



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-048

PERIOD REPORT

DATE: January 27, 2025

Report No. ADM-25-009

TO: Mayor and Council

FROM: Dan Horan, Chief Administrative Officer

SUBJECT: CAO - 2024 Third Period Report

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

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

The CAO's focus for this period was support a mid-term Council Priorities Plan refresh process that could be completed prior to the development of the 2025-2029 Financial Plan. Members of Council proposed several new initiatives for adoption into the Council Priorities Plan; impact assessments were prepared for each of these initiatives and were considered by Council in December 2024. The following list outlines the status of each of these initiatives:

- Improved Budget Documentation - adopted in Council Priorities Plan
- Affordable Housing - additional discussion of scope, schedule and cost of project required
- Esquimalt Together Against Graffiti - incorporated into Council Priorities Plan with status set to "Proposed/Not Yet Funded."
- Ground-Oriented Small Developments - deferred for consideration as a Future Project
- Official Community Plan (Major Review) - incorporated into Council Priorities Plan with status set to "Proposed/Not Yet Funded."
- Deer Fencing - deferred for consideration as a Future Project
- Parkland Placement, Acquisition and Management Plan - incorporated into Council Priorities Plan with status set to "Proposed/Not Yet Funded."

The Council Priorities Plan (as of January 2025) continues to represent a plan that will stretch the organization's resources and capabilities going forward. The CAO's strategy is to continue focussing on meeting the commitments in the Council Priorities Plan while sustaining operational levels of service.

The CAO continues to be directly involved in two major projects: Construction of the Public Safety

File #:25-048

Building and development of alternative policing options for Esquimalt.



Township of ESQUIMALT



COUNCIL PRIORITIES PLAN 2023-2026

UPDATED JANUARY 2025



Gorge Vale Golf Course



TABLE OF CONTENTS

4.....	About Esquimalt
5.....	Introduction
6.....	Council Priority Process
8.....	Vision, Mission and Values
9.....	Council Priorities
10.....	Climate Resilience & Environmental Stewardship
11.....	Diversified & Thriving Economy
12.....	Engaged & Healthy Community
15.....	Housing
17.....	Good Governance and Organizational Excellence
18.....	Strong Relationships and Partnerships
19.....	Related documents





View from Saxe Point

THE LAND OF SHOALING WATER

- > The area now known as Esquimalt has been inhabited by Coast Salish First Nations for over 4,000 years.
- > Esquimalt (pronounced Ess-KWY-malt) is an anglicized version of the ləkʷəŋən word “es-whoy-malth,” which means the place of gradually shoaling waters.
- > Year of incorporation: September 1, 1912.
- > Esquimalt is home to close to 18,000 residents.
- > Esquimalt boasts a diverse business landscape, from a bustling graving dock and light industrial enterprises to offices to breweries and a variety of local businesses.
- > Esquimalt has over 40 hectares of parkland, many of these parks overlooking waterways along the Strait of Juan de Fuca and the Gorge Waterway.

The Township enjoys over 30 parks, beaches and green spaces.





West Bay Marina

INTRODUCTION

Goal of the report

Mayor and Council develop and identify key projects and initiatives to be undertaken during the term of Council 2023 – 2026. The report is intended to outline the priorities and their progress.

What are council priorities

Council priorities outline areas of focus for the coming term. These priorities can be amended over time as some are completed and other needs arise. Any proposed new projects are evaluated on priority and costs—both financial and in staff time.

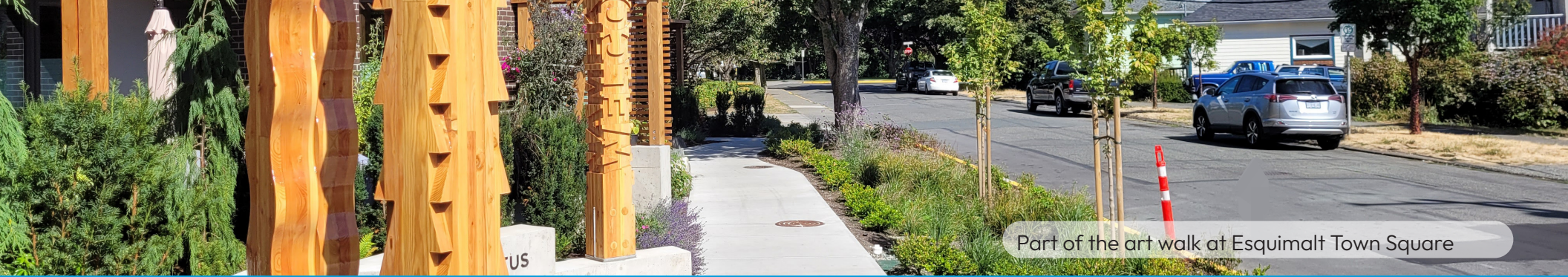
These priorities are in addition to existing operational tasks and approved capital projects.
The projects or initiatives in this plan fall outside of staff’s day-to-day operational or service level commitments.

Generally, 90 per cent of staff effort is devoted to delivering on service level commitments, which leaves approximately 10 per cent of staff’s workplan capacity for projects that are part of the Council Priorities Plan.

Services

The Township is responsible for delivering essential local services such as parks and recreation; sewer services; transportation infrastructure and fire protection. Land use planning, economic development and other policy areas impact how the township grows.

These services are part of staff's core service work and are included in the financial plan. Details about this work is summarized in the annual reports.



Part of the art walk at Esquimalt Town Square

COUNCIL PRIORITY PROCESS

Council was sworn in on November 7, 2022 after the October municipal election. In December of that year, they began strategic planning sessions that included identifying areas of focus; drafting mission, vision and values; and assessing organizational strengths, weaknesses, threats and opportunities.

After a follow-up session, this draft was taken to the Committee of the Whole for public input in March 2023. After ratification in April and a housing workshop in May, Council finalized the list of priorities and projects.

The Council Priorities Plan represents Council's direction to staff; staff use this guidance to build their workplans and

deliver the results that Council is seeking. While Council retains the flexibility to modify or update the Priorities Plan at any time, the aim of a structured framework is to establish a predictable rhythm for governance review of Council's priorities throughout the year.

These projects may be adjusted to align with financial and departmental planning. Adjustments to the projects will be reflected in periodic updates of this document.

NOTE: Cllr. Rotchford resigned her position in October 2024 due to her new position as MLA for the Esquimalt-Colwood riding. The by-election will occur in 2025.



(Top) Councillor Morrison, Councillor Helliwell, Councillor Armour & Councillor Boardman
(Bottom) Councillor Rotchford, Mayor Desjardins & Councillor Cavens

COUNCIL PRIORITY PROCESS

Financial planning

Staff present a draft budget to Council and the public for feedback and adjustments in the spring. This budget outlines both operational needs and capital projects.

Council takes council priorities into account when approving the budget to ensure initiatives are responsibly funded. The resulting Five-Year Financial Plan provides funding for core services as well as the Council Priorities Plan. To keep Council, staff and community expectations aligned, it is important to recognize that Council does not normally add new projects or initiatives to the Council's Priorities Plan without understanding the required funding, staff resources, and impact to current commitments.

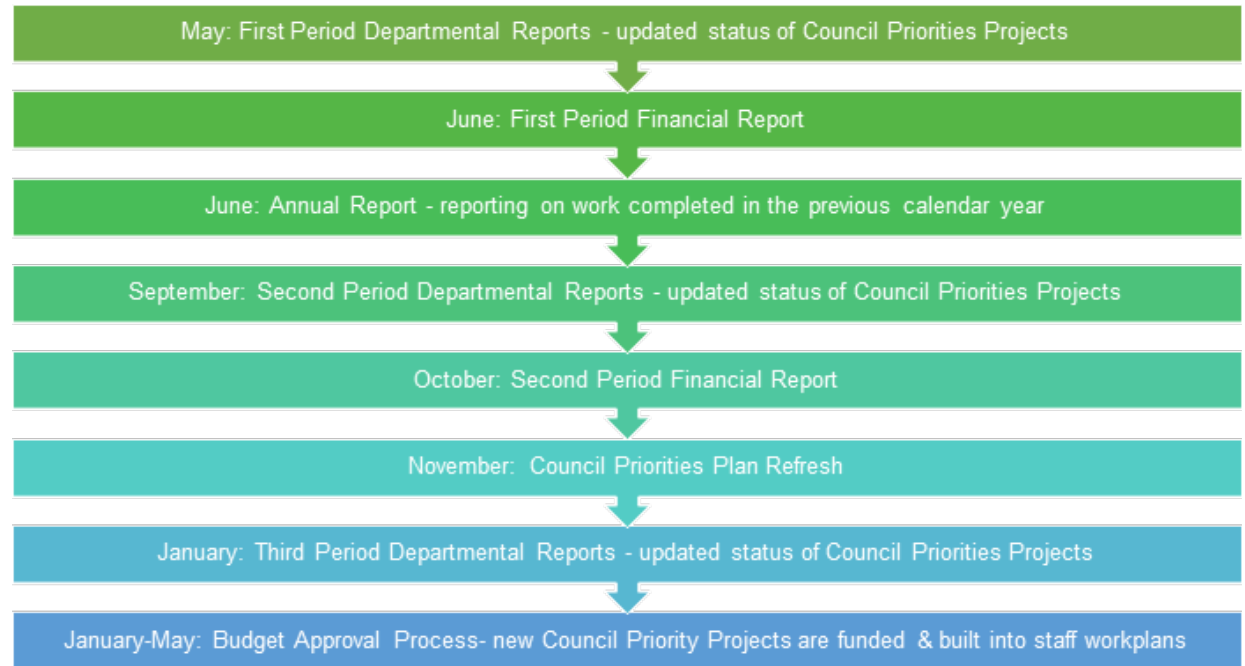
The Township has adopted a best practice where new or unfunded projects are referred to the Council Priorities Plan Refresh scheduled to occur each November.

Staff would prepare decision notes for Council consideration that would include information about the potential projects (scope, budget, impact assessment, etc.) to enable prioritization of the new projects within existing plans and resources.

How do these priorities impact planning and work throughout the year?

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

The Period Financial Reports share budget variance updates, including insight on Council Priorities Projects. Progress is reported to Council and the public through Department Reports three times a year and is summarized in the Township's annual report published each June.





VISION, MISSION & VALUES

VISION

The Township of Esquimalt is a leader that is recognized as a vibrant, distinct, resilient and diverse community for people to discover, feel welcome and belong.

MISSION

The Township of Esquimalt works to support economic, cultural, social and environmental health for our current and future generations.

VALUES

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

Integrity - We demonstrate high standards of ethical behaviour and open communication that inspires trust.

Respect - We value people and treat everyone with dignity and fairness.

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

Passion - We approach our work with conviction and enthusiasm.

Equity, Diversity and Inclusiveness - We share in the responsibility to create a positive culture, honour differences, and safeguard equity, inclusion and dignity for all.

COUNCIL PRIORITIES



CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP



DIVERSIFIED & THRIVING ECONOMY



ENGAGED & HEALTHY COMMUNITY



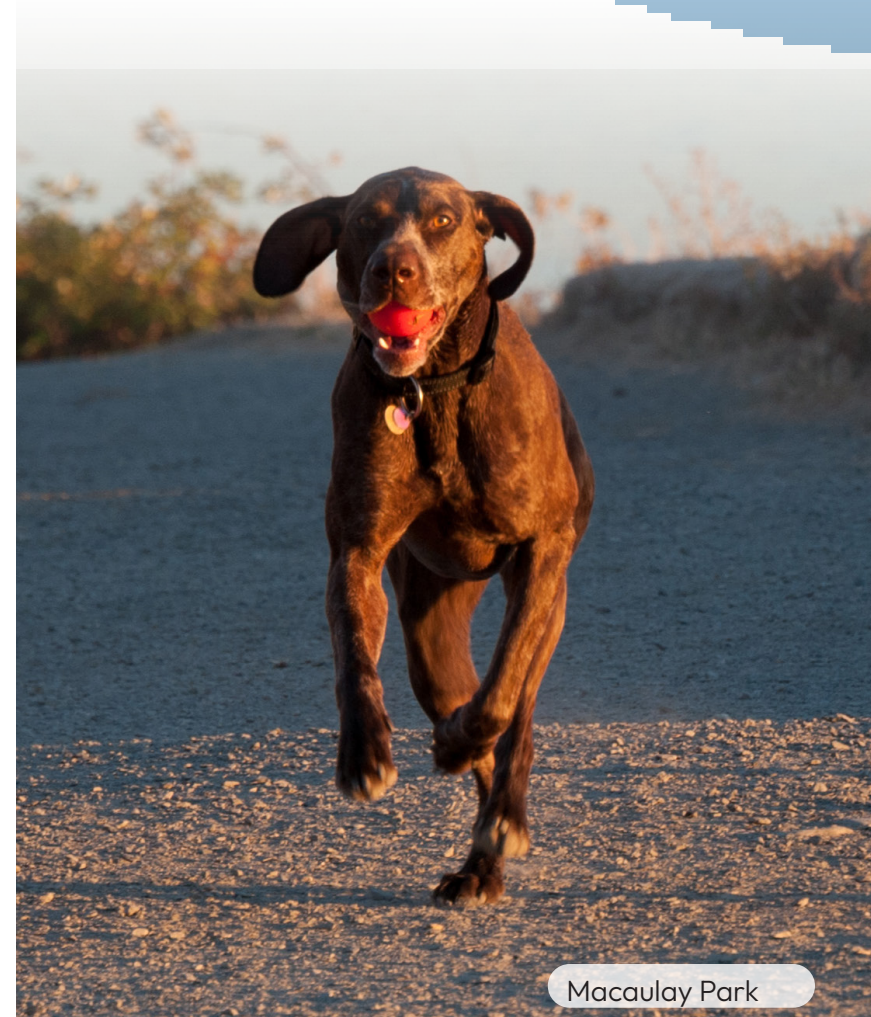
GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE



HOUSING



STRONG RELATIONSHIPS & PARTNERSHIPS



Macaulay Park



PROJECTS & INITIATIVES

CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP

Project	Department	Status	Status Details	Completion
Tree Protection Bylaw Update	Parks and Recreation		Complete	Q1 2023
Priority Development Workshop—Climate Resilience and Environmental Stewardship	Development Services		Complete	Q2 2023
Climate Action Workshop Initiative: Update Council report templates to include climate action (mitigation and adaptation) considerations	Corporate Services		Complete	Q3 2023
Climate Action Workshop Initiative: Develop an annual progress report that ties to specific strategies within the climate plan	Development Services		Complete	Q2 Q4 2024
Low Carbon Energy Systems Bylaw	Development Services		Complete	Q3 2023
Integrated Resource Management	Engineering and Public Works		Completion date shifted into 2025 - awaiting results of CRD work to trial thermal technology to manage biosolids.	Q2 Q4 2024 Q2 2025
Green Teams Partnership	Parks and Recreation		Complete	Q3 2023
Develop concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030 including: 1. Electric vehicle fleet plan 2. GHG emission municipal building audit 3. GHG corporate roadmap	Development Services		Three new sub-projects funded by Council	Q1 2025





PROJECTS & INITIATIVES

DIVERSIFIED & THRIVING ECONOMY

Project	Dept	Status	Status Details	Completion
Develop Economic Development Action Plan	HR and Community Relations		Complete	Q3 2023
Options Analysis - Park Place & Esquimalt Road	HR and Community Relations		Project completion shifted due to legal investigations and analysis.	Q4-Q3 2024 Q2 2025
Business Façade Improvement Program	Financial Services and IT		Complete	Q1 2024

Proposed/Not yet funded On track Issues or concerns Project at risk Complete



PROJECTS & INITIATIVES

ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Volunteer Recognition Policy	HR and Community Relations		Complete	Q1 2024
Police Service Model Transition—Phase I	Community Safety Services		Complete	Q2 2024
Options Analysis – Arm Street Park Dock	Parks and Recreation		Complete	Q4 2023
Macaulay Elementary Crossing Guard MOU	Financial Services and IT		Complete	Q1 2024
Impact Assessment—Report on Undergrounding of Mainline of Overhead Utilities (Esquimalt Rd (Constance to Dominion))	Engineering and Public Works		Complete	Q1 2024
Family Doctor Shortage & Incentives	Development Services		Complete	Q1 2024
Implement Public Art Plan	Parks and Recreation		Complete	Q2 2024
Public Safety Building—Design Phase	Community Safety Services		Complete	Q2 2024

Proposed/Not yet funded
 On track
 Issues or concerns
 Project at risk
 Complete



PROJECTS & INITIATIVES

ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Revise "Maintenance of Property and Nuisance Bylaw" with respect to Construction Noise	Corporate Services		Complete	Q2 2024
Level of Service Review - Enhance evening and weekend bylaw enforcement	Community Safety Services		Briefing to Council in open session expected in early 2025.	Q2-Q4 2024 Q1 2025
Refresh & Replace Esquimalt Road Banners	HR and Community Relations		Complete and operationalized.	Q1 Q4 2024
Partner and develop turf field for Esquimalt High School	Parks and Recreation		Joint Use Agreement, Business Case and Options Analysis under development.	Q2 Q3 2024 Q1 2025
Health Needs Assessment	Development Services			Q4 2024 Q1 2025
Police service model transition—Phase 2	Community Safety Services		Project update to Council on January 13, 2025.	TBD
Public safety building construction	Community Safety Services			Q3 2026

Proposed/Not yet funded
 On track
 Issues or concerns
 Project at risk
 Complete



PROJECTS & INITIATIVES

ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Dock Analysis	Parks and Recreation		Explore public dock options throughout Township to provide analysis & provide recommendations to council.	Q3 Q4 2024 Q1 2025
Implement Active Transportation Network Plan	Engineering and Public Works		<ul style="list-style-type: none"> > Munro Sidewalk update: first phase from Plaskett Place to Kinver Street complete; second phase from Kinver Street to Lampson Street expected in 2025 > Kinver sidewalk update: new sidewalk to fill in gaps between Munro and Lyall expected in 2025 in coordination with Munro Street > Reduced speed limits signs installed > Esquimalt Road Active Transportation Improvements: Phase 1: detailed design underway; results of grant submitted in October expected in Spring 2025; Phase 2: routing engagement occurring between November 21 and January 27 followed by What We Heard Report to Council 	Ongoing
Esquimalt Together Against Graffiti	Engineering and Public Works		<ul style="list-style-type: none"> > Awaiting potential addition of resources during 2025 budget process 	
Parkland Placement, Aquisition and Management	Parks and Recreation		<ul style="list-style-type: none"> > Awaiting funding through 2025 budget process. 	

Proposed/Not yet funded
 On track
 Issues or concerns
 Project at risk
 Complete



PROJECTS & INITIATIVES

HOUSING

Project	Department	Status	Status Details	Completion
Construction Protocol Review	Development Services		Complete	Q1 2023
Priority Development Workshop—Housing	Development Services		Complete	Q2 2023
Rent Bank Program Information Brief	Development Services		Complete	Q2 2023
Parking Strategy and Updated Parking Bylaw	Development Services		Integrated Parking Management Strategy: development of an action plan for Council's consideration expected in summer 2024. Parking Bylaw: final Parking Bylaw expected for Council's consideration in early 2025.	Q1-Q4 2024 Q1 2025
GIS Census Analysis	Development Services		Complete	Q3 2023
Tenant Relocation Policy	Development Services		Complete	Q4 2023
Subdivision & Development Bylaw Update (including sidewalk requirements)	Engineering and Public Works		Complete; Updated Bylaw approved by Council January 15 2024	Q1 2024

Proposed/Not yet funded
 On track
 Issues or concerns
 Project at risk
 Complete



PROJECTS & INITIATIVES

HOUSING

Project	Department	Status	Status Details	Completion
Prepare Zoning Bylaw Amendments to bring the Zoning Bylaw into conformance with recent amendments to the <i>Local Government Act</i>	Development Services		Complete- Bylaw adopted June 2024	Q2 2024
Non-Market Housing Incentives & Targets Program	Development Services		New initiative called Affordable Housing Plan incorporating this project being assessed by Council in December 2024.	Q3 2024
Development Capacity Assessment	Development Services		Project sign-off completed September 2024	Q4 2024 Q3 2025
Development Process Improvements	Development Services		Complete	Q2 2024
Doctor Density Bonusing	Development Services		Delayed until assessment of new tools from the Province published in 2024	Q4 2024
Prepare new Housing Needs Assessment	Development Services		Complete	Q4 2024
Official Community Plan 2025 Updates	Development Services		OCP Recalibration amendments, assessing potential 12-storey height limits for Commercial/Commercial Mixed-Use, and incorporation of updated Housing Needs Assessment	Q4 2025
Official Community Plan Major Review	Development Services		Project to commence 2026, subject to approval by Council in 2025 budget process	

Proposed/Not yet funded
 On track
 Issues or concerns
 Project at risk
 Complete



PROJECTS & INITIATIVES

GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Council Code of Conduct	Corporate Services	■	Complete; annual review completed in Q1 2024	Q2 2023
Sign Bylaw Amendments	Development Services	■	Complete	Q3 2023
Staff report—B.C. Growing Communities Fund Options Analysis	Development Services	■	Complete	Q2 2023
Accessibility Plans— <i>Accessibility British Columbia Act</i> Compliance	Corporate Services	■	Complete December 2, 2024	Q3 Q4 2024
Long Term Financial Planning Update - Infrastructure Asset Management Strategy	Financial Services and IT	■	Complete	Q4 2023
Asset Management Program—Recreation Inventory and Plan Development	Parks and Recreation	■	Complete; Results to be incorporated into the Facilities Master Plan	Q3 2024
Asset Management Program—Sanitary Sewer Master Plan	Engineering and Public Works	●	Sewer modelling complete; consultant finalizing asset management plan. Expected to be presented to Council in Q1 2025	Q2-Q4 2024 Q1 2025
Asset Management Program—Storm Sewer Master Plan	Engineering and Public Works	●	New project added Q2 2024. RFP to hire consultant expected in winter 2024/2025	Q2 2025 Q1 2026
Asset Management Program—Facilities Master Plan	Engineering and Public Works	●	New project added Q2 2024. RFP to hire consultant expected in winter 2024/2025	Q1-Q2 2025 Q1 2026
Improved budget documentation	Financial Services and IT	●		Q2 2025

Proposed/Not yet funded
 On track
 Issues or concerns
 Project at risk
 Complete



PROJECTS & INITIATIVES

STRONG RELATIONSHIPS & PARTNERSHIPS

Project	Department	Status	Status Details	Completion
Gorge Bridge Midden Site Signage	HR and Community Relations		Township staff have been in communication with both Nations with regards to the status of the current signage and are awaiting direction.	Q3 2024
Community to Community Engagement (Songhees and Esquimalt First Nations)	HR and Community Relations		Complete. Community to Community dinner & flag raising completed November 2024 - ongoing engagement incorporated into operational planning and outcomes.	Ongoing
Develop opportunities for service agreements with Songhees and Esquimalt Nations	HR and Community Relations		Departments working in applicable areas (e.g., archaeological requirements)	Ongoing



Proposed/Not yet funded



On track



Issues or concerns



Project at risk



Complete

RELATED DOCUMENTS

- > Official Community Plan
- > 2023 Financial Plan Bylaw
- > 2022 Annual Report
- > Period reports
- > Active Transportation Network Plan
- > Climate Action Plan
- > Art in Public Spaces Plan

Find these and other corporate documents on [Esquimalt.ca](https://www.esquimalt.ca) or visit Esquimalt Municipal Hall at 1229 Esquimalt Rd.






STAY IN TOUCH

Township of Esquimalt council meetings are live-streamed as well as open to the public.

Subscribe to receive council agendas to your inbox at esquimalt.ca/subscribe

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IN PERSON

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

250-414-7100





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-017

PERIOD REPORT

DATE: January 27, 2025

Report No. ADM-25-001

TO: Dan Horan, Chief Administrative Officer

FROM: Deb Hopkins, Director of Corporate Services

SUBJECT: Corporate Services - 2024 Third Period Report

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

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- Preparation and publication of:
 - 3 advertisements - 2 for Advisory Committee Recruitment, 1 for Notice of the 2024 Council / COTW Meeting Schedule.
 - 6 Statutory Notices - 1 Notice of Disposition, 1 Notice of Amendment, 1 Notice of Tax Sale, 1 Notice of Tax Exemption Bylaw, 1 Notice of Public Hearing, and 1 Notice for the 2025 Council / COTW Meeting Schedule.
 - 17 Meeting Notices and associated newspaper advertisements.
 - 21 agendas and minutes for Regular, Special, and In Camera meetings of Council and Committee of the Whole, including posting on website and notice boards.
 - 6 late item agenda notices.
 - 8 Council meeting Action Reports and completion of all follow up correspondence and distribution to third parties.
- 25 Staff Reports or Memos written and presented to Council/COTW.
- 60 Staff Reports and Memoranda reviewed for agenda approval.
- 77 resolutions voted on at Special Council, Regular Council and Committee of the Whole meetings providing staff direction (see Attachment 1).
- 2 Public Hearing and Development Variance Permit statutory public notices and newspaper advertisements reviewed.
- 4 presentations and delegations coordinated and scheduled to Committee of the Whole.
- 11 documents commissioned by staff for residents of Esquimalt.
- 5 proclamations prepared and posted to the Municipal website and Municipal Hall

notice board.

- 3 landmark illumination requests processed in partnership with Parks & Recreation.
- 567 mail items processed for retention and distribution.
- 9 electronic registrations at Land Title Office.
- Conducted research for Council and staff on previous communications, resolutions, bylaws, policies, and statutory requirements.
- Committee Coordinator attended 1 Special Joint Council meeting for the City of Victoria, Township of Esquimalt, and the Victoria and Esquimalt Police Board.
- Coordinated the half masting of flags for the:
 - National Day for Truth and Reconciliation on September 30th.
 - National Aboriginal Veterans Day on November 8th
 - Remembrance Day on November 11th
 - Remembrance and Action on Violence Against Women Day on December 6th
 - Memoriam of former premier John Horgan.
- Arranged for the Canadian Armed Forces speaker video to play at the November 4 Council meeting in honour of the Remembrance Day week.
- All Corporate Services staff attended corporate bystander intervention training.
- 1 staff member attended Parliamentary Procedure training.
- Prepared and presented new Council Policy ADMIN-82, Committee of the Whole Terms of Reference.
- Facilitated process for approval of 2025 Council appointments to internal and external boards.
- Prepared and presented to Council the annual schedule of regular Council and COTW meetings for 2025.
- Attended the Local Government Management Association (LGMA) Corporate Officer's Forum.
- Recruited and onboarded auxiliary Meeting Technology Operators to assist with livestreaming of meetings.
- Initiated 2025 By-election preparation and completion of required administrative tasks.
- Initiated lease extension for Municipal Archives location.
- Revised Policy ADMIN-40 Appointment Process - Advisory Committees, Commissions, and Board of Variance.
- Initiated research to explore options to offer closed captioning for webcast Council and Committee meeting videos.
- Staff attended the following Township events:
 - Annual Volunteer Recognition
 - Raising of the flags of the Kosapsum and the Songhees Nations
 - Annual Employee Long Term Service Recognition

2. Advisory Committees and Commissions

- Completed the annual Advisory Body recruitment process, recruiting 5 new members and re-appointing 7 existing members to new terms.
- Provided orientation training to new and existing Advisory Body members.

- Provided administrative support to a Local Grants Committee meeting including preparation of the agenda and minutes.
- Completed the coordination, preparation and posting of notices, agendas and minutes of 1 Advisory Planning Commission meeting, 2 APC Design Review Committee meetings, 3 Capital West Accessibility Advisory Committee meetings, and 1 Environment, Parks and Recreation Advisory Committee meeting.
- Attended 3 Capital West Accessibility Advisory Committee meetings.
- Presented the inaugural Accessibility Plan for public comment and Council endorsement.
- Facilitated SPARC BC grant submission for accessible playground equipment.

3. Administrative support for Mayor & Council and CAO

- Prepared 17 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 18 new resident welcome packages.
- Liaised with various organizations on events and provided RSVPs for the CAO, Mayor and Acting Mayor.
- Hosted 2 Mayor's Open Doors at the Municipal Hall, with more planned for next year.
- Attended the Administrative Professionals Conference in Victoria with 120 participants from all over BC and represented Esquimalt as a panelist for one of the seminars.
- Organized, coordinated, and participated in regional Executive Assistant Administration meetings, hosted by different municipalities; 3 meetings per year are planned for 2025.
- Organized and coordinated the Volunteer Recognition luncheon, gift bags and invitations for Committees of Council that contribute their time significantly to the Township.

4. Records, Information, and Privacy Management

- Presented Records Management Summer Series staff training sessions regarding statutory regulations, policy, procedures and compliance.
- Delivered one on one records management training for new employees across departments.
- Drafted department Records Management Briefs to document records management status and identify priority projects for completion.
- Scheduled regular meetings with department managers to review where they are creating and keeping official records and developed records management plans accordingly to meet requirements.
- Updated physical records off siting procedures with Access FileBRIDGE service for department authorized users to administrate their own requests and reduce costs for calls for service.
- Completed multiple years records destruction process for Finance/Payroll department.
- Initiated updating of physical records management training and reference materials.

- Continued cleaning up and confirming accuracy of TAB Fusion physical records system for migration to a new system in future.
- Developing electronic records management staff training for presentation in Q1 2025 regarding official records printing, filing, storage and retention.
- Continued review of the Records Classification & Retention Schedule (RCRS) to ensure it aligns with new LGMA Records Management Manual (2024) best practices and Township needs.
- Updated the Records Information & Privacy Coordinator (RIPC) Manual documenting records procedures and duties for all departments.
- Drafted an email FOI call for records (CFR) template to include all locations staff are to search for records and an affidavit acknowledgement that due diligence is conducted.
- Processed 7 requests for access to records under the *Freedom of Information and Protection of Privacy Act*.
- 6 Privacy Impact Assessments submitted for review.
- Initiated development of Privacy Impact Assessment training for municipal staff expected to be delivered starting in Q1 2025.
- Recruited and onboarded Freedom of Information Assistant.
- FOI Assistant and Head, Freedom of Information completed LGMA Freedom of Information and Privacy training.

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.
- The Archivist is now working with the Communications Manager to put exhibit material online. These online exhibits on both our website and our social media platforms increase access and awareness of the Archives to residents.
- Exhibit installed in the Municipal Hall lobby and posted online showcasing the history of early public schools in Esquimalt.
- Remembering “The Bluebirds:” Esquimalt Nurses in World War I commemorative photo exhibit shared for the first two weeks of November.
- Exhibit created, installed in the Municipal Hall lobby and posted online highlighting the Fraser Street Recreation Centre 50th anniversary.
- Planning and design, started for a new exhibit on notable trees in Esquimalt.
- Collaborated with Parks and Recreation staff, providing historical information and digitized photos to help celebrate the Fraser Street Recreation Centre 50th anniversary on December 12, 2024.
- 24 research and image requests received.
- 3 donations of archival material accepted from the public.
- 1 municipal transfer received.
- Archives Association of BC training webinars “Archives 101” and “Fighting Fungi: Mould Control Solutions for Archives” completed by Archives staff.
- Attended volunteer recognition event October 26, 2024, created a photo display to share historical municipal photos and information.

File #:25-017

- 346 volunteer hours contributed to the Archives this period with 5 regular volunteers attending.
- Archives Trust Fund balance is \$4,595.40
- The Archivist collaborated with the Communications Manager to post 3 archival exhibits online.

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 (Association of Records Managers and Administrators)

LIST OF ATTACHMENTS:

1. 2024 3rd Period Council Resolutions

2024 COUNCIL RESOLUTIONS 3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
24-208	Regular Council	December 16, 2024	Contract Award Recommendation - Street Sweeper, Staff Report EPW-24-028	That Council award a contract to Cubex Ltd. In the amount of \$354,028.76 for a street sweeper, as described in Staff Report EPW-24-028.	Carried Unanimously
24-207	Regular Council	December 16, 2024	Municipal Hall Upper Roof Replacement - Contract Award, Staff Report No. EPW-24-029	That Council award a contract and change orders within the approved budget, for the Municipal Hall upper roof replacement to Flynn Canada for \$367,574.00 (excluding GST), as detailed in Staff Report EPW 24-029.	Carried Unanimously
24-206	Regular Council	December 16, 2024	Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> That the Committee recommend to Council that the Improved Budget Documentation project, with the scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be incorporated into the Council Priorities Plan under Good Governance and Organizational Excellence.	Carried Unanimously
24-205	Regular Council	December 16, 2024	Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> That the Committee recommend to Council that staff be directed to prepare a revised Initiative Impact Assessment on Affordable Housing with an expedited schedule for Council's consideration, advising on what the implications are for reducing the scope, schedule, and cost of the project.	Carried Unanimously
24-204	Regular Council	December 16, 2024	Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> That the Committee recommend to Council that the Esquimalt Together Against Graffiti project with the scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be incorporated into the Council Priorities Plan, and that the status be set to "proposed/not yet funded" until Council completes the 2025 budget process.	Carried Unanimously
24-203	Regular Council	December 16, 2024	Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> That the Committee recommend to Council that the Ground-Oriented Small Developments project with the scope, schedule, and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be incorporated into the Council Priorities Plan as a future project.	Carried Unanimously
24-202	Regular Council	December 16, 2024	Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> That the Committee recommend to Council that the Official Community Plan - Major Review project with the scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2025, be incorporated into the Council Priorities Plan, and that the status be set to "proposed/not yet funded" until Council completes the 2025 budget process.	Carried Unanimously
24-201	Regular Council		Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> <i>That the Committee recommend to</i>	Carried Unanimously

2024 COUNCIL RESOLUTIONS					
3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				<i>Council that the Parkland Placement, Acquisition, and Management project with scope, schedule and cost outlined in the Initiative Impact Assessment presented on December 9, 2024, be incorporated into the Council Priorities Plan, and that the status be set to "proposed/not yet funded" until Council completes the 2025 budget process</i>	
24-200	Regular Council	December 16, 2024	Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> That the Committee recommend to Council that the Deer Fencing initiative remain on the Future Projects list for consideration by Council at a future date	Carried Unanimously
24-199	Regular Council	December 16, 2024	Resolutions from the December 9, 2024 Committee of the Whole for Ratification	<u>2022-2026 Council Priorities Mid-Term Refresh, Staff Memorandum No. ADM-24-081</u> That the Council Priorities Plan be endorsed inclusive of the amendments made based on the discussions of the impact assessments as presented on December 9, 2024.	Carried Unanimously
24-198	Regular Council	December 2, 2024	Development Permit Application – 847 Colville Road, Staff Report No. DEV-24-056	That Council approve Development Permit No. DP000238.	Carried Unanimously
24-197	Regular Council	December 2, 2024	Development Permit Application – 847 Colville Road, Staff Report No. DEV-24-056	That Council direct the Mayor to write a letter to the Ministry of Education expressing concerns with the funding envelope that precludes the Greater Victoria School District from providing adequate landscaping to protect children from climate change and also in providing a positive natural learning environment.	Carried Unanimously
24-196	Regular Council	December 2, 2024	Township of Esquimalt Accessibility Plan, Staff Memorandum No. ADM-24-079	That Council approve the Accessibility Plan as attached to Staff Report ADM-24-079.	Carried Unanimously
24-195	Regular Council	December 2, 2024	Attendance at Local Government Leadership Academy 2025 Leadership Forum - Councillors Helliwell, Boardman and Cavens	That Council approves Councillors Helliwell, Boardman, and Cavens' attendance at the Local Government Leadership Academy 2025 Leadership Forum to be held in Richmond in March 2025, and that the Township pays all expenses of such attendance.	Carried Unanimously
24-194	Regular Council	December 2, 2024	Rise and Report from the In Camera meeting of November 25, 2024.	Capital West Accessibility Advisory Committee Appointment Interviews That Council appoint Johanne Hemond as the Esquimalt Representative to the Capital West Accessibility Advisory Committee for a two-year term from January 1, 2025 to December 31, 2026	Carried Unanimously
24-193	Regular Council	November 25, 2024	Local Grant Request - Esquimalt High School Athletics, Staff Memorandum No. FIN-24-021	That Council direct staff to issue a payment in the amount of \$2,750 to Esquimalt High School to support volleyball equipment purchases and to subsidize travel for students' families.	Carried Unanimously
24-192	Regular Council	November 25, 2024	2025 Budget Schedule, Staff Memorandum FIN-24-022	That Council approve the 2025 Budget Schedule as attached to Staff Report No. FIN-24-022	Carried Unanimously
24-191	Regular Council	November 25, 2024	Interim Housing Needs Report - Receipt by Council - Staff Report No. DEV-24-057	That Council receive the Interim Housing Needs Report as drafted in Appendix A; direct staff to post it to the Township's website before January 1, 2025; and amend the existing Housing Needs Assessment with the Interim Housing Needs Assessment as an appendix.	Carried Unanimously
24-190	Regular Council	November 25, 2024	PFAS-free Turn-out Gear Replacement, Staff Report No.	That Council approve the replacement of firefighters' primary turnout gear with PFAS-free alternatives through utilization of the existing 2024 fire department budget	Carried Unanimously

2024 COUNCIL RESOLUTIONS 3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			FIRE 24-005	and \$75,000 from the Township's contingency account.	
24-189	Regular Council	November 25, 2024	Draft Council Policy ADMIN-82 Committee of the Whole Terms of Reference, Staff Report ADM- 24-071	That Council approve Council Policy ADMIN-82 - Committee of the Whole Terms of Reference.	Carried Unanimously
24-188	Regular Council	November 25, 2024	Recommendations from the November 18, 2024 Committee of the Whole for Ratification	<u>2024 Climate Action Report, Staff Report No. DEV-24-053</u> That the Committee of the Whole recommend that Council: <ul style="list-style-type: none"> Receive the 2024 Climate Action Report (Attachment 1) for information and discussion. Consider Attachment 2 - 'Next Climate Actions 2025-2026 for inclusion in the Climate Action Plan. Receive the 2024 Esquimalt, Local Government Climate Action Program (LGCAP) survey (Attachment 3) as revised, for information. Direct staff to explore the local effects of sea level rise and storm surges in the West Bay Area. 	Carried Unanimously
24-187	Regular Council	November 25, 2024	Recommendations from the November 18, 2024 Committee of the Whole for Ratification	<u>Review of Local Grant Funding and Policy Options, Staff Report No. ADM-24-074</u> That the Committee of the Whole recommends to Council that it consider the proposed Local Grant Guidelines as attached to Staff Report ADM-24-074 which will inform the changes to FIN-20.	Carried Unanimously
24-186	Regular Council	November 25, 2024	Recommendations from the November 18, 2024 Committee of the Whole for Ratification	<u>Economic Development Place Brand and Marketing Plan, Staff Report No. ADM-24-073</u> That the Committee of the Whole recommends to Council that the Economic Development Place Brand and Marketing Plan be endorsed as presented.	Carried Unanimously
24-185	Regular Council	November 25, 2024	Recommendations from the November 18, 2024 Committee of the Whole for Ratification	<u>Infrastructure Asset Management and Long-Term Financial Sustainability Analysis, Staff Report FIN-24-020</u> That the Committee of the Whole recommend that Council postpone the Infrastructure Asset Management and Long-Term Financial Sustainability Analysis for consideration during the 2025 Budget Process.	Carried Unanimously
24-184	Regular Council	November 25, 2024	Recommendations from the November 18, 2024 Committee of the Whole for Ratification	<u>VicPD 2025 Provisional Budget Discussion, Staff Memorandum No. 24-076</u> That the Committee of the Whole recommend that Council direct staff to invite representatives of VicPD and the Victoria and Esquimalt Police Board to attend a future Council meeting before the end of 2024.	Carried Unanimously
24-183	Regular Council	November 25, 2024	Email dated November 8, 2024 from Felix Townsin Re Request to proclaim November 16 - December 16, 2024 as A Million Acts of Love Month	That Council direct the Mayor to declare a proclamation in support of A Million Acts of Love campaign.	Carried Unanimously
24-182	Regular Council	November 25, 2024	Rise and Report from the In Camera meetings of October 28 and November 4, 2024	Council is rising and reporting on the 2025 Advisory Body Appointments: 1. Council has made the following advisory body reappointments for two-year terms ending December 31, 2026:	Carried Unanimously

2024 COUNCIL RESOLUTIONS					
3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				<ul style="list-style-type: none"> • Shaun Smakal as the BCSLA representative, and Sean Pol MacUisidin and Nathaniel Sukhdeo to the Advisory Planning Commission • Shona Redman, Jessie Baltutis and Jamie Proctor to the Environment, Parks & Recreation Advisory Committee <p>2. Council has reappointed Richard Rennie to the Board of Variance for a three-year term ending December 31, 2027</p> <p>3. Council has made the following new advisory body appointments for two-year terms ending December 31, 2026:</p> <ul style="list-style-type: none"> • Eric Tran to the Advisory Planning Commission Design Review Committee • Ally Dewji and Kelsey Tyerman to the Advisory Planning Commission <p>4. Council has appointed Jayden Grieve to the Board of Variance for a three-year term ending December 31, 2027.</p>	
24-181	Regular Council	November 4, 2024	Rezoning Application - 861 & 863 Esquimalt Road, Staff Report No. DEV-24-054	That Council, upon considering comments made at the Public Hearing, give third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3078; and That a Section 219 Covenant be registered on title to secure the items outlined in Staff Report No. DEV-24-054 prior to consideration of adoption of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3078.	Carried Unanimously
24-180	Regular Council	November 4, 2024	OCP Amendment Consultation List - 1340 Sussex Street and 1337 Saunders Street, Staff Report DEV-24-055	That the main motion be amended to include the additions of the Greater Victoria Housing Society, Pacifica Housing, and Capital Region Housing Corporation to the circulation list outlined in Appendix 'A.'	Carried Unanimously
24-179	Regular Council	November 4, 2024	OCP Amendment Consultation List - 1340 Sussex Street and 1337 Saunders Street, Staff Report DEV-24-055	That the main motion be amended to include the addition of the West Bay Residents' Association to the circulation list outlined in Appendix 'A.'	Defeated with Mayor Desjardins and Councillors Armour, Boardman, and Cavens Opposed
24-178	Regular Council	November 4, 2024	OCP Amendment Consultation List - 1340 Sussex Street and 1337 Saunders Street, Staff Report DEV-24-055	Main Motion as Amended: That Council, having considered Sections 475 and 476 of the <i>Local Government Act</i> , authorize staff to circulate the Official Community Plan Amendment concept plan detailing the proposed development at 1340 Sussex Street and 1337 Saunders Street as outlined in Staff Report No. DEV-24-055, with the additions of the Greater Victoria Housing Society, Pacifica Housing, and Capital Region Housing Corporation.	Carried with Councillor Morrison Opposed
24-177	Regular Council	November 4, 2024	2025 Annual Regular Council and Committee of the Whole Meeting Schedule	That Council approve the 2025 Regular Council and Committee of the Whole Meeting Schedule as outlined in Attachment 1 to Staff Report No. ADM-24-067.	Carried Unanimously
24-176	Regular Council	November 4, 2024	2025 Council Appointments to Internal and External Committees, Commissions, and Boards	That the main motion be amended to approve the appointments with inclusion of Councillor Cavens as alternate appointee to the South Island Reconciliation Advisory Committee.	Carried Unanimously
24-175	Regular Council	November 4, 2024	2025 Council Appointments to Internal and External Committees, Commissions, and Boards	That the main motion be amended to approve the appointments with inclusion of Councillor Cavens as alternate appointee to the Capital Regional District Water Supply Commission.	Carried Unanimously
24-174	Regular Council	November 4, 2024	2025 Council Appointments to Internal and External	Main Motion as Amended That Council approve the 2025 Council Appointments to Internal and External	Carried Unanimously

2024 COUNCIL RESOLUTIONS					
3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			Committees, Commissions, and Boards	Committees, Commissions, and Boards as outlined in Staff Report No. ADM-24-072, revised to include Councillor Cavens as an alternate appointee to the Capital Regional District Water Supply Commission and South Island Reconciliation Advisory Committee.	
24-173	Regular Council	October 28, 2024	Adoption of Permissive Tax Exemption Bylaw (Non-Profit Organizations), 2024, No. 3147 and Permissive Tax Exemption Bylaw (Places of Worship), 2024, No. 3148, Staff Report FIN-24-018	That Permissive Tax Exemption Bylaw (Non-Profit Organizations), 2024, No. 3147 be adopted. That Permissive Tax Exemption Bylaw (Places of Worship), 2024, No. 3148 be adopted.	Carried Unanimously
24-172	Regular Council	October 28, 2024	Adoption of Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3149, Staff Memo ADM-24-068	That Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3149 be adopted.	Carried Unanimously
24-171	Regular Council	October 28, 2024	Esquimalt Road Active Transportation and Underground Improvements - Phase 1 Update, Staff Report No. EPW-24-026	That Council a. Receive for information the What We Heard Report related to the Esquimalt Road Active Transportation and Underground Improvements - Phase 1 project, attached to Staff Report EPW-24-026; b. Direct staff to continue with detailed design followed by construction tendering; c. Direct staff to submit a grant application for a BC Active Transportation Infrastructure Grant for up to \$500,000; d. Confirm the project is a municipal priority and is intended to be complete within the required grant timeline; e. Confirm the project is at the stage where construction can begin immediately once provincial funding has been announced and local weather conditions allows ("shovel ready"); and f. Confirm the Township's share of funding up to \$2,950,000 is committed in the 2024 - 2028 Financial Plan.	Carried Unanimously
24-170	Regular Council	October 28, 2024	Recommendations from the October 21, Committee of the Whole for Ratification	<u>Boulevard Alteration Permit - 442 Grafton Street, Staff Report No. EPW-24-025</u> That the Committee of the Whole recommends to Council to approve a Boulevard Alteration Permit for 442 Grafton Street to permit river rocks in the boulevard, as described in Staff Report EPW-24-025.	Carried Unanimously
24-169	Regular Council	October 28, 2024	Recommendations from the October 21, Committee of the Whole for Ratification	<u>Boulevard Alteration Permit Review, Staff Report No. EPW-24-024</u> That the Committee of the Whole recommends that Council direct staff to remove the Boulevard Alteration Permit process from the Township's Guide to Boulevard Modifications and the Boulevard Maintenance Bylaw No. 2860 to allow acceptable boulevard modifications to be completed by residents without Boulevard Alteration Permits, as described in Staff Report EPW-24-024	Carried Unanimously
24-168	Regular Council	October 28, 2024	Recommendations from the October 21, Committee of the Whole for Ratification	<u>Review Options for the Official Community Plan, Staff Report No. DEV-24-052</u> That the Committee of the Whole recommends to Council that staff be directed to initiate Official Community Plan Review Options 1, 2, and 3 (as outlined in staff report DEV-24-052) in 2025, and provide an impact assessment of Option 4.	Carried Unanimously
24-167	Regular Council	October 28, 2024	Email dated October 3, 2024 from Troy Townsin Re: A Million Acts of Love Grant Fundraising	That Council direct staff to promote the "A Million Acts of Love" fundraising campaign on social media.	Carried Unanimously

2024 COUNCIL RESOLUTIONS 3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
24-166	Regular Council	October 7, 2024	Zoning Amendment Bylaw Adoption - 734 Sea Terrace, Staff Report No. DEV-24-051	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3116 be adopted.	Carried Unanimously
24-165	Regular Council	October 7, 2024	Rezoning Application - 861 & 863 Esquimalt Road, Staff Report No. DEV-24-046	That Council: 1. Further amend Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3078 as outlined in Staff Report DEV-24-046; 2. Re-read Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3078 a second time as amended; and 3. Authorize the scheduling of a Public Hearing.	Carried Unanimously
24-164	Regular Council	October 7, 2024	Development Permit Application - 899 Esquimalt Road, Staff Report No. DEV-24-048	That Council approve Development Permit No. DP000135, Amendment No. 4.	Carried Unanimously
24-163	Regular Council	October 7, 2024	Draft Township of Esquimalt Accessibility Plan, Staff Report No. ADM-24-066	That Council receive the draft Accessibility Plan for information and direct staff to make the plan available for public feedback for at least 30 days.	Carried Unanimously
24-162	Regular Council	October 7, 2024	2025 Permissive Tax Exemptions, Staff Report FIN-24-016	That Council: 1. Give first, second, and third reading to Permissive Tax Exemption Bylaw (Non-Profit Organizations), 2024, No. 3147; and 2. Give first, second, and third reading to Permissive Tax Exemption Bylaw (Places of Worship), 2024, No. 3148.	Carried Unanimously
24-161	Regular Council	October 7, 2024	Proposed Amendments to Officers Bylaw, Staff Report No. ADM-24-065	That Council give three readings to Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3149.	Carried Unanimously
24-160	Regular Council	October 7, 2024	Recommendations from the September 23, Committee of the Whole for Ratification	That the Committee of the Whole recommend that Council direct staff to report back with an impact assessment on the Improved Township Budget Documentation proposal.	Carried Unanimously
24-159	Regular Council	October 7, 2024	Recommendations from the September 23, Committee of the Whole for Ratification	That the Committee of the Whole recommend that Council direct staff to report back with an impact assessment on the Front Yard Deer Fencing Policy/Bylaw proposal.	Carried Unanimously
24-158	Regular Council	October 7, 2024	Recommendations from the September 23, Committee of the Whole for Ratification	That the Committee of the Whole recommend that Council direct staff to report back with an impact assessment on the Ground-Oriented Small Developments proposal.	Carried Unanimously
24-157	Regular Council	October 7, 2024	Recommendations from the September 23, Committee of the Whole for Ratification	That the Committee of the Whole recommend that Council direct staff to schedule the Official Community Plan Changes or Updates proposals to an upcoming Committee of the Whole meeting for further consideration.	Carried Unanimously
24-156	Regular Council	October 7, 2024	Recommendations from the September 23, Committee of the Whole for Ratification	That the Committee of the Whole recommend that Council direct staff to report back with an impact assessment on the Affordable Housing Plan proposal.	Carried Unanimously
24-155	Regular Council	October 7, 2024	Recommendations from the September 23, Committee of the Whole for Ratification	That the Committee of the Whole recommend that Council direct staff to report back with an impact assessment on policy development to understand parkland placement, how land is acquired and a parkland management plan for the Township.	Carried Unanimously
24-154	Regular Council	October 7, 2024	Recommendations from the September 23, Committee of the Whole for Ratification	That the Committee of the Whole recommend that Council direct staff to report back with an impact assessment on implementing the Esquimalt Together Against Graffiti group.	Carried Unanimously
24-153	Regular Council	October 7, 2024	Sylvia Vink, Esquimalt 172	That Council authorize the request by the Esquimalt-Dockyard Branch 172 Legion to	Carried Unanimously

2024 COUNCIL RESOLUTIONS 3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			Legion Re: Request for Letter of Approval, Poppy Campaign - received October 2, 2024.	distribute Remembrance Day poppies within the Township of Esquimalt, from October 24 - November 10, 2024.	
24-152	Regular Council	September 23, 2024	Adoption of Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3145, Staff Memo No. ADM-24-060	That Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3145 be adopted.	Carried Unanimously
24-151	Regular Council	September 23, 2024	Adoption of Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2024, No. 3146, Staff Memo No. ADM-24-061	That Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2024, No. 3146 be adopted	Carried Unanimously
24-150	Regular Council	September 23, 2024	CAO - 2024 Second Period Report, Staff Report No. ADM-24-063	That the 2024 departmental second period reports be received for information	Carried Unanimously
24-149	Regular Council	September 23, 2024	Appointment of External Auditors, Staff Memo FIN-24-014	That Council appoint KPMG as the Township's auditors for the 2024 fiscal year.	Carried Unanimously
24-148	Regular Council	September 23, 2024	Development Variance Permit - 612 Head Street, Staff Report No. DEV-24-049	That Council approve Development Variance Permit No. DVP00149, and direct staff to register the notice on title and issue the permit.	Carried Unanimously
24-147	Regular Council	September 23, 2024	Encroachment Easement on Head Street for Private Drain Infrastructure for 899 Esquimalt Road, Staff Report No. EPW-24-023	That Council authorize the Mayor and Chief Administrative Officer to execute the necessary documents to permit an Encroachment Easement on Head Street, attached to Staff Report EPW-24-023, in order to allow the owner(s) of 899 Esquimalt Road to install, operate, use, and maintain private drain infrastructure on Head Street to provide drainage for their driveways and entrances on Head Street.	Carried Unanimously
24-146	Regular Council	September 23, 2024	Recommended Changes to Council Policy PER-05, Terms and Conditions of Employment for Officers, Managers and Exempt Employees, Staff Report No. ADM 24-059	That Council approve the amendments to Council policy PER-05, Terms and Conditions of Employment for Officers, Managers and Exempt Employees as outlined in Staff Report No. ADM-24-059.	Carried Unanimously
24-145	Regular Council	September 23, 2024	Greater Victoria School District 61 Board of Education - Election by Community/Trustee Electoral Areas - Notice of Motion from Councillor Morrison	THEREFORE, BE IT RESOLVED that the Township of Esquimalt ask that the Greater Victoria School District 61 Board of Education consider a Trustee Electoral Area election model to be implemented in time for the 2026 Local Government/Board of Education elections. AND BE IT FURTHER RESOLVED that the Township of Esquimalt author letters to the City of Victoria, District of Saanich, District of Oak Bay, Town of View Royal, District of Highlands, the Songhees Nation and Esquimalt Nation informing them of the Township's request to the Greater Victoria School District 61 Board of Education.	Carried Unanimously
24-144	Regular Council	September 23, 2024	Rise and Report from the In Camera meeting of September 9, 2024	That Council has approved a leave of absence for Councillor Rotchford effective September 20, 2024.	Carried Unanimously
24-143	Regular Council	September 9, 2024	Adoption of Business Licence	That the Business Licence and Regulation Bylaw, 2024, No. 3144 be adopted.	Carried Unanimously

2024 COUNCIL RESOLUTIONS 3 rd PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			and Regulation Bylaw, 2024, No. 3144, Staff Memo ADM-24-052		
24-142	Regular Council	September 9, 2024	Housing Agreement Bylaw No. 3143 - 1034 Dunsmuir, Staff Report No. DEV-24-045	That the Housing Agreement (1034 Dunsmuir Road) Bylaw, 2024, No. 3143 be adopted and that the Section 219 Covenant attached to staff report DEV-24-045 be approved.	Carried Unanimously
24-141	Regular Council	September 9, 2024	Community Works Funding Agreement, Staff Report FIN-24-013	That Council delegate execution of the 2024-2034 Community Works Funding Agreement to the Mayor and Corporate officer on behalf of the Township.	Carried Unanimously
24-140	Regular Council	September 9, 2024	Development Permit - 533 Admirals Road, Staff Report No. DEV-24-044	That Council approve the corrected Development Permit, which was previously approved with a typo.	Carried Unanimously
24-139	Regular Council	September 9, 2024	Liquor Licence Request for Comment - CFB Esquimalt, Staff Report No. DEV-24-043	That Council opt out of commenting on the Liquor Primary Licence Terms and Conditions Change application from the Canadian Forces Base (CFB) Esquimalt Messes.	Carried Unanimously
24-138	Regular Council	September 9, 2024	Development Capacity Study - Project Sign-Off, Staff Report No. DEV-24-07	That Council endorse the draft Project Sign-off for the Development Capacity Assessment project and direct staff to proceed to the Request for Proposals stage of the project, with the inclusion of analysis of Amenity Cost Charges within the project scope.	Carried Unanimously
24-137	Regular Council	September 9, 2024	Proposed Amendments to Video Surveillance Policy ADMIN-76, Staff Report No. ADM-24-051	That Council approve the amendments to the Video Surveillance Policy ADMIN-76 as outlined in staff report ADM-24-051.	Carried Unanimously
24-136	Regular Council	September 9, 2024	Proposed Amendments to Council Policy ADMIN-40, Appointment Process - Advisory Committees, Commissions, and Board of Variance, Staff Report No. ADM-24-057	That Council approve the amendments to Council Policy ADMIN-40, Appointment Process - Advisory Committees, Commissions, and Board of Variance as outlined in staff report ADM-24-057.	Carried Unanimously
24-135	Regular Council	September 9, 2024	Council Procedure Bylaw Amendments, Staff Report No. ADM-24-053	That Council give first, second, and third reading to Council Procedure Bylaw, 2022, No. 3081, Amendment Bylaw, 2024, No. 3145.	Carried Unanimously
24-134	Regular Council	September 9, 2024	Proposed Amendments to Bylaw Notice Enforcement Bylaw, Staff Report No. ADM-24-055	That Council give first, second, and third reading to Bylaw Notice Enforcement Bylaw, 2014, No. 3146.	Carried Unanimously
24-133	Regular Council	September 9, 2024	Email from Laura Donovan dated July 28, 2024 Re: Suicide Prevention Support for Indigenous Children	That Council direct staff to write a letter to the BC Minister of Education requesting that the Ministry of Education makes best effort to ensure that all schools in British Columbia are funded and equipped to provide suicide prevention support and training to staff and students based on current evidence-based practices with the understanding that all children and staff will benefit from this honour.	Carried Unanimously
24-132	Regular Council	September 9, 2024	Letter from Scouts Canada dated August 27, 2024 Re: Scouts Canada Apple Day Fundraiser	That Council approve the request for Scouts Canada to conduct the 2024 Apple Day fundraising drive on October 5 and 6, 2024 between 9 AM and 4 PM each day.	Carried Unanimously.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-022

PERIOD REPORT

DATE: January 27, 2025

Report No. CSS-25-001

TO: Dan Horan, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

SUBJECT: Community Safety Services Department - 2024 Third Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from September 1, 2024 to December 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), Fire Chief (emergency management), and the Chief Administrative Officer (Public Safety Building, policing and emergency management).

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Bylaw Enforcement

- Bylaw Offence Notice Disputes

In this period, 17 BONs were referred to the screening officer level. Of those, 13 were cancelled and 4 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 third period, 56 licenses were sold: 14 from Municipal Hall, 31 from vendors and 11 online. In 2024, 1651 tags were sold: 652 from Municipal Hall, 420 from vendors and 579 online.

Renewals were sent out on November 29th, with the option to renew dog licenses 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 team is currently tagging the camera data for this period. There were no new boosters for Fall 2024 as the project team allowed the previously administered time-release IC to do its job.

The grant funding previously received is funding one post-doctoral researcher, one master's student, a few technicians, and Dr. Fisher to continue working on the project. The project team is analyzing 2023 data and expect to add 2024 data in early Spring 2025. The team is working on completing a full analysis of the data for Fall 2025. Dr. Fisher recommends a presentation to Council at that time to present the results and discuss what they mean.

2. Building Inspections/Permits

- The third period of 2024 resulted in a significant decrease in demand for permits compared with the third period of 2023. The total value of construction in the third period of 2024 was \$4.6 million compared with \$39.7 million in the third period of 2023. Similar to construction values, the permit fees are showing a decrease, with \$55,000 in the third period of 2024 compared to \$363,000 for the third period of 2023.
- Attachments

Building Permits Chart [Attachment #2]

3. Policing

- Invitations to engage with potential partner police agencies (RCMP, Saanich PD, VicPD) were sent in fall 2024. Awaiting confirmation of potential exploration of shared services models that could support a new policing model in Esquimalt.

4. Public Safety Building

- The construction phase of the Public Safety Building began in June 2024. As of mid-January 2025, 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.

Bylaw Enforcement

2024 – 3rd Period

	2023 3rd Period	2024 3rd Period	2023 Year to Date	2024 Year to Date
Total Bylaw Contraventions and Complaints Investigated	208	305	599	858
➤ Streets and Traffic	141	233	393	646
➤ General Bylaw Inquiries	23	22	58	57
➤ Maintenance/Nuisance Property/Noise Bylaw	27	37	99	112
➤ Zoning Bylaw	4	4	15	12
➤ Business License	0	0	1	0
➤ Building	6	2	10	4
➤ Animal Control	4	3	8	10
➤ Park Maintenance & Tree Protection	2	4	10	15
➤ Assist Third Party Agencies	1	0	4	2
➤ Secondary Suites	0	0	1	0
Concluded Investigations	194	284	551	804
Active Investigations	14	21	48	54
BON's & MTI's Issued	205	311	660	907
➤ Total Maximum Fine Value	\$ 10,475	\$ 21,137	\$ 33,000	\$ 57,497.50
➤ Total Paid	\$ 1,760	\$ 6,630	\$ 7,210	\$ 14,656.50
➤ Total Outstanding	\$ 7,725	\$ 12,562	\$ 22,150	\$ 36,361.00
➤ Tickets Cancelled	3	16	27	35
➤ Warning Tickets (not included in "issued" total above)	48	75	221	245
BON & MTI Adjudication				
➤ Disputed Matters to Screening Officer	6	17	33	48
➤ Disputed tickets – cancelled	3	13	20	31
➤ Disputed tickets – confirmed by Screening Officer	3	4	13	16
➤ Sent to adjudication	0	0	0	0

Bylaw Enforcement

2024 – 3rd Period

Animal Control	2023 3rd Period	2024 3rd Period	2023 Year to Date	2024 Year to Date
➤ Dog Tags Sold	105	56	1687	1651
Incidents Investigated by Victoria Animal Control	154	56	491	275
➤ Dogs at Large	11	2	39	23
➤ No Leash	46	8	154	68
➤ No License	17	0	70	27
➤ Barking/Noisy Dogs	4	3	28	20
➤ Dog Attacks (on animals)	4	3	14	15
➤ Dog Attacks (on humans)	2	1	9	6
➤ Cats at Large	6	4	15	7

Actions taken by VACS	2023 3rd Period	2024 3rd Period	2023 Year to Date	2024 Year to Date
➤ Verbal Warnings	52	9	141	81
➤ Written Notices	38	4	178	36
➤ BON Written	6	0	8	33
➤ Animals Impounded	9	6	37	31
➤ Contacts – With Dogs - No Violation	497	516	770	1024
➤ Contacts – Without Dogs	322	237	462	644

*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 3 - Sept - Dec 2024**

Permit Type Issued	Comparable		Current Year		Current Year	
	2023 - 3rd Period		2024 - 3rd Period		2024 Total for Year	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial		\$0.00	2	\$938,460.00	9	\$2,508,460.00
Commercial-Demolition		\$0.00		\$0.00	4	\$4,000.00
Industrial		\$0.00		\$0.00		\$0.00
Institutional	1	\$548,211.00		\$0.00	2	\$28,012,000.00
Duplex- Demolition		\$0.00		\$0.00	1	\$0.00
Duplex Alterations / Additions	1	\$40,000.00		\$0.00		\$0.00
Duplex New		\$0.00	1	\$900,000.00	3	\$2,440,000.00
Single Family New	1	\$600,000.00	2	\$199,800.00	4	\$1,079,800.00
Single Family Alterations	6	\$466,500.00	3	\$305,000.00	15	\$1,125,487.97
Single Family Additions	2	\$559,606.54	1	\$115,200.00	9	\$1,420,200.00
Single Family Accessory	3	\$388,000.00		\$0.00	1	\$4,500.00
Single Family Accessory- Demo	2	\$2,000.00		\$0.00		\$0.00
Single Family Demolitions	15	\$15,000.00	1	\$0.00	5	\$2,000.00
Multiple Family New	3	\$34,820,437.00	2	\$1,228,200.00	7	\$71,416,582.00
Multiple Family Alterations	2	\$2,230,000.00	5	\$907,000.00	7	\$910,500.00
Multiple Family Demolitions		\$0.00		\$0.00	1	\$1,000.00
Sign Permit	4	\$36,950.00	4	\$15,220.00	7	\$37,220.00
Miscellaneous (Chimney/Insert)	1	\$17,783.02	1	\$7,370.56	3	\$15,370.56
*Plumbing Permits	42		22		99	
Total Permits Issued	83	\$39,724,487.56	44	\$4,616,250.56	177	\$108,977,120.53
Building Permit Fees Collected		\$363,071.00		\$55,057.70		\$738,439.80

* [Note- number of plumbing permits issued only]

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

Commercial

BP014611 - 503-501 Park Pl Alt \$894,610.00

Residential Duplex - NEW

BP014574 - 1072 Colville Rd New \$900,000.00

Residential MFD

BP014613 - 554 Garrett Pl Alt \$300,000.00

Residential SFD

BP014620 - 912 Selkirk Ave Alt \$500,000.00

BP014626 - 836 Parklands Dr New \$1,223,200.00



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-024

PERIOD REPORT

DATE: January 27, 2025

Report No. DEV-25-001

TO: Dan Horan, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2024 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2024 to December 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 three new rezoning & OCP amendment applications in the third period:

- 621 Constance Avenue - New 6-storey, 17-unit, multi family project
- 1007 Arcadia Street - Two sets of new triplexes (total of 6-units)
- 909 McNaughton Avenue - Home daycare facility

2. Development Permit (DP) Applications

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

- 1219 Old Esquimalt Road (Delegated) - Addition of one unit to existing single unit dwelling
- 847 Colville Road - New childcare centre at the High School
- 863 Parklands Drive (Delegated) - Duplex with suites (SSMUH)
- 640 Lampson Street (Delegated) - Two duplexes (SSMUH)
- 861-863 Esquimalt Road - 6-storey, 59 Unit Multi-family
- 809 Intervale Avenue (Delegated) - 4 Unit Townhouse (SSMUH)

3. Development Variance Permit (DVP) Applications

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

4. Board of Variance Application (BOV)

No new applications were received in the third period. There are no ongoing applications.

5. Heritage Alteration Permits (HAP)

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

6. Subdivision Applications

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

- 1073 Colville Road - Proposed two-lot subdivision with 3 townhouses planned on each lot.

7. Temporary Use Permit [TUP] Applications

No new applications were received in the third period. There are no ongoing applications.

8. Liquor Licence Applications

No new applications were received in the third period. There are no ongoing applications.

9. Legal Documents

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

10. Other Planning Projects

- Worked with the consulting team on the Integrated Parking Study.
- Worked on an Omnibus Amending Bylaw for the Zoning Bylaw, 1992, No. 2050.
- Prepared Request for Proposals for the Development Capacity Study.
- Prepared Impact Assessments for:
 - Affordable Housing
 - Ground Orientated Housing
 - Major Review of the Official Community Plan
- Prepared and presented the Interim Housing Needs Report to Council
- Prepared and presented to Council the Climate Action Plan Annual Report

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.
- Attended the Inter-municipal SD 61 Meeting.
- Met with staff from the ICF.
- Attended the UDI Liaison Committee meeting.
- Presented at the West Bay Residents Association AGM.

12. Sustainability

- 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 full application for the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) for a Greenhouse Gas Reduction Pathway Feasibility Study Grant.
- Worked with Parks and Recreation, and Engineering and Public Works on the Request for Proposals for a study of ways to reduce greenhouse gas emissions from municipally owned buildings.
- 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.

13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Provided mapping services to other departments as requested.
- Enhanced routine data maintenance tasks with scripting.
- Prepared seven draft walking tour maps.
- Developed an app for stormwater catch basins.

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed Business Licence Applications for Zoning Compliance.
- Responded to property information requests.
- Processed 34 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.
- Attended Emergency Management Committee meeting.
- Made a presentation to staff at Pemberton Homes related to the impact of new legislation on Esquimalt.
- Attended the annual Advisory Body Orientation.

15. Training

Staff attended the following training sessions:

- CRD Watershed tour
- Attended a webinar on the “Legal Argument for Procedural Fairness”.
- Attended a webinar on Tenant Protection Bylaws.

16. Statistics

See Appendix “A” for status of existing housing applications.

II. COMMITTEES

Advisory Planning Commission:

- The Advisory Planning Commission met once in the third period and reviewed two applications.

Design Review Committee:

- The Design Review Committee met twice in the third period and reviewed four applications.

Board of Variance:

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

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
903 Admirals Road	Rezoning	0	8	0	8	0	Townhouse
664 Admirals Road	Building Permit	83	0	0	83	6	Apartment
1007 Arcadia Street	Rezoning	0	6	0	6	1	
1221 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
621 Constance Avenue	Rezoning	17	0	0	17	0	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

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
880 Fleming Street	Development Permit	42	3		45	24	Apartment
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
809 Intervale Avenue	Development Permit	0	4	0	4	0	SSMUH
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
640 Lampson Street	Development Permit	0	4	0	4	0	SSMUH
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	Duplex with Suites
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
836 Parklands Drive	Building Permit Permit	2	2	0	4	0	Duplex with Suites
1340 Sussex Street and 1337 Saunder Street	Rezoning	335	0	0	335	TBD	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
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:		1670 (57%)	1269 (43%)	0 (0%)	2939 (100%)	62 (2% 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
874 Fleming Street (net 60)	Building Permit	137	0	0	137	137	Apartment
1310 Saunders Street (formerly 1338 to 1350 Saunders Street)	Building Permit	72	0	0	72	6	Apartment
Total		219	0	0	219	143	

Table 3 Number of Units by Type for Housing Target (note this does not include demolitions or properties with less than 3-units so the numbers are not the same as those submitted to the province. Also, the definition of “affordable units” is not the same as the province’s definition.

Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units
Rezoning	683	257	0	940
Development Permit	336	376	0	712
Building Permit	651	636	0	1287
Completed (from January 2020 to June 30, 2024)	381	269	48	698
Complete from July 1, 2024 (Housing Target Units)	219	0		219
Total	2270	1538	48	3856

Table 4 Number of Units by Tenure Since January 2020.

December 31, 2024

APPENDIX B

Ongoing Application Status as of December 31, 2024

Address	Type of Application	Description	Status
REZONING APPLICATIONS			
1073 Colville Road	Rezoning	Two Triplexes and two with secondary suites	Application withdrawn (applicant is instead taking the subdivision and SSMFH approach)
614-618 Grenville Avenue	Rezoning	To amend the zoning to allow 132 multifamily units	Waiting on applicant for updated proposal
1209 Lyall Street	OCP & Rezoning Amendment	Tasting room for small brewery	Application being processed
1005 Tillicum Road	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 Road	Rezoning	To amend the zoning to allow eight townhouse units	Waiting on applicant for updated proposal
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
909 McNaughton Avenue	Rezoning	To amend the zoning to allow a daycare facility for 24 children aged 30 months to five years	Application being processed
1007 Arcadia Street	Rezoning	To amend the zoning to allow six townhouse units	Application being processed
621 Constance Avenue	Rezoning	To amend the zoning to allow a six-storey multifamily building with 17 rental units	Application being processed

Address	Type of Application	Description	Status
DEVELOPMENT PERMIT APPLICATIONS			
815/825 Selkirk Ave	Development Permit	46-unit, six-storey condominium	Waiting for revised drawings
842 Carrie Street	Delegated Development Permit	Four-unit SSMUH	Approved by Director
533 Admirals Road	Development Permit	To allow for the addition of a storage area to an existing commercial liquor store.	Approved by Council
904 Admirals Road	Delegated Development Permit	Duplex with suites	Approved by Director
914 McNaughton Avenue	Delegated Development Permit	Duplex with secondary suites	Application being processed
1034 Dunsmuir Road	Delegated Development Permit	DADU	Application being processed
958 Wollaston Street	Delegated Development Permit	Four-unit stacked townhouse	Application approved by Director
809 Intervale Ave	Delegated Development Permit	Four-unit townhouse	Application being processed
861-865 Esquimalt Avenue	Development Permit	59-unit six-storey rental apartment building	Application being processed
640 Lampson Street	Delegated Development Permit	Two duplex SSMFH residential (four units)	Application being processed
863 Parklands Drive	Delegated Development Permit	SSMFH adding duplex to rear yard (three units)	Application being processed
847 Colville Road	Development Permit	Daycare centre at Esquimalt Secondary School	Approved by Council
1219 Old Esquimalt Road	Delegated Development Permit	SSMFH application (addition of one unit for three total)	Application being processed
453 Admirals Road	Delegated Development Variance Permit	Minor front setback	Approved by Director

Address	Type of Application	Description	Status
842 Carrie Street	Delegated Development Variance Permit	Reduction in rear yard setback for four-unit SSMUH development	Approved by Director
1028 Gosper Crescent	Development Variance Permit	Minor changes to site	Application being processed

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 two residential lots.	In process
1238 Lyall Street	Subdivision	Subdivision to create two residential lots	In process
1073 Colville Road	Subdivision	Subdivision to create two residential lots	In process

LEGAL DOCUMENTS

1131 Wychbury Avenue	Legal	Covenant modification	In process
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-025

PERIOD REPORT

DATE: January 27, 2025

Report No. EPW-25-001

TO: Dan Horan, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

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

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

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 3 new service laterals installed this period (10 total for the year).
- 7 service laterals replaced (due to blockages) this period (25 total for the year).
- Test and clear inspections as and when required.
- 2 new manholes installed this period (4 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 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 third period.

3. Storm Drains

- 4 new service laterals installed this period (8 total for the year).
- 5 service laterals replaced (due to blockages) this period (14 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (4 total for the year).
- 2 catch basins replaced this period (2 total for the year).
- 2 new catch basins installed this period (5 total for the year).
- Program for catch basin cleaning completed in the third period by a contractor.

4. Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee, with a meeting in November 2024. CRD continues to receive and investigate odour complaints.
- CRD completing update to the I&I section of the Core Area Liquid Waste Management Plan. Working group was provided an update in March 2024 regarding planned updates to the I&I section. No further updates during the second or third 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 completed in the third period.
- Centre line painting on roads completed in the second period.
- Crack sealing occurred in the third period of 2024.
- Mill and pave to accommodate thermoplastic to refresh crosswalks completed in the third period.
- Major repair/minor capital works completed in the third period with several locations requiring repairs via asphalt removal and replacement.
- Approximately 1355 tonnes of asphalt placed for the period (2359.65 tonnes total for the year).

6. Traffic Management

- Traffic orders and sign installations are ongoing.
- 2024 traffic signal maintenance program delayed due to contractor availability. Maintenance to be shifted into 2025.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 30 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed in the third period (138.3 cubic meters total for the year).
- Approximately 58.3 linear meters was replaced in the period (491.5 linear meters total for the year).

8. Sidewalk Ramps

- Accessibility improvements at Lampson and Wollaston intersection completed in third period.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey completed for this year. 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 is ongoing, including refuse collection, graffiti removal.
- Staff are seeing an increase in graffiti at bus shelters and will explore additional resources in 2025 to assist with maintaining historic levels of service levels for bus stop maintenance, which has decreased over time as other demands on staff time have increased.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 24 (total additional bins purchased since 2014 = 551).
- Tonnage of garbage waste stream collected for period = 340.92 (total for the year = 1016.41).
- Tonnage of kitchen scraps stream collected for period = 197.54 (total for the year = 550.07).
- Tonnage for garbage and kitchen scraps streams for the year = 1566.48 (total for same period 2023 = 1560.51).
- Garbage bins from initial 2014 program rollout are failing. Purchased 450 new waste bins in third period of 2024.

Yard and Garden

- Usage of transfer station during period: September 1 to December 31, 2024:
 - Esquimalt residents = 5,099 (16,363 total for the year).
 - View Royal residents = 4,064 (13,327 total for the year).
 - Commercial = 12 (45 total for the year).
 - Tonnage removed from site = 834.76 (2,169.32 total for the year).
 - Tonnage removed in 2023 third period = 765.6 (total for 2023 = 1,928.44).

Recycling

- Operations normal for second period.
- Staff preparing a new contract for tender in 2025 for municipal facilities.

12. Fleet

- Operations normal.
- Council approved the Fleet Electrification Plan in the second period of 2024. Staff began work with consultant to develop a plan for charging infrastructure in the third period of 2024.
- Specifications preparation underway with tender release expected in first period of 2025:
 - 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 received in third period of 2024 and put in service
 - Street Sweeper purchased in third period and awaiting delivery in 2025

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 4 (total for the year = 21).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 9 (total for the year = 42).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 1 (total for the year = 17).
- Work orders issued for new curb/gutter/sidewalk in preparation for new development in the period = 1 (total for the year = 10).
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 1 (total for the year =8).

14. Public Works Calls For Service

- Number of Calls for Service assigned to Public Works this period = 344 (total for the year = 919).
- Number of Calls for Service completed by Public Works this period = 326 (total for the year = 898).

15.00. Capital Projects

15.01. Annual Traffic Counts

- Bi-annual traffic counts were complete within the Township between September and November with compiled data expected in first period of 2025.

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 2025. No changes to the existing operations are expected from this agreement.

15.03. Public Works Fuel Tanks

- Council awarded a contract in the second period of 2024 to replace the two below ground fuel tanks with one dual compartment tank above ground. Installation began in the third period with completion expected in early 2025.

15.04. Coastal Infrastructure Management

- Due to staffing/competing priorities, work on this project has been on hold.

15.05. Westbay Walkway Design

- The wooden structure is showing its age and requires increased maintenance.
- Engineering is developing a scope of work for an RFP to complete a structural assessment of the walkway. Assessment expected to occur in 2025 and include recommendations for maintenance and repairs.

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 first period of 2025.

15.08. Municipal Hall Roof Replacement

- Council awarded a contract to Flynn Canada at the end of the third period of 2024 to replace the upper roof in 2025. This is the last remaining section of the original roof to be replaced.

15.09. Street Light Replacement Program

- Staff work with a consultant to calculate required lighting levels when each light is replaced.
- 93 replacements took place in third period of 2024.
- Staff completed another Township wide review in the third period and identified 33 purple lights that need to be replaced. These lights have been ordered and will be replaced under warranty by a third-party contractor.

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 were resolved in third period of 2024.

15.11. Banners

- Public Works installed new banners in the third period that were procured by a staff working group led by Human Resources and Community Relations staff.

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:
 - New sidewalk on Munro between Kinver and Lampson to be completed in the first and second period of 2025, after a short section of drain main is replaced on the north side.
 - 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 2025.
 - To make Constance Avenue south of Lyall Street more pedestrian friendly, staff completed a traffic calming concept in 2024. As part of this plan, speed humps were installed in the third period of 2024, with pavement markings and wooden planters 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 first period of 2025.
- Cycling Facilities:
 - Bike/Scooters Traffic Counter on Tillicum Rd south of Gorge Point Park was installed in late May 2024. Bike/E-Scooter counts for 2024 are as follows:
 - Third Period of 2024: 28368 counts. 77% Bikes, 10% Cargo Bikes, 13% E-Scooters
 - Year to Date: (June 1 - December 31, 2024): 58378 counts. 82% Bikes, 5% Cargo Bikes, 13% E-Scooters
 - Protected bike lanes on Tillicum from Gorge Bridge to Craigflower and on Lampson from Craigflower to Esquimalt Road are complete. Minor restorations are required due to Motor Vehicle Incidents (MVI) and expected to be complete in the first period of 2025.
 - Esquimalt Road Phase 1 - Dominion to Joffre - Active Transportation Improvements
 - Further refinements to the detailed design continues, with construction expected to second period of 2025, pending results of grant funding application.
 - Esquimalt Road Phase 2 - Joffre to Canteen - Active Transportation Improvements
 - Staff started engagement on Phase 2 in the third period with additional engagement scheduled for early 2025. Following engagement, a What We Heard Report will be provided to Council in the first period of 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 designs and plan to retain a consultant in first period of 2025 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. Detailed design and construction to follow in 2026.
- 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. Due to weather, the work has been postponed to 2025.
- 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 finalize design drawings. Construction is planned for early 2025.

- Lower Speeds (ATNP Action 3M):
 - Staff continued to adjust and add speed limit signs as required in the third period of 2024.
 - Staff to procure several permanent speed reader boards with installation expected in early 2025.
 - Staff continued to utilize the annual traffic calming budget to identify/implement temporary and permanent improvements in 2024. Staff completed the installation of centreline bollards, centre medians and speed humps on Rockheights Avenue

between Old Esquimalt and Lampson Street. Additional pavement markings to be applied in early 2025 as weather allows.

- Staff will continue to identify future traffic calming projects and apply to ICBC for grant support when eligible.

15.14. ETAG (Esquimalt Together Against Graffiti)

- Public Works and Parks Departments continue to carry out work on the public realm as required.
- In the third period of 2024, Council incorporated ETAG into the Council Priorities Plan. Staff expect to complete a call for volunteers to revive ETAG in the third period of 2025.

15.15. Sewer and Drain Capital / I&I

- Staff will replace a 10 metre section of storm main on Munro Street near Lampson Street in 2025.
- Two 5 to 10 metre sections of storm main on Head Street between Esquimalt Road and Wollaston Street were repaired in the third period of 2024.
- Consultant to be retained in first period of 2025 to complete detailed designs for repairs on Gosper Crescent, pump replacements at the Uganda Pump Station, and any additional main replacements. This includes 252 metres of sewer and drain mains causing minor contamination at Gorge Creek outfall. Construction expected in 2025.
- Additional main replacements/upgrades expected to be finalized as part of the Sewer Asset Management Plan that's expected in the first period of 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 condition assessments. The consultant is currently compiling the information in a report, along with recommended actions. Staff expect the consultant to present the complete Sewer Asset Management Plan to Council in the first period of 2025.

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 first period of 2025, with completion expected in 2026.

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 first period of 2025, with completion expected in 2026.

16.0 Traffic Orders

- Number of Traffic Orders issued this period = 0 (total for the year = 8).

17.0. Development Applications

- Number of development applications for Engineering comments this period = 12 (total for the year = 29). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments this period = 23 (total for the year = 78). 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 #:25-014

PERIOD REPORT

DATE: January 27, 2025

Report No. FIN-25-002

TO: Dan Horan, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and IT Departments - 2025 Third Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from September 1, 2024 to December 31, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting Accounting and Financial Reporting

- In preparation for the 2025-2029 Financial Plan, capital and operating budget information was submitted by each department. Financial information was reviewed and consolidated in preparation for presentation to Council during the first period of 2025.
- Interim audit work by the Township's auditors was completed during November. The year end requirements, reconciliations and analyses are being completed in preparation for the annual financial statement audit scheduled for March and April 2025.
- The ability to remit amounts to suppliers and other payees via electronic fund transfer was implemented. The timing of this initiative was accelerated due to the postal strike and the impact that had on the receipt of vendor invoices and the issuance of cheque payments. To date, approximately 40% of payees have been set up and this number will increase as future invoices are received.

2. Property Taxation

- As of December 31, 2024, more than 96% of all folios were paid in full and almost 92% of the total tax levy was collected. These numbers were slightly lower than previous years due to the postal strike and the inability to send reminder notices to all property owners with outstanding taxes.
- The total 2024 amount received from Public Works and Government Services Canada (PWGSC) for Property in Lieu of Taxes (PILT) was \$31,604 more than the budgeted amount. This is impacted by the federal leases on the PILT properties that were not previously included in the 2024 application.
- All delinquent property taxes were fully collected prior to the tax sale deadline and, as a result,

the Township did not hold a tax sale at the end of September.

- Under the alternative tax scheme in place, penalties relating to homeowner grants claimed between July 3 and September 1 were reversed. During this period, 384 regular and additional homeowner grants were claimed which resulted in penalties of \$26,150 being reversed.
- This is the second full year that the Township provided online functionality for property tax credit card payments. For the 2024 year, taxpayers made 229 payments totalling \$544,695 through the online application. This represented a 38% increase in the number of payments and a 52% increase in the total payments received.

3. Information Technology

- The Municipal Hall uninterruptible power supply (UPS) has been upgraded and all significant components have been replaced. The UPS, which powers the Township's main datacenter, had reached the end of its life and this upgrade will ensure reliable operations for at least the next 12 years.
- Based on a recent risk assessment, the lack of segmentation between workstations and servers was addressed. Similar to an internal firewall, this segmentation now limits access to specific applications on each server based on individual user requirements.
- Completed a full version upgrade of the Township's phone system to ensure continued vendor support. This upgrade was coordinated with staff and resulted in minimum service disruption.
- A cyber incident response plan was developed and shared with the leadership team. The feedback received will help with the planning and preparation of a tabletop exercise scheduled for the first period of 2025.
- Closed service calls during the period increased by 25% over the previous period and by 72% by the same period in 2023. While the call volume did not drastically change, the department now records all service calls, including those received in person or over the telephone.

4. Departmental Staffing

- Following approval within the 2024 financial plan, a new Senior Accountant and an IT Support Analyst were added to increase departmental capacity. To accommodate the new employee additions, the Finance and IT departments were reconfigured to improve the ergonomics, operational effectiveness and employee satisfaction
- In response to staff departures, a new Finance Manager and a Payroll and Benefits Administrator were hired. With these additions, the finance department is now back to its full staff complement.

II. COMMITTEES

- The Local Grant Committee met in September to review Permissive Tax Exemption applications for the 2025 taxation year. Recommendations were made by the Committee to grant exemptions at varying percentages for not for profit organizations and places of worship. These recommendations were reviewed and approved by Council and the bylaws were adopted in advance of the October 31 deadline.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-016

PERIOD REPORT

DATE: January 27, 2025

Report No. FIRE-25-003

TO: Dan Horan, Chief Administrative Officer

FROM: Matt Furlot, Fire Chief

SUBJECT: Fire Department & Emergency Management Program - 2024 Third Period Report

The following is a report on the activities pertaining to the Fire Department and the Emergency Management Program from September 1, 2024 to December 31, 2024.

I. FIRE DEPARTMENT 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	56	39	44	Assist other agencies	11	14	7
Burning complaint	7	18	4	Bylaw / Fire Code inquiries	4	2	1
Hazardous material	11	4	1	General inquiries	64	108	122
Medical aid	189	173	228	Oil tank inspections	3	3	14
Overdose	11	10	11	New building plan review	12	6	9
Misc.	55	51	5	Public ed. / hall tour	2	6	18
Vehicle Incident	11	17	11	Fire investigations	8	10	2
Other fire	4	10	1	Business licenses	39	41	35
Structure fire	6	9	3	Car seat inspection	5	4	3
Natural gas leak	7	3	3	Fire Safety Plan Review	6	7	4
Vehicle fire	2	2	2	Assist public	20	7	26
Lift assist	26	19	16	Inspections	136	208	n/a
Brush fire	4	3	7	Re-Inspections	304*	103	n/a

*Term Fire Inspector position.

2. Community Services

- **Term Fire Inspector (3-Month Trial)** During a temporary trial period from September to December, Firefighter Corey Payne was internally promoted to the position of Fire Inspector. This strategic appointment aimed to address fire prevention shortfalls, focusing on the inspection and reinspection of businesses and multi-residential buildings within the

community. As a result of this initiative, EFRS has made significant strides in enhancing public safety and advancing fire prevention measures.

- **Annual Fire Prevention Week Open House** On October 6th, EFRS hosted its highly anticipated annual Fire Prevention Week Open House. The event attracted several hundred community members to the firehall, where attendees received vital fire safety information. The open house featured a children's fun zone and provided an interactive glimpse into the diverse roles and responsibilities of our dedicated community firefighters, fostering stronger community ties and safety awareness.
- **Annual Halloween Spooktacular** EFRS also hosted the Annual Halloween Spooktacular, a festive event that drew hundreds of children and families of all ages. This community favorite featured fun and engaging activities, further strengthening our connection with the residents and promoting safety in a lively, celebratory environment.
- **School and Residential Fire Drills** EFRS actively participated in fire drills at two local elementary schools, École Victor Brodeur and Macaulay Elementary, emphasizing the importance of fire safety education for students and staff. Additionally, a fire drill was conducted at The Vista, located at 622 Admirals Road, reinforcing safety protocols for residents and management.
- **Esquimalt High School Fire Academy** Preparations are underway for EFRS's 3rd Annual Fire Academy in collaboration with Esquimalt High School. This program offers students an engaging, hands-on learning experience, fostering interest in fire service careers while promoting life-saving skills and safety awareness among youth.
- **Senior Community Outreach Sessions** The Prevention Division conducted two targeted outreach sessions for seniors, focusing on critical topics such as kitchen fire safety and the proper handling of lithium-ion batteries. These sessions were well-received, equipping attendees with practical knowledge to reduce fire risks at home.
- **Collaboration with Building and Development Services** EFRS's Prevention Division has been working closely with Building and Development Services to address fire safety and suppression system queries for several new developments, including but not limited to the Lampson/Tillicum project, 429 Lampson Street, and 1310 Saunders Street. This collaborative effort ensures that fire safety considerations are integrated into the planning and construction phases.
- **Tower Crane Site Surveys** As part of our ongoing rescue commitment, EFRS conducted two comprehensive tower crane site surveys. These surveys enhance our readiness and capability to respond to high-angle rescue scenarios, ensuring safety standards are met on these specialized worksites.
- **Annual Light Parade** EFRS proudly participated in the Annual Light Parade, showcasing fire trucks adorned with festive Christmas lights spreading holiday cheer while engaging with the public.

3. Department Services

- **Advanced First Responder Skill Endorsements** The Emergency Medical Assistants Licensing Board has granted all EFRS staff advanced First Responder skill endorsements, following successful completion of the required training and certification. These new endorsements empower staff to administer enhanced care, such as providing aspirin and nitroglycerine for cardiac patients, epinephrine for allergic reactions, and utilizing advanced pelvic splints and nasal airway interventions (to name a few). This expanded skill set, supported by our frontline response units equipped with the necessary tools, significantly enhances the quality of care delivered to the community.
- **Annual Training and Competency Standards** EFRS staff have been diligently completing their annual training to meet the Office of the Fire Commissioner's Minimum Firefighter Competency standards. This rigorous training includes ladder and hose drills, search and rescue drills, as well as suppression firefighting simulations conducted at the training ground, ensuring operational readiness and compliance with provincial standards.
- **High-Angle Rope Training** High-angle rope training continues to be a priority for EFRS crews, with regular sessions conducted on tower cranes. These exercises refine technical rescue capabilities, preparing staff to respond effectively to emergencies at various development properties.
- **Officer Development and Succession Planning** A number of staff members are currently working on their Officer Development courses, progressing toward meeting the qualification requirements for Lieutenant and Captain roles. This initiative not only strengthens the department's succession planning but also enhances its capacity to manage backfill requirements effectively.
- **Residential Structure Fire Tabletop Exercises** Staff participated in residential structure fire scenario tabletop exercises with CFB Esquimalt. These sessions provided valuable opportunities to practice coordination and decision-making in simulated fire emergencies, reinforcing inter-agency collaboration and operational readiness.
- **Leadership Summit Attendance** In early November, Fire Chief Furlot and Assistant Chief Swan attended the BCPFFA Leadership Summit, along with members of the Union Executive. This summit offered insights into challenges faced by fire departments and presented innovative solutions. The collaborative discussions helped develop systems to improve working conditions and enhance the safety and well-being of our team.

Training Hours in this Period	
Combined Training Hours	2,289 hrs
Total Staff Trained	28 Suppression Staff

4. Administrative Services

- **Fire Safety Act and Municipal Bylaw Assessment** The Chief Officer staff worked closely with the Fire Chiefs Association of BC and the Office of the Fire Commissioner to interpret the new *Fire Safety Act*. This collaboration involved assessing necessary changes to the municipal bylaw to align with updated regulations, ensuring compliance and enhancing fire safety standards.
- **Firefighter Cancer Prevention and PFAS-Free Gear** Prioritizing firefighter cancer prevention, and with great appreciation to Mayor and Council, EFRS has ordered new PFAS-free gear to replace the primary set of turnout gear for all firefighters. This proactive measure underscores our commitment to the long-term health and safety of our team.
- **24-Hour Shift Implementation and Fatigue Management** The 24-hour shift change, which came into effect in August, has been relatively smooth. In collaboration with the Union, the Chief Officers are developing a comprehensive Fatigue Management Policy. In the interim, several measures have been implemented to ensure staff remain healthy and well during extended shifts.
- **Recruitment Process** The recruitment process was in full swing during the third period. Prospective recruits completed written exams and competency testing, helping to refine the candidate pool for interview screenings scheduled for January.

5. Commitment to Regional Cooperation

The following initiatives were undertaken during this period:

- **Core Chiefs Collaboration** The 4 Core Chiefs continue to meet regularly with the intent of fostering collaboration between departments. Recent discussions have focused on achieving fireground communication commonalities and enhancing automatic aid responses, ensuring seamless inter-agency operations during emergencies.
- **Joint Recruitment Success** The joint recruitment process between Victoria and Esquimalt was met with great success. This collaborative effort allowed both departments to leverage each others' resources and collectively develop a robust recruitment process, optimizing candidate selection.
- **Enhanced Dispatch Protocols** Esquimalt has strengthened response dispatch protocols in collaboration with View Royal and the West Shore. These improvements ensure that the right resources are deployed for the appropriate responses, minimizing delays and enhancing overall service efficiency.

6. 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

II. EMERGENCY MANAGEMENT PROGRAM ACHIEVEMENTS AND ACTIVITIES

1. Neighborhood Emergency Preparedness Program (NEPP)

- Provided direct support to the Admirals Gate Strata in enhancing their emergency preparedness efforts. This included coordinating and facilitating their participation in the ShakeOut BC campaign, during which residents conducted a Drop, Cover, and Hold exercise to practice earthquake safety measures.

2. Emergency Support Services (ESS)

- Responded to a Level One event, providing critical support to five units, assisting a total of eight individuals. These individuals were provided with lodging and meals for three days.
- Continued comprehensive training in Emergency Registration and Assistance (ERA) and Level One response, with ongoing support from both provincial resources and local experts.
- Welcomed and onboarded one new volunteer, providing them with the necessary training and integration into ESS operations.
- Leveraged UBCM grant funding to organize and conduct two key workshops:
 1. A Reception Centre functional training workshop with 45 participants, focusing on the various operational roles and responsibilities within a Reception Centre.
 2. A Reception Centre exercise involving collaboration among three Local Authorities (Esquimalt, View Royal, and Colwood) as part of a larger federal exercise.
- Participated in a province-supported regional exercise, which included extensive involvement from radio teams across Vancouver Island and the mainland, strengthening inter-agency communication and coordination.

3. Emergency Radio Communications

- Welcomed two new volunteers to the Emergency Radio Communications team, bringing the total number of new recruits this year to four. Additionally, two long-serving volunteers retired,

necessitating tailored training programs for the new recruits to ensure operational readiness.

- Updated the online Radio Team Volunteer Handbook to reflect current practices and protocols.
- Implemented an upgrade to the NAS (Network Access Server), enhancing secure file storage and accessibility for emergency operations.
- Developed and initiated a comprehensive radio upgrade plan, aimed at maintaining robust radio capabilities. This upgrade is also in preparation for the transition to the new Public Safety Building's smaller Radio Room.

4. Administration

- Actively participated in a two-day federal exercise co-sponsored by Public Safety Canada and the Department of National Defence (DND). Staff contributed to the planning working group and engaged in the following activities:
 - Day One: Conducted a tabletop exercise focused on assessing and mitigating potential community impacts.
 - Day Two: Supported the regional Reception Centre, which involved over 40 volunteers from across the region.
- Enhanced records management by implementing a new filing system designed to meet regulatory and operational requirements.
- Participated in the regional working group for Indigenous Engagement Funding, provided by the province to foster stronger relationships with Indigenous Nations. In addition to group activities, staff have engaged directly with the Esquimalt and Songhees Nations to strengthen partnerships.
- Successfully tested the desalination unit, confirming that the produced water meets potable standards.
- Actively contributed to regional emergency management forums, including the Regional Emergency Management Partnership (REMP) and the Local Government Emergency Program Advisory Commission (LGEPAC). Concluded tenure as Chair of the Emergency Support Services Directors Group for the Greater Victoria region during the December meeting.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-012

PERIOD REPORT

DATE: January 27, 2025

Report No. ADM-25-006

TO: Dan Horan, Chief Administrative Officer

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

SUBJECT: Human Resources & Community Relations - 2024 3rd Period Report

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

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. 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 December 31.
 - 2 active LTD claims at the start of the period; 2 remained active as of December 31.
 - 0 WorkSafeBC employee appeals managed at start of period; 1 appeal being managed as of December 31.
- 1 employee on medical leave at the start of the period; 1 employee on medical leave as of December 31.
- Secured relief of costs on one past WorkSafeBC claim through audit and appeal.
- Performed risk assessments for 6 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 9 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: \$258,343.40 (January 1 - December 31)
 - 2024 Adjusted Claim Costs: \$163,232.52 (January 1 - December 31)

2. Human Resources

Training and development:

Bystander Training:

There were two cohorts held with 52 staff members attending this training. The training covered racism and its history, understanding micro-aggressions, and recognizing when to intervene if there's a potential for harm to someone.

Records Management training:

Everyone in the department attended a records management training session this period 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.

Recruitment:

There were 6 regular positions filled this period

Filled:

- Out of School Care Supervisor
- Gardener II
- Purchasing Clerk
- Freedom of Information Assistant
- Events & Arena Programs Supervisor
- Programmer, Child Youth and Family Services

In progress:

- Accounting Coordinator (temporary full-time)

In addition, HR sent out an expression of interest for vacation coverage for administrative positions. There was interest both internally and externally, and three internal auxiliary and part time employees were placed on a list and will be trained to perform coverage when full time administrative staff are away on vacation or other extended absences.

Labour Relations:

The Collective Agreements between the Township and CUPE Local 374, and IAFF Local 4264 expired effective December 31, 2024. Staff are preparing for bargaining with CUPE Local 374, which is expected to begin in March 2025. There have been no discussions with IAFF Local 4264 to initiate bargaining.

Human Resources - General:

- Staff completed STATS Canada survey in December: regarding job vacancies and wages.
- The Director of HR and Community Relations attended a full day of meetings in December as a Trustee on both the GVLRA/LTD Trust and the Capital Area Benefit Trust.
- Staff responded to requests from other municipalities for salary information, job descriptions, onboarding processes, and overtime compensation information.
- Policy Updates: 4 policies were reviewed and updated this period:
 - 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
 - M-PER-23 Modified Work Week for CUPE staff
- A 3 year HR Plan was drafted with the assistance of a hired consultant, with input from Directors, Managers and Union Presidents. The draft plan outlines the scope and plans for Human Resources over the next three years.
- A list of competencies, with associated measurements assigned by levels that apply to all staff, was developed to guide and inform the Township in the areas of performance management, recruitment, training, development and succession planning.
- New performance evaluation forms for CUPE and management staff were developed to align with new competencies.

Community Relations:

Volunteer Recognition Event

On Saturday, Oct 26 a Volunteer Recognition luncheon was held in the Wardroom at CFB Esquimalt to recognize the contributions of the Committees of Council and the Archives Volunteers:

Flag Raising Ceremony

On Friday, November 1, 2024, the Esquimalt (Kosapsum) Nation's flag and Songhees Nation's flag were raised at both the Municipal Hall and the Gorge Park Pavilion, with Mayor and Council, Kosapsum Nation's Chief and Council, and Songhees Nation's Chief and Council in attendance, followed by a celebratory dinner at the pavilion featuring a performance from Lekwungen dancers

and singers.

Long Term Service Recognition

The Long Term Service Recognition event was held in Council Chambers on December 13th. This year, we had 44 full time, part time and auxiliary staff acknowledged for 10, 15, 20 and 30 years of service. Those able to attend the event in person were given their milestone pin by Mayor Desjardins along with a keepsake gift.

Flu Clinic

The onsite flu clinic for employees was held Wednesday, October 30th from 12-4pm.

28 staff received the quadrivalent flu vaccine.

New Employee Orientation (NEO) Modules

The Township's customized online New Employee Orientation Modules, originally implemented in 2018, were updated and are now available on the Township's intranet for new staff to view.

HR Onboarding Process

HR initiated a review of the electronic onboarding process that was implemented in 2023. A collaborative meeting was held with HR, Finance, and IT to evaluate the system's effectiveness and outline areas for improvements, with IT implementing the recommended changes.

3. Economic Development

See Appendix A

4. Communications

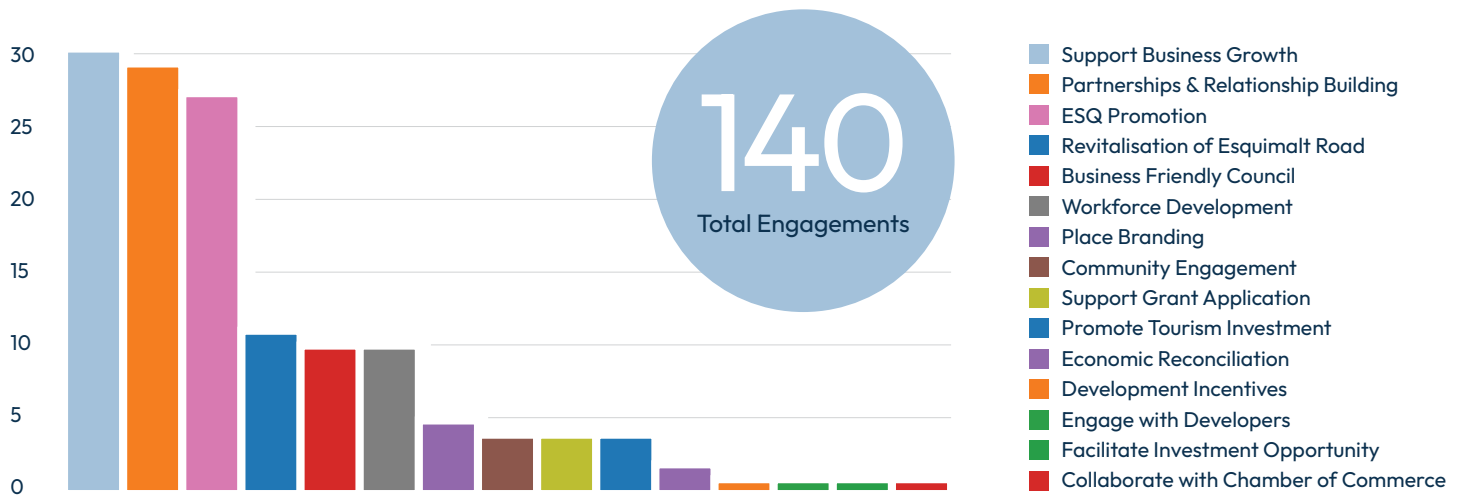
See Appendix B

Economic Development

This period report summarizes actions and metrics in alignment with the 2023-2025 Economic Development Action Plan initiatives. Key indicators (engagement, projects, and use of funds) help measure the effectiveness and progress of the Action Plan.



Engagement Total by Purpose



Top 3 Engagement Purposes



High Priority for Business Support:

The prominent "Support Business Growth" ranking reflects businesses actively engaged with the Economic Development Manager, specifically requesting resources, grants, and programs. These inquiries align with the broader category of fostering business growth, emphasizing the community's interest in tools and support to drive economic success and expansion.



Emphasis on Relationship Building:

Ranked as the second most engaged purpose, "Partnerships and Relationship Building" underscores the critical role of collaboration and fostering trust.



Promotion of Esquimalt:

The promotion of Esquimalt as reflected in its third-place ranking was achieved primarily through networking events in the greater Victoria area. These efforts underscore the importance of branding and external communication to enhance Esquimalt's visibility, supported by ongoing initiatives under the "Place Brand" strategy.

35%

In-Person Engagements

65%

Remote Engagements

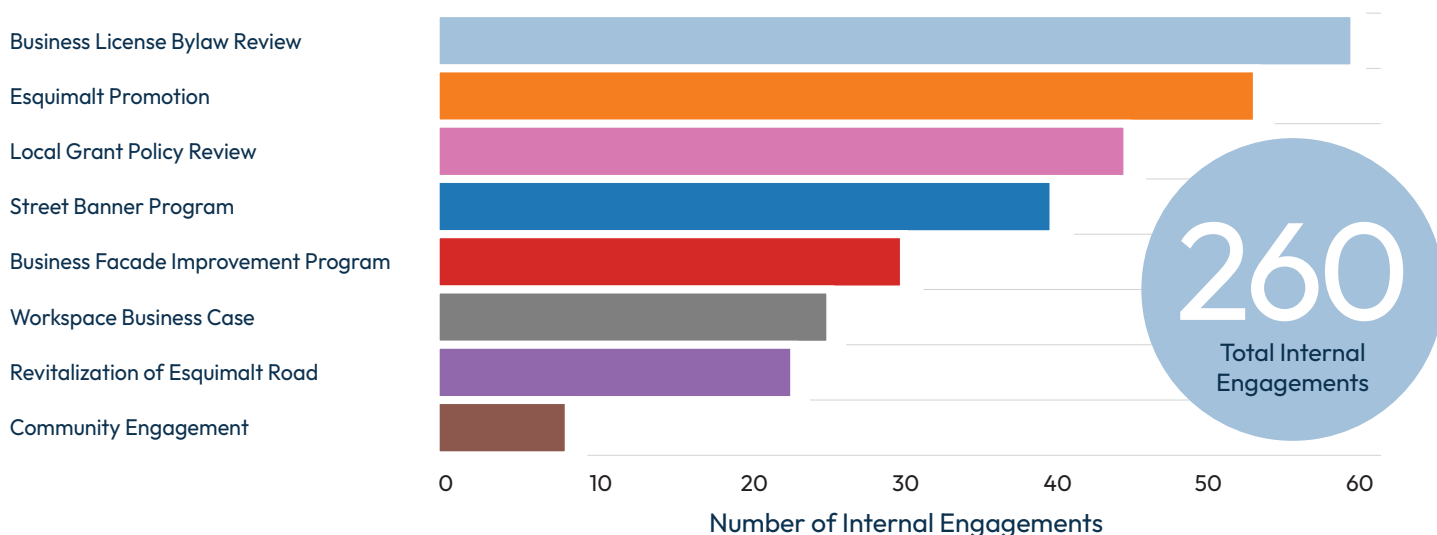


This distribution reflects adaptability to varied communication needs while maintaining direct collaboration.

Economic Development

Project initiatives involved close internal collaboration with various municipal teams, including HR & CR, Development Services, Engineering & PW, Finance, and Corporate Services. These engagements encompassed face-to-face meetings, information sharing, and coordinated efforts to drive project success.

What We Worked On



Ec Dev Communications

The Active Transportation Plan remains one of our E-Newsletters' most frequently clicked links.



Outcomes and Actions already taken: Offer one-on-one meetings for businesses with engineering staff in January in addition to the Open house on January 16. Efforts to keep businesses informed about engagement opportunities related to the Active Transportation Plan are ongoing.

Businesses have expressed an interest in engaging with other businesses which suggests a strong interest in supporting local and building community collaborations.

Outcomes and Actions

Feedback received: Businesses proposed having an active online directory to enhance Business to Business interactions and collaborations.

Proposed Actions

Welcome letter: Develop and send a welcome letter to all new businesses to introduce them to economic development (ED) services and help them understand the available support and resources.

Promote business growth: Showcase examples of successful partnerships and collaborations to inspire and encourage more business engagements.

Attract new opportunities: Highlight local success stories to draw attention to the community's business-friendly environment and encourage new opportunities and partnerships.

The overall goal is to foster a strong network.

2,750

Total Communications Sent

56.8%

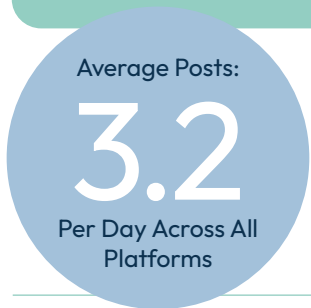
Average Open Rate

6.6%

Average Click Rate

Communications

This period report highlights key communication campaigns, events and engagement metrics. We are currently seeing positive uptick on social platforms and slight decreases in web traffic.



1. Recreation
2. Home Page
3. Drop-in Schedules



Impressions: The number of times Esquimalt's posts appeared on user's screens

Most Popular Facebook Post



8 Event/News Newsletters sent



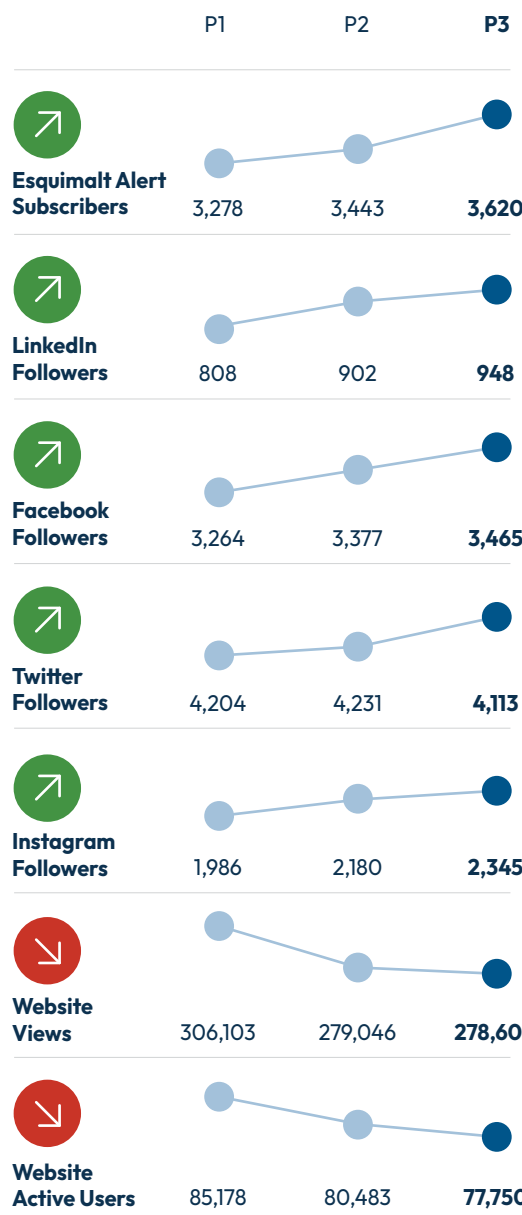
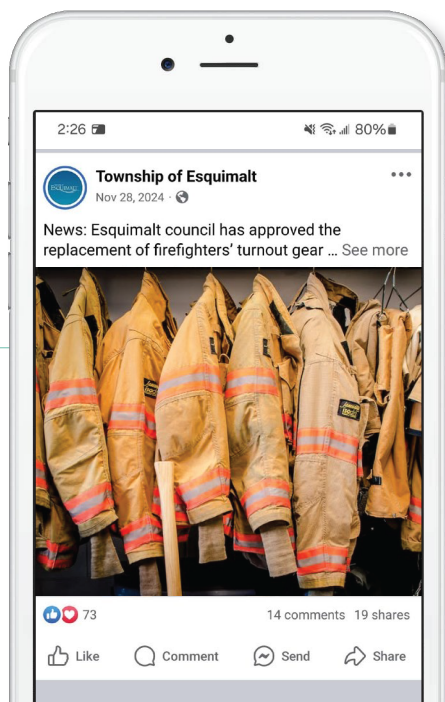
61% Average Newsletter Open Rate



14 Traffic Advisories Using Esquimalt Alert



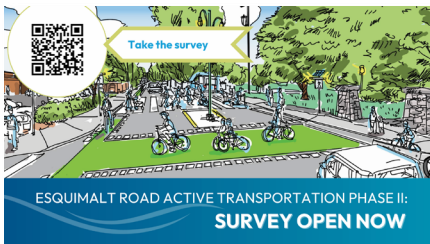
7 Media Releases Sent



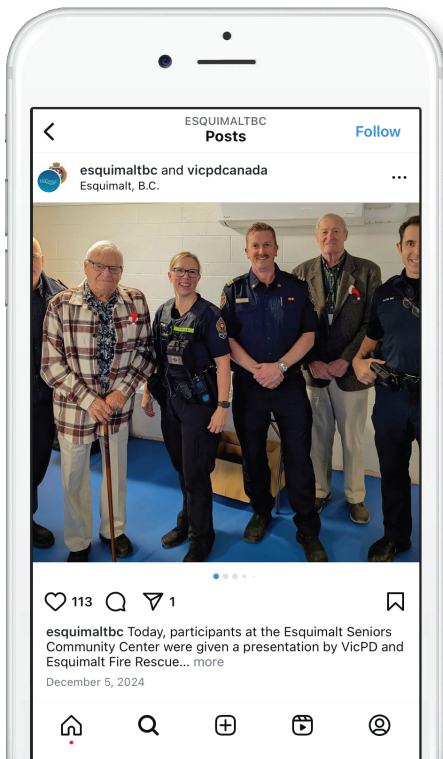
Communications

Activity Highlights

- 1 Participated in the unveiling of the climate art mosaic, a project hosted by the Township in collaboration with RRU and UVic.
- 2 Communicated significant road closures using Esquimalt Alert, social media and township website
- 3 Launched a GIS-based catch basin map for public information



- 4 Launched communications, media releases, ads and survey for Phase 1 and 2 of the Esquimalt Road Active Transportation Improvements & Underground Utility Renewals Project



- 5 Created communications materials and promoted business and dog licence online payment platform
- 6 Created communications materials and promoted Archives exhibits on social media and on website
- 7 Created communications materials and promoted the annual food drive
- 8 Created communications materials and promoted Accessibility Plan public review
- 9 Created communications materials and promoted committee recruitment for council committees
- 10 Created communications materials and promoted Esquimalt Fire Rescue open house, firefighter recruitment and public safety messaging
- 11 Promoted Parks and Recreation news and initiatives
- 12 Collaborated on staff BBQ planning and execution
- 13 Designed and distributed staff newsletter, The Current newsletter and Experience Esquimalt
- 14 Participated in multi-agency (DND, Provincial and local government members) emergency response scenario

- 15 Created news release for Small Business Week to highlight Esquimalt-based businesses



- 16 Invited media and authored news release for First nation flag raising
- 17 Created ad for South Island Powwow event program
- 18 Executed Council Priorities Plan content & design updates
- 19 Held individual departmental meetings to discuss upcoming communications priorities
- 20 Identified gaps in township photo galleries and sourced local photographs to supplement
- 21 Monitored website twice weekly for quality control

Most Popular Instagram Post

113 Likes **2,484** Reach



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-029

PERIOD REPORT

DATE: January 27, 2025

Report No. P&R-25-002

TO: Dan Horan, Chief Administrative Officer

FROM: Steve Knoke, Parks and Recreation Director

SUBJECT: Parks and Recreation Third - 2024 Period Report

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

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

Parks Highlights

- New playground and new pathways installed at Anderson Park next to the community garden.
- Greenshores for Shoreline Development project broke ground in September.
- Significant planting of new plant material at Greenshores completed.
- Garden renovations of the Municipal Hall roof and Saxe Pt Lookout completed.
- Purchased electric cart for horticultural team in Saxe Point Park.
- Removed old swing set in Gorge Park, installed new one adjacent to playground.
- Supported municipal events (Ribfest, Celebration of Lights, Remembrance Day).
- Prepped sea can in gorge park for public art project.
- Primed and painted 137 posts along walkway in Esquimalt Gorge Park.
- Installed new pathways in Gorge Park and Anderson Park.
- Successfully received SPARC grant for installation of accessible swingset in 2025.
- Work began on electrical upgrade and EV charging project at Parks HQ.
- Supported Engineering dept in the restoration boulevards throughout the Township
- New irrigation installed in Memorial Park and Saxe Pt.
- Supported GWAS with ongoing improvement projects in Salt Marsh in Gorge Park.
- Partnered with SD61 and Esquimalt Fire for controlled burn for cultural purposes in Highrock Park.

Publicly Owned Trees

- Trees pruned - 54

- Trees removed - 19
- Trees planted - Blvd trees - 37, Natural area trees - 76
- Total trees planted - 113

Privately Owned Trees (tree permit/developments)

- Trees approved for removal - 21
- Trees denied for removal - 6
- Trees approved for pruning - 12
- No permit required (not protected tree) - 5
- Total number of tree cutting permits waiting for more information or cancelled - 2
- Total tree cutting permits applied for - 29

Invasive Removal

- Total cubic meters of invasive plants removed - 25
- Total square meters of invasive plants removed from park land - 180

Park Bookings

- Saxe Point Park - 11 (9 weddings, 2 picnics)
- Esquimalt Gorge Park - 9 (6 weddings, 3 picnic)
- Bullen Field - 6 (4 sports user groups, 1 special event, 1 camp)
- Memorial Park - 5 (4 picnic, 1 school)
- E-Trailer - 3 (2 block party and 1 special event)

2. Facility Maintenance

Maintenance staff continue to work on the overall cleanliness of all our facilities, continually aiming for a higher standard. Work continues to occur on asset management and long-term capital planning.

Sports Centre

The Sports Centre HVAC project was completed, and the following equipment was commissioned into service:

- New dehumidifier for the hockey arena.
- New condenser unit.
- New glycol compressor cooling unit.
- The pickleball courts were removed and stored safely for next season.
- The Maintenance Department has started to use a contractor who specializes in the preventive maintenance of our UV disinfection equipment for pool water, as this equipment is specialized and critical to pool operations. This will reduce costly repairs and allow for long.
- Curling ice was installed, in preparation of another curling season.
- Repairs were completed to the south wall of the curling rink.
- The Christmas tree lights and decorations were set up for the holiday season.
- Maintenance supported, and completed the setups and take downs, for Township events including RibFest, Celebration of Lights, and the Farmers Market.

Recreation Centre

The annual maintenance period, pool shutdown, was extremely busy this year. Staff completed a long list of work including:

- Sauna completely rebuilt from floor to ceiling.
- Tots filter internal coating reapplied and new laterals, sand and gravel installed.
- Main pool filter, drained, repaired, and new sand and gravel installed.
- New butterfly valves installed on the hot tub.
- Grouting and repair work done throughout the entire pool deck.
- Main pool basin repaired and re-tiled where needed.
- Main pool floor drain valve installed.
- Boiler room floor drains cut out and replaced.
- All changerooms painted throughout.
- Painted all seating areas and touched up all internal walls within the pool.
- The Dectron AHU unit floor was replaced (Pool Air Handling Unit).
- The doors to the private rooms in the family changeroom were modified for accessibility and safety.
- All AHUs in the building were serviced.
- The boiler room sump pump was replaced.
- The Christmas tree lights and village were set up for the holiday season.

Gorge Park Pavilion

- The Upper Hall was re-painted.
- All AHUs in the building were serviced.
- The pond was drained and winterized.
- A new pond filter was installed.
- A heating unit was installed in the enclosed loading/storage bay.
- A new washer and dryer was installed.
- A locking system was installed on all cabinet doors in both serverys.

3. Recreation Services

Marketing and Registration

Pass Sale for this period	2023	2024
10 Admission	679	889
25 Admission	328	328
1 Month	305	312
3 Month	297	318
6 Month	149	148
Annual	453	485

- Additionally, we sold 41 Regional Passes during this period compared to 33 in 2023.
- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,185 followers on Twitter (down from 4, 252 last period), 7,472 on Facebook (up from 6,875 last period) and 2,653 on Instagram (up from 2, 396 last period).

Fitness

- Registration for Fitness Programs for Children, Youth and Adults was 762 participants. This is up 93 from the 2023 3rd period.
- From September - December 2024, the weightroom had 34,350 drop-ins. This is up 6,999 from the 2023 3rd period.
- Drop- in Sports had 2,581 drop-ins, up 802 compared to the 2023 3rd period
- 36 youth participated in the Regional Weightroom Orientation, educating them on safety in the weightroom, as well as gym etiquette and some basic fitness knowledge. This is on par with the 2023 3rd period which had 34 Youth participants.
- 2024 was the first Ultra (Slow) Triathlon hosted by Esquimalt Recreation. 43 participants challenged themselves to complete 42.2 kms of running, 4kms of swimming, and 180 kms of biking in the month of October. A social event was held in the Archie Browning Lounge at the end of the month to provide an opportunity for participants to meet each other and build community.
- Fitness continued the holiday initiative created in 2022, “12 Days of Fitmas” to increase awareness of Esquimalt Rec’s drop-in fitness classes. Over 50 people participated, with 12 people completing the challenge of attending 12 Fitness classes in 2 weeks.

Arts, Culture, Social & Special Interest Programs

- Music Together - 65 registrations vs 57 in the same time period of 2023.
- Creative Dance & Dance Together - 16 registrations down from 26 in the same period of 2023.
- Comics & Storytelling - 14 registrations which is consistent with 2023.
- Adult Japanese Language - 18 registrations
- NEW Beginners Watercolour - 14 registrations
- Added a third day of Music Together at the RC and saw an additional 32 registrations.
- Introduced NEW Adult Sewing Classes and saw 21 registrations.
- Brought back a popular kids art class - Mixed Media and saw 67 registrations.
- Drop-in attendance numbers maintained strong for the 50+ Weekly Drop-in Programs, including:
 - Conversation Café
 - Mah Jong
 - Bridge - 3 times a week
 - Musica Jam - had 90+ people attend their holiday sing along in December
 - Mexican Train Dominoes
 - Ukulele Club
 - Kint & Crochet
 - Writer’s Group
 - Euchre
 - Scrabble
 - Cribbage
 - Painting

Child, Youth and Family Services

- After school care was full with 78/78 participants. Before school care had an average of 54/78 children over the school year.
- We increased Winter camp registration from one camp to two camps, increasing our participant capacity average from 19 in 2023 to 30 in 2024.
- Winter camp 2024 offered 6 days compared to only 4 days in 2023.
- Esquimalt Licensed Preschool ran with 10 children in our Mon/Wed/Fri class. We continued under our increased childcare hours of 9am - 1pm.
- The Japanese Immersion program ran weekly at the Gorge Park Pavillion with an average of 3 participants.
- Puddle Jumpers Outdoor Preschool did not run this season.
- Childminding did not run this season due to lack of staffing.
- Everyone Welcome Playgroup with ENH ran each Thursday with an average of 7 participants.

Children's Programs

- Kindergym Birthday Parties were fully booked with a waitlist on each Saturday/Sunday from September-December 2024.
- Child soccer ran for ages 3-5yrs with 10 participants on average; 6-8yrs full with 12 participants and 9-12yrs with 7 participants on average.
- KATS Tennis free program ran at almost full capacity in both 5-8yr and 9-11yr programs.
- The new Rhythmic Gymnastics program ran at full capacity with 12/12 participants.
- Home Alone class ran in October and November at full capacity with 20/20 participants.
- At L'ecole Brodeur, the Vic City Basketball program ran three programs weekly at near capacity, the Badi-star badminton program ran weekly with an average of 14/20 participants, and the Rock Water Aikido program ran five programs weekly for children, youth and adults.
- MIJO Taekwondo ran 5 programs for preschool, children, youth and adults at the Rec Centre.

Youth Programs

- Teen Night programs continued to run Thursday, Friday and Saturday nights with Saturday nights being our most popular evening. Thursdays on averaged 20 youth participants, Fridays averaged 55 youth participants, and Saturdays averaged 70 youth participants. Saturday teen nights have significantly increased compared to the spring of 2024 report of 20-40 youth participants.
- LGBTQ+ Social Night continues to run every Tuesday Night in the Teen Centre from 7:00-9:00 pm. We have seen a slight increase in numbers from the last report. Has increased to 17 youth on average.
- Wednesday Afterschool Drop-in youth group runs every Wednesday after school from 3-5 PM averaging 11 youth.

Aquatics

- 8 new auxiliary lifeguards/swim instructors were hired, bringing our staffing levels to 85 staff. Up from 75 staff in 2023.
- Swimming lessons were provided to 782 participants, up from 621 in 2023.
- 68 candidates took part in advanced aquatics training courses, down from 105 in 2023. 1 less course was run, but the reduced numbers are mostly due to lower registration in courses that did run.

- Waterfit classes averaged 32 participants, which is similar to the 30 average participants in 2023.
- The pool continued full hours of operation (119 hours a week).
- The pool was rented out to 6 regular groups for swim clubs, sport training and free diving courses. This is the same as 2023.

Arena and Curling Programs

- The Introduction to Hockey program continues to see strong participation among children aged 5 to 12, consistently maintaining full classes of 10 participants. This year, we observed a notable increase in interest, with five individuals on the waitlist. In comparison, the 2023 third-quarter report showed full classes with no waitlist.
- Our Noon Hour Drop-In Hockey program continues to be popular with 578 participants, up from 37 participants from the 2023 3rd period report.
- Our Learn to Skate program had 61 total participants and 8 private skating lessons. This is down 6 participants from the 2023 3rd period report.
- Our weekend Everyone Welcome Skates had 125 participants, up 15 compared to 2023 3rd period.
- Cougars Pond Hockey had 109 participants, up 78 compared to 2023 3rd period.
- Our Halloween Skate, on October 26th, was well attended with over 200 people in attendance.
- The Stick & Puck Hockey program had 105 participants, up 30 compared to 2023 3rd report.
- The Lion's Skate with Santa was held on Saturday December 7th, with approximately 300 people in attendance. We welcomed back Santa on the ice and Elsa, and Anna.
- The Esquimalt Curling Club, in collaboration with the Recreation Department, launched a successful Learn to Curl program for adults, which quickly filled to capacity with 24 participants. The program received positive feedback, and staff are now exploring options to expand offerings for 2025.
- Over the holiday break, we offered 16 fully booked private holiday skate sessions, where participants enjoyed skating to the sounds of the holiday music with family and friends.
- Curling ice rental hours have increased by 122.75 hours during this period, bringing the total to 1,085.50 hours of curling activity, along with an additional 16 hours from private bookings.
- A new wheelchair curling league was offered this September with good participation, ranging between 5 - 10 curlers each week.
- Arena ice rentals remain highly popular, attracting a diverse range of user groups. Each day, the ice is used by a variety of participants, including the Victoria Cougars, minor and adult hockey leagues, ringette teams, speed-skating, and private bookings.

Community Development and Events

- Ribfest returned to Bullen Field in 2024. The event consisted of live entertainment and food + beverage vendors. Esquimalt Parks and Recreation hosted the Kid zone, offering free activities such as a photobooth, bouncy castle, crafts, lawn games, and facepainting. This year had the largest attendance to date.
- Story Fest returned to Esquimalt Town Square on September 21, 2024. This event was in partnership with the Greater Victoria Public Library and the Esquimalt Lion's Club. We hosted 9 performers and 6 community groups throughout the day. The Lion's Club offered a by donation BBQ, and we received a generous donation of over 200 books by 1000x5 community

literacy group.

- The Township Community Arts Council hosted Lantern Fest at Esquimalt Gorge Park on October 4th. The Pavilion and park were decorated with lanterns and puppets created by local artists. The event included live music, a lantern procession, and food trucks. Leading up to the event, the Recreation team partnered with Township Community Arts Council to run a Do-it-Yourself Lantern Workshop along with a Pop-up lantern repair station in the Recreation Centre.
- We hosted the Senior's Appreciation Tea on October 2 with 74 participants in attendance, up from 64 in 2023. Seniors were invited for tea, coffee, and light snacks, served by Esquimalt Fire, VicPD, Esquimalt Neighbourhood House and the Recreation staff team. Macaulay school choir and the Esquimalt Ukulele Club performed for this event.
- The VicPD hosted 2 pop-up info stations in the Recreation Centre Atrium on Oct 8th and Oct 28th. They covered topics such as Bike Safety and Halloween & Pedestrian Safety.
- On October 29th, we hosted a Free Community Halloween Skate at Archie Browning Sports Centre. Kids who came in full costume got in for free. The skate was well attended with over 150 people.
- The Esquimalt Lions and Esquimalt Fire Rescue Services hosted the Halloween Spooktacular at the Fire Hall, featuring trick-or-treating, a bouncy castle, photo booth, crafts, and a movie. The Lions ran a by-donation BBQ, serving over 700 hot dogs to attendees.
- On Nov 11th, a Remembrance Day ceremony was held in Memorial Park run by CFB.
- The Holiday Celebration Lunch was held on December 6th, with 86 attendees, marking an increase from 75 in 2023. To enhance accessibility, the Esquimalt Neighbourhood House generously sponsored 10 tickets for community members. The event featured a locally sourced menu, catered by an Esquimalt-based provider, with volunteers assisting in serving food and beverages, including the Mayor, members of Council, Esquimalt Fire, Esquimalt Neighbourhood House, Esquimalt Recreation Team, and VicPD. The entertainment included a performance by the Macaulay School Choir and the Esquimalt Ukulele Club, adding to the festive atmosphere. Country Grocer made a generous donation of the event's centerpieces, and the Esquimalt Neighbourhood House contributed three 10-admission punch passes for the raffle. At the conclusion of the event, winners were drawn for all donated items, adding an extra touch of excitement for attendees.
- Esquimalt Parks and Recreation hosted the 11th Annual Christmas Tree Village, featuring 26 decorated trees in the Recreation Centre atrium and Sports Centre lobby. Voting took place online via the Esquimalt Parks and Recreation Facebook page and in person at the Rec Centre. The People's Choice Award went to Garderie Saute Mouton.
- The Celebration of Lights parade took place on Sunday, December 1st. The event began with performances by students from Macaulay and Brodeur schools, hosted by Ali Gaul and Grace Martin, followed by the parade. Afterward, attendees enjoyed a visit with Santa, hot chocolate, hot dogs, popcorn, and live entertainment. The parade featured around 25 entries, and approximately 1,000 people participated in the after-parade activities.
- Two holiday events were held at the Recreation Centre on December 14th. During the day, families had the chance to take photos with Santa, and in the evening, the Jolly Jingle Story Mingle featured songs and stories. Hosts Ali and Grace entertained over 15 families at the even.

Gorge Park Pavilion

- During this period, there were 298 bookings in the Pavilion including weddings, holiday parties, conferences, corporate events, community parties, church group gatherings, wedding anniversaries, birthday parties, and celebrations of life.
- Our most popular booking is for the Upper Hall. With it's beautiful beamed high ceilings and gorgeous view of the Gorge waterway, it's the sought after venue for many.
- Several special events took place at the Pavilion in the fall including the Vancouver Island Fitness Conference, the Head & Tail of the Gorge Regatta and a Winter Bazaar put on by the Fernwood Makers Party with over 110 vendors that attracted 3000 people.
- In addition, we have had 54 parking lot bookings with Abstract who is doing construction across Tillicum.
- Some improvements that have been made include a heater for the loading dock that was installed and a washer and dryer were purchased and will be installed early this year.
- The word continues to be spread about the Township of Esquimalt's beautiful Gorge Park Pavilion and we continue to receive a high number of inquiries each week.

II. COMMITTEES

The Environmental, Parks and Recreation Committee met on Wednesday September 25th, 2024.