



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

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

Special Committee of the Whole

Monday, January 18, 2021

5:45 PM

Esquimalt Council Chambers

Present 7 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Tim Morrison
 Councillor Jane Vermeulen

Councillor Brame, Councillor Morrison, and Councillor Hundleby attended the meeting by conference call.

Staff: Laurie Hurst, Chief Administrative Officer
 Jeff Miller, Director of Engineering & Public Works (via conference call)
 Bill Brown, Director of Development Services
 Ian Irvine, Director of Financial Services & IT (via conference call)
 Vicki Gannon, Director of Corporate Administration & HR (via conference call)
 Blair McDonald, Director of Community Safety Services (via conference call)
 Scott Hartman, Director of Parks and Recreation (via conference call)
 Chris Jancowski, Fire Chief (via conference call)
 Rachel Dumas, Manager of Corporate Services
 Alicia Ferguson, Recording Secretary

1. **CALL TO ORDER**

Acting Chair Armour called the Special Committee of the Whole meeting to order at 5:45 PM.

Acting Chair Armour acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

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

4. MINUTES

There were no minutes for approval.

5. STAFF REPORTS

- 1) [21-023](#) Strategic Priorities & Goals 2019-2023
- 2) [21-024](#) Operational Strategies 2019-2023: 2020 Third Period Updated Chart

Staff responded to questions from the COTW.

Councillor Morrison joined the meeting via conference call at 5:49 PM.

- 3) [21-020](#) CAO - 2020 Third Period Report, Staff Report No. ADM-21-002

CAO provided an overview of the progress towards the Esquimalt Town Square project and anticipated timing for the completion of the new library space and responded to questions from the COTW.

- 4) [21-025](#) Corporate Services and HR Department 2020 Third Period Report, Staff Report No. ADM-21-001

Director of Corporate Services and Human Resources attended the meeting via conference call, provided an overview of the progress of the environmental scan underway with the Fire Department, and responded to questions from the COTW. Director of Corporate Services and Human Resources spoke to an error noted in the report clarifying that meeting management software training was also provided to support staff for the Parks and Recreation Advisory Committee.

Councillor Brame disconnected from the meeting at 6:01 PM and reconnected at 6:03 PM.

COTW comments included:

- * Challenges associated with changes and adaptations due to COVID-19.
- * Appreciation for the weekly archives newsletter distributed to staff and Archives volunteers.
- * Successful community engagement.

- 5) [21-008](#) Community Safety Services - 2020 Third Period Report, Staff Report No. CSS-21-001

Director of Community Safety attended the meeting via conference call and responded to questions from the COTW. Comments included future determination of COVID-19 impact on business licences.

- 6) [21-021](#) Financial Services and Information Technology Departments - 2020 Third Period Report, Staff Report No. FIN-21-001

Director of Financial Services and Information Technology attended the meeting via conference call and responded to questions from the COTW.

Councillor Brame disconnected from the meeting at 6:12 PM and reconnected at 6:14 PM.

- 7) [21-029](#) Engineering and Public Works Department - 2020 Third Period Report, Staff Report No. EPW-21-002

Director of Engineering and Public Works attended the meeting via conference call and together with the CAO responded to questions from the COTW regarding timelines for numerous projects and initiatives including Lyall Street improvements and waste management strategies.

- 8) [21-031](#) Development Services Department - 2020 Third Period Report, Staff Report No. DEV-21-002

Director of Development Services attended the meeting via conference call and responded to questions from the COTW. Comments included appreciation for inclusion of the housing matrix highlighting housing needs.

Director of Financial Services and Information Technology responded to questions from the COTW regarding the Esquimalt Road revitalization initiative.

- 9) [21-022](#) Parks and Recreation Services Department - 2020 Third Period Report, Staff Report No. P&R-21-001

Director of Parks and Recreation Services attended the meeting via conference call and responded to questions from the COTW. Comments included complexity of scheduling recreation activities due to the limited spaces available to comply with COVID-19.

- 10) [21-026](#) Fire Department - 2020 Third Period Report, Staff Report No. FIRE-21-001

Fire Chief attended the meeting via conference call and responded to questions from COTW. Comments included appreciation for medical-aid call assistance.

6. ELECTRONIC PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

There was no electronic public comment.

7. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Helliwell: That the Special Committee of the Whole meeting be adjourned at 6:47 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2021

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT