



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

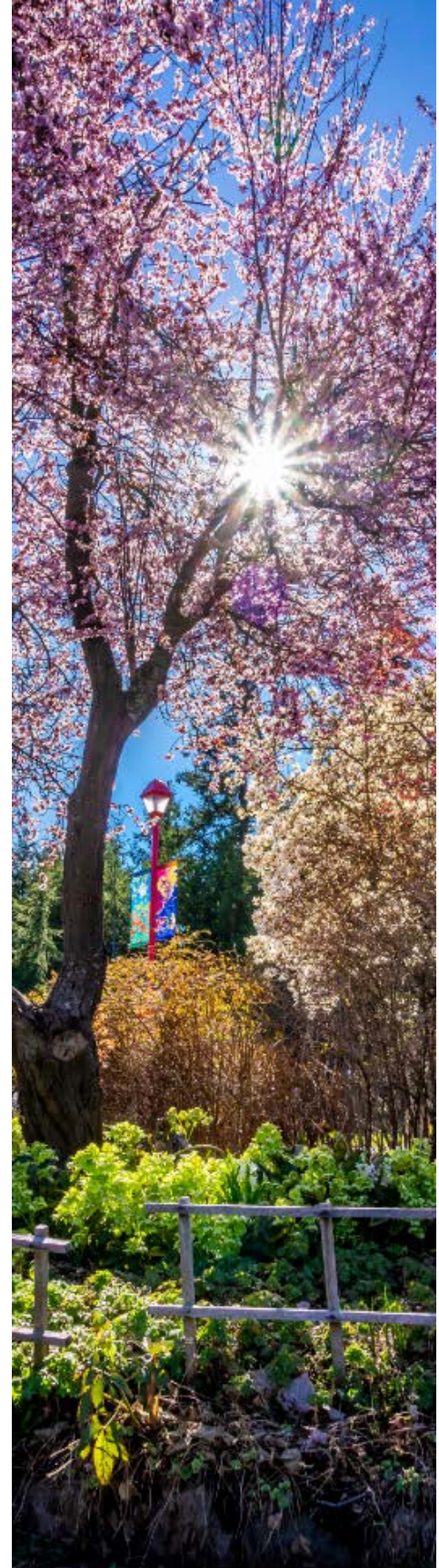
We value people and treat everyone with dignity and fairness.

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

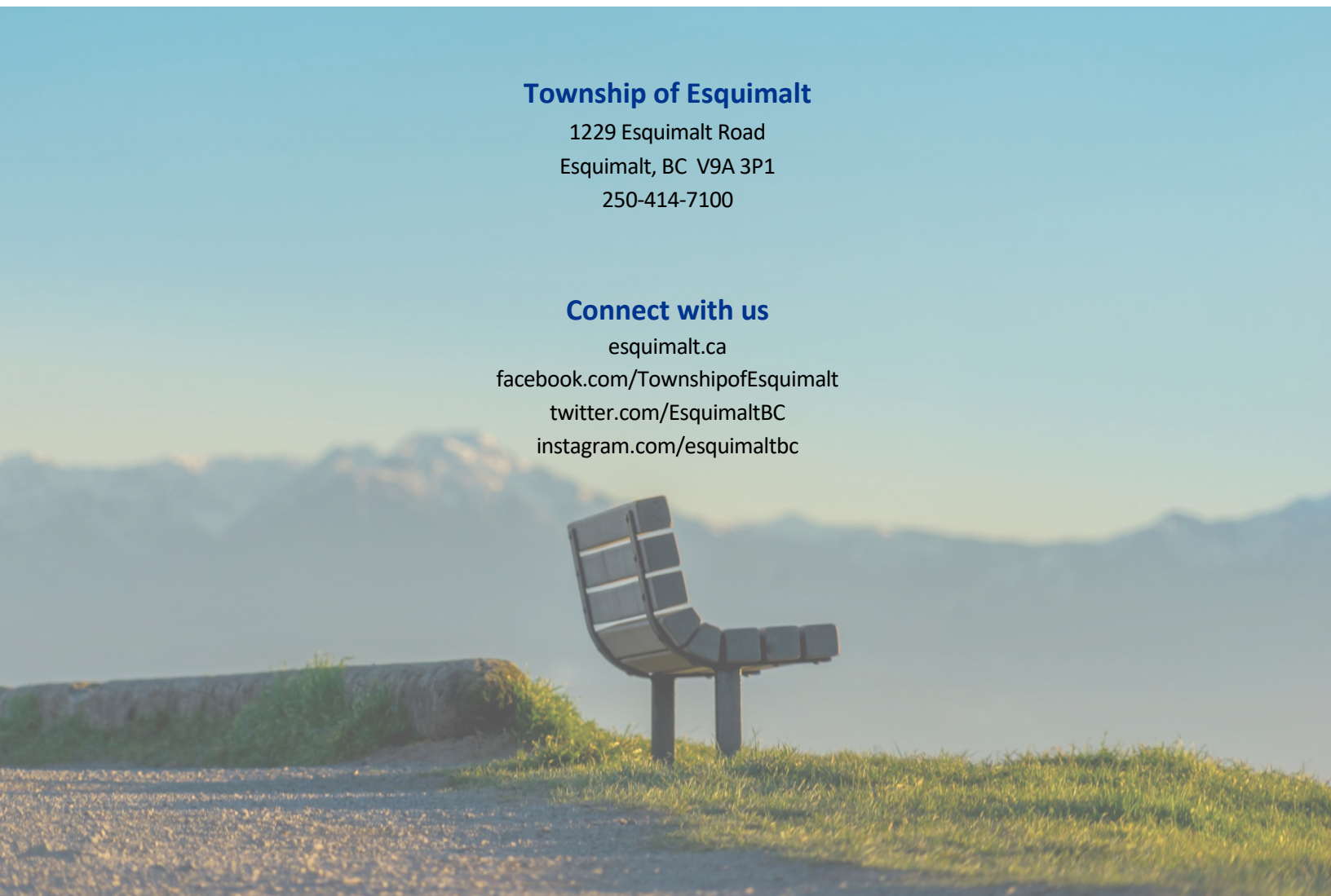
- Consider further improvement to Township website by evaluating best practices in accessibility standards and general usability
- Implement increased online functionality
- Explore opportunities for public engagement regarding annual budget process
- Improve efficiency of Council and Committee meetings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

Township of Esquimalt

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Operational Strategies 2019 - 2023

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	The Request for Proposals will be issued in the second period.
Prepare zoning bylaw amendments for detached accessory dwelling units	Development Services	The amendment bylaw is in progress with the public hearing scheduled for the second period.
Prepare minor housekeeping amendments to official community plan	Development Services	The current workload has resulted in a delay in this strategy and it will be completed in the third period.
Complete staff report on implications and costs to develop neighbourhood design guidelines for the entire community	Development Services	The current workload has resulted in a delay in this strategy and it will be completed in the third period.
Complete staff report on the feasibility and benefits of a policy on detached accessory dwelling units, carriage houses and below market housing	Development Services	Completed – The rezoning process for Detached Accessory Dwelling Units is underway with the public hearing scheduled early in the second period.
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	Consultant has completed the baseline assessment portion of the study and carried out the first round of public engagement. This information will be reviewed, and scope of work developed for second round of public engagement in the second period.
Improvements to Lyall Street from Head to Lampson utilizing funding from wastewater treatment facility agreements	Engineering & Public Works	CRD has accepted the scope of work presented by the Township. Request for proposal for design/project management to be released early second period.

Operational Strategies 2019 - 2023

Operational strategies	Responsibility	Progress
Support the arts, culture and heritage community		
Finalize and present Public Art Master Plan for Council consideration	Parks & Recreation	Patricia Huntsman was hired to develop a <i>Public Art Master Plan</i> which will guide and set direction for future decision making with regards to art in public spaces. Community engagement for this project is now underway.
Provide training for Advisory Planning Commission members on heritage values	Development Services	This will happen on-line when the new members are in place in July 2021.
Work with consultant to design new archive space in municipal hall	Corporate Services	Staff working with consultants to ensure planning and design for temporary police station meets long term criteria for archives and other office space. Currently refining final design.
Develop complete inventory of archival material	Corporate Services	The intent was to have this completed prior to the move to Municipal Hall. With the delay of the move, and the impact from COVID (no volunteers), minimal progress has been made in this period.
Ensure wastewater treatment plant and Esquimalt Town Square art funds utilized fully	CAO	Currently working with project lead at the CRD on a commitment review for all wastewater agreements; plan for art has been submitted by CRD.
Update local grant policy and online application	Financial Services	Report was presented to COTW; Updated policy and application will be prepared for review by Council during third period.
Enhance opportunities for Parks & Recreation		
Finalize sale of 880 Fleming Street and replenish Parkland Acquisition Fund	Development Services CAO	The Purchase and Sales Agreement has been executed. The rezoning application has been received and is being processed as per the agreement.
Complete Saxe Point Park natural area management plan	Parks & Recreation	A brainstorming session was held with the Parks and Recreation Advisory Committee to develop the key goals and objectives for the Saxe Point Park Natural Area Management Plan.

Operational Strategies 2019 - 2023

Operational strategies	Responsibility	Progress
Enhance opportunities for Parks & Recreation (cont'd)		
Complete Esquimalt Gorge Park restoration and education plan	Parks & Recreation	Significant natural area restoration and educational awareness within Esquimalt Gorge Park has occurred. Work included invasive plant removal and native plantings along the banks of Gorge Creek and the linear forest that parallels Gosper Crescent. A new interpretive sign was designed and installed for the Esquimalt Gorge Park pollinator meadow. Bird boxes and mason bee boxes were installed on refurbished pilings adjacent to the pollinator meadow. Interpretive signs for Esquimalt Gorge Park creek and estuary have been drafted to raise awareness of this sensitive ecosystem. The Gorge Waterway Action Society received funding to host a Youth Community Partnership program in Esquimalt Gorge Park. Fourteen youth were hired to develop skills in the areas of restoration, biology and interpretation. A split rail fence was installed on the South side of Gorge Creek to help protect the migratory bird sanctuary and its sensitive ecosystem.
Develop operational plans for new Gorge Park Pavilion in conjunction with public consultation	Parks & Recreation	Over the summer months, we will engage the community and stakeholders to determine what programs and services are of the greatest interest. Concurrently, we will develop a business plan that will include: market research to help formulate fees and charges for services; revenue projections; an overall operating plan and budget; policy and procedure development for operating the new pavilion; a marketing plan; and a capital request plan to furnish the building.

Operational Strategies 2019 - 2023

Operational strategies	Responsibility	Progress
Fully utilize the \$17 million McLoughlin amenity funds to maximum potential		
Finish construction of Gorge Park Pavilion	Parks & Recreation	Significant progress has occurred with the <i>Esquimalt Gorge Park Pavilion development</i> , including the installation of concrete footings, the foundation, and steel and timbers for the structural integrity of the building.
Finalize design and award construction tender for Public Safety Building (PSB) utilizing McLoughlin amenity funds	Community Safety PSB working group	Design finalization is underway with updated plans from the architects circulated to staff for review.
Undertake necessary processes to secure funding and approvals to ensure funding of PSB	Community Safety PSB working group Corporate Services	Council authorized AAP process to support borrowing bylaw. Process is on going and should be finalized in the next period.
Advance the work of reconciliation with Indigenous People		
Focus on economic development in addition to funding of Indigenous art projects in the Township	CAO Parks & Recreation	Indigenous art is being installed as part of the Macaulay Point improvements and wastewater art funding; future projects include plinths at the Esquimalt Town Square and consultation for installation of works in the new Gorge Park Pavilion.
Control deer in partnership with other governments		
Continue with public education program including results of study	Community Safety	Public Education program is continuing and should be kicking off for the year very soon.
Conduct immunocontraception study	Community Safety	Preliminary work has been done and the application to conduct the study is currently with the Province awaiting approval.

Operational Strategies 2019 - 2023

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	Joint project with Parks and Engineering to retain a consultant to carry out review of past projects and potential further work. No work has been completed in this period. Scope of work to be developed in the second period.
Finalize a Climate Adaptation Plan	Development Services	Staff are editing the plan based on comments received from the Directors and will present a revised plan to the Directors in the second period.
Finalize a Climate Action Plan	Development Services	Staff are reviewing the draft Climate Mitigation Plan and will be providing the consultant with comments early in the second period.
Present staff report to Council on options to implement the step code	Development Services Community Safety	The Step Code will be implemented along the provincial timeline beginning in 2022.
Present staff report to Council for an EV ready bylaw for new development	Development Services	This has been completed.
Review all emergency policies and programs to ensure that they recognize and reflect climate change	Community Safety	This process is ongoing and will be completed by the end of the third period.
Review tree protection bylaw to ensure best practices	Parks & Recreation	This is scheduled to be done in the third period.
Conduct public education on oil tanks and report results to Council	Development Services	Letters were sent to all owners of property with known oil tanks. Staff will present a summary report to Council in the second period.
Develop health strategies for our community		
Develop design guidelines for improving the design of 'missing middle' housing (PlanH)	Development Services	This will be done in the third period.
Create Social Wellness Checklist	Development Services Fire Department	This will be done in the third period.

Operational Strategies 2019 - 2023

BUILD AND ENHANCE PARTNERSHIPS

Operational strategies	Responsibility	Progress
Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities		
Organize regular Community to Community forums	Council Corporate Services	These events are on hold until COVID-19 restrictions are lifted and allowed.
Consult and engage with First Nations on update of Economic Development Strategy	Council Corporate Services	Update of this strategy is on hold until the Economic Development Officer position with the Township has been recruited.
Develop territorial acknowledgements	Corporate Services	This has been completed, with a list of Territorial Acknowledgements being compiled for Council and Committee Chairs to select and read at the start of every meeting.
Continue to support First Nations events utilizing Township communication tools	Corporate Services	Reposting First Nation-specific businesses, Nation employment opportunities and grant offers on corporate social media accounts, noting that there have been few events during this period due to COVID.
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	Pending verbal update.
Work with VicPD on new Esquimalt Together Against Graffiti (ETAG) program	Engineering & Public Works	Public Works and Parks continue to clean up graffiti in public spaces and right of ways. Working with VicPD on the implementation of a graffiti tracking app.
Work with Esquimalt community groups to advance economic, cultural, social and environmental opportunities		
Implement Checkout Bag Regulation Bylaw subject to Provincial direction	Development Services	This is being held in abeyance due to COVID 19 and will be brought forward to Council when retailers have capacity to implement it.

Operational Strategies 2019 - 2023

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

Operational strategies	Responsibility	Progress
Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre		
Monitor construction of new library space	CAO Development Services	CAO and consultant continue to monitor progress payments and change orders; currently have approved progress payment #7.
Support revitalization and beautification initiatives along Esquimalt Road		
Explore further opportunities under the Revitalization Tax Incentive Program	Financial Services	Review of programs in other jurisdictions has been completed; Report to COTW during second period.
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	Corporate Services Development Services	Development Services discusses Esquimalt's amenities with developers when they make inquiries. Engaged with Chamber communications to promote Chamber news, local business education opportunities and initiatives including ECC's "Feast" takeout food festival in March. Communicating directly with Chambers to share Township initiatives, like the Active Transportation Plan Project engagement campaign.
Facilitate budget discussion to implement economic development function as per recommendations from SIPP project	CAO	This function has been approved by Council and once office space is available will be recruited; expected to be complete in third period.
Utilize relationship with Urban Development Institute and South Island Prosperity Project as additional input and resource for economic development	CAO	Liaison committee met in first period and had good discussion with UDI.

Operational Strategies 2019 - 2023

LOCAL SERVICES AND INFRASTRUCTURE

Operational strategies	Responsibility	Progress
Identify infrastructure repair and proactively plan for replacement needs		
Implementation of Inflow and Infiltration Management Plan and evaluation of underground infrastructure	Engineering & Public Works	II study has continued. Flow monitors were installed in various catchments to determine flows. Interpretation of the results has started with a work plan to be developed in the second period. Carrying out spot investigation of potential cross connection locations in Gosper Crescent. The results of the investigation will assist in modification to main line replacement work.
Continued implementation of sidewalk master plan	Engineering & Public Works	Preliminary design and public consultation for the Constance projects and the utility lane between Constance and Admirals completed. Request for proposals will be released early part of second period for design/tendering/project management. Grant application submitted for Greenwood sidewalk, but no response has been received yet.
Continued implementation of roadway master plan	Engineering & Public Works	Major maintenance/minor capital works projects are in the initial stages of being planned. Started work on request for proposal for underground inspection works.
Continued implementation of street lighting improvements and upgrades	Engineering & Public Works	Working with consultant to confirm lighting levels for planned work. Next set of road corridors have been determined, with work to start in the second period.
Explore local initiatives for other waste streams – Integrated Resource Management/CRD projects	Engineering & Public Works	Preparing the request for proposals for the undertaking of the business case development for submission to CRD and MOE. Preliminary discussions with CRD and MOE have been carried out along with review of background information.
Remove and replace underground fuel tank at public works yard	Engineering & Public Works	No work was carried out in this period. In the second period will be working with the consultant to determine horizontal and vertical delineation of potential contamination.

Operational Strategies 2019 - 2023

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. Asset management training for two staff members.
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Preliminary work has been completed on expenditures and annual activities for various infrastructure systems. Continue to develop an overarching philosophy of asset management.
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	No work has been carried out in this period. Anticipating discussions with DND and PWC in the second and third periods to develop roles and responsibilities.
Explore regional emergency support services	Community Safety	Active discussion with View Royal, Saanich and Oak Bay regarding enhanced mutual aid support that could lead to a more unified ESS approach. Planned joint training in Level One planning for summer with Colwood/View Royal ESS team. New Fire Department Mutual and Automatic Aid Agreement signed with the City of Victoria.
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	Administration Committee has met once in first period and will meet again in second period on budget allocation formula; discussion on performance metrics scheduled in second period.
Review all alternatives for provision of police services to the community	CAO	Correspondence sent to Province on alternatives; awaiting response.

Operational Strategies 2019 - 2023

Operational strategies	Responsibility	Progress
Support ongoing improvements to transportation corridors		
Evaluate transportation corridors for opportunities and options for enhancement	Engineering & Public Works	Information obtained from the active transportation plan will be used to assist in the design of projects to encourage multi-modal movements. Detailed design of the Lampson Road project to occur in the second/third periods.
Develop an Active Transportation Plan	Engineering & Public Works	Active Transportation Plan is underway with an expected completion date late in the second or early third period.
Participation on CRD Regional Transportation working group	Engineering & Public Works	Staff work with the working group to present and advocate for Township priorities. Recommendations submitted to the CRD Board.
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	Community Safety	Promotion of alert ready during Emergency Preparedness week and in local publications such as The Current.
Develop coordinated evacuation plans for Esquimalt and Victoria utilizing VicPD	Community Safety	The project was successfully completed, an evacuation plan was created that is in sync with City of Victoria. A tabletop exercise was conducted that validated the plan and exercised all participants including VicPD.
Monitor and review changes to the Emergency Program Act when released to determine impacts to the Township	Community Safety CAO	The updated Act has not been released and is pending.

Operational Strategies 2019 - 2023

EXCELLENCE IN PUBLIC SERVICE

Operational strategies	Responsibility	Progress
Support Chief Administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township's core values		
Develop and implement diversity and inclusivity education sessions for all staff	Corporate Services	Two training sessions have been scheduled for staff, via Zoom, with Moussa Magassa, a UVIC Human Rights Educator, and an educator specializing in equity, diversity and inclusion. The sessions will take place in May.
Develop and implement two-tiered education program: supervisory training and leadership development program	Corporate Services	Development to be completed 2 nd quarter with implementation for September/October 2021.
Implement recommendations from the fire department environmental scan	Corporate Services CAO	Several recommendations have been implemented, and the fire department, together with the CAO and the Director of Corporate Services and HR are working collaboratively with a consultant to develop a strategic plan for the fire department. Completion of the strategic plan expected for the third period.
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	Corporate Services Directors	With the Assistant Chief vacancy in the Fire Department, four members were given an opportunity to perform the role of Acting Assistant Chief, each for a one month duration. The intent was to provide an opportunity to do some of the work of an Assistant Chief and be mentored and coached by Chief Jancowski and Assistant Chief Widdifield.
Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals	CAO	This work was completed in the first period.

Operational Strategies 2019 - 2023

Operational strategies	Responsibility	Progress
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	Corporate Services	Including committee agenda notifications as part of the council agenda subscriber email. Updated compost, yard waste and garbage sections of website for easier navigation and current information.
Implement increased online functionality	Financial Services	Agreement signed to improve functionality to apply for, and pay for, dog and business licences as well as property tax notices; full implementation during third period.
Explore opportunities for public engagement regarding annual budget process	Financial Services	Reviewing options and discussing similar projects completed in other municipalities; anticipated implementation during third period
Improve efficiency of Council and Committee meetings by updating the Council procedure bylaw	Corporate Services	To be completed by the third period.
Improve electronic records inventory	Corporate Services	Electronic shared drive restructure project completed. Electronic records are now inventoried and classified on the new shared drives that have been set up according to the Township's modified version of the LGMA records classification structure. Some clean-up remaining, but the move of records to the new classification system has been completed.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-272

PERIOD REPORT

DATE: May 10, 2021

Report No. ADM-21-013

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2021 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2021 to April 30, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

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

2. Operations

- Facilitated strategic planning session with Council to update the 2019-2023 Strategic Priorities.
- Conducted workshop with senior leadership team to update operational strategies based on direction from Council.
- Reviewed prior year work plans with senior leadership team to evaluate progress and completed all development and work plans to set performance goals for the upcoming year based on the updated strategic priorities.
- Provided input and guidance during development of financial plan and tax rate discussions based on strategic priorities, operational strategies and organizational capacity.
- Prepared materials as continuation of addressing funding allocation for policing and position in relation to Framework Agreement and LePard reports.
- Continued with working group and consultant to move the public safety building project forward including further design input for costing and planning and initiation of the alternative approval process.
- Reviewed and monitored progress on the library tenant improvements through approval of contracts, applicable change orders and progress payments; currently have approved and issued progress draw #7.

- Completed 5-year term as a member of the Regional Emergency Management Partnership Steering Committee including exit interview and recommendations for moving forward with concept of operations and regional training.
- Monitored progress on wastewater treatment project for outstanding items; currently reviewing matrix for outstanding items and preparing response to CRD Project Manager.
- Continued with implementation of recommendations for fire department environmental scan including initial discussions with consultant to facilitate vision, mission, values and strategic planning processes.
- Emergency operations centre continued to meet weekly and adjust operations to respond to latest health orders and guidelines including 'circuit breaker' restrictions with revised work from home scheduling and adjustments to operations for use of Archie Browning as a vaccination clinic.
- Participated on interview panel for recruitment of Assistant Fire Chief, Director of Parks and Recreation and Public Works Manager positions. All processes were successfully completed with accepted offers of employment.
- Discussion with Urban Development Institute and liaison committee regarding development in Esquimalt.
- Worked specifically with senior staff on various issues and initiatives including: work with legal counsel on an upcoming arbitration, work with architect on designing future archives space.
- Review and approval of all corporate communication materials prior to publishing.

3. Other

- **Regular meeting attendance and participation (most meetings electronic via zoom/teams/telephone conference call):**

- CAO/Mayor - weekly
- Senior leadership group - weekly
- EOC - weekly
- Public Safety Building Working Group - weekly
- GVLRA Board - monthly
- Te'mexw Treaty Advisory Committee - monthly
- Victoria City Manager - bimonthly
- VicPD Chief Constable - quarterly
- Labour Management - CUPE/IAFF - quarterly
- Emergency Planning Committee - semi annually

- **Special Events**

- Farewell zoom event for Corporate Officer

- **Training/Workshops/Seminars**

- Local Government Management Association annual CAO Forum

II. COMMITTEES

File #:21-272

- CAO is appointed to and participates on the following committees:
 - Regional Emergency Management Partnership Steering Committee (appointment ended in March 2021)



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-271

PERIOD REPORT

DATE: May 5, 2021

Report No. ADM-21-011

TO: Laurie Hurst, Chief Administrative Officer

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

SUBJECT: Corporate Services and HR - 2021 First Period Report

The following is a report on the activities pertaining to the Corporate Services and HR departments from January 1, 2021 to April 30, 2021.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- 24 meetings including preparation of:
 - 2 Public Hearing and 2 Bylaw Amendment notice newspaper advertisements.
 - 39 Meeting Notices and associated newspaper advertisements.
 - 23 agendas and minutes for Regular, Special and In Camera meetings of Council and Committee of the Whole, including posting on website and Municipal Hall notice board.
 - 9 late item agenda notices.
 - 8 Action Reports and completion of all follow up correspondence and distribution to third parties.
- 145 resolutions were voted on at Special Council, Regular Council and Committee of the Whole meetings.
- Corporate Officer and Deputy Corporate Officer commissioned 17 documents for residents of Esquimalt.
- Deputy Corporate Officer prepared 5 bylaw consolidations.
- Staff prepared 6 Proclamations and posted to the Municipal website and Municipal Hall notice board.
- Staff processed 260 mail items for retention and distribution and sent 48 acknowledgement emails.
- Office Administrator created an electronic mail stamp as well as developed and implemented new process for processing Corporate Services mail electronically and trained staff.
- Corporate Officer and Deputy Corporate Officer completed 10 electronic registrations at Land Title Office.

- Corporate Officer responded to 5 requests for access to records under the Freedom of Information and Protection of Privacy Act.
- Corporate Officer and Deputy Corporate Officer continued to adapt Council meeting practices and public input opportunities based on Ministerial Orders associated with the COVID-19 pandemic.
- Deputy Corporate Officer created a fillable pdf form for Request for Access to Records for ease of submission by members of the public.
- Corporate Officer and Deputy Corporate Officer processed, reviewed, and filed 2020 Financial Disclosure Statements for Council members and Municipal Officers.
- Corporate Officer and Deputy Corporate Officer completed the annual Policy review and completed administrative updates as required.
- Staff coordinated Council's Strategic Planning session.
- Corporate Officer and Deputy Corporate Officer monitored and finalized the 2020 Action Reports and followed up with staff accordingly.
- Corporate Officer and Deputy Corporate Officer completed the 2021 administrative change over including website and agenda management software updates.

2. Committees

- Corporate Officer and Deputy Corporate Officer completed the 2021 internal committee re-appointment process and initiated the recruitment process to fill 8 remaining vacancies on Advisory Committees, Commissions and Boards.
- Corporate Officer and Deputy Corporate Officer organized and scheduled the Committee Chairs check-in with Council.
- Deputy Corporate Officer provided administrative support to the Local Grants Committee to assist with preparation of agendas and completion of minutes.
- Staff continued to webcast all committee and commission meetings using the Legistar platform.
- Office Administrator, as Recording Secretary for the Environmental Advisory Committee (EAC), coordinated 2 EAC meetings, including preparation and posting of notices, agendas and minutes.
- Office Administrator provided training in the use of Granicus for producing agendas and minutes to the Manager of Recreation Services for the Parks and Recreation Advisory Committee and to the Planning Technician for the Advisory Planning Commission and APC Design Review Committee.
- Officer Administrator assisted in the coordination, preparation and posting of notices, agendas and minutes of 3 Advisory Planning Commission meetings, 3 APC Design Review Committee meetings and 3 Parks and Recreation Advisory Committee meetings.

3. Business Licence Administration

- Office Administrator provided clerical support for Business Licencing: processing and monitoring applications, responding to questions and inquiries from the public, maintaining and closing accounts, and preparation and mailing of 61 late payment penalty notices for 2021.
- Corporate Services administration staff contacted 67 businesses via telephone who did not have an email address to provide a renewal reminder as well as additional attempts to

contact all businesses until payment of licence renewal fee or notification of closure was received.

4. Administrative support for Mayor & Council and CAO

- Coordinated and provided note taking and action items for 13 Senior Management meetings which included EOC/COVID19 discussions.
- Coordinated and provided note taking and action items for 4 Community Leader meetings.
- Coordinated 1 Mayor's Open-Door event via Facebook Live.
- Cancelled numerous meetings and rescheduled to teleconference or online format.
- Prepared 22 letters for Mayor and CAO [retirement/invitations/thank you/congratulations/new business] and other Township related business.
- Coordinated registration for 13 forums/seminars for Mayor.
- Coordinated registration for the AVICC virtual conference - attended by 1 councillor.
- Coordinated 8 performance reviews for CAO of senior management staff.
- Organized and coordinated delivery of 11 new resident welcome packages.
- Assisted Communications Manager throughout the period re: updating website and social media/Hootsuite posts [specific details as noted by Communications Manager].

5. Records Management

- Electronic shared drive restructure project completed. 422,500 electronic files were either deleted or moved to new shared drives organized according to the Township's records classification structure.
- Council Policy No. ADMIN-76 Imaging of Municipal Records was prepared and approved by Council.
- Two staff members were re-assigned to assist with records management part-time, under the direct supervision of Archivist/Records Coordinator.
 - Auxiliary staff member processed Building records previously stored at the Public Safety Building and began property file review project.
 - Regular staff member continued property file review project and assisted with various electronic records management projects.
- 1408 new paper records were created and entered in the TAB Fusion software.
- 227 paper records were destroyed as part of the annual records review and destruction process, using TAB Fusion software.
- 71 new boxes sent to Access Records off-site records storage facility and entered in TAB Fusion software, including 45 boxes of Building and Engineering records previously stored in the Public Safety Building.
- Administrative staff continued advancing their departmental paper and electronic records management projects, with support and assistance from the Corporate Officer and Archivist/Records Coordinator.

6. Archives

- The Archives has remained closed to the public and volunteers since March 17, 2020 due to the COVID-19 Pandemic. The Archivist/Records Coordinator continued to work one day

- a week in the Archives with proper safety procedures.
- 26 research requests were completed:
 - 2 research requests partially answered, which will be completed when public access to the Archives' Reading Room and collections resumes.
 - 2 terms of use agreements signed for use of archival photos in publications.
 - Volunteer Sherri Robinson continued to assist with research requests from home.
- 1 photo was taken of a building with an approved demolition permit.
- Began meeting with architects regarding the Municipal Hall Space Concept Design, which includes the design of a new archives space.
- A weekly newsletter entitled "Archives from a Distance" was distributed on Wednesdays to Archives volunteers, to keep volunteers engaged with the Township, while providing a lighthearted diversion from the news and a way to keep connected with each other.
- The Archivist/Records Coordinator continued to collaborate with the Communications Manager on weekly #TBT (Throwback Thursday) posts and articles in the Current newsletter.

7. Communications

The Manager of Communications:

- Designed and printed the spring edition of "The Current" community newsletter.
- Wrote articles to be included in the Times Colonist's "Experience Esquimalt" feature.
- Created events and news e-newsletter for March and April.
- Worked on memorial banner project by sourcing pricing, designing promotional ads, creating website and social media content and issuing a media release.
- Worked with the Manager of Engineering and contractors on creating and executing active transportation plan community engagement activities, including meeting with SD61 parents, creating web pages, updating engagement platform, creating social media content and issuing a media release.
- Wrote 21 news items and releases for website yielding interviews and local media coverage.
- Promoted annual campaigns and observance days including Pink Shirt Day, Volunteer Week, Earth Day, Moosehide Campaign; creating new Township content as needed.
- Shared information regarding Township proclamations.
- Shared information regarding Township employment opportunities.
- Promoted both business licence and dog licence processes and deadlines.
- Continued the "Throwback Thursday" social media program in conjunction with Archives.
- Coordinated and promoted Mayor's Open-Door using Facebook Live.
- Advanced "shop local" messaging in digital communications, advertisements, and Current community newsletter.
- Supported local organizations in Township-related communications, including Esquimalt Farmers Market; Buccaneer Days; Esquimalt Chamber of Commerce; and CleanBC.
- Supported local health authority's COVID-related communications and advisories.
- Worked with the District of Saanich on shared communications regarding changes to the Gorge Bridge.
- Worked with the District of Oak Bay on shared communications regarding the Emergency Preparedness Week contest.

- Created a variety of communications regarding the public safety building project and alternative approval process, including web pages, handout documents, social media images and newsletter content.
- Filmed and edited two videos for the hands-only CPR initiative in addition to editing presentation materials, creating related website content, promoted initiative on social media and authored a news release.

Analytics (last period in brackets):

Esquimalt Alert registrations

- 1,924 (1,785) registrants

Legistar

- 1,494 (1,123) total page views (all pages in the Granicus system)
- 860 (648) total visits (total number of times visitors came to the site)
- 754 (556) total unique visitors - individual views of the site
- 52 per cent desktop, 48 per cent mobile

Website Hits

- Total page views: 214,317 (218,468)
- Top three pages:
 1. Parks and Recreation
 2. Home page
 3. Recreation drop-in schedules

Twitter

- Average 2,905 (2,062) post views per day (impressions)
- Total 618 (430) posts;
- Total followers: 3,770 (3,699)

Facebook

- 1,847 (1,782) followers
- 3,203 (1,688) engagements (likes, clicks, shares)
- 174 (174) new timeline posts

Instagram

- 1,097 (941) followers
- 111 (74) posts
- 1,832 (1,176) engagements

LinkedIn

- 279 (159) followers
- 473 (765) page views
- 13 (22) posts

Communications - related online newsletters

- Events list: 271 contacts

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

8. Human Resources

COVID-19:

- Continued to use Work from Home (WFH) Agreements. Increased work from home days for staff where operationally feasible, following the recommendation from Provincial Public Health Authority.
- Sent a COVID-19 Update to all staff.

Occupational Health and Safety:

- Two new staff members were trained in Occupational First Aid and became back-up first aid attendants for the Municipal Hall.

Training and Development:

- Executive Assistant attended online seminar April 28th: Finding Your Voice: Uncover the Boss in You with speaker and author Dianna Leeder put on by The Canadian Association of Municipal Administrators (CAMA).
- Deputy Corporate Officer completed the final course towards the Local Government Administration Certificate, PADM 203: Local Government Law.
- Administrative Clerk II completed a Due Diligence webinar from Employers' Advisers Office and Occupational First Aid Course.
- Worked with an educator specializing in equity, diversity and inclusion to plan education sessions for Township Staff. Training sessions will take place in May 2021.

Recruitment:

- There were 8 regular positions filled this quarter. Recruitment was conducted entirely via Zoom interviews.

Filled:

- Planning Technician
- Engineering Technologist - Asset Management
- Recreation Programmer - Aquatics
- Reception Leader (RPT)
- Out of School Care Supervisor (RPT)
- Utility Operator
- Aquatics Supervisor
- Parks - Light Equipment Operator/Labourer

In progress:

- Assistant Fire Chief
- Labourer II
- Director of Parks and Recreation
- Manager of Public Works

- Advanced Aquatic Instructor
- Building Maintenance Worker (RPT)
- Manager of Corporate Services

Labour Relations:

- CUPE: Step III grievance resolved.
- IAFF: Continued working with legal counsel on an upcoming arbitration.
- Continued involvement by the CAO and the Director of Corporate Services and HR with fire department environmental scan, implementing recommendations for improvements.
- CAO and the Director of Corporate Services and HR attended two Labour Management Meetings for IAFF.

General:

- Management Policy No. M-PER-20 Respectful Workplace Policy was implemented in January 2021.
- CAO and the Director of Corporate Services and HR, together with a working committee, worked with design consultant to develop the design for future space for Archives and Development Services.
- 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.
- The annual Employee Long Term Service Recognition Event was held as a virtual event. The Mayor prepared a video for the recipients which was posted to the staff intranet.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-247

PERIOD REPORT

DATE: May 10th, 2021

Report No. CSS-21-010

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2021 First Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from January 1st, 2021 to April 30th, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- **Neighbourhood Emergency Preparedness Program (NEPP)**
 - The NEPP program continued to be on hold while new material and workshops are being developed. Given the on-going Covid-19 pandemic holding in-person workshops is not advised. This time is being used for the creation of new material.
- **Emergency Support Services (ESS)**
 - ESS Volunteer team continued to meet monthly for training. Since the beginning of the reporting period volunteers have been trained on the new Electronic Assistance and Registration tool; this is an electronic ESS form.
 - Resumption of Level One team meetings which are focused on level one responses.
 - On 20th April 2021 - two volunteers responded to a structure fire that impacted two suites. Two families were displaced and required ESS. Both were provided with three days of hotels, as well as gift certificates for other needs such as clothing, groceries, and incidentals. All costs will be recovered though EMBC.
- **Emergency Radio Communications**
 - The volunteer radio team continued to meet every Wednesday, adhering to covid safe practices and utilising zoom.

- Two mini exercises were held, a radiogram message reception and transmission and a discussion and comparison of what a radio operator should have in a radio operations deployment bag.
- All batteries were checked in deployment kits and all updates done on any devices as required.
- **Administration**
 - The Emergency Program continued to be active in regional projects under both Regional Emergency Management Preparedness (REMP) Committee and Local Government Emergency Program Advisory Committee (LGEPAC). This includes, Tsunami Mapping Project, and a cross jurisdictional scan on how communities would support one other in a cross-boarder evacuation.
 - Grant application was submitted for UBCM funding for ESS supplies, the intent is to purchase Reception Centre and Group Lodging supplies to build additional capacity for the Township and region.
- **COVID-19 Response**
 - In response to the COVID-19 pandemic, the Esquimalt EOC has been activated to Level One since March 12th, 2020. The EOC has operated mainly virtually via conference call and email from employee workstations to comply with social distancing recommendations; the exception being briefing meetings with senior staff for information sharing and planning purposes. The EOC has continued to operate under these parameters during this period.
 - Staff continued to have daily and weekly conference calls with local, regional, and provincial organizations in this period while making organizational changes when required to ensure provision of essential services and ensure compliance with Provincial Health Orders.
 - The EOC continued to evaluate Township operations as the COVID situation evolves. There continued to be pandemic messaging for staff, pandemic messaging and a webpage for the public, increased cleaning and sanitizing in all areas of the Township, signage in parks and playgrounds, cancellation and refunds of recreation programs where required, enhanced focus on working from home as per Provincial Health Officers direction and establishment of a vaccination clinic in the curling rink of ABSC.

2. Bylaw Enforcement

- Bylaw Offence Notice (BON) Disputes:

In this period, 14 BON's were referred to the screening officer level. Of those, 13 were cancelled and one was upheld for payment. No matters were referred for adjudication.

- In 2021 the Township introduced dog tag sales at two retailers, Castle Building Center and

Shoppers Drug Mart. During the first period, which contains the annual renewal period for dog licences, 1269 license were sold: 695 from Municipal Hall and 574 from vendors. 1269 tags sold is also the highest number of tags sold in the first period at any time in the past.

- Attachments

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

3. Building Inspections/Permits

- The first period of 2021 resulted in a reduction in permits and construction value from 2020 first quarter, however that is primarily due to the impact of large commercial projects getting underway in 2020. There is still strong demand for building permits and the potential for several large projects commencing in the remainder of 2021. The total value of construction in period one of 2021 is just under \$8 million compared with \$54 million in 2020, with the permit fees showing a parallel decrease from \$478,000 in 2020 to approximately \$87,000 in 2021.

- Attachments

Building Permits Chart [Attachment #2]

4. Policing

- Esquimalt Division Inspector and Township Staff worked via the Public Safety Building Working Group.
- 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

- No additional communities have joined the Intercommunity Business Licence group in the last period.
- 2021 business licence renewals:
 - 304 1st Reminder emails sent on January 14th
 - 67 businesses who did not have email addresses on account required telephone call follow-up
 - 61 Late Payment Penalty notices mailed February 8th

- All businesses who were sent a renewal notice received at a minimum of one phone call with subsequent attempts to contact until payment received or notification received to close business
 - 651 renewed their business licence for 2021 (759 notices mailed out)
 - 106 Businesses advised of closure or were determined closed from November 28, 2020 - April 22, 2021 as part of the renewal process
 - The Township currently has 706 active business licences (740 at end of 2020)
 - In this period, 53 new businesses obtained a licence
 - In this period, 90 businesses were closed
 - Current business licences by classification:
 - 121 Apartment buildings
 - 2 Cannabis retailers
 - 30 Large commercial
 - 207 Small commercial
 - 8 Inter-community
 - 3 Liquor sales
 - 1 Market
 - 2 Money lenders
 - 12 Non-resident
 - 7 Professional offices
 - 2 Pubs
 - 2 Registered charities
 - 26 Home crafts
 - 40 Home occupations
 - 243 Intermunicipal
- Of the 26 Home craft, 40 Home occupations and 243 Intermunicipal business licences, 287 are home based businesses.

6. Public Safety Building (PSB)

- Ongoing design work with HCMA - nearing final designs
- Design for temporary Fire space (Archie Browning Parking Lot) complete
- Tendering for temporary Fire buildings underway
- Design for temporary Police space (old library) complete
- Alternative Approval Process (AAP) underway (results early in next period)
- Re-Zoning process underway - report will be before Council next period
- Township website updated with a dedicated PSB web page
- Significant social and print media advertising for AAP and Re-Zoning processes conducted.

II. COMMITTEES

- No Community Safety Services Staff currently sit on any Council appointed committees; however, the Director and the Emergency Program Manager represent the Township on the Capital Regional District Local Government Emergency Program Advisory Commission, the Regional Emergency Planning Advisory Commission, and the Regional Emergency Management Partnership with the Province, as well as on several regional and provincial working groups.
- The Director sits on a Provincial Local Government Bylaw Notice Enforcement Act Working Group.
- The Director chairs the Community Safety Services Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee.
- The Director chairs the Public Safety Building Working Group.

**Bylaw Enforcement
2021 – 1st period**

	2020 1st Period	2021 Year to Date	2021 Year to Date
Total Bylaw Contraventions and Complaints Investigated	137	125	125
➤ Streets and Traffic	62	43	43
➤ General Bylaw Inquiries	24	30	30
➤ Maintenance/Nuisance Property/Noise Bylaw	29	38	38
➤ Zoning Bylaw	7	7	7
➤ Business License	8	1	1
➤ Building	1	3	3
➤ Animal Control	1	1	1
➤ Park Maintenance & Tree Protection	5	1	1
➤ Assist Third Party Agencies	0	0	0
➤ Secondary Suites	0	1	1
Concluded Investigations	115	110	110
Active Investigations	22	15	15
BON's & MTI's Issued	242	101	101
➤ Total Maximum Fine Value	12,420	5835	5835
➤ Total Paid	2395	1485	1485
➤ Total Outstanding	10,025	4350	4350
➤ Positive Resolution	26%	53%	53%
➤ Outstanding Tickets	74%	47%	47%
➤ Tickets Cancelled	14	12	12
➤ Warning Tickets (not included in "issued" total above)	98	66	66
BON & MTI Adjudication			
➤ Disputed Matters to Screening Officer	19	14	14
➤ Disputed tickets – cancelled	16	13	13
➤ Disputed tickets – confirmed by Screening Officer	3	1	1
➤ Sent to adjudication	0	0	0

Animal Control	2020 1st Period	2021 Year to Date	2021 Year to Date
➤ Dog Tags Sold	1210	1269	1269
Incidents Investigated by Victoria Animal Control	175	167	167
➤ Dogs at Large	15	11	11
➤ No Leash	66	32	32
➤ No License	28	35	35
➤ Barking/Noisy Dogs	3	8	8
➤ Dog Attacks (on animals)	3	3	3
➤ Dog Attacks (on humans)	0	0	0
➤ Cats at Large	2	5	5

