



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-020

PERIOD REPORT

DATE: January 8, 2021

Report No. ADM-21-002

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2020 Third Period Report

The following is a report on the activities pertaining to the CAO's office from September 1, 2020 to December 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Attended meetings and reviewed reports, agendas, minutes and action reports for Council, Committee of the Whole and In Camera meetings.

2. Operations

- Continued with working group for new public safety building including meetings with consultant and architects for revisions to floor space, temporary relocation of both police and fire services and review of construction manager proposals.
- Prepared and responded to correspondence with CRD to reallocate amenity funding to Gorge Park pavilion and public safety building.
- Moved forward with Aragon on construction of tenant improvements for new library space including review and approval of offer letters and contracts for various trades; review and approval of first three progress payments to Aragon processed in consultation with appointed payment certifier; completion of tenant improvements now projected for June 2021.
- Monitored progress on wastewater treatment project regarding outstanding items including landscaping, public art and interpretive signage proposals for Macaulay pump station. Projected close out of outstanding items by end of first quarter 2021.
- Continued work as appointed representative to the Regional Emergency Management Partnership steering committee. Work in this period included review of second after action review interim report, regional concept of operations and approval of 2021 work plan.
- Emergency Operations Centre continued to meet weekly and adjust operations to respond to emerging health orders and guidelines; continued regional discussions and coordination through regular local area administrators conference calls now recurring biweekly.

- Prepared latest correspondence to address interpretations and position on Framework Agreement with Victoria and Esquimalt Police Board.
- Facilitated fire department environmental scan and worked with consultant and HR on partial implementation of recommendations and development of plan for next steps and further implementation.
- Review and approval of all corporate communication materials prior to publishing.
- Worked specifically with senior staff on various issues including recruitment of engineering manager, review and input to draft climate adaptation guide, arbitration process for previous employee, review of local grants policy and review of 2021 budget information.

3. Other

- **Regular meeting attendance and participation (all external meetings are remote and/or electronic via zoom/telephone/conference call):**

- CAO/Mayor - weekly
- Senior Leadership group - weekly
- EOC - weekly
- Public Safety Building Working Group - weekly
- Director of Corporate Services and HR and Corporate Officer - biweekly

- GVLRA Board - monthly
- Victoria City Manager - bimonthly
- VicPD Chief Constable - quarterly
- Labour Management - CUPE - quarterly
- Labour Management - IAFF - quarterly
- Emergency Planning Committee - semi annually
- Esquimalt Town Square Working Group - as required

- **Special Events**

- United Way campaign initiatives

- **Training/Workshops/Seminars**

- 2020 BC Information Summit - Transparency and Privacy and COVID

- Municipal Pension Plan Update Webinar
- Ethics Essentials in the Municipal Sector
- Lidstone Annual Client Legal Seminar
- Young Anderson Local Government Law Seminar
- Local Government Management Association event for CAOs: Stress and Striving for Mental Wellness
- Evacuation exercise: joint emergency exercise with City of Victoria

II. COMMITTEES

- CAO participates on the following committees:

- Internal
 - Public Safety Building Working Group
 - Esquimalt Town Square Working Group
- External
- Regional Emergency Management Partnership Steering Committee
- Greater Victoria Labour Relations Association Administrative Committee
- Police Framework Agreement Administrative Committee



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1229 Esquimalt Road
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Staff Report

File #:21-025

PERIOD REPORT

DATE: December 29, 2020

Report No. ADM-21-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Vicki Gannon, Director of Corporate Services and Human Resources

SUBJECT: Corporate Services and HR - 2020 Third Period Report

The following is a report on the activities pertaining to the Corporate Services and HR departments from September 1, 2020 to December 31, 2020.

➤ **DIVISION ACHIEVEMENTS AND ACTIVITIES**

1. Corporate Services

- 28 meetings including preparation of:
 - 2 Public Hearing Notices, 1 Waived Public Hearing Notice, 1 Temporary Use Permit Notice and the 2021 Council / COTW Meeting Notice newspaper advertisements.
 - 44 Meeting Notices and associated newspaper advertisements.
 - 28 agendas and minutes for Regular, Special and In Camera meetings of Council and Committee of the Whole, including posting on website Community Notice Board.
 - 10 late item agenda notices.
 - 8 Action Reports and completion of all follow up correspondence and distribution to third parties.
- 392 resolutions were voted on at Special and Regular Council meetings (total for the year).
- Corporate Officer and Deputy Corporate Officer commissioned 5 documents for a resident of Esquimalt (27 for the year).
- Deputy Corporate Officer prepared a Zoning bylaw consolidation.
- Staff prepared 6 Proclamations and posted to the Municipal website.
- Staff processed 224 mail items for retention and distribution. Sent out 51 acknowledgement emails.
- Corporate Officer and Deputy Corporate Officer completed 12 electronic registrations at Land Title Office (32 total for the year).
- Corporate Officer responded to 11 requests for access to records under the Freedom of Information and Protection of Privacy Act (29 total for the year).
- Corporate Officer and Deputy Corporate Officer continued to adapt Council meeting practices based on Ministerial Orders associated with the COVID-19 pandemic.

- Deputy Corporate Officer created fillable pdf forms for Presentation and Delegation Applications for ease of submission.
- Corporate Officer prepared the 2021 Council and Committee of the Whole meeting schedule and Corporate Services staff updated the Council outlook Calendar, Municipal website, and Municipal Notice Board and Granicus/Legistar software with all 2021 scheduled meetings.
- Corporate Officer prepared the 2021 Council Appointments and Corporate Services staff updated the appointment lists, Municipal website, and notified the respective organizations.
- Corporate Officer and Deputy Corporate Officer organized the Town Hall notice board and created headings for posted items to increase its organization and readability.
- Corporate Officer and Deputy Corporate Officer completed Freedom of Information and Protection of Privacy staff training by preparing a voice-over PowerPoint Presentation with access via the internal staff website and monitored the mandatory views.

2. Committees

- Staff webcast all committee meetings using the Legistar platform.
- Office Administrator, as Recording Secretary for the Environmental Advisory Committee (EAC), coordinated 1 EAC meeting, including preparation and posting of notices, Agendas and Minutes.
- Office Administrator provided training to the Director of Parks and Recreation and the Manager of Recreation Services in the use of Granicus for producing agendas and minutes for the APC and DRC.

3. Business Licence Administration

- Staff provided clerical support for Business Licencing: processing and monitoring applications, responding to questions and inquiries from the public, maintaining and closing accounts and prepared and mailed 759 renewal notices for 2021.

4. Administrative support for Mayor & Council and CAO

- Coordinated and provided note taking and action items for 10 Senior Management meetings which included EOC/COVID19 discussions.
- Coordinated and provided note taking and action items for 2 Community Leader meetings.
- Coordinated 1 Mayors Open Door event via Facebook Live.
- Coordinated 1 Labour Management meeting.
- Coordinated New Years Levee via ZOOM.
- Cancelled numerous meetings and rescheduled to teleconference or online format.
- Prepared 48 letters for Mayor and CAO [retirement/invitations/thank you/congratulations/new business] & other Township related business.
- Coordinated 2020 Holiday Greeting Video; Communications Manager finalized with editing and publishing.
- Assisted Communications Manager throughout the period re: updating website and social media/Hootsuite posts.
- Researched and logged local, provincial and enforcement news articles re: COVID19 & emailed out to EOC 2x/week.

- Organized and coordinated delivery of 6 new resident welcome packages.

5. Records Management

- 1582 new paper records were created and entered in the TAB Fusion software:
 - Including 949 terminated Recreation employee files that were previously scattered throughout multiple offices in the Esquimalt Sports and Recreation Centres.
- 242 new boxes sent to Access Records off-site records storage facility and entered in TAB Fusion software:
 - Including 212 boxes of Finance records previously stored in the Public Safety Building.
- 64,027 electronic files moved or deleted as part of the electronic shared drive restructure project.
- Administrative staff have continued advancing their departmental paper and electronic records management projects, with support and assistance from the Corporate Officer and Archivist/Records Coordinator.

6. Archives

- The Archives has remained closed to the public and volunteers since March 17th due to the COVID-19 Pandemic. In October, the Archivist/Records coordinator resumed working one day a week in the Archives with proper safety procedures. Staff visits had been previously limited due to the COVID-19 Pandemic.
- 47 research requests completed (77 total for year).
 - 2 research requests partially answered. These requests will be completed when public access to the Archives' Reading Room and collections resumes.
 - Including 9 terms of use agreements signed for use of archival photos.
 - Volunteer Sherri Robinson assisted with research requests from home.
- 3 photos taken of buildings with approved demolition permits.
- Awarded a \$10,000 grant from Canadian Heritage's COVID-19 Emergency Fund, which will be used to support operational activities.
- RFP No. ADM 20-01 issued on October 27th for a Municipal Hall Space Concept Design, which includes the design of a new archives space.
- A weekly newsletter entitled "Archives from a Distance" continues to be distributed on Wednesdays to Archives volunteers. The intention is to keep the volunteers engaged with the Township, while providing a lighthearted diversion from the news and a way to keep connected with each other.
- The Archivist/Records Coordinator continues to collaborate with the Communications Manager on weekly #TBT (Throwback Thursday) posts and articles in the Current newsletter.
- Other notable activities:
 - Applied for BC's Community Recovery Infrastructure Program (CERIP) in the Unique Heritage Infrastructure Stream. If successful, this funding will support the new archives space
 - Digitized 98 audio cassette tapes from the Archive's oral history collection, including interviews from the 1980s with early Esquimalt residents.

7. Communications

The Manager of Communications:

- Designed and printed 2 editions of “The Current” community newsletter
- Wrote 3 articles to be included in the Times Colonist’s “Experience Esquimalt” feature, Emergency Preparedness insert and “Reader’s Choice” winner insert
- Attended communications webinar, “Reconciliation and Decolonization” through Canadian Public Relations Society.
- Held introductory meeting with Songhees First Nation communications coordinator to discuss areas of mutual communications support and increased collaboration.
- Created a First Nations-specific page on corporate website with links to local FN governments and resources.
- Used Esquimalt Alert tool for 1 animal sighting, 3 traffic events, 1 earthquake advisory, 1 missing person and 1 child alert.
- Worked with Development Department staff and contractors on creating and executing climate plan community engagement activities.
- Worked with the Director of Engineering and contractors on creating and executing integrated resource management community engagement activities.
- Wrote 15 news items and releases for website yielding interviews and local media coverage.
- Hired photographer to take seasonal images of Esquimalt to add to photo bank.
- Annual campaigns: Fire Prevention Week, Orange Shirt Day, Remembrance Day, Overdose Awareness Day, United Way, Esquimalt Food Drive.
- Shared information regarding Township proclamations.
- Shared information regarding Township employment opportunities.
- Participated as member of Township Emergency Operations Centre tabletop exercise.
- Continued the “Throwback Thursday” social media program in conjunction with Archives.
- Coordinated and promoted Mayor’s Open-Door using Facebook Live.
- Advanced “shop local” messaging in digital communications, advertisements, and Current community newsletter.
- Supported local organizations in Township-related communications, including Esquimalt Farmers Market; Greater Victoria Public Library; Victoria Police Department; Esquimalt Chamber of Commerce; Celebration of Lights committee; CleanBC and United Way.
- Produced and published council and staff holiday video.
- Trained staff in website functionality to allow them to add public hearing information.

Analytics (last period in brackets):

Esquimalt Alert registrations

- 1,785 (1,424) registrants

Legistar

- 1,123 (973) total page views (all pages in the Granicus system)
- 648 (605) total visits (total number of times visitors came to the site)
- 556 (524) total unique visitors - individual views of the site
- 73 per cent desktop, 27 per cent mobile

Website Hits

- Total page views: 218,468 (187,727)
- Top three pages:
 1. Parks and Recreation
 2. Home page
 3. Recreation drop-in schedules

Twitter

- Average 2,062 post views per day (impressions) (1,884 last period)
- Total 430 posts; (435 last period)
- Total followers: 3,699 (3,585 last period)

Facebook

- 1,782 (1,723) followers
- 1,688 (1,272) engagements (likes, clicks, shares)
- 174 new timeline posts (176 last period)

Instagram

- 941 (743) followers
- 74 (61) posts
- 1,176 (642) engagements

LinkedIn

- 159 (209) followers
- 765 (499) page views
- 22 (20) posts

Communications - related online newsletters

- Events list: 271 contacts
- News list: 248 contacts
- The "Current" newsletter list: 193

8. Human Resources

COVID-19:

- Created a new policy: M-PER-19: COVID-19 Attendance Policy
- Continued to use Work from Home (WFH) Agreements such that staff work from home 2 days per week, and in the office 3 days per week to ensure physical distancing can be maintained in office spaces.
- Sent 3 COVID-19 Updates to all staff.
- Township COVID-19 Safety Plans were updated when Provincial Public Health Authority recommendations changed. An additional department-specific plan was created (Council Chambers and Committee Meeting Safety COVID-19 Safety Plan).
- Council Chambers was outfitted with plexi-glass barriers between Council member seats.

Occupational Health and Safety:

- Flu Shot Clinic - The annual clinic was held on October 22. 56 employees received the

- quadrivalent flu vaccine and one received the trivalent vaccine for a total of 57 participants.
- Director of Corporate Services and Human Resources and Administrative Clerk participated in 1 Municipal Hall Safety Committee meeting.

Training and Development:

- Offered 4 more Wellness Webinars for Township employees for supporting their health and well-being during COVID-19, hosted by Sara Wegwitz of Tailor Making Health:
 - October 8 - Fall 2020: The Great Reset
 - October 22 - Road to Optimizing Health (part 1): My Body Can Do That?!
 - November 5 - Roadmap to Optimizing Health (part 2): Putting Theory into Practice
 - November 19 - Keeping the Big Picture in Mind
- Records Management webinar - prepared in house for all staff via the Bridge platform.
- Freedom of Information & Protection of Privacy webinar - prepared in house for all staff via the Bridge platform.
- Office Administrator participated in four Granicus webinars.
- Corporate Officer completed class PADM 305: Policy Analysis for Local Government, online with Capilano University.
- Deputy Corporate Officer completed class PADM 200: Local Government Administration online with Capilano University.
- Director of Corporate Services and HR and Administrative Clerk attended Marli Rusen's webinar: "Leading a Respectful Culture: Modeling Respectful Behaviour, Monitoring Team Dynamics and Mitigating Organizational Risk".
- A number of Municipal Hall staff attended an LGMA File Plan webinar.

Recruitment:

- There were 9 regular positions filled this quarter. Recruitment was conducted entirely via Zoom interviews using the new mounted camera and portable speaker installed in the Wurtele Room, provided by IT.

Filled:

- Engineering Manager
- Engineering Technologist II - Asset Management
- Deputy Emergency Program Coordinator
- Lead Groundskeeper
- Recreation Coordinator
- Turf Maintenance Worker
- Accounting Coordinator
- Recreation Instructor 1 - ECE or ECE-Preschool (RPT)
- Labourer II

In progress:

- Recreation Programmer - Aquatics
- Planning Technician
- Parks - Light Equipment Operator/Labourer
- Assistant Fire Chief

Labour Relations:

- CUPE 15: One outstanding grievance heard at Step III. Offer of resolve was received by the Union at the beginning of December; and a counteroffer was sent mid-December.
- IAFF: Worked with legal counsel to determine jurisdictional issue on a decision from 2012 and prepared for upcoming arbitration.
- Facilitated fire department environmental scan and worked with consultant and CAO on partial implementation of recommendations and development of plan for next steps and further implementation.
- Attended one Labour Management Meeting for CUPE 15, and one for IAFF.

General:

- Respectful Workplace Policy drafted and sent to all Directors for input. Will be implemented in January 2021.
- An RFP to retain a consultant for preliminary design work for the first floor of Municipal Hall was released and awarded. Kick off meeting to occur in January 2021.
- The Director of Corporate Services and HR continued to participate on a LGMA working committee, together with a group of other HR professionals from across the province, to update LGMA's *Human Resources Toolkit for Local Government Organizations*.
- The Director of Corporate Services and Human Resources is a Trustee on both the GVLRA/LTD Trust and the Capital Area Benefit Trust and attended meetings for each of the Trusts.
- Conducted job evaluations for Mechanic II and Mechanic Supervisor positions
- Responded to requests from other municipalities for wage comparison information and conducted quarterly Statistics Canada job vacancy and wage survey.
- The annual Employee Long Term Service Recognition Event was cancelled this year due to COVID-19. Seven employees will be receiving a long service award, and letters were drafted and awaiting signature by the Mayor, CAO and Director. Each Department will be presenting the recognition lapel pins and the congratulatory letter in lieu of the event.



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

Staff Report

File #:21-008

PERIOD REPORT

DATE: January 13th, 2021

Report No. CSS-21-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2020 Third Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from September 1st, 2020 to December 31st, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

• Neighbourhood Emergency Preparedness Program (NEPP)

- Due to Covid restrictions no workshops were provided. The program is being reviewed to refresh material and workshop formats to encourage greater participation. Research of adult engagement strategies is supporting the redevelopment of the NEPP workshops and corresponding public engagement material. Focus will be on encouraging those participating to follow through on recommended steps for putting an emergency preparedness kit and plan together. The development is being done as part of the regional Emergency Management Public Education Group with Esquimalt taking the lead in development. With continued Covid restrictions the new workshops will be held after restrictions are lifted.

• Emergency Support Services (ESS)

- Level One team was activated late afternoon on 19th November. It was determined that no ESS was required.
- Funds from the UBCM grant on ESS Modernization have been used to purchase 22 Microsoft Surface tablets with keyboards as well as Smart Hub that will allow for Wi-Fi capability. Storage totes have also been purchased. These tablets will be stored in the

Radio Room Office. The grant amount was \$19,900.

- Planning for the 2021 training calendar was completed and sent out in the first ESS Newsletter as part of volunteer engagement and retention best practices.
- A zoom Christmas “get together” was held on 8th of December.

- **Emergency Radio Communications (ERC)**
 - The Amateur Radio Team participated in two exercises. First was organized by EMBC and involved simulating a 911 call centre failure. Second was internal and they practiced filling out Radiogram.

- **Administration**
 - The new Emergency Program Manager began on November 2nd, 2020. Introductions to the volunteers, Township staff and regional partners followed.
 - On December 7-10 an evacuation tabletop exercise was conducted in partnership with City of Victoria and Victoria PD. The exercise was the final phase of the work associated to a UBCM grant on evacuation planning. The exercise involved multiple Township staff members: Community Safety Services, Communication, Fire Department, GIS, and Engineering. The exercise was successful in providing positive conversation on revising processes and the consultant is working on amending the evacuation plan.
 - Staff participates in weekly calls with the Medical Health Officer and EMBC Regional Office to received updates on health orders and other health related issues that impact the region.
 - Tsunami mapping for the purpose of public information has moved forward after discussions regarding which scenarios to use when creating the mapping. Regionally, it has been decided to use the ‘worst- case’ scenario to establish “Safe Zones”. The difference for Esquimalt is minimal for most scenarios. Next steps will be to develop a public awareness campaign regionally that will be promoted during Tsunami Preparedness Week in March.
 - Local Government Emergency Program Advisory Commission (LG EPAC) met twice during this period.
 - One of the issues raised at the LG EPAC was regarding the Regional Amateur Radio Communications. The CRD is reviewing their amateur radio infrastructure for

maintenance. The question has been asked regionally if this infrastructure is still required given the progress in other technology used by the amateur radio teams. After discussions with Esquimalt's Amateur Radio team it was determined that there would be no impact to Esquimalt's ability to communicate. Further discussion continues within members of LG EPAC on next steps.

- Contact lists have been updated for Connect Rocket to reflect staff changes and new invites for the Esquimalt Public Information Group along with a schedule for 2021.

- **COVID-19 Response**

- In response to the COVID-19 pandemic, the Esquimalt EOC has been activated to a Level One since March 12th. The EOC has operated mainly virtually via conference call and email from employee work-stations to comply with social distancing recommendations; the exception of briefing meetings with senior staff for information sharing and planning purposes.
- Many staff members have had daily or weekly conference calls with local, regional, and provincial organizations since in this period while making necessary organizational changes to ensure provision of essential services.
- Some of these continued changes include pandemic messaging for staff, pandemic messaging and a webpage for the public, increasing cleaning and sanitizing in all areas of the Township, signage in parks and playgrounds, cancellation and refunds of recreation programs, IT changes to allow staff to work from home, a work from home policy with departmental staffing plans to ensure physical distancing and staff safety

2. Bylaw Enforcement

- **Bylaw Offence Notice Disputes:**
In this period, 28 BON's were referred to the screening officer. Of those, 22 were cancelled and 6 were upheld for payment. No matters were referred for adjudication.
- **Attachments:**
Bylaw Contraventions and Complaints, Municipal Tickets and Bylaw Notices, Animal Management Report [Attachment # 1]

3. Building Inspections/Permits

- 2020 showed strong demand for both residential and commercial/industrial building permits. The value of construction in 2020 reached nearly \$94 million, a nearly twofold increase over 2019's total construction value of just under \$49 million. In addition to large projects underway, many people took advantage of the "COVID-19 Environment" and elected to spend time and money on home improvement to the tune of just over

\$2.5 million in construction value. 2020 permit fees also showed an increase reflecting the increased construction value, nearly doubling the 2019 values of just over \$462000 to a 2020 value of nearly \$846000. Building Permits Chart [Attachment # 2]

4. Policing

- Esquimalt Division Inspector and Township Staff work via the Public Safety Building Working Group to move forward with the design phase of the new Esquimalt Public Safety Building. The building is currently with HCMA Architecture in the planning phase for overall design. Additionally, the Working Group is considering design requirements for Temporary Fire and Police Operations in anticipation of construction of a new PSB.
- Staff continued to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.
- The Director represents the Township (virtually) at the public portion of Victoria and Esquimalt Police Board meetings.

5. Business Licencing

- 1 new Intercommunity Business Licences issued for the period
- Esquimalt now has 11 Intercommunity Business Licences
- 759 renewals were mailed November 27th to all current businesses
- As of December 31st 246 - 2021 business licence renewals paid
- The Township currently has 740 active business licences (750 in 2019) which are posted on the website and updated every month
- In this period, 21 new businesses obtained a licence
- In this period, 37 businesses were closed.

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, the Regional Emergency Planning Advisory Commission and the Regional Emergency Management Partnership with the Province, as well as on several regional and provincial working groups.
- The Director sits on a Provincial Local Government Bylaw Notice Enforcement Act Working Group
- The Director chairs the Community Safety Staff Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee.
- The Director chairs the Public Safety Building Working Group

Bylaw Enforcement
2020 - 3rd Period

	2019 3 rd Period	2020 3 rd Period	2019 Year to Date	2020 Year to Date
Total Bylaw Contraventions and Complaints	141	112	495	393
➤ Streets and Traffic	77	63	233	190
➤ General Bylaw Inquiries	27	18	90	62
➤ Maintenance/Nuisance Property/Noise Bylaw	21	18	92	89
➤ Zoning Bylaw	3	3	16	20
➤ Business License	5	3	29	11
➤ Building	3	2	16	7
➤ Animal Control	2	1	4	3
➤ Park Maintenance & Tree Protection	3	4	11	14
➤ Assist Third Party	0	0	3	0
➤ Secondary Suites	0	0	1	0
Concluded Investigations	121	101	475	339
Active Investigations	20	11	20	11
BON's Issued	164	129	465	444
➤ Total Maximum Fine Value	4850	5665	17,945	21,322
➤ Total Paid	1555	1390	6848	4555
➤ Total Outstanding	3295	4275	11,119	17,537
➤ Positive Resolution	31%	33%	49.7%	27%
➤ Outstanding Tickets	69%	67%	50.3%	73%
➤ Tickets Cancelled	10	6	27	24
➤ Warning Tickets (not included in "issued" total above)	69	77	270	234

BON and MTI Adjudication	2019 3 rd Period	2020 3 rd Period	2019 Year to Date	2020 Year to Date
Disputed Matters to Screening Officer	14	9	42	28
Disputed tickets - cancelled	13	6	30	22
Disputed tickets – confirmed by Screening Officer	1	3	12	6
Number sent to Adjudication	0	0	0	0

Animal Control	2019 3rd Period	2020 3rd Period	2019 Year to Date	2020 Year to Date
➤ Dog Tags Sold	76	54	1454	1461
Incidents Investigated by Victoria Animal Control	321	93	640	453
➤ Dogs at Large	13	6	61	44
➤ No Leash	46	82	162	209
➤ No License	28	36	89	87
➤ Barking/Noisy Dogs	7	2	15	12
➤ Dog Attacks (on animals)	5	5	14	10
➤ Dog Attacks (on humans)	2	2	5	5
➤ Cats at Large	9	7	25	20

Actions taken by VACS	2019 3rd Period	2020 3rd Period	2019 Year to Date	2020 Year to Date
➤ Verbal Warnings	30	30	106	86
➤ Written Notices	95	166	319	288
➤ BON's Issued	11	11	40	40
➤ Animals Impounded	17	2	69	32

Permit Type Issued	2019 – 3rd period		2020 – 3 rd period		2020 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	7	5,565,390.00	1	120,000.00	7	27,995,700.00
Industrial	1	10,000.00	-	-	8	443,000.00
Institutional	1	24,000.00	2	10,949,890.00	3	11,149,890.00
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions	-	-	1	9,000.00	1	9,000.00
Duplex New	-	-	1	710,000.00	1	710,000.00
Single Family New	3	625,000.00	1	95,000.00	4	107,000.00
Single Family Alterations	13	205,190.00	12	380,499.00	34	2,562,839.00
Single Family Additions	2	130,000.00	-	-	6	210,000.00
Single Family Demolition	2	2,000.00	4	4,000.00	15	19,000.00
Multiple Family New	6	10,552,000.00	3	23,150,000.00	6	48,664,982.00
Multiple Family Alterations	6	821,900.00	3	2,500.00	14	957,150.00
Multi Family Additions	-	-	-	-	-	-
Multi Family Demolition	2	2,000.00	-	-	-	-
Sign Permit	2	23,500.00	2	15,152.44	3	19,814.44
Miscellaneous Permits Chimney/Insert	-	-	1	5,000.00	3	11,000.00
Total	45	17,960,980.00	31	35,441,041.44	105	93,822,375.44
Building Permit Fees		172,862.60		318,274.25		845,955.40
*Plumbing Permits	37		28		95	

*[note- number of plumbing permits issued only]

Permits Issued with a value of construction over \$50,000.00

COMMERCIAL

BP014226 – 101 Island Highway – Tenant improvements – \$120,000.00

INDUSTRIAL

BP014188 – 1070 Tillicum Road – New Gorge Park Pavilion – \$8,809,890.00

BP014229 – 503 Park Place – Tenant Improvements Public Library – \$2,140,000.00

RESIDENTIAL – SFD

BP014233 – 1149 Heald Ave – Finish basement - \$65,000.00

BP014234 – 1185 Highrock Pl – Interior reno - \$160,000.00

BP014233 – 923 Craigflwoer Rd – new Garage - \$95,000.00

RESIDENTIAL – DUPLEX

BP014180 – 469 Sturdee Street – New Duplex – \$710,000.00

RESIDENTIAL – MFD

BP014194 – 937 Colville Road – Six Unit Townhouse – \$1,150,000.00

BP014207 – 687 Admirals Rd – 48 unit apartment – \$700,000.00

BP014195 – 638 Constance Ave – 71 unit apartment– \$15,000,000.00

Infrastructure Deposit of \$2500.00 taken on 17 of the 31 permits issued the Township



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-021

PERIOD REPORT

DATE: January 12, 2021 **Report No.** FIN-21-001
TO: Laurie Hurst, Chief Administrative Officer
FROM: Ian Irvine, Director of Financial Services
SUBJECT: Financial Services and Information Technology Departments - 2020 Third Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from September 1, 2020 to December 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Accounting and Reporting

- In preparation for the 2021-2025 Financial Plan, initial capital and operating budget information was compiled by each department. Once all submissions are finalized, they will be consolidated for Council's review during March 2021.
- Interim audit work by the Township's auditors (KPMG) was completed during November. The year end requirements, reconciliations and analyses are being completed in preparation for the annual financial statement audit scheduled for March 2021.
- Issued a variance analysis of budget versus actual revenues and expenditures for the 8 month period ended August 31. Any significant or unusual variances were noted.
- Implemented a new, customized payroll statement in preparation for the rollout of an employee self service module during the first period of 2021.
- Alison Melville returned to the Township following a maternity leave and started her new role as Manager of Financial Services in October replacing Mary Turner who retired after serving the Township for more than 12 years.

2. Property Taxes

- Property tax reminders were mailed in November to all outstanding accounts and as of December 31, 2020, approximately 96% of the total tax levy was collected. This collection total represented more than 98% of the total property tax folios within the Township.
- The total 2020 amount received from Public Works and Government Services Canada (PWGSC) for Property in Lieu of Taxes (PILT) was \$37,118 more than the budgeted amount. This was primarily due to the expiration of leases relating to federal land which were previously taxed

and budgeted outside of the PILT.

- All delinquent property taxes were collected in advance of the September deadline and, as a result, no 2020 tax sale was required.

3. Information Technology

- Entered into an annual agreement with MIA to provide cyber insurance coverage including system vulnerability testing, staff awareness training and security to the Township in the event of a data breach.
- Completed a version upgrade of the Township's financial system. This involved working with the software provider to ensure minimal disruption to existing operations during the transition period.
- Completed the preliminary rollout of Office 365 to all staff. While all the existing functionality was retained, a small number of workstations will not have access to certain features until the network upgrade is completed in period 1 of 2021.
- A total of 366 help support calls were closed during the period. This was achieved while one department member was on educational leave for a 3 month period.

II. COMMITTEES

- The Local Grant Committee met in September to review 2021 Permissive Tax Exemption applications. Recommendations from the Committee were reviewed and approved by Council and the bylaw was adopted in October.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-029

PERIOD REPORT

DATE: January 13, 2021

Report No. EPW-21-002

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2020 Third Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from September 1, 2020 to December 31, 2020.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 6 new service laterals installed this period (10 total for the year).
- 9 service laterals replaced (due to blockages) this period (17 total for the year).
- Test and clear inspections as and when required.

2. Pump Stations

- Crews have been carrying out reduced routine maintenance activities.
- Due to crew and contractor availability annual program for pump maintenance/controls inspections program to occur in the first period of 2021.
- Program also includes coordinating similar activities for View Royal pump stations.
- Purchase of replacement water level controls completed.
- Purchase of gas detection units completed.

3. Storm Drains

- 6 new service laterals installed this period (13 total for the year).
- 6 service laterals replaced (due to blockages) this period (11 total for the year).
- Test and clear inspections as and when required.
- 1 new catch basins installed this period (2 total for the year).
- Program for catch basin cleaning completed. Spot cleaning as required.
- Submitted a grant application to Infrastructure Canada for end of pipe treatment for Gorge Creek and Westbay outfalls.
- Due to COVID-19, training opportunities with DND, Coast Guard, Public Works Canada and District of Saanich did not occur.

4. Liquid Waste Management

Wastewater - Inflow and Infiltration

- Continued to build program/ bylaw for inflow and infiltration mitigation.
- Continued inspection of Gosper Crescent storm and sanitary mains; working with residents and CRD Source Control staff to confirm possible cross-connections.
- Received funding from the CRD for inflow and infiltration master plan development. A consultant has been retained and work started. Work plan is anticipated to be completed in the later part of the first period of 2021.

Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee to review concerns and activities associated with the Wastewater Treatment Plant Project. Committee will begin transition from monthly meetings to bi-annual meetings as construction is complete.
- Participated on the Technical Committee to review technical aspects of solids line to Hartland landfill. Committee has been disbanded with completion of the line.

Integrated Watershed Management

- Staff participated as a member of the integrated watershed management working group with no activities undertaken during this period.

5. Roads

- Snow & Ice Control Programs carried out as required (1 major event).
- Pothole repairs carried out as required.
- Painting of curbs, crosswalks and stop bars completed; stop bars replaced with thermoplastic markings.
- Major Repair & Minor Capital works project completed at multiple locations with milling and overlay of new asphalt.
- Approximately 198.83 tonnes of asphalt placed for the period (566.50 tonnes total for the year).

6. Traffic Management

- Traffic orders and sign installations were implemented as required.

7. Sidewalk Maintenance

- Approximately 28.2 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (102.6 cubic meters total for the year).
- Approximately 88.6 linear meters was replaced for the period (410.4 linear meters total for the year).

8. Sidewalk Ramps

- Two new ramps installed at the intersection of Grenville Avenue and Park Terrace.
- New sidewalk ramps installed with capital projects as required.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey has been completed; first year of three-year cycle.
- Inspection of trip hazards undertaken by a third-party consultant and verified by staff.
- Survey determined there are:
 - 0 - No. 1 trip hazards completed this period.
 - 0 - No. 2 trip hazards completed this period.
 - 2 - No. 3 trip hazards completed this period.

10. Bus Shelters

- Normal maintenance schedule completed and includes:
 - refuse collection, graffiti removal and power washing of the shelters and sidewalks adjacent to them.
 - several shelters to receive new solar powered lighting panels in first period of 2021.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection:

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 19 (total additional bins purchased since 2014= 357).
- Tonnage of garbage waste stream collected for period = 360.64 (total for the year = 1,072.73).
- Tonnage of kitchen scraps collected for period = 212.91 (total for the year = 600.67).
- Tonnage for garbage and kitchen scraps for the year = 1,620 (total for same period 2019 = 1,522.62).
- Original garbage bins from the change over to separate stream collection in 2014 are failing.
- Purchase of new bins occurred in second period. Delivery of the new bins occurred in third period with replacements being delivered to failed unit locations.
- CRD is continuing the program of processing kitchen scraps at out of region locations.
- CRD is determining a processing system for kitchen scraps. The exact type of process has not been finalized by the CRD yet. Anticipate that some direction will be forth coming in 2021.
- The possibility of combining yard/garden waste was discussed. CRD does not know if this combination will move forward and will have further discussions with municipalities.
- CRD released the draft Solid Waste Master Plan for region. The Plan is currently under review by stakeholders and the public. Submission to the Province will occur in either the end of the first period or second period of 2021.

Yard and Garden

- Operations normal.
- Usage of transfer station during period: September to December 2020:
 - Esquimalt residents = 5,034 (17,635 total for the year).
 - View Royal residents = 3,216 (11,686 total for the year).
 - Commercial = 18 (39 total for the year).
 - Tonnage removed from site = 762.41 (2,178.93 total for the year).
 - Tonnage removed in 2019 third period = 584 (total for 2019 = 1,774.22).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in 2021.

12. Fleet

- Operations normal.
- Vehicles replacement/new:
 - Fire rescue unit (purchased, awaiting delivery).
 - Brine truck (purchased, delivered, awaiting delivery of brine system).
 - Crew cab with dump box (in service).
 - Specifications preparation and tender release in first period of 2021 period:
 - Single axle truck with sander and plow
 - $\frac{3}{4}$ ton truck replacement
 - $\frac{1}{4}$ ton truck replacement

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 2 (total for the year = 19).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 39 (total for the year = 116).
- Work orders issued for sanitary and storm services (includes capping services) to accommodate new development in the period = 10 (total for the year = 28).

14. Training

- Due to COVID-19, training for Public Work staff did not occur.
- Staff to continue to look for training opportunities in 2021.
- Training includes:
 - Confined Space
 - Spill Response
 - Environmental Operator - Potable
 - Fall Protection
 - Ground Disturbance

15.00. Projects/ Programs

15.1. Corridor/Traffic Study

- Lyall Street Project scope of work for the replacement of asphalt sidewalk and speed control measures approved by Council.
- Construction plans completed in second period for Lampson to Fraser.
- Working with CRD to finalize scope of work for Lyall Street segment from Lampson Street to Head Street.

15.2. Traffic Counts

- Counts for both vehicles and bicycles were completed at 33 locations in the third period. Information being added to database.

15.3. Controlled Intersection on Tillicum Road

- Consultant carried out high level review for potential location of a controlled intersection along Tillicum Road between Craigflower Road and Tillicum Bridge.
- Location identified as *controlled location* is the intersection of Gorge Park and Tillicum Road.

15.4. 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.
- Projects identified are:
 - Esquimalt Road and Fraser Street (sanitary and storm)
 - Lampson Street and Esquimalt Road (storm)
- Projects to occur in first and second periods of 2021.

15.5. 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. Review of tanks determined that tanks have a single wall and are not in compliance with today's standards. They are approximately 22 years old.
- There have been significant issues with the cardlock system not functioning. Working with consultant to complete a status report and potential area of concern. Once this information has been compiled, detailed design and tendering as well as removal, installation and remediation will be carried out in 2021.

15.6. Service Line Modification in Public Works Yard

- Project scope is the modification of the storm collection laterals within the Public Works Yard. This project will involve the rerouting of the storm service to the sanitary service and the installation of an oil/grit/water separator to better control water quality. Design has been completed and components ordered. Approval granted from CRD to discharge into the sewer and amend Township's permit.
- Construction to occur in the first/second periods of 2021.

15.7. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed. In 2021, a consultant will be retained to assist in the assessment of the structures.

15.8. Replacement of Emergency Generator at Public Works

- This project will upgrade the emergency generator to ensure that the Public Works facility has sufficient power to continue operations and function as a secondary emergency operations centre.

Based on a review of the existing generator, it is undersized and needs to be replaced. A new generator and transfer switch were received and installed in the third period. Minor modification required to the unit in 2021 to insure efficient operation of the generator.

15.9. Parking Study

- This study will be a joint venture between Engineering and Development to look at various aspects of parking both on street and off street. In the third period, an initial scope of work was developed. The final version of the scope of work will be developed in the first period of 2021. A consultant will be retained to carry out the study 2021.

15.10. Integrated Resource Management Study

- Contract awarded in early 2020. An interim report was presented to Council for information. Virtual public engagement was undertaken in second and third periods and final report presented to Council in third period. Council gave direction to begin discussions with CRD and MOE on possible modifications to Solid Waste Master Plan to include IRM/gasification for the Township.

15.11. Municipal Hall HVAC Control System Replacement

- A scope of work has been determined for the replacement of controllers and software program.
- HVAC control system for Archie Browning Sports Centre, Recreation Centre and Municipal Hall has been standardized. As design takes place for the new Public Safety Building, the same software will be utilized.
- Installations of the control system were completed in second period.

15.12. Municipal Hall HVAC System Replacement

- It has determined that all the HVAC units are at the end of their lifespan and need to be replaced. Public Works has retained a consultant to assist with the development of a scope of work and tender package. Tender package to be released in 2021.

15.13. Street Light Replacement Program

- Annual program for replacement focused on South Esquimalt - Kinver, Fraser, Juno, Plaskett. Lights ordered in the second period with installation completed in the third period.
- Engineering developed new light standards based on type of road and location with assistance from the supplier.

15.14. Sidewalk Capital Program

- This project increases the sidewalk network in length and improves connectivity. The 2020 program was for the construction of a sidewalk along Constance Avenue from 462 Constance to the pathway connecting to Admirals Road. Detailed design and construction to occur in the first/second periods of 2021.
- 2019 work that was carried forward was completed in the second period. The location was from Carlisle Street to start of pavers on west side of Comerford.

15.15. Sidewalk Replacement Program

- This project involves upgrading existing sidewalks to current standards. The 2020 program was for the replacement of an asphalt walk with the installation of a concrete sidewalk on Constance

Street from Lyall Street to 462 Constance Avenue.

- Detailed design and construction to occur in the first/second periods of 2021.

15.16. Road Corridor Program

- This program will include modifications of various road corridors for both above and below surface infrastructure.
- Pipe infrastructure inspections have been completed for approximately 29.2 km of 67.5 km of the storm collection system and approximately 26.6 km of 58.5 km of the sanitary collection system. A tender will be released in 2021 to continue inspections.
- Information from 2019 survey of road network being utilized to determine the maintenance and renewal for road surfaces, sidewalks, streetlights, line paintings and signage and to develop programs for maintenance, replacement or upgrades in 2020/2021.

15.17. ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Township staff and Victoria Police continue to develop framework for restructuring of ETAG including review of potential contracted services, possible volunteer, and tracking/management system.

15.18. Esquimalt Town Square Project

Brown Field Remediation:

- The Certificate of Record and Detailed Site Investigation have been completed. Application for Certificates of Compliance occurred in 2019 and the offsite certificate awarded in late 2019.
- All certificates awarded in second period of 2020 and monitoring wells were decommissioned in the second period.

Storm and Sanitary Relocation:

- Design of the storm and sanitary service laterals have been completed. Temporary storm and sanitary pump stations installed.
- Working with the ETS developer, construction took place in 2020. Work started in second period with completion in the third period.

15.19 Active Transportation Study

- Partial funding was received from Province and a request for proposals released late in the second period. A consultant was chosen in the third period. The consultant has focussed on the review and evaluation of data to create baseline assessments in preparation for gathering public input (first period 2021).

15.20 SCADA System Evaluation

- Discussions with the CRD will be carried out in the first period of 2021 with respect to service provision. Request for proposals to be released late in the second period.

15.21 Fire Control System for Public Works

Determination of the scope of work and request for quotation to be carried out in the first and second periods of 2021.

15.22 Municipal Hall Roof Replacement

Roof replacement will occur after installation of HVAC units in 2021.

15.23 Banner Holder Replacement

- Banner holder replacement standards have been purchased. Delivery of the banner holder to occur in the first period of the 2021 with installation occurring in the second/third periods. Installation will be coordinated with Parks due to vegetation in islands.

15.24 Replacement of Signal at Admirals/Esquimalt Roads

- The westbound leg of the intersection has the signals located on a BC Hydro pole. Due to development, BC Hydro has requested that signals be placed on stand-alone features. A preliminary design has been completed and construction is to occur in 2021 in coordination with work being carried out at the Legion site and BC Hydro works.

15.25 Westbay Walkway Design

- The wooden railings of the walkway do not meet current standards. The wooden structure is also showing its age and requires increased maintenance. Parks and Engineering are working jointly on determining a scope of work for either an upgrade of the current structure or replacement of the walkway structure.
- Work on this project will be initiated in 2021.

15.26 Pathway Reconstruction between Admirals Road and Constance Street

- The pathway between Admirals Road and Constance Avenue requires upgrading. At the Constance Avenue entrance, the pathway is not user friendly as it has a step/ramp combination that is difficult to navigate for individuals with mobility issues or wheeled assistance. Review of the underground lines under the pathway was carried out in the third period and conceptual design has been completed but will require modification due to underground lines depth.
- Detailed design and construction to occur in the first and second periods of 2021.

15.27 Modification of Uganda Pump Station

- The pump station's wet well is not designed to allow safe ingress/egress for staff to carry out maintenance and emergency activities. This project will include redesigning the upper portion of the wet well to rectify this safety concern.
- Design will start in the first period of 2021 with construction in the second/third periods of 2021.

16.0. Traffic Orders

Number of Traffic Orders issued this period = 3 (total for the year = 10).

17.0. Development Applications

- Number of development applications for Engineering comments this period = 17 (38 total for the year). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments = 32 (51 total for the year). This number includes demo permits.

2. COMMITTEES

Engineering staff are not appointed to participate on any Council committees at this time.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-031

PERIOD REPORT

DATE: January 8, 2021

Report No. DEV-21-002

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2020 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2020 to December 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications / Official Community Plan Amendments

In addition to processing applications submitted previously (Appendix "B"), the Department received seven new rezoning applications in the third period:

- New - 819/821/823 Esquimalt Road: To amend the zoning to a CD Zone to accommodate a mix use, 110 suite adult apartment/condominium with 1.5 levels of underground parking.
- New - 1131 Wychbury Avenue: To amend the zoning to a CD Zone to accommodate 2 lot proposal for single family dwelling with a future development of a suite in the existing house.
- New - 475 Kinver Street: To amend the zoning from RD-3 to a CD zone to accommodate 4 units (duplex with secondary suites).
- New -1338/1340/1344 Saunders Street: To amend the zoning from RM-1 to a CD Zone to accommodate a 53-unit purpose built rental apartment building.
- New -1229 Esquimalt Road (500 Park Pl): To amend the zoning from C-3 and P1 to a CD Zone and amend the current OCP Designation from Commercial Mixed Use / Institutional to Commercial Mixed Use for the Esquimalt Town Centre.
- New -530/534/538 West Bay Terrace and 877/879 Dunsmuir Road: To amend the zoning to a CD Zone to accommodate a 125-unit residential rental housing with on-site parking.
- New - 881 Craigflower Road: To amend the zoning to a CD Zone to accommodate a second residence in the backyard.

2. Development Permit (DP) Applications

File #:21-031

In addition to the existing development permit applications that staff continued to process (Appendix “B”), the department received ten new applications in the third period and one application to amend existing Development Permit:

- New - 481 South Joffre Street: DP application for a new garden suite (DADU). Reviewed by APC November 17, 2020. Approved by Council on December 21, 2020.
- New - 1158 Craigflower Road: DP application for a new single-family dwelling.
- New - 1160 Craigflower Road: DP application for a new single-family dwelling.
- New - 455 Sturdee Street: DP application for a new single-family dwelling.
- New - 445 Foster Street: DP application for a new garage in front of existing home.
- New - 633 Nelson Street: DP application for 4 new townhomes.
- New - 337 Victoria View Road: DP application for WTP signage.
- New - 457 Sturdee Street: DP application for a new single-family dwelling.
- New - 1179 Colville Road: DP application for a new strata duplex.
- New - 876 Dunsmuir Road: DP application for 4-unit townhome strata. Reviewed by DRC on November 4, 2020 who recommended approval subject to changes being made to the building and landscaping. Applicant addressed all conditions in revised drawings and DP was approved by Council on December 7, 2020.

3. Development Variance Permit (DVP) Applications

In addition to continuing to process existing DVP applications (Appendix “B”), five new DVP applications were received during the third period.

- New - 1149 Esquimalt Road: Variance for a digital menu board. Reviewed by APC on October 20, 2020. Council approved the DVP on November 16, 2020.
- New - 455 Sturdee Street: Variance for an increase in building height and an increase in lot coverage.
- New - 1127 Colville Road: Variance for to the front setback. (Withdrawn).
- New - 445 Foster Street: Variance for a height for an addition to the existing garage.
- New - 633 Nelson Street: Variance for front, rear setbacks, lot coverage, useable open space and parking.

4. Board of Variance Application (BOV)

No new applications were received in the third period. See Appendix “B” for ongoing applications.

5. Heritage Alteration Permits (HAP)

No new applications were received in the third period. See Appendix “B” for ongoing applications.

6. Subdivision Applications

No new Subdivision Applications were received during the third period. See Appendix “B” for ongoing applications.

7. Temporary Use Permit [TUP] Applications

In addition to continued processing of existing TUP applications, one new TUP applications were received during the second period:

- New 856/858 Esquimalt Road: TUP for a lay down site for Westurban Developments to store trucks and containers and equipment on site. Approved by Council on December 7, 2020.

8. Legal Documents

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

Detached Accessory Dwelling Unit Legalization

- Completed analysis of DADU survey and developed revised criteria to present to Council.
- Based on Council direction, completed draft DADU zoning bylaw amendments and sent for legal review.
EV-ready New Construction
- Prepared draft parking bylaw amendments for EV-ready new construction.

10. Consultation

- Staff participated in several 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

- Many applications are inextricably linked to economic development. For example, staff have processed several applications related to the advancement of the brewery industry in Esquimalt.

12. Sustainability

- Completed staff analysis of the Climate Emergency Response Report and presented to Council on September 28.
- Presented options for Checkout Bag Regulation Bylaw to Council. Sent bylaw to Minister of Environment October 2020.
- Held second workshop for Climate Mitigation Plan with Esquimalt stakeholders.
- Conducted community engagement via online open house and survey for Climate Action Plan. 221 surveys were completed. Survey closed Jan 1, 2021.

- Completed review of draft Adaptation Strategy with Senior Leadership Team. Presented on Adaptation Plan engagement to National Forum on Coastal Community Resilience Worked with RRAP partners to develop Bring it Home 4 Climate pilot project, to encourage homeowners to upgrade heating and envelope systems.
- Mailed out letter and rebate information for oil tank to heat pump program and Bring it Home 4 Climate program to over 800 residences. Responded to approximately 150 enquiries and updates from residents regarding rebate program and/or heating system. Twenty-five Esquimalt residences have registered for a heat pump rebate so far.
- Participated in Health Social Environments group to develop monitoring metrics for intersection between health and climate change.

13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Prepared relational database to make access to building permit data by staff easier.
- Provided mapping services to other departments as requested.
- Participated in EOC exercises.
- Building inventory with attributes for use, residential units, year of construction, and storeys as the basis for the Housing Inventory report.

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed 22 Business Licence Applications for Zoning Compliance.
- Prepared 61 property information letters.
- Attended several Urban Development Institute webinars.
- Attended several Housing Needs Report meetings via Zoom.
- Attended a meeting with the consultant preparing the Township's Housing Needs Report (in partnership with the CRD and several municipalities) via Zoom.
- Supported the CAO with numerous documents related to the new library.

15. Training

Staff attended the following training sessions:

- Staff attended several webinars relating to housing, municipal law, electric vehicles, and development trends in greater Victoria.

16. Statistics

See Attachment No. 1 for status of existing housing applications.

II. COMMITTEES

Advisory Planning Commission:

File #:21-031

The Advisory Planning Commission met four times in the third period and reviewed 10 applications and the Climate Emergency Report.

Design Review Committee:

The Design Review Committee met four times in the third period and reviewed 6 applications and the Climate Emergency Report.

Environmental Advisory Committee:

The Environmental Advisory Committee met once in this period.

Board of Variance:

The Board of Variance meet once in the third period.

Intermunicipal Climate Action Working Group met twice in this period.

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
622 Admirals Road - Esquimalt legion	Building Permit	95	38	48	181	0	Apartment Seniors
681& 685 Admirals Road	Development Permit	48	0	0	48	0	Apartment
838- 842 Admirals Road	Building Permit	28	0	0	28	0	Apartment
937 Colville Road	Building Permit	0	6	0	6	0	Townhouse
955 Colville Road	Building Permit	0	10	0	10	0	Townhouse
616-620 Constance Avenue & 619-623 Nelson Street &1326 Miles Street	Development Permit	129	0	0	129	8	Apartment
638 & 640 Constance Avenue & 637 Nelson Street	Building Permit	71	0	0	71	7	Apartment
669 Constance Avenue	Development Permit	0	83	0	83	TBD	Apartment
812 Craigflower	Rezoning	0	12	0	12	0	Apartment
636 Drake Ave	Development Permit	0	7	0	7	0	Townhouse
819/821/823 Esquimalt Road	Rezoning	110	0	0	110	TBD	Apartment
820 Dunsmuir Road	Rezoning	0	9	0	9	TBD	Townhouse
835 Dunsmuir Road	Building Permit	0	32	0	32	0	Apartment
876 Dunsmuir Road	Development Permit	0	4	0	4	0	Townhouse
1235 Esquimalt Road - Esquimalt Town Square	Building Permit Occupancy granted for Building A	34	68	0	102	0	Apartment
856/858 Esquimalt Road	Rezoning	0	168	0	168	0	Apartment/ Townhouse
899 Esquimalt Road - Pacific House	Development Permit	0	66	0	66	0	Apartment
1379 Esquimalt Road - St. Peter/St. Paul	Section 219 Covenant	24	0	0	24	24	Apartment

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
1100-1108 Esquimalt Road	Rezoning	0	99	0	99	0	Apartment/ Townhouse
615 Fernhill Road	Building Permit	0	10	0	10	0	Townhouse
874 Fleming Street (net 60)	Rezoning	137	0	0	137	137	Apartment
474 Head Street - Triangle Lands	Building Permit	0	73	0	73	0	Apartment
460 to 464 Head Street - West Bay Quay	Rezoning	0	12	0	12	0	Apartment
429 Lampson Street - English Inn	Development Permit	0	227	0	227	0	Apartment/ Townhouse
851 Lampson	Rezoning	0	4	0	4	0	Townhouse
1338 to 1346 Saunders St	Rezoning	53	0	0	53	TBD	Apartment
1052 Tillicum Road	Occupancy Granted	0	5	0	5	0	Townhouse
1048 & 1050 Tillicum Road	Rezoning	0	5	0	5	0	Townhouse
530/534/538 West Bay Terrace	Rezoning	125			125	TBD	
Total:		854	938	48	1840	176	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on December 31, 2020.

Ongoing Application Status as of December 31, 2020

Address	Type of Application	Description	Status
Rezoning Applications			
821 Craigflower Road	Rezoning	To amend the zoning from RS-1 to a CD Zone to accommodate a 12-unit building including one, two and three bedroom homes. Staff completed the plan review which resulted in several recommendations for design changes to this proposal. The applicant submitted revised application for a 12-unit building including a small coffee shop on November 18, 2020. The addition of a commercial use has changed the application to amend both the Official Community Plan Proposed Land Use designation from Medium Density Residential to Neighbourhood Commercial Mixed-Use and to amend the zoning from RS-1 to a CD zone to accommodate the proposal.	Under staff review.
• 1253 Lyall Street:	Rezoning	To amend the zoning from RD-3 to a CD Zone to accommodate a 2-lot subdivision.	Staff completed the plan review which resulted in recommendations to adapt the existing home to an amended site layout where slightly more land was left associated with the existing home and that home is modestly renovated to offer better connection to the parking area and yard. The applicant responded with new drawings on August 10th and APC considered the application on September

Address	Type of Application	Description	Status
			22, 2020 and recommend approval. Upon receiving estimates for servicing and construction costs to complete the proposed development the applicant is considering the proposal and staff have placed the application in abeyance.
• 872 Old Esquimalt Road.	Rezoning	To amend the OCP for DP Area No.3 to DP Area No. 6 and zoning from RD-1 to a CD Zone to accommodate a 4-unit 3 storey townhouse development.	Staff completed the plan review and are forwarded the application to DRC. who considered the application on October 14, 2020, and recommended the proposal be denied and applicant undertake a complete redesign of the project indicating it was inappropriate for the parcel. The applicant has sold the property and withdrawn the application.
• 820 Dunsmuir Road.	Rezoning	To amend the zoning to a CD Zone to accommodate new townhouse units.	As requested by Council, a consultant was hired to do an assessment of the heritage value of the existing building on the site. Council reviewed the consultant's report and instructed staff to have an appraisal prepared to indicate what impact designating the property as a heritage property would have on the market value.
• 851 Lampson Street: .	Rezoning	To amend the zoning from RD-3 to a CD Zone to accommodate a 4-unit townhouse	The APC considered the application April 21, 2020 and recommend approval. The application was reviewed by the DRC on May 13th who were pleased with the design approach. The applicant undertook Community Consultation via letter in early September while staff crafted the Zoning Amendment Bylaw. Council read the amendment bylaw a first and second time on September 28. 2020 and waived the

Address	Type of Application	Description	Status
			Public Hearing. Staff completed appropriate notification and Council read the bylaw a third time on November 16, 2020. The Applicant has been provided with a draft Section 219 covenant for consideration and action.
• 842 Carrie Street..	Rezoning	To amend the Zoning from RS-1 to a CD Zone to accommodate a 2-lot subdivision, adding a new house and renovating the existing house	The APC considered the application April 21, 2020. Council considered the application for the OCP amendment for consultation on June 3, 2020 and 1st reading of OCP amendment bylaw and zoning amendment bylaw on Sept 14, 2020. Council read the OCP amendment bylaw and zoning amendment bylaw a second time on October 26, 2021. Applicant has been provided with a draft Section 219 covenant for consideration.
• 481 South Joffre Street	Rezoning	To amend the Zoning for a CD Zone to accommodate a detached accessory dwelling unit.	APC considered the application April 21, 2020. Advisory Planning Commission considered the application on April 21, 2020. On June 22, 2020 Council granted 1st and 2nd reading to Bylaw 3003 and resolved to waive the public hearing. August 17, 2020 Council granted 3rd reading to the bylaw. Upon execution of the Section 219 covenant, bylaw 3003 was returned to Council for adoption on December 7, 2020.
• 1048 & 1050 Tillicum Road	Rezoning	To amend zoning from an RD-1 to CD-132 to accommodate a duplex and triplex (5-unit townhouse	• Bylaw No. 2994 was read a 1st and 2nd time by Council on March 16th and April 27th respectively. Staff returned Bylaw No. 2994 to Council on June 1st to seek approval to waive the Public Hearing.

Address	Type of Application	Description	Status
			<p>Waived Public Hearing mail notices were sent out June 22nd and the bylaw was read a third time on July 6th. Adoption of Bylaw No. 2994 has been withheld pending registration of a Section 219 Covenant securing amenities offered by the applicant. An oversight was discovered by staff in preparation to return Bylaw No. 2994 to Council. The OCP Development Permit Area applied to the property was inconsistent with the proposed design therefore an OCP amendment is required. Council approved the OCP circulation list on October 5th and staff sent notices to stakeholders on October 15th with a closing date of November 16th. Council read OCP Amendment Bylaw No. 3012 a first and second time and rescinded third reading of Zoning Amendment Bylaw No. 2994 on December 21st. Staff sent mail notices and coordinated news ads on December 22nd for a Public Hearing on January 11, 2021. Council read both amendment bylaws a third time after the public hearing and staff are coordinating registration of the covenant to return the bylaws to Council in February 2021.</p>
<ul style="list-style-type: none"> • 874 Fleming Street (Greater Victoria Housing Society) 	Rezoning	To amend zoning from RM-4 to CD-130 to accommodate a 6-storey, 137-unit, purpose built rental and the existing 77 unit building to be demolished.	Bylaw No. 2988 was read a 1st and 2nd time by Council on February 24th. A Housing Agreement has been drafted and twice revised and is currently under review by GVHS and BC Housing. The Housing Agreement Bylaw must be presented to Council and approved in principle prior to

Address	Type of Application	Description	Status
			staff scheduling a Public Hearing for Bylaw No. 2988. Council read Housing Agreement Bylaw No. 2993 a first, second and third time on November 2 nd . Staff scheduled the Public Hearing for December 7 th and completed notification as required. Council, after holding the Public Hearing, read Bylaw No. 2988 a third time. The Applicant has been provided with a draft Section 219 covenant for consideration and action. Upon execution and registration of the covenant staff will return both bylaws for consideration of adoption.
• 1072 Colville Road:	Rezoning	Proposed Duplex rezoning	Reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2109. The Public Hearing was held on December 16, 2019. Staff are waiting for the applicant to provide executed copies for the Form C for the Section 219 Covenant.
• 610 & 612 Lampson Street and 1100 & 1004 & 1108 Esquimalt Road.	Rezoning	Proposal to accommodate a six-storey building with 98 residential units (currently revised to 99 units).	The application was reviewed by the DRC on November 13, 2019 and by the Advisory Planning Commission on December 16, 2019. Applicant's architect is preparing revisions based on discussions with staff.
• 1076 Colville Road.	Rezoning	Proposed Duplex rezoning	Reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2109. The Public Hearing was held on December 16, 2019. Staff are waiting for the applicant to provide executed copies for the Form C for the Section 219 Covenant.

Address	Type of Application	Description	Status
• 876/880 Dunsmuir Road.	Rezoning	To amend the Zoning to a CD Zone to accommodate a 6 unit, now revised to a 4-unit townhouse development	The DRC considered the application February 12, 2020 and APC considered the application February 18, 2020. Staff crafted the zoning amendment bylaw and presented it to Council on July 6th where Council read it a first and second time and agreed to Waive the Public Hearing as the application is consistent with the OCP. Waived Public Hearing mail notices were sent out July 31st and staff returned the bylaw to Council on August 17th and Council read it a third time. The applicant executed and registered a Section 219 covenant consistent the terms approved by Council and Council subsequently adopted Bylaw No. 3000 on October 26, 2020.
616 - 620 Constance Avenue & 619 – 623 Nelson Street & 1326 Miles Street	Rezoning	Proposed 106-unit building with ground floor commercial.	Reviewed by the Design Review Committee on January 9, 2019. Reviewed by the Advisory Planning Commission on March 19, 2019. The bylaw received 1 st and 2 nd readings on August 19, 2019. The Housing agreement Bylaw received 1 st , 2 nd , and 3 rd reading on December 16, 2019. ON May 4, 2020,, Council deferred the bylaw until details are further clarified. On May 25, 2020, Council rescinded 2 nd reading and read it anew. On June 22, 2020, Council rescinded 3 rd reading of the Housing Agreement Bylaw and read it anew a 3 rd time. A Public Hearing was held on June 13, 2020 and the amendment bylaws were adopted on August 31, 2020.
Development Permit Applications			
• 836 Viewfield Road	Development Permit	DP application for façade changes to existing building, outdoor patio & tasting area.	Reviewed by the APC on September 22, 2020. Reviewed by the DRC on October 14, 2020. Provincial Ministry of

Address	Type of Application	Description	Status
			Environment and Climate Change Strategy, Director of Waste Management Site Profile process delayed consideration of the application until November 26, 2020. Council approved the DP on December 21, 2020.
• 636 & 640 Drake Avenue	Development Permit	DP application for 7 townhomes.	Considered by DRC on September 9, 2020. Applicant responded to DRC comments with revised plans. Council approved the DP on December 7, 2020
• 616 & 620 Constance Avenue, 619 & 623 Nelson Street, and 1326 Miles Street	Development Permit	DP application for a 12-storey traditional concrete mixed-use building.	The application was presented to the Design Review Committee on September 9, 2020.
• 429 Lampson Street	Development Permit	DP application for a marketing sign.	Considered by Council February 3, 2020 – applicant instructed to consider a smaller sign for this location. Approved by Council October 5, 2020
• 1198 Munro Street	Development Permit	DP application for a new single-family dwelling.	• The Development Permit was approved by the Director of Development Services on November 12, 2020.
• 1151 Esquimalt Road: ..	Development Variance Permit	Variance for a new pylon sign at the Archie Browning Sports Centre.	Township application. To be reviewed by APC in January 2021
• 836 Viewfield Road:	Development Variance Permit	Variance for building height.	• Considered by the APC on September 22, 2020. Council approved the development variance permit application with the DP on December 21, 2020.
429 Lampson Street	Development Variance Permit	Variance to vary the permissible dimension of marketing signage.	Considered by Council February 3, 2020 – applicant instructed to consider a smaller sign for this location and bring it back to

Address	Type of Application	Description	Status
			Council. Staff waiting for submission of new plans. Approved by Council October 5, 2020
• 429 Lampson Street	Development Variance Permit	Variance to vary footprint of the principal building to accommodate addition to terrace on east elevation	• Considered by the APC on December 17, 2019. Waiting for revised plans.
Board of Variance Applications			
• 815 Elrick Place	Board of Variance	: Board of Variance for a new accessory building (carport) in existing driveway.	• The Board met on November 23, 2020 and approved the variance application.
• 455 Sturdee Street	Board of Variance	Height and site coverage variance	Withdrawn
Heritage Alteration Permits			
429 Esquimalt Road (Rosemead House):.	Heritage Alteration Permit	Proposed changes to windows and addition to terrace on east elevation	Reviewed by the Design Review Committee on December 11, 2019. Waiting for revised plans.
Subdivision Applications			
• 1158 Craigflower Road –.	Subdivision	Subdivision Application to create 2 lots	Approved by the Subdivision Approving Officer on September 21, 2020.
• 901 Selkirk Avenue —	Subdivision	Subdivision Application to create 2 additional lots	Waiting for subdivision servicing agreement to be executed by the applicant.
• 916 / 920 Old Esquimalt Road –.	Subdivision	Subdivision Application to create 3 additional lots for a total of 5 lots	Currently under review by the Subdivision Approving Officer.
• 615 Bryden Court –	Subdivision	Subdivision Application to create 2 lots	Waiting for a correction to be made to a legal document.

Address	Type of Application	Description	Status
• 808 Viewfield Units A, B & C – Waiting for occupancy to be granted.	Subdivision	Subdivision Application to covert existing warehouse into 3 strata lots.	Currently under review by the Subdivision Approving Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-022

PERIOD REPORT

DATE: January 12, 2021 Report No. P&R-21-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Scott Hartman, Director of Parks and Recreation Services

SUBJECT: Parks and Recreation Services Department - 2020 Third Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services Department from September 1, 2020 to December 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- 31 new boulevard trees were planted.
- 156 native trees were planted in our parks from Branch Out events.
- 21 boulevard trees were pruned, 4 young boulevard trees were trained, and 16 boulevard trees were removed.
- The 2021 tree removal/planting plan was created with a focus on the Industrial area and Esquimalt Gorge Park.
- There were 50 applications for private tree removal/pruning permits submitted, 2 of these applications were due to a development permit. The 50 applications submitted resulted in:
 - 44 protected trees approved for removal
 - 28 protected trees approved for pruning
 - 6 protected trees denied for removal
 - 5 dead trees approved for removal
 - 14 unprotected trees removed with no permit required
- Staff removed 3351 square meters of invasive species from Esquimalt Gorge Park.
- Staff cleared 14 trees of Ivy in Esquimalt Gorge Park.
- We held 4 Branch Out Events in Esquimalt Gorge Park during this period:
 - 127 volunteers contributed 266 volunteer hours
 - 15 cubic meters of invasive species were removed
 - 600 square meters of parkland was restored
 - 140 saplings were planted

- Automatic entry gates and security cameras were installed at the Parks Nursery.
- A deep root barrier, new irrigation and a hose bib were installed at Anderson Park Community Gardens.
- 2 new picnic tables with donor plaques were installed at Esquimalt Gorge Park.
- A new gravel loop trail was installed at Esquimalt Gorge Park.
- A new pollinator meadow was designed, developed, and installed at Esquimalt Gorge Park.
- New Branch Out toolboxes, for the new park stewardship program, were installed at Esquimalt Gorge Park, Saxe Point Park, Macaulay Park, and Highrock Park.
- Picnic tables and benches were refurbished at Denniston Park, Saxe Point Park, and the Japanese Garden.
- Wood chips were removed and replaced with gravel on a trail at Highrock Park.
- Bamboo was dug out and the fence was repaired at Paradise Park.
- 13 plywood board sections were replaced in the lacrosse box.
- Park bookings included:
 - 5 weddings were booked at Saxe Point Park
 - Bullen Field was booked for soccer, field lacrosse, rugby, and ultimate frisbee
 - The Esquimalt Farmers Market continued Thursday nights in the lacrosse box
 - The Bullen Park lacrosse box was booked three nights a week for ball hockey

2. Recreation Services

Marketing & Registration

- There were 27,972 single admission drop-ins from Sept - Dec as services were slowly increased until new Health Orders were issued in December.
- Pass sales for Sept 1- Dec 31 were:
 - 10 punch passes: 160
 - 25 punch passes: 241
- Esquimalt Parks & Recreation social media platforms continue to have a strong following: 4,311 followers on Twitter; 5,991 on Facebook; and 1,775 on Instagram.

Fitness

- Weight Room sessions were increased to eight daily 1.5-hour sessions (Monday - Friday) and 4 sessions on Saturday. Maximum capacity for COVID guidelines is 20.
- Total number of participants attending the weight room from Sept 1 - Dec 31 was just over 12,500. The total capacity available is just over 14,500.
- Group Fitness classes started September 1-26 with 12 classes per week. September 28-November 19, 20 classes per week were offered. November 20th new health orders were released with specific restrictions for group fitness and the fitness schedule was modified to adhere to these new regulations. The Group Fitness schedule has been significantly affected by the changing health orders. Spin classes were cancelled indefinitely, and all high intensity classes were modified to low intensity.
- Personal Training (one-on-one and same household semi-private) continued to be offered. The current health order prohibits group personal training.

Arts, Culture, Social & Special Interest Programs

- A combination of virtual and in-house programs were offered in accordance with COVID regulations.
- There were 127 registrations and 19 programs this period compared to 837 registrations and 158 programs in 2019. Programs included:
 - Preschool programs: Dance Together, Creative Dance, Glee Club.
 - School-aged/youth programs included Improv and Glee Club.
 - Adult/Seniors programs included Singing in Spanish (virtual), Sourdough Baking (virtual), Art Studio (in-house).
 - Social programming for Seniors was able to run in-house from late September until early December. These programs were suspended in early December due to Provincial Health Orders.
- The Music Jam program continued to run virtually on Monday afternoons throughout the season, with an average of 20 participants each week.
- Although the annual Christmas Knit & Crochet sale was cancelled this year, the group continued to create and sell handmade items.
- Our second annual Christmas Sing-along took place virtually on December 23rd. This event reached its maximum capacity (50 Zoom participants).

Child, Youth & Family Services

- OSC was full with 78 children in after school care and 60 children in before school care. Waitlists are being maintained for both programs.
- Esquimalt Licensed Preschool Program operated with 15 children in the Mon/Wed class, 13 in the Tue/Thurs class, 10 in the Kinderstart class and 12 in the Fantastic Fridays class (each class max size is 16 children). Registration maximums were reduced due to COVID-19 restrictions.
- Due to COVID protocols the Nature Preschool program and Puddle Jumpers program did not run this period.

Arena Programs

- The Learn to Skate program was full with 32 total participants.
- The daily Noon Hour Drop-In Hockey program operated at allowed capacity.
- The Lions Skate with Santa event was cancelled this year due to the Provincial Health Orders.

Community Development and Events

- Parks and Recreation worked closely with Island Health Officers to determine how certain events and programs could be adapted to proceed safely. With a mass gathering ban in effect, some events and programs were able to be adapted, however most were cancelled.
- A socially distant “celebration station” was held in the plaza of the SC for Bike to Work Week on September 28th.
- “The Basics of Food Preservation” workshop was held on October 24th with 9 people attending.
- The Esquimalt Lions modified their traditional Halloween bonfire event into a drive thru trick or treat event on Oct 31st.
- On Nov 11th an invite-only, socially distant Remembrance Day ceremony was held in Memorial

Park.

- The Celebration of Lights event was cancelled due to health orders. The Celebration of Lights committee hosted a food/toy drive in the Sports Centre parking lot in partnership with the Greater Victoria Festival Society on Dec 15th. Over 1000lbs of food were donated to the Rainbow Kitchen.
- Esquimalt Parks and Recreation hosted the 7th Annual Christmas Tree Village. This year the event moved to an online format with voting through the Esquimalt Parks & Recreation Facebook page. In total 14 Christmas Trees were decorated. The people's choice award went to the Esquimalt High Music Program.
- The Branch Out Community Stewardship program was launched in Saxe Point Park. This included an invasive species removal "team building day" with employees from Seaspan and 10 additional program volunteers. Committed volunteers are now continually removing ivy and blackberry bushes from Saxe Point Park. The volunteer program has expanded to include other Township parks in 2021.

Aquatics

- Swimming lessons were re-started this Fall under strict COVID-19 protocols. With these protocols 172 children participated in swimming lessons.
- A new "Drop-In Swim Coaching Session" was added to the Fall 2020 swim lesson offerings. These classes were swim coaching sessions booked online and 64 of these sessions were booked over the Fall.
- 10 Waterfit classes per week were offered from October-December. Monthly registration for each daily class was full with a waitlist. There was a total of 684 participants.
- Due to COVID guidelines, pre-registration for all swimming sessions was required. During this period there were 9,165 single use registrations committed from 9,462 total pool spaces available including lap swimming, lifestyle pool, and family swims.
- Staff continue to work with 5 swim clubs over COVID-19, renting out 18 hours of pool space a week.

Facility Bookings and Events

- During this time governing body approvals were granted to Arena adult and youth Ice Hockey, Speed skating, and Curling user groups to return to sport based on a submitted and approved sport specific COVID safety plan.
- The bulk of the Arena ice schedule was allotted to Victoria Minor Hockey Association, Capital Region Female Minor Hockey Association, and the Victoria Cougars Junior B Hockey Team.
- There were 14 returning adult hockey groups and 5 new groups started.
- Curling returned with 12 leagues operating.
- Adaptations were made to allow the First Arbutus Cubs and Scouts group in the Lacrosse Box and Raven District Girl Guides in the Crowsnest at the Sports Centre.
- The parking lot of the Sports Centre was rented to two different film crews which filmed at multiple locations around the Township.

Maintenance

- Esquimalt Recreation Centre
 - Maintenance staff constructed temporary walls in the change rooms separating the showers from the change areas to provide swimmers additional showers as required by the

health act for swimming pools.

- Enhanced cleaning to the facility and equipment is ongoing during COVID.
- The Recreation Centre and the Adventure Park were decorated for the holiday season to support Esquimalt Celebration of Lights.

- Archie Browning Sports Centre
 - The curling ice was installed the week of September 28th.
 - Maintenance staff constructed 2 temporary dressing rooms in the arena hallway, capable of accommodating up to 14 hockey players in each room. This created a total of 6 dressing rooms in the facility.
 - Zamboni access was improved with new exterior access doors.
 - Enhanced cleaning to the facility and equipment is ongoing during COVID.
 - The exterior of the Sports Centre was decorated for the holiday season to support Esquimalt Celebration of Lights.

II. COMMITTEES

- The Parks and Recreation Advisory Committee met on October 21, 2020.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
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Staff Report

File #:21-026

PERIOD REPORT

DATE: January 10, 2021

Report No. FIRE-21-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Chris Jancowski, Fire Chief

SUBJECT: Fire Department - 2020 Third Period Report

The following is a report on the activities pertaining to the Fire Department from September 01, 2020 to December 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	43	Assist other agencies	0
Assist public	15	Bylaw / Fire Code inquiries	1
Burning complaint	10	General inquiries	0
Hazardous material	8	Oil tank inspections	27
Medical aid	144	Placed on standby (C.S.R., Fire)	7
Misc.	3	Plan review	0
Motor vehicle incident	15	Public ed. / hall tour	0
Other fire	3	Fire investigations	1
Structure fire	11	Business licences	19
Technical rescue	0	Car seat inspection	0
Electrical related	4	Assist public	1
Total Period	256	Total Period	56
Responses YTD	652	Activities YTD	228

- Emergency Response - December 16, 2020

Esquimalt Fire Department responded to a report of a structure fire in the 800 Block of Old

Esquimalt Road. Upon arrival, crews observed smoke coming from the rear of the multi-residential apartment building. Esquimalt fire crews along with CFB Esquimalt crews controlled the fire and limited damage to a single room. This fire is an excellent example of the teamwork and quick response by both departments.

2. Community Services

Prevention Activities

In the third period of 2020, fire prevention activities continued to change significantly due to the COVID-19 pandemic. We successfully resumed our fire inspection and pre-incident programs to pre-pandemic levels. Company inspections are focused on keeping residents and businesses safe as they reopen or continue operations.

- BC Fire Code Inspections

The following table below outlines the company inspection activities during 2020.

2020 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections to be Completed
A	123	123	0
B	137	137	0
C	126	126	0
D	147	147	0

- Pre-Incident Planning

The department has continued to develop our pre-incident plans for structural buildings and confined spaces.

During this period, the department has substantially completed our pre-incident plans. As we enter 2021, we will be moving into a maintenance phase by reviewing our current plans and adding new plans for buildings under construction. Starting in 2021, we will be adding inventories of hazardous materials when they are applicable to a pre-incident plan.

3. Department Services

In May, the department continued conversations with the West Shore and Esquimalt Fire Chiefs to develop a joint approach to sharing command staff on larger emergency events. This unified approach has led to the creation of a specific paging group that can be activated by Langford or Surrey Dispatch centres.

In October, several members of the department continued their development of technical rescue skills with Structural Collapse Level 1 or commonly referred to as USAR 1.

Members of the department also participated in a refresher course for emergency scene traffic control. This control course enables firefighters to conduct emergency scene traffic control for up to two hours. The department also hosted two sessions of ROCO Rescue, Rope Rescue and Confined Space Technician. These skills provide members the ability to rescue people at high elevations or in restricted spaces below grade. The department has continued with our wellness program in the third period. Topics have ranged from nutrition, yoga and health risk assessments.

In November, the department regionally hosted several Resilient Minds Workshops. These workshops were held at the Archie Browning Sports Centre to ensure physical distancing and the highest safety standards.

In December, department staff participated in the Township Community Safety Services led emergency evacuation exercise. This exercise provided a multi-agency approach to assisting in community-based evacuations.

4. Administrative Services

In September, fire department staff along with the Township's Communications Manager refreshed the fire department's related pages on the Township's website. This refresh allowed the department the opportunity to provide the most current public education materials.

In this period, the department completed the first step of the electronic records management changeover from P drive to V drive. This first step has been supported by online and printed resource materials for staff to use when navigating new file locations.

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