



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

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

Monday, October 6, 2025

6:00 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 Andrea Boardman
Councillor Meagan Brame
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Regrets: 1 - Councillor Ken Armour

Staff: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate Officer
Ian Irvine, Director of Financial Services & IT
James Davison, Manager of Development Services
Kirsten Dafoe, Planner
Jonah Ross, Recording Secretary

1. CALL TO ORDER - WURTELE ROOM

Mayor Desjardins called the Regular Council meeting to order at 6:00 PM.

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

Moved by Councillor Brame, seconded by Councillor Cavens: That pursuant to Sections 90(1) (a), (j) and (k), and (2) (b) 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; information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the

interests of the municipality if they were held in public; and the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. Carried Unanimously.

II. CLOSED MEETING

III. RECONVENE THE REGULAR MEETING OF COUNCIL AT 7:00 PM IN COUNCIL CHAMBERS WITH MEMBERS OF THE PUBLIC IN ATTENDANCE

Moved by Councillor Morrison, seconded by Councillor Brame: That the Regular Meeting of Council be reconvened at 7:00 PM. Carried Unanimously.

Councillor Cavens recognized that we are on the unceded territory of the Songhees and Xwsepsem Nations. We thank them for caring for this land and look forward to working with them in partnership as we continue to build this great township together.

2. INTRODUCTION OF LATE ITEMS

1) [25-365](#) Late Correspondence

1. Add COMMUNICATIONS - For Council's Consideration as Item 9.1 and renumber the agenda accordingly.

- Sylvia Vink Re: Request for Approval, Poppy Campaign - received October 1, 2025

3. APPROVAL OF AGENDA

Moved by Councillor Morrison, seconded by Councillor Brame: That the email from Sylvia Vink, dated October 1, 2025, be added to the agenda under Communications - For Council's Consideration, as item number 9.1, and that the agenda be renumbered accordingly and approved as amended. Carried Unanimously.

4. PRESENTATION OF AWARDS OR HONOURS FROM COUNCIL

The Volunteer Spirit Award presented to Billie Field

It's my great pleasure to present the Volunteer Spirit Award today - an award that recognizes individuals who bring people together, strengthen our neighbourhoods, and make Esquimalt a better place to call home. Today's recipient truly embodies that spirit: Billie Field.

Billie has been the inspiration and driving force behind the creation of Anderson Park at the end of Anderson Avenue. She worked closely with the Township and community to bring her vision to life - and today, we have a

vibrant new gathering place where families, neighbours, and visitors can come together. Already, we've seen the park become a hub of activity, whether for special events or simply enjoying a summer afternoon. Billie also connected with local high school students, encouraging them to design murals that transformed unused spaces into something creative and welcoming.

What stands out most is Billie's deep sense of community. She is the kind of neighbour everyone hopes for - generous with her time, her vision, and her care for others. Through her efforts, she has not only improved the physical space around us but also strengthened the sense of belonging and connectedness in our neighbourhood.

Billie, on behalf of Council and the community, it is my honour to present you with the Volunteer Spirit Award. Thank you for your passion, your vision, and your dedication to making Esquimalt stronger and more connected.

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

There was no public input.

6. STAFF REPORTS

- 1) [25-347](#) Temporary Use Permit - 533 Admirals, Staff Report No. DEV-25-047

The Manager of Development Services introduced the report.

Bernie Dumas, applicant, presented a PowerPoint and responded to questions from Council.

Council comments included the following:

- The proposed use is temporary and will be helpful to the applicant.
- Allowing paid parking will benefit community members accessing nearby facilities and businesses.
- Businesses have identified parking as a challenge in the area.

Moved by Councillor Brame, seconded by Councillor Morrison: That Council approve the Temporary Use Permit for 533 Admirals Road to allow the temporary use of Commercial Parking as outlined in Staff Report DEV-25-047. Carried Unanimously.

- 2) [25-348](#) Covenant Modification – 622 Admirals, Staff Report No. DEV-25-048

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

Council comments included the following:

- Expanding the proposed covenant modification to permit commercial use without limiting it to medical businesses would provide greater flexibility.
- Commercial spaces are in high demand.
- Broadening the covenant now will allow flexibility for future tenants without applying for further modifications.
- Converting an amenity space could be of concern for current residents of the building.

Moved by Councillor Morrison, seconded by Councillor Brame: That Council direct staff to modify the existing S.219 Covenant CA3608095 to permit commercial space within the 180m² of first floor space as described within Staff Report No. DEV-25-048. Carried Unanimously.

Miroslav Paprotny, applicant representative, responded to questions from Council.

7. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING

- 1) [25-349](#) 2026 Permissive Tax Exemptions, Staff Report No. FIN-25-009

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

Council comments included the following:

- Proposed funding terms expire in 2027, which will allow the next Council to make funding decisions for their term.
- Extending the exemption period for the parcel at 801 Devonshire to include 2027 to align with other parcels would be preferred.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council direct staff to extend the exemption term for the parcel at 801 Devonshire Road until 2027. Carried Unanimously.

Council comments continued:

- Island Corridor Foundation (ICF) traditionally receives exemptions from all other local governments that it crosses.
- Discussions regarding potential uses for the rail corridor are ongoing, and will be resolved by the end of the proposed exemption term.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council give first reading to Tax Exemption (Non-Profit Organizations) Bylaw 2025 No. 3169. Carried Unanimously.

Moved by Mayor Desjardins, seconded by Councillor Brame: That Bylaw No. 3169 be amended to include approval for tax exemptions requested by the

Island Corridor Foundation for 2026 and 2027. Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council give second and third reading to Tax Exemption (Non-Profit Organizations) Bylaw 2025 No. 3169, as amended. Carried Unanimously.

2) [25-360](#) Council Procedure Bylaw Amendments, Staff Report No. ADM-25-044

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

Council comments included the following:

- Public input opportunities allow Council to hear from community members affected by decision-making, and allow for better decisions to be made.
- Ensuring the public is able to provide input at meetings is important to the community and to Council, and enforcing restrictions can be challenging.
- Risks associated with perceived public hearings could be managed through further training or orientation for Council.
- Public input opportunities allow the community to raise important concerns that may otherwise be missed.
- Hearing from developers and community members throughout decision-making processes is important for making decisions on the future of the community.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council give first reading to Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2025, No. 3170. Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Bylaw No. 3170 be amended to remove sections 9, 11, 12 and 13. Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council give second and third reading to Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2025, No. 3170, as amended. Carried Unanimously.

3) [25-333](#) Zoning Bylaw Amendment – Removal of Temporary Use Permit Section, Staff Report No. DEV-25-046

The Manager of Development Services introduced the Bylaw and responded to questions from Council.

Moved by Councillor Brame, seconded by Councillor Helliwell: That Council gives three readings and adopts Zoning Bylaw, 1992, No. 2050,

Amendment Bylaw, 2025, No. 3174. Carried Unanimously.

- 4) [25-354](#) Freedom of Information Bylaw, Staff Report No. ADM-25-051

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

Moved by Councillor Helliwell, seconded by Councillor Boardman: That Council give three readings to Freedom of Information Bylaw, 2025, No. 3177. Carried Unanimously.

8. REPORTS / MINUTES FROM COMMITTEES

- 1) [25-361](#) Proposed Amendments to the Capital West Accessibility Advisory Committee Terms of Reference, Staff Report No. ADM-25-052

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

Moved by Councillor Brame, seconded by Councillor Boardman: That Council approve the amendments to the Capital West Accessibility Advisory Committee Terms of Reference by adding "7) Roundtable Discussion" to Section 5.4 and renumbering the subsequent order of business, and adding Section 5.5 outlining provisions for the roundtable discussion and renumbering the remainder of the section, as outlined in Staff Report No. ADM-25-052. Carried Unanimously.

9. COMMUNICATIONS

For Council's Consideration

- 1) [25-377](#) Email from Sylvia Vink dated October 1, 2025 re: 2025 Poppy Campaign

Moved by Councillor Morrison, seconded by Councillor Brame: That Council authorize the request by the Esquimalt-Dockyard Branch 172 Legion to distribute Remembrance Day poppies within the Township of Esquimalt, from October 24 - November 10, 2025. Carried Unanimously.

10. PUBLIC COMMENT PERIOD

There was no public input.

11. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Helliwell: That the the Regular Council meeting be adjourned at 8:10 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF , 2025

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT