



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Final

Committee of the Whole

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

Monday, January 20, 2025

6:00 PM

Esquimalt Council Chambers

Present 5 - Mayor Barbara Desjardins
Councillor Andrea Boardman
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Regrets 1 - Councillor Ken Armour

Staff: Dan Horan, Chief Administrative Officer
Ian Irvine, Director of Financial Services & IT
Kristi Bilodeau, Manager of Financial Services
Sarah Holloway, Deputy Corporate Officer
Victoria McKean, Recording Secretary

1. CALL TO ORDER

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

Councillor Morrison recognized and acknowledged the Songhees Nation and Kosapsum Nation on whose traditional territory 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 Cavens, seconded by Mayor Desjardins: That the agenda be approved as circulated. Carried Unanimously.

4. ADOPTION OF MINUTES

1) [24-546](#) Minutes of the Committee of the Whole Meeting held on December 9, 2024

Moved by Councillor Boardman, seconded by Mayor Desjardins: That the minutes of the Committee of the Whole meeting held on December 9, 2024 be adopted. Carried Unanimously.

5. PUBLIC INPUT ON ITEM 6

There was no public input.

6. STAFF REPORTS

- 1) [25-008](#) Annual Review of Council Code of Conduct, Policy No. ADMIN-80, Staff Report No. ADM-25-005

The Manager of Corporate Services introduced the report and responded to questions from the Committee.

Moved by Councillor Boardman, seconded by Mayor Desjardins: That it be recommended to Council that Staff Report No. ADM-25-005 be received and that all members of Council be directed to sign Policy No. ADMIN-80 and submit the signed copy to the Corporate Officer. Carried Unanimously.

- 2) [25-019](#) 2025 Draft Budget Presentation

The Chief Administrative Officer and the Director of Finance and IT Services presented a PowerPoint and responded to questions from the Committee.

Committee of the Whole comments included the following:

- A more detailed analysis on the impact the Council Priority Plan has on the tax increase is of interest.
- A deeper understanding of how funds flow into and out of our capital reserve funds is needed.

- 3) [25-023](#) Staffing Changes - 2025-2029 5-Year Financial Plan. Staff Report No. ADM-25-007

Committee of the Whole comments included the following:

- An inventory of full time employees for each department using 2023 as a baseline to allow for year-over-year analysis and allow for a broader understanding of our workforce is requested.
- An examination of how the Township is handling HR/workforce pressures and how we compare to municipalities that are of a similar size to Esquimalt is of interest.
- The City of Victoria has requested that VicPD make a presentation to their Council with detailed information that reflects the impact, and the service changes needed to accommodate a reduction to the 2025 VicPD provisional budget by \$2.085 million, of which \$1.8 million would be the Victoria portion. A request for the Township of Esquimalt to receive that presentation to see what that would mean for the municipality is of interest.

Moved by Mayor Desjardins, seconded by Councillor Boardman: That the Committee of the Whole recommend that Council request that the VicPD police board provide the Township of Esquimalt Council the same presentation that was requested by the City of Victoria regarding the implication of the reduction in the VicPD provisional budget by \$2.085 million. Carried Unanimously.

7. PUBLIC COMMENT PERIOD

There was no public comment.

8. ADJOURNMENT

Moved by Mayor Desjardins, seconded by Councillor Boardman: That the meeting be adjourned at 7:37 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2025

SARAH HOLLOWAY,
DEPUTY CORPORATE OFFICER
CERTIFIED CORRECT