



**CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT**  
**Minutes - Draft**  
**Committee of the Whole**

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

---

Monday, January 11, 2016

7:00 PM

Esquimalt Council Chambers

---

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

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

**1. CALL TO ORDER**

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

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

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

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

**4. MINUTES**

- 1) [16-034](#) Minutes of the Regular Committee of the Whole, December 14, 2015

Moved by Councillor Hundleby, seconded by Councillor Brame: That the Minutes of the Regular Committee of the Whole, December 14, 2015 be adopted as circulated. Carried Unanimously.

## 5. DEPARTMENTAL REPORTS - 2015 THIRD PERIOD REPORTS (September-December)

- 1) [16-031](#) Strategic Priorities 2015 - 2019

This Report was received.

- 2) [16-032](#) Operational Strategies 2015 - 2019 Third Period Updated Chart

This Staff Report was received.

- 3) [16-015](#) CAO - 2015 3rd Period Report, Staff Report ADM-16-001

Chief Administrative Officer responded to questions from Council.

Comments from Council included Celebration of Lights acknowledgement and ratification of Collective Agreement.

This Staff Report was received.

- 4) [16-007](#) Corporate Services - 2015 Third Period Report, Staff Report ADM-16-002

Director of Corporate Services responded to questions from Council.

Comments from Council included:

\* Social Media - Increased number of members and shared information on Facebook and Twitter.

\* Business Licenses - Consider further opportunities to highlight as part of our Communications and Marketing Initiative for Economic Development.

\* Archives - Possibility of a presentation to Council or display to the Public, featuring a chosen Archival Project.

This Staff Report was received.

- 5) [16-002](#) Community Safety Services - 2015 Third Period Report, Staff Report CSS-16-001

Director of Community Safety Services responded to questions from Council.

Council comments included (Staff response in italics):

\* Will the parking enforcement contract be renewed? *The Pilot Project ended as of December 18, 2015 and currently will not be renewed due to cost.*

\* Is a letter sent to the individual prior to going to the Collections Agency as a result of Bylaw Enforcement? *Yes, Collections Agency first step is to send a letter.*

\* What is the timeline for the commencement of the Mass Emergency Notification System? *Unknown at this time.*

\* Progress of Unsightly Properties? *Site visits are scheduled for this week, update will be provided to Council.*

This Staff Report was received.

6) [16-016](#) Financial Services and IT - 2015 Third Period Report, Staff Report FIN-16-001

Comments from Council included:

- \* Acknowledged this is a very busy Budget time for Finance staff.
- \* PILT issue is getting resolved.

This Staff Report was received.

7) [16-024](#) Development Services - 2015 Third Period Report, Staff Report DEV-16-009

Director of Development Services responded to questions from Council.

Council comments included:

- \* Twin City Relationship possibilities.
- \* Heritage Week 2016 - Design for a poster and provide further information to Council.
- \* Statistics Canada numeration areas and collection of information for the Census.
- \* Boundary Adjustments between Songhees and Esquimalt First Nations.

This Staff Report was received.

8) [16-025](#) Engineering and Public Works - 2015 Third Period Report, Staff Report EPW-16-005

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

Council comments included (Staff response in italics):

- \* BC Transit Bus Shelters.
- \* Completion of Admirals Road Project? *Final phase is LED Street Light installation and currently in discussion with BC Hydro for connection of service. Timeline unknown.*
- \* Garbage Collection Staff acknowledgement during Holiday Season.
- \* Manhole Separation update? *On schedule.*
- \* No Smoking stickers on Bus Shelters being removed.
- \* Bicycle Lanes on Lampson Street and possibility of Tillicum Road? *Not at this time, but will do Traffic Study.*

This Staff Report was received.

9) [16-023](#) Parks and Recreation Department - 2015 Third Period Report - Staff Report P&R-16-001

Director of Parks and Recreation responded to questions from Council.

Council comments included (Staff response in italics):

- \* Urban Tree Management Plan
- \* Is the Municipal Tree and Park Specimen Tree Inventory completed? *5300 Boulevard trees, approximately 99% are currently in the database with Park trees to be added this year.*

- \* Are Heritage trees on private property included in the database? *Only trees on Municipal property are recorded in the database.*
- \* Has United Way Funding for Child and Youth Family Services been received? *Expecting receipt of funds.*

This Staff Report was received.

**10) [16-028](#) Fire Department - 2015 Third Period Report, Staff Report FIRE-16-001**

Comments from Council included:

- \* Fire Prevention Week - Engagement with residents.
- \* Acknowledged Youth resident as Fire Chief for a day Event.
- \* Acknowledged Regional Smoke Alarm Initiative.
- \* Acknowledged Members receiving Exemplary Awards.
- \* Acknowledged increase in number of Fire Inspections performed.

This Staff Report was received.

Moved by Councillor Brame, seconded by Councillor Liberchuk: That the Strategic Priorities 2015 - 2019, Operational Strategies 2015 - 2019 Third Period Updated Chart, CAO - 2015 3rd Period Report, Staff Report ADM-16-001, Corporate Services - 2015 Third Period Report, Staff Report ADM-16-002, Community Safety Services - 2015 Third Period Report, Staff Report CSS-16-001, Financial Services and IT - 2015 Third Period Report, Staff Report FIN-16-001, Development Services - 2015 Third Period Report, Staff Report DEV-16-009, Engineering and Public Works - 2015 Third Period Report, Staff Report EPW-16-005, Parks and Recreation Department - 2015 Third Period Report, Staff Report P&R-16-001, and Fire Department - 2015 Third Period Report, Staff Report FIRE-16-001 be received. Carried Unanimously.

## **6. STAFF REPORTS**

### ***Development Services***

**1) [16-003](#) Official Community Plan Review - Phase 1 "Kick Off" Survey Results, Staff Report DEV-16-004**

Community Development Coordinator provided an overview of the Official Community Plan, Phase 1 "Kick Off" Survey Results and proposed timeline for completion, presented a PowerPoint Presentation and responded to questions from Council.

Council comments included:

- \* Youth participation in survey was low and proposed Council engage with students to gather a youth perspective
- \* Acknowledged the Survey Participants and proposed options to address their questions
- \* Social Media and face to face meetings are important to engage with residents and business owners
- \* Vision Statement requires updating and possibly consider a Committee or

group to assist - has not been updated since 2003

- \* Community Health and Safety requires understanding and definition

- \* Age of participants

This Staff Report was received.

2) [16-022](#) Planning Process Review, Staff Report DEV-16-003

Director of Development Services responded to questions from Council.

Moved by Councillor Hundleby, seconded by Councillor Brame: That the COTW receive Staff Report DEV-16-003 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council consideration. Carried Unanimously.

**Engineering and Public Works**

3) [16-026](#) Funding Request for Fraser St/Bewdley Ave/Munro St Intersection, Staff Report EPW-16-006

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

Council comments included (Staff response in italics):

- \* How are Major Roads determined? *Traffic Study was performed on Fraser Street and Munro Street prior to Holiday Season for three days on weekdays.*

- Classification comes from OCP and is based on volume of traffic.*

- \* Vehicle Enforcement Options.

- \* Vehicle Speed Limit concerns.

- \* Signage.

- \* Partnership with Victoria Police Department, Esquimalt Division and Volunteer Community Group.

- \* Neighbourhood Safety Plan for Saxe Point Park Area residents.

- \* Saxe Point Park entrance improvements for pedestrians.

Moved by Councillor Liberchuk, seconded by Councillor Brame: That the Committee of the Whole receive Staff Report EPW-16-006 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a 2016 budget request with consideration to:

- \* Option 1 - The addition of stop lines on the minor legs of the Intersection; and

- \* Option 2 - Reduction of speed limit along Fraser Street and Munro Street. Carried Unanimously.

**7. PUBLIC QUESTION AND COMMENT PERIOD**

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

**Limit of two minutes per speaker.**

*Peter Ryan, resident*, expressed concerns regarding Fraser Street/Bewdley Avenue/Munro Street Intersection and proposed reducing the speed limit for a trial period and repositioning or adding signage. He also expressed concerns regarding garbage bins obstructing pedestrians on sidewalks after garbage collection.

*Muriel Dunn, resident*, expressed concerns regarding expenditure for the Intersection at Fraser Street/Bewdley Avenue and Munro Street.

## **8. ADJOURNMENT**

Moved by Councillor Hundleby, seconded by Councillor Brame: That the Committee of the Whole meeting be adjourned at 8:32 PM. Carried Unanimously.

---

MAYOR BARBARA DESJARDINS  
THIS [date] DAY OF [month] , 2016

---

ANJA NURVO, CORPORATE OFFICER  
CERTIFIED CORRECT