Councillor Armour, Councillor Brame, Councillor Hundleby, Councillor Morrison, and Councillor Vermeulen

Opposed: 1 - Councillor Helliwell

7. MAYOR'S AND COUNCILLORS' REPORTS

- 1) [19-233](#) Volunteer Recognition Dinner - Discussion, Mayor Desjardins

Mayor Desjardins reviewed the costs associated with the Volunteer Recognition event.

Council comments:

- * Volunteers are invaluable
- * Recognition is important
- * Cost is not unreasonable
- * Allow spouses
- * RSVP alternatives / reminders / Eventbrite
- * Location options - large enough to accommodate - cost considerations
- * Sit-down dinner preferred
- * Day of the week consideration - Sunday may be better
- * Continue with recognition event

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.

Brent Molnar, *resident*, Boulevard Alteration policy speaks to staff review, looking at the neighbourhood and type of install that happens, Council is the authority to set the tone for the neighbourhood and can take immediate action.

Marie Fidoe, *resident*, parts of Boulevard Alteration policy can be enforced now, neighbourhood consultation needed with adjacent property owners having a higher level of consultation and privacy concern with surveillance cameras pointed at street.

Muriel Dunn, *resident*, volunteers work hard to help others, volunteers know they are appreciated, do not need an expensive dinner and if Council feels the need to recognize volunteers do not need to spend so much money.

Ken Snowsell, *resident*, allow nothing on the boulevard; mow and keep tidy.

Doug Scott, *resident*, enquired whether Strategic Priorities and Goals will be coming back to Council for additional discussion.

Sherri Robinson, *resident*, like boulevards that are grass and trees, Old Esquimalt Road is historic, parts are a Garry Oak Meadow and is saddened at the outcome of some boulevard alterations.

Tim Murphy, *resident*, improved communication and clarity between departments during review and approval processes.

Charlotte Snowsell, *resident*, suggested Council view the lighting causing concern for neighbours on Old Esquimalt Road.

9. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Regular Committee of the Whole meeting be adjourned at 9:24 PM.

Carried Unanimously.

MAYOR BARBARA DESJARDINS
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ANJA NURVO, CORPORATE OFFICER
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Antonna Lundgren, *resident*, is opposed to non-essential and unappealing aesthetics on boulevards, the Guide to Boulevard Modifications policy lacks neighbourhood consultation opportunity and creates potential for conflict with neighbours.

Marie Fidoe, *resident*, requested a review of how boulevard modifications are administered, include public input and neighbourhood consultation in the Boulevard Modifications policy and expressed displeasure with some boulevard modifications approved in the past.

Brent Molnar, *resident*, strengthen Boulevard Modifications policy to allow for staff and Council to require applicant to make any required alterations deemed inappropriate and include community consultation.

Mike Simpson, *resident*, did not speak - wanted to talk about 681 / 685 Admirals Road.

Tim Murphy, *resident*, Boulevard Modifications policy is confusing, unclear, arbitrary and can be costly when required to "undo" the modification.

Ken Snowsell, *resident*, Boulevard Modifications policy lacks rules and community consultation.

Corey Burger, *resident*, suggests Strategic Plan includes the development of an active transportation plan by end of 2020 and commit to the building of two all ages and abilities bikeway corridors by the end of 2023.

Sherri Robinson, *resident*, boulevards are public lands and heritage and history of Esquimalt is being destroyed by some boulevard modifications.

Barb Von Sacken, *resident*, Boulevard Modifications policy is missing public consultation, consistent application of policy needed and neighbourhood characteristics consideration.

Muriel Dunn, *resident*, Boulevard Modifications policy needs revision, public consultation and lacks control over what happens.

Charlotte Snowsell, *resident*, Boulevard Modifications policy needs to include safety measures for sidewalks and crosswalks.

Norah Macey, *resident*, Strategic Plan wording for cycling infrastructure is vague and needs something stronger and more clear to move bicycle infrastructure forward which would include separated protected two lane bike lanes to feel safe.

6. STAFF REPORTS

Administration

- 1) [19-174](#) Draft 2019 - 2023 Strategic Priorities and Goals, Staff Report ADM-19-010

CAO provided an overview of the changes to the Draft 2019 - 2023 Strategic Priorities and Goals and responded to questions from Council.

Council reviewed the highlighted areas of the comments received on the draft 2019 - 2023 Strategic Priorities and provided the following comments (Staff response in italics):

Environmental Advisory Committee Comments #4 and #5

* Include climate emergency in strategic plan. *January discussion as budget implications in to 2020 - 2023*

Parks and Recreation Advisory Committee #14, #15 and #17

* Approve staff recommended wording changes

Louise Blight #30 - Natural environment outside of parks

* Council is comfortable with current direction

Bruce Cuthbert #32 - Multi-Family Zone, Business Licence for Residential Rentals and Housing First Program

* Staff to bring forward a staff report on housing as it pertains to single

family dwelling rentals, landlord occupied / non-occupied residences, tenants. *Staff report will outline what can and cannot be regulated.*

- * Staff report on business licenses for residential property rentals

Esquimalt Chamber of Commerce # 33 - Vision and Assistance

- * Revisit in future with input from Chamber, when review Economic Development Strategy

Other comments:

- * Suggest word changes to remove "traffic" from "Research and consider best practices for multi-modal traffic initiatives and strategies" - to include all modes of transportation as "traffic" is often thought of as vehicular. *Will update and move completion dates to 2020.*
- * Emphasis on sharing roadway and spaces
- * Pull all areas that touch on active transportation under one area. *Can be listed as an operational strategy in 2020.*
- * Public consultation and development of the Active Transportation plan? *Staff and outside expertise to develop and public consultation*
- * Establish all ages and abilities bikeways on two corridors by 2023. *Bring back to Council in January with active transportation plan*
- * Confirm roadways can handle capacity

The meeting recessed at 7:57 PM. and resumed at 8:02 PM with all members of Council present.

Engineering and Public Works

- 2) [19-221](#) Township Guide to Boulevard Modifications, Staff Report EPW-19-015

The Director of Engineering and Public Works provided an overview of the development of the Guide to Boulevard Modifications policy, the four options for discussion and responded to questions from Council.

Council comments included:

- * Modifications already completed - retroactive compliance
- * Public input / neighbourhood / community consultation
- * Create process similar to property development public consultation, onus on property owner to consult neighbours; create guidelines for public consultation
- * Consultation area / process
- * Identification of boulevard location
- * Stronger enforcement / conflict resolution / complaint process
- * Clearly defined restrictions, allowable modifications and acceptable uses
- * Fees and charges
- * Gardening only, no permanent structures or infrastructure, natural elements only

- * Council can change their mind and revoke permit
- * Constant reviews and requests for changes become onerous for staff
- * Retroactivity - some work could be grandfathered
- * Purpose is for beautification
- * Maintenance and upkeep
- * Additional discussion at a future Committee of the Whole meeting

Development Services

- 3) [19-218](#) Discussion of Council Motion Re: Three-Bedroom Units in Multi-unit Residential Developments, Staff Report DEV-19-043

Council comments:

- * Flexibility for Council, staff and developers to work towards family friendly housing
- * Minimum of 10% three bedroom units good starting point but could be very high depending on total number of units in building
- * Some developments not suitable for family friendly housing, lack outdoor, family / kid friendly spaces
- * Comprehensive developments override other restrictions
- * Influencing demographics by building large numbers of bachelors, 1 bedroom and 2 bedroom units
- * Need to build housing stock that will match demographics for now and in the future
- * Affordability
- * Cannot restrict 3 bedroom units to families only
- * Developers will respond to market demand for three bedroom units

Moved by Councillor Hundleby, seconded by Councillor Brame: That the Committee of the Whole direct staff to prepare a staff report for Council that would recommend rescinding the Motion passed by Council on October 1, 2018 related to Three-bedroom units in multi-unit residential developments. Carried.

In Favour: 6 - Mayor Desjardins, Councillor Armour, Councillor Brame, Councillor Hundleby, Councillor Morrison, and Councillor Vermeulen

Opposed: 1 - Councillor Helliwell

7. MAYOR'S AND COUNCILLORS' REPORTS

- 1) [19-233](#) Volunteer Recognition Dinner - Discussion, Mayor Desjardins

Mayor Desjardins reviewed the costs associated with the Volunteer Recognition event.

Council comments:

- * Volunteers are invaluable
- * Recognition is important
- * Cost is not unreasonable
- * Allow spouses
- * RSVP alternatives / reminders / Eventbrite
- * Location options - large enough to accommodate - cost considerations
- * Sit-down dinner preferred
- * Day of the week consideration - Sunday may be better
- * Continue with recognition event

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.

Brent Molnar, *resident*, Boulevard Alteration policy speaks to staff review, looking at the neighbourhood and type of install that happens, Council is the authority to set the tone for the neighbourhood and can take immediate action.

Marie Fidoe, *resident*, parts of Boulevard Alteration policy can be enforced now, neighbourhood consultation needed with adjacent property owners having a higher level of consultation and privacy concern with surveillance cameras pointed at street.

Muriel Dunn, *resident*, volunteers work hard to help others, volunteers know they are appreciated, do not need an expensive dinner and if Council feels the need to recognize volunteers do not need to spend so much money.

Ken Snowsell, *resident*, allow nothing on the boulevard; mow and keep tidy.

Doug Scott, *resident*, enquired whether Strategic Priorities and Goals will be coming back to Council for additional discussion.

Sherri Robinson, *resident*, like boulevards that are grass and trees, Old Esquimalt Road is historic, parts are a Garry Oak Meadow and is saddened at the outcome of some boulevard alterations.

Tim Murphy, *resident*, improved communication and clarity between departments during review and approval processes.

Charlotte Snowsell, *resident*, suggested Council view the lighting causing concern for neighbours on Old Esquimalt Road.

9. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Regular Committee of the Whole meeting be adjourned at 9:24 PM.

Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

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

Special Committee of the Whole

Tuesday, May 21, 2019

5:45 PM

Esquimalt Council Chambers

Present 7 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Tim Morrison
 Councillor Jane Vermeulen

Councillor Vermeulen via conference phone.

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

1. **CALL TO ORDER**

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

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

4. **PRESENTATION**

1. [19-240](#) Dr. Eileen Pepler - Medical Services Needs Assessment

Dr. Eileen Pepler, Pepler Group, thanked Council for their support, provided an overview of the Esquimalt Community Health Needs Assessment Report, presented a PowerPoint Presentation and responded to questions from Council. Dr. Pepler provided information to develop primary healthcare options for the Township due to limited services currently available for the community and encouraged collaboration and communication to develop a business case to support a long-term solution for funding and resources.

Moved by Mayor Desjardins, seconded by Councillor Morrison: That Council direct staff to prepare a staff report for Council consideration on resourcing and funding towards actioning the recommendations of both the South Island Division of Family Practice and Dr. Pepler's Report. Carried Unanimously.

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

Mayor Desjardins called three times for public input and there was none.

6. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Helliwell: That the Special Committee of the Whole be adjourned at 6:55 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

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

Special Committee of the Whole

Tuesday, May 21, 2019

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 Councillor Tim Morrison
 Councillor Jane Vermeulen

Councillor Vermeulen via conference phone.

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

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2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

4. **PRESENTATION**

1. [19-240](#) Dr. Eileen Pepler - Medical Services Needs Assessment

Dr. Eileen Pepler, Pepler Group, thanked Council for their support, provided an overview of the Esquimalt Community Health Needs Assessment Report, presented a PowerPoint Presentation and responded to questions from Council. Dr. Pepler provided information to develop primary healthcare options for the Township due to limited services currently available for the community and encouraged collaboration and communication to develop a business case to support a long-term solution for funding and resources.

Moved by Mayor Desjardins, seconded by Councillor Morrison: That Council direct staff to prepare a staff report for Council consideration on resourcing and funding towards actioning the recommendations of both the South Island Division of Family Practice and Dr. Pepler's Report. Carried Unanimously.

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

Mayor Desjardins called three times for public input and there was none.

6. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Helliwell: That the Special Committee of the Whole be adjourned at 6:55 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

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

Special Committee of the Whole

Monday, June 10, 2019

5:45 PM

Esquimalt Council Chambers

Present 6 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Jane Vermeulen

Absent 1 - Councillor Tim Morrison

Staff: Laurie Hurst, Chief Administrative Officer
 Anja Nurvo, Director of Corporate Services
 Alicia Ferguson, Administrative Assistant/ Deputy Corporate Officer
 Rachel Dumas, Recording Secretary

Other: Chief Del Manak, VicPD
 Deputy Chief Jason Laidman, VicPD
 Deputy Chief Colin Watson, VicPD
 Mark McIntyre, Director, Community Engagement, VicPD
 Kate Salholm, Business Analyst, VicPD

1. **CALL TO ORDER**

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

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

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

4. **PRESENTATION**

1) [19-280](#) Victoria Police Department Strategic Plan

Chief Del Manak introduced Victoria Police Department staff, provided an overview of VicPD Strategic Plan Council engagement session, presented a PowerPoint Presentation and responded to questions from Council.

Chief Manak requested input from Council in three main areas:

- * Support Community Safety
- * Enhance Public Trust
- * Achieve Organizational Excellence

Council comments included:

- * Prioritize with existing resources and proactive policing
- * Opportunities for public to volunteer eg: block watch
- * Police presence and visibility in community on foot or bicycle
- * Building relationships with residents including youth
- * Extended bicycle patrol for the Summer months
- * Enhancing safety in school areas
- * Enhance community engagement and build on crime prevention programs
- * Screening process and limitations of authority for Reserve Officers
- * Achieving a balance between prevention and enforcement
- * Enhance relationship and communication with dispatch service
- * Acknowledging different communities have different needs
- * Deliver positive messages to community
- * Employee health and well-being and timely support for members
- * Understanding and implementing Framework Agreement
- * Budget process with focus on achieving common goals
- * Introduce Positive Tickets initiative for youth in the community

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

Mayor Desjardins called three times for public input and there was none.

6. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Special Committee of the Whole be adjourned at 6:31 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-264

REQUEST FOR DIRECTION

DATE: June 4, 2019

Report No. ADM-19-016

TO: Laurie Hurst, Chief Administrative Officer

FROM: Anja Nurvo, Director of Corporate Services

SUBJECT:

Amendment to Council Policy ADMIN-38 'Conference Attendance by Elected Officials'

ESSENTIAL QUESTION:

Does Council wish to provide direction on required revisions to Council Policy ADMIN-38 based on the recent Motion regarding conference attendance by Elected Officials?

RECOMMENDATION:

That the Committee of the Whole receive Staff Report ADM-19-016 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:

A copy of existing Council Policy ADMIN-38 is attached. This Policy was last revised on February 23, 2015 to provide in clause 2 that "Members of Council may attend the annual or like national conferences [of FCM] twice per four year term."

The Policy was subsequently reviewed at the Committee of the Whole meeting held on October 17, 2016. At that meeting, Council passed the following Motion:

"That the Committee of the Whole receive Staff Report No. ADM-16-025 for information, provide direction that no further revisions are required to Council Policy ADMIN-38, direct staff to include in the core budget, starting with the 2017 budget, the cost of all members of Council to attend both the AVICC and UBCM conferences on an annual basis."

As directed, the practice for the next few years was for staff to include in the draft budget the full amount for all members of Council to attend both AVICC and UBCM, and during budget deliberations Council directed that the amount be reduced. Accordingly, staff has resumed the previous practice of including in the core budget the amount for 3 members of Council to attend both the AVICC and UBCM, and including as a supplemental request the amount for the remaining 4 members to attend

for that year. During budget deliberations, Council would determine how many members of Council were planning on attending the conferences for that year and the budget amount would be adjusted accordingly.

At the Council meeting held on May 6, 2019, Council passed the following Motion:

“WHEREAS: Council wishes to ensure a level of taxation that is fair and appropriate for Esquimalt residents, it is necessary to reduce expenses for the 2019 budget

AND WHEREAS: It is necessary for Council to pursue professional development to improve governance skills and facilitate relationship with other municipalities

THEREFORE BE IT RESOLVED: That Council establish a professional development schedule and budget for each member of council extending a two year time period.”

The attached Draft Revised Council Policy ADMIN-38 incorporates Council’s direction from the May 6th Council meeting. The proposed revisions to the Policy are highlighted in yellow for ease of reference.

ISSUES:

During budget preparation for 2019, staff, in accordance with the previous practice, included in the Core Budget the amount of \$29,750, which included:

- 3 members of Council to attend UBCM (\$3,500 each)
- 3 members of Council to attend FCM (\$3,500 each)
- 3 members of Council to attend AVICC (\$1,200 each)
- FCM Director originally approved for Councillor Hundleby (\$3,150)
- Mayor’s allowance for \$2,000 in accordance with Council Policy ADMIN-38.

Staff also included a Supplemental request for \$22,920 for 4 additional members of Council to attend UBCM, and AVICC as well as for all of Council to attend the Local Government Leadership Academy (LGLA). However, during budget deliberations, Council did not approve the recommendation to include the entire supplemental request. Therefore the 2019 total budget for Conference attendance is \$29,750, which was the same amount as the Core budgets for 2017 and 2018.

To date, members of Council have attended or are scheduled to attend the following Conferences for 2019:

1. LGLA February 13-15, Parksville (2 at \$925 = \$1,850):
 - Councillor Jacob Helliwell
 - Councillor Jane Vermeulen
2. AVICC April 12-14, Powell River (4 at \$1,200 = \$4,800):
 - Councillor Meagan Brame
 - Councillor Jacob Helliwell
 - Councillor Lynda Hundleby
 - Councillor Tim Morrison

3. FCM May 30-June 2, Quebec City (5 at \$3,500 = \$17,500):
 - Councillor Ken Armour
 - Councillor Meagan Brame
 - Councillor Jacob Helliwell
 - Councillor Lynda Hundleby
 - Councillor Tim Morrison
4. UBCM Sept 23-27, Vancouver (3 at \$3,500 = \$10,500)
 - Mayor Barbara Desjardins
 - Councillor Tim Morrison
 - Councillor Jane Vermeulen

The total approximate cost of Council attendance at Conferences for 2019 based on the above attendance and budget allocation is \$34,650, which is \$4,900 over the approved 2019 Budget amount of \$29,750.

Setting a two year schedule for conference attendance for Council will assist in preparation of the financial plan by confirming the annual core and supplemental amounts to be included for the current and following year.

ALTERNATIVES:

1. That the COTW receive Staff Report ADM-19-016 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.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Conference Attendance by Elected Officials

NO. ADMIN - 38

The Township of Esquimalt shall maintain memberships, attend conferences and fully participate in forums, workshops, business meetings, committees and functions of relevant municipal associations and organizations. Individual Council Members are encouraged to assume executive and leadership roles in such associations and committees.

Funding must be available within the budget prior to participation and, except where noted, participation must be **authorized** in advance by resolution of Council.

Policy

1. The Township will maintain membership in the following organizations and all members of the Township Council are **authorized** to attend the annual conference.
 - a. **Union of British Columbia Municipalities (UBCM):** This organization is the Provincial Association representing 100% membership of all B.C. municipalities and its regional districts and Islands Trust.
 - b. **Association of Vancouver Island and Coastal Communities (AVICC):** This organization is a regional chapter of the parent UBCM referred to as the AVICC Municipalities and regional districts within this area are members and the organization holds an annual conference each year in a member municipality.
2. The Township will maintain a membership in the **Federation of Canadian Municipalities (FCM)**. Members of Council may attend the annual or other like national conferences twice per four year term.
3. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests, **outside the Greater Victoria area** but within British Columbia and all members of Council may attend a conference within the Province.
4. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests **within the Greater Victoria area** and all members of Council may attend any local conference/workshop within the Greater Victoria area.
5. Council members are encouraged to participate in the formation of policy related to matters of interest to the Township via membership on relevant committees and boards.
6. The Mayor may attend at his/her discretion additional conferences, or allocate funding towards conferences/events hosted by the Municipality, where the maximum combined expenditure of all additional conferences shall not exceed \$2,000.00 per year.
7. Council members attending events under this policy must provide a written report at a public meeting.

EFFECTIVE DATE:
February 23, 2015

APPROVED BY:
Council

REF:

AMENDS NO:
July 11, 2011

PAGE 1 OF 1



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Conference Attendance by Elected Officials

NO. ADMIN - 38

PURPOSE

The Township of Esquimalt shall maintain memberships, attend conferences and fully participate in forums, workshops, business meetings, committees and functions of relevant municipal associations and organizations. Individual Council Members are encouraged to assume executive and leadership roles in such associations and committees.

