



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Minutes - Draft

### Council

---

Monday, June 1, 2026

6:00 PM

Esquimalt Municipal Hall

---

#### THE REGULAR MEETING OF COUNCIL RECONVENES AT 7:00 PM WITH MEMBERS OF THE PUBLIC IN ATTENDANCE

**Present:** 6 - Mayor Barbara Desjardins  
Councillor Ken Armour  
Councillor Andrea Boardman  
Councillor Meagan Brame  
Councillor Jacob Helliwell  
Councillor Tim Morrison

**Regrets:** 1 - Councillor Duncan Cavens

**Staff:** Steve Knoke, Director of Parks & Recreation/Acting CAO  
Deb Hopkins, Director of Corporate Services/  
Corporate Officer  
Bill Brown, Director of Development Services  
Terése Finegan, Manager of Economic Development  
Tara Zajac, Manager of Communications  
Alex Tang, Planner  
Jonah Ross, Recording Secretary

#### 1. CALL TO ORDER - WURTELE ROOM

Mayor Desjardins called the Regular Council meeting to order at 6:01 PM.

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

Moved by Councillor Brame, seconded by Councillor Armour: That pursuant to Section 90 (1) (a), (f) and (g) 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; law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and litigation or potential litigation affecting the municipality. 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 Brame, seconded by Councillor Morrison: That the Regular Council meeting be reconvened at 7:00 PM. Carried Unanimously.

Councillor Morrison recognized and acknowledged the Songhees Nation and X<sup>w</sup>sepsəm Nation on whose traditional territory we live, we learn, and we do our work.

**2. INTRODUCTION OF LATE ITEMS**

There were no late items.

**3. APPROVAL OF AGENDA**

Moved by Councillor Brame, seconded by Councillor Helliwell: That the agenda be approved as circulated. Carried Unanimously.

**4. PRESENTATION OF AWARDS OR HONOURS FROM COUNCIL  
The Volunteer Spirit Award presented to Carolyn Mclsaac**

It is my pleasure to present this Township of Esquimalt Volunteer Spirit Award to Carolyn Mclsaac. This award recognizes individuals whose dedication, generosity, and community spirit help make Esquimalt such a vibrant and caring place to live. Carolyn has quietly and consistently contributed to our community for many years through her volunteer work with both the Township Community Arts Council and the Esquimalt Chamber of Commerce.

Since 2014, the Township Community Arts Council has brought art, music, theatre, and cultural enrichment to residents and visitors throughout the region. Behind the scenes, Carolyn played an essential role in helping that work happen. For nearly 10 years, she volunteered as the TCAC bookkeeper, providing meticulous attention to detail and ensuring the organization remained financially strong and accountable. Every bill was paid, every grant report completed, and every financial review carefully managed. Her professionalism and reliability gave the organization a solid foundation.

But Carolyn's contributions went far beyond bookkeeping. She also volunteered at events, staffed welcome tables, and supported countless behind-the-scenes activities - always willing to help whenever needed, always wearing appropriate costume as necessary.

The Esquimalt Chamber of Commerce also spoke very highly of Carolyn's

contributions. During her years with the Chamber, she helped restructure financial systems and became a trusted and welcoming presence for local business owners.

Although Carolyn may describe herself as someone who prefers to work quietly behind the scenes, her warmth, kindness, and genuine desire to help others made a lasting impression on everyone she met. Carolyn represents the very best of volunteerism in Esquimalt - dedication without seeking recognition, service without expectation, and a true commitment to community.

On behalf of Council and the Township of Esquimalt, thank you, Carolyn, for your many years of outstanding volunteer service and for the positive impact you have made in our community.

**5. PUBLIC INPUT ON AGENDA ITEMS 6, 7, 8, 9, AND 10**

There was no public input.

**6. STAFF REPORTS**

- 1) [26-195](#) Development Variance Permit Application – 604 Nelson Street, Staff Report No. DEV-26-026

Alex Tang, Planner, introduced the report and responded to questions from Council.

Gurkiran Dhaliwal, representing the applicant, responded to questions from Council.

Council comments included the following:

- Replacing concrete with brickwork to deter graffiti is preferred, where possible.
- The variance is minor, and the design has been improved through updates.
- Adjusting the design to soften the concrete wall would be beneficial.

Moved by Councillor Helliwell, seconded by Councillor Brame: That Council approve Development Permit No. DP000244 Amendment No. 1 and Development Variance Permit No. DVP00182 for the variances requested to accommodate an underground parkade at 604 Nelson Street as outlined in Staff Report DEV-26-026. Carried Unanimously.

- 2) [26-214](#) 2025 Annual Report, Staff Report No. ADM-26-027

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

Council commented that staff's work on the Annual Report is recognized and appreciated.

Moved by Councillor Armour, seconded by Councillor Brame: That Council adopt the 2025 Annual Report as attached to Staff Report No. ADM-26-027. Carried Unanimously.

**7. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING**

- 1) [26-188](#) Revising the Inter-Community Business Licence Bylaw, Staff Report No. SI-26-012

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

Council commented that efforts to reduce costs for businesses are supportable.

Moved by Councillor Brame, seconded by Councillor Morrison: That Council:

1. Give three readings to Vancouver Island Inter-Community Business Licence Bylaw, 2026, No. 3189; and

2. Authorize the Mayor and Corporate Officer to execute the Vancouver Island Inter-Community Business Licence Agreement on behalf of the Township of Esquimalt upon adoption of Bylaw No. 3189. Carried Unanimously.

**8. REPORTS / MINUTES FROM COMMITTEES**

- 1) [26-218](#) May 25, 2026 Special Committee of the Whole Resolutions to be Ratified

Moved by Councillor Helliwell, seconded by Councillor Boardman: That the following resolution from the May 25, 2026 Special Committee of the Whole meeting be ratified:

1. Development Services, First Period Report 2026, Staff Report No. DEV-26-024

That staff be directed to include tabular data on the number of housing types per category on future Development Services Period Reports.

Council comments included the following:

- Assessing data for a single point in time is a challenge.
- Understanding data over time is important for decision-making.

Moved by Councillor Boardman, seconded by Councillor Brame: That the main motion be amended to direct staff to include trends over time. Carried Unanimously.

Main Motion as Amended:

Moved by Councillor Helliwell, seconded by Councillor Boardman:

That staff be directed to include tabular data on the number of housing types per category on future Development Services Period Reports, and that tabular data include trends over time. Carried Unanimously.

**9. COMMUNICATIONS**

***For Council's Information***

- 1) [26-213](#) E-mail from the Victoria Family Court and Youth Justice Committee dated May 20, 2026 re: 2025 Annual Report

This correspondence was received for information.

**10. NOTICE OF MOTION**

- 1) [26-217](#) Bylaw Amendments for Community Sharing Boxes - Councillor Cavens - For Introduction

This Notice of Motion was introduced and will be discussed at the June 22, 2026 Regular Council meeting.

**11. PUBLIC COMMENT PERIOD**

There was no public input.

**12. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Helliwell: That the Regular Council meeting held June 1, 2026 be adjourned at 7:41 PM. Carried Unanimously.

\_\_\_\_\_  
MAYOR BARBARA DESJARDINS

THIS      DAY OF      , 2026

\_\_\_\_\_  
DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT