



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**
Minutes - Draft
Special Meeting of Council

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

Monday, February 6, 2023

5:45 PM

Esquimalt Council Chambers

Present 6 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Andrea Boardman
 Councillor Duncan Cavens
 Councillor Jacob Helliwell
 Councillor Darlene Rotchford

Regrets 1 - Councillor Tim Morrison

Councillor Armour attended the Regular Council meeting via conference call.

Staff: Dan Horan, Chief Administrative Officer (via conference call)
 Ian Irvine, Director of Financial Services & IT
 Bill Brown, Director of Development Services
 Joel Clary, Director of Engineering & Public Works
 Vicki Gannon, Director of Corporate Services & Human Resources
 Steve Knoke, Director of Parks and Recreation Services
 Blair McDonald, Director of Community Safety
 Steve Serbic, Fire Chief
 Deb Hopkins, Manager of Corporate Services/Corporate Officer
 Sarah Holloway, Deputy Corporate Officer/Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Special Meeting of Council to order at 5:45 PM.

Mayor Desjardins acknowledged the Lekwungen speaking peoples on whose territory this township building stands, and recognized with respect the First Nations governments, the Songhees and Esquimalt Nations.

2. INTRODUCTION OF LATE ITEMS

- 1) [23-096](#) Late Correspondence
- a) Item No.4.4 - Core Budget Presentations - Engineering and Public Works
 - Kym Thrift- received February 6, 2023

3. APPROVAL OF AGENDA

Moved by Councillor Boardman, seconded by Councillor Rotchford: That the agenda be approved as circulated with the inclusion of the late items. Carried Unanimously.

4. CORE BUDGET PRESENTATIONS**1) [23-079](#) Administration and Corporate Services**

The Director of Corporate Services and Human Resources presented a PowerPoint outlining the budget summary, the 2022 achievements, the key challenges and the 2023 initiatives.

The following responses were given to questions from Council:

- The increase in Freedom of Information requests are attributed to an educated and engaged public that are aware of the right to access information.
- No new Full Time Equivalent (FTE) positions have been requested within the past six years in Corporate Services.
- The budget for the Economic Development Manager has been set aside and carried over from the previous year. The position will be re-posted in mid to late February 2023 and will report directly to the Chief Administrative Officer.

2) [23-080](#) Community Safety Services

The Director of Community Safety Services presented a PowerPoint outlining the budget summary, the 2022 achievements, the key challenges and the 2023 initiatives.

The following responses were given to questions from Council:

- A communicable disease safety plan was implemented prior to the closing of the Emergency Operations Centre post COVID-19.
- The current number of bylaw officers we have is adequate for the level of service we provide and in line with the bylaw complaint driven policies.
- Licences can currently be paid by credit card. The implementation of a new system to pay for property taxes with a credit card will occur in the next few weeks. A method to pay bylaw tickets by credit card is planned for the future.
- There are very few bylaw complaints received after regular business hours.

3) [23-081](#) Finance and Information Technology Services

The Director of Finance and IT presented a PowerPoint outlining the budget summary, the 2022 achievements, the key challenges and the 2023 initiatives.

The following responses were given to questions from Council:

- The cost recovery impact of the implementation of an online payment system for licenses and property tax is not immediate, but the benefit will be the reduction of staff time, once the public has been educated, and improved

customer service.

- There has been no increase in staffing levels over the past four years.
- There isn't sufficient funding in the reserves to replace buildings currently. Staff are in the process of planning an asset management system. A report to Council will be presented later this year, prior to next year's budgeting cycle.

4) [23-082](#) Engineering and Public Works

The Director of Engineering and Public Works presented a PowerPoint outlining the budget summary, the 2022 achievements, the key challenges and the 2023 initiatives.

The following responses were given to questions from Council:

- The department has, over the past few years, added a FTE position of labourer; reclassified a Technologist 1 to a Technologist 2 position; and, in the 2022 budget cycle, a project coordinator to assist with Active Transportation.
- The replacement of aging infrastructure through new developments is limited due to our bylaws and is not a requirement through the rezoning process.
- There are no extra funds allocated to overlap and training when positions become vacant due to retirement.

5) [23-083](#) Development Services

The Director of Development Services presented a PowerPoint outlining the budget summary, the 2022 achievements, the key challenges and the 2023 initiatives.

The following responses were given to questions from Council:

- One FTE position was reclassified and moved from another department to Development Services.
- Two new FTE positions were created this year for a Planning Technician and a Planner 1.
- Amendments were made to increase the development fees a few years ago. There is an opportunity to look at cost recovery from development charges.

6) [23-084](#) Parks and Recreation Services

The Director of Parks and Recreation presented a PowerPoint outlining the budget summary, the 2022 achievements, the key challenges and the 2023 initiatives.

The following responses were given to questions from Council:

- One new FTE position was created for the Gorge Pavilion in 2022.

7) [23-085](#) Fire Rescue Services

The Fire Chief presented a PowerPoint outlining the budget summary, the 2022 achievements, the key challenges and the 2023 initiatives.

The following responses were given to questions from Council:

- A report will be coming to Council shortly that will address overtime.
- Staffing needs are based on number of responses. Out Calls or a mutual aid partner are called upon if needed.

5. PUBLIC INPUT ON AGENDA ITEM 4

Maggie Thompson, resident, questioned which First Nations were engaged during the Fire Academy training and was referred to the Fire Chief for a response.

6. ADJOURNMENT

Moved by Councillor Rotchford, seconded by Councillor Cavens: That the Special meeting of Council be adjourned at 7:11 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2023

DEBRA HOPKINS, CORPORATE OFFICER
CERTIFIED CORRECT