



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

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

Monday, November 3, 2025

6:00 PM

Esquimalt Municipal Hall

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

Present: 6 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Regrets: 1 - Councillor Meagan Brame

Councillor Armour attended the meeting via conference call.

Staff: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate Officer
Bill Brown, Director of Development Services
Jakub Lisowski, Planner
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 Helliwell, seconded by Councillor Morrison:
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 IN COUNCIL CHAMBERS WITH MEMBERS OF THE PUBLIC IN ATTENDANCE

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

Councillor Helliwell acknowledged with respect the traditional territories of the Songhees and Xwsepsem Nations on whose land we are hosting this meeting. Indigenous Veteran's Day will be observed on November 8th, recognizing the contributions and sacrifices of First Nations, Métis, and Inuit people who have served in our military in both World Wars, the Korean War, Afghanistan, and other conflicts; as Remembrance Day approaches on November 11th, we are encouraged to pay our respects to Indigenous Veterans as well, and take time to reflect and learn about their contributions to Canada.

2. INTRODUCTION OF LATE ITEMS

1) [25-408](#) Late Correspondence

- 1) Item 6.2 - Official Community Plan Project - 1st and 2nd Readings of Bylaw, Staff Report No. DEV-25-049
 - Bill Brown, Director of Development Services - received November 3, 2025
- 2) Item 8.1 - Development Variance Permit Application - 429 Lampson St, Staff Report No. DEV-25-050
 - Dianna Banister, received November 3, 2025

3. APPROVAL OF AGENDA

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

4. PRESENTATIONS

1) [25-402](#) Mayor's Annual Address

As we round the corner on Council's last year for this term, I am again honoured to provide an annual address to share Council's accomplishments and to look to the work to be done in 2026. It's an exciting time for our growing township, with many ongoing projects set to be complete in 2025, which will usher in new families and business opportunities in Esquimalt.

Through a spring by-election, we welcomed Councillor Meagan Brame back to Council. We are delighted to have her return, bringing once again her wealth of Esquimalt knowledge and experience.

This past year has brought notable change to Esquimalt-seen in our infrastructure, operations, and community life. These improvements are designed to boost efficiency and strengthen the social and cultural fabric that makes Esquimalt such a vibrant place to live.

Significant progress has already been made, and momentum continues as we work to position Esquimalt as “The Place to Be.” The Economic Development Action Plan will be refreshed with targeted actions and projects into future years. An exciting highlight this year was the return of a hotel in Esquimalt, re-establishing the Township as a premier tourism destination. Visitors can now stay, explore, and experience everything Esquimalt has to offer.

We saw the implementation of a new Strategic Initiatives department that oversees elements of community safety, First Nations relationships, and Council’s Priorities Plan. I encourage you all to explore the Council Priorities document on our website, where you can find an overview of ongoing projects as well as those that we’ve completed.

Policing remains a priority, and conversations are ongoing regarding alternative policing models. This work must continue until Esquimalt gains a cost-effective service for our level of need and desired form of community policing. I am really excited to say that for the first time in my almost 18 years there will be a discussion this fall between the 4 core Mayors and Solicitor General Krieger on the concept of regionalization for policing. This is a significant step, but I caution it is only a baby step in this process. This too must be nurtured to continue.

Corporate Services undertook a major review of the Township’s Information and Privacy Management Programs, completing comprehensive updates to online information. This included developing new policies, refreshed templates, and procedural guides to strengthen compliance with legislation, uphold fair information practices, and enhance customer service in the initial phase of implementation.

Our Esquimalt Archives developed and implemented a workplan to properly identify and describe archival materials, while expanding the availability and improving public access online to Esquimalt’s historical records.

The Parking Bylaw has been formally adopted, which is improving clarity and consistency in local regulations. Our Bylaw team has become increasingly busy with parking enforcement as the Township grows and density

increases.

The Health Needs Assessment is nearing completion, providing important insights to guide future community health planning. Work has also begun on both the Development Capacity Study and the Short-Term Rental Study, supporting informed decision-making on growth and housing policy.

The Official Community Plan (OCP) Recalibration is also on track for completion this year, but more importantly, Council has directed staff to bring forward a plan for a major OCP review in early 2026. It is my hope that an in-depth visioning consultation with community can occur over the next few years that will help shape our community's vision and priorities for the future.

Esquimalt Recreation received the UBCM Excellence in Service Delivery Award for its Youth Aquatic Safety & Leadership Program. This recognition highlights the team's innovation in developing cost-effective, collaborative approaches to expand services while exemplifying excellence in local government service delivery. Congratulations to the entire team!

A major milestone for Esquimalt Parks this year was the completion of the Green Shores for Shoreline Development demonstration site in Gorge Park. Gorge Park now stands as a regional model for climate-adaptive waterfront development. Well done Team!

Construction is underway on Esquimalt Road Active Transportation and Underground Improvements Project between Lampson Street and Dominion Road, which includes new protected bike lanes, upgraded and new flashing beacon crosswalks, sewer and drain repairs, and pavement renewal.

Early in 2025, the Township's first Sanitary Sewer Asset Management Plan was completed. More asset management plans will come forward in 2026 which will guide the Township's management of our assets and infrastructure.

This summer brought the return of Esquimalt Together Against Graffiti or ETAG program, a partnership between the Township of Esquimalt and VicPD that works with community volunteers to reduce graffiti in our community. VicPD and Township staff support ETAG volunteers with training, cleaning materials and resources to keep Esquimalt looking its best!

Our new fire hall and emergency services building is well underway. This modern facility will continue to enhance our fire department's resources, enabling us to serve the community at the highest level. We are excited to

watch the building come to fruition in the Fall of 2026.

Esquimalt Fire Rescue Service remains deeply involved in our community, proudly hosting the 3rd Annual Youth Fire Academy for Esquimalt High School Grade 11 and 12 students during Spring Break last year. The department also co-hosted the inaugural Camp Courage, an inspiring initiative introducing Indigenous young women to potential careers in emergency services. With such enthusiasm and talent among these future first responders, the future is indeed bright!

Esquimalt continues to gain a reputation for its outstanding events. These events are fuelled by volunteer organizations wanting to contribute to community vibrancy. There are so many avenues for people to connect with and help in our community. It's been an incredible year for arts and cultural events in Esquimalt-and there's still more to come! We invite you to join us for the many upcoming celebrations organized by both our staff and community.

Please consider volunteering a little or a lot so we can continue events like The Farmers Market, Township Community Arts, Ribfest, Buccaneer Days, JazzFest, Celebration of Lights and so many more! I want to extend Council's thanks and support for the organizations and the individuals who make these events happen. Thank you to our staff for their hard work over the past year, and to Council members for diving into important initiatives to improve Esquimalt.

We thank our residents for continuing to be fully engaged with new ideas, doing volunteer work that enhances our social fabric and supporting the community vision for current and future generations. Our community is you. Residents and businesses are the heartbeat of our amazing community. Please keep being you, Esquimalt.

It has been an honour and a privilege to work with these members of Council this term. Our work is not yet done but I congratulate each and every one of you for the work you have done and continue to do for our community, Esquimalt.

It has truly been the privilege of a lifetime to serve as your Mayor for five terms. Letting go of this role will not be easy - it has been an incredible journey filled with challenges, accomplishments, and moments that have deeply shaped me. But as I step into a new chapter, I do so with immense pride in all that we have achieved together and excitement for what lies ahead. I look forward to continuing to be part of this amazing community, this

place I will always call home, just in a different way, with time now to truly enjoy all that we've built and to watch Esquimalt's bright future unfold.

Hay šx^w q̓a hélé; thank you everyone.

5. ADOPTION OF MINUTES

- 1) [25-403](#) Minutes of the Special Council Meeting held on September 15, 2025

Moved by Councillor Cavens, seconded by Councillor Helliwell: That the minutes of the Special Council meeting held on September 15, 2025 be adopted as circulated. Carried Unanimously.

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

For Adoption

- 1) [25-400](#) Adoption of Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2025, No. 3175, Staff Report ADM-25-062

Moved by Councillor Helliwell, seconded by Councillor Boardman: That Council adopt Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2025, No. 3175. Carried Unanimously.

First and Second Reading Subject to a Public Hearing

- 2) [25-370](#) Official Community Plan Project – 1st and 2nd Readings of Bylaw, Staff Report No. DEV-25-049

The Director of Development Services introduced the report. Jakub Lisowski, Planner, presented a PowerPoint and responded to questions from Council.

Council provided the following comments:

- Staff's incorporation of Council's feedback is appreciated.
- Removal of duplicated language regarding biodiversity and bird habitat protections is supportable.
- While further changes will be needed through a larger Official Community Plan (OCP) refresh, this is a good first step which includes improved clarity around height guidelines.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council give first reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3176. Carried Unanimously.

Moved by Councillor Boardman, seconded by Councillor Morrison: That Council amend Bylaw No. 3176 to change the title of Figure 3 on page 10 to Esquimalt Population by Median Age. Carried Unanimously.

Council comments continued:

- New language regarding storeys is appreciated, but could be adjusted to more clearly articulate that height provisions are guidelines, and not regulations.
- Ensuring that language in the OCP allows the public to engage with applications which exceed the OCP's storey provisions is of interest.

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council amend Schedule 1 of Bylaw No. 3176 to replace section 4.7 with "Policies identifying a certain number of storeys should be considered guidelines and not regulations for height. Council may consider development proposals that exceed these guideline heights where, in its judgment, the proposal advances other objectives and policies of this Official Community Plan, as reflected through a zoning amendment.

A proposal that exceeds the storey guidelines should not be considered consistent with the OCP for purposes of Section 464(3)(b) of the *Local Government Act*." Carried Unanimously.

Council comments continued:

- The current "Commercial/Commercial Mixed-Use - Tall" designation is generic, and may reinforce public perception that decisions of height and density are made before applications come before Council; changing the name could help signal that the designation is specific to one site, and is not intended to extend to other sites in the future.
- A change to the designation's name could be an interim measure until Council's full OCP review.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council amend Schedule 1 of Bylaw No. 3176 to replace the words "Commercial/Commercial Mixed-Use - Tall" with "Sussex/Saunders Mixed-Use" throughout the text of the OCP and make corresponding amendments to Schedule B - *Proposed Land Use Designation Map* to reflect this change. Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council give second reading as amended to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3176. Carried Unanimously.

7. PUBLIC INPUT ON AGENDA ITEMS 8, 9, AND 10

There was no public input.

8. STAFF REPORTS

1) [25-391](#) Development Variance Permit Application - 429

Lampson St, Staff Report No. DEV-25-050

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

The applicant, Peter Censorio of Aragon Properties Ltd., the applicant, responded to questions from Council.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council approve Development Variance Permit No. DVP00171 to vary Parking Bylaw, 2025, No. 3089 to permit 93% (up from a permitted maximum of 40%) of permitted parking on an adjacent parcel as described in Staff Report No. DEV-25-050. Carried Unanimously.

2) [25-369](#) 2026 Schedule of Regular Council and Committee of the Whole Meetings, Staff Report No. ADM-25-040

The Director of Corporate Services responded to questions from Council.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council approve the 2026 Schedule of Regular Council and Committee of the Whole Meetings as outlined in Attachment 1 to Staff Report No. ADM-25-040. Carried Unanimously.

3) [25-388](#) 2026 Council Appointments to Internal and External Committees, Commissions, and Boards, Staff Report No. ADM-25-060

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council approve the 2026 Council Appointments to Internal and External Committees, Commissions, and Boards as outlined in Staff Report No. ADM-25-060. Carried Unanimously.

Moved by Councillor Boardman, seconded by Councillor Cavens: That the main motion be amended to include the following revisions to the 2026 Council Appointments to Internal and External Committees, Commissions, and Boards:

- Councillor Tim Morrison as Council representative to the Buccaneer Days Committee;
 - Councillor Andrea Boardman as Council representative to Esquimalt Ribfest; and
 - Councillor Duncan Cavens as Acting Mayor for May-June 2026.
- Carried Unanimously.

Main Motion as amended:

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council approve the 2026 Council Appointments to Internal and External Committees, Commissions, and Boards as outlined in Staff

Report No. ADM-25-060, with the following amendments:

- Councillor Tim Morrison as Council representative to the Buccaneer Days Committee;
 - Councillor Andrea Boardman as Council representative to Esquimalt Ribfest; and
 - Councillor Duncan Cavens as Acting Mayor for May-June 2026.
- Carried Unanimously.

- 4) [25-396](#) Rescind Council Policy ADMIN-76 Video Surveillance, Staff Report No. ADM-25-057

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

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Council rescind Policy ADMIN-76 Video Surveillance. Carried Unanimously.

- 5) [25-398](#) Council Policy ADMIN-84 Privacy, Staff Report No. ADM-25-058

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

Moved by Councillor Helliwell, seconded by Councillor Morrison: That Council approve Policy ADMIN-84 Privacy. Carried Unanimously.

9. **REPORTS / MINUTES FROM COMMITTEES**

- 1) [25-394](#) Minutes of the Advisory Planning Commission meeting held on September 16, 2025

This item was received.

10. **COMMUNICATIONS**

For Council's Consideration

- 1) [25-401](#) Email from Kiersten Fisher, Ministry of Education and Child Care re: Request for Feedback - Proposed Variance to School District 61 Trustee Electoral Areas

Moved by Councillor Morrison, seconded by Councillor Cavens: That the Township of Esquimalt fully supports the School District 61 Trustee Electoral Area proposal and urges the Minister to provide ministerial approval. Carried Unanimously.

11. **PUBLIC COMMENT PERIOD**

There was no public input.

12. **ADJOURNMENT**

Moved by Councillor Helliwell, seconded by Councillor Boardman: That

the the Regular Council meeting be adjourned at 8:25 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS 1ST DAY OF DECEMBER, 2025

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT