



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

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

Special Committee of the Whole

Monday, January 27, 2025

5:45 PM

Esquimalt Council Chambers

Present 5 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Jacob Helliwell
Councillor Tim Morrison

Regrets 1 - Councillor Duncan Cavens

Staff: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate
Officer
Bill Brown, Director of Development Services
Joel Clary, Director of Engineering & Public Works
Ian Irvine, Director of Financial Services & IT
Matt Furlot, Fire Chief
Vicki Gannon, Director of HR & Community Relations
Steve Knoke, Director of Parks & Recreation
Tara Zajac, Manager of Communications
Sarah Holloway, Manager of Corporate Services/Deputy
Corporate Officer

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

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

4. PERIOD STAFF REPORTS

1) [25-048](#) CAO - 2024 3rd Period Report, Staff Report No. ADM-25-009

The Chief Administrative Officer (CAO) introduced the report to the

Committee of the Whole.

- 2) [25-017](#) Corporate Services - 2024 Third Period Report, Staff Report ADM-25-001

The Director of Corporate Services introduced the report to the Committee of the Whole.

- 3) [25-022](#) Community Safety Services - 2024 3rd Period Report, Staff Report CSS-25-001

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

The CAO provided an update on the competition for the vacant Director of Community Safety Services position.

- 4) [25-024](#) Development Services Third Period Report - 2024

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

- 5) [25-025](#) Engineering & Public Works Departments - 2024 Third Period Report, Staff Report No. EPW-25-001

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

- 6) [25-014](#) Financial Services and Information Technology Departments, Third Period Report, Staff Report FIN-25-002

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

- 7) [25-016](#) Fire Department & Emergency Management Program Third Period Report 2024, Staff Report No. 25-003

The Fire Chief introduced the report and responded to questions from the Committee of the Whole.

- 8) [25-012](#) HR and Community Relations 3rd Period Report, Staff Number No. ADM-025-006

The Director of HR and Community Relations introduced the report and responded to questions from the Committee of the whole.

Committee comments included:

- The vaccination service provided to staff should be reconsidered in 2025.
- The letter sent by the Manager of Economic Development to businesses welcoming them to the Township is appreciated.

- 9) [25-029](#) Parks and Recreation Department Third 2024 Period

Report, Staff Report No. P&R-25-002

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

Moved by Councillor Helliwell, seconded by Councillor Armour: That the departmental 3rd period reports be received for information. Carried Unanimously.

5. ADJOURNMENT

Moved by Councillor Helliwell, seconded by Councillor Boardman: That the Special Committee of the Whole meeting be adjourned at 6:35 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF _____, 2025

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT