



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

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

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Monday, September 23, 2024

Esquimalt Council Chambers

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**Immediately following the Special Committee of the Whole meeting**

**Present:** 5 - Mayor Barbara Desjardins  
Councillor Ken Armour  
Councillor Duncan Cavens  
Councillor Jacob Helliwell  
Councillor Tim Morrison

**Regrets:** 1 - Councillor Andrea Boardman

**Absent:** 1 - Councillor Darlene Rotchford

**Staff:** Dan Horan, Chief Administrative Officer  
Deb Hopkins, Director of Corporate Services/Corporate Officer  
Bill Brown, Director of Development Services  
Joel Clary, Director of Engineering & Public Works  
Ian Irvine, Director of Financial Services & IT  
Matt Furlot, Fire Chief  
Vicki Gannon, Director of HR & Community Relations  
Steve Knoke, Director of Parks & Recreation  
Sarah Holloway, Deputy Corporate Officer/Recording Secretary

**1. CALL TO ORDER**

Mayor Desjardins called the Regular Council meeting to order at 7:12 PM.

**2. INTRODUCTION OF LATE ITEMS**

There were no late items.

**3. APPROVAL OF AGENDA**

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

**4. ADOPTION OF MINUTES**

- 1) [24-439](#) Minutes of the Regular Council meeting held on September 9, 2024

Moved by Councillor Cavens, seconded by Councillor Helliwell: That the minutes of the Regular Council meeting held on September 9, 2024 be adopted. Carried Unanimously.

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

***For Adoption***

- 1) [24-432](#) Adoption of Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3145, Staff Memo No. ADM-24-060

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3145 be adopted. Carried Unanimously.

- 2) [24-433](#) Adoption of Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2024, No. 3146, Staff Memo No. ADM-24-061

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2024, No. 3146 be adopted. Carried Unanimously.

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

There was no public input.

**7. STAFF REPORTS**

- 1) [24-438](#) CAO – 2024 Second Period Report, Staff Report No. ADM-24-063

The Chief Administrative Officer (CAO) introduced the report to Council.

- 2) [24-430](#) Community Safety Services - 2024 2nd Period Report, Staff Report CSS-24-003

The Director of Engineering and Public Works introduced the report and responded to questions from Council.

Council mentioned that an update on the deer study by Doctor Fisher would be of interest.

- 3) [24-424](#) Corporate Services 2024 Second Period Report, Staff Report No. ADM-24-056

The Director of Corporate Services introduced the report, emphasized the work that has occurred in reconciling records management and responded to questions from Council.

- 4) [24-427](#) Development Services 2024 Second Period Report, Staff

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Report No. DEV-24-042

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

- 5) [24-431](#) Engineering & Public Works Departments - 2024 Second Period Report, Staff Report No. EPW-24-022

The Director of Engineering and Public Works introduced the report and responded to questions from Council.

- 6) [24-422](#) Financial Services and IT Departments - 2024 Second Period Report, Staff Report FIN-24-015

The Director of Financial Services and IT introduced the report, informed Council that the variance analysis report that would normally accompany the period reports would be on an upcoming meeting in October, and responded to questions from Council.

- 7) [24-426](#) Fire Second Period Report 2024, Staff Report No. FIRE-24-004

The Fire Chief introduced the report and responded to questions from Council.

- 8) [24-429](#) HR & Community Relations 2nd Period Report, Staff Report No. ADM-24-058

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

- 9) [24-423](#) Parks and Recreation- 2024 Second Period Report, Staff Report No. P&R-24-006

The Director of Parks and Recreation introduced the report and responded to questions of Council.

Moved by Councillor Cavens, seconded by Councillor Morrison: That the 2024 departmental second period reports be received for information. Carried Unanimously.

- 10) [24-419](#) Appointment of External Auditors, Staff Memo FIN-24-014

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

Moved by Councillor Cavens, seconded by Councillor Armour: That Council appoint KPMG as the Township's auditors for the 2024 fiscal year. Carried Unanimously.

- 11) [24-421](#) Development Variance Permit - 612 Head Street, Staff Report No. DEV-24-049

The Director of Development Services introduced the report and responded

to questions of Council.

Council comments included the following:

- The examination of the conflicting use of space and engaging with the other daycare operators in the area is appreciated.
- The majority of families are arriving by cargo bikes to daycares currently.
- Our community is in desperate need of childcare space.
- It is regrettable to have lost the restaurant previously at the property.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council approve Development Variance Permit No. DVP00149, and direct staff to register the notice on title and issue the permit. Carried Unanimously.

- 12) [24-425](#) Encroachment Easement on Head Street for Private Drain Infrastructure for 899 Esquimalt Road, Staff Report No. EPW-24-023

The Director of Engineering and Public Works introduced the report and responded to questions from Council.

Moved by Councillor Armour, seconded by Councillor Helliwell: That Council authorize the Mayor and Chief Administrative Officer to execute the necessary documents to permit an Encroachment Easement on Head Street, attached to Staff Report EPW-24-023, in order to allow the owner(s) of 899 Esquimalt Road to install, operate, use, and maintain private drain infrastructure on Head Street to provide drainage for their driveways and entrances on Head Street. Carried Unanimously.

- 13) [24-428](#) Recommended Changes to Council Policy PER-05, Terms and Conditions of Employment for Officers, Managers and Exempt Employees, Staff Report No. ADM 24-059

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

Council commented that it is important to change with the market in order to attract great staff.

Moved by Councillor Armour, seconded by Councillor Cavens: That Council approve the amendments to Council policy PER-05, Terms and Conditions of Employment for Officers, Managers and Exempt Employees as outlined in Staff Report No. ADM-24-059. Carried Unanimously.

## 8. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-418](#) Minutes from the Capital West Accessibility Advisory Committee meeting held June 26, 2024

The minutes were received for information.

## 9. NOTICE OF MOTION

- 1) [24-344](#) Greater Victoria School District 61 Board of Education – Election by Community/Trustee Electoral Areas - Notice of Motion from Councillor Morrison

Councillor Morrison introduced the Notice of Motion for consideration by Council.

Moved by Councillor Morrison and seconded by Councillor Cavens:  
THEREFORE BE IT RESOLVED that the Township of Esquimalt formally request that the Greater Victoria School District 61 Board of Education consider a Trustee Electoral Area election model to be implemented in time for the 2026 Local Government/Board of Education elections,  
AND BE IT FURTHER RESOLVED that the Township of Esquimalt author letters to the City of Victoria, District of Saanich, District of Oak Bay, Town of View Royal, District of Highlands, the Songhees Nation and Esquimalt Nation informing them of the Township's request to the Greater Victoria School District 61 Board of Education, and further invite these communities to consider endorsing the Township's request to the Greater Victoria School District 61 Board of Education for consideration of a new Trustee Electoral Area election model.

Council comments included the following:

- The Notice of Motion is presented as it relates to our priorities of good governance.
- Under the current School Board model, to elect members at large, Esquimalt has no representation.
- Under a trustee electoral model or ward system, each of the six municipalities that the Greater Victoria School District 61 represents would have a voice at the School Board.
- It is important to have a strong relationship with the School Board as our partner in governance.
- The number of candidates on the School Board voting ballot at the last election, slowed the process down.
- To offer a suggestion on methods of governance from one level of government to another is of concern.
- An in person discussion with the School District may be a better approach rather than sending a letter.
- In order to change their governance model the School District would need to consult with the Municipalities and provide a model to the Minister of Education.
- The idea, in principal is agreeable, but the language of the letter needs to

be amended to begin a conversation with the School District.

- This is merely a request for consideration on our part.

Moved by Councillor Cavens and seconded by Councillor Armour: That the words "formally request" in the first sentence of the motion, be replaced by the word "ask". Carried Unanimously.

Council comments included:

- We should be inclusive and provide the letter of consideration on governance to our municipal and First Nations partners, whom we value and have a good relationship with, as we all share the same School District.
- Consultation with First Nations would be significant for their representation.

Moved by Councillor Armour and seconded by Councillor Cavens: That the motion be separated into two parts. Carried with Councillors Helliwell and Morrison Opposed.

Moved by Councillor Morrison, seconded by Councillor Cavens:

MAIN MOTION AS AMENDED

THEREFORE, BE IT RESOLVED that the Township of Esquimalt ask that the Greater Victoria School District 61 Board of Education consider a Trustee Electoral Area election model to be implemented in time for the 2026 Local Government/Board of Education elections. Carried Unanimously.

Moved by Councillor Morrison and seconded by Councillor Cavens:

AND BE IT FURTHER RESOLVED that the Township of Esquimalt author letters to the City of Victoria, District of Saanich, District of Oak Bay, Town of View Royal, District of Highlands, the Songhees Nation and Esquimalt Nation informing them of the Township's request to the Greater Victoria School District 61 Board of Education, and further invite these communities to consider endorsing the Township's request to the Greater Victoria School District 61 Board of Education for consideration of a new Trustee Electoral Area election model.

Council comments included:

- The tone of the letter from the Mayor matters in starting a conversation with the School District and not seeming to lobby for change.
- The second part of the motion beginning with "and further invite", should be severed as the communities listed would take action if interested, and the point is to open a dialogue with the School District.

Moved by Councillor Armour and seconded by Councillor Cavens:

That the motion be amended to sever the following "and further invite these communities to consider endorsing the Township's request to the Greater

Victoria School District 61 Board of Education for consideration of a new Trustee Electoral Area election model." Carried Unanimously.

Moved by Councillor Morrison, seconded by Councillor Cavens:

MAIN MOTION AS AMENDED

AND BE IT FURTHER RESOLVED that the Township of Esquimalt author letters to the City of Victoria, District of Saanich, District of Oak Bay, Town of View Royal, District of Highlands, the Songhees Nation and Esquimalt Nation informing them of the Township's request to the Greater Victoria School District 61 Board of Education. Carried Unanimously.

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

- 1) [24-436](#) Rise and Report from the In Camera meeting of September 9, 2024

That Council has approved a leave of absence for Councillor Rotchford effective September 20, 2024.

**11. PUBLIC COMMENT PERIOD**

There was no public comment.

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

Moved by Councillor Helliwell and seconded by Councillor Armour: That pursuant to Sections 90(1) (a) and (c) 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 labour relations or other employee relations. Carried Unanimously.

**13. ADJOURNMENT**

The Regular Council meeting was adjourned at 8:26 PM.

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MAYOR BARBARA DESJARDINS

THIS DAY OF \_\_\_\_\_, 2024

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT