



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Minutes - Draft

### Council

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

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Monday, January 13, 2025

6:30 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 - Mayor Barbara Desjardins  
Councillor Ken Armour  
Councillor Andrea Boardman  
Councillor Duncan Cavens  
Councillor Tim Morrison

**Regrets:** 1 - Councillor Jacob Helliwell

**Staff:** Dan Horan, Chief Administrative Officer  
Deb Hopkins, Director of Corporate Services/Corporate  
Officer  
Matt Furlot, Fire Chief  
Jonah Ross, Recording Secretary

#### 1. CALL TO ORDER

Mayor Desjardins called the Regular Council meeting to order at 6:30 PM.

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

Moved by Councillor Cavens, seconded by Councillor Boardman:  
That pursuant to Section 90 (1) (k) and (m) of the Community  
Charter, the meeting be closed to the general public to discuss  
and to hold discussions negotiations and related discussions  
respecting the proposed provision of a municipal service that are  
at their preliminary stages and that, in the view of the council,  
could reasonably be expected to harm the interests of the  
municipality if they were held in public; and, a matter that, under  
another enactment, is such that the public may be excluded from  
the meeting. Carried Unanimously.

##### II. CLOSED MEETING

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

Moved by Councillor Armour, seconded by Councillor Cavens:  
That the Regular Meeting of Council be reconvened at 7:00 PM.

Carried Unanimously.

**2. INTRODUCTION OF LATE ITEMS**

There were no late items.

**3. APPROVAL OF AGENDA**

Councillor Cavens acknowledged that we are gathered on ləkʷəŋən territory, and noted Council's commitment to building strong and enduring relationships with our neighbouring First Nations governments, the Kosapsum Nation and Songhees Nation.

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

**4. ADOPTION OF MINUTES**

- 1) [25-007](#) Minutes of the Regular Council meeting held on December 16, 2024

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

There was no public input.

**6. STAFF REPORTS**

- 1) [25-006](#) Policing Project Update - January 2025, Staff Report No. ADM-25-004

The CAO introduced the report and provided the following responses to Council questions:

- Staff are working to determine what resources will be needed for each transition option, and expect that this information will be available for Council's assessment in the second quarter of 2025.
- Director of Community Safety Services position remains vacant, and its salary can be reallocated to engage consultant support for work on the project.
- Transition of police services is currently not funded in the 2025-2029 5-Year Financial Plan, but the perivale+taylor report provides details regarding items expected to require funding.
- Invitations to engage in shared services discussions have been sent to Victoria Police Department, Saanich Police Department, and Westshore RCMP, and are being considered through their respective governance frameworks.
- City of Victoria staff are engaged regularly regarding this project, but their work will largely occur once a transition plan is in place.
- CAO now meets monthly with representatives from the Ministry of Public Safety and Solicitor General and City of Victoria; the Ministry has emphasized the need for thoroughness and professionalism throughout the transition process.

Mayor Desjardins noted that she has requested a meeting with the new Minister of Public Safety, which could serve as an opportunity for the Mayor and CAO to provide a brief on the project's history and advocate ongoing work.

CAO responses continued:

- Updated comparison of cost per capita for police services will be included in a future report to help inform Council's assessment of options, and provide an update to residents.

Moved by Councillor Armour, seconded by Councillor Morrison: That report ADM-25-004 Policing Project Update - January 2025 be received for information, and that staff be directed to include project status updates to the Township website, the Council Priorities Plan, social media and other outlets including the Current newsletter. Carried Unanimously.

**2) [25-002](#) Next Generation 9-1-1, Staff Report No. FIRE-25-001**

Fire Chief Matt Furlot introduced the report, and in response to a question from Council, noted that the Next Generation 9-1-1 agreements are identical for all member municipalities of the Capital Regional District.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council authorize the Mayor and Corporate Officer to execute the Local Government NG9-1-1 Agreement on behalf of the Township of Esquimalt as attached to Staff Report No. FIRE-25-001. Carried Unanimously.

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

**1) [25-003](#) Proposed Amendments to Bylaw 2783, Staff Report No. FIRE-25-002**

The Fire Chief introduced the staff report, and provided the following responses to Council questions:

- 670 fire inspections are performed annually by staff, but demand for re-inspections is already beyond staff capacity; new Fire Safety Act requires application of a risk-based matrix which will increase frequency of inspection for higher-risk buildings.
- Challenges in meeting demand for re-inspections preceded the new Fire Safety Act, and these updates are anticipated to triple current demand for inspections.
- Deploying officers to conduct inspections is a common practice across other communities, but is not typical for the South Island region; other local departments have inspector divisions that conduct the inspections, which helps meet demand.

- The attached fee schedule is new to the Fire Safety Act; there are mechanisms to charge for re-inspection, but fees are intended to promote compliance rather than generate revenue.
- Updates are to be communicated to the public, and notification will be provided to building owners during their next inspections.
- The fees outlined in Schedule A were last updated in 2011, and the fee schedule is to be reviewed more frequently moving forward.
- Fees for fire investigations, research requests, and document creation are charged as hourly rates; other fees are generally nominal and do not reflect actual cost to the Township.

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council give first reading to Fire Protection and Control Bylaw, 2011, No. 2783, Amendment Bylaw, 2025, No. 3151. Carried Unanimously.

Moved by Councillor Morrison, seconded by Mayor Desjardins: That Bylaw No. 3151 be amended to include fireworks as subsection (x) under the list for controlled burning in section 38(2). Carried Unanimously.

Moved by Councillor Cavens, seconded by Councillor Boardman: That Council give second and third reading to Fire Protection and Control Bylaw, 2011, No. 2783, Amendment Bylaw, 2025, No. 3151, as amended. Carried Unanimously.

Council provided the following comments:

- Monitoring the relationship between fees charged and actual costs to the Municipality in order to manage potential increases is of interest.

The CAO advised that regular reviews of fees and charges are being implemented as processes continue to be modernized across the organization, and will occur with appropriate frequency beyond the initial one year cost-analysis requested by Council.

Moved by Councillor Cavens, seconded by Councillor Boardman: That Staff be directed to conduct a review of the fee schedule attached to Fire Protection and Control Bylaw, 2011, No. 2783, Amendment Bylaw, 2025, No. 3151 one year after adoption, with emphasis on the relationship between fees charged and actual costs to the Municipality. Carried Unanimously.

## 8. COMMUNICATIONS

### *For Council's Information*

- 1) [25-005](#) Letter from the Honourable Lisa Beare, Minister of Education and Child Care, dated January 3, 2025 Re: Request for Increased Funding to Support Climate-Resilient Landscaping in the Greater Victoria

## School District

Mayor Desjardins introduced the letter, a response to Council's expression of concerns regarding funding provisions for landscaping and vegetation at a childcare centre project proposed by the Greater Victoria School District No. 61.

Council provided the following comments:

- Forwarding concerns to School District No. 61 to provide opportunity for response is of interest.

Moved by Councillor Morrison, seconded by Councillor Cavens: That Council direct the Mayor to write a letter to the Greater Victoria School District No. 61 expressing concerns with the funding envelope that precludes the Greater Victoria School District from providing adequate landscaping to protect children from climate change and also in providing a positive natural learning environment for childcare centre projects proposed by School District No. 61. Carried Unanimously.

**9. PUBLIC COMMENT PERIOD**

There was no public input.

**10. ADJOURNMENT**

Moved by Councillor Cavens, seconded by Councillor Morrison: That the Regular Council meeting be adjourned at 7:42 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS TH DAY OF , 2025

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT