



**CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT**  
**Minutes - Draft**  
**Council**

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

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Monday, September 9, 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  
Ian Irvine, Director of Financial Services  
Terése Finegan, Manager of Economic Development  
Victoria McKean, Recording Secretary

**1. CALL TO ORDER**

Mayor Desjardins called the meeting to order and recognized the outstanding community events that were held in Esquimalt over the summer and thanked all of the event organizers and volunteers involved.

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

**2. APPROVAL OF AGENDA**

Moved by Councillor Morrison, seconded by Councillor Rotchford: That the agenda be approved. Carried Unanimously.

**3. ADOPTION OF MINUTES**

- 1) [24-402](#) Minutes of the Regular Council meeting held on July 8, 2024
- 2) [24-415](#) Minutes of the Regular Council meeting held on July 22, 2024

Moved by Councillor Rotchford, seconded by Councillor Cavens: That

the minutes of the Regular Council meetings held on July 8, 2024 and July 22, 2024 be adopted as circulated. Carried Unanimously.

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

- 1) [24-338](#) Adoption of Business Licence and Regulation Bylaw, 2024, No. 3144, Staff Memo ADM-24-052

Moved by Councillor Cavens, seconded by Councillor Rotchford: That the Business Licence and Regulation Bylaw, 2024, No. 3144 be adopted. Carried Unanimously.

- 2) [24-342](#) Housing Agreement Bylaw No. 3143 - 1034 Dunsmuir, Staff Report No. DEV-24-045

Moved by Councillor Cavens, seconded by Councillor Rotchford: That the Housing Agreement (1034 Dunsmuir Road) Bylaw, 2024, No. 3143 be adopted and that the Section 219 Covenant attached to staff report DEV-24-045 be approved. Carried Unanimously.

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

Mayor Desjardins called for public input on Items 6, 7, 8 and 9 three times. No public input was received.

**6. STAFF REPORTS**

- 1) [24-347](#) Community Works Funding Agreement, Staff Report FIN-24-013

The Director of Financial Services provided an overview of the staff report and answered questions from Council.

Council Discussion:

- Highlighted the importance of census data to accurately capture growth within the Township.

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council delegate execution of the 2024-2034 Community Works Funding Agreement to the Mayor and Corporate officer on behalf of the Township. Carried Unanimously.

- 2) [24-341](#) Development Permit - 533 Admirals Road, Staff Report No. DEV-24-044

The Director of Development Services confirmed that the only change to Development Permit 000230 that was previously approved by Council was a correction of a typo in Appendix "A".

Moved by Councillor Helliwell, seconded by Councillor Rotchord: That Council approve the corrected Development Permit, which was

previously approved with a typo. Carried Unanimously.

- 3) [24-339](#) Liquor Licence Request for Comment - CFB Esquimalt, Staff Report No. DEV-24-043

The Director of Development Services provided an overview of the staff report and responded to questions from Council.

Moved by Councillor Cavens, seconded by Councillor Rotchford: That Council opt out of commenting on the Liquor Primary Licence Terms and Conditions Change application from the Canadian Forces Base (CFB) Esquimalt Messes. Carried Unanimously.

- 4) [24-349](#) Development Capacity Study - Project Sign-Off, Staff Report No. DEV-24-07

The Director of Development Services provided an overview of the staff report and responded to questions from Council.

Council Questions and Discussion:

- Staff confirmed that a consulting group may be contracted to conduct the Study.
- Council discussed the merits of including Amenity Cost Charges in addition to Development Cost Charges within the scope of the Study.
- Staff confirmed that impact analysis will be conducted as part of the Study but noted that detailed cost analysis will not form part of the report.
- There was concern with respect to limiting the scope of the Study to financial impact and capacity and would like other areas, such as housing, to be included in the analysis. Staff confirmed that many factors will be considered.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council endorse the draft Project Sign-off for the Development Capacity Assessment project and direct staff to proceed to the Request for Proposals stage of the project.

Moved by Councillor Cavens, seconded by Councillor Morrison: That the motion be amended to include analysis of Amenity Cost Charges within the project scope. Carried Unanimously.

MAIN MOTION AS AMENDED: That Council endorse the draft Project Sign-off for the Development Capacity Assessment project and direct staff to proceed to the Request for Proposals stage of the project, with the inclusion of analysis of Amenity Cost Charges within the project scope. Carried Unanimously.

- 5) [24-407](#) Proposed Amendments to Video Surveillance Policy ADMIN-76, Staff Report No. ADM-24-051

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

Staff provided the following responses to Council questions:

- VicPD does not have direct access to video surveillance and must submit a Freedom of Information request to access surveillance footage to ensure that we have the authority to release the information requested.
- Video surveillance is monitored regularly as a result of activity occurring at several parks and recreation facilities.

Moved by Councillor Rotchford, seconded by Councillor Boardman: That Council approve the amendments to the Video Surveillance Policy ADMIN-76 as outlined in staff report ADM-24-051. Carried Unanimously.

- 6) [24-420](#) Proposed Amendments to Council Policy ADMIN-40, Appointment Process - Advisory Committees, Commissions, and Board of Variance, Staff Report No. ADM-24-057

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

Council Questions/Discussion:

- Concern was raised that new applicants may be discouraged from applying in the future if incumbents are re-appointed.
- Councillors expressed support for the amendments to the policy as the changes would streamline the application process and allow for all applicants to be considered equally and the best applicant chosen, regardless if they have previously served.

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council approve the amendments to Council Policy ADMIN-40, Appointment Process - Advisory Committees, Commissions, and Board of Variance as outlined in staff report ADM-24-057. Carried Unanimously.

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

- 1) [24-343](#) Council Procedure Bylaw Amendments, Staff Report No. ADM-24-053

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

Council Questions/Discussion:

- Responding to a question from Council, staff confirmed that challenges are resolved jointly between the Mayor and Chief Administrative Officer, and if

there is a disagreement between the Mayor and CAO the matter would come to Council for decision.

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council give first, second, and third reading to Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3145.

- 2) [24-410](#) Proposed Amendments to Bylaw Notice Enforcement Bylaw, Staff Report No. ADM-24-055

Council Discussion:

- Council discussed the fee associated with contravening the Maintenance of Property and Nuisance Regulation Bylaw regarding construction noise and activity and requested that staff monitor enforcement over the next year and report back to Council.

Moved by Councillor Cavens, seconded by Councillor Rotchford: That Council give first, second, and third reading to Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2024, No. 3146. Carried Unanimously.

## 8. COMMUNICATIONS

- 1) [24-404](#) Email from Genwell Human Connection Movement, dated July 23, 2024 Re: Request for proclamation for Genwell Weekend,

This item was received.

- 2) [24-406](#) Email from Laura Donovan dated July 28, 2024 Re: Suicide Prevention Support for Indigenous Children

Council Discussion:

- Council discussed that they are in support of the request while recognizing that education falls under a different level of government, and acknowledged competing funding concerns that schools face.

Moved by Councillor Cavens, seconded by Councillor Rotchford: That Council direct staff to write a letter to the BC Minister of Education requesting that the Ministry of Education ensures that all schools in British Columbia are funded and equipped to provide suicide prevention support and training to staff and students based on current evidence-based practices with the understanding that all children and staff will benefit from this honour.

Moved by Councillor Armour, seconded by Councillor Boardman: That the main motion be amended to remove "ensures" and insert "makes best efforts to ensure". Carried Unanimously.

MAIN MOTION AS AMENDED: That Council direct staff to write a letter

to the BC Minister of Education requesting that the Ministry of Education makes best effort to ensure that all schools in British Columbia are funded and equipped to provide suicide prevention support and training to staff and students based on current evidence-based practices with the understanding that all children and staff will benefit from this honour. Carried Unanimously.

- 3) [24-409](#) Letter from Scouts Canada dated August 27, 2024 Re: Scouts Canada Apple Day Fundraiser

Moved by Councillor Morrison, seconded by Councillor Rotchford: That Council approve the request for Scouts Canada to conduct the 2024 Apple Day fundraising drive on October 5 and 6, 2024 between 9 AM and 4 PM each day.

## 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

The Notice of Motion was introduced and will be discussed at the September 23, 2024 Regular Council Meeting.

## 10. PUBLIC COMMENT PERIOD

Mayor Desjardins called for public comment three times. No members of the public addressed Council.

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

Moved by Councillor Rotchford, seconded by Councillor Boardman: That pursuant to Section 90(1)(a) 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. Carried Unanimously.

## 12. ADJOURNMENT

Moved by Councillor Rotchford, seconded by Councillor Boardman: That the meeting be adjourned at 7:47 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS DAY OF, 2024

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT