



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Final

### Council

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

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Monday, July 5, 2021

7:00 PM

Esquimalt Council Chambers

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**Present:** 7 - Mayor Barbara Desjardins  
Councillor Ken Armour  
Councillor Meagan Brame  
Councillor Jacob Helliwell  
Councillor Lynda Hundleby  
Councillor Tim Morrison  
Councillor Jane Vermeulen

**Staff:** Laurie Hurst, Chief Administrative Officer  
Jeff Miller, Director of Engineering & Public Works  
Bill Brown, Director of Development Services  
Blair McDonald, Director of Community Safety Services  
Vicki Gannon, Director of Corporate Services & HR  
Debra Hopkins, Manager of Corporate Services  
Karen Hay, Planner  
Alicia Ferguson, Recording Secretary

#### 1. CALL TO ORDER

Mayor Desjardins called the Regular Council meeting to order at 7:00 PM.

Mayor Desjardins encouraged Council to be mindful of the potential implications that their decisions have on Indigenous peoples and to consider the common interests with neighbouring First Nations governments who are also making decisions and passing laws that support a sustainable region.

Mayor Desjardins introduced the new Corporate Officer as follows:  
Please join me in welcoming Deb Hopkins to the Township effective today, July 5th as our new Manager of Corporate Services/Corporate Officer.

Deb has over 20 years of experience in local government, most recently as the Corporate Officer at the District of Highlands, and prior to that as the Director of Corporate Services for the District of Oak Bay. She started her career at the District of Saanich in 2000 where she had a variety of roles, the last one being a Senior Committee Clerk.

Deb comes with comprehensive technical knowledge of providing support to Council and Committees and the statutory duties of the Corporate Officer as set out in the *Community Charter*. She is an experienced Head of Freedom of Information and Protection of Privacy and records manager.

Highlights of her education include a Master's degree in Professional Communication, a certificate in Local Government Administration, and a certificate in Adult and Continuing Education. Further, she is currently pursuing the designation as a Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks.

We are delighted to have her join the team!

I would also like to take this opportunity to thank Anja Nurvo for coming out of retirement and acting as our interim Corporate Officer for the past few months.

## **2. LATE ITEMS**

**(1) PERTAINING** to Item No. 5: **PUBLIC HEARING** - Public Hearing for Official Community Plan Amendment Bylaw No. 3030, and Zoning Amendment Bylaw No. 3031, Proposed Public Safety Building, Staff Report DEV-21-052

- Email from Brian Gray, dated July 4, 2021, Re: Proposed public safety building
- Email from S & C Ryckman, dated July 5, 2021, Re: Public hearing on Esquimalt's new public safety building

**(2) PERTAINING** to Item No. 7 (4): **STAFF REPORTS** - Rezoning Application - 475 Kinver Street, Staff Report No. DEV-21-051

- Email from Lynda Clark & Normand Groulx, dated July 2, 2021, Re: RZ000079 Rezoning Application 475 Kinver St
- Email from Katherine Milliken, dated July 4, 2021, Re: Proposed development of 475 Kinver
- Email from Mattie Moriarity, dated July 2, 2021, Re: Letter of opposition to development at 475 Kinver
- Emails from David Gauthier & John Albion, dated July 3, 2021 and May 20, 2021, Re: 475 Kinver Rezoning Application
- Email from Kelly Teeple, dated July 4, 2021, Re: 475 Kinver

## **3. APPROVAL OF THE AGENDA**

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

## 5. PUBLIC HEARING

*The Public Hearing is to afford all persons who deem their interest in property affected by the Bylaw an opportunity to be heard or to present written submissions before the Municipal Council on matters contained in the Bylaw.*

- 1) [21-377](#) Public Hearing Notice – Proposed Public Safety Building (500 Park Place)
- 2) **Background Information - Available for Viewing Separately**
- 3) **Director of Development Services - Overview of Application**

- a) [21-367](#) Public Hearing for Official Community Plan Amendment Bylaw No. 3030, and Zoning Amendment Bylaw No. 3031, Proposed Public Safety Building, Staff Report DEV-21-052

Director of Development Services presented a PowerPoint Presentation and staff responded to questions from Council.

- 4) **Applicant or Authorized Representative - Overview of Application**

Adam Fawkes, *architect*, Scott Murdoch, *landscape architect*, presented a PowerPoint Presentation and responded to questions from Council.

Council comments included involvement with the building's design due to the prominence and connection to townhall.

- 5) **Public Input**

The Mayor asked if there were any requests for public input received via the public hearing phone line. No further public input requests were received. Council waited three minutes for any speakers to text or call the public hearing phone to respond to comments made during the Public Hearing. No input was received.

- 6) **Adjournment of Hearing**

Mayor Desjardins declared the Public Hearing for Bylaw No. 3030 and Bylaw No. 3031 closed at 7:46 p.m.

- 7) **Consideration of Staff Recommendation**

Council comments included consideration of complimentary commercial spaces to increase street vibrancy, maximizing use of amenity funding, and meeting the emergency needs of the growing community by expanding the Fire Hall.

Director of Community Safety Services responded to questions from Council and provided information regarding the next steps of the process.

Moved by Councillor Brame, seconded by Councillor Hundleby:

1. That Council, prior to the public hearing, having considered the proposed Official Community Plan amendment in conjunction with its

Financial Plan and the Regional Waste Management Plan, determines that there are no significant concerns.

2. That Council, upon considering comments made at the public hearing, resolves that Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2021, No. 3030, attached to Staff Report No. DEV-21-052 as Appendix A, which would:

- Add a policy under Section 9.2 that would support the development of a Public Safety Building at 500 Park Place.
- Replace the policy under Section 9.2 so that the primary emergency operations centre would move from the Municipal Hall to the new Public Safety Building when it becomes operational.
- Amend Section 17.3.20 by adding the Public Safety Building to the list of developments exempted from requiring a development permit.
- Amend Schedule “B” being the “Proposed Land Use Designations” map, by designating all of PID 031-165-788, legally described as Lot A Suburban Lot 40 Esquimalt District Plan EPP103969 [500 Park Place] as “Institutional”, noting that:
  - the portion shown cross-hatched on attached Schedule “A” of Bylaw No. 3030 is approximately the area previously legally defined as the Lots 273, 274, and 275 Suburban Lot 40 Esquimalt District Plan 2854 and is changing from “Commercial/Commercial Mixed-use” to “Institutional”; and
  - the portion previously legally defined as the Lot 1 Suburban Lot 40 Esquimalt District Plan EPP36750 is already designated “Institutional”.
- Amend Schedule “F” being the “Public Parks and Facilities” map, by labelling all PID 031-165-788, legally described as Lot A Suburban Lot 40 Esquimalt District Plan EPP103969 [500 Park Place] as “Public Facilities” noting that:
  - the portion shown cross-hatched on attached Schedule “B” of Bylaw No. 3030 is approximately the area previously legally defined as the Lots 273, 274, and 275 Suburban Lot 40 Esquimalt District Plan 2854 and is changing from no designation to “Public Facilities”; and
  - the portion previously legally defined as the Lot 1 Suburban Lot 40 Esquimalt District Plan EPP36750 is already labelled “Public Facilities”.
- Amend Schedule “H” being the “Development Permit Areas” map, by colour-coding all PID 031-165-788, legally described as Lot A Suburban Lot 40 Esquimalt District Plan EPP103969 [500 Park Place] as white, noting that:
  - the portion shown cross-hatched on attached Schedule “C” of Bylaw No. 3030 is approximately the area previously legally defined as the Lots 273, 274, and 275 Suburban Lot 40 Esquimalt District Plan 2854 and is removing the Development Permit Area “6 - Multi-Family Residential” designation; and
  - the portion shown hatched on Schedule “C” previously legally defined as the Lot 1 Suburban Lot 40 Esquimalt District Plan EPP36750 is already colour-coded as white.

be given third reading and adoption.

3. That Council, upon considering comments made at the public hearing, resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2021, No. 3031, attached to Staff Report DEV-21-052 as Appendix B, which would amend Zoning Bylaw, 1992, No. 2050 by changing the zoning designation of PID 031-165-788, legally described as Lot A Suburban Lot 40 Esquimalt District Plan EPP103969 [500 Park Place], to CD-138 [Comprehensive Development District No. 138], noting:

- the portion shown cross-hatched on attached Schedule 'A' of Bylaw No. 3031 is approximately the area previously legally defined as the Lots 273, 274, and 275 Suburban Lot 40 Esquimalt District Plan 2854 and is changing from C-3 [Core Commercial] to CD No. 138 [Comprehensive Development District No. 138]; and
- the portion shown hatched on attached Schedule 'A' of Bylaw No. 3031 is approximately the area previously legally defined as the Lot 1 Suburban Lot 40 Esquimalt District Plan EPP36750 and is changing from P-1 [Public/Institutional] to CD No. 138 [Comprehensive Development District No. 138].

be given third reading and adoption. Carried Unanimously.

#### **6. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA**

**Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.**

There was no public input.

#### **7. STAFF REPORTS**

##### ***Administration***

- 1) [21-373](#) Appointment of Corporate Officer, Staff Report No. ADM-21-015

Moved by Councillor Armour, seconded by Councillor Morrison: That Council approve, effective July 5th, 2021, the following appointments for Debra Hopkins, Manager of Corporate Services:

- Corporate Officer pursuant to s. 148 of the Community Charter;
- Deputy Business Licence Officer pursuant to the Township's Business Licence and Regulation Bylaw, 2013, No. 2810; and,
- Alternate Secretary for the Board of Variance, pursuant to the Township's Board of Variance Bylaw, 2014, No. 2831. Carried Unanimously.

##### ***Engineering and Public Works***

- 2) [21-371](#) Contract Award for CCTV on Sanitary/Storm Mains, Staff Report EPW-21-017

Director of Engineering & Public Works responded to questions from Council.

Moved by Councillor Brame, seconded by Councillor Hundleby: That Council direct staff to award the Contract for the Sewer and Storm CCTV Inspection Project to Victoria Drain Services LTD. for \$145,768.02 (not including GST). Carried Unanimously.

- 3) [21-372](#) Contract Award for Municipal Hall HVAC Work, Staff Report EPW-21-018

Moved by Councillor Helliwell, seconded by Councillor Morrison: That Council award the Contract for the Municipal Hall Ventilation Upgrade to Island Temperature Controls for \$260,770 (not including GST). Carried Unanimously.

### **Development Services**

- 4) [21-350](#) Rezoning Application – 475 Kinver Street, Staff Report No. DEV-21-051

Councillor Brame recused herself and left the meeting at 8:07 PM due to a conflict of interest with proximity of her principal dwelling.

Councillor Helliwell recused himself and left the meeting at 8:07 PM due to a conflict of interest with proximity of his principal dwelling.

Planner presented a PowerPoint Presentation and responded to questions from Council.

Joanne Blain, *co-owner*, presented a PowerPoint Presentation and responded to questions from Council.

Council comments included:

- \* Concerns of density, massing, and impact to on-street parking.
- \* Exploring options to reduce the visual appearance of the massing including wall treatments and offsetting the placement of the windows.

Moved by Councillor Morrison, seconded by Councillor Vermeulen: That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2021, No. 3018, attached as Appendix A to Staff Report DEV-21-051, which would amend Zoning Bylaw, 1992, No. 2050, by amending the definition and regulations for secondary suites and by changing the zoning designation of 475 Kinver Street [PID 000-064-980; Parcel B (DD187669I) of Lots 1 and 2, Block 3, Section 11, Esquimalt District, Plan 6016], shown cross-hatched on Schedule 'A' of Bylaw No. 3018, from Two Family DADU Residential [RD-4] to Comprehensive Development District No. 135 [CD. No. 135], be given first reading, and that staff work with the applicant to address the comments made at the July 5th, 2021, Council meeting before returning for consideration of second reading. Carried.

In Favour: 6 - Mayor Desjardins, Councillor Armour, Councillor Brame, Councillor Helliwell, Councillor Morrison, and Councillor Vermeulen

Opposed: 1 - Councillor Hundleby

Council recessed at 8:58 p.m. and reconvened at 9:01 p.m. with all members of Council present including Councillor Brame and Councillor Helliwell who had recused themselves previously.

- 5) [21-368](#) Rezoning Application – 1131 Wychbury Avenue, Staff Report No. DEV-21-054

Director of Development Services presented a PowerPoint Presentation and responded to questions from Council.

The applicant was not able to be reached at the phone number provided.

Moved by Councillor Brame, seconded by Councillor Hundleby: That Council defer consideration of the following motion to the July 12, 2021 Council meeting:

1. That Council resolves that Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 3035 attached as Appendix 'A' to Staff Report DEV-21-054, which would amend Zoning Bylaw, 1992, No. 2050, by changing the zoning designation of 1131 Wychbury Avenue [PID 005-910-951, Lot 12, Block 1, Section 11, Esquimalt District, Plan 5725], shown cross-hatched on Schedule 'A' of Bylaw No. 3035, from Two Family DADU Residential [RD-4] to Comprehensive Development District No. 140 [CD. No. 140], be given first and second reading; and
2. That Council authorizes the Corporate Officer to schedule a Public Hearing for Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 3035, mail notices and advertise for same in the local newspaper. Carried Unanimously.

## 8. COMMUNICATIONS

### *For Council's Consideration*

- 1) [21-378](#) Email from Councilor Colleen Evans, City of Campbell River, dated June 28, 2021, Re: Follow-up to Social Procurement Presentation

Mayor Desjardins provided an overview of the membership and associated costs and Council comments included examples of other municipalities who have joined the membership and support from the Province.

Moved by Councillor Armour, seconded by Councillor Brame: That Council join the BCSPi as a one-year pilot funded from contingency this year and that the membership be added as a supplemental request in the 2022 budget for discussion. Carried.

In Favour: 6 - Mayor Desjardins, Councillor Armour, Councillor Brame, Councillor Helliwell, Councillor Hundleby, and Councillor Vermeulen

Opposed: 1 - Councillor Morrison

- 2) [21-379](#) Email from Rita Coshan, dated June 29, 2021, Re: Give a Shot Month Proclamation Request for August 2021

This item was received for information.

**9. NOTICE OF MOTION**

- 1) [21-381](#) Acknowledging Lekwungen traditional territories sites of cultural importance in Esquimalt and representing First Nations history and culture through art, Mayor Desjardins - For Introduction

This item was introduced and referred to the July 12, 2021 Council meeting for consideration.

**10. RISE AND REPORT**

- 1) [21-376](#) Appointment to APC Design Review Committee

At the June 28, 2021 *In Camera* meeting, Council passed the following Motion:

That Council appoints Graeme Verhulst to the APC Design Review Committee for a two-year term effective from July 1, 2021 to June 30, 2023, and that Council rise and report on the appointment at the call of the Chair.

**11. PUBLIC COMMENT PERIOD**

**Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.**

Lynda O'Keefe, *resident*, expressed appreciation to be attending Council meetings in person as restrictions relating to COVID-19 are relaxing and for the recent opening event held at the Esquimalt Town Square.

Doug Scott, *resident*, expressed appreciation to be attending Council meetings in person as restrictions relating to COVID-19 are relaxing.

**12. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Regular Council meeting be adjourned at 9:25 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS  
THIS 16TH DAY OF AUGUST, 2021

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DEBRA HOPKINS, CORPORATE OFFICER  
CERTIFIED CORRECT