



# **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

## **Minutes - Final**

### **Council**

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

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Monday, January 27, 2025

7:00 PM

Esquimalt Council Chambers

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**Present:** 5 - Mayor Barbara Desjardins  
Councillor Ken Armour  
Councillor Andrea Boardman  
Councillor Jacob Helliwell  
Councillor Tim Morrison

**Regrets:** 1 - Councillor Duncan Cavens

**Staff:** Dan Horan, Chief Administrative Officer  
Deb Hopkins, Director of Corporate Services/Corporate Officer  
Bill Brown, Director of Development Services  
Joel Clary, Director of Engineering & Public Works  
Ian Irvine, Director of Financial Services & IT  
Sarah Holloway, Manager of Corporate Services/Deputy Corporate Officer

#### **1. CALL TO ORDER**

Mayor Desjardins called the Regular Council meeting to order at 7:00 PM.

Councillor Boardman acknowledged with respect the Lekwungen-speaking peoples on whose traditional territory the Township stands and the Songhees and Kosapsum peoples whose historical relationships with the land continue to this day.

#### **2. INTRODUCTION OF LATE ITEMS**

There were no late items.

#### **3. APPROVAL OF AGENDA**

Moved by Councillor Armour, seconded by Councillor Morrison: That the agenda be approved as circulated. Carried Unanimously.

#### **4. ADOPTION OF MINUTES**

1) [25-043](#) Minutes of the Regular Council meeting held on January 13, 2025

Moved by Councillor Helliwell, seconded by Councillor Boardman: That the minutes of the Regular Council meeting held on January 13, 2025

be adopted as circulated. Carried Unanimously.

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

***For Adoption***

- 1) [25-030](#) Adoption of Amendments to Fire Protection and Control Bylaw, 2011, No. 2783, Staff Report No. ADM-25-008

Moved by Councillor Boardman, seconded by Councillor Armour: That Fire Protection and Control Bylaw, 2011, No. 2783, Amendment Bylaw, No. 3151 be adopted. Carried Unanimously.

**6. PUBLIC INPUT ON AGENDA ITEMS 7, 8 AND 9**

Lynden Chisholm, resident, suggested to Council that phase 2 of the bike lanes should be put on hold due to budget constraints and that \$3.7 million is a significant amount of money to spend.

**7. STAFF REPORTS**

- 1) [25-013](#) Request for Property Tax Write Off - Folio 307-0582.000, Staff Report FIN-25-001

The Director of Financial Services introduced the report and responded to questions from Council.

Council commented that the error should be rectified.

Moved by Councillor Armour, seconded by Councillor Boardman: That Council: (i) approves the write off of uncollectible property taxes, penalties and interest for folio 307-0582.000 and (ii) directs staff to apply to the Minister under Section 781 of the Local Government Act to write off said account receivable. Carried Unanimously.

- 2) [25-026](#) Fleming Street No Parking, Staff Report No. EPW-25-002

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

Moved by Councillor Armour, seconded by Councillor Helliwell: That Council approve the implementation of Traffic Order 1356 for "No Parking" on the south side of Fleming Street commencing on the northeast corner of 868 Fleming Street and extending west to the terminus of Fleming Street, as set out in EPW-25-002. Carried Unanimously.

- 3) [25-020](#) Housing Target Progress Report Form - Six (6) Months, Staff Report No. DEV-25-004

The Director of Development Services introduced the report and responded to questions from Council.

Council comments included the following:

- Meeting the provincial housing targets is something to be proud of.
- This was a success due to the Township's proactive, not reactive, stance on housing.

Moved by Councillor Morrison, seconded by Councillor Helliwell:

That Council, pursuant to Section 4 (3) (a) of the Housing Supply Act, receive the Six-Month Housing Target Progress Report attached as Appendix "A" to staff report DEV-25-004;

That Council authorize the Chief Administrative Officer or his delegate to, as soon as practicable, publish the report on the Township of Esquimalt's website; and

That Council authorize the Chief Administrative Officer or his delegate to, as soon as practicable, submit the report to the Minister of Housing and Municipal Affairs. Carried Unanimously.

- 4) [25-021](#) OCP Amendment Consultation List – 1209 Lyall St - Staff Report No. DEV-25-003

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

Council commented that this is only for the authorization to circulate and that comments on the proposed development will be shared later on in the process when it returns to Council.

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Official Community Plan Amendment concept plan detailing the proposed development at 1209 Lyall Street as outlined in Staff Report No. DEV-25-003. Carried Unanimously.

- 5) [25-015](#) 2025 By-Election - Appointment of Chief Election Officer and Deputy Chief Election Officers, Staff Report No. ADM-25-003

The Director of Corporate Services introduced the report and responded to questions from Council.

Moved by Councillor Armour, seconded by Councillor Boardman: That for the 2025 By-Election, Council:

1. Appoint Deb Hopkins, Corporate Officer, as the Chief Election Officer; and Sarah Holloway, Deputy Corporate Officer, and Victoria McKean, Committee Coordinator, as Deputy Chief Election Officers; and
2. Approve funding of up to \$86,500 in the 2025 budget. Carried Unanimously.

#### **8. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING**

- 1) [25-018](#) Amendments to Fees and Charges (Miscellaneous) Bylaw, Staff Report No. DEV-25-002

The Director of Development Services introduced the report and responded to questions from Council.

Moved by Councillor Armour, seconded by Councillor Helliwell: That Council give first, second, and third readings to "Fees and Charges (Miscellaneous) Bylaw, 2019, No. 2961, Amendment Bylaw, 2025, No. 3150" attached as Appendix "A" to Staff Report DEV-25-002. Carried Unanimously.

#### **9. REPORTS / MINUTES FROM COMMITTEES**

- 1) [25-049](#) Resolutions from the January 20, 2025 Committee of the Whole meeting for Ratification

Moved by Councillor Morrison, seconded by Councillor Helliwell: That the recommendations from the Committee of the Whole meeting of January 20, 2025 be ratified.

1. Annual Review of Council Code of Conduct, Policy No. ADMIN-80, Staff Report No. ADM-25-005.

That the Committee of the Whole recommend 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 of the Corporate Officer.

2. Staffing Changes - 2025-2029 5-Year Financial Plan, Staff Report No. ADM-25-007.

That the Committee of the Whole recommend that Council request that the Victoria and Esquimalt 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.

- 2) [25-046](#) Minutes from the Local Grant Committee meeting held on September 9, 2024.

The minutes were received for information.

**10. PUBLIC COMMENT PERIOD**

Doug Scott, resident, informed Council of the removal of bicycle lanes in parts of Europe as the accidents caused due to the cycling infrastructure were found to be more damaging. The reaction by authorities in Europe was to increase enforcement of traffic regulations in regard to cycling. The resident felt that enforcement would be a better solution to spending money on bicycle lane infrastructure.

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

Moved by Councillor Helliwell, seconded by Councillor Boardman: That pursuant to Section 90(1) (a) and (c) 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; and, labour relations or other employee relations. Carried Unanimously.

**12. ADJOURNMENT**

Moved by Councillor Helliwell, seconded by Councillor Boardman: That the Regular Council meeting be adjourned at 7:38 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS 24TH DAY OF FEBRUARY, 2025

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT