



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

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

Special Committee of the Whole

Monday, May 25, 2026

5:45 PM

Esquimalt Council Chambers

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

Staff: Steve Knoke, Director of Parks & Recreation/Acting CAO
Deb Hopkins, Director of Corporate Services/
Corporate Officer
Bill Brown, Director of Development Services
Joel Clary, Director of Engineering & Public Works
Mark Jeckway, Senior Manager of Human Resources
Terése Finegan, Manager of Economic Development
Greg Swan, Assistant Fire Chief
Jonah Ross, Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Special Committee of the Whole meeting to order at 5:45 PM.

2. INTRODUCTION OF LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

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

4. PERIOD STAFF REPORTS

- 1) [26-210](#) CAO - 2026 First Period Report, Staff Report No. ADM-26-026

The Director of Parks and Recreation/Acting CAO gave a presentation on the updated Council Priorities Plan from the First Period of 2026, and staff responded to questions from the Committee of the Whole.

- 2) [26-203](#) Corporate Services - 2026 First Period Report, Staff Report No. ADM-26-024

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

The Committee of the Whole comments included:

- Receiving more detailed meeting viewership analytics for each meeting type is of interest.
- Tracking staff time for Freedom of Information requests across departments would help demonstrate the significant work they require across the organization.

- 3) [26-206](#) Development Services First Period Report 2026, Staff Report No. DEV-26-024

The Director of Development Services introduced the report, and responded to questions from the Committee of the Whole.

The Committee of the Whole commented that updated unit counts for each housing type in the Township, and corresponding historical data, could be included in future period reports for comparative analysis.

- 4) [26-201](#) Engineering & Public Works Departments - 2026 First Period Report, Staff Report No. EPW-26-003

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

- 5) [26-197](#) Financial Services and IT Departments - 2026 First Period Report, Staff Report FIN-26-012

This item was received.

- 6) [26-194](#) Fire Department & Emergency Management Program - 2026 First Period Report, Staff Report No. FIRE-26-003

Greg Swan, Assistant Fire Chief, introduced the report.

- 7) [26-208](#) Human Resources – 2026 First Period Report, Staff Report No. ADM-26-025

The Senior Manager of Human Resources introduced the report.

- 8) [26-202](#) Parks and Recreation 2026 First Period Report, Staff Report No. P&R-26-007

The Director of Parks and Recreation introduced the report and responded to questions from the Committee of the Whole.

In response to a question from Committee of the Whole, staff noted that statistics on Leisure Involvement For Everyone (LIFE) program enrolment could be included in future reports.

- 9) [26-204](#) Strategic Initiatives - 2026 Period Report, Staff Report No. SI-26-013

The Manager of Economic Development introduced the report and responded to questions from the Committee of the Whole.

Committee of the Whole commented that South Island Prosperity Partnership (SIPP) representatives have highlighted the importance of Economic Development Officers, and commended the Manager of Economic Development's promotion of economic growth in the Township.

Moved by Councillor Brame seconded by Councillor Morrison: That the Committee of the Whole receive the 2026 first period reports for information. Carried Unanimously.

Moved by Councillor Morrison, seconded by Councillor Boardman: That the Committee of the Whole recommends to Council that staff be directed to include tabular data on the number of housing types per category on future Development Services Period Reports. Carried Unanimously.

5. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Cavens: That the Special Committee of the Whole meeting be adjourned at 6:24 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS

THIS DAY OF , 2026

DEB HOPKINS,
CORPORATE OFFICER
CERTIFIED CORRECT