



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Final

Special Meeting of Council

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

Monday, July 14, 2025

6:00 PM

Esquimalt Municipal Hall

Present 7 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Meagan Brame
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Staff: Dan Horan, Chief Administrative Officer
Bill Brown, Director of Development Services
Joel Clary, Director of Engineering & Public Works
Steve Knoke, Director of Parks and Recreation Services
Matt Furlot, Fire Chief
Sarah Holloway, Manager of Corporate Services/Deputy
Corporate Officer
Victoria McKean, Committee Coordinator/Recording
Secretary

1. CALL TO ORDER

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

Councillor Brame acknowledged with respect that we are gathered on the traditional, ancestral and unceded territory of the ləkʷəŋən People, represented today by the Songhees and Xwsepsəm Nations, and that their presence and stewardship is more vast than what we traditionally think of and that understanding deepens our own gratitude.

Mayor Desjardins acknowledged the passing of Bill Emery, a dedicated volunteer and lifelong Esquimalt resident. Mayor Desjardins recognised Bill's contributions to Buccaneer Days, the Emergency Program and the Esquimalt Lions and expressed her sympathy for Bill's passing.

2. INTRODUCTION OF LATE ITEMS

There were no late items.

4. MOTION TO CANCEL THE REGULAR COMMITTEE OF THE WHOLE MEETING OF JULY 14, 2025 AT 6:00 PM

Moved by Councillor Cavens, seconded by Councillor Boardman: That the Regular Committee of the Whole meeting of July 14, 2025 at 6:00 PM be cancelled. Carried Unanimously.

3. APPROVAL OF AGENDA

Moved by Councillor Cavens, seconded by Councillor Helliwell: That the agenda be approved with Item 10 amended to include sections 90 (1) (g) and (k) of the Community Charter to discuss litigation or potential litigation affecting 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.

Moved by Councillor Cavens, seconded by Councillor Boardman: That pursuant to Community Charter section 127(4) that Council waive the requirement for 24-hour notice. Carried Unanimously.

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

- 1) [25-272](#) Adoption of Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2025, No. 3154, Staff Memorandum No. ADM-25-033

Moved by Councillor Helliwell, seconded by Councillor Brame: That Officer's Bylaw, 2011, No. 2777, Amendment Bylaw, 2025, No. 3154 be adopted. Carried Unanimously.

- 2) [25-273](#) Adoption of Parking Bylaw, 2025, No. 3089, Staff Memorandum No. ADM-25-033

Moved by Councillor Cavens, seconded by Councillor Brame: That Parking Bylaw, 2025, No. 3089 be adopted. Carried Unanimously.

6. PUBLIC INPUT ON AGENDA ITEMS 7 AND 8

Doug Scotty, resident, addressed Council on two traffic orders proposed in Item 7.2 which would permit parking on the east side of Constance Avenue, expressing their concern that the additional parking may pose issues for emergency vehicles.

7. STAFF REPORTS

- 1) [25-228](#) Official Community Plan Amendment Consultation List – 868 Old Esquimalt Road, Staff Report No. DEV-25-028

The Director of Development Services introduced the item and responded to

questions from Council.

Moved by Councillor Armour, seconded by Councillor Brame: That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Official Community Plan and Zoning Amendment concept plan detailing the proposed 7-unit townhouse development at 868 Old Esquimalt Road. Carried Unanimously.

2) [25-255](#) Town Centre – Side Street Parking Restrictions, Staff Report No.EPW-25-008

The Director of Engineering and Public Works introduced the item and responded to questions from Council.

Council comments included the following:

- Concern was expressed about the safety of alternating traffic in specific areas of Constance Ave and parking violation enforcement;
- Support was expressed for expanding time-limits to include Sundays to ensure there is reasonable turnaround of parked vehicles to support businesses in the area;
- Standardization of time-limited parking to 2-hours was suggested to provide consistency and to encourage people to visit multiple businesses as time-limited parking is a benefit to the business community;
- Staff were requested to provide the public with ample notification of the upcoming changes.

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

1. Approve Traffic Orders 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1375, 1376, 1377, 1378, 1380 and 1381; and
2. Rescind Traffic Orders 382, 585, 658, 782, 802, 867, 1228, 1229, 1296, 1303, 1327, 1328, 1329, and 1336 as detailed in Staff Report EPW-25-008.

Moved by Councillor Brame, seconded by Councillor Morrison: That the motion be amended to make all time-limited parking spaces, except for loading zones, be for two hours.

DEFEATED with Mayor Desjardins and Councillors Armour, Boardman, Cavens, and Helliwell opposed.

The question was called on the Main Motion and Carried Unanimously.

3) [25-259](#) Sale of Heavy Rescue and Purchase of Light Rescue Apparatus, Staff Report No. FIRE-25-005

The Fire Chief introduced the item and responded to questions from Council.

Council comments included the following:

- Support was expressed for the proposal as it adds a usable vehicle to the fleet and potentially reduces greenhouse gas emissions.

Moved by Councillor Brame, seconded by Councillor Cavens: That Council approve the right-sized procurement of a Light Rescue apparatus from Fort Garry Fire Trucks, not to exceed \$350,000 inclusive of fees and taxes, and authorize the consignment sale of the 2021 Heavy Rescue truck, contingent on achieving a minimum proceed value of \$600,000, as described in Staff Report FIRE-25-005. Carried Unanimously.

4) [25-250](#) UBCM Strategic Priorities Fund Grant Application - Esquimalt High Turf Field, Staff Report No. P&R-25-008

The Director of Parks and Recreation introduced the item and responded to questions from Council.

Council comments included the following:

- Support was expressed for this grant opportunity, as it is something that Council has been working towards for years, and represents a strengthening of the Township's relationship with the School District.

Moved by Councillor Armour, seconded by Councillor Morrison: That Council endorse the submission of an application for the 2025 UBCM Strategic Priorities Fund for the Esquimalt High Turf Field project, design and construction of a lit artificial turf field located at Esquimalt High School, in which the Township of Esquimalt will provide overall grant management and will manage or support any project cost overruns. Carried Unanimously.

5) [25-266](#) Parks and Recreation Service Levels, Staff Memorandum No. P&R-25-006

The Director of Parks and Recreation presented a PowerPoint and responded to questions from Council.

Council comments included the following:

- Exploring how accumulated surplus is managed and utilised is of interest;
- More tangible information, such as quantitative drivers, would assist Council to evaluate service levels within the budget context;
- Appreciation for parks and recreation services was expressed as these services contribute dramatically to community health and wellbeing;

- The hours of operation of Esquimalt's recreation facilities was highlighted as outstanding within the region and a major selling point for the community;
- It was observed that the Early Development Instrument (EDI) declined during periods of recreation facility closure, emphasizing the importance of levels of service and the tangible benefit they provide to the community;
- More information on the demographics, resident vs. non-resident, of recreation use was requested.

Moved by Councillor Morrison, seconded by Councillor Brame: That the Parks and Recreation Service Levels, Staff Memorandum No. P&R-25-006 be received for information. Carried Unanimously.

8. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING

- 1) [25-244](#) Delegated Authority to Issue Traffic Orders, Staff Report No. EPW-25-011

The Director of Engineering and Public works introduced the item and responded to questions from Council.

Moved by Councillor Cavens, seconded by Councillor Brame: That Council give first, second and third readings to Streets and Traffic Regulation Bylaw, 2017, No. 2898, Amendment Bylaw, 2025, No. 3166. Carried Unanimously.

- 2) [25-180](#) Parks and Recreation 2026 Fee and Charges Rate Review, Staff Report No. P&R-25-005

The Director of Parks and Recreation introduced the item and responded to questions from Council.

Council comments included the following:

- The rates seem reasonable, staff were encouraged to provide advance notice of changes to the fees and charges structures to user groups ahead of implementation;
- Appreciation for "Toonie Swims" was expressed, as they positively impacted the popularity and demographics of evening swims;
- It was suggested that the category of youth be expanded to include nineteen- and twenty-year-olds to remove barriers to accessing recreation programming and facilities;
- User fees are often used by the Township to offset the tax rate, but caution was recommended as recreation programming and facilities must remain accessible and affordable.

Moved by Councillor Brame, seconded by Councillor Armour: That Council give first, second, and third readings to Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2025, No. 3165. Carried Unanimously.

- 3) [25-242](#) Repeal Expenses (Elected Officials) Bylaw, 2006, No. 2637, Staff Memorandum No. ADM-25-031

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council give three readings to Bylaw to Repeal Bylaw No. 2637, 2025, No. 3167. Carried Unanimously.

9. PUBLIC COMMENT PERIOD

There was no public comment.

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

Moved by Councillor Brame, seconded by Councillor Armour: That pursuant to Section 90(1) (a), (g) 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, litigation or potential litigation affecting 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.

11. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Armour: That the meeting be adjourned at 8:12 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS 21ST DAY OF JULY, 2025

SARAH HOLLOWAY,
DEPUTY CORPORATE OFFICER
CERTIFIED CORRECT