



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Minutes - Draft

### Council

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Monday, June 22, 2026

6:00 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

Councillor Armour attended the meeting via conference call.

**Staff:** Dan Horan, CAO (via conference call)  
Deb Hopkins, Director of Corporate Services/  
Corporate Officer  
Bill Brown, Director of Development Services  
Judy Kitts, Director of Strategic Initiatives  
Kristi Bilodeau, Manager of Financial Services  
Jonah Ross, Recording Secretary

#### 1. CALL TO ORDER

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 Brame, seconded by Councillor Cavens: That pursuant to Sections 90(1)(b), (c) and (e) of the Community Charter, the meeting be closed to the general public to discuss personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity, labour relations or other employee relations, 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; and

That pursuant to Sections 90 (2)(b) (i) & (ii) of the Community Charter, the meeting be closed to the general public to discuss the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government, or both, or between a provincial government or the federal government, or both, and a third party, and between the municipality and another local government or between another local government and a third party. 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 Brame: That the Regular Council meeting be reconvened at 7:01 PM. Carried Unanimously.

Mayor Desjardins acknowledged June 21st as National Indigenous Peoples Day, and noted the increasing recognition of the stewardship that First Nations have done for our benefit today in looking after the lands. We acknowledge with respect and honour that we are in the traditional territories of the Lekwungen peoples, the Songhees Nation and X<sup>w</sup>sepsəm Nation, and thank them for their stewardship.

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

### **1) [26-256](#) Late Correspondence**

1) Item 7.2 - Short-Term Rental Proposed Regulatory Framework, Staff Report No. DEV-26-032

- Zak Zawaduk - received June 18, 2026
- Sarah Harwood - received June 21, 2026
- Heather Leary - received June 22, 2026
- Hannah Larman - received June 22, 2026

## **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. ADOPTION OF MINUTES**

- 1) [26-223](#) Minutes of the Regular Council meeting held on May 25, 2026
- 2) [26-234](#) Minutes of the Regular Council meeting held on June 1, 2026

Moved by Councillor Brame, seconded by Councillor Cavens: That the minutes of the Regular Council meetings held on May 25, 2026 and

June 1, 2026 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) [26-225](#) Adoption of Inter-Community Business Licence Bylaw, 2026, No. 3189, Staff Report No. 26-ADM-029

Moved by Councillor Helliwell, seconded by Councillor Morrison: That Council adopt Inter-Community Business Licence Bylaw, 2026, No. 3189. Carried Unanimously.

**6. PUBLIC INPUT ON AGENDA ITEMS 7, 8, 9 and 10**

7.2) Short Term Rental Proposed Regulatory Framework, Staff Report No. DEV-26-032

Nancy Paine, resident, expressed support for regulations put forward with the Short-Term Rental Accommodations Act to protect housing while allowing residents to operate short-term rentals from their principal residence and one secondary suite or accessory dwelling unit. This approach includes requirements for annual registration, registration numbers on listings, platform compliance, and stronger enforcement measures, while supporting both housing availability and the local economy.

Dwight Ince, resident, expressed support for adoption of the provincial framework without further restrictions due to Esquimalt's size, population, and housing stock. Short term rentals provide income which helps homeowners respond to rising property taxes, especially those who may have limited access to alternative income opportunities; the provincial framework recognizes the economic benefits of these accommodations, and allow for their regulation..

Ian Black, resident, expressed support for short term rentals as affordable accommodation options which benefit visitors to local families, and support intergenerational connections.

Annie Black, resident, noted that Esquimalt has limited hospitality accommodations compared to Victoria and that short-term rentals provide needed lodging for visiting family members. The Township's regulatory framework should respond to the needs of local residents, and the provincial short-term rental framework provides adequate regulation without the need for additional municipal restrictions.

Stephan Jacob, resident, questioned whether the proposed regulations

would achieve the goal of increasing long-term rentals, and asked whether the anticipated benefits outweigh the impacts on affected residents, as Esquimalt-specific evidence of conversions from short-term to long-term rentals is not available. Further, some short term rental spaces will be needed for aging family members, and cannot be made available as long term rentals in the meantime.

Bettina Plendl, resident, expressed support for regulating short-term rentals under the provincial framework rather than imposing additional restrictions, and raised concern regarding the value and cost of further reports, as the proposed business licence fees would likely not recover those costs. They expressed appreciation for opportunities to participate in community conversations, and look forward to continued discussions with Council.

Valerie Elliot, resident, requested clarification of the objectives, implementation plan, and evaluation of any short term rental restrictions, and expressed support for an adjustment period to allow operators and guests to adjust their bookings and financial commitments.

## 7. STAFF REPORTS

- 1) [26-237](#) 2025 Statement of Financial Information, Staff Report FIN-26-016

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

Council commented that staff's work on the documents is recognized and appreciated.

Moved by Councillor Brame, seconded by Councillor Boardman: That Council approve the 2025 Statement of Financial Information, as attached to Staff Report FIN-26-016. Carried Unanimously.

- 2) [26-240](#) Short Term Rental Proposed Regulatory Framework, Staff Report No. DEV-26-032

The Director of Development Services introduced the report. The consultant, Eric Swanson of Third Space Planning, gave a presentation and, with staff, responded to questions from Council.

Moved by Councillor Morrison, seconded by Councillor Brame: That Council direct staff to prepare amendments to the Zoning Bylaw, Business Licence Bylaw, and the Bylaw Notice Enforcement Bylaw, based on the proposed regulatory framework outlined in the Report attached as Appendix "A" to Staff Report DEV-26-032, with the exception of Recommendation 1.10 to be amended to strike out the word "prohibit" and replace with "allow" and add "for up to a maximum of 120 nights per calendar year within owner-occupied

homes” at the end.

And be it further resolved that:

1) All related bylaws including Sections 1.5, 1.5.1, and 1.5.2 as outlined in Staff Report No. DEV-26-032 pertaining to the Zoning Bylaw be changed to allow short-term rentals for secondary suites and garden suites to a maximum of 120 nights per year; and

2) The cap of 120 nights on short-term rentals for secondary suites and garden suites be reviewed by Council one year from the date of implementation.

Council comments included the following:

- Allowing short term rentals within secondary and accessory units provides flexibility and improves clarity, while balancing the need to preserve long term rental stock.
- The number of available long term rental units in the Township continues to increase as new development projects are completed.
- Current tenants in secondary and accessory units cannot be evicted for the purpose of converting spaces into short term rentals.
- Rental units are important for improving affordability, and short term rentals similarly help homeowners manage financial pressures.
- Short term rentals help facilitate tourism, and address different needs than hotels,
- Many new housing units in the Township are small, and cannot accommodate visitors.
- A balanced approach is needed to respond to financial pressures on homeowners while preserving long existing term rentals.
- Reviewing the cap after one year will be important to allow for adjustment.
- The cap could be increased easily upon review, but any decrease would create significant challenges for hosts; setting the cap at 90 nights to start may be preferred.
- Many renters are already in a vulnerable financial position, and protections against evictions for the purpose of creating short term rentals are imperfect; a cautious approach is needed to ensure reductions to the long term rental stock are not incentivized.
- Starting at a 90 day cap is supportable given the more challenging financial position that renters tend to be in compared to homeowners.
- A 90 day cap is reasonable, consistent with provincial regulations, and can be adjusted upon review as needed.

Moved by Councillor Helliwell, seconded by Councillor Cavens: That the main motion be amended to reduce the cap from 120 to 90 nights. Carried

Unanimously.

Council comments continued:

- Given the significant changes proposed in the framework, an opportunity to review cost and revenue estimates ahead of implementation would be beneficial.

Moved by Councillor Helliwell, seconded by Councillor Cavens: That the main motion be amended to include direction to staff to include a high-level estimate of potential costs and revenues for the first three years in the report when the Zoning Bylaw is brought forward for first reading. Carried Unanimously.

In response to a question from Council, staff noted that the Bylaw amendments related to short term rentals would come forward for a decision during the next Council's term.

Council discussion continued on the main motion as amended:

- While short term rentals may impact the Township's ability to attract hotels, the two accommodation types have different markets and there are other tools available to municipalities to attract new hotels.
- The changes proposed will help the regulatory framework meet the community's needs, while allowing for adjustment after the first year.

Main Motion as Amended:

Moved by Councillor Morrison, seconded by Councillor Brame: That Council direct staff to prepare amendments to the Zoning Bylaw, Business Licence Bylaw, and the Bylaw Notice Enforcement Bylaw, based on the proposed regulatory framework outlined in the Report attached as Appendix "A" to Staff Report DEV-26-032, with the exception of Recommendation 1.10 to be amended to strike out the word "prohibit" and replace with "allow" and add "for up to a maximum of 90 nights per calendar year within owner-occupied homes" at the end.

And be it further resolved that:

1) All related bylaws including Sections 1.5, 1.5.1, and 1.5.2 as outlined in Staff Report No. DEV-26-032 pertaining to the Zoning Bylaw be changed to allow short-term rentals for secondary suites and garden suites to a maximum of 90 nights per year;

2) The cap of 90 nights on short-term rentals for secondary suites and garden suites be reviewed by Council one year from the date of

implementation; and

3) Staff be directed to include a high-level estimate of potential costs and revenues for the first three years in the report when the Zoning Bylaw is brought forward for first reading. . Carried Unanimously.

Council recessed at 8:41 PM and reconvened at 8:45 PM with all members of Council present.

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

1) [26-196](#) Bylaw to amend Development Application Procedures and Fees Bylaw No. 2791, 2012, Staff Report No. DEV-26-027

The Director of Development Services introduced the report.

Moved by Councillor Brame, seconded by Councillor Cavens: That Council give first, second, and third readings to Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2026, No. 3190. Carried Unanimously.

2) [26-243](#) Bylaw Offence Notice, Penalty Updates, Staff Report No. SI-26-014

The Director of Strategic Initiatives introduced the report and responded to questions from Council.

Council commented that staff's recommendation of a high deterrence, safety forward approach is supportable.

Staff provided a verbal update on after-hours bylaw enforcement, and the enforcement of time-limited parking.

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

1. Direct staff to proceed with modernizing Esquimalt's BON penalty structure in accordance with a high deterrence, safety forward approach, option 1; and

2. Give first, second, and third readings to the Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2026, No. 3191. Carried Unanimously.

**9. REPORTS / MINUTES FROM COMMITTEES**

- 1) [26-251](#) June 15th, 2026 Committee of the Whole Resolutions to be Ratified

Moved by Councillor Morrison, seconded by Councillor Cavens:

1. Presentation - West Bay Residence Association and Habitat Acquisition Trust - Interpretive Platform and Pollinator Park

That Council refer the presentation from the West Bay Residents Association and the Habitat Acquisition Trust regarding the proposed Interpretive Platform and Pollinator Park to staff for a report back to Council to allow for discussion and consideration of inclusion into future priority planning. Carried Unanimously.

- 2) [26-250](#) Minutes of the Advisory Planning Commission meeting held on May 19, 2026

This item was received.

**10. NOTICE OF MOTION**

- 1) [26-217](#) Bylaw Amendments for Community Sharing Boxes - Councillor Cavens - For Discussion

Councillor Cavens introduced the Notice of Motion for discussion.

Council comments included:

- As community sharing boxes are not addressed in the Township's Zoning Bylaw, they are currently in contravention; as bylaw enforcement is complaint-driven, these boxes could be removed due to complaints even when they are not related to the Zoning Bylaw.
- Making it clear that these sharing boxes and pantries are legal is of interest.
- Regulation of these boxes should be centered in their impacts, rather than their use; the Township's approach to regulating home occupations could be an appropriate template to this end.
- Directing staff to return with a report will be helpful for understanding where there are impacts, and help guide discussion of this issue.
- The community's engagement in supporting one another through these sharing boxes is appreciated.
- The different uses of these boxes can shape what their impacts and risks are, which should be considered in staff's report back to Council.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council direct staff to bring forward suggested bylaw amendments and a brief report on potential implications that would allow for sharing boxes as an ancillary use in residential areas in line with our existing

zoning regulations for Home Occupation. Carried Unanimously.

**11. PUBLIC COMMENT PERIOD**

There was no public input.

**12. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Cavens: That the Regular Council meeting be adjourned at 9:09 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS        DAY OF        , 2026

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT