



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

Present: 7 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison
Councillor Darlene Rotchford

Staff: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate Officer
Bill Brown, Director of Development Services
Steve Serbic, Fire Chief
Vicki Gannon, Director of HR & Community Relations
Steve Knoke, Director of Parks and Recreation Services
James Davison, Manager of Development Services
Terése Finegan, Manager of Economic Development
Tara Zajac, Manager of Communications
Mikaila Montgomery, Planner
Sarah Holloway, Deputy Corporate Officer/Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Regular Council meeting to order at 6:45 PM.

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

Moved by Councillor Morrison, seconded by Councillor Rotchford:
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. 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 on the unceded territory of the Songhees and Esquimalt Nations. We thank them for caring for this land and look forward to working with them in partnership as we continue to build this great township together.

IV. AWARDS RECOGNITION

Volunteer Spirit Award presentation to the following recipients:

Bill Armit

Nicki Schell

Mayor Desjardins introduced Bill Armit as a recipient of Esquimalt's "Volunteer Spirit Award" in recognition of his outstanding contributions and volunteer work at Fort Macaulay. Bill was nominated and approved for this award in June 2022 but due to COVID protocol we were unable to present.

Fort Macaulay, a coastal defence fortress built in 1895 by the Royal Engineers, has many of the original buildings and structures on the site which remain largely intact, including gun emplacements, old military buildings and weapon shops.

In 2013 Fort Macaulay - located within Esquimalt's Macaulay Point Park - was placed on the Township's Heritage List and in 2017, interpretive signage was installed to highlight Fort Macaulay's history and beauty. The buildings within the Fort Macaulay fort site and the interpretive signage require regular maintenance and upkeep. We have Bill to thank for this.

Bill has assisted over the years in clearing away invasive brush from the site, painting these historically significant Fort buildings to enhance the presentation of the Historic Fort Zone while also taking care of any graffiti removal when necessary. Bill's contributions to Fort Macaulay are invaluable in maintaining the Fort for many generations to come.

Thank you, Bill, for your continued efforts to preserve the history of Esquimalt in such a significant way. You are very deserving of this Volunteer Spirit Award. We would like you to know that the community has appreciated all that you have contributed over the years to help make Esquimalt the most rewarding for everyone.

Mayor Desjardins introduced Nicki Schell as the evening's second recipient of Esquimalt's "Volunteer Spirit Award"; in recognition of her outstanding contributions to Victoria Minor Hockey and its positive impact on the youth of our community.

In addition to being a hockey parent and team manager, she played an instrumental role in the successful merger between Saanich Minor Hockey and Victoria Minor Hockey and was key in creating the Victoria Admirals, the south island's largest hockey association.

Nicki's dedication and leadership have been truly exceptional. She has volunteered countless hours and her passion and commitment to youth hockey has been a driving force behind the success of it in the region. Throughout her tenure as Vice-President and then as President, Nicki has always been focused on the mantra of "sweat, skills and smiles", ensuring that hockey is fun for all youth.

Nicki's leadership was particularly important during the pandemic; in ensuring that youth in Esquimalt and the region were able to continue to play during some challenging times.

Nicki's tireless work and dedication to youth sports, and to Victoria Minor Hockey in particular, have made a significant impact in Esquimalt and she is a deserving recipient of Esquimalt's Volunteer Spirit Award.

We are very lucky here in the Township to have so many tireless volunteers who continually make Esquimalt an amazing place.

On behalf of myself and Council - thank you to Bill, Nicki and all of the wonderful volunteers for their invaluable contributions to Esquimalt.

2. INTRODUCTION OF LATE ITEMS

- 1) [23-375](#) Late Correspondence
 1. Item No. 6.7) Development Permit and Development Variance Permit - 314 Uganda Avenue, Staff Report No. DEV-23-037
 - Sandra Valens, received July 10, 2023

3. APPROVAL OF AGENDA

The Mayor welcomed Terése Finegan, Manager of Economic Development, to the Township.

Terése is energetic, knowledgeable and has wide and varied experience in both the public and private sector. The first part of her career was in South

Africa, where she had roles as a sales executive, project administrator, and business owner. From there she moved to Australia where she was a digital branding coach and a communications officer for a local Chamber of Commerce in Queensland. She was then promoted to the role of Business Development Facilitator with the Sunshine Coast Council in Queensland to strengthen the collective resilience of the business community and to strengthen the destination appeal of the area. In 2020 and 2021, she was a Tourism Recovery Officer for a Regional Council in Queensland to help support tourism businesses recover from the devastating effects of the Queensland bush fires. For the past year and a half, Terése has been the Director of Economic Development and Tourism for the District of Tumbler Ridge in Northern BC. In that role, she provided management of the economic development function including promoting tourism, business attraction and retention, product development and marketing.

Terése has a Bachelor of Arts and is an Australian Certified Economic Developer. She also has a business analytics certificate from the University of Cambridge and a certificate in project management from the University of Johannesburg.

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

Moved by Councillor Rotchford, seconded by Councillor Boardman: That the Minutes of the Regular Council meeting held on June 5, 2023 be adopted. Carried Unanimously.

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

There was no public input.

6. STAFF REPORTS

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

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

Moved by Councillor Morrison, seconded by Councillor Rotchford:

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. Carried Unanimously.

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

The Manager of Communications introduced the report to Council.

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council rescind Council Policy ADMIN-70 Media Relations Policy. Carried Unanimously.

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

The Manager of Communications introduced the report and responded questions from Council.

The Mayor requested that on page 7 under the mission statement that the word "belonging" should be incorporated as is important to residents that they have a sense of belonging in the Township.

Moved by Councillor Armour, seconded by Councillor Morrison: That Council receive for information the 2023 Township of Esquimalt Communications Plan as attached to Staff Report ADM-23-027. Carried Unanimously.

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

The Director of HR and Community Relations introduced the report and made the following clarification: That the motion be amended to approve the policy with the inclusion "that employees receive 6 additional vacation days at the 35th year and 7 additional vacation days at the 40th year." The Director then responded to questions from Council and clarified that the policy is in addition to the collective agreement.

Council comments that included:

- A recommendation to rescind the policy to change it to a management policy should be considered.
- The policy should remain as a Council policy so it can be reviewed to assess the impact on the budget.
- The number of employees that have worked for the Township for 35 plus years is minimal, so the policy should be operational.
- The policy benefits and acknowledges the many dedicated auxiliary and part time employees who have served the municipality for many years.

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council approve the revisions to PER-02 Employee Recognition Policy as outlined in Staff Report ADM-23-023 with the additional change to the policy that it be included that employees receive 6 additional vacation days

at the 35th year and 7 additional vacation days at the 40th year. Carried.

In Favour: 5 - Mayor Desjardins, Councillor Boardman, Councillor Helliwell, Councillor Morrison, and Councillor Rotchford

Opposed: 2 - Councillor Armour, and Councillor Cavens

Council discussion continued after a motion to rescind the Council policy in favour of a management policy was moved:

- The decision by staff to bring this policy as a Council policy and not a Management policy should be supported.
- It is good opportunity for Council to recognize long term employees in this manner.

Moved by Councillor Armour, seconded by Councillor Cavens: That Council Policy PER-02 Employee Recognition Policy be rescinded in order for it to be changed to a Management Policy. Defeated.

In Favour: 2 - Councillor Armour, and Councillor Cavens

Opposed: 5 - Mayor Desjardins, Councillor Boardman, Councillor Helliwell, Councillor Morrison, and Councillor Rotchford

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

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

Moved by Councillor Rotchford, seconded by Councillor Armour: 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. Carried Unanimously.

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

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

Council comments included:

- It is difficult to make a decision on an in kind request without a specific value indicated by the applicant.
- The loss of revenue to the Township is approximately \$20,000.
- The event would be of benefit to the Township from an economic development stand point.
- The feedback in the past from the community has always been positive for this type of sporting event.
- An offer of free admission to school groups or other community groups

should be discussed with the applicant.

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Council approve that the BC Men's & Women's Curling Championship event be held at the Archie Browning Sports Centre and direct staff to engage in discussions with the organizer to identify the specific cost of support in order to report back to Council for approval. Carried Unanimously.

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

Mikaila Montgomery, Planner, made a PowerPoint presentation and responded to questions from Council.

The application is to construct a Detached Accessory Dwelling Unit in the rear yard of 314 Uganda Avenue, with a requested variance to the Zoning Bylaw being sought so that the DADU may be constructed less than 2.5 meters from an accessory building (shed).

Nick Cardum of Backyard Bungalows, the applicant, made a presentation and responded to questions from Council.

Council commented that the impact of the shed on the neighbours would not be significant.

Moved by Councillor Helliwell, seconded by Councillor Rotchford: 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. Carried Unanimously.

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

The Director of Development Services introduced the report to Council.

Moved by Councillor Morrison, seconded by Councillor Helliwell: That Council approve Development Permit No. DP000185 for an accessory building located 1126 Greenwood Avenue. Carried Unanimously.

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

The Director of Corporate Services introduced the report to Council.

Moved by Councillor Morrison, seconded by Councillor Helliwell: That Council authorize staff to schedule an additional presentation to the August 21, 2023 Committee of the Whole meeting. Carried Unanimously.

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

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

Council comments included the following:

- The Environment, Parks and Recreation Advisory Committee appreciated the opportunity to review and comment on the bylaw prior Council.
- The Parks and Recreation fees are lower in comparison to neighbouring communities.
- Lower fees for youth aged 20 and 22 years, that are not students, should be considered and discussed regionally as they struggle financially.

Moved by Councillor Rotchford, seconded by Councillor Helliwell: 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. Carried Unanimously.

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

The Manager of Development Services introduced the report to Council.

Moved by Councillor Cavens, seconded by Councillor Rotchford: 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. Carried Unanimously.

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

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

Moved by Councillor Cavens, seconded by Councillor Rotchford: That Council give first, second, and third readings to Sign Regulation Bylaw, 1996, No. 2252, Amendment Bylaw, 2023, No. 3083. Carried Unanimously.

8. REPORTS / MINUTES FROM COMMITTEES

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

The Chief Administrative Officer clarified for Council that should the recommendations be adopted that they would form part of the Council Priorities plan. An assessment would be provided to Council from staff on the impact to the work flow and what timeline the recommendations would be

allocated.

Moved by Councillor Rotchford, seconded by Councillor Armour: That the recommendations from the Committee of the Whole meeting of June 22, 2023 be ratified:

Housing Priorities Development Workshop

- That the Committee of the Whole recommends that Council direct staff to prepare options for potential incentives for developers to include non-market units in market development projects for Council's consideration.
- That the Committee of the Whole recommends that Council direct staff to explore options for participating in the Social Planning Council's Rent Bank Program for Council's consideration.
- That it be recommended to Council that staff bring forward options for Council's consideration to incentivize projects including townhouse and duplexes with suites.
- That the Committee of the Whole recommends that Council direct staff to explore options to simplify the approval process for Detached Accessory Dwelling Unit applications and to remove the requirement for an owner of a Detached Accessory Dwelling Unit to reside at the property.
- That it be recommended to Council that staff bring forward to a future Council meeting a project impact assessment for reviewing the Official Community Plan Bylaw and Zoning Bylaw to reduce barriers for adding commercial space in development projects, including options to remove language making it optional to replace removed commercial space where it exists within the subject property prior to redevelopment.
- That the Committee of the Whole recommends to Council that staff be directed to explore options for incentives to be included in the development process to attract family doctors to Esquimalt.
- That it be recommended to Council that staff be directed to prepare a project impact assessment for reviewing options for implementing Community Amenity Contributions in Esquimalt.
- That the Committee of the Whole recommends that Council direct staff to prepare a project impact assessment to significantly review and update the Zoning Bylaw to reflect current practices.

Council comments included the following:

- There were concerns that the affordable housing options were minimized at the workshop, and they are very important to the community.
- An amendment to the recommendation on non market units should be considered.
- Being specific is preferable as broadening the scope of the direction may mean more time and resources spent.
- Further discussion can be had once an impact assessment on the Council Priorities has been brought to Council.

Moved by Councillor Cavens, seconded by Councillor Armour: That the following motion be added to the list of recommendations from the Special Committee of the Whole meeting held on June 22, 2023:

- That the Committee of the Whole recommends that Council direct staff to prepare options for potential policies and incentives to increase the number of non-market units for Council's consideration. Carried Unanimously.

Moved by Councillor Rotchford, seconded by Councillor Armour:

MAIN MOTION AS AMENDED:

That the recommendation from the Committee of the Whole meeting of June 22, 2023 be ratified:

Housing Priorities Development Workshop

- That the Committee of the Whole recommends that Council direct staff to prepare options for potential policies and incentives to increase the number of non-market units for Council's consideration
- That the Committee of the Whole recommends that Council direct staff to prepare options for potential incentives for developers to include non-market units in market development projects for Council's consideration.
- That the Committee of the Whole recommends that Council direct staff to explore options for participating in the Social Planning Council's Rent Bank Program for Council's consideration.
- That it be recommended to Council that staff bring forward options for Council's consideration to incentivize projects including townhouse and duplexes with suites.
- That the Committee of the Whole recommends that Council direct staff to explore options to simplify the approval process for Detached Accessory Dwelling Unit applications and to remove the requirement for an owner of a Detached Accessory Dwelling Unit to reside at the property.
- That it be recommended to Council that staff bring forward to a future Council meeting a project impact assessment for reviewing the Official Community Plan Bylaw and Zoning Bylaw to reduce barriers for adding commercial space in development projects, including options to remove language making it optional to replace removed commercial space where it exists within the subject property prior to redevelopment.
- That the Committee of the Whole recommends to Council that staff be directed to explore options for incentives to be included in the development process to attract family doctors to Esquimalt.
- That it be recommended to Council that staff be directed to prepare a project impact assessment for reviewing options for implementing Community Amenity Contributions in Esquimalt.
- That the Committee of the Whole recommends that Council direct staff to prepare a project impact assessment to significantly review and update the Zoning Bylaw to reflect current practices. Carried Unanimously.

2) [23-365](#) Draft Minutes of the Advisory Planning Commission

meeting held on June 20, 2023

The minutes were received for information.

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

The minutes were received for information.

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

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council Consent to CRD Bylaw No. 4541 - Water Supply Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 5, 2023. Carried Unanimously.

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

Mayor Desjardins introduced the item and informed Council that the last time they sponsored the South Island Powwow was at the Silver level for \$5,000.

Moved by Councillor Armour, seconded by Councillor Morrison: That Council approve the silver sponsorship package of \$5,000 for the 2023 South Island Powwow.

Council comments included the following:

- The South Island Powwow is a well attended event and increasing our support to our neighbours the Songhees Nation, is recommended.
- The sponsorship gold level of \$10,000 is supportable as this will be the primary event and fundraising for the Songhees Nation.
- Concerns were raised over the effect that the increase in the sponsorship level would have on the Township's budget for other reconciliation events.

Moved by Councillor Rotchford, seconded by Councillor Cavens: That the motion be amended to approve a gold sponsorship package of \$10,000. Carried Unanimously.

Moved by Councillor Rotchford, seconded by Councillor Cavens:

MAIN MOTION AS AMENDED

That Council approve the gold sponsorship package of \$10,000 for the 2023 South Island Powwow. Carried Unanimously.

- 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

Mayor Desjardins introduced the item to Council.

Council commented that the item should be postponed to the July 17, 2023 Regular Council meeting for discussion on the points that Council should address during the meeting with Island Health at the Union of BC Municipalities (UBCM) convention.

Councillor Boardman volunteered to report back to Council with options.

Moved by Councillor Boardman, seconded by Councillor Morrison: That Council postpone the discussion to the July 17, 2023 Regular Council meeting. Carried Unanimously.

10. PUBLIC COMMENT PERIOD

There was no public comment.

11. ADJOURNMENT

Moved by Councillor Rotchford, seconded by Councillor Helliwell: That the Regular Council meeting be adjourned at 8:47 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS 14TH DAY OF AUGUST, 2023

DEBRA HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT