



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Minutes - Draft

### Council

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Monday, December 16, 2024

6:00 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 Duncan Cavens  
Councillor Jacob Helliwell  
Councillor Tim Morrison

**Regrets:** 1 - Councillor Andrea Boardman

**Staff:** Dan Horan, Chief Administrative Officer  
Deb Hopkins, Director of Corporate Services/Corporate  
Officer  
Joel Clary, Director of Engineering & Public Works  
Ian Irvine, Director of Financial Services & IT  
Jonah Ross, Recording Secretary

**Others:** Chief Del Manak, Victoria Police Department (VicPD)  
Donna Philips, Director of Financial Services, VicPD  
Elizabeth Cull, Vice-Chair, Victoria and Esquimalt Police  
Board (VEPB)

#### 1. CALL TO ORDER

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

Moved by Councillor Helliwell, seconded by Councillor Cavens:  
That pursuant to Section 90 (1) (k) and (m) of the Community  
Charter, the meeting be closed to the general public to discuss  
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

To begin, and as is tradition on these lands, we acknowledge that we are gathered on ləkʷəŋən territory. Council is committed 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 Helliwell: That the Regular Meeting of Council be reconvened at 7:00 PM. Carried Unanimously.

### 2. INTRODUCTION OF LATE ITEMS

There were no late agenda items.

### 3. APPROVAL OF AGENDA

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

### 4. ADOPTION OF MINUTES

- 1) [24-540](#) Minutes of the Joint Police Board meeting held on October 16, 2024.
- 2) [24-534](#) Minutes of the Regular meeting of Council held on November 25, 2024
- 3) [24-538](#) Minutes of the Regular meeting of Council held on December 2, 2024

Moved by Councillor Cavens, seconded by Councillor Helliwell: That the minutes of the Special Joint Meeting of the Township of Esquimalt Council, the City of Victoria Council, and the Victoria/Esquimalt Police Board held on October 16, 2024; the Regular meeting of Council held on November 25, 2024; and the Regular meeting of Council held on December 2, 2024 be adopted as circulated. Carried Unanimously.

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

**Limit 2 minutes per speaker.**

Lorne Argyle, resident, expressed support for addition of \$500,000 to the draft Police Budget, and provided Council an opportunity to view photos documenting their family's recent process of transporting a new Detached Accessory Dwelling Unit.

### 6. STAFF REPORTS

- 1) [24-545](#) 2025 Provisional Police Budget - Follow Up, Staff Report No. ADM-24-082

Chief Del Manak, VEPB Vice-Chair Elizabeth Cull, and VicPD Director of Finance Donna Phillips presented a PowerPoint, and provided the following

responses to Council questions:

- The City of Victoria and Victoria-Esquimalt Police Board believe that funding of Late Night Task Force should be provided for within VicPD budget.
- Currently there are no vacant officer positions to be filled; "unfilled position" refers to positions with staff on leave who will eventually return to their position.
- Officer recruitment is not currently a challenge.
- Further information will be provided at a later date regarding the discretionary increase referred to in the Executive Summary document.
- Current process is to build the budget from the ground-up each year through VicPD senior leadership's engagement with the Police Board.
- Integrated Units' budgets are developed by unit management teams, Deputy Chiefs, and regional committees to ensure costs are justified; briefs on each budget are presented at Area Chiefs Meeting for decision, prior to Council consideration.
- Challenges relating to the number of officers on leave persist, but Reintegration Sergeant and Psychologist positions have been of significant benefit in managing return-to-work plans for staff on leave, and providing proactive support to prioritize health and reduce need for officers to go on leave.
- Main drivers of overtime are statutory holidays, court appearances, callouts for specialty teams, and coverage for illness and injury.
- A comprehensive breakdown of the process for determining overtime budget will be provided to Council.
- Approximately 50% of overtime costs are recoverable.
- Overtime pressures cannot be easily broken down between the Township and the City of Victoria due to the amount of officers moving back and forth between the communities on Priority 1 calls.
- Cost-recovery for policing of protests at the BC Legislature has been negotiated annually with the Sergeant at Arms; current projections for the 2024/2025 fiscal year approximate a total of \$800,000, and negotiations are ongoing regarding cost-recovery, including consideration of a cap on cost-recovery.
- The Township would be responsible for 13.67% of any costs not covered by the Legislature, as per the framework agreement.
- Departures of partner municipalities from integrated units results in additional funding shortfalls to be covered by remaining partners; departure of Central Saanich PD from 3 integrated units in 2025 will result in \$18,000 to be absorbed by VicPD, while impacts of Westshore RCMP's exit from Mobile Youth Services Team and Integrated Mobile Crisis Response Team will be determined through governance discussions.
- Two additional Community Resource Officers (CROs) proposed are to be

dedicated to the City of Victoria, but will benefit Esquimalt in their ability to provide coverage for the Township's dedicated CROs; goal of Esquimalt's 13.67% cost-share allocation is to broadly account for the municipality's distinct and lesser service needs, meaning that apparent benefit to the Township may vary when considering specific budget items.

Council provided the following comments:

- Presentation effectively articulated needs and additional information that is helpful for decision-making, and is appreciated.
- Recognition that delivery of police services to two distinct communities poses challenges for VicPD from an operational standpoint, and for the Police Board from a budget perspective.
- It is understood and appreciated that officers work in challenging situations with impacts on their mental health and wellbeing.
- While there is not significant flexibility around salaries and other cost-driving factors, items like the Late Night Task Force, and the seven proposed positions offer opportunity for Council to influence the budget.
- Appreciation for the articulation of rationale for proposed budget additions, and recognition that there is a need to consider their appropriateness for Esquimalt's needs, especially given the Township's ongoing exploration of alternative policing models.

In response to a question from Council, Vice Chair Cull noted that the Board's preference is to find space for agreement through discussion, rather than operate from a position of inflexibility.

Council comments continued:

- Advancing a case for regional police services that is appealing to other municipalities in the region, and minimizing related tensions between municipalities, is of interest.
- Late Night Task Force budget request is concerning, given that late-night establishments and venues in the downtown core generate significant tax revenue for the City of Victoria which could cover the program cost, the Township's portion would further increase property tax pressures.

Chief Manak provided the following comments:

- Councils across the region are facing challenges around taxpayer capacity to continue funding police budgets, which may support a case for regionalization of police services.
- New Minister of Public Safety is aware that South Vancouver Island is an opportune starting point for regionalization.
- Township's ongoing exploration of alternative service models may have come at an ideal time to advance a regional model with newly elected

Provincial government that is eager to work with Mayors and municipalities.

Council expressed appreciation for the presentation and discussion.

- 2) [24-535](#) Contract Award Recommendation - Street Sweeper, Staff Report EPW-24-028

The Director of Engineering & Public Works introduced the Staff Report, and noted his availability for questions.

Council provided the following comment:

- Inclusion of comments on fleet electrification is appreciated, as it helps move towards GHG reductions.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council award a contract to Cubex Ltd. In the amount of \$354,028.76 for a street sweeper, as described in Staff Report EPW-24-028. Carried Unanimously.

- 3) [24-537](#) Municipal Hall Upper Roof Replacement - Contract Award, Staff Report No. EPW-24-029

The Director of Engineering & Public Works introduced the report, and provided the following responses to Council questions:

- Tender process seeks to define project scope in detail, and consider factors relevant to the scope; in this case, relevant factors considered included cost, the applicant's work history with the Township, and reference checks of previous partners.

- The Director noted that this information could be included for Council's reference in future staff reports.

- Project concerns the uppermost roof of Municipal Hall, and the flags on that roof will be temporarily removed when necessary for the construction.

- While staff did not see the same steep cost escalations as in previous years, the initial proposed summer completion date produced proposals which were over-budget; adjustment to a later completion date allowed for a more competitive bid process.

- The Municipal Hall is unable to accommodate any additional storeys due to structural limitations unrelated to the roof.

Moved by Councillor Cavens, seconded by Councillor Helliwell: That Council award a contract and change orders within the approved budget, for the Municipal Hall upper roof replacement to Flynn Canada for \$367,574.00 (excluding GST), as detailed in Staff Report EPW 24-029. Carried Unanimously.

## 7. REPORTS / MINUTES FROM COMMITTEES

- 1) [24-544](#) Resolutions from the December 9, 2024 Committee of the Whole for Ratification.

Council comments included:

- Language of motion pertaining to Affordable Housing may be adjusted if desired by Council.
- Recommendation language reflects intent to direct staff to proceed; determining next steps will necessitate further discussion, once staff have completed initial work and provided options available for advancing affordable housing in the Township.
- Committee of the Whole discussion of the recommendations was comprehensive, and does not require further discussion by Council at this time.

Moved by Councillor Cavens, seconded by Councillor Morrison: That Council ratify the recommendations from the Committee of the Whole meeting of November 18, 2024:

1. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Committee recommend to Council that the Improved Budget Documentation project, with the scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be incorporated into the Council Priorities Plan under Good Governance and Organizational Excellence.

2. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Committee recommend to Council that staff be directed to prepare a revised Initiative Impact Assessment on Affordable Housing with an expedited schedule for Council's consideration, advising on what the implications are for reducing the scope, schedule, and cost of the project.

3. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Committee recommend to Council that the Esquimalt Together Against Graffiti project with the scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be incorporated into the Council Priorities Plan, and that the status be set to "proposed/not yet funded" until Council completes the 2025 budget process.

4. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Committee recommend to Council that the Ground-Oriented Small Developments project with the scope, schedule, and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be

incorporated into the Council Priorities Plan as a future project.

5. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Committee recommend to Council that the Official Community Plan - Major Review project with the scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2025, be incorporated into the Council Priorities Plan, and that the status be set to “proposed/not yet funded” until Council completes the 2025 budget process.

6. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Committee recommend to Council that the Parkland Placement, Acquisition, and Management project with scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be incorporated into the Council Priorities Plan, and that the status be set to “proposed/not yet funded” until Council completes the 2025 budget process.

7. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Committee recommend to Council that the Deer Fencing initiative remain on the Future Projects list for consideration by Council at a future date.

8. 2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081

That the Council Priorities Plan be endorsed inclusive of the amendments made based on the discussions of the impact assessments as presented on December 9, 2024.

Carried Unanimously.

## **8. COMMUNICATIONS**

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

- 1) [24-533](#) Email from the Police Board dated November 27, 2024  
Re: Sponsorship of Wounded Warriors Run and Gala 2025

This item was received.

## **9. PUBLIC COMMENT PERIOD**

Lynda O'Keefe, resident, wished a happy and restful holiday season to all.

**10. ADJOURNMENT**

Moved by Councillor Armour, seconded by Councillor Helliwell: That the Regular Council meeting be adjourned at 8:18 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS

THIS DAY OF

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DEB HOPKINS,  
CORPORATE OFFICER  
CERTIFIED CORRECT