



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

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

Monday, December 1, 2025

6:30 PM

Esquimalt Municipal Hall

**THE REGULAR MEETING OF COUNCIL RECONVENES AT 7:00 PM
WITH MEMBERS OF THE PUBLIC IN ATTENDANCE**

Present: 6 - Councillor Ken Armour
Councillor Andrea Boardman
Councillor Meagan Brame
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Regrets: 1 - Mayor Barbara Desjardins

Staff: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate Officer
Bill Brown, Director of Development Services
Judy Kitts, Director of Strategic Initiatives
Terése Finegan, Acting Director of HR/Manager of Economic Development
Jakub Lisowski, Planner
Jonah Ross, Recording Secretary

1. CALL TO ORDER - WURTELE ROOM

Councillor Cavens called the Regular Council meeting to order at 6:31 PM.

**I. 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) (d), (f), and (i) of the Community Charter, the meeting be closed to the general public to discuss the security of the property of the municipality; law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Carried Unanimously.

II. CLOSED MEETING

III. RECONVENE THE REGULAR MEETING OF COUNCIL AT 7:00 PM IN COUNCIL CHAMBERS WITH MEMBERS OF THE PUBLIC IN ATTENDANCE

Moved by Councillor Brame, seconded by Councillor Boardman: that the Regular Council meeting be reconvened at 7:02PM. Carried Unanimously.

Councillor Cavens recognized that we are gathered on the traditional territories of the Songhees and Xwsepsem Nations, the Lekwungen-speaking peoples who have lived with and cared for this land since long before any of us were here. With the B.C. Supreme Court's decision on the Cowichan Tribes land title case being highly discussed in the media, we are reminded that decisions made generations ago have lasting impacts on relationships today. The court's decision found that the government of the day did not follow its own laws, in letter or in spirit, with regards to allocation of, and respect for land. It is a good reminder to take the time needed to get things right, listen carefully and work with our neighbours in genuine partnership and respect, rather than leave it for the next generation to figure out. Sometimes work is done slowly, but it can be worth it to get it right and make decisions that are in both the letter and spirit of the law.

2. INTRODUCTION OF LATE ITEMS

1) [25-445](#) Late Correspondence

- 1) Item 6.1 - Notice of Public Hearing - Official Community Plan Bylaw Amendment
- Susan Adams - received November 30, 2025

3. APPROVAL OF AGENDA

Moved by Councillor Morrison, seconded by Councillor Boardman: That the agenda be approved as circulated with the inclusion of the late item. Carried Unanimously.

4. ADOPTION OF MINUTES

- 1) [25-430](#) Minutes of the Regular Council Meeting held on November 3, 2025
- 2) [25-440](#) Minutes of the Regular Council meeting held on November 17, 2025

Moved by Councillor Brame, seconded by Councillor Helliwell: That the minutes of the Regular Council meeting held on November 3, 2025, and the Regular Council meeting held on November 17, 2025, be adopted as circulated. Carried Unanimously.

5. PUBLIC AND STATUTORY HEARINGS

Once the Public Hearing has closed there will be no further opportunities to provide public input on this agenda item.

6. PUBLIC HEARING STAFF REPORTS

Background Information - Available for Viewing Separately

- 1) [25-439](#) Notice of Public Hearing - Official Community Plan Bylaw Amendment
- 2) [25-427](#) Official Community Plan Project – Public Hearing and 3rd Reading of Bylaw, Staff Report No. DEV-25-060

a) Director of Development Services - Overview of Application

Jakub Lisowski, Planner, presented a PowerPoint and responded to questions from Council.

The purpose of this Bylaw is to update the Official Community Plan to be compliant with recent amendments to the Local Government Act related to the most recent Housing Needs Report, revising Commercial/Commercial Mixed-use policies related to height, and other amendments.

b) Public Input

Councillor Cavens invited members of the public to speak a first, second, and third time. There were no speakers.

c) Adjournment of Hearing

Councillor Cavens declared the Public Hearing for Bylaw No. 3176 closed.

d) Consideration of Staff Recommendation

Council comments included the following:

- New guideline for minimum separation between tall buildings will help create more opportunities for green space and parks.
- Provisions to facilitate new commercial spaces are exciting, and will help signal to the community and applicants that these additions are welcome in the community.
- The clarification of height provisions will be helpful to the public.
- Revised Development Permit Area language for Residential and Commercial/Commercial Mixed-Use are appreciated improvements.

Moved by Councillor Brame, seconded by Councillor Morrison: That Council give third reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3176. Carried Unanimously.

7. PUBLIC INPUT ON AGENDA ITEMS 8 AND 9

There was no public input.

8. STAFF REPORTS

- 1) [25-441](#) Public Safety Building Update, Staff Report No. ADM-25-064

Chris Supeene, Core Project Management, presented a PowerPoint and, with the CAO, responded to questions from Council.

The Public Safety Building Update, Staff Report No. ADM-25-064, was received by Council.

- 2) [25-429](#) Animal Control Services Contract Award, Staff Report No. CSS-25-007

The Director of Strategic Initiatives introduced the report and responded questions from Council.

Council comments included the following:

- Victoria Animal Control Services (VACS) staff have been visible in the community, and their efforts to ensure service-delivery across the different areas of the Township are appreciated.
- Community feedback regarding animal control services provided by VACS has largely been positive.

Moved by Councillor Brame, seconded by Councillor Boardman: That Council award the contract to provide animal control services to the Township for a three-year period to Victoria Animal Control Services commencing January 1, 2026, with options to extend two additional years on mutual agreement. Carried Unanimously.

- 3) [25-418](#) Financial Analysis, Staff Report No. FIN-25-014

The CAO introduced the report and responded to questions from Council.

Moved by Councillor Brame, seconded by Councillor Helliwell: That Council receive Staff Report FIN-25-014 for information. Carried Unanimously.

- 4) [25-409](#) Review of Local Grant Funding and Policy Options, Staff Report No. ADM-25-47

The Manager of Economic Development introduced the report and responded to questions from Council.

Council comments included the following:

- Staff will be able to adjust the Local Grant Guidelines, with opportunities for Council to provide ongoing feedback as applications come forward for

decision during each cycle.

- Local Grants funding availability will be determined through broader budget discussions, and the application process can be demanding for both applicants and staff; modifying the proposed advertising and communications plan to signal the uncertainty of funding may be beneficial.
- Council could implement a moratorium on future Local Grant applications for 2026-2028, and freeze ongoing multi-year grants at current funding levels to provide a signal to potential applicants ahead of budget decisions.

Moved by Councillor Helliwell, seconded by Councillor Boardman: That Council rescind Council Policy No. FIN-20 Local Grants Policy and approve Council Policy No. ADMIN-83 Local Grants Policy and receive the Local Grant Guidelines as attached to Staff Report No. ADM-25-047. Carried Unanimously.

Moved by Councillor Armour, seconded by Councillor Morrison: That Council place a moratorium on future local grant applications for 2026-2028.

Council comments included the following:

- A moratorium would demonstrate Council's willingness to manage property tax increases.
- Council decided to not consider new grant applications for 2025 due to broader budget pressures; the 2026 budget is anticipated to be similarly challenging, and a decision in advance could provide helpful notice to applicant organizations.
- While local grants are not a significant portion of the overall budget, every opportunity to find savings can help manage property tax increases.
- A moratorium is appropriate given budget pressures, but should be limited to the current Council term to allow the incoming Council to make a decision for their term.
- Approving a moratorium for 2026-2028 may help the incoming Council by providing time to consider how they wish to proceed.
- A moratorium beyond 2026 would be intended to manage the expectations of community organizations, as it could be adjusted or removed by the incoming Council.

Moved by Councillor Helliwell, seconded by Councillor Boardman: That the main motion be amended to limit the moratorium to 2026. Carried with Councillors Armour and Morrison OPPOSED.

Council discussion continued on the main motion as amended:

- Council has not yet received the draft budget for 2026.
- Grants allow community organizations to make important contributions to

the community through events and a sense of community.

- The budget for the year was approved at the beginning of Council's term, and removing this opportunity for new applicants and events to receive the Township's support without having reviewed the applications is concerning.
- Given that budget decisions for 2026 are anticipated to be challenging across the region, the community will be understanding of a one-year pause.
- Without the moratorium, Council could still decide to deny applications after reviewing them through the application process.

Main Motion as Amended:

Moved by Councillor Helliwell, seconded by Councillor Boardman: That Council place a moratorium on future local grant applications for 2026. Carried with Councillors Cavens and Boardman OPPOSED.

- 5) [25-404](#) Council Policy Update PER-02 Employee Recognition, Staff Report No. ADM-25-061

The Acting Director of Human Resources and Community Relations introduced the report and responded to questions from Council.

Moved by Councillor Boardman, seconded by Councillor Brame: That Council approve the amendments to Council Policy PER-02 Employee. Carried Unanimously.

9. **RISE AND REPORT (FROM IN CAMERA)**

- 1) [25-428](#) Rise and Report from the In Camera Council meeting held on November 17, 2025

At the In Camera meeting held on November 17, 2025, Council passed the following resolutions:

1. Advisory Committee Interviews, Staff Report No. ADM-25-063

That Council re-appoint TJ Schur and Mark Seebaran to the Advisory Planning Commission for a two year term from January 1, 2026 -December 31, 2027.

That Council appoint Zak Zawaduk to the Advisory Planning Commission for a two year term from January 1, 2026 - December 31, 2027.

That Council re-appoint Tara Todesco to the Advisory Planning Commission Design Review Committee for a two year term from January 1, 2026 - December 31, 2027.

That Council re-appoint Elyse Norgaard Kituri to the Board of Variance for a two year term from January 1, 2026 - December 31, 2027.

That Council re-appoint Elyse Norgaard Kituri and Kyler Nurmsoo to the Environment, Parks and Recreation Advisory Committee for a two year term from January 1, 2026 - December 31, 2027.

That Council appoint Shona Lawson and David Nicol to the Environment, Parks and Recreation Advisory Committee for a two year term from January 1, 2026 - December 31, 2027.

10. PUBLIC COMMENT PERIOD

There was no public input.

11. ADJOURNMENT

Moved by Councillor Helliwell, seconded by Councillor Brame: That the the Regular Council meeting be adjourned at 8:46 PM. Carried Unanimously.

DUNCAN CAVENS
ACTING MAYOR
THIS DAY OF , 2025

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT