



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

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

Monday, July 6, 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: 7 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Meagan Brame
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Staff: Dan Horan, CAO
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
Charles Davie, Manager of Engineering
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 Section 90 (1) (a) 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. 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 Helliwell:

That the Regular Council meeting be reconvened at 7:00 PM.
Carried Unanimously.

Councillor Boardman acknowledged the Lekwungen-speaking people on whose territory this Township building stands. We recognize and respect the First Nations governments of both the X^wsepsəm, known as the Esquimalt Nation, and the Songhees Nation.

Mayor Desjardins acknowledged the passing of longtime Esquimalt resident Mr. David Owen Jones, who passed away just days before his 100th birthday. Mr. Jones lived on Paradise Street, across from Captain Jacobson Park, for more than 72 years. Residents often recall seeing him in his garden, where he welcomed passersby with candy, shared his dahlias, and recounted stories about the history of the neighbourhood.

After serving in the Merchant Navy during the Second World War, Mr. Jones returned to Esquimalt in 1949. He initially rented a home on Wollaston Street before purchasing the Paradise Street family home from his mother. Throughout his career, he worked at the Dockyard in Harbercraft, Boiler Shop, Riggers, Stores, and Motor Transport. Mr. Jones was particularly proud of his involvement in the 1971 Royal Tour, during which he was entrusted with driving the Queen's ladies-in-waiting.

He was deeply connected to the Esquimalt community and took great pleasure in sharing stories with neighbours and visitors. He was especially known for his generosity toward local children, always carrying candy in his pocket and providing ice cream treats. Many residents also appreciated his firsthand recollections of the area's history, including stories of what is now Captain Jacobson Park, which he remembered before it was infilled. Mr. Jones will be greatly missed, and his loss is being deeply felt throughout the West Bay community.

2. INTRODUCTION OF LATE ITEMS

1) [26-272](#) Late Correspondence

1) Item 7.1 - Recreation Strategic Plan, Staff Report No. P&R-26-010

- Blake Crouch - received July 2, 2026

2) Item 7.5 - Development Permit Application - 903 Admirals Road - Staff Report No. DEV-26-030

- John Antill - received June 29, 2026
- Brendan Carver - received June 29, 2026
- Andrew Holenchuk - received June 29, 2026
- Darlene Scarr - received June 30, 2026
- Alexander Westersund - received June 30, 2026

- Darrell Stubbs & Rosa Powell - received June 30, 2026
- Michael Bell - received July 2, 2026
- Robinder Heer - received July 2, 2026
- Carolyn Gregg - received July 2, 2026
- Sean Bray - received July 2, 2026
- Naomi Ellis - received July 3, 2026
- Blake Crouch - received July 3, 2026
- Linda Jeaurond - received July 3, 2026
- Michael Polanyi - received July 3, 2026
- Kierin Mackenzie - received July 3, 2026
- Brian Shaw - received July 3, 2026
- Michelle Mares - received July 3, 2026
- Graham Tarling, Esquimalt Climate Organizers and Creatively United for the Planet Society - received July 3, 2026
- Kate Siobhan Mulligan - received July 3, 2026
- Vijay Bhangu - received July 3, 2026
- Dennis Murch - received July 3, 2026
- Stephen Gregg - received July 3, 2026
- Barbara Pelman - received July 3, 2026
- Lisa Jeffery - received July 4, 2026
- Jason Gregg - received July 4, 2026
- Jean-Louis Benard - received July 4, 2026
- Stephen Eady and Anne Walsh - received July 4, 2026
- Valencia Dsouza - received July 5, 2026
- Kim Vis - received July 5, 2026
- Ida Watson - received July 5, 2026
- Don & Shirley Cherry - received July 5, 2026
- Ross Todd - received July 5, 2026
- Jodi Shouting - received July 6, 2026
- Frances Litman, Creatively United for the Planet Society - received July 6, 2026
- Giovanni Attene - received July 6, 2026

3. APPROVAL OF AGENDA

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

4. ADOPTION OF MINUTES

- 1) [26-268](#) Minutes of the Regular Council meeting held on May 4, 2026 - amended
- 2) [26-266](#) Minutes of the Regular Council meeting held on June 22, 2026

The amended minutes of the Regular Council meeting held on May 4, 2026

were brought forward for Council's consideration in order to correct the motion under agenda item 7.1.

Moved by Councillor Brame, seconded by Councillor Cavens: That the amended minutes of the Regular Council meeting held on May 4, 2026, and the minutes of the Regular Council meeting held on June 22, 2026 be adopted as circulated. Carried Unanimously.

**5. BYLAWS FOR ADOPTION OR FIRST AND SECOND READING
THAT ARE SUBJECT TO A PUBLIC HEARING**

For Adoption

- 1) [26-261](#) Adoption of Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2026, No. 3190, Staff Report No. ADM-26-033

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council adopt Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2026, No. 3190. Carried Unanimously.

6. PUBLIC INPUT ON AGENDA ITEMS 7 AND 8

Development Permit Application - 903 Admirals Road - Staff Report No. DEV-26-030

Robert MacIsaac, resident, expressed support for the application, as it provides needed family-oriented townhouses, and the revised landscape plan balances environmental stewardship with the need for new housing; replacement trees will be planted, and the applicant has committed to contributing funding for additional trees to be planted by the Township.

Graeme Tarling, resident, spoke against the application, noting that the APC Design Review Committee (DRC) recommendation raised concerns regarding the proposed footprint due to its impacts on the natural environment, which have not been addressed in the updated design; an alternative design could better preserve trees by reworking on-site parking.

Frances Litman, resident, spoke against the application as it has not addressed concerns raised in the DRC's recommendations to Council, its on-site parking provisions should be reduced to preserve trees, and the proposal should not proceed until the Township's tree canopy inventory update is complete.

Dan Igaz, resident, spoke against the application, due to concerns regarding the application's consistency with Development Permit Area (DPA) 1 guidelines, and the loss of trees required for the current design. An

alternative design could be explored within the limits approved during the rezoning process in order to better meet DPA guidelines, and balance the developer's needs with environmental concerns.

Greg Rabski, resident, spoke in support of the application, noting that the proposal is an appropriate size for families and fit in with the surrounding townhouses in the neighbourhood. The updated landscape plan addresses concerns raised by the DRC, with efforts to incorporate new trees and contribute funds in support of future trees.

Andrew Holenchuk, resident, expressed support for the application as its location is ideal for increased density, being on a major transportation corridor and within walking distance of schools, parks, shopping, CFB Esquimalt, and amenities. The property is surrounded by other townhouses, and provides unit sizes which are needed in the community.

Cam Harris, non-resident, expressed support for the application as parking provisions are sufficient to prevent overflow on streets, the exterior decks will provide extra space for families to play, and the increased density is appropriate for the lot and neighbourhood.

7. STAFF REPORTS

1) [26-254](#) Recreation Strategic Plan, Staff Report No. P&R-26-010

The Director of Parks and Recreation introduced the staff report. Quentin Talbot, consultant, gave a presentation and responded to questions from Council.

Council comments included the following:

- The Strategic Plan is comprehensive, and clearly lays out current strengths, future needs, and opportunities for improvement within current facilities.
- The Township is a leading provider of recreation opportunities, and draws residents from across the region; given the cost pressures associated with delivering this service, a more balanced approach is needed, such as through differentiated access for residents or encouraging other municipalities to increase access across the region.
- Within a regional community, a holistic and cooperative approach could help avoid a scenario where recreation access becomes fragmented by each municipality implementing differentiated access.
- While a broad discussion of differentiated access may not be needed in the short term, there are multiple facilities in the region that are scheduled to close down, which is expected to increase demand from neighbouring municipalities, on top of the Township's own growth; certain high-demand programs may benefit from a targeted discussion to ensure the community's needs are met.

Moved by Councillor Armour, seconded by Councillor Morrison: That Council receive the Recreation Strategic Plan presentation for information, and direct staff to incorporate the Strategic Plan directions and actions into future financial planning, capital planning, and service delivery frameworks. Carried Unanimously.

Moved by Councillor Armour, seconded by Councillor Morrison: That agenda items 7.2, 7.3, and 7.4 be tabled to allow for consideration of agenda item 7.5 in advance of those items. Carried Unanimously.

Council recessed at 8:23 PM and reconvened at 8:29 PM with all members of Council present.

5) [26-236](#) Development Permit Application - 903 Admirals Road - Staff Report No. DEV-26-030

The Director of Development Services introduced the report and gave a presentation.

Rachel Sansom, Don Skinner, and Keegan Durovich, applicant representatives, presented a PowerPoint and responded to questions from Council.

Council comments included the following:

- The proposal to remove trees is concerning, however the arborist's report provides some reassurance.
- Additional trees and increased permeable surfaces have been incorporated in the updated landscape plan, and the applicant has confirmed that opportunities to salvage native plants will be considered.
- The proposed townhouse units are a housing type which is needed, and will fit in with the neighbourhood.
- Updates to the landscape plan have improved tree retention while still meeting community needs for missing middle housing.
- The application substantially conforms with the framework set out in the applicable Township's Development Permit Areas (DPAs).
- The loss of mature trees is concerning, but based on their locations and the approved zoning for the site, there is also concern that denying the application in its current form would not lead to a better outcome.
- The Township's Official Community Plan and DPAs need to be amended to better serve applicants and community members, and account for sites like this; regulations should focus more on tree retention and cover, and provide a detailed prioritization.
- There is interest in reviewing the sequencing of rezoning and development permit applications, and comparing options for their consideration as individual items, or together as packages.

Moved by Councillor Brame, seconded by Councillor Helliwell: That

Council approve the development permit DP000266 authorizing the form and character of the proposed townhouse residential development consistent with the architectural plans provided by Adapt Design Inc and landscape plan provided by Greenspace Designs, to be located at 903 Admirals Road attached as Appendix "A" of staff report DEV-26-030. Carried Unanimously.

2) [26-258](#) Facilities Asset Management Plan, Staff Report No. EPW-26-008

The Director of Engineering & Public Works introduced the report. Rhonda Henry, Justin McDonald, and Cameron Landsky, consultants, gave a presentation and, with staff, responded to questions from Council.

Council commented that adjusting the wording of section b) of the staff recommendation to reflect asset management funding as ongoing would be preferred.

Moved by Councillor Armour, seconded by Councillor Cavens: That Council:

- a) receive the Facilities Asset Management Plan for information;
 - b) direct staff to request increased infrastructure funding as part of the annual budget process;
 - c) direct staff to implement the Facilities Asset Management Plan based on available funding;
 - d) direct staff to explore future uses of the Temporary Fire Hall; and
 - e) direct staff to update the status of the Facilities Asset Management Plan Council Priority Project to complete;
- as described in Staff Report EPW-26-008.

Moved by Councillor Armour, seconded by Councillor Cavens: That section b) of the main motion be amended to add "continue to" before "request," and strike out "increased". Carried Unanimously.

Council comments continued on the main motion as amended:

- The report is thorough, and clearly lays out the current state of assets and path forward.
- Most major buildings are in a good state, which reflects staff's successful maintenance planning.
- Older assets are in very good shape despite their age, but the cost of replacement should not be overlooked.
- The report aligns with Recreation Strategic Plan in recommending opportunities to modernize existing assets ahead of expansion.
- The Archie Browning Sports Centre's estimated lifespan is impressive, and underscores the value and importance of proactive maintenance.
- For any future facility replacements, facilities should remain open while replacements are constructed where possible.

- Funding proactive maintenance work can seem expensive in the short term, but is worthwhile for long term savings.
- The Temporary Fire Hall presents a significant opportunity; all options should be explored, and the building's short lifespan should be taken into consideration.

Main Motion as Amended:

Moved by Councillor Armour, seconded by Councillor Cavens: That Council:

- a) receive the Facilities Asset Management Plan for information;
 - b) direct staff to continue to request infrastructure funding as part of the annual budget process;
 - c) direct staff to implement the Facilities Asset Management Plan based on available funding;
 - d) direct staff to explore future uses of the Temporary Fire Hall; and
 - e) direct staff to update the status of the Facilities Asset Management Plan Council Priority Project to complete;
- as described in Staff Report EPW-26-008. Carried Unanimously.

Council commented that further information is needed regarding Chafe House in order to determine future options for the asset.

Moved by Councillor Boardman, seconded by Councillor Brame: That Council direct staff to prepare an impact assessment for an options analysis for Chafe House to be completed prior to the next Council's priority setting workshop. Carried Unanimously.

- 3) [26-257](#) Kinver Street, Heald Avenue and Swinford Street Sidewalk Upgrades - Construction Contract Award, Staff Report No. EPW-26-006

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

Moved by Councillor Boardman, seconded by Councillor Brame: That Council award a construction contract (ENG #26-02), including provisional items and future change orders within the approved budget, to Sparker Construction Ltd. in the amount of \$561,519.52, for Kinver Street, Heald Avenue and Swinford Street Sidewalk Upgrades, as described in Staff Report EPW-26-006. Carried Unanimously.

- 4) [26-259](#) Esquimalt Road Phase 2 - Construction Contract Award - Staff Report No. EPW-26-007

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

Council noted that the funding is largely for infrastructure and paving work, with \$250,000 for cycling improvements and \$150,000 for pedestrian

improvements.

Moved by Councillor Armour, seconded by Councillor Brame: That Council award a construction contract (ENG #26-03), including optional and provisional work and future change orders within the approved budget, to Hazelwood Construction Services Inc. in the amount of \$3,616,759.80, for Esquimalt Road Phase 2 - Active Transportation Improvements and Underground Utility Renewals project, as described in Staff Report EPW-26-007. Carried Unanimously.

8. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING

- 1) [26-255](#) Parks and Recreation 2027 Fees and Charges Bylaw, Staff Report No. P&R-26-009

The Director of Parks and Recreation introduced the staff report and responded to questions from Council.

Council comments included the following:

- While increases are not proposed for the purpose of generating revenue, they mitigate tax rate increases by improving cost recovery.
- Raising fees and charges can be challenging for the community, but is necessary.

Moved by Councillor Armour, seconded by Councillor Brame: That Council give first, second, and third readings to Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2026, No. 3192. Carried Unanimously.

9. PUBLIC COMMENT PERIOD

There was no public input.

10. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Boardman: That the Regular Council meeting be adjourned at 10:28 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS TH DAY OF , 2026

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT