



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

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

Monday, January 29, 2024

6:45 PM

Esquimalt Council Chambers

**THE REGULAR MEETING OF COUNCIL RECONVENES AT 7:00 PM
WITH MEMBERS OF THE PUBLIC IN ATTENDANCE**

Present: 6 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Darlene Rotchford

Regrets: 1 - Councillor Tim Morrison

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 6:45 PM.

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

Moved by Councillor Rotchford, seconded by Councillor Boardman: 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. 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 called the Regular Council meeting to order at 7:01 PM.

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. INTRODUCTION OF LATE ITEMS

There were no late items.

3. APPROVAL OF AGENDA

Moved by Councillor Cavens, seconded by Councillor Rotchford: That the agenda be approved as circulated. Carried Unanimously.

4. ADOPTION OF MINUTES

- 1) [24-039](#) Minutes of the Special Council meeting held on November 20, 2023
- 2) [24-038](#) Minutes of the Special Council meeting held on December 11, 2023
- 3) [24-077](#) Minutes of the Regular Council meeting held on January 15, 2024

Moved by Councillor Rotchford, seconded by Councillor Boardman: That the minutes of the Special Council meeting held on November 20, 2023, the minutes of the Special Council meeting held on December 11, 2023, and the minutes of the Regular Council meeting held on January 15, 2024 be adopted as circulated. Carried Unanimously.

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

There was no public input.

6. STAFF REPORTS

- 1) [24-002](#) Temporary Use Permit Application – 602, 608, and 612 Nelson Street, Staff Report No. DEV-24-004

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

Moved by Councillor Helliwell, seconded by Councillor Rotchford: That Council approve Temporary Use Permit TUP00014 to allow the temporary uses of construction parking, construction site office,

construction material storage, for the prefabrication of construction materials. Carried Unanimously.

2) [24-054](#) Community Volunteer Attraction and Recognition, Staff Report ADM-24-003

The Director of HR and Community Relations introduced the report with an update on comments received at the presentation to the Environment, Parks, and Recreation Advisory Committee (EPRAC). In general EPRAC was supportive of the recommendations but made the following comments:

- Would prefer better communication in terms of how the committee's advice is factored into Council's decisions.
- In support of a more informal recognition event held indoors to allow for speeches to be heard and improved accessibility.

In response to EPRAC's comments the Director recommended that the draft ADMIN-81 Community volunteer Attraction and Recognition policy attached to Staff Report ADM-24-003 be revised to replace section B. (2) with the following: "Recognizing all other volunteers and volunteer groups by inviting them to an annual recognition event, held at a Township facility. Staff will organize and facilitate the event, with attendance by Mayor and Council who will acknowledge and thank volunteers and volunteer groups. These events are financed through the HR and Community Relations budget."

The Director then responded to questions from Council.

Council comments included the following:

- The presentation to EPRAC was appreciated by both the committee and Council liaisons.
- An outdoor event would still be supportable but the decision should be differed to staff.

The Director further clarified that the recommendation to Council is to approve a recognition event, but the decision on a location and whether that is inside or outside, would be made by staff annually.

Council was in consensus that the decision on the location of the volunteer attraction event should be made by staff.

Moved by Councillor Helliwell, seconded by Councillor Rotchford:

1. That Council repeal Council Policy No. Admin-72 Mementoes, Recognition, and Volunteer Spirit Award; and
2. That Council approve new Council Policy No. Admin-81 - Community Volunteer Attraction and Recognition as amended with section B. (2) replaced with the following: "Recognizing all other volunteers and volunteer groups by inviting them to an annual recognition event, held

at a Township facility. Staff will organize and facilitate the event, with attendance by Mayor and Council who will acknowledge and thank volunteers and volunteer groups. These events are financed through the HR and Community Relations budget." Carried Unanimously.

The Director outlined the requirements of a Council liaison representative for the Volunteer Attraction Committee.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Councillor Rotchford and Councillor Boardman be appointed as Council representatives for the Volunteer Attraction Committee and that their attendance alternate as availability allows. Carried Unanimously.

3) [24-082](#) 2024 Budget Overview with Supplemental Operating & Capital Requests

The Director of Financial Services and IT presented a PowerPoint of the proposed 2024 budget outlining the financial plan timeline and introducing the capital and supplemental requests, revenues and expenditures, funding sources, budget challenges and responded to questions from Council.

Council received the presentation for information.

4) [24-073](#) Early Budget Approvals, Staff Report No. FIN-24-003

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

Council considered the Health Needs Assessment and commented that the information is invaluable for advocating for the health needs of the community in the Township without having to disseminate the information from Island Health, the Practitioners Association and the Health Needs Playbook.

Moved by Councillor Helliwell, seconded by Councillor Rotchford: That Council authorizes early budget approval in the amount of \$35,000 for a health needs assessment. Carried Unanimously.

The Director of HR and Community Relations outlined that there was no budget allocated for the Economic Development Action Plan and will be addressed during consideration of the 2024 budget. Early budget approval would allow for the completion of the Action Plan's initial project of "Place Branding and Marketing Plan". The Director responded to questions from Council.

Moved by Councillor Armour, seconded by Councillor Boardman: That Council authorizes early budget approval in the amount of \$30,000 to complete the Place Branding and Marketing Plan. Carried Unanimously.

The Director of Parks and Recreation introduced the request for early budget approval for portable pickleball courts and responded to questions from Council.

Council comments included the following:

- The proposal will allow for an increase in revenue so is therefore supportable.
- The early approval of the funding will allow staff to order the portable pickleball courts in time for installation in the summer season.
- Although very popular the downside to pickleball are the noise complaints received when located at outdoor courts regionally. Accommodating the courts inside the Archie Browning Sports Centre will alleviate the possibility of that issue within the Township.
- Appreciation was given to staff in working with the displaced organizations to ensure that the number of booking hours will not be diminished.
- Recognition was given that a schedule change will be difficult for the organizations affected due to the addition of the pickleball courts.
- There could be a benefit in moving the displaced groups to the ice rink as there is audience seating.

Moved by Councillor Helliwell, seconded by Councillor Rotchford: That Council authorizes early budget approval in the amount of \$61,544 for the purchase of portable pickleball nets for installation in the Archie Browning Sports Centre Curling Arena for the 2024 dry floor season. Carried Unanimously.

5) [24-067](#) 2024 Local Grants, Staff Report No. FIN-24-002

The Director of Financial Services and IT introduced the report and the Chair of the Local Grant Committee, Councillor Armour, addressed Council with the Committee's recommendation rationale.

Moved by Councillor Armour, seconded by Councillor Boardman: That Council:

- (i) allocate \$1,200 to the Crisis Intervention and Public Information Society (NEED2) for the 2024, 2025 and 2026 fiscal years; and
 - (ii) direct staff to prepare a report for a future COTW meeting to guide discussion regarding the Township's local grant program and process.
- Carried Unanimously.

7. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING

1) [24-048](#) Proposed Amendment to Officers Bylaw, Staff Report No. ADM-24-004

Moved by Councillor Helliwell, seconded by Councillor Rotchford: That Council give three readings to Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3130. Carried Unanimously.

8. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-080](#) Recommendations from the Committee of the Whole Meeting of January 22, 2024

Moved by Councillor Cavens, seconded by Councillor Rotchford: That the recommendations from the Committee of the Whole meeting of January 22, 2024 be ratified:

1. Liquor License Application - 429 Lampson Street, Staff Report No. DEV-24-003

"That the Committee of the Whole recommends to Council that the Liquor Control and Licensing Branch be advised that the application for a Liquor Primary License and Food Primary License at 429 Lampson Street by Aragon Hospitality Inc. is supported as this site held both licenses prior to redevelopment, the 10:00 p.m. closing time of the patio is reasonable, there is a garden and substantial hedge separating nearby residences that will help to mitigate noise concerns, and this establishment provides needed social gathering space in the community."

2. Referred from the December 18, 2023 Council meeting: Email dated November 29, 2023 from the Victoria Jazz Society Re: In-Kind Funding

"That the Committee of the Whole recommend to Council that the amount of \$11,500 be allocated to the Esquimalt Farmers Market from the Local Grant budget for 2024."

3. Impact Assessment - Corporate Greenhouse Gas Reduction Road Map

"That the Committee of the Whole recommends to Council that the staff impact assessment be accepted and that the Corporate Greenhouse Gas Reduction Road Map be included in the Council Priorities Plan as an active project."

4. Impact Assessment - Undergrounding Overhead Wires on Esquimalt Road

"That the Committee of the Whole recommends to Council that staff be directed to discontinue pursuit of a project to underground overhead utilities on Esquimalt Road."

5. Annual Review of Council Code of Conduct, Staff Report No. ADM-24-002

"That the Committee of the Whole recommends to Council that the Council Code of Conduct Policy ADMIN - 80 be amended to add the following provision to section 11: "By January 15 annually, each member of Council shall sign a copy of Policy No. ADMIN - 80 to confirm their understanding of the provisions and affirm their commitment to acting in accordance with the Council Code of Conduct." Carried Unanimously.

- 2) [24-069](#) Adopted Minutes of the APC Design Review Committee meeting held on December 13, 2023

The minutes were received for information.

- 3) [24-070](#) Adopted Minutes of the Advisory Planning Commission meeting held December 19, 2023

The minutes were received for information.

- 4) [24-071](#) Draft Minutes of the Local Grant Committee meeting held on January 17, 2024

The minutes were received for information.

9. COMMUNICATIONS

For Council's Consideration

- 1) [24-081](#) Letter from Girl Guides Re: Request for Light Up for World Thinking Day on February 22, 2024

Moved by Councillor Armour, seconded by Councillor Rotchford: That Council direct staff to light up the Archie Browning Sports Centre and water park blue in support of World Thinking Day: Guiding Lights Across British Columbia on February 22, 2024 and highlight our participation of this event. Carried Unanimously.

10. PUBLIC COMMENT PERIOD

Lorne Argyle shared information on a movie opening.

11. ADJOURNMENT

Moved by Councillor Boardman, seconded by Councillor Rotchford: That the Regular Council meeting be adjourned at 8:29 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF , 2024

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT