



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

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

Committee of the Whole

Monday, May 11, 2026

6:00 PM

Esquimalt Council Chambers

Present 6 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Meagan Brame
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Regrets 1 - Councillor Andrea Boardman

Councillor Morrison joined the meeting via conference call.

Staff: Steve Knoke, Acting Chief Administrative Officer
Sarah Holloway, Deputy Corporate Officer/Manager of
Corporate Services
Bill Brown, Director of Development Services
Joel Clary, Director of Engineering & Public Works
Judy Kitts, Director of Strategic Initiatives
Tara Zajac, Manager of Communications
Victoria McKean, Recording Secretary

Other: Fiona Wilson, Chief Constable, VicPD
Conor King, Inspector, VicPD
Tiffany Parton, Director of Strategic Communications and
Community Engagement, VicPD

1. CALL TO ORDER

Councillor Cavens, Chair, called the meeting to order at 6:00 PM.

Councillor Helliwell acknowledged with respect the Songhees and Xwsepsem Nations on whose traditional territory we live, we learn, and we do our work.

2. INTRODUCTION OF LATE ITEMS

1) [26-199](#) Late Correspondence

Moved by Councillor Brame, seconded by Councillor Helliwell: That the late items be added to the agenda. Carried Unanimously.

3. APPROVAL OF THE AGENDA

Moved by Councillor Brame, seconded by Councillor Helliwell: That the agenda be approved with the inclusion of the late items. Carried Unanimously.

4. **ADOPTION OF MINUTES**

- 1) [26-184](#) Minutes of the Committee of the Whole meeting held on April 20, 2026

Moved by Councillor Brame, seconded by Councillor Helliwell: That the Minutes of the Committee of the Whole meeting held on April 20, 2026 be adopted as circulated. Carried Unanimously.

5. **PUBLIC INPUT ON ITEMS 6 AND 7**

There was no public input.

6. **PRESENTATIONS AND DELEGATIONS**

Presentations

- 1) [26-185](#) Victoria Police Department 2026 Q1 Community Safety Report Card

Inspector Conor King and Chief Constable Fiona Wilson presented the Victoria Police Department's 2026 Q1 Community Safety Report Card and responded to questions from Committee of the Whole.

7. **STAFF REPORTS**

- 1) [26-183](#) Community Satisfaction Survey 2026, Staff Report ADM-26-023

Tara Zajac, Manager of Communications, introduced the consultant, Cale Lewis, who presented a PowerPoint to Committee of the Whole.

Committee of the Whole comments included the following:

- It was suggested that demographic analysis, such as age, location within the municipality, family status, and whether the respondent is a renter or an owner, be examined for more in-depth information to be gained.
- Since word of mouth is a popular communication method, staff were encouraged to ensure that information is communicated to the public in a palatable way that is easy to understand.
- It was noted that traffic, transportation, and parking were rated as areas of high importance.
- This survey is important to consider in conjunction with the Development Capacity Study to compare how public perspective aligns with the results of the study.
- The definition of moderate, with respect to tax rate increases, is subjective and more clarity would be helpful.
- This survey provides valuable information to Council, and while it may not

need to be conducted annually, conducting a survey every 2-4 years, timed so that it may inform budget decisions and Council Strategic Planning, may be beneficial.

- Responses could be analyzed to determine whether there are specific demographics that are under-served or would benefit from additional information.

Moved by Councillor Helliwell, seconded by Councillor Brame: That the Committee of the Whole recommend that Council receive the Citizen Satisfaction Survey for information as outlined in Staff Report No. ADM-26-023. Carried Unanimously.

2) [26-176](#) Review of the Preliminary Results of the Development Capacity Study, Staff Report No. DEV-26-21

The Director of Development Services introduced Michael Meyer from MODUS Planning, who presented a PowerPoint to Committee of the Whole.

Committee of the Whole comments included the following:

- Data on the education system's capacity would be helpful to consider when making decisions about increased growth or densification.

- Housing needs may vary from year-to-year, perhaps there are other metrics that can trigger investment in different services to support the community as it grows.

- It was suggested that targeted amenity contributions from developers may alleviate strain on municipal services and facilities.

- The transportation data may not reflect residents lived experience, and examining the impact increased density may have to peak traffic hours should be explored.

- This report may be one of many tools that is used to inform the Official Community Plan refresh project undertaken by the next Council.

- A more specific strategy to address capacity concerns across different areas of analysis would be beneficial to reassure residents that municipal services and facilities will remain accessible.

- A report which states that there are no constraints to development may not reflect the experience of residents, and this disconnect should be examined to ensure that residents experiences are captured and reflected.

Moved by Councillor Helliwell, seconded by Mayor Desjardins: That the Committee of the Whole recommend that Council receive the Esquimalt Development Capacity Study: Draft Findings Report Version 1.2 for information. Carried Unanimously.

3) [26-167](#) Small-Scale Multi-Family Housing (SSMFH) Options Report Follow Up, Staff Report No. DEV-26-019

The Director of Development Services introduced the Staff Report.

Committee of the Whole comments included the following:

- A workshop may be a very effective exercise, but a strong facilitator and concise questions should be provided to seek public input that is in-depth to inform Council's decision-making process;
- A diverse selection of participants and interest-holders should be invited to attend the workshop to ensure that discussion and feedback is representative of the community;
- The size of the workshop should be reasonable to ensure that discussion can take place, multiple opportunities to be involved should be provided to allow the community to participate and feel included;
- Presenting information, such as housing typology, visually to the public during the workshop may be beneficial;
- There is a risk that this process may feel exclusionary if not public input opportunities are provided, and it was suggested that the results on the workshop be presented to the public with additional opportunities to provide feedback, including an open house or online feedback survey;
- It is important to remember that the workshop will be constrained within the provisions of Bill 44, and identifying what is and is not within scope will ensure that the workshop remains focused and effective;
- As this process unfolds, there will be additional opportunities to seek public feedback in a variety of methods.

Moved by Councillor Brame, seconded by Mayor Desjardins: That the Committee of the Whole recommend that Council direct staff to proceed with hiring the necessary consultants and organizing a SSMFH workshop as outlined in Staff Report No. DEV-26-019; bring back a summary of input and recommended bylaw/policy updates for Council consideration no later than mid to late June; post the material from the workshop on the website and to allow for online comments; and, after the workshop, hold an Open House. Carried Unanimously.

8. PUBLIC COMMENT PERIOD

Linda O'Keefe, resident, spoke favourably about the Esquimalt Fire Department and shared that 76 new pictures will soon be hung at Esquimalt Recreation Centre.

9. ADJOURNMENT

Moved by Mayor Desjardins, seconded by Councillor Brame: That the meeting be adjourned at 8:45 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

SARAH HOLLOWAY,
DEPUTY CORPORATE OFFICER

THIS DAY OF , 2026

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