



Strategic Priorities 2019-2023

Updated February 2021



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Strategic planning: Mayor and Council

Mayor and Council adopt bylaws and policies, approve the municipal budget, and serve on various committees within the municipality and region.

They also develop and identify key strategic priorities and goals to be undertaken during the term of Council 2019 – 2023.

The Chief Administrative Officer and senior leadership group then use these strategic priorities to develop operational strategies and work plans to support the direction set by Council.



Clockwise from top left: Councillor Meagan Brame, Councillor Jacob Helliwell, Councillor Tim Morrison, Councillor Jane Vermeulen, Councillor Ken Armour, Mayor Barbara Desjardins and Councillor Lynda Hundleby

Our vision

The Township of Esquimalt is a vibrant, distinct and diverse community for people to discover and belong.

Our mission

The Township of Esquimalt works to make our economic, cultural, social and environmental community a better place for today and for the future.

Our core values

Accountability

We are transparent and take responsibility for our policies, our decisions and our actions.

Integrity

We practice high standards of ethical behaviour and open communication that inspires trust.

Respect

We value people and treat everyone with dignity and fairness.

Service excellence

We meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion

We approach our work with conviction and enthusiasm.



Strategic priorities

Strategic priorities are the issues that create a gap between the ideal and reality. Priorities are long-term and are aligned with the Township's Mission and Vision.



We strengthen the health, livability and diversity of the community



We encourage a resilient and diverse economic environment



We will build and enhance partnerships with community groups and other governments



We efficiently and effectively provide local services and infrastructure



We achieve excellence in public service

Our goals and operational strategies

Goals are big picture, where the Township hopes that our efforts will ultimately bring us.

Operational strategies are actions that work to close the gap between where you are starting from and where you want to be, how you intend to reach the strategic goal.



Healthy, livable and diverse community objective: “Enhance opportunities for parks & recreation.”

HEALTHY, LIVABLE AND DIVERSE COMMUNITY

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

- Draft parking strategy and update parking bylaw
- Prepare zoning bylaw amendments for detached accessory dwelling units
- Prepare minor housekeeping amendments to official community plan
- Complete staff report on implications and costs to develop neighborhood design guidelines for the entire community
- Complete staff report on the feasibility and benefits of having a policy in regard to detached accessory dwelling units, carriage houses and below market housing

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

- Develop strategies from Active Transportation Plan and best practices to enhance road corridors
- Improvements to Lyall Street from Head to Lampson utilizing funding from wastewater treatment facility agreements (added)

Support the arts, culture and heritage community

- Finalize and present Public Art Master Plan for Council consideration
- Provide training for Advisory Planning Commission members on heritage values
- Develop complete inventory of archival material
- Ensure wastewater treatment plant and Esquimalt Town Square art funds utilized fully
- Update local grant policy and online application

Enhance opportunities for Parks & Recreation

- Finalize sale of 880 Fleming Street and replenish Parkland Acquisition Fund
- Complete Saxe Point Park natural area management plan

- Complete Esquimalt Gorge Park restoration and education plan
- Develop operational plans for new Gorge Park Pavilion in conjunction with public consultation

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

- Finish construction of Gorge Park Pavilion
- Finalize design and award construction tender for Public Safety Building (PSB) utilizing McLoughlin amenity funds
- Undertake necessary processes to secure funding and approvals to ensure funding of PSB

Advance the work of reconciliation with Indigenous Peoples

- Focus on economic development in addition to funding of Indigenous art projects in the Township

Control deer in partnership with other governments

- Continue with public education program including results of study
- Conduct immunocontraception study

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

- Consolidate energy efficiency reports for public buildings and identify gaps
- Finalize a Climate Adaptation Plan
- Finalize a Climate Action Plan
- Present staff report to Council on options to implement the step code
- Present staff report to Council for an EV ready bylaw for new development
- Review all emergency policies and programs to ensure that they recognize and reflect climate change
- Review tree protection bylaw to ensure best practices
- Conduct public education on oil tanks and report results to Council

Develop health strategies for our community

- Develop design guidelines for improving the design of ‘missing middle’ housing (PlanH)
- Create Social Wellness Checklist



Healthy, livable and diverse community objective: “Develop design guidelines for improving the design of ‘missing middle’ housing (PlanH).”

BUILD AND ENHANCE PARTNERSHIPS

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

- Organize regular Community to Community forums
- Consult and engage with First Nations on update of Economic Development Strategy
- Develop territorial acknowledgements
- Continue to support First Nations events utilizing Township communication tools

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

- Continue to advocate for improvements to sustainable regional transportation initiatives
- Work with VicPD on new Esquimalt Together Against Graffiti (ETAG) program

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

- Implement Checkout Bag Regulation Bylaw subject to Provincial direction

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

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

- Monitor construction of new library space

Support revitalization and beautification initiatives along Esquimalt Road

- Explore further opportunities under the Revitalization Tax Incentive Program

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

- Work with the Esquimalt and Victoria Chamber of Commerce as well as Destination Victoria to increase engagement with local businesses and awareness of Esquimalt amenities
- Facilitate budget discussions to implement economic development function as per recommendations from SIPP project
- Utilize relationship with Urban Development Institute and South Vancouver Island Economic Development Association as additional input and resource for economic development

LOCAL SERVICES AND INFRASTRUCTURE

Identify infrastructure repair and proactively plan for replacement needs

- Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure
- Continued implementation of sidewalk master plan
- Continued implementation of roadway master plan
- Continued implementation of street lighting improvements and upgrades
- Explore local initiatives for other waste streams—Integrated Resource Management/CRD projects
- Remove and replace underground fuel tank at public works yard

Identify long term financial requirements for local services and infrastructure

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

Promote opportunities to share services where operationally and financially beneficial

- Develop clear guidelines on roles and responsibilities for storm drain spill events
- Explore regional emergency support services

Work to achieve equitable costing and optimization of policing in Esquimalt

- Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement
- Review all alternatives for provision of police services to the community

Support ongoing improvements to transportation corridors

- Evaluate transportation corridors for opportunities and options for enhancement
- Develop an Active Transportation Plan
- Participation on CRD Regional Transportation working group

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

- Look for opportunities to fully utilize and expand subscription base for public alert system
- Develop coordinated evacuation plans for Esquimalt and Victoria utilizing VicPD
- Monitor and review changes to the Emergency Program Act when released to determine impacts to the Township



Local services and infrastructure objective: “Develop an Active Transportation Plan.”

EXCELLENCE IN PUBLIC SERVICE

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

- Develop and implement diversity and inclusivity education sessions for all staff
- Develop and implement two-tiered education program: supervisory training and leadership development program
- Implement recommendations from the fire department environmental scan

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

- Assess capacity in the organization and continue to ensure that effective succession planning has been developed
- Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals

Engage, respect and respond to the needs of our community

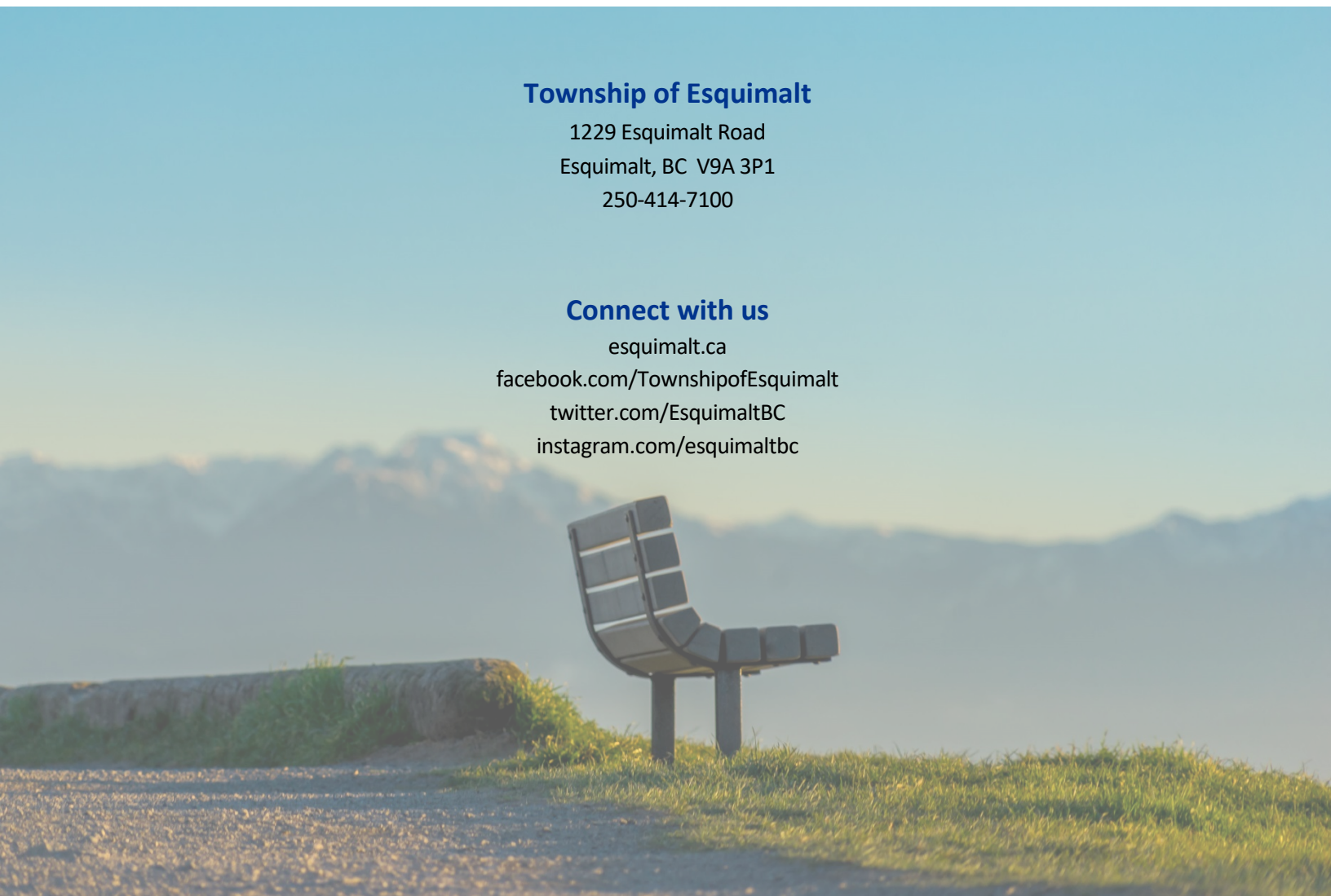
- Consider further improvement to Township website by evaluating best practices in accessibility standards and general usability
- Implement increased online functionality
- Explore opportunities for public engagement regarding annual budget process
- Improve efficiency of Council and Committee meetings by updating the Council procedure bylaw
- Improve electronic records inventory

Township of Esquimalt

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Operational Strategies 2019 – 2023 – 2022 – First Period

HEALTHY, LIVABLE AND DIVERSE COMMUNITY

Operational strategies	Responsibility	Progress
Support community growth, housing and development consistent with our Official Community Plan (OCP)		
Draft parking strategy and update parking bylaw	Engineering & Public Works Development Services	RFP awarded May 2, 2022. Consultant to begin work on the project in second period and continue throughout 2022.
Prepare minor housekeeping amendments to Official Community Plan	Development Services	Staff have held several meetings to discuss proposed amendments. Due to competing priorities this initiative may be delayed until the third period.
Complete staff report on implications and costs to develop neighbourhood design guidelines for the entire community	Development Services	Due to workload, this initiative will not be started until 2023.
Support multi-modal transportation strategies that reflect the cumulative impact of business and residential development		
Develop strategies from Active Transportation Plan and best practices to enhance road corridors	Engineering & Public Works	Active Transportation Network Plan complete and endorsed by Council on February 7, 2022
Improvements to Lyall Street from Head to Lampson utilizing funding from wastewater treatment facility agreements	Engineering & Public Works	Detailed design underway, with tender and construction expected in second period of 2022.
Support the arts, culture and heritage community		
Finalize and present Public Art Plan for Council consideration	Parks & Recreation	Draft Public Art Plan was presented January 17, 2022 for feedback and direction. Draft policy for Public Art Plan implementation to be presented June 20, 2022 to COTW.
Provide training for Advisory Planning Commission members on heritage values	Development Services	The APC has received its training. The DRC will receive its training on May 11, 2022.

Operational Strategies 2019 – 2023 – 2022 – First Period

Support the arts, culture and heritage community (cont'd)		
Explore opportunities for temporary relocation of Archives during PSB construction	Corporate Services	Worked with Parks and Recreation and Community Safety Services to utilize space in the Emergency Program Office and secure storage space for material that cannot be stored offsite. Anticipate re-opening to the public in second period 2022.
Develop complete inventory of archival material	Corporate Services	Used grant funding to initiate project to improve description of approximately 3,500 items on the public-facing website with anticipated completion in third period 2022. There are approximately 20,000 other items outstanding. Box-level inventory of this archival material should be completed by the end of 2022. More detailed item-level inventories is a long-term project that will not be completed until after the PSB is finished and Archives moves to its new permanent home with all archival material stored onsite.
Ensure wastewater treatment plant funds utilized fully (money for roadwork is outstanding)	CAO	All funds have been allocated with the exception of those connected to road improvements. These funds will be allocated once the road projects commence; allocation should be complete by third period 2022.
Enhance opportunities for Parks & Recreation		
Complete decision process for 880 Fleming Street and Parkland Acquisition Fund	Development Services CAO	This project is proceeding in accordance with the Purchase and Sales Agreement. Staff are currently processing the development permit application.
Implement Saxe Point Park natural area management plan (plan is for 15 years)	Parks & Recreation	The installation of a split rail fence will be installed around the owl habitat area in the second period. Removal of invasive species and planting of native shrubs and trees will occur in the third period.
Complete Esquimalt Gorge Park restoration and education plan	Parks & Recreation	Planning and design of the green shores projects will continue throughout 2022 with implementation planned for 2023.

Operational Strategies 2019 – 2023 – 2022 – First Period

Enhance opportunities for Parks & Recreation (cont'd)		
Initiate operations for new Gorge Park Pavilion	Parks & Recreation	Capital operating equipment purchases are underway. Pavilion exhibit wall will be unveiled on May 24, 2022. Rental operation will begin in the Pavilion on June 1, 2022. Facility rental information and request form is now available on the Township website. Pavilion grand opening is scheduled for June 18, 2022.
Fully utilize the \$17 million McLoughlin amenity funds to maximum potential		
Finish construction of Gorge Park Pavilion	Parks & Recreation	Substantial completion with occupancy of the Esquimalt Gorge Park Pavilion will be completed in the third week of May with a grand opening set for June 18, 2022.
Finalize design and award construction tender for Public Safety Building (PSB) utilizing McLoughlin amenity funds	Community Safety PSB working group	This is an on-going project. Final design is complete and in the building permit stage – construction of temporary facilities is nearing completion. More detailed report in CSS 2022 First Period Report.
Advance the work of reconciliation with Indigenous People		
Focus on economic development in addition to funding of Indigenous art projects in the Township through engagement protocols	CAO Parks & Recreation	CAO continues to engage with both neighbouring First Nations staff. Work is continuing on engagement protocols with completion planned by end of second period.
Work to update and upgrade signage for Tillicum Bridge First Nations midden site	Parks & Recreation Corporate Services	In progress pending project proposal confirmation from First Nations.
Host First Nations Emergency Services Society firefighting competition	Fire	To be completed by the second period.
Develop protocols for working in areas of archaeological significance	Engineering & Public Works	To begin working with an Archaeologist to develop protocols in second period of 2022.
Control deer in partnership with other governments		
Continue with public education program including results of study	Community Safety	Working with UWSS, public education is ongoing.
Conduct immunocontraception study	Community Safety	Deer study is underway. Detailed progress in in the CSS 2022 First Period Report.

Operational Strategies 2019 – 2023 – 2022 – First Period

Develop and implement strategies that reduce impact on the environment consistent with our Climate Action Charter goals		
Consolidate energy efficiency reports for public buildings and identify gaps	Engineering & Public Works Parks and Recreation	Review of past projects to be initiated in second period of 2022.
Finalize a Climate Adaptation Plan	Development Services	The Climate Adaptation Plan was taken to the Committee of the Whole in the first period. As per Council's direction, staff are now presenting the Plan to various committees.
Finalize a Climate Action Plan	Development Services	The Climate Adaptation Plan was taken to the Committee of the Whole in the first period. As per Council's direction, staff are now presenting the Plan to various committees.
Review all emergency policies and programs to ensure that they recognize and reflect climate change	Community Safety	This project has been initiated; staff continue to conduct research with the Province and other local governments in addition to review of township climate plans.
Review tree protection bylaw to ensure best practices	Parks & Recreation	New proposed best management practices for the tree protection bylaw will be discussed by COTW on May 9, 2022.
Develop health strategies for our community		
Create Social Wellness Checklist	Development Services	This is being done as part of the OCP recalibration.
Support Emergency Response awareness (i.e teaching CPR to citizens)	Fire	To be completed by the third period.

Operational Strategies 2019 – 2023 – 2022 – First Period

BUILD AND ENHANCE PARTNERSHIPS

Operational strategies	Responsibility	Progress
Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities		
Organize regular Community to Community forums	Council Corporate Services	CAO is currently working with Songhees Nation to coordinate some potential dates in second period.
Consult and engage with First Nations on update of Economic Development Strategy	Council Corporate Services	This will occur in second period once dates for forums are confirmed.
Continue to support First Nations events utilizing Township communication tools	Corporate Services	Active sharing of First Nations business information, job opportunities, community news and cultural information through Esquimalt social media channels.
Develop a Youth Fire Academy that includes a focus on Esquimalt and Songhees First Nations	Fire	To be completed by the third period.
Work with governments, school districts and stakeholders to enhance relationships and advance issues impacting the community		
Continue to advocate for improvements to sustainable regional transportation initiatives	Mayor and Council	Verbal update to be provided at special committee meeting.
Collaborate on Esquimalt High joint turf field grant application	Parks and Recreation	The turf field collective met on February 28 2022, at Esquimalt High to discuss turf field development. Project grant funding continues to be pursued.
Work with VicPD on new Esquimalt Together Against Graffiti (ETAG) program	Engineering & Public Works Parks & Recreation	Tracking graffiti with new software. Staff met with City of Victoria staff in first period of 2022 to learn about Victoria Together Against Graffiti (VTAG). VicPD, Parks and Recreation, Engineering and Public Works, Communications, and Community Safety Services working to develop new framework for ETAG. Update to Council on framework expected in second period of 2022.

Operational Strategies 2019 – 2023 – 2022 – First Period

Work with Esquimalt community groups to advance economic, cultural, social and environmental opportunities		
Begin implementing recommendations from Climate Adaptation and Mitigation Plans	Development Services	Staff are currently presenting the Plans to various committees. Part of the discussions will involve the prioritization of recommendations.
Expand community gardens	Parks & Recreation	Community engagement for the proposed expansion of the community gardens in Anderson Park will begin in the second period with anticipation of the development of new plots, composting, fencing and water access by the end of the year.

Operational Strategies 2019 – 2023 – 2022 – First Period

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

Operational strategies	Responsibility	Progress
Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre		
Monitor construction of new library space	CAO Development Services	Construction completed. Both soft opening and grand opening have now occurred.
Support revitalization and beautification initiatives along Esquimalt Road		
Develop and implement façade beautification program	Financial Services	Report being brought to COTW on May 9, 2022 to discuss future revitalization options.
Implement recommendations from the Active Transportation Network Plan	Engineering & Public Works	The Active Transportation Network Plan identifies Esquimalt Road as a priority after Tillicum Road and Lampson Street. Design to begin in 2023.
Banner refreshment and replacement program	Engineering & Public Works	New banner strategy to be brought to Council in the second period of 2022.
Boost investment in the local economy and promote the growth and diversity of businesses		
Increase engagement with local economic development organizations to raise awareness of Esquimalt amenities	Corporate Services Development Services	Planned meetings with Victoria Chamber and Esquimalt Chamber in second period. Used social media to leverage chamber activities in first period.
Recruit for economic development position as per recommendations from SIPP project	CAO	Expected to occur in second period once final completion date for offices has been confirmed.

Operational Strategies 2019 – 2023 – 2022 – First Period

LOCAL SERVICES AND INFRASTRUCTURE

Operational strategies	Responsibility	Progress
Identify infrastructure repair and proactively plan for replacement needs		
Public education for Inflow and Infiltration Management Plan	Engineering & Public Works	Last phase of underground pipe inspections program continues. Staff participated in the Core Area Liquid Waste Management Plan Technical Working Group meetings in first period of 2022 and will continue to participate throughout 2022. I&I strategy for private side laterals to be brought to Council in second period of 2022. Further investigative work on I&I with 2022 approved capital budget to begin in second period of 2022.
Continued implementation of sidewalk master plan	Engineering & Public Works	New sidewalk on Kinver Avenue between Munro Street and Hadfield Avenue completed by Public Works in the first period of 2022. Detailed design on several sidewalk capital projects advanced in first period, with tendering and construction expected to begin in the second period of 2022.
Continued implementation of roadway master plan	Engineering & Public Works	Major maintenance and minor capital projects expected in second period of 2022.
Street lighting improvements and upgrades	Engineering & Public Works	Lighting standards have arrived for installation on island along Esquimalt Road. Work to be started in second period of 2022. Locations for street light conversion from HPS to LED confirmed. Supply and installation expected in second period of 2022.
Explore local initiatives for other waste streams – Integrated Resource Management/CRD projects	Engineering & Public Works	Not pursuing further investigation into IRM at this time after consideration of required township resources, including staff time and budget.
Remove and replace underground fuel tank at public works yard	Engineering & Public Works	Initial discussions with consultant to determine scope of the project occurred in first period of 2022. Consultant to identify scope of work and provide updated estimates in second period of 2022.

Operational Strategies 2019 – 2023 – 2022 – First Period

Identify long term financial requirements for local services and infrastructure		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works Parks & Recreation	Continue to update/add asset information to various components of the underground systems.
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Working group looked at software options for asset management systems in first period of 2022 with further exploration expected in the second period.
Promote opportunities to share services where operationally and financially beneficial		
Develop clear guidelines on roles and responsibilities for storm drain spill events	Engineering & Public Works	Initial discussions with DND Engineering occurred in first period with further discussions expected throughout 2022.
Work towards establishing regional emergency support services	Community Safety	Training and planning with regional teams continue to build cooperation and capacity. No firm timeline for completion.
Explore opportunities for service agreements with First Nations	CAO	Opportunities presented to Esquimalt Nation with discussions ongoing.
Host workshops to train other fire departments in the region regarding high rise firefighting and self-rescue	Fire	Second period 2022.
Work to achieve equitable costing and optimization of policing in Esquimalt		
Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement	CAO	Administrative Committee was not able to get to consensus; now moving to arbitration process on budget allocation formula.
Review all alternatives for provision of police services to the community	CAO	Currently conducting public engagement with surveys and open house. Results to be presented to Council prior to summer recess.
Staff report to Council on Community Policing Public Engagement initiative	CAO	To be complete in second period.

Operational Strategies 2019 – 2023 – 2022 – First Period

Support ongoing improvements to transportation corridors		
Evaluate transportation corridors for opportunities and options for enhancement	Engineering & Public Works	The Active Transportation Network Plan identifies the top priority projects for bike facilities, starting with the Tillicum Corridor. Development of detailed options and design of this corridor expected to start in the second period of 2022.
Develop an Active Transportation Plan	Engineering & Public Works	Completed and endorsed by Council in first period of 2022.
Implement strategies from the Active Transportation Network Plan	Engineering & Public Works	Notified by the District of Saanich that the Regional Speed Limit Pilot Project will not be moving ahead at this time. Grant awarded in first period for two speed readers and school zone pavement markings on Lampson Street in the Macaulay Elementary school zone. RFP for design of Tillicum and Lampson Corridors to be released in second period of 2022.
Participation on CRD Regional Transportation working group	Engineering & Public Works	The Township continues to have a representative on this working group.
Plan for continuity of core local services and infrastructure in the event of an emergency		
Monitor and review changes to the <i>Emergency Program Act</i> when released to determine impacts to the Township	Community Safety CAO	The new program act has not yet been enacted. Timeline currently unknown.
Complete revamp of Neighbourhood Emergency Preparedness Program	Community Safety	The new program act has not yet been enacted. Timeline currently unknown.
Expand volunteers for emergency support services and radio programs	Community Safety	This is ongoing initiative. 3 new volunteers this period
Update and distribute CRD tsunami map	Community Safety Corporate Services	Interim map has been completed and uploaded on Township's website. During Emergency Preparedness Week this map will be promoted within Esquimalt. The regional interactive map will be completed by third period.

Operational Strategies 2019 – 2023 – 2022 – First Period

EXCELLENCE IN PUBLIC SERVICE

Operational strategies	Responsibility	Progress
Support Chief Administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township's core values		
Continued education for staff on diversity and inclusivity including cultural awareness training	Corporate Services	Several staff attending Indigenous Awareness Training via webinar in second period; all staff will be offered additional workshops on diversity and inclusivity training in the third period of 2022.
Continued education for staff regarding supervisory and management training	Corporate Services	Performance Management Training sessions have been developed and implemented for all supervisors and managers, with the first training session completed in early April, and three sessions scheduled for May. Advanced supervisory training scheduled for the Fall of 2022.
Complete strategic plan for fire department	Fire Corporate Services CAO	The CAO, Director of Corporate Services and HR, Fire Management and representatives from the Union have been working collaboratively over the past several months to develop Esquimalt Fire and Rescue's five-year strategic plan. We have reached out to all Fire staff, to the community and to external stakeholders for their input. A mission and vision statement, together with core values have been completed, and we are currently developing operational strategies, with completion scheduled in the second period of 2022.
Ensure capacity is adequate to support the goals in the Strategic Plan		
Ensure that effective succession planning continues throughout the organization.	Corporate Services Directors	Management training sessions for supervisors and managers are well attended, and performance management training is being offered such that staff get the skills in order to be effective leaders. As a result of a recent vacancy in the senior management team, the Manager of Engineering was promoted to the role of Director of Engineering and Public Works.

Operational Strategies 2019 – 2023 – 2022 – First Period

Ensure capacity is adequate to support the goals in the Strategic Plan (cont'd)		
Ensure programs in place to ensure effective retention of employees including review of long service awards and other employee recognition programs	Corporate Services	Directors and managers are working collaboratively to review current practices of recruitment, particularly as it pertains to aquatics. A review is taking place regarding incentives for retaining aquatics staff that is anticipated to be completed in the second period.
Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals	CAO	Operational strategies presented to Council and adopted January 24, 2022. Budget and tax rates adopted by Council May 2, 2022.
Engage, respect and respond to the needs of our community		
Review and update of website to ensure best practices in accessibility and overall user experience	Corporate Services	To be completed in third period 2022.
Implement increased online functionality	Financial Services	Business and dog licence functionality implemented in first period 2022. Property tax functionality is being planned for second period 2022.
Explore opportunities for public engagement regarding annual budget process	Financial Services	To be completed in third period 2022.
Improve efficiency of Council and Committee meetings by completing a comprehensive review of the Council Procedure Bylaw	Corporate Services	This is in progress but delayed due to the unanticipated significant increase in FOI requests and subsequent development of Policy ADMIN-78. Draft to be presented in second period 2022.
Research and evaluate engagement software as a tool to improve public outreach for projects and initiatives	Corporate Services	To be completed in third period 2022.
Inventory existing Township branded collateral and increase stock of items where suited to public engagement efforts	Corporate Services	To be completed in second period 2022.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-235

PERIOD REPORT

DATE: May 5, 2022

Report No. ADM-22-013

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2022 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2022 to April 30, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Reviewed reports, agendas, minutes, and action reports of Council, Committee of the Whole (COTW) and In Camera meetings. Attended Council, In Camera and Special COTW meetings.

2. Operations

- Continued project management for construction of the new library space including review, process and approval of all construction invoices and progress payments; facilitated coordination of both soft and grand opening events for the library facility.
- Updated operational strategies with senior leadership team and presented updated strategic plan report for Council adoption.
- Participation on staff working group continued for the new public safety building including discussions for coordination of move to temporary facilities for both police and fire.
- Reviewed prior year work plans with all members of senior leadership with direct report to CAO's office to evaluate progress; completed all development and work plans to set performance goals for the upcoming year based on the updated strategic priorities and operational strategies.
- Provided input and guidance during development of financial plan and tax rate discussions based on strategic priorities, operational strategies and organizational capacity.
- Continued participation on working group with fire department management, fire union representatives and Director of Corporate Services and Human Resources to develop strategic plan for fire department.
- Awarded contract for consultants to lead the community policing public engagement

initiative to inform the decision process in relation to the framework agreement; participated on working group to assist consultants to prepare materials for community survey and open house.

- Represented the Township on the policing framework agreement administrative committee about challenges with the budget allocation formula and potential adjustments to dedicated municipal divisions.
- Participated as a panel member in recruitment of Development Services Manager and Assistant Fire Chief positions; development of an exit strategy for one management position.
- Commenced organization of regional new Council orientation sessions in addition to numerous other in-house orientation sessions such as conflict of interest, emergency management and Indigenous relationships.
- Met with the Urban Development Institute to discuss development in the township in addition to discussion of processes for access to information requests in development services, climate action and adaptation and active transportation plans.
- Updated protocols for daily operations and formal public meetings in reaction to latest public health orders and guidelines as part of the township emergency operations centre; communication with other administrators in the region to coordinate common approaches to changing health orders.
- Review and approval of all corporate communications materials prior to publishing.
- Worked specifically with senior staff on various issues and initiatives including notice of civil claim for policing, CAO recruitment process, climate mitigation and adaptation plans, integrated resource management, collective bargaining for both CUPE and IAFF, Gorge Park pavilion construction, grand opening event for new library space, council meeting input protocols, arts plan and freedom of information and access to records for development services.

3. Other

- Regular meeting attendance and participation
 - CAO/Mayor - weekly
 - Senior Leadership Group - weekly
 - GVLRA Board - monthly
 - Te'mexw Treaty Advisory Committee - monthly
 - Esquimalt First Nation Band Administrator - monthly
 - Victoria City Manager - bimonthly
 - VicPD Chief Constable - quarterly
 - Labour Management - CUPE/IAFF - quarterly
 - Emergency Planning Committee - semi-annually
- Training/Workshops/Seminars
 - Declaration on the Rights of Indigenous Peoples Act - webinar supported by Ministry of Municipal Affairs
 - Cybersecurity Awareness Training - webinar supported by Municipal Insurance Association of BC
- Special Events
 - Greater Victoria Public Library - soft opening and tour

II. COMMITTEES

- CAO participates on the following committees (CAO does not sit on any Council appointed committees)
 - Internal
 - Public Safety Building Working Group
 - Fire Department Strategic Planning Working Group
 - Community Policing Public Engagement Working Group
 - External
 - Greater Victoria Labour Relations Association Administrative Committee
 - Policing Framework Agreement Administrative Committee.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-243

PERIOD REPORT

DATE: May 10, 2022

Report No. ADM-22-014

TO: Laurie Hurst, Chief Administrative Officer

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

SUBJECT: Corporate Services and HR - 2022 First Period Report

The following is a report on the activities pertaining to the Corporate Services and HR departments from January 1, 2022 to April 30, 2022.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- 24 meetings including preparation of:
 - 4 Public Hearing notices and 2 Annual Committee recruitment newspaper advertisements.
 - 40 Meeting Notices and associated newspaper advertisements.
 - 24 agendas and minutes for Regular, Special and In Camera meetings of Council and Committee of the Whole, including posting on website and Municipal Hall notice board.
 - 9 late item agenda notices.
 - 8 Action Reports and completion of all follow up correspondence and distribution to third parties.
- 141 resolutions were voted on at Special Council, Regular Council and Committee of the Whole meetings.
- Corporate Officer and Deputy Corporate Officer coordinated and scheduled 4 Presentations/Delegations to Council.
- Corporate Officer and Deputy Corporate Officer commissioned 10 documents for residents of Esquimalt.
- Staff prepared 4 Proclamations and posted to the Municipal website and Municipal Hall notice board.
- Office Administrator simplified mail log procedure and developed processes for the review and distribution of Corporate Services mail electronically.
- Staff processed 423 mail items for retention and distribution.
- Hired and onboarded new Deputy Corporate Officer.
- Corporate Officer and Deputy Corporate Officer completed 8 electronic registrations at

Land Title Office.

- Deputy Corporate Officer streamlined process for posting of late agenda items to a centralized location online.
- Corporate Officer and Deputy Corporate Officer Coordinated the raising of the Franco-Columbian Flag for BC Francophonie Day (Mar 20), and flag lowering for the Day of Mourning for Persons Killed or Inured in the Workplace (Apr 28).
- Corporate Officer responded to 25 requests for access to records under the *Freedom of Information and Protection of Privacy Act* (compared with 32 in total for the 2021 calendar year).
- Corporate Officer updated three policies (ADMIN-45, ADMIN-47, ADMIN-51) to implement Notice of Recommendation process for Environmental and Parks and Recreation Advisory Committees; and implemented new policy (ADMIN-78) to enhance the Township's process for requesting building plans, permits, and other property information.
- Deputy Corporate Officer completed 3 bylaw consolidations, including the Zoning Bylaw.
- Corporate Officer facilitated appointment of Chief Election Officer and Deputy Chief Election Officers.
- Corporate Officer prepared updated elections bylaws which include provisions to implement mail ballot voting (Bylaw Nos. 3068 and 3069).
- Corporate Officer and Deputy Corporate Officer participated in regional elections training sessions.
- Corporate Officer initiated advanced planning, procured elections equipment and initiated cost sharing agreement with the School District to administer the 2022 local elections, including the School Trustee election.
- Corporate Officer developed Privacy Impact Assessment (PIA) for mail ballot voting.
- Corporate Officer and Deputy Corporate Officer continued to adapt Council meeting practices and public input opportunities based on Ministerial Orders associated with the COVID-19 pandemic.
- Corporate Officer and Deputy Corporate Officer processed, reviewed, and filed Financial Disclosure Statements for all elected officials and municipal officers.
- Deputy Corporate Officer completed the 2022 administrative changeover including website and agenda management software updates.
- Corporate Officer and Deputy Corporate Officer conducted research for Council and staff on previous communications, resolutions, bylaws, and policies.

2. Committees

- Corporate Officer and Deputy Corporate Officer completed the 2022 internal committee re-appointment process and initiated annual Committee recruitment activities to fill the remaining vacancies.
- Corporate Officer and Deputy Corporate Officer organized and scheduled the Committee Chairs check-in with Council.
- Corporate Officer provided administrative support to the Local Grants Committee including preparation of the agenda and minutes.
- Office Administrator assisted in the coordination, preparation and posting of notices, agendas and minutes of 3 Advisory Planning Commission meetings, 4 APC Design Review Committee meetings and 1 Parks and Recreation Advisory Committee meeting.

3. Business Licence Administration

- Office Administrator provided clerical support for Business Licensing: processing and monitoring applications, responding to questions and inquiries from the public, maintaining and closing accounts and prepared and mailed 175 late payment penalty notices for 2022 renewals.
- Office Administrator worked on setting up configurations and testing of eApply and eBilling in Tempest. Worked with CircleSquare troubleshooting issues after the launch of MyEsquimalt, eApply and eBilling. Also worked with Communications Manager to update informational areas of website for new users of MyEsquimalt and eApply. Provided guidance and support for new users and applicants of MyEsquimalt and eApply.

4. Administrative support for Mayor & Council and CAO

- Prepared 20 letters for Mayor and CAO [retirement/invitations/thank you/congratulations/new business] and other Township related business.
- Coordinated registrations for 6 conferences/forums/seminars for Mayor and Council.
- Organized and coordinated delivery of 19 new resident welcome packages.
- Liaised with various organizations on events and provided RSVPs for Mayor and Acting Mayor.

5. Records Management

- 10,591 electronic records were created and filed in the Township's electronic records classification system.
- 398 new paper records were created and entered in the TAB Fusion software.
- 11 new boxes sent to Access Records off-site records storage facility and entered in TAB Fusion software.
- 351 paper records destroyed in annual destruction process on TAB Fusion software.
- Administrative staff 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 remained closed to the public due to a flood event in late 2021. A temporary office is being established in the Emergency Program Office.
- 38 research and image requests were received, including:
 - 31 research requests completed.
 - 7 internal research requests from staff.
 - 4 image requests completed.
 - 3 research requests outstanding due to flood event.
- 1 donation of archival material accepted from the public.
- 4 buildings with approved demolition permits were photographed.
- Archives Trust Fund balance is now \$448.71.

- Conservator contracted to salvage over 5,000 pages of negatives damaged during the 2021 flood event.
- Auxiliary Archivist hired to assist Archivist/Records Coordinator with data entry for a new website with public access to archival photos.
- The Archivist/Records Coordinator continued to collaborate with the Communications Manager on social media posts.

7. Communications

The Manager of Communications:

- Attended a cross-jurisdictional evacuation coordination workshop hosted by Emergency Management BC (EMBC).
- Collaborated on community policing public engagement project: designed graphic materials, created social media ads and posts, edited written materials and other tasks as needed.
- Created Emergency Preparedness Week ad for fire department.
- Joined Esquimalt staff in meeting with BC Transit to discuss improved communications.
- Posted dedicated staff and council photos for Pink Shirt Day.
- Attended tsunami preparedness public information planning session hosted by EMBC.
- Attended walking tour of Gorge Pavilion with Esquimalt, Destination Victoria and Victoria Chamber representatives.
- Created and published the Current community newsletter.
- Created and published Experience Esquimalt feature through the Times Colonist.
- Submitted article and photos for Discover Magazine promotion.
- Attended Green Shores information session with parks and recreation staff.
- Worked with Development Services Department staff to improve online access to property information.
- Worked with Development Services Department staff to launch online map of public trees (including tree genus/species and biological information).
- Contributed to climate mitigation and adaptation plan via participation in staff working group.
- Promoted tsunami week safety information including CRD hazard map.
- Conducted township-wide Esquimalt Alert test.
- Assisted in coordinating media tours of new library space.
- Maintained timely COVID-related information on website and social media channels.
- Created promotional information for MyEsquimalt online payments for dog and business licences.
- Created seasonal informational website and social updates for snow and heavy rains.
- Supported community groups like Esquimalt Lions, Township Community Arts Council, Esquimalt Community Arts Hub and the Esquimalt Farmers Market by sharing news and event information.
- Created dedicated budget information signup list as part of budget public engagement.
- Facilitated various staff and Mayor media interviews.
- Shared information regarding Township proclamations on social media.
- Shared information regarding Township employment opportunities on social media.
- Wrote articles to be included in the Times Colonist's "Experience Esquimalt" feature.

- Sent out 4 news and events e-newsletters and 18 website news updates (12 of them media releases).

Analytics (last period in brackets):

Esquimalt Alert registrations

- 2,463 (2,186) registrants

Legistar

- 1,903 (1,517) total page views (all pages in the Granicus system)
- 906 (669) total visits (total number of times visitors came to the site)
- 736 (556) total unique visitors - individual views of the site
- 79 per cent desktop, 21 per cent mobile

Website Hits

- Total page views: 291,653 (267,963)
- Top three pages:
 1. Home page
 2. Parks & Recreation
 3. Recreation drop-in schedules

Twitter

- Average 938 (1,093) post views per day (impressions)
- Total 273 (277) posts
- Total followers: 3,991 (3,940)

Facebook

- 1,892 (1,828) page likes
- 1,858 (2,188) engagements (post likes, clicks, shares)
- 168 (158) new timeline posts

Instagram

- 1,348 (1,256) followers
- 61 (73) posts
- 949 (867) engagements

LinkedIn

- 415 (374) followers
- 98 (103) page clicks
- 9 (8) posts

Communications - related online newsletters

- Events list: 271 contacts
- News list: 248 contacts
- The "Current" newsletter list: 386 (193 last period)

8. Human Resources

COVID-19:

- From the outset of the COVID-19 pandemic the Municipal Hall has moved from initial closure of the hall to reduced hours open to the public, based on information provided by the PHO. Effective February 23, 2022 the Municipal Hall has been fully open for business Monday to Friday 8:30 am - 4:30 pm.
- Continued to comply with BC's Health Orders in an effort to reduce the transmission of COVID 19 including the continuation of Work from Home (WFH) Agreements. On April 11, the Township's Work From Home Policy was rescinded, and all staff are now working back in the office.
- Updated Covid-19 Safety Plans and effective April 8, the Safety Plans were replaced with Communicable Disease Plans.
- Sent 4 COVID-19 Updates to all staff.

Occupational Health and Safety:

- The Municipal Hall held 1 OHSC meeting and performed a work site inspection of the Municipal Hall.
- Municipal Hall Safety Committee held a gathering for Municipal Hall staff to commemorate the National Day of Mourning on April 28.
- Director of Corporate Services and HR worked with Fire staff on a WorkSafe Review, and WCAT Appeal. Awaiting results of the appeal.

Training and Development:

- Following the supervisory training that launched in the fall of 2021, Cinga Leadership and Learning Inc. presented an additional supervisory course on the topic of Performance Management. The first of four sessions was delivered via Zoom on April 19, with three more sessions of the same content scheduled for the spring.

Recruitment:

- There were 12 regular positions filled this period.

Filled:

- Manager of Planning
- Deputy Corporate Officer
- Out of School Care Supervisor
- Lounge and Pavilion Supervisor
- Assistant Fire Chief
- Arborist II
- Reception Leader (RPT)
- Lead Gardener
- Custodial Maintenance Worker (RPT)
- Fitness Programmer
- Refuse Collector
- Program Support
- Gardener II

In progress:

- Engineering Technician - Asset Management
- Custodial Maintenance Worker - RFT
- Facility Booking Clerk
- Aquatic Programmer
- Director of Engineering & Public Works

Labour Relations:

- CUPE: CAO and Director of Corporate Services and HR attended CUPE Labour Management Committee Meeting and an IAFF Labour Management Committee Meeting.
- Began preparations for both CUPE and IAFF bargaining. There are three days of bargaining scheduled with CUPE: May 16, 17 and 18, and three days with IAFF: June 3, 21 and 24.

General:

- With the CAO's pending retirement in the Fall, provided Council with options regarding executive search firms, and facilitated initial consultation with the selected firm.
- Continued participation by the CAO and the Director of Corporate Services and HR in a strategic planning process for Esquimalt Fire.
- 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.
- Staff responded to requests from other municipalities for wage comparison information and employee training tools and conducted quarterly Statistics Canada job vacancy and wage survey.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-196

PERIOD REPORT

DATE: May 16th, 2022

Report No. CSS-22-004

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2022 First Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from January 1st, 2022 to April 30th, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

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

- Due to volunteer turnover the NEPP program restart has been delayed. New strategy will be to create online content and be present at various community events.
- Staff attended Earth Day Celebration at Highrock Park field and distributed safety whistles, survival blankets and backpack style totes that can be used to create Grab and Go kits to children from local schools who were taking part.

- **Emergency Support Services (ESS)**

- Guest speakers were brought in to continue enhanced ESS learning, Nicole Norris spoke on best practices for supporting First Nation Communities in ESS. VicPD Sgt. Greg Homes provided volunteers with de-escalation training.
- Volunteers exercised with Saanich ESS volunteers on a level one exercise to strengthen mutual aid and remote support.
- ESS office space in Archie Browning Centre has been cleared out and reorganized to make space for Archives temporary office.
- 3 new volunteers have been onboarded in the ESS team.
- Website has been updated to make it easier to apply for volunteer positions.

- **Emergency Radio Communications**

- One new volunteer has joined the team with potential of two more interested in joining.
 - Checked status of all radio go-kits batteries. Inspected equipment at secondary EOC (Public works yard) and tested antenna.
 - Participated in a level one exercise with the ESS team and the Saanich Radio Team.
 - Determined a method of communication via direct packet radio with the Oak Bay team, this was not previously possible.
-
- **Administration**
 - A new Tsunami Map for Esquimalt has been completed and uploaded on the Township website for Tsunami Preparedness week. Social media posts were also used to promote the new map.
 - The Township's Emergency Planning Committee took part in a recovery planning workshop to support the development of the Township's Recovery Plan.
 - Township Staff now hold Chair for the Regional ESS Directors group working on regional ESS support which included moving towards a regional level one team.
 - The Cross Jurisdiction Project that Staff were co-leading with Oak Bay Emergency Program is now complete and final report is waiting to inform of next steps.
 - Started new training program for staff on EOC readiness.
-
- **COVID-19 Response**
 - In response to the COVID-19 pandemic, the Esquimalt EOC has been activated to Level One since March 12th, 2020. The EOC has operated mainly virtually, via conference call and email. However, in person meetings have been held when necessary.
 - Staff continued to have conference calls when required with local, regional, and provincial organizations in this period while making organizational changes where required to ensure provision of essential services and ensure compliance with Provincial Health Orders. The Municipal Hall and most Township services opened fully in this period. There have been post COVID staffing challenges in some departments that have led to a reduction of some services compared to pre-pandemic levels.
 - The Township's Mandatory Vaccination Policy came into effect this period.
 - The EOC continues to evaluate Township operations as the COVID situation evolves. There continues to be pandemic messaging for staff. The Township website contains pandemic messaging and a webpage for the public. The Township continued to abide by

Provincial Health Officers advice and direction. Work from home has been reduced in this period to exceptional circumstances only. Most staff are in physical fulltime attendance at the work place.

- The vaccination clinic in the curling rink of ABSC was decommissioned in this period.

2. Bylaw Enforcement

- Bylaw Offence Notice (BON) Disputes

In this period, 8 BON's were referred to the screening officer level. Of those, 5 were cancelled and 3 were upheld for payment. No matters were referred for adjudication.

- Dog Licencing

In 2021 the Township introduced dog tag sales at two retailers, Castle Building Center and Shoppers Drug Mart. In 2022, dog licencing can now be done online through MyEsquimalt. This functionality was recently activated. During the first period of 2022, 1342 dog licences were sold: 740 from Municipal Hall and 602 from private vendors. Total revenue for sales is just shy of \$45000.

- Deer Study

- The Deer Study is currently in a "sit and wait" phase. All the does that could be treated last year, were.
- Administration and permitting request are being completed to allow for further treatments to take place in 2022.
- The cameras that have previously been deployed throughout Esquimalt are continuing to return data to the research team.
- Results of last year's inoculations are expected to be known in the coming period.
- Staff is awaiting word on the submitted PUDOCS funding request.

- Attachments

Bylaw Contraventions and Complaints, BON's and Animal Management Report [Attachment #1]

3. Building Inspections/Permits

- The first period of 2022 resulted in an increased demand in permits and construction value as compared with the 2021 first period. The total value of construction in period one of 2022 was approximately \$40 million compared with approximately \$8 million in period one of 2021, with the permit fees showing corresponding increasing amounts of

approximately \$359,000 for the first period of 2022 and approximately \$87,000 for the first period of 2021.

- Attachments

Building Permits Chart [Attachment #2]

4. Policing

- Staff continued to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.
- The Director represented the Township (virtually) at the public portion of Victoria and Esquimalt Police Board meetings.

5. Business Licencing

- 15 communities are now participating in the Intercommunity Business Licence Program. No additional communities joined in this period.
- 622 businesses renewed their licences for 2022 (733 notices were mailed).
- In this period, 46 new businesses obtained a licence.
- In this period, 50 businesses were closed.
- Current business licences by classification:
 - 122 Apartment buildings
 - 2 Cannabis retailers
 - 29 Large commercial
 - 196 Small commercial
 - 1 Drug Paraphernalia
 - 9 Inter-community
 - 4 Liquor sales
 - 1 Market
 - 2 Money lenders
 - 11 Non-resident
 - 6 Professional offices
 - 1 Pub
 - 2 Registered charities
 - 26 Home crafts
 - 41 Home occupations
 - 216 Intermunicipal
 - Of the 26 Home craft, 41 Home occupations and 216 Intermunicipal business licences 259 are home based businesses.

- My Esquimalt was launched which includes eApply and eBilling in Tempest.

6. Public Safety Building Project

- Construction of the temporary Fire Hall (Archie Browning Parking Lot) is nearing completion with the expected move of the Fire Rescue Department early in the next period.
- Construction of the temporary Police Office (old library) is well underway with an anticipated move of VicPD in early July. Most renovations required to accommodate police in their new space will be retained upon completion of the new PSB and used for other Township department purposes and Archives space.
- The Township website is routinely updated with a dedicated PSB web page.
- Financial Information
 - The initial project budget for the construction and outfitting of the new Public Safety Building and all other costs associated including design, demolition, and construction of temporary facilities is \$42 million.
 - \$7 million was provided through amenity funding.
 - \$35 million was acquired through long term borrowing.
 - All costs at present are being paid through the amenity fund account. The balance in the amenity fund account was approximately \$4.6 million at the beginning of 2022. At the close of this period, the balance is approximately \$3.8 million. The \$35 million of borrowed funds have not been used thus far.
 - Since the project was initiated and the budget established, the construction industry has seen explosive and unprecedented escalation of costs. The original budget was established with healthy contingencies. Recently, the project team revisited projected costs and estimate that it will cost approximately \$1 million more than currently budgeted to complete this project. That would include expending all the budgeted contingencies. It is important to note that these are estimates at this point and not hard numbers. The project team has been actively engaged in “value engineering” to bring the anticipated cost of the project within the amount budgeted. The project team will also be attempting to offset the impact of escalation by breaking the project into smaller packages for tendering. It is hoped this “just in time” tendering strategy will help reduce costs and fight the escalation and inflation that is being seen in the construction industry for both labour and materials.

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 Esquimalt Emergency Planning Committee.
- The Director chairs the Public Safety Building Working Group

**Bylaw Enforcement
2022 – 1st period**

	2021 1 st Period	2022 1 st Period	2022 Year to Date
Total Bylaw Contraventions and Complaints Investigated	125	75	75
➤ Streets and Traffic	43	31	31
➤ General Bylaw Inquiries	30	12	12
➤ Maintenance/Nuisance Property/Noise Bylaw	38	24	24
➤ Zoning Bylaw	7	4	4
➤ Business License	1	1	1
➤ Building	3	3	3
➤ Animal Control	1	0	0
➤ Park Maintenance & Tree Protection	1	0	0
➤ Assist Third Party Agencies	0	0	0
➤ Secondary Suites	1	0	0
Concluded Investigations	110	57	57
Active Investigations	15	18	18
BON's & MTI's Issued	101	132	132
➤ Total Maximum Fine Value	5835	6775	6775
➤ Total Paid	1485	1415	1415
➤ Total Outstanding	4350	5360	5360
➤ Tickets Cancelled	12	4	4
➤ Warning Tickets (not included in "issued" total above)	66	80	80
BON & MTI Adjudication			
➤ Disputed Matters to Screening Officer	14	8	8
➤ Disputed tickets – cancelled	13	5	5
➤ Disputed tickets – confirmed by Screening Officer	1	3	3
➤ Sent to adjudication	0	0	0

Animal Control	2021 1st Period	2022 Year to Date	2022 Year to Date
➤ Dog Tags Sold	1269	1342	1342
Incidents Investigated by Victoria Animal Control	167	98	98
➤ Dogs at Large	11	15	15
➤ No Leash	32	28	28
➤ No License	35	9	9
➤ Barking/Noisy Dogs	8	5	5
➤ Dog Attacks (on animals)	3	3	3
➤ Dog Attacks (on humans)	0	0	0
➤ Cats at Large	5	3	3

Actions taken by VACS	2021 1st Period	2022 1st Period	2022 Year to Date
➤ Verbal Warnings	13	20	20
➤ Written Notices	89	38	38
➤ BON Written	9	2	2
➤ Animals Impounded	14	18	18
➤ Contacts – With Dogs - No Violation	N/C*	167	167
➤ Contacts – Without Dogs	N/C*	87	87

*These numbers represent the number of contacts with people that VACS officers have while patrolling the parks. These statistics were not captured in previous years; however they represent an important part of the work that VACS officers do during their preventative patrol time in Esquimalt. VACS reports that the vast majority are positive encounters, and people are appreciative of the presence of the Animal Control Officers in the parks and trails.

Permit Type Issued	2021 – 1 st Period		2022 - 1 st Period		2022 YTD Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	5	327,242.00	3	1,052,630.00	3	1,052,630.00
Industrial	1	1,300,000.00		-		-
Institutional	1	95,000.00	2	356,000.00	2	356,000.00
Duplex - Demolition	-	-		-		-
Duplex Alterations / Additions	1	500,000.00	1	1,000.00	1	1,000.00
Duplex New	-	-		-		-
Single Family New	7	3,495,000.00	2	475,000.00	2	475,000.00
Single Family Alterations	7	294,000.00	3	28,600.00	3	28,600.00
Single Family Additions	3	170,000.00	2	260,000.00	2	260,000.00
Single Family Accessory	1	40,000.00		-		-
Single Family Demolition	1	1,000.00	5	5,000.00	5	5,000.00
Multiple Family New	-		4	37,635,500.00	4	37,635,500.00
Multiple Family Alterations	10	1,750,001.00	5	109,500.00	5	109,500.00
Multi Family Demolition	1	1.00		-		-
Sign Permit	2	8,501.00		-		-
Miscellaneous (Chimney/Insert)	1	750.00	1	7,000.00	1	7,000.00
*Plumbing Permits	37	-	47	-	47	-
Total Permits Issued	78	7,981,495.00	75	39,930,230.00	75	39,930,230.00
Building Permit Fees		87,434.05		358,738.70		358,738.70

*[note- number of plumbing permits issued only]

Permits Issued with a value of construction over \$500,000.00

COMMERCIAL

BP014370 – 474 Head St - For tenant improvements - new Dental Clinic - \$585,000.00

INDUSTRIAL

INSTITUTIONAL

RESIDENTIAL – DUPLEX

RESIDENTIAL – SFD

RESIDENTIAL – MFD

BP014300 – 874 Fleming St – To construct a 137 Unit Multi-family affordable rental housing project - \$31,735,500.00

BP014333 – 851 Lampson St – To construct 4 new townhouses - \$900,000.00

BP014368 – 876 Dunsmuir Rd – To construct a new 4-plex - \$2,000,000.00

BP014347 – 612 Constance Ave – Foundation only permit - \$3,000,000.00



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-223

PERIOD REPORT

DATE: May 11, 2022

Report No. FIN-22-009

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and Information Technology Departments - First 2022 Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from January 1, 2022 to April 30, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- Drafted the 2022-2026 Financial Plan through compilation of departmental submissions, discussion with senior management and formalization of recommendations for Council consideration.
- Developed various tax rate scenarios based on the financial plan discussions and Council direction. Outlined the impact of each scenario on the Township's fiscal position and the average potential increase to be borne by taxpayers.
- Provided several budget presentations to Council including an annual overview, a summary of fiscal challenges and an updated policies and objectives document.
- Prepared year end reconciliations and draft financial statements for the Township's auditors to facilitate their review, testing and issuance of an audit opinion.
- Implemented online functionality for the application and payment of dog and business licences. Residents and businesses are now able to create accounts, complete a new application, and pay for new and existing licences.
- Accounted for the Safe Restart Grant funding received from the Provincial and Federal governments. Tracked and recorded revenue shortfalls and additional expenditures attributed to the pandemic during the 2021 fiscal year. Considered and incorporated potential revenue and expenditure impacts within the 2022-2026 Financial Plan.

2. Risk Management

- The Township's property insurance coverage was renewed on February 1 for a one year term with AON. Later this year, the Township will again request proposals for property insurance coverage to ensure the Township continues to receive sufficient value for money from its external insurance providers.

3. Information Technology

- Replaced aging server and storage infrastructure which needed to be addressed to allow for a more stable environment. The previous production hardware was repurposed at the Township's disaster recovery site.
- Designed, procured and initialized the IT infrastructure for the Gorge Park Pavilion, including telephones, network system, computers, security cameras and audio-visual equipment.
- Designed and configured the required infrastructure at the new Temporary Fire Hall Building to facilitate an efficient and seamless transition from their current location. Involved the connection to the Township network via the sports centre as well as the installation and activation of wireless access points, printers, phones, computers.

II. COMMITTEES

- The Local Grant Committee met in February to review the 2022 grant applications. Based on the provided scoring matrix and related discussion, the Committee made grant funding recommendations which were approved by Council and included in the 2022-2026 Financial Plan.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-253

PERIOD REPORT

DATE: May 11, 2022

Report No. EPW-22-008

TO: Laurie Hurst, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2022 First Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from January 1, 2022 to April 30, 2022 .

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 4 new service laterals installed this period (4 total for the year).
- 7 service laterals replaced (due to blockages) this period (7 total for the year).
- Test and clear inspections as and when required.
- 0 new manhole installed this period (0 total for the year).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual program for pump maintenance/controls inspections is being setup for implementation in the second period of 2022.
- Program also includes coordinating similar activities for View Royal pump stations.
- No overflow events to report in the first period.

3. Storm Drains

- 4 new service laterals installed this period (4 total for the year).
- 4 service lateral replaced (due to blockages) this period (4 total for the year).
- Test and clear inspections as and when required.
- 0 new manhole installed this period (0 total for the year).
- 3 catch basins replaced this period (3 total for the year).
- Program for catch basin cleaning will be initiated in the second period.
- Follow up on previous discussions with CFB Esquimalt and the Graving Dock on spill response protocols initiated in the first period. Further discussions with CFB Esquimalt in the second period of 2022.

- Training in spill response will be initiated in the second period of 2022 for Public Works staff, provided a trainer can be obtained.
- 1 oil spill occurred within the storm drain network in the first period and entered the Gorge Creek Waterway through the outfall. Public Works crews installed booms to contain the contaminants. Source of the spill was not determined.

4. Liquid Waste Management

Wastewater - Inflow and Infiltration

- Continue to build program/bylaw for inflow and infiltration mitigation based on reports: EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, and EPW-17-064. Further discussions with Council occurred in the third period of 2021.
- Continued inspection of Gosper Crescent storm and sanitary mains in coordination with residents and CRD Source Control staff. Two cross connections were identified in 2021. One cross connection rerouted to sewer in 2021 third period with the other expected to be completed in the second period of 2022. Further investigations to continue in 2022 as first period testing identified contaminants.
- Separation of combined manhole at Uganda investigation occurred in the third period of 2021. Separation to occur in the third period of 2022.
- Implementation of the Inflow and Infiltration Management Plan to begin with investigations in the second period of 2022.

Liquid Waste Management Plan

- Participated in initial discussions with the CRD led Core Area Liquid Waste Management Plan Technical Working Group to review an update to the Core Area Liquid Waste Management Plan. Further discussions to continue throughout 2022.

Integrated Watershed Management

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

5. Roads

- Snow & Ice Control Programs carried out as required (1 event occurred in January).
- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars continue as needed.
- Centre line painting on roads scheduled for the third period of 2022.
- Mill and pave to accommodate thermoplastic to refresh crosswalks to begin in the second period.
- Major repair/minor capital works to begin in second period with several locations requiring repairs via asphalt removal and replacement.
- Carried out surface restoration for third parties.
- Approximately 254.36 tonnes of asphalt placed for the period (254.36 tonnes total for the year).

6. Traffic Management

- Traffic orders and sign installation is ongoing.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 52.6 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (52.6 cubic meters total for the year).
- Approximately 214.1 linear meters was replaced for the period (214.1 linear meters total for the year).

8. Sidewalk Ramps

- Program for replacement or installation of new sidewalk ramps will be carried out in the second and third periods.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey has been completed.
- In the second year of three-year cycle.
- Work completed:
 - 0 - No. 1 trip hazards completed this period.
 - 0 - No. 2 trip hazards completed this period.
 - 0 - No. 3 trip hazards completed this period.

10. Bus Shelters

- Normal maintenance schedule is underway including:
 - refuse collection, graffiti removal and power washing of the shelters and sidewalks adjacent to them.
- Engineering working on specifications for replacement of solar powered lighting panels due to theft. Installation to occur in the second period of 2022.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 18 (total additional bins purchased since 2014= 426).
- Tonnage of garbage waste stream collected for period = 336.69 (total for the year = 336.69).
- Tonnage of kitchen scraps stream collected for period = 181.79 (total for the year = 181.79).
- Tonnage for garbage and kitchen scraps streams for the year = 518.48 (total for same period 2021 = 546.86).
- Processing of system for kitchen scraps will continue out of region with an increased cost accounted for in the 2022 budget. No direction received on possibility of mixing kitchen scraps and yard/garden streams.

Yard and Garden

- Operations normal.
- Staff preparing a new contract for tender in 2022 for site operation and processing.
- Usage of transfer station during period: January to April 2022:
 - Esquimalt residents = 4,528 (4,528 total for the year).
 - View Royal residents = 2,773 (2,773 total for the year).
 - Commercial = 9 (9 total for the year).
 - Tonnage removed from site = 531.36 (531.36 total for the year).
 - Tonnage removed in 2021 first period = 604.04 (total for 2021 = 604.04).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in 2022.

12. Fleet

- Operations normal.
- Continue to monitor options for electric units as the fleet is replaced.
- Vehicles to be purchased:
 1. 1 - $\frac{3}{4}$ ton truck
 2. Electric utility cart
 3. Small dump truck
 4. Thermoplastic trailer
 5. Sewer van
- Vehicles in progress:
 1. Single axel dump truck complete with snow and ice attachments purchased and awaiting delivery
 2. Asphalt roller purchased and awaiting delivery
 3. New asphalt roller trailer received in first period
 4. 1 - $\frac{3}{4}$ ton pick up truck purchased and awaiting delivery

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 2 (total for the year = 2)
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 19 (total for the year = 19).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 6 (total for the year = 6).
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 5 (total for the year = 5).

14. Training

- Working on training opportunities for:
 1. Confined space
 2. Spill response
 3. Environmental Operator - Cross Connection Control

4. Fall protection
5. Ground disturbance
6. Vehicle orientation and operation

15.00. Capital Projects

15.01. Traffic Counts

- Bi-annual traffic counts expected in third period of 2022.

15.02. 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.
- Consultant hired in the first period of 2022 to design the remaining 2021 location at 798 Lampson Street. To be completed by a contractor in the third period of 2022 with other underground works.
- Additional 2022 locations are being identified by condition assessment from CCTV inspections of lines from Road Corridor Program.

15.03. 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.
- The project will see the redesign of the entrance of the wet well to rectify this safety concern.
- Consulting will start in the second period of 2022 with construction following.

15.04. Installation of Sanitary Service Saxe Point Park

- The septic field at Saxe Point bathrooms has failed.
- The project will see a combined force main/gravity system installed from the bathrooms to the existing sewer network on Munro Street.
- This project will utilize a no-dig construction methodology to minimize disturbance to the park.
- Pre-design completed.
- Consultant hired in the first period of 2022. Detailed design underway and to continue in the second period with construction by a contractor to follow. Construction to be complete with other underground works.

15.05. Replacement of Sanitary Main to 393 Fraser Street

- This main line provides service to 1193 Munro Street and 393 Fraser Street
- The grade is not sufficient, and the pipe is suffering from root intrusions which lead to backups.
- The project will replace this main utilizing a no-dig methodology to avoid disturbance to the surrounding yards.
- Pre-design completed.
- Consultant hired in the first period of 2022. Detailed design underway and to continue in the second period with construction by a contractor to follow. Construction to be complete

with other underground works.

15.06. Preliminary Design of Pump Stations

- This project will look at developing a prototype pump station design for the replacement of the existing 11 pump stations in the Township.
- Project will start up in the second period of 2022, with the review of Uganda station.

15.07. Review of SCADA Upgrade System

- Discussion with CRD carried out in the 2021 third period about service provision.
- Preventative maintenance plan discussions continue with CRD, with intention to have service agreement in place in the third period of 2022.

15.08. 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 delineate horizontal and vertical delineation potential contamination in the second period.
- Consultant to visit Public Works and prepare preliminary drawings and proposed scope of work in the second period.

15.09. Fire Control System for Public Works

- The Public Works building doubles as a backup site for the computer servers and Emergency Control Centre.
- When it was built a fire alarm system was not included in the structure.
- Due to its use as a secondary site for backups, a fire alarm system is to be installed to provide an extra layer of warning and protection for the building.
- Proposed design and scope of work expected from consultant in the second period.

15.10. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In 2022, a consultant will be retained to assist in the assessment of the structures.

15.11. Westbay Walkway Design

- The wooden railings on the walkway do not meet current standards.
- The wooden structure is also showing its age and requires increased maintenance.
- Parks and Engineering will be 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 the second period of 2022.

15.12. Parking Study

- Joint project between Development and Engineering to look at the various aspects of parking both on street and off street.

- Consultant awarded the contract on May 2, 2022.
- Project to kickoff in the second period and will continue throughout 2022.

15.13. Integrated Resource Management Business Case Development

- Request for proposal for a consultant to assist in the writing of the business case for implementation of integrated resource management philosophy with treatment by gasification completed and issued.
- Negotiated with preferred proponent to finalize scope of work.
- High level discussions have been held with CRD and MOE to determine requirements for request for proposal.
- Business case development started in the third period.
- In first period of 2022, Council directed staff to not proceed with IRM at this time.

15.14. Municipal Hall Roof Replacement

- The roofing system for the Municipal Hall is at the end of its life.
- The project will see the removal and replacement of the roofing system.
- This work will occur after the installation of the HVAC System Replacement project.
- Consultant obtained in the first period.
- Front lower portion of roof over the temporary police space renovation will be completed in the second period, in conjunction with the HVAC system replacement.
- Remainder of the roof replacement to be included in the 2023 budget request process.

15.15. Municipal Hall HVAC System Replacement

- This project will see the replacement of the existing HVAC units at the Municipal Hall with new units.
- Tender package released and awarded.
- Construction started in first period and is ongoing.
- Completion expected in the second period of 2022.

15.16. Street Light Replacement Program

- Engineering is working with consultant to determine lighting levels.
- The existing HPS lights will be replaced with LED on the following roads:
 1. Pooley Place;
 2. Bewdley Avenue;
 3. Constance Avenue;
 4. Nelson Street;
 5. Sussex Street;
 6. Saunders Street;
 7. Wychbury Avenue;
 8. Greenwood Avenue;
 9. Head Street;
 10. Joffre Street; and
 11. Plaskett Place.
- Work to take place in second period of 2022.

15.17. Banner Holder Replacement

- The banner holders received in the third period of 2021.
- Traffic island investigation (potholing) to begin in the second period, to determine the concrete bases required to install new banner holders. Construction to follow.

15.18. Banners

- Unsold Remembrance Day banners from 2021 to be promoted for sale in the second period with installations in the third period of 2022.
- Strategy to replace aging banners to be provided to Council in second period with purchase and installation expected in the third period of 2022.

15.19. Sidewalk Capital Program

- This program increases the sidewalk network in length and improves connectivity.
- The Constance Avenue project (457 Constance to 425 Constance) has undergone preliminary design and engagement.
- Consultant retained to carry out detail design/tendering/construction.
- Detailed design underway and anticipated to finish in the second period of 2022 with tendering and construction to follow. Construction expected to start in the summer and be coordinated with other surface works.
- Kinver Street new sidewalk project (between Hadfield Avenue and Munro Street) was completed by Public Works in the first period.
- Design of the Archie Browning parking lot new sidewalk underway in the first period. Detailed design and construction by Public Works expected in the second period.
- Preliminary design of the stair removal at the intersection of Lockley and Lugin completed in the first period. Tender and construction to be included with other surface works projects starting in the summer.

15.20. Sidewalk Replacement Program

- This program sees existing sidewalks upgraded to current standards.
- The program will include the replacement of an asphalt walk with the installation of a concrete sidewalk at the following locations:
 1. Constance Avenue from Lyall Street to 457 Constance Avenue.
 2. Head Street from Dunsmuir Road to Wollaston Street.
 3. Dunsmuir Street from Sea Terrace to Esquimalt Road
- Detailed design underway and to finish in the second period.
- Tender and construction to be included with other surface works projects starting in the summer.

15.21. Pathway Reconstruction between Admirals Road and Constance Ave

- The pathway between Admirals Road and Constance Avenue requires upgrading. At the Constance entrance, the pathway is not user friendly due to a combined stair and ramp structure. The ramp is especially difficult to navigate for individuals with mobility challenges or using wheeled assistance.
- Preliminary design has been completed. Detailed design will occur in conjunction with the two sidewalk programs on Constance with an expected completion in the second period

of 2022.

- Discussions occurred in the first period with the two property owners adjacent to the path to gather feedback on the ramp design. Feedback to be addressed in the final design.
- Tender and construction to be included with other surface works projects starting in the summer.

15.22. 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 29.3 km of 67.5 km of the storm collection system and approximately 34.2 km of 58.5 km of the sanitary collection system.
- Existing information and future information will be utilized to upgrade asset condition levels.
- The information obtained will be used to develop programs for maintenance, replacement, or upgrade in future years.
- Tender released and contractor hired in the second period of 2021 for completing the remaining inspections of the storm and sanitary collection systems.
- Approximately 50% of the contractor's scope of work is now completed. Full completion expected in the third period of 2022.

15.23. Admirals Road and Esquimalt Road Intersection

- Preliminary design has been completed for the signal improvements.
- Consultant hired in the third period to complete the detailed design.
- Construction will be carried out based on BC Hydro's schedule for providing service to 622 Admirals Road.
- Consultant to prepare request for quotation with construction expected in the second period.

15.24 Lyall Street Upgrades

- Lyall Street Project scope of work will involve several surface improvements on Lyall Street from Head Street to Lampson Avenue.
- Work includes replacement of asphalt sidewalk, pedestrian controlled lights, and speed control measures at intersections.
- CRD has accepted the initial scope of work.
- Request for proposal to carry out design was awarded in the second period of 2021.
- Detailed design underway and expected to be completed in the second period of 2022 with tendering and construction to follow. To be tendered and constructed with other surface works projects.

15.25. Active Transportation Study

- The base line review and the first round of public engagement along with the What We Heard Report have been completed.
- A Plan Summary Report was completed and presented to the Committee of the Whole in the second period of 2021.

- A second round of public engagement with a more focused view on potential projects was completed in the third period of 2021.
- The final report was endorsed by Council in the first period of 2022.

15.26. Active Transportation Network Plan Implementation

- The following are updates on the Active Transportation Network Plan's 5 Big Moves:
 1. Quick Build Cycling Network
 - RFP to be released in second period of 2022 to hire a consultant for conceptual and detailed design of the Tillicum and Lampson bike lanes from Gorge Bridge to Esquimalt Road.
 2. Lower Speeds
 - Notification from the District of Saanich in the first period of 2022 that the speed reduction pilot project is not moving forward at this time.
 - Staff to monitor strategies being developed by the District of Saanich and City of Victoria for reducing speeds in the absence of the pilot project.
 3. Short Term Intersection Reviews & Improvements:
 - New signalized crossing on Tillicum Road identified as the top priority and to be included in the RFP for the bike lane designs in the second period of 2022.
 4. Fill in Sidewalk Gaps
 - See sections 15.19 to 15.21 for updates on sidewalk projects, including the second priority identified by the public in the Archie Browning parking lot.
 5. Add More Staff
 - Budget approved to hire a Project Coordinator in the fall of 2022.

15.27. Macaulay Speed Readers

- Vision Zero grant awarded in first period of 2022 for the supply and installation of speed readers and school zone pavement markings on Lampson Street in the Macaulay Elementary school zone.
- Purchase and installation expected in the second period.

15.28. ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Tracking tool being used to assist in location of tags and taggers.
- Township and Victoria Police continue to develop framework for restructuring of ETAG.
- Discussions occurred in the first period to develop a strategy based on feedback received from City of Victoria about VTAG.
- Updated framework for ETAG to be provided to Council in the second period of 2022.
- BC Hydro maintenance agreement signed in the first period for graffiti removal on BC Hydro poles.

15.29. Esquimalt Town Square Project

Offsite services

- The contractor and Aragon have continued construction of the off-site services.

- Anticipate completion of work in second period of 2022.
- Working with Aragon and consultant for turn over of infrastructure.

Storm and Sanitary Relocation

- Work has been completed and in service.

15.30. Professional Governance Act

- Attending EGBC webinars and constructing structure for meeting requirements of Act.
- Permit to Practice obtained.
- Working on necessary procedures and policies required by EGBC.

15.31. Municipal Hall Projector

- New projector to replace the broken one that displays pictographs at night as part of the art display on the west exterior wall of Municipal Hall.
- Purchase and installation of an updated, weatherproof projector to occur in the second period.

16.0 Traffic Orders

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

17.0. Development Applications

- Number of development applications for Engineering comments this period = 17 (total for the year = 17). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments = 28 (total for the year = 28). This number includes demo permits.

2. COMMITTEES

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



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-254

PERIOD REPORT

DATE: April 29, 2022,

Report No. DEV-22-040

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2022 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2022, to April 30, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications / Official Community Plan Amendments

In addition to processing applications submitted previously (Appendix "B"), the Department received two new rezoning applications and no new OCP amendment application in the first period:

- New - 1209 Lyall Street - To amend the zoning to allow for a small cottage brewery operation.
- New - 812 Craigflower Road - To amend the zoning to accommodate a 10 home 3 storey rental apartment with a mix of units from a studio up to 3-bedrooms

2. Development Permit (DP) Applications

In addition to the existing development permit applications that staff continued to process (Appendix "B"), the department received eighteen new applications and two new DP amendment applications in the first period:

- New - 1223 Colville Road - For a new duplex
- New - 880 Fleming Street - For a 45-unit condo building
- New - 819/821/823 Esquimalt Road - For a multi-family building (92 residential units with 1 commercial space)
- New - 901 Selkirk Avenue - For a new single-family dwelling
- New - 1075 Tillicum Road - For a 99 residential unit building with ground floor commercial space
- New - 1-916/920 Old Esquimalt Road (to be 1-918 Old Esquimalt Road) - For a new Single-Family Dwelling

- New - 2-916/920 Old Esquimalt Road (to be 2-918 Old Esquimalt Road) - For a new Single-Family Dwelling
- New - 3-916/920 Old Esquimalt Road (to be 3-918 Old Esquimalt Road) - For a new Single-Family Dwelling
- New - 4-916/920 Old Esquimalt Road (to be 4-918 Old Esquimalt Road) - For a new Single-Family Dwelling
- New - 5-916/920 Old Esquimalt Road (to be 5-918 Old Esquimalt Road) - For a new Single-Family Dwelling
- New - 1360 Lyall Street - New duplex
- New - 820 Dunsmuir Road - To construct 7 townhomes
- New - 1232/1234 Juno Street - Signage for a daycare
- New - 881 Craighflower Road - To renovate the existing DADU.
- New - 1213 Old Esquimalt Road - To enclose a patio on an existing accessory building
- New - 1310/1338/1340/1344/1350 Saunders Street - For a 6-storey purpose built rental multi-family development with 72 units
- New - 842 Carrie Street/850 Colville Road - For a new single-family home
- New - 1-1230 Esquimalt Road - Signage for the Dental Clinic
- New - DP Amendment - 1235 Esquimalt Road - For an outdoor patio in the plaza
- New - DP Amendment - 612 Constance Avenue - For minor changes to the building

3. Development Variance Permit (DVP) Applications

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

- New - 1-1230 Esquimalt Road - For new fascia signs.
- New - 480 Grafton Street - For a 1.7 metre variance to the required rear yard setback to accommodate basement stairs.
- New - 1221 Rockcrest Place - To vary the requirement that the front entrance be visible from the street and to vary the requirement for a pathway from the DADU to the street.

4. Board of Variance Application (BOV)

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

5. Heritage Alteration Permits (HAP)

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

6. Subdivision Applications

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

7. Temporary Use Permit [TUP] Applications

In addition to continued processing of existing TUP applications, no new TUP applications were received during the first period.

8. Legal Documents

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

- Prepared and issued the Terms of Reference for an integrated parking study and subsequently evaluated the respondents' proposals.
- Worked with IT to investigate ways to allow the public to access building permit data from the Township's website.
- Hired a Planning Manager.
- Created a series of checklists for various types of applications to ensure only completed applications are submitted.

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, denser urban environments have been associated with increased productivity and innovation.

12. Sustainability

- Climate Adaptation Guide and Community Climate Mitigation Plan presented to Committee of the Whole
- Continued to respond to enquiries and updates from residents regarding rebate program for fuel switching to air-source heat pumps
- Internal Climate Action Working group met to discuss Earth Day display for Highrock Park event
- Policy Planner created display items for Earth Day event and attended April 20th event
- Bicycle rack \$10,000 donation project - Policy planner arranged meeting to finalize locations for future racks and ordered 20 bike racks to be installed as public works staff scheduling permits
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group
- Staff collaborated with CRD staff on a future grant application for a regional EV charger

network

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.
- Building inventory with attributes for use, residential units, year of construction, and storeys as the basis for the Housing Inventory report.
- Enhanced routine data maintenance tasks with scripting.
 - Initiated the planning and development of an Open Data Hub.

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed 44 Business Licence Applications for Zoning Compliance.
- Responded to 88 property information requests.
- Provided Corporate Services with building plans for 15 Freedom of Information requests.
- Attended Urban Development Institute events.
- Attended the CRD's Regional Housing Advisory Committee.
- Supported the CAO with issues related to the new library.

15. Training

Staff attended the following training sessions:

- Staff attended several webinars relating to housing, trends in commercial markets, municipal law, electric vehicles, electric bicycles, and GIS in greater Victoria.

16. Statistics

See Appendix "A" for status of existing housing applications.

II. COMMITTEES

Advisory Planning Commission:

The Advisory Planning Commission met three times in the first period and reviewed 12 staff reports.

Design Review Committee:

The Design Review Committee met three times in the first period and reviewed 6 staff reports.

Environmental Advisory Committee:

The Environmental Advisory Committee did not meet during this period.

Board of Variance:

File #:22-254

The Board of Variance did not meet during 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
Total:		1374 (57%)	982 (41%)	48 (2%)	2404 (100%)	195 (8% of total)	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on May 5, 2022.

Ongoing Application Status as of April 30, 2022

Address	Type of Application	Description	Status
REZONING APPLICATION			
904 Admirals Road	Rezoning	To amend the Zoning from an RD-1 to a CD Zone to accommodate a two-lot subdivision for a new duplex with suites.	APC considered the application April 19, 2022.
815/825 Selkirk Avenue	Rezoning	To amend the Zoning and consolidate the two single family residential dwelling into a medium density zoning to accommodate a 46-unit multi-family building.	Council gave second reading on May 2, 2022
445 Head Street	Rezoning	To amend the Zoning to recognize the continued use of the property as a RV Park with commercial activities.	APC considered the application on February 15, 2022.
602/608/612 Nelson Street	Rezoning	To amend the Zoning to a CD Zone to accommodate a 12-storey residential / mixed use building with 98 market units, 7 below market unit & 1 café.	APC considered the application on February 15, 2022.
1075 Tillicum Road	Rezoning	To amend the zoning to a CD Zone to accommodate a 100-unit residential building with 125.2 (m ²) commercial space.	Council gave third reading on April 25, 2022
512/522 Fraser Street, 1207/1211/1215/1217/1219 /1221 Carlisle Avenue, 1212/1216/1220/1222/1224 /1226 Lyall Street	Rezoning	To amend the zoning to a CD Zone to accommodate a multiple family residential market rental apartment with 213 units.	In process- Amending Bylaw to be prepared
756/758 Lampson Street	Rezoning	To amend the zoning from Rd-3 to a CD Zone to accommodate a 11-townhouse development.	Council resolves to not hold a Public Hearing and authorizes notification of first reading.
553 Paradise Street	Rezoning	To amend the zoning to a CD Zone to accommodate a Detached Accessory Dwelling Unit.	Council gave first reading on March 21, 2022.

Address	Type of Application	Description	Status
861/863 Esquimalt Road	Rezoning	To amend the zoning to a CD Zone to accommodate a 6-storey wood frame apartment building with 52 units.	APC considered the application on April 19, 2022.
445 Head Street	OCP Amendment	To amend the OCP to create a new RV Park Commercial land use designation.	APC considered the application February 15, 2022.
734 Sea Terrace	Rezoning	To amend the zoning to a CD Zone to accommodate a 21-unit multiple family building.	Updated material received from applicant in April, scheduled for May 11 th DRC meeting.
482 Lampson Street	Rezoning	To amend the zoning to a CD Zone to accommodate a duplex residence in the backyard.	The APC considered the application July 20th. Applicant contemplating next steps.
880 Fleming Street	Rezoning	To amend the zoning to a CD Zone to accommodate 42 rental units and 3 strata units.	First reading granted on September 27th. Applicant doing more community consultation.
485 S. Joffre Street	Rezoning	To amend the zoning to a CD Zone to accommodate a six unit stacked townhouse.	DRC considered the application in December 2021. APC considered the application on February 9, 2022. Applicant's neighbourhood consultation notice mailed March 9 th . Council considered the OCP amendment consultation on March 21 st , with letter mailed on March 23 rd .
812 Craigflower Road	Rezoning	To amend the zoning from RS-1 to a CD Zone to accommodate a 10-unit 3 storey rental apartment building including one, two and three bedroom homes.	Application considered by the APC on April 19, 2022.
1253 Lyall Street	Rezoning	To amend the zoning from RD-4 to a CD Zone to accommodate a 2-lot subdivision for a Single Family Home on the new lot.	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

Address	Type of Application	Description	Status
			considered the application on September 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 placed the application in abeyance. The applicant has recently decided to proceed with the application. Council considered the application and chose to not hold a public hearing on April 25, 2022.
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.	Amendment Bylaw No. 3050 was adopted on March 21, 2022.
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 Public Hearing. Staff completed appropriate notification and Council read the bylaw a third time on November 16, 2020, and adopted on April 26, 2021.

Address	Type of Application	Description	Status
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. The bylaw was adopted on April 26, 2021.
819/821/823 Esquimalt Road	Rezoning	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.	Housing Agreement given 1 st , 2 nd , and 3 rd reading by Council on April 4, 2022.
1131 Wychbury Avenue	Rezoning	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.	Council waived the need for a public hearing. Notices of waived hearing mailed January 11, 2022. Council granted 3 rd reading on January 24, 2022. Covenant registered on title April 6, 2022.
1338/1340/1344 Saunders Street	Rezoning	To amend the zoning from RM-1 to a CD Zone to accommodate a 53-unit purpose built rental apartment building. (amended to 72 units).	Council gave 3 rd Reading on January 24, 2022.
500 Park Place	Rezoning	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.	Notices regarding virtual neighbourhood open house sent to all owners and occupants within 100 m. The bylaw was adopted on July 5, 2021.
530/534/538 West Bay Terrace and 877/879 Dunsmuir Road	Rezoning	To amend the zoning to a CD Zone to accommodate a 125-unit residential rental housing with on-site parking (amended to 1.	Amendment Bylaw No. 3039 adopted on April 4, 2022.
DEVELOPMENT PERMIT			
1-1230 Esquimalt Road.	Development Permit	Signage for a dental clinic.	Will be presented to Council on May 16, 2022
1232/1234 Juno Street	Development Permit	Signage for a daycare.	Ready for approval
819, 821, and 823 Esquimalt Road	Development Permit	For a multi-family seniors apartment building with 92 residential units and 1 commercial retail space.	In cue.

Address	Type of Application	Description	Status
901 Selkirk Avenue	Development Permit	For a new single family dwelling	Approved
1-916/920 Old Esquimalt Road (to be 1-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
2-916/920 Old Esquimalt Road (to be 2-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	In cue
3-916/920 Old Esquimalt Road (to be 3-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	In cue
4-916/920 Old Esquimalt Road (to be 4-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	In cue
5-916/920 Old Esquimalt Road (to be 5-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	In cue
1195 Munro Street	Development Permit	For a Detached Accessory Dwelling Unit (DADU), on an existing lot containing an SFD.	Application approved by Council on March 21, 2022.
480 Grafton Street	Development Permit	For a new duplex with attached single car garages.	Application considered by the APC on April 19, 2022.
932 Arcadia Street	Development Permit	New Single-Family Dwelling.	Application approved and issued by the Director of Development Services on February 3, 2022.
624 Admirals Road	Development Permit	For tenant improvement, upgrade of existing building new take-out restaurant.	DP issued
1221 Rockcrest Place	Development Permit	New DADU	Application considered by the APC on March 22, 2022.
503 Park Place	Development Permit	For a canopy sign for the new Greater Victoria Public Library.	Application approved and issued by the Director of Development Services on January 18, 2022.
1042 Colville Road	Development Permit	New Duplex	Applicant's architect is preparing revisions based on discussions with staff.

Address	Type of Application	Description	Status
877/879 Dunsmuir Road and 530/534/538 West Bay Terrace	Development Permit	For a 105-unit 6 storey market residential rental building with onsite parking.	DP approved April 25, 2022
856/858 Esquimalt Road	Development Permit	For a mixed-use rental building.	Reviewed by the Design Review Committee on November 10, 2021. Reviewed by the Advisory Planning Commission on November 16, 2021.
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.
622 Admirals Road	DP Amendment	To reduce the number of Congregate Care Owner units by four to accommodate additional two-bedroom units.	Application approved and issued by the Director of Development Services on January 10, 2022.
664 Admirals Road	DP Amendment	Update to the landscape plan including adding a lay by off Admirals Road.	Issued on April 29, 2022
874 Fleming Street	DP Amendment	Changes to the site plan, parking plan and landscaping to accommodate an innovative garbage and recycling system.	Approved on May 3, 2022
540 West Bay Terrace	Development Permit	6-storey 105-unit apartment building	Council approved on April 25, 2022
1310 Saunders Street	Development Permit	6-storey 72-unit apartment building	DRC considered the application on April 13, 2022
DEVELOPMENT VARIANCE PERMIT			
1221 Rockcrest Place	Development Variance Permit	A variance to the requirement that a front entrance to a DADU must be visible from the street and have a pathway from the street.	Application considered by the APC on March 22, 2022.
1-1230 Esquimalt Road	Development Variance Permit	A variance to allow fascia signs to be located above a second storey window.	Application to be considered by Council on May 16, 2022.
480 Grafton Street	Development Variance Permit	A 1.7m variance to the rear yard setback to accommodate the basement stairs.	Application considered by the APC on April 19, 2022.
859 Devonshire Road	Development Variance Permit	A zoning variance to increase the maximum liquor lounge area restriction to provide an outdoor tasting area.	Waiting for information from applicant

Address	Type of Application	Description	Status
467 Lampson Street	Development Variance Permit	Variance for conversion of two underutilized amenity room spaces into two residential units.	Application to be considered by Council on May 16, 2022.
856 and 858 Esquimalt Road	Development Variance Permit	Variance to the commercial space, lot coverage, multiple variances to siting and parking.	Reviewed by the Design Review Committee on November 10, 2021. Reviewed by the Advisory Planning Commission on November 16, 2021. Covenant negotiation underway and waiting on revised plans.
474 Head Street	Development Variance Permit	Variance for relaxation of two residential guest parking stalls.	Application approved by Council on April 4, 2022.
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			
452 Constance Avenue	Board of Variance	For an addition of a 25m ² vinyl covered deck to SW corner of home (proposed rear setback 1.59m).	Approved
727 Lampson Street	Board of Variance	For a variance to the zoning bylaw section 34.9 (b)(iv) building separation from the required 2.5m to 1.22 a difference of 1.29m.	Approved
HERITAGE ALTERATION PERMIT			
429 Lampson Street (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 APPLICATION			
1085/1093 Gosper Crescent	Subdivision	To create a new lot for a detached dwelling.	In process
842 Carrie Street	Subdivision	To create a new lot for a detached dwelling.	Approved

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



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-241

PERIOD REPORT

DATE: May 6, 2022

Report No. P&R-22-006

TO: Laurie Hurst, Chief Administrative Officer

FROM: Steve Knoke, Director of Parks and Recreation

SUBJECT: Parks and Recreation- 2022 First Period Report

The following is a report on the activities pertaining to the Parks and Recreation department from January 1, 2022 to April 30, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks

Bullen Park

- Electric door strikes were installed on the doors in Bullen Park to allow for programmed opening and closing of the washrooms.

Esquimalt Gorge Park

- A 200 amp electrical panel was installed in the Nature House.
- Power was connected from the new Pavilion to the Nature House.
- A lantern and stone guide was installed in the cherry forest.
- The pollinator chip trail was re-surfaced.
- A grant application was prepared with World Fisheries Trust for the construction of a boardwalk and viewing platform adjacent to the spawning channels through Co-op community spaces.
- The landscaping for the pavilion has started with the excavation and grading of garden beds, placement of soil and installation of pathways, pedestrian bridges and sidewalks.
- The sewer lift station for the pavilion was commissioned.
- Significant progress on the pavilion development occurred.

Saxe Point Park

- A trail connection was developed on the south east section of the park to connect the parking lot with the east trail system along the ocean.

Westbay Park

- A bench was installed in the grassy area overlooking the marina.

Highrock Park

- A bench was installed along the pathway that leads to the cairn.
- An Earth Day event was held on April 20, 2022. Local students (420 attended) pulled invasive species, planted native trees and shrubs, joined in guided nature walks, re-surfaced a chip trail, and learned about climate action initiatives from local stewardship partners.

Esquimalt Adventure Park

- A concrete pad was installed within the picnic area due to high traffic turf wear.

General

- BC Hydro has granted \$7,500 towards our annual tree planting initiative
- A plan was developed to phase out handheld gas-powered equipment
- 74 trees were pruned
- 27 trees were removed
- 26 trees were planted on boulevards
- 29 trees were planted in natural areas
- 38 tree cutting permit applications were processed
- 195 squared metres of invasives were pulled

2. Recreation Services

Fitness and Sports

- The Wellness Centre had 26,502 visits in the first period which is an increase of 154% over the previous year.
- As of February 17th the weight room returned to full capacity which eliminated the need for patrons to reserve spots in the weight room and fitness classes. Patrons are no longer required to wear a mask while working out.
- Drop-In Fitness offered 29 classes per week with 4,090 in attendance from January to April.
- There were 28 personal training packages purchased which is a 12% increase from last year.
- The annual Esquimalt 5K run had 280 adults. 82 children were registered in the 1K run.
- Drop-In Pickleball is running at full capacity on a regular basis.

Aquatics

- Registered private lessons for January to March included 90 participants, compared with 112 in this period in 2021.
- Community swimming lessons included 456 participants, compared to 195 in 2021.
- Seven new Aquatic Fun Leader/Assistant Lifeguard staff were hired. Six of the 7 new hires came directly from the partnership training program with Esquimalt High School, which concluded in January 2022 with 18 successful participants.
- 18 WaterFit classes per week were offered, compared to 20 in 2020 and 10 in 2021. Class was cancelled a total of 12 times due to instructor illness and lack of a replacement. Eight aquatic staff began training as WaterFit Instructors to increase the volume and consistency of this service.

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- A new Junior Lifeguard Club program for ages 9-13 years was launched on Sunday mornings. Both sessions of the program were full, with a grand total of 22 participants registered.
- Lifesaving, lifeguarding and swim instructor training included 32 registered participants, compared with 28 in 2021.
- Lifeguard and swim instructor recruitment and training continues to be a priority as staff shortage is the main limiting factor for increasing service.

Maintenance

- Bi-annual staff meetings occurred for both facility maintenance teams.
- Training and testing is also being completed this includes:
 - Fall protection
 - Fit testing
 - Boom and Scissor lift training & re-certification
 - Occupational First Aid

Sports Centre

- Calibration and verification of the ammonia alarm system at the Sports Centre was completed in February.
- Hockey ice was removed March 31st.
- Painting of the roller derby track on the curling rink floor occurred.
- Replacement of the kick plate and lexan on the hockey rink boards occurred.
- Cleaning of the hockey rink glass occurred.

Recreation Centre

- The atrium furniture was re-upholstered in early March.
- A new Full-time Custodial Maintenance Worker was hired.
- Cleaning and burnishing of all activity room floors was completed in the Recreation Centre

Marketing & Registration

- 1,649 membership were sold
 - 218 - 1 Month Passes
 - 248 - 3 Month Passes
 - 76 - 6 Month Passes
 - 280 - 1 Year Passes
 - 561 - 10 Punch Passes
 - 250 - 25 Punch Passes
 - 16 - Regional Passes
- 541 products were sold through the Recreation Centre shop (goggles, swim caps, swim diapers, and water bottles).
- There were 3,464 registrations completed.
- Esquimalt Parks & Recreation social media platforms continue to have a strong following 4,521 followers on Twitter (up from 4,323 last year), 6,174 on Facebook (up from 6,008 last year) and 1,942 on Instagram (up from 1,775 last year).
- The parks and recreation section of the municipal website continues to be the most predominantly viewed content on the website with six of the top ten pages being parks and recreation related content.

Facility Rentals

- 145 contracts were issued for rentals at the Esquimalt Recreation Centre (53 of which were lane/pool rentals)
- 99 contracts were issued for rentals at the Archie Browning Sports Centre
- The Archie Browning Sports Centre curling ice was removed December 24, 2021 and the Island Health Immunization Centre was established for the second time in the Curling Rink until March 5, 2022

Preschool, Children and Youth Services (2022)

- Out of School Care (OSC) remains at capacity with 78 participants, with a moderate waitlist.
- Registration for Out of School Care for the 2022/2023 school year opened on April 19th. We received 68 applications for 78 spots on the first day and have received more since then.
- This Spring Break we offered 8 camps (4 per week) servicing 155 participants.
- Our 5 Preschool programs are running with 45/64 spots filled.
- Registration for our 5 Preschool programs running in the 2022/2023 school year opened on April 20th and we have received 20 applications.
- Teen Centre ran for the first winter season since winter 2019.
- Teen Centre has been averaging:
 - Thursday: 12 youth a night.
 - Friday: 37 youth a night.
 - Saturday: 44 youth a night.
- Ran 2 Babysitters courses during this period. None were offered in the 1st period of 2021.
- Ran our first spring break “Esquimalt Youth Training Program (Step 1)” leadership program for youth ages 12-15.
- Summer Camp registration opened on March 2. Camps are running for 10 weeks of the summer, ages 3-5, 6-11, 12-15.
- MIJO Taekwondo ran 6 programs a week with us during this period.
- Longsword Combat ran 1 program a week with us during this period.
- KATS Tennis ran 2 programs a week with us during this period.
- Our badminton program ran 2 programs a week during this period.
- Urban Rec Volleyball ran 1 program a week with us during this period.
- Play Beyond Expectations ran 2 programs a week with us during this period
- Home Alone ran 1 program with us during this period. This is up from running none in the 1st period of 2021).
- 4 soccer programs ran every Wednesday during this period for ages: 3-4, 4-5, 6-9, and 10-12.

Arts, Culture, Social & Special Interest Programs

- 50+ Weekly Drop-In Programs are steadily seeing more attendees return. We offer the following activities:
 - Conversation Café, Bridge, Music Jam, Mexican Train Dominoes, Rumoli, Ukulele Club, Writer’s Group, Euchre, Scrabble, Cribbage, and Drop-in Painting
- This winter saw high registration in many returning programs such as:
 - Dance Together! & Creative Dance - full with 5 families per class each session
 - Glee Club Super Junior - 5, Junior - 7, and Improv - 5
 - Kids Cooking Breakfast Bonanza - 7, Kids Cooking Sweets & Treats - 17
 - StitchLab 7-9yrs - full with 7; StitchLab 10-16yrs - 5

- Comics & Storytelling - full with 8

Community Development and Events

- Our annual Family Day event was held in person again this year, with a free family skate and swim. We received a \$1,000 BC Family Day Grant from the Province of BC and the Government of Canada which covered our operating cost during these free family events.
- Volunteers prepared and filed 24 tax returns for local community members free of charge.
- The Annual Esquimalt Lions' Easter Egg Hunt returned to Bullen Field and was well attended.
- The Gigantic Garage Sale returned to Archie Browning Sports Centre this year and was sold out.

Arena Programs

- Our Learn to Skate program doubled with 61 participants.
- Each week we ran 10 public skating sessions with hockey being the highlight at full capacity. This was precedent setting as Esquimalt became the 'place to play' in the city effectively navigating through Covid-19.
- Special events like the 'Family Day' and 'Spring Thaw' skates were extremely well attended with over 100 participants at each event.
- Local schools were back in the arena 4 days a week for skating.

II. COMMITTEES

- The Parks & Recreation Advisory Committee toured Gorge Park on March 17th, 2022 and discussed;
 - Greenshores Project and Grant Funding Opportunities
 - Explored new Gorge Park Pavilion
- The Parks & Recreation Advisory Committee met on April 28, 2022 and discussed;
 - Fees and Charges Bylaw
 - Electrification of Parks and Recreation power tools



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-242

PERIOD REPORT

DATE: May 11, 2022

Report No. FIRE-22-002

TO: Laurie Hurst, Chief Administrative Officer

FROM: Steve Serbic, Fire Chief

SUBJECT: Fire Department - 2022 First Period Report

The following is a report on the activities pertaining to the Fire Department from Jan 01, 2022 to April 30, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm call	49	Assist other ag	15
Burning complaint	2	Bylaw / Fire C	0
Hazardous material	3	General inquir	0
Medical aid	157	Oil tank inspec	67
Misc.	7	Placed on star	1
Motor vehicle incident	8	Plan review	12
Other fire	3	Public ed. / ha	3
Structure fire	10	Fire investigat	20
Technical rescue	0	Business licen	31
Vehicle fire	1	Car seat inspe	5
		Assist public	5
Total Period	240	Total Period	159
Responses YTD	240	Activities YTD	159

2. Community Services

We are excited that Greg Swan joined us as our newest addition to our fire management team effective February 14, 2022. His knowledge and reputation will make us a stronger organization and gets us closer to our goal of continuing positive change.

Prevention Activities

The first period of 2022 saw the Fire Department and its Community Services portfolio continue with the reset to the main services that it provides to the community such as inspections and public education.

Inspections

Fire Suppression crews have been performing company inspections at a rate less than pre-COVID. Moving into the second period of 2022 we predict it will be back to full operation.

Fire Suppression crews continue to review and update fire incident preplans as part of the routine fire inspections.

The Department has moved to a digital inspection delivery platform, and with that comes new processes, equipment, and programs. Fire Suppression crews are performing company fire inspections using both hard copies and the mobile app on the fire apparatus mobile data terminals (MDTs).

Plan Review

In the first period of 2022 Esquimalt Fire Rescue Services (EFRS) performed upwards of a dozen plan reviews for new development. In partnership with Building/Engineering we are looking to create a bylaw to be adopted governing the requirement for “underground” power lines in conjunction with new development. EFRS has created a document that provides a baseline for all new developers to adhere to in the Area Planning (AP) phase of the development process to set clear direction and expectations in the early stages.

Oil Burning Equipment

EFRS has inspected upwards of a dozen oil burning related equipment permits including underground oil tanks. We currently have one site that needs an environmental engineer’s report in conjunction with Ministry of Environment approval.

The oil tank permit and inspection process has had an internal audit performed which resulted in a new up to date document that will be implemented in the second period of 2022.

Public Outreach/Education

It was challenging to conduct face-to-face public education and outreach programs during the first period of 2022. Most fire department programs remained paused, or significantly revised to provide safety measures based off Public Health Officer protocol, “Know the Sounds of Fire

Safety” was delivered virtually and continues to be an online resource for kids in Grades K - 5 in the first period of 2022.

On Saturday, April 30, 2022, EFRS attended the Rotary organized “BBQ for Ukraine” at the main entrance to Archie Browning. This was our first face-to-face event in the public in 2022 and with the COVID restrictions continuing to ease, it hopefully signals a return to normal for community events.

Looking to the second period of 2022, planning is progressing to re-activate public education and outreach programs to pre-COVID levels which will include: School tours, Elementary, Middle and High School associated awareness around EFRS, Hands Only CPR, Fire Department Open House, Fire Prevention Week, Smoke Alarm Program, Car Seat Installation Program, and Fire Extinguisher training.

Business License and Plan Review

Fire prevention staff continued to review and perform business license inspections during the first period. These business license reviews range from small local businesses to inter-municipal license requests, including major renovations.

The business license review process is going to be streamlined from a fire perspective that will include working EFRS administrative assistant to create a checklist that can be adopted to assist in this process.

Training Portfolio - Community Services

High-Rise

Two training days in April were provided to suppression crews through inter-agency training with the Victoria Fire Department at the USAR grounds. This training was specific to self-rescue and rapid intervention teams (RIT) related to multi-occupancy/residential/high-rise buildings.

As a result of this training EFRS has ordered ten (10) new escape packs used by the Victoria Fire Department which are designed to allow a firefighter to find refuge on a floor below or lower a patient for the same reason. Without this equipment firefighters are extremely limited in their window/floor egress abilities.

3. Department Services

In the first period, the Department completed elevator rescue skills certifications for its members. CFB Esquimalt and Victoria Fire Departments worked together on self-rescue training. We also created long-term training plans and are looking forward to building a stronger relationship with both neighbouring fire departments.

Esquimalt Fire donated its 1988 Mack fire truck to the First Nations Emergency Services Society in a joint effort to help train First Nations Firefighters across the province of BC. We

also joined forces with Victoria Fire and sent firefighter equipment, air packs and clothing to our fellow Firefighters in Ukraine after the global call for firefighting equipment.

We continued the car seat program throughout the shutdown period, but we were unable to complete our inspections program or allow fire hall tours. Thankfully we are now fully up and running and all of our programs are back.

The Fire Department is just in the final phases of completing the Wellness App, which will assist our firefighters to confidentially learn more about mindfulness and mental illness; it will also provide access to clinical counselors and other health professionals. Esquimalt Fire Rescue Service has been recognized as a leader in Wellness and is looking forward to helping other departments create similar resources for their firefighters.

4. Administrative Services

The Fire Department relied on advice from Dr. Mark Vu who is an expert on Covid prevention and safety protocol. We initiated a mandatory N95 mask program and enhanced our COVID-19 protocols and also stepped up our testing procedures. We had the majority of our fire department test positive over a six-week period from Jan to Feb but did not have a recorded transfer of infection within the fire hall or work environment. At times we had a large number of members off, but our operations were not affected, and we are very grateful for Dr. Vu's guidance through that difficult first couple of months in 2022.

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