



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT
Agenda - Final-revised
Council**

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

Monday, July 10, 2023

6:45 PM

Esquimalt Council Chambers

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

In person attendance is permitted.

Members of the public are encouraged to submit their support or opposition in writing by emailing comments to council@esquimalt.ca or mailing or delivering comments to 1229 Esquimalt Rd, Esquimalt, BC, V9A 3P1 before 12:00 p.m. (noon) on the day of the meeting.

To provide Public Input or Comments to Council at a meeting by telephone, please contact the Corporate Officer for inclusion on the Speakers' List at 250-414-7135 before 4:30 p.m. on the day of the meeting.

*The Regular Meeting of Council will be streamed on the following link:
<https://esquimalt.ca.legistar.com/Calendar.aspx>.*

1. CALL TO ORDER

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

That pursuant to Section 90 (1) (b) of the Community Charter, the meeting be closed to the general public to discuss personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and to hold discussions .

II. CLOSED MEETING

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

IV. AWARDS RECOGNITION

Volunteer Spirit Award presentation to the following recipients:

Bill Armit

Nicki Schell

2. INTRODUCTION OF LATE ITEMS

1) [23-375](#) Late Correspondence

Attachments: [Summary Sheet - Late Correspondence](#)

[314 Uganda Avenue - Late Correspondence](#)

3. APPROVAL OF AGENDA**4. ADOPTION OF MINUTES**

- 1) [23-349](#) Minutes of the Regular Council meeting held on June 5, 2023

Attachments: [Minutes - Regular Council meeting June 5, 2023](#)

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

Limit 2 minutes per speaker.

6. STAFF REPORTS

- 1) [23-281](#) Fire Dispatch Contract Amendment, Staff Report No. FIRE-23-004

Recommendation:

1. That Council approve an amendment to the existing Fire Dispatch contract with the City of Surrey in order to add a renewal clause;
2. That Council authorize the Mayor and Corporate Officer to execute the contract between the City of Surrey and the Township of Esquimalt for the provision of fire dispatch services to Esquimalt Fire Rescue for the period September 19, 2023 to December 31, 2028; as attached to Staff Report FIRE-23-004.

Attachments: [Attachment 1 – Original Agreement between City of Surrey and Township of Esquimalt](#)
[Attachment 2 – Draft Amending Agreement](#)
[Attachment 3 – Draft Dispatch Services Extension Agreement](#)
[Attachment 4 – Esquimalt Fire Department Dispatch Service Fee Schedule](#)

- 2) [23-356](#) Media Relations Policy ADMIN-70, Staff Report No. ADM-23-026

Recommendation:

That Council rescind Council Policy ADMIN-70 Media Relations Policy.

Attachments: [Attachment 1 Proposed Revisions to ADMIN-70 Media Relations Policy](#)
[Attachment 2 ADMIN-70 Media Relations Policy Approved](#)
[Attachment 3 Proposed Policy M-ADM-14 Media Relations](#)

- 3) [23-357](#) 2023 Corporate Communications Plan, Staff Report ADM-23-027

Recommendation:

That Council receive for information the 2023 Township of Esquimalt Communications Plan as attached to Staff Report ADM-23-027.

Attachments: [corporate-communications-overview-annual plan-2023](#)

- 4) [23-355](#) Employee Recognition Policy, Staff Report No. ADM-23-023

Recommendation:

That Council approve the revisions to PER-02 Employee Recognition Policy as outlined in Staff Report ADM-23-023.

Attachments: [Attachment 1: Current Policy - PER-02 Recognition of Long Term Service and Retirement](#)
[Attachment 2: PER-02 Employee Recognition Policy recommended changes w track changes](#)
[Attachment 3: Proposed New Policy: PER-02 Employee Recognition Policy DRAFT](#)
[Attachment 4: M-ADM-05 Staff Farewell Functions](#)

- 5) [23-217](#) Municipal Hall Closure between Christmas and New Year's Day, Staff Report No. ADM-23-015

Recommendation:

That Council approve the closure of Municipal Hall to the public on an annual basis, for the three working days between the Christmas statutory holidays (Christmas Day and Boxing Day) and New Year's Day.

- 6) [23-358](#) 2024 BC Men's & Women's Curling Championships Request for Financial Support; Staff Report No. P&R-23-010

Recommendation:

That Council identify and approve their desired in-kind support for this event and that any remaining rental costs be recovered by Parks and Recreation Department from the event organizers.

Attachments: [Attachment 1: GVSTC Curling Letter](#)

- 7) [23-276](#) Development Permit and Development Variance Permit - 314 Uganda Avenue, Staff Report No. DEV-23-037

Recommendation:

That Council approve Development Permit No. DP000208 and Development Variance Permit No. DVP00136 for a Detached Accessory Dwelling Unit at 314 Uganda Avenue; and

That Council adopt Housing Agreement Bylaw, 2023, No. 3108.

Attachments: [Appendix A: Aerial Map](#)
[Appendix B: DP000208](#)
[Appendix C: DVP00136](#)
[Appendix D: Housing Agreement Bylaw No. 3108](#)
[Appendix E: Architectural drawings and landscape plan](#)
[Appendix F: Survey](#)
[Appendix G: DPA Questionnaires](#)
[Appendix H: Engineering comments](#)
[Appendix I: Flood Hazard Assessment](#)
[Appendix J: Green Building checklist](#)
[Appendix K: Arborist Report](#)
[Appendix L: Staff presentation](#)
[Appendix M: Applicant Presentation](#)
[Appendix N: S. 219 Covenant](#)

- 8) [23-295](#) Development Permit - 1126 Greenwood, Staff Report No. DEV-23-044

Recommendation:

That Council approve Development Permit No. DP000185 for an accessory building located 1126 Greenwood Avenue.

Attachments: [Appendix A: DP000185](#)
[Appendix B: Aerial map](#)
[Appendix C: Site photos](#)
[Appendix D: Drawings](#)
[Appendix E: DPA questionnaires](#)
[Appendix F: Green building checklist](#)

- 9) [23-354](#) Authorization to Schedule Additional Presentation, Staff Report ADM-23-024

7. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING

- 1) [23-351](#) Parks and Recreation 2024 Fees and Charges Rate Review - Staff Report No P&R 23-008

Recommendation:

That Council:

- a) approve the proposed revisions to the Parks and Recreation fees and charges effective January 1, 2024, as outlined in Staff Report No. P&R-23-008; and
- b) give first, second, and third readings to Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2023, No. 3115.

Attachments: [Appendix A 2022 08 - Bylaw 2665 - Parks and Rec Reg-Consolidated](#)
[Appendix B 2023 07 - Bylaw 2665 - Parks and Rec Reg-Consolidated](#)
[Appendix C Draft Amendment Bylaw No. 3115](#)

- 2) [23-359](#) Housing Agreement Amendment Bylaw - 817 Esquimalt Road, Staff Report No. DEV-23-047

Recommendation:

That Council give first, second, and third readings to the Housing Agreement (819, 821, and 823 Esquimalt Road) Bylaw 2021, No. 3028, Amendment Bylaw, 2023, No. 3095.

Attachments: [APPENDIX A: Housing Agreement \(819, 821, and 823 Esquimalt Road\) Bylaw, 2021, NO. 3028; Amendment Bylaw, 2023, No. 3095](#)
[APPENDIX B: Housing Agreement Bylaw \(819 821 823 Esquimalt Road\) 2021 No. 3028](#)

- 3) [23-230](#) Sign Regulation Bylaw Amendment, Staff Report No. DEV-23-030

Recommendation:

That Council give first, second, and third readings to Sign Regulation Bylaw, 1996, No. 2252, Amendment Bylaw, 2023, No. 3083.

Attachments: [Appendix A: Sign Regulation Bylaw, 1996, No. 2252, Amendment Bylaw, 2023, No. 3083 Draft](#)
[Appendix B: 2252 - Sign Regulation Bylaw Consolidation](#)

8. REPORTS / MINUTES FROM COMMITTEES

- 1) [23-367](#) Recommendations from the Special Committee of the Whole meeting of June 22, 2023

Attachments: [Special Committee of the Whole Motions to Ratify - June 22, 2023](#)

- 2) [23-365](#) Draft Minutes of the Advisory Planning Commission meeting held on June 20, 2023

Attachments: [Draft Minutes Advisory Planning Commission - June 20, 2023](#)

- 3) [23-366](#) Draft Minutes of the APC Design Review Committee meeting held on June 14, 2023

Attachments: [Draft Minutes APC Design Review Committee - June 14, 2023](#)

9. COMMUNICATIONS

For Council's Consideration

- 1) [23-346](#) Letter from CRD dated June 14, 2023 Re: Municipal Consent for Bylaw No. 4541 - Water Supply Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 5, 2023

Attachments: [Letter - CRD - Municipal Consent for Bylaw No. 4541](#)

- 2) [23-347](#) Letter from the City of Victoria dated June 22, 2023 Re: Support for the 2023 Truth and Reconciliation Day Ceremonial Event

Attachments: [Letter - City of Victoria - Support for the 2023 Truth and Reconciliation Day Ceremonial Event](#)

- 3) [23-374](#) Letter from Leah Hollins, Island Health Board Chair, dated July 4, 2023 Re: Union of British Columbia Municipalities (UBCM) Convention, Vancouver, BC

Attachments: [2023 UBCM Convention - Island Health](#)

10. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding Agenda items and matters that will be or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

11. ADJOURNMENT