



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Minutes - Draft

Council

Monday, May 27, 2024

7:00 PM

Esquimalt Council Chambers

Present: 6 - Councillor Ken Armour
Councillor Andrea Boardman
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison
Councillor Darlene Rotchford

Regrets: 1 - Mayor Barbara Desjardins

Staff: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate Officer
Joel Clary, Director of Engineering & Public Works
Ian Irvine, Director of Financial Services & IT
Sarah Holloway, Deputy Corporate Officer/Recording Secretary

1. CALL TO ORDER

Councillor Armour as Acting Mayor called the Regular meeting of Council to order at 7:00 PM.

2. INTRODUCTION OF LATE ITEMS

There were no late items.

3. APPROVAL OF AGENDA

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

4. ADOPTION OF MINUTES

1) [24-244](#) Minutes of the Regular Council meeting held on May 6, 2024

Moved by Councillor Cavens, seconded by Councillor Rotchford: That the minutes of the Regular Council meeting held on May 6, 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) [24-238](#) Adoption of Council Procedure Bylaw Amendment and Public Notice Bylaw, Staff Report No. ADM-24-027

Moved by Councillor Rotchford, seconded by Councillor Cavens:

1. That Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3135 be adopted; and
2. That Public Notice Bylaw, 2024, No. 3136 be adopted. Carried Unanimously.

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

Mark Eraut, non resident, and representative of town centre businesses thanked Council for the Committee of the Whole recommendation regarding the bike lane project on Esquimalt Road and requested involvement in the discussion going forward.

7. STAFF REPORTS

- 1) [24-254](#) Janitorial Services for Municipal Facilities - Contract Award, Staff Report No. EPW-24-012

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

Moved by Councillor Cavens, seconded by Councillor Rotchford: That Council award the contract for Janitorial Services for Municipal Facilities to SkyBlue Services Corporation for a total cost of \$224,334 (excluding GST) for a two-year term, with an option to extend the contract for an additional two one-year terms, as described in Staff Report EPW-24-012. Carried Unanimously.

- 2) [24-267](#) 2024 UBCM Minister Meeting Requests, Staff Report ADM-24-030

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

Moved by Councillor Rotchford, seconded by Councillor Boardman: That the 2024 UBCM Minister Meeting Requests, Staff Report ADM-24-030 be received for information. Carried Unanimously.

8. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-255](#) Recommendations from the Committee of the Whole Meeting held May 13, 2024

The Chief Administrative Officer and the Director of Engineering and Public Works responded to questions from Council.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council ratify the recommendations from the Committee of the Whole Meeting of May 13, 2024:

1. Mark Eraut - Representative of businesses along Esquimalt Road between Constance Avenue and Fraser Street Re: Bike Lanes

“That the Committee of the Whole recommends to Council that staff be directed to prepare a staff report summarizing all the steps taken to date and the steps going forward regarding public engagement and design for both phases of the Esquimalt Road bike lane project included in the Active Transportation Network Plan.”

2. Esquimalt Public Art Funding Request - Victoria Nikkei Cultural Society Staff Report No. P&R 24-003

“That the Committee of the Whole recommends to Council that \$20,000 be allocated from the Public Art Reserve Fund to the Victoria Nikkei Cultural Society for design and construction of a permanent outdoor Public Art installation in the Japanese Gardens at Esquimalt Gorge Park, and that up to \$10,000 of in-kind funding be approved for Township Staff installation costs.”

3. Small Scale Multi Unit Housing (SSMUH) Update Report - Report No. DEV-24-032

“That the Committee of the Whole recommends to Council that the Zoning Bylaw amendments outlined in Staff Report DEV-24-032 be endorsed, and that staff be directed to prepare the Zoning Bylaw amendment for Council’s consideration. Carried Unanimously.

2) [24-266](#) Draft Minutes of the Environment, Parks and Recreation Advisory Committee meeting held March 27, 2024

The minutes were received for information.

9. COMMUNICATIONS

For Council's Consideration

1) [24-253](#) Email dated May 14, 2024 from Micayla Hayes, Vice Chair of the Victoria and Esquimalt Police Board Re: Request to Co-Host the 2025 Canadian Association of Police Governance Conference

Moved by Councillor Rotchford, seconded by Councillor Morrison: That Council postpone the item until the next Regular meeting of Council on June 3, 2024. Carried Unanimously

10. PUBLIC COMMENT PERIOD

Lyndon Chisholm, resident, expressed that businesses will either leave or will not survive if there is no street parking.

Mark Eraut, non resident, expressed concerns over the Request For Proposal for the design of bike lanes on Esquimalt Road and felt that the RFP should be divided to address specific sections of the road to alleviate costs.

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

Moved by Councillor Rotchford, seconded by Councillor Helliwell: 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.

12. ADJOURNMENT

Moved by Councillor Rotchford, seconded by Councillor Helliwell: That the Regular Council meeting be adjourned at 7:29 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF , 2024

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT