



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

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

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Monday, May 5, 2025

6:00 PM

Esquimalt Council Chambers

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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 Ken Armour  
Councillor Duncan Cavens  
Councillor Jacob Helliwell  
Councillor Tim Morrison  
Councillor Meagan Brame

**Regrets:** 1 - Councillor Andrea Boardman

Councillor Morrison attended via conference call.

**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  
Kristi Bilodeau, Manager of Financial Services  
James Davison, Manager of Development Services  
Alex Tang, Planner  
Jonah Ross, Recording Secretary

**1. CALL TO ORDER**

Mayor Desjardins called the meeting to order at 6:00 PM.

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

Moved by Councillor Cavens, seconded by Councillor Brame:  
That pursuant to Section 90 (1) (a) and (e) 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 the acquisition, disposition or expropriation of  
land or improvements, if the council considers that disclosure  
could reasonably be expected to harm the interests of the  
municipality. 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 Cavens, seconded by Councillor Brame: That the Regular Meeting of Council be reconvened at 7:02 PM. Carried Unanimously.

**2. INTRODUCTION OF LATE ITEMS****1) [25-156](#) Late Correspondence****1) Item 5.3 - Rezoning Application Second Reading - 1209 Lyall St - Report No. DEV-25-018**

- Kelsey Christofi - received April 25, 2025
- Pat Mothersill - received April 29, 2025
- Dana Gilliver & Brayden Gulka-Tiechko - received April 30, 2025
- Melanie Langdon-Wilkins, Esquimalt Farmer's Market - received May 1, 2025
- Katie Morgan - received May 1, 2025
- Kalyn Bartlett & Andrew Neufeld - received May 1, 2025
- Marie Fidoe - received May 1, 2025
- Taisa Andrushko - received May 1, 2025
- Bethan Kain & Pascal Pilon - received May 2, 2025
- Paul & Cathy Pearson - received May 3, 2025

**3. APPROVAL OF AGENDA**

Councillor Helliwell acknowledged the X<sup>w</sup>sepsəm and Songhees Nations on whose land we are meeting today. We thank them for their many centuries of stewardship on the land that we can continue to enjoy, and for their friendship. May we continue to find joint initiatives to help support all of our communities prosper in the region.

The Director of Development Services noted that the Public Hearing for 1209 Lyall advertised for the meeting has been cancelled due to an error in the proposed Bylaw, and will be rescheduled once Council has given second reading to the amended Bylaw. As well, notices sent out for a Development Variance Permit on Colville Road contained an error, and will be rescheduled as soon as possible.

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

**4. ADOPTION OF MINUTES****1) [25-146](#) Minutes of the Regular Council Meeting held on April 7, 2025**

- 2) [25-147](#) Minutes of the Regular Council meeting held on March 17, 2025

Moved by Councillor Brame, seconded by Councillor Helliwell: That the minutes of the Regular Council meeting held on March 17, 2025 be adopted as circulated; and the minutes of the Regular Council meeting held on April 7, 2025 be adopted as amended with these revisions: Ken to Kym for Kym Thrift, Adrian Mohard to Adrian Mohareb, and Carly Oldman to Carly Youlton under Public Input. Carried Unanimously.

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

***For Adoption***

- 1) [25-127](#) Rezoning Application - 861 & 863 Esquimalt Road, Staff Report No. DEV-25-010

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Council adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3078. Carried Unanimously.

- 2) [25-148](#) Adoption of Financial Plan and Tax Rates Bylaw Nos. 3159 & 3160, Staff Memorandum ADM-25-020

Moved by Councillor Helliwell, seconded by Councillor Brame: That Financial Plan Bylaw No. 3159 and Tax Rates Bylaw No. 3160 be adopted. Carried Unanimously.

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

- 3) [25-116](#) Rezoning Application Second Reading - 1209 Lyall St - Report No. DEV-25-018

The Manager of Development Services introduced the report, and provided the following responses to Council questions:

- Provisions in section 2(2)(a)(g)(3) of proposed Bylaw No. 3153 is intended to limit signage, not as a requirement for opaque windows.
- Rescheduling of the public hearing for this application will include a new round of notifications and advertisements, as well as an update to the notice placed at the site.

Moved by Councillor Brame, seconded by Councillor Cavens:

1. That Council rescind second reading of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3153, which would amend the RS-6 (Single Family DADU Residential) zone to permit a Liquor Lounge and Accessory Retail at 1209 Lyall Street (Lot 5, Section 11, Esquimalt District, Plan 946) as a secondary use to Single Family Residential, and read anew a second time.

2. That Council direct staff to schedule a Public Hearing for Official

Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3152 and Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3153, mail notices, and advertise for same on the Township's website and public notice boards.

Carried Unanimously.

