



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

Committee of the Whole

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

Monday, June 15, 2026

6:00 PM

Esquimalt Council Chambers

Present 5 - Mayor Barbara Desjardins
 Councillor Andrea Boardman
 Councillor Meagan Brame
 Councillor Duncan Cavens
 Councillor Tim Morrison

Regrets 2 - Councillor Ken Armour
 Councillor Jacob Helliwell

Councillor Boardman joined the meeting via conference call.

Staff: Ian Irving, Acting Chief Administrative Officer
 Sarah Holloway, Deputy Corporate Officer/Manager of
 Corporate Services
 Bill Brown, Director of Development Services
 Victoria McKean, Recording Secretary

1. **CALL TO ORDER**

Councillor Cavens, Chair, called the meeting to order at 6:00 PM.

Mayor Desjardins acknowledged with respect the Songhees and Xwsepsem Nations on whose traditional territory the Township stands, and acknowledged the upcoming National Indigenous Peoples Day on June 21st, 2026.

2. **INTRODUCTION OF LATE ITEMS**

1) [26-247](#) Late Correspondence

1) Item 6.1 - Delegation - 903 Admirals Road
- Vijay Bhangu - received June 13, 2026

2) Item 6.2 - Delegation - Christina Stack - Short Term Rentals
- Barb Smith - received June 11, 2026
- Jacquie Andersen - received June 15, 2026

3. **APPROVAL OF THE AGENDA**

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

4. ADOPTION OF MINUTES

- 1) [26-220](#) Minutes of the Committee of the Whole meeting held on May 11, 2026
- 2) [26-224](#) Minutes of the Special Committee of the Whole meeting held on May 25, 2026

Moved by Councillor Brame, seconded by Mayor Desjardins: That the minutes of the Committee of the Whole meeting held on May 11, 2026 and the Special Committee of the Whole meeting held on May 25, 2026 be adopted as circulated. Carried Unanimously.

5. PUBLIC INPUT ON ITEM 6

Rachel Sansom, non-resident, spoke on behalf of the owner of 903 Admirals Road and expressed concern about procedural fairness regarding a delegation appearing before Council about the Development Permit for 903 Admirals Road before the application has been before Council.

Nancy Payne, resident, encouraged Council to permit short-term rentals in Esquimalt as the Township currently has limited hotel capacity Short-term rentals can benefit members of the community who require or prefer private, home-like accommodation while traveling, as well as provide an additional source of income, protect the Township's tax revenue, and support economic activity.

Valerie Hostetler, resident, expressed support for the Interpretive Platform and Pollinator Park as a place for the community to gather, learn, and enjoy nature in an accessible setting and emphasized that the proposed park could be used by many diverse groups such as seniors, schoolchildren, and persons with disabilities.

6. PRESENTATIONS AND DELEGATIONS***Delegations***

- 1) [26-230](#) Delegation - 903 Admirals Road

Graham Tarling, Esquimalt Climate Organizers, presented a PowerPoint to Committee of the Whole on tree protection at 903 Admirals Road.

- 2) [26-241](#) Delegation - Christina Stack - Short Term Rentals

Christina Stack presented a PowerPoint to Committee of the Whole on Short Term Rentals in Esquimalt.

Staff responded to questions from Committee of the Whole.

Presentations**3) [26-229](#) Presentation - Victoria Regional Transit Plan**

Levi Megenbir, Manager of Service Planning and Elise Wren, Manager of Government Relations, presented a PowerPoint to Committee of the Whole on the Victoria Regional Transit Plan and responded to questions from Committee of the Whole.

4) [26-235](#) Presentation - West Bay Residents Association and Habitat Acquisition Trust - Interpretive Platform and Pollinator Park

Vanessa Brownley, Habitat Acquisition Trust and Rozlynn Mitchell, West Bay Residents Association presented a PowerPoint to Committee of the Whole and responded to questions from the Committee of the Whole.

Committee of the Whole comments included the following:

- This project may be of interest for the next Council term and might be considered within the context of the Parks Master Plan.

Moved by Councillor Morrison, seconded by Mayor Desjardins: That the Committee of the Whole recommend that Council refer the presentation from the West Bay Residents Association and the Habitat Acquisition Trust regarding the proposed Interpretive Platform and Pollinator Park to staff for a report back to Council to allow for discussion and consideration of inclusion into future priority planning. Carried Unanimously.

5) [26-242](#) Council Discussion with Chairs of Advisory Bodies on:

1. How the committee is functioning and fulfilling its role as an advisory body to Council;
2. Evaluating communication between Council, staff, and its advisory bodies and how to maintain ongoing communication; and
3. Suggesting future enhancements to add further value to the committee

Nathaniel Sukhdeo, Chair of the Advisory Planning Commission, provided an update to Council:

- The Commission is interested in being involved in the review of the Official Community Plan, commercial development, and other broader policy discussions in order to inform the Commission's recommendations to Council;
- There is still interest in greater collaboration between the Advisory Planning Commission and the Design Review Committee as the Commission often wonders what the Design Review Committee is recommending to Council.

Tara Todesco, Chair of the Design Review Committee, provided an update to Council:

- The Design Review Committee is interested in engaging with the Official Community Plan and Development Permit Guidelines and understanding with greater clarity how these documents inform the Committee's review process and recommendations to Council;
- When reviewing applications, the Committee often has extensive conversations about community green space and tree canopy retention;
- The Committee would benefit from greater clarity on Council decision-making, specifically regarding exemptions or departures from Development Permit Guidelines and the Official Community Plan, in order to provide strong recommendations to Council;
- The Committee is interested in additional opportunity to provide feedback on the Development Capacity Study and Small-Scale Multi-Unit Housing;
- The diversity of the Committee's membership was highlighted, noting the various professional backgrounds that are represented amongst the Committee's membership.

Shona Athey, Chair of the Environment, Parks and Recreation Advisory Committee provided an update to Council:

- Committee members are devoted, prepared, knowledgeable, and bring great insight and great subject matter expertise as well as an important youth perspective through the Youth Representatives on the Committee;
- The Committee is functioning well and fulfilling its advisory role to Council, providing a diversity of perspectives, thoughtful comments and a strong culture of respect and collaboration between Committee members and good communication with staff;
- A stronger feedback loop between the Committee and Council on Council's decision-making process may be beneficial to assist the Committee in providing strong, relevant recommendations;
- The Committee may be enhanced by additional opportunity to receive presentations from community organizations;
- The Committee would be interested in the opportunity to provide a perspective on parks and community green space during the Official Community Plan review;
- Support was expressed for the continued inclusion of Youth Representatives as they provide an important perspective on the Committee.

Madison Sutcliffe, Esquimalt's citizen representative on the Capital West Accessibility Advisory Committee provided an update to Council:

- The Committee is still in the early stage of development with progress still to be made to achieve full citizen representative membership which may be improved by stronger recruitment processes and community awareness amongst the seven partner municipalities;
- The Committee has the opportunity to leverage events such as Accessibility Week to enhance the visibility of the Committee;
- Unpaid volunteerism may represent a barrier for individuals who experience financial hardship as a result of their disability, supporting these individuals with remuneration or compensation through honorariums, recreation passes, gift cards, etc., may result in more citizen representatives on the Committee;
- Communication between the Committee and the seven partner Councils is in development and enhancement here would be a great benefit, especially with respect to updates to each municipality's Accessibility Plan.

7. PUBLIC COMMENT PERIOD

There was no public comment.

8. ADJOURNMENT

Moved by Councillor Brame, seconded by Mayor Desjardins: That the meeting be adjourned at 7:55 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF , 2026

SARAH HOLLOWAY,
DEPUTY CORPORATE OFFICER
CERTIFIED CORRECT