



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

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

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Monday, July 22, 2024

6:30 PM

Esquimalt Council Chambers

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**THE REGULAR MEETING OF COUNCIL RECONVENES AT 7:00 PM  
WITH MEMBERS OF THE PUBLIC IN ATTENDANCE**

**Present:** 6 - Mayor Barbara Desjardins  
Councillor Ken Armour  
Councillor Andrea Boardman  
Councillor Duncan Cavens  
Councillor Jacob Helliwell  
Councillor Tim Morrison

**Regrets:** 1 - Councillor Darlene Rotchford

Councillor Cavens attended the meeting via conference call.

**Staff:** Dan Horan, Chief Administrative Officer  
Deb Hopkins, Director of Corporate Services/Corporate Officer  
Bill Brown, Director of Development Services  
Vicki Gannon, Director of HR & Community Relations  
Terése Finegan, Manager of Economic Development  
Sarah Holloway, Deputy Corporate Officer/Recording Secretary

**1. CALL TO ORDER**

Mayor Desjardins called the Regular Council meeting to order at 6:30 PM.

**I. RESOLUTION TO CLOSE THE MEETING PURSUANT TO  
SECTION 90 OF THE COMMUNITY CHARTER**

Moved by Councillor Boardman, seconded by Councillor Helliwell: That pursuant to Section 90 (1) (k) and (2) (b) of the Community Charter, the meeting be closed to the general public for 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; and, the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. Carried Unanimously.

## **II. CLOSED MEETING**

### **III. RECONVENE THE REGULAR MEETING OF COUNCIL AT 7:00 PM WITH MEMBERS OF THE PUBLIC IN ATTENDANCE**

Mayor Desjardins reconvened the Regular Council meeting at 7:00 PM.

Mayor Desjardins acknowledged that we are gathered on Lekwungen territory. Council is committed to building strong and enduring relationships with our neighbouring First Nations governments, the Songhees and Kosapsum (Esquimalt) Nations.

## **2. INTRODUCTION OF LATE ITEMS**

### **1) [24-336](#) Late Correspondence**

1) Item 7.2 - Business Licence and Regulation Bylaw Review, Staff Report ADM-24-34

• Tiffany Trownson, BC Care Providers Association - received July 19, 2024

## **3. APPROVAL OF AGENDA**

Moved by Councillor Morrison, seconded by Councillor Boardman: That the agenda be approved as circulated with the inclusion of the late items. Carried Unanimously.

## **4. BYLAWS FOR ADOPTION OR FIRST AND SECOND READING THAT ARE SUBJECT TO A PUBLIC HEARING**

### ***For Adoption***

### **1) [24-330](#) Adoption of Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140, Staff Memo No. ADM-24-048**

Moved by Councillor Helliwell, seconded by Councillor Boardman: That Council adopt Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140. Carried Unanimously.

**5. PUBLIC INPUT ON AGENDA ITEMS 6, 7, 8, 9 AND 10**

There was no public input.

**6. STAFF REPORTS**

- 1) [24-313](#) Community Volunteer Recognition, Staff Report No. ADM-24-041

The Director of HR and Community Relations introduced the report and responded to questions from Council.

Clarification was given that volunteers would fall into three categories with the first being members of Council Advisory Committees and municipal archives volunteers; second would be the organizations that have been assigned a Council liaison by the Mayor; and third, all groups that participate in the volunteer fair.

Council comments included the following:

- The volunteer categories have been well thought out and are reasonable.
- The decision on how to recognize the organizations with Council liaisons does not need to be made at this time.
- The distinction between the different volunteer groups is appreciated.
- Council Advisory Committees should be distinguished due to their importance to Council.
- The organizations that receive funding from the Township could be recognized at the Council meeting when they report back to Council on their activities.
- It may be appropriate to recognize the Council liaison organizations during their wrap up or end of year events.

Moved by Councillor Boardman, seconded by Councillor Armour: That Council:

1. Approve that the invitees of the annual volunteer recognition lunch or dinner shall include Archives volunteers, and members of the Council Committees, plus a guest;
2. Formally recognize those volunteer groups which have Council liaisons; and,
3. Approve the changes to PER-07 Community Volunteer Attraction and Policy. Carried Unanimously.

- 2) [24-328](#) Updates to Council Policies, Staff Report No. ADM-24-046

The Director of HR and Community Relations introduced the report to Council.

Council commented that the changes to the policies were well thought out

and sensible.

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council approve the suggested changes to Council Policies PER-02 and PER-06, as outlined as attached to Staff Memo ADM-24-046. Carried Unanimously.

- 3) [24-329](#) Amendments to Travel and Expense Reimbursement Policy, Staff Report No. ADM-24-047

The Director of HR and Community Relations introduced the report to Council.

Moved by Councillor Armour, seconded by Councillor Boardman: That Council:

1. Rescind Council Policy No. Admin-11, Travel Allowances - Municipal Staff, Council Appointees and Volunteers; and
2. Approve Council Policy No. FIN-07, Travel and Expense Reimbursement. Carried Unanimously.

- 4) [24-332](#) Council Priorities Refresh - Fall 2024, Staff Report No. ADM-24-049

The Chief Administrative Officer (CAO) introduced the report by emphasizing that staff use the Council priorities plan as guidance for which projects to concentrate on during Council's term. The report defines which projects or initiatives should belong on the Council Priorities plan and states the intent that when a project is completed it will move the community forward and address changes to Council's strategic areas of focus. The report also lays out plans for the Special Committee of the Whole meeting in the fall when Council will set the direction for the next two years.

The CAO responded to questions from Council.

Council comments included a request to add a column of more detailed information and further context on the Potential Future Projects chart (page 17 of the Council Priorities Plan 2023 -2026).

Moved by Councillor Armour, seconded by Councillor Morrison: That Council receive Report No. ADM-24-049 for information and direct staff to prepare a Special Committee of the Whole session in September to initiate the 2024 Council Priorities Refresh process. Carried Unanimously.

## 7. **BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING**

- 1) [24-325](#) Housing Agreement Bylaw No. 3143 - 1034 Dunsmuir, Staff Report No. DEV-24-041

The Director of Development Services introduced the report and responded to questions from Council.

Moved by Councillor Helliwell, seconded by Councillor Morrison: That Council give first, second and third readings to Housing Agreement (1034 Dunsmuir Road) Bylaw, 2024, No. 3143. Carried Unanimously.

2) [24-315](#) Business Licence and Regulation Bylaw Review, Staff Report ADM-24-34

The Manager of Economic Development introduced the report and responded to questions from Council.

Moved by Councillor Helliwell, seconded by Councillor Morrison: That Council give first reading to Business Licence and Regulation Bylaw, 2024, No. 3144. Carried Unanimously.

That Council give second reading to Business Licence and Regulation Bylaw, 2024, No. 3144. Carried Unanimously.

Council comments included the following:

- Lowering the liquor license fee from \$2000 to \$500 closer aligns the Township with other municipalities.
- Consultation with VicPD would have been appreciated.
- The hours set out for markets is an additional obstacle which is unnecessary.
- Agreements between staff and an applicant are required to obtain a license for a market, so specifying hours should not be included in the bylaw.

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council amend Bylaw 3144 by removing the requirement for hours listed in Section 34.1. Carried Unanimously.

Council comments continued:

- Staff set out the terms and conditions for markets, so the hours are not required in the bylaw.
- There were a lot of complaints from the night market on Grenville. There is value in Council retaining control of applications.

The Manager of Economic Development clarified that noise complaints are controlled by the Maintenance of Property and Nuisance Regulation Bylaw; that the Business Licence and Regulation Bylaw has further differentiated markets on public and private land; that there will be more set agreements; and, that staff will work with VicPD on any planning, parking and obstruction issues.

Council comments continued:

- The bylaw changes will illustrate that Esquimalt is welcoming and wants to attract businesses.

Moved by Councillor Helliwell, seconded by Councillor Morrison: That Council give third reading to Business Licence and Regulation Bylaw, 2024, No. 3144 as amended. Carried Unanimously.

## 8. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-334](#) Recommendations from the Committee of the Whole Meeting of July 15, 2024

Moved by Councillor Boardman, seconded by Councillor Morrison: That Council ratify the recommendations from the Committee of the Whole meeting of July 15, 2024.

1. Esquimalt Road Active Transportation and Underground Improvements – EPW-24-021

“That the Committee of the Whole recommends that Council:

- a. Award a contract to ISL Engineering and Land Services Ltd. for \$604,541 for consultant services on the Esquimalt Road Active Transportation and Underground Improvements project;
- b. Direct staff to proceed with Phase 1 design refinement engagement;
- c. Direct staff to seek public input on two concepts on Esquimalt Road between Admirals Road and Park Place before advancing to refinement engagement in Phase 2; and
- d. That the four additional options be added at the cost of \$11,500; as described in Staff Report EPW-24-021.”

2. Short-Term Rental Regulations – DEV-24-036

“That the Committee of the Whole recommend to Council that staff be directed to return to the Committee of the Whole in fall of 2024 with a report outlining the proposed amendments to the Zoning Bylaw, a draft Stakeholder engagement strategy, and a timeline for adoption and implementation of the proposed amendment inclusive of the comments provided by the Committee at the July 15, 2024, Committee of the Whole meeting.”

3. Fleet Electrification Plan – EPW-24-020

“That the Committee of the Whole recommend that Council endorse the Fleet Electrification Plan and direct staff to proceed with implementation.”

4. Economic Development Place Branding and Marketing Plan – ADM-24-035

Main Motion as Amended:

“That the Committee of the Whole recommends to Council that the Economic Development Place Branding and Marketing Plan return to Council with incorporated changes requested at the Committee table with respect to colourways and logo design. Carried Unanimously.

Motion Arising from Councillor Cavens.

Council commented that it was important that adjacent municipalities coordinate and connect the Active Transportation networks.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council direct the Mayor to write a letter to Victoria Council, informing them of our intention to build an AAA route along Esquimalt Road. Additionally, we ask them to include the section of Esquimalt Road from Dominion Road to the E&N Railway in their AAA Cycling Network Plan, ensuring a seamless network of AAA lanes throughout Esquimalt and Vic West. Carried Unanimously.

## 9. COMMUNICATIONS

### *For Council's Consideration*

- 1) [24-335](#) Email from Ministry of Municipal Affairs dated July 19, 2024 Re: Invitation to Meet with the Health Authorities of British Columbia During UBCM Convention

Council commented that it was important to stay connected with the health authority.

Moved by Councillor Boardman, seconded by Mayor Desjardins: That Council direct staff to set up a meeting with Island Health at the UBCM convention to discuss updates on medical facilities, urgent primary care centres (UPCC) function and their performance in our community. Carried Unanimously.

## 10. RISE AND REPORT (FROM IN CAMERA)

- 1) [24-333](#) Rise and Report from the In Camera meeting of July 8, 2024

### 1. 2024 Youth Representative Reappointment for the Environment, Parks, and Recreation Advisory Committee, Staff Report No. ADM-24-043

That Council re-appoint Ryan Badowski as a Youth representative to the Environment, Parks, and Recreation Advisory Committee for a term effective immediately and ending on June 30, 2025.

2. The Order in Council for policing has been adjusted to incorporate the new changes that the provincial government has approved for the Police Act. Council must appoint a member to the Police Board and has chosen to elect Mayor Desjardins, whose term will begin August 1, 2024 and end December

31, 2025.

**11. PUBLIC COMMENT PERIOD**

Lyndon Chisholm, resident, thanked Council for their work and recognised that it is not an easy job, and thanked the VicPD for their work and recognized the increase in overtime in the last month.

Linda O'Keefe, resident, shared an invitation to the Memorial Park Music Fest on July 23rd and also thanked VicPD for their good work.

**12. ADJOURNMENT**

Moved by Councillor Helliwell, seconded by Councillor Morrison: That the Regular Council meeting be adjourned at 8:14 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS DAY OF, 2024

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT