



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

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

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Monday, July 8, 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:** 7 - Mayor Barbara Desjardins  
Councillor Ken Armour  
Councillor Andrea Boardman  
Councillor Duncan Cavens  
Councillor Jacob Helliwell  
Councillor Tim Morrison  
Councillor Darlene Rotchford

**Staff:** Deb Hopkins, Director of Corporate Services/Corporate Officer  
Bill Brown, Director of Development Services  
Joel Clary, Director of Engineering & Public Works  
James Davison, Manager of Development Services  
Jonah Ross, 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**

That pursuant to Section 90 (1) (a) and (2) (b) of the Community Charter, the meeting be closed to the general public to discuss personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 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.

**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 7:01

PM.

Mayor Desjardins acknowledged the Lekwungen-speaking people on whose territory the Township building stands, and noted her recognition and respect for the First Nations governments, the Songhees and Kosapsum, also known as Esquimalt, Nations.

## 2. INTRODUCTION OF LATE ITEMS

### 1) [24-326](#) Late Correspondence

Item 7.1 - 533 Admirals Road - Development Permit and Development Variance Permit, Staff Report No. DEV-24-039

- Denise Kors, Kors Development Services Inc. - received July 3, 2024
- Terri Crawford - received July 3, 2024

## 3. APPROVAL OF AGENDA

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

## 4. ADOPTION OF MINUTES

### 1) [24-305](#) Minutes of the Special Council Meeting held on June 19, 2024

### 2) [24-321](#) Minutes of the Regular Council meeting held on June 24, 2024

Moved by Councillor Cavens, seconded by Councillor Helliwell: That the minutes of the Special Council meeting held June 19, 2024, and the minutes of the Regular Council Meeting held June 24, 2024 be adopted as circulated. Carried Unanimously.

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

### *For Adoption*

### 1) [24-317](#) Adoption of Bylaw to Repeal Bylaw No. 2494, 2024, No. 3141, Staff Report No. ADM-24-044

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council adopt Repeal Bylaw No. 2494, 2024, No. 3141. Carried Unanimously.

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

Doug Scott, resident, expressed concern regarding the allocation of funding to cycling-related infrastructure in the Integrated Parking Management Strategy, and encouraged Council to account for the impacts of ongoing growth on Township roads.

Brock Davies, resident, spoke in support of resident-only parking on Bryden Court, as various development projects in the neighbourhood have increased the number of contractors using the street for parking; the resident also spoke against reductions in street parking proposed in the Integrated Parking Management Strategy.

Resident [name not provided] expressed support for the Traffic Order for Bryden Court due to the street's proximity to a school, and the risks posed to young children walking.

Barb Snyder, resident, spoke in favour of resident-only parking on Bryden Court due to additional development projects being approved nearby which will perpetuate the parking-related challenges being experienced by residents currently; it was also noted that contractors and service workers are unable to find parking on Bryden Court to conduct necessary work for residents.

## 7. STAFF REPORTS

- 1) [24-299](#) 533 Admirals Road - Development Permit and Development Variance Permit, Staff Report No. DEV-24-039

Township Planner Mikaila Montgomery presented a Powerpoint, and noted the proponent's availability to respond to any questions.

Staff provided the following responses to Council questions:

- The addition will not impact the lot line or setback.
- The offer of electric vehicle (EV) charging ports will come to Council as a separate request, as it will require a rezoning application.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council approve Development Permit No. DP000230 and Development Variance Permit No. DVP00145 and direct staff to issue the permits and register the notices on the title of the property upon receipt of the landscape deposit. Carried Unanimously.

- 2) [24-307](#) Integrated Parking Management Strategy - Action Plan, Staff Report No. EPW-24-019

The Director of Engineering & Public Works introduced the Staff Report and responded to questions from Council:

- Items requiring additional staff or capital costs will be subject to consideration during the relevant budget approval process.
- Request for additional Bylaw FTE is subject to the Bylaw Service-level review, which will establish options for increasing after-hours Bylaw enforcement; the review will include analysis of other municipalities' policies,

and of opportunities for cost-recovery.

- Exploration of sustainable transportation options was a guiding principle of the Integrated Parking Management Strategy, and shifting towards active modes of transportation is identified as a priority in the Active Transportation Plan.
- Special event organizers are currently encouraged to provide Bike Valet services, but could be required by policy.
- New requirement for Construction Management Plans has taken effect, with the Township's Public Safety Building as the first instance.
- Proposed FTE position would remain in place following completion of the Integrated Parking Management Strategy.
- Implementation of carshare services is possible, but dependent on interested businesses coming forward.
- Parking for special events in the Township is not formally managed, but the Bylaw Service Review would include consideration of enforcement options for those peak hours.
- Further details regarding budgetary implications, and cost-recovery opportunities can be provided in a future report.

Council comments included:

- Concern over the amount of information on cycling that's included in the Parking Strategy.
- Parking challenges are frequently communicated to the Township, and the proposed parking permit system is appreciated as means to address this.
- Some residents require vehicles for employment, and a balanced approach is desired for the Strategy's promotion of active transportation options.
- Budgetary implications are of concern, and there is interest in identifying options for cost-recovery available through parking management.
- The timeline for approving budget items allows for further consideration and adjustment if needed.
- Transition away from vehicle dependence takes time and requires a generational mindshift.

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

- a) endorse the Integrated Parking Management Strategy Action Plan; and
- b) direct staff to bring forward budget requests identified in the Action Plan as part of annual budget deliberations.

Carried Unanimously.

- 3) [24-308](#) Bryden Court Residential Parking Only, Staff Report No. EPW-24-014

The Director of Engineering and Public Works introduced the report and was available for questions.

Council was advised that the proposed Integrated Parking Management Strategy would include a review of all existing resident-only parking designations in the Township; staff continue to process new petitions for resident-only parking as directed by Council.

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council approve the implementation of Traffic Order 1350 for "Residential Parking Only" signage to be installed on both sides of Bryden Court commencing 9m west of the intersection of Bryden Court and Head Street and extending to the terminus of the turnaround bulb's end as set out in EPW-24-014. Carried Unanimously.

- 4) [24-309](#) Craigflower Road Residential Only Permit Parking, Staff Report No. EPW-24-015

The Director of Engineering and Public Works introduced the report, noting that this Traffic Order does not impact the main corridor traditionally known as Craigflower Road, but rather the service road portion which runs parallel to it.

Moved by Councillor Rotchford, seconded by Councillor Morrison: That Council approve the implementation of Traffic Order 1351 for "Residential Only Permit Parking" signage to be installed on the north side of Craigflower Road commencing 113m west of the intersection of Craigflower Road and Tillicum Road and extending 150m west on Craigflower Road as set out in EPW-24-015. Carried Unanimously.

- 5) [24-310](#) Greenwood Avenue Residential Parking Only, Staff Report No. EPW-24-016

Council considered the requests for Greenwood Avenue and Lampson Street together.

- 6) [24-311](#) Lampson Street Residential Parking Only, Staff Report No. EPW-24-017

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

- 1) Approve the implementation of Traffic Order 1352 for "Residential Parking Only" signage to be installed on both sides of Greenwood Avenue commencing 9m west of the intersection of Greenwood Avenue and Lampson Street and extending west to 9m east of the intersection of Greenwood Avenue and Kinver Street as set out in EPW-24-016; and,
- 2) Approve the implementation of Traffic Order 1353 for "Residential Parking Only" signage to be installed on the west side of Lampson Street commencing 9m south of the intersection of Lampson Street and Greenwood Avenue and extending south to 9m north of the intersection of Lampson Street and Bewdley Avenue as set out in EPW-24-01.

The following comments were made by Council:

- The eventual completion of the Rosemead House on the East side of Lampson Street, and the additional residents it will bring, should be taken into account due to the lack of parking on that side.
- Reversion to current designation upon completion of Rosemead House development could be of benefit.
- Resident-only traffic orders are not resolving parking challenges in the Township, but more sustainable long-term approach should be produced through implementation of the Integrated Parking Management Strategy.

Moved by Councillor Morrison, seconded by Councillor Rotchford: That the main motion be amended to include a review of Traffic Order 1353's residential parking restrictions upon completion of the Rosemead House development. Carried Unanimously.

#### MAIN MOTION AS AMENDED

That Council:

- 1) Approve the implementation of Traffic Order 1352 for "Residential Parking Only" signage to be installed on both sides of Greenwood Avenue commencing 9m west of the intersection of Greenwood Avenue and Lampson Street and extending west to 9m east of the intersection of Greenwood Avenue and Kinver Street as set out in EPW-24-016; and,
- 2) Approve the implementation of Traffic Order 1353 for "Residential Parking Only" signage to be installed on the west side of Lampson Street commencing 9m south of the intersection of Lampson Street and Greenwood Avenue and extending south to 9m north of the intersection of Lampson Street and Bewdley Avenue as set out in EPW-24-017; and, that this restriction be reviewed upon completion of the Rosemead House development. Carried Unanimously.

Council discussions continued:

- There is recognition of the parking challenges that arise during the construction phase of developments, but also that the resident-only parking traffic orders are not a sustainable solution.
- While the current system is not effective in addressing parking challenges, staff resources may be best-allocated to the Integrated Parking Management Strategy.
- Process for resident-only traffic orders may still offer value in the interim as a way for residents to communicate these challenges to Council.
- It may be preferable to retain this option until the Integrated Parking Management Strategy is finalized.
- Construction eventually reaches completion, while new development applications continue to come forward; this results in imbalanced and

growing areas of restricted parking.

- Robust implementation of the Construction Management Plan, including parking requirements, will affect new projects going forward.

Councillor Armor left the meeting at 7:57 PM and returned at 7:59 PM.

Moved by Councillor Armour, seconded by Councillor Cavens: That Council direct staff to prepare a report considering options for discontinuing the residential-only parking petitions. Defeated with Councillors Boardman, Cavens, Helliwell, Morrison, and Rotchford Opposed.

In 2 - Mayor Desjardins, and Councillor Armour

Favour:

Opposed: 5 - Councillor Boardman, Councillor Cavens, Councillor Helliwell, Councillor Morrison, and Councillor Rotchford

7) [24-312](#) Esquimalt Road Bus Stop and Limited Time Parking - Traffic Orders, Staff Report No. EPW-24-018

The Director of Engineering and Public Works introduced the report.

The following responses were provided to Council questions:

- Addition of a bus stop in this area was requested by BC Transit for buses traveling northbound on Admirals Road; details regarding the specific routes to be serviced are not known, but can be requested from BC Transit.

- Proposed location was identified by staff due to its proximity to the major intersection of Esquimalt Road and Admirals Road; alternatives would likely be further from the intersection, as this was the closest option which had sufficient space.

- There is opportunity to request further information, or a meeting with BC Transit regarding the proposal.

Moved by Councillor Rotchford, seconded by Councillor Morrison: That Council postpone further consideration of approval of Traffic Orders 1354 and 1355 and rescinding of Traffic Orders 1079 and 1081 to allow staff to obtain additional information from BC Transit and consult with the Esquimalt Chamber of Commerce. Carried Unanimously.

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

1) [24-319](#) Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140 – Rescind Third Reading and Further Amend, Staff Report No. ADM-24-045

The Director of Corporate Services introduced the Bylaw, noting it as a corrective measure to include the effective date.

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

Moved by Councillor Helliwell, seconded by Councillor Rotchford: That Council:

1. Amend "Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140" by inserting the following as new section 3 in Amendment Bylaw No. 3140:

"This Bylaw shall come into force and take effect on January 1, 2025";

and

2. Give third reading to "Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140" as amended. Carried Unanimously.

## 9. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-318](#) Minutes of the Capital West Accessibility Advisory Committee held on April 24, 2024

This item was received.

## 10. COMMUNICATIONS

### *For Council's Consideration*

- 1) [24-320](#) Email from Isabella Lee, Greater Victoria Placemaking Project, dated June 18, 2024 Re: Request for proclamation for Placemaking Day, July 20, 2024

Moved by Councillor Armour, seconded by Councillor Morrison: That Council proclaim July 20, 2024 as Placemaking Day in the Township of Esquimalt. Carried Unanimously.

## 11. PUBLIC COMMENT PERIOD

Lynda O'Keefe spoke regarding recent parking challenges affecting seniors' access to Memorial Park, especially during special events.

## 12. ADJOURNMENT

Moved by Councillor Rotchford, seconded by Councillor Armour: That the Regular Council meeting be adjourned at 8:31 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS 9TH DAY OF SEPTEMBER, 2024

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT