CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

Council

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

Monday, September 29, 2025 | **7:00 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: Dan Horan, Chief Administrative Officer
Deb Hopkins, Director of Corporate Services/Corporate Officer
Joel Clary, Director of Engineering & Public Works
James Davison, Manager of Development Services
Matt Furlot, Fire Chief
Terése Finegan, Manager of Economic Development
Alex Tang, Planner
Kirsten Dafoe, Planner
Jonah Ross, Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Regular Council meeting to order at 7:25 PM.

Councillor Boardman acknowledged we are on the unceded territories of the Songhees and Xʷsepsəm Nations. We thank them for caring for this land and look forward to working with them in partnership as we continue to build this great township together.

2. INTRODUCTION OF LATE ITEMS

1) 25-364 Late Correspondence

1) Item 7.2 - Update on 2023-2025 Economic Development Action Plan and SIPP Review, Staff Report No. ADM-25-028
• Holly Courtright, Esquimalt Chamber of Commerce - received September 25, 2025

3. APPROVAL OF AGENDA

Moved by Councillor Morrison, seconded by Councillor Brame: That the agenda be approved as circulated with the inclusion of the late items.

Carried Unanimously.

4. ADOPTION OF MINUTES

1) 25-352 Minutes of the Regular Council meeting held on June 9 - amended

2) 25-353 Minutes of the Regular Council meeting held on September 8, 2025

Moved by Councillor Brame, seconded by Councillor Cavens: That the amended minutes of the Regular Council meeting held on June 9, 2025 be adopted with the amendment to remove Councillor Cavens from the vote under agenda item 7.2; and the minutes of the Regular Council meeting held on September 8, 2025 be adopted as circulated. Carried Unanimously.

5. BYLAWS FOR ADOPTION OR FIRST AND SECOND READING THAT ARE SUBJECT TO A PUBLIC HEARING

For Adoption

1) 25-238 Official Community Plan Amendment and Rezoning Application – 1340 Sussex Street & 1337 Saunders Street, Staff Report No. DEV-25-032

Alex Tang, Planner, responded to questions from Council.

Moved by Councillor Brame, seconded by Councillor Cavens: That Council adopt Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3157 and Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3158. Carried Unanimously.

6. PUBLIC INPUT ON AGENDA ITEMS 7, 8, 9, AND 10

1) Item 7.2 - Update on 2023-2025 Economic Development Action Plan and SIPP Review, Staff Report No. ADM-25-028

Holly Courtright, Esquimalt Chamber of Commerce, spoke in support of maintaining membership in the South Island Prosperity Partnership, exploring opportunities through the Municipal & Regional District Tax Program, and planning for future Economic Development Action Plans.

7. STAFF REPORTS

1) 25-337 FireSmart Community Funding & Supports Program, Staff Report No. FIRE-25-009

The Fire Chief introduced the report and responded to questions from Council.

Council comments included the following:
- Staff's work on this initiative is appreciated.

- Grant funding opportunities are supportable.

Moved by Councillor Cavens, seconded by Councillor Brame: That Council approve the acceptance of funding under the 2025 FireSmart Community Funding & Supports Program in the amount of $138,003.65, and that the Mayor and Corporate Officer be authorized to execute any required grant agreements related to the successful application, as outlined in Staff Report No. FIRE-25-009. Carried Unanimously.

2) 25-339 Update on 2023-2025 Economic Development Action Plan and SIPP Review, Staff Report No. ADM-25-028

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

Council comments included the following:
- Receiving an update from the South Island Prosperity Partnership (SIPP) will allow the funding decision to be made within the context of the annual budget process.

Moved by Councillor Helliwell, seconded by Councillor Morrison: That Council receive the review of the Township's membership in the South Island Prosperity Partnership and the update on the 2023-2025 Economic Development Action Plan for information, and direct that a decision on renewing South Island Prosperity Partnership (SIPP) membership for five years be considered during the 2026 budget process following receipt of SIPP's Fall Rising Economy 2030 Plan. Carried Unanimously.

3) 25-341 Integrated Resource Management, Staff Report No. EPW-25-016

The Director of Engineering and Public Works introduced the report, and responded to questions from Council..

Moved by Councillor Brame, seconded by Councillor Armour: That Council direct staff to not pursue further exploration of Integrated Resource Management (IRM) in the Township and instead support a regional approach to IRM led by the CRD, as described in Staff Report No. EPW-25-016.

Moved by Mayor Desjardins, seconded by Councillor Cavens: That the main motion be amended to include "at this time" after the word "management" and before "in the."

Council comments included the following:
- Significant work has gone into researching Integrated Resource Management (IRM), and could be useful in the future given that waste

management pressures are rising.
- A decision to not proceed with IRM can be revisited in the future without the amendment.
- Adjusting the wording could provide reassurance to community members who supported the initiative that Council remains open to revisiting this opportunity in the future.

The amendment to the Main Motion was put and Carried Unanimously.

Main Motion as Amended:

Moved by Councillor Brame, seconded by Councillor Armour: That Council direct staff to not pursue further exploration of Integrated Resource Management (IRM) at this time in the Township and instead support a regional approach to IRM led by the CRD, as described in Staff Report No. EPW-25-016. Carried Unanimously.

8. BYLAW READINGS NOT SUBJECT TO A PUBLIC HEARING

1) 25-195 Rezoning Application - 922 Forshaw Road, Staff Report No. DEV-25-024

Kirsten Dafoe, Planner, presented a PowerPoint and responded to questions from Council.

Gillian Manson, applicant, responded to questions from Council.

Council comments included the following:
- The applicant's efforts to ensure compliance with bylaws are appreciated.
- This application provides a model for similar applications to come forward in the future.

Moved by Councillor Morrison, seconded by Councillor Helliwell: That Council give first, second, and third reading, and adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3164. Carried Unanimously.

9. REPORTS / MINUTES FROM COMMITTEES

1) 25-355 September 15, 2025 Committee of the Whole Resolutions to be Ratified

Moved by Councillor Brame, seconded by Councillor Boardman: That the resolutions from the September 15, 2025 Committee of the Whole be ratified:
1. Official Community Plan Project – Council Workshop, Staff Report No. DEV-25-041

That the Committee of the Whole recommend that Council restrict the

Floor Area Ratio (FAR) of townhomes to 0.7 with no density bonusing;

That the Committee of the Whole recommend that Council allow commercial development in all residential areas throughout the Township, with appropriate guidelines;

That the Committee of the Whole recommend that Council direct staff to amend the Official Community Plan Bylaw, 2018, No. 2922 based on comments provided by the Committee. Carried Unanimously.

2) 25-359 Minutes of the Local Grant Committee meeting held on April 17, 2025

This item was received.

3) 25-358 Minutes of the APC Design Review Committee meeting held on July 9, 2025

This item was received.

4) 25-356 Minutes of the Advisory Planning Commission meeting held on July 15, 2025

This item was received.

5) 25-357 Minutes of the Advisory Planning Commission meeting held on August 19, 2025

This item was received.

10. COMMUNICATIONS

For Council's Consideration

1) 25-334 Email from Mike Manhas, Construction Foundation of British Columbia dated August 26, 2025 Re: The Forge funding request

Councillor Armour recused himself and left the meeting at 8:09 PM due to his work relating to trades training.

Council comments included the following:
- Receiving funding requests through the Local Grant process is preferred to ensure consistency with other requests received.
- Referring the requestor to the Local Grant process allows an opportunity to apply with complete information regarding the criteria guiding Local Grant decisions.

Moved by Councillor Brame, seconded by Councillor Cavens: That staff be directed to refer the requestor to the annual Local Grant process. Carried Unanimously.

Councillor Armour returned to the meeting at 8:11 PM.

2) 25-335 Email from Ben Geselbracht, AVICC dated September 11, 2025 Re: 2026 AVICC AGM & Convention - CRD Member Contribution Opportunity

Council comments included the following:
- Exploring potential contribution opportunities without creating significant work for staff is of interest.
- There are many great initiatives and events within the Township which could be showcased.
- Identifying options which do not require financial contribution would be beneficial.
- Council could determine options, and provide a response to the requestor.
- Opting to support through a study tour or identifying local entertainment is preferred.

Moved by Councillor Brame, seconded by Councillor Boardman: That Council provide options for a study tour or local entertainment. Carried Unanimously.

11. PUBLIC COMMENT PERIOD

There was no public input.

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

Moved by Councillor Brame, seconded by Councillor Boardman: That pursuant to Sections 90 (1) (a) and (c) of the Community Charter, the meeting be closed to the general public to discuss personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and labour relations or other employee relations. Carried Unanimously.

13. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Boardman: That the the Regular Council meeting be adjourned at 8:21 PM. Carried Unanimously.

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MAYOR BARBARA DESJARDINS	DEB HOPKINS, CORPORATE OFFICER
THIS DAY OF , 2025	CERTIFIED CORRECT