



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**

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

Minutes - Final

Committee of the Whole

Monday, June 16, 2025

6:00 PM

Esquimalt Council Chambers

Present 6 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Meagan Brame
Councillor Duncan Cavens
Councillor Tim Morrison

Regrets 1 - Councillor Jacob Helliwell

Councillor Armour attended the meeting via conference call.

Staff: Dan Horan, Chief Administrative Officer
Bill Brown, Director of Development Services
Ian Irvine, Director of Financial Services and IT
Steve Knoke, Director of Parks and Recreation
Sarah Holloway, Manager of Corporate Services/Deputy
Corporate Officer
Jakub Lisowski, Planner II Policy
Victoria McKean, Recording Secretary

1. CALL TO ORDER

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

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

2. INTRODUCTION OF LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor Morrison, seconded by Councillor Brame: That the agenda be approved as circulated.

4. ADOPTION OF MINUTES

- 1) [25-178](#) Minutes of the Committee of the Whole meeting held on May 12, 2025
- 2) [25-203](#) Minutes of the Special Committee of the Whole meeting

held on May 26, 2025

Moved by Councillor Cavens, seconded by Councillor Brame: That the Minutes of the Committee of the Whole meeting held on May 12, 2025 and the Special Committee of the Whole meeting held on May 26, 2025 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) [25-201](#) VicPD- 2026 Budget Exploration - Elizabeth Cull, Finance Committee Chair, Chief Cst. Del Manak and Donna Phillips, Director of Financial Services

Elizabeth Cull, Victoria Police Department Finance Committee Chair, introduced the VicPD Budget Board Exploration. Elizabeth Cull and Chief Constable Del Manak responded to questions from Committee of the Whole.

Committee of the Whole comments included the following:

- There is a challenge in using one budget to address the priorities of the City of Victoria and the Township of Esquimalt;
- The policing service we are getting is excellent, but one concern for the Township is cost, Council is eager to hear about how the service can be more efficient and cost-effective;
- Past discussions regarding a regional police force fell apart at the provincial level, not the local level. There must be support among MLAs, not just at the Ministerial level.
- Exploring other service model options is of interest, with cost being a significant driver, and having more Esquimalt-specific data is of interest.

- 2) [25-224](#) Council Discussion with Advisory Committee Chairs

Nathaniel Sukhdeo, Advisory Planning Commission (APC) Chair, provided the following update to Committee of the Whole:

- A frequent topic of conversation APC meetings are perceived gaps in the Official Community Plan (OCP), and interest in a review of this document.
- A roundtable discussion between the APC, APC Design Review Committee, and Council would be an appreciated opportunity to collaborate on a potential OCP recalibration.
- APC members would benefit from a staff recommendation or additional feedback on items before the Commission.
- Leveraging Development Cost Charges and Amenity Contribution Charges is a recurring topic of conversation at APC meetings.

Tara Todesco, APC Design Review Committee (DRC), provided the following update to Committee of the Whole:

- The DRC is strongly supportive of a policy or guidance on the inclusion of windows in bedrooms and informed Council that a Notice of Recommendation on this topic will be forthcoming from the DRC.
- The DRC supports the development of a clear definition of in-suite storage space which are used as unofficial bedrooms in units.
- Bicycle access and storage in new developments is also a topic of discussion and interest at DRC meetings as is training on climate readiness and biodiversity, achieving higher step codes, greenhouse gas impact of different materials, active transportation, and landscaping biodiversity.
- The DRC feels that there is an absence of a clear policy when proposals significantly exceed the OCP, and additional guidance or time to consider these proposals would be beneficial to the Committee.

Shona Redman, Chair of the Environment, Parks, and Recreation Advisory Committee (EPRAC), provided the following update to Committee of the Whole:

- A summary of recent activities of the Committee, particularly designation of public park spaces as part of rezoning applications, natural asset management, signage at Gorge Park, parkland placement within Esquimalt, and the proposed dock project.
- The EPRAC would be interested in an opportunity to collaborate with Council on the OCP recalibration, that a guidance document on providing rationale for the Committee's recommendations would be helpful, and training on climate action readiness is of interest.
- The EPRAC would benefit from a consistent approach for when items are brought to the Committee for comment and recommendation. An expanded mandate on environmental aspects is desired, as it is felt that this aspect of the Committee's mandate has shrunk.
- Additional training and orientation would be a benefit, and increasing the number of meetings per year.

7. STAFF REPORTS

1) [25-216](#) 2025 Budget Book, Staff Report FIN-25-008

The Director of Financial Services introduced the 2025 Budget Book and responded to questions from Committee of the Whole.

Committee of the Whole comments included the following:

- Data from the past ten years presented alongside the Five Year Financial Forecast is requested to provide insight into trends;
- More detailed information beyond the description of each department's core tasks is requested;
- Additional graphics to assist in understanding the health of the budget over

time would be appreciated;

- The debt proceeds section was challenging to read, some key definitions provided as an appendix may be helpful;
- A brief explanation of reserve accounts and a breakdown of tax allocation is of interest;
- Including the mayor's message or other introductory statement to provide a high-level summary of this document may make it more accessible to the public.

2) [25-208](#) Official Community Plan Recalibration - Project Sign-off, Staff Report No. DEV-25-023

The Director of Development Services introduced Jakub Lisowski, Policy Planner, who presented a PowerPoint and responded to questions from the Committee of the Whole.

Committee of the Whole comments included the following:

- We are achieving our goals with respect to the quantity of new housing, we must also focus on the quality of the housing provided, there should be a focus on livability and providing homes, not just housing units;
- There are concerns regarding the project's public engagement timeline. Staff are encouraged to be visible and accessible during engagement and emphasized the importance of meaningful consultation with First Nations;
- Concerns regarding a potential lack of clarity regarding small-scale, multi-unit housing (SSMUH) implementation and to address the diverse needs of different housing groups in the Official Community Plan (OCP) carefully.
- A Council workshop with public participation in the fall was suggested to prevent decisions being rushed and/or not fully considered by Council and the public.
- The recalibration is an opportunity to be clear with the language contained in the OCP and include a positive approach to what we want to see in our community without ambiguity or unintended interpretation rather than a prohibitive, restrictive approach.

Moved by Mayor Desjardins, seconded by Councillor Brame: That the Committee of the Whole recommend that Council endorse the draft Project Sign-off and proceed with the Official Community Plan Recalibration. Carried Unanimously.

3) [25-200](#) 2025 UBCM Convention – Delegate Meeting Requests, Staff Report ADM-25-026

Moved by Mayor Desjardins, seconded by Councillor Morrison: That the Committee of the Whole recommend that Council direct staff to request meetings with the following Ministers during the 2025 UBCM Convention:

- The Honourable Lisa Beare, Minister of Education and Child Care, regarding School District 61 School Board Trustee electoral reform;
 - The Honourable Josie Osborne, Minister of Health, regarding an update on western communities' collaboration;
 - The Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs, regarding infrastructure funding;
 - The Honourable Mike Farnworth, Minister of Transportation and Transit, regarding the Admirals Road corridor;
 - The Honourable Garry Begg, Minister of Public Safety and Solicitor General regarding the Township of Esquimalt's policing scenarios and the regionalization of policing; and
 - Darlene Rotchford, M.L.A. Esquimalt-Colwood, be invited to attend the meetings with the above Ministers.
- Carried Unanimously.

8. PUBLIC COMMENT PERIOD

There was no public comment.

9. ADJOURNMENT

Moved by Mayor Desjardins, seconded by Councillor Brame: That the meeting be adjourned at 8:33 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS 15TH DAY OF SEPTEMBER, 2025

SARAH HOLLOWAY,
DEPUTY CORPORATE OFFICER
CERTIFIED CORRECT