



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

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

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Monday, November 25, 2024

6:00 PM

Esquimalt Council Chambers

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

**Present:** 5 - Councillor Ken Armour  
Councillor Andrea Boardman  
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  
Ian Irvine, Director of Financial Services & IT  
Matt Furlot, Fire Chief  
James Davison, Manager of Development Services  
Sarah Holloway, Deputy Corporate Officer/Recording  
Secretary

**1. CALL TO ORDER**

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

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

Moved by Councillor Helliwell and seconded by Councillor Armour: That pursuant to Section 90 (1) (a) and (i) 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 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 WITH MEMBERS OF THE PUBLIC IN ATTENDANCE**

Acting Mayor Boardman reconvened the Regular meeting of Council at 7:00 PM.

Councillor Morrison acknowledged the traditional territory of the Lekwungen- speaking peoples, the Songhees and Kosapsum peoples on whose lands we work, learn, live, and play.

**2. INTRODUCTION OF LATE ITEMS**

There were no late items.

**3. APPROVAL OF AGENDA**

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

**4. ADOPTION OF MINUTES**

- 1) [24-490](#) Minutes of the Regular meeting of Council held on October 28, 2024
- 2) [24-521](#) Minutes of the Regular Meeting of Council held on November 4, 2024

Moved by Councillor Helliwell, seconded by Councillor Armour: That the minutes of the Regular meeting of Council held on October 28, 2024 and the Regular meeting of Council held on November 4, 2024 be adopted as circulated. Carried Unanimously.

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

There was no public input.

**6. STAFF REPORTS**

- 1) [24-500](#) Local Grant Request - Esquimalt High School Athletics, Staff Memorandum No. FIN-24-021

The Director of Financial Services introduced the report to Council.

Chris Dahl, Athletic Director, Esquimalt High School addressed Council and highlighted the need for new and quality equipment for not only student use but for the community which includes an Adult Friday night league, a youth community volleyball club and occasional use by Volleyball BC.

Juneau, an Esquimalt High School student and part of both the senior volleyball team and club volleyball outside of school, expressed concern with the poor condition and safety issues with the current aging school equipment

and is looking forward to buying new equipment.

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council direct staff to issue a payment in the amount of \$2,750 to Esquimalt High School to support volleyball equipment purchases and to subsidize travel for students' families. Carried Unanimously.

**2) [24-510](#) 2025 Budget Schedule, Staff Memorandum FIN-24-022**

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

Council commented on the importance of communicating the opportunities for public input on the budget.

Moved by Councillor Armour, seconded by Councillor Morrison: That Council approve the 2025 Budget Schedule as attached to Staff Report No. FIN-24-022 Carried Unanimously.

**3) [24-507](#) Interim Housing Needs Report - Receipt by Council - Staff Report No. DEV-24-057**

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

Moved by Councillor Morrison, seconded by Councillor Armour: That Council receive the Interim Housing Needs Report as drafted in Appendix A; direct staff to post it to the Township's website before January 1, 2025; and amend the existing Housing Needs Assessment with the Interim Housing Needs Assessment as an appendix. Carried Unanimously.

**4) [24-505](#) PFAS-free Turn-out Gear Replacement, Staff Report No. FIRE 24-005**

The Fire Chief introduced the report and responded to questions from Council.

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council approve the replacement of firefighters' primary turnout gear with PFAS-free alternatives through utilization of the existing 2024 fire department budget and \$75,000 from the Township's contingency account. Carried Unanimously.

**5) [24-481](#) Draft Council Policy ADMIN-82 Committee of the Whole Terms of Reference, Staff Report ADM-24-071**

The Deputy Corporate Officer introduced the report and responded to questions from Council.

Council comments included the following:

- The policy is appreciated as it will relieve confusion.

- Further discussion should be had by members of Council on how the Committee of the Whole meetings can be run to allow for more in depth and informal discussions to be less like a formal meeting of Council.

Moved by Councillor Helliwell, seconded by Councillor Armour: That Council approve Council Policy ADMIN-82 - Committee of the Whole Terms of Reference. Carried Unanimously.

## 7. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-523](#) Recommendations from the November 18, 2024 Committee of the Whole for Ratification

Moved by Councillor Armour, seconded by Councillor Helliwell: That Council ratify the recommendations from the Committee of the Whole meeting of November 18, 2024:

1. 2024 Climate Action Report, Staff Report No. DEV-24-053

That the Committee of the Whole recommend that Council:

- Receive the 2024 Climate Action Report (Attachment 1) for information and discussion.
- Consider Attachment 2 - 'Next Climate Actions 2025-2026 for inclusion in the Climate Action Plan.
- Receive the 2024 Esquimalt, Local Government Climate Action Program (LGCAP) survey (Attachment 3) as revised, for information.
- Direct staff to explore the local effects of sea level rise and storm surges in the West Bay Area.

2. Review of Local Grant Funding and Policy Options, Staff Report No.ADM-24-074

That the Committee of the Whole recommends to Council that it consider the proposed Local Grant Guidelines as attached to Staff Report ADM-24-074 which will inform the changes to FIN-20.

3. Economic Development Place Brand and Marketing Plan, Staff Report No. ADM-24-073

That the Committee of the Whole recommends to Council that the Economic Development Place Brand and Marketing Plan be endorsed as presented.

4. Infrastructure Asset Management and Long-Term Financial Sustainability Analysis, Staff Report FIN-24-020

That the Committee of the Whole recommend that Council postpone the Infrastructure Asset Management and Long-Term Financial Sustainability Analysis for consideration during the 2025 Budget Process.

5. VicPD 2025 Provisional Budget Discussion, Staff Memorandum No. 24-076

That the Committee of the Whole recommend that Council direct staff to invite representatives of VicPD and the Victoria and Esquimalt Police Board to attend a future Council meeting before the end of 2024. Carried Unanimously.

## 8. COMMUNICATIONS

### *For Council's Consideration*

1) [24-516](#) Email dated November 8, 2024 from Felix Townsin Re Request to proclaim November 16 - December 16, 2024 as A Million Acts of Love Month

Moved by Councillor Morrison, seconded by Councillor Armour: That Council direct the Mayor to declare a proclamation in support of A Million Acts of Love campaign. Carried Unanimously.

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

1) [24-524](#) Rise and Report from the In Camera meetings of October 28 and November 4, 2024

1. Council has made the following advisory body reappointments for two-year terms ending December 31, 2026:

- Shaun Smakal as the BCSLA representative, and Sean Pol MacUisdin and Nathaniel Sukhdeo to the Advisory Planning Commission
- Shona Redman, Jessie Baltutis and Jamie Proctor to the Environment, Parks & Recreation Advisory Committee

2. Council has reappointed Richard Rennie to the Board of Variance for a three-year term ending December 31, 2027

3. Council has made the following new advisory body appointments for two-year terms ending December 31, 2026:

- Eric Tran to the Advisory Planning Commission Design Review Committee
- Ally Dewji and Kelsey Tyerman to the Advisory Planning Commission

4. Council has appointed Jayden Grieve to the Board of Variance for a three-year term ending December 31, 2027.

## 10. PUBLIC COMMENT PERIOD

Linda O'Keefe, resident, informed Council that residents are invited to have coffee at McDonald's on Wednesday at 10 AM with Esquimalt Firefighters and on Thursday at 10 AM with Victoria Police Department officers.

## 11. ADJOURNMENT

Moved by Councillor Helliwell, seconded by Councillor Armour: That the Regular Council meeting be adjourned at 7:34 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS DAY OF , 2024

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT