



**CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT**  
**Minutes - Draft**  
**Special Meeting of Council**

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

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Monday, February 1, 2021

5:45 PM

Esquimalt Council Chambers

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**Present**     7 - Mayor Barbara Desjardins  
                  Councillor Ken Armour  
                  Councillor Meagan Brame  
                  Councillor Jacob Helliwell  
                  Councillor Lynda Hundleby  
                  Councillor Tim Morrison  
                  Councillor Jane Vermeulen

Councillor Helliwell and Councillor Vermeulen attended the meeting by conference call.

**Staff:** Laurie Hurst, Chief Administrative Officer  
          Jeff Miller, Director of Engineering & Public Works (via conference call)  
          Bill Brown, Director of Development Services  
          Ian Irvine, Director of Financial Services  
          Vicki Gannon, Director of Corporate Administration & HR (via conference call)  
          Blair McDonald, Director of Community Safety Services (via conference call)  
          Scott Hartman, Director of Parks and Recreation (via conference call)  
          Chris Jancowski, Fire Chief (via conference call)  
          Rachel Dumas, Manager of Corporate Services  
          Alicia Ferguson, Recording Secretary

**1. CALL TO ORDER**

Mayor Desjardins called the Special Council meeting to order at 5:47 PM.

Mayor Desjardins acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

**2. 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. Carried Unanimously.

#### 4. CORE BUDGET PRESENTATIONS

Director of Financial Services provided an overview of the 2021 budget process.

1) [21-069](#) Administration and Corporate Services

Councillor Hundleby joined the meeting via conference call at 5:49 PM.

Director of Corporate Services & HR provided an overview of Department operations, 2020 achievements, 2021 initiatives, key challenges, and presented a PowerPoint Presentation. Highlights of 2020 achievements included completion of the Business Investment Roadmap with South Island Prosperity Partnership, activation of Emergency Operations Center in response to the COVID-19 pandemic and maintenance of essential services, recipient of the Canadian Heritage grant funding, and supported employees through the pandemic with Health and Wellness webinars.

2) [21-070](#) Community Safety Services

Director of Community Safety Services provided an overview of Department operations, 2020 achievements, 2021 initiatives, key challenges and presented a PowerPoint Presentation. Highlights of key challenges included bylaw management resources, regional deer management practices, development of the new public safety building, and impact of COVID-19 on operations.

3) [21-072](#) Finance and Information Technology

Director of Financial Services and IT provided an overview of Department operations, 2020 achievements, 2021 initiatives, key challenges and presented a PowerPoint Presentation. Highlights of proposed 2021 initiatives included increased online services, updates to the local grants policy and application, and exploring service providers options for cost savings and service level considerations.

4) [21-073](#) Engineering and Public Works

Director of Engineering and Public Works provided an overview of Department operations, 2020 achievements, 2021 initiatives, key challenges and presented a PowerPoint Presentation. Highlights of proposed 2021 initiatives included development of an active transportation master plan, completion of Esquimalt Town Square infrastructure, and main line replacement and upgrades for sewer and drain mains.

5) [21-074](#) Development Services

Director of Development Services provided an overview of Department operations, 2020 achievements, 2021 initiatives, key challenges and presented a PowerPoint Presentation. Highlights of 2020 achievements included advancements of regulations for detached additional dwelling units,

secured services to prepare the Climate Mitigation Plan, and supported the CAO in advancing the Esquimalt Town Square project.

**6) [21-075](#) Parks and Recreation Services**

Director of Parks and Recreation provided an overview of Department operations, 2020 achievements, 2021 initiatives, key challenges and presented a PowerPoint Presentation. Highlights of key challenges included impact of the COVID-19 pandemic on programs and services, upgrade and replacement requirements of municipal park and recreation infrastructure and assets, and long term planning for future expansion and environmental stewardship of parks and recreation spaces.

**7) [21-076](#) Fire Rescue Services**

Fire Chief provided an overview of Department operations, 2020 achievements, 2021 initiatives, key challenges and presented a PowerPoint Presentation. Highlights of proposed 2021 initiatives included continued consultation with stakeholders on the new public safety building, implementation of an electronic fire inspection program, and proposed training and programs.

Council entered into a question and answer period with the Director's regarding the presentations and comments included recognition of achievements and the challenges and adaptations due to COVID-19.

**5. ELECTRONIC PUBLIC INPUT OPPORTUNITY**

There was no electronic public comment.

**6. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Armour: That the Special Council meeting be adjourned at 6:57 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS  
THIS DAY OF \_\_\_\_\_, 2021

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RACHEL DUMAS, CORPORATE OFFICER  
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