



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

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

Monday, September 23, 2024

Esquimalt Council Chambers

Immediately following the Special Committee of the Whole meeting

In person attendance is permitted.

Members of the public are encouraged to submit their comments to Council by emailing 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 Corporate Services for details at 250-414-7177 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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

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

Attachments: [Minutes of the Regular Council meeting held September 9, 2024](#)

**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

Attachments: [Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3145](#)

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

Attachments: [Bylaw Notice Enforcement Bylaw 2014 No. 2839 Amendment Bylaw 2024 No. 3146](#)

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

Limit 2 minutes per speaker.

7. STAFF REPORTS

- 1) [24-438](#) CAO – 2024 Second Period Report, Staff Report No. ADM-24-063
- 2) [24-430](#) Community Safety Services - 2024 2nd Period Report, Staff Report CSS-24-003

Attachments: [Attachment 1 - 2024 2nd Period Report - Bylaw Enforcement](#)
[Attachment 2 - 2024 2nd Period Report - Building Permit Chart](#)
- 3) [24-424](#) Corporate Services 2024 Second Period Report, Staff Report No. ADM-24-056

Attachments: [2024 - 2nd Period Council Resolutions](#)
- 4) [24-427](#) Development Services 2024 Second Period Report, Staff Report No. DEV-24-042

Attachments: [Appendix A Table of Ongoing Projects - second period 2024](#)
[Appendix B Housing Matrix September 13, 2024 - Updated Completed Units Separated.pdf](#)
- 5) [24-431](#) Engineering & Public Works Departments - 2024 Second Period Report, Staff Report No. EPW-24-022
- 6) [24-422](#) Financial Services and IT Departments - 2024 Second Period Report, Staff Report FIN-24-015
- 7) [24-426](#) Fire Second Period Report 2024, Staff Report No. FIRE-24-004
- 8) [24-429](#) HR & Community Relations 2nd Period Report, Staff Report No. ADM-24-058
- 9) [24-423](#) Parks and Recreation- 2024 Second Period Report, Staff Report No. P&R-24-006
- 10) [24-419](#) Appointment of External Auditors, Staff Memo FIN-24-014
- 11) [24-421](#) Development Variance Permit - 612 Head Street, Staff Report No. DEV-24-049

Recommendation:

That Council approve Development Variance Permit No. DVP00149, and direct staff to register the notice on title and issue the permit.

Attachments: [Appendix A: DVP00149](#)
[Appendix B: Aerial Map](#)
[Appendix C: Site Plan](#)
[Appendix D: Mail Notice](#)

- 12) [24-425](#) Encroachment Easement on Head Street for Private Drain

Infrastructure for 899 Esquimalt Road, Staff Report No. EPW-24-023

Recommendation:

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.

Attachments: [Attachment 1 - Encroachment Easement - Drain](#)
[Attachment 2 - Plan EPP135402](#)
[Attachment 3 - Notice of Disposition](#)

- 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

Attachments: [PER-05 - draft Sept 2024 w track changes](#)
[PER-05 - draft Sept 2024](#)

8. REPORTS / MINUTES FROM COMMITTEES

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

Attachments: [Minutes from the Capital West Accessibility Advisory Committee meeting held June 26, 2024](#)

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

Recommendation:

WHEREAS the vast majority of B.C. School Districts that serve multiple municipalities have implemented a Trustee Electoral Area election model whereby local communities each separately elect their own School Trustee representative(s) to help optimize fair and equitable school board representation among the various municipalities,

AND WHEREAS the Greater Victoria School District 61 Board of Education has the authority to seek permission from the B.C. Ministry of Education to implement a more fair and equitable Trustee Electoral Area election model for electing school board trustees,

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.

Attachments: [Appendix A Election Systems for CRD School Districts](#)
[Appendix B List of BC School Districts that Elect Trustees Proportionally By Community/Trustee Electoral Areas](#)
[Draft Letter - SD 61 School Board](#)
[Draft Letter - SD 61 Municipalities](#)

10. RISE AND REPORT (FROM IN CAMERA)

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

Attachments: [Rise & Report - September 9, 2024](#)

11. 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.

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

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.

13. ADJOURNMENT