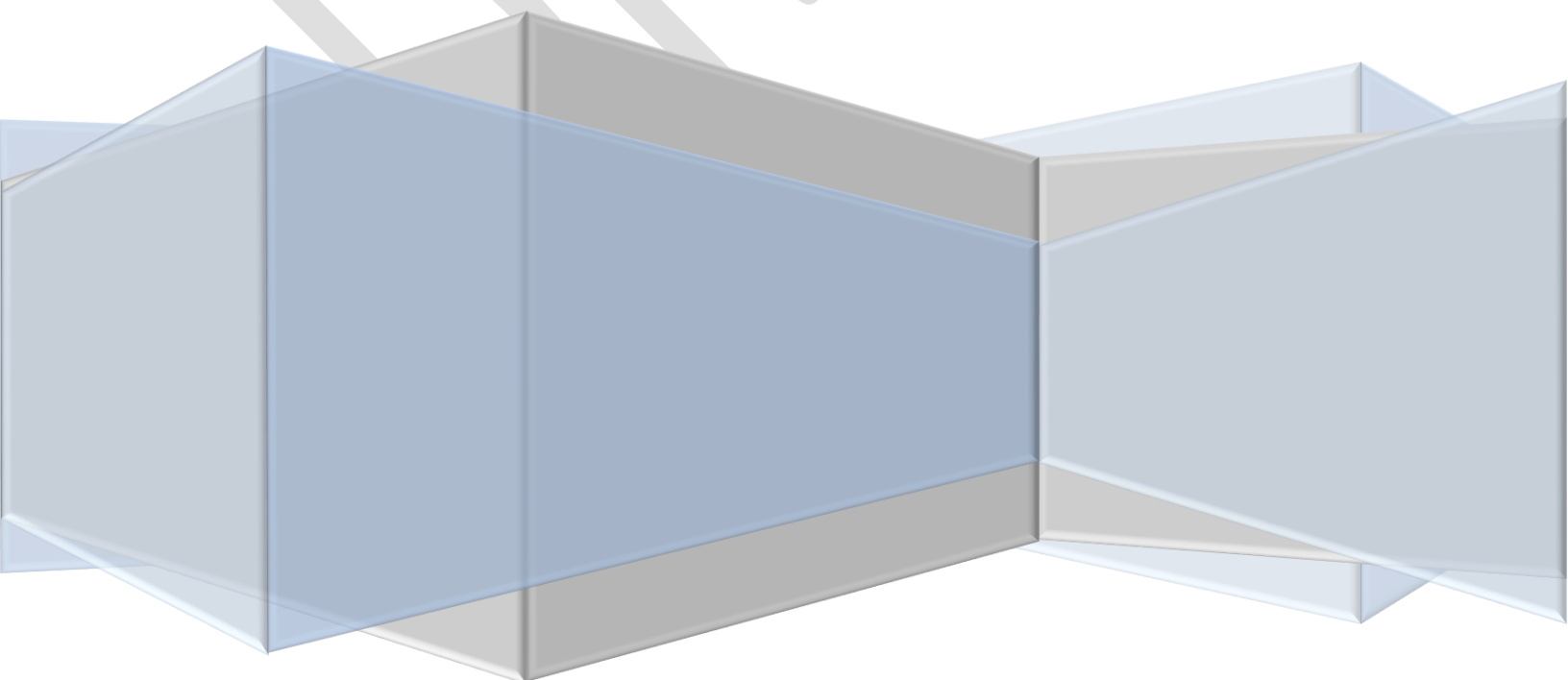


Township of
ESQUIMALT

**Draft Strategic Priorities
and Goals**

WITH OPERATIONAL STRATEGIES

2019 - 2023



HEALTHY, LIVABLE AND DIVERSE COMMUNITY

Support community growth, housing and development consistent with our Official Community Plan (OCP)

- Develop parking strategy including review and update of parking bylaw
- Facilitate policy discussion for private use of public lands
- Complete housing inventory
- Complete staff report on implications and costs to develop neighborhood design guidelines for the entire community
- Complete staff report on the feasibility and benefits of having a policy in regard to detached accessory dwelling units, carriage houses and below market housing

Support multi-modal transportation strategies that reflect the cumulative impact of business and residential development

- Research and consider best practices for multi-modal traffic initiatives and strategies
- Engage with stakeholders, user and advisory groups to ensure input is considered as development occurs

Support the arts, culture and heritage community

- Develop a Public Art Master Plan
- Provide training for Advisory Planning Commission members on heritage values
- Complete 2 additional statements of significance in accordance with the Heritage Policy
- Utilize Township communication tools to promote and support community events

Enhance opportunities for Parks & Recreation

- Continue with opportunity to replenish Parkland Acquisition Fund
- Develop long range design plans for major parkland areas
- Engage with stakeholders and residents on improvements to parks and recreation services

Fully utilize the \$17 million McLoughlin amenity funds to maximum potential

- Identify and facilitate the selection of projects to be funded by McLoughlin amenity funds in conjunction with public consultation (Emergency Services and Public Safety Facilities, Waterfront Park Improvements and Recreation/Public Space Improvements)

Advance the work of reconciliation with Indigenous People

- Support working group as necessary and as recommendations are made to Council

Control deer in partnership with other governments

- Continue with public education program
- Continue with annual deer counts in conjunction with Department of National Defence

HEALTHY, LIVABLE AND DIVERSE COMMUNITY

Develop and implement strategies that reduce impact on the environment consistent with our Climate Action Charter goals

- Evaluate all public buildings for potential energy efficiencies
- Evaluate all equipment purchases consistent with Township sustainable purchasing policies
- Create a Climate Adaptation Plan
- Create a Climate Action Plan
- Participate in the Residential Retrofit Acceleration Project to advance energy efficiency in the built environment

Develop health strategies for our community

- Work with developers and community organizations to support research related to health and wellness
- Work with developers to incorporate health and wellness facilities in new developments
- Develop design guidelines for improving the design of “missing middle” housing (PlanH)
- Continue to develop opportunities that promote healthy and active living

BUILD AND ENHANCE PARTNERSHIPS

Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities

- Organize regular Community to Community forums
- Consult and engage with First Nations on update of Economic Development Strategy
- Consult and engage with First Nations on any Official Community Plan amendments

Work with governments, school districts and stakeholders to enhance relationships and advance issues impacting the community

- Collaborate with CFB Esquimalt, School Districts and other municipalities on efficiencies and partnerships in Parks and Recreation Services
- Promote emergency preparedness through shared initiatives and training
- Utilize Community Safety Working Group on issues impacting the community
- Continue to advocate for improvements to sustainable regional transportation initiatives
- Advocate with other governments for increased childcare opportunities

Work with Esquimalt community groups to advance economic, cultural social and environmental opportunities

- Continue with the Adapting Together Project to assess and prioritize climate risks to Esquimalt
- Create policies and guidelines to improve social health in multi-family housing (Plan H project)
- Continue with consultation for implementation of Checkout Bag Regulation Bylaw

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre

- Obtain Certificate of Compliance
- Monitor construction of new library space
- Finalize storm and sanitary servicing
- Explore opportunities for Public Safety Building project in conjunction with McLoughlin amenity funds

Support revitalization and beautification initiatives along Esquimalt Road

- Explore further opportunities under the Revitalization Tax Incentive Program
- Enhance intersection safety and explore parking options

Boost investment in the local economy and promote the growth and diversity of businesses

- Review short and long term options for increased focus on economic development including update of Economic Development Strategy, resourcing options and development of marketing strategy
- Consider option to work with South Island Prosperity on an Economic Development Assessment Framework and Business Investment Toolkit
- Work with the Chamber of Commerce to increase engagement with local business
- Facilitate budget discussion to assess readiness for additional business investment and growth
- Utilize relationship with Urban Design Institute and South Vancouver Island Economic Development Association as additional input and resource for economic development
- Provide options to complete a development capacity assessment

LOCAL SERVICES AND INFRASTRUCTURE

Identify infrastructure repair and proactively plan for replacement needs

- Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure
- Continued implementation of sidewalk master plan
- Continued implementation of roadway master plan
- Continued implementation of street lighting improvements and upgrades
- Explore local initiatives for other waste streams

Identify long term financial requirements for local services and infrastructure

- Complete and update infrastructure and asset inventory
- Development of asset management strategy and plans

Promote opportunities to share services where operationally and financially beneficial

- Develop management plan with the Department of National Defence and Public Works Canada for storm drain spill events

Work to achieve equitable costing and optimization of policing in Esquimalt

- Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement
- Review all alternatives for provision of police services to the community
- Clarify and establish Esquimalt position on the Framework Agreement with Victoria & Esquimalt Police Board

Support ongoing improvements to transportation corridors

- Evaluate transportation corridors for opportunities and options to enhance

Plan for continuity of core local services and infrastructure in the event of an emergency

- Research Opportunities for public alert system
- Review existing plans and update for business continuity and update as necessary

Support Chief Administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township's core values

- Ensure hiring practices incorporate core values
- Ensure regular performance evaluations are completed throughout the organization and are reflective of the Core Values

Ensure capacity is adequate to support the goals in the Strategic Plan

- Assess capacity in the organization and develop succession plans
- Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals
- Promote leadership development within the organization

Engage, respect and respond to the needs of our community

- Consider improvement to user services on website to make more accessible
- Explore feasibility of enhanced online services
- Coordinate information and opportunities to improve awareness of financial processes

Operational Strategies 2019 - 2023

HEALTHY, LIVABLE AND DIVERSE COMMUNITY

Operational strategies	Responsibility	Progress
Support community growth, housing and development consistent with our Official Community Plan (OCP)		
Develop parking strategy including review and update of parking bylaw	Engineering & Public Works	No work has occurred yet. Scope of work to be determined in the second period.
Facilitate policy discussion for private use of public lands	Community Safety	Done at <i>in camera</i> meeting March 4 with Council – awaiting legal advice/strategy for dealing with persons using public land to attach docks. Letters will likely go out late this period or early next. This will be a long term project; however, the policy discussion has been completed and a direction established.
Complete housing inventory	Development Services	This will be done in the fall. Initial data collection has started.
Complete staff report on implications and costs to develop neighborhood design guidelines for the entire community	Development Services	This will be done in the summer.
Complete staff report on the feasibility and benefits of a policy on detached accessory dwelling units, carriage houses and below market housing	Development Services	This will be done in the summer.
Support multi-modal transportation strategies that reflect the cumulative impact of business and residential development		
Research and consider best practices for multi-modal traffic initiatives and strategies	Engineering & Public Works	Reviewing guides and best practices when such projects occur such as cross section designs for Lampson Street and Lyall Street
Engage with stakeholders, user and advisory groups to ensure input is considered as development occurs	Engineering & Public Works Development Services	Engagement occurs as projects develop
Support the arts, culture and heritage community		
Develop a Public Art Master Plan	Parks & Recreation	This item is scheduled for the 2019 3 rd Period.
Provide training for Advisory Planning Commission members on heritage values	Development Services	This will be done in the fall.

Operational Strategies 2019 - 2023

Complete 2 additional statements of significance in accordance with the Heritage Policy	Development Services	This will be done in the fall.
Utilize Township communication tools to promote and support community events	Corporate Services	Continuing to post local events on website. Working directly with community organizations to discuss and enact promotional strategies, and with departments to help promote events and initiatives using available communications tools and corporate branding standards.
Enhance opportunities for Parks & Recreation		
Continue with opportunity to replenish Parkland Acquisition Fund	Development Services CAO	In progress, RFP process for 880 Fleming has been concluded with negotiations ongoing with the preferred proponent at this time.
Develop long range design plans for major parkland areas	Parks & Recreation	The MAF RFP for possible park project concept designs has been issued.
Engage with stakeholders and residents on parks and recreation services	Parks & Recreation	Staff has been meeting regularly with community event organizers in preparation for the upcoming event season. Staff conducted routine program-client satisfaction surveys in March.
Fully utilize the \$17 million McLoughlin amenity funds to maximum potential		
Identify and facilitate selection of projects to be funded by McLoughlin amenity funds (MAF) in conjunction with public consultation	Parks & Recreation MAF staff working group	Council has given staff direction on a short-listing of potential projects. Further evaluation is being conducted. A further findings report to Council is expected in the Fall.
Advance the work of reconciliation with Indigenous People		
Support working group and Mayor's task force as required when recommendations are made to and approved by Council	Dependent on recommendations approved	Initiatives have been considered at Council; expect a local grant application in second period.
Control deer in partnership with other governments		
Continue with public education program	Community Safety	Public education will begin again in the next period.
Continue with annual deer counts in conjunction with Department of National Defence	Community Safety	The annual deer count will occur in the fall (late October/early November). DND have committed to doing a count with us as well this coming year.

Operational Strategies 2019 - 2023

Develop and implement strategies that reduce impact on the environment consistent with our Climate Action Charter goals		
Evaluate all public buildings for potential energy efficiencies	Engineering & Public Works Parks and Recreation	Work has been started on setting up an asset management and scope of work for Municipal Hall equipment which will lead to strategies for management
Evaluate equipment purchases consistent with sustainable purchasing policies	Development Services	Work with all Directors on implementing sustainable purchasing policies when opportunities arise. Prior to tendering, units are right sized and potential types of units are reviewed before specifications are finalized.
Create a Climate Adaptation Plan	Development Services	In progress.
Create a Climate Action Plan	Development Services	Planning process will commence with a discussion with Council at the June COTW.
Participate in the Residential Retrofit Acceleration Project to advance energy efficiency in the built environment	Development Services	This process has just started. Staff will be attending a workshop in mid-May.
Develop health strategies for our community		
Work with developers and community organizations to support research related to health and wellness	Development Services	Working with consultants to implement improved health & wellness outcomes for community.
Work with developers to incorporate health and wellness facilities in new developments	Development Services	Working with developers' consultants on improvements to health & wellbeing, eg 899 Esquimalt Rd.
Develop design guidelines for improving the design of 'missing middle' housing (PlanH)	Development Services	Plan H will be completed in September. It will recommend guidelines for enhancing social cohesion in missing middle housing.
Continue to develop opportunities that promote healthy and active living	Development Services Parks and Recreation	New fitness programs are being continuously developed based on market information. A 60-day fitness challenge was launched in January. The 5K Fun Run took place in April. Several community walks and runs were supported.

Operational Strategies 2019 - 2023

BUILD AND ENHANCE PARTNERSHIPS

Operational strategies	Responsibility	Progress
Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities		
Organize regular Community to Community forums	Development Services CAO	Proposed for the early fall.
Consult and engage with First Nations on update of Economic Development Strategy	Development Services	First Nations will be consulted when the Economic Development Strategy is updated.
Consult and engage with First Nations on any Official Community Plan amendments	Development Services	First Nations are consulted each time an OCP amendment is proposed.
Work with governments, school districts and stakeholders to enhance relationships and advance issues impacting the community		
Collaborate with CFB Esquimalt, School Districts and other municipalities on efficiencies and partnerships in Parks and Recreation Services	Parks & Recreation	A multi-joint grant application for revitalization of the Esquimalt High School field was submitted in January. Regional cooperation and collaboration on multiple recreation projects are ongoing.
Promote emergency preparedness through shared initiatives and training	Community Safety	Received two UBCM grants for joint initiatives and training. One is with the City of Victoria and Victoria Police department for \$50,000 for joint EOC training and exercises, and another evacuation planning grant for \$25,000 with a portion going towards a regional evacuation plan in conjunction with 10 other local authorities. Both projects will be complete in a year with work commencing in the second period. Continue to participate in regional EOC and ESS training and exercise initiatives, as well as LGEPAC and REMP working groups.
Utilize Community Safety Working Group on issues impacting the community	Community Safety	One meeting conducted in the first period. This is an ongoing initiative. Meetings are scheduled throughout the rest of the year.
Continue to advocate for improvements to sustainable regional transportation initiatives	Mayor and Council	No activity on this initiative in first period.
Advocate with other governments for increased childcare opportunities	Mayor and Council	No activity on this initiative in the first period.

Operational Strategies 2019 - 2023

Work with Esquimalt community groups to advance economic, cultural social and environmental opportunities		
Continue with the Adapting Together Project to assess and prioritize climate risks to Esquimalt	Development Services	Next workshop will be in the fall.
Create policies and guidelines to improve social health in multi-family housing (Plan H project)	Development Services	Report to be completed in the fall.
Continue consultation for implementation of Checkout Bag Regulation Bylaw	Development Services	On-line survey is now closed. The results are being analyzed.

Operational Strategies 2019 - 2023

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

Operational strategies	Responsibility	Progress
Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre		
Obtain Certificate of Compliance	Engineering & Public Works	Working with consultant and Ministry on submission requirements and develop a package for Ministry acceptance
Monitor construction of new library space	Development Services	Currently negotiating construction contract for tenant improvements.
Finalize storm and sanitary servicing	Engineering & Public Works	Work has been tendered. Working with developer in reviewing costs and initiating work.
Explore opportunities for Public Safety Building project in conjunction with McLoughlin amenity funds	Fire	Consultant presented report to Council including options for co-locating other uses within new PSB; Council provided direction and staff will work with consultant to develop conceptual plans for further review.
Support revitalization and beautification initiatives along Esquimalt Road		
Explore further opportunities under the Revitalization Tax Incentive Program	Financial Services	Report for COTW to be brought forward in third period
Enhance intersection safety and explore parking options	Engineering & Public Works	Report for COTW to be brought forward in third period.
Boost investment in the local economy and promote the growth and diversity of businesses		
Review short and long term options for increased focus on economic development including update of Economic Development Strategy, resourcing options and development of marketing strategy	CAO	Some of these initiatives will be addressed during the process with South Island Prosperity Project and some will be addressed once that project is complete.
Consider option to work with South Island Prosperity on an Economic Development Assessment Framework and Business Investment Toolkit	CAO	Met with South Island Prosperity Project staff and have formulated an 18 month process; budget approval is now complete and process will start in next quarter.
Work with the Chamber of Commerce to increase engagement with local business	Corporate Services Development Services	On going. Staff met with the Chamber to discuss the proposed checkout bag bylaw. Offering space in the welcome packages for Chamber promotional materials

Operational Strategies 2019 - 2023

		featuring local businesses, and meeting periodically with Chamber President to discuss emerging opportunities.
Facilitate budget discussion to assess readiness for additional business investment and growth	CAO	This has been rolled in to project with South Island Prosperity Project and results are expected in second or third quarter of 2020; funding for SIPP project has been approved in the 2019 budget.
Utilize relationship with Urban Design Institute and South Vancouver Island Economic Development Association as additional input and resource for economic development	CAO Development Services	No meetings have been scheduled yet, expectation is that these will occur in second quarter 2019.
Provide options to complete a development capacity assessment	Development Services	Removed from 2019 budget; to be completed in fall of 2020.

Operational Strategies 2019 - 2023

LOCAL SERVICES AND INFRASTRUCTURE

Operational strategies	Responsibility	Progress
Identify infrastructure repair and proactively plan for replacement needs		
Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure	Engineering & Public Works	Reviewing issues with work on private property; working with CRD to carry out dye testing within Gosper Crescent and developing communication strategy for work and bylaw.
Continued implementation of sidewalk master plan	Engineering & Public Works	Working to complete purchase of Admirals land for 2019 work. Construction is anticipated for second period. Replacement program location will see construction in second/third period.
Continued implementation of roadway master plan	Engineering & Public Works	No major projects approved in budget. Will carry out major maintenance/minor capital works at various locations in the second/third periods.
Continued implementation of street lighting improvements and upgrades	Engineering & Public Works	Work for replacement will occur in the second period along Colville Road.
Explore local initiatives for other waste streams	Engineering & Public Works	Preliminary scope of work developed.
Identify long term financial requirements for local infrastructure and services		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works Parks & Recreation	Continue to correlate and locate information from various sources to central databases
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Continue project to develop strategy and plans. Anticipate report in the second period.
Promote opportunities to share services where operationally and financially beneficial		
Develop management plan with the Department of National Defence and Public Works Canada for storm drain spill events	Engineering & Public Works	Have secured an invitation to meet with both parties in the third period at bi-annual meeting of stakeholders.
Work to achieve equitable costing and optimization of policing in Esquimalt		

Operational Strategies 2019 - 2023

Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement	CAO	Correspondence has been sent to the Police Board, currently awaiting a response.
Review all alternatives for provision of police services to the community	CAO	Review has been completed; alternatives being discussed at this time.
Clarify and establish Esquimalt position on the Framework Agreement with Victoria & Esquimalt Police Board	CAO	Currently preparing joint presentation with City of Victoria to Police Board on Framework Agreement. A firm date for the presentation has not yet been set.
Support ongoing improvements to transportation corridors		
Evaluate transportation corridors for opportunities and options to enhance	Engineering & Public Works	Utilizing corridor management data, a plan will be developed for works within the corridors in the third period. Discussion on Esquimalt Road from Canteen to Admirals to occur in the third period.
Plan for continuity of core local services and infrastructure in the event of an emergency		
Research opportunities for public alert system	Community Safety	Research is complete. The plan is to conduct soft rollout of Voyent Alert in the next period. Information will go out with tax notices to advertise the pilot.
Review existing plans and update for business continuity and update as necessary	Community Safety	This update will be conducted by each department with assistance from CSS. Will be completed by years end.

Operational Strategies 2019 - 2023

EXCELLENCE IN PUBLIC SERVICE

Operational strategies	Responsibility	Progress
Support Chief Administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township's core values		
Ensure hiring practices incorporate core values	Corporate Services	Director of HR working with all hiring Managers to ensure applicant assessments include reference to our core values.
Ensure regular performance evaluations are completed throughout the organization and are reflective of the Core Values	Corporate Services	Formal evaluations are completed annually prior to end of year; however, continuing feedback is encouraged. Evaluation forms will be updated by the end of 2019.
Ensure capacity is adequate to support the goals in the Strategic Plan		
Assess capacity in the organization and develop succession plans	Corporate Services Directors	Director of HR and CAO have incorporated succession plan for departure of Director of Corporate Services, and Director of Financial Services is assessing options for retirement and maternity leaves for that department.
Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals	CAO	Operational strategies and budgets for 2019 have been completed by leadership team in the first period.
Promote leadership development within the organization	CAO Corporate Services	Director of HR is in the development stages of a formal program.
Engage, respect and respond to the needs of our community		
Consider improvement to user services on website to make more accessible	Corporate Services	Established that fillable forms embedded in website are possible; prioritizing and assessing services that are best suited to this format. Using social media to promote awareness of existing services, ie development tracker. Consulting with departments on common questions in order to improve "report a problem" form.
Explore feasibility of enhanced online services	Financial Services Corporate Services	Working with service providers to determine work plan, costs, requirements and impacts on various departments.

Operational Strategies 2019 - 2023

Coordinate information and opportunities to improve awareness of financial processes	Financial Services	Public information session was provided to educate about the Financial Services department as well as topics including budget/financial plan and taxation.
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-220

PERIOD REPORT

DATE: May 7, 2019

Report No. ADM-19-012

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2019 First Period Report

The following is a report on the activities pertaining to the CAO's Office from January 1, 2019 to April 30, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Attended meetings of and reviewed reports, agendas, minutes and action reports of Council, COTW and In Camera meetings.

2. Operations

- Provided input and support to bargaining team for IAFF negotiations, tentative agreement reached January 10, 2019 ratification by both parties by January 17, 2019
- Ensuring continued progress of Esquimalt Town Square development including meetings with Greater Victoria Public Library on library design and negotiations on construction contract with Aragon for library tenant improvements
- Ongoing work to assist with development of strategic plan including preparation sessions with the facilitator, coordinating public and committee input, organizing senior leadership session for operational strategies and preparing staff reports
- Worked with Ombudsperson's office to address questions and provide information in regard to a bylaw enforcement matter
- Met with staff of South Island Prosperity Project to develop plan to action strategic objectives in relation to economic development and community assessments that was then endorsed by Council during budget deliberations
- Met with senior staff to provide input and/or direction on various issues including negotiations on 880 Fleming Street; current year budget development; auditors review; equipment purchasing procedures
- Continued with working group and consultants on McLoughlin amenity fund including preparation for special Committee of the Whole meeting in January; development and application

of selection criteria to facilitate Council decision making

- Meetings with City of Victoria in regard to Framework Agreement interpretation and development of presentation to Victoria and Esquimalt Police Board
- Coordinated information to move forward on policing and Framework Agreement strategic objectives
- Various labour issues including successful recruitment of Communications Specialist; completion of annual Employee and Development Work Plans with all senior leadership staff; exit strategy for one management position; coordination of workplace investigation for active Worksafe claim
- As member of the Regional Emergency Management Partnership Steering Committee, continued work on regional concept of operations and preparations for roll out to local area administrators
- Participated on sub-committee for Greater Victoria Labour Relations Association to review terms of reference for the Administrative Committee and prepare recommendations for Board consideration
- Accepted invitation from Local Government Management Association and provided input for development of an Elected Officials - Staff Relationship Toolkit
- Review and approval of all corporate communication materials prior to publishing

3. Other

- **Regular meeting attendance and participation:**

- CAO/Mayor - weekly
- Senior Leadership group - weekly
- GVLRA Board - monthly
- Te'mexw Treaty Advisory Committee - monthly
- Local Area Administrators - quarterly
- CUPE Labour/Management - quarterly
- Emergency Planning Committee - semi annually

- **Special Events**

- Annual Esquimalt Emergency Stakeholders Forum

- **Training/Workshops/Seminars**

- Freedom of Information refresher workshop
- Granicus refresher workshop

II. COMMITTEES

- CAO is appointed to and participates on the following committees:

- Internal
 - McLoughlin Amenity Funds Working Group
- External
 - Regional Emergency Management Partnership Steering Committee

File #:19-220

- GVLRA Administrative Committee
- Police Framework Agreement Administrative Committee



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-217

PERIOD REPORT

DATE: May 6, 2019

Report No. ADM-19-013

TO: Laurie Hurst, Chief Administrative Officer

FROM: Anja Nurvo, Director of Corporate Services

SUBJECT: Corporate Services - 2019 First Period Report

The following is a report on the activities pertaining to the Corporate Services Department from January 1, 2019 to April 30, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- Staff completed the following:
 - 37 meetings: preparation of notices, newspaper notifications, agendas, and minutes for Regular, Special and *In Camera* meetings of Council and Committee of the Whole, including posting on website, preparation of late items, action reports and completion of all required follow up
 - 5 proclamations prepared and posted, including on website
- Corporate Officer and Deputy Corporate Officer completed 8 electronic registrations at Land Title Office (8 total for year), and commissioned 32 documents for members of the public (32 total for year)
- Corporate Officer responded to 3 requests for access to records under the *Freedom of Information and Protection of Privacy Act* (3 total for year), and completed all matters as recommended by the Ombudsperson's Office relating to a complaint received by their office on a bylaw enforcement matter
- Corporate Officer coordinated the re-appointments process for all existing committee members that were eligible to be re-appointed for a further term
- Corporate Officer held staff training/refresher sessions for Granicus, the Township's electronic agenda preparation software
- Deputy Corporate Officer held staff training sessions in our obligations under the *Freedom of Information and Protection of Privacy Act*; 39 staff attended with representation from all departments
- Corporate Services staff continued with implementation of pilot electronic records structure for Departmental records, transferring existing files and preparing new files into the new electronic structure; modification of procedures was undertaken to improve

- efficiency and usability
- Executive Assistance coordinated registration and made all arrangements for travel and accommodation for 2019 Conferences for Council and for Council's participation in local events including parades
- Executive Assistant coordinated several events, including making all arrangements for venue, catering, invitations, flowers, décor, and hosting:
 - New Year's Levee - staff estimate approximately 100 people attended
 - Volunteer Recognition Dinner - 115 invitations were sent, 77 people attended (out of 92 that had responded, they would be attending)
 - Mayor's Luncheon with Minister McKenna, Federal Minister of the Environment, with all Mayors within Capital Region invited
- Executive Assistant made all arrangements for two Mayor's Open Door meetings as well as compiling New Resident Packages and making arrangements for the Mayor's delivery
- Executive Assistant provided ongoing assistance to and acting as backup for new Communications Specialist including website postings, monitoring of social media, regular social media postings and promotion of community events
- Transition of work assignments and on-job training continued for implementation of the succession plan, in preparation for the retirement of Corporate Officer and assumption of that role by Deputy Corporate Officer in the second period
- Administrative Assistant/Deputy Corporate Officer completed two remaining classes and obtained her Diploma in Public Administration
- Archivist/Records Coordinator and Office Administrator received training in TABFusion database and its updated Record Tracking system; TABFusion software is used to manage the Township's paper records in accordance with Council Policy ADMIN-42 'Records Management'
- Archivist/Records Coordinator extended use of TABFusion to records in the Human Resources and Finance departments as well as Archives, identifying approximately eight boxes of records as eligible for destruction upon review by Corporate Officer
- Administrative Clerk II, as a member of the Township's Municipal Hall Joint Occupational Health and Safety Committee, completed several webinars with Employers' Advisers Office, Ministry of Labour

2. Communications

- Writing, design and publication of the spring edition of "Current" newsletter. Stories included local grants, home renovation rebates, public engagement opportunities and the community calendar
- Continued with program of news releases and media advisories, posting 20 news items to the website and issuing three releases using the regional news media contact list
- Assisted with promotion of community events and media photo opportunities, posting 43 council meeting and event announcements to the corporate website
- Daily media monitoring using Google alerts, media websites, and social media, forwarding information to senior staff when appropriate
- Regular home page updating of The Bridge with information of interest to staff, including announcements, staff hires, news items and photo galleries

- Liaise with advertising representatives from print, broadcast and online media on advertising and digital opportunities
- Communications support for the CRD wastewater treatment project
- New employee communications including photos, business cards, website content and intranet profiles
- Updating of municipal hall entry way digital screen
- Responding to information requests from regional media
- Strategic communications planning for budget engagement and plastic bag regulation engagement
- Posting information on social media regarding road construction and traffic impacts
- Created speaking notes and backgrounders for Mayor's public events
- Met with senior management from across departments to discuss communications support and improved consistency
- Continued to work with staff to draft the Annual Report
- Designed the strategic priorities report

Communications Analytics for the Period:

Website

- Top three pages: 1) Parks and Recreation, 2) Parks and Recreation drop-in schedules, 3) Home page
- Total page views: 255,519 (239,893)

Twitter

- Average 1,100 post views per day (impressions) (322 last period)
- Total 198 posts; 1.65 posts/day (107)
- New followers: 82 (70)

Facebook

- 1,305 followers January 1 to April 30 (84 new this period compared with 64 new last period)
- 1,261 likes January 1 to April 30 (80 new this period compared with 61 new likes last period)
- 120 new timeline posts (116 last period)

Legistar Analytics (last period in brackets)

- 1,052 (785) total page views (all pages in the Granicus system)
- 692 (442) total visits (total number of times visitors came to the site)
- 592 (383) total unique visitors - individual views of the site
73% (52%) desktop, 27% (48%) mobile

3. Archives

Statistics

- **629** Volunteer Hours

- **39** Research Requests completed
- **5** Terms of Use Agreements signed for use of archival photos in publications
- **150** brochures distributed (100 Walking Tours and 50 Macaulay)
- **15** donations of archival materials received
- **\$55** in financial donations received
- **3** photos taken of old buildings with demolition permits

Highlights

- Volunteer Archivist Sherri Robinson received two awards for her dedication and long standing service to the Esquimalt Archives:
 - Museum Service and Stewardship Award from the BC Museums Association
 - The Maritime Forces Pacific Bravo Zulu Certificate of Achievement
- Other notable events and activities:
 - Various researchers from the Landscape of Injustice's Project Office submitted research requests or visited the Archives in regards to the Japanese gardens and proposed teahouse in Gorge Park.
 - Another interesting researcher that the Archives assisted was an archeologist searching for evidence of a shipwreck
 - Archival images are now regularly featured on the Township of Esquimalt's social media on #TBT (Throwback Thursday)
 - Archivist continues to update internal processes to improve retrieval of archival material
- An Emergency Plan was created for the Municipal Archives and has been approved by the Township's Joint Occupational Health and Safety Committee
- Safety Committee inspection was conducted; as a result Public Works staff has secured shelving and stored materials in the Archives vault, public reading room and office to improve safety of the public, staff and volunteers

4. Human Resources

Recruitment (Regular Positions)

There was 1 regular position filled in this period, and 4 in progress:

Completed:

- Communications Specialist

In Progress:

- Engineering Manager
- Administrative Assistant/Deputy Corporate Officer
- Refuse Collector/Truck Driver
- Assistant Fire Chief

Labour Relations

Collective Bargaining:

IAFF:

The parties reached a tentative settlement on January 10, 2019, and the Collective Agreement was ratified by IAFF on January 11, 2019, and by the GVLRA on January 17, 2019, for a three year term from January 1, 2017 to December 31, 2019, with annual increases of 2.5%. As part of the bargaining process, the Employer forwarded the Union an estoppel letter advising that the rate of pay for all training while “off shift” shall be at straight time, to be taken as scheduled time off work, as per the Collective Agreement. It was also agreed that members can book their statutory days off in days, rather than in blocks, but that every statutory day would be deemed a “duty shift” (12 hours), rather than a day shift (10 hours) or a night shift (14 hours). Now, if fire fighter chooses to book their 12 statutory holidays in day shifts, they will not be paid out the difference at the end of the year.

Grievances:

IAFF:

Through the bargaining process, the Union agreed to withdraw the outstanding grievance that was scheduled to go to an arbitration hearing on April 25 and 26, 2019. The Union was grieving the requirement for members to book their vacation in blocks of 4 (2 day shifts and 2 night shifts).

CUPE:

Both parties attended an arbitration hearing on February 28, 2019 as a result of a Union grievance on Management’s decision to deny their request that one of the Township’s regular full-time employees be granted Union leave two days per week in order to fulfill their role as CUPE’s Treasurer. Arbitrator John Kinzie recommended mediation, and both parties were in agreement. At the end of the mediation session Management agreed to post to determine if a suitable auxiliary candidate could be found to work two days per week. A suitable candidate was found and the grievance was subsequently withdrawn.

Staff Training

Work has begun on the development of a corporate leadership training program.

II. COMMITTEES

- Office Administrator prepared notices, agendas and minutes for two Environmental Advisory Committee meetings
- Staff posted 9 sets of Agendas and Minutes of Advisory Planning Commission, Design Review Committee, Parks & Recreation Advisory Committee and Environmental Advisory Committee to the website with agenda link forwarded to Council



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-192

PERIOD REPORT

DATE: May 8th, 2019

Report No. CSS-19-008

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services - 2019 1st Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from January 1st, 2019 to April 30th, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- **Neighbourhood Emergency Preparedness Program (NEPP)**

The NEPP and staff facilitated 4 scheduled monthly presentations and one workshop to residents during this period. Staff also provided an emergency preparedness presentation to the St Peter and St Paul parish.

The NEPP continues to provide information to residents and answer questions via email and social media and attended the ESS exercise February 22 to provide emergency preparedness resources to interested residents.

- **Emergency Support Services (ESS)**

One new ESS volunteer was recruited in the period, and the team engaged in a planning session for 2019. The team updated and reviewed contents of level one kits and response protocols and undertook a functional Reception Centre exercise at the recreation centre on February 23. Residents of stratas that had been provided with a NEPP session were invited to participate as evacuees in the mock reception centre, and were registered and referred to services. Several team members had not participated in an exercise and this was a valuable learning experience for all.

Staff attended several ESS Directors' meetings and helped create a work plan for regional ESS activities and exercises and assisted in designing a full-scale regional exercise scheduled to take place in 2019. Staff helped to create a Google calendar that is being used by all ESS teams in the region to ensure teams are aware of regional exercises, training, and other events.

The Esquimalt ESS team had the opportunity to attend several regional courses including Registrations and Referrals, Introduction to Reception Centres, Resource Acquisition and Public Safety Lifeline Leadership. The team met 5 times during the period with the Level 1 team meeting twice.

The ESS team was called out on April 7 to assist residents of a 47 unit apartment that was evacuated due to fire on Craigflower Road. Eight ESS volunteers, in addition to six District of Saanich volunteers activated via mutual aid, responded within 40 minutes to the Church of the Nazarene which already opened its doors to residents. They registered and referred services to 67 people and secured 33 hotel rooms in less than five hours.

Barry Goodwin and his membership at the Church of the Nazarene assisted in managing traffic flow, donations, and provided emotional support to impacted evacuees. They have continued to assist in providing services to evacuees weeks after the initial response and have been invaluable in the selfless service they have provided to the community. The community effort and outpouring of support was remarkable for this event with many community organizations providing assistance through donations and fundraising.

While ESS is funded through the Province to provide support for evacuated residents for up to 72 hours following an event, none of the residents were able to return to the apartment building until at least June 1. EMBC extended services for 2 days, and the Red Cross was able to assist with families in 5 units. The Province also provided financial assistance for lodging for 2 weeks due to the extenuating circumstances of the event. Despite being under no obligation to so, Belmont Properties took it upon themselves to arrange accommodation for all impacted tenants, either in other apartment buildings, or in hotels. They also continue to assist in coordinating donations and assisting with other needs of tenants. They are an exemplary example of how a business can have a positive impact outcome in an emergency and should be commended.

Staff continues to attend Regional ESS Directors meetings and assisted in regional planning for 2019.

Staff was successful in obtaining a \$25,000 UBCM grant for ESS to build local capacity to provide emergency social services through training, volunteer recruitment and retention, and the purchase of equipment. The grant will see the purchase of three new sea cans with one being located at the Church of the Nazarene to allow for redundancy in the location of Reception Centre supplies. Funds will also be used to purchase additional needed supplies

- **Emergency Radio Communications**

The team continues to meet each Wednesday and participate in the Region's Net to ensure that we are able to communicate with the Province and other Regional Emergency Operations Centres (EOC) following a catastrophic emergency.

During this period the team was also coordinating with Public Works to have an antenna installed in the yard as part of the secondary EOC set up.

- **Administration**

The Local Government Emergency Program Advisory Commission met once this period. Staff proposed to the Commission that all Local Governments apply for the UBCM Community Emergency Preparedness Fund - Evacuation Planning grant and allocate a portion of the grant to regional evacuation planning. All agreed and staff developed a template application and staff report for use by Local Governments in the region. Staff then submitted a \$25,000 application for Esquimalt with \$6,000 allocated to regional evacuation planning. All 11 applications that were submitted by CRD municipalities were successful.

As a member of the LGEPAC Public Education Working group, staff contributed content to a special edition insert on emergency preparedness in the Times Colonist. The working group also coordinated the second media information session where print, radio, and television outlets were invited to an information session to strengthen relationships and improve messaging during an emergency. The media expressed interest in another session where they would provide the emergency programs with information and this will take place in the second period.

Staff partnered with the City of Victoria and Victoria Police Department to apply for a UBCM EOC Training and Exercises grant and was successful in a joint \$50,000 application. The intent of the project is to conduct a series of joint exercises to assist in our response planning and communication when both municipalities are impacted by an event.

Staff contributed to the REMP Measuring Regional Emergency Preparedness project that resulted in a completed regional survey with next steps to be determined in the next period.

Staff continued planning with departments to deliver the project described in a UBCM grant for \$15,000 to equip and exercise the Township's Secondary Emergency Operations Centre and Evacuation Plan. A tabletop exercise took place in the first period. As part of this funding, Voyent Alert was selected as the public alerting tool to be used for the Township on a trial basis. Training has commenced with the company and staff will be meeting with all departments to determine needs and uses prior to public launch in late summer or fall. Additional laptops and other supplies were also purchased and will be stored at public works as part of the secondary EOC.

Staff continues to participate in the regional working group for a National Disaster Mitigation Program Grant submission for Capital Region Coastal Flood Inundation Mapping that includes tsunami modelling in conjunction with representatives of the Climate Action program of the Capital Regional District and other local government emergency program managers. The project involves undertaking two comprehensive coastal inundation modelling and mapping activities related to future sea level rise due to climate change and tsunamis. If successful, the project will support the Capital region, including municipalities and other stakeholders, in better understanding the implication of rising sea levels and tsunamis and assist with future planning initiatives.

The Emergency Public Notification System (Connect Rocket) has been tested successfully each month and was a very useful tool for communicating during a storm in February that impacted power to pump stations in Esquimalt, and to communicate during the apartment fire April 7.

The Desalination Unit tested successfully during the quarter with a new trailer outfitted to house the equipment, and operations staff.

The Emergency Planning Committee met twice this period to review and approve the annual emergency program work plan and training schedule.

2. Bylaw Enforcement

- **Bylaw Offence Notice (BON) Disputes**

13 BONs were forwarded to the Screening Officer level in this period. Of those, 7 were cancelled by the Screening Officer and 6 were upheld with fines being levied to the offender. No matters were advanced for adjudication during this period.

- **Unsightly Properties**

Unsightly properties continues to be an area of enhanced enforcement. In this period, 12 complaints of unsightly properties were reported to Bylaw Enforcement. Of those, 9 were dealt with using the authorities within the Maintenance of Property and Nuisance Regulation Bylaw. Three files remain active.

- **Attachments**

- Bylaw Contraventions and Complaints, Municipal Tickets and Bylaw Notices, Animal Management Report (attachment # 1)
- Unsightly Properties Chart (attachment # 2)

3. Building Inspections/Permits

- The First Period in 2019 continued to show strong demand for building permits related to ongoing construction in Esquimalt; however, it does represent a reduced number of permits issued in comparison to 2018. Overall thus far in 2019, the Building Department issued permits for a total value of construction of nearly \$3.6 million with total permit fees of approximately \$41,000; contrasting to the first period in 2018 where the total value of construction was just shy of \$13 million for total fees of approximately \$124,000.
- In April, the Township renewed an agreement with Public Works and Government Services Canada (PWGSC) to allow the collection of Building Permit fees for new construction and renovation on PWGSC land. The agreement runs until October 31st, 2023.
- See Attachment - Building Permits Chart (attachment # 3)

4. Policing

- Staff continues to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.

- The Director represents the Township at the public portion of Victoria and Esquimalt Police Board meetings.
- One meeting of the Esquimalt Community Safety Staff Working Group has taken place. This group consists of representation from Victoria Police Department, Military Police, Esquimalt Fire Rescue, Engineering and Public Works, and Community Safety Services. In this period, there were several members attending the group meeting for the first time. The working group discussed graffiti and ETAG as well as signage updates and curb marking. The Working Group allows for issues to be examined from a multi faceted standpoint and solutions arrived at fitting within each department's or organization's ability to take realistic action.

5. Business Licensing

- The Intercommunity Business Licence Bylaw came into force in January of 2019. The Township has issued 3 intercommunity licences. Vancouver Island communities continue to sign on.
- The Township currently has 712 active business licences (739 in 2018) which are posted on the website and updated every three months.
- In this period, 58 new applications were received.
- In this period, 69 accounts were closed. (Annual house keeping occurs during the renewal period which accounts for the high number of closed accounts.)
- There are currently no outstanding balances on any accounts.
- The renewal process was completed by the end of February, which represents the earliest this process has been completed.

6. Deer Management

- Results of the fall deer count were presented to Council at the February 25th Council meeting.
- The public education campaign will be commencing again in the next period.
- Numerous discussions have been held with Urban Wildlife Stewardship Society and Department of National Defence (DND) regarding immunocontraception and future studies.
- DND expects to put forth a report to their senior management team in the next period to consider if they wish to participate in any further studies relating to deer or deer control.
- A report will be forthcoming to Council in the next period once results are known.

II. COMMITTEES

- No Community Safety Services Staff currently sit on any Council appointed committees; however, the Director and the Emergency Program Manager represent the Township on the Capital Regional District Local Government Emergency Program Advisory Commission and the Regional Emergency Planning Advisory Commission, as well as on several regional and provincial working groups.

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- The Director sits on a Provincial Local Government Bylaw Notice Enforcement Act Working Group. In this period the Director has provided advice and guidance to two municipalities that are considering implementing the Bylaw Notice System.
- The Director chairs the Community Safety - Staff Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee.

**Bylaw Enforcement
2019 – 1st period**

	2018 1 st period	2019 1 st Period	2019 Year to Date
Total Bylaw Contraventions and Complaints Investigated	176	176	176
➤ Streets and Traffic	72	85	85
➤ General Bylaw Inquiries	25	25	25
➤ Maintenance/Nuisance Property/Noise Bylaw	22	27	27
➤ Zoning Bylaw	6	7	7
➤ Business License	38	21	21
➤ Building	6	7	7
➤ Animal Control	2	1	1
➤ Park Maintenance & Tree Protection	4	2	2
➤ Assist Third Party Agencies	7	1	1
➤ Secondary Suites	1	0	0
Concluded Investigations	145	155	155
Active Investigations	31	21	21
BON's & MTI's Issued	154	143	143
➤ Total Maximum Fine Value	10,290	6390	6390
➤ Total Paid	3100	2537	2537
➤ Total Outstanding	5490	3975	3975
➤ Positive Resolution	49%	55%	55%
➤ Outstanding Tickets	51%	45%	45%
➤ Tickets Cancelled	17	6	6
➤ Warning Tickets (not included in "issued" total above)	88	89	89
BON & MTI Adjudication			
➤ Disputed Matters to Screening Officer	15	13	13
➤ Disputed tickets – cancelled	10	7	7
➤ Disputed tickets – confirmed by Screening Officer	5	6	6
➤ Sent to adjudication	0	0	0

Animal Control	2018 1st Period	2019 1st Period	2019 Year to Date
➤ Dog Tags Sold	1091	1331	1331
Incidents Investigated by Victoria Animal Control	175	238	238
➤ Dogs at Large	13	24	24
➤ No Leash	33	77	77
➤ No License	14	34	34
➤ Barking/Noisy Dogs	4	2	2
➤ Dog Attacks (on animals)	3	4	4
➤ Dog Attacks (on humans)	1	3	3
➤ Cats at Large	7	5	5

Actions taken by VACS	2018 1st Period	2019 1st Period	2019 Year to Date
➤ Verbal Warnings	68	49	49
➤ Written Notices	26	122	122
➤ MTI Written	11	12	12
➤ Animals Impounded	18	27	27

2019 First Period Report - Maintenance of Property Bylaw Activities

	Address	Communication	Status	Pending Result
1.	1100 Block Craigflower	<p>File on going for approx. 6 years. Extensive legal opinion. On going issues with multiple vehicles on parcels. Last face to face meeting was May 2, 2019. On occasion the owner becomes very agitated and verbally aggressive.</p> <p>Multiple meetings with homeowner over the last few months. At least 1x per month.</p>	<p>Steady movement forward, usually after our meetings the owner will do some work and then stop. The back yard is much cleaner compared to 6 months ago.</p> <p>A camper (in dispute whether or not it is derelict) a boat shell, some scrap metal and bikes still to be cleaned up.</p>	<p>Owner states he will be ready for final inspection on May 21, 2019.</p> <p>This property will probably always have cars on it.</p> <p>As per the bylaw: All the cars, except those in shelters, and the 2 he is allowed not to be insured will be insured and all visible cars will not be derelict – they will need to start and run.</p> <p>This owner also has many cars on the streets within approx. 1 km of his residence. We receive complaints about the vehicles; however, they are all legally parked, insured and moved on a frequent basis – within 72 hours. No Bylaw enforcement options available.</p>
2.	800 Colville	Front stairs and	Ongoing.	After June 1,

2019 First Period Report - Maintenance of Property Bylaw Activities

	Rd.	<p>landing have been completed. Several contract paint quotes were obtained by bylaw but owner started to do the work on his own so the Township did not go in with our own contractors. Unfortunately the owner then stopped his work.</p> <p>Yard is completed. House painting is outstanding. Owner was given until June 1, 2019 to complete the major painting job</p> <p>Homeowner was served a letter May 6, 2019 reiterating that the Township would be entering the property after June 1, 2019 with contractors to get quotes. Due to the lead paint issue it is expected that this job could be \$20,000 or more.</p> <p>The house has not been painted in 32 years. It is lead based paint and it is a significant job to paint it.</p> <p>.</p>		<p>2019 the Township will have to obtain painting quotes and have the work completed.</p>
3.	800 Craigflower	<p>Several face to face meetings with homeowner since March 2017. This homeowner gets</p>	<p>There has been movement forward in the clean up of this property.</p>	<p>The owner is selling the property and has been cleaning and</p>

2019 First Period Report - Maintenance of Property Bylaw Activities

		<p>angry and verbally abusive when personal contact is made.</p> <p>Ongoing current email contact, the owner is not too hostile on email.</p> <p>Ongoing and current site visits do continue.</p>	<p>After a substantial amount of time the metal scaffolding on the east side of the house has come down.</p> <p>The owner does all his own work and it takes a significant amount of time.</p> <p>Clean up by the owner continues.</p>	<p>doing renovations to facilitate the sale.</p> <p>continue to monitor to see if property is sold.</p> <p>If property is not sold and not cleaned or up to the point where forward movement stops Bylaw will continue with enforcement.</p>

Permit Type Issued	2018 – 1 st period		2019 – 1 st period		2019 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	6	346,000.00	1	1,000.00	1	1,000.00
Industrial	7	4,508,089.00	2	1,632,000.00	2	1,632,000.00
Institutional	2	5,704,000.00	-	-	-	-
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions			1	8,000.00	1	8,000.00
Duplex New	1	600,000.00	1	369,000.00	1	369,000.00
Single Family New	2	780,000.00	1	375,000.00	1	375,000.00
Single Family Alterations	9	307,500.00	10	527,000.00	10	527,000.00
Single Family Additions	4	355,000.00	1	22,000.00	1	22,000.00
Single Family Demolition	5	5,000.00	3	1,000.00	3	1,000.00
Multiple Family New	-	-	-	-	-	-
Multiple Family Alterations	2	100,000.00	5	662,800.00	5	662,800.00
Multi Family Demolition	-	-	1	1,000.00	1	1,000.00
Sign Permit	1	4,400.00	1	2,000.00	1	2,000.00
Miscellaneous Permits Chimney/Insert	1	6,788.00	1	5,823.00	1	5,823.00
Total	40	12,716,777.00	28	3,608,623.00	28	3,608,623.00
Building Permit Fees		124,190.30		41,073.20		41,073.20
*Plumbing Permits	44		29		29	

*[note- number of plumbing permits issued only]

Permits Breakdown (value of construction)

INDUSTRIAL

RESIDENTIAL – SFD

BP014007 – 318 Uganda Ave – For fire restoration complete re-build of garage restore interior damage - \$225,000.00

BP014023 – 911 Garthland PI E – Interior renovation - Renovate existing front entrance/existing carport to an enclosed garage - \$120,000.00

RESIDENTIAL – MFD

BP014005 – 1378 Lyall St - To repair existing decks - \$230,000.00

BP014020 – 1177 Esquimalt Rd – Interior renovations - \$380,000.00

Infrastructure Deposit of \$2500.00 taken on 14 of the 28 permits issued



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-199

PERIOD REPORT

DATE: May 6, 2019

Report No. FIN-19-008

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and Information Technology Departments - 2019 First Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from January 1, 2019 to April 30, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- Drafted the 2019-2023 Financial Plan which involved the compilation of departmental submissions, discussions with senior management and formalization of recommendations for Council consideration.
- Various budget presentations made to Council which provided an overview, a summary of challenges and proposed updates to the policies and objectives document. The Financial Plan and a range of tax rate scenarios were presented in anticipation of adoption in early May.
- Prepared year end reconciliations and draft financial statements for the Township's auditors to perform their review, testing and issuance of an audit opinion.
- Provided a public education session which included a functional overview of the financial services department as well as detailed information about the Township's budget and taxation process. The session was well received by those in attendance and consideration will be given to providing a similar session during the third period.

2. Risk Management

- There are no new significant or unusual liability claims with the Municipal Insurance Association.
- Entered into a two year agreement with AON to act as the Township's property insurance provider. The 2019 costs outlined in the agreement represent a 1.5% increase over the 2018 premiums.

3. Information Technology

- Expanded memory for existing infrastructure in order to accommodate server upgrades, desktop workstation replacements and in preparation for Windows upgrades required due to lack of version

support.

- Completed several system upgrades to enhance each system and address potential vulnerabilities. These upgrades were made to the e-mail archives, network management and IT asset management systems.
- Closed a total of 347 internal staff support calls during the period. This figure is consistent with the third period of 2018 and was achieved by the department with reduced staffing levels as one team member is currently on leave.

II. COMMITTEES

- The Local Grant Committee met in February to review all 2019 local grant funding applications. The Committee's recommendations were approved by Council in March and the total approved amount was included in the 2019-2023 Financial Plan.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-216

PERIOD REPORT

DATE: May 8, 2019

Report No. EPW-19-014

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Department - 2019 First Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Department from January 1, 2019 to April 30, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 1 service lateral installed (new) this period (total for the year = 1).
- 7 service laterals replaced (due to blockages) this period (total for the year = 7).
- Test and clear inspections as and when required.
- 0 manholes replaced this period (total for the year = 0).
- 0 new manholes installed this period (total for the year = 0).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual program for pump maintenance/controls inspection has been completed.
- Program also includes coordinating similar activities for View Royal pump stations.
- Scope of work for lockout locations on the various stations has been completed. Work to be initiated upon approval of Financial Plan.

3. Storm Drains

- 1 service lateral installed (new) this period (total for the year = 1)
- 4 service laterals replaced (due to blockages) this period (total for the year = 4).
- Test and clear inspections as and when required.
- 0 manholes replaced this period (total for the year = 0).
- 1 new manhole installed this period (total for the year = 1).
- 0 catch basins replaced this period (total for the year = 0).
- 0 new catch basin installed this period (total for the year = 0).
- Program for catch basin cleaning was completed. Spot cleaning ongoing for the

remainder of the year.

- Awaiting response from Infrastructure Canada on grant application for end of pipe treatment structures for Gorge Creek and West Bay collection basins

4. Liquid Waste Management

Waste Water - Inflow and Infiltration

- Obtained legal opinion on working on private property.
- Continue to build program/bylaw for inflow and infiltration mitigation based on reports: EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, EPW-17-064.
- Working with CRD Source Control to determine possible cross connection locations on Gosper Crescent.
- Developing a plan for separation of combined manhole at Uganda.
- Interpretation of smoke testing results to take place in the first and second periods of 2019.
- Models of the sanitary and storm collection systems have been completed. Models are also being calibrated with them being turned over to the Township in mid year.
- Working with Communications to develop communication strategy for proposed work and upcoming bylaw.

Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee to review concerns and activities associated with the Waste Water Treatment Plant project.
- Participated on the Technical Committee to review technical aspects of solids line to Hartland.

Integrated Watershed Management

- Staff participating as a member of the committee.
- No activities undertaken.

5. Roads

- Snow & Ice Control Programs carried out as required.
- Pothole repair being carried out as required.
- Annual line painting contract to be awarded in the second period. Work is to be completed in the second period.
- Painting of curbs, crosswalks, stop bars has been initiated for 2019's program.
- Have initiated work to determine location(s) for major repair/minor capital works.
- Carried out surface restoration for third parties.
- Approximately 219.4 tonnes of asphalt placed for the period (total for the year = 219.4).

6. Traffic Management

- Implementation of ICBC/Township Report on uniform signage was carried out with issuance of traffic orders and sign installation. Project to be completed early in second period.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 48 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (total for the year = 48 cubic meters).
- Approximately 192 linear meters was replaced for the period (total for the year = 192 linear meters).

8. Sidewalk Ramps

- Program will be undertaken in the second period.
- Ramp locations identified for ramp replacement program.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey has been completed.
- Third year of three year cycle.
- Survey determined that there are:
 - 30 - No. 1 trip hazards (17 completed to date of those identified at the start of the program)
 - 82- No. 2 trip hazards
 - 154 - No. 3 trip hazards

10. Bus Shelters

- Normal maintenance schedule underway.
- Includes refuse collection, graffiti removal and power washing of the shelters and sidewalks adjacent to them.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 11 (total additional bins purchased since 2014= 271).
- Tonnage of garbage waste stream collected for period = 352.707 (total for the year = 352.707).
- Tonnage of kitchen scraps collected for period = 181.963 (total for the year = 181.963).
- Tonnage for the year = 534.67 (total for same period 2018 = 603.18).
- CRD is continuing the program of processing kitchen scraps at out of region locations.
- No updates have been provided by the CRD on the possibility of combining kitchen scraps, bio solids and yard/garden waste. Staff will continue to work on this initiative with CRD.

Yard and Garden

- Operations normal.
- Request for Proposal was released on April 24 and closes early in the second period.

- Usage of transfer station during period: January to April:
 - Esquimalt residents = 5,103 (total for the year = 5,103).
 - View Royal residents = 2,652 (total for the year = 2,652).
 - Commercial = 33 (total for the year = 33).
 - Tonnage removed from site = 353.54 (total for the year = 353.54).
 - Tonnage removed in 2018 first period = 390.11 (total for 2018 = 1746.62).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in 2019.

12. Fleet

- Operations normal.
- Completing specifications and tender packages for the following in 2019:
 - $\frac{3}{4}$ ton trucks - request for quotation was completed and released early in second period of 2019.
 - Crew cab with dump box - request for quotations to be released early 2019.
 - Parade float - construction has taken place and awaiting delivery.
- Awaiting delivery of a High Roof Cargo in May.
- Desalination trailer modification nearing completion.
- Have started to work on specifications for brine truck and single axle truck replacement.
- Parks have started to work on specifications for tractor and mower replacements.
- Fire has started to work on specifications for rescue truck.

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 4 (total for the year = 4).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 18 (total for the year = 18).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 3 (total for the year = 3).

14.00. Capital Projects

14.01. Aerial Photograph

- We will be working with CRD this year to obtain an air photo of the Township.

14.02. Corridor/Traffic Study

- Corridor and traffic studies for Lampson Street, Tillicum Road, and Lyall Street and traffic counts were awarded in January 2018.
- Working on gathering additional information for the Lyall Street project for further discussion with Council.
- Developing cross-sections for Lampson Street and public input.
- Modelling of Township completed.

- Review of the potential location of a controlled intersection along Tillicum Road between Craigflower Road and Tillicum Bridge will be in conjunction with Amenity Funds discussions.

14.03. Multiple Storm Drain/Sanitary Sewer Main Replacements

- Various sections of main line (storm/sanitary) will be removed and replaced based on condition assessment and criticality.
- Additional locations are being identified by condition assessment from CCTV inspections of lines from Road Corridor Program.
- Started the development of scope of work in the first period with construction to be undertaken in the second and third periods.
- Identifying locations for repairs.

14.04. Review of Public Works Fuel Tanks

- The study will review the integrity of the fuel tanks at Public Works and confirm the condition of the tanks.
- Preparing a Request for Proposal late in the second period.

14.05. Service Line Modification in Public Works Yard

- The storm collection laterals within the Public Works Yard need to be modified.
- This project will involve the rerouting of the storm service to the sanitary service in order to control water quality better.
- Design completed and components ordered.
- Construction to happen in the second period.

14.06. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In 2019, a consultant will be retained to assist in the assessment of the structures.

14.07. Replacement of Emergency Generator at Public Works

- This project will upgrade the emergency generator to ensure that the public works operations and secondary emergency operations centre will not be impeded by a lack of power.
- Emergency Operations Centre power requirement needs additional standby power demand to meet operations needs during an event.
- Based on review of the generator, it is undersized and needs to be replaced.
- Developing a scope of work for replacement with construction in the later part of 2019.

14.08. Parking Study

- In the second period, the development of a scope of work to be carried out.
- A consultant will be retained to assist in the assessment of the structures in second period.

14.09. Integrated Resource Management Study

- Preliminary scope of work has been developed.

- Preparation of a draft request for proposal to be completed for discussion with Council before release.

14.10. Municipal Hall HVAC Control System Replacement

- Public Works has retained a consultant to determine where the issues are with the control system.
- Working with Recreation and IT to develop a scope of work for replacement of the HVAC control system for two buildings (Recreation Centre and Municipal Hall).

14.11. Municipal Hall HVAC System Replacement

- Public Works has retained a consultant to assist with the development of a scope of work and tender package.
- Tender to be released late in the second period.

14.12. Street Light Replacement Program

- Lights replaced along Colville Road.
- Annual program for replacement to start in the second period.

14.13. Sidewalk Capital Program

- This project increases the sidewalk network in length and improves connectivity.
- The purchase of land along Admirals Road between the Constance Avenue cut across and Bewdley Avenue was initiated in the first period.
- Expected closure of sale to occur in the second period.
- This will allow sidewalk construction to proceed in second and third periods.

14.14. Sidewalk Replacement Program

- This project sees existing sidewalks upgraded to current standards.
- The program will see the replacement of an asphalt walk with the installation of a concrete sidewalk on Comerford Street from Esquimalt Road to end of the existing walk.
- Work is to be completed in the second period of 2019.

14.15. Road Corridor Program

- This program will include modifications of various road corridors for both above and below surface infrastructure.
- Pipe infrastructure inspections will continue into 2019.
- In the second period, a surface evaluation will be undertaken for a number of items. All roads are included in the evaluation.
- The information will be used to determine the maintenance and renewal for road surfaces, sidewalks, streetlights, line paintings and signage.

14.16. Crosswalks Colville Road and Hutchinson Ave

- A pedestrian controlled crosswalk will be added to this intersection in the second/third periods.

14.17. Head Street and Esquimalt Road Intersection

- Preliminary design has been completed for the road lanes configuration.
- Scope of work will be developed for the upgrading of lights/poles for the intersection in second period.

14.18 ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Review of potential contracted services to be undertaken later in 2019.

14.19 Esquimalt Town Square Project

Brown Field Remediation

- The Certificate of Record and Detailed Site Investigation have been completed.
- The Township has initiated discussions with the Ministry of the Environment for application for a Certificate of Compliance.
- Consultant is preparing a communication package and draft Certificate of Compliance for Ministry review and direction.
- Application for Certificate of Compliance to occur in mid-2019.

Storm and Sanitary Relocation

- New locations for storm and sanitary service laterals have been completed.
- Temporary storm and sanitary pump stations installed.
- Work to be tendered in the third period with construction in the later part of the early 2019.

15.0 Traffic Orders

- Program for implementation from Traffic Control Review report (EPW-16-001) has been initiated.
- Traffic Orders have been issued for this work.
- Number of Traffic Orders issued this period = 6 (total for the year = 6).

16.0. Development Applications

- Number of development applications for Engineering comments this period = 20 (total for the year = 20).
- Number of building permit applications for Engineering comments = 28 (total for the year = 28).

II. COMMITTEES

- No Engineering staff is appointed to sit on any Council appointed committees.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-222

PERIOD REPORT

DATE: May 5, 2019

Report No. DEV-19-037

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services - 2019 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2019 to April 30, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications/Official Community Plan Amendments/Temporary Use Permits

In addition to processing applications submitted previously, the Department received eight new rezoning applications in the first period.

- (New) 829 Admirals Road - To amend the zoning to accommodate a Cannabis Retail Store in Unit B
- (New) 1318 Esquimalt Road - To amend the zoning to accommodate a Cannabis Retail Store in Unit A
- (New) 1072 Colville Road - Proposed Duplex
- (New) 1076 Colville Road - Proposed Duplex
- (New) 681 & 684 Admirals Road - A proposal for a 50-unit purpose built rental apartment building
- (New) 1158 Craigflower Road - A proposal to allow for a two lot infill subdivision for two detached dwelling units
- (New) 615 Bryden Court - A proposal to accommodate a two lot infill subdivision for two infill dwelling units
- (New) 612 & 610 Lampson Street and 1100 & 1004 & 1108 Esquimalt Road - A proposal to accommodate a six storey building with 98 residential units.
- 937 Colville Road - A proposal for 6 townhouses. Reviewed by the Design Review Committee on February 13, 2019
- 616-620 Constance Avenue & 619-623 Nelson Street & 1326 Miles Street - A proposal for a 106 unit building with ground floor commercial. Reviewed by the Design Review Committee on

January 9, 2019

- 821/823/825 Wollaston Street - To permit an existing triplex (3 unit- townhouse) on the subject property. Bylaw adopted by Council on February 25, 2019
- 522 Admirals Road - To amend the Zoning to accommodate a Cannabis Retail Store
- 939 Colville Road/825 Lampson Street - A proposal for 10 townhouses. Reviewed by the Design Review Committee on August 8, 2018 and the Advisory Planning Commission on August 21, 2018. Council gave amending bylaw 1st and 2nd reading on October 1, 2018. Public hearing and 3rd reading of bylaw occurred on November 26, 2018. The bylaw was adopted by Council on February 25, 2019
- 901 Selkirk Avenue - A proposal for a 3 lot single family subdivision. Public Hearing was held for the bylaw on April 15, 2019
- 471 Kinver Street - A proposal for two new single family dwellings in a small lot subdivision. Reviewed by the Advisory Planning Commission on August 21, 2018. Council gave amending bylaw 1st and 2nd reading on November 26, 2018, with Public hearing, 3rd reading and adoption of the bylaw on January 21, 2019
- 1198 Munro Street - A proposal to create a small lot on existing corner lot and build a single family dwelling. Public hearing was held on January 21, 2019
- 916/920 Old Esquimalt Road - A proposal for 5 new single family homes to replace existing homes. Reviewed by the Advisory Planning Commission on July 17, 2018. Council gave the amending bylaw 1st reading on March 4, 2019
- 636/638/640/642 Drake Avenue - A proposal for 8 new townhouses. Reviewed by the Design Review Committee on July 17, 2018. Reviewed by Advisory Planning Commission on October 16, 2018. Council authorized OCP consultation circulation on December 17, 2018. Council gave amending bylaw 1st and 2nd reading on April 1, 2019
- 1109 Lyall Street - A proposal to construct a new two-family dwelling (duplex) behind and existing house. Considered by Advisory Planning Commission on April 17, 2018. Public hearing and 3rd reading of bylaw occurred on December 3, 2018. The bylaw was adopted on January 25, 2019
- 838/842 Admirals Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 4 storey, 28-unit multi-residential purpose built rental building. Considered by the Advisory Planning Commission on February 20, 2018. Considered by the Design Review Committee on February 14, 2018. Bylaw was given 1st and 2nd reading on August 20, 2018. The public hearing was held on November 19th, 2018
- 638/640 Constance and 637 Nelson - A proposal to rezone the property to a Comprehensive Development Zone to accommodate a 6 storey, 71-unit multi- residential purpose built rental building. Considered by the Design Review Committee on February 14, 2018. Council gave 1st reading on August 20, 2018 and 2nd reading on November 26, 2018
- 833 / 835 Dunsmuir Road - A proposal to rezone the property to a Comprehensive Development Zone to accommodate a 5 storey, 32-unit multi-residential strata building. Considered by Design Review Committee on February 14, 2018 and by Advisory Planning Commission on February 20, 2018. The bylaw was given 1st and 2nd reading on August 20, 2018. The public hearing was held and 3rd reading was given on September 17, 2018, with adoption on February 25, 2019
- 899 Esquimalt Road - A proposal to rezone the consolidated parcels bounded by Esquimalt Road, Head Street, and Wollaston Street to accommodate a 12 storey, 72 unit, commercial and residential mixed use building incorporating 2 commercial retail spaces oriented toward

Esquimalt Road and 70 residential units. This application will also require approval of an OCP amendment to proceed. Staff completed a comprehensive review and provided feedback to the applicant resulting in amended plans being provided in early January 2018. Considered by Design Review Committee on March 14, 2018. The application was considered by the Advisory Planning Commission on May 15, 2018.

- Omnibus Zoning Bylaw Amendments - This bylaw was reviewed by the Advisory Planning Commission on June 19, 2018. It was given 1st and 2nd reading on July 16, 2018. At their August 27, 2018 meeting, Council rescinded second reading to remove provisions related to the floor area for a day care and then read the bylaw anew and gave it 2nd reading. The public hearing was held and 3rd reading was given on January 7, 2019. The bylaw was adopted on February 25, 2019

2. Development Permit (DP) Applications

In addition to the existing development permit applications that Development Services continues to process, the Department received two new applications in the first period and two applications to amend exiting Development Permits.

- (New) 939 Colville Road & 825 Lampson Street - DP application for 10 - 3 bedroom plus den townhouses
- (New) 10-300 Plaskett Place - DP application for a patio deck extension
- 801 Esquimalt Road - DP application for balcony repairs
- 1129 Munro Street - DP application for a new accessory building, located in front of the face of the principal building
- 1234 Esquimalt Road - DP application to alter the storefront by bringing out windows to redirect pedestrian traffic. Considered by Design Review Committee on March 6, 2019. Approved by Council on April 15, 2019
- 838/842 Admirals Road - DP application for a 4 storey 28-unit purpose built rental building
- 1109 Lyall Street - DP application to construct a 2 storey duplex in the rear of the property. Considered by Advisory Planning Commission on March 19, 2019. Approved by Council on April 1, 2019
- 1379 Esquimalt Road (St. Peter and St. Paul's Church) DP application, and Form and Character Covenant for 24 unit affordable housing building. Considered by Design Review Committee on March 6, 2019. Approved by Council on March 18, 2019
- 833 / 835 Dunsmuir Road - A DP application to accommodate a 5 storey, 32-unit multi-residential strata building. Considered by Design Review Committee on November 14, 2018, and approved by Council on March 4, 2019
- 1052 Tillicum Road - Application for five townhomes approved by Council on June 25, 2018. Landscape security received, DP issued November 8, 2018. Development Permit amended by the Director on April 9, 2019
- 460/464 Head Street - DP application to authorize form and character, including landscaping of a 5 storey, 16-unit commercial and residential mixed-use building incorporating 4 commercial tenancy spaces on the first storey and 12 residential units above. DP approved by Council on October 1, 2018

3. Development Variance Permit (DVP) Applications

In addition to continuing to process existing Development Variance Permit applications, six new DVP Applications were received during the first period.

- (New) 1217 Juno Street - Variance required for the enclosure of the carport
- (New) 502 Paradise Street - Variance required for the construction of front stairs and porch roof
- (New) 1336 Wood Street - Variance for a front addition which encroaches into the setback . Approved by Council on May 6, 2019
- (New) 622 Admirals Road - Variance for various setbacks to accommodate the reversal of the front and rear yard setbacks and various architectural elements on the building. Approved by Council on March 4, 2019
- (New) 10-300 Plaskett Place - Variance for front & side lot line for a patio deck extension
- (New) 1234 Esquimalt Road - DVP application for parking related to the additional to the storefront. Considered by Advisory Planning Commission on March 19, 2019. Approved by Council on April 15, 2019
- (New) 1129 Munro Street - Variance for siting requirement of an accessory building
- (New) 832 Old Esquimalt Road - Variance to the Works and Services for the underground wiring as per Schedule E, s.5.01 of the Subdivision and Development Control Bylaw No. 2715. Reviewed by Advisory Planning Commission on December 18, 2018. Refused by Council on February 4, 2019
- 1181 Old Esquimalt Road - Variance for a side yard setback requirement for the existing second storey deck/balcony. Approved by Council on February 25, 2019
- 404 Constance Avenue - Variance for fence height. Approved by Council on February 25, 2019

4. Board of Variance Application (BOV)

No new applications were received.

5. Heritage Alteration Permits (HAP)

- 1379 Esquimalt Road. (St. Peter and St. Paul's Church) - Connection to attach the new building to the heritage church. Considered by Design Review Committee on March 6, 2019. Approved by Council on March 18, 2019.

6. Subdivision Applications

In addition to continuing to process existing Subdivision applications, two new Subdivision Applications were received during the first period.

- (New) 471 Kinver Street - Subdivision application to create 2 lots
- (New) 1179 & 1181 Old Esquimalt Road - Subdivision application to covert a bare land strata to a fee simple
- 455 Sturdee Street - Two-lot subdivision

7. Temporary Use Permit Applications

No new applications were received.

8. Legal Document

- 622 Admirals Road - Amendment to the existing Covenant & Housing Agreement

9. Other Planning Projects

- Conducted five focus groups to gather feedback for multi-family design features that encourage social well-being
- Prepared survey for the public on multi-family design project
- Attended the inaugural Regional Housing Advisory Committee meeting
- Hosted the CRD's Development Planning Advisory Committee meeting

10. Consultation

- Staff participated in a number of pre-application consultations with various developers and architects actively preparing submissions for multiple family residential projects
- Consulted with developers and commercial realtors to identify possible sites for small lot infill, commercial mixed use, and high density residential development in Esquimalt
- Fielded a significant volume of realtor, appraiser, developer, and potential home buyer inquiries regarding properties in Esquimalt

11. Economic Development

- Worked with numerous developers to promote development in Esquimalt

12. Sustainability

- Held second workshop for Adapting Together project to prioritize risks associated with climate change in the municipality
- Made application to join Partners for Climate Protection
- Prepared and launched survey for Checkout Bag Regulation Bylaw
- Prepared website materials for Checkout Bag Regulation Bylaw
- Developed new Green Building Checklist for use with development applications
- Attended Climate Action Intermunicipal Working Group meeting at the CRD

13. Geographic Information System (GIS)

- Developed programs that enable the enhanced use of the GIS for managing infrastructure
- Worked on creating greater integration between the GIS and Tempest
- Provided digital data to the Integrated Cadastral Information Society

- Created and updated online maps and specific thematic maps for staff
- Provided mapping services to other departments as requested

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations
- Electronically registered **6** Notices with B.C. Land Title and Survey Authority
- Reviewed **69** Business Licence Applications for Zoning Compliance
- Updated West Bay kiosk monthly, and when extra posters received
- Prepared 10 Building Permit History & Zoning Letters
- Attended two Urban Development Institute luncheons

15. Training

Staff attended the following training sessions:

- Freedom of information and protection of privacy training
- Granicus refresher
- Local Government law seminar

II. COMMITTEES

Advisory Planning Commission

- The Advisory Planning Commission met 3 times in the first period and reviewed 8 applications

Design Review Committee

- The Design Review Committee met 4 times in the first period and reviewed 7 applications

Environmental Advisory Committee

- The Environmental Advisory Committee met 2 times in the first period

Board of Variance

- No new Board of Variance applications were received

Number of New Potential Units Based on Current Applications

Project Address	Application Type	Number of Rental Units	Number of Owned Units	Institutional Units	Total	Housing Category
622 Admirals Road - Esquimalt Iegion	Development Permit	95	38	48	181	Apartment Seniors
681 & 685 Admirals Road	Rezoning	50			50	Apartment
838- 842 Admirals Road	Development Permit	28			28	Apartment
937 Colville Road	Rezoning		6		6	Townhouse
939 Colville Road & 825 Lampson Road	Development Permit		10		10	Townhouse
616-620 Constance Avenue & 619-623 Nelson Street & 1326 Miles Street	Rezoning		109		109	Apartment
638 & 640 Constance Avenue & 637 Nelson Street	Rezoning	77			77	Apartment
669 Constance Avenue	Development Permit		83		83	Apartment
833-835 Dunsmuir Road	Development Permit		34		34	Apartment
1235 Esquimalt Road - Esquimalt Town Square	Development Permit	34	68		102	Apartment
856/858 Esquimalt Road	Rezoning		168		168	Apartment/ Townhouse
899 Esquimalt Road - Pacific House	Rezoning		57		57	Apartment
1379 Esquimalt Road - St. Peter/St. Paul	Development Permit	24			24	Apartment
1100-1108 Esquimalt Road	Rezoning		98			Apartment/ Townhouse
615 Fernhill Road	Development Permit		10		10	Apartment
509 Gore Street - Triangle Lands	Rezoning		89		89	Apartment
460 to 464 Head Street - West Bay Quay	Rezoning		12		12	Apartment
429 Lampson Street - English Inn	Development Permit		180		180	Apartment/ Townhouse
1052 Tillicum Road	Development Permit		5		5	Townhouse
Total:		308	967	48	1323	



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-223

PERIOD REPORT

DATE: May 8, 2019

Report No. P&R-19-006

TO: Laurie Hurst, Chief Administrative Officer

FROM: Scott Hartman, Director of Parks and Recreation Services

SUBJECT: Parks and Recreation Services Department - 2019 First Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services Department from January 1, 2019 to April 30, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- There were 38 tree cutting permit applications submitted. 63 trees were approved for removal, 10 trees were approved for pruning and one tree removal was denied.
- Park Bookings:
 - Saxe Point Park - 70
 - Esquimalt Gorge Park - 5
 - Bullen Park - 88
 - L'Ecole Brodeur - 43
 - Colville Sport Courts - 3
 - Memorial Park - 2
- Pruned 19 municipal trees
- Removed 26 municipal trees
- Planted 30 municipal trees
- A new landscape bed was planted in the parking lot at Memorial Park.
- A new landscape area was created along the fence line at Memorial Park, which includes trees, shrubs, irrigation, and a commemorative plaque.
- A new entrance was established from the parking lot into Memorial Park.
- A "Portland Loo", water fountain, and a new 30 amp electrical outlet were installed at Memorial Park.
- New irrigation was installed in the two large front beds at Memorial Park.
- A "Branch Out" Event was held at Esquimalt Gorge Park on March 9.
- A Rhododendron Garden, which includes irrigation and a crushed rock pathway, was installed

at Esquimalt Gorge Park.

- All gravel pathways were topped up at Esquimalt Gorge Park.
- A new garden bed was planted at Lampson Park.
- The annual Earth Day Event was held on April 24 at Highrock Park. The event included tree and shrub plantings, invasive plant removals, trail building, nature walks, and the ever popular goats were brought in to eat the invasive plants.
- A new entrance arbor, information kiosk, and produce shelf were installed at Anderson Park Community Garden.
- Gravel and wood chip trails, and new raised plots were installed at Anderson Park Community Garden.
- Split rail fencing was installed at Macaulay Point Park.
- The Parks Division had an information booth set up at the Greater Victoria School District Career Fair.

2. Recreation Services

Fitness and Sports

- In January, Fitness Programming hosted “Try-It” week. Participants had the opportunity to sign up for over 30 free fitness classes throughout the week. There were 50 more participants than in 2018, with over 350 participants in the Fitness programs.
- The 2019 Esquimalt 5K was held on April 7th, with 477 registered in the 5K and 103 children registered in the 1K Kids Run.
- Drop-in Fitness added a monthly special event to the Mixed Interval Challenge Class that occurs on Saturday morning. Our special guest DJ Keoni attends once a month to spinnimusic to match with choreography from the instructor.
- Esquimalt’s 10K Clinic had 44 participants this year. The group ran in both the Esquimalt 5K and the TC 10K.

Aquatics

- A new contractor has taken over the children/youth swim club program and numbers increased from 23 in 2018 to 40 in 2019.
- Our morning Shallow Waterfit classes on Monday, Wednesday and Friday have an average participation of 50 people.
- We are working with two new triathlon groups this winter who are renting lane space Mondays, Wednesday and Thursdays to provide training.

Maintenance

- The Exposure Control Plan for the ammonia plant at the Sports Centre has been reviewed and updated by staff and meets WorkSafeBC and Technical Safety BC requirements.
- An ammonia safety drill was completed in January.
- Additional ammonia alarms were added in the office areas.
- New epoxy floors were recently installed in the curling and upstairs washrooms, as well as the bar floor in the lounge at the Sports Centre.

- Motion sensors for light fixtures were recently installed in various rooms and in the curling rink at the Sports Centre.
- Curling ice was removed March 18th.
- Hockey ice was removed April 5th.

Marketing & Registration

- 6,540 Course registrations were processed during this period, up from 5,943 registrations processed last year in the same period.
- 3,273 Membership products were processed. These include: passes and drop in punch cards sold and renewed. This is an increase of 184 products sold from the same period last year.
- 759 Products were sold through the Recreation Centre Shop. These include: goggles, swim caps, ear buds, swim diapers, water bottles and umbrellas. This is a decrease of 189 products from the same period last year.
- There were 30,534 single admission drop-ins and 74,565 memberships scanned for a total of 105,099 admissions during this period.
- 2,521 of 6,540 total registrations and drop-in class reservations were completed by clients through our online registration system.
- Esquimalt Parks & Recreation social media platforms continue to promote our events and activities: 4,293 followers on Twitter (down from 4,311 last year), 4,756 on Facebook (up from 4,251 last year) and 1,323 on Instagram (up from 1,112 last year).
- Our pass sales are as follows:
 - Annual - 424; increase of 68 from same period last year
 - 6 Month - 89; increase of 14 from same period last year
 - 3 Month - 310; decrease of 56 from same period last year
 - 1 Month - 255; increase of 35 from same period last year
 - 10 Admission - 695; decrease of 8 from same period last year
 - 25 Admission - 263; increase of 22 from same period last year

Preschool, Children and Youth Services

- Effective May 1, Out of School Care has expanded by 20 spaces into the newly licensed lower multipurpose room. Our aftercare capacity is now at 78 and enrolment is full with a waitlist.
- Registration for Out of School Care, for the 2019/2020 school year, opened on April 9th, and it was full (78 spots) within the hour of opening. A waitlist has been started.
- Our Preschool Programs also opened for registration on April 9th, and were full with a waitlist for all of our morning programs, leaving space for only our Kinderstart Program running in the afternoons.
- This Spring Break we offered 2 Spring Break Playground Camps, 1 OSC Licensed Camp and 2 Specialty Camps. Over the course of the two week break we had 164 children enrolled in camps.
- We doubled our participants in the April Pro-D Day to 40 from 20 participants.
- Teen Centre evenings continue to be successful with our Thursday to Saturday drop in programs averaging 60-80 youth.

Arts, Culture, Social & Special Interest Programs

- We hosted our first in-house Student & Instructor Art Show in the Rec Centre's new atrium gallery. The opening reception took place on January 10 and the show continued until mid-February. The show featured art pieces from 35 students and artists of all ages (the youngest 5 years, the oldest 88 years).
- January's Try-it! promotion featured 20 free art, music, dance and drama demos. This kicked-off a very strong winter season, with more than 200 creative arts programs and 1232 registrations Jan-Apr 2019. This was an increase from 958 registrations and 175 programs Jan-Apr 2018.
- A new Sunday afternoon Drop-in Painting program launched in April, expanding creative arts drop-in programming beyond our traditional Monday-Friday options. Seniors drop-in programs now include 2 music, 6 art/creative, 12 card/games, 1 walking and 1 conversation café each week.
- New creative arts programs Jan-April 2019 included:
 - Colourstrings for preschoolers (5 new classes)
 - Creative Illustration classes for school-aged students
 - Hawaiian Hula intermediate-level dance classes and a Pet Portrait workshop for adults
- Six continuing volunteers and 1 new volunteer assisted with weekly school-aged and youth programs this winter. Volunteers provided new inter-generational opportunities for 130 children and youth enrolled in cooking, sewing and art programs at the Esquimalt Recreation Centre.

Community Development and Events

- Our annual Family Day event was held on Monday Feb 18th at the Recreation Centre. Approximately 1000 people attended this year, and took part in the many free, family-centered activities offered, including science shows from Mad Science, a storytelling presentation, swimming, skating, Kindergym, an Esquimalt Lion's Club BBQ, face painting, and a photo booth. Community Partners included the Esquimalt Lion's Club and Country Grocer.
- The annual Esquimalt Photography Club Spring Photo Show provided enjoyment for visitors in the Recreation Centre for 6 weeks, with voting happening in the Atrium throughout the Show. The club hosted an open-house in the atrium on March 6th that had 45 people in attendance.
- Branch Out! - Gorge Park was held on March 9th this year. This collaboration with the Greater Victoria Green Team brought 24 people to the park and helped the Parks Division plant 170 native trees and shrubs and removed a variety of invasive plants.
- The Gigantic Garage Sale was held in the Sports Centre on March 30th. This garage sale was the biggest to date expanding upstairs to the Crowsnest and Lounge, with 187 tables selling out well in advance.
- The Annual Esquimalt Lions' Easter Egg Hunt occurred on Sunday April 21st. The event included entertainment, crafts, kid's races, the bouncy castle and several Easter egg hunts. Approximately 800 people participated in the event this year.
- National Volunteer Appreciation Week was celebrated by highlighting volunteers from the Community Volunteer Income Tax Program, Esquimalt Photography Club, and Esquimalt Clean-up Project on social media.
- The Esquimalt Earth Day Celebration was held on April 24th. This event drew over 800 people

to Highrock Park to participate in tree planting, invasive species removal, trail building, goat feeding and learning opportunities provided by the many exhibitors at the event. Nature Walk and Park Care stations included volunteers from the leadership class of L'Ecole Victor Brodeur.

- The Community Volunteer Income Tax Program's six volunteers prepared and filed over 330 returns for local community members free of charge.
- To bring the community together, Social Saturday's was introduced in the Lounge of the Sports Centre on a trial basis. Music Bingo was the featured activity for this trial with each event seeing over 100 participants. With this success, Social Saturday's will continue in the Fall and be expanded to include additional activities.
- A partnership with the Pacific Mobile Recycling Depot continues to make expanded recycling services available to the community, taking place bi-weekly at the Centre rear parking lot.

Facility Rentals

- 185 contracts were issued for rentals at the Esquimalt Rec Centre. This is an increase from 174 during the same period last year.
- 252 contacts were issued for rentals at the Sports Centre. During the same period last year, 253 contracts were issued.
- The Sports Centre hosted 23 Curling Bonspiels during this period, an increase from 19 during the same period last year.
- The Sports Centre was host to numerous sporting events including: Pacific Cup, a regional hockey tournament January 18th to 20th; the Vancouver Island Regional Figure Skating Championships January 31st to February 3rd and; seasonal sporting activities including Cougars Jr. B Hockey, lacrosse and roller derby.
- Other significant rental activities included: Gorge Soccer Association Annual Awards Banquet, Greater Victoria School District Career Fair, Military Tattoo, and UPak Storage Sale.

Arena Programs

- Spring Thaw Skate had over 120 people participating in the end the event.
- Our Learn to Skate Program had 75 participants in 2019 compared to 59 in 2018.
- Our Drop-In Hockey Skates saw an increase from an average of 4-6 players to as many as 12-16 drop in players.
- The Start Curling program operated with 7 new participants learning to curl.

II. COMMITTEES

- The Parks & Recreation Advisory Committee met on April 2, 2019.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-225

PERIOD REPORT

DATE: May 7, 2019

Report No. FIRE-19-002

TO: Laurie Hurst, Chief Administrative Officer

FROM: Chris Jancowski, Fire Chief

SUBJECT: Fire Department - 2019 First Period Report

The following is a report on the activities pertaining to the Fire Department from January 01, 2019 to April 30, 2019.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	48	Assist other agencies	1
Assist public	19	Bylaw inquiries	12
Burning complaints	6	General inquiries	1
Hazardous materials	5	Oil tank inspections	21
Structure fires	8	Placed on standby	7
Other fires	4	Plan review	3
Other responses	8	Public ed. / hall tour	8
Medical aid	264	Fire investigations	1
MVI	12	Business licenses	56
Rescue	2	Car seat inspection	9
Electrical emergency	5	Assist Public	21
Total Period	381	Total Period	140
Responses YTD	381	Activities YTD	140

• Noteworthy Emergency Responses

January 21, 2019

Esquimalt Fire Department provided mutual aid assistance to the View Royal Fire Department for a residential structural fire on Kosapsum Crescent.

April 01, 2019

Esquimalt Fire Department provided assistance to the Canadian Forces Base Fire Department for a vessel fire within the HMCS Corner Brook. The Corner Brook was located on land undergoing maintenance.

April 07, 2019

The Esquimalt Fire Department responded to a multi-residential apartment fire at 843 Craigflower Road. While responding to this fire, Battalion 1 upgraded the fire to a third alarm due to the smoke conditions observed.

Battalion 1 was first on scene and did a tremendous job of establishing an action plan and ensured co-ordination of all agencies. Engine 10's crew did an amazing job at rescuing occupants from the front of the building using ground ladders under tough fire conditions.

Assistance was provided from the CFB Esquimalt Fire Department, View Royal Fire Department and the Victoria Fire Department. Site operations were greatly assisted by the Victoria Police Department, British Columbia Ambulance Service, Church of Nazarene and the countless Emergency Social Service Volunteers.

2. Community Services

Prevention Activities

As part of the 2019 planning process, public education was identified as an area of focus. The Department identified several areas of potential improvements ranging from school based programs to general fire safety programs. Additional planning and development for increased school programs took place from January to March. Traditionally, the Department has provided education to all Grade 3 school classes within the Township. This spring and fall, members of the Department are scheduled to deliver education to all classes ranging from Kindergarten to Grade 6.

In March, the Department received a Water Modelling study update from the City of Victoria Water Department. This study provides a detailed picture of potential fire flow rates within the Township. This information is used to ensure that new building developments have the required fire flows for adequate fire protection.

The Department was pleased to be invited to the School District 61 career fair. This fair was hosted at the Archie Browning Sports Centre and provided a multitude of different career

opportunities for students. Our Department, along with the CFB Esquimalt and View Royal Fire Departments, co-delivered a “Fire Service” booth that generated discussion with multiple students.

The table below outlines the Company Level Inspection activities during 2019:

2019 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections to be Completed
A	148	70	78
B	121	52	69
C	131	53	78
D	128	49	79

The table below illustrates the total pre-incident plans completed in the first quarter of 2019. These plans are used to quickly access and control building utilities to reduce property loss or quickly locate and access people in medical distress.

Pre-Incident Building Surveys			
Building Classification	Total Premises	Plans Completed	Plans to be Completed
A (eg. Assembly)	73	15	58
B (eg. Care Facilities)	6	1	5
C (eg. Multi-Residential Buildings)	175	165	10
D (eg. Business)	124	0	124
E (eg. Mercantile)	46	7	39
F (eg. Industrial Building)	126	63	63

3. Department Services

In January, the Department implemented an online training platform. This platform assists in standardizing the delivery of materials that includes videos, lesson plans and quizzes. This type of learning has been used for several years by many fire departments across North America.

The Department continued our Urban Search and Rescue skill development in March. Each platoon attended the Urban Search and Rescue Training to perform basic shoring and technical skills with an external instructor.

In April, the Department hosted the first of 2 sessions for all crews to receive Fire and Life Safety Educator training. This training provides additional skills for members when educating

the public on various life safety initiatives. The second session is scheduled in May.

4. Administrative Services

The Department concluded Collective Bargaining with Local 4264 in January. This new agreement between the Township of Esquimalt and Esquimalt Firefighters Local 4264 is for January 2017 to December 2019.

In February, the Department corrected several outstanding action items from our 2018 Office of the Fire Commissioner Internal Audit. These items included the updating of several current Operational Guidelines and the creation of a few new ones.

In April, the Department entered into a new Fire Department Mutual Aid Agreement with the City of Langford. This agreement is a first between both communities. This agreement enables our Department to call for additional fire resources from the Westshore in cases of large scale emergencies.

II. COMMITTEES

Esquimalt Fire Department members are actively involved with numerous local and regional initiatives, including:

- Greater Victoria Fire Chiefs' Association
- British Columbia Fire Chiefs' Association
- CRD Regional Hazardous Materials Response Planning Committee
- Greater Victoria Fire Training Officers' Association
- Fire Training Officers' Association of BC
- Fire Prevention Officers' Association of BC
- Greater Victoria Fire Prevention Officers' Association
- Department Safety Committee
- BC Burn Fund