- 4) [25-130](#) Rezoning Application - 909 McNaughton Avenue, Staff Report No. DEV-25-012

Township Planner Alex Tang introduced the report. Mary Luz Calderon and Hector Moreno, applicants, presented a PowerPoint, and provided the following responses to Council questions:

- Site currently consists of two residential units; the proposed application would convert one unit to a childcare space.
- Intention is to provide licensed Early Childhood Education (ECE) programs; as such, Vancouver Island Health Authority will ensure compliance with all licensing requirements.

In response to a question from Council, staff confirmed that use of Township parks by external organizations, including nature-based childcare programs, is managed by staff in Parks and Recreation.

Moved by Councillor Cavens, seconded by Councillor Brame: That Council give first and second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3161 and authorize the scheduling of a Public Hearing.

Carried Unanimously.

Council comments included:

- Childcare services are in high demand in the Township, and any concerns from neighbours will arise in the Public Hearing process.
- Families benefit from local childcare, as it improves ability of families to travel by bike, strengthens sense of community, and allows children to stay in their own neighbourhood.

The motion was then put, and Carried Unanimously.

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

There was no public input.

## 7. STAFF REPORTS

- 1) [25-128](#) Development Permit Application - 861 & 863 Esquimalt Road, Staff Report No. DEV-25-011

Township Planner Alex Tang introduced the report and presented a PowerPoint, and responded to Council questions.

Rob Whetter, architect, and Matthew McLaish, applicant, presented a

PowerPoint and provided the following responses to Council questions:

- Amenity room will include a fitness space for guests.
- Balconies are angular on the north and south-facing sides of the building, and rectangular on the east and west-facing sides.
- Darker metal cladding is a pre-finished metal panel which has been used in the past; if wear or fading impacts appearance over time, the applicant would look to repair or replace them.
- Solar panels have become more feasible and cost-effective since initial plans were developed, and opportunity to incorporate them is being explored.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council approve Development Permit No. DP000241, attached as Appendix "A" to staff report DEV-25-011, and direct staff to issue the permit and register the notice on the title of the property upon receipt of the landscape deposit.

Council comments included:

- Proposal was discussed at length during the rezoning process, and previous comments still stand.
- Sufficient clarification has been provided in response to Council's questions regarding proposed designs.
- Textural changes with siding and balconies are appreciated.
- Proposed project will add interest on Esquimalt Road.

The motion was then put, and Carried Unanimously.

**2) [25-139](#) 2024 Audited Financial Statements, Staff Report No. FIN-25-006**

The Director of Financial Services & IT, and Manager of Financial Services introduced the report. KPMG auditors Lenora Lee and Sarah Burden presented a PowerPoint, and responded to questions from Council.

The auditors advised that the audit findings report was clean and unqualified with no significant material errors, issues, or concerns.

Moved by Councillor Brame, seconded by Councillor Cavens: That Council approve the audited financial statements for the year ended December 31, 2024, as attached to Staff Report FIN-25-006.

Council comments included:

- Presentation of audit findings provided a helpful breakdown of information.
- Staff work on this process was significant, and is appreciated.

The motion was then put, and Carried Unanimously.

**8. REPORTS / MINUTES FROM COMMITTEES**

- 1) [25-142](#) Minutes of the Environment, Parks and Recreation Advisory Committee meeting held on January 22, 2025

This item was received.

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

- 1) [25-143](#) Letter from Arianna Scott, Executive Director, BGC South Vancouver Island Re: BGC Club Day

Moved by Councillor Armour, seconded by Councillor Brame: That Council proclaim June 6, 2025 as BGC Club Day and that the Archie Browning Sports Centre and Adventure Park be illuminated with green lights. Carried Unanimously.

**10. PUBLIC COMMENT PERIOD**

Annie Black, resident, expressed interest in receiving clarification on the Township's plans for short term rental policy and licences.

The Mayor noted that the Director of Development Services was present, and could speak with the resident after the meeting.

Annie noted having experience with the short term rental industry, and expressed interest in providing input to guide future policy development.

Jon Mark Wiltshire, resident, requested that Council revisit deer fencing regulations, as the current bylaw discourages potential gardeners from fully using their yards, and highlighted that there are a number of non-compliant fences within the municipality. Most homes in the Township have lawns in their front yards, which research has shown to be environmentally unfriendly, water-intensive, and labour-intensive monocultures which are not conducive to pollinators or a thriving natural ecosystem. Jon requested that Council reconsider a deer fencing bylaw which would allow visually-permeable fencing up to a height of 7 feet, to enable residents to protect their property from destructive wildlife; such a bylaw would not cut off homes from their neighbourhoods, and promote a greater variety of gardens in the municipality. Current variance process is onerous and expensive, including a \$1,000 application fee, and approval is not guaranteed. The fee may be appropriate for larger-scale developments and projects, but is prohibitive for the average resident. Smaller municipalities like Esquimalt are more able to respond nimbly when issues arise, and a revised policy would encourage residents to turn their lawns into gardens.

**11. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Cavens: That the Regular Council meeting be adjourned at 8:11PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS 26TH DAY OF MAY, 2025

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT