



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Final

### Council

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

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Monday, April 28, 2025

7:00 PM

Esquimalt Council Chambers

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**Present:** 5 - Mayor Barbara Desjardins  
Councillor Andrea Boardman  
Councillor Duncan Cavens  
Councillor Jacob Helliwell  
Councillor Meagan Brame

**Regrets:** 2 - Councillor Ken Armour  
Councillor Tim Morrison

Councillor Boardman attending the meeting via teleconference.

**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  
James Davison, Manager of Development Services  
Alex Tang, Planner  
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.

Mayor Desjardins 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

1) [25-144](#) Late Correspondence

1) Item 6.1 - Temporary Use Permit Application - 429 Lampson St - Staff Report No. DEV-25-008 Heidi and Rod Woods - received April 24, 2025

2) Item 6.2 - Development Variance Permit Application - 1075 Tillicum Road, Staff Report No. DEV-25-009 Ron Dworski - received April 25, 2025

**3. APPROVAL OF AGENDA**

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

**4. ADOPTION OF MINUTES**

- 1) [25-077](#) Minutes of the Regular Council meeting held on February 24, 2025

Moved by Councillor Cavens, seconded by Councillor Helliwell: That the minutes of the Regular Council meeting held on February 24, 2025 be adopted as circulated. Carried Unanimously.

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

There was no public input.

**6. STAFF REPORTS**

- 1) [25-090](#) Temporary Use Permit Application – 429 Lampson St - Staff Report No. DEV-25-008

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

Moved by Councillor Brame, seconded by Councillor Helliwell: That Council approve the Temporary Use Permit at 429 Lampson Street to allow the temporary uses of a Sales Centre, consisting of a sales office, display suites, and parking as outlined in Staff Report DEV-25-008. Carried Unanimously.

- 2) [25-125](#) Development Variance Permit Application – 1075 Tillicum Road, Staff Report No. DEV-25-009

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

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council approve DVP00158, which includes variances to decrease the front setback by 1.9 metres, the northern interior side setback by 0.9 metres, the southern interior side setback by 1.7 metres and the rear setback by 1.0 metres as outlined in Staff Report DEV-25-009 to accommodate balconies for the property located at 1075 Tillicum Road. Carried Unanimously.

- 3) [25-129](#) 2025 By-Election Final Report, Staff Report No. ADM-25-017

The Director of Corporate Services introduced the report and responded to

questions from Council.

Council thanked staff for their work in executing a successful by-election.

Moved by Councillor Helliwell, seconded by Councillor Cavens: That Council receive staff report No. ADM-25-017 outlining the official results of the 2025 By-Election held on April 5, 2025, for information. Carried Unanimously.

- 4) [25-133](#) Amendments to 2025 Council Appointments to Internal and External Committees, Commissions, and Boards, Staff Report No. ADM-25-019

Moved by Councillor Brame, seconded by Councillor Helliwell: That Council approve the amendments to the 2025 Council Appointments to Internal and External Committees, Commissions, and Boards to appoint Councillor Meagan Brame to the bodies and positions as outlined in Staff Report ADM-25-019. Carried Unanimously.

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

- 1) [25-132](#) 2025 Financial Plan and Tax Rates Bylaws, Staff Report FIN-25-005

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

Council comments included the following:

- Budget discussions earlier in the year would make the budget process easier for next year.
- Discussing the long range budget plans will ensure that there are no large budget increase surprises in the future.
- There are some doubts over the sustainability of municipal finances.
- Expectations should be set for staff and future Councils.
- The direction to staff to bring back reviews on service delivery and service levels should occur sooner than later.
- Tough decisions on adjusting Council priorities may occur.
- The reports from staff on asset management and other budget considerations have been valuable and appreciated.

Moved by Councillor Brame, seconded by Councillor Cavens: That Council give first, second and third readings to Financial Plan Bylaw, 2025, No. 3159 and Tax Rates Bylaw, 2025, No. 3160 as attached to Staff Report FIN-25-005. Carried Unanimously.

## 8. **COMMUNICATIONS**

### ***For Council's Consideration***

- 1) [25-138](#) Email from Moose Hide Campaign dated April 16, 2025

Re: Support for Moose Hide Campaign Day on  
Thursday, May 15, 2025

Moved by Councillor Cavens, seconded by Councillor Brame: That Council proclaim May 15th as Moose Hide Campaign Day; encourage staff to register for Moose Hide Campaign Day; direct staff to order Moose Hide Pins for the Township; and direct staff to share the Township's commitment to the campaign on our social media platforms. Carried Unanimously.

***For Council's Information***

- 2) [25-101](#) Letter - Ministry of Housing and Municipal Affairs Re: Housing Target Progress Report

The letter was received for information.

**9. PUBLIC COMMENT PERIOD**

Lyndon Chisolm, resident, informed Council of a successful garage sale on the weekend and lauded the organization and the youth workers.

**10. ADJOURNMENT**

Moved by Councillor Brame, seconded by Councillor Cavens: That the Regular Council meeting be adjourned at 7:28 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS 26TH DAY OF MAY, 2025

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT