



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Draft

### Council

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

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Monday, February 5, 2024

6:00 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

Councillor Armour and Councillor Morrison attended the meeting via conference call.

**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  
Sarah Holloway, Deputy Corporate Officer/Recording Secretary

#### 1. CALL TO ORDER

Mayor Desjardins called the Regular Council meeting to order at 6:00 PM.

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

Moved by Councillor Cavens, seconded by Councillor Rotchford:  
That pursuant to Section 90 (1) (a), (b), (e) and (i) 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; 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; the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and, the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. 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 meeting of Council at 7:01 PM.

Mayor Desjardins acknowledged that the Township conducts its business on the traditional territory of the Lekwungen- speaking peoples and works to be increasingly mindful of its commitment to more inclusive governance with our neighbours. We are committed to building stronger working relationships with both the Songhees and Esquimalt First Nations.

## 2. INTRODUCTION OF LATE ITEMS

### 1) [24-096](#) Late Correspondence

1. Item 6.1 - Official Community Plan Amendment Consultation List - 1005 Tillicum Road, Staff Report No. DEV-24-009

• Sue Adams - received February 5, 2024

2. Item 6.2 - Staffing Proposals - 2024 Draft Budget, Staff Report No. ADM-24-010

• Sue and Dan Bruyere - received February 4, 2024

3. Item 6.3 - 2024 Budget - Capital and Supplemental Requests

• Sue and Dan Bruyere - received February 4, 2024

4. Item 7.1 - Bylaw to amend the "Development Application Procedures and Fees Bylaw, 2012, No. 2791", Staff Report No. DEV-24-010

• Sue Adams - received February 5, 2024

Late correspondence received at the meeting - Email from the Greater Victoria Harbour Authority requesting a letter of support for the Transport Canada's Green Shipping Corridor funding for the Shore Power Project.

### 3. APPROVAL OF AGENDA

Moved by Councillor Rotchford, seconded by Councillor Helliwell: That the agenda be approved with the addition of the late communications from the Greater Victoria Harbour Authority added as item 8.1), the agenda be renumbered accordingly and with the inclusion of the late items. Carried Unanimously.

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

#### *For Adoption*

- 1) [24-088](#) Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3130 - For Adoption

Moved by Councillor Helliwell, seconded by Councillor Rotchford: That Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3130 be adopted. Carried Unanimously.

### 5. PUBLIC INPUT ON AGENDA ITEMS 6 AND 7

Dan Bruyere, resident, expressed opposition to the increase in property taxes and requested Council adjust the rate to be in line with inflation.

### 6. STAFF REPORTS

- 1) [24-068](#) Official Community Plan Amendment Consultation List - 1005 Tillicum Road , Staff Report No. DEV-24-009

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

The Director in response to correspondence from a resident, explained the process of consultation and engagement with the public, and that notice to residents would occur prior to a public hearing.

Moved by Councillor Cavens, seconded by Councillor Rotchford: That Council, having considered Sections 475 and 476 of the Local Government Act, authorizes staff to circulate the Official Community Plan Amendment, for the parcel identified as 1005 Tillicum Road. Carried Unanimously.

- 2) [24-091](#) Staffing Proposals - 2024 Draft Budget, Staff Report No. ADM-24-010

The Chief Administrative Officer introduced the report and together with the Director of Financial Services & IT and the Director of Corporate Services, responded to questions from Council.

Council discussion included the following:

- The requests put forward are supportable as they will begin the path to long term sustainability for staff, and service to the public should be maximized. The new Council has a fresh set of priorities and projects that need staff support to implement.
- The requests are supportable in theory, but the short term implications to property taxes are making it difficult to support.
- The FTE requests would free up management from administrative tasks and are supportable, but the 7.65% budget is difficult to support with the public. Staff should provide other rate options and line items to cut within the budget.
- The staff proposals are supportable as it will cost the Township more in the long term to retain staff in an understaffed environment.
- Besides infrastructure the biggest cause for increase is the additional staff requests.
- The budget should be reviewed in its entirety and returned with other options in lowering the tax rate. Should staff feel that the additional staff requests are a priority then that should be their choice.
- Staff have assured Council that the budget was already reduced prior to presenting to Council. A request for feedback on that process and what the budget looked like prior to the presented 7.65% tax rate would be appreciated, as well as a further reduced budget option.
- The multi year staff request report provided by the Corporate Services Department was helpful and further requests should be provided in that format to allow for an indication of the needs of future budgets.

Moved by Mayor Desjardins, seconded by Councillor Cavens: That Council direct staff to report back with the following:

1. what the budget would look like with less, including the resulting risks and impacts that would occur,
2. what the budget looked like with more included, and rationale for why staff removed or reduced their budgets resulting in the proposed 7.65% tax increase. Carried Unanimously.

**3) [24-089](#) 2024 Budget - Capital and Supplemental Requests**

This item was addressed in the comments and motion from the previous agenda item.

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

- 1) [24-078](#) Bylaw to amend the "Development Application Procedures and Fees Bylaw, 2012, No. 2791", Staff Report No. DEV-24-010

The Director of Development Services provided a PowerPoint presentation to outline the benefits of the proposed amendment in accelerating approvals for housing in the Township and responded to questions from Council.

Councillor Rotchford left the meeting at 8:23 PM and returned at 8:24 PM.

Council comments included the following:

- The intention of the bylaw amendments are supportable but losing the land use controls over time is of concern.
- Delaying adoption until new zoning and official community plan bylaws are presented may be a preferable timeline.
- The definition of a minor variance should be improved prior to second reading.
- The following conditions in the bylaw amendment should be removed, under Schedule "A" 38A. (b):
  - "ii. Variances to maximum building heights of less than 25%;
  - iv. Variances to minimum parking requirements of less than 25%;
  - vii. C. The variance facilitates the provision of dwelling units provided that maximum density of the applicable zone and Official Community Plan land use designation is not exceeded; and,
  - D. The variance facilitates a development that advances Township policy as identified in the Official Community Plan, bylaw or other plan or policy endorsed by resolution of Council."
- There is an expectation by the community to streamline the process, but Council has a democratic responsibility to make decisions about the community and there should be a balance between both.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council give first, reading to "Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2023, No. 3119". Carried Unanimously.

## 8. COMMUNICATIONS

- 1) [24-098](#) 1) Email from Greater Victoria Harbour Authority dated February 5, 2024 Re: Letter of Support for the Transport Canada's Green Shipping Corridor funding for the Shore Power Project - Late Item

Council commented that shore power is supportable to ensure that cruise ships don't run their engines at the dock, and worth it if the Greater Victoria Harbour Authority can make it feasible.

Council was in consensus that the Mayor and Chief Administrative Officer answer the guiding questions requested to be included in the letter of support, on behalf of Council.

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council approve that a letter of support be written for the Greater Victoria Harbour Authority Shore Power Project for the Green Shipping

Corridor Program Clean Ports Stream application. Carried Unanimously.

**9. PUBLIC COMMENT PERIOD**

Dan Bruyere, resident, requested further information on the VicPD police agreement.

Mayor Desjardins suggested that he make an appointment with her to discuss further.

**10. ADJOURNMENT**

Moved by Councillor Rotchford, seconded by Councillor Cavens: That the Regular Council meeting be adjourned at 8:58 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT

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