



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

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

Monday, September 8, 2025

6:00 PM

Esquimalt Municipal Hall

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

Present: 7 - Mayor Barbara Desjardins
Councillor Ken Armour
Councillor Andrea Boardman
Councillor Meagan Brame
Councillor Duncan Cavens
Councillor Jacob Helliwell
Councillor Tim Morrison

Staff: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate Officer
Joel Clary, Director of Engineering & Public Works
Bill Brown, Director of Development Services
James Davison, Manager of Development Services
Alex Tang, Planner
Kirsten Dafoe, Planner
Jonah Ross, Recording Secretary

1. CALL TO ORDER - WURTELE ROOM

Mayor Desjardins called the Regular Council meeting to order at 6:00 PM.

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

Moved by Councillor Brame, seconded by Councillor Helliwell:
That pursuant to Section 90 (1) (a) and (b) 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 personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity. 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 Cavens: That the Regular Meeting of Council be reconvened at 7:00 PM. Carried Unanimously.

Mayor Desjardins acknowledged that we are in the traditional territories of the Songhees and Xwsepsəm Nations. While the Township has taken steps forward on reconciliation through land acknowledgements, reconciliation also requires actions. The Township now flies the flags of the two nations at the Municipal Hall and Gorge Pavilion, recognizing their traditional territory. We have negotiated a transfer of sewage capacity with the Xwsepsəm Nation, reflecting economic reconciliation. Reconciliation is a commitment to working toward a better future for all Canadians, and we all share this responsibility. Throughout this meeting and our daily activities, we can take time to reflect on how we are contributing to reconciliation.

Mayor Desjardins also recognized the success of RibFest over the past weekend, thanking the organizers, volunteers, and staff for their contributions to this significant event.

Mayor Desjardins welcomed Judy Kitts, Director of Strategic Initiatives, to the Township.

Judy joins us after 6 years on the leadership team at the Greater Victoria Harbour Authority as Director, First Nations Engagement.

Since 2021 she has also supported various clients in the region as a consultant, including the Victoria Airport Authority, the Chamber of Commerce, BC Transit, Destination Greater Victoria, the Capital Regional District and the Greater Victoria Public Library.

Her role prior to the GVHA was with the Port of Vancouver as Indigenous Affairs Advisor, where large infrastructure projects were the focus of her work, having been involved in over 300 projects of various size and scale. Judy is a graduate of Queen's University (with a Bachelor of Arts with Honours in Politics and International Development) and the University of Victoria (with a Master of Arts in Conflict Resolution). Judy's focus will be on three key areas:

- Supporting the leadership team with initiatives that align with Council's Good Governance and Organizational Excellence priorities,

including modernizing business planning, operational performance measurement, and support to governance;

- Leading the Township's indigenous relations program; and,
- Leading the oversight of municipal bylaw enforcement, coordination of policing services, and development of Esquimalt's policing strategy and policies.

2. INTRODUCTION OF LATE ITEMS

1) [25-326](#) Late Correspondence

1) Item 6.3 - Development Variance Permit - 640 Lampson St - Staff Report No. DEV-25-043

- Richard Fisher - received September 4, 2025
- Constance Sinclair - received September 5, 2025
- Kim Fisher - received September 8, 2025

2) Item 6.6 - Development Variance Permit Application - 527 Lampson Street, Staff Report No. DEV-25-038

- Tia and Che Way, received September 8, 2025

3) Item 7.1 - Rezoning Application and Housing Agreement Bylaw - 1007 Arcadia Street, Staff Report No. DEV-25-040

- Kim Hooper, received September 7, 2025
- Tara Hastings, received September 8, 2025

3. APPROVAL OF AGENDA

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

4. ADOPTION OF MINUTES

1) [25-294](#) Minutes of the Regular Council meeting held on July 21, 2025

Moved by Councillor Brame, seconded by Councillor Cavens: That the minutes of the Regular Meeting of Council held on July 21, 2025, be adopted as circulated. Carried Unanimously.

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

Item 6.6 Development Variance Permit Application - 527 Lampson Street, Staff Report No. DEV-25-038

Tim Croft, resident, spoke against the proposal, noting that current housing prices in the Township are a barrier preventing even financially secure buyers from being able to join the community, and that high density condos have not been demonstrated to solve this problem. Denying the current proposal, and pursuing a single structure instead of two, would better preserve the experience of the neighbours and prevent trees from being cut down.

Item 7.1 Rezoning Application and Housing Agreement Bylaw - 1007 Arcadia Street, Staff Report No. DEV-25-040

Genevieve Lemay, resident, spoke in opposition to the project and requested that Council ask the developer to engage in further consultation with the neighbourhood regarding options to reduce the height and size of the proposed design, or that Council deny the application.

Adrien Richardot, resident, expressed concern regarding the proposal's height, potential impacts on street parking and infrastructure capacity, lack of green space, and shadows on neighbouring properties.

Lynn Stokes, resident, urged Council to deny the application, as it does not address impacts on neighbouring properties. Public engagement on this application has highlighted that the proposal pushes the maximums for height, density, siting, setback, lot coverage, and land use, with minimal open space and parking. It does not fit in with the neighbourhood. As well, the absence of Development Cost Charges is concerning, as infrastructure costs associated with these projects should be shared by developers.

Lizanne Chicanot, resident, spoke against the application, encouraging Council to consider the perspectives and concerns of neighbours living near the site. Increased density and height are acceptable, but the number of units proposed is not supportable.

Janice Dunning, non-resident, spoke in opposition to the application, due to safety concerns for the cul-de-sac; there are currently no sidewalks, and the proposal would increase traffic and lacks sufficient parking provisions.

Carmen Rempel and Kris Bekkema, Habitat for Humanity, expressed support due to the inclusion of the affordable housing unit. The unit will be registered on title, ensuring that this home ownership remains accessible to families in the future. Approval of the project would set a precedent for similar projects in the future.

Tara Hastings, resident, spoke against the proposal, as the below-market unit will not be affordable given the expected cost of the unit, and is insufficient in addressing affordability challenges. In addition, the lack of open space impacts the proposal's livability for families.

Rob McDermot, resident, spoke in opposition to the application; they are in the process of adding solar panels to their house without support through grants or subsidies, and the project's shadows will negatively impact the

panels' reductions to energy consumption, and associated cost-savings.

Item 6.3 Development Variance Permit - 640 Lampson St - Staff Report No. DEV-25-043

Constance Sinclair, resident, spoke in opposition, noting that the proposal to remove oak trees could potentially be avoided through a reduction to the project's size. The oak trees should be preserved as they provide necessary shade to those waiting at the bus stop, and help mitigate street noise for the neighbourhood.

6. STAFF REPORTS

- 1) [25-306](#) BC Transit Presentation - Victoria Regional Transit Plan Update, Staff Report No. EPW-25-013

Elise Wren, Manager, Government Relations and Levi Megenbir, Manager, Service Planning at BC Transit, presented a PowerPoint on the Victoria Regional Transit Commission update, plan process, and Route 40 implementation, and responded to questions from Council.

- 2) [25-311](#) Uganda Pump Station Upgrades – Construction Contract Award, Staff Report No. EPW-25-014

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

Council commented that the contract went through the standard procurement process, and is part of a Council Priorities project.

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Council award a construction contract (ENG #25-04), optional and provisional work and future change orders within the approved budget, to Don Mann Excavating Ltd. in the amount of \$718,053.71 excluding GST, for Uganda Pump Station Upgrades, as described in Staff Report EPW-25-014. Carried Unanimously.

- 3) [25-312](#) Development Variance Permit - 640 Lampson St - Staff Report No. DEV-25-043

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

Council comments included the following:

- The variance will preserve important trees on Fernhill Road.
- Requiring a sidewalk on Fernhill Road would not be of significant benefit.
- Proceeding with frontage improvements on Lampson Street is supportable.
- Mitigating impacts of infrastructure work on trees is supportable.
- While waiving the requirement for a sidewalk is supportable, it would be beneficial if the developer could contribute alternative improvements.

Moved by Councillor Brame, seconded by Councillor Cavens: That Council approve DVP00161 to vary the applicable provisions of the Subdivision and Development Servicing Bylaw for certain frontage works and services for the proposed Small-Scale Multi-Family Residential project at 640 Lampson Street as outlined in Staff Report No. DEV-25-043. Carried Unanimously.

4) [25-302](#) Development Variance Permit Application - 301-503 Park Place, Staff Report No. DEV-25-037

The Director of Development Services and Kirsten Dafoe, Planner, introduced the report and responded to questions from Council.

Moved by Councillor Cavens, seconded by Councillor Brame: That Council approve the Development Variance Permit application DVP00168 to allow Window Signs to be located above the second storey of a building at 301-503 Park Place as outlined in Staff Report No. DEV-25-037.

Council comments included the following:

- Businesses moving into upper floor commercial spaces should be supported.
- The variance would allow signage consistent with what is offered to first and second floor businesses.
- Allowing building owners and businesses to regulate their own aesthetics is preferred.
- Business signage is important, but increased signage in upper floor windows may become a concern as more businesses move in.
- Pedestrian experience in the Town Square courtyard may be negatively impacted as signage or other advertising is added.
- Supporting economic development and new businesses is a priority, but managing potential long term impacts of signage by developing design guidelines could be beneficial.

Moved by Councillor Boardman, seconded by Councillor Brame: That the main motion be amended to include conditions requiring signage to only include text and neutral tones.

Council comments continued:

- Mitigating the boldness of the proposed sign designs is supportable.
- Given the potential for similar variance requests to come forward, establishing guidelines may be beneficial.
- Approving the variance without conditions may serve as an opportunity to pilot potential future changes to the design guidelines or Sign Bylaw amendments.
- There are incentives for applicants to pursue designs that are aesthetically

pleasing to the public, so it may not be necessary for Council to establish guidelines.

- Businesses should be celebrated.

The question was then called, and Defeated with all of Council Opposed.

Council comments continued:

- Upper-floor medical clinics often have signage on the relevant floor.
- Supporting businesses in the Township is of interest.

MAIN MOTION:

Moved by Councillor Cavens, seconded by Councillor Brame: That Council approve the Development Variance Permit application DVP00168 to allow Window Signs to be located above the second storey of a building at 301-503 Park Place as outlined in Staff Report No. DEV-25-037. Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Brame: That Council direct staff to initiate a review of Sign Regulation Bylaw, 1996, No. 2252 to:

- a) Consider introducing signage provisions for upper-storey tenants in mixed-use developments;
- b) Clarify whether logos and brand marks are considered part of the "business name"; and
- c) Consider introducing tiered flexibility for sign coverage percentages based on context and zoning. Carried Unanimously.

- 5) [25-305](#) Development Variance Permit Application - 1050 Dunsmuir Street, Staff Report No. DEV-25-039

Kirsten Dafoe, Planner, introduced the report, noting that the Development Variance Permit applications for 1050 Dunsmuir Street and 527 Lampson Street are related to the same project, and responded to Council questions.

Council provided the following comments:

- Allowing a combined drive aisle will reduce impact on street parking.
- Provision of a 1:1 parking ratio will reduce impact on street parking.

Moved by Councillor Cavens, seconded by Councillor Brame: That Council approves the Development Variance Permit application DVP00169 to authorize the proposed building siting and parking dimensions at 1050 Dunsmuir Street with the variances outlined in staff report no. DEV-25-039. Carried Unanimously.

- 6) [25-304](#) Development Variance Permit Application - 527 Lampson Street, Staff Report No. DEV-25-038

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Council

approves the Development Variance Permit application DVP00170 to authorize the proposed building siting and parking dimensions at 527 Lampson Street with the variances outlined in staff report no. DEV-25-038. Carried Unanimously.

The Regular Meeting of Council recessed at 8:54 PM and reconvened at 8:59 PM with all members of Council present.

7. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING

- 1) [25-307](#) Rezoning Application and Housing Agreement Bylaw - 1007 Arcadia Street, Staff Report No. DEV-25-040

Alex Tang, Planner, presented a PowerPoint and responded to Council questions.

Council provided the following comments:

- Neighbourhood and community concerns regarding the impacts of density at this site, and the request to exceed Bill 44 requirements are heard.
- The FAR, 2 additional units, and density may not be appropriate for this site.
- Shadow study findings show that the proposal would have significant impacts on neighbours.
- Proposed FAR of 0.8 is significant in this design.
- Design challenges of this lot are understood, but the proposal exceeds the appropriate density for the site.
- Challenges with this proposal do not necessarily require a full reconsideration of CD district zoning.
- Assessing the value of the affordable unit offered is challenging without a definition for affordable housing, and the need to monitor the covenant requirement in the future may prove difficult.

Moved by Councillor Brame, seconded by Councillor Boardman: That Council defeat Amendment Bylaw Nos. 3155 and 3156. Carried Unanimously.

Council provided the following comments:

- More Small-Scale Multi-Unit Housing (SSMUH) applications have been received than anticipated, and there are more currently in progress; a review will help determine whether the zoning and procedures are working as expected, and allow Council to make any changes needed.
- A review could help ensure that applicants bring forward designs that are appropriate for the site and neighbourhood.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council direct staff to bring forward a project impact assessment for a review of SSMUH zoning and procedures in order to streamline and adjust requirements, including consideration of the impacts on

neighbours, future tree canopy, parking, and alignment with the Official Community Plan. Carried Unanimously.

8. COMMUNICATIONS

For Council's Consideration

- 1) [25-316](#) Announcement from School District No. 61 dated August 5, 2025 Re: Trustee Electoral Areas Public Engagement Session

Councillor Morrison introduced the item for discussion.

Council provided the following comments:

- This resolution will allow Council's support for the trustee electoral area model to be included in public engagement on the initiative.
- From a reconciliation perspective, the proposed trustee electoral area model will improve First Nations' representation in school board governance.

Moved by Councillor Cavens, seconded by Councillor Brame: That Council supports the proposed trustee electoral area model for School District No. 61. Carried Unanimously.

- 2) [25-291](#) Email from Debbie Kennedy, Commissionaires Victoria, The Islands and Yukon Re: Commissionaires Centennial Day Proclamation Request

Councillor Brame congratulated the Commissionaires on reaching their 100-year milestone.

Moved by Councillor Brame, seconded by Councillor Cavens: That Council proclaim September 15, 2025, as Commissionaires Centennial Day. Carried Unanimously.

- 3) [25-292](#) Letter from Kavithra Karalasingham, Inflamed Brain Alliance (IBA) Re: World PANS PANDAS Awareness Day Illumination Request

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council direct staff to illuminate the Archie Browning Sports Centre and Waterpark green on October 9, 2025, in recognition of World PANS PANDAS Awareness Day. Carried Unanimously.

- 4) [25-297](#) Email from Miriam Ticsay Re: World Sepsis Day Illumination Request

Moved by Councillor Boardman, seconded by Councillor Brame: That Council direct staff to illuminate the Archie Browning Sports Centre and Waterpark fuchsia on September 13, 2025, in recognition of World Sepsis Day. Carried Unanimously.

- 5) [25-317](#) Letter from Scouts Canada dated August 18, 2025 Re:

Scouts Canada Apple Day Fundraiser

Moved by Councillor Brame, seconded by Councillor Cavens: That Council approve the request for Scouts Canada to conduct the 2025 Apple Day fundraising drive on October 4 and 5, 2025 between 9 AM and 4 PM each day. Carried Unanimously.

9. RISE AND REPORT (FROM IN CAMERA)

- 1) [25-318](#) Rise and Report from the In Camera meeting of July 21, 2025

At the In Camera meeting held on July 21, 2025, Council passed the following resolutions:

1. That Council rise and report on the appointment of Kody Thomson to the Advisory Planning Commission Design Review Committee effective immediately with the term appointment ending December 31, 2027.
2. That Council rise and report on the appointment of Judy Kitts, Director of Strategic Initiatives, as an Officer of the Township of Esquimalt.

At the In Camera meeting held on September 8, 2025, Council passed the following resolutions:

1. That Council appoint Maggie Thompson as the Township of Esquimalt's community representative to the Capital West Accessibility Advisory Committee for a term effective immediately and concluding December 31, 2026.
2. That Council appoint Doran Musgrove, Architect, to the APC Design Review Committee as the representative of the Architectural Institute of British Columbia for a partial term commencing immediately and concluding December 31, 2025.

10. PUBLIC COMMENT PERIOD

Xeniya Vins, resident, expressed support for a review of the SSMUH Bylaw, noting that the current bylaw is rigid in its requirements, and some metrics adopted from the province have been exceeded. A review could explore the possibility of delegating certain variance decisions to staff to potentially advance applications more efficiently and help save more trees.

11. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Boardman: That the the Regular Council meeting be adjourned at 10:00 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF , 2025

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT