



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **SPECIAL COMMITTEE OF THE WHOLE**

Monday, May 25, 2009
5:45 p.m.
Esquimalt Council Chambers

1. **CALL TO ORDER**
2. **LATE ITEMS**
3. **APPROVAL OF THE AGENDA**
4. **DEPARTMENTAL REPORTS – 1st PERIOD REPORTS (January – April)**
 - (1) Financial Services First Period Report, Staff Report No. FIN-09-015 Pg. 1 – 3
 - (2) Corporate Services First Period Report, Staff Report No. ADM-09-024 Pg. 4 – 10
 - (3) Development Services First Period Report, Staff Report No. DEV-09-029 Pg. 11 – 15
 - (4) Engineering and Public Works First Period Report, Staff Report No. EPW-09-018 Pg. 16 – 20
 - (5) Parks Services First Period Report, Staff Report No. P&R-09-020 Pg. 21 – 22
 - (6) Recreation Services First Period Report, Staff Report No. P&R-09-022 Pg. 23 – 26
 - (7) Esquimalt Fire Rescue First Period Report, Staff Report No. FIRE-09-004 Pg. 27 – 37
 - (8) Victoria Police Department, West Division First Period Report Pg. 38 – 39
5. **ADJOURNMENT**



ORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

STAFF REPORT

DATE: May 20, 2009 **REPORT NO.** FIN-09-015
TO: Mayor and Council
FROM: Laurie Hurst, Director of Financial Services
SUBJECT: **Financial Services – 1st Period Report**

The following is a report on the activities of the Financial and Information Technology Services Department from January 1st, 2008 to the end of December 2008.

The following 3 actions were identified as priorities for Financial Services and Information Technology in the 2009 - 2011 Strategic Plan

#	Action	Progress to date
1	Explore the opportunities for requiring, providing, or encouraging the broad use of: <ul style="list-style-type: none">• “wireless” technology	Informal discussions with some service providers at this time. Next steps involve further research on issues such as technologies available, legal implications, cost implications, communication with both successful and failed implementers.
2	Develop comprehensive tax comparison data.	Tax rate information being gathered currently and will be presented to Council early July.
3	Review opportunities for tax incentives for business growth.	Objectives and policy statements added to financial plan bylaw for 2009. Tax increase for business class properties mitigated in 2009. Further workshop and discussion forum for Council to be scheduled in early fall

DIVISION ACHIEVEMENTS AND ACTIVITIES

Financial Services

Budgeting, Accounting and Risk Management

- Budget deliberations continued throughout the first period with presentation to Council for discussion during March and April
- KPMG performed the annual audit of financial statements in late March and early April
- Preliminary discussions with municipal financial institution to obtain details on switching our credit card system to a purchasing card system and identify any cost saving or processing efficiencies from the conversion

- Development of objectives and policies on revenue sources for inclusion in financial plan bylaw
- Local grant process completed and Committee recommendations to Council for approval
- Completed the draft financial and accounting agreement with City of Victoria and VicPD with presentation to Council and agreement in principle
- Coordinated and facilitated the implementation of user group insurance for recreation
- Currently relatively few outstanding liability claims and nothing out of the ordinary at this time

Property taxes:

- Along with the development of the financial plan, calculation and presentation of tax rate scenarios for Council consideration were completed March and April
- Development of objectives and policies for distribution of property taxes for inclusion in financial plan bylaw

Staffing:

- No staffing changes in the first period for Financial Services or Information Technology
- Participated in the interview and selection process for Director of Parks and Recreation

Tangible Capital Assets:

Continued progress has been made with the TCA project. We are now into the phase of the process involving valuation of the assets. For this part of the process, we have engaged consultants with the expertise to assist us.

- Entered into contract with OPUS to provide assistance in valuation of some of our infrastructure including roads and pipes.
- Entered into contract with Suncorp to provide valuation on our building inventory

Remaining phases subsequent to valuation include:

- Establish a method to keep track of fixed assets.
- Establish proper policies for depreciation/amortization over the useful life of each asset or group of assets.

In preparation for these next phases, Finance staff participated in demonstration of A2B Tangible Capital Asset Software and will be meeting to discuss benefits of purchase.

Monthly/YTD Statistics:

First period budget versus actual report has been distributed separately in Council mail. Please contact me should you have any questions or inquiries.

Information Technology

Administration/Operations

- Ongoing website management and improvements in coordination with the Manager of Communications and Sustainability
- Updated and enhanced the network infrastructure management website/Visio system
- Working with Finance on evaluating a postage machine replacement

Improvements

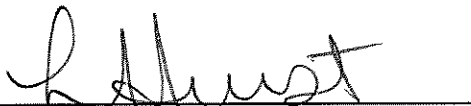
- Migrated the Diamond Municipal Software server from a physical server to a virtual server and upgraded the database to SQL 2005 – this provides two major improvements: (1) high availability/business continuance as part of the virtualization strategy and (2) a properly installed Diamond server that enables much greater reliability in daily operation and periodic

upgrades. The database upgrade improves performance and allows for the creation of intranet-based reports.

- Implemented new US Environmental Protection Agency ENERGY STAR compliant power management software on all computers – *this will reduce energy consumption by an estimated 85,000 kWh per year*
- Installed Uninterruptable Power Supplies throughout the Municipal Hall and Parks to prevent power brownouts (which damage equipment)
- Installed Council Chambers lobby speaker controls
- Installed iDEN cell phone management and data transfer system at Public Works Yard and Fire Hall
- Installed new power and data connections for the public displays at the Recreation and Sports Centres
- After much concerted effort, the Autodesk MapGuide server has been fully stabilized – this was a *first* for municipalities using this version of GIS software, and a good learning experience for the vendor

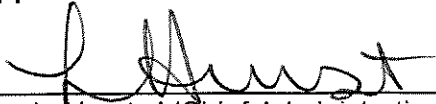
Maintenance

- Anti-malware software updated across all computers... no infections in over a year
- Firewall firmware updated... no successful intrusions to date
- All computers' software patched to latest versions
- Upgraded Class and related Payment server software to the latest stable version
- Patched Tempest and Diamond server software
- Installed January Canadian Payroll updates for Diamond
- IT asset management software ("Numara Track-It!") upgraded
- IT asset inventory fully updated, including (for the first time) the entire phone system
- Failed computers replaced as needed
- Created and modified staff user accounts as required



Laurie Hurst, CGA
Director of Financial Services

Approved for Council's consideration:



Laurie Hurst, A/Chief Administrative Officer

Dated: May 21/09



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

STAFF REPORT

DATE: May 21, 2009 **REPORT NO.** ADM-09-024
TO: Laurie Hurst, Acting Chief Administrative Officer
FROM: Marlene Lagoa, Manager of Communications and Sustainability
SUBJECT: Corporate Services – 2009 First Period Report

The following is a report on the activities pertaining to the Corporate Services department from January 1st, 2009 to April 30th, 2009.

I. STRATEGIC PLAN ACTIONS AND PROGRESS TO DATE

1. CAO and Manager of Corporate Services

The following 8 actions were identified as current priorities for the CAO and Manager of Corporate Services in the 2009-2011 Strategic Plan. The following 'progress to date' was completed to the best of knowledge available, as both positions were recently vacated. One item has been completed; two are ongoing activities and have been completed during this period; two are underway; and the remaining three items will be dealt with during the second and third periods of 2009.

#	Action	Progress to date
Social Improvement		
1	Provide more detailed economic advice on retention of Archie Browning Sports Centre arena (CAO)	A Feasibility Study & Facility Evaluation for the Archie Browning Centre was completed by CannonDesign in April 2009. This report was an integral component of the Building Canada Fund grant application for upgrading the Archie Browning Sports Centre.
2	Improve understanding of Victoria Police Department's Esquimalt Citizen's Advisory Committee (CAO/ Police Inspector-West Division)	Progress on this item will be made in the second and third periods of 2009.
3	Be more open to additional public input at Council and COTW meetings (Mayor/Council/Manager of Corporate Services)	Revision of the Council Procedures Bylaw was drafted during the first period and addresses opportunity for additional public input at Council and COTW meetings. The revised bylaw will come before Council during the second period of 2009.
4	Electronically circulate all committee minutes to all committee members (Manager of Corporate Services)	Began circulating the electronic copy of draft minutes of the advisory committees, the commission and board to all members of the ABC's. Every effort will be taken to provide the draft minutes in a timely manner following the scheduled meeting date.

Economic Growth		
5	Esquimalt Village Core Project: Council to meet with consultants early for review of progress to date and clarification of future direction and timeline (CAO/Consultants)	The consultants for the EVP made a presentation to Council at a Special COTW on March 23, 2009.
6	Esquimalt Village Core Project: Discuss how to improve community interest, knowledge and participation perhaps with additional technical advice (Consultants/Council/CAO)	Progress on this item will be made in the second and third periods of 2009.
7	Review expanding Mayor's role to include promotion and Economic Development (Mayor/CAO)	Progress on this item will be made in the second and third periods of 2009.
Environmental Responsibility		
8	Prepare a strategy for complying with commitments under the BC Climate Action Charter (Manager of Communications and Sustainability/CAO)	This initiative is still in its infancy stage but progress is being made and is elaborated in this report under sustainability.

2. Manager of Communications and Sustainability

The following 11 actions were identified as current priorities for the Manager of Communications and Sustainability in the 2009-2011 Strategic Plan. One of those items has been completed; five are ongoing activities and have been completed during this period; three are underway; and the remaining two items will be dealt with during the second and third periods of 2009.

#	Action	Progress to date
Social Improvement		
1	Continue to improve website	<ul style="list-style-type: none"> - Updated departmental staff contact listing to keep it current - Created new web pages and assisted with its development and design for special events which included: TAGS 2009 Conference; LifeMark Health Esquimalt 5K; and Mayor's Golf Tournament - Created and designed new web pages for Committees of Council
2	Review means of community consultation (e.g., Facebook, blogs, school visits, event TV's @ school, grocery store, ABSC)	Progress on this item will be made in the second and third periods of 2009.

3	Continue program of news releases and Community Newsletter	<p>Wrote 7 news releases that were distributed to local and regional media in addition to being posted on the municipal website on the issues of: recycling depot re-opening in Esquimalt; Gas Tax Funding received for Phase 2 of Craigflower Road; Sewage treatment & IRM Info Session; Community Forum on Height & Density; Earth Hour; Council setting 2009 Budget; and the 2009 Mayor's Golf Tournament.</p> <p>Completed the writing, editing, and layout for the Spring edition of the Current Community Newsletter. For the first time, the distribution of the newsletter was through Canada Post direct mail to increase distribution as opposed to being an insert in the Victoria News. Direct mail distribution was included in the 2009 budget and will continue for future editions.</p>
4	Use auto-email data bases to keep user groups informed (e.g., ABSC)	Used the corporate website Email Notification list on a regular basis to keep subscribers updated on Esquimalt news and events.
Economic Growth		
5	Participate in promotion of community events	Upon requests being received, have promoted community events by ensuring they get a listing on the municipal website homepage and events listings. In addition, promoted the Chamber of Commerce Earth Day Clean-Sweep event by displaying a poster and hand-outs with Earth Day displays at the Rec Centre.
Environmental Responsibility		
6 ✓	Prepare report summarizing Council's non-binding commitment under the BC Climate Action Charter	Prepared and presented Staff Report ADMN-09-004 on the Climate Action Charter at the February 2, 2009 regular meeting of Council. The report outlined Esquimalt's commitments under the BC Climate Action Charter; explained the main concepts in the BC Climate Action Plan which applies to the Charter; partnerships that are being developed between the Province and UBCM and the Capital Regional District to address climate change; and drafted some future actions to be taken by Esquimalt in meeting these commitments.
7	Prepare a strategy for complying with commitments under the BC Climate Action Charter	This initiative is still in its infancy stage due to limited staff time during the first period. The progress being made to date include staying abreast on developments regarding the BC Climate Action Charter and Bill 27; information gathering and developing contacts and a network of other local government employees working on sustainability/climate action. In addition, the planning phase of developing a Green Fleet Action Plan and Purchasing Policy began.
8	Utilize knowledge of DND professionals to assist in identifying initiatives	Progress on this item will be made in the second and third periods of 2009.
9	Advertise "greening grants" available from the province for	Displayed information and educational material, including a handbook, from LiveSmartBC.ca with the Earth Day

	private property owners and have the Environment Advisory Committee research availability and assist in promotion	display at the Recreation Centre. LiveSmart BC is a provincial government program which provides the public with information on the rebates, incentives and tax exemptions available to people who undertake green initiatives to save energy.
10	Have the corporation and Council lead sustainability practices by example at every feasible opportunity	<p>The municipality participated in 2009 Earth Hour on March 28th, 2009. The municipality shut off non-emergency lighting and power to mark the event. A press release was issued on Esquimalt's participation in this international event with the Mayor asking residents to also participate. Esquimalt decreased its electricity consumption by 2.7% during Earth Hour.</p> <p>Earth Day 2009: Had staff demonstrate green leadership by making a green commitment on Earth Day (along with community members) to take one new 'green' action at work or at home.</p> <p>Bike to Work Week: Working with Parks & Recreation Team Leaders in the planning of this year's event from May 11-17. In order to promote all sustainable forms of transportation, Bike to Work Week is being expanded to include "Walk, Run, Bus or Roll" with staff being recognized for their participation by taking any form of alternative or active transportation.</p>
11	Review opportunity to make composters available to the general public at cost (2010).	<p>Have been developing a relationship with the Greater Victoria Compost Education Centre. They have experience running 'compost' drives in the CRD. Discussed the options available for distributing composters to Esquimalt residents in 2010.</p> <p>Profiled composting and the Compost Education Centre to the community with an informational display for Earth Day and gave away a Compost Starter Kit as a draw prize for the Earth Day's "Green Commitments" activity. Approximately 25% of Esquimalt community members that made a "Green Commitment" indicated that they would begin composting.</p>

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Archives

- The Yarrows Shipyard photograph collection pulled together over several years and organized by long time employee Dave Metcalf is now on site and must be provided with finding aids. The collection, though well-organized with individual items well-described must be catalogued according to archival standards and then entered into the database to be fully useable even on site. This is a major addition to our collection, and has already been used by researchers. There have been quite a number of other new items, and while these have been catalogued for the most part, the information has not been entered into the Database.

- An 'information' article on the HMCS *Esquimalt* was produced in .pdf format in order to be down loadable from the web site to replace an earlier version that had been included as part of an earlier web site.
- The installation of a display, while ideal, provides a good venue for Historical information. The photos are installed, and copy, which was finished some time ago, will soon provide information on our past.
- The volunteers have been hard at work as always on both new projects, and upgrading some that are ongoing. Projects include: cataloguing of new material and working on the 'House file' correcting errors and providing more information where available; newspapers articles, including obituaries is being kept up-to-date; transferring the Esquimalt Business record from Jack Willis' original document to the computer; cataloguing the "TOPS" [aka Take Off Pounds Sensibly] collection—one comprised of a large number of photographs, textual material, and artefacts; working on 'Issue' binders that can be easier and more comprehensive than the vertical files. In addition to the latter, there will be primary source data. Subjects include the E&N/bike trail, Sewerage, and Sports Centre.
- We do have some stability for another three years in terms of our lease. Effort must be undertaken now to plan for a new quarters. This location does not provide the degree of safety and security necessary for our collection. Storage is inadequate, and other factors such as air quality and lighting will have to be considered in new quarters.

2. Corporate Services

- The Administration Department attended to the planning and organizing of several events which included New Years Leveé, Council Orientation Tour of Esquimalt, Local Area Administrator's Meeting, Committee Orientation, Volunteer Recognition Event for Mayor and Council, FCM and other conference and seminar registration, travel and accommodation arrangements.
- 34 meetings of Council, Committee of the Whole and Council Committees (and In Camera), were held in this Period. Staff are responsible for agenda coordination, preparation and distribution; public advertising and notification; minutes and follow-up actions.
- Prepared agendas and minutes for the Health and Safety Committee Meetings.
- Final details were made to update the Management Policy Manual with hard-copy distribution to each Department and made available to staff in the shared network directory.
- Drafted 7 new Council Policies that were adopted by Council including the revision of operational guidelines for Council Committees and Commissions, Committees' Terms of References, and Township of Esquimalt Symbol Usage.
- Prepared and presented 23 Staff Reports at Council and COTW meetings. Two of these staff reports were on the subject of Twinning Opportunities and was followed up with a notice and online poll seeking community feedback being posted on the municipal website.
- Continued work on improving the Township's Records Management System. A representative from Smeadsoft came in and met with staff and completed an inventory of all municipal departments and the status of where they are at in their records

management. In the future, will be coming back with a report on recommendations for improvements.

- Three members of the Administration Department received free on-site training on navigating Quicklaw, a case law database system.

3. Communications

- Completed the writing, editing, layout, and distribution for the Spring/Summer 2009 Connections Employee Newsletter.
- Met with the President of the Esquimalt Photography Club regarding pictures taken by its members being provided to Esquimalt for its municipal website at no cost. Reviewed photo album options for the website with the Manger of IT and Graphically Speaking. A decision on what is to be done next (whether to spend the budget on developing a photo album for the website) will be made in the second or third period.

4. Human Resources

- Safety Consultant developed Safety Standard and Procedure formats and commenced documentation of our current practices.
- Leave utilization report near completion that will permit commencement of Attendance Management Program.
- Carollyne Evans to replace Larry Randle as Manager of Corporate Services, commencing June 1, 2009.
- Building Maintenance Worker upgrade plan under review as staff seem to prefer assignment Pool-side or Arena-side. Those requiring 5th Class certification remain positive about the Letter of Agreement.
- IAFF negotiations slowed with their rejection of the organization plan.

5. Sustainability

- Chief Administrative Officer and Manager of Communications and Sustainability attended the Building Sustainable Communities Conference in Kelowna, BC from February 24–26, 2009.
- The Strategic Priorities section of the Strategic Plan was re-written to reflect the new Council's priorities and vision and Esquimalt's voluntary and non-binding commitments under the BC Climate Action Charter.
- Created and presented to Council, Committee members and staff the principles and concept of 'sustainability' at the Committee Orientation session.
- Conducted research on leading 'green fleet' strategies and examined what practices are being implemented by local governments and other organizations in decreasing the greenhouse gas emissions and operating cost of their fleet. Particular attention is focused on existing local governments' 'green' vehicle purchasing policies.
- Work on developing a Green Fleet Purchasing Policy and Action Plan will continue into the second period of 2009.

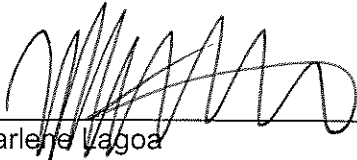
III. PARTICIPATION IN COMMITTEES

1. Office Administrator

The Office Administrator prepared agendas and minutes for 5 Committee Meetings during the first period of 2009. The Office Administrator is also circulating an electronic copy of draft minutes of the committees, commission and board to all members of the ABC's.

2. Environmental Advisory Committee [EAC]

The Manager of Communications and Sustainability, as staff liaison, worked with the Environmental Advisory Committee [EAC] during the first period of 2009. During this period, two meeting were held with the newly formed Committee. The Committee has been briefed on Esquimalt's commitments under the British Columbia Climate Action Charter and the progress being made by the municipality in achieving these commitments. The staff liaison is assisting the Committee with securing a booth and promotional material for Buccaneer Days.



Marlene Vagoa
Manager of Communications and Sustainability

Approved for Council's consideration:



Laurie Hurst, Acting Chief Administrative
Officer

Dated: May 21/09

STAFF REPORT

DATE: May 19, 2009 **REPORT NO.** DEV-09-029
TO: Laurie Hurst, Acting Chief Administrative Officer
FROM: Barbara Snyder, Director of Development Services
SUBJECT: DEVELOPMENT SERVICES - 1st Period Report 2009

The following is a report on the activities of the Development Services department from January 1st through April 30th, 2009.

The following 18 actions were identified as priorities for Development Services in the 2009-2011 Strategic Plan. One item has been completed and nine are underway. Actions which have been completed are marked with a large check mark; those in progress are indicated with two small check marks.

#	Action	Progress to date
1. ✓✓	Resolve Secondary suite issue including assigning fair costs [i.e. license and user fees].	Draft amending Bylaw introduced to COTW on May 11th; Draft Bylaw to be reviewed by APC on May 26th; Public Open House scheduled for May 28th.
2	Develop a Comprehensive Parking Strategy [with Dir. of Engineering & Public Works]	
3.	Examine opportunities to support "aging in place" housing.	
4.	Examine means of leveraging Affordable Housing - both rental and owned.	The only project which has come forward that would include a percentage of affordable housing units is the Legion Rise [622 Admirals Rd.] which is currently on hold.
5.	Consider "accessibility as an amenity for Density Bonusing.	To be done at the same time that the OCP is amended with regard to height and density.
6. ✓	Host a community information session to discuss impacts, benefits and costs of densification.	This session was held on March 24th and was attended by over 100 persons.
7. ✓✓	Ensure Esquimalt Village Core Plan provides for phasing and proceed quickly with an early phase.	The consulting team presented a summary of the work done to date to Council on March 23rd. Once information regarding the regional curling facility discussions and the report on the ABSC have been received, the consultants will begin developing and refining options of the Core.
8.	Explore opportunities for wireless technology, green development, integrated resource management and alternate energy technologies in the Village Core.	

9. ✓✓	Require a "green features" report from developers for every application and require adherence.	Staff have collected "green" lists from several other municipalities and are consolidating these into a master list to be presented to Council later this spring.
10.	Facilitate Industrial Park growth/densification.	
11. ✓✓	Encourage Bed & Breakfast opportunities.	Staff met with the B & B owners last year to discuss what changes need to be made to our Zoning Regulations to facilitate B & Bs and make them more economically viable. The new Tourism Officer will be meeting with B & Bs to see how we can mesh our tourism initiatives and advertising.
12. ✓✓	Inventory and understand opportunities presented by the entry points to Esquimalt used by tourist.	This will be investigated by the new Tourism Officer.
13. ✓✓	Develop new tourist opportunities such as an artisan tour, heritage home tour, or garden tour and possibility of a coffee cart at Westbay Walkway terminus	These will be investigated by the new Tourism Officer. The Arts, Culture and Special Events Committee in also investigating various types of tours.
14. ✓✓	Inventory and advertise tourism opportunities.	These will be done by the new Tourism Officer.
15. ✓✓	Examine opportunities that may exist given our proximity to the ocean [Fleming Beach, Westbay Walkway, Gorge].	The new Tourism Officer is considering these.
16. ✓✓	Develop programs to manage heritage resources [identify, conserve and interpret].	A Heritage Context Plan for Esquimalt was completed in March 2009. This is the first step in developing other heritage management policies.
17.	Adopt the Pedestrian Charter as an amendment to the Esquimalt OCP.	This will be done with the next amendment to the OCP, i.e. when the height and density changes are adopted.
18.	Examine and amend land use planning tools [i.e. zoning bylaw] prior to commencement of rail service through Esquimalt.	The Zoning Bylaw, which has been in place since 1993, will be given a major review once the OCP has been amended regarding height and density. Zoning along the rail corridor and within the Industrial Park will be examined closely.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

PLANNING

Applications

Only two new applications were received during this period:

- o **860 Admirals Road** - new purpose built side-by-side duplex
- o **513 Sturdee Street** - new purpose built up-and-down duplex

Applications carried over from the last period include:

- o **934 Craigflower Road** - 13 Townhouse Units

The following applications are still on hold pending a review of the Official Community Plan:

- o **622 Admirals Road** [the Legion Rise] - Mixed Commercial Residential Use
- o **669 Constance Avenue** - Multiple Family Residential

A total of four Development Permits controlling form and character were approved during the 1st Period as well as two Development Variance Permits and the rezoning of 1191 Munro Street to facilitate a two-lot subdivision.

Although the number large development proposals has declined, staff are still busy handling applications that are in progress; new applications for smaller projects such as duplexes and renovations, reviewing bylaws and policies that need updating; providing support to committees and dealing with property owners, assessors, realtors, prospective purchasers, designers and contractors.

Staff Changes and Accomplishments

On March 2nd, Karen Hay joined Development Services as the full-time Planning Technician. Karen deals with counter and phone enquiries; participates in inter-municipal arts initiatives, researches planning issues, and assists with long range planning projects such as development of the Secondary Suites regulations. She will also be the staff liaison to the Arts, Culture and Special Events Committee.

Also on March 2nd, Trevor Parkes, Senior Planner completed the Justice Institute EOC 100 and ICS 100 courses regarding Emergency Planning.

BUILDING INSPECTION

Building Permits

During the 1st Period a total of 48 building permits were issued for a construction value of \$1,260,000 with revenue from permit fees totalling \$16,619. For the same period in 2008, 47 building permits were issued for a construction value of \$5,982,362 with a permit fee revenue of \$69,749.

Despite the lower value of permits, there has been an increase in activity for the renovations/additions of single family and duplex buildings. Also, the 4 storey residential development at 1008 Tillicum Road has received building permit approval.

The Submarine Hanger Facility and associated office complex at the Esquimalt Graving Dock have received approval to begin work on the foundation. This project could see the establishment of 400 full time jobs.

Developments under Construction and in Progress

Residential

- o **1405 Esquimalt Road** - clean-up of the site is underway and the new owners are expected to resume construction.
- o **875 Phoenix** - renovations to the existing residence have been completed and the property has been sold.
- o **914 Carleton Terrace** - a development permit for a new four storey condominium building was approved; construction has not commenced and owners are now considering whether to apply for a 6 storey building instead.
- o **1008 Tillicum Road** [Gorge Hill Place] - a Building Permit has been taken out for the construction of a four storey commercial/residential building.

- **625 Drake Street** - the 5th and final residence is nearing completion; 3 of the units have been sold.

Commercial

- **Victoria View Road Oil Tank Facility** [owned by Imperial Oil Ltd.] - demolition work is continuing at this site
- **Country Grocer** - Phase 1 of the renovation at the Esquimalt Plaza is now complete

Industrial

- **Victoria Shipyards** has received approval to begin work for the new Submarine Hanger Facility

Institutional

- **670 Lampson Street** - Lampson Street School - the new daycare in the basement and playground on the Lampson Street frontage have been completed and the daycare has received an Occupancy Permit.
- **1003 Craigflower Road** - Gorge Vale Golf Course - Clubhouse renovations are nearing completion.

Board of Variance

There were no Board of Variance hearings during this period.

Bylaw Enforcement

The department continues to receive many complaints concerning illegal dwelling units, parking infractions, and unsightly premises. As Council has directed staff not to proceed with enforcement of our current secondary suite policy until the issue of Secondary Suites has been resolved, enforcement is only being pursued for illegal suites in duplexes and multi-family residential buildings.

The number of bylaw enforcement and business license inspections increased this period with the addition of a second [part-time] building inspector hired in December 2008. In addition to his inspection duties, Dan Jones attained his Bylaw Level 1 Certification through the Justice Institute in this period.

The increase in the number of business license inspections is intended to improve public safety and compliance with our municipal bylaws. Of note is the amount of outstanding business license fees that have been recovered this period. Approximately \$9,600 of the \$12,000 of outstanding business license fees for the past two years has been recovered as of April 30th, 2009. Increased enforcement of the Streets and Traffic Bylaw also occurred, especially along Colville and Esquimalt Roads. 141 tickets for Streets and Traffic violations were issued this period.

II. WORK WITH COMMITTEES AND COMMISSIONS

Advisory Planning Commission

Development Services staff continued to work with the Advisory Planning Commission presenting applications for development, requests for significant variances, and other matters referred by Council. Four meetings were held in the 1st period; two with the old Commission members and two with the new members.

Heritage Advisory Committee

Development Services provides a staff liaison and technical support to the newly formed Heritage Advisory Committee. The Committee met once during the 1st period and is working on a 2009 work plan.

During this 1st period, using a provincial grant from the BC Heritage Branch, a Heritage Context Plan for Esquimalt was prepared by Commonwealth Historic Resources with assistance from Edwards Heritage Consulting and Jonathan Yardley Architect. Preparation of the Plan involved two evening workshops with invited members of the community who had previously been involved in heritage activities. The final Plan will be presented to Council in May.

Arts, Culture and Special Events Committee

Development Services also provides staff liaisons and support to the new Arts, Culture and Special Events Committee. This Committee also met once during the 1st period and is discussing several new events for the community.

III. SPECIAL PROJECTS

Esquimalt Village Project

The consulting team of Norm Hotson, Allison Wood, and Peter Hume made a presentation at the March 23rd Special Meeting of Council to discuss what has been done to date regarding the Esquimalt Village Plan. At that time it was decided that further work on developing and refining options for the Core was dependent upon 1) receiving the results of the Height and Density Forum, 2) learning the status of the proposed regional curling facility, and 3) receiving the assessment of the ABSC and news of the grant application for infrastructure. As noted in the table on page 1, when this information is available, staff and consultants will report back to Council and begin developing and refining options for the Core.

Secondary Suites

A draft Bylaw that would provide for the legalization of Secondary Suites in single family residences, provided they meet health and safety as well as zoning requirements, was presented to the Committee of the Whole on May 11th. Opportunities for public input as well as a review by the Advisory Planning Commission will occur in May.

Tourism

Esquimalt received a grant from UBCM as part of Phase 2 of their Tourism Program. These funds are intended to cover the cost of hiring a Tourism Project Manager for approximately six months and the preparation of materials to increase tourism in the municipality and make it easier for visitors to recognize and explore Esquimalt. Gary McCartie has been given the contract for the Tourism position and will be working with various sectors of the community over the next few months to indentify tourism opportunities, develop promotional pieces such as maps, brochures and a webpage, and otherwise implement the actions identified in the Tourism Action Plan prepared last year as Phase 1 of the UBCM Tourism Program.

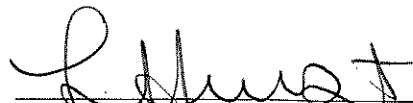
LandMarks Lecture Series

On March 4th, Cath Brunner of 4Culture in Seattle presented another lecture in the Land Marks series at the Esquimalt Municipal Hall. This was Cath's second visit to Esquimalt; her first presentation was about public art in general while this session, "Public Art Works", focussed on how public art can be incorporated into what are usually considered utilitarian public works such as highway overpasses, treatment plants, and parking lots.



Barbara Snyder
Director of Development Services

Approved for Council's consideration:



Laurie Hurst, A/Chief Administrative Officer

Dated: May 21/09



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

DATE: May 15, 2009 **REPORT NO.** EPW 09-018
TO: Laurie Hurst, Acting Chief Administrative Officer
FROM: Gilbert Coté, Director of Engineering & Public Works
SUBJECT: 2009 First Period Report – Engineering and Public Works

RECOMMENDATION:

That following is a report of activities of the Department of Engineering and Public Works for the period from January 1, 2009 to April 30, 2009.

STRATEGIC PLAN ACTIVITIES

The following actions were identified as priorities for the Department of Engineering and Public Works for 2009. A progress report for each of these activities is provided:

	Action	Progress to Date
1	Work towards ensuring the community's pedestrian network is safe for all users including those with disabilities	<ul style="list-style-type: none"> ➤ Design underway for upgrading of handicapped ramps on Esquimalt Road and Dunsmuir/Head intersection initiated. Construction by Public Works crews in summer 2009. Approved budget of \$30,000 ➤ Design underway for new crosswalk on Esquimalt Road at Grafton and possibly upgrade existing crosswalk on Esquimalt Road at Constance. Approved budget of \$60,000. ➤ Completed design work for \$150,000 sidewalk program approved under Local Motion (50% funded by Provide). Project to be tendered shortly. ➤ Completed grant application for \$1.8 million sidewalk expansion project under BC Canada – Building Canada Fund
2	Review opportunities for integrated resource management in Esquimalt	<ul style="list-style-type: none"> ➤ Prepared draft terms of reference for feasibility study ➤ Discussions with View Royal on a joint study ➤ Approved budget of \$25,000 ➤ Future action: application for a \$10,000 planning grant (July 29 deadline)

3	Review opportunities for alternate energy sources for municipal facilities	➤ Not started
4	Present outcome of 5 year capital plan to improve sewage collection system and develop strategy to tackle the connection components of the system	<ul style="list-style-type: none"> ➤ Planning underway to carry out smoke and dye testing of the entire sewage system. Start date of July 2009 ➤ Based on partial testing carried out in the 70's and the 90's, it is estimated there are 500 to 800 houses where the drain is connected to the sanitary sewer and 25 houses where the sewer is connected to the drain. ➤ Dye testing carried out in several locations on the Kinver Street and Foster Street storm drain catchment areas has identified five buildings where sewer is connected to drain. Corrective action scheduled for July-August 2009. ➤ Replacement of undersized sanitary sewer on Craigflower Road between Tillicum and Lampson at a cost of \$42,000 to be done in conjunction with road work ➤ Design under way to replace corroded electrical kiosk at Kinver pump station.
5	Complete Phase 1 and Phase 2 of Craigflower Road upgrade	<ul style="list-style-type: none"> ➤ Contract of Craigflower Road Phase 1 awarded to Aggressive Excavating. ➤ Construction scheduled to start May 19, 2009 and completed by the end of 2009. ➤ Additional landscaping and sidewalk has been identified and is being priced. ➤ Focus Corporation has been retained as the design consultant for Craigflower Phase 2. ➤ Design work started in April – topographical and legal survey completed ➤ Several open houses planned: <ul style="list-style-type: none"> ○ Yarrow Place neighbourhood regarding rain garden and/or stormwater treatment chambers located in Yarrow Park – Parks Advisory Committee also to be invited ○ Rankin/Aral neighbourhood regarding proposed traffic light at Coopers Road, pedestrian crosswalks and changes in traffic pattern ○ Open house for the general public ○ Open house for the Songhees Nation

6	Complete the Admirals/Colville Intersection upgrade	<ul style="list-style-type: none"> ➤ Funding with DND in place and DND has advanced 75% of their contribution (\$1.8 million) ➤ Agreement in principle with CRD to contribute \$200,000 ➤ Design work 90% completed ➤ On-going discussions with Southern Rail to obtain technical approval and confirm cost of replacement of tracks and train gates and signals.
7	Encourage City of Victoria to improve Esquimalt Road east of Dominion Road	<ul style="list-style-type: none"> ➤ City of Victoria has advised that design is 90% completed and that construction is scheduled for 2009.

PUBLIC WORKS ACTIVITIES

The following table summarizes the operational activities of the Public Works section of the department.