Actions taken by VACS	2020 1st Period	2021 Year to Date	2021 Year to Date
➤ Verbal Warnings	33	13	13
➤ Written Notices	86	89	89
➤ BON Written	7	9	9
➤ Animals Impounded	17	14	14

Permit Type Issued	2020 - 1 st Period		2021 - 1 st Period		2021 YTD Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	2	27,600,000.00	5	327,242.00	5	327,242.00
Industrial	3	186,000.00	1	1,300,000.00	1	1,300,000.00
Institutional	1	200,000.00	1	95,000.00	1	95,000.00
Duplex - Demolition	0	0	0	0	0	0
Duplex Alterations / Additions	0	0	1	500,000.00	1	500,000.00
Duplex New	0	0	0	0	0	0
Single Family New	1	400,000.00	7	3,495,000.00	7	3,495,000.00
Single Family Alterations	8	1,298,000.00	7	294,000.00	7	294,000.00
Single Family Additions	3	170,000.00	3	170,000.00	3	170,000.00
Single Family Accessory	0	0	1	40,000.00	1	40,000.00
Single Family Demolition	5	9,000.00	1	1,000.00	1	1,000.00
Multiple Family New	2	24,014,982.00	0	0	0	0
Multiple Family Alterations	5	272,650.00	10	1,750,001.00	10	1,750,001.00
Multi Family Demolition	0	0	1	1.00	1	1
Sign Permit	0	0	2	8,501.00	2	8,501.00
Miscellaneous (Chimney/Insert)	1	5,000.00	1	750.00	1	750
Total	31	54,155,632.00	40	7,981,495.00	40	7,981,495.00
Building Permit Fees		477,754.40		87,434.05		87,434.05
*Plumbing Permits	33		37		37	

*[note- number of plumbing permits issued only]

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

COMMERCIAL

BP014242 – 754 Fairview Rd - renovate to add a new power room - \$50,000

BP014244 – 101 Island Hwy – renovate landlord's office - \$150,000

BP014266 – 505 Park Pl – new coffee shop - \$60,000

INDUSTRIAL

.BP014198 – 836 Viewfield Rd - renovations to provide office space and tasting room - \$1,300,000

INSTITUTIONAL

BP014250 – 530 Fraser St - convert multi purpose room into temporary clinic - \$95,000

RESIDENTIAL – DUPLEX

BP014261 – 460 Foster St – interior renos - \$500,000

RESIDENTIAL – SFD

BP014253 – 1127 Colville Rs – addition to existing structure - \$60,000
BP014264 – 1017 Gosper Cres – reno kitchen, create family room, add 5th bedroom - \$90,000
BP014238 – 994 Wordsley St – add secondary suite - \$125,000.00
BP014267 – 445 Foster St – second floor add on to detached garage - \$100,000
BP014240 – 1197 Bewdley Ave – new SFD - \$470,000
BP014245 – 455 Sturdee St – new SFD - \$1,000,000
BP014210 – 1.1336 Wood St – new SFD - \$380,000
BP014211 – 2.1336 Wood St – new SFD - \$380,000
BP014280 – 459 Sturdee St – new SFD - \$540,000
BP014285 – 1158 Craigflower Rd – new SFD - \$365,000
BP014284 – 1160 Craigflower Rd – new SFD - \$360,000

RESIDENTIAL – MFD

BP014251 – 1190 Bewdley Ave – new addition and upgrades to existing - \$250,000.00
BP014282 – 850 Parklands Dr – repair decks and balconies - \$1,365,000.00

Infrastructure Deposit of \$2,500.00 taken on 18 of the 40 permits issued



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-261

PERIOD REPORT

DATE: May 10, 2021

Report No. FIN-21-010

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and IT Departments - 2021 First Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from January 1, 2021 to April 30, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- Drafted the 2021-2025 Financial Plan which involved the compilation of departmental submissions, discussion with senior management and formalization of recommendations for Council consideration.
- Made several budget presentations to Council which provided an overview, a summary of challenges, and an updated policies and objectives document. The Financial Plan and various tax rate scenarios were presented to Council for consideration and adoption.
- Prepared year end reconciliations and draft financial statements for the Township's auditors to facilitate their review, testing and issuance of an audit opinion.
- Drafted an Alternate Tax Scheme Bylaw for Council adoption. This bylaw established a separate penalty date pertaining to outstanding amounts as a result of unclaimed home owner grants.
- Implemented the Employee Self Service functionality to provide staff the ability to receive electronic pay stubs and monitor their leave balances. Further enhancements such as attendance records and time sheet entry will be incorporated during the next phase of implementation.
- Accounted for the COVID-19 Safe Restart Grant funding received from the Provincial and Federal Governments. Tracked and recorded revenue shortfalls and additional expenditures that were attributed to the pandemic during the 2020 fiscal year. Considered and incorporated potential revenue and expenditure impacts within the 2021-2025 Financial Plan.

2. Risk Management

- The Township's facilities and equipment were evaluated by a third-party to determine adequate replacement costs for the purposes of ensuring sufficient insurance coverage.

- The Township's property insurance coverage was renewed with AON with commencement on February 1 for a one-year term. Later this year, the intention is to initiate a request for proposal process for property insurance services to ensure the Township is receiving sufficient value for money from their external insurance provider.

3. Information Technology

- Various technological upgrades were made throughout the municipal departments including an initial transitional to the Microsoft Exchange Online platform, a performance upgrade to our Citrix network environment, and the implementation of a new PDF editor to improve the ability for digital document signoffs.
- Resulting from the various upgrades and implementations, the department saw an increase in internal support service calls. During the period, the department closed 766 calls which was more than twice the number of calls closed during the previous period.

II. COMMITTEES

- The Local Grant Committee met in January to review all 2021 local grant funding applications. The Committee's recommendations were approved by Council in February and the total approved amount was included in the adopted 2021-2025 Financial Plan.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-280

PERIOD REPORT

DATE: May 12, 2021

Report No. EPW-21-012

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2021 First Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from January 1, 2021 to April 30, 2021.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 8 new service laterals installed this period (8 total for the year).
- 4 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).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual program for pump maintenance/controls inspections setup for implementation in the second period.
- Program also includes coordinating similar activities for View Royal pump stations.
- Kinver pump station required replacement of the internal piping. Prior to the repair, it also suffered an additional piping failure. No discharge of sewage to the environment resulted from these events.
- Constance pump station control system to be replaced. Control system component was ordered and built in the first period with installation in the second period.

3. Storm Drains

- 7 new service laterals installed this period (7 total for the year).
- 3 service laterals replaced (due to blockages) this period (3 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (1 total for the year).
- 2 catch basins replaced this period (2 total for the year).

- Program for catch basin cleaning will be initiated in the second period.
- Discussions with CFB Esquimalt and the Graving Dock will be initiated in the second period to continue earlier discussion on spill response protocols.
- Training in spill response will be initiated in the second/third periods for Public Works staff.
- Awaiting response from Infrastructure Canada on the grant application for end of pipe treatment structures for Gorge Creek and West Bay stormwater collection basins.

4. Liquid Waste Management

Wastewater - Inflow and Infiltration

- Continued to build program/bylaw for inflow and infiltration mitigation based on reports: EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, and EPW-17-064. Further discussions with Council to occur in second/third periods.
- Continued inspection of Gosper Crescent storm and sanitary mains in coordination with residents and CRD Source Control staff to confirm possible cross-connections.
- Separation of combined manhole at Uganda to occur in the third period.
- Development of the inflow and infiltration master plan was initiated in late 2020 and continues. Flow monitoring carried out in the first period with master plan to be received in second period.
- Working with the CRD for submission of Inflow and Infiltration report to the Province as part of the Core Area Liquid Waste Management Plan.

Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee.
- Committee is transforming from construction-based view to an operational view. First of two bi-annual meetings to occur in the second period.

Integrated Watershed Management

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

5. Roads

- Snow & Ice Control Programs carried out as required (1 event occurred).
- Pothole repairs being carried out as required.
- Painting of curbs, crosswalks and stop bars have been initiated for the 2021 program and will continue through the second/third periods.
- Major repair/minor capital works was initiated with a number of locations requiring repairs via asphalt removal and replacement.
- Carried out surface restoration for third parties.
- Approximately 184.28 tonnes of asphalt placed for the period (184.28 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 40.2 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (40.2 cubic meters total for the year).
- Approximately 83.4 linear meters was replaced for the period (83.4 linear meters total for the year).

8. Sidewalk Ramps

- Program for replacement or installation of new sidewalk ramps will be carried out in the second and third periods.
- Three to four ramps will be replaced around Rockheights Middle School.

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:
 - 1 - No.1 trip hazards completed this period.
 - 0 - No. 2 trip hazards completed this period.
 - 0 - No. 3 trip hazards completed this period.

10. Bus Shelters

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

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 20 (total additional bins purchased since 2014= 377)
- Tonnage of garbage waste stream collected for period = 345.07 (total for the year = 345.07)
- Tonnage of kitchen scraps collected for period = 201.79 (total for the year = 201.79)
- Tonnage for garbage and kitchen scraps for the year = 546.86 (total for same period 2020 = 536.67).
- Processing of system for kitchen scraps will continue out of region with an increased cost associated with this decision impacting the budget in 2022. No direction received on possibility of mixing kitchen scraps and yard/garden streams.

Yard and Garden

- Operations normal.
- Usage of transfer station during first period:
 - Esquimalt residents = 4,435 (4,435 total for the year).
 - View Royal residents = 2,748 (2,748 total for the year).
 - Commercial = 19 (19 total for the year).
 - Tonnage removed from site = 604.04 (604.04 total for the year).
 - Tonnage removed in 2020 first period = 455.81 (total for 2020 = 2,178.93).

Recycling

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

12. Fleet

- Operations normal.
- Will issue a request for interest to determine state of industry for the purchase of electric/hybrid units
- Vehicles to be purchased:
 - 3 - $\frac{3}{4}$ ton trucks
 - Electric utility cart
 - Small dump truck
 - Single axel dump truck complete with snow and ice attachments
 - Roller and trailer
 - Heated reservoir for thermoplastic paint
 - Line painter
- Vehicles in progress:
 - Rescue truck has been received and in service
 - Bylaw Department $\frac{1}{4}$ ton has been purchased and awaiting delivery

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 1 (total for the year =1).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 23 (total for the year = 23).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 9 (total for the year = 9). Note: does not include work orders issued for capping services.

14. Training

- Working on training opportunities that will meet COVID-19 restrictions.
- Training includes:
 - Confined space
 - Spill response
 - Environmental Operator - Small Potable Water System
 - Fall protection

- Ground disturbance
- Vehicle orientation and operation

15.00. Capital Projects

15.01. Aerial Photograph

- Will be working with CRD to obtain an aerial photo of the Township in either the second or third period.

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.
- Additional locations are being identified by condition assessment from CCTV inspections of lines from Road Corridor Program.
- Identifying locations for repairs.
- Five locations have been identified for spot repairs. The locations are either in the road or sidewalk and are in front of the following addresses:
 - 1215 Esquimalt Road;
 - 860 Lampson Street (repair on south side of Transfer Street);
 - 610 Lampson Street;
 - 508 Grafton Street (repair on south side of Esquimalt Road); and
 - 798 Lampson Street
- Construction techniques will utilize dig and no-dig methodologies.
- Work at the locations to occur in the second and third periods.

15.03. Service Line Modification in Public Works Yard

- The storm collection laterals within the Public Works Yard need to be modified.
- This project will involve the rerouting of the storm service to the sanitary service to better control water quality.
- Design completed and components ordered.
- Approval granted from CRD to discharge into the sewer and amend Township's permit.
- Construction to occur in the second period.

15.04. Replacement of West Bay Manhole

- The existing storm manhole is in poor condition.
- The project will see a new cast in place manhole installed on the storm outfall.
- Design of the manhole has been completed.
- Construction will occur in the second period.

15.05. 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.

- Design will start in the second period with construction in the second/third periods.

15.06. Installation of Sanitary Service Saxe Point Park

- The septic field at Saxe Point bathrooms has failed.
- The project will see a combined force main/gravity system installed from the bathrooms to the existing sewer network on Munro Street.
- This project will utilize a no-dig construction methodology to minimize disturbance to the park.
- Design has been completed.
- Tendering and construction will occur in the second period.

15.07. 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.
- Design has been completed.
- Tendering and construction will occur in the second period.

15.08. 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.
- Design work will start late in the second period and continue into the third period.

15.09. Review of SCADA Upgrade System

- Discussion with CRD will be carried out in the second period about service provision.
- A request for proposal will also be prepared to determine alternative/potential SCADA systems for pump stations late second/early third period.

15.10. Review of Public Works Fuel Tanks

- The study will review the integrity of the fuel tanks at Public Works and confirm the condition of the tanks.
- Review of tanks determined that tanks have a single wall and are not in compliance with today's standards. They are approximately 22 years old.
- There have been significant issues with the cardlock system not functioning.
- Working with consultant to delineate horizontal and vertical delineation potential contamination in the second period.

15.11. 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.

15.12. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- A consultant will be retained to assist in the assessment of the structures in the second or third period.

15.13. 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 are working jointly on determining a scope of work for either an upgrade of the current structure or replacement of the walkway structure.
- Work on this project will be initiated in the second period.

15.14. Parking Study

- Joint project between Development and Engineering Services to review the various aspects of parking both on street and off street.
- Development Services is developing a request for proposal for the study.
- Request for proposal to be released in second period.

15.15. Integrated Resource Management Business Case Development

- Preparing a request for proposal for retaining a consultant to assist in preparation of the business case for implementation of integrated resource management philosophy with treatment by gasification.
- Discussions have been held with CRD and MOE to determine requirements for request for proposal.
- Request for proposal to be released in the second period.

15.16. 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.

15.17. Municipal Hall HVAC System Replacement

- This project will see the existing HVAC units at the Municipal Hall replaced with new units.
- Tender package scope of work has been developed and is being finalized.
- Tender to be released in second period.

15.18. Street Light Replacement Program

- Annual program has been initiated.
- Engineering is working with consultant to determine lighting levels
- The remaining HPS lights will be replaced with LED on the following roads:
 - Pooley Place;

- Bewdley Avenue;
- Constance Avenue;
- Nelson Street;
- Sussex Street;
- Saunders Street;
- Wychbury Avenue;
- Greenwood Avenue;
- Head Street;
- Joffre Street; and
- Plaskett Place.
- Work to take place in the second/third periods

15.19. Banner Holder Replacement

- The banner holders have been purchased and will be delivered in the second period.
- Parks staff have evaluated condition of trees within the islands.
- Construction to occur in the third period.

15.20. Remembrance Banners

- Banner sales were open to the public in April.
- As of the end of the first period, 20 banners have been purchased.

15.21. Sidewalk Capital Program

- This program increases the sidewalk network in length and improves connectivity.
- The Constance Avenue project (457 Constance to 425 Constance) has undergone preliminary design and street engagement.
- Engineering preparing to carry out detailed design/tendering/construction in the second and third periods.
- The Kinver Street project (between Hadfield Avenue and Munro Street) has undergone preliminary design, with detailed design and construction to be carried out in the second/third periods.
- Engineering has made application for funding from the Province for the construction of sidewalk between Lampson Street and Kinver Street along Greenwood Avenue.
- No information has been received that the application has been approved.

15.22. Sidewalk Replacement Program

- This program includes existing sidewalks being upgraded to current standards.
- The program will include the replacement of an asphalt walk with the installation of a concrete sidewalk on Constance Ave from Lyall Street to 457 Constance Avenue.
- The Constance Avenue program has undergone preliminary design and engagement of residents on the street.
- Engineering preparing to carry out detailed design/tendering/construction in the second and third periods.
- The 2021 project is along Head Street from Dunsmuir Road to Wollaston Street.
- The design of this road will be included with the Lyall/Constance Street projects.

15.23. 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.
- Tender will be released in second period for completing the inspection of the storm and sanitary collection systems.
- 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.

15.24. Pathway Reconstruction between Admirals Road and Constance Ave

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

15.25. Admirals Road and Esquimalt Road Intersection

- Preliminary design has been completed for the lane configuration.
- Detailed design will be undertaken in the second period for pole and intersection control.
- Construction will be carried out based on BC Hydro's schedule for providing service to 622 Admirals Road.
- Anticipate work to occur in the third period.

15.26. Active Transportation Study

- The Active Transportation Study has been initiated.
- The base line review and the first round of public engagement have been completed.
- Consultant is preparing a summary of the public consultation for review.
- A second round of public engagement with a more focused view on potential projects will be launched in the second period.
- The final report will be completed in the third period.

15.27. Lyall Street Upgrades

- Lyall Street Project scope of work will involve several surface improvements on Lyall Street from Head Street to Lampson Avenue.
- Work includes replacement of asphalt sidewalk, pedestrian controlled lights, and speed control measures at intersections.

- CRD has accepted the initial scope of work.
- Request for proposal to carry out design to be released in the second period with design/tender/construction in the second and third periods.

15.28. ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Township and Victoria Police continue to develop framework for restructuring of ETAG.
- Tracking tool being introduced to assist in tracking of tags and taggers.
- Review of potential contracted services to be undertaken in the second or third period.

15.29. Esquimalt Town Square Project

Offsite services

- The contractor and Aragon have continued construction of the off-site services.
- Anticipate completion of work in June.
- Working with Aragon and consultant for turn over of infrastructure.

Storm and Sanitary Relocation

- Work has been completed and is in service.
- Working with Aragon and consultant for turn over of infrastructure.

15.30. Professional Governance Act

- Attending EGBC webinars and developing structure for meeting requirements of the Act.

15.31. Lampson Street Multi-Modal Design

- No work carried out in the period. Detailed design to start in latter part of second period. Scope of work to incorporate direction from Council and Active Transportation recommendations.

16.0 Traffic Orders

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

17.0. Development Applications

- Number of development applications for Engineering comments this period = 9 (total for the year = 9). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments = 34 (total for the year = 34). This number includes demolition permits.

2. COMMITTEES

- No Engineering staff was appointed to sit on any Council appointed committees during this period.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-290

PERIOD REPORT

DATE: May 5, 2021

Report No. DEV-21-035

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2021 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2021 to April 30, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications / Official Community Plan Amendments

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

- New - 734 Sea Terrace: To amend the zoning to a CD Zone to accommodate a 21-unit multiple family building.
- New - 482 Lampson Street: To amend the zoning to a CD Zone to accommodate a duplex residence in the backyard.
- New - 820 Esquimalt Road and 833 and 837 Old Esquimalt Road: To amend the zoning to allow a total of 117 rental dwelling units in 2 buildings.
- New 880 Fleming Street: To amend the zoning to a CD Zone to accommodate 42 rental units and 3 strata units.
- New - 485 Joffre Street: To amend the zoning to a CD Zone to accommodate a six unit stacked townhouse.

2. Development Permit (DP) Applications

In addition to the existing development permit applications that staff continued to process (Appendix "B"), the Department received nine new applications in the first period:

- New - 334 Plaskett Place - New covered patio.
- New - 874 Fleming Street - Redevelopment of the Lions Lodge to 137 units.
- New - 851 Lampson Street - Four-unit townhouse.

- New - 916 & 920 Old Esquimalt Road - 5-lot bare land subdivision.
- New - 850 Parklands Drive - DP to change the balconies on a majority of the units.
- New - 1048 - 1050 Tillicum Road - 5-unit townhouse (duplex and triplex configuration).
- New 612 Constance - 129-unit apartment building.
- New - 669 Constance Avenue - 83-unit apartment building.
- New - 1019 Colville Road - carport.

3. Development Variance Permit (DVP) Applications

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

- New - 836 Viewfield Road - Variance to the minimum size of a Liquor Lounge.
- New - 1019 Colville Road - Variances for a carport.

4. Board of Variance Application (BOV)

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

5. Heritage Alteration Permits (HAP)

New - 727 Lampson Street - Minor upgrades to existing heritage designated building. Considered by DRC on May 12, 2021.

See Appendix “B” for ongoing applications.

6. Subdivision Applications

One new Subdivision Application was received during the first period. See Appendix “B” for ongoing applications.

New - 1052 Tillicum Road - 5-lot building strata.

7. Temporary Use Permit [TUP] Applications

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

8. Legal Documents

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

Detached Accessory Dwelling Unit Legalization

- DADU regulations and eligibility were presented to both the Advisory Planning Commission and the Design Review Committee.
- First and second readings of the amending bylaw to permit DADUs on eligible lots were

completed.

- Property owners of eligible lots were all notified by letter. Eleven properties 'opted out' of the re-zoning.

10. Consultation

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

11. Economic Development

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

12. Sustainability

- EV Ready Construction Bylaw received all three readings and was adopted. Any project with an application date after April 12, 2021 will need to comply with 100% residential EV capacity.
- Checkout Bag Regulation Bylaw received approval from the Minister of the Environment and Climate Change Strategy. Adoption pending.
- Drafted Terms of Reference for Climate Change Working Group.
- Completed draft Community Climate Mitigation Plan. Forwarded summary to Environmental Advisory Committee for their review.
- Worked with RRAP partners to develop Bring it Home 4 Climate pilot project, to encourage homeowners to upgrade heating and envelope systems.
- Continued to respond to enquiries and updates from residents regarding rebate program for fuel switching to air-source heat pumps. Forty-six Esquimalt residences have registered for a heat pump rebate so far and the initial \$5000 has been fully subscribed.
- Participated in Healthy Social Environments group to develop monitoring metrics for intersection between health and climate change.

13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Prepared relational database to make access to building permit data by staff easier.
- Provided mapping services to other departments as requested.

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.

- Reviewed 22 Business Licence Applications for Zoning Compliance.
- Attended several Urban Development Institute webinars.
- Supported the CAO with numerous documents related to the new library.

15. Training

Staff attended the following training sessions:

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

16. Statistics

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

II. COMMITTEES

Advisory Planning Commission:

The Advisory Planning Commission met three times in the first period and reviewed 11 staff reports.

Design Review Committee:

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

Environmental Advisory Committee:

The Environmental Advisory Committee met twice in this period and reviewed 3 staff reports.

Board of Variance:

The Board of Variance did not meet in the first period.

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
622 Admirals Road - Esquimalt legion	Building Permit	95	38	48	181	0	Apartment Seniors
681& 685 Admirals Road	Building Permit	48	0	0	48	0	Apartment
838- 842 Admirals Road	Occupancy	28	0	0	28	0	Apartment
937 Colville Road	Building Permit	0	6	0	6	0	Townhouse
955 Colville Road	Building Permit	0	10	0	10	0	Townhouse
616-620 Constance Avenue & 619-623 Nelson Street &1326 Miles Street	Development Permit	129	0	0	129	8	Apartment
638 & 640 Constance Avenue & 637 Nelson Street	Building Permit	71	0	0	71	7	Apartment
669 Constance Avenue	Development Permit	0	83	0	83	TBD	Apartment
812 Craigflower	Rezoning	0	12	0	12	0	Apartment
636 Drake Ave	Development Permit	0	7	0	7	0	Townhouse
819/821/823 Esquimalt Road	Rezoning	92	0	0	92	TBD	Apartment
820 Dunsmuir Road	Rezoning	0	9	0	9	TBD	Townhouse
835 Dunsmuir Road	Occupancy	0	32	0	32	0	Apartment
876 Dunsmuir Road	Development Permit	0	4	0	4	0	Townhouse
820 Esquimalt Road and 833/837 Old Esquimalt Road	Rezoning	117	0	0	117	TBD	Apartment
1235 Esquimalt Road - Esquimalt Town Square	Building Permit Occupancy granted for Buildings A and B.	34	68	0	102	0	Apartment
856/858 Esquimalt Road	Rezoning	0	168	0	168	0	Apartment/ Townhouse
899 Esquimalt Road - Pacific House	Development Permit	0	66	0	66	0	Apartment

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
1100-1108 Esquimalt Road	Rezoning	0	89	0	89	0	Apartment/ Townhouse
615 Fernhill Road	Completed	0	10	0	10	0	Townhouse
874 Fleming Street (net 60)	Rezoning	137	0	0	137	137	Apartment
880 Fleming Street		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	Rezoning	6					
429 Lampson Street - English Inn	Development Permit	0	227	0	227	0	Apartment/ Townhouse
851 Lampson	Development Permit	0	4	0	4	0	Townhouse
1338 to 1350 Saunders St	Rezoning	72	0	0	72	TBD	Apartment
734 Sea Terrace	Rezoning	21	0	0	21	TBD	Apartment
1052 Tillicum Road	Occupancy	0	5	0	5	0	Townhouse
1048 & 1050 Tillicum Road	Rezoning	0	5	0	5	0	Townhouse
530/534/538 West Bay Terrace	Rezoning	125			125	TBD	
Total:		1017	931	48	1996	176	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on May 6, 2021.

Ongoing Application Status as of April 30, 2021

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

Address	Type of Application	Description	Status
			22, 2020 and recommend approval. Upon receiving estimates for servicing and construction costs to complete the proposed development the applicant is considering the proposal and staff have placed the application in abeyance.
• 820 Dunsmuir Road.	Rezoning	To amend the zoning to a CD Zone to accommodate new townhouse units.	As requested by Council, a consultant was hired to do an assessment of the heritage value of the existing building on the site. Council reviewed the consultant's report and instructed staff to have an appraisal prepared to indicate what impact designating the property as a heritage property would have on the market value.

<ul style="list-style-type: none"> • 842 Carrie Street 	Rezoning	To amend the Zoning from RS-1 to a CD Zone to accommodate a 2-lot subdivision, adding a new house and renovating the existing house	The APC considered the application April 21, 2020. Council considered the application for the OCP amendment for consultation on June 3, 2020 and 1st reading of OCP amendment bylaw and zoning amendment bylaw on Sept 14, 2020. Council read the OCP amendment bylaw and zoning amendment bylaw a second time on October 26, 2021. Staff scheduled the Public Hearing for March 3, 2021 and completed notification as required. Council, after holding the Public Hearing, read amendment bylaws No. 3005 and No. 3006 a third time. The Applicant has been provided with a draft Section 219 covenant for consideration and action. Upon execution and registration of the covenant staff will return both bylaws for consideration of adoption. Staff are waiting for the applicant to provide executed copies of the Form C for the Section 219 Covenant.
475 Kinver Street:	Rezoning	To amend the zoning from RD-3 to a CD zone to accommodate 4 units (duplex with secondary suites)	The APC considered the application January 19, 2021. Council considered the bylaws for 1 st and 2 nd reading on May 5, 2021; directed the applicant to make changes to the proposed building.
<ul style="list-style-type: none"> • 1072 Colville Road: 	Rezoning	Proposed Duplex rezoning	Reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2019. The Public Hearing was held on December 16, 2019. Staff are waiting for the applicant to provide executed copies for the Form C for the Section 219 Covenant.

<ul style="list-style-type: none"> • 1076 Colville Road. 	Rezoning	Proposed Duplex rezoning	Reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2109. The Public Hearing was held on December 16, 2019. Staff are waiting for the applicant to provide executed copies for the Form C for the Section 219 Covenant.
<ul style="list-style-type: none"> • 876/880 Dunsmuir Road. 	Rezoning	To amend the Zoning to a CD Zone to accommodate a 6 unit, now revised to a 4-unit townhouse development	The DRC considered the application February 12, 2020 and APC considered the application February 18, 2020. Staff crafted the zoning amendment bylaw and presented it to Council on July 6th where Council read it a first and second time and agreed to Waive the Public Hearing as the application is consistent with the OCP. Waived Public Hearing mail notices were sent out July 31st and staff returned the bylaw to Council on August 17th and Council read it a third time. The applicant executed and registered a Section 219 covenant consistent the terms approved by Council and Council subsequently adopted Bylaw No. 3000 on October 26, 2020.
616 - 620 Constance Avenue & 619 – 623 Nelson Street & 1326 Miles Street	Rezoning	Proposed 106-unit building with ground floor commercial.	Reviewed by the Design Review Committee on January 9, 2019. Reviewed by the Advisory Planning Commission on March 19, 2019. The bylaw received 1 st and 2 nd readings on August 19, 2019. The Housing agreement Bylaw received 1 st , 2 nd , and 3 rd reading on December 16, 2019. ON May 4, 2020,, Council deferred the bylaw until details are further clarified. On May 25, 2020, Council rescinded 2 nd reading and read it anew. On June 22, 2020, Council rescinded 3 rd reading of the Housing Agreement Bylaw and read it anew a 3 rd time. A Public Hearing was held on June 13, 2020 and the amendment bylaws were adopted on August 31, 2020.

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.	
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.	
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.	

500 Park Pl:	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
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	
881 Craigflower Road.	Rezoning	: To amend the zoning to a CD Zone to accommodate a second residence in the backyard	

Development Permit Applications			
616 & 620 Constance Avenue, 619 & 623 Nelson Street, and 1326 Miles Street	Development Permit	DP application for a 12-storey traditional concrete mixed-use building.	The application was presented to the Design Review Committee on September 9, 2020.
1158 Craigflower Road:	Development Permit	DP application for a new single-family dwelling.	
1160 Craigflower Road	Development Permit	DP application for a new single-family dwelling.	
455 Sturdee Street:	Development Permit	DP application for a new single-family dwelling.	

445 Foster Street:	Development Permit	DP application for a new garage in front of existing home.	
457 Sturdee Street		DP application for a new single-family dwelling.	
1179 Colville Road:		DP application for a new strata duplex.	

Development Variance Permit Applications

Address	Type of Application	Description	Status
• 429 Lampson Street	Development Variance Permit	Variance to vary footprint of the principal building to accommodate addition to terrace on east elevation	• Considered by the APC on December 17, 2019. Waiting for revised plans.

Board of Variance Applications

No active applications

Heritage Alteration Permits

429 Esquimalt Road (Rosemead House):.	Heritage Alteration Permit	Proposed changes to windows and addition to terrace on east elevation	Reviewed by the Design Review Committee on December 11, 2019. Waiting for revised plans.
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Ne727 Lampson Street-			Considered by DRC on May 12, 2021
Subdivision Applications			
• 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.	Currently under review by the Subdivision Approving Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-256

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

Special COTW Meeting: May 17, 2021

PERIOD REPORT

DATE: May 7, 2021 Report No. P&R-21-002
TO: Laurie Hurst, Chief Administrative Officer
FROM: Rick Daykin, Acting Director of Parks and Recreation Services
SUBJECT: **Parks and Recreation Services Department - 2021 First Period Report**

The following is a report on the activities pertaining to the Parks and Recreation Services Department from January 1, 2021 to April 30, 2021.

I. STRATEGIC PLAN ACTIONS AND PROGRESS TO DATE

- Significant progress has occurred with the **Esquimalt Gorge Park Pavilion development**, including the installation of concrete, steel and timbers for the seismic and structural integrity of the building. A partnership was initiated with the Landscapes of Injustice Department of the University of Victoria, the Nikkei Cultural Society and the Royal British Columbia Museum for a proposal to develop a historically significant cultural exhibit in the lobby of the new pavilion. A legacy gifting program was drafted for the Esquimalt Gorge Park Pavilion for landscape and amenity beautification. Some donors have already expressed interest in this gifting program.
- **Significant natural area restoration and educational awareness within Esquimalt Gorge Park** has occurred. Work included invasive plant removal and native plantings along the banks of Gorge Creek and the linear forest that parallels Gosper Crescent. A new interpretive sign was designed and installed for the Esquimalt Gorge Park pollinator meadow. Bird boxes and mason bee boxes were installed on refurbished pilings adjacent to the pollinator meadow. Interpretive signs for Esquimalt Gorge Park creek and estuary have been drafted to raise awareness of this sensitive ecosystem. The Gorge Waterway Action Society received funding to host a Youth Community Partnership program in Esquimalt Gorge Park. Fourteen youth were hired to develop skills in the areas of restoration, biology and interpretation. A split rail fence was installed on the South side of Gorge Creek to help protect the migratory bird sanctuary and its' sensitive ecosystem.
- Patricia Huntsman was hired to develop a **Public Art Master Plan** which will guide and set direction for future decision making with regards to art in public spaces. Community engagement for this project is now underway.

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

Urban Forestry

- There were 28 tree cutting/pruning permit applications processed. 17 trees were approved for removal, 4 trees were approved for pruning, 2 trees did not require permits as they were under sized and 4 tree removal permits were denied.
- 46 municipal trees were pruned
- 18 municipal trees were removed
- 30 municipal trees were planted
- 110 native trees and shrubs were planted along the Gorge Creek riparian corridor
- 850 square metres of invasive plants were removed from Highrock, Macaulay, Saxe and Esquimalt Gorge Parks.
- Two Youth focussed Branch Out events were held at Highrock Park to celebrate Earth Day. These small events focussed on the removal of invasive plants, trail resurfacing, and tree and shrub planting to establish a native plant demonstration garden adjacent to the meadow.
- A barred owl nest box was donated for Saxe Point Park.
- The Branch Out self guided invasive pull program took place in Saxe Point Park, Esquimalt Gorge Park, Macaulay Point Park, and Highrock Park. To date 25 volunteers have been orientated and are actively restoring our natural areas.
- The BC Hydro regreening grant application was successful with a \$4750 grant for tree planting.
- A grant was applied for invasive plant removal through Stronger BC for Saxe Point Park.

Beautification

- 6500 tulips and daffodils are on display throughout the Township within parks, civic grounds, and boulevards.
- The Victoria Rhododendron Society contributed 33 more hybrid rhododendrons to Esquimalt Gorge Park.

Park Projects

- A request for proposal for the design, supply and installation of a nature inspired playground for Hither Green Park was awarded to Suttle Recreation after significant positive community feedback. This project will also feature an English Garden with an arbor and picket fence, an accessible pathway, an art screen for the fence lines and a picnic area with shade trees.
- New water fountains were installed at Highrock Park and Saxe Point Park.
- The Sioux Place pedestrian bridge in Esquimalt Gorge Park was repaired with 27 deck planks.
- Two trails were converted from wood chip to gravel in Saxe Point Park to improve trail accessibility.
- The Lampson and Bullen Park ball diamonds were upgraded with new base paths.

Park Bookings

- Saxe Point Park - 4 (down from 52)
- Esquimalt Gorge Park - 0 (down from 1 last year)
- Bullen Park - 10 (down from 34 last year)
- L'Ecole Brodeur - 0 (down from 17)
- Memorial Park - 2 (down from 6 last year)
- Esquimalt Community Garden - 34 plot rentals with 23 on a waitlist

2. Recreation Services

Fitness and Wellness

- The Wellness Centre had 10,420 visits during the first period .
- Registered Fitness classes were offering 18 classes per week up to March 29. After March 29, the indoor classes were moved outdoors with 9 classes per week offered to comply with the most current Provincial Health Order.
- There were approximately 25 personal training clients so far this year. Personal training is still permitted indoors.

Aquatics

- Registered private lessons and family/bubble lessons for January to March included 112 participants, compared with 117 during the same time frame as last year.
- Advanced Aquatics occupational training included 23 candidates renewing certifications and 28 taking a new certification in lifesaving or swim instruction.
- New this spring, we partnered with Esquimalt High School to provide 29 students their Bronze Medallion and Bronze Cross certifications.
- We continue to run 10 Low-intensity Water Fit classes each week, all of which are at capacity with a total of 240 participants to date.
- Additional Family Swim sessions were added in April: Fridays at 7:30 pm, Saturdays at 4:30 pm and 6:30 pm, and Sundays at 10:00 am. There are now spaces for up to 76 families to register each week.

Maintenance

- At the Esquimalt Recreation Centre there were two heat recovery circulation pumps and a motor for HVAC 3 replaced. The activity room floors were waxed and burnished and the tot pool drain was repaired. A glass barrier was installed at the reception desk.
- At the Archie Browning Sports Centre, the ammonia alarm system was calibrated and verified. The curling ice was removed on January 14th due to the extension of the Health Order regarding adult sports. The arena ice was removed on March 18th. Painting included: the crowsnest walls, the curling hallway, the roller derby track, and the lacrosse and ball hockey lines on the main rink floor. The kick plate and lexan on the hockey rink boards were replaced and the hockey rink glass was cleaned.

Marketing & Registration

- 22,099 single event course registrations (Single event = pool, gym, fitness).

- 347 admission packages were sold (124 - 10 admission passes and 223 - 25 admission passes).
- 40 products were sold through the Recreation Centre shop (googles, swim caps, swim diapers, and water bottles).
- There were 4,464 registrations completed.
- Esquimalt Parks & Recreation social media platforms continue to have a strong following: 4,323 on Twitter (up from 4,293 last year), 6,008 on Facebook (up from 5,588 last year) and 1,775 on Instagram (up from 1,626 last year).
- The Parks/Recreation section of the municipal website continues to be the most predominantly viewed content on the website with six of the top ten pages being viewed.
- 23,308 views of the parks/recreation landing page
- 9,633 views of the drop-in schedule page
- 3,505 views of the pool schedule
- 6,187 views of the programs and registration page
- 4,930 views of the Archie Browning Sports Centre facility page
- 4,867 views of the parks and recreation COVID-19 facility updates page.

Preschool, Children and Youth Services

- Out of School Care remains at capacity with 78 participants, with a waitlist.
- Registration for Out of School Care, for the 2021/2022 school year, opened on April 20th. We received 60 priority applications for 78 spots. Many more are still expected.
- This Spring Break we offered 8 camps (4 per week) servicing 155 participants.
- Our 4 Preschool programs are running with 51 of 64 spots filled.
- Registration for our 5 Preschool programs running in the 2021/2022 school year opened on April 20th. We received 30 applications so far with many families choosing to register in more than 1 program.
- Kids free tennis program ran three sessions in the gym, with 4 participants each.

Arts, Culture, Social & Special Interest Programs

The following programs were offered:

- Dance Together! - Parent & Tot - ran two session both full with 5 participants and a waitlist
- Creative Dance (1-5 yrs) - ran two sessions both full with 5 participants and a waitlist
- Glee Club - Super Junior - ran full with 9 participants
- Glee Club - Junior - ran with 8 of 9 participants
- Improv (9-14 yrs) - ran full with 10 participants
- Drawing, Sketchbook & Comics (6-12 yrs) - ran full with 10 participants and a waitlist

Community Development and Events

- Our annual Family Day event was held virtually for the entire week . A Social Media Challenge encouraged families to show us their favourite spots around Esquimalt. We received a \$1000 BC Family Day Grant from the Province of BC and the Government of Canada which were distributed as family admissions to the Recreation Centre. There was a total of 7 winning families that participated .
- Volunteers prepared and filed 84 tax returns for local community members free of charge. This program was adapted to run under Covid restrictions after we were unable to offer it last year.
- The Annual Esquimalt Lions' Easter Egg Hunt was held on April 4 as a drive thru only event at the Archie Browning parking lot.
- An Earth Day Celebration was highlighted with short educational videos on the Parks and Recreation social media feeds .
- The Esquimalt Farmers Market has been active in Bullen Park on Thursday evenings.

Facility Bookings

- The Esquimalt Recreation centre remained closed to rental bookings.
- 24 contracts were issued for ice rentals at the Archie Browning Sports Centre for hockey, speed skating, and school skates.
- An Island Health vaccination clinic was established in the Curling Rink on March 15.

Arena Programs

- Our Learn to Skate Program ran with 34 participants.
- Each week we ran 5 "Registered Drop in Everyone Welcome" skating sessions with full capacity and a wait list.

II. COMMITTEES

- The Parks & Recreation Advisory Committee met on February 18, March 18, and April 15, 2021 to discuss: banning anti-coagulant rodenticides within Township properties; the development of Hither Green Park; a natural area management plan for Saxe Point Park; and a public art master plan for public spaces.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-267

PERIOD REPORT

DATE: May 01, 2021

Report No. FIRE-21-005

TO: Laurie Hurst, Chief Administrative Officer

FROM: Chris Jancowski, Fire Chief

SUBJECT: Fire Department - 2021 First Period Report

The following is a report on the activities pertaining to the Fire Department from January 01, 2021 to April 30, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	35	Assist other agencies	0
Burning complaint	5	Bylaw / Fire Code inquiries	2
Hazardous material	14	General inquiries	0
Medical aid	145	Oil tank inspections	26
Misc.	21	Placed on standby (C.S.R., Fire)	3
Motor vehicle incident	6	Plan review	3
Other fire	6	Public ed. / hall tour	0
Structure fire	7	Fire investigations	2
Technical rescue	0	Business licences	40
Vehicle fire	4	Car seat inspection	0
		Assist public	14
Total Period	239	Total Period	90
Responses YTD	239	Activities YTD	90

- Noteworthy Emergency Response

April 20, 2021

Esquimalt Fire Department responded to a residential structure fire in the 800 Block of Glengarry Place. Prior to arrival, responding crews upgraded this fire to a second alarm. Once crews arrived, they took immediate action and quickly controlled the fire with no injuries to firefighters. CFB Esquimalt and View Royal Fire Departments provided assistance which helped to minimize property loss.

2. Community Services

- Prevention Activities

In the first period of 2021, fire prevention activities continued to be significantly impacted due to the COVID 19 pandemic. The department continued to complete company level inspections, although due to the Provincial circuit breaker restrictions imposed since mid-April, the department has reduced some company inspections.

The department is committed to remaining connected with the public, even in these times of physical distancing. Our new Hands Only CPR (COVID safe) Program was soft launched in April. This program provides citizens with the basic skills to assist others who suffer heart attacks at home or in the workplace.

- Business License and Plan Review

Fire prevention staff has continued to review business licenses during the first period. These business license reviews range from small local businesses to inter-municipal license requests. In addition, fire prevention staff has been very active working with the Township's Development Services department to review several new development proposals.

- BC Fire Code Inspections

The following table below outlines the company inspection activities during 2021.

2021 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections to be Completed
A	137	88	49
B	131	54	77
C	147	27	120
D	127	35	92

3. Department Services

In early 2020, the department received our new rescue apparatus, commonly referred to as Rescue 10. With the assistance of A Platoon, various rescue tools and equipment have been installed. Rescue 10 went into service in early April.

Quarterly training programming for members has continued in this period. COVID safety recommendations from the Provincial Health Officer have limited outside face-to-face delivery of training during this period.

4. Administrative Services

The department began this period with receiving an improved Fire Underwriters Rating in our Public Fire Protection Classification. We have moved from a rating of 4 to an improved rating of 3. This improvement may provide fire insurance savings for multi-residential, commercial and light industrial properties within the Township. The department continues to maintain a rating of 1 (the highest rating) in our Dwelling Protection Grade.

In February, the department initiated a renewal process to maintain our agreement to access the CFB Esquimalt training site. This training site provides access for Esquimalt firefighters to maintain a variety of skills that range from structural firefighting to technical rescue.

Also, in February the department implemented a rotating experience for an acting Assistant Chief position. Each one of the four participants rotated into a four block (1 month) position.

During this period, the department members have continued to provide input for the new public safety building layout. The fire department has also provided input to HCMA Architects on the conceptual design for a temporary fire station.

In April, the department participated in a pilot initiative with Island Health for what is commonly referred to as an after-action medical review. The case was reviewed from the time of the 911 call to the patient's successful discharge.

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