



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-438

PERIOD REPORT

DATE: September 23, 2024

Report No. ADM-24-063

TO: Mayor and Council

FROM: Dan Horan, Chief Administrative Officer

SUBJECT: CAO - 2024 Second Period Report

The following is a report on the activities pertaining to the CAO's office from May 1, 2024 to August 31, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

The CAO's focus for this period was to mobilize staff to support a mid-term Council Priorities Plan refresh process that could be completed prior to the development of the 2025-2029 Financial Plan. This year's process is intended to provide an opportunity for Council to assess the progress of the plan and to propose new ideas for initiatives or projects for impact assessments and decision-making by Council. The Special Committee of the Whole scheduled for 23 September is the first step in this mid-term touch point, which is intended to provide staff with the direction needed to meet Council's expected outcomes for the remainder of their term.

The CAO remains directly engaged in two major Council Priorities Projects, namely the construction phase of the Public Safety Building and the delivery of police models options analysis for Council.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-430

PERIOD REPORT

DATE: September 23, 2024

Report No. CSS-24-003

TO: Dan Horan, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

SUBJECT: Community Safety Services Department - 2024 Second Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from May 1, 2024 to August 31, 2024. The Director of Community Safety Services position remains vacant due to the unplanned extended absence and subsequent retirement of the incumbent. The responsibilities of this role remain shared between the Director of Engineering and Public Works (bylaw and building inspections), the Manager of Economic Development (business licencing) and the Chief Administrative Officer (Public Safety Building, policing and emergency management).

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- Neighbourhood Emergency Preparedness Program (NEPP)
 - Continue to post on social media to promote readiness at home.
 - Working with Ballantrae Strata for preparing their strata for emergencies.
- Emergency Support Services
 - Volunteers participated in Oh Deer Part Two, an EOC exercise, and provided knowledge about Reception Centres to EOC staff in the role of Operations Section ESS Branch.
 - Continued learning of updated ERA tool.
 - Attended Regional Training in Meet and Greet and Group Lodging.
 - Summertime hiatus for the team.
- Emergency Radio Communications
 - Onboarded and completed basic training for two new radio volunteers.
 - Activated one emergency radio "Go-Kit" in Saxe Point Park, and tested batteries and portable antennas.
 - Replaced 9-year-old deep cycle batteries near end of life in the main audio Room.
 - Constructed and tested portable HF dipole antenna.

- Changed sponsor of the Esquimalt amateur radio license certificate to VE7EA from VA7WAE, a procedure required by Industry Canada.
- Maintained weekly activation of Radio Room during slow summer period where many teams in other municipalities take a break.
- Administration
 - EOC Exercise for staff, Oh Deer Part Two, was attended by over 25 staff members, including staff members from three regional Emergency Programs (View Royal, Colwood and CRD). The objectives for the exercise were met, making the exercise a success.
 - Emergency Program Staff have been active participants for the planning working group for the November exercise for Nuclear Response on CFB Esquimalt.
 - Staff have been active in the working group for Indigenous Engagement Funding provided by the province to support relationship building with Nations whose traditional lands we reside upon. The focus needs to be within the context of Emergency Management.
 - Six Managers (including Emergency Program Manager) took part in a region wide EOC exercise organized by REMP and supported by the province for a Tsunami hazard.
 - Emergency Program staff continue to participate in both LGEPAC and REMP Committees as well as chair the ESSD committee for the CRD Region.
 - Creation of virtual EOC using MS Teams was shared with all staff who have taken EOC training. This process is still under development but if needed would be the primary method of operating an EOC by staff, either virtually or in-person.

2. Bylaw Enforcement

- Bylaw Offence Notice Disputes

In this period, 17 BONs were referred to the screening officer level. Of those, 10 were cancelled and 7 were upheld for payment. No matters were referred for adjudication.

Bylaw Contraventions and Complaints, BONs and Animal Management Report
[Attachment #1]

- Dog Licensing

During the first period, 125 licenses were sold: 40 from Municipal Hall, 59 from vendors and 26 online through MyEsquimalt.

Dog licenses can be renewed in several ways:

- Purchase at the Municipal Hall in person
- By mail
- Online through MyEsquimalt
- Purchase through Victoria Animal Control Services
- Purchase at Castle Building Centre in Victoria West and Shoppers Drug Mart in

Esquimalt

- **Deer Study**

The cameras continue to sample deer relative abundance and fawn occurrence across the Township and DND lands. The project teams has successfully constructed density models to estimate black-tailed deer abundance in Esquimalt for the years sampled to date. Once the images from 2024 have been processed, they will be added to the model and the team will start constructing deer population projects.

A Master of Science student is working on fawning rate estimates before and after immunocontraception treatment. Between September 11 and October 31, 2024, the project team will be administering booster vaccinations to female deer in Esquimalt.

The project team is working with Urban Wildlife Stewardship Society to link together Oak Bay's Deer project results with Esquimalt's, to look for similarities or differences in responses.

Dr. Fisher, in consultation and collaboration with the Township, has secured additional federal grant funding from NSERC which will allow the Deer Study to continue. The project is expected to be complete in late 2025.

3. Building Inspections/Permits

- The second period of 2024 resulted in a decrease in demand for permits but an increase in construction value compared with the second period of 2023. The total value of construction in the second period of 2024 was \$87.1 million compared with \$44.6 million in the second period of 2023. Similar to construction values, the permit fees are showing significant increases, with \$658,000 in the first period of 2024 compared to \$400,000 for the second period of 2023.
- Attachments

Building Permits Chart [Attachment #2]

4. Policing

- The next phase of Council's exploration of a new policing model is underway. Consultant Ray Bernoties was engaged to support the CAO in development of transition plans for an Esquimalt Police Department supported with services provided by a larger police department. The intent is to provide these potential transition plans for feasibility assessment and decision making by Council in 2025.

5. Public Safety Building

- The construction phase of the Public Safety Building began in June 2024. As of mid-September 2024, the construction phase is proceeding on schedule and on-budget. No further issues or concerns to report.

II. COMMITTEES

- No Community Safety Services Staff currently sit on any Council appointed committees; however, the Emergency Program Manager represents 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 Emergency Program Manager chairs the Esquimalt Emergency Planning Committee.

Bylaw Enforcement**2024 – 2nd Period**

	2023 2 nd Period	2024 2 nd Period	2023 Year to Date	2024 Year to Date
Total Bylaw Contraventions and Complaints Investigated	266	304	391	553
➤ Streets and Traffic	169	217	252	413
➤ General Bylaw Inquiries	24	18	35	35
➤ Maintenance/Nuisance Property/Noise Bylaw	51	50	72	75
➤ Zoning Bylaw	8	3	11	8
➤ Business License	1	0	1	0
➤ Building	3	1	4	2
➤ Animal Control	1	3	4	7
➤ Park Maintenance & Tree Protection	6	11	8	11
➤ Assist Third Party Agencies	3	1	3	2
➤ Secondary Suites	0	0	1	0
Concluded Investigations	246	275	357	504
Active Investigations	20	29	34	49
BON's & MTI's Issued	228	353	454	589
➤ Total Maximum Fine Value	\$11,400	\$ 21,174.00	\$ 22,400	\$ 33,531.60
➤ Total Paid	\$ 2,895	\$ 5,256.50	\$ 5,210	\$ 8,026.50
➤ Total Outstanding	\$ 7,525	\$ 15,237.50	\$ 14,950	\$ 24,825.00
➤ Tickets Cancelled	8	11	24	19
➤ Warning Tickets (not included in "issued" total above)	81	83	172	167
BON & MTI Adjudication				
➤ Disputed Matters to Screening Officer	5	17	27	27
➤ Disputed tickets – cancelled	3	10	17	16
➤ Disputed tickets – confirmed by Screening Officer	2	7	10	10
➤ Sent to adjudication	0	0	0	0

Bylaw Enforcement

2024 – 2nd Period

Animal Control	2023 2nd Period	2024 2nd Period	2023 Year to Date	2024 Year to Date
➤ Dog Tags Sold	250	125	1466	1564
Incidents Investigated by Victoria Animal Control	214	129	337	221
➤ Dogs at Large	17	7	28	21
➤ No Leash	98	34	108	60
➤ No License	50	24	53	27
➤ Barking/Noisy Dogs	19	11	24	17
➤ Dog Attacks (on animals)	6	7	10	12
➤ Dog Attacks (on humans)	4	2	7	5
➤ Cats at Large	8	2	9	3

Actions taken by VACS	2023 2nd Period	2024 2nd Period	2023 Year to Date	2024 Year to Date
➤ Verbal Warnings	82	41	89	72
➤ Written Notices	110	22	140	35
➤ BON Written	2	27	2	33
➤ Animals Impounded	17	8	28	25
➤ Contacts – With Dogs - No Violation	273	350	273	508
➤ Contacts – Without Dogs	140	275	140	407

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

**Community Safety Services
Building Permit Statistics
Period 2 - May to Aug 2024**

Permit Type Issued	Comparable		Current Year		Current Year	
	2023 - 2nd Period		2024 - 2nd Period		2024 Total for Year	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	4	\$595,000.00	2	\$350,000.00	7	\$1,570,000.00
Commercial-Demolition		-	1	\$1,000.00	4	\$4,000.00
Industrial	1	\$49,390.00		-	0	\$0.00
Institutional	1	\$25,000.00	2	\$28,012,000.00	2	\$28,012,000.00
Duplex- Demolition		-		-	1	\$0.00
Duplex Alterations / Additions		-		-		-
Duplex New		-	2	\$1,540,000.00	2	\$1,540,000.00
Single Family New		-		-	2	\$880,000.00
Single Family Alterations	8	\$990,000.00	4	\$193,000.00	12	\$820,487.97
Single Family Additions	3	\$360,000.00	3	\$495,000.00	8	\$1,305,000.00
Single Family Accessory	4	\$362,000.00	1	\$4,500.00	1	\$4,500.00
Single Family Accessory- Demo	1	\$1,000.00		-		-
Single Family Demolitions	5	\$5,000.00	2	\$2,000.00	4	\$2,000.00
Multiple Family New	4	\$40,355,993.00	3	\$56,495,927.00	5	\$70,188,382.00
Multiple Family Alterations	1	\$1,850,000.00	2	\$3,500.00	2	\$3,500.00
Multiple Family Demolitions		-	1	\$1,000.00	1	\$1,000.00
Sign Permit	2	-	2	\$10,000.00	3	\$22,000.00
Miscellaneous (Chimney/Insert)		-	1	\$8,000.00	2	\$8,000.00
*Plumbing Permits	44		36		77	
Total Permits Issued	78	\$44,593,383.00	62	\$87,115,927.00	133	\$104,360,869.97
Building Permit Fees Collected		\$399,892.20		\$658,124.80		\$823,562.50

* [note- number of plumbing permits issued only]

Permits issued with a value of construction of \$250,000 and over

Commercial

BP014608 - 775 Lampson St \$250,000.00

Institutional

BP014612 - 500 Park Pl \$28,000,000.00

Residential SFD - ADD/ALT

BP014597 - 908 Alexander Rd \$285,000.00

Residential Duplex - NEW

BP014557 - 906 Old Esquimalt Rd \$640,000.00

BP014575 - 1076 Colville Rd \$900,000.00

Residential MFD

BP014558 - 906 Old Esquimalt Rd \$960,000.00

BP014553 - 837 Old Esquimalt Rd \$34,268,150.00

BP014576 - 817 Esquimalt Rd \$21,267,777.00



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1229 Esquimalt Road
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Staff Report

File #:24-424

PERIOD REPORT

DATE: September 23, 2024

Report No. ADM-24-056

TO: Dan Horan, Chief Administrative Officer

FROM: Deb Hopkins, Director of Corporate Services

SUBJECT: Corporate Services- 2024 Second Period Report

The following is a report on the activities pertaining to the Corporate Services Department from May 1, 2024 to August 31, 2024.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- Preparation and publication of:
 - 4 advertisements - 1 Notice of Amendment, 1 Notice for the Annual Report, 1 Notice for the Public Notice Bylaw, and 1 Committee Recruitment, 3 Notices of Sponge Moth Pesticide Treatment.
 - 3 Statutory Notices - 1 Notice of Disposition, 1 Notice of First Reading, and 1 Notice of Amendment.
 - 20 Meeting Notices and associated newspaper advertisements.
 - 13 agendas and minutes for Regular, Special, and In Camera meetings of Council and Committee of the Whole, including posting on website and Municipal Hall notice board.
 - 7 late item agenda notices.
 - 6 Council meeting Action Reports and completion of all follow up correspondence and distribution to third parties.
- 18 Staff Reports or Memos written and presented to Council/COTW.
- 47 Staff Reports reviewed for agenda approval.
- 56 resolutions voted on at Special Council, Regular Council and Committee of the Whole meetings providing staff direction.
- 9 presentations and delegations coordinated and scheduled to Committee of the Whole.
- 24 documents commissioned by staff for residents of Esquimalt.
- 6 proclamations prepared and posted to the Municipal website and Municipal Hall notice board.

- 5 landmark illumination requests processed in partnership with Parks & Recreation.
- 603 mail items processed for retention and distribution.
- 3 electronic registrations at Land Title Office.
- Coordinated the flag raising for Pride Week June 27 - July 7, 2024.
- Brought forward the Public Notice Bylaw and Amended Council Procedure Bylaw, implemented the bylaw changes, directed notification to the community, educated staff regarding process changes, and organized the installation of the new public notice board at the Recreation Centre.
- Conducted research for Council and staff on previous communications, resolutions, bylaws, policies, and statutory requirements.
- Deputy Corporate Officer completed the Local Government Management Association (LGMA) Records and Information Management Fundamentals course.

2. Advisory Committees and Commissions

- Centralized administrative support for all advisory Committees of Council through the establishment and appointment of the Committee Coordinator.
- Completed the re-appointment process for the Youth Representative on the Environment, Parks and Recreation Advisory Committee.
- Completed the appointment process for the AIBC Nominee to the APC Design Review Committee.
- Provided administrative support to the Local Grants Committee including preparation of the agenda and minutes.
- Completed the coordination, preparation and posting of notices, agendas and minutes of 5 Advisory Planning Commission meetings, 4 APC Design Review Committee meetings, and 3 Environment, Parks and Recreation Advisory Committee meetings.
- Issued and awarded Request for Proposal for professional services to assist with the conduct of accessibility engagement sessions for the Capital West Accessibility Advisory Committee.
- The Capital West Accessibility Advisory Committee completed seven engagement sessions and one public engagement survey seeking input on accessibility barriers present in municipal properties and buildings, programs, and services; one session hosted at the Esquimalt Gorge Pavilion.
- Commenced preparation for the upcoming annual Advisory Body recruitment process.

3. Administrative support for Mayor & Council and CAO

- Prepared 22 letters for Mayor and CAO [retirement/invitations/thank you/congratulations] and other Township related business.
- Coordinated registrations for conferences / forums / seminars for the CAO, Mayor and Council.
- Organized and coordinated pick up or delivery of 14 new resident welcome packages.
- Liaised with various organizations on events and provided RSVPs for the CAO, Mayor and Acting Mayor.
- Hosted the Mayor's Open Door at the Municipal Hall, with 2 more planned for the

remainder of the year.

- Organized, coordinated, and participated in the first regional Executive Assistant Administration meeting, hosted by Esquimalt; 3 meetings per year are planned going forward.

4. Records, Information, and Privacy Management

- Developed Township training session on records management to inform and remind staff of statutory regulations, policy, and procedures to enable compliance.
- Provided 4 sessions of Records Management training to 27 staff members.
- Continued reviewing and assessing records management in all departments and identifying priority projects for completion by September when the temporary file clerk term appointment concludes.
- Continued developing records management training and reference materials for all departments.
- Completed a detailed inventory of items and folders in the Municipal Archives' permanent collection providing enhanced record finding capabilities for Archives.
- Completed Parks & Recreation department physical records backlog project registering all onsite records in compliance with legislation for storage and destruction procedures.
- Completed physical records inventory at Parks Works Yard and preparing records for off siting and destruction procedures in September.
- Continued monitoring the Parks & Recreation electronic records management project anticipated to be completed by end of 2024.
- Completed physical records inventory and document scanning for the office of the Director of Community Safety Services.
- Completed physical records inventory, off siting and eligible for destruction processes for Finance and Payroll departments.
- Completed physical records inventory of Engineering and Development Services administration and production room and preparing records for off siting and destruction processes in September.
- Continued physical records TABFusion system clean up.
- Progressed review of the Records Classification & Retention Schedule (RCRS) to ensure that the schedule aligns with records management best practices and Township needs.
- Processed 11 requests for access to records under the *Freedom of Information and Protection of Privacy Act*.
- Initiated proactive disclosure project for municipal website.
- Developed and implemented statutory authority request for law enforcement agencies requesting records from the Township.
- Initiated comprehensive review of collection statements included on all digital and physical copies of applications, forms and documents for compliance with the *Freedom of Information and Protection of Privacy Act*.
- Conducted a review of the Township's list of routinely releasable records.
- Initiated project to update Freedom of Information and access to records information on the Township's website.

5. Archives

- The Archives public reference room continues to welcome the community while a portion of the archives permanent collection is stored on the main floor of Municipal Hall.
- Assisted Saxe Point Public House proprietor with selecting Esquimalt community archival photos for display at the pub.
- Exhibit installed in the Municipal Hall lobby showcasing early transportation in Esquimalt.
- Planning, design, and installation completed for a new exhibit celebrating the history of early public schools in Esquimalt.
- Attendance at the Fort Macaulay Interpretive Event and hosted an information and display booth on May 25, 2024.
- Digitized a finding aid of all of the early Esquimalt Newspapers included in the Archives collection.
- 29 research and image requests received. Highlights included Toyo Takata fonds credit in a children's book series "Trailblazing Canadians" which included Isaburo Kishida.
- 6 donations of archival material accepted from the public. Highlights included a photograph of CFB Esquimalt, Bickford Tower, Building by Esquimalt photographer Frances Litman.
- 4 municipal transfers received.
- 1 building with approved demolition permits photographed.
- 366.5 volunteer hours contributed to the Archives this period with 5 regular volunteers attending.
- The Archivist collaborated with the Records, Information and Privacy Coordinator to create a detailed list of all Corporate Records classifications to be transferred to the Archives.
- Archives Trust Fund balance is \$4,234.07
- The Archivist collaborated with the Communications Manager on social media posts.

6. COMMITTEES

The Director or Corporate Services is a member of:

- Capital West Accessibility Advisory Committee

The Deputy Corporate Officer is a member of:

- ARMA Vancouver Island

2024 COUNCIL RESOLUTIONS 2 nd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
24-131	Regular Council	July 22, 2024	Rise and Report from the In Camera meeting of July 8, 2024	1. 2024 Youth Representative Reappointment for the Environment, Parks, and Recreation Advisory Committee. Staff Report No. ADM-24-043 That Council re-appoint Ryan Badowski as a Youth representative to the Environment, Parks, and Recreation Advisory Committee for a term effective immediately and ending on June 30, 2025.	Carried Unanimously
24-130	Regular Council	July 22, 2024	Rise and Report from the In Camera meeting of July 8, 2024	2. The Order in Council for policing has been adjusted to incorporate the new changes that the provincial government has approved for the Police Act. Council must appoint a member to the Police Board and has chosen to elect Mayor Desjardins, whose term will begin August 1, 2024 and end December 31, 2025.	Carried Unanimously
24-129	Regular Council	July 22, 2024	Email from Ministry of Municipal Affairs dated July 19, 2024 Re: Invitation to Meet with the Health Authorities of British Columbia During UBCM Convention	That Council direct staff to set up a meeting with Island Health at the UBCM convention to discuss updates on medical facilities, urgent primary care centres (UPCC) function and their performance in our community.	Carried Unanimously
24-128	Regular Council	July 22, 2024	Recommendations from the Committee of the Whole Meeting of July 15, 2024	1. Esquimalt Road Active Transportation and Underground Improvements – EPW-24-021 “That the Committee of the Whole recommends that Council: a. Award a contract to ISL Engineering and Land Services Ltd. for \$604,541 for consultant services on the Esquimalt Road Active Transportation and Underground Improvements project; b. Direct staff to proceed with Phase 1 design refinement engagement; c. Direct staff to seek public input on two concepts on Esquimalt Road between Admirals Road and Park Place before advancing to refinement engagement in Phase 2; d. That the four additional options be added at the cost of \$11,500; as described in Staff Report EPW-24-021.”	Carried Unanimously
24-127	Regular Council	July 22, 2024	Recommendations from the Committee of the Whole Meeting of July 15, 2024	2. Short-Term Rental Regulations – DEV-24-036 “That the Committee of the Whole recommend to Council that staff be directed to return to the Committee of the Whole in fall of 2024 with a report outlining the proposed amendments to the zoning Bylaw, a draft Stakeholder engagement strategy, and a timeline for adoption and implementation of the proposed amendment inclusive of the comments provided by the Committee at the July 15, 2024, Committee of the Whole meeting.”	Carried Unanimously
24-126	Regular Council	July 22, 2024	Recommendations from the Committee of the Whole Meeting of July 15, 2024	3. Fleet Electrification Plan – EPW-24-020 “That the Committee of the Whole recommend that Council endorse the Fleet Electrification Plan and direct staff to proceed with implementation.”	Carried Unanimously
24-125	Regular Council	July 22, 2024	Recommendations from the Committee of the Whole Meeting of July 15, 2024	4. Economic Development Place Branding and Marketing Plan– ADM-24-035 Main Motion as Amended: “That the Committee of the Whole recommends to Council that the Economic Development Place Branding and Marketing Plan return to Council with incorporated changes requested at the Committee table with respect to colourways and logo design.	Carried Unanimously
24-124	Regular Council	July 22, 2024	Recommendations from the Committee of the Whole Meeting of July 15, 2024	Motion Arising: “That Council direct the Mayor to write a letter to Victoria Council, informing them of our intention to build an AAA route along Esquimalt Road. Additionally, we ask them to include the section of Esquimalt Road from Dominion Road to the E&N Railway in their AAA Cycling Network Plan, ensuring a seamless network of AAA lanes throughout Esquimalt	Carried Unanimously

2024 COUNCIL RESOLUTIONS 2 nd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				and Vic West.”	
24-123	Regular Council	July 22, 2024	Business Licence and Regulation Bylaw Review, Staff Report ADM-24-34	That Council give first reading to Business Licence and Regulation Bylaw, 2024, No. 3144.. That Council give second reading to Business Licence and Regulation Bylaw, 2024, No. 3144. That Council amend Bylaw 3144 by removing the requirement for hours listed in Section 34.1. That Council give third reading to Business Licence and Regulation Bylaw, 2024, No. 3144 as amended.	Carried Unanimously
24-122	Regular Council	July 22, 2024	Housing Agreement Bylaw No. 3143 - 1034 Dunsmuir, Staff Report No. DEV-24-041	That Council give first, second and third readings to Housing Agreement (1034 Dunsmuir Road) Bylaw, 2024, No. 3143.	Carried Unanimously
24-121	Regular Council	July 22, 2024	Council Priorities Refresh - Fall 2024, Staff Report No. ADM-24-049	That Council receive Report No. ADM-24-049 for information and direct staff to prepare a Special Committee of the Whole session in September to initiate the 2024 Council Priorities Refresh process.	Carried Unanimously
24-120	Regular Council	July 22, 2024	Amendments to Travel and Expense Reimbursement Policy, Staff Report No. ADM-24-047	That Council: 1. Rescind Council Policy No. Admin-11, Travel Allowances - Municipal Staff, Council Appointees and Volunteers; and 2. Approve Council Policy No. FIN-07, Travel and Expense Reimbursement.	Carried Unanimously
24-119	Regular Council	July 22, 2024	Updates to Council Policies, Staff Report No. ADM-24-046	That Council approve the suggested changes to Council Policies PER-02 and PER-06, as outlined as attached to Staff Memo ADM-24-046.	Carried Unanimously
24-118	Regular Council	July 22, 2024	Community Volunteer Recognition, Staff Report No. ADM-24-041	That Council: 1. Approve that the invitees of the annual volunteer recognition lunch or dinner shall include Archives volunteers, and members of the Council Committees, plus a guest; 2. Formally recognize those volunteer groups which have Council liaisons; and, 3. Approve the changes to PER-07 Community Volunteer Attraction and Policy.	Carried Unanimously
24-117	Regular Council	July 22, 2024	Adoption of Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140, Staff Memo No. ADM-24-048	That Council adopt Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140.	Carried Unanimously
24-116	Regular Council	July 8, 2024	Email from Isabella Lee, Greater Victoria Placemaking Project, dated June 18, 2024 Re: Request for proclamation for Placemaking Day, July 20, 2024	That Council proclaim July 20, 2024 as Placemaking Day in the Township of Esquimalt.	Carried Unanimously
24-115	Regular Council	July 8, 2024	Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140 - Rescind Third Reading and Further	That Council rescind third reading of “Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140”. That Council: 1. Amend "Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140" by inserting the following as new section 3 in Amendment Bylaw No. 3140:	Carried Unanimously

2024 COUNCIL RESOLUTIONS 2 nd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			Amend, Staff Report No. ADM-24-045	"This Bylaw shall come into force and take effect on January 1, 2025"; and 2. Give third reading to "Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140" as amended.	
24-114	Regular Council	July 8, 2024	Esquimalt Road Bus Stop and Limited Time Parking - Traffic Orders, Staff Report No. EPW-24-018	That Council postpone further consideration of approval of Traffic Orders 1354 and 1355 and the rescinding of Traffic Orders 1079 and 1081 to allow staff to obtain additional information from BC Transit and consult with the Esquimalt Chamber of Commerce.	Carried Unanimously
24-113	Regular Council	July 8, 2024	Motion arising re: Residential only parking	That Council direct staff to prepare a report considering options for discontinuing the residential-only parking petitions.	Defeated with Councillors Boardman, Cavens, Helliwell, Morrison, and Rotchford Opposed.
24-112	Regular Council	July 8, 2024	Greenwood Avenue Residential Parking Only, Staff Report No. EPW-24-016 Lampson Street Residential Parking Only, Staff Report No. EPW-24-017	MAIN MOTION AS AMENDED: That Council approve the implementation of Traffic Order 1352 for "Residential Parking Only" signage to be installed on both sides of Greenwood Avenue commencing 9m west of the intersection of Greenwood Avenue and Lampson Street and extending west to 9m east of the intersection of Greenwood Avenue and Kinver Street as set out in EPW-24-016; and, that Council approve the implementation of Traffic Order 1353 for "Residential Parking Only" signage to be installed on the west side of Lampson Street commencing 9m south of the intersection of Lampson Street and Greenwood Avenue and extending south to 9m north of the intersection of Lampson Street and Bewdley Avenue as set out in EPW-24-017; and, that this restriction be reviewed upon completion of the Rosemead House development.	Carried Unanimously
24-111	Regular Council	July 8, 2024	Craigflower Road Residential Only Permit Parking, Staff Report No. EPW-24-015	That Council approve the implementation of Traffic Order 1351 for "Residential Only Permit Parking" signage to be installed on the north side of Craigflower Road commencing 113m west of the intersection of Craigflower Road and Tillicum Road and extending 150m west on Craigflower Road as set out in EPW-24-015.	Carried Unanimously
24-110	Regular Council	July 8, 2024	Bryden Court Residential Parking Only, Staff Report No. EPW-24-014	That Council approve the implementation of Traffic Order 1350 for "Residential Parking Only" signage to be installed on both sides of Bryden Court commencing 9m west of the intersection of Bryden Court and Head Street and extending to the terminus of the turnaround bulb's end as set out in EPW-24-014.	Carried Unanimously
24-109	Regular Council	July 8, 2024	Integrated Parking Management Strategy - Action Plan, Staff Report No. EPW-24-019	That Council: a) endorse the Integrated Parking Management Strategy Action Plan; and b) direct staff to bring forward budget requests identified in the Action Plan as part of annual budget deliberations.	Carried Unanimously
24-108	Regular Council	July 8, 2024	533 Admirals Road - Development Permit and Development Variance Permit, Staff Report No. DEV-24-039	That Council approve Development Permit No. DPO00230 and Development Variance Permit No. DVP00145 and direct staff to issue the permits and register the notices on the title of the property upon receipt of the landscape deposit.	Carried Unanimously
24-107	Regular Council	July 8, 2024	Adoption of Bylaw to Repeal Bylaw No. 2494, 2024, No.	That Council adopt Repeal Bylaw No. 2494, 2024, No. 3141.	Carried Unanimously

2024 COUNCIL RESOLUTIONS 2 nd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			3141, Staff Report No. ADM-24-044		
24-106	Regular Council	June 24, 2024	Notice of Motion - Election Signs	<p>WHEREAS: Esquimalt boulevards and street corners are expected to be plastered with candidate signs for three consecutive autumns, starting with the provincial election this October, a federal vote in 2025 and municipal elections in 2026.</p> <p>WHEREAS: The advances in technology and digital media allow candidates significant other opportunities to market themselves with voters and in more insightful ways than simply putting their name on a sign.</p> <p>WHEREAS: Limiting signs will have environmental benefits, since it means fewer plastic signs filling up landfill (noting that Hartland is nearing capacity).</p> <p>THEREFORE BE IT RESOLVED: That staff develop and return to Council with a report that explores the possibility of banning candidates' election signs on public land and allowing them only on private property.</p>	Defeated with Councillors Cavens, Helliwell, Morrison and Rotchford Opposed.
24-105	Regular Council	June 24, 2024	Adoption of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3121 – 1232-1234 Juno Street Staff Report No. ADM-24-038	That Council adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3121.	Carried
24-104	Regular Council	June 24, 2024	2023 Annual Report, Staff Report ADM-24-037	<p>1. That the 2023 Annual Report be amended by removing the Climate Action Plan – 2023 Activity Report (pages 36 – 49);</p> <p>2. That Council adopt the 2023 Annual Report as amended; and,</p> <p>3. That Council direct staff to incorporate the Climate Action Plan – 2023 Activity Report into a separate report for Council's consideration.</p>	Carried Unanimously
24-103	Regular Council	June 24, 2024	Public Works Yard Fuel Tank – Contract Award, Staff Report No. EPW-24-013	That Council award a contract to Western Oil Services in the amount of \$321,584, excluding GST, for decommissioning the existing underground fuel system and installation of a new above ground fuel system at the Public Works Yard.	Carried Unanimously
24-102	Regular Council	June 24, 2024	2023 Statement of Financial Information, Staff Report FIN-24-013	That Council approve the 2023 Statement of Financial Information as attached to Staff Report FIN-24-013.	Carried Unanimously
24-101	Regular Council	June 24, 2024	Reserve Fund Policy, Staff Report FIN-24-014	That Council approve Council Policy FIN-22 Reserve Funds as attached to Staff Report FIN-24-014.	Carried Unanimously
24-100	Regular Council	June 24, 2024	Repeal Bylaw - Commercial Vehicle Licensing Bylaw, Staff Report FIN-24-015	That Council provide first, second and third reading to Bylaw to Repeal Bylaw No. 2494, 2024, No. 3141.	Carried Unanimously
24-99	Regular Council	June 24, 2024	Parks and Recreation 2025 Fees and Charges Rate Review, Staff Report No. P&R-24-005	<p>That Council:</p> <p>a) approve the proposed revisions to the Parks and Recreation fees and charges effective January 1, 2025, as outlined in Staff Report No. P&R-24-005 and the further changes to the bonspiel rate as stated by the Director of Parks and Recreation; and</p> <p>b) give first, second, and third readings to Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2024, No. 3140 as amended to change in Schedule C the bonspiel rate condition to be</p>	Carried Unanimously

2024 COUNCIL RESOLUTIONS 2 nd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				"or 15% of entry fees or whichever is greater".	
24-98	Regular Council	June 24, 2024	Repeal and Reading/Adoption of Small-Scale Multi-Family Housing (SSMFH) Zoning Amendment Bylaw, Staff Report No. DEV-24-038	That Council give first three readings and adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3142.	Carried Unanimously
24-97	Regular Council	June 24, 2024	Email dated June 4, 2024, from the Canadian Autoinflammatory Network Re: Request to Light Up Orange to Shine a Light on Autoinflammatory Diseases	That Council direct staff to illuminate the Archie Browning Sports Centre and the Esquimalt Adventure Park orange on August 3, 2024 in honour of International Autoinflammatory Awareness Month to raise awareness of autoinflammatory diseases.	Carried Unanimously
24-96	Regular Council	June 24, 2024	Rise and Report from the In Camera meeting of June 3, 2024	That Council appoint Avishai Gilad, Architect, to the APC Design Review Committee as a representative of the Architectural Institute of British Columbia (AIBC) for a two and a half (2.5) year term of July 1, 2024 – December 31, 2026.	Carried Unanimously
24-95	Regular Council	June 3, 2024	Zoning Amendment - Small-Scale Multi-Family Housing, Staff Report No. DEV-24-035	That Council give first, second, third reading to, and adopt, Zoning Bylaw, 1992, No. 2050 Amendment Bylaw No. 3139.	Carried Unanimously
24-94	Regular Council	June 3, 2024	2024 UBCM Requests for Meetings with Cabinet Ministers, Staff Report No. ADM-24-032	That Council direct staff to request meetings during UBCM with the following Ministers as prioritized below: 1. Minister of Public Safety and Solicitor General – to provide an update on the Township's current position and next steps. 2. Minister of Housing – to discuss targets, the Township's plan to achieve them and any available resources; to provide information on the development capacity impact report; and to request support in building nonmarket housing. 3. Minister of Transportation and Infrastructure – to request assistance in alleviating the challenges that have come with densification and to advocate for rapid transit. Minister of Education and Childcare – to address the removal of the school liaison officers in the Greater Victoria School District #61 and the subsequent increase in gang activity within the schools.	Carried Unanimously
24-93	Regular Council	June 3, 2024	Email dated May 14, 2024 from Micayla Hayes, Vice Chair of the Victoria and Esquimalt Police Board Re: Request to Co-Host the 2025 Canadian Association of Police Governance Conference	That a response be sent to the Victoria and Esquimalt Police Board stating that Council is unable to provide the funding of \$20,000, as requested, to co-host the Canadian Association of Police Governance (CAPG) conference.	Carried Unanimously
24-92	Regular Council	May 27, 2024	Email dated May 14, 2024 from Micayla Hayes, Vice Chair of the Victoria and Esquimalt Police Board Re: Request to Co-Host the 2025 Canadian Association of Police Governance Conference	That Council postpone the item until the next Regular meeting of Council on June 3, 2024.	Carried Unanimously
24-91	Regular Council	May 27, 2024	Recommendations from the Committee of the Whole Meeting held May 13, 2024	<u>3. Small Scale Multi Unit Housing (SSMUH) Update Report – Report No. DEV-24-032</u> "That the Committee of the Whole recommends to Council that the Zoning Bylaw amendments outlined in Staff Report DEV-24-032 be endorsed, and that staff be	Carried Unanimously

2024 COUNCIL RESOLUTIONS 2 nd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				directed to prepare the Zoning Bylaw amendment for Council's consideration.	
24-90	Regular Council	May 27, 2024	Recommendations from the Committee of the Whole Meeting held May 13, 2024	2. Esquimalt Public Art Funding Request - Victoria Nikkei Cultural Society Staff Report No. P&R 24-003 "That the Committee of the Whole recommends to Council that \$20,000 be allocated from the Public Art Reserve Fund to the Victoria Nikkei Cultural Society for design and construction of a permanent outdoor Public Art installation in the Japanese Gardens at Esquimalt Gorge Park, and that up to \$10,000 of in-kind funding be approved for Township Staff installation costs."	Carried Unanimously
24-89	Regular Council	May 27, 2024	Recommendations from the Committee of the Whole Meeting held May 13, 2024	1. Mark Erout - Representative of businesses along Esquimalt Road between Constance Avenue and Fraser Street Re: Bike Lanes "That the Committee of the Whole recommends to Council that staff be directed to prepare a staff report summarizing all the steps taken to date and the steps going forward regarding public engagement and design for both phases of the Esquimalt Road bike lane project included in the Active Transportation Network Plan."	Carried Unanimously
24-88	Regular Council	May 27, 2024	2024 UBCM Minister Meeting Requests, Staff Report ADM-24-030	That the 2024 UBCM Minister Meeting Requests, Staff Report ADM-24-030 be received for information.	Carried Unanimously
24-87	Regular Council	May 27, 2024	Janitorial Services for Municipal Facilities - Contract Award, Staff Report No. EPW-24-012	That Council award the contract for Janitorial Services for Municipal Facilities to SkyBlue Services Corporation for a total cost of \$224,334 (excluding GST) for a two-year term, with an option to extend the contract for an additional two one-year terms, as described in Staff Report EPW-24-012.	Carried Unanimously
24-86	Regular Council	May 27, 2024	Adoption of Council Procedure Bylaw Amendment and Public Notice Bylaw, Staff Report No. ADM-24-027	1. That Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3135 be adopted; and 2. That Public Notice Bylaw, 2024, No. 3136 be adopted.	Carried Unanimously
24-85	Regular Council	May 6, 2024	Email dated April 16, 2024 from the London Abused Women's Centre Re: Light Up Request for the 15th Annual Shine the Light on Woman Abuse Campaign	That Council direct staff to light up the Archie Browning Sports Centre and Waterpark purple on November 1 and 25, 2024 in support of the Shine the Light on Woman Abuse campaign in recognition of women and girls impacted by men's violence against women.	Carried Unanimously
24-84	Regular Council	May 6, 2024	Letter dated March 14, 2024 from the Mayor of the District of Saanich Re: School District 61 Police School Liaison Officers	That Council request the Mayor to write to the Chair of the Board of Education for School District 61 requesting reconsideration of the reinstatement of the Police School Liaison Officers and that the letter be copied to the appropriate Provincial bodies, other School District 61 school hosting municipalities and the Esquimalt and Songhees Nations.	Carried Unanimously
24-83	Regular Council	May 6, 2024	Adoption of Financial Plan and Tax Rates Bylaw Nos. 3137 & 3138, Staff Report No. 24-025	That Financial Plan Bylaw, 2024, No. 3137 be adopted.	Carried Unanimously
24-82	Regular Council	May 6, 2024	Adoption of Financial Plan and Tax Rates Bylaw Nos. 3137 & 3138, Staff Report No. 24-025	That Tax Rates Bylaw, 2024, No. 3138 be adopted.	Carried Unanimously
24-81	Regular Council	May 6, 2024	Adoption of Maintenance of Property and Nuisance Regulation Bylaw Amendments, Staff Report No. ADM-24-024	That Maintenance of Property and Nuisance Regulation Bylaw, 2014, No. 2826, Amendment Bylaw, 2024, No. 3133 be adopted.	Carried Unanimously

2024 COUNCIL RESOLUTIONS 2 nd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
24-80	Regular Council	May 6, 2024	2023 Financial Statements, Staff Report FIN-24-011	That Council approve the Township's audited financial statements for the fiscal year ended December 31, 2023, as attached to Staff Report FIN-24-011.	Carried Unanimously
24-79	Regular Council	May 6, 2024	Building Retrofit Study – FCM GMF Grant Application, Staff Report No.DEV-24-029	That Council resolves to endorse a municipal application to the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) for a Greenhouse Gas Reduction Pathway Feasibility Study Grant application with a goal to “identify a sequence of GHG reduction measures to reduce GHG emissions for community buildings by at least 50% within 10 years and by at least 80% (i.e. near net-zero GHG emissions) within 20 years” from 2023 (the base year), “while managing capital costs and reducing operating costs”. That Council has committed to spending \$50,000.00 towards a building retrofit study to reduce the GHG emissions from the Township's corporate buildings as part of its GHG Reduction Roadmap. And that Council acknowledges that the Township is eligible to only submit one application for the GMF Community Building Retrofit Feasibility (CBF) Study grant offer.	Carried Unanimously
24-78	Regular Council	May 6, 2024	Request to Rescind Resolution of Internal Appointment, Staff Report No. ADM-24-021	That Council rescind, effective May 6, 2024, the following appointments from Debra Hopkins, Director of Corporate Services/Corporate Officer: - Deputy Business Licence Officer and, - Alternate Secretary for the Board of Variance.	Carried Unanimously
24-77	Regular Council	May 6, 2024	Municipal Consent for CRD Bylaw No. 4588 - Regional Parks Loan Authorization Bylaw No. 1, 2024 - Staff Report No. ADM-24-022	That Council consent to the CRD adopting Bylaw No. 4588, “Regional Parks Loan Authorization Bylaw No. 1, 2024”	Carried Unanimously
24-76	Regular Council	May 6, 2024	Public Notice Bylaw and Amended Council Procedure Bylaw, Staff Report No. ADM-24-019	That Council: 1. Endorse utilizing the Township's email subscription notice and official municipal website as reliable, suitable, and accessible means of alternate public notification methods; 2. Give three readings to Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3135; and 3. Give three readings to Public Notice Bylaw, 2024, No. 3136; as per Staff Report No. ADM-24-019.	Carried Unanimously



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-427

PERIOD REPORT

DATE: September 23, 2024

Report No. DEV-24-042

TO: Dan Horan, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2024 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2024 to August 31, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Application / Official Community Plan Amendments

In addition to processing rezoning applications submitted previously (Appendix "B"), the Department received 3 new rezoning & OCP amendment applications in the 2nd period:

- 1073 Colville Road - 2 triplexes and 2 with secondary suites
- 1340 Sussex & 1337 Saunders Street- 21 Storey, 335-unit rental apartment
- 1209 Lyall Street - tasting room for small brewery

2. Development Permit (DP) Applications

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

- 914 McNaughton Ave - Duplex with secondary suites
- 1247 Colville Road - DADU
- 1034 Dunsmuir Road - DADU
- 842 Carrie Street - 4-unit SSMFH
- 899 Esquimalt Road - amendment to DP for exterior walls & finishes

3. Development Variance Permit (DVP) Applications

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

- 612 Head Street - parking variance; change of use from restaurant to day care
- 842 Carrie Street - reduction in rear yard setback for 4-unit SSMFH development
- 1028 Gosper Crescent - minor changes to site

4. Board of Variance Application (BOV)

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

5. Heritage Alteration Permits (HAP)

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

6. Subdivision Applications

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

7. Temporary Use Permit [TUP] Applications

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

8. Liquor Licence Applications

- A liquor license application was received to add the HMCS Max Bernays to CFB Esquimalt license number 123386.

9. Legal Documents

- No new applications were received in the second period.

10. Other Planning Projects

- Staff prepared several staff reports for the Committee of the Whole related to the provincial Small Scale Multi Unit Housing initiative.
- Staff presented on Short-Term Rental provincial updates and asked for direction on the future of STRs in Esquimalt.
- Worked with the consulting team on the Integrated Parking Study.
- Worked on an Omnibus Amending Bylaw for the Zoning Bylaw, 1992, No. 2050.
- Drafted design guidelines to accompany Small-Scale Multi-Unit Housing zoning amendments.

- Prepared a second application for the Housing Accelerator Fund.

11. 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, particularly those eligible for the new RSM-1 and RSM-2 zoning.
- Fielded a significant volume of inquiries about Short-Term Rentals in Esquimalt.
- Updated the Township's website with an update on Small-Scale Multi-Unit Housing zoning; staff is working on a more detailed public guidebook.

12. Sustainability

- Corporate Greenhouse Gas Reduction Roadmap to develop a concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030 presented to COTW and included in Council Priorities Plan.
- Attended the Building Benchmark BC partner meeting.
- Internal Climate Action Working Group met three times. Development services staff prepared agenda and minutes for the meetings.
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group.
- Staff began working on Terms of Reference for the Corporate Greenhouse Gas Reduction Road Map project.
- Staff completed the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) for a Greenhouse Gas Reduction Pathway Feasibility Study Grant pre-application and were granted preliminary approval and an invite to complete a full application.
- Met with BC Hydro Account Manager to explore retrofit grant opportunities.
- Attended the inaugural Community Energy Association and the Province of BC's Climate Action Secretariat's Resilience Peer Network meeting.
- Worked with City of Victoria and greater Victoria staff on a Union of BC Municipalities Community Emergency Preparedness Fund - Disaster Risk Reduction - Climate Adaptation grant application for a 'Gorge Waterway Coastal Flood Adaptation Initiative' grant application.
- Wrote a staff report requesting a Council resolution to support the Township's inclusion in the Gorge Waterway Coastal Flood Adaptation Initiative grant application with the City of Victoria.
- Met with CRD staff, and Parks and Recreation staff to plan for Esquimalt's role in the 'CRD Regional Public EV Charger' project.
- Attended the CRD led 'Energy and Carbon Emissions Reporting: Commercial Buildings' focus group sessions.
- Attended the CRD 'Extreme Heat Data & Information Portal Workshop'
- Attended and invited Parks staff to the initial CRD '2 Billion Trees Partner Meeting' to discuss a grant initiative.

13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Provided mapping services to other departments as requested.
 - Did an analysis of potential yard and garden waste volumes for Engineering.
 - Did an analysis of “places of worship” for Finance.
- Enhanced routine data maintenance tasks with scripting.
- Processed LiDAR data to create high vegetation canopy coverage map and 3D building map.
- Processed census data in 2021 to GIS format to be integrated in GIS maps.
- Made several census maps and census dashboards.
- Made several SSMUH maps, climate change dashboards, and ArcGIS Urban 3D models.

14. Other

- Assisted Engineering and their consulting team by providing land use analysis for the Sewage Capacity Analysis Study.
- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Assisted with updating and relaunching the website.
- Reviewed Business Licence Applications for Zoning Compliance.
- Responded to property information requests.
- Processed 18 Freedom of Information requests for building plans.
- Attended meeting of the Regional Planning Directors.
- Met with the Health Needs Assessment consulting team on a number of occasions to refine the project scope.

15. Training

Staff attended the following training sessions:

- Staff attended several webinars relating to Small-scale, Multi-unit Housing.
- Staff attended online workshops, including: 8 80 Cities with Gil Penalosa, Local Government Climate Action Program (LGCAP) Corporate Reporting Webinar <<https://www2.gov.bc.ca/gov/content/environment/climate-change/local-governments/local->>, the RUSH Initiative <<https://whatstherush.ca/>>, FCM Green Municipal Fund - Make your sustainability project stand out with ‘multi-solving’, and ‘FCM Green Municipal Fund - Accelerate your communitys net-zero transformation’ <<https://greenmunicipalfund.ca/resources/webinar-recording-accelerate-your-communitys-net-zero-transformation-new-gmf-funding?>>
- Two staff members attended the BC Land Summit.
- One staff member attended the Canadian Institute of Planners Conference.
- Staff participated in training for the Emergency Operations Centre.
- The Approving Officer attended the Local Government Approving Officers workshop.

16. Statistics

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

II. COMMITTEES

Advisory Planning Commission:

- The Advisory Planning Commission met twice in the second period and reviewed two applications

Design Review Committee:

- The Design Review Committee met once in the second period and reviewed one application

Board of Variance:

- The Board of Variance did not meet during the second period.

APPENDIX B

Ongoing Application Status as of August 31, 2024

Address	Type of Application	Description	Status
REZONING APPLICATION			
734 Sea Terrace	Rezoning	To amend the zoning to permit 17 multifamily units.	Public Hearing and 3 rd Reading given at September 11, 2023 Council. Waiting on applicant for registration of S.219 covenant.
614-618 Grenville Avenue	Rezoning	To amend the zoning to permit 132 multifamily units.	Application being processed
1005 Tillicum	Rezoning & OCP amendment	To amend zoning to allow 34-unit multi-family residential and amend the OCP from townhouse to multi-family land	Application being processed
903 Admirals	Rezoning	To amend the zoning to allow for 8 townhouse units	Application being processed
1340 Sussex Street and 1337 Saunders Street	Rezoning & OCP amendment	To amend the zoning to allow for a 335-unit rental apartment	Application being processed
DEVELOPMENT PERMIT			
Address	Type of Application	Description	Status
815/825 Selkirk Ave	Development Permit	46-unit, 5-storey condominium	Waiting for revised drawings
884 Lampson St	Development Permit	119-unit, 6-storey rental apartment building	Approved April 22, 2024
900 Esquimalt Rd / 900 Carlton Terrace	Development Permit	272-unit rental/strata apartment building	DP approved April 8, 2024

533 Admirals	Development Permit	To allow for the addition of a storage area to an existing commercial liquor store.	Application approved September 9, 2024.
904 Admirals	Development Permit	Duplex with suites	Application under review.
533 Admirals Road	Development Permit	Add storage area to liquor store.	Application under review.
958 Wollaston Street	Development Permit	Four-unit stacked townhouse	Application approved by Director.

DEVELOPMENT VARIANCE PERMIT

900 Esquimalt Rd / 900 Carlton Terrace	Development Variance Permit	272-unit rental/strata apartment building	DVP approved April 8, 2024
904 Admirals Road	Development Variance Permit	Two lot subdivision, variance for front and rear setbacks of existing house due to changing orientation of frontage.	Development Variance Permit approved.
533 Admirals Road	Development Variance Permit	To allow for the addition of a storage area to an existing commercial liquor store. Variance to the interior side setback.	Application received; APC scheduled.
453 Admirals Road	Development Variance Permit	Minor front setback	Approved by Director.
504 West Bay Terrace	Development Variance Permit	Minor side setback	Will be resolved through Zoning Bylaw Amendment.

BOARD OF VARIANCE

Address	Type of Application	Description	Status
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HERITAGE ALTERATION PERMIT

429 Lampson Street (Rosemead House)	Heritage Alteration Permit	Proposed changes to windows and addition to terrace on east elevation.	Reviewed by the Design Review Committee on December 11, 2019. Waiting for revised plans.
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SUBDIVISION APPLICATION

615 Bryden Court	Subdivision	Subdivision Application to create 2 lots.	In process
1238 Lyall Street	Subdivision	Subdivision to create two residential lots	In process

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
903 Admirals	Rezoning	0	8	0	8	0	Townhouse
904 Admirals Road	Development Permit	2	2	0	4	0	Duplex with Suites
664 Admirals Road	Building Permit	83	0	0	83	6	Apartment
1211 Carlisle Avenue (14-lot consolidation)	Development Permit	198	0	0	198	TBD	Apartment
1223 Carlisle Avenue	Rezoning	0	22	0	22	0	Apartment
900 Carlton Terrace/900 Esquimalt Road	Development Permit and Development Variance Permit	96	176	0	272	TBD	Apartment
842 Carrie Street	Development Permit	0	4	0	4	0	SSMUH
878 Colville Road	Rezoning	0	6	0	6	0	Townhouse
1073 Colville	Rezoning	0	8	0	8	0	SSMUH
612 Constance Avenue	Building Permit	129	0	0	129	8	Apartment
1006 + 1010 Craigflower	Building Permit	0	134	0	134	TBD	Apartment
772 Dominion	Building Permit	0	8	0	8	0	Townhouse
817 Esquimalt Road	Building Permit	104	0	0	104	TBD	Apartment
820 Esquimalt Road	Building Permit	135	0	0	135	0	Apartment
852 (formerly 856/858) Esquimalt Road	Building Permit (May 4, 2023)	198	0	0	198	0	Apartment
861/865 Esquimalt Road	Rezoning	0	59	0	59	TBD	Apartment
899 Esquimalt Road - Pacific House	Building Permit	0	66	0	66	0	Apartment
1100-1108 Esquimalt Road and 610, 612, and 618 Lampson Street	Building Permit	0	89	0	89	0	Apartment/ Townhouse
874 Fleming Street (net 60)	Building Permit	137	0	0	137	137	Apartment
880 Fleming Street	Development Permit	42	3		45	24	Apartment

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
614 Grenville	Rezoning	0	132	0	132	TBD	123 Condo Apartments and 9 Townhouses
460 to 464 Head Street - West Bay Quay	Development Permit	0	12	0	12	0	Apartment
485 Joffre Street South	Building Permit	0	6	0	6	0	Stacked Townhouse
861 Kindersley Road	Rezoning	0	5	0	5	0	Townhouse
429 Lampson Street - English Inn	Building Permit	0	227	0	227	0	Apartment/Townhouse
756/758 Lampson Street	Rezoning	0	11		11		Townhouse
884 Lampson Street	Development Permit	0	119	0	119	0	Apartment
914 McNaughton Ave	Development Permit	0	4	0	4	0	
602, 608, 612, 618 Nelson Street and 1319, 1331, and 1347 Sussex Street	Rezoning	314	0	0	314	23	Apartment – (affordable units approximate)
906 Old Esquimalt Road	Building Permit	0	5	0	5	0	Townhouse
1338 to 1350 Saunders St	Building Permit	72	0	0	72	6	Apartment
1340 Sussex Street and 1337 Saunder Street	Rezoning	335	0	0	335	TBD	Apartment
734 Sea Terrace	Rezoning	17	0	0	17	TBD	Apartment
815 & 825 Selkirk Avenue	Development Permit	0	46	0	46	0	Apartment
1075 Tillicum Road	Building Permit	0	99	0	99	0	Apartment
958 Wollaston	Development Permit	0	4	0	4	0	Townhouse
Total:		1862 (60%)	1255 (40%)	0 (0%)	3117 (100%)	204 (7% of total)	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on September 11, 2024

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units	Housing Type
622 Admirals Road - Esquimalt Legion	Completed July 14, 2023	95	38	48	181	0	Apartment Seniors
687 Admirals Road	Completed (Oct. 26, 2022)	48	0	0	48	0	Apartment
838- 842 Admirals Road	Completed (Jan. 2021)	28	0	0	28	0	Apartment
937 Colville Road	Completed (Dec 16, 2021)	0	6	0	6	0	Townhouse
955 Colville Road	Completed (Apr 17, 2021)	0	10	0	10	0	Townhouse
638 Constance	Completed (Feb 23, 2020)	71	0	0	71	7	Apartment
632 (formerly 636) Drake Ave	Completed (units 4 + 5 March 20, 2023) (units 6 + 7 March 31, 2023) (Units 1,2, + 3 June 5, 2023)	0	7	0	7	0	Townhouse
820 Dunsmuir Road	Completed (June 21, 2024)	0	7	0	7	0	Townhouse
835 Dunsmuir Road	Completed (Nov. 18, 2020)	0	32	0	32	0	Apartment
876 Dunsmuir Road	Completed October 20, 2023	0	4	0	4	0	Townhouse
1235 Esquimalt Road - Esquimalt Town Square	Completed (Bld A July 27, 2020; Bld B Nov 9, 2020; Bld C Sept 1, 2021; Bld D March 23, 2021)	34	68	0	102	0	Apartment
615 Fernhill Road	Completed (Nov 3, 2021)	0	10	0	10	0	Townhouse
474 Head Street - Triangle Lands	Completed (Nov 14, 2022)	0	73	0	73	0	Apartment
851 Lampson	Completed March 8, 2024	0	4	0	4	0	Townhouse
1052 Tillicum Road	Completed April 9, 2020	0	5	0	5	0	Townhouse
1048 & 1050 Tillicum Road	Completed April 13, 2023	0	5	0	5	0	Townhouse
540 West Bay Terrace	Completed March 27, 2024	105	0	0	105	0	Apartment
Total		381 (55%)	269 (38%)	48 (7%)	698 (100%)	7 (1%)	

Table 2 Number of Completed Units by Tenure

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units	Housing Type
812 Craigflower	Completed (July 12, 2024)	10	0	0	10	0	Apartment
Total		10	0	0	10	0	

Table 3 Number of Units by Type for Housing Target

Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units
Rezoning	666	251	0	917
Subdivision	0	0	0	0
Development Permit	338	370	0	708
Building Permit	858	634	0	1492
Completed (from January 2020 to June 30, 2024)	381	269	48	698
Complete from July 1, 2024 (Housing Target Units)	10	0	0	10
Total	2253 (59%)	1524 (40%)	48 (1%)	3825

Table 4 Number of Units by Tenure Since January 2020.

September 13, 2024



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-431

PERIOD REPORT

DATE: September 23, 2024

Report No. EPW-24-022

TO: Dan Horan, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2024 Second Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from May 1, 2024 to August 31, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 5 new service laterals installed this period (7 total for the year).
- 10 service laterals replaced (due to blockages) this period (18 total for the year).
- Test and clear inspections as and when required.
- 2 new manholes installed this period (2 total for the year).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual pump maintenance/controls inspections of kiosks completed in the second period. Pump inspections to be completed in the third period of 2024.
- Program also includes coordinating similar activities for View Royal pump stations.
- No overflow events to report in the second period.

3. Storm Drains

- 2 new service laterals installed this period (4 total for the year).
- 2 service laterals replaced (due to blockages) this period (9 total for the year).
- Test and clear inspections as and when required.
- 2 new manholes installed this period (3 total for the year).
- 0 catch basins replaced this period (0 total for the year).
- 3 new catch basins installed this period (3 total for the year).
- Program for catch basin cleaning expected in the third period.

4. Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee, with a meeting in May. CRD continues to receive and investigate odour complaints.
- Participated in initial discussions with the CRD led Core Area Liquid Waste Management Plan Technical Working Group to review an update to the Core Area Liquid Waste Management Plan in 2022. Minimal discussions in 2023. Working group was provided an update in March 2024 regarding planned updates to the I&I section of the Plan.
- CRD initiated a Technical and Community Advisory Committee (TCAC) to assist the CRD Core Area Liquid Waste Management Committee (CALWMC) in making appropriate recommendations to the CRD Board in the areas of:
 - Inflow and infiltration (I&I)
 - Sanitary sewer overflows
 - Biosolids management and beneficial use
- Staff are participating on the TCAC and attended 1 meeting in the second period of 2024.

5. Roads

- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars began in the second period and will continue into the third period.
- Centre line painting on roads completed in the second period.
- Crack sealing expected in the third period of 2024.
- Mill and pave to accommodate thermoplastic to refresh crosswalks will continue in the third period.
- Major repair/minor capital works to begin in the second period and will continue in September, with several locations requiring repairs via asphalt removal and replacement.
- Approximately 215.04 tonnes of asphalt placed for the period (378.64 tonnes total for the year).

6. Traffic Management

- Traffic orders and sign installation is ongoing.
- Replaced faulty traffic signal controller at Tillicum and Craigflower.
- Actioned 2024 traffic signal maintenance program. Work to occur in the third period.
- New locks procured with full replacement for all existing signal/electrical cabinets to occur in the third period.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 50.3 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (108.3 cubic meters total for the year).
- Approximately 106.6 linear meters was replaced for the period (433.2 linear meters total for the year).

8. Sidewalk Ramps

- Accessibility improvements completed in first period of 2024 near entrance to the Rec Centre using materials identified by Parks and Engineering staff as favourable to adjacent

trees.

- Accessibility improvements at Lampson and Wollaston scheduled for third period.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey continues. Establishing new baseline and review areas while maintaining 3-year cycles.
- Work completed:
 - 0 - No.1 trip hazards completed this period.
 - 0 - No. 2 trip hazards completed this period.
 - 0 - No. 3 trip hazards completed this period.

10. Bus Shelters

- Normal maintenance schedule is ongoing, including:
 - Refuse collection, graffiti removal.
 - Staff are exploring more efficient ways to increase our service levels for bus stop maintenance including pressure washing.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 9 (total additional bins purchased since 2014 = 527).
- Tonnage of garbage waste stream collected for period = 334.84 (total for the year = 675.49).
- Tonnage of kitchen scraps stream collected for period = 179.31 (total for the year = 352.53).
- Tonnage for garbage and kitchen scraps streams for the year = 1,028.02 (total for same period 2023 = 1029.39).
- Garbage bins from initial 2014 program rollout are failing. Purchase of new waste bins to occur in third period of 2024.

Yard and Garden

- Usage of transfer station during period: May to August, 2024:
 - Esquimalt residents = 7,163 (11,116 total for the year).
 - View Royal residents = 5,933 (9,125 total for the year).
 - Commercial = 19 (33 total for the year).
 - Tonnage removed from site = 788.26 (1,327.51 total for the year).
 - Tonnage removed in 2023 second period = 701.66 (total for 2023 = 1,928.44).

Recycling

- Operations normal for second period.
- Staff preparing a new contract for tender in 2024 for municipal facilities.

12. Fleet

- Operations normal.
- Council approved the Fleet Electrification Plan in the second period of 2024. Staff to work with consultant to develop a plan for charging infrastructure in the third period of 2024.
- Specifications preparation underway with tender release expected in third period of 2024:
 - Street sweeper
 - Garbage truck
- Exploring options, including lighter duty or used vehicles, for a Garbage Packer (Curbster)
- Vehicles being delayed to extend useful life:
 - $\frac{3}{4}$ ton truck
 - Sewer van
 - Crane truck (repairs completed in the second period of 2024 to extend life and resumed service)
- Vehicles in progress:
 - Bike lane street sweeper purchased and awaiting delivery (supplier provided a temporary sweeper until the Township's is delivered)
 - Electric $\frac{1}{2}$ ton pick up truck received in second period and put in service

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 8 (total for the year = 17).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 11 (total for the year = 33).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 10 (total for the year = 16).
- Work orders issued for new curb/gutter/sidewalk in preparation for new development in the period = 9 (total for the year = 9).
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 1 (total for the year =7).

14. Public Works Calls For Service

- Number of Calls for Service assigned to Public Works this period = 314 (total for the year = 575).
- Number of Calls for Service completed by Public Works this period = 285 (total for the year = 533).

15.00. Capital Projects

15.01. Annual Traffic Counts

- Bi-annual traffic counts expected in third period of 2024.

15.02. Review of SCADA Upgrade System

- A formal agreement to continue to use CRD's SCADA system for sanitary pump stations is expected in 2024. No changes to the existing operations are expected from this agreement.

15.03. Review of Public Works Fuel 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.
- Council awarded a contract to replace the fuel tank in the second period of 2024, with installation expected in the third period.

15.04. Coastal Infrastructure Management

- Due to staffing, work on this project has been on hold.
- Staff will hire a consultant in 2024 to begin assessing the condition of structures, pending staff availability.

15.05. Westbay Walkway Design

- The wooden structure is showing its age and requires increased maintenance.
- Parks and Engineering will be working jointly on determining a scope of work for either an upgrade of the current structure or replacement of the walkway structure.
- Minor repairs completed in the second period of 2024.
- Consultant to be retained in the third period of 2024 to complete a structural assessment of the walkway.

15.06. Parking Study

- The Integrated Parking Management Plan was endorsed by Council in the first period of 2024. The corresponding Action Plan that provides priorities and impacts was endorsed by Council in the second period of 2024.
- Staff will prepare budget requests per the Action Plan starting in 2025.

15.07. Integrated Resource Management Business Case Development

- Staff provided a report and associated information for Council's consideration of next steps in September 2023. Council directed staff to explore biochar testing and confirm funding availability from CRD.
- CRD confirmed \$50,000 of funding is available to Esquimalt for this project.
- Through discussions with consultants, staff explored biochar testing options in the second period. An update to Council is expected in the third period of 2024.

15.08. Municipal Hall Roof Replacement

- Flynn Canada was hired in the first period of 2023 to replace the remaining lower portions of roof. Construction began on the lower roof portions in third period of 2023. Lower roof portions completed in first period of 2024.
- Tender issued in the second period of 2024 for the upper roof replacement, two bids were received. Due to budget and scheduling restraints the project will be retendered in the

third period of 2024.

15.09. Street Light Replacement Program

- Staff are working with a consultant to calculate required lighting levels.
- 113 replacements will take place in third period of 2024.
- Staff plan to complete another Township wide review in the third period to determine if any further lights need to be replaced. Previously 102 failed LED lights were replaced under warranty.

15.10. Decorative Street Light Pole Replacement

- Decorative poles in median islands on Esquimalt Road were at the end of life and were replaced with new poles in the first period of 2023. Remaining electrical issues to be addressed in third period of 2024.

15.11. Banners

- A staff working group led by Economic Development and Recreation staff are developing a new banner program.
- New program will follow the Public Art Plan process.
- Program update expected at end of 2024.

15.12. Road Corridor Program

- Contractor hired in the second period of 2021 for completing the remaining inspections of the storm and sanitary collection systems through CCTV camera inspections.
- Access issues resulted in contractor delay but completion was reached in the first period of 2024.
- Inspection results to be used in Sanitary and Storm Sewer Asset Management Plans.

15.13. Active Transportation Network Plan Implementation

- Pedestrian Facilities:
 - Construction on Munro Street to fill in gap in sidewalk between Plasket Place and Kinver is now complete. The remaining section on Munro between Kinver and Lampson to be completed after a short section of drain main is replaced on the north side. This remaining section will be bundled in one contract with the new sidewalk Kinver/Heald/Swinford.
 - Staff developed concepts for completing the sidewalk connections between Lyall and Munro (ATNP Action 1D) on Swinford Street, Heald Avenue and Kinver Street. Staff continue to refine the design of the new sidewalk and will retain a consultant to tender the work in 2024/2025.
 - In 2022, a new sidewalk on Constance Avenue from Lyall Street south to the path that connects to Admirals Road was designed and tendered. Due to pricing, construction was not awarded. To make Constance Avenue more pedestrian friendly, staff completed a traffic calming concept for Constance Avenue. Engagement with residents started late in the second period of 2024, with installation of traffic calming measure expected in the third period. Supplemental wooden planters as part of this project are expected in the first period of 2025.
 - In coordination with the proposed sidewalk as part of 820 Dunsmuir Street

frontage works, staff will reconstruct the northeast and northwest corners of Wollaston and Dunsmuir and establish a new pedestrian crossing across Dunsmuir. Due to tree conflicts, much of the asphalt sidewalk replacement has been removed from Wollaston to Esquimalt Road. Surface improvements will be made in lieu. Construction expected in the third period of 2024.

- Cycling Facilities:
 - Protected bike lanes on Tillicum from Gorge Bridge to Craigflower and on Lampson from Craigflower to Esquimalt Road are substantially complete. Minor deficiencies have been addressed in the second period of 2024. Project to be closed out in the third period.
 - Esquimalt Road Phase 1 - Dominion to Joffre - Active Transportation Improvements
 - In the second period, Council awarded a contract to ISL Engineering to begin detailed design and engagement. Phase 1 engagement started at the beginning of September. A What We Heard Report will be provided to Council in the third period. Further refinements to the design through consultation will be made in the third period of 2024, with construction expected to start late 2024/early 2025.
 - Esquimalt Road Phase 2 - Joffre to Canteen - Active Transportation Improvements
 - In the second period, Council awarded a contract to ISL Engineering to begin detailed design and engagement. Engagement, routing and design refinement to start in the third period of 2024. Following engagement, a What We Heard Report will be provided to Council. Construction is expected in 2025.
- Complete Street, Complete Intersections:
 - Esquimalt and Dunsmuir Intersection Review (ATNP Action 3B)
 - Staff developed design concepts that are included in Esquimalt Road Phase 1 engagement materials.
 - Craigflower Crossing Improvements (ATNP Action 3C)
 - Staff continue to refine conceptual design and plan to retain a consultant in third period of 2024 to complete detailed design on all existing crosswalks along Craigflower. Pedestrian activation to be included for all crossings. Implementation planned for 2025.
 - Devonshire/Fairview (ATNP Action 3D)
 - Staff performed manual traffic counts in 2023. Staff to complete 4-way stop warrant in 2025.
 - Esquimalt/Fernhill Intersection Review (ATNP Action 3E)
 - Staff will include this intersection review with Esquimalt Road Phase 2. Current concept includes converting this intersection from a half signal to a Rectangular Rapid Flashing Beacon (RRFB) due to aging infrastructure.
 - Conduct Minor Intersection Reviews (ATNP Action 3F)
 - Further reviews to occur following other reviews listed or as part of

- traffic calming opportunities.
- Admirals/Colville Intersection Review (ATNP Action 3G)
 - Staff to review signal timing and phasing, and explore opportunities for minor intersection changes in 2025.
- Esquimalt/Head Intersection Review (ATNP Action 3H)
 - Staff will include this intersection review with Esquimalt Road Phase 1. Sidewalk/corner ramps and traffic signal cabinet/controller upgrades currently identified.
- Fraser Street / Munro Street / Bewdley Street Intersection Review (ATNP Action 3I)
 - Engineering working with Parks and Recreation staff to complete street mural in the third period of 2024.
- Esquimalt/Admirals Intersection Review (ATNP Action 3J)
 - Staff will include this intersection review with Esquimalt Road Phase 2. Sidewalk/corner ramps and traffic signal cabinet/controller upgrades currently identified.
- Dominion/Ellery/Powderly Crosswalk:
 - Staff continue to work with the City of Victoria to complete detailed design of the crosswalk across our border. Conceptual design is complete, and design has been handed over to the City of Victoria. Construction planned for 2024/2025.
- Lower Speeds (ATNP Action 3M):
 - In the first period of 2024, Council approved bylaw changes, reducing speeds on Major Roads to 40km/hr, and all other roads to 30km/hr.
 - Staff have completed the new speed sign installations in the second period of 2024. Staff expect to adjust and add signs as required in the third period of 2024.
 - ICBC to provide a \$37,500 contribution towards the cost of the new speed limit signs.
 - Staff have procured new traffic counting equipment in the second period and will look to have several permanent speed reader boards installed in late 2024 / 2025.
 - Staff continue to utilize the annual traffic calming budget to identify/implement temporary and permanent improvements in 2024. Completed projects in the second period include school and playground pavement markings on Highrock Avenue and on Fraser Street. Staff currently refining conceptual designs for Rockheights Avenue between Old Esquimalt and Lampson Street for new traffic calming measures.

15.14. ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Due to staff shortages, a call for volunteers has not been initiated. Staff anticipate this occurring in 2025.

15.15. Sewer and Drain Capital / I&I

- Staff repaired a 15 metre section of sunken sanitary sewer main on Munro Street near Kinver Street in the second period of 2024 that was identified during the Munro sidewalk project.
- Staff will replace a 10 metre section of storm main on Munro Street near Lampson Street in the third period of 2024.
- Two 5 to 10 metre sections of storm main on Head Street between Esquimalt Road and Wollaston Street are expected to be completed by staff in the third period of 2024.
- Remaining repairs in Gosper Crescent neighbourhood expected late 2024 to replace 252 metres of sewer and drain mains causing minor contamination at Gorge Creek outfall.
- Additional main replacements/upgrades expected to be finalized as part of the Sewer Asset Management Plan that's expected in the third period of 2024.
- Inspection of the Uganda Sewer Pump Station identified a need to replace aging pumps.
- Consultant to be retained in third period following the Asset Management Plan to complete detailed designs for Gosper Crescent, Uganda Pump Station, and any additional main replacements. Construction expected in the third period of 2024 / 2025.

15.16. Sewer Asset Management Plan

- This project is to develop an overall asset management plan for the sewer network that identifies long term funding requirements in order to maintain current levels of service.
- Consultant has completed pump station inspections, sewer modelling, and reviewing condition assessments. The complete Asset Management report is expected in the third period of 2024.

15.17. Storm Asset Management Plan

- This project is to develop an overall asset management plan for the storm sewer network that identifies long term funding requirements in order to maintain current levels of service. Consultant expected to be retained in the third period of 2024, with completion expected in summer 2025.

15.18. Facilities Asset Management Plan

- This project is to develop an overall asset management plan for municipal facilities. Consultant expected to be retained in the third period of 2024, with completion expected in summer 2025.

16.0 Traffic Orders

- Number of Traffic Orders issued this period = 4 (total for the year = 8).

17.0. Development Applications

- Number of development applications for Engineering comments this period = 11 (total

for the year = 17). This number includes rezoning and subdivision applications.

- Number of building permit applications for Engineering comments this period = 26 (total for the year = 55). This number includes demo permits.

II. COMMITTEES

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



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-422

PERIOD REPORT

DATE: September 23, 2024

Report No. FIN-24-015

TO: Dan Horan, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services & IT

SUBJECT: Financial Services and IT Departments - 2024 Second Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from May 1, 2024 to August 31, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Accounting and Financial Operations

- The 2023 financial statements were approved by Council in May. The Township's auditors, KPMG, addressed Council regarding the statements and outlined the basis for their clean audit opinion.
- The Township's 2023 Statement of Financial Information (SOFI) was approved by Council in June and was forwarded to the provincial government in advance of the annual statutory reporting deadline.
- The following property tax statistics are analysed each year and the 2024 results remain consistent with the previous two years.
- Property tax folios fully collected as of July 2 - 67.3%; August 31 - 93.8%.
- Total deferments - 545, including 488 renewals, totalling \$2,673,725.
- Home owner grants claimed as of August 31 - 3,884.
- During the period of July 3 and September 3 there were 231 regular and 166 additional home owner grants claimed. In these instances, the associated 10% penalty was reversed in accordance with the Township's alternate tax collection scheme bylaw. The total amount reversed as a result was \$27,194 which represents a slight increase from the \$25,620 that was reversed last year.
- For the second year, property owners were able to remit their property tax payments using a credit card. As of the end of August, a total of 211 payments totalling \$516,594 were made through a third party provider. This represents a 45% increase in the number of payments and a 52% increase in the total amount taxation revenue collected.
- Properties with delinquent property taxes were identified for potential inclusion in the 2024 tax sale. As of August 31, five properties have delinquent taxes outstanding with the Township. If

these amounts are not collected prior to October 7, a tax sale will be held by the Township to recover unpaid taxes.

- An amount of \$20,660,961 was received from Public Works Goods and Services Canada for payment in lieu of taxes. This amount, which consists of the municipal amount as well as those collected on behalf of third parties, is approximately \$45,000 less than the amount applied for by the Township. The reduced amount pertains to assessment value differences for potential property dispositions which were not recognized by BC Assessment. The Township does not anticipate receiving any additional payments during the year and due to the circumstances and potential costs, it is unlikely that a 2024 appeal will be filed.
- During the period, the department experienced challenges due to staffing levels but remained responsive to internal and external customer service demands. As we start the third period, the department is almost back to its full complement, with the hiring of a new payroll administrator, a second senior accountant and a new finance manager.

2. Information Technology

- The Township has switched alarm monitoring service provider for the Municipal Hall Monitoring. The new, cost-effective service allows staff to remotely arm and disarm the system, check the alarm status, and will facilitate the use of alarm buttons to improve staff safety.
- The department initiated the identification and retirement of phone lines, fax numbers and alarm numbers that are no longer being used. Fifteen instances were identified and cancelled which will result in \$500 in monthly savings.
- A new staff member was added to the team with a focus on increasing the department's ability to provide improved daily support to all Township staff.

II. COMMITTEES

There were no committee meetings held during the second period of the year.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-426

PERIOD REPORT

DATE: September 23, 2024

Report No. FIRE-24-004

TO: Dan Horan, Chief Administrative Officer

FROM: Matt Furlot, Fire Chief

SUBJECT: Fire Department - 2024 Second Period Report

The following is a report on the activities pertaining to the Fire Department from May 1, 2024 to August 31, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Emergency Response	This Period	Last Period	Last Year	Routine Activities	This Period	Last Period	Last Year
Alarm calls	39	55	47	Assist other agencies	14	2	24
Burning complaint	18	3	9	Bylaw / Fire Code inquiries	2	0	12
Hazardous material	4	5	2	General inquiries	108	94	111
Medical aid	173	175	120	Oil tank inspections	3	8	5
Overdose	10	9	4	New building plan review	6	6	2
Misc.	51	34	8	Public ed. / hall tour	6	4	4
Vehicle Incident	17	14	12	Fire investigations	10	10	1
Other fire	10	11	2	Business licenses	41	70	33
Structure fire	9	1	1	Car seat inspection	4	1	5
Natural gas leak	3	3	3	Fire Safety Plan Review	7	5	2
Vehicle fire	2	2	3	Assist public	7	10	26
Lift assist	19	15	15	Inspections	208	214	n/a
Brush fire	3	0	5	Re-Inspections	103	94	n/a

2. Community Services

• **Public Safety Groundbreaking Ceremony:**

On May 23rd, the Township celebrated the groundbreaking of the new Public Safety Building. The event was attended by the Mayor, Council, and Staff, and featured a special blessing from the

Songhees Nation, marking a significant milestone in our commitment to enhancing community safety.

- **Enhanced Fire Response Protocol:**

In collaboration with Surrey Dispatch and our mutual aid partners, we have improved our initial response to residential, high-rise, and commercial structure fires. The first alarm response now includes 3 Engines, 1 Ladder, and 2 Battalion Chiefs, bringing us closer to the NFPA standard. This enhancement is expected to significantly improve firefighter safety and public safety outcomes.

- **Championing Diversity and Inclusion:**

Esquimalt Fire Rescue Services was proudly represented at Island Ignite, Vancouver Island's Female Firefighter Boot Camp, by Firefighter Alexandria Marshall, who served as an instructor. This initiative underscores our department's commitment to promoting diversity and inclusiveness within the firefighting profession.

- **Fire Prevention Efforts:**

We have initiated a 4-month internal Inspector position to focus on businesses that have failed their initial annual fire safety inspections. By targeting identified fire hazards, this role aims to bolster our fire prevention efforts, thereby increasing community safety and reducing fire risks.

3. Department Services

- **Development of Property Release Waiver:**

A new Property Release Waiver has been developed for use when the fire department transfers responsibility of a property following incidents such as equipment malfunction, security concerns, or fires. This initiative is aimed at reducing potential liability risks post-incident, ensuring clearer communication and accountability.

- **Professional Development and Industry Updates:**

Assistant Chief Widdifield and Assistant Chief Swan attended the BC Fire Chief's Association Summer Conference and the Fire Prevention Summer Conference, respectively. Both have brought back valuable insights and recommendations to improve service delivery at Esquimalt Fire Rescue Services. Notably, we are currently assessing the implications of the new *Fire Safety Act* on our Bylaws and Inspectors, as well as the impact of the recent addition of Single Egress Stairs to the BC Building Code on our firefighting strategies.

- **Leadership and Training Initiatives:**

An officer's meeting was convened, focusing on leadership development and managing expectations within the newly implemented 24-hour compressed work cycle. Additionally, our training efforts have emphasized First Aid medical license upgrades, tower crane technical rope rescue, and wildland firefighting competencies, ensuring our team remains well-prepared and versatile.

4. Administrative Services

- **Collective Agreement Renewal:**

A renewed Collective Agreement has been successfully signed and ratified between the Township of Esquimalt and the IAFF Local 4264, marking continued cooperation and alignment between the department and its members.

- **Implementation of Rescue Hub Training Software:**

The department has introduced a new training software, Rescue Hub, designed to streamline the planning, organization, assignment, and tracking of training requirements. This tool will ensure compliance with various governing agencies, including the Office of the Fire Commissioner, Emergency Medical Assistant's Board, and WorkSafeBC, thereby enhancing our training effectiveness and record-keeping.

- **Payroll Process Enhancement:** The transition to the new 24-hour compressed work cycle has involved a significant focus on adjusting and refining our payroll reporting processes. This effort has led to improved accuracy and the identification of operational efficiencies.

5. Commitment to Regional Cooperation

The following initiatives were undertaken during this period:

- **4 Core Collaboration:** The Fire Chiefs and CAOs of Esquimalt, Victoria, Oak Bay, and Saanich met to discuss ongoing and future collaborative efforts. It was agreed that the CAOs and Fire Chiefs will meet at least once annually, while the Fire Chiefs will continue regular meetings to advance cooperative initiatives.
- **Monthly Fire Chief Meetings:** The Fire Chiefs from the 4 Core municipalities meet monthly to enhance cooperation and collaboration across the region.
- **Joint Recruitment Process:** A joint recruitment process between Victoria and Esquimalt has been outlined and will be implemented this fall, resulting in administrative and economic efficiencies.
- **Mayday Working Group:** This regional initiative has made significant progress, drafting standardized procedures to prioritize firefighter safety across departments.
- **Communications Working Group:** Under the Fire Services Agreement, representatives from Oak Bay, Victoria, Saanich, and Esquimalt continue to meet monthly to improve fireground communications using common terminology and updated radio technology.
- **Aligned Training Practices:** Monthly meetings among Oak Bay, Victoria, Saanich, and Esquimalt ensure alignment in firefighter training practices and resource sharing, enhancing scene safety during mutual aid events.
- **Crew Visits:** Scheduled crew visits between Victoria and Esquimalt Fire Rescue Services are being planned to improve familiarity and coordination during mutual aid responses.
- **Mutual Aid Enhancement with View Royal:** View Royal and Esquimalt Fire Rescue Services have reviewed their automatic aid responses and collaborated with Surrey Dispatch to enhance initial resource allocation for structure fires, ensuring both municipalities meet a safer standard of response.
- **Mutual Aid Enhancement with Victoria:** Victoria and Esquimalt also reviewed their automatic aid responses and collaborated with Surrey Dispatch to enhance initial responding resources in their respective municipalities.

II. COMMITTEES

Esquimalt Fire Department members are actively involved with numerous local and regional initiatives through the following associations:

- Greater Victoria Fire Chiefs' Association
- Greater Vancouver Fire Chief's Association
 - Technical High Angle Rope Rescue Program (THARRP)
- Canadian Fire Chief's Association
 - Leadership Committee
 - Mental Health Committee
- British Columbia Fire Chiefs' Association
- CRD Regional Hazardous Materials Response Planning Committee
- Fire Training Officers' Association of BC
- Fire Prevention Officers' Association of BC
- Greater Victoria Fire Prevention Officers' Association
- Department Occupational Health & Safety Committee
- BC Burn Fund
- BC Professional Firefighters Association
- Greater Victoria Public Safety Unit Joint Management Team



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-429

PERIOD REPORT

DATE: September 23, 2024

Report No. ADM-24-058

TO: Dan Horan, Chief Administrative Officer

FROM: Vicki Gannon, Director of Human Resources & Community Relations

SUBJECT: Human Resources & Community Relations - 2024 2nd Period Report

The following is a report on the activities pertaining to the Human Resources & Community Relations department from May 1, 2024 to August 31, 2024. .

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Communications

The Manager of Communications:

- Implemented various observance day and Council proclamation communications;
- Designed and published annual report;
- Designed and published annual tax mailout and Mayor's message;
- Created education campaign around new speed limits and sign installation;
- Created media backgrounders, invitations and information boards for Public Safety Building groundbreaking;
- Participated in Emergency Operations Centre exercises as Information Officer
- Attended LGMA conference;
- Participated in communications planning for Green Shores project;
- Worked with EA to implement webforms for Mayor/Council event attendance, speaking engagements and congratulatory messages;
- Launched the 2024 memorial banner campaign;
- Prepared August edition of Experience Esquimalt promotional feature through the Times Colonist;
- Created and published the tri-annual Current community newsletter;
- Continued to work with Economic Development Manager on place branding project;
- Supported community groups including Township Community Arts Council, Esquimalt Lions, Esquimalt Community Arts Hub and the Esquimalt Farmers Market by sharing news and event information;

- Created public engagement to encourage signups to digital public notices;
- Promoted “Go By Bike Week” as both a regional event and the Township’s participation in the initiative;
- Collaborated with Parks/Rec to promote Gorge Pavilion BCRPA award;
- Shared Spongy Moth spray notices to staff and the public;
- Created ads celebrating Esquimalt business and culture through Business Examiner magazine;
- Supported Pride month with dedicated social media posts and Black Press wrap;
- Worked with Eng/PW to publish timely traffic and construction updates for Active Transportation Network projects; and
- Facilitated various staff and Mayor media interviews.

Analytics (last period in brackets where possible):

Esquimalt Alert registrations

- 3,278 (3,120) registrants

Website

- Users: 80K
- Top 3 pages:
 1. Parks and Recreation
 2. Homepage
 3. Programs and Registration (recreation)

Twitter

- Average 131 (250) post views per day (impressions)
- Total 100 (96) posts
- Total followers: 4,231 (4,204)

Facebook

- 133 (163) new timeline posts
- 3,388 followers (124 new followers)
- 133,563 post reach

Instagram

- 2,180 followers (194 new)

- 217 (242) posts
- 29,596 post reach

LinkedIn

- 902 followers (94 new)
- 284 (193) page clicks, likes, etc.
- 31 (17) posts

Communications - related online newsletters

- Events list: 429 contacts
- News list: 426 contacts
- The “Current” newsletter list: 459

2. Occupational Health and Safety

The Occupational Health and Safety Manager:

- Managed all active WorkSafeBC and LTD claims:
 - 3 active WorkSafeBC claims at the start of the period; 3 active as of August 31.
 - 2 active LTD claims at the start of the period; 2 remained active as of August 31.
- 1 employee on medical leave at the start of the period, who returned to work by August 31st; 1 new employee on medical leave as of August 31st.
- Secured relief of costs on a past WorkSafeBC claim through audit and appeal.
- Performed risk assessments for 8 different positions at the Township of Esquimalt.
- Completed safety inspections for all Township buildings.
- Audited and updated policies for all 4 Joint Occupational Health and Safety (JOHS) committees.
- Participated in JOHS committee meetings.
- Developed 11 new policies and procedures.
- Delivered multiple safety talks to Public Works staff.
- The Township’s adjusted claim costs have significantly decreased, as follows:
 - 2023 Adjusted Claim Costs: \$247,049.61 (January 1 - August 31).
 - 2024 Adjusted Claim Costs: \$96,054.81 (January 1 - August 31).
- The preliminary 2025 WorkSafeBC premium rate is projected at 5.26%, representing a 0.59% reduction from the 2024 rate of 5.85%.

3. Human Resources

Training and Development:

Records Management Training:

Some of our HR staff attended a records management training session that informed staff of the importance of adherence to legislation and policies and to outline procedures that are required in maintaining the Township's records. Other staff members will be attending additional sessions in the Fall

Recruitment:

There were 14 regular positions filled this period.

Filled:

- Maintenance Lead hand (1 year term)
- Engineering Technologist II
- Freedom of Information Assistant
- Committee Coordinator
- Information Technology Support Analyst
- Office Administrator - HR & Community Relations
- Parks Admin Support
- Heavy Equipment Operator
- Reception Leader - RPT
- Recreation Programmer
- Payroll and Benefits Coordinator
- Senior Accountant
- Manager of Financial Services
- Pavilion Supervisor

In progress:

- Accounting Coordinator (temporary full-time)
- ECE Preschool Instructor, RPT
- Freedom of Information Assistant, Regular Full Time
- Meeting Technology Operator, Auxiliary Part Time

Labour Relations:

IAFF's 2022 - 2024 Collective Agreement was ratified on June 18, 2024 after 5 days of bargaining in May.

There continues to be one unresolved Human Rights complaint. On June 17, 2024, the Township was informed that the file will proceed to a hearing; however no dates have been set.

Human Resources - General:

Staff completed STATS Canada survey regarding job vacancies and wages.

Policy Updates:

- M-PER-23 - Modified Work Week for CUPE Staff Working 7-hour shifts (no longer a pilot - June 2024)
- FIN-07 Travel and Expense Reimbursement Policy - July 2024
- PER-02 Employee Recognition - July 2024
- PER-06 - Code of Conduct for Patrons and Visitors - July 2024
- PER-07 - Community Volunteer Attraction and Recognition - July 2024
- M-PER-25 Recognition of Prior Years of Service in Another Local Government - Aug 1, 2024

Policy updates in progress:

- M-PER-01 Scheduling and Carry-Over of Annual Vacation for CUPE and Exempt Employees
- PER-05 Terms and Conditions of Employment for Officers, Managers, and Exempt Employees
- M-PER-26 Working from Home

In May, the following marketplace adjustments, reclassification and job evaluations were completed:

- **Parks:**

As a result of the elimination of the Parks Supervisor position, a new position was created: Parks Administrator (PB 8), and the following three lead positions were reclassified as follows:

- Lead Groundskeeper - moved from payband 9 to 10
- Lead Gardner - moved from payband 9 to 10
- Lead Arborist (previously Arborist II) moved from payband 10 to 11

- **Public Works:**

The following positions were reclassified as a result of marketplace adjustment requirements:

- Chargehand, Roads Concrete - moved from payband 9 to 10
- Chargehand, Roads Asphalt - moved from payband 9 to 10
- Chargehand, Painter/Utility - moved from payband 9 to 10
- Chargehand, In-Ground - moved from payband 9 to 10
- Chargehand, Sewers - moved from payband 9 to 10
- Chargehand, Maintenance - moved from payband 9 to 10
- Public Works Supervisor - moved from payband 12 to 13

- **Facilities:**

- Maintenance Lead Hand - moved from payband 9 to payband 10

- **New Budgeted Positions:**

- Committee Coordinator - classified at payband 10
- FOI Assistant - classified at payband 9

Community Relations:

On May 22nd, the groundbreaking ceremony for the Public Safety Building took place at 500 Park Place. The event was well-attended by Mayor, Council, Fire, Police, Songhees Nation and staff. This day marked the beginning of the long-awaited construction of a new three-story safety building that will house the district's Emergency Operations Centre, Fire Department and Training Facility.

Staff are working with Esquimalt Nation and Songhees Nation to fly the two Nations' flags at Municipal Hall and at Gorge Park Pavilion.

4. Economic Development

Attended the BC Economic Development Association (BCEDA) Summit as a Board Director of the BCEDA which attracted 150 attendees from across BC.

Business Façade Improvement Funding Grant: Esquimalt Community Arts Hub (ECAH) on behalf of owners of 1177 and 1179 Esquimalt Road received funding for a business façade mural "Splashpad" which is scheduled to be complete in September, 2024. One other enquiry was received.

Electronic Business Newsletter: Staff received many positive comments about this newsletter, and the following was sent out:

- June: sent to 627 email addresses with an open rate of 63%.
- July: sent to 644 email addresses with an open rate of 54%.
- August: Mail to 111 targeted businesses to participate in the Active Transportation Survey. Open rate 48%
- Emergency Support System ESS Vendor mailout to 27 qualified businesses.

Outcomes over the last period, from the reporting module in the economic development Customer Relationship Management (CRM) system include:

- 110 interactions with business and industry with a primary focus on "Support Business Growth".
- Existing businesses constituted the majority of the business types involved in the engagement and the predominant type was "one-on-one meetings face to face"
- The most frequent types of inquiries were related to procurement and tendering, support and resources, and new business startups.

Business Licences

- There are 817 active business licences as of August 31, 2024, which reflects a 5% increase compared to the same time in 2023. There were 32 new business licence applications, and 29 business licences were not renewed.
- 574 businesses have created a MyEsquimalt profile to date. 84% have signed up for eBilling and 16% have signed up to receive paper invoices.
- Review of the current Business Licence Bylaw and Fees with recommendations before Council for a final decision.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:24-423

PERIOD REPORT

DATE: September 04, 2024

Report No. P&R-24-006

TO: Dan Horan, Chief Administrative Officer

FROM: Steve Knoke, Parks and Recreation Director

SUBJECT: Parks and Recreation Second- 2024 Period Report

The following is a report on the activities pertaining to the Parks and Recreation Department from May 1, 2024 to August 31, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

Parks Highlights

- 31 tree cutting applications were processed with 28 trees removed and 94 trees pruned. 6 applications for tree cutting were denied.
- Pond renovation in Japanese Garden including repair to the pond, pump maintenance, new plantings and replacement of old plant material.
- Installed picnic table at Captain Jacobsons Park.
- Infrastructure team refinished 14 benches in Saxe Point and Westbay Walkway.
- Installed 2 new walking paths adjacent to Japanese Gardens in Esquimalt Gorge Park (EGP).
- Repairs to the path at Westbay including filling trip hazards with infield mix for compaction and ease for human and animal feet.
- Installation of Japanese Lantern, Hiroshima Gingko and Japanese blood grass bed at the front of the Esquimalt Gorge Park Pavilion.
- The water park was opened on May 17 and included repairs to valves, assessment of actuators, repairs to the system and replacement of the computer system that controls the water.
- A flail mower contractor was hired to clear invasives at Macaulay Point Park, and the Wurtele boulevard.
- Installed 1 new plot and replaced 1 existing plot in Anderson Park Community Garden.
- Ongoing repairs were made to the rubber play surface at the Esquimalt Adventure Park.
- Split rail fencing installed at Saxe Point Park.
- Work in Ken Hill Park included improvements to the existing landscape - removal of invasive

- grass, relocation of plants and seeding of the area for easier/more sufficient maintenance.
- Painted newly installed pipe fence at Macaulay Look Out.
- Parks team supported major events in parks including the Esquimalt Farmers Market, Movies in the Park, and Petapalooza.
- Planted a kinnikinnick bed on the west side of the Pavilion.
- A Branch Out invasive removal event was held on May 25th at Esquimalt Gorge Park, with the Greater Victoria Green Team, to address a section of invasive species that threatens the native biodiversity of the park. 580sq metres of land was cleared of invasives.
- Perennial border extended at Saxe Point Park.
- 70 ft of split rail fencing installed at Westbay Walkway to fortify the bank.
- EV Truck added to the Parks Fleet, additional EV cart acquired for Saxe Point Park.
- Two Centennial Pavers were ordered and installed in Memorial Park.
- Signage installed at Greenshores Site in EGP indicating construction timeline.
- Behind the scenes coordination of the Greenshores Demonstration Site project has been ongoing (Project breaks ground on September 12th).
- Reconfigured office space at Parks nursery to accommodate Parks Admin Support position.
- RFP issued for Anderson Park received 10 submissions (currently under review).
- RFP awarded for Multi Use Dock Options and Analysis Report.
- Parks participated in regional forum for the creation of a UNESCO Urban Biosphere in Greater Victoria.

Urban Forestry:

Publicly Owned Trees

- Trees pruned - 94
- Trees removed - 28
- Trees planted - Blvd trees - 0, Natural area trees - 1
- Total trees planted - 1 (No planting in summer, generally)

Invasive Removal

- Total cubic meters of invasive plants removed during the 2nd period - 45m³
- Total square meters of land cleared during the 2nd period - 806m²

Privately Owned Trees (tree permit/developments)

- Trees approved for removal - 12
- Trees denied for removal - 6
- Trees approved for pruning - 10
- No permit required (not protected tree) - 7
- Total number of tree cutting permits waiting for more information or cancelled - 4
- Total tree cutting permits applied for - 31

Parks Washrooms

- Increases to calls for service and damage reported to parks bathrooms.
- The washrooms in the nature house had pump replacement, ongoing issues with capacity and

patrons flushing things that should not be flushed.

- Saxe Point bathrooms have had issues with vandalism and wire theft. Requested that VicPD attend more frequently.
- Washroom at the anglers building experienced some issues with the pump, pump was replaced in July 2024.

Park Bookings

- **Saxe Point:** We hosted a variety of events at Saxe Point, including Branch Out, Stories in the Park, Summer Camps, Preschool Programs, and Pop-Up Opera. In total, we accommodated 63 bookings. In the same reporting period last year, we had 26 bookings.
- **Esquimalt Gorge Park:** Esquimalt Gorge Park was the venue for several events, such as World Migratory Bird Day, Oceans Day, the Esquimalt Farmers Market, Kaleidoscope Theatre Productions, TCAC's Sculpture Splash, Parks and Recreation's annual Outdoor Movie Nights, and the Japanese Cultural Fair. We hosted 83 bookings in total. In the same reporting period last year, we had 59 bookings.
- **Memorial Park:** Memorial Park hosted numerous events, including the Esquimalt Farmers Market, TCAC's Music in the Park, Pacific Opera Victoria, the Esquimalt Community Arts Hub Art Tour, and various school picnics. We held 10 bookings in total. In the same reporting period last year, we had 33 bookings.
- **Macaulay Point Park:** At Macaulay Point Park, we hosted events such as the Fort Macaulay History Tour, Biological Environmental Services, Stories in the Park, Society of Unexpected Spectacles, and school picnics. We managed 34 bookings overall. In the same reporting period last year, we had 8 bookings.
- **Bullen Park:** Bullen Park saw a diverse range of events, including Buccaneer Days, Jazz Fest, Pet-A-Palooza, Esquimalt's Neighbourhood Party, Outdoor Movie Nights, various business social parties, slo-pitch leagues, urban recreation volleyball, and sports tournaments. In total, we organized 94 bookings. In the same reporting period last year, we had 14 bookings.
- **Brodeur Field:** Victoria Brodeur Field was utilized for various activities, including adult soccer, Gorge soccer, and youth training sessions. We had 78 field bookings in total.
- **Lampson Baseball Diamonds** - Lampson Park was utilized by Little League Baseball. We had a total of 111 bookings.
- **Captain Jacobson** - We hosted events such as the TCAC's Mad Hatter's and Huntington Hero's Vancouver Island Walk for Huntington's Disease. In total we had 3 bookings take place, this is up from 0 from 2023.
- **Highrock Park** - We had one park booking from Victor Brodeur School.

2. Recreation Services

Facility Rentals

Gorge Park Pavilion

- **Gorge Park Pavilion Bookings:** The Pavilion hosted 239 bookings during this reporting period. These included a diverse range of events such as staff retreats, birthday parties, class reunions, and gatherings for organizations including BC Transit, BC Pension Corporation, the

University of Victoria Faculty of Social Sciences, Island Health, the Vancouver Island Book Club, and Camosun College's School of Business & Centre for Sports and Education.

- **Sculpture Splash - Sandcastle Edition 2024:** Sculptor Fred Dobbs and his team crafted a captivating sand sculpture titled "Second Star to the Right and Straight On 'Til Morning - Peter Pan," depicting a scene from the beloved story.
- **24th Annual Japanese Cultural Fair:** On August 24, the Pavilion hosted the 24th annual Japanese Cultural Fair, attracting over 600 attendees. The event featured a variety of demonstrations, performances, and presentations. Due to the event's popularity, the Victoria Nikkei Cultural Society expanded the festivities outdoors, incorporating a performance area, community showcase space, garden tours, a bike valet, and an outdoor "Things Japanese" exhibit.
- **Wedding Season Rentals:** The Pavilion saw steady bookings for the 2024 wedding season, with 21 weddings scheduled. Looking ahead, bookings for the 2025 wedding season are strong, with the Pavilion already fully booked on Saturdays from June through September.
- **Esquimalt Farmers Market Partnership:** The Pavilion continued its successful partnership with the Esquimalt Farmers Market for its third consecutive year, operating on Mondays from June to September 2024.
- **New Pavilion Supervisor:** In early August, we welcomed Jodi Appleton as the new Pavilion Supervisor.
- **Gorge SeaCan Art Mural:** A new art piece was installed on the SeaCan at Gorge Park. The art piece is in response to the site's historical significance, themes of healing and community, incorporation of garden elements, and the artist has a personal connection to the history of Japanese internment in Canada. The art is currently being finalized during this reporting period.

Facility Rentals:

- 284 contracts were issued for rentals at the Esquimalt Recreation Centre (75 of which were lane/pool rentals) compared to 223 and 69 for the same period last year.
- 145 contracts were issued for rentals at the Archie Browning Sports Centre compared to 145 last year. This number does not include curling arena use due to pickleball programming.

Fitness and Sports:

- **Fitness Program Registrations:** Registration for fitness programs remained strong with 545 participants, an increase from 478 registrants in the second period of 2023.
- **Drop-In Fitness Participation:** Participation in drop-in fitness classes rose from 4,590 to 6,471.
- **Drop-In Sports Participation:** Participation in drop-in sports increased from 2,486 to 3,033.
- **Drop-In Wellness Centre Visits:** Visits to the Drop-In Wellness Centre grew from 26,939 to 27,197.
- **New Small Group Training Program:** A new Small Group Training program launched in Summer 2024 saw a promising start with 19 participants in July and August.
- **RunSport Run Clinics Partnership:** Esquimalt Recreation partnered with RunSport Run Clinics, which attracted 29 registrants for the first session.
- **Youth Weight Room Orientation:** A total of 43 youths completed the Regional Youth Weight Room Orientation, up from 34 in the same period last year. Additionally, 18 adult orientations

were conducted, slightly down from 19 in the previous period.

- **Wellness Centre Deep Cleaning:** In August, fitness and maintenance staff collaborated to perform 12 hours of deep cleaning at the Wellness Centre, ensuring a clean and sanitary environment for all participants.

Pickleball:

- Four Pickleball courts were installed during the week of May 14th, with court rentals and programs officially beginning on May 18th. The installation process went smoothly, thanks to the guidance and support of the Total Sport Solutions staff.
- Our staff collaborated closely with the Victoria Pickleball Association, offering a total of 32 registered pickleball programs in the spring and 41 programs in the summer. Altogether, there were 543 registrations across both seasons.
- The Pickleball courts experienced a daily range of 35 to 80 participants, who engaged in various activities including court rentals, lessons, tournaments, drop-in programs, and clinics.
- During the spring and summer season we moved the Drop-in Pickleball program from the Jubilee Hall at the Recreation Centre to the new courts at the Sports Centre. This allowed the addition of Fitness and Child programs. A new drop-in Pickleball time was also added in July and August.

Aquatics

- The pool continued to run at normal hours of operation (119hrs/week). The completion of the 2nd period of 2024 marks the anniversary of the pool returning to normal hours of operation after the COVID shutdown (returned to normal hours at the start of the 3rd period in 2023).
- 5 new aquatics staff were hired, bringing our staff total to 78 Lifeguards and Swim Instructors.
- We ran 92 community swimming lessons (July and August) with a total of 414 participants compared to 74 lessons with 327 participants in 2023.
- We ran 27 Registered Private Lessons (RPL) with a total of 42 participants compared to 49 RPL with 71 participants in 2023.
- We ran 14 advanced aquatics courses with 148 participants compared to 15 courses with 145 candidates during this period in 2023.
- We ran 20 water fit classes per week with an average of 25 participants, compared to an average of 22.5 participants during this period in 2023.

Registration

- There were 28,318 single admission drop-ins as compared to 23,287 in 2023
- There were 58,024 membership scans as compared to 53,591 in 2023
- 2094 memberships were sold compared to 2,053 in 2023 this includes:
 - 728 - 10 Punch Passes compared to 600
 - 287 - 25 Punch Passes compared to 261
 - 239 - 1-month Passes compared to 218
 - 254 - 3 Month Passes compared to 183
 - 75 - 6 Month Passes compared to 91
 - 323 - 1 Year Passes compared to 296
 - 24 - Annual Regional Passes compared to 17

- Summer Access Pass - 164 compared to 387
- 683 products were sold through the Recreation Centre shop (googles, swim caps, swim diapers, and water bottles, Nose plugs) compared to 711
- There were 4,796 registrations completed compared to 3,423
- There were 14,936 registrations completed compared to 12,174 (including single bookings)

Marketing

- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,260 followers on X (formerly Twitter) (up from 4,241 last period), 7,304 on Facebook (up from 6,794 last period) and 2,529 on Instagram (up from 2,343 last period).
- 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 parks and recreation related content.
- Parks & Recreation continues to work with Roger's media to promote programs and events via radio on both Ocean (98.5) and Jack (103.1).
- Parks & Recreation has branched out in our marketing through Roger's media and are now using targeted advertising integrated into demographic-based podcasts.

Child, Youth and Family

Licensed Out of School Care

- OSC completed the school year running at capacity of 78/78 in after care, the same as 2023 and at 54/78 kids in before care compared to 45/78 kids in 2023.

Preschool

- Licensed Preschool Mon/Wed/Fri class: 10/16 participants as compared to 13/16 in the M/W class in 2023. With a lack of ECE instructors our Centre was unable to add any new registrations for this period due to our licensed child/staff ratios.
- Tues/Thurs Nature preschool class: 5/14 participants which was the same as 2023.
- Japanese Immersion Play for Parent/Infant/Toddler at the Gorge Pavilion had 8/15 families registered compared to 18/25 families registered in 2023.

Youth and Leadership Programs

- We ran 5 weekly Teen drop-in programs for May and June and dropped down to 3 for July and August.
- The average number of participants for Teen Nights was between 20-60 each night. There was an increase in Gym drop-ins on Friday and Saturday nights with an average of 20-40 participants. This was an increase over last year which averaged 15-20 participants.
- We ran 9 youth camps, as compared to 8 camps in 2023. All youth camps ran near or at capacity (camp capacities ranged from 12-16 kids), which is consistent with 2023 registration.
- The Youth Leadership Training Program successfully ran again. Youth completed the required 40 hours of volunteer experience in many different departments throughout the Recreation Centre. This course ran full of 12/12 participants which was consistent with 2023 numbers.

- Youth volunteers from previous training programs returned this summer to volunteer in several weeks of camps.
- Junior Dungeons and Dragon program was full for two classes with 5/5 participants.
- Home Alone class ran on June 22 with 16 participants, as compared to 15 participants in 2023.

Martial Arts and Sports (Child, Youth, Adult)

- Rock Water Aikido ran 5 programs for children, youth and adults at Brodeur including two new child classes on Wednesdays.
 - Child: 31 participants
 - Youth 29 participants
 - Adults 9 participants
- MIJO Taekwondo ran 5 programs for preschool, children, youth and adults at the Rec Centre.
 - Tuesdays with 60 participants as compared to 47 participants in 2023.
 - Saturdays with 46 participants as compared to 56 participants in 2023.
- Western Martial Arts Longsword class ran with 13 participants compared to 18 participants in 2023.
- Badi-Star Badminton expanded program offerings, filling 16/20 spots in both the Teen/Adult class and the Junior class which was an increase from 2023.
- We added 3 new Badminton classes in July-August including a new family class which filled 17/20 spaces.
- Kids Soccer ran three classes compared to only two classes in 2023.
 - 3-5 years: 9/12 participants.
 - 6-8 years: full 12/12 participants and 10 people on the waitlist, this is consistent with 2023 numbers.
 - 9-12 years: 10/12 as compared to 6/12 in 2023.
- KATS Tennis ran 4 programs with us:
 - 5-8yrs class and 9-12yrs class, both ran full with a waitlist which was the same as 2023.
 - 5-8 years: 15/15
 - 9-12 years: 10/10
- Urban Rec ran four Volleyball programs including 2 new summer programs which was an increase of two programs compared to 2023.
- Urban Rec also added a new Pickleball program on Tuesday nights.
- Spring Monday Volleyball program 12/12 teams.
- Spring Thursday Volleyball program 12/12 teams.
- Summer Thursday Volleyball program 12/12 teams.
- Spring Tuesday Pickleball program 7/7 teams.
- Vic City Basketball ran 3 programs including a new Inclusive Skills Academy for female, non-binary or gender diverse individuals.
 - New Inclusive Skills Academy 13-65yrs: 17/24 participants.
 - Girls Skills Academy 8-15yrs: 10/15 compared to 18/20 in 2023.
 - Boys Skills Academy 8-15yrs: 27/27 spots filled compared to 16/20 in 2023.

Summer Camps

- All Summer Camps ran at or near capacity with 20/20 participants with many camps having waitlists for most of the summer. The last 2 weeks of August we saw a decrease in registration numbers with no active waitlists, which was unusual compared to previous summers.

Arts, Culture, Social & Special Interest Programs

- 50+ Weekly Drop-In Programs have been seeing 6-40 people attending depending on the program. Music Jam, Ukulele Club and Bridge are the most popular; mah jong, writers group, and euchre have maintained steady numbers and the knit and crochet group has been selling twice as many dish clothes as this time last year.
- This spring saw high registration in many programs, such as:
 - Music Together for 0-5yrs - all classes full for a total of 60 families.
 - Soap-Making 101 with Wychbury Ave for adults - full at 20 participants.
 - Guitar for ages spanning preschool to adult age and had 29 registered.
 - Stitch-lab was a continued success with many returning students advancing their skills on new projects and had full classes with a combined 24 kids.
- This summer we ran a successful paint night with 16 participants and a NEW air plant art class with 7 participants.

Community Development and Events:

- **Buccaneer Day BBQ:** The annual Buccaneer Day BBQ launched the vibrant Buccaneer weekend with a festive pirate-themed lunch. The event honored the dedicated planning committee and featured burgers, a live performance by Macaulay Elementary School, and support from volunteers from the Fire Department and VicPD. The BBQ was attended by 46 guests.
- **Buccaneer Day Pirate's Den:** During Buccaneer weekend, the curling rink was transformed into a Pirate's Den, offering a family-friendly Kid Zone. Activities included a bouncy castle, lawn games, a photo booth, pirate hats, a button-making station, and a fruit table generously provided by Country Grocer. The Esquimalt Neighbourhood House also participated by promoting their services and hosting a craft table. In addition, Rec staff, along with youth volunteers from our winter training camp, organized the Little Buc's Olympics on Bullen Field.
- **Neighbourhood Party:** This year's Neighbourhood Party was held at Bullen Field and featured a lively array of local community groups, live performances, a Lion's Club BBQ, an ice cream truck, Urban Rec Volleyball, and a Kid's Zone hosted by the OSC team. A new addition was the Kid's Market, where 12 local youths showcased and sold their handmade goods under a market tent. Performances included rhythmic gymnastics, musical theatre, and music from our in-house ukulele club. The event attracted approximately 600 attendees.
- **Esquimalt Summer Movies:** We hosted three summer movie nights alternating between Bullen Field and Gorge Park, with each movie drawing 300-550 participants. Unfortunately, the fourth movie was cancelled due to rain. The movies, sponsored by Flying Squirrel, featured food trucks (Country Crepes & The Hot Dog Guys) and a Kid Zone hosted by EF International Language School.
- **Park Activation Series:** This year, we introduced a Park Activation series with two small, free, family-friendly events in local parks during July and August:
 - **Teddy Bear Picnic (Captain Jacobson Park):** Approximately 60 attendees enjoyed

story time, a stuffie show & tell, music, crafts, and lawn games.

- **Play Time! (Memorial Park):** Families participated in a variety of sports and lawn games. About 30 people attended, including children aged 1-12 and their caregivers.
- **Stories in the Park:** Now in its second year, Stories in the Park took place at Saxe Point Park and Macaulay Point Park. The series featured stories by BC authors followed by themed activities, with weekly attendance ranging from 10 to 30 participants.
- **Special Event Permits:** We supported five Community Block Parties between July and August, along with various other community events, including Buccaneer Days, the Fort Macaulay Historical Tour, Esquimalt Farmers Markets, Music in the Park, TD Victoria Jazz Fest, Pet-a-Palooza, the Japanese Cultural Fair, and SNAFU.
- **Branch Out Environmental Stewardship:** We conducted six Branch Out! Orientations, training community members to remove invasive plant species from Saxe Point Park and High Rock Park.

Arena Programs:

- The arena's ice was removed from April to mid-August to host a variety of activities, including minor and adult ball hockey, lacrosse, special events, roller derby, and summer camps.
- During this period, the Archie Browning Sports Centre hosted both a Minor Box Lacrosse Tournament and Roller Derby games.
- The addition of pickleball courts to the curling arena increased the dry floor usage from 48.5 hours to 55.1 hours per week.
- By August 28th, the ice was ready, and we welcomed back the Cougars for the 2024/2025 ice season.

3. Maintenance Department

- Maintenance staff continue to work on the overall cleanliness of all our facilities, continually aiming for a higher standard.

Sports Centre

- A new puck board was installed on the west side of the arena, there has now been new puck board installed in the entire arena.
- The kick plate was replaced in the entire arena.
- The northwest structural ramp was rebuilt in the arena.
- The hockey side barrel roof was scraped, scrubbed, and cleaned.
- Painting was completed in the changeroom hallway, changerooms, and the player's benches.
- The maintenance staff office was moved to the hockey lobby, this allows staff to be more visible to our arena users.
- Ammonia alarm calibration was completed.
- The hockey ice was installed in late August.
- Maintenance staff supported Jazzfest and Pet-A-Palooza events

Recreation Centre

- Staff began designing and building a chemical delivery system to get pool chemicals into the basement filter room.

- Two pumps were repaired in the pool filter room.
- Pool filter room was cleaned and repainted.
- The main pool Strantrol was replaced.
- All filters and belts were replaced on all Air Handling Units.
- The outside doors to Jubilee Hall were repaired.
- A new accessible opener/closer was installed on the back door of the recreation centre.
- The weightroom had a 2-day partial “rotating” shutdown to allow for a deep clean of the entire area.

Pavilion

- The pond pump was repaired.
- The Air Handling Unit received a complete servicing.
- A new work bench was built in the maintenance room.
- All exterior door piano hinges were repaired.

II. COMMITTEES

The Environmental, Parks & Recreation Advisory Committee met on May 22, 2024.