POLICY

1. The Township will maintain membership in the following organizations and all members of Council are authorized to attend the annual conference, **subject to clause 6:**
 - a. **Union of British Columbia Municipalities (UBCM):** This organization is the Provincial Association representing 100% membership of all B.C. municipalities and its regional districts and Islands Trust.
 - b. **Association of Vancouver Island and Coastal Communities (AVICC):** This organization is a regional chapter of the parent UBCM. Municipalities and regional districts within this area are members and the organization holds an annual conference each year in a member municipality.
2. The Township will maintain a membership in the **Federation of Canadian Municipalities (FCM)**. Members of Council may attend the annual or other like national conferences twice during the four year term.
3. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests, **outside the Greater Victoria area** but within British Columbia and all members of Council may attend a conference within the Province, **subject to clause 6.**
4. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests **within the Greater Victoria area** and all members of Council may attend any local conference/workshop within the Greater Victoria area, **subject to clause 6.**
5. Council members are encouraged to participate in the formation of policy related to matters of interest to the Township via membership on relevant committees and boards.
6. **Annually prior to budget deliberations, Council shall establish a professional development schedule for each member of Council for a two year period, and appropriate funding will be included in the budget for that period. Funding must be available within the budget prior to participation and, except where noted, participation must be authorized in advance by resolution of Council.**

EFFECTIVE DATE:
June 10, 2019

APPROVED BY:
Council

REF:
ADM-19-016

AMENDS NO:
July 11, 2011
February 23, 2015

Page 1 of 2

7. The Mayor may attend at his/her discretion additional conferences, or allocate funding towards conferences/events hosted by the Municipality, where the maximum combined expenditure of all additional conferences shall not exceed \$2,000.00 per year, and such amount will be added to the annual budget.
8. Council members attending events under this Policy must provide a written report individually or jointly to Council at a public meeting.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #: 19-295

REQUEST FOR DIRECTION

DATE: June 12, 2019

Report No. EPW-19-018

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT:

Selkirk Avenue Speed Control Measures

ESSENTIAL QUESTION:

Should the Township initiate projects to determine whether Selkirk Avenue is a cut-through road including a public consultation process to determine whether additional speed control measures are necessary on Selkirk Avenue?

RECOMMENDATION:

That the Committee of the Whole receive Staff Report EPW-19-018 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 Selkirk neighbourhood is defined by the Gorge Waterway on the north side, Arm Street on the east side, Craigflower Road on the south side and Tillicum Road on the west side. The main roads that run through the neighbourhood are Selkirk Avenue and Craigflower Road. Neighbourhood housing is a mixture of large multi-family structures and single family homes.

On Selkirk Avenue:

- On-street parking is allowed on both sides of the street
- The speed limit is 30 kph
- There is one four way stop at Arcadia Street
- Designated as a local road in the Official Community Plan

This neighbourhood has been the subject of a number of actions to provide speed control and to review usage. This work has included:

- 1997

- Neighbourhood Transportation Management Plan which resulted in 5 speed humps being installed on Selkirk Avenue and 1 on Arcadia Street
- 2007/2008
 - As a result of traffic and truck volumes, a truck ban was imposed on all streets within the neighbourhood
 - 2 'No left hand turn' signs (from 3 pm to 5 pm) were placed at the intersections of McNaughton Avenue and Selkirk Avenue with Tillicum Road
 - Signage was later removed due to resident concerns that access to the neighbourhood outweighed traffic concerns that the signage was attempting to address
- 2010
 - 2 'No left hand turn' signs (all times) were installed
 - This signage was to address short cutting along Selkirk Avenue during the Craigflower Road Corridor Upgrade Phase I project
- 2012/2013
 - A petition was initiated from McNaughton Street residents to remove McNaughton Street's 'No left hand turn' signage
 - Council directed that additional consultation be undertaken with the remainder of the neighbourhood about the signage (EPW-12-027)
 - Notices were hand-delivered from Tillicum Road to Arcadia Road with web-based responses for remainder of neighbourhood
 - Results of survey:
 - 42 for keeping no left hand turn
 - 94 for removing no left hand turn
 - 18 other comments not related to issue
 - 'No left hand turn' signs were removed from McNaughton Street and Selkirk Avenue (Staff Report EPW-13-004)
- 2016
 - Township undertook traffic counts for entire road network (Attachment 1)
 - Data was collected along Selkirk Avenue for volume and speed
 - Average traffic volume westbound - 843 vehicles
 - 85% below 40 kph
 - Average traffic volume eastbound - 1,017 vehicles
 - 75% below 40 kph
- 2017
 - Township received a request for additional traffic calming measures to be installed along Selkirk Avenue
 - Township initiated a neighbourhood wide survey to determine level of support for initiative
 - 395 requests were sent out

- First test of speed control manual failed (99 out of 395)
 - Second test of speed control manual failed (62 in favour, 37 not in favour)
- No work carried out due to failure to meet tests
- 2018
 - Township undertook traffic counts for entire road network [Attachment 1]
 - Data was collected at one point along Selkirk Avenue for volume and speed
 - Average traffic volume westbound - 1,143 vehicles
 - 83% below 40 kph
 - Average traffic volume eastbound - 949 vehicles
 - 87% below 40 kph
- 2019
 - Concerns raised at public hearing that speed along Selkirk Avenue needs to be controlled and that traffic volumes are too high

ISSUES:

The speed control measures that have been implemented on the Selkirk Corridor include:

- Speed humps (5)
- Four way stop (1)
- Lower speed limit (30 kph)
- On street parking

In reviewing the speed survey data [Attachment 1], the majority of the users are travelling at the posted speed limit or just above it. This would indicate that the speed control measures that are in place are functioning effectively.

There are relatively few additional speed control measures that can be implemented along the Corridor. They include:

- All way stops at each intersection (4)
- Additional speed humps
- Bump outs at the intersections
- Reinstatement of the 'no left hand turn' signage
- Education and enforcement by Victoria Police
- Signage indicating local traffic only

The survey results do not provide sufficient evidence that the Corridor is being utilized as cut-through route. Additional information of traffic movements would be required in order to make this determination. If the Corridor is defined as a cut-through route, it would be eligible for funding to install additional speed control measures (i.e. speed humps). The project would have to go through the 2020 Budget process for funding to be approved. If the route is not defined as a cut-through route, then funding through a Local Area Service (LAS) would be required.

Working through the Esquimalt Community Safety Services Working Group, the speed concerns will be presented to the Victoria Police. The police can then design an education and enforcement strategy to encourage drivers not to exceed the speed limit.

In order to reduce the traffic volume, there are relatively few options available. The first would be to reinstall the 'no left hand turn' signs at Selkirk Avenue and McNaughton Avenue. This signage may deter drivers from using the Selkirk Corridor as a cut-through route. The second option would be to install signage such as 'Local Traffic Only' at the intersections of Tillicum/McNaughton and Tillicum/Selkirk. This signage may also deter drivers from using the Corridor as a short cut route. The signage is advisory in nature and not enforceable as the Corridor is a public road.

Activities that can be undertaken by staff include:

- Determine through traffic counts on Selkirk, Arcadia and Arm Corridors whether the Selkirk Corridor is defined as a cut-through route
- Initiate a survey of the neighbourhood to confirm that the neighbourhood is in support of additional speed control measures
- If the Corridor is defined as a cut-through route and there is support that meets the two tests in Council Policy E&PW-01 Guide to Traffic Calming, add speed control measures as a potential budget item for the 2020 Budget process
- If the Corridor is not defined as a cut-through route and there is support that meets the two tests in the Guide, undertake the LAS process to provide funding for the speed control measures

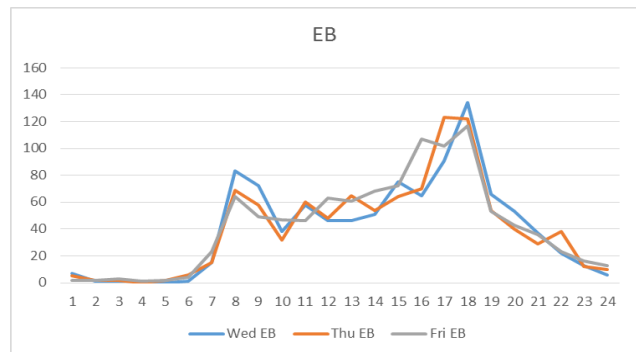
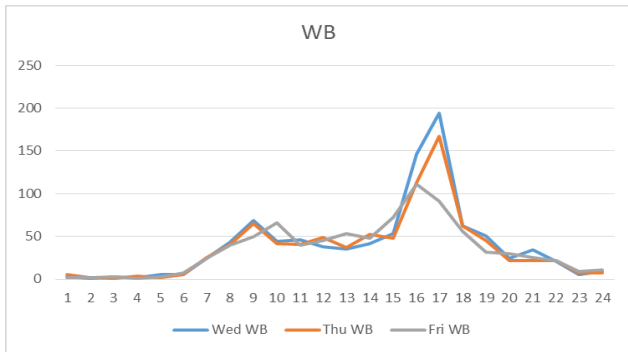
ALTERNATIVES:

1. That the COTW receive Staff Report No. EPW-19-018 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.

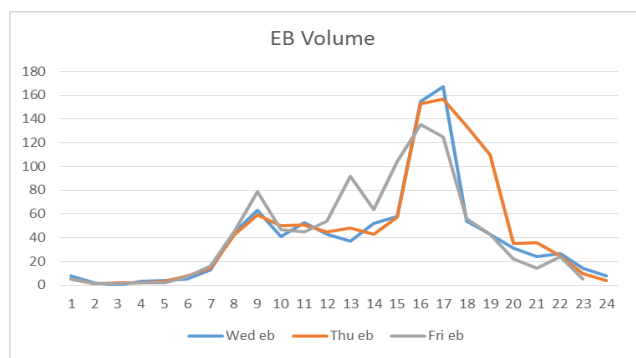
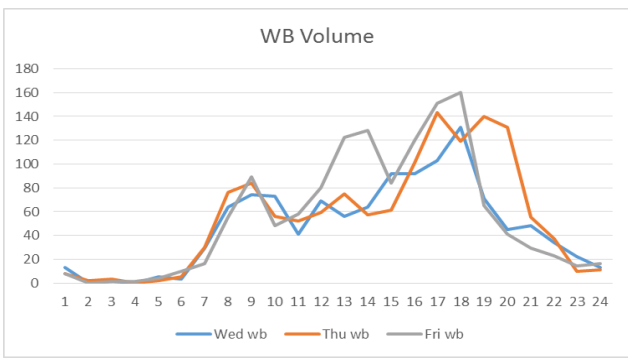
Attachment 1
Traffic Counts and Speed

Traffic Counts

YEAR - 2016

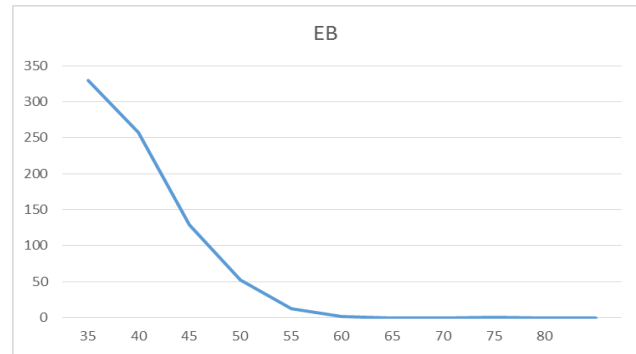
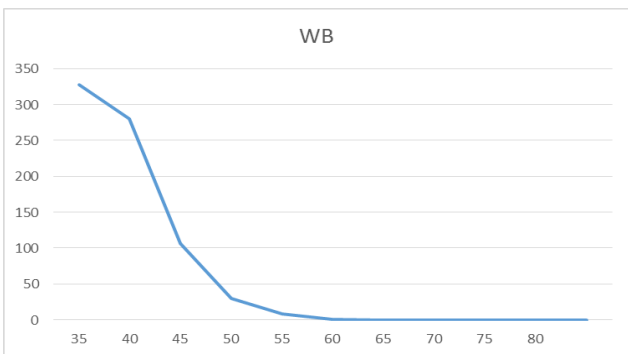


YEAR - 2018

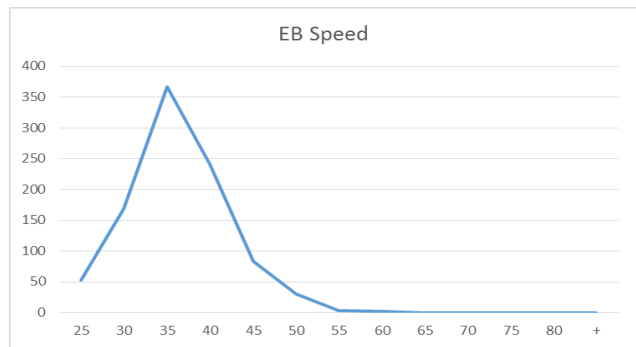
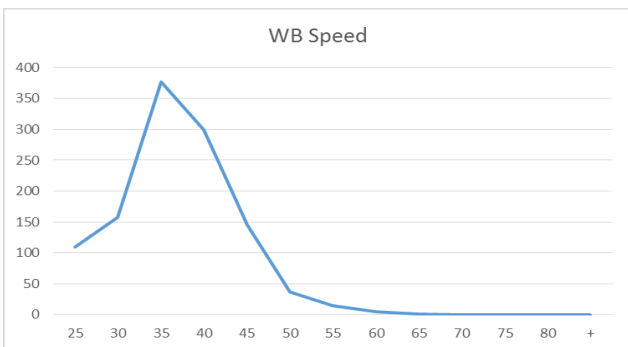


Traffic Counts

YEAR - 2016



YEAR - 2018





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-297

REQUEST FOR DIRECTION

DATE: June 12, 2019

Report No. EPW-19-019

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT:

Potential Corridor Cross-Sections for Lyall Street

ESSENTIAL QUESTION:

Which Option for Works along Lyall Street should be implemented?

RECOMMENDATION:

That the COTW receive Staff Report EPW-19-019 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:

On January 21, 2019, Staff Report No. EPW-19-003 (Granicus File ID# 19-036) was presented at the Regular Council meeting. The purpose of the Report was to present four possible options that could be implemented for the Lyall Street corridor. These options were:

- Option 1 - Mill and overlay of the road surface
- Option 2 - Renewal of the existing infrastructure
- Option 3 - Renewal of the existing infrastructure and infrastructure modification
- Option 4 - Renewal of the existing infrastructure, infrastructure modification and additional infrastructure

Based on the scope of work, an order of magnitude cost estimate was attached to each option. These cost estimates were:

- Option 1 - \$1,560,000
- Option 2 - \$4,700,000
- Option 3 - \$5,600,000
- Option 4 - \$8,090,000

Through the Host Community Agreement, funding of \$950,000 is available for these proposed works that will enhance the Corridor's surface infrastructure for multi-modal transportation and speed control. Funding will be held by the CRD until detailed design and construction have been completed.

ISSUES:

Lyall Street is a corridor that is poised to experience a number of changes. These changes include:

- Completion of Esquimalt Town Square (ETS)
- Upgrades to the Recreation Centre/Archie Browning Sports Centre through McLoughlin Amenity Funds (MAF)
- Changes in demographics
- Changes in how people travel from one point to another
- Development of large multi-family structures (i.e. 45 Westbay Quay, ETS)

Each one of these changes will result in a different impact to the corridor or requirements for the corridor.

The work to date has been focused on how to increase the capacity of the corridor to provide upgraded infrastructure and allow improved movement and integration of pedestrians, bicycles and vehicles. This approach includes the development of Options 1 to 4. Based on these discussions, Options 3 and 4 would provide a cross-section that best meets residents' expectations for the corridor and would also increase capacity. At the Open House held November 22, 2018, Option 3 was presented as the suggested cross-section for the public to review and to provide input, comments and suggestions.

When the financial component for the various options is factored into the discussion, none of the options would have adequate reserve funds available to carry them out. The Township would have to seek long term debt financing for Options 2, 3, 4 and short term debit financing for Option 1. The payback period could range from 5 to 30 years. All loan payments would come from the Capital Projects Reserve Fund. These payments would impact the Township's ability to carry out other Capital Works due to the amount of the payments required for the works on this project and would impact future capital project funding available to all departments.

Due to the magnitude of the funding and the impact on debt servicing, this amount of borrowing may require electoral approval in order to occur. Staff has reviewed potential external funding sources for this proposed work, but has not found an external source that would enable the majority of the project to be funded from that source. See Attachment 1 for the financial costs for the various options.

Under the current Financial Plan, two capital works programs exist. The purpose of the programs is to increase the walkability and connectivity of the Township through a sidewalk network. The New Sidewalk Program is for the construction of new sidewalk along corridors where no sidewalks exist and the Replacement Sidewalk Program is for the replacement of older, below standard sidewalks with new concrete sidewalks. The costs of the two programs vary each year depending on the location of the works, but generally have expenditures totaling \$75,000 to \$150,000 per year. One

option would be to divert these funds to works along Lyall Street, but that would mean the suspension of these two programs for approximately 10 to 15 years.

During the public engagement process, the focus was to gain an understanding of the public's expectation for the corridor. With this objective in mind, pamphlets were hand-delivered to residents along Lyall Street notifying them of the potential cross-section profiles. An online survey was also carried out in order to gain an understanding of users that are located outside the corridor. The information from the survey indicated:

- Total number of respondents - 299
- Number of respondents that were not Township residents - 65
- Number of respondents that were Township residents - 234
- Number of respondents that live on Lyall Street - 58
- Number of respondents that live within a 5 minute walk of Lyall Street - 131
- Number of respondents that live within the Township - 52

While this information was useful, it did point out that the Township was looking at this corridor in isolation from other corridors. Council has provided direction that the Township should undertake an Active Transportation Study in 2020. This study would look at all corridors within the Township and would provide a global view of how people move and commute within the Township. Before any significant action is to take place on Lyall Street, it would be beneficial to understand how this corridor fits in with the rest of the Township's multi-modal movements.

If significant work is delayed on Lyall Street in order to gain an understanding of its interaction with the rest of the Township, some initial work could still be carried out. This work would utilize the \$950,000 that is currently available through the McLoughlin wastewater agreements.

This new option [Option 5] would address some of the main concerns raised about the corridor. The concerns that would be addressed include: on street parking, speed control measures and making the corridor more bike friendly. This option would see the following works undertaken:

- 5(A) - Carry out the removal and replacement of the asphalt sidewalk and abandoned bike lane along the south side of the Corridor and replace it with a 2 metre wide concrete sidewalk
 - Approximate cost - \$580,000
- 5(B) - Installation of speed control features
 - The first speed control measure would be the installation of bump outs at all of the intersections (18). Bump outs would be filled in with concrete.
 - The second speed control measure would be to make all of the intersections into three or four way stops
 - Cost - \$280,000
- 5(B-1) Installation of street furniture (i.e. bike racks, benches, trash cans) within the bump outs, as value added alternative to 5(B)
 - Cost - \$27,000 additional

- 5(B-2) Installation of trees/vegetation complete with irrigation within the bump outs, as value added alternative to 5(B)
 - Cost - \$60,000 additional
- Total cost [5(A), 5(B), 5(B-1) & 5(B-2)] is \$947,000.

ALTERNATIVES:

1. That the COTW receive Staff Report No. EPW-19-019 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

Option	Order of Magnitude	Funds Avail (\$)	Borrowing Amt (\$)	Payback Per (Yrs.)	Annual Payment (\$)	Total Loan Cost (\$)	Incr. in loan (\$)
1	1,560,000	950,000	610,000	5	128,438	642,191	32,191
2	4,700,000	950,000	3,750,000	10	423,864	4,238,644	488,644
				15	309,250	4,638,745	888,745
				20	251,684	5,033,678	1,283,678
				25	214,980	5,374,488	1,624,488
				30	190,947	5,728,417	1,978,417
3	5,600,000	950,000	4,650,000	10	566,345	5,663,449	1,013,449
				15	410,716	6,160,744	1,510,744
				20	336,375	6,727,492	2,077,492
				25	289,882	7,247,059	2,597,059
				30	259,441	7,783,244	3,133,244
4	8,090,000	950,000	7,140,000	10	807,038	8,070,378	930,378
				15	588,811	8,832,171	1,692,171
				20	479,206	9,584,123	2,444,123
				25	409,321	10,233,025	3,093,025
				30	363,564	10,906,905	3,766,905
5	947,000	950,000	0	0	-	-	0