	General Description	Activities
1	Sanitary sewers	<ul style="list-style-type: none"> ➤ Two new sewer connections ➤ Dye testing to determine source of cross contamination of storm sewers ➤ Repair several blocked lateral connections ➤ Quarterly cleaning and flushing of pumping stations
2	Storm drains	<ul style="list-style-type: none"> ➤ Completed the storm drain extension in the Kinver./ Munro area ➤ Two new storm drain connections ➤ Replaced 3 damaged catch basins ➤ Cleaned and repairs all catch basins in parks ➤ Repaired two blocked drain pipes
3	Roads and sidewalks	<ul style="list-style-type: none"> ➤ On going patching and potholes repairs ➤ Annual crack sealing program is 25% completed ➤ Repair to traffic loops detectors at Admirals / Esquimalt roads intersection ➤ Patching program at railway crossing submitted to Southern Rail for approval ➤ New sweeping schedule implemented in April 2009 ➤ Report on 2008 sidewalk trip hazard inspection is 90% completed. ➤ The cost to date for snow and ice removal is \$25,500 and the 2009 budget is \$38,100. Additional salt will be purchased in the Fall to restock supplies. This item will likely be over budget especially if there are storms in November and December. Staff to review if cost savings can be achieved in other operating accounts to make up for the anticipated

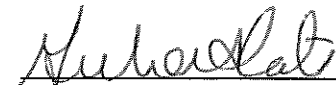
		<p>shortfall.</p> <ul style="list-style-type: none"> ➤ Line painting stated in April
4	Blue Fleet	<ul style="list-style-type: none"> ➤ Received new street sweeper (ordered in 2008) ➤ Received two new pick-up trucks (ordered in 2008) ➤ Moratorium on ordering new vehicle in place until sustainability program is developed
5	Garbage Collection	<ul style="list-style-type: none"> ➤ Numerous complaints received resulting from increased enforcement of the Garbage Disposal Bylaw. Number of complaints has levelled off. ➤ Staff is developing a business plan and report to Council for various options for collection of garbage including: <ul style="list-style-type: none"> ○ Options for type of garbage truck ○ Method of collection including option of curb side pick up ○ Options for separate collection of organics (kitchen waste) ○ Options for yard waste ○ Implementation strategy ➤ PW staff has visited Port Coquitlam to examine the fully automated curb side garbage collection system to examine various garbage collection trucks from suppliers
6	Bus shelters	<ul style="list-style-type: none"> ➤ Several bus shelters have been vandalized by acid etching. Damages are estimated at \$9,000. Using a new type of bus shelter is under consideration.
7	After hours calls	<ul style="list-style-type: none"> ➤ Responded to 48 after hour call including 24 call related to the maintenance of pumping stations in View Royal
8	Work for others (including View Royal)	<ul style="list-style-type: none"> ➤ 33 Work Orders issued for call-outs and/or repairs at View Royal pump stations ➤ 19 Work Orders issued for asphalt/sidewalk repairs following work by other utilities ➤ 1 Work Order issued for sidewalk to accommodate new development

OTHER ACTIVITIES

	Description	Actions
1	Neighbourhood parking and traffic issues	<ul style="list-style-type: none"> ➤ Issued two traffic orders to regulate parking and one traffic order to add stop signs
2	Access Awareness Committee	<ul style="list-style-type: none"> ➤ Attend one meeting of the Access Awareness Committee

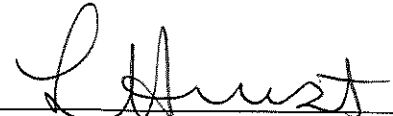
3	Review of development applications	➤ Reviewed fifteen applications for building permits, development permit, rezoning and subdivisions for impact on servicing
4	E&N Trail	➤ One meeting and discussions with the CRD on the impact of the trail on the railway crossings. The CRD has agreed to include measures to maintain safety at four crossings
5	Sewage Treatment	➤ Attendance to the CRD Technical and Community Advisory Committee meetings on March 11 and April 23, 2009
6	Regional transportation issues	➤ Attendance to the first meeting of the newly formed intergovernmental transportation advisory committee
7	Regional solid waste issues	➤ Meeting with the CRD solid waste division regarding the proposed diversion of organic waste from the landfill.
8	Transport Canada	➤ On-going discussions with Transport Canada for the transfer of a parcel to extend Head Street

Submitted by:



 Gilbert Coté, P.Eng.
 Director of Engineering & Public Works

Approved for Council's consideration:



 Laurie Hurst, Acting CAO



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

STAFF REPORT

DATE: May 6, 2009 **REPORT NO.** P&R-09-020
TO: Laurie Hurst, A/Chief Administrative Officer
FROM: Andy Katschor, Acting Director of Parks and Recreation
SUBJECT: **PARKS SERVICES – 1st Period Report**

The following is a report on the activities of the Parks Department [Parks and Recreation Services] from January to the end of April 2009.

The following actions were identified as priorities for Parks Services in the 2009 - 2011 Strategic Plan.

#	Action	Progress to date
1	Review opportunity for a "coffee cart"/tourist information service at the terminus of Westbay Walkway	New kiosk information sign at West Bay Walkway. Installation completed by Public Works and in conjunction with Development and Engineering.
2	Review opportunities for urban forest expansion as a carbon offset with a community planting/maintenance partnership component	The Municipality received a \$4000 Trees for Tomorrow grant for a reforestation program in Esquimalt Gorge Park. Developing restoration plan to tie in with the department's new volunteer program.

DEPARTMENT ACHIEVEMENTS AND ACTIVITIES

- Macaulay Point Natural Areas Management Plan completed
- Received \$10,000 Infrastructure grant for the nature house in Esquimalt Gorge Park
- Received \$4,000 Trees for Tomorrow grant

APPLICATIONS

Tree Permits

- Tree removal permits: the Department received 16 applications for removals. Fourteen removals were approved with replacement trees required to be planted as per the bylaw requirement. Two were denied.

PROJECTS

- Trail upgrades in Saxe Point Park and Highrock. Improvements increase accessibility to the park for users with physical challenges.
- Tree removal: 17 dead or dying municipal trees removed and 30 planted.

- Biking bylaw signs were removed from Macaulay Point. The signs removed were: "Cycling on Designated Trails" and "All Trails Closed" (picture of bicycle with a slash through it). The signs were sending a mixed message. Both off and on trail cycling in the parks was increasing causing conflict with other user groups and damaging ecologically sensitive areas. The signs are replaced with ones having the international no cycling symbol. The Clifton Terrace entrance to the park will be installed with bike racks. There are bike racks at the Buxton Green entrance.
- Invasive plant removals: blackberries at the Cairn Road entrance to Highrock Park, ivy at Westbay Walkway and holly at Macaulay Point.
- Two donation benches installed at Buxton Green.
- Parks assists in the distribution of free fruit trees to residents of Esquimalt in conjunction with the Esquimalt Eats for Health project funded by the UBCM and coordinated by Christina Moog, Recreation Fitness Coordinator.
- The traditional Japanese style bridge is completed over the ornamental stream in Esquimalt Gorge Park.

COUNTER, TELEPHONE AND EMAIL ENQUIRIES

In this period, Parks responded to enquiries pertaining to tree removals as well as pesticide, weed complaint and overhang bylaws.

STAFF CHANGES

Parks filled the vacant Gardener 1 on the turf team with and Rob Gates, and internal candidate from the Sports Centre.

Bylaw Enforcement

In this period staff issued bylaw notices on four weed and three overhang complaints.

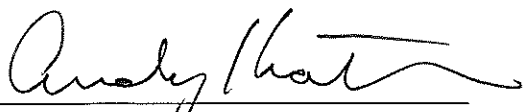
PARTICIPATION IN COMMITTEES

Parks and Recreation Committee

Parks and Recreation Committee have met once in this period. The election of the chair took place. The vice chair to be elected at the May meeting.

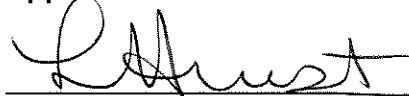
Access Awareness Committee

Parks and Recreation Services participated in the Access Awareness Committee to help achieve accessibility for all in our parks and facilities. The Access Awareness Day sub-committee meeting had no attendees except for staff. Meeting has been rescheduled.



Andy Katschor, Acting Director
Parks and Recreation Services

Approved for Council's consideration:



Laurie Hurst, A/Chief Administrative Officer

Dated: May 21/09



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

STAFF REPORT

DATE: May 19, 2009 **REPORT NO.** P&R-09-022
TO: Laurie Hurst, Acting Chief Administrative Officer.
FROM: Jeff Byron, Manager of Recreation Services
SUBJECT: Recreation Services First Period Report Jan/April 2009

The following is a report on the activities of Recreation Services from January 1st, 2009 to the end of April 2009.

The following 4 actions were identified as priorities for Recreation Services in the 2009 - 2011 Strategic Plan. One has been completed; three are underway.

#	Action	Progress to date
1	Obtain better understanding of the relationship between the municipality and its school districts and the opportunities for maximizing use of public facilities	Meeting scheduled for May 21 st with Mary Slugget from School District 61.
2 ✓	Update community contacts in the Active Living Guide	This is updated for each of the three guides published each year.
3	Use auto-email data bases to keep user groups informed (e.g., ABSC)	Currently use this means to correspond with groups. Will create a plan to make more information available.
4	Consider acquisition of electronic signboard for ABSC	This has been included in the Building Canada Fund Grant Application.

Program Updates:

Aquatics

- Esquimalt received recognition at the Lifesaving Society Annual Banquet/Awards for the most participation in the National Lifeguard Service Program last year in the province for a community with a population of less than 20 000. Special thanks to Brett Harper, Aquatic Programmer, for his leadership in this.
- It has been determined that patron mis-use of the sauna and steam room (tampering with reset buttons and pouring liquid on elements) has been causing both to malfunction – the elements over-heat and shut down. Signage and staff continue to educate patrons.
- Community Swim Lesson registration is up 23% from this time last year: 861

registrants this year , opposed to 700 registrants in 2008.

Fitness

- Partnered with LifeMark Health to host the 1st annual LifeMark Health Esquimalt 5km Fun Run & Walk. Close to 475 registered. Post event survey was conducted using the municipal website – close to 90% indicated that they will sign up next year, responding: “yes” or “Definitely” And, “I will be telling others about it!”
- Spin classes were added to our fitness programs. Demand is high with classes running at 90% capacity.

Esquimalt Eats for Health

- Healthier choice menu items were introduced including real fruit smoothies, flax wraps and more vegetarian options.
- Launched a Fruit Tree Distribution Initiative with funding received from the UBCM. 50 trees were made available for residents - within two days of media attention, over 250 applications were received.

Active Communities

- Active Communities Greater Victoria renewed its partnership with Thrifty Food's to continue hosting free nutrition workshops and the (also free) Young Chefs on the Run Summer Camp.
- 165 medical professionals are now involved in the Act Now Prescription for Health - a program that refers patients to community recreation centres for an activity and goal setting session. Participants also receive an activity kit including 5 free admissions, pedometer and resource binder.

Adult / 50+ Programs

- Experience Esquimalt Demo Day- free open house event to showcase the various programs and services available to the Esquimalt community, included demo classes for all ages, interests and abilities.
- New Years Luncheon- luncheon for 50+ community members, 32 attended.
- New Horizons grant received from the federal government to help set up a seniors helping seniors volunteer program.
- Income tax program starts- 106 returns filed by Esquimalt volunteer.
- Fitness Programmer and Adult Programmer attended Active Aging Fair at Pearkes arena. Spoke with over one hundred people about our programs and services.
- Annual garage sale held with 60 tables booked by the community.
- Initial meeting held with Volunteer committee for New Horizons grant. I.T. equipment ordered for volunteer office area. Sub-committees established for projects including inter-generational special event, as well as senior's art programs special event.
- 50+ Fitness programs rolled into drop-in schedule.

- Phase out of \$44 membership fee for 50+ drop in programs completed.
- Volunteer Appreciation event held. Invitations sent out to 96 community volunteers from Parks & Recreation. Volunteers included individuals who assist in aquatics and fitness, 50+ office volunteers, volunteer servers for lunches and special events, income tax volunteers, and program leaders. 55 attended luncheon.

Youth Services

- The Teen Centre has been going through a re-birth with some new paint and furniture.
- A new pool table is now in the Recreation Centre Atrium. Funds raised by renting out equipment to use the table will go towards teen centre fundraising.
- A program called the "Rock-Block" is proving to be very successful. Dan Pauls, Youth Services Supervisor is working in partnership with Rockheights Middle School to bring "high-risk" students to the Recreation Centre every week to participate in activities such as spinning classes, floor hockey or curling.
- Youth Only Friday Nights: attendance has decrease marginally over the winter months. The noise complaints have decreased as a result of moving the YOF entrance to the back doors.

Special Events

- Lions Easter Egg Hunt at Esquimalt Gorge Park was very busy with an approximate attendance of 400 people.
- The Esquimalt Photography Club have their photos displayed in the Atrium for April and May. They hosted an open house for the community on April 1st that was well attended.
- Esquimalt Lantern Festival: The society has found some new members in efforts to bring the annual celebration back to Esquimalt. The society consists of several dedicated community members. Vicki Klyne, Community Services Programmer is attending the meetings in efforts to provide them with some logistical support. The event is planned for September 26th, 2009
- ETAG is hosting the 2009 Together Against Graffiti Conference. Highlights to date include launch of the website www.togetheragainstgraffiti.ca, securing approximately 80% of our desired sponsorship, booking speakers who are experts in the field of graffiti prevention and prosecution from around Canada and the world; registration is at just over 60 so far.
- Olympic Torch Relay is coming through Esquimalt on October 30th. Preparations for a community celebration to welcome the Torch are underway.

Sports Centre

- January 17 we had our First Annual Shiver Shaker at the Arena! Approximately 100-120 people joined in the fun which consisted of games & prizes, face painting, a live band on the ice, and free food sponsored by the Lions.
- Once again our School Aged Beginner skating lessons were full with a waitlist An additional class was added to accommodate the additional skaters.
- The "Spring Thaw", our final public skate of the year took place on Sunday April 5. It was attended by approximately 90-100 people. Thanks to the C.U.P.E. Local 333 for the donation to provide free food to all skaters and free admission to all Municipal employees and Fire Fighters.

Rentals

- The Dunahee Dance took place at the Sports Centre on March 29th. This is an annual charitable event whose proceeds go to the Child Find BC organization. The dance was a well attended event with patrons coming from all over the island. This year, the event earned \$11 000 for this worthy cause.
- This quarter marked the end of the ice season. The curling rink officially wrapped up on March 22nd and the Arena held its last public skate on April 5th. Some of our regular user groups choose to hold their end of season wrap up parties at the Sports Centre including the Esquimalt Curling Club, Victoria Minor Hockey and Gorge Soccer.
- Facility rentals at the Recreation Centre are up 35% over this time last year.

Reception

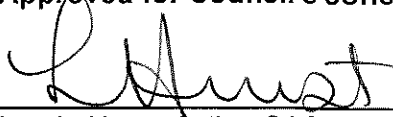
- Sales of the \$420.10 Regional pass have been quite successful. 38 have been sold this year.
- We sold 1100 April Fit in Fitness Passes this year. Compared to 598 in 2008 and 278 in 2007.
- In order to fully understand the program offerings promoted by reception staff, Katrina McKinnon, Reception Supervisor had the 4 programmers lead the receptionists through ½ hour sessions. Staff experienced a Skating Lesson, Pickle Ball session, Fitness Classes (2 – 15 minute ones), and 3 types of Water fit. This was well attended and very well received by reception staff.
- Jumpstart funds used up immediately. \$500.00 allotted to help low income families
- LIFE registrations have been consistent. 317 last year compared to 280 same time this year.

Maintenance:

- New matting installed in both the ladies and men's changerooms at the Recreation Centre.
- Sauna heater has been repaired.
- Arthur Young Lounge burl has been hung in the atrium of the Recreation Centre.
- Repairs to a modulating valve for the heat at the Sports Centre have been completed.
- One new fully qualified Regular Full Time employee has been hired to replace an employee who took a position with the Parks department.

Respectfully Submitted,


Jeff Byron
Manager of Recreation Services

<p>Approved for Council's consideration:</p> <p> Laurie Hurst, Acting CAO</p> <p>Dated: <u>May 21/09</u></p>



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 Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: May 19, 2009 **REPORT NO.** FIRE – 09 – 004
TO: Laurie Hurst, Acting Chief Administrative Officer
FROM: Paul Nelson, Fire Chief
SUBJECT: Fire Rescue and Emergency Program - 1st Period Report (2009)

The following is a report on the activities of the Fire Rescue and Emergency Programs from January 1st, 2009 to April 30th, 2009.

The following 2 actions were identified as priorities for the Emergency Planning Program in the 2009/2011 Strategic Plan.

#	Action	Progress to Date
1	Improve the Emergency Planning Program by renewing training efforts for:	
	<ul style="list-style-type: none"> ◦ Council 	<p>Provided a short presentation to the Mayor on the Emergency Program and the Emergency Plan.</p> <p>The Mayor attended a table top nuclear emergency response exercise at CFB Esquimalt with the Fire Chief and the Deputy Chief.</p> <p>The Mayor and Councillor Brame attended the Elected Officials workshop on Emergency Management, hosted by the Provincial Emergency Program.</p>
	<ul style="list-style-type: none"> ◦ Staff 	<p>Thirty-three staff attended a half day course (presented on three different days) entitled Emergency Operations Centre Level 1 and the Incident Command System.</p> <p>The Fire Chief and the Deputy Chief took part in a table top nuclear emergency response exercise at CFB Esquimalt.</p> <p>The Deputy Fire Chief attended the Elected Officials workshop on Emergency Management, hosted by the Provincial Emergency Program.</p>

		<p>The Director of Engineering and the Deputy Fire Chief attended a two day course entitled Emergency Operations Centre level 2.</p> <p>The Deputy Fire Chief attended a one day course entitled, Emergency Operations Centre level 3 – Logistics.</p>
	<ul style="list-style-type: none"> ◦ Neighbourhood Program 	<p>Keith Davies held an emergency preparedness session at the Lang Cove Co-op in January. The session was well received.</p> <p>A Disaster First Aid session was held on Feb 4 & 12 for the public.</p> <p>Keith is planning to run a series of Neighbourhood Program sessions in May.</p>
2	Develop an extreme weather protocol	Met and received information from both Saanich and Victoria, both of which have an extreme weather protocol in place.

EMERGENCY PROGRAMS

The Neighbourhood Emergency Preparedness Program (NEPP) educates individuals and families so that they can be better prepared to cope in a disaster such as: earthquake, tsunami, storm or other natural disasters. In the event of a disaster, residents may need to look after themselves for up to one week or longer before outside help can arrive. The program encourages and supports neighbourhoods, apartments and condos to be prepared as a small community therefore utilizing the expertise in their own neighbourhood. This program is under the direction of Keith Davies.

Communications Team

Maintaining a communications link is a vital function of the Esquimalt Emergency Program. The Communications Team provides communications back-up within Esquimalt and between Greater Victoria municipalities in the event that traditional means of communication are lost. This team is under the direction of John Fuller.

Emergency Social Services (ESS) is responsible for planning and providing short-term, basic emergency assistance to individuals evacuated from their homes due to an emergency or disaster. The ESS team is a joint venture between the Township of Esquimalt and the City of Victoria.

FIRE RESCUE

Esquimalt Fire Rescue continues to work towards achieving excellence in service delivery to the public and the Township. Our fire fighters are very proactive in delivering a positive, cost effective and efficient community fire service to the taxpayers.

Emergency Services Provided:

- Fire Suppression: With a minimum of one Engine and an Ladder truck with a five person response
- First Response Medical Aid in conjunction with the BC Ambulance Service (providing emergency first aid with the additional provision of the automatic external defibrillator and spinal endorsements)
- Support and Rescue: motor vehicle accidents, confined space, fall restraint, tower crane, low angle and water rescue
- Hazardous Materials Response: confinement and cleanup for minor spills' assessment and callout of specialized crews for major spills
- Public Service: assist residents with water damage as well as a wide variety of non-emergency assistance

Fire Prevention / Community Education Services Provided:

- Commercial, Educational and Multi – Unit Inspections: to ensure compliance with the Fire Safety Code.
- Preparation of Pre-Plans: Quick (referral sheets) access and printed floor plans that can be utilized by the fire officers when responding to a structure fire
- Plan Review: all new buildings and buildings undergoing renovation that require a building permit undergo a plan review by the FD. Also, the fire personnel are also present during the final occupancy inspection for newly constructed buildings.
- Fire Investigations: all fires are investigated by certified fire investigators in order to determine the cause.
- Community Education: through the Learn not to Burn, Commercial Cooking, Mechanics, CPR, Fire Extinguisher, Car Seat and Open House programs

Department Activities

	2009	2008	2007
Call Type			
Alarms – False	11	21	6
Alarms – Malicious	2	7	4
Alarms – No Fire	25	30	27
Apartment Fires	3	5	7
Bush / Beach Fires	7	4	1
Bylaw- Fire Code	7	10	3
Calls For Assistance	13	17	16
Car Seat	21	6	11
Commercial Premise Fires	2	2	3
Dangerous Goods	4	4	5
Medical Aid	225	196	192
Mutual Aid	2	1	2
MVI – Dangerous Goods	1	0	4
MVI – Medical	22	23	20
MVI – Rescue	0	1	3
Oil Tank Inspection	17	12	9
Other	27	3	6
Other Fires	0	2	3
Refuse Bin Fires	2	7	1
Rescue	1	3	4
Single Family Dwelling Fires	2	6	6
Smell Smoke/Gas	5	11	7
Vehicle Fires	1	7	5
Total Calls (per 1st period)	400	378	345

Examples of:

- Calls for Assistance: Power Lines down on the roads and sidewalks, Trees down, Lift Assistance for the BC Ambulance Service, assist Victoria Police
- Other: Standby for Confined Space Rescue (Public Works), Public Relations events and tours, Building Plan Reviews, Fire Prevention events

April 29 th , 2009 at 4:25 PM	667 Head Street - Elevator Rescue: one elderly female was trapped in an elevator.
April 27 th , 2009 at 11:18 AM	Rockheights School - Fire reported in one of the student's washrooms. No damage to the school, fire cause: Arson
April 4 th , 2009 at 8:46 PM	476 Lampson – Natural Gas Leak from a regulator at the rear of the building. Apartment building was evacuated and Emergency Social Services (ESS) was called to assist with the displaced residents.
March 29 th , 2009 at 10:38 PM	741 Lampson St – Townhouse Fire. Smoke and flames were visible from a second floor window upon arrival. Victoria FD called in for Mutual Aid. Fire was quickly extinguished. Five residents of the townhouse were treated for smoke inhalation. ESS was called to assist with the displaced residents.
March 13 th , 2009 at 9:26 AM	644 Grenville – House Fire. Fire in the wall as a result of some plumbing work. Fire contained to the wall area.
March 11 th , 2009 at 9:40 AM	1300 block of Lyall – Natural Gas leak as a result of a backhoe striking a gas line. Residents downwind of the leak were evacuated. ESS was called to assist with the displaced residents.
March 7 th , 2009 at 6:31 PM	Esquimalt Recreation Centre – A group of males had lit a carpet on fire inside the recreation centre. Fire extinguished.
January 30 th , 2009 at 4:35 AM	948 Esquimalt Road – Apartment fire. Fire contained to the kitchen area of one of the suites. Cause: Cooking.
January 23 rd , 2009 at 5:23 PM	Mutual Aid Request from View Royal Fire to attend 1801 Craigflower Road – Craigflower Manor

Fire Inspections / Public Education

1. Company Inspections

The following is a table showing the number of Company Inspections completed at the end of the first four month period of 2009. The number of re-inspections cannot be determined as each platoon keeps their own re-inspection file. Some premises (General Assembly) will require more than one inspection during the calendar year. Most of the re-inspections can be taken care of over the phone should the infraction be minor.

<u>Platoon</u>	<u>Total Premises</u>	<u>Completed Inspections</u>	<u>Inspections Outstanding</u>
A	125	44	81
B	128	66	62
C	130	38	92
D	128	46	82

The platoon lists were rotated at the beginning of the year which will allow all members to inspect and become familiar with all buildings within the Municipality over a four year period.

- New daycare application received from 937 Colville Rd. Approval pending inspection.

- Increased occupancy request from daycare at 637 Head. Approved without changes.

2. Prevention Activities

Public Education statistics are now be collected and recorded on the FDM system.

- To date there have been at least five hall tours conducted involving over 57 members of the public.
- Car seat installation assistance is on going with over 20 supervised installations by firefighters Malhotra and Zado.
- Patrick KNUTSON, manager of Rockheights Villa 742 Lampson has worked with the fire department to set up an evacuation plan for her building.
- Greater Victoria Fire Prevention Officers continue to meet on the third Thursday of every month. Every fire department in the Greater Victoria, Sooke and Sidney areas are represented as well as the Fire Commissioner's Office.
 - Recent discussions have been to share information and align consistencies with business inspections, changes in technology with CSA approval, building and fire code changes and local bylaws.



3. Neighbourhood Integrated Services Team Activity

To this date the author has no knowledge of it being necessary for this team to assemble in Esquimalt this year. Those building which caused the majority of concern from the fire halls perspective 912 and 914 Carlton Terrace along with 924 and 928 Esquimalt Road have been demolished.

4. Building Approvals

Esquimalt Fire Department has been consulted with on various new projects.

- 1008 Tillicum new four storey 16 unit building to be constructed. No changes necessary although it was noted that there was no pumper access to rear parking of building due to over height restriction.
- 1180 Colville Rd. new four storey 14 unit building to be constructed on the rear of the lot, changes were made to the original design to accommodate turning radius of pumper apparatus.
- New residential construction to 1191 Munro St. Approved in principal with private hydrant to be installed (at developer cost) at Hadfield and Munro Sts.

- New residential construction approved 1405 Esquimalt Rd. Four storey Type II construction. Approved without major changes, noted compromised turning radius for pumper access to rear of building.
- New residential construction at 866 Admirals Rd. Duplex construction request for window openings to be moved at least ten feet apart so as not to compromise the integrity of the 1 hour rated fire wall.
- New residential construction 349 Lampson turning a single lot into three strata lots. Recommendation by the fire department to have exterior cladded siding to be of a fire resistive material and no shrubbery to be planted between the buildings to reduce the exposure fire risk.

Several more building approvals have been given for increased density to single family site that require little fire department input.

G. McGregor, Acting Assistant Fire Chief
Chief Fire Prevention Officer

Training Courses

Jan 7 – 8, 2009 (16 hrs)

Planning Process

(Justice Institute of BC - Victoria)

Lt McGregor

Jan 17, 2009 (8 hrs)

High Rise Fire Fighting Seminar

(Denver Fire Dept Dist. Chief MacGrail at Esquimalt)

FF Abbott

FF Fraser

Lt Greensill

AC James

AC MacIntyre

Lt McGregor

Chief Nelson

FF Rosales

Lt Small

Feb 9 – 14, 2009 (40 hrs)

NFPA Fire Inspector 1

(Justice Institute of BC – Victoria)

Lt Campbell

Lt Saladana

Feb 24 – 26, 2009 (24 hrs)

Fire Investigator 1

(Justice Institute of BC – Victoria)

Lt Greensill

Lt Campbell

Mar 6 – 8, 2009 (24 hrs)

Fire Service Instructor 2

(Justice Institute of BC – Saanich Fire Dept)
FF Rosales

Apr 2, 2009 (1 hr)

Webinar: Economic Crisis 2008 & Beyond (Thriving in Tough Times)

(International Association of Fire Chiefs – Online)
Deputy Chief Anderson

Apr 7, 2009 (1 hr)

Webinar: Economic Crisis 2008 & Beyond (Financial Diversification)

(International Association of Fire Chiefs – Online)
Deputy Chief Anderson
Chief Nelson

Apr 9, 2009 (1 hr)

Webinar: Economic Crisis 2008 & Beyond (Gaining Efficiencies)

(International Association of Fire Chiefs – Online)
Deputy Chief Anderson

Apr 27 – 28, 2009 (16 hrs)

Emergency Operations Centre Level 2

(Provincial Emergency Program - UVIC)
Deputy Chief Anderson

Apr 29, 2009 (8 hrs)

Emergency Operations Centre Level 3 - Logistics

(Provincial Emergency Program - UVIC)
Deputy Chief Anderson

Total hours overall (Courses): 268 hours

Distance Education Courses Completed

Jan – Mar 2009

F105: Dealing with People

(JIBC Distance Education)
FF Fraser

Regular Platoon Drill Training


24 Staff: 1288 hrs

Relief Firefighter Training

1 Staff: 30 hrs


Fire Department Personnel Representation on Committees:

- Greater Victoria Fire Chief's Association
- Core Fire Chief's Association (Victoria, Saanich, Oak Bay, Esquimalt)
- British Columbia Fire Chief's Association
- CRD Regional Hazardous Materials Response Planning Committee
- Greater Victoria Fire Training Officer's Association
- Fire Training Officer's Association of BC
- British Columbia Fire Prevention Officer's Association
- Greater Victoria Fire Prevention Officer's Association
- Esquimalt's Integrated Bylaw Enforcement Team
- Local Government Emergency Program Advisory Commission
- Regional Emergency Coordinators Advisory Commission
- Municipal Emergency Program Committee
- Municipal Safety Committee
- BC Burn Fund



[Paul Nelson]

Approved for Council's consideration:



Laurie Hurst, A/CAO

Dated: May 21/09

Maurine Karagianis, MLA
(Esquimalt-Metchosin)

Community Office
A5-100 Aldersmith Place,
Victoria, BC V9A 7M8
Phone: (250) 479 8326
Email: maurine.karagianis.mia@leg.bc.ca



**Province of
British Columbia**
Legislative Assembly



Maurine Karagianis, M.L.A.
(Esquimalt-Metchosin)

January 27, 2009

Fire Chief Paul Nelson and the Firefighter team,
Esquimalt Fire Rescue,
Public Safety Building,
500 Park Place,
Victoria, BC V9A 6Z9

Dear Chief Nelson and Firefighters,

I wanted to take a moment to send you and the team my personal congratulations and appreciation for your exceptional efforts to save Craigflower Manor from fire last Friday, January 23rd. Your mutual aid response helped save the landmark building from greater catastrophe.

When we heard that the third oldest building in British Columbia was on fire, we naturally feared the worst. Then, when word came that the fire was out, and that damage was contained, anybody with a connection to the 156-year-old building breathed a sigh of relief.

I agree with those who say this is a wake-up call. I will be urging the province to pay for the cost of installing a smoke-sensitive alarm system that would signal trouble earlier.

On behalf of my constituents, I offer my heartfelt gratitude for your actions. Again, congratulations to the team for a job well done!

Kind regards,

Maurine Karagianis, MLA
Esquimalt-Metchosin

cc Esquimalt Mayor Barb Desjardins and Council



Ref: 23889

Fire Chief Paul Nelson
Fire Department
Township of Esquimalt
500 Park Place
Victoria, BC V9A 6Z9

Dear Chief Nelson:

As Minister responsible for heritage in British Columbia, I wish to personally commend the Fire Department of the Township of Esquimalt for its assistance to the View Royal Fire Department in extinguishing the fire at historic Craigflower Manor on the evening of Friday, January 23, 2009.

Were it not for the prompt and skilled intervention of all the fire departments who attended, it is probable that the results of the fire would have been far worse, if not catastrophic. Not only did the crews save the historic structure – one of British Columbia's oldest buildings and a designated National Historic Site – but they also did everything possible to minimize damage to the artifacts throughout the house. While there will be water and smoke damage to contend with, as well as a need to reconstruct and restore damaged historic features, the amount of work required has been minimized through the effective response of all the fire services.

The Land Conservancy (TLC), our community managers for this Provincial heritage property, has deployed both staff and volunteers to begin the process of removal of artifacts and damaged wood, plaster and carpeting, and implementation of emergency stabilization and repair. Ministry staff in the Heritage Branch will be assisting TLC and, following careful analysis, including consideration of any recommendations from the Fire Department, we will begin the process of conservation and restoration necessary to reopen Craigflower Manor for public benefit.

Again, allow me to thank the Esquimalt Fire Department for its efforts. All British Columbians, indeed all Canadians, will benefit from the continuing preservation of this nationally significant heritage resource.

Sincerely,

Bill Bennett
Minister

Vic PD -West Division

First Period Report to Esquimalt Council

January 1st – April 30, 2009

Crime Statistical Information (unofficial stats – may vary during scoring/validation)

Crime	2006	2007	2008	2009	Difference 2008/2009	Percentage +/-
Break and Enter	91	51	35	25	-10	-29
Theft from Auto	76	54	45	74	29	64
Theft of Auto	27	16	16	9	-7	-44
Theft of Bicycle	22	10	10	6	-4	-40
Theft Other	151	65	56	39	-17	-30
Mischief	140	119	106	96	-4	-4
Robbery	5	1	2	0	-2	-100
Assaults	60	62	43	57	14	33
Sexual Assaults	3	4	4	1	-3	-75
Motor Vehicle Crashes	54	24	31	23	-8	-26
Drugs	24	7	16	11	-5	-31
Total	653	413	353	341	-12	-3

First Period Initiatives

Youth Officer	<ul style="list-style-type: none"> The first Victoria Police Youth Officer became operational this period. Cst. Mark Buerfeind returned to Esquimalt in January and now holds this newest West Division portfolio. His duties include: the identification and support of our high-risk youth; enforcing court ordered conditions; conducting investigations into youth violence; and liaising with other youth justice professionals in the CRD. Since January, Cst. Buerfeind has investigated several serious youth offences and initiated breach of probation charges against numerous offenders. Discussions are currently underway concerning the deployment of a second youth officer later this year.
Drug Trafficking	<ul style="list-style-type: none"> Members of the Victoria Police Street Crime Unit conducted a lengthy investigation into drug trafficking in Esquimalt, the West Shore and Victoria. Their efforts culminated in the execution of several search warrants including one at a residence on Lockley. Numerous individuals were arrested and considerable quantities of heroin, cocaine and ecstasy were seized. Action has commenced under the civil forfeiture act in relation to property, real estate and vehicles identified in the investigation.
Graffiti Cessation	<ul style="list-style-type: none"> The West Division Community Resource Officer's primary focus this period was on combating graffiti. She participated in several public discussion forums and coordinated several education events including the paint over of several graffiti walls.

<p>Graffiti Cessation</p>	<ul style="list-style-type: none"> • Cst. Ziegler continued to build her database that matches offenders and their tags. She was successful in charging several adults for multiple counts of mischief in relation to graffiti and worked closely with the Township of Esquimalt on the Together Against Graffiti Symposium set for October.
<p>Policing in Esquimalt Advisory Group</p>	<ul style="list-style-type: none"> • The advisory group met again this period to discuss areas of mutual concern. A session on the benefits of restorative justice was presented as well as an update on the BC Police Services audit. A debrief of the tactical response to a critical incident involving a barricaded parolee was also shared. The next meeting is scheduled for late June.
<p>Change of Command – OIC West Division</p>	<ul style="list-style-type: none"> • On June 1st, Inspector Darrell McLean will begin his full time duties as the Officer in Charge of the West Division. Inspector McLean brings a wealth of experience to the position. Most recently, he was the Inspector in charge of the Operational Support Services Division, where he managed several specialized units including: the Greater Victoria Emergency Response Team; the Victoria Police Department K9 Division and the Marine Response Unit.

**Inspector Les Sylven
OIC West Division
Victoria Police Department**