



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

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

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Monday, October 27, 2025

6:30 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:** 6 - Mayor Barbara Desjardins  
Councillor Andrea Boardman  
Councillor Meagan Brame  
Councillor Duncan Cavens  
Councillor Jacob Helliwell  
Councillor Tim Morrison

**Regrets:** 1 - Councillor Ken Armour

**Staff:** Dan Horan, Chief Administrative Officer  
Deb Hopkins, Director of Corporate Services/Corporate Officer  
Sarah Holloway, Manager of Corporate Services/Deputy Corporate Officer  
Jonah Ross, Recording Secretary

**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), (c), (d), and (k) 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; labour relations or other employee relations; the security of the property of the municipality; and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public. 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 Cavens, seconded by Councillor Brame: That the Regular Meeting of Council be reconvened at 7:00 PM. Carried Unanimously.

Councillor Brame acknowledged that we are meeting on the traditional territories of the Songhees and Xwsepsem Nations, and grateful to live and work on these lands; we recognize the deep connection the Lekwungen people have always had, and continue to have with this place. Township staff and Council recently participated in the Signs of Lekwungen Walking Tour with Melissa McClung, where we learned about the history of the area and communities who lived there and have remained connected to this day; we were reminded of the importance of relationships and community, and values which still guide how we work today.

Mayor Desjardins announced that she will not be seeking re-election in the upcoming 2026 general elections, and noted her pride for the community's accomplishments throughout her five terms as Mayor. Esquimalt has blossomed into a place known for its family and community events, and excellence in recreational facilities, parks, and livability, and she looks forward to contributing to the community in new ways.

**2. INTRODUCTION OF LATE ITEMS**

There were no late items.

**3. APPROVAL OF AGENDA**

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

**4. ADOPTION OF MINUTES**

- 1) [25-389](#) Minutes of the Regular Council meeting held on September 29, 2025
- 2) [25-390](#) Minutes of the Regular Council meeting held on October 6, 2025
- 3) [25-385](#) Minutes from the Special Council meeting held on October 16, 2025

Moved by Councillor Brame, seconded by Councillor Helliwell: That the minutes of the Regular Council Meeting held on September 29, 2025, the Regular Council meeting held on October 6, 2025, and the Special Council meeting held on October 16, 2025 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) [25-376](#) Adoption of Permissive Tax Exemption (Non-Profit Organizations) Bylaw, 2025, No. 3169, Staff Report FIN-25-012

In response to a question from Council, the CAO noted that staff will provide further information regarding the implications of an organization relocating or dissolving who was given a Permissive Tax Exemption during that calendar year.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council adopt Permissive Tax Exemption (Non-Profit Organizations) Bylaw, 2025, No. 3169. Carried Unanimously.

- 2) [25-374](#) Adoption of Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2025, No. 3170, Staff Report No. ADM-25-054

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council adopt Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2025, No. 3170. Carried Unanimously.

- 3) [25-375](#) Adoption of Freedom of Information Bylaw, 2025, No. 3177, Staff Report No. ADM-25-055

Moved by Councillor Brame, seconded by Councillor Cavens: That Council adopt Freedom of Information Bylaw, 2025, No. 3177. Carried Unanimously.

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

Lynden Chisholm, resident, expressed appreciation for the Mayor's contributions to the community, and support of community organizations throughout her 18 years in office.

**7. STAFF REPORTS**

- 1) [25-371](#) Council Policies ADMIN-85 Fundraising and Tag Days and ADMIN-86 Proclamations, Illuminations and Ceremonial Requests, Staff Report No. ADM-25-056

The Deputy Corporate Officer responded to questions from Council.

Moved by Councillor Brame, seconded by Councillor Helliwell: That Council approve:

- Council Policy ADMIN-85 Fundraising and Tag Days; and
- Council Policy ADMIN-86 Proclamations, Illuminations and Ceremonial Requests.

Council comments included the following:

- Sending requests to Council for information would be beneficial as an additional review opportunity.
- Keeping Council informed of these requests will assist with any questions asked by community members.
- Though the process will be streamlined, Council can continue to be engaged and support these important community initiatives.

Moved by Councillor Cavens, seconded by Councillor Morrison: That the main motion be amended to revise sections (4) and (5) of ADMIN-86 under the heading Process as follows:

(4) The Corporate Services Department shall forward the illumination request for review to the Mayor and for information to the rest of Council and subject to approval by the Mayor.

(5) The Corporate Services Department shall draft the proclamation for review by Mayor and distribute it for information to the rest of Council and subject to approval by the Mayor.

Carried Unanimously.

Main Motion as Amended:

Moved by Councillor Brame, seconded by Councillor Helliwell: That Council approve:

- Council Policy ADMIN-85 Fundraising and Tag Days; and
- Council Policy ADMIN-86 Proclamations, Illuminations and Ceremonial Requests, with revised sections (4) and (5) under the heading Process as follows:

(4) The Corporate Services Department shall forward the illumination request for review to the Mayor and for information to the rest of Council and subject to approval by the Mayor.

(5) The Corporate Services Department shall draft the proclamation for review by Mayor and distribute it for information to the rest of Council and subject to approval by the Mayor.

Carried Unanimously.

## **8. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING**

- 1) [25-366](#) Bylaw Notice Enforcement Bylaw, 2025, No. 3175, Staff Memorandum No.CSS-25-005

Moved by Councillor Morrison, seconded by Councillor Cavens: That Council give three readings to Bylaw Notice Enforcement Bylaw, 2025, No. 3175. Carried Unanimously.

**9. COMMUNICATIONS*****For Council's Consideration***

- 1) [25-392](#) Email from Marnie Essery, Access West Shore Society dated October 20, 2025 Re: Indigenous Disability Awareness Month Proclamation Request

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council proclaim November, 2025 as Indigenous Disability Awareness Month. Carried Unanimously.

**10. PUBLIC COMMENT PERIOD**

There was no public input.

**11. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Helliwell: That the the Regular Council meeting be adjourned at 7:15 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS DAY OF , 2025

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT