



**CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT**  
**Minutes - Final**

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

**Committee of the Whole**

---

Monday, July 15, 2024

6:00 PM

Esquimalt Council Chambers

---

- Present** 5 - Mayor Barbara Desjardins  
Councillor Darlene Rotchford  
Councillor Andrea Boardman  
Councillor Duncan Cavens  
Councillor Tim Morrison
- Regrets** 2 - Councillor Ken Armour  
Councillor Jacob Helliwell
- 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  
Steve Knoke, Director of Parks & Recreation  
Sarah Holloway, Deputy Corporate Officer  
Charles Davie, Manager of Engineering Services  
Mikaila Montgomery, Planner  
Victoria McKean, Recording Secretary
- Others:** Chief Constable Manak, Victoria Police Department (VicPD)  
Elizabeth Cull, Finance Committee Chair

**1. CALL TO ORDER**

Acting Mayor Rotchford called the meeting to order at 6:00 PM.

Councillor Morrison recognized and acknowledged the Songhees and Esquimalt Nations on whose traditional territories we live, we learn, and we do our work.

**2. INTRODUCTION OF LATE ITEMS**

- 1) [24-331](#) Late Correspondence
- 1) Item 6.1 - 2025 VicPD Budget Consultation - Elizabeth Cull, Finance Committee Chair, Victoria & Esquimalt Police Board
  - Dan Bruyere - received July 15, 2024

2) Item 7.2 - Esquimalt Road Active Transportation and Underground Improvements - Update and Design Contract Award, Staff Report No. EPW-24-021

- Paul Helston - received July 12, 2024
- Valerie Nathan - received July 12, 2024
- Ruth Currey - received July 13, 2024
- Jodi Stevenson - received July 13, 2024
- Dan Bruyere - received July 13, 2024
- Tim Gijzen - received July 14, 2024
- Suzanne Helston - received July 14, 2024
- Glenys Verhulst - received July 14, 2024
- Andrew Godon - received July 14, 2024
- Patrick Schreck - received July 14, 2024
- Dana A - received July 14, 2024
- David Williams - received July 14, 2024
- Ellen Agger - received July 14, 2024
- Darlana Bartle - received July 14, 2024
- Norah Macey - received July 14, 2024
- Carling Helander - received July 14, 2024
- Robert Townsend - received July 14, 2024
- Karen Elizabeth - received July 14, 2024
- Jim Mayer - received July 14, 2024
- Kristofer Gardhner - received July 14, 2024
- Whitney Laughlin - received July 14, 2024
- Erica Camfferman - received July 15, 2024
- Andrew Patrick - received July 15, 2024
- Debi Wade - received July 15, 2024
- Edris Seale - received July 15, 2024
- Sean Shaw and Steph Souris - received July 15, 2024
- Gail Meston - received July 15, 2024
- Ken Lembrick - received July 15, 202
- Dana Batho - received July 15, 2024
- Marylou Wakefield - received July 15, 2024

3) Item 7.3 - Short-Term Rental Regulations, Staff Report No. DEV-24-036

- Ioana Madularu - received July 12, 2024

4) Item 7.5 - Economic Development Place Branding, Staff Report ADM-24-035

- Terry Prentice - received July 12, 2024

### 3. APPROVAL OF THE AGENDA

Moved by Councillor Morrison, seconded by Councillor Cavens: That the agenda be approved as circulated with the inclusion of the late items. Carried Unanimously.

#### 4. ADOPTION OF MINUTES

- 1) [24-302](#) Minutes of the Committee of the Whole meeting held on June 17, 2024

Moved by Councillor Boardman, seconded by Councillor Cavens: That the minutes of the Committee of the Whole meeting held on June 17, 2024 be adopted as circulated. Carried Unanimously.

#### 5. PUBLIC INPUT ON ITEMS 6 AND 7

Item No. 7.2) Esquimalt Road Active Transportation and Underground Improvements - Update and Design Contract Award, Staff Report No. EPW-24-21

A resident [Name Not Provided] spoke on the proposed bike lanes on behalf of several businesses in the town centre and encouraged Council to seek input from businesses on the proposed Active Transportation and Underground Improvements project. The resident highlighted the importance of promoting active transportation infrastructure as well as supporting an active and vibrant business community and noted that these two goals, contained in the Official Community Plan, are not mutually exclusive.

Sam Macey, resident, expressed their support for the improvement of bike lanes in Esquimalt as they will improve safety for all road users, not just cyclists, encouraged the Township to make bike lane improvements elsewhere in the municipality, and noted that the proposed bike lanes are based on sound engineering, provide better safety, and highlighted existing parking opportunities in Esquimalt.

David Shaw, resident, relayed to the Committee that he has spoken to business neighbours and delivery drivers about the proposed bike lane changes and noted that some believe that previous changes have made the roadway more unsafe due to the lack of available parking, highlighted that extra parking on Esquimalt road is often occupied by construction workers and parking availability is already a concern for business owners and believe the need for parking will increase as their businesses increase in volume and scope.

#### 6. PRESENTATIONS AND DELEGATIONS

##### *Presentations*

- 1) [24-322](#) 2025 VicPD Budget Consultation - Elizabeth Cull, Finance Committee Chair, Victoria & Esquimalt Police Board

Elizabeth Cull, Finance Committee Chair, joined by Police Chief Del Manak,

informed Council that the budget process is in its early stages and invited Council to provide feedback on the Township's public safety priorities and offered to return to the Council table in the future for more discussion opportunities.

Committee of the Whole comments included:

- Desire for more information on how frequently Esquimalt Division officers are rerouted to the City of Victoria, including enhanced metrics to better assess this impact on Esquimalt Division officers.
- Concern regarding a lack of police service given to Esquimalt given the low crime level compared to the City of Victoria.
- Bylaw enforcement after hours is a matter of concern for the Township to maintain service levels outside of Township business hours.
- Concern regarding the impact to the Township of emergency responders requiring VicPD police escort when responding to calls in the 900 block of Pandora street and potentially other high-conflict areas in the City of Victoria.
- Desire for the School Liaison program to return to Esquimalt schools.
- Concern regarding residents being unable to access police support through the non-emergency line, and high wait times/response times when accessing the emergency and non-emergency lines.
- Concern about the impact of protests occurring at the Legislature impacting VicPD officers and Esquimalt Division officers capacity and resource levels.

- 2) [24-278](#) Esquimalt Ribfest Society - Tom Woods, Chairperson and Dave Allen, Secretary with Scott McMillan and Chris Buie of the Esquimalt Fire Fighters' Foundation

Tom Woods and Dave Allen, Esquimalt Ribfest Society, provided an update on the goals of their charitable foundation. They highlighted that they have raised over \$540,000 in donations which has been invested back into Esquimalt through various initiatives including funding for the Esquimalt High School turf field, the purchasing of a bus for Esquimalt schools, funding of scholarship opportunities, and reinvested into Ribfest to support future events. They thanked Council for their previous and ongoing support, specifically recognizing the work of the Township's Parks and Recreation and Engineering and Public Works departments, and the grants provided to the Society by the Township.

## 7. STAFF REPORTS

- 1) [24-314](#) Committee Chair Updates Summary, Staff Report No. ADM-24-042

The Director of Corporate Services provided a summary of the memorandum presented to Committee for information.

- 2) [24-324](#) Esquimalt Road Active Transportation and Underground

Improvements – Update and Design Contract Award,  
Staff Report No. EPW-24-021

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

Committee of the Whole comments included the following:

- Engagement with all community sectors such as the cycling and business committees should occur.
- The optional item for \$11,500 would be well worth it to understand the concerns of both cyclists and businesses.
- An alternative route option on Lyall from Fraser to Constance is of interest.

Moved by Councillor Cavens, seconded by Councillor Morrison: That the Committee of the Whole recommends that Council:

- a. Award a contract to ISL Engineering and Land Services Ltd. for \$604,541 for consultant services on the Esquimalt Road Active Transportation and Underground Improvements project;
- b. Direct staff to proceed with Phase 1 design refinement engagement;
- c. Direct staff to seek public input on two concepts on Esquimalt Road between Admirals Road and Park Place before advancing to refinement engagement in Phase 2;
- d. That the four additional options be added at the cost of \$11,500;

as described in Staff Report EPW-24-021. Carried Unanimously.

**3) [24-273](#) Short-Term Rental Regulations, Staff Report No. DEV-24-036**

Mikaila Montgomery, Planner, presented a PowerPoint and responded to questions from the Committee.

Committee of the Whole comments included the following:

- Esquimalt does not have an abundance of hotels and historically, illegal suites have been used to accommodate many tourists, visitors and temporary residents - short-term rentals may be a solution to serve this demographic but must be done thoughtfully.
- Support was expressed for adding a short-term rental definition to the Zoning Bylaw.
- More information would be appreciated on timelines and relevant changes to Provincial legislation
- Concern was raised regarding the impact of short-term rentals on the existing rental stock within the context of the housing crisis; more information on how to mitigate this risk would be appreciated.
- Concern was raised regarding whether this is an issue regarding a lack of

hotel accommodation in the Township.

Moved by Major Desjardins, seconded by Councillor Boardman: That the Committee of the Whole recommends to Council that staff be directed to return to the Committee of the Whole in fall of 2024 with a report outlining the proposed amendments to the Zoning Bylaw, a draft stakeholder engagement strategy, and a timeline for adoption and implementation of the proposed amendment inclusive of the comments provided at the July 15, 2024 Committee of the Whole meeting.

Committee of the Whole recessed at 8:04 PM and reconvened at 8:07 PM with all members of the Committee present.

4) [24-323](#) Fleet Electrification Plan, Staff Report No. EPW-24-020

The Director of Engineering and Public Works, introduced the report and with Steven Wiebe, Innotech Fleet Strategies, who presented a PowerPoint, responded to questions from the Committee.

Comments from Committee of the Whole included a desire to see the impact that electrification has had on the Township's fleet and resources so that effective budget decisions can be made when this returns to Council in 2028.

Moved by Mayor Desjardins, seconded by Councillor Boardman: That the Committee of the Whole recommends that Council endorse the Fleet Electrification Plan and direct staff to proceed with implementation. Carried Unanimously.

5) [24-316](#) Economic Development Place Branding, Staff Report ADM-24-035

The Manager of Economic Development with Kim Pickett, Kimbo Design, presented a PowerPoint and responded to questions from the Committee.

Committee of the Whole comments included the following:

- Concerns regarding the design of the logo; specifically the combination of the "O" and "Q" in Our Esquimalt.
- Concerns with the proposed colourways and a desire for alternatives to be explored to avoid association with existing brands/groups; potentially linking this new brand with existing Esquimalt branding to ensure consistency and broader brand cohesion.
- Support was expressed for the "Our Esquimalt" tagline.

Moved by Mayor Desjardins, seconded by Councillor Morrison: That the Committee of the Whole recommends to Council that the Economic Development Place Branding and Marketing Plan return to Council with incorporated changes requested at the Committee table with respect to colourways.

Moved by Councillor Morrison, seconded by Councillor Cavens: That the Main Motion be amended to include direction to provide alternate logo design. Carried Unanimously

MAIN MOTION AS AMENDED: Moved by Mayor Desjardins, seconded by Councillor Morrison: That the Committee of the whole recommends to Council that the Economic Development Place Branding and Marketing Plan return to Council with incorporated changes requested at the Committee table with respect to colourways and logo design. Carried Unanimously.

**8. PUBLIC COMMENT PERIOD**

Linda O'Keefe, resident, spoke to previous comments made regarding parking in the Township and highlighted that the parking at the Tudor House Liquor Store is business parking, not public parking and expressed their concern with the dry weeds on Township boulevards and would like something to be done to reduce the fire risk they pose.

**9. ADJOURNMENT**

Moved by Councillor Morrison, seconded by Councillor Boardman: That the meeting be adjourned at 9:00 PM. Carried Unanimously.

---

MAYOR BARBARA DESJARDINS  
THIS 21ST DAY OF OCTOBER, 2024

---

SARAH HOLLOWAY,  
DEPUTY CORPORATE OFFICER  
CERTIFIED CORRECT