



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Final

Committee of the Whole

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

Monday, March 11, 2024

6:00 PM

Esquimalt Council Chambers

Present 6 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Darlene Rotchford
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Regrets 1 - Councillor Andrea Boardman

Staff: Dan Horan, Chief Administrative Officer
Bill Brown, Director of Development Services
Ian Irvine, Director of Financial Services & IT
Steve Knoke, Director of Parks & Rec
James Davison, Manager of Development Services
Lisa Yang, Engineering Technologist
Mikaila Montgomery, Planner
Alex Tang, Planner
Deb Hopkins, Director of Corporate Services/Corporate
Officer
Jonah Ross, Recording Secretary

1. **CALL TO ORDER**

Acting Mayor Morrison called the Committee of the Whole meeting to order at 6:00 PM.

Councillor Rotchford acknowledged we are on the unceded territory of the Songhees and Esquimalt Nations, thanked them for caring for this land and that we look forward to working with them in partnership as we continue to build this great Township together.

2. **INTRODUCTION OF LATE ITEMS**

- 1) Item 6.1 - Liquor License Application - 505 Park Place - DEV-24-016
 - Greg Sherwell - received March 6, 2024
- 2) Item 6.5 - Discussion Related to Small Scale Multi-Unit Housing Zoning Bylaw Amendments
 - Janos Farkas - received March 11, 2024

[24-156](#) Late Correspondence

3. APPROVAL OF THE AGENDA

Moved by Mayor Desjardins, seconded by Councillor Rotchford: That the agenda be approved as circulated with the addition of the late items. Carried Unanimously.

4. ADOPTION OF MINUTES

1) [24-145](#) Minutes of the Committee of the Whole meeting held February 12, 2024

2) [24-144](#) Minutes of the Special Committee of the Whole meeting held on February 27, 2024

Moved by Councillor Cavens, seconded by Councillor Rotchford: That the minutes of the Committee of the Whole meeting held on February 12, 2024 and the Special Committee of the Whole meeting held on February 27, 2024 be adopted as circulated. Carried Unanimously.

5. PUBLIC INPUT ON ITEM 6

Janos Farkas, resident, encouraged consideration of an aggressive policy for the Small Scale Multi-Unit Housing Zoning Bylaw, and warned against overly-restrictive policies which do not appeal to developers.

Chris Fitzpatrick, non-resident, recommended that parking problems be addressed in the Small Scale Multi-Unit Housing Zoning Bylaw by allowing enough of a footprint to put parking under buildings, and expressed support for amenities like elevators, car washes, stairs, and green spaces.

6. STAFF REPORTS

1) [24-104](#) Liquor License Application - 505 Park Place - DEV-24-016

The Director of Development Services and Mikaila Montgomery, Planner provided a PowerPoint and responded to questions from the Committee of the Whole.

Committee of the Whole comments included:

- Sound proofing is being installed in the pub.
- This is a great location for a pub and is on a transit route.
- Residents moving into the building were aware of the planned use for this site.
- This site has long been planned for restaurant or pub use.
- The service hours are reasonable.

Moved by Councillor Cavens, seconded by Councillor Rotchford: That

the Committee of the Whole recommend to Council that the application for a Liquor Primary Licence at 101-505 Park Place (Saxe Point Public House) be supported as the location is appropriate, this use has long been planned at this site, and the applicant has sufficiently addressed noise concerns. Carried Unanimously.

2) [24-114](#) Budget 2024 Options Analysis, Staff Report No. FIN-24-005

The Director of Financial Services and IT presented a powerpoint and responded to Committee of the Whole questions.

The Director provided the following responses to Committee questions:

- Costs associated with the Section 27 appeal are not included in the budget due to uncertainty regarding the outcome, and the timing of the appeal process.
- The proposed 1% annual cumulative increase to infrastructure reserve transfers are accompanied by asset management studies, which will provide insight regarding the state and value of the Township's infrastructure and help determine the best course of action for these transfers in the long-term.
- Additional accountant position responds to increased service demands that have accompanied growth in the Township, as well as the need to meet future demands by developing capacity and technological capabilities.
- Accounting surpluses have previously been seen due to projects being delayed to subsequent years, but are anticipated to reduce with current project timelines.
- "Towing" line item refers to the anticipated costs associated with towing a number of vehicles that are improperly parked within the Township.
- Costs associated with cellphone and printer leases are driven by the increased demand for staff engaging in fieldwork, and the Township's ongoing transition to leasing printers.

The Director of Parks and Recreation provided the following responses:

- "Lampson Forest" line items refer to groves of trees being replanted near the baseball diamond following development at the site.
- Tree replacement fund receives revenue from developers unable to fulfill planting on properties, and from the Tree Cutting Permits program; the fund and replanting are administered by Parks staff.
- \$42,000 line item for "Recreation" refers to a gap in funding following restructuring within the department.
- Recreation programs are generally run as cost-recovery, but there are some programs with costs which are supplemented by the Township, and are reflected as a cost in the budget.
- Admission costs are outlined in the Fees and Charges Bylaw, and draw on regional comparisons.

The Director of Financial Services & IT provided the following responses to Committee of the Whole questions:

- Fleet replacement has been funded on an annual basis so that funds are available when vehicles reach end of life; unexpected escalations in cost have resulted from vehicles like fire trucks and garbage trucks expiring sooner than anticipated.
- The Township is not currently considering leasing as an option for fleet replacement, but it could be explored if Council provides direction.
- It is challenging to forecast the impact of developments currently under construction on non-market change.

Committee of the Whole comments included:

- The proposed budget offers a balanced consideration of pressures on taxpayers, and is forward-looking to increasing technological, infrastructural, and service demands.
- Budget pressures, such as construction and inflationary costs are expected to remain a concern in subsequent years.
- While proposed projects or positions could be deferred, they are acknowledged as necessary and would likely need to be considered again in subsequent budgets under the same cost pressures.
- There is concern regarding increasing infrastructure reserve transfers prior to the asset management studies being completed.
- Tax rates increasing beyond CPI may be challenging for residents, but there is risk of higher increases in the future if costs are deferred.

Moved by Councillor Armour, seconded by Mayor Desjardins: That the Committee of the Whole recommends to Council that staff be directed to prepare the financial plan bylaw that reflects a revenue increase of 7.72%, aligning with the priorities, initiatives and levels of service articulated by Council. Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Committee of the Whole recommend to Council approval of the Police Budget in principle, and request that, in the spirit of the improved budgetary consultation process, the Section 27 appeals be withdrawn. Defeated by the following vote:

In 2 - Councillor Cavens, and Councillor Morrison
Favour:

Opposed: 4 - Mayor Desjardins, Councillor Armour, Councillor Rotchford, and Councillor Helliwell

3) [24-115](#) 2024-2028 Financial Plan Policies and Objectives, Staff Report FIN-24-006

The Director of Financial Services & IT presented a powerpoint and

responded to Committee questions.

By way of consensus, Committee of the Whole moved the following motion: That the Committee of the Whole recommends to Council that staff be directed to include a 1% annual cumulative increase to infrastructure reserve transfers in an updated Revenue, Tax, and Financial Sustainability Policy document and prepare a separate Reserve Fund Policy for Council's approval.

4) [24-122](#) Data Dashboard, Staff Report No. DEV-24-018

Lisa Yang, Engineering Technologist, presented a powerpoint and a demonstration of the Township's new Data Dashboard webpage, and was joined by the Director of Development Services and Alex Tang, Township Planner, to provide the following response to Committee of the Whole questions:

- The Dashboard is currently live on the Township website, and accessible through either the Development Services or Economic Development webpages.

Committee of the Whole expressed appreciation for the development of the new dashboard, and highlighted it as an effective resource to attract and inform prospective developers and businesses to the Township.

Committee of the Whole recessed at 7:47, and reconvened with all members present at 7:52.

5) [24-124](#) Discussion Related to Small Scale Multi-Unit Housing Zoning Bylaw Amendments

The Manager of Development Services presented a powerpoint and, with the Director of Development Services, responded to Committee questions. The Manager noted that they were seeking Committee of the Whole feedback to guide draft amendments to the Zoning Bylaw for the Township's implementation of Small-Scale Multi-Unit Housing Zoning as legislated by the Provincial government.

The Manager of Development Services provided the following responses to Committee questions:

- Council retains the ability to contract or influence regulations on zoning to an extent, but the Province is able to amend zoning decisions/bylaws if targets are not being met or if the legislation is being obstructed.
- The sites to be affected by these policy changes are economically challenging for developers given their cost and size, and imposing additional restrictions may exacerbate these challenges.
- The measurement for Frequent Transit Areas is based on a straight-line

radius, measured from bus stops; the draft amendments will measure these zones from transit corridors, rather than bus stops.

- Currently, Admirals Road does not experience the same levels of bus service as the other streets proposed for Frequent Transit Areas, but this could change with increased development.

Committee of the Whole feedback included:

- Opposed to implementing a maximum floor-area-ratio (FAR).
- Staff are requested to come back with a recommended maximum floor area per unit.
- Visualizations of infill designs, and various setbacks and site standards, are requested for consideration of the level of restriction to be imposed on site standards.
- There is support for implementing the recommended height of approximately 11 metres for principal buildings.
- Refining the grade and height calculation within the Zoning Bylaw in the SSMUH was already planned for the Zoning Bylaw, and remains of interest.
- Interest in designating the corridors of Esquimalt Road, Craigflower Road, Tillicum Road, and Admirals Road (from Colville Road to Esquimalt Road) as 'Frequent Transit Areas.'

Moved by Councillor Armour, seconded by Councillor Rotchford: That Committee of the Whole recommend that Council direct Staff to assign frequent transit route status to the corridors of Esquimalt Road, Craigflower Road, Tillicum Road, and Admirals Road (from Colville Road to Esquimalt Road). Carried Unanimously.

Committee of the Whole feedback continued:

- The buffer for Frequent Transit Areas should be 400 metres from transit.
- Interest in aligning the parking requirements more closely with the proposed Parking Bylaw, with the understanding that in the future there may not be the ability to require parking should transit service be upgraded along these routes.
- Agreement with staff's recommendation to exclude basement floor areas in Floor Area/Floor Area Ratio calculations in these zones.
- Further information requested regarding the implications of permitting daycares in some or all of these zones.
- Additional consultation is requested through referral of these draft amendments to the Advisory Planning Commission, and the APC Design Review Committee.

Moved by Councillor Rotchford, seconded by Councillor Armour: That Committee of the Whole recommend to Council that Staff prepare Zoning Bylaw amendments incorporating the Committee's comments to

accommodate the Provincial Small-Scale Multi-Unit Housing (SSMUH) legislation as required of all BC municipalities by the Housing Statutes (Residential Development) Amendment Act, 2023 (Bill 44), and that these amendments be referred to the Advisory Planning Commission and APC Design Review Committee for feedback. Carried Unanimously.

7. PUBLIC COMMENT PERIOD

Chris Fitzpatrick, non-resident, noted that separating single family from multifamily for FAR allowances will prevent mega-houses, but still allow adequate square footage for profitability, and expressed support for parking minimums.

8. ADJOURNMENT

Moved by Mayor Desjardins, seconded by Councillor Rotchford: That the Committee of the Whole meeting be adjourned at 8:57 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS 15TH DAY OF APRIL, 2024

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT