



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

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

Special Committee of the Whole

Monday, September 29, 2025

5:45 PM

Esquimalt Council Chambers

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, Chief Administrative Officer

Deb Hopkins, Director of Corporate Services/Corporate Officer

Joel Clary, Director of Engineering & Public Works

Matt Furlot, Fire Chief

Judy Kitts, Director of Strategic Initiatives & Community

Safety

Steve Knoke, Director of Parks & Recreation

James Davison, Manager of Development Services

Kulpreet Munde, Emergency Program Manager

Terése Finegan, Manager of Economic Development

Jonah Ross, Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Special Committee of the Whole meeting to order at 5:45 PM.

Mayor Desjardins expressed appreciation for those attending the meeting in orange shirts, and highlighted the upcoming National Day for Truth and Reconciliation as a starting point for further actions and ideas that we need to follow through on.

2. INTRODUCTION OF LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

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

4. PERIOD STAFF REPORTS

- 1) [25-350](#) CAO - 2025 Second Period Report, Staff Report No. ADM-25-50

The CAO presented a PowerPoint on the updated Council Priorities Plan from the Second Period of 2025 and responded to questions from the Committee of the Whole.

The Committee requested that staff distinguish ongoing processes from completed projects in future Council Priorities Plan reporting.

- 2) [25-340](#) Corporate Services - 2025 Second Period Report, Staff Report No. ADM-25-041

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

The Committee commented that reporting on staff time distribution provides helpful insights, and could be beneficial for other departments in future Period Reports.

- 3) [25-343](#) Development Services 2025 Second Period Report, Staff Report No. DEV-25-045

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

- 4) [25-342](#) Engineering & Public Works Departments - 2025 Second Period Report, Staff Report No. EPW-25-015

The Director of Engineering and Public Works introduced the report and responded to questions from the Committee of the Whole.

- 5) [25-332](#) Financial Services and IT Departments - 2025 Second Period Report, Staff Report No. FIN-25-010

The Director of Financial Services and IT Services introduced the report and responded to questions from the Committee of the Whole.

- 6) [25-336](#) Fire Department & Emergency Management Program - 2025 Second Period Report, Staff Report No. FIRE-25-008

The Fire Chief introduced the report, and the Emergency Program Manager responded to questions from the Committee of the Whole.

- 7) [25-331](#) Human Resources & Community Relations – 2025 Second Period Report

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

- 8) [25-338](#) Parks and Recreation- 2025 Second Period Report, Staff Report No. P&R-25-009

The Director of Parks and Recreation introduced the report and responded to questions from the Committee of the Whole.

The Committee congratulated the Parks and Recreation Department for winning the Excellence in Service Delivery Award at the Union of BC Municipalities (UBCM) Community Excellence Awards.

- 9) [25-346](#) Community Safety and Strategic Initiatives - 2025 Second Period Report, Staff Report No. CSS-25-004

The Director of Community Safety and Strategic Initiatives introduced the report and responded to questions from the Committee of the Whole.

Moved by Councillor Morrison, seconded by Councillor Cavens: That the Committee of the Whole recommend that Council endorse the Council Priorities Plan. Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Brame: That the Committee of the Whole receive the 2025 second period reports for information. Carried Unanimously.

5. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Cavens: That the Special Committee of the Whole be adjourned at 7:21 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF , 2025

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT