



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Agenda - Final

Council

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

Monday, April 6, 2020

7:00 PM

Esquimalt Council Chambers

Ministerial Order No. M083 – March 26, 2020

Open meetings - municipalities 3 (1) Despite (a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the Community Charter, and (b) any applicable requirements in a municipality procedure bylaw of a council, a council or a body referred to in section 93 [application of rule to other bodies] of the Community Charter is not required to allow members of the public to attend an open meeting of the council or body.

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. MINUTES

- 1) [20-165](#) Minutes of the Regular Council Meeting, March 2, 2020

Attachments: [Minutes of the Regular Council, March 2, 2020](#)

- 2) [20-167](#) Minutes of the Special Council Meeting, March 9, 2020

Attachments: [Minutes of the Special Council, March 9, 2020](#)

- 3) [20-157](#) Minutes of the Special Council Meeting, March 16, 2020

Attachments: [2020 03 16 Special Council Minutes](#)

- 4) [20-158](#) Minutes of the Regular Council Meeting, March 16, 2020

Attachments: [2020 03 16 Regular Council Minutes](#)

- 5) [20-161](#) Minutes of the Special Council Meeting, March 30, 2020

Attachments: [2020 03 30 Special Council Minutes](#)

5. PRESENTATIONS

- 1) [20-163](#) 2020 Property Tax Rate Discussion

Attachments: [POWERPOINT PRESENTATION: Tax Rate Discussions](#)

6. ELECTRONIC PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

7. STAFF REPORTS***Community Safety Services***

- 1) [20-159](#) Bylaw Notice Enforcement Bylaw - Amendment No. 9 - Staff Report - Community Safety Services, Staff Report No. CSS-20-009

Recommendation:

That Council gives first, second and third readings to Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw [No. 9], 2020, No. 2996.

Attachments: [Attachment No. 1: Bylaw 2996 - Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw \[No. 9\], 2020, No. 2996](#)
[Attachment No. 2: Schedule U - Blasting Bylaw Schedule](#)

Development Services

- 2) [20-162](#) Proposed Amendment to Development Application Procedures and Fees Bylaw No. 2791, 2012, Staff Report No. DEV-20-020

Recommendation:

That Council gives first, second and third readings to "Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw (No. 4), 2020, No. 2997 and further, adoption of the bylaw as authorized under section 9 of Ministerial Order No. M083 - Order of the Minister of Public Safety and Solicitor General/ *Emergency Program Act*, attached as Appendix "D" to Staff Report DEV-20-020.

Attachments: [Appendix A Bylaw 2997 Amendment to Development Application Procedures Bylaw No. 2791, 2012](#)
[Appendix B Bylaw 2791 - Development Application Procedures and Fees](#)
[Appendix C Provincial Health Officer Order - covid-19-pho-class-order-mass-gatherings](#)
[Appendix D Order of the Minister of Public Safety and Solicitor General](#)

8. MAYOR'S AND COUNCILLORS' REPORTS

- 1) [20-148](#) Local Government 2020: Current Issues Conference Report by Councillor Ken Armour

Attachments: [2020 04 06 - Local Government 2020 Current Issues Conference by Councillor Ken Armour](#)

9. COMMUNICATIONS***For Council's Consideration***

- 1) [20-146](#) Email from Marianne Gagnon, Communications & Program Coordinator, Save Your Skin Foundation, dated February 26, 2020, Re: Proclamation Request - Melanoma Awareness Month

Attachments: [Letter - Proclamation Request Melanoma Awareness Month](#)

- 2) [20-150](#) Letter from Mayor Fred Haynes, District of Saanich, dated March 11, 2020, Re: Invitation to Collaborate on BC Motor Vehicle Act Pilot Project

Attachments: [Letter from District of Saanich](#)

- 3) [20-151](#) Letter from Colin Plant, Chair, Capital Regional District Board, dated March 13, 2020, Re: Bylaw 4328 - RGS Amendment Referral for Municipal Acceptance

Attachments: [Letter - CRD](#)

- 4) [20-152](#) Letter from Maja Tait, UBCM President and Bill Karsten, FCM President, received March 16, 2020, Re: UBCM - FCM Small Communities Fund

Attachments: [Letter - FCM & UBCM](#)

- 5) [20-153](#) Email from Ron Sandor, dated March 19, 2020, Re: Municipal Tax Extension

Attachments: [Email - R. Sandor](#)

- 6) [20-154](#) Email from Muriel Protzer, Canadian Federation of Independent Business, Re: Letter from Samantha Howard, Senior Director, BC and Strategic Projects, Canadian Federation of Independent Business - Supporting Small Business in Light of COVID-19

Attachments: [Email - CFIB](#)

- 7) [20-168](#) Letter from Kathy Whitcher, Executive Director, Urban Development Institute (UDI) Capital Region, dated April 1, 2020, Re: Extended Site Hours to Promote Health/Safety for Construction

Attachments: [Letter - UDI](#)

10. ELECTRONIC PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

11. ADJOURNMENT



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**
Minutes - Draft
Council

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

Monday, March 2, 2020

7:00 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: Ian Irvine, Acting Chief Administrative Officer / Director of Financial Services
Jeff Miller, Director of Engineering & Public Works
Bill Brown, Director of Development Services
Scott Hartman, Director of Parks and Recreation
Rachel Dumas, Manager of Corporate Services
Alicia Ferguson, Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Regular Council meeting to order at 7:00 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 items were added to the agenda:

- (1) PERTAINING** to Item No. 7 (1): **STAFF REPORTS** - 2020 Annual Review of Council Policies, Staff Report No. ADM-20-005
 - Email received March 1, 2020, from Bruce Cuthbert - re: 2009 Secondary Suites Policy on Monday's agenda to be Rescinded
- (2) PERTAINING** to Item No. 7 (4) & (5): **STAFF REPORTS** - Traffic Order 1311 - Yarrow Place "No Parking" Restriction, Staff Report No. EPW-20-005 & Traffic Order 1310 - Yarrow Place "Residential Parking Only" Restriction, Staff Report No. EPW-20-006
 - Email received February 25, 2020, from Paul Robertson - re: Slides

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 items. Carried Unanimously.

4. MINUTES

- 1) [20-122](#) Minutes of the Regular Council Meeting, February 24, 2020

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Minutes of the Regular Council Meeting, February 24, 2020, be adopted as circulated. Carried Unanimously.

5. PRESENTATIONS

- 1) [20-115](#) Deborah Begoray, Board Chair & Maureen Sawa, CEO, Greater Victoria Public Library (GVPL), Re: 2020 GVPL Budget Presentation

Deborah Begoray, Chair, GVPL Board, introduced, Maureen Sawa, CEO, and Paul McKinnon, Director of Finance and Facilities who provided an overview of 2019 highlights, presented a PowerPoint Presentation for the proposed 2020 budget request, and responded to questions from Council.

6. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Jeanette Gardner, *resident*, in support of implementing residential parking only on Yarrow Place and expressed safety concerns regarding the number of cars currently parking on the street.

Paul Robertson, *resident*, in support of implementing residential parking only on Yarrow Place due to safety concerns.

Robert White, *resident*, in support of restricted parking on Yarrow Place and expressed safety concerns with the current parking allowances on the street.

7. STAFF REPORTS***Administration***

- 1) [20-089](#) 2020 Annual Review of Council Policies, Staff Report No. ADM-20-005

Staff responded to questions from Council regarding Policy PLAN-36 Secondary Suites.

Moved by Councillor Armour, seconded by Councillor Vermeulen: That Council rescinds the following Council Policies:

- ADMIN - 10 Sunset Clause
- ADMIN - 18 Permission for Tag Days

- ADMIN - 67 Terms of Reference - New Year's Levee Review Select Committee
- ADMIN - 71 Terms of Reference - Economic Development Select Committee
- HER - 02 Heritage Designation
- HER - 03 Heritage Trees
- HER - 05 Heritage Policy Update - 2012
- P&R - 01 Community Gardens
- PLAN - 13 Duplex Designation - Existing Residences
- PLAN - 35 Green Building and Development
- PLAN - 36 Secondary Suites. Carried Unanimously.

Finance

- 2) [20-090](#) 2020 Local Grants Allocation, Staff Report No. FIN-20-004

Acting CAO/Director of Financial Services responded to questions from Council.

Moved by Councillor Morrison, seconded by Councillor Armour: That Council approve the allocation of local grants in the amount of \$86,241 as set out in the schedule attached to Staff Report No. FIN-20-004. Carried Unanimously.

Engineering and Public Works

- 3) [20-103](#) Traffic Order 1312 - Drake Avenue "No Parking" Restriction, Staff Report No. EPW-20-004

Moved by Councillor Brame, seconded by Councillor Hundleby: That Council approve the implementation of Traffic Order 1312 "No Parking Restriction" to establish no parking on the West side of Drake Avenue between 625 and 643 Drake Avenue, and on the East side of Drake Avenue along the frontage of 644 Drake Avenue, as set out in Staff Report EPW-20-004. Carried Unanimously.

- 4) [20-104](#) Traffic Order 1311 - Yarrow Place "No Parking" Restriction, Staff Report No. EPW-20-005

Director of Engineering and Public Works provided the rationale for a No Parking Restriction on Yarrow Place and responded to questions from Council. Council comments included consideration of public safety and street access.

Moved by Councillor Morrison, seconded by Councillor Hundleby: That Council approve the implementation of Traffic Order 1311 "No Parking Restriction" along the frontage of the rain garden on the West side of Yarrow Place, as set out in Staff Report EPW-20-005. Carried Unanimously.

- 5) [20-105](#) Traffic Order 1310 - Yarrow Place "Residential Parking Only" Restriction, Staff Report EPW-20-006

Director of Engineering and Public Works provided an overview of the recommendation for Residential Parking Only on Yarrow Place and responded to questions from Council.

Moved by Councillor Hundleby, seconded by Councillor Brame: That Council approves the implementation of Traffic Order 1310 "Residential Parking Only" along both sides of Yarrow Place, as set out in Staff Report EPW-20-006. Carried Unanimously.

- 6) [20-106](#) Traffic Order 1314 - Caroline Road "No Parking" Restriction, Staff Report No. EPW-20-010
- 7) [20-108](#) Traffic Order 1313 - Caroline Road "Residential Parking Only" Restriction, staff Report No. EPW-20-011

Moved by Councillor Morrison, seconded by Councillor Brame:

1. That Council approve the implementation of Traffic Order 1314 "No Parking Restriction" along the West side of Caroline Road, as set out in Staff Report EPW-20-010.
2. That Council approves the implementation of Traffic Order 1313 "Residential Parking Only" along the East side and the cul-de-sac bulb of Caroline Road, as set out in Staff Report EPW-20-011. Carried Unanimously.

- 8) [20-111](#) Blasting Bylaw 2020, No. 2982, Staff Report No. EPW-20-009

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

Moved by Councillor Helliwell, seconded by Councillor Hundleby: That Council gives first, second and third readings to Blasting Bylaw, 2020, No. 2982. Carried Unanimously.

Development Services

- 9) [20-109](#) Amendment to the Public Open Spaces Operating Agreement, Staff Report DEV-20-006

Director of Development Services provided an overview of the proposed public art amendment.

Luke Ramsay, Development Manager, Aragon Properties, and Bill Proteous, Artist, provided an update on the progress of the public art for the Esquimalt Town Square Development, presented a PowerPoint Presentation, and responded to questions from Council.

Council comments included the proposed public art should be complimentary to the mural located at Town Hall.

Moved by Councillor Brame, seconded by Councillor Hundleby: That Council agree to enter into the proposed Amendment Agreement that would allow Aragon to reallocate \$100,000.00 from the \$300,000.00 Public Art contribution for public art along the [Art Walk] at the Esquimalt Town Square, to the north wall of Building "D". Carried Unanimously.

- 10) [20-113](#) Subdivision approval of 3-lot building strata plan at 1109 Lyaal Street, Staff Report No. DEV-20-014

Director of Development Services provided an overview of the application. The purpose of the application is to create an individual building strata lot for each of the dwelling units.

Moved by Councillor Armour, seconded by Councillor Morrison: That Council approve the proposed 3-lot building subdivision located at 1109 Lyall Street as Appendix "A", and illustrated in Appendix "B" (Strata Plan EPS6147) attached to Staff Report No. DEV-20-014. Carried Unanimously.

The meeting recessed at 8:20 PM and reconvened at 8:24 PM with all members of Council present.

- 11) [20-114](#) Development Variance Permit - Esquimalt Gorge Park Multi-purpose Community Centre, Staff Report No. DEV-20-009.

Richard Iredale, Iredale Architecture, provided an overview of the application, presented a PowerPoint Presentation, and responded to questions from Council. Council comments included appreciation for proposed solar panels, rain gardens, tree preservation, and the overall net-zero building designed to Step 4 Building Code standards.

Moved by Councillor Brame, seconded by Councillor Vermeulen: That Council resolves that Development Variance Permit No. DVP00099 (Appendix "A") authorizing an increase in the maximum building height for the proposed Esquimalt Gorge Park Multi-purpose Community Centre consistent with the architectural plans (Appendix "B") provided by Iredale Architecture stamped "February 5, 2020", and including the following variance for the property located at 1070 Tillicum Road (Esquimalt Gorge Park) [Plan VIP5726]:

Zoning Bylaw, 1992, No. 2050, Section 59 (2) - Building Height: An increase in the maximum height of a building from 6.0 m to 13.5 m to the ridge of the roof excluding the final be approved. Carried Unanimously.

- 12) [20-117](#) Development Permit for the Proposed Esquimalt Gorge Park Multi-purpose Community Centre, Staff Report No. DEV-20-012

Council comments included appreciation for the environmental considerations with the proposed multi-purpose building.

Moved by Councillor Armour, seconded by Councillor Brame: That Council approve DP000136 being a development permit for the proposed Esquimalt Gorge Park Multi-purpose Community Centre located at 1070 Tillicum Road [Esquimalt Plan VIP5720 Dedicated Park], as attached to Staff Report No. DEV-20-012. Carried Unanimously.

8. **BYLAWS**

- 1) [20-112](#) Council Procedure Bylaw No. 2715, 2009, Amendment Bylaw [No. 4], 2020, No. 2992 - For Adoption

Moved by Councillor Brame, seconded by Councillor Vermeulen: That the Council Procedure Bylaw No. 2715, 2009, Amendment Bylaw [No. 4], 2020, No. 2992, be adopted. Carried Unanimously.

9. REPORTS FROM COMMITTEES

- 1) [20-110](#) Draft Minutes from the Local Grant Committee, January 28, 2020

This item was received.

10. COMMUNICATIONS

For Council's Consideration

- 1) [20-107](#) Email from Kristin Spray & Eddy Charlie, Xe Xe smun eem, dated February 20, 2020, Re: Orange Shirt Day

Moved by Councillor Armour, seconded by Councillor Brame: That the email from Kristin Spray & Eddy Charlie, Xe Xe smun eem, dated February 20, 2020, regarding Orange Shirt be received. Carried Unanimously.

- 2) [20-118](#) Email from Paul Crowley, Co-President, Greater Victoria Down Syndrome Society & Vice Chair, Canadian Down Syndrome Society, dated February 25, 2020, Re: World Down Syndrome Day - March 21st

Moved by Councillor Brame, seconded by Councillor Hundleby:

WHEREAS World Down Syndrome Day is international observance resolved by the General Assembly of the United Nations to raise public awareness of Down syndrome and promote equitable treatment of individuals with Down syndrome in accordance with the Convention on the Rights of Persons with Disability; and

WHEREAS at this time we take an opportunity to highlight the unique abilities, strengths and needs of our community members with Down syndrome; and

WHEREAS individuals with Down syndrome have tremendous potential to live full and fulfilling lives as contributing members of our community; and

WHEREAS as Canadians, we celebrate our similarities, as well as our differences, knowing we are richer, as a result; and

WHEREAS the Township of Esquimalt values our citizens with Down syndrome and their families and supports the well-being of all individuals with Down syndrome so that they may achieve their fullest potential.

NOW KNOW YE THAT, We do by these presents proclaim that March 21 st, 2020 shall be known as World Down Syndrome Day. Carried Unanimously.

AMENDMENT MOTION:

Moved by Councillor Armour, seconded by Councillor Helliwell: That the Main Motion be amended to add a disclaimer statement indicating that Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation. Defeated.

In Favour: 3 - Councillor Armour, Councillor Helliwell, and Councillor Vermeulen

Opposed: 4 - Mayor Desjardins, Councillor Brame, Councillor Hundleby, and Councillor Morrison

The vote was taken on the Main Motion and declared Carried Unanimously.

- 3) [20-119](#) Letter from Heather O'Hara, Executive Director & Vickey Brown, President, Board of Directors, BC Association of Farmers' Markets, dated February 19, 2020, Re: Support for the BC Farmers' Market Nutrition Coupon Program

Moved by Councillor Morrison, seconded by Councillor Armour: That Council directs staff to prepare a letter to to the Honourable Adrian Dix, Minister of Health thanking him for the BC Farmers' Market Nutrition Coupon Program to support local organizations and the Esquimalt Farmers' Market. Carried Unanimously.

For Council's Information

- 4) [20-120](#) Email from Denis & Linda Belliveau, dated February 22, 2020, Re: Caroline Road Parking

This item was received.

- 5) [20-121](#) Email from Jerry Brown, dated February 21, 2020, Re: Caroline Road Parking Nightmare

This item was received.

11. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Muriel Dunn, *resident*, expressed support for the proposed Esquimalt Gorge Park improvements.

Lynda O'Keefe, *resident*, reminded everyone of the open house occurring at Esquimalt Recreation Centre on Wednesday at 6:30 PM. She also expressed safety concerns regarding the proposed water surrounding the multipurpose building in Esquimalt Gorge Park.

12. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Regular Council meeting be adjourned at 8:57 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2020

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**
Minutes - Draft
Special Meeting of Council

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

Monday, March 9, 2020

5:45 PM

Esquimalt Council Chambers

Present 6 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Tim Morrison

Absent 1 - Councillor Jane Vermeulen

1. CALL TO ORDER

Mayor Desjardins called the Special Council 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

The following late items were added to the agenda:

- (1) **ADD** as Item No. 4 (1): **CORRESPONDENCE** - For consideration and re-number the agenda accordingly;
 - Letter from BCOMD CFB Esquimalt: Request for Military Aircraft Fly-Over

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 items. Carried Unanimously.

4. COMMUNICATIONS

For Consideration

- 1) [20-134](#) Letter from S. Sader, Captain (N) Commander, BCOMD CFB Esquimalt, dated March 2, 2020, Re: Request for Military Aircraft Flyover

Moved by Councillor Brame, seconded by Councillor Morrison: That the letter from S. Sader, Captain (N) Commander, Canadian Forces Base Esquimalt, dated March 2, 2020, Re: 75th Anniversary of the Battle of the Atlantic, Low-Level Flypast Permission Request be received and that Council approve the Canadian Forces Base Esquimalt request of an aircraft flypast by the Royal Canadian Airforce. Carried Unanimously.

5. MOTION TO GO IN CAMERA

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

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

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

6. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Special Council meeting be adjourned at 5:46 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2020

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**
Minutes - Draft
Special Meeting of Council

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

Monday, March 16, 2020

5:45 PM

Esquimalt Council Chambers

Councillor Brame via conference call.

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
 Rachel Dumas, Manager of Corporate Services / Recording Secretary

1. CALL TO ORDER

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

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

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

4. MOTION TO GO IN CAMERA

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

- Labour relations or other employee relations;
- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

In accordance with Section 90(1) (c) & (i) of the Community Charter, and that the general public be excluded. Carried Unanimously.

5. ADJOURNMENT

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

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2020

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

Council

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

Monday, March 16, 2020

7:00 PM

Esquimalt Council Chambers

Councillor Brame via conference call.

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
Bill Brown, Director of Development Services
Rachel Dumas, Manager of Corporate Services / Recording Secretary
Trevor Parkes, Senior Planner
Karen Hay, Planner

1. CALL TO ORDER

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

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

First and foremost I want to applaud residents of Esquimalt for keeping level heads in these unprecedented times.

I want to assure residents that the safety of our staff and public is a top priority for council. Staff are closely following the instructions from our federal and provincial health authorities and under this leadership are taking measures to mitigate the spread of the virus at our facilities and in our community.

As you can see, we are actively discouraging the public from visiting the municipal hall and to take advantage of online services as much as possible. This is in addition to enhanced cleaning measures and adjusted meeting procedures. In the coming days, we'll have more information about adjustments to our operations as key decisions are made at the provincial and local level.

Esquimalt is a connected community and I encourage you to consider your neighbours when shopping or otherwise going through your day. There may be someone self-isolating who could use a hand so please reach out if you're able. Social distancing is a challenge and I commend those taking this necessary step to help slow the spread of the virus. Again, please follow the advice of our health authorities so that we are making informed decisions and taking a measured approach as new information unfolds.

This situation is changing rapidly. To keep you better informed, we are posting updates on a dedicated web page, [Esquimalt.ca/covid19](https://esquimalt.ca/covid19). Please check the page or follow us on social media for new information.

2. LATE ITEMS

The following late items were added to the agenda:

(1) PERTAINING TO Item No. 4 (1): PUBLIC HEARING - Rezoning
Application for 636 & 640 Drake Ave

- Email from Louise Cassidy, dated March 11, 2020: In opposition
- Email from Abigail and Douglas Howe, dated March 12, 2020: In opposition
- Email from Diana and Brett Studer, dated March 16, 2020: In opposition
- Email from Patricia Farmer, dated March 15, 2020: In Opposition
- Email/ letter from Chris Travis, received March 16, 2020: Applicant input

(2) ADD AS Item No. 8 (2): BYLAWS - Council Procedure Bylaw
Amendment and Notice

- Consideration of first, second and third readings of Bylaw No. 2995

3. APPROVAL OF THE AGENDA

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

4. PUBLIC HEARING

The Public Hearing is to afford all persons who deem their interest in property affected by the Bylaw an opportunity to be heard or to present written submissions before the Municipal Council on matters contained in the Bylaw.

- 1) [20-145](#) Notice of Public Hearing - Official Community Plan Amendment and Rezoning Application - 636 & 640 Drake Avenue
- 2) **Background Information - Available for Viewing Separately**
- 3) **Director of Development Services - Overview of Application**
Planner provided an overview of the rezoning application for 636 & 640 Drake Avenue, presented a PowerPoint Presentation and responded to questions from Council.
 - a) [20-100](#) Rezoning Application - 636 and 642 Drake Avenue
Staff Report No. DEV-20-013
- 4) **Applicant or Authorized Representative - Overview of Application**

Rick Hoogendoorn, Applicant Representative, provided an overview of the OCP Amendment and revised rezoning application, presented a PowerPoint Presentation and responded to questions from Council.

5) Public Input

Louise Cassidy, *resident*, stay with OCP, replace with two new duplexes not 1 - 3 bedroom unit and 2 - 2 bedroom units and consider neighbours privacy.

Patricia Farmer, *resident*, impacts community, proposed height is taller than existing, not appropriate and inconsistent with OCP, negative impact to traffic flow on dead end street, too many requests for amendments to the OCP and Zoning bylaws.

Deb Whitling, *resident*, expressed concerns with parking; not enough existing parking on Drake or Effingham streets currently.

Gloria Edwards, *resident*, expressed concerns with parking issues; one visitor parking space is not acceptable, need high enough garage heights to accommodate taller vehicles and more visitor spaces.

Alex Samousevitch, *resident*, echoed concerns of neighbours, concerned with pedestrian and vehicle traffic safety and noted it's a radical change to density of neighborhood.

Stuart Whitling, *resident*, supports neighbors comments, property does not fit in with OCP.

Louise Cassidy, *resident*, noted the property was not changed to a higher density in the last OCP, proposal does not fit with the neighborhood and will impact privacy.

Patricia Farmer, *resident*, concerns with refuse containment areas, significant impacts to neighbourhood from shadowing and requested Council not support the application.

Stuart Whitling, *resident*, concerned with the impact a large development may have on the environment and ecosystem.

Nathan Whitling, *resident*, expressed concerns with increased traffic.

6) Adjournment of Hearing

Mayor Desjardins declared the Public Hearing for Bylaw No. 2950 and Bylaw No. 2951 closed at 7:48 PM.

7) Consideration of Staff Recommendation

Moved by Councillor Hundleby, seconded by Councillor Vermeulen:

1. That Council, upon considering comments made at the two Public Hearings (December 2, 2019 and March 16, 2020), resolves that Amendment Bylaw No. 2950, (attached to Staff Report DEV-20-013 as Appendix A), which would amend the Official Community Plan Bylaw, 2018, No. 2922 by:

•changing Schedule 'B', being the Proposed Land Use Designations Map by changing the designation of 636 Drake Avenue [PID 002-923-211; Lot 3 of Suburban Lot 41, Esquimalt

District, Plan 25565] and 640 Drake Avenue [PID 002-923-157; Lot 2, Suburban Lots 50 and 41, Esquimalt District, Plan 25565], shown cross-hatched on Schedule 'A' of Amendment Bylaw No. 2922, from 'Low Density Residential' to 'Townhouse Residential'; and

- changing Schedule 'H', being the Development Permit Areas Map by changing the designation of 636 Drake Avenue [PID 002-923-211; Lot 3 of Suburban Lot 41, Esquimalt District, Plan 25565] and 640 Drake Avenue [PID 002-923-157; Lot 2, Suburban Lots 50 and 41, Esquimalt District, Plan 25565], shown cross-hatched on Schedule 'A' of Amendment Bylaw No. 2922, from Development Permit Area No. 3 - Enhanced Design Control Residential to Development Permit Area No. 6 - Multi-Family Residential.

2. That Council, upon considering comments made at the two Public Hearings (December 2, 2019 and March 16, 2020), resolves that Amendment Bylaw No. 2951 as amended (attached to Staff Report DEV-20-013 as Appendix B), which would amend Zoning Bylaw, 1992, No. 2050, by changing the zoning designation of 636 Drake Avenue [PID 002-923-211; Lot 3 of Suburban Lot 41, Esquimalt District, Plan 25565] and 640 Drake Avenue [PID 002-923-157; Lot 2, Suburban Lots 50 and 41, Esquimalt District, Plan 25565] from RD-1 [Two Family Residential] to CD No. 116 [Comprehensive Development District No. 116], be given third reading; and

3. That, as the applicant wishes to assure Council that uses and development will be restricted and amenities provided as identified in Staff Report DEV-20-013, the applicant has voluntarily agreed to register a Section 219 Covenant on the title of 636 Drake Avenue [PID 002-923-211; Lot 3 of Suburban Lot 41, Esquimalt District, Plan 25565] and 640 Drake Avenue [PID 002-923-157; Lot 2, Suburban Lots 50 and 41, Esquimalt District, Plan 25565] in favour of the Township of Esquimalt providing the lands shall not be subdivided, built upon or used (as appropriate to the requirement, as drafted by the Township's solicitor at the applicant's expense) in the absence of all of the following:

- Lot consolidation of 636 Drake Avenue [PID 002-923-211; Lot 3 of Suburban Lot 41, Esquimalt District, Plan 25565] and 640 Drake Avenue [PID 002-923-157; Lot 2, Suburban Lots 50 and 41, Esquimalt District, Plan 25565] prior to development, as the proposed CD No.116 Zone does not work unless the parcels are consolidated

- buildings to meet a minimum BC Energy Step Code Level 3
- The existing buildings will only be used for their current uses prior to demolition
- The number of dwelling units in the new development will remain at no more than seven [7] units, as stated in Amendment Bylaw No. 2951

- One (1) visitor parking space and three (3) flexible strata parking spaces will be provided and remain as illustrated in the landscaping plan, attached in Appendix E of Staff Report No. DEV-20-013
- An electric vehicle charging station in each of the seven [7] private garages
- A common outdoor social area with benches, and a wood arbour
- A common screened garbage area
- A drainage field area with overflow to retain a percentage of the stormwater on site
- A visitor bicycle parking area with a bike rack, and
- A constraint on the future strata corporation that rental of the units will not be restricted

3. Council direct staff and legal counsel for the Township to coordinate with the property owner to ensure a Section 219 Covenant addressing the aforementioned issues is registered against the property title, in priority to all financial encumbrances, prior to returning Amendment Bylaws No. 2950 and No. 2951 to Council for consideration of adoption. Carried.

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

Opposed: 1 - Councillor Armour

5. DELEGATIONS

- 1) [20-137](#) Kari Sloane Re: Importance of Aligning the Township's Actions with their Declaration of a Climate Emergency

Kari Sloane participated by conference call to address Council on the importance of aligning the Township's actions with the Township's declaration of climate emergency.

6. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Mayor Desjardins called three times for Public Input and there was none.

7. STAFF REPORTS

Administration

- 1) [20-142](#) Update of Strategic Priorities and Operational Strategies for 2020, Staff Report No. ADM-20-007

Moved by Councillor Vermeulen, seconded by Councillor Hundleby: That Council approve the updated Strategic Priorities 2019 - 2023 and Operational Strategies as presented in Staff Report No. ADM-20-007. Carried Unanimously.

Development Services

- 2) [20-132](#) Official Community Plan Amendment and Rezoning Application - 681 and 685 Admirals Road, Staff Report No. DEV-20-017

Director of Development Services provided an update of the rezoning application and responded to questions from Council regarding market rental housing.

Moved by Councillor Helliwell, seconded by Councillor Armour: 1. That Council adopts Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw No. 2967, attached to Staff Report DEV-20-017 as Appendix A, which would amend Official Community Plan Bylaw, 2018, No. 2922 by changing Schedule 'H', being the Development Permit Areas Map by changing the designation of 681 Admirals Road [PID 007-801-963 Lot 25 Block 4 Suburban Lot 50 Esquimalt District Plan 1153] + [PID 007-801-980 Lot 26 Block 4 Suburban Lot 50 Esquimalt District Plan 1153], and 685 Admirals Road [PID 007-802-013 Lot B (DD G17083), Suburban Lot 50, Esquimalt District, Plan 1153], all shown cross hatched on Schedule 'A' of Bylaw No. 2967, from Development Permit Area No. 3 - Enhanced Design Control Residential to Development Permit Area No. 6 - Multi-Family Residential;

2. That Council adopts Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 2968, attached to Staff Report DEV-20-017 as Appendix B, which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of 681 Admirals Road [PID 007-801-963 Lot 25 Block 4 Suburban Lot 50 Esquimalt District Plan 1153] + [PID 007-801-980 Lot 26 Block 4 Suburban Lot 50 Esquimalt District Plan 1153], and 685 Admirals Road [PID 007-802-013 Lot B (DD G17083), Suburban Lot 50, Esquimalt District, Plan 1153], all shown cross hatched on Schedule 'A' of Bylaw No. 2968, from RD-3 [Two Family/Single Family Residential] to CD No. 123 [Comprehensive Development District No. 123]. Carried Unanimously.

- 3) [20-127](#) Development Permit and Development Variance Permit - 449 Lampson Street, Staff Report No. DEV-20-016

Director of Development Services provided an overview of the Development Permit and Development Variance Permit applications and responded to questions from Council regarding the use of the accessory building.

Moved by Councillor Helliwell, seconded by Councillor Vermeulen:

1. That Council approves Development Permit No. DP 000137 [Appendix A] authorizing the accessory building addition as illustrated on the architectural drawings prepared by T-Square Design & Consulting, and sited as detailed on the survey plan prepared by Wey Mayenburg Land Surveying Inc., both stamped "Received February 4, 2020", and staff be directed to issue the permit, and register the notice on the title of the property located at PID 005-354-048, Lot 2, Section 11, Esquimalt District, Plan 9574 [449 Lampson Street]; and

2. That Council approves Development Variance Permit No. DVP00098 [Appendix B] authorizing the accessory building addition as illustrated on the architectural drawings prepared by T-Square Design & Consulting, and sited as detailed on the survey plan prepared by Wey Mayenburg Land Surveying Inc., both stamped "Received February 4, 2020", and including the following variances to Zoning Bylaw, 1992, No.2050, and staff be directed to issue the permit and register the notice on the title of the property located at PID 005-354-048, Lot 2, Section 11, Esquimalt District, Plan 9574 [449 Lampson Street]:

Zoning Bylaw, 1992, No. 2050, Section 40 (8)(a) - Lot Coverage: to allow that all Principal Buildings, Accessory Buildings and Structures combined, shall not cover more than 30.4% of the Area of a Parcel instead of the currently allowed 30% within the RD-3 zone;

Zoning Bylaw, 1992, No. 2050, Section 40 (8)(b) - Lot Coverage: to allow that all Accessory Buildings and Structures combined, shall not cover more than 15.6% of the Area of a Parcel instead of the currently allowed 10% within the RD-3 zone. Carried Unanimously.

4) [20-133](#) Development Permit Application - 899 Esquimalt Road, Staff Report No. DEV-20-018

Babak Nikbakhtan, CEO, Lexi Development and Caelan Griffiths, PMG Landscape Architects provided an overview of the Development permit application, presented a PowerPoint Presentation and responded to questions from Council including demolition timeline of existing building and eastern wall public art.

Moved by Councillor Armour, seconded by Councillor Vermeulen: That Council approves Development Permit No. DP000135, attached as Appendix A to Staff Report DEV-20-018, consistent with the architectural plans provided by Farzin Yadegari Architect Inc., stamped "Received March 9, 2020", the landscape plan by PMG Landscape Architects, stamped "Received March 9, 2020", and sited in accordance with the Site Plan provided by Wey Mayenburg Land Surveying Inc., stamped "Received February 5, 2020", and staff be directed to issue the Permit (subject to receipt of the required landscape security) and register the notice on the titles of the property located at 899 Esquimalt Road [PID

030-151-562, Lot A, Section 11, Esquimalt District, Plan EPP69557].
Carried.

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

Opposed: 1 - Councillor Hundleby

Moved by Councillor Morrison, seconded by Councillor Armour: That the applicant return to Council within a 4 month period with revised public art work options for the Eastern wall and seek an amendment to Development Permit 000135 as attached to Staff Report No. DEV-20-018. Carried Unanimously.

The meeting recessed at 8:56 PM and reconvened at 9:00 PM with all members of Council present including Councillor Brame via conference call.

5) [20-135](#) Rezoning Application - 1048 Tillicum Road, Staff Report No. DEV-20-019

Senior Planner provided an overview of rezoning application for 1048 Tillicum Road, presented a PowerPoint Presentation and responded to questions from Council regarding parking, size of lot and left turn access to Tillicum Road.

David Yamamoto, Zebra Designs, provided an overview of application, presented a PowerPoint Presentation and responded to questions from Council regarding design, storage, landscaping, parking and the size of the garage for each unit in particular the width of the garage to accommodate families that use a child car seat and ability to access the vehicle while parked in the that space.

Moved by Councillor Morrison, seconded by Councillor Hundleby:

1. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 2994, attached as Appendix A to Staff Report DEV-20-019, which would amend Zoning Bylaw, 1992, No. 2050, by changing the zoning designation of 1048 Tillicum Road [PID 005-010-390, Lot D, Section 10, Esquimalt District, Plan 11683], shown cross-hatched on Schedule 'A' of Bylaw No. 2994, from Two Family Residential [RD-1] to Comprehensive Development District No. 132 [CD. No. 132], be given first and second reading; and
2. That Council authorizes the Corporate Officer to schedule a public hearing for Zoning Bylaw 1992, No. 2050, Amendment Bylaw No. 2994, and to advertise for same in the local newspaper.
3. That, as the applicant wishes to assure Council that uses and development will be restricted and amenities provided as identified in Staff Report DEV-20-019, the applicant has voluntarily agreed to register a Section 219 Covenant on the title of 1048 Tillicum Road [PID 005-010-390, Lot D, Section 10, Esquimalt District, Plan 11683] in favour of the Township of Esquimalt providing the lands shall not be subdivided, built upon or used (as appropriate to the requirement, as drafted by the Township's solicitor at the applicant's expense) in the absence of all of the

following:

- The existing buildings will only be used for their current uses prior to demolition,
- The number of dwelling units in the new development will remain at no more than five [5] units, as stated in Bylaw No. 2994,
- Three (3) visitor parking spaces will be provided and remain as illustrated in the Site Plan, SK-1, attached in Appendix D of Staff Report DEV-20-019,
- Installation of an electric vehicle charging station in each of the five [5] private garages and at each of the three [3] visitor parking spaces,
- Installation of screening around the garbage and recycling area,
- Installation of two visitor bicycle lockups within the parking area, and
- A constraint on the future strata corporation that the rental of the units will not be restricted.

To this end, Council direct staff and legal counsel for the Township to coordinate with the property owner to ensure a Section 219 Covenant addressing the aforementioned issues is registered against the property title, in priority to all financial encumbrances, prior to returning Amendment Bylaw No. 2994 to Council for consideration of adoption].

Moved by Councillor Hundleby, seconded by Councillor Helliwell: That the main motion be amended to strike parts (2) & (3) of the main motion and proceed with first reading only of Amendment Bylaw No. 2994. Carried.

In Favour: 5 - Mayor Desjardins, Councillor Brame, Councillor Helliwell, Councillor Hundleby, and Councillor Vermeulen

Opposed: 2 - Councillor Armour, and Councillor Morrison

8. **BYLAWS**

- 1) [20-128](#) Blasting Bylaw, 2020, No. 2982 - For Adoption

Moved by Councillor Hundleby, seconded by Councillor Morrison: That Blasting Bylaw, 2020, No. 2982, be adopted. Carried Unanimously.

- 2) Council Procedure Bylaw, 2009, Amendment Bylaw No. 2995 - For consideration

CAO provided an overview of rationale for the amendment to the bylaw to allow all members of Council to electronically participate in meetings to conduct necessary business. In accordance with sections 94 and 124 of the Community Charter, the Public Notice will appear in the Victoria News on March 18 and 25.

Moved by Councillor Hundleby, seconded by Councillor Helliwell: That Council Procedure Bylaw, 2009, No. 2715, Amendment Bylaw No. 2995, 2020, be given first, second and third readings. Carried Unanimously.

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

- 1) [20-136](#) Follow up to Meeting with Director and Deputy Director Resource Stewardship Division, Mayor Barbara Desjardins

Moved by Mayor Desjardins, seconded by Councillor Hundleby:

1) That Esquimalt staff work with Dr Fisher and UWSS to determine ways that concurrent work done in Esquimalt may inform and assist but not duplicate the Oak Bay [OB] Project;

2) That the Township of Esquimalt initiate conversations with Songhees and Esquimalt First

Nations to inform future applications to Province regarding deer research and management, recognising First Nation consultation is a Provincial responsibility;

3) That the Township of Esquimalt complete application to the Province to allow for a Deer study and immuno-contraception through the above information for potential ability to action in the fall of 2020, and to submit for funding assistance through PUDOC (Provincial Urban Deer Cost Share Program) at the fall 2020 intake. Carried Unanimously.

Moved by Councillor Armour, seconded by Councillor Hundleby: That the Township of Esquimalt continues to work with both neighbouring municipalities in the Greater Victoria region and the Department of National Defence in pursuing a regional approach to deer management. Carried Unanimously.

Moved by Councillor Morrison, seconded by Councillor Hundleby: That the Regular meeting of Council be extended until 10:30 PM. Carried.

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

Opposed: 1 - Councillor Vermeulen

10. REPORTS FROM COMMITTEES

1) [20-144](#) Recommendation of the Committee of the Whole - March 9, 2020, COTW meeting re: Policing Costs

Moved by Mayor Desjardins, seconded by Councillor Armour: That the Committee of the Whole recommends to Council:

1. That Council direct staff to draft a letter to the Victoria and Esquimalt Police Board requesting itemized separation of the costs for the Lower Johnson St policing task force and policing costs associated with the City of Victoria protests, within the budget;

2. That Council also direct staff to draft a letter to Brenda Butterworth-Carr, Assistant Deputy Minister and Director of Police Services, under section 12.1 of the Framework Agreement, requesting activation of the Administrative Committee to work to resolve this dispute; and,

3. That the Township of Esquimalt initiate discussions on the funding formula, as per section 11.2 of the framework agreement to reflect the experience of the first 5 years of the Framework Agreement. Carried Unanimously.

- 2) [20-110](#) Draft Minutes from the Local Grant Committee, January 28, 2020

This item was received.

- 3) [20-123](#) Draft Minutes from the Parks and Recreation Advisory Committee, November 6, 2019

This item was received.

- 4) [20-124](#) Adopted Minutes from the Advisory Planning Commission, December 17, 2020

This item was received.

11. COMMUNICATIONS

For Council's Consideration

- 1) [20-138](#) Email from Gillian Day, Agenda Secretary, City of New Westminster, dated March 9, 2020, Re: Requesting Support for a National Pharmacare Program

Moved by Councillor Armour, seconded by Councillor Hundleby: That the Email from Gillian Day, Agenda Secretary, City of New Westminster, dated March 9, 2020, Re: Requesting Support for a National Pharmacare Program be received. Carried Unanimously.

- 2) [20-141](#) Email from Councillor Meagan Brame, dated March 6, 2020, Re: Proclamation for Multiple Sclerosis (MS) Awareness Month

Moved by Councillor Brame, seconded by Councillor Morrison: That Mayor Desjardins, on behalf of the Township of Esquimalt, proclaim the month of May to be MS Awareness Month for the Multiple Sclerosis Society of Canada on an annual basis, as per the Email from Councillor Meagan Brame, dated March 6, 2020, Re: Proclamation for Multiple Sclerosis (MS) Awareness Month. Carried Unanimously.

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

Opposed: 1 - Councillor Vermeulen

For Council's Information

- 3) [20-139](#) Email from Union of British Columbia Municipalities (UBCM), dated March 5, 2020, Re: UBCM Resolutions Process

This item was received.

- 4) [20-140](#) Letter from Maxime Corneau, Communications Officer, Army Cadet League of Canada National, dated February 24, 2020, Re: Success of Army Cadet, Victoria Côté, Esquimalt Resident

Moved by Councillor Armour, seconded by Councillor Hundleby: That Council direct staff to prepare a letter of congratulations for Army Cadet Victoria Cote, a member of the 2483 PPCLI Esquimalt, Royal Canadian Army Cadet Corps as outlined in the Letter from Maxime Corneau, Communications Officer, Army Cadet League of Canada National, dated February 24, 2020, Re: Success of Army Cadet, Victoria Côté, Esquimalt Resident. Carried Unanimously.

12. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Doug Scott, *resident*, supports the continuation of RibFest.

13. ADJOURNMENT

Moved by Councillor Hundleby, seconded by Councillor Vermeulen: That the Regular Council meeting be adjourned at 10:01 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2020

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

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

Special Meeting of Council

Monday, March 30, 2020

5:00 PM

Esquimalt Council Chambers

Councillor Brame, Councillor Helliwell and Councillor Hundleby by conference phone.

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
 Vicki Gannon, Director of Corporate Services and Hr
 Rachel Dumas, Manager of Corporate Services / Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Special Council meeting to order at 5:00 PM.

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

MAYOR'S COMMUNITY ADDRESS RE: COVID-19

Thank you for staying involved with our council meetings. We are very glad we are able to offer this webcast as well as the ability for residents to participate remotely. Things have changed very rapidly in the past few weeks. One thing that hasn't changed, however, is the sense of community and helpful nature of Esquimalt residents and businesses. I want to acknowledge the businesses in our community and their efforts to continue to provide services in our community. Also a huge shout out to medical, health personnel, and first responders like VicPD and Esquimalt Fire for your work in this time. Many of you are continuing to support our local businesses and looking for ways to assist your neighbours in addition to fielding the disruptions in your own lives. For that, we thank you.

Our gratitude and thanks also go out to municipal staff who are working to keep the parks open, phones answered, garbage collected and sewers functioning. Please extend your thanks when you see them. They deserve nothing less. Many of you are also continuing to enjoy our stunning parks. We want to keep these parks available to the public but we can only keep them open if everyone uses them responsibly. When visiting our parks, please respect the orders given by our health authorities to practice social distancing and remain 2 meters apart. 2 meters apart is not easy, but it is a must to change the path of this virus. Anyone

not following is putting themselves and others in harm's way, I know that is not your intention. The fact remains that we need to follow all advice and official orders from the Provincial Health Officer to help prevent the spread of COVID-19. We are in a crucial time and we cannot be anything less than 100% commitment to doing what's needed to combat this disease. Township updates regarding COVID-19 are added to our dedicated page, [Esquimalt.ca/covid19](https://esquimalt.ca/covid19). Residents are encouraged to sign up for Esquimalt Alert to receive significant updates like advisories, services changes and emergencies right to their phone or computer. The Township also uses Twitter, Facebook and Instagram to relay communications and connect with the public.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

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

4. ELECTRONIC PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

There was no public input.

5. BYLAWS

- 1) [20-155](#) Council Procedure Bylaw No. 2715, 2009, Amendment Bylaw [No. 5], 2020, No. 2995 - For Adoption

Moved by Councillor Brame, seconded by Councillor Morrison: That Council Procedure Bylaw No. 2715, 2009, Amendment Bylaw [No. 5], 2020, No. 2995 be adopted. Carried Unanimously.

6. ELECTRONIC PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

There was no public input.

7. MOTION TO GO IN CAMERA

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

- Labour relations or other employee relations.

In accordance with Section 90(1)(c) of the Community Charter, and that the general public be excluded. Carried Unanimously.

8. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Armour: That the Special Council meeting be adjourned at 5:07 PM. Carried unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2020

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT

2020 PROPERTY TAX RATES

April 6, 2020



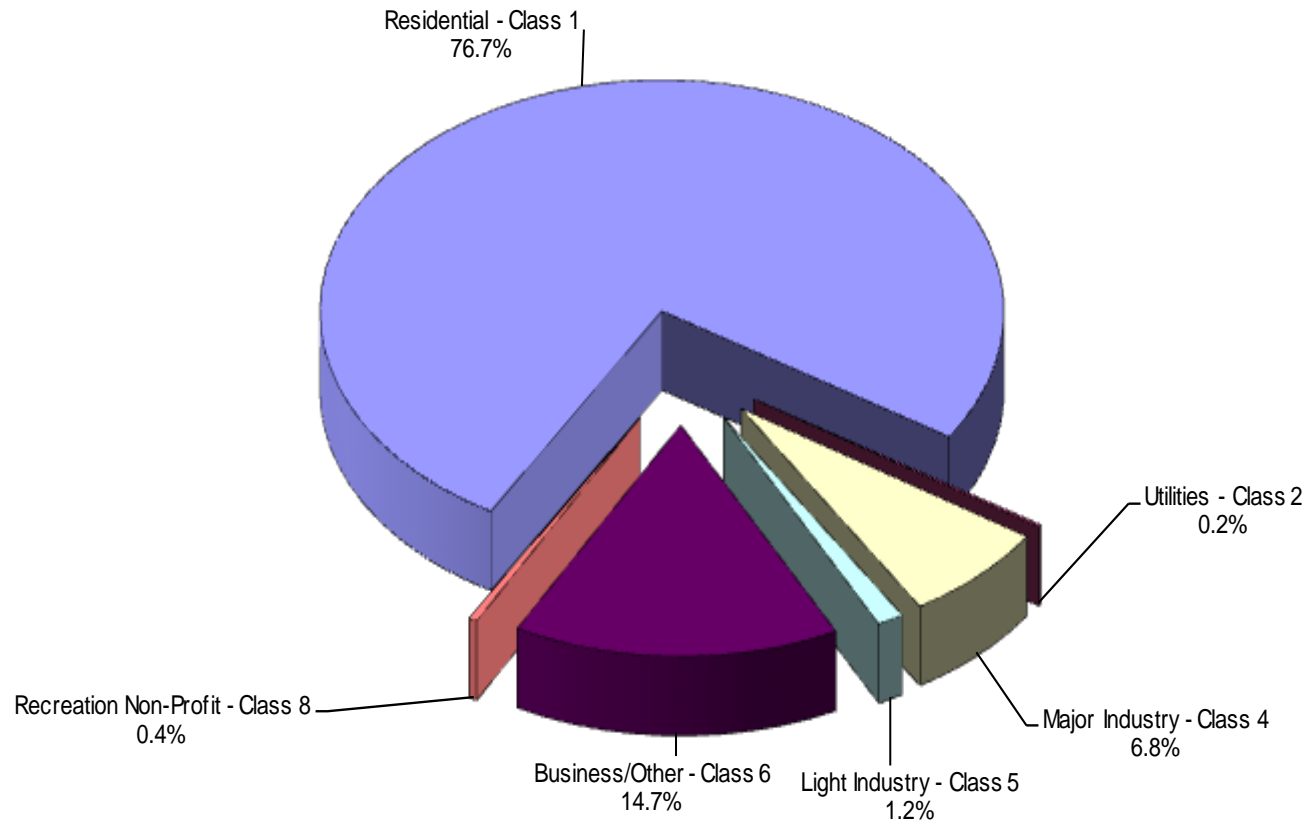
Assessed Value Comparison

<u>Property Class</u>	<u>2019 Final</u>	<u>2020 Revised</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
01 Residential	3,624,061,090	3,720,860,105	96,799,015	2.67%
02 Utilities	1,447,300	1,830,800	383,500	26.50%
04 Major Industry	37,526,600	34,911,300	(2,615,300)	(6.97%)
05 Light Industry	15,348,600	16,722,100	1,373,500	8.95%
06 Business/Other	230,161,901	245,359,151	15,197,250	6.60%
08 Recreation Non-Profit	15,749,900	16,568,200	818,300	5.20%
	<u>3,924,295,391</u>	<u>4,036,251,656</u>	<u>111,956,265</u>	

Assessment Value Changes

<u>Property Class</u>	<u>Existing Assessments</u>	<u>Non Market Change</u>	<u>Total Increase</u>
Residential	74,751,815	22,047,200	96,799,015
Utilities	120,400	263,100	383,500
Major Industry	(2,181,300)	(434,000)	(2,615,300)
Light Industry	1,373,500	-	1,373,500
Business/Other	16,965,550	(1,768,300)	15,197,250
Recreation Non-Profit	83,300	735,000	818,300
	<u>91,113,265</u>	<u>20,843,000</u>	<u>111,956,265</u>

Property Tax Burden



Developments

- During review of supplemental requests
 - 2.97% tax revenue increase
- Revised Roll vs Completed Roll
 - Class 4 reduction by >10%
 - Impact on Mill Rate
- PILT Revenue Impact

Considerations

- Pandemic Impacts
- Victoria CPI
- PILT
- Infrastructure Deficit

Scenario #1 – Property Tax Revenue

2.97% Increase

<u>Property Class</u>	<u>Revised</u>	<u>Tax Rate</u>	<u>Multiple</u>	<u>Tax Revenue</u>
Residential	3,698,812,905	3.56899	1.00000	13,201,023
Utilities	1,567,700	18.06387	5.06134	28,319
Major Industry	35,345,300	33.69166	9.44011	1,190,842
Light Industry	16,722,100	12.74565	3.57122	213,134
Business/Other	247,127,451	10.34029	2.89726	2,555,370
Recreation Non-Profit	15,833,200	4.60121	1.28922	72,852
	4,015,408,656			17,261,539

<u>Property Class</u>	<u>Revised</u>	<u>Tax Rate</u>	<u>Multiple</u>	<u>Tax Revenue</u>
Residential	22,047,200	3.56899	1.00000	78,686
Utilities	263,100	18.06387	5.06134	4,753
Major Industry	(434,000)	33.69166	9.44011	(14,622)
Light Industry	-	12.74565	3.57122	-
Business/Other	(1,768,300)	10.34029	2.89726	(18,285)
Recreation Non-Profit	735,000	4.60121	1.28922	3,382
	20,843,000			53,914
	4,036,251,656			

TOTAL TAX REVENUE 2020
INCREASE FROM 2019

17,315,452
551,794

Scenario #1 – PILT & Total Revenue

	2020	2019	<u>Increase/(Decrease)</u>	<u>Change(%)</u>
Accepted Assessed Values				
Class 1	378,934,953	383,922,000	-4,987,047	-1.32%
Class 4	214,975,878	216,551,500	-1,575,622	-0.73%
Class 5	245,445	0	245,445	100.00%
Class 6	433,265,247	411,050,400	22,214,847	5.13%
Class 8	<u>35,535,380</u>	<u>35,891,000</u>	<u>-355,620</u>	<u>-1.00%</u>
Total	1,062,956,903	1,047,414,900	15,542,003	1.46%
Revenue				
Class 1	1,350,984	1,331,233	19,751	1.46%
Class 4	7,242,894	6,659,406	583,488	8.06%
Class 5	3,128	0	3,128	100.00%
Class 6	4,484,234	4,609,909	-125,675	-2.80%
Class 8	<u>163,506</u>	<u>157,857</u>	<u>5,649</u>	<u>3.45%</u>
Total	\$13,244,746	\$12,758,405	486,341	3.67%
			<u>2020 Budget</u>	<u>% 2020</u>
Municipal Tax Revenue			\$17,315,452	56.66%
PILT Revenue			<u>13,244,746</u>	<u>43.34%</u>
			<u>\$30,560,198</u>	<u>100.00%</u>
2020 Budget Requirements			<u>\$29,956,471</u>	
Surplus			<u>\$603,727</u>	

Scenario #2 – Property Tax Revenue

2.00% Increase

<u>Property Class</u>	<u>Revised</u>	<u>Tax Rate</u>	<u>Multiple</u>	<u>Tax Revenue</u>
Residential	3,698,812,905	3.53537	1.00000	13,076,666
Utilities	1,567,700	17.89371	5.06134	28,052
Major Industry	35,345,300	33.37428	9.44011	1,179,623
Light Industry	16,722,100	12.62558	3.57122	211,126
Business/Other	247,127,451	10.24289	2.89726	2,531,297
Recreation Non-Profit	15,833,200	4.55787	1.28922	72,166
	4,015,408,656			17,098,931

<u>Property Class</u>	<u>Revised</u>	<u>Tax Rate</u>	<u>Multiple</u>	<u>Tax Revenue</u>
Residential	22,047,200	3.53537	1.00000	77,945
Utilities	263,100	17.89371	5.06134	4,708
Major Industry	(434,000)	33.37428	9.44011	(14,484)
Light Industry	-	12.62558	3.57122	-
Business/Other	(1,768,300)	10.24289	2.89726	(18,112)
Recreation Non-Profit	735,000	4.55787	1.28922	3,350
	20,843,000			53,406
	4,036,251,656			

TOTAL TAX REVENUE 2020
INCREASE FROM 2019

17,152,337
388,678

Scenario #2 – PILT & Total Revenue

	2020	2019	<u>Increase/(Decrease)</u>	<u>Change(%)</u>
Accepted Assessed Values				
Class 1	378,934,953	383,922,000	-4,987,047	-1.32%
Class 4	214,975,878	216,551,500	-1,575,622	-0.73%
Class 5	245,445	0	245,445	100.00%
Class 6	433,265,247	411,050,400	22,214,847	5.13%
Class 8	35,535,380	35,891,000	-355,620	-1.00%
Total	1,062,956,903	1,047,414,900	15,542,003	1.46%

Revenue				
Class 1	1,338,257	1,356,862	-18,605	-1.39%
Class 4	7,174,662	6,673,680	500,982	6.98%
Class 5	3,099	0	3,099	100.00%
Class 6	4,441,992	4,435,941	6,051	0.14%
Class 8	161,966	161,227	739	0.46%
Total	\$13,119,976	\$12,627,710	492,266	3.75%

	<u>2020 Budget</u>	<u>% 2020</u>
Municipal Tax Revenue	\$17,152,337	56.66%
PILT Revenue	13,119,976	43.34%
	<u>\$30,272,314</u>	<u>100.00%</u>

2020 Budget Requirements	<u>\$29,956,471</u>
Surplus	<u>\$315,843</u>

Scenario #3 – Property Tax Revenue

0.94% Increase

<u>Property Class</u>	<u>Revised</u>	<u>Tax Rate</u>	<u>Multiple</u>	<u>Tax Revenue</u>
Residential	3,698,812,905	3.49863	1.00000	12,940,772
Utilities	1,567,700	17.70776	5.06134	27,760
Major Industry	35,345,300	33.02745	9.44011	1,167,365
Light Industry	16,722,100	12.49438	3.57122	208,932
Business/Other	247,127,451	10.13644	2.89726	2,504,992
Recreation Non-Profit	15,833,200	4.51050	1.28922	71,416
	4,015,408,656			16,921,237

<u>Property Class</u>	<u>Revised</u>	<u>Tax Rate</u>	<u>Multiple</u>	<u>Tax Revenue</u>
Residential	22,047,200	3.49863	1.00000	77,135
Utilities	263,100	17.70776	5.06134	4,659
Major Industry	(434,000)	33.02745	9.44011	(14,334)
Light Industry	-	12.49438	3.57122	-
Business/Other	(1,768,300)	10.13644	2.89726	(17,924)
Recreation Non-Profit	735,000	4.51050	1.28922	3,315
	20,843,000			52,851
	4,036,251,656			

TOTAL TAX REVENUE 2020
INCREASE FROM 2019

16,974,088
210,429

Scenario #3 – PILT & Total Revenue

	2020	2019	<u>Increase/(Decrease)</u>	<u>Change(%)</u>
Accepted Assessed Values				
Class 1	378,934,953	360,294,000	18,640,953	4.92%
Class 4	214,975,878	218,930,200	-3,954,322	-1.84%
Class 5	245,445	0	245,445	100.00%
Class 6	433,265,247	387,666,300	45,598,947	10.52%
Class 8	35,535,380	33,229,000	2,306,380	6.49%
Total	1,062,956,903	1,000,119,500	62,837,403	5.91%
Revenue				
Class 1	1,324,350	1,356,862	-32,512	-2.45%
Class 4	7,100,102	6,673,680	426,422	6.01%
Class 5	3,067	0		
Class 6	4,395,830	4,435,941	-40,111	-0.91%
Class 8	160,282	161,227	-945	-0.59%
Total	\$12,983,631	\$12,627,710	352,854	2.72%
			<u>2020 Budget</u>	<u>% 2020</u>
Municipal Tax Revenue			\$16,974,087	56.66%
PILT Revenue			12,983,631	43.34%
			<u>\$29,957,719</u>	<u>100.00%</u>
2020 Budget Requirements			\$29,956,471	
Surplus			<u>\$1,248</u>	

Scenario Summary

- Tax Revenue Increase 2.97% - Surplus \$603,000
- Tax Revenue Increase 2.00% - Surplus \$315,000
- Tax Revenue Increase 0.94% - Surplus \$1,250

Average Tax Impacts

SCENARIO #1 - 2.97% Tax Revenue Increase					
Property Class	2020 Average Assessed Value	2019 Average Assessed Value	2020 Property Taxes	2019 Property Taxes	Increase
Residential	\$743,331	\$728,308	\$2,653	\$2,576	\$77
Utilities	\$97,981	\$90,456	\$1,770	\$1,719	\$51
Major Industry	\$752,028	\$798,438	\$25,337	\$24,606	\$731
Light Industry	\$983,653	\$902,859	\$12,537	\$12,176	\$363
Business/Other	\$1,118,224	\$1,041,457	\$11,563	\$11,229	\$333
Recreation Non-Profit	\$226,189	\$224,999	\$1,041	\$1,011	\$30
SCENARIO #2 - 2.00% Tax Revenue Increase					
Property Class	2020 Average Assessed Value	2019 Average Assessed Value	2020 Property Taxes	2019 Property Taxes	Increase
Residential	\$743,331	\$728,308	\$2,628	\$2,576	\$52
Utilities	\$97,981	\$90,456	\$1,753	\$1,719	\$34
Major Industry	\$752,028	\$798,438	\$25,098	\$24,606	\$492
Light Industry	\$983,653	\$902,859	\$12,419	\$12,176	\$244
Business/Other	\$1,118,224	\$1,041,457	\$11,454	\$11,229	\$225
Recreation Non-Profit	\$226,189	\$224,999	\$1,031	\$1,011	\$20
SCENARIO #3 - 0.94% Tax Revenue Increase					
Property Class	2020 Average Assessed Value	2019 Average Assessed Value	2020 Property Taxes	2019 Property Taxes	Increase/Decrease
Residential	\$743,331	\$728,308	\$2,601	\$2,576	\$24
Utilities	\$97,981	\$90,456	\$1,735	\$1,719	\$16
Major Industry	\$752,028	\$798,438	\$24,838	\$24,606	\$231
Light Industry	\$983,653	\$902,859	\$12,290	\$12,176	\$114
Business/Other	\$1,118,224	\$1,041,457	\$11,335	\$11,229	\$106
Recreation Non-Profit	\$226,189	\$224,999	\$1,020	\$1,011	\$9



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-159

REQUEST FOR DECISION

DATE: March 30, 2020

Report No. CSS-20-008

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT:

Bylaw Notice Enforcement Bylaw [Amendment No. 9]

RECOMMENDATION:

That Council gives first, second and third readings to Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw [No. 9], 2020, No. 2996.

RELEVANT POLICY:

Bylaw Notice Enforcement Bylaw, 2014, No. 2839, as amended

STRATEGIC RELEVANCE:

This request for decision is not directly tied to any particular Council Goals or Priorities.

BACKGROUND:

On March 2nd, 2020, Council adopted Blasting Bylaw, 2019, No. 2982.

ISSUES:

1. Rationale for Selected Option

In order to enable Bylaw Enforcement to write Bylaw Offence Notices for the offences created by the Blasting Bylaw, it is necessary to add a schedule to the Bylaw Notice Enforcement Bylaw. The schedule sets out fine amounts for contraventions under the Blasting Bylaw and allows for use of Bylaw Notices in enforcement.

2. Organizational Implications

There are no significant organizational implications.

3. Financial Implications

There are no significant financial implications

4. Sustainability & Environmental Implications

There are no sustainability or environmental implications

5. Communication & Engagement

The revised bylaw and new schedule will be posted on the website should the bylaw amendment be approved by Council.

ALTERNATIVES:

1. That Council gives first, second and third readings to Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw [No. 9], 2020, No. 2996.
2. That Council directs any amendments it considers appropriate to Bylaw No. 2996 prior to giving it first, second and third readings as amended.
3. That Council refers Bylaw No. 2996 back to staff to further revision.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2996

A Bylaw to amend Bylaw No. 2839, cited as the
"Bylaw Notice Enforcement Bylaw, 2014, No. 2839"

The Council of the Corporation of the Township of Esquimalt, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw [No. 9], 2020, No. 2996."
2. That Bylaw No. 2839, cited as the "Bylaw Notice Enforcement Bylaw, 2014, No. 2839" be amended as follows:

(1) Add Schedule "U" – "Blasting Bylaw, 2019, No. 2982", as attached hereto.

READ a first time by the Municipal Council on the day of , 2020.

READ a second time by the Municipal Council on the day of , 2020.

READ a third time by the Municipal Council on the day of , 2020.

ADOPTED by the Municipal Council on the day of , 2020.

BARBARA DESJARDINS
MAYOR

RACHEL DUMAS
CORPORATE OFFICER

Schedule "T"**Installation of Lock-Boxes Bylaw, 2013, No. 2797**

Section	Description	Penalty	Early Payment Penalty	Late Payment Penalty
4(a)	Fail to Install Lock-Box – New Construction	\$300.00	\$225.00	\$375.00
4(b)	Fail to Install Lock-Box – Existing Building	\$300.00	\$225.00	\$375.00
4(c)	Fail to obtain permit to relocate/modify existing Lock-Box	\$300.00	\$225.00	\$375.00
5(a)	Fail to apply for Lock-Box permit	\$300.00	\$225.00	\$375.00
5(b)	Fail to have qualified locksmith install Lock-Box	\$300.00	\$225.00	\$375.00
5(c)	Fail to notify Fire Department of installation of Lock-Box for inspection	\$300.00	\$225.00	\$375.00
5(e)	Fail to correct identified deficiencies and/or request re-inspection of Lock-Box	\$300.00	\$225.00	\$375.00
6(a)	Owner fail to ensure updated keys available in Lock-Box	\$300.00	\$225.00	\$375.00
6(b)	Owner fail to ensure keys within Lock-Box are clearly labeled	\$300.00	\$225.00	\$375.00
7	Install Lock-Box not approved by Fire Department	\$300.00	\$225.00	\$375.00
8	Improperly install Lock-Box	\$300.00	\$225.00	\$375.00

Schedule "U"**Blasting Bylaw, 2019, No. 2982**

Section	Description	Penalty	Early Payment Penalty	Late Payment Penalty
3.1	Blasting without a permit	\$300.00	\$225.00	\$375.00
3.3	Blasting while permit expired	\$300.00	\$225.00	\$375.00
4.3	Blasting outside of permitted hours	\$300.00	\$225.00	\$375.00
4.5	Blasting without establishing fire emergency procedures	\$300.00	\$225.00	\$375.00
5.1	Fail to deliver written notices as required	\$200.00	\$150.00	\$250.00
6.4	Obstruct inspector	\$300.00	\$225.00	\$375.00



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-162

REQUEST FOR DECISION

DATE: April 1, 2020

Report No. DEV-20-020

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT:

Proposed amendment to the Development Application Procedures Bylaw No. 2791, 2012, allowing Council or the Director of Development Services to waive the requirement for public consultation if Council or the Director of Development Services determines that such consultation may involve a contravention of a federal or provincial enactment.

RECOMMENDATION:

That Council gives first, second and third readings to "Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw (No. 4), 2020, No. 2997 and further, adoption of the bylaw as authorized under section 9 of Ministerial Order No. M083 - Order of the Minister of Public Safety and Solicitor General/ *Emergency Program Act*, attached as Appendix "D" to Staff Report DEV-20-020.

RELEVANT POLICY:

- Development Application Procedures and Fees Bylaw No. 2791, 2012 (Appendix B).
- Mass Gathering Order of the Provincial Health Officer Pursuant to the Public Health Act - re: COVID-19 Notice to owners, occupiers and operators of places at which large numbers of people gather (Appendix C).
- Provincial Ministerial (COVID - 19) Order - Local Government Meetings and Bylaw Process (Appendix D).
- *Local Government Act*.
- Community Charter

STRATEGIC RELEVANCE:

Although not related to a specific strategic priority, the proposed amendment helps ensure that rezoning applications continue to move forward through the rezoning process, and hence contribute economic inputs into the local economy during the COVID-19 event.

BACKGROUND:

Section 2 of the Development Application Procedures and Fees Bylaw No. 2791, 2012, states that:

“In the case of an application for a zoning amendment or amendment of the Official Community Plan that proposes a change of land use or change in the permitted density of land use, the applicant must comply with the public consultation procedures and provide the information on public consultation set out in Schedule A (Appendix B).”

Schedule “A” requires that the applicant have a public meeting within 45 days of the date that the application was submitted. Staff are concerned that these meetings are not in the spirit of the March 16, 2020, order issued by Dr. Bonnie Henry, prohibiting gatherings of over 50 people. In addition, Dr. Henry has been imploring everyone to maintain a minimum 2.0 m separation. Although these public meetings rarely have more than 50 people in attendance, they still represent a government sanctioned meetings that could be construed as contrary to the Public Health imperative to minimize contact with people outside of your household and to maintain a minimum 2.0m separation between people.

It should be noted that, unlike public hearings, there is no statutory obligation to have this type of public meeting. The purpose of these meetings is to allow the applicant to obtain the thoughts and ideas of neighbours about a proposal at the beginning of the rezoning process so any issues that are identified can be addressed early in the process and the application adjusted accordingly. Applicants could still opt to have notices sent to neighbours outlining their proposals and requesting that concerns be submitted to the applicant by e-mail, phone, or social media if they so desired. This would be voluntary on the part of the applicant.

ISSUES:

1. Rationale for Selected Option

The Provincial Health Officer has issued an Order prohibiting gathering of more than 50 people. In addition, she is strongly encouraging people to avoid unnecessary contact and to maintain a 2.0 m physical separation among each other. Furthermore, the public consultation meetings are not required by any enactment other than the subject bylaw.

2. Organizational Implications

Due to issues of privacy, staff mail out the notices of these meetings on behalf of the applicant. The applicant could still request that notices be sent out but offer to accept comments in a form other than a public meeting.

3. Financial Implications

Although there are no direct financial implications, the notices are mailed out on a cost recover basis, it is imperative that rezoning applications continue to be processed as they often represent a significant economic input into our local economy.

4. Sustainability & Environmental Implications

There are no significant sustainability or environmental implications associated with the proposed amendment.

5. Communication & Engagement

The proposed amendment would remove a non-statutory public meeting from the rezoning process. This would only occur when federal or provincial enactments prohibit or discourage public gatherings. Applicants could voluntarily opt for an alternative consultation process that does not involve an in person meeting.

ALTERNATIVES:

- 1) That Council gives first, second and third readings to “Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw (No. 4), 2020, No. 2997, and further adoption of the bylaw as authorized under section 9 of Ministerial Order No. M083 - Order of the Minister of Public Safety and Solicitor General/ *Emergency Program Act*, attached as Appendix “D” to Staff Report DEV-20-020.
- 2) That Council does not give first, second and third readings and further, adoption to “Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw (No. 4), 2020, No. 2997.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2997, 2020

A Bylaw to amend the
Development Application Procedures Bylaw

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

PART 1: AMENDMENTS

1. Development Application Procedures Bylaw No. 2791, 2012 is amended by replacing Section 2 with the following:

"2. In the case of an application for a zoning amendment or amendment of the Official Community Plan that proposes a change of land use or change in the permitted density of land use, the applicant must comply with the public consultation procedures and provide the information on public consultation set out in Schedule A, except that Council or the Director of Development Services may waive the requirement for public consultation if Council or the Director of Development Services determines that such consultation may involve a contravention of a federal or provincial enactment."

PART II: SHORT TITLE

2. This Bylaw may be cited as: "Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw (No. 4), 2020, No. 2997".

READ A FIRST TIME this ____ day of March, 2020.

READ A SECOND TIME this ____ day of March, 2020.

READ A THIRD TIME this ____ day of March, 2020.

ADOPTED this ____ day of March, 2020.

BARBARA DESJARDINS
MAYOR

RACHEL DUMAS
CORPORATE OFFICER

**DEVELOPMENT APPLICATION PROCEDURES
AND FEES BYLAW NO. 2791, 2012**

**CONSOLIDATED FOR CONVENIENCE
January, 2019**

**In case of discrepancy, the original Bylaw or
Amending Bylaw must be consulted**

Consolidates Amendments authorized by:

- Amendment Bylaw (No. 1), 2015, No. 2855
- Amendment Bylaw (No. 2), 2016, No. 2868
- Amendment Bylaw (No. 3), 2018, No. 2936

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2791

A bylaw to establish development application procedures and fees and development approval information policies and procedures under Part 14 of the *Local Government Act*, heritage application procedures under Part 15 of the *Local Government Act*, and heritage application fees under Part 7 of the *Community Charter*. **[Amendment Bylaw, 2016, No. 2868]**

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

PART I: APPLICATION PROCEDURES

1. An owner of land, or a person authorized by the owner for that purpose as evidenced by a written authorization forming part of the application, may apply to the Director of Development Services for the following in the form prescribed for that purpose by the Director, and must provide the information required by the form:
 - (a) an amendment to the Official Community Plan;
 - (b) an amendment to the zoning bylaw;
 - (c) a development permit;
 - (d) a development variance permit;
 - (e) a temporary use permit;
 - (f) discharge of, or amendment to, a land use contract;
 - (g) an exemption from a bylaw establishing a flood construction level or floodplain setback;
 - (h) an exemption from the minimum highway frontage in Section 512 of the *Local Government Act*; **[Amendment Bylaw, 2016, No. 2868]**
 - (i) a heritage alteration permit;
 - (j) a heritage revitalization agreement;
 - (k) a heritage designation bylaw; and
 - (l) conversion of a previously occupied building to strata lots.
2. In the case of an application for a zoning amendment or amendment of the Official Community Plan that proposes a change of land use or change in the permitted density of land use, the applicant must comply with the public consultation procedures and provide the information on public consultation set out in Schedule A.

3. A reapplication for an amendment to a bylaw or land use contract or for a permit or exemption that has been refused may not be made within 6 months of the date on which the applicant was notified of the refusal unless Council specifies a lesser or greater period of time by resolution passed by a 2/3 majority of Council members eligible to vote.
4. If an applicant for a development permit seeks to vary a bylaw under Division 5, 11, 12, 13 or 14 of Part 14 of the *Local Government Act* and the applicable development permit guidelines do not address such variances, the applicant must make a concurrent application for a development variance permit and pay the application fee in accordance with this Bylaw. **[Amendment Bylaw, 2016, No. 2868]**
- 4A. In the case of an application for a temporary use permit, the Director of Development Services shall give notice in accordance with Section 494 of the *Local Government Act*, but the Director may instead report the application to the Council for a decision on whether to give notice. **[Amendment Bylaw, 2015, No. 2855]** and **[Amendment Bylaw, 2016, No. 2868]**
5. The distance specified for the purpose of notification in relation to an application to amend a bylaw or land use contract or for a temporary use permit is 100 metres, and in relation to an application for a development variance permit is 50 metres, in each case measured from the boundaries of any parcel to which the application pertains. **[Amendment Bylaw, 2015, No. 2855]**
6. In the case of an application for an amendment of the Official Community Plan or the zoning bylaw, the applicant must within 14 days of making the application post on the land that is the subject of the application a notification sign, which must either:
 - (a) be supplied by the Township at the applicant's cost, or
 - (b) if directed by the Township, be supplied by the applicant at the applicant's cost, to specifications as to size, material, composition and form specified by the Township,and notify the Director of Development Services in writing that the sign has been posted. **[Amendment Bylaw, 2018, No. 2936]**
7. The notification sign must be:
 - (a) posted so as to face each street on which the subject land has frontage, every 50.0 metres of frontage in the case of parcels whose frontage exceeds 50.0 metres;
 - (b) placed at least 1.0 metre above grade and not more than 2.0 metres above grade;
 - (c) maintained in good repair and replaced at the applicant's cost if defaced, damaged or removed, until removal is required under subsection (d); and
 - (d) removed on the next business day following the Council's decision with respect to the application to which it pertains.
8. If the applicant does not maintain a notification sign in accordance with this Bylaw, the Council may postpone or cancel a scheduled public hearing until the requirements of the

Bylaw have been complied with, and the Township may impose an additional application fee equal to the Township's actual cost of rescheduling the hearing.

9. A notification sign is not required if the Director of Development Services determines that the development that is the subject of the application is so minor as to have minimal impact on adjoining lands.
10. The applicant shall be provided with a copy of any report of the Director of Development Services or other Township staff after the agenda for the meeting of Council at which their application will be under consideration has been circulated to members of Council, and prior to the meeting.
11. Persons wishing to make representations to the Council with respect to a development variance permit application may do so in writing up to the close of business on the day on which the Council intends to consider issuing the permit, and may be heard at the Council meeting with leave of the person presiding.
12. The Corporate Officer must notify the applicant in writing of a refusal by Council to amend a bylaw or issue a permit, within fifteen days of the date of refusal.

PART II: APPLICATION FEES

13. Applications under this Bylaw must be accompanied by the fees set out in Schedule B, plus any fee prescribed by the Land Title and Survey Authority for the filing of applicable notices in the Land Title Office. For certainty, an amendment to the Official Community Plan or the zoning bylaw initiated by the Council is not an application under this Bylaw. **[Amendment Bylaw, 2015, No. 2855]**
14. If the application is withdrawn before being considered by the Council or a committee of the Council at any meeting, the applicant shall be entitled to a refund of 50% of the application fee to a maximum refund of \$500.00 and if the application is withdrawn prior to the filing of notice in the Land Title Office, the applicant shall be entitled to a refund of the filing fee.

PART III: DEVELOPMENT APPROVAL INFORMATION

15. Upon the request of the Director of Development Services and within the time specified in the request, an applicant described in Section 1(b), (c) or (e) must provide to the Director of Development Services written Terms of Reference for the preparation of information on the impact of the proposed activity or development that is the subject of the application.
16. To the extent that the proposed activity or development can reasonably be expected to have an appreciable impact on any of the following matters, the Terms of Reference must include those matters in the scope of the information that is to be prepared:
 - (a) the natural environment of the area affected including adjacent marine areas, surface drainage, ecosystems and biological diversity, with particular emphasis on areas of unusual environmental sensitivity and any rare plant or animal species;

- (b) local highways, fire protection systems, water supply systems, municipal solid waste disposal and recycling facilities, energy and communications utilities, and local parking facilities;
 - (c) local school facilities; local, regional and provincial parks; hospitals and other health care services; local transportation services including public transit;
 - (d) local commercial services and employment opportunities, but the question of market demand for the activity or development need not be dealt with when the application is for a development permit;
 - (e) property tax revenues of the Township;
 - (f) energy and water conservation;
 - (g) natural hazards including tsunami hazards and the effects of sea level rise;
 - (h) cultural heritage resources including resources of historical, archaeological, paleontological or architectural significance whether on land or underwater; and
 - (i) aesthetic values including the appearance of the development and the effect of any artificial lighting proposed.
17. In addition to any matter listed in Section 16, the applicant may include in the Terms of Reference any matter on which the applicant considers information ought to be provided to the Township to permit a full understanding of the Impact of the proposed activity or development on the community.
18. In the case of an application for a development permit or temporary use permit, the Terms of Reference must address any particular information requirements that are identified in or arise from any applicable guidelines in the Official Community Plan or Zoning Bylaw.
19. In addition to any other requirements the Terms of Reference may require the person preparing the impact information to provide information on the relationship between the proposed activity or development and
- (a) the Regional Growth Strategy of the Capital Regional District; and
 - (b) in the case of a proposed zoning amendment, the Official Community Plan.
20. The Terms of Reference may specify that the impact information will be prepared by a person having professional expertise in the matters included in the Terms of Reference, any may include information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information.
21. The Terms of Reference must specify the date by which and the form and the number of copies in which the impact information will be provided.
22. Within 10 business days of receipt of the Terms of Reference the Director of Development Services must indicate in writing to the applicant that:
- (a) the Terms of Reference submitted by the applicant are acceptable;

- (b) the Terms of Reference submitted by the applicant are acceptable if additional matters specified by the Director and within the scope of Section 16 of this Bylaw are included;
 - (c) the Terms of Reference submitted by the applicant are acceptable if a person other than one who has been proposed by the applicant in the Terms of Reference, and whose selection has been approved in writing by the Director, prepares the impact information; or
 - (d) the Terms of Reference are unacceptable and must be replaced by the applicant.
23. For the purposes of Section 26, when accepting Terms of Reference, the Director of Development Services may advise the applicant of other projects proposed or under development in the area that may be affected by the applicant's proposed activity or development.
24. If the Director of Development Services does not provide advice pursuant to Section 22 by the end of the tenth business day the Director of Development Services is deemed to have accepted the proposed Terms of Reference.
25. Upon receipt of notice accepting the Terms of Reference or where the Terms of Reference have been deemed to be accepted, the applicant must prepare the impact information in accordance with the accepted Terms of Reference and within the time specified in the Terms of Reference must provide it to the Township, at the applicant's expense.
26. For every matter within the scope of Section 16 that is included in the Terms of Reference, the applicant must
- (a) identify relevant baseline information and document the nature of the resource or other matter on which the proposed activity or development may have an impact;
 - (b) identify and describe the potential and likely impacts of the activity or development including any cumulative effects when combined with other projects proposed or under development of which the Director has provided advice under Section 23;
 - (c) evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated; and
 - (d) make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided
- all in accordance with generally accepted impact assessment methodology.
27. If Terms of Reference approved under Section 22 or deemed to be approved under Section 24 specify professional expertise in the preparation of impact information, prior to authorizing the preparation of the impact information by any person the applicant must deliver to the Director of Development Services information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information, unless that information was included in the approved Terms of Reference.

28. Within 10 business days of receipt of the information, the Director of Development Services must advise the applicant whether the proposed person is acceptable, and if the person is not acceptable the Director must advise the applicant in writing of the reason and may propose one or more alternative acceptable persons. If such advice is not provided by the end of the tenth business day, the Director is deemed to have accepted the proposed person.
29. If the Director of Development Services is not satisfied that the impact information provided by the applicant under Section 25 is sufficient to comply with the Terms of Reference, either in scope, level of detail, accuracy or in any other respect, the Director may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference, but a requirement for further information may be imposed once only.
30. If the Director of Development Services considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Township, the Director may require the applicant to provide such a review of the information including the methodology used in its preparation.
31. The Director of Development Services may specify that the independent review be conducted by a suitably qualified person, including, but limited to, a member of the faculty of a university or college, a member of the Planning Institute of B.C., a member of the Architectural Institute of B.C. or the B.C. Society of Landscape Architects, a member of the Association of Professional Engineers and Geoscientists of B.C., a Registered Professional Forester or a Registered Professional Biologist, a Registered Arborist and may specify terms of reference for the review.
32. The applicant must arrange for the independent review to be conducted and submitted in writing to the Township, at the applicant's expense and within the time specified by the Director of Development Services.
33. The information that is provided to the Township pursuant to this Part is required by the Township in the exercise of its powers under the *Local Government Act*. Every report or other document provided to the Township pursuant to this Bylaw must accordingly contain an express grant of permission to the Township to use and reproduce the information contained in the report or other document for non-commercial purposes.
34. The Director of Development Services must, when imposing requirements under this Part, advise the applicant of their right to reconsideration under Part VI of this Bylaw.

PART IV: DELEGATION IN RELATION TO PART 14 MATTERS [Amendment Bylaw, 2016, No. 2868]

35. The Director of Development Services may prescribe application forms for the purposes of this Bylaw, and in doing so may prescribe different forms and information requirements for different categories of application based on the nature or complexity of the application.
36. The Director of Development Services may prescribe the form of permits referred to in Section 1.
37. The Council delegates to the Director of Development Services the authority to issue development permits described in Schedule C that do not involve the variance of a

bylaw under Division 5, 11, 12, 13 or 14 of Part 14 of the *Local Government Act*, and the Director may refer such applications to the Advisory Planning Commission for recommendations. **[Amendment Bylaw, 2016, No. 2868]**

38. The Council delegates to the Director of Development Services the authority to deal with any application to amend any development permit, provided that the Director may not approve any amendment that:
 - (a) is not, in the Director's opinion, consistent with the applicable development permit guidelines;
 - (b) increases any variance authorized by the development permit, or
 - (c) in the case of a development permit dealing with the form and character of development, in the Director's opinion results in a material change to the form and character of the development.
39. The Director may, in lieu of determining any particular permit or amendment application, make a recommendation to the Council that a decision on the issuance of the permit be made by the Council, and in such cases the Council and not the Director shall make the decision and the provisions of this Bylaw dealing with reconsideration shall not apply.
40. Except for delegated permits, and permits and applications initiated by the Township where the Chief Administrative Officer and the Director of Development Services are in concurrence that the permits or applications can proceed directly to Council, the Director of Development Services must refer permit and amendment applications to the Advisory Planning Commission in all circumstances where a bylaw of the Township requires such referral, or where the Council directs such referral, and the recommendations of the Commission shall be provided to the Council or Council committee at a meeting at which the application is to be considered. **[Amendment Bylaw, 2016, No. 2868]**
- 40A. Notwithstanding Section 40, the following applications will be directly referred to Council and not to the Advisory Planning Commission:
 - (a) Variances to maximum fence heights of less than 25%;
 - (b) Variances to maximum building heights of less than 25%;
 - (c) Variances to minimum setbacks of less than 25%;
 - (d) Variances to minimum parking requirements of less than 30%;
 - (e) Variance to site coverage less than 25%;
 - (f) Variance to minimum parcel area less than 25%;
 - (g) Variance to minimum lot width less than 25%;
 - (h) All variances to sign areas, heights and numbers; and
 - (i) All subdivision Development Permits **[Amendment Bylaw, 2016, No. 2868]**
41. For certainty, the delegation to the Director of Development Services of the power to issue or amend development permits within the scope of this Bylaw includes all the

powers of Council in relation to such permits and amendments, including the power to supplement a bylaw and the power to impose conditions and requirements and set standards on the issuance of a permit.

42. Council delegates to the Director of Development Services the authority to sign and issue permits within the scope of this Bylaw and to cancel permits when they lapse.
43. The Director of Development Services may require security for the purposes of Section 502(3) of the *Local Government Act* when exercising the Director's powers under Section 37 or Section 38 and: **[Amendment Bylaw, 2016, No. 2868]**
 - (a) in the case of a condition in a permit respecting landscaping, the amount of the security shall be 120% of the cost to the Township, as estimated by the Director, of entering on the land, installing the landscaping, and inspecting and maintaining the landscaping for such a period of time as would be required to ensure its survival in perpetuity;
 - (b) in the case of an unsafe condition that might result from a contravention of a permit condition, the Director must consider the nature of the permit condition, the nature of the unsafe condition, and the cost to the Township of entering on the land, undertaking work to correct the unsafe condition, including the cost of repairing any damage to land and improvements that may have been caused by the unsafe condition or that may have occurred in connection with the repair work; and
 - (c) in the case of damage to the natural environment that might result from a contravention of a permit condition, the Director must consider the nature of the permit condition, the nature of the damage, and the cost to the Township of entering on the land, correcting the damage to the environment, and restoring or enhancing the natural environment to compensate for the damage that has been caused by the contravention of the permit condition. **[Amendment Bylaw, 2015, No. 2855]**
44. The Director of Development Services must send a notice of his or her decision under this Part in writing to the registered owner of the property who made the application or to the agent who made the application on the owner's behalf, advising the applicant of their right to reconsideration under Part VI of this Bylaw.
45. The notice will be deemed to have been received by the owner, or his or her agent, 8 days after notice is mailed at any post office box.
46. Council authorizes the Mayor and Corporate Officer to sign covenants and other documents related to the amendment of the Official Community Plan or Zoning Bylaw, the issuance of a permit, the amendment of a land use contract, or the granting of an exemption pursuant to this Bylaw.

PART V: HERITAGE PROPERTY

47. In this Part, "building official" means a person performing the duties of a building official under Building Code Bylaw, 2002, No. 2538, as amended.
48. The Council delegates to the Director of Development Services the authority to order a heritage inspection under Section 600 of the *Local Government Act* and a heritage

impact assessment under Section 602 of that Act, and in imposing such requirements the Director must advise the owner of their right to reconsideration under Part VI of this Bylaw. **[Amendment Bylaw, 2016, No. 2868]**

49. A building official must withhold the issuance of a building or demolition permit where the official considers the permit would authorize an alteration inconsistent with the heritage protection of the property in the following cases:
- (a) an alteration to property that is included in a community heritage register;
 - (b) an alteration to property that is included in a schedule of protected heritage property within a heritage conservation area designated in the Official Community Plan;
 - (c) an alteration to property that is the subject of a heritage designation bylaw under Section 611 of the *Local Government Act* or any predecessor legislation authorizing such designation; **[Amendment Bylaw, 2016, No. 2868]**
 - (d) an alteration to property in respect of which a heritage control period has been declared under section 608 of the *Local Government Act*. **[Amendment Bylaw, 2016, No. 2868]**
50. Despite Section 49, a building official must not withhold the issuance of any building permit in respect of any alteration required by an enactment.
51. The building official must notify the applicant of a permit withheld under Section 49 in writing that the matter of the issuance of the permit will be considered by the Council at its next regular meeting after the approval is withheld, the date, time and location of which are stated in the notice.
52. A building official must withhold any demolition permit for a building on property that is included in a community heritage register until a building permit and all other necessary approvals have been issued with respect to the redevelopment of the property.
53. A building official must withhold any demolition permit for a building that is included in a schedule of protected heritage property within a heritage conservation area designated in the Official Community Plan, until a heritage alteration permit and all other necessary approvals have been issued with respect to the redevelopment of the property.

PART VI: RECONSIDERATION OF DECISIONS

54. An applicant who is subject to a decision of the Director of Development Services under Part III, Part IV or Part V of this Bylaw is entitled to have the decision reconsidered by Council in accordance with this Part.
55. The applicant must apply for reconsideration by delivering to the Corporate Officer, and providing a copy to the Director of Development Services, within 30 days after the decision of the Director is received or deemed to be received by the owner or his or her agent, a reconsideration application in writing, which must set out all of the following:
- (a) the date of the decision of the Director and the nature of the decision;
 - (b) reasons why the owner wishes the decision to be reconsidered by Council;

- (c) the decision the owner requests be made by Council, with brief reasons in support of the requested decision; and
 - (d) a copy of any materials the owner considers to be relevant to the reconsideration by Council.
- 56. Reconsiderations must occur at a regular meeting of Council held at least two weeks after the date on which the reconsideration application is delivered to the Corporate Officer.
- 57. The Corporate Officer may give notice of each reconsideration by Council in accordance with any notice requirements applicable to the original application that is set out in this Bylaw or the *Local Government Act*.
- 58. Before each reconsideration by Council, each Council member is entitled to receive a copy of the materials that were considered by the Director of Development Services in making the decision that is to be reconsidered, plus a copy of any additional materials submitted by the owner, by the Director and by other persons.
- 59. The owner is entitled to receive a copy of all documents that Council will consider, including any additional materials delivered by the owner or by the Director of Development Services or by other interested persons. Council may also view the subject land and obtain other information about the land and proposed development.
- 60. At a reconsideration of a decision, the owner and any other person who is interested in the decision are entitled to be heard by Council, either directly or through an agent.
- 61. At a reconsideration, the Director of Development Services may address Council or respond to its questions.
- 62. Council may adjourn a reconsideration of a decision.
- 63. After having reconsidered a decision, Council may either confirm the decision of the Director of Development Services or may vary the decision or set aside the decision and substitute the decision of Council.
- 64. The owner who applied for reconsideration is entitled to receive a written notice of Council's decision, which notice will be deemed sufficiently sent to the owner if mailed at a post office box.

PART VII: SHORT TITLE AND REPEAL

- 65. This Bylaw may be cited as "Development Application Procedures and Fees Bylaw No. 2791, 2012".
- 66. The following bylaws are repealed, together with all amendments thereto:
 - (a) Subdivision Fee Bylaw, 1991, No. 2018;
 - (b) Fees (Development Applications) Bylaw, 1995, No. 2203;
 - (c) Development Approval Procedures Bylaw, 2003, No. 2562;

- (d) Delegation of Authority for Selected Development Permits Bylaw, 2010, No. 2751.

READ A FIRST TIME this 17th day of December, 2012.

READ A SECOND TIME this 16th day of December, 2013.

READ A THIRD TIME this 16th day of December, 2013.

ADOPTED this 6th day of January, 2014.

BARBARA DESJARDINS
MAYOR

ANJA NURVO
CORPORATE OFFICER

SCHEDULE A

PUBLIC CONSULTATION PROCEDURE

- The applicant must consult with residents and owners of property within 100 metres of the parcel that is the subject of the application by holding a public meeting on the parcel or another suitable location in the immediate neighbourhood.
- The public meeting must take place within 45 days of the date that the application was submitted to the Township. **[Amendment Bylaw, 2018, No. 2936]**
- Notice of the public meeting must be provided by mail or hand delivery to the residents and owners at least 3 and not more than 10 days before the meeting.
- The notice must state the date, time and place of the public meeting, and provide a general description of the applicant's proposal and the name and telephone number of a representative of the applicant who may be contacted regarding the application.
- If the meeting is not held on the parcel that is the subject of the application, sufficient graphic and photographic information must be available at the meeting to familiarize those in attendance with the location and physical characteristics of the parcel and illustrate the appearance of the proposed development.
- The applicant must provide to the Director of Development Services, with their application, the following information:
 - A map illustrating the location of parcels of land whose owners or residents were notified of the public meeting;
 - A copy of the notice of public meeting;
 - A summary of the proceedings at the public meeting including the names and addresses of those attending and a general indication of whether they expressed support for the application or opposition to the application;
 - A summary of suggestions that were made at the meeting for revisions to the application to improve its acceptability; and
 - Copies of any letters or other material provided to the applicant by persons notified of the public meeting or in attendance at the public meeting, and any responses provided by the applicant.

SCHEDULE B

DEVELOPMENT APPLICATION FEES

APPLICATION OR OTHER MATTER	FEE
<u>OFFICIAL COMMUNITY PLAN:</u>	
OCP amendment	\$1000
<u>ZONING BYLAW:</u>	
Single-family residential (RS) Zone text amendment	\$1000
Rezoning to a Single Family (RS) zone	\$1000 plus \$500 for each dwelling unit
Two Family Residential (RD) zone text amendment	\$1500
Rezoning to a Two Family Residential (RD) zone	\$2000
Multiple Family Residential (RM) zone text amendment	\$1500
Rezoning to a Multiple Family Residential (RM) zone	\$2000 plus \$100 for each dwelling unit
Commercial (C) zone text amendment	\$1000
Rezoning to a Commercial (C) zone	\$1500 plus \$1.00/m ² of Gross Floor Area (based on maximum allowable)
Industrial (I) zone text amendment	\$1000
Rezoning to an Industrial (I) zone	\$1500 plus \$1.00/m ² of Gross Floor Area (based on maximum allowable)
Institutional (P) zone text amendment	\$500
Rezoning to an Institutional (P) zone	\$1000
Marine (M) zone text amendment	\$1000
Rezoning to a Marine (M) zone	\$1500
Comprehensive Development (CD) zone text amendment	\$1500

Any zone to Comprehensive Development Zone (CD) zone	<p>\$2000.00 plus \$100.00 per proposed residential unit for the first 10 units and \$50.00 per residential unit greater than 10.</p> <p>In addition, for commercial, or industrial, developments, \$2000.00 plus \$1.00/m² of Commercial or Industrial Gross Floor Area</p> <p>For mixed-use developments, the fee shall be based on combined total of the fees calculated for the residential portion and the fees calculated for the commercial or industrial portion.</p> <p>In all cases, residential unit count and Gross Floor Area shall be calculated based on the maximum possible yield under the proposed zoning.</p>
Text amendments to other parts of the Zoning Bylaw	\$1000 plus \$100/section proposed to be amended
<u>DEVELOPMENT PERMIT:</u>	
Single Family Infill dwelling unit	\$750/dwelling unit
Duplex	\$750/dwelling unit
Minor repairs or renovations to single family or duplex buildings	\$250
Multiple Family Residential:	\$1000 plus \$100/dwelling unit
Minor additions or renovations	\$500
Commercial or Industrial	\$500 plus \$1.00/m ² of proposed Gross Floor Area
Mixed use development	Fee to be calculated based on the combined fees for the residential and commercial/ industrial portions of the building or structure
Delegated Development Permit	\$500
Secondary Suite Development Permit	\$100
Development Permit for a sign only	<p>\$50</p> <p>[Amendment Bylaw, 2016, No. 2868]</p>
Development Permit with variance (excluding signs) [Amendment Bylaw, 2016, No. 2868]	\$500 per variance requested in addition to basic development permit fee

Development Permit with variance for signs [Amendment Bylaw, 2016, No. 2868]	\$100 per variance requested in addition to the basic development permit fee for a sign
Amendment to a Development Permit prior to issuance of an occupancy permit or in cases where an occupancy permit is not required, prior to the completion of the development	\$100
Natural Area, Energy Conservation and Greenhouse Gas Reduction, or Water Conservation Development Permit [Amendment Bylaw, 2018, No. 2936]	\$250
Hazardous Conditions [Amendment Bylaw, 2018, No. 2936]	\$250
<u>OTHER FEES:</u>	[Amendment Bylaw, 2015, No. 2855]
Development Variance Permit (excluding signs) [Amendment Bylaw, 2016, No. 2868]	\$500
Development Variance Permit for a sign [Amendment Bylaw, 2016, No. 2868]	\$200
Conversion to Strata Lots	\$500 plus \$50/proposed strata lot
Highway Frontage Exemption	\$500
Heritage Alteration Permit	\$500
Heritage Revitalization Agreement	\$1000
Heritage Designation Bylaw	\$500
Temporary Use Permit	\$1000
One time only renewal of a Temporary Use Permit [Amendment Bylaw, 2016, No. 2868]	\$500
Land Use Contract Discharge or Amendment	\$1500
Subdivision, including any required development permit that authorizes subdivision only [Amendment Bylaw, 2015, No. 2855]	\$1000 plus \$100/proposed additional lot
On-Site Notification Sign	\$100/sign
Newspaper Notification Fee (any excess funds to be returned to applicant)	\$2500

Removal of notices from a land title [Amendment Bylaw, 2016, No. 2868]	\$100
The execution, amendment or discharge of a covenant or other legal document related to any of the above items [Amendment Bylaw, 2016, No. 2868]	\$500
Road Closure	\$1500
Legal costs associated with any of the above items	At cost
Third party consulting fees associated with any of the above items	At cost
Advertising or Public Notification [Amendment Bylaw, 2016, No. 2868]	At cost
Mail out for Neighbourhood Consultation Meeting [Amendment Bylaw, 2018, No. 2936]	\$1.50 per envelope
Other approvals requiring a Council Resolution (e.g. Cemetery endorsement) [Amendment Bylaw, 2018, No. 2936]	\$250

SCHEDULE C

DELEGATION OF DEVELOPMENT PERMIT POWERS

1. All development permits dealing with the form and character of development to deal with any of the following:
 - a. Replacement of existing windows or doors to improve energy efficiency.
 - b. Replacement of balcony railings or panels.
 - c. Replacement of exterior cladding in connection with building envelope repairs.
 - d. Changes to the colour of exterior finishes that are consistent with the form and character of the building authorized by an existing development permit.
 - e. Replacement of exterior stairs or landings where no variances are required.
 - f. Addition of doors or windows to commercial and industrial buildings. **[Amendment Bylaw, 2015, No. 2855]**
 - g. Addition of windows, door, and garage doors to multi-unit residential buildings. **[Amendment Bylaw, 2018, No. 2936]**
 - h. Alterations to the roofline of multi-unit residential buildings required to accommodate the replacement or installation of elevators.
 - i. Installation of signage on commercial or industrial buildings that complies with the Sign Regulation Bylaw, 1996, No. 2252, as amended.
2. Development permits for secondary suites.
3. All signs not requiring variances. **[Amendment Bylaw, 2016, No. 2868]**
4. All accessory buildings not requiring variances. **[Amendment Bylaw, 2016, No. 2868]**
5. All single family residential dwellings not requiring variances. **[Amendment Bylaw, 2016, No. 2868]**



Cliff #1157407

CLASS ORDER (mass gatherings) re: COVID-19

**NOTICE TO OWNERS, OCCUPIERS AND OPERATORS
OF PLACES AT WHICH LARGE NUMBERS OF PEOPLE GATHER (CLASS)**

ORDER OF THE PROVINCIAL HEALTH OFFICER

(Pursuant to Sections 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008)

The *Public Health Act* is at:

<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>

(excerpts enclosed)

TO: AN INDIVIDUAL / SOCIETY / CORPORATION OR OTHER ORGANIZATION INCLUDING A MUNICIPALITY / REGIONAL DISTRICT / SCHOOL BOARD / UNIVERSITY / COLLEGE / RELIGIOUS ORGANIZATION WHICH IS THE OWNER/OCCUPIER/OPERATOR OF OR IS OTHERWISE RESPONSIBLE FOR A THEATRE / SPORTS ARENA / CONFERENCE HALL / CHURCH / RECREATION CENTRE / CASINO / PARK / FESTIVAL SITE OR OTHER INDOOR OR OUTSIDE PLACE

WHEREAS:

- A. A communicable disease known as COVID-19 has emerged in British Columbia;
- B. SARS-CoV-2, an infectious agent, can cause outbreaks of serious illness known as COVID-19 among the public;
- C. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact;
- D. The gathering of large numbers of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;

- E. You belong to the class of people who are the owner, occupier or operator, or are otherwise responsible for, a place or places at which large numbers of people gather in British Columbia;
- F. I have reason to believe and do believe that
- (i) the risk of an outbreak of COVID-19 among the public constitutes a health hazard under the *Public Health Act*;
 - (ii) because the risk of an outbreak extends beyond the authority of one or more medical health officers and coordinated action is needed to protect the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO ORDER** as follows:

You are prohibited from permitting the gathering of people in excess of **50 people** at a place of which you are the owner, occupier or operator, or for which you are otherwise responsible.

This Order expires on May 30, 2020 and is subject to revision, cancellation or extension by me.

You are required under section 42 of the *Public Health Act* to comply with this Order. Failure to comply with this Order is an offence under section 99 (1) (k) of the *Public Health Act*.

Under section 43 of the *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to me when this Order was issued,
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
 - (a) meet the objective of the order, and
 - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.

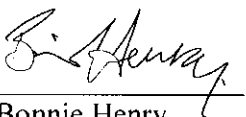
Under section 43 (6) an Order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer
4th Floor, 1515 Blanshard Street
PO Box 9648 STN PROV GOVT, Victoria BC V8W 9P4
Fax: (250) 952-1570

DATED THIS: 16 day of March 2020

SIGNED: 
Bonnie Henry
MD, MPH, FRCPC
Provincial Health Officer

DELIVERY BY: News release on the BC Government website, the BC Centre for Disease Control website and by email.

Enclosure: Excerpts of *Public Health Act*

ENCLOSURE

Excerpts of the *PUBLIC HEALTH ACT*

Public Health Act [SBC 2008] c. 28

Definitions

1 In this Act:

"health hazard" means

- (a) a condition, a thing or an activity that
 - (i) endangers, or is likely to endanger, public health, or
 - (ii) interferes, or is likely to interfere, with the suppression of infectious agents or hazardous agents, or
- (b) a prescribed condition, thing or activity, including a prescribed condition, thing or activity that
 - (i) is associated with injury or illness, or
 - (ii) fails to meet a prescribed standard in relation to health, injury or illness;

When orders respecting health hazards and contraventions may be made

30 (1) A health officer may issue an order under this Division only if the health officer reasonably believes that

- (a) a health hazard exists,
- (b) a condition, a thing or an activity presents a significant risk of causing a health hazard,
- (c) a person has contravened a provision of the Act or a regulation made under it, or
- (d) a person has contravened a term or condition of a licence or permit held

by the person under this Act.

(2) For greater certainty, subsection (1) (a) to (c) applies even if the person subject to the order is complying with all terms and conditions of a licence, a permit, an approval or another authorization issued under this or any other enactment.

General powers respecting health hazards and contraventions

31 (1) If the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, a health officer may order a person to do anything that the health officer reasonably believes is necessary for any of the following purposes:

- (a) to determine whether a health hazard exists;
- (b) to prevent or stop a health hazard, or mitigate the harm or prevent further harm from a health hazard;
- (c) to bring the person into compliance with the Act or a regulation made under it;
- (d) to bring the person into compliance with a term or condition of a licence or permit held by that person under this Act.

(2) A health officer may issue an order under subsection (1) to any of the following persons:

- (a) a person whose action or omission
 - (i) is causing or has caused a health hazard, or
 - (ii) is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit;
- (b) a person who has custody or control of a thing, or control of a condition, that
 - (i) is a health hazard or is causing or has caused a health hazard, or
 - (ii) is not in compliance with the Act or a regulation made under it,

- or a term or condition of the person's licence or permit;
- (c) the owner or occupier of a place where
 - (i) a health hazard is located, or
 - (ii) an activity is occurring that is not in compliance with the Act or a regulation made under it, or a term or condition of the licence or permit of the person doing the activity.

Specific powers respecting health hazards and contraventions

32 (1) An order may be made under this section only

(a) if the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, and

(b) for the purposes set out in section 31 (1) [*general powers respecting health hazards and contraventions*].

(2) Without limiting section 31, a health officer may order a person to do one or more of the following:

(a) have a thing examined, disinfected, decontaminated, altered or destroyed, including

(i) by a specified person, or under the supervision or instructions of a specified person,

(ii) moving the thing to a specified place, and

(iii) taking samples of the thing, or permitting samples of the thing to be taken;

(b) in respect of a place,

(i) leave the place,

(ii) not enter the place,

(iii) do specific work, including removing or altering things found in the place, and altering or locking the place to restrict or prevent

entry to the place,

(iv) neither deal with a thing in or on the place nor dispose of a thing from the place, or deal with or dispose of the thing only in accordance with a specified procedure, and

(v) if the person has control of the place, assist in evacuating the place or examining persons found in the place, or taking preventive measures in respect of the place or persons found in the place;

(c) stop operating, or not operate, a thing;

(d) keep a thing in a specified place or in accordance with a specified procedure;

(e) prevent persons from accessing a thing;

(f) not dispose of, alter or destroy a thing, or dispose of, alter or destroy a thing only in accordance with a specified procedure;

(g) provide to the health officer or a specified person information, records, samples or other matters relevant to a thing's possible infection with an infectious agent or contamination with a hazardous agent, including information respecting persons who may have been exposed to an infectious agent or hazardous agent by the thing;

(h) wear a type of clothing or personal protective equipment, or change, remove or alter clothing or personal protective equipment, to protect the health and safety of persons;

(i) use a type of equipment or implement a process, or remove equipment or alter equipment or processes, to protect the health and safety of persons;

(j) provide evidence of complying with the order, including

(i) getting a certificate of compliance from a medical practitioner, nurse practitioner or specified person, and

(ii) providing to a health officer any relevant record;

(k) take a prescribed action.

(3) If a health officer orders a thing to be destroyed, the health officer must give the person having custody or control of the thing reasonable time to request reconsideration and review of the order under sections 43 and 44 unless

(a) the person consents in writing to the destruction of the thing, or

(b) Part 5 [*Emergency Powers*] applies.

May make written agreements

38 (1) If the health officer reasonably believes that it would be sufficient for the protection of public health and, if applicable, would bring a person into compliance with this Act or the regulations made under it, or a term or condition of a licence or permit held by the person under this Act, a health officer may do one or both of the following:

(a) instead of making an order under Division 1, 3 or 4, enter into a written agreement with a person, under which the person agrees to do one or more things;

(b) order a person to do one or more things that a person has agreed under paragraph (a) to do, regardless of whether those things could otherwise have been the subject of an order under Division 1, 3 or 4.

(2) If, under the terms of an agreement under subsection (1), a health officer conducts one or more inspections, the health officer may use information resulting from the inspection as the basis of an order under this Act, but must not use the information as the basis on which to

(a) levy an administrative penalty under this Act, or

(b) charge a person with an offence under this Act.

Contents of orders

39 (3) An order may be made in respect of a class of persons.

Duty to comply with orders

42 (1) A person named or described in an order made under this Part must comply with the order.

(2) Subsection (1) applies regardless of whether the person leaves the geographic area for which the health officer who made the order is designated.

Reconsideration of orders

43 (1) A person affected by an order, or the variance of an order, may request the health officer who issued the order or made the variance to reconsider the order or variance if the person

(a) has additional relevant information that was not reasonably available to the health officer when the order was issued or varied,

(b) has a proposal that was not presented to the health officer when the order was issued or varied but, if implemented, would

(i) meet the objective of the order, and

(ii) be suitable as the basis of a written agreement under section 38 [*may make written agreements*], or

(c) requires more time to comply with the order.

(2) A request for reconsideration must be made in the form required by the health officer.

(3) After considering a request for reconsideration, a health officer may do one or more of the following:

(a) reject the request on the basis that the information submitted in support of the request

(i) is not relevant, or

(ii) was reasonably available at the time the order was issued;

(b) delay the date the order is to take effect or suspend the order, if satisfied

that doing so would not be detrimental to public health;

(c) confirm, rescind or vary the order.

(4) A health officer must provide written reasons for a decision to reject the request under subsection (3) (a) or to confirm or vary the order under subsection (3) (c).

(5) Following a decision made under subsection (3) (a) or (c), no further request for reconsideration may be made.

(6) An order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

(7) For the purposes of this section,

(a) if an order is made that affects a class of persons, a request for reconsideration may be made by one person on behalf of the class, and

(b) if multiple orders are made that affect a class of persons, or address related matters or issues, a health officer may reconsider the orders separately or together.

(8) If a health officer is unable or unavailable to reconsider an order he or she made, a similarly designated health officer may act under this section in respect of the order as if the similarly designated health officer were reconsidering an order that he or she made.

Review of orders

44 (1) A person affected by an order may request a review of the order under this section only after a reconsideration has been made under section 43 [*reconsideration of orders*].

(2) A request for a review may be made,

(a) in the case of an order made by a medical health officer, to the provincial health officer, or

(b) in the case of an order made by an environmental health officer, to a medical health officer having authority in the geographic area for which the environmental health officer is designated.

- (3) If a review is requested, the review is to be based on the record.
- (4) If a review is requested, the reviewer may do one or more of the following:
- (a) delay the date the order is to take effect or suspend the order, if satisfied that doing so would not be detrimental to public health;
 - (b) confirm, vary or rescind the order;
 - (c) refer the matter back to the person who made the order, with or without directions.
- (5) A reviewer must provide written reasons for an action taken under subsection (4) (b) or (c), and a person may not request further review of an order.

Offences

99 (1) A person who contravenes any of the following provisions commits an offence:

...

(k) section 42 *[failure to comply with an order of a health officer]*, except in respect of an order made under section 29 (2) (e) to (g) *[orders respecting examinations, diagnostic examinations or preventive measures]*;

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M083

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

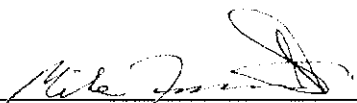
AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

I HEREBY make the attached Local Government Meetings and Bylaw Process (COVID-19) Order.

March 26, 2020

Date


Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER

Definitions

- 1 In this order:
 - “board” has the same meaning as in the Schedule of the *Local Government Act*;
 - “council” has the same meaning as in the Schedule to the *Community Charter*;
 - “municipality” has the same meaning as in the Schedule of the *Community Charter*;
 - “municipality procedure bylaw” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
 - “regional district” has the same meaning as in the Schedule of the *Local Government Act*;
 - “regional district procedure bylaw” means a procedure bylaw under section 225 of the *Local Government Act*;
 - “Vancouver council” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
 - “Vancouver procedure bylaw” means a bylaw under section 165 [by-laws respecting Council proceedings and other administrative matters] of the *Vancouver Charter*.

Application

- 2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.

Open meetings - municipalities

- 3 (1) Despite
 - (a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council, a council or a body referred to in section 93 [application of rule to other bodies] of the *Community Charter* is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the *Community Charter*, if a council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings – regional districts

- 4 (1) Despite
 - (a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the *Community Charter*,

(b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and

(c) any applicable requirements in a regional district procedure bylaw of a board,

a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* is not required to allow members of the public to attend an open meeting of the board or committee.

- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, if a board or a board committee do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings - Vancouver

5 (1) Despite

(a) section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, and

(b) any applicable provision in the Vancouver procedure bylaw, the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* is not required to allow members of the public to attend an open meeting of the council or body.

- (2) For the purposes of section 165.1 of the *Vancouver Charter* if the Vancouver council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Electronic meetings – municipalities

6 (1) Despite

(a) section 128 [*electronic meetings and participation by members*] of the *Community Charter*, and

(b) any applicable requirements in a municipality procedure bylaw of a council, a council or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings – regional districts

7 (1) Despite

(a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,

- (b) the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board,
- a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* may conduct all or part of a meeting of the board or committee by means of electronic or other communication facilities.
- (2) A member of a board or board committee who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings - Vancouver

8 Despite

- (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012,
 - (b) any applicable provision in the Vancouver procedure bylaw,
- the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or other body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Timing requirement for bylaw passage – municipalities

- 9 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading.

Timing requirement for bylaw passage – regional districts

- 10 Despite section 228 [*bylaw adoption at same meeting as third reading*] of the *Local Government Act*, a board may adopt a bylaw described in that section at the same meeting at which the bylaw passes third reading if the motion for adoption receives the majority of the votes cast.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MAYOR'S AND COUNCILLORS' REPORT

From: Councillor Ken Armour

Council Meeting: April 6, 2020

Subject: Report on Local Government 2020: Current Issues (conference)

I attended this event, hosted by the Pacific Business and Law Institute, in Vancouver on March 11, 2020. Following are some the key points that were made through the various presentations at the event:

Climate Action and Adaptation

- Municipalities contain 80% of Canada's population and can control 50% of Canada's GHG emissions.
- There are several direct actions that municipalities can take on climate change, including through regulatory powers, procurement and operations.
- Many BC municipalities are moving now to require new commercial buildings to meet Step 3 of BC's Building Step Code, which will be mandatory by 2022. In Campbell River, permit rebates are provided for each incremental step that a builder meets.
- LEED-type buildings don't have to be LEED certified; municipalities can, instead, reach an agreement with a developer to achieve those standards – makes the process less expensive. LEED incentives can include amenity zoning, density bonusing and phased development agreements (providing security for the developer against down-zoning).
- Municipalities can encourage green infrastructure such as care sharing, parking sharing, HOV, transit promotion and cycling through bylaws and covenants.
- The automotive future is electric and self-driving cars, called as needed. Young people will stop buying cars. Consequently, multi-unit residences won't require as many parking spots but will require more car pick-up and drop-off spots.
- If an OCP includes provisions for Development Approval Information (DAI), these DAIs can be used to require developers (at their expense) to provide environmental impact assessments of proposed developments, including impacts on the natural environment, transportation patterns, local infrastructure, etc.

- Local governments have the ability to regulate transportation-related GHG emissions through bylaws. This includes regulation and prohibition of classes of vehicles in lanes or on designated roadways, incentives for electric vehicles and increased fees for polluters based on costs of overhead and administration.

Development Approvals

- The BC government released a report on the Development Approvals Process Review in September 2019. The report had been commissioned by the government to, in part, “accelerate the construction of the homes the people need” [and to address housing affordability in BC].
https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr_2019_report.pdf
- Reflecting stakeholder consultations, the report notes the following challenges with respect to development approvals:
 - Local government application processes, including process variations across local government approvals, and developer applications.
 - Local government approval processes, including delegation of authority on land use permits, and the requirement and processes associated with public input.
 - Development finance tools, including the scope and use of development cost charges and community amenity contributions.
 - Subdivision, including the role of approving officers, the use of preliminary layout approvals, and requirements for parkland dedication.
- The BC government may introduce legislation to address the challenges identified in the report.

Ride Hailing

- Greater Vancouver, through Trans link and the Mayor's Council on Regional Transportation, is developing a region-wide licensing approach for ride-hailing. This will result in one intermunicipal license to operate, with discounts for accessible and electric vehicles. Each member municipality must adopt the bylaw.

Respectfully submitted,

Ken Armour

Deborah Liske

From: Rachel Dumas
Sent: February-26-20 4:10 PM
To: Deborah Liske
Subject: FW: Proclamation Request - Melanoma Awareness Month
Attachments: Proclamation Request Esquimalt.pdf; ATT00001.htm; Draft Proclamation.pdf; ATT00002.htm

Mail log Please [April 6 agenda].

Rachel Dumas
Corporate Officer, Manager of Corporate Services
Tel: 250-414-7135

From: Barb Desjardins
Sent: February-26-20 4:09 PM
To: Rachel Dumas
Subject: Fwd: Proclamation Request - Melanoma Awareness Month

Please try for only one on this weeks agenda

Sent from my iPhone

Barbara Desjardins
Mayor, Township of Esquimalt
Lekwungen Territory
Tel: 1-250-883-1944
Begin forwarded message:

From: Marianne Gagnon <marianne@saveyourskin.ca>
Date: February 26, 2020 at 3:14:06 PM PST
To: Mayor and Council <Mayor.and.Council@esquimalt.ca>
Subject: Proclamation Request - Melanoma Awareness Month

Dear Mayor

Please find attached a letter requesting that the month of May be proclaimed 'Melanoma Awareness Month' in your municipality to support the prevention and early detection of skin cancer, the most common form of cancer in Canada.

For your convenience, we are also attaching a draft proclamation.

Please don't hesitate to contact me if you have any questions.

Sincerely,

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: FEB 27 2020		
Referred: <i>RACHEL</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Marianne Gagnon
Communications and Programs Coordinator

SAVE YOUR SKIN FOUNDATION

E: marianne@saveyourskin.ca

M: 250-256-6561

W: saveyourskin.ca

Mayor and Council
Township of Esquimalt Municipal Hall
1229 Esquimalt Road
Esquimalt, BC
V9A 3P1

Dear Mayor Desjardins and Council,

As May marks both Melanoma Awareness Month and the beginning of summer, it is imperative that communities across Canada be reminded of the importance of sun safety at this time of the year. In order to keep your citizens aware, informed, and vigilant about the potential risks of over-exposure to UV radiation, we ask that you, as a mayoral body, **publicly proclaim May as Melanoma Awareness Month in your municipality.**

Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers. Though skin cancers should be largely preventable, their diagnosis rates are increasing. Skin cancer is the most common of all cancers. **1 In 6 Canadians born in the 1990s will get skin cancer in their lifetimes.** There are more new cases of skin cancer each year than the number of breast, prostate, lung and colon cancers COMBINED. While most forms of non-melanoma skin cancer can be surgically removed, melanoma is an aggressive form of cancer. The five-year relative survival rate of melanoma that has metastasized is 18%.

Despite these figures, many people seek sun without taking the advisable precautionary measures, or believe that only severe burns contribute to one's risk of skin cancer. In fact, **any darkening of skin colour, including a tan, is indicative of UV damage.**

Mayor of New Westminster, Jonathan Côté, has committed to proclaim May 2020 as Melanoma Awareness Month, and **challenges other BC municipalities to follow his example** and promote sun safety, skin cancer awareness, and early detection information among their populations. *"Skin cancers are largely preventable, and yet there are more cases now than ever. This is why as Mayor of New Westminster, I'm happy to support this important initiative and challenge all BC municipalities to do the same."*

If you choose to do so, Save Your Skin Foundation will provide you with an online resource package providing information on these matters and a certificate recognizing your municipality's efforts.

Save Your Skin Foundation is a Canadian non-profit registered charity founded by North Vancouver resident and melanoma survivor Kathleen Barnard. It is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives like this one.

Thank you for your consideration. We look forward to working with you.

Sincerely,



Kathleen Barnard, Founder and President
Save Your Skin Foundation

"MELANOMA AWARENESS MONTH"

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety;

AND WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes;

AND WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW, THEREFORE the month of May 2020 will hereby be proclaimed as

MELANOMA AWARENESS MONTH



CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
RECEIVED: MAR 16 2020		
Referred: <u>Radhel</u>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

The Corporation of the District of Saanich | Mayor's Office

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

March 11, 2020

Mayor & Council
Township of Esquimalt Municipal Hall
2339 Esquimalt Road
Esquimalt, BC V9A 3P1

VIA EMAIL: barb.desjardins@esquimalt.ca

Dear Mayor Desjardins & Council:

RE: Invitation to collaborate on BC Motor Vehicle Act Pilot Project

As you may be aware, on November 25, 2019, Saanich Council in open meeting sent a letter to Premier John Horgan requesting a review of the default speed limits defined in the *Motor Vehicle Act* (MVA). Our community has, as does yours, a vast number of residential roads. Many of these are without sidewalks and it is simply inappropriate for a driver to legally operate their vehicle at 50km/h with children walking and cycling on the same road.

While it is technically and legally possible to create bylaws and install signage on each of these roads, it would be far easier to update the MVA and begin a cultural shift that prioritizes safety, over speeding, on roads that should place families and our most vulnerable users first.

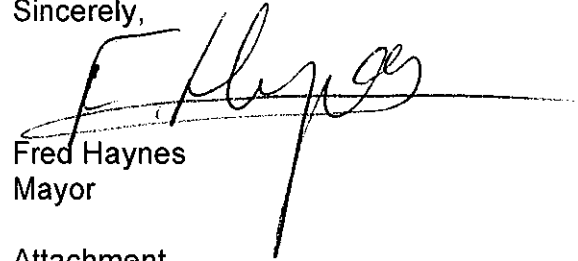
On February 6, we received a response from the Honourable Claire Trevena, Minister of Transportation and Infrastructure, that outlines the potential for two phases of pilot projects in the area of road safety which would be enabled through regulation under the provisions in part 13 of the MVA. These pilot projects would be initiated by local government through an application process to the Ministry. The first phase pilot project has been selected and focuses on the use of zero emission mobility devices and involves micro-mobility devices (sidewalk scooters, skateboards, etc.). More germane to the issue of road speeds, the second phase includes pilot projects where the Ministry will "work with interested municipalities to lower the default speed limit on their streets." Please see letter, attached.

As there is no longer time to wait, we are asking our staff to begin work on forming a proposal to the Ministry that would set the statutory speed limit to 40km/h on streets without a yellow centreline (residential roads) for Phase 2 of the pilot program. To highlight the regional importance of the issue and to maintain consistency we ask that you consider joining in this proposal development and including your Municipality in the pilot project. We appreciate that you may already have approaches in line with this. My staff and I would be pleased to meet with you about this proposal at your convenience and request. Ideally a regional or sub regional approach may be possible.

We will be holding a series of meetings with technical staff in the second quarter of this year. If you are supportive of this initiative, please ask your senior staff to reach out to our Engineering Department for an invitation to join these meetings. The purpose of these meetings would be to discuss the opportunities, challenges, alternatives, and risks of this proposal prior to when the next round of applications are due, likely in the third quarter of this year.

Like us, your streets are your products and the time to support our most vulnerable transportation users is now. Please consider joining us in taking a leadership role to make meaningful change to improve road safety for all residents across the region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fred Haynes', is written over a horizontal line. The signature is fluid and cursive.

Fred Haynes
Mayor

Attachment

cc: Saanich Council
Paul Thorkelsson, CAO
Harley Machielse, Director of Engineering



FEB 06 2020

His Worship
Mayor Fred Haynes
District of Saanich
770 Vernon Avenue
Victoria BC V8X 2W7

Reference: 290420

Dear Mayor Haynes,

Re: B.C. Motor Vehicle Act

Premier John Horgan has asked me to respond on his behalf to your letter regarding the B.C. Motor Vehicle Act (MVA). I am sorry it has taken me so long to respond.

Safety is our top priority, and I agree speed limits play an important role in keeping everyone safe. The ministry is considering the request to amend statutory speed limits in the MVA; however, such a change would represent a significant policy and regulatory shift that would affect all road users.

As you likely know, the government amended the MVA last year to allow for pilot projects that would research, test and evaluate new regulatory approaches to matters not currently set out in the MVA framework. Pilot projects will provide opportunities for the provincial government to work with local communities to support active transportation and better protect vulnerable road users.

The first phase of pilot projects in 2020 will focus on the use of emerging zero-emission mobility devices, such as e-scooters. A second phase of pilot projects could allow the ministry to work with interested municipalities to lower the default speed limit on their streets.

The ministry is accepting proposals for the first phase of pilot projects until 4 p.m. on March 6, 2020, for potential implementation in summer 2020. More information on the pilot projects and a proposal package for interested communities is available through the ministry's website at: <https://news.gov.bc.ca/releases/2020TRAN0005-000033>

.../2

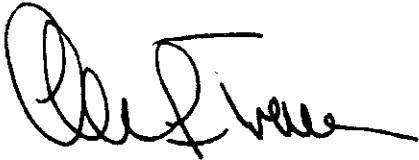
The ministry looks forward to working with local communities like yours to expand the use of active transportation and keep pedestrians, cyclists and other road users safe. If you have any questions about the pilot projects, please contact the ministry at 236 478-0460 or at MVA.Pilot.Project@gov.bc.ca.

As you are aware, my colleague, the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General, is also working to improve road safety. In 2019, RoadSafetyBC implemented the Intersection Safety Camera program, an initiative that has proved very successful in reducing crashes at high-risk intersections with cross traffic. After the successful 100 per cent activation of red-light cameras at 140 of B.C.'s most crash-prone, dangerous intersections, the Province announced it would be taking further action by adding automated speed enforcement technology at 35 high-speed and high-crash Intersection Safety Camera locations. To learn more, you can read the news release at: <https://news.gov.bc.ca/releases/2019PSSG0047-000861>.

Additionally, RoadSafetyBC expanded the provincial Administrative Driving Prohibition program following the federal legalization of cannabis. The program expanded to include drug-affected driving, extended zero tolerance provisions for drivers in the graduated licensing program to apply to drugs, strengthened and enhanced review processes for 24-hour prohibitions, and aligned the MVA with amendments to the Criminal Code contained in Bill C-46.

Thank you for taking the time to write.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Trevena', with a stylized, flowing script.

Claire Trevena
Minister

Copy to: Premier John Horgan

Honourable David Eby
Attorney General
MLA, Vancouver-Point Grey

Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
MLA, Port Coquitlam

Honourable Rob Fleming
Minister of Education
MLA, Victoria-Swan Lake

Honourable Carole James
Minister of Finance
Deputy Premier
MLA, Victoria-Beacon Hill

Honourable Lana Popham
Minister of Agriculture
MLA, Saanich South

Mitzi Dean
MLA, Esquimalt-Metchosin

Adam Olsen
MLA, Saanich North and the Islands

Andrew Weaver
MLA, Oak Bay-Gordon Head



The Corporation of the District of Saanich | Mayor's Office

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

November 28, 2019

via email: premier@gov.bc.ca

The Honourable John Horgan, M.L.A.
Premier of British Columbia
PO Box 9422 Stn Prov Govt
Victoria, BC V8W 9V1

Dear Premier Horgan:

RE: Modernizing the Motor Vehicle Act

We compliment you that British Columbia is recognized as a leader on so many levels. Consequently, Saanich Council received with disappointment your Deputy Director, South Coast Region's letter of November 5, 2019 (attached). We believe continued inaction to update the Motor Vehicle Act is concerning and contradicts a number of Provincial plans, studies and publications. We question why outdated statutory speed limits are retained while we continue to see unacceptable fatalities, collisions, and serious injury rates on our roads, far higher than many other progressive countries.

For the past three years local governments have been waiting, hoping, for change following the Ministry of Public Safety and Solicitor General's January 2016 publication of *Moving to Vision Zero: Road Safety Strategy Update and Showcase of Innovation in British Columbia*. And then the March 2016 publication from the Provincial Health Officer, *Where the Rubber Meets the Road: Reducing the Impact of Motor Vehicle Crashes on Health and Well-being in British Columbia*. Understandably, there was a period of silence as these documents circulated through government agencies and local municipalities followed by the Provincial Election in early 2017.

In the past couple of years we've seen two more plans, *Move Commute Connect* from CleanBC in December 2018 and most recently the *BC Active Transportation Design Guide*. Taken together, we have four excellent planning documents and it is time for action. Specifically, significant updates to the Motor Vehicle Act to support, protect and encourage healthy transportation choices and much safer roads.

The current legislative reality of enacting municipal bylaws to change the speed limit on every block of every street is an administrative burden, but not one that can't be overcome. Rather, it is the financial burden and visual clutter of having to install the tens of thousands of signs province-wide that is at issue. More importantly, the current piecemeal nature in which speed

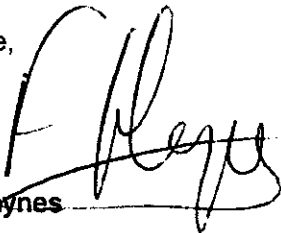
limits are being lowered lacks consistency, effectiveness and safety. More cost-effective, consistent and safer solutions rest with changes that can be made through the Motor Vehicle Act.

We are looking for changes to your laws governing our roads to help end the epidemic of road crash fatalities, serious injuries, collisions, and near misses. We believe this is an opportunity for leadership from our Honourable Premier in directing action similar to the nation-leading impaired driving laws enacted in 2011 which were followed by an immediate and sustained drop in fatalities and serious injuries.

The broad and far reaching support for this change across British Columbia is shown by endorsed resolutions at UBCM in 1999, 2003, 2006, 2009, 2011, 2015, and 2019. As fellow politicians we understand that some issues are so large they transcend multi-election cycles and party lines. This is evident by the repeated discussions at UBCM. Road safety is not a political issue that can be continuously delayed and deferred, with endless studies and reports that wither with each change of government. We must do better. We can do better.

On behalf of the District of Saanich, and in the spirit of your leadership for all communities in British Columbia, we respectfully ask that you act swiftly and make the changes to the Motor Vehicle Act needed to improve road safety in our wonderful province.

With hope,

A handwritten signature in black ink, appearing to read 'F. Haynes', written over a horizontal line.

Mayor Haynes

cc:

Saanich Council
The Honourable Claire Trevana, MLA, Minister of Transportation & Infrastructure
MLA s of Greater Victoria
Mayors of British Columbia
President of the Union of British Columbia Municipalities

March 13, 2020

Mayor and Council
Township of Esquimalt
1229 Esquimalt Road
Victoria, BC V9A 3P1

Via email: mayorandcouncil@esquimalt.ca

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: MAR 16 2020		
Referred: <i>Rachel</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

File: 6500-20

Dear Mayor and Council:

RE: BYLAW 4328 – RGS AMENDMENT REFERRAL FOR MUNICIPAL ACCEPTANCE

This letter is to refer Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019" (Bylaw No. 4328) for municipal council acceptance as per section 436 of the *Local Government Act*. Bylaw No. 4328 is provided in Attachment 1.

At its March 11, 2020 meeting, the Capital Regional District (CRD) Board adopted the following resolution:

The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:

- a) *That the consultation results on the proposed Regional Growth Strategy amendment be received;*
- b) *That Bylaw No. 4328, "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019" be given first and second reading; and*
- c) *That staff be directed to refer Bylaw No. 4328 on March 13, 2020 to municipal councils for acceptance as per section 436 of the Local Government Act.*

Bylaw No. 4328 will update the population, dwelling unit and employment projections in Table 1 of the Regional Growth Strategy (RGS). As outlined in my previous letter on October 23, 2019, the RGS amendment was initiated to update the projections based on 2016 census numbers. BC Stats prepared the projections based on 2016 census data, with input from municipalities, the Juan de Fuca Land Use Committee and other stakeholders.

All municipalities must accept the RGS amending bylaw before it can be adopted, in accordance with section 436 of the *Local Government Act*. Municipalities have until May 12, 2020 to provide the CRD Board with a resolution of council to accept or reject Bylaw No. 4328. Should any municipality reject the bylaw, the Minister of Municipal Affairs and Housing must direct the process to settle the dispute. The legislative provisions for RGS acceptance and dispute settlement are provided in Attachment 2.

Please contact Jeff Weightman, Planner, Regional and Strategic Planning at jweightman@crd.bc.ca or 250-360-3162 should you have any questions about the proposed amendment or the referral process.

On behalf of the CRD Board, thank you for your ongoing participation in this RGS amendment. I look forward to receiving your letters of acceptance for Bylaw No. 4328 by May 12, 2020.

Yours truly,

A handwritten signature in black ink, appearing to read 'Colin Plant', with a stylized, cursive script.

Colin Plant
Chair, Capital Regional District Board

Attachments: Attachment 1: Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019"

Attachment 2: *Local Government Act* Provisions for Acceptance and Settlement of a Regional Growth Strategy

cc: Robert Lapham, Chief Administrative Officer, CRD
Kevin Lorette, General Manager, Planning and Protective Services, CRD
Emily Sinclair, Senior Manager, Planning and Protective Services, CRD
Rachel Dumas, Corporate Officer, Town of Esquimalt

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4328

A BYLAW TO AMEND BYLAW NO. 4017 "CAPITAL REGIONAL DISTRICT REGIONAL GROWTH STRATEGY BYLAW NO. 1, 2018"

The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 4017, being the "Capital Regional District Regional Growth Strategy, Bylaw No. 1, 2016", is hereby amended as follows:

A. SCHEDULE A

- (a) By deleting TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS and replacing with a new TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTION as follows:

TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS

	2018			2038			Population Change	
	Population	Dwellings	Employment	Population	Dwellings	Employment	Total	Percentage
Core	266,000	120,100	166,800	304,500	140,400	197,000	38,500	14.5%
Saanich Peninsula	43,000	18,400	21,900	48,600	23,200	29,200	5,600	13.0%
West Shore	83,100	33,000	22,400	125,400	55,000	34,900	42,300	50.9%
Total	392,100	171,600	211,100	478,500	218,500	261,100	86,400	22.0%

Source: BC Stats, 2019

All figures are as of July 1st of the year stated.

First Nations populations are not included in Table 1, as First Nations Reserves are outside the GMPA.

All values are rounded independently. As a result, when sub-regional values are summed the values may not match the GMPA which are independently rounded to avoid cumulative rounding error.

Employment does not include those without a fixed workplace address.

Core includes Esquimalt, Oak Bay, Saanich, Victoria and View Royal

Saanich Peninsula includes Central Saanich North Saanich and Sidney

West Shore includes Colwood, Highlands, Juan De Fuca EA, Langford, Metochosin and Sooke.

2. This bylaw may be cited as, 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019".

**LOCAL GOVERNMENT ACT PROVISIONS FOR ACCEPTANCE AND SETTLEMENT OF A
REGIONAL GROWTH STRATEGY**

Facilitation of agreement during development of regional growth strategy

435 (1) The minister may appoint facilitators for the purposes of this Part, whose responsibilities are

(a) to monitor and assist local governments in reaching agreement on the acceptance of regional growth strategies during their development by

(i) facilitating negotiations between the local governments,

(ii) facilitating the resolution of anticipated objections,

(iii) assisting local governments in setting up and using non-binding resolution processes, and

(iv) facilitating the involvement of the Provincial and federal governments and their agencies, first nations, boards of education, greater boards and improvement district boards, and

(b) to assist local governments in entering into implementation agreements under section 451.

(2) On being notified that a regional growth strategy has been initiated, the minister may designate a person appointed under subsection (1) as the facilitator responsible in relation to the regional growth strategy.

(3) At any time until the end of the period for acceptance or refusal of the proposed regional growth strategy under section 436 (4) (b), the facilitator is to provide assistance referred to in subsection (1) (a) of this section if requested to do so

(a) by the proposing board or an affected local government, or

(b) by an electoral area director of the proposing board, if the request is supported by at least 2 other directors.

(4) Once a facilitator becomes involved under subsection (3), the proposing board and affected local governments must provide information as requested by the facilitator and must otherwise cooperate with the facilitator in fulfilling his or her responsibilities.

Acceptance by affected local governments

436 (1) Before it is adopted, a regional growth strategy must be accepted by the affected local governments or, failing acceptance, become binding on the affected local governments under section 440 (6) [*settlement of regional growth strategy in acceptance not otherwise reached*].

(2) Acceptance of a regional growth strategy by an affected local government must be done by resolution of the local government.

(3) For the purposes of this section, before third reading of the bylaw to adopt a regional growth strategy, the board must submit the regional growth strategy to the following:

(a) the council of each municipality all or part of which is covered by the regional growth strategy;

(b) the board of directors of the South Coast British Columbia Transportation Authority if the regional growth strategy is for the Greater Vancouver Regional District;

(c) the board of each regional district that is adjoining an area to which the regional growth strategy is to apply;

(d) the facilitator or, if no facilitator for the regional growth strategy has been designated, the minister.

(4) After receiving a proposed regional growth strategy under subsection (3), each affected local government must

(a) review the regional growth strategy in the context of any official community plans and regional growth strategies for its jurisdiction, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction, and

(b) subject to an extension by the facilitator under section 438 (3), within 60 days of receipt either

(i) accept the regional growth strategy, or

(ii) respond, by resolution, to the proposing board indicating that the local government refuses to accept the regional growth strategy.

(5) An acceptance under subsection (4) (b) becomes effective

- (a) when all affected local governments have accepted the regional growth strategy, or
 - (b) at the end of the period for acceptance or refusal under that subsection if, at the end of that period, all affected local governments have not accepted the regional growth strategy.
- (6) If an affected local government fails to act under subsection (4) (b) within the period for acceptance or refusal, the local government is deemed to have accepted the regional growth strategy.
- (7) In the resolution under subsection (4) (b) (ii), the affected local government must indicate
- (a) each provision to which it objects,
 - (b) the reasons for its objection, and
 - (c) whether it is willing that a provision to which it objects be included in the regional growth strategy on the basis that the provision will not apply to its jurisdiction, as referred to in section 432 (2).
- (8) An affected local government is deemed to have accepted any provision of the regional growth strategy to which it does not indicate an objection under subsection (7).
- (9) All affected local governments are entitled to participate in any non-binding resolution processes used to resolve an objection or anticipated objection by an affected local government.
- (10) If an area in a regional district is incorporated as a new municipality and the regional district has adopted a regional growth strategy for all or part of the area of the new municipality, the regional growth strategy is binding on that new municipality.

Resolution of anticipated objections

- 438** (1) Before the end of the 60 days referred to in section 436 (4) (b) [*time for acceptance or refusal*], the facilitator may require the proposing board and the affected local governments to identify any issues on which they anticipate that acceptance may not be reached.
- (2) If an issue is identified under subsection (1),

(a) the facilitator may require the proposing board and the affected local governments to send representatives to a meeting convened by the facilitator for the purpose of clarifying the issues involved and encouraging their resolution, and

(b) the proposing board and the affected local governments must provide information as requested by the facilitator and must otherwise cooperate with the facilitator in fulfilling his or her responsibilities.

(3) For the purposes of this section, the facilitator may extend the period for acceptance or refusal under section 436 (4) (b) before or after the end of that period.

Resolution of refusal to accept

439 (1) The proposing board must notify the minister in writing if an affected local government refuses to accept a proposed regional growth strategy.

(2) After being notified under subsection (1), the minister must

(a) require a non-binding resolution process to attempt to reach acceptance on the regional growth strategy, or

(b) if satisfied that resolution using a non-binding resolution process under paragraph (a) is unlikely, direct that the regional growth strategy is to be settled under section 440.

(3) If requiring a non-binding resolution process under subsection (2) (a), the minister

(a) must, at the time of requiring the non-binding resolution process, specify a time period within which the parties must begin the resolution process, and

(b) may, before or after the resolution process has begun, specify a time period within which the parties must conclude the resolution process.

(4) The choice of non-binding resolution process under subsection (2) (a) is to be determined by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy but, if the minister considers that these parties will not be able to reach agreement, the minister must direct which process is to be used.

(5) Any affected local government may participate in a non-binding resolution process under this section.

(6) Unless otherwise agreed by these parties, the fees of any neutral person participating in the non-binding resolution process and the administrative costs of the process, other

than the costs incurred by the parties participating in the process, are to be shared proportionally between the proposing board and the affected local governments that participate in the process on the basis of the converted value of land and improvements in their jurisdictions.

(7) An affected local government is deemed to have accepted the provisions of the regional growth strategy that were not changed as a result of a resolution process under subsection (2) (a).

(8) The following apply if changes to a regional growth strategy are proposed as a result of a resolution process under subsection (2) (a):

(a) the regional growth strategy must be submitted again to the affected local governments for acceptance, subject to paragraph (b) of this subsection, in accordance with section 436;

(b) an affected local government may not indicate an objection to a provision it is deemed to have accepted under section 436 (8) *[no previous objection to provision]* or subsection (7) of this section.

(9) If acceptance is not reached within 60 days after a non-binding resolution process under this section is concluded, the regional growth strategy must be settled in accordance with section 440 unless the proposing board and the affected local governments can reach agreement on the provisions of the regional growth strategy before the settlement process is completed.

Settlement of regional growth strategy if acceptance not otherwise reached

440 (1) If acceptance by affected local governments cannot otherwise be reached under this Part, the regional growth strategy is to be settled by one of the following:

(a) peer panel settlement in accordance with section 441 (1);

(b) final proposal arbitration in accordance with section 441 (2);

(c) full arbitration in accordance with section 441 (3).

(2) If more than one affected local government has refused to accept a regional growth strategy, whether the refusals are in relation to the same or different issues, the regional growth strategy is to be settled for all affected local governments in the same settlement proceedings.

(3) The choice of process for settlement is to be determined by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy but, if the minister considers that these parties will not be able to reach agreement, the minister must direct which process is to be used.

(4) Any affected local government may participate in a settlement process under section 441.

(5) During the 60 days after the provisions of a regional growth strategy are settled under section 441, the proposing board and the affected local governments may agree on the acceptance of a regional growth strategy that differs from the one settled.

(6) At the end of the period under subsection (5), unless agreement is reached as referred to in that subsection, the provisions of a regional growth strategy as settled under section 441 become binding on the proposing board and all affected local governments, whether or not they participated in the settlement process.

Options for settlement process

441 (1) As one option, the provisions of a regional growth strategy may be settled by a peer panel as follows:

(a) the panel is to be composed of 3 persons selected from the applicable list prepared under section 442 (1);

(b) the selection of the panel is to be done by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy or, if the minister considers that these parties will not be able to reach agreement, by the minister;

(c) subject to the regulations, the panel may conduct the proceedings in the manner it determines;

(d) the panel must settle the disputed issues of the regional growth strategy and may make any changes to the provisions of the regional growth strategy that it considers necessary to resolve those issues;

(e) the panel must give written reasons for its decision if this is requested by the proposing board or an affected local government before the panel retires to make its decision.

(2) As a second option, the provisions of a regional growth strategy may be settled by final proposal arbitration by a single arbitrator as follows:

(a) the arbitrator is to be selected from the applicable list prepared under section 442 (1);

(b) the selection of the arbitrator is to be done by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy or, if the minister considers that these parties will not be able to reach agreement, by the minister;

(c) subject to the regulations, the arbitrator must conduct the proceedings on the basis of a review of written documents and written submissions only, and must determine each disputed issue by selecting one of the final written proposals for resolving that issue submitted by one of the participating parties;

(d) the provisions of the regional growth strategy will be as settled by the arbitrator after incorporation of the final proposals selected by the arbitrator under paragraph (c);

(e) no written reasons are to be provided by the arbitrator.

(3) As a third option, the provisions of a regional growth strategy may be settled by full arbitration by a single arbitrator as follows:

(a) the arbitrator is to be selected from the applicable list prepared under section 442 (1);

(b) the selection of the arbitrator is to be done by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy or, if the minister considers that these parties will not be able to reach agreement, by the minister;

(c) subject to the regulations, the arbitrator may conduct the proceedings in the manner he or she determines;

(d) the provisions of the regional growth strategy will be as settled by the arbitrator, who is not restricted in his or her decision to submissions made by the parties on the disputed issues;

(e) the arbitrator must give written reasons for the decision.

General provisions regarding settlement process

442 (1) Lists of persons who may act on a panel under section 441 (1), as an arbitrator under section 441 (2) or as an arbitrator under section 441 (3) are to be prepared by the

minister in consultation with representatives of the Union of British Columbia Municipalities.

(2) Persons who may be included on a list for a panel under section 441 (1) are persons who are or have been elected officials of a local government or who, in the opinion of the minister, have appropriate experience in relation to local government matters.

(3) In the case of a specific regional growth strategy, a person may not be appointed to a panel or as an arbitrator if the person is, or was at any time since the regional growth strategy was initiated, an elected official of the proposing board or of an affected local government for the regional growth strategy.

(4) Subject to a direction by the panel or arbitrator or to an agreement between the parties, the fees and reasonable and necessary expenses of the members of a peer panel or arbitrator and the administrative costs of the process, other than the costs incurred by the parties participating in the process, are to be shared proportionally between the proposing board and the affected local governments that participate in the process on the basis of the converted value of land and improvements in their jurisdictions.

(5) The directors of the electoral areas to which the regional growth strategy is proposed to apply and the Provincial government may make representations in the settlement process, subject to any conditions set by the panel or arbitrator.

(6) The time limit for bringing any judicial review of a decision of a panel or arbitrator under section 441 is the end of the period for agreement under section 440 (5) *[60 days after provisions settled by panel or arbitrator]*.

(7) The minister may make regulations regarding settlement processes under section 441, which may be different for different settlement processes, including regulations

(a) respecting matters that a panel or arbitrator may or must consider,

(b) respecting the authority of a panel or arbitrator to settle a regional growth strategy, and

(c) respecting the authority of a panel or arbitrator to require the cooperation of local governments in relation to the settlement processes.

A message from FCM and UBCM

Dear elected officials and members of UBCM,

The UBCM-FCM Small Communities Fund provides financial support to local government elected officials from BC attending the Federation of Canadian Municipalities (FCM) Board and Standing Committee meetings. This fund is intended to ensure that smaller communities are represented at FCM and have the financial means to participate.

The voluntary dues contribution is collected from BC local governments by FCM and is remitted annually to the Union of BC Municipalities. UBCM holds the fund in "trust" and administers the program to recipients.

In order to be eligible for reimbursement of travel expenses, recipients must meet the following criteria:

- A local government elected official;
- From a community with a population of 55,000 or less;
- From a community that contributes to the fund; and
- Elected to FCM's Board OR appointed to an FCM Standing Committee.

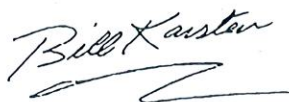
The long-term financial sustainability of the UBCM-FCM Small Communities Fund is reliant on the voluntary contributions from BC local governments and ensures that local governments of all sizes and locations in BC have an equal opportunity to be represented at FCM.

The UBCM Executive asks that each member give consideration to the voluntary contribution and the positive benefit that results from a united and inclusive voice from local governments large and small.

Thank you.



MAJA TAIT
UBCM President



BILL KARSTEN
FCM President

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
RECEIVED: MAR 16 2020		
Referred: <i>Rachel</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Invoice / Facture

24, rue Clarence Street, Ottawa,
Ontario, K1N 5P3
T. 613-241-5221 F. 613-241-7440

Hurst, Laurie

Township of Esquimalt

1229 Esquimalt Road

Esquimalt, British Columbia /
Colombie-Britannique V9A 3P1

Invoice / Facture:

DATE: 2019-12-04

ACCOUNT/COMPTE:

DUE DATE/DATE LIMITE: 2020-04-01

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors	17,655	\$0.0100	\$8.83	\$185.38

GST/TPS (5%): \$8.83

TOTAL: \$185.38

PAYMENT/PAIEMENT

By Electronic Funds Transfer/Par transfert électronique de fonds

By cheque payable to:

Federation of Canadian Municipalities

Par chèque à l'ordre de:

Transit Number/Numéro de transit:

Account Number/Numéro de compte:

Fédération canadienne des municipalités

24, rue Clarence Street

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231DQ0001

Ref No. / No. de référence :

Subject: FW: Municipal Tax Extension

From: Ron

Date: March 19, 2020 at 12:26:21 PM PDT

To: Barb Desjardins <Barbara.Desjardins@esquimalt.ca>

Subject: Municipal Tax Extension

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
RECEIVED: MAR 20 2020		
Referred: <i>Rachel</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Good Afternoon Your Honour

I have been in Los Angels for a few days on holiday. I will need to cut my vacation short by 2/3rds, return home on an emergency flight, and may not see my wife (American citizen) for at least 6 weeks...and possibly several months. This Planetary pandemic is having severe drawbacks in many unexpected areas.

Mayor Barb, I am going to try to work from home, but it could very well prove to be extremely difficult for my small business.

Therefore, because of the current World-Wide situation, I think that our Mayor and Council in Esquimalt, ought to show leadership by supporting a motion to offer a one time interest free extension till mid September.

By that time, school ought to have resumed, and business will have had a time to partially recuperate.

Please, consider this, or any other similar idea. There will be serious consequences if we do not act together. If businesses go under, everyone loses...including the Township's Tax base.

I am unaware as to whom ought to read and consider my email to you. Please forward this on my behalf to all who are involved in decision-making.

Thank you,

Ron Sandor
ArtEd,BA,BFA,MFA

From: Council
Subject: FW: CFIB Correspondence: supporting small businesses in light of COVID-19
Attachments: CFIB letter to BC municipalities on supporting small business during COVID-19.pdf

From: Muriel Protzer [mailto:Muriel.Protzer@cfib.ca]
Sent: March-19-20 12:55 PM
Subject: CFIB Correspondence: supporting small businesses in light of COVID-19

Dear Mayor and Council,

Please see the attached correspondence from the Canadian Federation of Independent Business regarding small business needs during the COVID-19 pandemic.

Thank you for taking the time to consider our request for additional municipal measures to help support local, independent business. We thank you for everything you have done so far for British Columbians during these tough times.

Sent on behalf of Samanda Howard, Senior Director, BC and Strategic Projects

Muriel Protzer
Senior Policy Analyst for British Columbia and the North

[Facebook](#) | [Twitter](#)

CFIB – In business for your business.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: MAR 20 2020		
Referred: <u>Rachel</u>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC



**CANADIAN FEDERATION
OF INDEPENDENT BUSINESS**

In business for your business.

625 Howe Street, Suite 1430
Vancouver, British Columbia V6C 2T6

Subject: Supporting small businesses in light of COVID-19

Dear Mayor and Council,

We are writing in regards to the significant challenges facing independent business owners during these difficult times as we all face the implications of COVID-19 in British Columbia.

As you may know, the Canadian Federation of Independent Business (CFIB) is a not for profit, non-partisan organization that represents over 110,000 SMEs across Canada, with over 10,000 here in BC. Our phone lines have been flooded by small business owners with questions regarding COVID-19, with many inquiries on the subject of how government is working to support communities.

We know and trust government is doing everything in their power to protect citizens and put healthcare at the forefront of our priorities. It is also essential we consider the vast economics implications COVID-19 has on our communities, and ensure we take action now so businesses, jobs, and the people behind those jobs can return to normality once we get there.

For these reasons, CFIB is asking all Mayors and Councils across BC to take the following actions to help support small businesses during these challenging times:

1. Waive all interest and penalties for unpaid property tax installments for a minimum of 60 days;
2. Wave all interest and penalties for unpaid water and wastewater billings for a minimum period of 60 days; and
3. Call on the Provincial government to expand the Property Tax Deferral Program to provide immediate relief for small businesses and non-profits.

We understand you may already be taking some of the above, or other measures currently to help support small businesses, and we thank you for that. If there are any other initiatives you are taking to support small business, we welcome you to share your ideas with us so we can share the ideas and inform our members where they have support.

Thank you for considering our correspondence, and for all your efforts in prioritizing the health of British Columbians.

Sincerely,

A handwritten signature in black ink that reads 'S. Howard'. The signature is written in a cursive, flowing style.

Samantha Howard
Senior Director, BC and Strategic Projects

Alicia Ferguson

From: Laurie Hurst
Sent: April-02-20 10:43 AM
To: Alicia Ferguson
Subject: FW: Construction hours
Attachments: image001.jpg; ATT00001.htm; Extension of Hours Letter_April 1, 2020_Esquimalt.pdf; ATT00002.htm

Version 3 of this letter for mail log, thanks.

Laurie Hurst, CPA, CGA
Chief Administrative Officer
Tel: 1-250-414-7133

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: APR 02 2020		
Referred: <i>Rachel</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

From: Barb Desjardins
Sent: April-02-20 10:34 AM
To: Laurie Hurst
Subject: Fwd: Construction hours

One more time

Sent from my iPhone

Barbara Desjardins

Mayor, Township of Esquimalt
Lekwungen Territory
Tel: 1-250-883-1944
Begin forwarded message:

From: UDIVictoria <UDIVictoria@udi.org>
Date: April 2, 2020 at 10:30:27 AM PDT
To: Mayor and Council <Mayor.and.Council@esquimalt.ca>
Subject: RE: Construction hours

Again my apologies – revised letter attached.

Regards,

Kathy Whitcher – Executive Director
Urban Development Institute – Capital Region
#101 – 727 Fisgard Street, Victoria BC V8W 1R8
250-383-1072 (Office)
250-888-1671 (Mobile)
www.udicapitalregion.ca

From: UDIVictoria
Sent: April 2, 2020 10:00 AM

To: mayorandcouncil@esquimalt.ca

Subject: RE: Construction hours

Hello Mayor and Council –

My apologies for the previous attached letter. Please find the correct letter.

Regards,

Kathy Whitcher – Executive Director
Urban Development Institute – Capital Region
#101 – 727 Fisgard Street, Victoria BC V8W 1R8
250-383-1072 (Office)
250-888-1671 (Mobile)
www.udicapitalregion.ca

From: UDIVictoria

Sent: April 2, 2020 9:49 AM

To: mayorandcouncil@esquimalt.ca

Subject: Construction hours

Dear Mayor and Council:

Re: Extended Site Hours to Promote Health/Safety for Construction

On behalf of the 175 members of the Urban Development Institute – Capital Region (UDI), we are writing you to request that your municipality offer opportunities to builders to extend work hours on construction sites, which have been declared essential during the COVID-19 pandemic. This flexibility will allow our members to uphold Provincial protocols around sufficient physical distancing measures on their sites and to ensure the health and safety of their employees and trades.

As you are aware, on March 26, 2020, the Province [declared](#) construction work to be an essential service during this crisis - in addition to suspending “Any bylaws that restrict goods delivery at any time of day ...”.

For the protection of workers and the general public, the Provincial Health Officer (PHO) has established clear direction to construction sites regarding mandated [protocols](#) that must be followed. These protocols are being followed diligently. Compliance is being ensured through extensive WorkSafeBC enforcement efforts. Additionally, our members have [developed measures](#) to further enhance site health and safety. We believe an extended work day will enable trades to operate with split shifts to ensure physical distancing measures are adhered to.

To assist our members in these efforts, we are requesting that your municipality extend work hours on construction sites, from 7:00 a.m. to 8:00 p.m. (Monday to Saturday) until May 31, 2020. Of course, contractors and developers would do their best to limit noise levels between the hours of 6:00 p.m. and 8:00 p.m. in the evening.

Keeping these sites open in a safe and healthy way is critical to job security, the economy and our recovery from this pandemic. Thank you for your consideration.

Kind Regards,



April 1, 2020

Mayor Barbara Desjardins and Council
Esquimalt
1229 Esquimalt Road
Victoria, BC V9A 3P1

Dear Mayor and Council:

Re: Extended Site Hours to Promote Health/Safety for Construction

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Kind Regards,

A handwritten signature in black ink, appearing to read "Kathy Whitcher", with a stylized flourish at the end.

Kathy Whitcher
Executive Director, UDI Capital Region