



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

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

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Monday, June 23, 2025

6:10 PM

Esquimalt Municipal Hall

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**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, Chief Administrative Officer  
Deb Hopkins, Director of Corporate Services/Corporate Officer  
Bill Brown, Director of Development Services  
Ian Irvine, Director of Financial Services & IT  
Steve Knoke, Director of Parks & Recreation  
James Davison, Manager of Development Services  
Alex Tang, Planner  
Sarah Holloway, Manager of Corporate Services/Deputy Corporate Officer

**1. CALL TO ORDER**

Mayor Desjardins called the Regular Council meeting to order at 6:10 PM.

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

Moved by Councillor Brame and seconded by Councillor Cavens: That pursuant to Section 90(1) (a) and (c) 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; and labour relations or other employee relations. Carried Unanimously.

**II. CLOSED MEETING**

**III. RECONVENE THE REGULAR MEETING OF COUNCIL AT  
7:00 PM WITH MEMBERS OF THE PUBLIC IN ATTENDANCE**

Moved by Councillor Morrison, seconded by Councillor Cavens: That the Regular Meeting of Council be reconvened at 7:03 PM. Carried Unanimously.

Mayor Desjardins reflected on National Indigenous Peoples Day and encouraged others to take advantage of any educational opportunities that allow for a greater understanding of First Nations. Mayor Desjardins reflected on how she spent the day at the Capital Regional District gaining a better understanding about the WSÁNEĆ peoples and the challenges they face in food security and how we impact that.

## **2. INTRODUCTION OF LATE ITEMS**

There were no late items.

## **3. APPROVAL OF AGENDA**

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

## **4. ADOPTION OF MINUTES**

- 1) [25-232](#) Minutes of the Special Meeting of Council held on June 16, 2025

Moved by Councillor Brame, seconded by Councillor Cavens: That the minutes of the Special Meeting of Council held on June 16, 2025, be adopted as circulated. Carried Unanimously.

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

### ***First and Second Reading Subject to a Public Hearing***

- 1) [25-199](#) OCP Amendment and Rezoning Application First and Second Reading - 1005 Tillicum Rd - Staff Report No. DEV-25-025

The Manager of Development Services made a presentation and responded to questions from Council.

The application is a proposed mixed-use development consisting of 32 residential units and one commercial unit at a combined density of 1.3 FAR.

The applicant, Xeniya Vins of XV Architecture, made a presentation and responded to questions from Council.

Council comments included the following:

- Streetscape images should be provided for the Public Hearing to allow Council and the public to visualize what the building will look like in context

with the neighbouring properties.

- The outdoor space is important and the commercial space is appreciated although the preferred use would be one that adds to the community, not as a single office space.
- The proposed parking bylaw may cause issues as there is a difference in parking requirements between a strata development and a rental which also effects the commercial space use.

Moved by Councillor Brame, seconded by Councillor Cavens:

That Council:

1. Give first and second reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3162;
2. Give first and second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163; and
3. Direct staff to schedule a Public Hearing for Amendment Bylaws 3162 and 3163 for a proposed mixed-use development consisting of 32 residential units and one commercial unit for the subject property located at 1005 Tillicum Road.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended by adding to Section 12 the following subsection (c) "Notwithstanding Section 13 of Parking Bylaw 1992, No. 2011 (as amended), off-street parking shall be provided in the ratio of 1.0 spaces per commercial unit".

Council discussion continued:

- By adding the parking ratio into the Zoning Bylaw, if a change of commercial space use occurs, it can be accommodated.
- Parking should not limit the ability for a business to exist at this property, as it is on two major bus routes and the road has cycling lane infrastructure. The business owner should have the option to choose what would be viable at this location.
- The commercial space should provide a community amenity, such as barber shop or sandwich shop.

The amendment to the Main Motion was put and Carried Unanimously.

Council discussion continued on the main motion as amended:

- Concerns were expressed that the project may not be built if it was limited to a purpose built rental, should the developer prefer a strata property later on in the process.
- The parking allocation for the site should be permissible for either a strata or rental building.

Moved by Councillor Morrison, seconded by Councillor Cavens:

That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended to include that the amount of parking provided would be applicable to either a strata or rental building.

Council comments included the following:

- Due to the smaller scale of the development and the limited affordable properties on the market for first time home buyers, this property is ideal for experimenting with the parking ratio.
- Should the property end up being a strata, the units would be larger and may negate the parking ratio issues.
- The flexibility that the amendment provides is needed in order to retain the greenspace.
- Concerns were raised with delays to the project.
- The applicant could apply for a Development Variance Permit at the building stage, to accomodate the change in use of the project.

The amendment to the Main Motion was put and Carried with Councillors Armour and Brame Opposed.

Main Motion as Amended

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

1. Give first and second reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3162;
2. That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended by adding to Section 12 the following subsection (c) "Notwithstanding Section 13 of Parking Bylaw 1992, No. 2011 (as amended), off-street parking shall be provided in the ratio of 1.0 spaces per commercial unit;
3. That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended to include that the amount of parking provided would be applicable to either a strata or rental building;
4. Give first and second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163, as amended; and
5. Direct staff to schedule a Public Hearing for Amendment Bylaws 3162 and 3163 for a proposed mixed-use development consisting of 32 residential units and one commercial unit for the subject property located at 1005 Tillicum Road. Carried Unanimously.

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

There was no public input.

## **7. STAFF REPORTS**

- 1) [25-202](#) Parks and Recreation 2025 UBCM Community Excellence Award Nomination - Staff Report No. P&R25-007

The Director of Parks and Recreation introduced the report to Council.

Moved by Councillor Brame, seconded by Councillor Morrison: That Council endorse submission of the application to the 2025 UBCM Community Excellence Awards for the category of Excellence in Service Delivery for the Township of Esquimalt's Youth Aquatic Safety & Leadership Program. Carried Unanimously.

- 2) [25-221](#) 2024 Statement of Financial Information, Staff Report FIN-25-009

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

Council requested that on page 8, the Schedule of Grants and Contributions, that the community events that receive in-kind donations be identified by an asterisk next to their name.

The Director of Financial Services clarified that the total value and services that the Township of Esquimalt provide as support is outlined in the report as required under legislation.

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council approve the 2024 Statement of Financial Information as attached to Staff Report FIN-25-009. Carried Unanimously.

- 3) [25-223](#) Development Variance Permit Application - 805 Hutchinson Avenue, Staff Report No. DEV-25-027

Alex Tang, Planner presented a PowerPoint and responded to questions from Council.

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council approve DVP00157 including variances to decrease the side setback by 1.2 metres and the building separation by 1.2 metres for the Detached Accessory Dwelling Unit located at 805 Hutchinson Avenue as outlined in staff report DEV-25-027. Carried Unanimously.

- 4) [25-217](#) Development Variance Permit Application - 429 Lampson Street - Staff Report No. DEV-25-026

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

Council commented that the variances do not significantly alter the intent, and are therefore supportable.

Moved by Councillor Brame, seconded by Councillor Armour: That Council approve DVP00156 including variances to the siting of the principal building on Site A, the shared Site A/Site B lot line setback for building elements up to 11 metres in height within Site B, and the shared Site A/Site B lot line setback for building elements over 11 metres in height within Site B for the subject property located at 429 Lampson Street as outlined in staff report DEV-25-026. Carried Unanimously.

## 8. REPORTS / MINUTES FROM COMMITTEES

- 1) [25-231](#) Resolutions from the June 16, 2025 Committee of the Whole meeting to be ratified

Council were in consensus to strike out the word bike from the Admirals Road corridor in the 2025 UBCM Convention resolution.

Moved by Councillor Cavens, seconded by Councillor Morrison: That the resolutions from the June 16, 2025 Committee of the Whole be ratified:

1. Official Community Plan Recalibration - Project Sign-off, Staff Report No. DEV-25-023

That the Committee of the Whole recommend that Council endorse the draft Project Sign-off and proceed with the Official Community Plan Recalibration.

2. 2025 UBCM Convention - Delegate Meeting Requests, Staff Report ADM-25-026

That the Committee of the Whole recommend that Council direct staff to request meetings with the following Ministers during the 2025 UBCM Convention:

- The Honourable Lisa Beare, Minister of Education and Child Care, regarding School District 61 School Board Trustee electoral reform;
- The Honourable Josie Osborne, Minister of Health, regarding an update on western communities' collaboration;
- The Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs, regarding infrastructure funding;
- The Honourable Mike Farnworth, Minister of Transportation and Transit, regarding the Admirals Road bike corridor;
- The Honourable Garry Begg, Minister of Public Safety and Solicitor General regarding regionalization of policing; and
- Darlene Rotchford, M.L.A. Esquimalt-Colwood, be invited to attend the meetings with the above Ministers.

Moved by Councillor Morrison, seconded by Councillor Brame: That the second to last bullet of the 2025 UBCM Convention resolution be amended to insert after regarding and before regionalization "the Township of

Esquimalt's policing scenarios and the". Carried Unanimously.

Main motion as amended

Moved by Councillor Cavens, seconded by Councillor Morrison:

That the resolutions from the June 16, 2025 Committee of the Whole meeting be ratified:

1. Official Community Plan Recalibration - Project Sign-off, Staff Report No. DEV-25-023

That the Committee of the Whole recommend that Council endorse the draft Project Sign-off and proceed with the Official Community Plan Recalibration.

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- The Honourable Lisa Beare, Minister of Education and Child Care, regarding School District 61 School Board Trustee electoral reform;
- The Honourable Josie Osborne, Minister of Health, regarding an update on western communities' collaboration;
- The Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs, regarding infrastructure funding;
- The Honourable Mike Farnworth, Minister of Transportation and Transit, regarding the Admirals Road corridor;
- The Honourable Garry Begg, Minister of Public Safety and Solicitor General regarding the Township of Esquimalt's policing scenarios and the regionalization of policing; and
- Darlene Rotchford, M.L.A. Esquimalt-Colwood, be invited to attend the meetings with the above Ministers. Carried Unanimously.

## 9. NOTICE OF MOTION

1) [25-212](#) Discussion on Development Charges - Councillors Cavens and Helliwell

Council comments included the following:

- This has long been a topic of interest in the community. By discussing the arguments from both sides of the issue, Council will be able to provide a more formal and informed response to the public.
- Many other municipalities have already investigated this topic, so staff are not expected to research further information for the staff report.
- There was a conscious decision many years ago by a previous Council to not require contributions from developers.
- This is an important topic especially with the current rhetoric around infrastructure sustainability by the Federal Government.

- By not having Development Cost Charges (DCCs) the municipality is losing out on money that could improve our infrastructure.
- Charging DCCs would be the same as the municipality taxing first time home buyers trying to get into the market.
- Staff should provide information on what regulations the Province requires in order to enact DCCs.
- The archived report originally presented to the previous Council should be included in the meeting agenda package for Council's reference.
- This information will better inform the overarching budget considerations.

Moved by Councillor Cavens, seconded by Councillor Helliwell: Therefore it be resolved that Council direct staff to facilitate a high-level Council discussion on additional development charges, including DCCs, CACs, and ACCs, as part of Council's discussions around the 2026 budget using existing data or comparable reports from nearby municipalities where needed, to determine whether Council wishes to add or reprioritize them in the Council Priorities Plan. Carried Unanimously.

**10. PUBLIC COMMENT PERIOD**

There was no public input.

**11. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Armour: That the Regular Council meeting be adjourned at 8:39 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS DAY OF \_\_\_\_\_, 2025

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT