



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

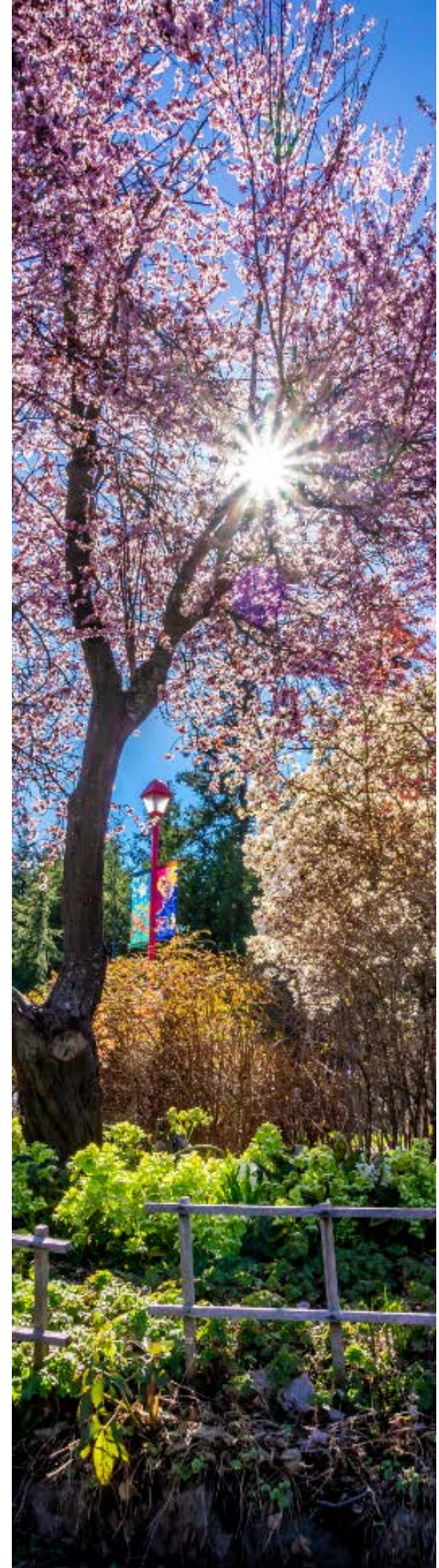
We value people and treat everyone with dignity and fairness.

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 Second 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	Work on both documents is progressing. The final round of public consultation will occur on September 21, 2022.
Prepare minor housekeeping amendments to Official Community Plan	Development Services	Staff are having weekly meetings to discuss proposed amendments
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.
Complete Development Capacity Assessment and present final document to Council with staff report.	Development Services	Request for proposal is being drafted. A request for expressions of interest should be ready by November 2022.
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. Applied for grant funding through the Federal Active Transportation Fund; waiting on results. Installed new school zone, playground zone, and crosswalk vertical signs through ICBC funding in the second period. Application for BC Active Transportation grant funding to be submitted in third period. Continue to review development frontage opportunities to enhance road corridors.
Improvements to Lyall Street from Head to Lampson utilizing funding from wastewater treatment facility agreements	Engineering & Public Works	Detailed design complete and tendered in June, but no bids received. Retendered in September, with contract award options to be provided to Council on October 3.

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
Support the arts, culture and heritage community		
Finalize and present Public Art Plan for Council consideration	Parks & Recreation	Public Art Plan was adopted by Council on July 11, 2022. Public Art Plan implementation will be included in 2023 budget presentation.
Provide training for Advisory Planning Commission members on heritage values	Development Services	Completed
Support the arts, culture and heritage community (cont'd)		
Explore opportunities for temporary relocation of Archives during PSB construction	Corporate Services	New location secured on Esquimalt Road until completion of the PSB. Move in date tentatively scheduled early in Period 3.
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 may be delayed as a result of the relocation of the Municipal Archives in the next period. 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 waiting for the applicant to submit the building permit application

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
Enhance opportunities for Parks & Recreation (cont'd)		
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 third period. Removal of invasive species will occur throughout the month of September and planting of native shrubs and trees will occur on October 1 st as part of a partnership with the Greater Victoria Green Team.
Complete Esquimalt Gorge Park restoration and education plan	Parks & Recreation	The Gorge Creek salt marsh restoration project is currently underway and will be completed this year. Partners include world fisheries trust, Songhees first nations monitor, and the Pacific Salmon Foundation. The new channel will include large and coarse woody debris, boulders, a pathway with a lookout area and native tree and shrub planting. Perches will be installed to encourage birds. Future interpretive signage will adorn the pathway for visitors to learn about the new bird, fish and wildlife habitat Engagement, planning and design of the green shores demonstration project will continue throughout 2022 with implementation planned for 2023.
Enhance opportunities for Parks & Recreation (cont'd)		
Initiate operations for new Gorge Park Pavilion	Parks & Recreation	Rental operation began on June 1, 2022. Facility rental information and request form is now available on the Township website. Pavilion grand opening occurred on June 18, 2022.

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
Fully utilize the \$17 million McLoughlin amenity funds to maximum potential		
Finish construction of Gorge Park Pavilion	Parks & Recreation	Gorge Park Pavilion construction is now complete.
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. For tender package is nearly complete from the architects. Hazmat remediation has started on the “old” building, with expected demolition soon. Both temporary facilities are complete with deficiency review being conducted at Temporary Police site. More detailed report in CSS 2022 Second 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. A meeting was held at the end of July with more regional municipalities invited to participate.
Work to update and upgrade signage for Tillicum Bridge First Nations midden site	Parks & Recreation Corporate Services	In progress pending project proposal discussions and confirmation from First Nations.
Host First Nations Emergency Services Society firefighting competition	Fire	Completed in second quarter with 18 First Nation communities participating from across British Columbia
Develop protocols for working in areas of archaeological significance	Engineering & Public Works	To begin working with an Archaeologist to develop protocols in third 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 the CSS 2022 Second Period Report.

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
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	Registered for Building Benchmark BC in second period to compare Township buildings with other participating municipalities.
Finalize a Climate Adaptation Plan	Development Services	Completed
Finalize a Climate Action Plan	Development Services	Completed
Review all emergency policies and programs to ensure that they recognize and reflect climate change	Community Safety	This project is continuing with staff exploring funding opportunities to help support this work.
Review tree protection bylaw to ensure best practices	Parks & Recreation	New proposed best management practices for the tree protection bylaw were discussed by COTW on May 9, 2022. Public engagement occurred over the summer months with positive comments to proposed changes. Tree protection bylaw to return to Council in third period.
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 Second 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 to work with Songhees Nation to coordinate some potential dates in third period.
Consult and engage with First Nations on update of Economic Development Strategy	Council Corporate Services	This will occur in third 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. Recent examples include First Nations Emergency Safety Services competition.
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	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. Updated ETAG framework presented to Council in second period. Staff working with VicPD to recruit ETAG volunteers in third 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	The implementation process has begun.
Expand community gardens	Parks & Recreation	Community engagement for the proposed expansion of the community gardens in Anderson Park was completed in the second period. Some compromises to the original design were made to support other park uses. Work has begun on

Operational Strategies 2019 – 2023: 2022 Second Period

		the installation of new raised plots and a new water bib on the West side of the existing garden. A design has been drafted for a 4 stage demonstration composting system. Work on this project will continue throughout 2022 with the installation of additional raised plots and fencing.
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Operational Strategies 2019 – 2023: 2022 Second 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	Completed. Finalizing the final sale of the library strata lot.
Support revitalization and beautification initiatives along Esquimalt Road		
Develop and implement façade beautification program	Financial Services	Reports were brought to COTW (May) and Council (August) to discuss future revitalization options. Reports to rescind the RTE Bylaw and create a façade beautification program will be drafted for Council review during the third period of 2022 or first period of 2023.
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. Continue to review development frontage improvements on Esquimalt Road as opportunities arise.
Banner refreshment and replacement program	Engineering & Public Works	Procurement of new banners to go through the process outlined in the Public Art Plan, starting in the third period.
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	Met with Victoria Chamber and Destination Victoria to give tours of pavilion; continue to share Esquimalt news with both chambers and Destination Victoria.
Recruit for economic development position as per recommendations from SIPP project	CAO	Recruitment process is underway and expected to conclude shortly.

Operational Strategies 2019 – 2023: 2022 Second 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 with completion expected in the third period. Staff continue to participate in the Core Area Liquid Waste Management Plan Technical Working Group. I&I strategy for private side laterals to be brought to Council in third period of 2022 with public education to follow. Investigative work identified in the I&I Management Plan started in second period, with further investigations and repairs expected in the third period.
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. Sidewalk capital projects on Constance Avenue south of Lyall Street, Archie Browning parking lot, and on Head Street from Dunsmuir Road to Wollaston Street tendered in second period. Contract award options to be brought to Council on October 3.
Continued implementation of roadway master plan	Engineering & Public Works	Major maintenance and minor capital projects expected in third 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 2023. Locations for street light conversion from HPS to LED confirmed. Supply and installation expected in third 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	Consultant reviewed existing fuel tank system and provided design options in the second period. Staff to continue working with consultant in the third period to explore alternate options.

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
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. Review of inventory gaps to occur in the third period.
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. Working group met in second period to discuss status of department asset management and to develop an aligned approach. Further review expected in third period to inform 2023 budget requests.
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	Staff met with DND Engineering in second period to understand roles and responsibilities during a spill event. A contact list to be developed in third period for use during a spill.
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	Completed, self-rescue and high-rise fire fighting was conducted with 13 other fire departments and hosted by Esquimalt Fire Department in the second quarter
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	Notice not to extend framework agreement provided to all parties, request for proposals published to develop alternatives and submit to Province.

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
Work to achieve equitable costing and optimization of policing in Esquimalt (cont'd)		
Staff report to Council on Community Policing Public Engagement initiative	CAO	Complete.
Support ongoing improvements to transportation corridors		
Evaluate transportation corridors for opportunities and options for enhancement	Engineering & Public Works	The Active Transportation Network Plan evaluated and ranked the top priority projects for protected bike lanes, crossing/intersection improvements, and new sidewalks.
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	Results of RFP for design of Tillicum and Lampson Corridors to be brought to Council for contract award on October 3. Design and tender for a new sidewalk in the Archie Browning parking lot was completed in the second period. Options for awarding the sidewalk tender to be brought to Council on October 3.
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 act has not yet been released. Timeline currently unknown.
Complete revamp of Neighbourhood Emergency Preparedness Program	Community Safety	The new program will begin with a community event on 19 th October 2022. Planning is in place for creation of social media content in various forms and the redevelopment of in-person workshops and well as engagement in community events starting 2023.

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
Plan for continuity of core local services and infrastructure in the event of an emergency		
Expand volunteers for emergency support services and radio programs	Community Safety	This is ongoing initiative. A recruitment drive on 19 th Oct 2022. Current volunteers will set up a mini reception centre to display the type of work and training is provided. The Township website has also be updated to make applying for volunteering easier by uploading the application form and an generic email (EEEMP@esquimalt.ca) has been created and provided for submission of forms going directly to the Program Manager.
Update and distribute CRD tsunami map	Community Safety Corporate Services	Interim map was distributed to residents in a mail out. The regional map has been worked upon and is ready for launch later in September.

Operational Strategies 2019 – 2023: 2022 Second 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 attended Indigenous Awareness Training via LGMA webinar in June; 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 were developed and implemented for all supervisors and managers, with the first training session completed in early April, and three sessions in May. Advanced supervisory training is currently being developed with dates tentatively set for November/early December.
Complete strategic plan for fire department	Fire Corporate Services CAO	The committee met in August to finalize and the strategic plan is set to go to Council at the beginning of the third period.
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 has been offered such that staff get the skills in order to be effective leaders. Internal staff have been promoted as a result of being successful on recent postings, including a temporary Finance Clerk II position and a new position at the Gorge Park Pavilion.

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
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 with their staff and together with HR will initiate employee engagement surveys in third period. In terms of region-wide staff shortages in aquatics, the Recreation Department has converted some aux funding to RPT positions with the intent of attracting people to these more stable positions. In terms of retention, reviewing initiatives including budgeting for recertification costs for lifeguards. Review of policy regarding long service will take place in the third 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 initiated 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 implemented during the third period 2022. Created website portals to view property information by address as well as a map of publish washrooms, fountains and beach access points.
Explore opportunities for public engagement regarding annual budget process	Financial Services	To be initiated in third period 2022.
Improve efficiency of Council and Committee meetings by completing a comprehensive review of the Council Procedure Bylaw	Corporate Services	Completed in Period 2.
Research and evaluate engagement software as a tool to improve public outreach for projects and initiatives	Corporate Services	Worked with Engineering to secure a 1-year subscription to Bang the Table software

Operational Strategies 2019 – 2023: 2022 Second Period

Operational strategies	Responsibility	Progress
Engage, respect and respond to the needs of our community		
Inventory existing Township branded collateral and increase stock of items where suited to public engagement efforts	Corporate Services	Created hot weather informational brochure, improved business card design template to streamline staff work and designed vertical branded banner for use at events.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-504

PERIOD REPORT

DATE: September 23, 2022 Report No. ADM-22-030
TO: Laurie Hurst, Chief Administrative Officer
FROM: Vicki Gannon, Director of Corporate Services and Human Resources
SUBJECT: Corporate Services and HR - 2022 Second Period Report

The following is a report on the activities pertaining to the Corporate Services and HR departments from May 1, 2022 to August 31, 2022.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- 23 meetings including preparation of:
 - Newspaper advertisements - 22 Public Hearing notices (including Notices of First Reading), 2 Statutory Notices for Adoption of the Council Procedure Bylaw, 2 Statutory Notices for the Annual Report, and 6 Elections notices.
 - 51 Meeting Notices and associated newspaper advertisements.
 - 35 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.
 - 7 late item agenda notices.
 - 10 Action Reports and completion of all follow up correspondence and distribution to third parties.
- 176 resolutions were voted on at Special Council, Regular Council and Committee of the Whole meetings.
- Corporate Officer and Deputy Corporate Officer coordinated and scheduled 9 Presentations/Delegations to Council.
- Corporate Officer and Deputy Corporate Officer commissioned 8 documents for residents of Esquimalt.
- Staff prepared 8 Proclamations and posted to the Municipal website and Municipal Hall notice board.
- Staff processed 454 mail items for retention and distribution and sent 217 acknowledgement emails.
- Corporate Officer presented new Council Procedure Bylaw that was adopted by Council.
- Corporate Officer and Deputy Corporate Officer completed 23 electronic registrations at

Land Title Office.

- Corporate Officer and Deputy Corporate Officer Coordinated the raising of the Inclusive Pride Flag for Pride Week (July 23 - August 2).
- Corporate Office and Deputy Corporate Officer attended Indigenous Awareness Training webinar
- Corporate Officer responded to 4 requests for access to records under the Freedom of Information and Protection of Privacy Act.
- Corporate Officer updated the Video Surveillance Policy (ADMIN-76) to delegate areas of responsibility to the Director of Parks and Recreation Services; and implemented new policy (ADMIN-77) to temporarily merge the Environmental and Parks and Recreation Advisory Committees until such time as the new Council has an opportunity to review the Committee structure after completing Council's new four-year Strategic Plan.
- Corporate Officer and Deputy Corporate Officer completed 3 bylaw consolidations.
- Corporate Officer and Deputy Corporate Officer developed Candidate Information packages to augment the 2022 Candidate Nomination Packages.
- Corporate Officer and Deputy Corporate Officer revised and published relevant elections information for electors and candidates on the Township website.
- Corporate Officer and Deputy Corporate Officer completed electronic voting machine training.
- Corporate Officer made voting by mail applications available to the public, processing of applications ongoing upon receipt.
- Office Administrator and Corporate Officer procured supplies for efficient processing of mail ballot applications.
- Corporate Officer and Deputy Corporate Officer prepared for Nomination Period that commenced August 30, 2022 and prepared the List of Electors for public inspection.
- Office Administrator and Deputy Corporate Officer, in collaboration with IT staff, implemented camera switching technology in the Council Chambers so that online viewers can also see the presentations being shown live during the meeting. This included implementing a higher resolution camera providing a better-quality image for this viewing the meeting online.
- Corporate Officer and Deputy Corporate Officer conducted research for Council and staff on previous communications, resolutions, bylaws, and policies.

2. Committees

- Corporate Officer concluded the annual Committee and Commission recruitment process.
- Corporate Officer and Deputy Corporate Officer conducted the annual Committee Orientation.
- Deputy 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, minutes and email notifications of 3 Advisory Planning Commission meetings, 3 APC Design Review Committee meetings, 1 Environmental Advisory Committee meeting and 2 Parks and Recreation Advisory Committee meetings.

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.
- Office Administrator continued to provide guidance and support for new users and applicants of MyEsquimalt, eApply and eBilling. Also worked on fixing bugs and user error issues with MyEsquimalt, eApply and eBilling.

4. Administrative support for Mayor & Council and CAO

- Prepared 23 letters for Mayor [retirement/invitations/thank you/congratulations/new business] and other Township related business.
- Coordinated registrations for 5 conferences/forums/seminars for Mayor and Council
- Organized and coordinated delivery of 8 new resident welcome packages.
- Liaised with various organizations on events and provided RSVPs for Mayor and Acting Mayor.

5. Records Management

- Hired new part-time Records Coordinator who started with the Township late into the second period.
- Records coordinator developed a process for municipal departments to recall records stored off-site independently and more expeditiously.
- All historical Council meeting minutes transferred back to the custody of the Corporate Officer from the Municipal Archives for the public record.
- Corporate Services vault reorganized for ease of access to records and a review of the contents initiated to off-site records in compliance with the Township's records classification and retention schedule.
- Administrative staff continued advancing their departmental paper and electronic records management projects, with support and assistance from the Corporate Officer and Records Coordinator.

6. Archives

- Hired and onboarded new part-time Archivist.
- The Archives remained closed to the public due to a flood event in late 2021. A new location has been secured for the next 3 years and will open during Period 3.
- The Archivist and the Corporate Officer, together with Public Works and IT staff, have been addressing and scheduling necessary logistics for the upcoming Archives move.
- 20 research and image requests were received, including:
 - 18 research requests completed.
 - 2 image requests completed.
- 6 buildings with approved demolition permits were photographed.
- Archives Trust Fund balance is now \$3,899.32.
- Auxiliary Archivist completed data entry of over 3,000 records for a new photos/images website.

- The Archivist continued to collaborate with the Communications Manager on media release re: new photos/images website and opening the new Archives space.

7. Communications

The Manager of Communications:

- Attended Indigenous Awareness Training webinar;
- Cross-promoted First Nations Emergency Services Society training event hosted by Esquimalt Fire Rescue;
- Launched 2022 memorial banner sales;
- Participated in Esquimalt's Climate Action Working Group sessions;
- Created informational boards and handouts for Gorge Pavilion grand opening; arranged media tours and promoted event;
- Conducted a 48-hour Instagram takeover of the BC Guide to Arts and Culture IG account;
- Attended the AGM for the Canadian Public Relations Society (VI chapter);
- Coordinated public communications regarding Councillor Vermeulen's departure;
- Created public engagement material for the parking study including social media posts and web page;
- Designed layout for Esquimalt Fire Rescue's strategic plan;
- Coordinated with Emergency Manager regarding heat warning information and created 2 new tools for the public: a brochure and an interactive online map that show available water fountains, beach access/viewpoints and public washrooms;
- Prepared spring and summer editions of Experience Esquimalt promotional feature through the Times Colonist;
- Coordinated media release and media interviews for policing services announcement;
- Participated in Economic Development Officer interviews;
- Attended tsunami preparedness public information planning session hosted by REMP;
- Created and published the Current community newsletter;
- Designed and published township's annual report;
- Supported community groups like Canadian Blood Services, Township Community Arts Council, Esquimalt Lions, Esquimalt Community Arts Hub and the Esquimalt Farmers Market by sharing news and event information;
- Facilitated various staff and Mayor media interviews.
- Shared information regarding Township proclamations on social media.
- Shared information regarding Township employment opportunities on social media.
- Sent out 4 news and events e-newsletters and 23 website news updates (10 of them media releases).

Analytics (last period in brackets):

Esquimalt Alert registrations

- 2,574 (2,458) registrants

Legistar

- 1,830 (1,903) total page views (all pages in the Granicus system)
- 926 (906) total visits (total number of times visitors came to the site)

- 754 (736) total unique visitors - individual views of the site
- 65 per cent desktop, 35 per cent mobile

Website Hits

- Total page views: 306,678 (291,653)
- Top three pages:
 1. Home page
 2. Parks & Recreation
 3. Recreation drop-in schedules

Twitter

- Average 642 (938) post views per day (impressions) * The Jan 15 tsunami warning increased the average for Period 1)
- Total 231 (273) posts
- Total followers: 4,100 (3,991)

Facebook

- 2,056 (1,892) page likes
- 2,624 (1,858) engagements (post likes, clicks, shares)
- 177 (168) new timeline posts

Instagram

- 1,461 (1,348) followers
- 66 (61) posts
- 761 (949) engagements

LinkedIn

- 482 (415) followers
- 144 (98) page clicks
- 23 (9) posts

Communications - related online newsletters

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

8. Human Resources

COVID-19:

- The Township's Vaccination Policy remains in place, and all new staff are required to show proof of vaccination.
- Most departments have had staff away with COVID, and staff are not permitted to come to work if they exhibit flu-like symptoms. If the job allows, staff are permitted to work from home if they are not incapacitated from working, but are continuing to exhibit symptoms. An email communicating this was sent in August.

Occupational Health and Safety:

- As a result of leaves, there are two vacancies on the Municipal Hall Occupational Health and Safety Committee and management has reached out to the Union to get two new worker representatives.
- The employee appealing a WorkSafe decision won the appeal, which was endorsed by management.

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 delivered in May.
- Advanced Supervisory Training is currently being developed for delivery in Period 3.

Recruitment:

- There were 16 regular positions filled this period.

Filled:

- Custodial Maintenance Worker (2)
- Facility Booking Clerk
- Aquatic Programmer
- Director of Engineering & Public Works
- Reception Leader
- IT Support Analyst
- Engineering Manager
- Planner 1
- Aquatic Supervisor
- Parks - Light Equipment Operator/Labourer
- Archivist
- Records Coordinator
- Office Administrator - Engineering & Public Works
- Office Administrator - Development Services and Community Safety

In progress:

- Engineering Technologist 2 - Asset Management
- Firefighter
- Economic Development Manager
- Custodial Maintenance Worker

Labour Relations:

- Reached a settlement with IAFF after three days of bargaining in June, and the Collective Agreement was ratified on June 30, 2022 by the GVLRA Board and IAFF.
- The parties have not been able to reach a settlement with CUPE. Both parties met on May 16, 17, 19 and July 6 at the regional table with the other five CUPE Local 374 municipalities, and on June 2 to discuss proposals that were specific to Esquimalt. CUPE

and the employer have reached agreement regarding the Esquimalt specific proposals.

General:

- Assisted in the organization of two staff appreciation BBQ lunches.
- Completed a compensation review for Mayor and Council.
- Assisted the Executive Search firm with the administration regarding the recruitment of a replacement CAO.
- 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 #:22-460

PERIOD REPORT

DATE: September 28, 2022

Report No. CSS-22-010

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2022 Second Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from May 1, 2022 to August 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- Neighbourhood Emergency Preparedness Program (NEPP)
 - Due to turnover of NEPP staff this program has been delayed. However, the strategy for the new program is in its final stages and phase one will entail the following:
 - Short videos that can be posted on the website and on social media. A social media strategy is also being written.
 - In-person workshops that are tailorable to the audience and offering bookings for ten or more people.
 - Two yearly larger community events during Emergency Preparedness Week and ShakeOut Week. Including holding contests for prizes.
 - Attending various community events throughout the year.
 - Phase two will encompass reaching out to community groups for support and neighbourhood programs and developing sessions for local schools in partnership with the Fire Department. Estimated timeline is fall of 2023.
 - Planned event for 19th October to bring the Quake Cottage to Esquimalt, Total Prepare (local vender), and a representative from ShakeOut BC for a community education event on preparedness for ShakeOut week. Event will also include volunteer recruitment for the Emergency Program.
- Emergency Support Services
 - Volunteers were provided training around resiliency (recovery) centres.
 - Purchases from UBCM Grant Application were completed.
 - The workplan has been updated.

- As chair of ESS Directors Committee progress is being made on regional cooperation of new ESS tools and policies.
- Invited Oak Bay volunteer team to do a joint Level One training night with our Level One team. Training to take place in the next period.
- Held summer social for the volunteers to thank them for their support and to help build team dynamics.

- Emergency Radio Communications
 - Onboarded and trained one new volunteer on the use of basic radio room systems, radios, and net procedures.
 - The members of the team updated five team laptops with new SSD drives and more RAM for increased speed.
 - The Team ran an outdoor field exercise from Esquimalt Gorge Park using a radio go-kit to test radio coverage from low elevation area.
 - Repair was conducted to faulty Network Attached Storage system.
 - Reprogrammed radios for Colwood's new simplex frequency.
 - Team continues to meet and activate the Radio Room each Wednesday evening.

- Administration
 - Sent letter of support for regional Heat Mapping. The UBCM grant application is being led by City of Langford, District of Saanich, Town of Sidney, and City of Victoria and coordinated by CRD. Remaining communities in the CRD have provided letters of support as the project will include all communities in the mapping.
 - As part of the Public Education Working Group under the LGEPAC the program has been able to support regional work planning for a three-year workplan on community outreach and the promotion of emergency preparedness in the region.
 - As part of the Governance Review Group under the LGEPAC the final report has been submitted with recommendations. This review group's intention was to review the status of the LGEPAC to support the revitalization of the Committee and that it meets the intention outlined in governing by-laws.
 - Transitioned office space from Fire Hall to Municipal Hall.
 - Prepared messaging for heat warnings in the region. Activation was not required but messaging was developed and with the support of Communications was delivered to the community via social media and website.
 - Attended all LGEPAC and REMP committee meetings.
 - Conducted quarterly Desalination Unit exercise with Public Works.

- COVID-19 Response
 - Communicable disease prevention plan is in place for Township facilities and staff as per WorkSafe guidelines.
 - The Emergency Operations Centre has been closed for this event.

2. Bylaw Enforcement

- Bylaw Offence Notice Disputes

In this period, 13 BON's were referred to the screening officer level. Of those, eight were cancelled and four were upheld for payment. No matters were referred for adjudication.

- Dog Licencing

During the second period, 99 licenses were sold: 56 from Municipal Hall and 43 from vendors. 1,434 tags have been sold thus far in 2022: 796 from Municipal Hall and 638 from vendors.

- Deer Study

Very little field activity has taken place this period in relation to the deer study. Analysis of camera and fawning data is ongoing.

Fawn counts have not yet been completed for the year and that information will be available next period. As well, further inoculation of does will take place in the next period.

Inoculations were administered last year, and deer have been tagged as either control or study subjects. The study is progressing as planned.

- Attachments

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

3. Building Inspections/Permits

- The second period of 2022 resulted in a significant increase in demand for permits and construction value as compared with the 2021 second period. The total value of construction in period two of 2022 is approximately \$78 million compared with \$4.3 million in 2021, with the permit fees showing similar amounts of nearly \$511 thousand for the second period of 2022 and just over \$52 thousand for the second 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

- The Township currently has 738 active business licences (718 in 2021) which are posted to the website and updated every month.
- In this period, 36 new businesses obtained a licence.
- In this period, 27 businesses were closed.
- Current business licences by classification:
 - 122 Apartment buildings
 - 2 Cannabis retailers
 - 30 Large commercial
 - 205 Small commercial
 - 1 Drug Paraphernalia Sales
 - 13 Inter-community
 - 4 Liquor sales
 - 1 Market
 - 2 Money lenders
 - 13 Non-resident
 - 6 Professional offices
 - 1 Pub
 - 2 Registered charities
 - 29 Home crafts
 - 46 Home occupations
 - 261 Intermunicipal
 - 305 of the 738 active business licences are home based businesses.
- eApply and eBilling are up and running allowing online application and payment of business licences.
- The province of BC started the process to decommission business licence applications through BC OneStop.
- Discussions took place within the InterCommunity Business Licence Group to decrease the InterCommunity Business Licence fee.

6. Public Safety Building

- Ongoing design work with HCMA - The building design is nearing the “Issue for Tender” stage.
- The temporary Fire Hall (Archie Browning Parking Lot) is complete and Fire Rescue personnel have taken over the space.
- The temporary Police Office (old library) is very near completion except for a few deficiencies. Victoria Police - Esquimalt Division have taken over the space and are very satisfied with their new accommodations. While working on this space, the

Township took advantage of some opportunities to improve other parts of the municipal hall (rerouting A/C lines out of the server room, roof repairs).

- Hazmat abatement has begun in the old building, and the next step will be demolition of the structure.
- The projected timeline is: 2 months for demolition, 2 months for excavation and 18 months to construct the new building.
- 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 was \$42 million.
 - \$7 million was provided through amenity funding.
 - \$35 million was acquired through long term borrowing.
 - In the last period, Council approved use of accumulated surplus to boost the overall project budget by \$6 million, to a total of \$48 million.
 - A grant proposal has been submitted to the Canada Community Building Fund BC - Strategic Priorities Fund: Capital Infrastructure Stream requesting \$6 million in funding for construction. It is not known when grant recipients will be notified.
 - 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 \$1.5 million. The \$35 million of borrowed funds have not been used thus far.
 - Total Project Budget - \$48 million
 - Total Costs to Date - \$5.6 million
 - Budget Remaining - \$42.4 million
 - At present, the project is on budget.
- The Township website is routinely updated with a dedicated PSB web page.

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 – 2nd period**

	2021 2 nd Period	2022 2 nd Period	2021 Year to Date	2022 Year to Date
Total Bylaw Contraventions and Complaints Investigated	124	120	534	195
➤ Streets and Traffic	42	35	181	66
➤ General Bylaw Inquiries	21	18	88	20
➤ Maintenance/Nuisance Property/Noise Bylaw	44	54	204	88
➤ Zoning Bylaw	6	7	29	11
➤ Business License	1	0	3	1
➤ Building	4	1	14	4
➤ Animal Control	3	0	4	0
➤ Park Maintenance & Tree Protection	1	2	4	2
➤ Assist Third Party Agencies	1	3	5	3
➤ Secondary Suites	1	0	2	0
Concluded Investigations	101	99	490	171
Active Investigations	23	21	40	24
BON's & MTI's Issued	162	162	695	299
➤ Total Maximum Fine Value	\$9042.50	\$8099	\$33354.5	\$13639.5
➤ Total Paid	\$1955	\$1600	\$8020	\$3115
➤ Total Outstanding	\$7087.50	\$5205	\$25334.5	\$10524.5
➤ Tickets Cancelled	7	5	36	10
➤ Warning Tickets (not included in "issued" total above)	58	77	280	151
BON & MTI Adjudication				
➤ Disputed Matters to Screening Officer	12	5	52	13
➤ Disputed tickets – cancelled	4	3	32	8
➤ Disputed tickets – confirmed by Screening Officer	8	1	19	4
➤ Sent to adjudication	0	0	0	0

Animal Control	2021 2nd Period	2022 2nd Period	2021 Year to Date	2022 Year to Date
➤ Dog Tags Sold	148	99	1495	1434
Incidents Investigated by Victoria Animal Control Services (VACS)	152	146	319	244
➤ Dogs at Large	37	18	48	33
➤ No Leash	84	34	116	62
➤ No License	70	15	105	26
➤ Barking/Noisy Dogs	0	11	8	16
➤ Dog Attacks (on animals)	5	5	8	8
➤ Dog Attacks (on humans)	3	3	3	3
➤ Cats at Large	16	8	21	11

Actions taken by VACS	2021 2nd Period	2022 2nd Period	2021 Year to Date	2022 Year to Date
➤ Verbal Warnings	63	42	76	62
➤ Written Notices	135	33	224	71
➤ BON Written	25	2	34	4
➤ Animals Impounded	68	15	82	33
➤ Contacts – with dogs – No Violation	N/C*	288	N/C*	455
➤ Contacts – without dogs – No Violation	N/C*	131	N/C*	218

*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 - 2 nd Period		2022 - 2 nd Period		2022 YTD Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	3	\$1,170,000.00	1	\$1,000.00	4	\$1,053,630.00
Industrial	1	\$350,000.00		\$0.00	0	\$0.00
Institutional	3	\$459,000.00		\$0.00	2	\$356,000.00
Duplex- Demolition		-		\$0.00	0	\$0.00
Duplex Alterations / Additions	1	\$13,000.00		\$0.00	1	\$1,000.00
Duplex New		-	1	\$750,000.00	1	\$750,000.00
Single Family New	1	\$1,100,000.00	4	\$1,375,000.00	6	\$1,850,000.00
Single Family Alterations	6	\$341,000.00	7	\$739,000.00	10	\$767,600.00
Single Family Additions	4	\$328,000.00	2	\$275,000.00	4	\$535,000.00
Single Family Accessory		-		\$0.00	0	\$0.00
Single Family Demolitions		-	1	\$1,000.00	6	\$6,000.00
Multiple Family New		-	4	\$74,103,708.00	8	\$111,739,208.00
Multiple Family Alterations	4	\$537,000.00	3	\$573,975.00	8	\$683,475.00
Multiple Family Demolitions		\$2,000.00	5	\$5,000.00	5	\$5,000.00
Sign Permit	2	-	2	\$12,900.00	2	\$12,900.00
Miscellaneous (Chimney/Insert)		-	1	\$6,008.28	2	\$13,008.28
*Plumbing Permits	46		42		89	
Total Permits Issued	71	\$4,300,000.00	73	\$77,842,591.28	148	\$117,772,821.28
Building Permit Fees		\$52,094.65		\$510,733.25		\$869,471.95

* [note- number of plumbing permits issued only]

Permits issued with a value of construction over \$500,000

Commercial

Industrial

Institutional

Residential Duplex

BP 014426 - 480 Grafton - To construct a new duplex with attached single car garage

Residential SFD

BP014386 - 1160 Greenwood Ave - To construct a new SFD with a secondary suite

Residential MFD

BP014434 - 435 Lampson - For paint, flooring, new cabinets, trim, new gas meters/Hwod in each suite. Bathroom fixture upgra

BP014379 – 612 Lampson St - \$4,000,000.00 - FDN only permit for construction of 89 Condominium units

BP014371 – 612 Constance Ave - \$20,103,708.00 - To construct a new 10 storey, mixed-use project

BP014407 – 879 Dunsmuir Rd - \$30,000,000.00 - To construct a 6 storey residential, wood construction, concrete parkade, spri

BP014376 – 899 Esquimalt Rd - \$20,000,000.00 - To construct a 12 storey mixed use building. 1 commercial unit and 66 resid



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-498

PERIOD REPORT

DATE: September 26, 2022

Report No. FIN-22-015

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and IT Departments - 2022 Second Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from May 1, 2022 to August 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting, & Accounting Operations

- The 2021 financial statements were approved by Council in May. Auditors spoke to Council regarding the statements and outlined the reason for their clean audit opinion.
- The Township's 2021 Statement of Financial Information (SOFI) was approved by Council in June.
- The relevant 2022 property tax statistics with 2021 data for comparison purposes are:
 - Property tax folios fully collected as of July 4 - 72.4% (2021: 70.9%)
 - Property tax folios fully collected as of August 31 - 94.8% (2021: 93.6%)
 - Total deferments - 532 (2021: 453)
 - Total deferred taxes - \$2,184,178 (2021: \$1,846,119)
 - Home owner grants claimed as of August 31 - 3,896 (2021: 3,838)
- There were 360 folios with outstanding regular or senior home owner grants claimed between July 4 and August 31. In these instances, the associated 10% penalty was waived in accordance with the newly adopted alternate tax collection scheme bylaw. The total amount of penalties reversed was \$23,710.
- Properties with delinquent property taxes were identified for potential inclusion in the 2022 tax sale. The title holders and mortgage companies on record were identified and staff coordinated payments with all parties in efforts to avoid a tax sale.
- An initial Payment In Lieu of Taxes (PILT) was received in June. The amount received represents the full amount requested in the Township's application based on BC Assessment values. The Township does not anticipate receiving any additional payments during the year and

it is expected that an appeal will not be required.

- Implemented the online functionality for dog and business license applications and renewals. Completed the initial system configuration, testing and process development for the ability to collect online credit card payments for property taxes.

2. Information Technology

- Completed the installation of IT infrastructure at various facilities including WiFi access at the Gorge Park Pavilion and physical access and controls at the temporary fire hall and new archives locations.
- Implemented vulnerability management applications that will allow for the identification and remediation of any security concerns with software being used on any Township desktop or server
- Closed a total of 383 internal staff support calls during the period which represents a 30% reduction from the same period in 2021.
- Implemented updated infrastructure with intelligent software to create a flexible foundation that is replacing legacy server and storage infrastructure.

II. COMMITTEES

- The Local Grant Committee completed its review of all 2023 Permissive Tax Exemption applications received prior to the August 31 deadline. The Committee's recommendations were subsequently approved by Council and a bylaw was drafted for adoption.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-509

PERIOD REPORT

DATE: September 27, 2022

Report No. EPW-22-014

TO: Laurie Hurst, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

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

The following is a report on the activities pertaining to the Engineering & Public Works Departments from May 1, 2022 to August 31, 2022.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 6 new service laterals installed this period (10 total for the year).
- 4 service laterals replaced (due to blockages) this period (11 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (1 total for the year).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual pump maintenance/controls inspections to be carried out in the third period of 2022.
- Program also includes coordinating similar activities for View Royal pump stations.
- No overflow events to report in the second period.
- Electrical Operating Permits were applied for and obtained in the second period.

3. Storm Drains

- 6 new service laterals installed this period (10 total for the year).
- 0 service laterals replaced (due to blockages) this period (4 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (1 total for the year).
- 3 catch basins replaced this period (6 total for the year).
- Program for catch basin cleaning was 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

occurred in the second period of 2022.

- Training in spill response will be initiated in the third period of 2022 for Public Works staff, provided a trainer can be obtained.

4. Liquid Waste Management

Wastewater - Inflow and Infiltration

- Continue to build program/bylaw for inflow and infiltration mitigation based on reports: EPW-21-30, EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, and EPW-17-064. I&I strategy for private side laterals to be brought to Council in third period of 2022 with public education to follow.
- 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 completed in the second period of 2022.
- 80 m of sewer main along Gosper Crescent to be lined in early third period to prevent I&I occurring between the sewer and drain mains.
- Separation of combined manhole at Uganda investigation occurred in the third period of 2021. Separation to occur in the third period of 2022.
- Investigative work identified in the I&I Management Plan started in second period, with further investigations and repairs expected in the third period.
- Procurement of flow monitoring equipment to occur in third period.

Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee
- 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 in first period 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 completed in the third period of 2022.
- Mill and pave to accommodate thermoplast to refresh crosswalks completed in second period.
- Major repair/minor capital works to begin in third period with several locations requiring repairs via asphalt removal and replacement.
- Carried out surface restoration for third parties.
- Approximately 258.65 tonnes of asphalt placed for the period (513.01 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 41.4 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (94 cubic meters total for the year).
- Approximately 139.7 linear meters was replaced for the period (353.8 linear meters total for the year).

8. Sidewalk Ramps

- Program for replacement occurred in the second period with two new sidewalk ramps installed at Highrock Ave and Intervale Ave, and two replacement ramps installed at Wychbury Ave and Lampson St.

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.
 - 1 - 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.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 13 (total additional bins purchased since 2014= 439).
- Tonnage of garbage waste stream collected for period = 339.9 (total for the year = 676.59).
- Tonnage of kitchen scraps stream collected for period = 180.3 (total for the year = 362.09).
- Tonnage for garbage and kitchen scraps streams for the year = 1038.68 (total for same period 2021 = 1081.71).
- 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 = 8,580 (13,108 total for the year).
 - View Royal residents = 5,629 (8,402 total for the year).
 - Commercial = 17 (26 total for the year).
 - Tonnage removed from site = 833.49 (1,364.85 total for the year).
 - Tonnage removed in 2021 second period = 732.57 (total for 2021 = 1,336.61).

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.
- Specifications preparation and tender release to occur in third period of 2022:
 1. 1 - $\frac{3}{4}$ ton trucks
 2. Electric utility cart
 3. Electric $\frac{1}{2}$ ton pick up 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 in service
 4. 1 - $\frac{3}{4}$ ton pick up truck in service

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 2 (total for the year = 4)
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 13 (total for the year = 32).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 4 (total for the year = 10).
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 0 (total for the year = 5).

14. Training

- Working on training opportunities for:
 1. Confined space - completed in second period
 2. Spill response
 3. Environmental Operator - Cross Connection Control
 4. Fall protection - completed in the second period
 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 completed detailed design in second period for the remaining 2021 location at 798 Lampson Street. Project was tendered with other underground works, with construction contract award options to be provided to Council on October 3.
- Additional 2022 locations are being identified based on condition assessment from CCTV inspections of underground assets through the 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 third 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.
- Detailed design completed by a consultant in the second period. Project was tendered with other underground works, with construction contract award options to be provided to Council on October 3.

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.
- Detailed design completed by a consultant in the second period. Project was tendered with other underground works, with construction contract award options to be provided to

Council on October 3.

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 third 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.
- Consultant provided preliminary drawings and proposed scope of work in the second period.
- Staff continue to investigate alternate options with the consultant.

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 obtained from consultant in the second period.
- Design to be finalized in third period of 2022.

15.10. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In 2023, 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.
- Parks and Engineering completed a walkthrough in the second period to determine extents of scope. Small repairs to be completed in third period and consultant to be retained for complete assessment.

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.
- First round of engagement completed in the second period with 537 responses to the online survey and 10 key stakeholder interviews.
- Emerging recommendations presented to Council in the second period.
- Second round of engagement to occur in September.
- Final materials to be presented to Council in the third period.

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 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.
- Completed 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 the third period of 2022.
 - Staff working with supplier to replace failed LED lights under warranty in the third 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 third period, to determine the concrete bases required to install new banner holders. Construction to follow.

15.18. Banners

- Unsold Remembrance Day banners from 2021 were sold in the second period with installations to occur in the third period of 2022.
- Procurement of new banners to go through the process outlined in the Public Art Plan, starting in the third period.

15.19. Sidewalk Capital Program

- This program increases the sidewalk network in length and improves connectivity.
- Kinver Street new sidewalk project (between Hadfield Avenue and Munro Street) was completed by Public Works in the first period.
- Detailed design and tendering complete on the following projects:
 1. New sidewalk on Constance Avenue (457 Constance to 425 Constance)
 2. New sidewalk in Archie Browning parking lot (east side of Bulled Field from Lyall Street to the north end of the field)
 3. Stair removal at the intersection of Lockley and Lugin
- Construction contract award options for above three projects to be presented to Council on October 3.

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 completed in the second period.
- Constance Avenue project tendered with other surface works projects in June, but received no bids.
- Constance and Head Street projects tendered with other surface works in September, with options for construction contract award to be presented to Council on October 3.
- Dunsmuir Street project to be completed by Public Works crews in the third period.

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.
- Detailed design that incorporates feedback with adjacent residents completed in the second period.
- Tendered with other surface works projects in June, but received no bids. Retendered in September.
- Construction contract award options to be presented to Council on October 3.

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 65% 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

- Consultant completed detailed design in the second period for installing a new signal pole in the northwest corner of the intersection.
- Request For Quotation completed in the second period.
- Construction will be carried out based on BC Hydro's schedule for providing service to 622 Admirals Road and is expected to be complete in the third 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 flashing 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 completed and tendered in June 2022, but received no bids.
- Project was retendered in September
- Construction contract award options will be presented to Council on October 3.

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
 - Protected bike lanes on Tillicum from Gorge Bridge to Craigflower and on Lampson from Craigflower to Esquimalt Road identified as priorities one and two.
 - RFP for design posted in September, with options for contract award to be presented to Council on October 3.
 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.
 - Staff to provide options for lowering speed limits to Council in the third period of 2022.
 3. Short Term Intersection Reviews & Improvements:
 - New signalized crossing on Tillicum Road identified as the top priority. RFP for posted in September, with options for contract award to be presented to Council on October 3.
 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 third 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.
- BC Hydro maintenance agreement signed in the first period for graffiti removal on BC Hydro poles.
- Updated framework for ETAG was provided to Council in the second period of 2022.
- Staff working with VicPD to recruit ETAG volunteers in the third period of 2022.

15.29. Esquimalt Town Square Project

Offsite services

- The contractor and Aragon have continued construction of the off-site services.
- Completion occurred 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.
- Mandatory training completed in the second period.
- 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 of an updated, weatherproof projector installation to occur in the third period.

16.0 Traffic Orders

- Number of Traffic Orders issued this period = 0 (total for the year = 3)

17.0. Development Applications

- Number of development applications for Engineering comments this period = 24 (total for the year = 41). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments = 31 (total for the year = 59). This number includes demo permits.

18.0. Nelson Street Walkway

- Fire damage occurred in July to the walkway at the south end of Nelson Street
- A consultant was retained to complete an assessment of the structure and complete design and estimates of the necessary repairs.
- Design and estimate of repair expected in the third period of 2022.

- The lower walkway remains closed until repairs can be complete.

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 #:22-503

PERIOD REPORT

DATE: September 26, 2022,

Report No. DEV-22-094

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2022 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2022, to August 31, 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 seven new rezoning applications and no new OCP amendment application in the second period:

- New - 1357 Esquimalt Road - 100 residential rental units.
- New - 884 Lampson Street - 119 residential units.
- New - 820 Esquimalt Road - 136 residential units.
- New - 906 Old Esquimalt Road - 5 townhouse units.
- New - 861 Kindersley Road - 5 townhouse units.
- New - 1072 Colville Road - Text amendment to allow suites in a duplex
- New - 1076 Colville Road - Text amendment to allow suites in a duplex.

2. Development Permit (DP) Applications

In addition to the existing development permit applications that staff continued to process (Appendix "B"), the department received 10 new applications in the second period:

- New - 1234 Esquimalt Road - new fascia sign
- New - 532 Paradise Street - DADU
- New - 866 Craigflower Road - apartment sign
- New - 924 Selkirk Avenue - addition to a detached dwelling

- New - 815/825 Selkirk Avenue - 46-unit multifamily building
- New - 772 Dominion Road - 8-unit townhouse
- New - 1189 Highrock Place - DADU
- New - 843 Craigflower Road - Free Standing Sign
- New - 925 Esquimalt Road - Apartment Sign
- New - 812 Craigflower Road - 10-unit Building

3. Development Variance Permit (DVP) Applications

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

- New - 429 Lampson Steet - Parking reduction
- New - 850 Colville Road - Height variance
- New - 772 Dominion Road - Variance to front and interior side setback, location of open space area, parking, and site coverage
- New - 932 Acadia Street - Setback variance
- New - 615 Bryden Court - Setback variance
- New - 435 Lampson Street - Parking Variance
- New - 1270 Rockcrest Avenue - Setback variance for accessory building

4. Board of Variance Application (BOV)

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

5. Heritage Alteration Permits (HAP)

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

6. Subdivision Applications

No new Subdivision Applications were received during the second 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 second period.

8. Legal Documents

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

- Worked with the consulting team on the Integrated Parking Study.
- Started the internal review of the Official Community Plan for recalibration

- Hired new Office Administrator.
- Worked on updating several brochures to help the public navigate the planning system.
- Worked with Community Safety Services and Finance and IT to establish a web based on-line building inspection booking system. This will allow residents and contractors to book building inspections on-line thereby being more convenient for them and saving staff time.

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 Council.
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group

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.
- Provided mapping services to other departments as requested.
- 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 Business Licence Applications for Zoning Compliance.
- Responded to property information requests.
- Provided Corporate Services with building plans for 17 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.

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 second period and reviewed 6 staff reports.

Design Review Committee:

The Design Review Committee met three times in the second period and reviewed 11 staff reports.

Board of Variance:

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
899 Esquimalt Road - Pacific House	Building Permit	0	66	0	66	0	Apartment
1357 Esquimalt Road	Rezoning	100	0	0	100	0	Apartment
1100-1108 Esquimalt Road and 610, 612, and 618 Lampson Street	Development Permit	0	89	0	89	0	Apartment/ Townhouse
615 Fernhill Road	Complete	0	10	0	10	0	Townhouse
874 Fleming Street (net 60)	Building Permit	137	0	0	137	137	Apartment
880 Fleming Street	Development Permit	42	3		45	24	Apartment
474 Head Street - Triangle Lands	Building Permit	0	73	0	73	0	Apartment
460 to 464 Head Street - West Bay Quay	Rezoning	0	12	0	12	0	Apartment
485 Joffre Street South	Rezoning	6	0	0	6	0	Stacked Townhouse
861 Kindersley Road	Rezoning						
429 Lampson Street - English Inn	Building Permit	0	227	0	227	0	Apartment/ Townhouse
756/758 Lampson Street	Rezoning	0	11		11		Townhouse
851 Lampson	Building Permit	0	4	0	4	0	Townhouse
884 Lampson Street	Rezoning	0	119	0	119	0	Apartment
602, 608, & 612 Nelson	Rezoning	0	105	0	105	7	Apartment
906 Old Esquimalt Road	Rezoning	0	5	0	5	0	Townhouse
1338 to 1350 Saunders St	Rezoning	72	0	0	72	6	Apartment
734 Sea Terrace	Rezoning	19	0	0	19	TBD	Apartment
815 & 825 Selkirk Avenue	Rezoning	0	46	0	46	0	Apartment
1052 Tillicum Road	Building Permit	0	5	0	5	0	Townhouse

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
1048 & 1050 Tillicum Road	Building Permit	0	5	0	5	0	Townhouse
1075 Tillicum Road	Development Permit	0	99	0	99	0	Apartment
530/534/538 West Bay Terrace	Development Permit	105	0	0	105	0	
Total:		1610 (58.2%)	1106 (40.0%)	48 (1.7%)	2764 (100%)	195 (7.1% of total)	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on August 4, 2022.

Ongoing Application Status as of August 31, 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.	Rezoning Bylaw adopted by Council on November 21, 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	Amendment Bylaw No. 3039 adopted on April 4, 2022.
1209 Lyall Street	Rezoning	To amend the zoning bylaw to allow for a small cottage brewery operation.	Rezoning Bylaw given first and second reading on September 26, 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

Address	Type of Application	Description	Status
819, 821, and 823 Esquimalt Road	Development Permit	For a multi-family seniors apartment building with 92 residential units and 1 commercial retail space.	Approved by Council on September 20, 2022
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	Processing
3-916/920 Old Esquimalt Road (to be 3-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
4-916/920 Old Esquimalt Road (to be 4-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
5-916/920 Old Esquimalt Road (to be 5-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
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. Approved by Council on July 4, 2022

Address	Type of Application	Description	Status
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.
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
1223 Colville Road	Development Permit	New Duplex	Will be considered by Council on October 3, 2022
880 Fleming Street	Development Permit	45-unit condominium building	Approved by Council on June 27, 2022
819/821/823 Esquimalt Road	Development Permit	92 residential units with one commercial unit.	Development Permit approved by Council on September 20, 2022,
901 Selkirk Avenue	Development Permit	Single family dwelling	

Address	Type of Application	Description	Status
1075 Tillicum Road	Development Permit	99-unit residential building with ground floor commercial space.	Approved by Council on June 27, 2022.
1360 Lyall Street	Development Permit	New Duplex	Approved by Council on August 29, 2022
820 Dunsmuir Road	Development Permit	7 Townhouses	Approved by Council on July 4, 2022
1232/1234 Juno Street	Development Permit	Signage for Daycare	
881 Craigflower	Development Permit	Renovate an existing DADU	Approved by Council on March 7, 2022
1213 Old Esquimalt Road	Development Permit	Enclose a patio on an existing accessory building	In process
1310/1338/1340/1344/1350 Saunders Street	Development Permit	Six-storey purpose built rental multi-family development with 72 units	Approved by Council on June 13, 2022.
842 Carrie Street/850 Colville Road	Development Permit	For a new detached dwelling	In process
1-1230 Esquimalt Road	Development Permit	Signage for Dental Clinic	Approved
DP Amendment - 1235 Esquimalt Road	Development Permit	Outdoor patio at the Esquimalt Town Square	
DP Amendment – 612 Constance Avenue	Development Permit	Minor Changes to building	
DEVELOPMENT VARIANCE PERMIT			
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
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.

Address	Type of Application	Description	Status
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.
1-1230 Esquimalt Road	Development Variance Permit	New Facia Sign	Approved
480 Grafton Street	Development Variance Permit	1.7 metre variance to required rear yard setback to accommodate basement stairs.	Approved by Council on May 18, 2022
1221 Rockcrest Place	Development Variance Permit	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.	Application considered by the APC on March 22, 2022. Approved by Council on July 4, 2022
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			

Address	Type of Application	Description	Status
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
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
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Esquimalt, B.C. V9A 3P1

Staff Report

File #:22-502

PERIOD REPORT

DATE: September 26, 2022

Report No. P&R-22-014

TO: Laurie Hurst, Chief Administrative Officer

FROM: Steve Knoke, Director of Parks and Recreation

SUBJECT: Parks and Recreation - 2022 Period Report

The following is a report on the activities pertaining to the Parks and Recreation Department from May 1st 2022 to August 31st, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- A Branch Out invasive removal event was held on May 7 at Macaulay Point Park, with the Greater Victoria Green Team, to address a section of invasive species that threatens the native biodiversity of the park. 169 sq metres of land was cleared of invasives.
- A flail mower contractor was hired to clear invasives at Macaulay Point Park, Hereward Park, Wurtele boulevard and Craigflower boulevard.
- A conceptual drawing and landscape plan was prepared for a Green Shores demonstration project for Esquimalt Gorge Park. This is a partnership with Stewardship Centre BC with plans to develop the green shore during the summer of 2023.
- The Hither Green Park nature inspired playground was installed along with a stone pathway and donation bench. Park was opened on June 18th for public use.
- Urban Forestry work consisted of 12 tree removals and 63 trees pruned on public property.
- 55 tree cutting applications were processed with 55 trees removed and 16 trees pruned. 13 applications for tree cutting were denied.
- In partnership with World Fisheries Trust, planning and design of the Gorge Creek salt marsh project included the submission and acquisition of a fisheries permit, hiring of a biologist and contractor and enlisting of a Songhees archaeologist and two interns to support the project. Majority of the project is now complete with plans to plant the riparian area this fall and to install a split rail fence along the trail. This project was jointly funded by the Pacific Salmon Foundation and the Township of Esquimalt.
- Donation benches were installed at Highrock Park and within the new Japanese Pond Garden.
- A picnic table was refurbished at the Esquimalt Adventure Park with a new donation.
- The horticulture staff purchased and planted the entrance sign bed, the pond garden, and the NW garden at the new Esquimalt Gorge Park Pavilion with diverse plant material with seasonal interest, beautiful colors, interesting textures, and varying heights.
- Engraved boulders were installed in the Japanese pond garden to recognize the key players in the pavilion development and the Esquimalt Garden Club for their significant donation.

- Two artistic tiles were installed on the torii gate to recognize donors.
- The water park was opened on May 20 with minor repairs completed to valves and three new activators were installed.
- Engineered wood fiber surfacing was installed for the Memorial Park playground.
- A plan was prepared to phase out Township handheld fuel powered landscaping equipment.
- An Exmark mower was purchased.
- Ongoing repairs were made to the rubber play surface at the Esquimalt Adventure Park.

Park bookings May - August 2022

- Saxe Point Park - 38
- Esquimalt Gorge Park - 54
- Macaulay Point Park - 5
- Bullen Park - 112
- L'Ecole Brodeur - 79
- Memorial Park - 41
- Bullen Diamonds - 30
- Colville Sport Courts - 10 (rented out to the South Island Tennis League Spring 2022)

2. Recreation Services

Marketing and Registration

- There were 24,887 single admission drop-ins
- There were 35,308 membership scans
- Pass sales are:
 - 10 Admission - 624 sold
 - 25 Admission - 250 sold
 - 1 Month - 280 sold
 - 3 Month - 186 sold
 - 6 Month - 62 sold
 - Annual - 279 sold
 - Regional Annual - 15 sold
- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,319 followers on Twitter (up from 4,301 last period), 6,328 on Facebook (up from 6,040 last period) and 2,038 on Instagram (up from 1,851 last period).

Health & Fitness

- Registration for Fitness Programs for Children, Youth and Adults was 169 people.
- Drop-in Fitness participation was 2,734 and Wellness Centre Drop in participation was 15,064.
- Offered additional time slots for Wellness Centre Orientations which had 36 participants and the Youth Orientations had 29 participants.
- Many of our drop-in and registered fitness classes took place outdoors using Bullen Park, Buxton Green and Saxe Point Park locations.
- New registered fitness classes were offered at the Gorge Park Pavilion with success with 47 participants engaging in various fitness classes including Hatha Yoga, Wind Down Yoga, and BollyX (Bollywood Dance Based). A highlight of the summer was offering a free yoga program for International Yoga Day which was facilitated with one of the contractors with 37 registrants.

- A request for quote was developed for the purpose for new Cardiovascular and Strength Machines for the Esquimalt Recreation Centre. Staff will be reviewing the quotations received from bidders in the upcoming month.

Arts, Culture, Social & Special Interest Programs

- Soap-making 101, with local community business Wychbury Ave, was full - 21 participants
- Preschool and school age dance classes were all almost full, and some had waitlists
- New kids cooking class “Local Eats” was full - 24 participants
- Preschool guitar class full - 6 participants
- With the support of Esquimalt Neighbourhood House, many preschool, child, and youth programs were able to be offered either free or subsidized, including:
 - Parent & Tot Dancing
 - Dance Together
 - Creative Dance
 - Comics & Storytelling
- Senior drop-in programs continue to be popular, with each session having between 4 and 12 people attending, including:
 - Conversation Café
 - Bridge
 - Mah Jong
 - Mexican Train Dominoes
 - Knit & Crochet
 - Ukulele Club
 - Rummoli
 - Music Jam
 - Writer’s Group
 - Euchre
 - Scrabble
 - Cribbage
 - Drop-in Painting

Recreation Facilities

- Work was completed on the solar water system at the recreation centre, and it now provides for pre-heating of hot water.
- Heat Pump 5 in the boiler room of the recreation centre is back in operation after replacing a pump and piping. This takes heat from the boiler room and adds it to the 25 meter pool.
- At the sports centre hockey board repairs were complete and rubber flooring replaced around the players boxes.
- The barrel roofs at the sports centre were cleaned and down spouts, eaves troughs and roofs were de-mossed and cleaned.
- All 4 oil separators were replaced in the refrigeration room, new control panels installed at each compressor, a new ammonia suction valve installed on compressor 1. Compressor 4 was overhauled and looked to be in very good condition after 11 years of service.
- Technical Safety BC completed their safety audit of the refrigeration plant and operations for the facilities “risk assessed status” with a new boiler officer for Victoria in record time. The facility passed the audit for the plant and operations, the next safety audit will be in 2 years.
- The hockey ice was installed in late August.

- The curling ice was installed early this year allowing for curling during the BC Senior Games.

Preschool, Children, Youth, Arena and Sport

- OSC completed the school year running at our capacity of 78/78 in after care and at 61/78 kids in before care.
- The Teen Centre remained open for drop-in sessions. The average number of participants was 16 on Thursdays, 38 on Fridays and 39 on Saturdays. These are consistent numbers from the last period.
- All Summer Camps ran at or near capacity, with many camps having waitlists.
- Youth/Teen camps ran at or near capacity each week, with an average of 91% attendance (camp capacities ranged from 12-16 kids).
- Step 1 of our Youth Training Program successfully ran for the second time. Participants completed the required 40 hours of volunteer experience in many different departments throughout the Recreation Centre. There is a plan in place to retain those volunteers and to provide them with volunteer opportunities throughout the school year.
 - Youth volunteers from previous training programs returned this summer to volunteer.
- Step 2 of our Youth Training Program ran for the first time in the first week of August. This program is geared towards preparing the participants with more refined employment skills. Although not required to complete Step 2, all participants did volunteer in programs throughout the summer. 2 participants have applied and been interviewed for entry level positions in the Recreation Centre.
- MIJO Taekwondo ran 5 programs at École Victor-Brodeur:
 - Tues Kids Class 20/25 participants
 - Sat Kids Class 14/25 participants
 - Sat Kids Taekwondo for Beginners 24/25 participants
 - Tues Adult Class 15/25 participants
 - Sat Adult Class 13/25 participants
- 1 Home Alone class ran at 18/20 participants
- Badminton contractor ran 2 courses with us:
 - 10yrs+ class: 4/12 participants
 - Teen-Adult class: 8/12 participants
- Drop in Stay & Play childminding was brought back in May. Program runs twice a day. Program was/is well attended (full most of the time).
- LITTLEUNIVERSE came on as a contractor this period and ran 2 new child programs with us:
 - 2D Video Game Design Level 1 - 6/12 participants
 - Lego Robotics - 13/16 participants
- Capital Bike came on as a contractor this year and ran 2 new 1-day kids bike programs with us:
 - May Kids Can Ride (Ages 7-9): 10/12 participants
 - June Kids Can Ride (Ages 7-9): 11/12 Participants
- KATS Tennis ran 2 programs with us:
 - 5-8yrs class 14/14 participants
 - 9-12yrs class - 6/12 participants
- Our kids Soccer program ran 4 classes as per the norm. Classes ranged from ages 3 up to 12. All classes were full with a waitlist.
- 4 Preschool programs ran this period and completed the school year with the following registration:
 - Mon/Wed morning class: 8/16 participants
 - Tues/Thurs morning class: 13/16 participants
 - Fri morning class: 15/16 participants
 - Mon/Wed/Fri afternoon class: 10/16 participants

- Tues/Thurs Nature preschool class: 4/14 participants
- Longsword Combat ran at the Pavilion for the first time at 18/20 participants.
- Urban Rec ran 2 Volleyball programs with us:
 - Spring Thursday Program: 12/12 teams (~72 participants)
 - NEW* Summer Thursday Program: 12/12 teams (~72 participants)

Community Development and Events

- We saw the return of the following Esquimalt Recreation Centre events from May - August 2022:
 - The Neighbourhood Party - June 4, 2022
 - Esquimalt Summer Cinema in Bullen Park, with 300 participants at each movie
- We also saw the return of community Block Parties over the summer. Successfully supporting 5 between July and August.
- The Community Development department also functioned in a supporting role for the Grand Opening of the new Esquimalt Gorge Park Pavilion, with over 600 people in attendance.
- The Community Development department functioned in a support role for the following community events:
 - Buccaneer Days
 - Fort Macaulay Historical Tour
 - Esquimalt Farmers market every Thursday in Memorial Park and an additional day this year every Monday in Esquimalt Gorge Park
 - Memorial Park Music Fest - every Tuesday night in memorial park over the summer
 - TCAC held the following Events: Bard Across the Bridge; Sculpture Splash; Chalk Art Party; Splash of Paint;
 - NEW: TD Victoria International Jazz Fest.
 - Pet-a-Palooza

Aquatics

- Aquatic programs are returning to 2019 participation levels, despite the ongoing national lifeguard shortage.
- Summer community lessons had 370 participants in group swimming lessons, along with 42 private swim lessons. This is comparable to 2019 registration numbers of 375 in group community lessons.
- During this period, there were 11 Advanced Aquatics courses offered, with 80 participants certified in either Bronze Medallion, Bronze Cross, National Lifeguard, or Water Safety Instructor. This is on par with the 85 participants certified during the same period in 2021.
- Waterfit continues to be popular, with up to 40 participants attending morning classes and up to 15 attending evening classes. From May- August Esquimalt offered 20 drop-in waterfit classes a week.
- The summer saw busier Everyone Welcome swims with up to 130 people in the pool at a time.
- From May- August aquatics hired five auxiliary program leaders and four auxiliary lifeguard/ swim instructors to maintain program levels and service.
- There has been continued success with hiring assistant lifeguards (program leaders). Nine assistant lifeguards/ swim instructors have continued with their advanced aquatics courses and are now working for Esquimalt rec as fully certified lifeguards and/ or swim instructors.
- The position of regular full time Aquatic Supervisor has been split into two regular part time positions. Both positions were filled by mid-August.
- Aquatics is looking to hire lifeguards/ swim instructors who have graduated high school to fill daytime hours for Fall 2022.

Gorge Park Pavilion

- The Brand new Gorge Park Pavilion opened in late June with a Grand Opening Event on June 18 that

saw over 600 people in attendance.

- From the end of June through August 31 there were 36 bookings in the Pavilion, including 4 weddings, 1 award show/social night, and 2 special events open to the public.
- Booking for the 2023 'Wedding Season' has been strong during this report time period, with the Pavilion booked solid on Saturdays from April through September 2023 already.
- Pavilion tours and facility visits have been really steady through the first two months of operations with lots of questions about the building, the Teahouse mural, and the Japanese Gardens.
- Staff have set-up a Green Tea service, by donation, in the lobby of the Pavilion.

Facility Bookings and Events

Archie Browning Sports Centre:

- Meeting rm A - 71
- Crows nest - 26
- Boardroom - 77
- Meeting rm b - 15
- Lounge - 29
- Arena - 191
- Curling - 23

Esquimalt Recreation Centre:

- Viewfield - 66
- Jubilee - 113
- Atrium convertible - 15
- Pioneer A/B - 28
- Senior Center - 23
- Pioneer A - 15
- Pioneer B - 32
- Lower Multipurpose - 12
- Fernhill - 45
- Kanaka - 49
- Lacrosse Box - 128
- Craigflower - 10

Brodeur School:

- Gym - 7
- Multipurpose Gym - 11

II. COMMITTEES

- Parks and Recreation Advisory Committee met on June 23, 2022 at 6:30 p.m.:
 - Received a Green Shores presentation on proposed work at Gorge Park and endorsed the project.
 - Reviewed and provided feedback on Townships' Draft Climate Action Plan and Draft Climate Adaptation Plan.
 - Reviewed and provided feedback on Anderson Park Community Garden Expansion.
 - Reviewed and provided feedback on proposed Draft Fees and Charges Bylaw updates and increases.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:22-500

PERIOD REPORT

DATE: September 26, 2022

Report No. FIRE-22-005

TO: Laurie Hurst, Chief Administrative Officer

FROM: Steve Serbic, Fire Chief

SUBJECT: Fire Department - 2022 Second Period Report

The following is a report on the activities pertaining to the Fire Department from May 1, 2022 to August 30, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm call	45	Assist other ag	24
Burning complaint	5	Bylaw/ Fire Co	8
Hazardous material	7	General inquir	15
Medical aid	167	Oil tank inspec	6
Misc.	5	Placed on star	8
Motor vehicle incident	7	New building r	8
Other fire	6	Public ed. / ha	16
Structure fire	8	Fire investigat	131
Natural Gas	5	Business licen	40
Vehicle fire	2	Car seat clinic	1
Lift Assist	14	Car Seat inspe	14
Brush Fire	2	Fire Safety Pla	5
Marine	2	Assist public	24
Total Period	284	Total Period	300
Responses YTD	605	Activities YTD	459

2. Community Services

Prevention Activities

The second period of 2022 saw EFRS reset to the main services that it provided prior to COVID-19 to the community such as inspections, business licenses, plan review, oil burning equipment and public outreach/education.

Inspections

EFRS is actively completing required inspections for 2022 using the FDM Mobile App. Firefighters and Fire Administration were instrumental in the ongoing education around the associated procedures.

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

Business License and Plan Review

Business licenses continue to be steady with EFRS receiving approximately 40 new license requests during the period. The administrative assistant continues to vet new applications and forward flagged applications on to the prevention division.

Plan Review

In the second period of 2022 EFRS continues to work with developers and the building department to adhere to the Area Planning (AP) phase of the development process; to set clear direction and expectations in the early stages, which includes the requirement of a fire site plan to assist in identifying fire safety needs or concerns.

Oil Burning Equipment

EFRS has inspected upwards of half a dozen oil burning related equipment permits including underground oil tanks. We currently have one site that has been forwarded to the Ministry of Environment.

Public Outreach/Education

EFRS members ran a car seat installation clinic at the recreation center for the public on August 21, it was very well received. This involved our firefighters educating members of the public on the safe installation of car seats.

EFRS members have had two meetings with SD61 District Vice-Principal Lindsay Johnson who is the contact for community outreach programs in the school district. These two meetings

have been around developing our Fire Academy for Esquimalt High School students.

Training Portfolio - *Community Services*

High-Rise

EFRS organized one joint high-rise training day with CFB Esquimalt at the Charles Kingsmill building at Work Point. The other three crews will be captured in the fall. This training was related to communication challenges with multiple responding agencies who need to perform a firefighter rescue including a mayday protocol and managing multiple radios/channels.

EFRS has ordered ten (10) new escape packs and they are scheduled to arrive in early fall due to supply issues at which point EFRS members will train in their window/floor egress abilities.

Technical Rescue

EFRS crews have been instructed on a pre-rigged confined space rope method which allows for a faster deployment to rescue scenarios.

Fire Ground Survival

EFRS management has rolled out monthly skills culminating in a twice-annual confidence course which incorporates all skills in the program to increase firefighter self-rescue skills.

3. Department Services

In the second period, the department's training included our regular skills maintenance, with a focus on the fireground self-rescue and survival drills, working with mutual aid partners on high rise drills. Esquimalt Fire also hosted training and had expert instructors come in to train our members and members from other Greater Victoria Fire Departments. Crew were shown and practiced specialized firefighting skills and techniques related to hose handling and firefighter survival in emergent situations. Using the old Public Safety Building, crews were able to practice these skills in a more realistic environment. Members completed specialized courses in command and control to finish their Fire Officer 1 program.

The department crews have rotated through some of our new larger residential buildings for the purpose of building familiarity.

Crews worked with CFB Fire on some high-rise drills at an apartment building. These are valuable exercises for crews and incident commanders to work with each other to become familiar with each others' operations.

The Fire Department hosted the First Nations Emergency Services Society along with many First Nations firefighters from across British Columbia. These firefighters took part in a Fire

Fighter Combat Challenge exercise showing their skills and abilities to area residents and local fire departments. Fire Department members were guest judges and Honor Guard members from neighboring Fire Departments joined Esquimalt for the ceremonies.

4. Administrative Services

The fire department second period included a move from the old fire hall to the temporary one.

The summer was busy and there was increased interest from the public in the new temporary fire hall due to its new location. The location has lent to the crews working with the community on family initiatives as they tend to stop by more on their way to the park.

The move to the temporary fire hall provided the opportunity for administration to streamline its records and archive some documents.

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