



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Agenda - Final-revised Council

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

Monday, December 1, 2025

6:30 PM

Esquimalt Municipal Hall

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

In person attendance is permitted.

Members of the public are encouraged to submit their comments to Council by emailing council@esquimalt.ca or mailing or delivering comments to 1229 Esquimalt Rd, Esquimalt, BC, V9A 3P1 before 12:00 p.m. (noon) on the day of the meeting.

To provide Public Input or Comments to Council at a meeting by telephone, please contact Corporate Services for details at 250-414-7177 before 4:30 p.m. on the day of the meeting.

*The Regular Meeting of Council will be streamed on the following link:
<https://esquimalt.ca.legistar.com/Calendar.aspx>.*

1. CALL TO ORDER - WURTELE ROOM

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

That pursuant to Section 90 (1) (d), (f), and (i) of the Community Charter, the meeting be closed to the general public to discuss the security of the property of the municipality; law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

II. CLOSED MEETING

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

2. INTRODUCTION OF LATE ITEMS

1) 25-445 Late Correspondence

Attachments: [Summary Sheet](#)

[6.1](#)

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

1) [25-430](#) Minutes of the Regular Council Meeting held on November 3, 2025

Attachments: [2025 11 03 Regular Council](#)

2) [25-440](#) Minutes of the Regular Council meeting held on November 17, 2025

Attachments: [Minutes - Regular Council meeting held on November 17, 2025](#)

5. PUBLIC AND STATUTORY HEARINGS

The Public Hearing is to afford all persons who deem their interest in property affected by the Bylaw an opportunity to be heard or to present written submissions before the Municipal Council on matters contained in the Bylaw.

Attendance at Public Hearing:

In person attendance is permitted at the Public Hearing and an opportunity for public input will be provided during the hearing.

Written Submissions:

Written comments may be sent to council@esquimalt.ca or delivered to 1229 Esquimalt Rd, Esquimalt, BC, V9A 3P1. Written comments received by noon on the day of the hearing will be included in the revised meeting agenda. All correspondence submitted will form part of the public record.

Sign Up to Speak:

If you wish to provide comments to Council electronically via telephone during the Public Hearing, please contact Corporate Services for further details at 250-414-7177 prior to 4:30 p.m. on the day of the meeting. You will be invited to speak when it is your turn based on the order that requests were received.

Once the Public Hearing has closed there will be no further opportunities to provide public input on this agenda item.

6. PUBLIC HEARING STAFF REPORTS

Background Information - Available for Viewing Separately

1) [25-439](#) Notice of Public Hearing - Official Community Plan Bylaw Amendment

Attachments: [Notice - Official Community Plan Bylaw Amendment](#)

2) [25-427](#) Official Community Plan Project – Public Hearing and 3rd Reading of Bylaw, Staff Report No. DEV-25-060

Recommendation:

That Council give 3rd reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3176.

Attachments: [Appendix A - Amendment Bylaw No. 3176.pdf](#)
[Appendix B - OCP Bylaw - Proposed Amendments Incorporated](#)
[Appendix C - OCP Bylaw - Track Changes version](#)
[Appendix D - Table describing proposed changes to OCP](#)
[Appendix E - September 15, 2025, Committee of the Whole Meeting Report - Draft \(DEV-25-041\)](#)
[Appendix F - OCP Consultation List](#)
[Appendix G - Engagement Summary Report](#)
[Appendix H - Agricultural Land Commission Letter](#)
[Appendix I - Staff Presentation](#)

- a) **Director of Development Services - Overview of Application**
- b) **Public Input**
- c) **Adjournment of Hearing**
- d) **Consideration of Staff Recommendation**

7. PUBLIC INPUT ON AGENDA ITEMS 8 AND 9

Limit 2 minutes per speaker.

8. STAFF REPORTS

1) [25-441](#) Public Safety Building Update, Staff Report No. ADM-25-064

Recommendation:

That Council receive the December 1, 2025 project update for the Public Safety Building.

Attachments: [Attachment 1 - Presentation: Public Safety Building Update Dec 2025.pdf](#)

2) [25-429](#) Animal Control Services Contract Award, Staff Report No. CSS-25-007

Recommendation:

That Council awards the contract to provide animal control services to the Township for a three-year period to Victoria Animal Control Services commencing January 1, 2026, with options to extend two additional years on mutual agreement.

Attachments: [Animal Management Services RFP NO. SI-25-001](#)

3) [25-418](#) Financial Analysis, Staff Report No. FIN-25-014

Recommendation:

That Council receive Staff Report FIN-25-014 for information.

Attachments: [Variance Analysis Summary Sept 2025 Appendix 1](#)
[Operating Budget Variance Report Sept 2025 Appendix 2](#)
[Operational Project Variance Report Sept 2025 Appendix 3](#)
[Capital Project Variance Report Sept 2025 Appendix 4](#)

4) [25-409](#) Review of Local Grant Funding and Policy Options, Staff Report No. ADM-25-47

Recommendation:

That Council rescind Council Policy No. FIN-20 Local Grants Policy and approve Council Policy No. ADMIN-83 Local Grants Policy and the Local Grant Guidelines as attached to Staff Report No. ADM-25-047.

Attachments: [Appendix 1 - FIN-20 Local Grants 2023.pdf](#)
[Appendix 2 - Local Grant Guidelines.pdf](#)
[Appendix 3 - ADM-83 LOCAL GRANT POLICY.pdf](#)
[Appendix 4 – Minutes of the Local Grant Committee meeting held on April 17, 2025.pdf](#)

5) [25-404](#) Council Policy Update PER-02 Employee Recognition, Staff Report No. ADM-25-061

Recommendation:

That Council approve the amendments to Council Policy PER-02 Employee Recognition as outlined in Staff Report ADM-25-061.

Attachments: [Attachment 1: PER-02-Employee-Recognition-Amended-Nov-2025.pdf](#)
[Attachment 2: Employee Recognition Policy \(No. PER-02\) track changes](#)

9. RISE AND REPORT (FROM IN CAMERA)

1) [25-428](#) Rise and Report from the In Camera Council meeting held on November 17, 2025

Attachments: [2025 11 17 Annual Committee Appointments](#)

10. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding Agenda items and matters that will be or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

11. ADJOURNMENT