



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Draft

### Council

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

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Monday, June 24, 2024

7:00 PM

Esquimalt Council Chambers

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**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  
Joel Clary, Director of Engineering & Public Works  
Ian Irvine, Director of Financial Services & IT  
Vicki Gannon, Director of HR & Community Relations  
Steve Knoke, Director of Parks & Recreation  
James Davison, Manager of Development Services  
Sarah Holloway, Deputy Corporate Officer/Recording Secretary

#### 1. CALL TO ORDER

Mayor Desjardins called the Regular Council meeting to order at 7:00 PM.

Councillor Cavens asked that we be mindful of the potential implications that our decisions have over Indigenous peoples and to consider the common interests that we have with neighbouring First Nations governments who are also making decisions and passing laws that support this sustainable region.

#### 2. INTRODUCTION OF LATE ITEMS

##### 1) [24-306](#) Late Correspondence

Item 8.3 - Repeal and Reading/Adoption of Small-Scale Multi-Family Housing (SSMFH) Zoning Amendment Bylaw, Staff Report No. DEV-24-038  
• Graeme Hill, received June 20, 2024

**3. APPROVAL OF AGENDA**

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

**4. ADOPTION OF MINUTES**

- 1) [24-282](#) Minutes of the Regular Council meeting held on May 27, 2024
- 2) [24-300](#) Minutes of the Regular meeting of Council held on June 3, 2024
- 3) [24-301](#) Minutes of the Special Council meeting held on June 17, 2024.

Moved by Councillor Boardman, seconded by Councillor Cavens: That the minutes of the Regular Council meeting held on May 27, 2024, the Regular meeting of Council held on June 3, 2024, and the Special Council meeting held on June 17, 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) [24-289](#) Adoption of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3121 – 1232-1234 Juno Street Staff Report No. ADM-24-038

Councillor Rotchford recused herself and left the meeting at 7:01 PM due to her family interest in the daycare located at the subject property.

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3121. Carried.

In Favour: 6 - Mayor Desjardins, Councillor Armour, Councillor Boardman, Councillor Cavens, Councillor Helliwell, and Councillor Morrison

Absent: 1 - Councillor Rotchford

Councillor Rotchford returned to the meeting at 7:02 PM.

**6. PUBLIC INPUT ON AGENDA ITEMS**

Richard Rennie, resident, requested information on whether the new RSM-2 zone would apply to his RS-6 lot, asked for the definition of an accessory building and how many would be allowed on a parcel, inquired as to the number of parking spaces allowed per lot square footage, and if garage space is included in that amount. The resident expressed that with limited

parking spaces there will be increased parking demands on the streets.

The Mayor referred the resident to the Development Services department for a response to his questions.

## 7. STAFF REPORTS

### 1) [24-288](#) 2023 Annual Report, Staff Report ADM-24-037

The Director of Human Resources and Community Relations introduced the report and with the Director of Development Services responded to questions from Council.

Council comments included the following:

- The Climate Action Plan Activity report is intensely detailed and is not aligned with the streamlined and high level reporting of the Annual Report.
- The Activity report could be included in the Annual Report as an Appendix instead.
- The Activity report should return to Council in the fall as a separate report to discuss in further detail.
- The introduction pages prior to the Activity report should remain in the Annual report as they offer a high level summary of the Climate Action Plan activities.
- Climate change is a complex but important topic for Township residents.

Moved by Councillor Cavens, seconded by Councillor Morrison:

1. That the 2023 Annual Report be amended by removing the Climate Action Plan - 2023 Activity Report (pages 36 - 49);
  2. That Council adopt the 2023 Annual Report as amended; and,
  3. That Council direct staff to incorporate the Climate Action Plan – 2023 Activity Report into a separate report for Council's consideration.
- Carried Unanimously.

### 2) [24-296](#) Public Works Yard Fuel Tank - Contract Award, Staff Report No. EPW-24-013

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

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council award a contract to Western Oil Services in the amount of \$321,584, excluding GST, for decommissioning the existing underground fuel system and installation of a new above ground fuel system at the Public Works Yard. Carried Unanimously.

### 3) [24-279](#) 2023 Statement of Financial Information, Staff Report FIN-24-013

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

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council approve the 2023 Statement of Financial Information as attached to Staff Report FIN-24-013. Carried Unanimously.

4) [24-281](#) Reserve Fund Policy, Staff Report FIN-24-014

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

Council commented that separating the reserve funds from the larger budget document makes it more visible and will be very helpful during the budget process.

Moved by Councillor Rotchford, seconded by Councillor Armour: That Council approve Council Policy FIN-22 Reserve Funds as attached to Staff Report FIN-24-014. Carried Unanimously.

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

1) [24-280](#) Repeal Bylaw - Commercial Vehicle Licensing Bylaw, Staff Report FIN-24-015

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

Moved by Councillor Cavens, seconded by Councillor Rotchford: That Council provide first, second and third reading to Bylaw to Repeal Bylaw No. 2494, 2024, No. 3141. Carried Unanimously.

2) [24-294](#) Parks and Recreation 2025 Fees and Charges Rate Review, Staff Report No. P&R-24-005

The Director of Parks and Recreation introduced the report, addressed a further change to Bylaw 3140 Schedule C to edit the bonspiel rate condition to be "or 15% of entry fees or whichever is greater", and responded to questions from Council.

Council comments included the following:

- The adult age should be changed to begin at 22 years old to encourage budget conscious young adults to continue using recreation facilities.
- Changes to the LIFE program may address concerns with affordability for young adults.
- Recreation services should be accessible to everyone and without barriers.

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

- a) approve the proposed revisions to the Parks and Recreation fees and charges effective January 1, 2025, as outlined in Staff Report No. P&R-24-005 and the further changes to the bonspiel rate as stated by the Director of Parks and Recreation; and

b) give first, second, and third readings to Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140 as amended to change in Schedule C the bonspiel rate condition to be "or 15% of entry fees or whichever is greater". Carried Unanimously.

- 3) [24-298](#) Repeal and Reading/Adoption of Small-Scale Multi-Family Housing (SSMFH) Zoning Amendment Bylaw, Staff Report No. DEV-24-038

The Manager of Development Services presented the PowerPoint from the June 3, 2024 Regular Council meeting and responded to questions from Council.

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council give first three readings and adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3142. Carried Unanimously.

## 9. REPORTS FROM MEMBERS OF COUNCIL

- 1) [24-290](#) Association of Vancouver Island and Coastal Communities (AVICC) Conference April 12-14, 2024 - Report from Councillors Cavens Boardman, Helliwell, Morrison and Rotchford

The report was received for information.

## 10. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-303](#) Draft Minutes of the Design Review Committee held on June 12, 2024

The minutes were received for information.

## 11. COMMUNICATIONS

### *For Council's Consideration*

- 1) [24-286](#) Email dated June 4, 2024 from the Canadian Autoinflammatory Network Re: Request to Light Up Orange to Shine a Light on Autoinflammatory Diseases.

Moved by Councillor Morrison, seconded by Councillor Rotchford: That Council direct staff to illuminate the Archie Browning Sports Centre and the Esquimalt Adventure Park orange on August 3, 2024 in honour of International Autoinflammatory Awareness Month to raise awareness of autoinflammatory diseases. Carried Unanimously.

- 2) [24-291](#) Email dated June 5, 2024 from BC Hydro Re: 2024 UBCM Meeting Request

The email was received for information.

- 3) [24-297](#) Letter dated June 11, 2024 from the Deputy Mayor, City of Kamloops Re: Support for Downloading Costs on

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Municipalities

The letter was received for information.

**12. NOTICE OF MOTION****1) [24-272](#) Notice of Motion - Election Signs**

Council comments included the following:

- Election signs are an eyesore and impact the environment as they often end up in landfills.
- Due to advancements in technology and social media there are better ways to campaign other than using election signs.
- Election signs could be limited to private property.
- Directing staff to report back on options for election signs is not a good use of their time.
- Prohibiting election signs would be a conflict of interest for Council, all of whom have benefited from the use.
- There has been no interest in this topic by the public.
- The media has ceased to report on local elections so the signs can sometimes be the only indication of an election occurring.
- Voter turnout is already low and the absence of election signs may further impact engagement.
- Strata and rental properties often prohibit the displaying of election signs on their property.
- Candidates can recycle Coroplast signs at facilities in Vancouver.

Moved by Councillor Armour, seconded by Councillor Boardman:

WHEREAS: Esquimalt boulevards and street corners are expected to be plastered with candidate signs for three consecutive autumns, starting with the provincial election this October, a federal vote in 2025 and municipal elections in 2026.

WHEREAS: The advances in technology and digital media allow candidates significant other opportunities to market themselves with voters and in more insightful ways than simply putting their name on a sign.

WHEREAS: Limiting signs will have environmental benefits, since it means fewer plastic signs filling up landfill (noting that Hartland is nearing capacity).

THEREFORE BE IT RESOLVED:

That staff develop and return to Council with a report that explores the possibility of banning candidates' election signs on public land and allowing them only on private property. Defeated with Councillors Cavens, Helliwell, Morrison and Rotchford Opposed.

In            3 - Mayor Desjardins, Councillor Armour, and Councillor  
Favour:       Boardman

Opposed: 4 - Councillor Cavens, Councillor Helliwell, Councillor Morrison, and Councillor Rotchford

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

- 1) [24-283](#) Rise and Report from the In Camera meeting of June 3, 2024

Appointment of AIBC Nominee to the APC Design Review Committee, Staff Report No. ADM-24-033

That Council appoint Avishai Gilad, Architect, to the APC Design Review Committee as a representative of the Architectural Institute of British Columbia (AIBC) for a two and a half (2.5) year term of July 1, 2024 - December 31, 2026.

**14. PUBLIC COMMENT PERIOD**

Linda O'Keefe, resident, requested that the streets be cleaned of the high weeds in the cement and along sidewalks.

**15. ADJOURNMENT**

Moved by Councillor Rotchford, seconded by Councillor Boardman: That the Regular Council meeting be adjourned at 8:05 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS DAY OF , 2024

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT