



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-079

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. ADM-24-008

**TO:** Mayor and Council

**FROM:** Dan Horan, Chief Administrative Officer

**SUBJECT:** CAO - 2023 Third Period Report

The following is a report on the activities pertaining to the CAO's office from September 1, 2023 to December 31, 2023.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

An updated, more readable version of the Council Priorities Plan document was developed and is now published on the Township's website in the Strategic Plans and Priorities page, located at the following link:

<https://www.esquimalt.ca/government-bylaws/reports-publications/strategic-plans-and-priorities>

Staff facilitated the first Council Priorities Plan refresh in early December. The aim of the refresh was to give Council a chance to confirm their priorities as part of a governance check-point that is scheduled to occur each year in the lead up to the 5-year financial plan process.

The CAO's priorities and focus period shifted due to some unexpected challenges. These challenges are described below:

- Fire Chief Steve Serbic departed to take on a new role at the Victoria Fire Department in September. The CAO led the hiring process that resulted in the selection of Matt Furlot as Esquimalt's Fire Chief. Fire Chief Furlot assumed his duties in early December.
- The Director of Community Safety Services departed unexpectedly on medical leave in mid-September and was away into 2024. His duties were assigned to others; the Director of Engineering and Public Works oversaw bylaw enforcement and building inspections, while the CAO oversaw emergency management, policing and the Public Safety Building project.
- During this period, the Provincial Government rolled out new legislation affecting local government land use decisions. Assessing the impacts of this new legislation on Council's priorities required a significant pivot in the Council Priorities Plan within the Housing area of

focus.

The CAO devoted significant effort to two policing related projects. The first was an extension to the Framework Agreement. Working closely with partners from the City of Victoria and the Police Board, the CAO participated in the negotiations for an extension of the Framework Agreement for up to 3 years. The intent of the extension is to facilitate exploring transitions to a new policing model for Esquimalt and Victoria. The second project involved supporting perivale+taylor as they completed their Police Service Model transition project. The next step in this project is to bring perivale+taylor's report to a Committee of the Whole for discussion; this is scheduled to occur in early 2024.

Finally, the CAO supported the delivery of an Asset Management Program update in December. The report, led by the Director of Financial Services and Information Technology, and supported by the Directors of Engineering and Public Works and Parks and Recreation. The update provided Council with an assessment of the Township's infrastructure sustainability and provided recommendations about long-term financial planning for the Township. In particular, the report provided some key recommendations on how to move towards sustainable service delivery that can be incorporated by Council in the 2024-2028 Financial Plan. In accordance with Council's direction, staff will deliver an Asset Management Strategy update in 2024.



# COUNCIL PRIORITIES PLAN

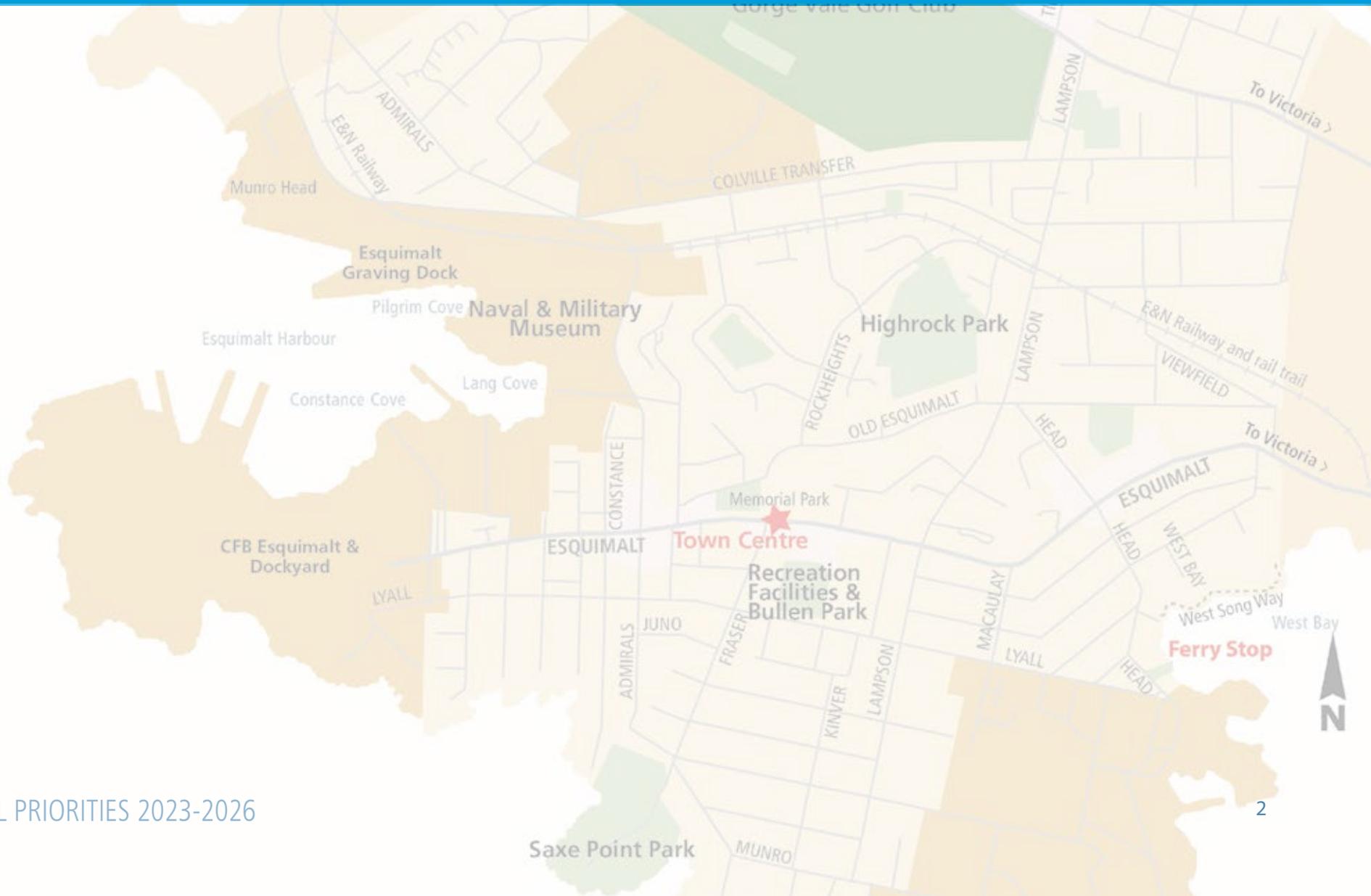
## 2023-2026

UPDATED JANUARY 2024

Township of  
**ESQUIMALT**



Gorge Vale Golf Course



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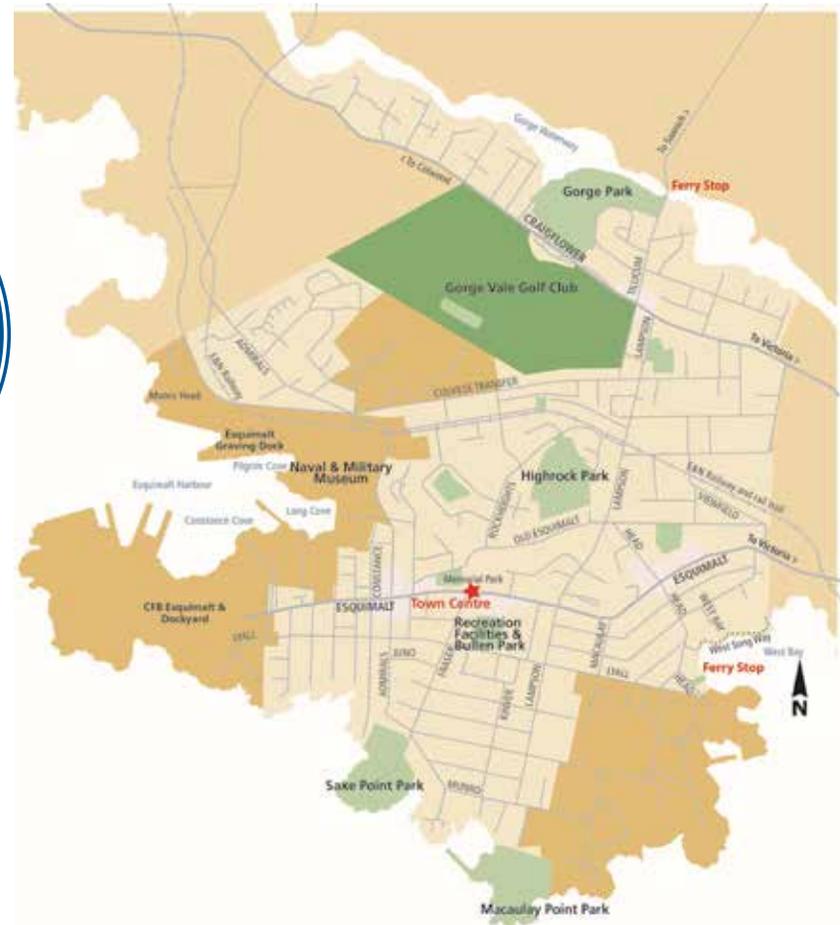


View from Saxe Point

# 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.





# 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.



*(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.

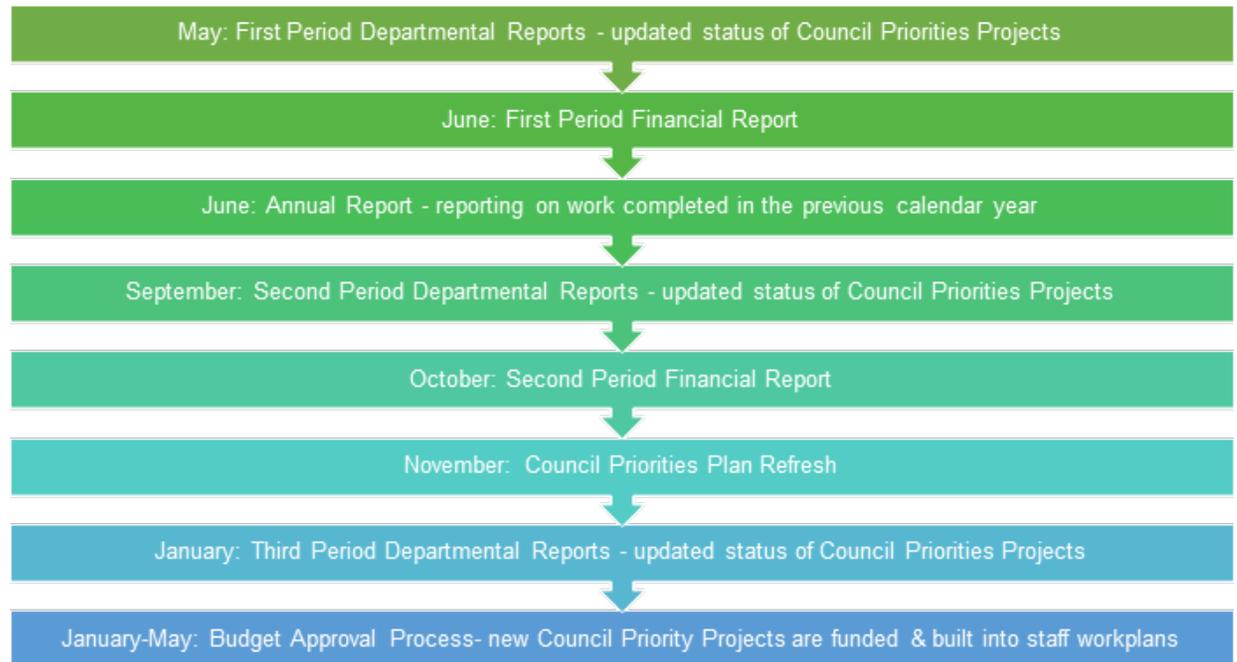
Council takes council priorities into account when approving the budget to ensure initiatives are responsibly funded. The resulting Five-Year Financial Plan provides funding for core services as well as the Council Priorities Plan. To keep Council, staff and community expectations aligned, it is important 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.





The climbing wall at Fleming Beach.

# 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**



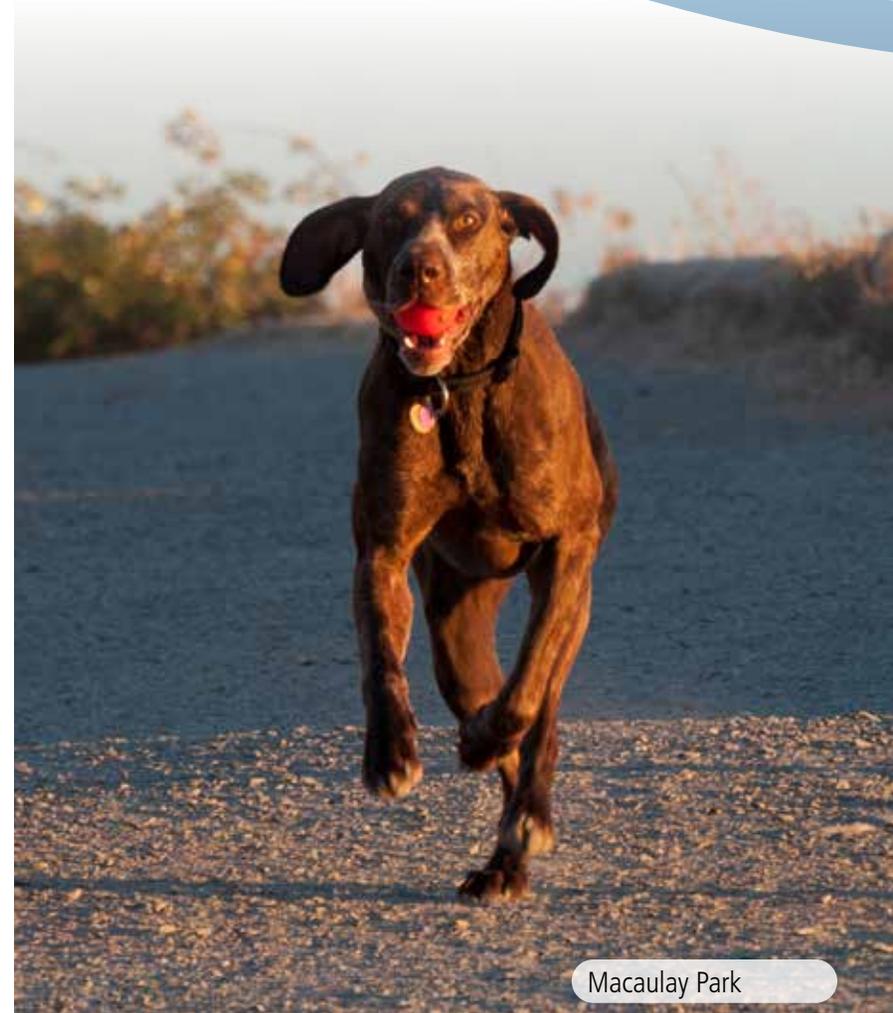
**GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE**



**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		<b>Complete</b>	Q1 2023
Priority Development Workshop—Climate Resilience and Environmental Stewardship	Development Services		<b>Complete</b>	Q2 2023
Climate Action Workshop Initiative: Update Council report templates to include climate action (mitigation and adaptation) considerations	Corporate Services		<b>Complete</b> —new report template completed	Q3 2023
Climate Action Workshop Initiative: Develop an annual progress report that ties to specific strategies within the climate plan	Development Services		A new separate section within the annual report	Q2 2024
Low Carbon Energy Systems Bylaw	Development Services		<b>Complete</b>	Q3 2023
Integrated Resource Management	Engineering and Public Works		Biochar testing plan in development, next return to Council for way ahead decision	Q2 2024
Green Teams Partnership	Parks and Recreation		<b>Complete</b>	Q3 2023
Develop concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030	Development Services		New Initiative Impact Assessment prepared for review by Council.	

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



# PROJECTS & INITIATIVES

## DIVERSIFIED & THRIVING ECONOMY

Project	Dept	Status	Status Details	Completion
Develop Economic Development Action Plan	HR and Community Relations		<b>Complete;</b> endorsed by Council, projects & initiatives to be inserted into staff work plans and budget 2024	Q3 2023
Options Analysis - Park Place & Esquimalt Road	HR and Community Relations		Preparing a comprehensive analysis of options by compiling historical data and current information.	Q3 2024
Business Façade Improvement Program	Financial Services and IT		Review completed, staff to return to Council to report on program and seek direction	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		Recommendations re: volunteer attraction and recognition policy going to Council in January 2024	Q1 2024
Police Service Model Transition—Phase I	Community Safety Services		Expecting discussion at Committee of the Whole in Q1 2024	Q2 2024
Options Analysis – Arm Street Park Dock	Parks and Recreation		<b>Complete;</b> recommending new initiative to explore dock options throughout Township	Q4 2023
Dock Analysis	Parks and Recreation		Explore public dock options throughout Township to provide analysis & provide recommendations to council.	Q3 2024
Macaulay Elementary Crossing Guard MOU	Financial Services and IT		MOU drafted; awaiting approval by School District 61	Q1 2024
Impact Assessment—Report on Undergrounding of Mainline of Overhead Utilities (Esquimalt Rd (Constance to Dominion)	Engineering and Public Works		Options for Council's consideration expected January 2024	Q1 2024
Refresh & Replace Esquimalt Road Banners	Engineering and Public Works		Exploring options through the Public Art Plan process. Banner designs expected late Q1 2024	Q1 2024
Family Doctor Shortage & Incentives	Development Services		Healthcare Support Playbook to be presented by authors to Committee of the Whole on Jan 24.	Q1 2024
Implement Active Transportation Network Plan	Engineering and Public Works		<ul style="list-style-type: none"> <li>&gt; Tillicum/Lampson improvements: project on track for total completion in spring 2024</li> <li>&gt; Munro sidewalk update: construction underway with completion expected in spring 2024</li> </ul>	Ongoing
Public Safety Building—Design Phase	Community Safety Services		Design Phase on track; update to Council expected Q4 2023, tender phase and implementation decision expected Q2 2024	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	Community Safety Services		Minor bylaw amendment and return to Council	Q1 2024
Level of Service Review - Enhance evening and weekend bylaw enforcement	Community Safety Services		Assessed staff capacity and proposing Q2 2024 due date	Q2 2024
Implement Public Art Plan	Parks and Recreation		Operational plan underway to complete in Q2 2024	Q2 2024
Partner and develop turf field for Esquimalt High School	Parks and Recreation		Joint Use Agreement, Business Case and Options Analysis under development	Q2 2024
Health Needs Assessment	Development Services			Pending budget

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		<b>Complete</b>	Q1 2023
Priority Development Workshop—Housing	Development Services		<b>Complete</b>	Q2 2023
Rent Bank Program Information Brief	Development Services		<b>Complete</b>	Q2 2023
Parking Strategy and Updated Parking Bylaw	Development Services		The draft bylaw put on hold pending information about the Province's proposed amendments to the Local Government Act & a data review comparing parking demand for strata projects vs rental projects	Q1 2024
GIS Census Analysis	Development Services		Staff will present to Committee of the Whole in early 2024	Q3 2023
Tenant Relocation Policy	Development Services		<b>Complete</b>	Q4 2023
Subdivision & Development Bylaw Update (including sidewalk requirements)	Engineering and Public Works		<b>Complete;</b> Updated Bylaw approved by Council January 15 2024	Q1 2024
Prepare Zoning Bylaw Amendments to bring the Zoning Bylaw into conformance with recent amendments to the Local Government Act	Development Services		Staff have started to prepare the necessary amendments	Q2 2024
Non-Market Housing Incentives & Targets Program	Development Services		Likely delayed pending an analysis of the proposed amendments to the Local Government Act	
Development Capacity Assessment	Development Services		Portions of charter to Council in Q1 2024 for signoff	Q4 2024
Development Process Improvements	Development Services			Ongoing
Doctor Density Bonusing	Development Services		Likely delayed until assessment of new tools from the Province published in 2024	
Prepare new Housing Needs Assessment	Development Services		Staff are waiting for further guidance from the province	Q4 2024

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		<b>Complete;</b> annual review scheduled for Q1 2024	Q2 2023
Sign Bylaw Amendments	Development Services		<b>Complete</b>	Q3 2023
Staff report—B.C. Growing Communities Fund Options Analysis	Development Services		<b>Complete</b>	Q2 2023
Accessibility Plans— <i>Accessibility British Columbia Act</i> Compliance (draft to Council)	Corporate Services		Esquimalt joined the Capital West Accessibility Advisory Committee in December 2023. Consultant to be engaged in Q2 2024 with draft Accessibility Plan anticipated in Q3 2024	Q3 2024
Long Term Financial Planning Update – Infrastructure Asset Management Strategy	Financial Services and IT		<b>Complete;</b> Council directed staff to provide Asset Management Strategy update in 2024.	Q4 2023
Asset Management Program—Recreation Inventory and Plan Development	Parks and Recreation		20-year Capital Plan and equipment inventory complete. Next step is plan development.	Q3 2024
Asset Management Program—Sanitary Sewer Master Plan	Engineering and Public Works		Consultant has begun sewer modeling and completed pump station inspections. Project is on track for completion by summer 2024.	Q2 2024

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		Briefings prepared for Esquimalt Nation and Songhees Nation	Q3 2024
Community to Community Engagement (Songhees and Esquimalt First Nations)	HR and Community Relations		Working with respective Councils on engagement options and timelines	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

# POTENTIAL FUTURE PROJECTS

These projects are forthcoming actions to help advance the existing council priorities.

They will be implemented as Projects near completion and as staff capacity allows. They are intended to initiate within the 2023-2026 time period.

Project	Department	Council Priority
Esquimalt Together Against Graffiti	Engineering and Public Works	Engaged & Healthy Community
Update to Sidewalk Master Plan	Engineering and Public Works	Engaged & Healthy Community
Front Yard Deer Fencing Policy Development	Development Services	Engaged & Healthy Community
Saunders Street Municipal Park	Development Services	Engaged & Healthy Community
BC Transit Passes to Esquimalt Youth	Financial Services and IT	Engaged & Healthy Community
Municipal Lands Future Disposition	Development Services	Good Governance & Organizational Excellence
Inflow and Infiltration Bylaw	Engineering and Public Works	Good Governance & Organizational Excellence
Phase out Fuel Powered Landscape Equipment	Parks and Recreation	Climate Resilience & Environmental Stewardship
DADU Housing Simplify Program	Development Services	Housing
Development Handbook	Development Services	Housing
Major Zoning Bylaw Update	Development Services	Housing
Community Amenity Contributions Assessment	Development Services	Housing
Townhouse Zoning Incentive Program	Development Services	Housing
Omnibus Zoning Bylaw Amendments	Development Services	Housing
OCP Recalibration	Development Services	Housing
Zoning/OCP Reduce Hurdles for Commercial Space Development	Development Services	Housing
Policy Direction – COTW Discussion – Floor Area Ratio Deviations from OCP	Development Services	Housing
Development Cost Charges Bylaw	Development Services	Housing

# RELATED DOCUMENTS

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- > 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](https://esquimalt.ca/subscribe)

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 Township of Esquimalt  
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[esquimalt.ca](https://esquimalt.ca)

## IN PERSON

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

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# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-043

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. CSS-24-001

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Joel Clary, Director of Engineering & Public Works

**SUBJECT:** Community Safety Services Department - 2023 Third Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from September 1, 2023 to December 31, 2023.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Emergency Management

- Neighbourhood Emergency Preparedness Program (NEPP)
  - For ShakeOut BC, four classes from Macaulay Elementary School attended a demonstration in Drop, Cover and Hold On that also including how to exit a room safely.
  - Volunteers supported Fire Hall Open House by handing out glowsticks and information on personal preparedness.
  - Community Strata Preparedness Presentation at Lang Cove Housing. Residents were given personal preparedness information and suggestions on building common preparedness plan.
  - Emergency Program Manager was requested as a guest speaker at fund raiser for Moroccan Earthquake relief, presenting on earthquake preparedness.
- Emergency Support Services
  - Conducted training with team members. Including setting objectives for 2024 and creating a training plan.
  - Team members supported NEPP workshops and presentations.
  - Two team members supported EOC exercise and fulfilled the role of ESSD in the EOC Operations Function for exercise 'Oh Deer'.
- Emergency Radio Communications

- Team participated with EMCR and three to four other radio teams in a neighbourhood specific radio exercise including formal message traffic.
- Team members reprogrammed two kindly donated commercial VHF radios from team member, to be used as backup packet radios in main radio room.
- Re-instated 24/7 packet radio monitoring on donated backup radio.
- 'Off grid' exercise with five operators: emergency lighting, all-battery operations and laptop charging via 12V deep cycle was held.
- Administration
  - EOC Exercise 'Oh Deer' Part one that involved thirty staff members that practiced the set up of an EOC in council chambers, building situational awareness and completing one operational period.
  - Participated in extensive feedback sessions on the new regulations after the Royal Ascension of the new Emergency and Disaster Emergency Act (EDMA).
  - Participated in Regional Tabletop Exercise 'Unknown Quantity'; a REMP lead exercise and a recommendation from the Cross Jurisdictional work that was completed last year which was co-led by Esquimalt and Oak Bay.
  - Began 2024 workplan to ensure objectives are being met including continuing the EOC Exercise program.
  - Desalination unit was tested, and water tested was potable.
  - Participated in regional forums: Regional Emergency Management Partnership (REMP) and the Local Government Emergency Program Advisory Commission (LGEPAC). Continued as Chair of the Emergency Support Services Directors group for the Greater Victoria region.

## 2. Bylaw Enforcement

- Bylaw Offence Notice Disputes

In this period, 6 BON's were referred to the screening officer level. Of those, 3 were cancelled and 3 were upheld for payment. No matters were referred for adjudication.

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

- Dog Licensing

During this period, 105 licenses were sold: 33 from Municipal Hall, 38 from vendors and 34 online through MyEsquimalt. 1687 tags have been sold in 2023: 721 from Municipal Hall, 477 from vendors and 489 online.

Renewals were sent out on November 29th, with the option to renew dog licences online

through MyEsquimalt.

Dog licenses can be renewed in several ways:

- Purchase at the Municipal Hall in person
- By mail
- Through MyEsquimalt online
- Through Victoria Animal Control Services
- At Castle Building Centre and Shoppers Drug Mart

- Deer Study

Dr. Fisher, in consultation and collaboration with the Township, has secured additional federal grant funding from NSERC which will allow the Deer Study to continue until March 31, 2025.

Deer boosters and final immunocontraception treatments were completed in the months of September and October 2023. Analysis of the camera data to estimate fawning rates through the years of the study and the change of population rates through the years of the study has begun. The new grant funding will allow additional monitoring to get a finer understanding of population response to the immunocontraception treatment.

### 3. Building Inspections/Permits

- The third period of 2023 resulted in an increase in demand for permits and an increase in construction value as compared with the 2022 third period. The total value of construction in the third period of 2023 is approximately \$39.7 million compared with \$28.9 million in 2022, with the permit fees also showing increases in amounts of \$363,000 for the third period of 2023 compared to \$265,000 for the third period of 2022.
- Attachments

Building Permits Chart [Attachment #2]

### 4. Policing

- Staff continued to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.
- Staff are bringing forward the results of perivale + taylor's policing models report to a public meeting, expected in the first quarter of 2024.

### 5. Business Licencing

- The Township had 786 active business licences as of December 31, 2023 (762 in 2022)

- In this period, 40 new businesses obtained a licence
- In this period, 32 businesses were closed
- Current business licences by classification:
  - 118 Apartment buildings
  - 1 Cannabis retailer
  - 33 Large commercial
  - 203 Small commercial
  - 1 Drug Paraphernalia
  - 12 Inter-community
  - 4 Liquor sales
  - 1 Market
  - 2 Money lenders
  - 19 Non-resident
  - 10 Professional offices
  - 1 Pubs
  - 2 Registered charities
  - 28 Home crafts
  - 55 Home occupations
  - 297 Intermunicipal
  - Of the 28 Home craft, 55 Home occupations and 297 Intermunicipal business licences, 333 are home based businesses.
- 802 renewal notices were generated on November 28, 2023 to all current businesses; 281 renewals were emailed through eBilling to subscribed businesses (74 in 2022); 523 renewals mailed via Canada Post (684 in 2022). An insert with information about MyEsquimalt, eApply and eBilling was also mailed with the renewal notices.
- As of December 31st - 279 - 2024 business licences have been renewed (146 in 2022)
  - 143 paid through eCommerce (52 in 2022)
  - 136 paid by cash, cheque or debit (94 in 2022)
- 435 Businesses have created a MyEsquimalt profile since March 2022 launch
  - March 14, 2022 - December 31, 2022 - 180 profiles created
  - January 1 - August 31, 2023 - 180 profiles created
  - September 1 - December 31, 2023 - 75 profiles created
    - September - 10
    - October - 4
    - November - 7
    - December - 54
- Of the 435 MyEsquimalt profiles created in relation to business licensing, 370 have signed up for eBilling and 65 have signed up to receive paper invoices (by creating a MyEsquimalt profile and signing up for eBilling, clients can then make renewal payments online with a credit card).

- 155 new business licence applications have been received through eApply since MyEsquimalt and eApply launch in March of 2022

## 6. Public Safety Building

- The design phase for the Public Safety Building is nearing completion, as municipal staff have supported the project team (CORE Project Management, HCMA Architects) in producing a design package to deliver on the updated Public Safety Building concept, namely a facility for the Fire Department and the Emergency Operations Centre for the municipality. The design-package is expected to be tendered in spring 2024 with the expectation that a decision on proceeding to implementation/construction would be made before start of summer 2024.

## II. COMMITTEES

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

## **Bylaw Enforcement**

### **Stats**

	2022 3 <sup>rd</sup> Period	2023 3 <sup>rd</sup> Period	2022 Year to Date	2023 Year to Date
<b>Total Bylaw Contraventions and Complaints Investigated</b>	107	<b>208</b>	302	<b>599</b>
➤ Streets and Traffic	40	<b>141</b>	106	<b>393</b>
➤ General Bylaw Inquiries	19	<b>23</b>	39	<b>58</b>
➤ Maintenance/Nuisance Property/Noise Bylaw	40	<b>27</b>	127	<b>99</b>
➤ Zoning Bylaw	4	<b>4</b>	15	<b>15</b>
➤ Business License	1	<b>0</b>	2	<b>1</b>
➤ Building	0	<b>6</b>	4	<b>10</b>
➤ Animal Control	0	<b>4</b>	0	<b>8</b>
➤ Park Maintenance & Tree Protection	2	<b>2</b>	5	<b>10</b>
➤ Assist Third Party Agencies	1	<b>1</b>	4	<b>4</b>
➤ Secondary Suites	0	<b>0</b>	0	<b>1</b>
<b>Concluded Investigations</b>	94	<b>194</b>	272	<b>551</b>
<b>Active Investigations</b>	13	<b>14</b>	30	<b>48</b>
<b>BON's &amp; MTI's Issued</b>	141	<b>205</b>	434	<b>660</b>
➤ Total Maximum Fine Value	\$ 6,520	<b>\$ 10,475</b>	\$ 19,209.50	<b>\$ 33,000</b>
➤ Total Paid	\$ 1,420	<b>\$ 1,760</b>	\$ 4585	<b>\$ 7,210</b>
➤ Total Outstanding	\$ 5,100	<b>\$ 7,725</b>	\$ 1,4624.50	<b>\$ 22,150</b>
➤ Tickets Cancelled	4	<b>3</b>	14	<b>27</b>
➤ Warning Tickets (not included in "issued" total above)	51	<b>48</b>	210	<b>221</b>
<b>BON &amp; MTI Adjudication</b>				
➤ Disputed Matters to Screening Officer	6	<b>6</b>	25	<b>33</b>
➤ Disputed tickets – cancelled	4	<b>3</b>	16	<b>20</b>
➤ Disputed tickets – confirmed by Screening Officer	2	<b>3</b>	9	<b>13</b>
➤ Sent to adjudication	0	<b>0</b>	0	<b>0</b>

## **Bylaw Enforcement**

### **Stats**

<b>Animal Control</b>	2022 3 <sup>rd</sup> Period	2023 3 <sup>rd</sup> Period	2022 Year to Date	2023 Year to Date
➤ Dog Tags Sold	50	<b>105</b>	1484	<b>1687</b>
<b>Incidents Investigated by Victoria Animal Control</b>	63	<b>154</b>	307	<b>491</b>
➤ Dogs at Large	14	<b>11</b>	47	<b>39</b>
➤ No Leash	40	<b>46</b>	102	<b>154</b>
➤ No License	1	<b>17</b>	27	<b>70</b>
➤ Barking/Noisy Dogs	7	<b>4</b>	23	<b>28</b>
➤ Dog Attacks (on animals)	4	<b>4</b>	12	<b>14</b>
➤ Dog Attacks (on humans)	2	<b>2</b>	5	<b>9</b>
➤ Cats at Large	12	<b>6</b>	23	<b>15</b>

<b>Actions taken by VACS</b>	2022 3 <sup>rd</sup> Period	2023 3 <sup>rd</sup> Period	2022 Year to Date	2023 Year to Date
➤ Verbal Warnings	43	<b>52</b>	105	<b>141</b>
➤ Written Notices	13	<b>38</b>	84	<b>178</b>
➤ BON Written	8	<b>6</b>	12	<b>8</b>
➤ Animals Impounded	16	<b>9</b>	49	<b>37</b>
➤ Contacts – With Dogs - No Violation	444	<b>497</b>	899	<b>770</b>
➤ Contacts – Without Dogs	321	<b>322</b>	539	<b>462</b>

\*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 - Sep to Dec 2023**

Permit Type Issued	2022 - 3rd Period		2023 - 3rd Period		2023 Total for Year	
	No.	Value (\$)	No.	Value(\$)	No.	Value (\$)
Commercial	2	\$236,726.22		\$0.00	11	\$0.00
Industrial		\$0.00		\$0.00	1	\$49,390.00
Institutional	1	\$1,183,210.00	1	\$548,211.00	2	\$573,211.00
Duplex- Demolition		\$0.00		\$0.00	0	\$0.00
Duplex Alterations / Additions		\$0.00	1	\$40,000.00	2	\$41,000.00
Duplex New	2	\$800,000.00		\$0.00	1	\$500,000.00
Single Family New		\$0.00	1	\$600,000.00	2	\$1,300,000.00
Single Family Alterations	14	\$787,000.00	6	\$466,500.00	17	\$1,769,137.00
Single Family Additions	2	\$210,000.00	2	\$559,606.54	7	\$1,124,606.54
Single Family Accessory		\$0.00	3	\$388,000.00	7	\$750,000.00
Single Family Accessory- Demo		\$0.00	2	\$2,000.00	3	\$3,000.00
Single Family Demolitions	8	\$6,000.00	15	\$15,000.00	23	\$22,000.00
Multiple Family New	8	\$24,660,000.00	3	\$34,820,437.00	11	\$86,654,274.00
Multiple Family Alterations	9	\$954,994.50	2	\$2,230,000.00	4	\$4,130,000.00
Multiple Family Demolitions	3	\$3,000.00		\$0.00	3	\$3,000.00
Sign Permit	1	\$90,000.00	4	\$36,950.00	7	\$44,950.00
Miscellaneous (Chimney/Insert)		\$0.00	1	\$17,783.02	2	\$23,989.32
*Plumbing Permits	40		42		153	
<b>Total Permits Issued</b>	<b>90</b>	<b>\$28,930,930.72</b>	<b>83</b>	<b>\$39,724,487.56</b>	<b>256</b>	<b>\$96,988,557.86</b>
<b>Building Permit Fees Collected</b>		<b>\$265,020.15</b>		<b>\$363,071.00</b>		<b>\$904,631.80</b>

\* [note- number of plumbing permits issued only]

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

**Institutional**

BP014544 - 637 Head St \$548,211.00

**Residential SFD**

BP014513 - 903 Selkirk Ave NEW \$600,000.00

BP014537 - 1028 Gosper Ave ADD \$379,606.54

BP014545 - 1369 Lyall St ALT \$300,000.00

**Residential MFD**

BP014533 - 101-1124 Esquimalt ALT \$2,200,000.00

BP014463 - 1310 Saunders NEW \$8,640,000.00

BP014472 - 1075 Tillicum NEW \$23,240,437.00

BP014531 - 485 Joffre St S NEW \$2,940,000.00



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-041

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. ADM-24-005

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Deb Hopkins, Director of Corporate Services

**SUBJECT:** Corporate Services - 2023 Third Period Report

The following is a report on the activities pertaining to the Corporate Services department from September 1, 2023 to December 31, 2023.

#### 1. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Corporate Services

- 17 meetings including preparation of:
  - Newspaper advertisements - 3 Public Hearing notices (including Notices of First Reading), 2 Statutory Notices for the 2024 Council / COTW Meeting Schedule, and 2 Statutory Notices of Property Disposition and Assistance.
  - 17 Meeting Notices and associated newspaper advertisements.
  - 17 agendas and minutes for Regular, Special and In Camera meetings of Council and Committee of the Whole, including posting on website and Municipal Hall notice board.
  - 11 late item agenda notices.
  - 9 Action Reports and completion of all follow up correspondence and distribution to third parties.
- 84 resolutions were voted on at Regular Council and Committee of the Whole meetings requiring staff action (See Attachment 1).
- Staff commissioned 7 documents for residents of Esquimalt.
- Staff prepared 6 Proclamations and posted them to the Municipal website and Municipal Hall notice board.
- Staff processed 653 mail items for retention and distribution.
- 3 Public Hearing and Development Permit statutory public notices and newspaper advertisements reviewed by Corporate Officer.
- Corporate Services Assistant supported the coordination, preparation and posting of notices, agendas, minutes, and email notifications of 3 Advisory Planning Commission meetings, 3 APC Design Review Committee meetings, 1 Board of Variance meeting, 1

Local Grant Committee Meeting, and 1 Environment, Parks, and Recreation Advisory Committee meeting.

- Corporate Officer and Deputy Corporate Officer completed 2 bylaw consolidations.
- Corporate Officer and Deputy Corporate Officer coordinated and scheduled 10 Presentations/Delegations to Council.
- Deputy Corporate Officer attended 1 Special Joint Council meeting for the Township of Esquimalt, the City of Victoria, and the Police Board.
- Corporate Officer and Deputy Corporate Officer completed 8 electronic registrations at Land Title Office.
- Corporate Officer finalized and implemented new staff report template beginning with the December 4, 2023, Council agenda.
- Corporate Officer assisted Development Services in drafting new policy PLA-37 Liquor Licensing Policy.
- Corporate Officer prepared draft annual schedule of regular Council and COTW meetings for 2024.
- Corporate Officer and Executive Assistant Mayor and CAO facilitated process for approval of 2024 Council appointments to internal and external boards.
- Director of Corporate Services completed Accessible Spaces 101 Training (Athabasca University in partnership with the Rick Hansen Foundation).
- Corporate Services Assistant completed the LGMA Minute Taking Course.
- Corporate Officer and Deputy Corporate Officer attended the Local Government Management Association (LGMA) Corporate Officer's Forum.
- All Corporate Services staff attended corporate Indigenous Relations training.
- Deputy Corporate Officer coordinated the half masting of facility flags for the National Day for Truth and Reconciliation on September 30<sup>th</sup>.
- Deputy Corporate Officer coordinated the lowering of the flags at facilities and Memorial Park for National Aboriginal Veterans Day (November 8) and Remembrance Day (November 11).
- Deputy Corporate Officer arranged for the Canadian Armed Forces speaker video to play at the November 6 Council meeting in honour of the Remembrance Day week.
- Deputy Corporate Officer coordinated the half masting of facility flags for the Remembrance and Action on Violence Against Women Day on December 6<sup>th</sup>.
- Deputy Corporate Officer prepared the Advisory Planning Commission Bylaw for housekeeping items and updated the approved Amendment Bylaw.
- Deputy Corporate Officer presented options for a Public Notice Bylaw to Council and began coordinating the process of public engagement which is anticipated to be completed and presented to Council by the end of Period 1 (2024).
- Corporate Officer and Deputy Corporate Officer provided legislative and procedural advice and support to staff.
- Corporate Officer and Deputy Corporate Officer conducted research for Council and staff on previous communications, agreements/contracts, resolutions, bylaws, policies, and historical committees.

## **2. Committees**

- Deputy Corporate Officer completed the annual Committee and Commission recruitment process and presented applications to Council for consideration of appointment and re-appointment.
- Corporate Officer delivered an orientation session for Advisory Committee members.
- Corporate Officer advised all members of APC, DRC, and EPRAC that in addition to livestreaming committee and commission meetings, an archived copy will be posted to the Township's website for future public playback, consistent with Council and COTW meetings, beginning January 1, 2024.
- Corporate Officer attended the first Capital West Accessibility Advisory Committee (CWAAC) meeting. The CWAAC initiated a survey to better understand the community's needs respecting formal public engagement. The survey is live until January 31, 2024, which will inform the pending request for proposal for a qualified consultant to assist with robust public engagement that will guide the development of an Accessibility Plan.

### **3. Administrative support for Mayor & Council and CAO**

- Administrative support for the Mayor and the CAO was reduced for the last half of this period due to extended staff leave.
- Prepared 13 letters and responses for Mayor and CAO [retirement / invitations / thank you / congratulations/speeches] and other Township related business.
- Organized and coordinated delivery of 25 new resident welcome packages.
- Liaised with various organizations and residents on 83 meetings/events and provided RSVPs for Mayor and Acting Mayor.
- Facilitated a luncheon meeting that brought together personnel from CFB Esquimalt and the Township of Esquimalt. The purpose was to engage in discussions about achievements, obstacles, and potential collaboration opportunities for the future.

### **4. Records, Information and Privacy Management**

- Corporate Officer worked with municipal staff to initiate 2 Privacy Impact Assessments.
- Corporate Officer responded to 14 requests for access to records under the Freedom of Information and Protection of Privacy Act. This was a significant increase over the previous 2 periods both in number and complexity of the requests: 26 requests for the year.
- Commenced departmental review of records management processes to streamline and eliminate duplication of administration time.
- Recruited and onboarded Temporary Records File Clerk and Regular Part-Time Records, Information & Privacy Coordinator.
- Temporary File Clerk (TFC) made significant progress on addressing the backlog of Corporate Services records registration in TAB Fusion system and off-siting records in accordance with the Township's Records Classification and Retention Schedule (RCRS). Corporate Services records backlog is anticipated to be completed by the end of next period.
- Records, Information and Privacy Coordinator reviewed municipal departments respecting RCRS and the Township's Records Management Policy and conducted site visits to identify strengths and weaknesses of our practices to develop aids to assist staff in

complying with our policies and legal requirements. A review of the RCRS is to be initiated in 2024 to streamline records coding for departments. Staff training for more comprehensive understanding of the RCRS is under development.

- Records, Information and Privacy Coordinator (RIPC) initiated a review of information in the current TAB Fusion system. Database must be accurate for records tracking, future use, and consideration for transition to an upgraded or new RM system. RIPC working with staff to ensure appropriate tracking of records in TabFusion.
- Staff provided advice and legislative guidance respecting a variety of information and privacy matters to municipal departments.
- Administrative staff continue to advance their departmental paper and electronic records management (RM) projects, with support and assistance from the Corporate Officer, Deputy Corporate Officer, and Records, Information, and Privacy Coordinator. Records, Information and Privacy Coordinator began creating departmental tutorials and RM resources for administrative staff.

## 5. Archives

- 31 research and image requests were received. Highlights included providing research of images used for Past Wrongs Future Choices Project designing interpretive panels for the Esquimalt Gorge Park Pavilion.
- 4 donations of archival material accepted from the public.
- 17 buildings with approved demolition permits were photographed.
- 333 volunteer hours were contributed to the Archives this period and over 914 hours of volunteer time were contributed in 2023.
- The Archives public reference room continued to welcome the community while the archives permanent collection is stored on the main floor of Municipal Hall.
- Then and Now - Photo series written highlighting the built heritage of Esquimalt.
- Exhibit celebrating the history of Fall/Winter Sports in Esquimalt was created for the Municipal Hall lobby.
- Planning and design completed for a new exhibit showcasing historic "Big Snows" in Esquimalt.
- The Archivist and Temporary File Clerk created a project plan and successfully completed a detailed inventory of all items and folders in our permanent archival collection. This was a significant undertaking that provides enhanced record finding capabilities for the Archives.
- The Archivist is collaborating with the Records, Information and Privacy Coordinator to create robust guidance around internal corporate records transfer procedures.
- Archives Trust Fund balance is now \$4,110.86.
- The Archivist worked with the Communication Manager to finalize an updated Esquimalt Walking Tour Guide.
- The Archivist collaborated with the Communications Manager on social media posts.

## II. COMMITTEES

The Director of Corporate Services is a member of:

- Labour Management Committee
- Capital West Accessibility Advisory Committee

2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
23-233	Council	December 18, 2023	<b>Rise and Report from the December 18, 2023 In Camera meeting - Framework Agreement Update</b>	It has been agreed by the three parties of the Victoria/Esquimalt Police Board, the City of Victoria, and the Township of Esquimalt that the Framework agreement has been extended for one year with two successive one-year options to extend.	Carried Unanimously
23-232	Council	December 18, 2023	<b>Recommendations from the Committee of the Whole Meeting of December 11, 2023</b>	That the recommendations from the December 11, 2023 Committee of the Whole be ratified: 1. <u>Public Notice Bylaw, Staff Report No. ADM-23-039</u> " That the Committee of the Whole recommend that Council direct staff to conduct public engagement and prepare a draft Public Notice Bylaw and applicable amendments to the Council Procedure Bylaw to allow for alternative means of public notification as per Staff Report No. ADM-23-039, and add Esquimalt Recreation Centre as a public notice posting place."	Carried Unanimously
23-231	Council	December 18, 2023	<b>Recommendations from the Committee of the Whole Meeting of December 11, 2023</b>	<u>2. Council Priorities Refresh, Staff Report No ADM-23-044</u> " That the Committee of the Whole recommend to Council that staff be directed to integrate new requirements from the province into the OCP and Zoning Bylaw, and other related Township regulatory documents." " That the Committee of the Whole recommend to Council that staff be directed to identify areas of risk in the OCP resulting from ambiguity and provide options for Council to address the identified risks."	Carried Unanimously
23-230	Council	December 18, 2023	<b>Subdivision and Development Servicing Bylaw, Staff Report No. EPW-23-020</b>	That Council give first reading to the Subdivision and Development Servicing Bylaw, 2023, No. 3128, as described in Staff Report No. EPW-23-020.	Carried Unanimously
23-229	Council	December 18, 2023	<b>Subdivision and Development Servicing Bylaw, Staff Report No. EPW-23-020</b>	That Council give second reading to the Subdivision and Development Servicing Bylaw, 2023, No. 3128, as described in Staff Report No. EPW-23-020.	Carried Unanimously
23-228	Council	December 18, 2023	<b>Subdivision and Development Servicing Bylaw, Staff Report No. EPW-23-020</b>	That the Subdivision and Development Servicing Bylaw, 2023, No. 3128 be amended to replace the title in Schedule A from "ALL ZONES EXCEPT SINGLE FAMILY" to "ALL DEVELOPMENTS EXCEPT SINGLE FAMILY DWELLINGS".	Carried Unanimously
23-227	Council	December 18, 2023	<b>Subdivision and Development Servicing Bylaw, Staff Report No. EPW-23-020</b>	That Council give third reading, as amended, to the Subdivision and Development Servicing Bylaw, 2023, No. 3128.	Carried Unanimously
23-226	Council	December 18, 2023	<b>Housing Agreement Bylaw Amendment and Section 219 Covenant Amendment - 817 Esquimalt Road, Staff Report No. DEV-23-085</b>	1) That Council give first, second and third readings to "Housing Agreement (819, 821, and 823 Esquimalt Road) Bylaw, 2021, No. 3028, Amendment Bylaw, 2023, No. 3129". 2) That Council approve the modification to the Section 219 Covenant registered on the land title for 817 (formerly 819, 821, and 823) Esquimalt Road attached as Appendix "B" to staff report DEV-23-085.	Carried Unanimously
23-225	Council	December 18, 2023	<b>Development Permit Application - 820 Esquimalt Road, 833 &amp; 837 Old Esquimalt Road, Staff Report No. DEV-23-078</b>	That Council approve Development Permit No. DP000223 and direct staff to issue the permit and register the notice on the title of the property upon receipt of the landscape deposit.	Carried Unanimously
23-224	Council	December 18, 2023	<b>Accessible BC Act Update, Staff Report No. ADM-23-047</b>	Council: a) rescind the Council resolution from the August 28, 2023 Council meeting as outlined in Staff Report ADM-23-047; and b) authorize the municipality to participate in the joint inter municipal	Carried Unanimously

Use Ctrl+F (PC) or Cmd+F (Mac) to open a Find window to search for specific words.  
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2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				Capital West Accessibility Advisory Committee; and c) authorize the joint inter municipal committee to prepare the initial accessibility plan with a focus on service delivery and employment; and d) authorize nominal annual operating funds for the joint inter municipal staff Advisory Committee expenses; and further e) direct staff to establish an email address as a mechanism to receive public comments on accessibility matters as set out in the Accessible BC Act.	
23-223	Council	December 18, 2023	<b>Asset Management Program &amp; Long Term Financial Plan, Staff Report No. ADM-23-048</b>	That Council endorse an updated approach to asset management that includes adding two proposed projects to the Council Priorities Plan, including Facilities Assessment and Master Plan (estimated \$250,000) and Storm Sewer Master Plan (estimated \$250,000) in 2024, and completing an Asset Management Strategy Update in 2024, including further detail on likely 2025-2027 needs including Parks Asset Management Plan, Roads/Sidewalks Assessment and Asset Management Plan, and Fleet Assessment and Asset Management Plan; And that the annual transfer to the Infrastructure and Revitalization Reserve Fund be cumulative, so that the amount transferred to the reserve increases each year by the equivalent of 1% tax revenue (calculated based on the previous year's financial results); And further that staff be directed to provide a report to Council on how non-market change revenue related to development can be used to offset infrastructure asset management costs.	Carried Unanimously
23-222	Council	December 18, 2023	<b>Business Licence Fee Review, Staff Report No. ADM-23-045</b>	That it be recommended to Council that a review of the Business Licence and Regulation Bylaw, 2013, No 2810 be completed.	Carried Unanimously
23-221	Council	December 18, 2023	<i>Email dated November 29, 2023 from the Victoria Jazz Society Re: In-Kind Funding</i>	That Council refer the request for funding by the Victoria Jazz Society of an additional \$13,000 annually from 2024-2027 for in-kind support for the JazzFest in Bullen Park to the Local Grant Committee; and that the Local Grant Committee examine the issue of requests to Council that come outside of the local grant process.	Carried Unanimously
	Council	December 18, 2023	<i>Email dated November 29, 2023 from the Victoria Jazz Society Re: In-Kind Funding</i>	That the motion be amended to refer to the Committee of the Whole instead of the Local Grant Committee.	Carried Unanimously
23-220	Council	December 18, 2023	<b><i>Email dated November 29, 2023 from the Victoria Jazz Society Re: In-Kind Funding</i></b>	<b>MAIN MOTION AS AMENDED:</b> That Council refer the request for funding by the Victoria Jazz Society of an additional \$13,000 annually from 2024-2027 for in-kind support for the JazzFest in Bullen Park to the Committee of the Whole; and that the Committee of the Whole examine the issue of requests to Council that come outside of the local grant process.	Carried Unanimously
23-219	Council	December 18, 2023	<b>Email dated December 7, 2023 from Morlene Tomlinson Re: Township Community Arts Council Funding Request</b>	That Council approve the one-time funding support for the Township Community Arts Council (TCAC) Ten Year Anniversary projects as follows: - Welcome Pole Dedication Ceremony \$15,000. - Chinese New Year Celebration \$2,000.	Carried with Councillor Armour Opposed
23-218	Council	December 18, 2023	<b>Rezoning Application - 820 Esquimalt Road, 833 &amp; 837 Old Esquimalt Road, Staff Report No. DEV-23-077</b>	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3103 be adopted.	Carried Unanimously
23-217	Council	December 4, 2023	<b>Rise and Report from the In</b>	1. Appointment of AIBC Nominee to the APC Design Review Committee	Carried Unanimously

Use Ctrl+F (PC) or Cmd+F(Mac) to open a Find window to search for specific words.  
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2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			Camera meeting of November 27, 2023	That Council appoint Simon Williams, Architect, to the APC Design Review Committee as a representative of the Architectural Institute of British Columbia (AIBC) for a two-year term of January 1, 2024 - December 31, 2025.	
23-216	Council	December 4, 2023	<b>Council Priorities Refresh, Staff Report No. ADM-23-044</b>	That Council receive Staff Report No. P&R-23-005 and direct staff to: A. Update the Council Priority Plan to include the expanded scope of dock development; and B. Retain a consultant, subject to 2024 budget approval, to provide a feasibility report and construction estimate for Council's consideration.	Carried Unanimously
23-215	Council	December 4, 2023	<b>Council Priorities Refresh, Staff Report No. ADM-23-044</b>	That Council direct the Chief Administrative Officer to provide the estimated cost and impact to deliver a health needs assessment.	Carried Unanimously
23-214	Council	December 4, 2023	<b>Council Priorities Refresh, Staff Report No. ADM-23-044</b>	That Council direct staff to include in the Council Priorities Plan both the Quick Build Cycling Network and the Short-Term Intersection Reviews and Improvements with an anticipated timeline for completion to reflect the contents of the Active Transportation Network Plan.	Carried Unanimously
23-213	Council	December 4, 2023	<i>Council Priorities Refresh, Staff Report No. ADM-23-044</i>	That the Council Priorities Refresh, Staff Report No. ADM-23-044 be postponed for further discussion to the December 11, 2023 Committee of the Whole meeting.	Carried Unanimously
23-212	Council	December 4, 2023	<i>Council Priorities Refresh, Staff Report No. ADM-23-044</i>	That an amendment to the motion be made to continue discussion on the addendums to the Staff Report at the Regular Council meeting of December 4, 2023.	Carried Unanimously
23-211	Council	December 4, 2023	<b>Council Priorities Refresh, Staff Report No. ADM-23-044</b>	<b>MAIN MOTION AS AMENDED</b> That the Council Priorities Refresh, Staff Report No. ADM-23-044 be postponed for further discussion to the December 11, 2023 Committee of the Whole meeting with the exception of continuing the discussion on the addendums attached to the Staff Report at the Regular Council meeting of December 4, 2023.	Carried Unanimously
23-210	Council	December 4, 2023	<b>Advisory Planning Commission Bylaw, 2012, No. 2792, Amendment Bylaw, 2023, No. 3125 - For Adoption</b>	That Advisory Planning Commission Bylaw, 2012, No. 2792, Amendment Bylaw, 2023, No. 3125 be adopted.	Carried Unanimously
23-209	Council	December 4, 2023	<b>Rezoning Application Public Hearing - 884 Lampson Street - Staff Report No. DEV-23-084</b>	That Council give third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3098, which would change the zoning designation for the subject properties from RS-1 [Single Family Residential], RD-3 [Two Family/Single Family Residential] and RD-1 [Two Family Residential] to CD No. 155 [Comprehensive Development District No. 155].	
23-208	Council	November 27, 2023	<b>Email from Christina Asia of Parkinson Wellness Projects, dated November 1, 2023 Re: Request for light up of red on World Parkinson's Day, April 11, 2024 for awareness of Parkinson's disease.</b>	That Council direct staff to light up Archie Browning Sports Centre and the water park red to help spread awareness of Parkinson's disease on World Parkinson's Day, April 11, 2024.	Carried Unanimously
23-207	Council	November 27, 2023	<b>Letter dated November 7, 2023 from Sid Tobias, Mayor of the Town of View Royal addressed to the Auditor</b>	That Council postpone the discussion on the letter from the Mayor of View Royal to a future Council meeting.	Carried Unanimously

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2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			General of BC Re: Request for Audit of Bill 44 - Housing Statues (Residential Development) Amendment Act.		
23-206	Council	November 27, 2023	<b>Recommendation from the Committee of the Whole Meeting of November 20, 2023</b>	That the recommendation from the Committee of the Whole meeting of November 20, 2023 be ratified: <u>Liquor License Application - 622 Admirals, Staff Report No. DEV-23-070</u> "That the Committee of the Whole recommend that Council recommend to the Liquor and Cannabis Regulation Branch (LCRB) approval of the application for a Liquor Primary License at 102-622 Admirals Road by the Royal Canadian Legion, Esquimalt Dockyard Branch 172 as per Staff Report DEV-23-070." The following comments were provided for the LCRB's Consideration: -This location was previously occupied by the Legion prior to redevelopment, so is therefore supportable. -The Legion has been a positive part of the Township since 1972. -The Legion establishment will help meet the need for rental venues in the community.	Carried Unanimously
23-205	Council	November 27, 2023	<b>Amendment to Advisory Planning Commission Bylaw, 2012, No. 2792, Staff Report No. ADM-23-042</b>	That Council give three readings to Advisory Planning Commission Bylaw, 2012, No. 2792, Amendment Bylaw, 2023, No. 3125.	Carried Unanimously
23-204	Council	November 27, 2023	<b>Rezoning Application - Bylaw Readings - 1232 -1234 Juno St - Report No. DEV-23-083</b>	That Council give first, second and third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3121 which would amend the Two Family Residential [RD-1] zone to permit the use of a Group Children's Day Care Centre located at 1232-1234 Juno St.	Carried Unanimously
23-203	Council	November 27, 2023	<b>Amendment to Policy ADMIN-79 Terms of Reference: Environment, Parks and Recreation Advisory Committee, Staff Report No. ADM-23-040</b>	That Council approve the amendments to Policy ADMIN-79 Terms of Reference: Environment, Parks and Recreation Advisory Committee as outlined in Staff Report No. ADM-23-040.	Carried Unanimously
23-202	Council	November 27, 2023	<b>Yard and Garden Waste Facility - Contract Award, Staff Report No. EPW-23-019</b>	That Council award the contract for the operation of the transfer station and processing of the yard and garden waste stream to Ellice Recycling for a three-year period at a total contract cost of \$1,019,556, as detailed in Staff Report EPW-23-019, and pending approval by View Royal's Council.	Carried Unanimously
23-201	Council	November 27, 2023	<b>Fire Confined Space Entry Agreement - Victoria/Esquimalt, Staff Report No. FIRE-23-007</b>	That Council approves the extension of the Confined Space Entry Agreement between Victoria and Esquimalt as attached to Staff Report No. FIRE-23-007.	Carried Unanimously
23-200	Council	November 27, 2023	<b>Esquimalt High School - Athletics Program Grant Funding, Staff Report FIN-23-015</b>	That Council direct staff to issue a payment in the amount of \$2,750 to Esquimalt High School to support its athletic program expenditures as outlined in the application attached to Staff Report FIN-23-015.	Carried Unanimously
23-199	Council	November 27, 2023	<b>Purchasing and Disposal Bylaw 2023 No. 3123 - For Adoption</b>	That Purchasing and Disposal Bylaw, 2023, No. 3123 be adopted.	Carried Unanimously

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Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
23-198	Council	November 6, 2023	<b>Rise and Report - Motions from the In Camera meeting of October 30, 2023 - 2024 Committee Appointments</b>	At the October 30th In Camera meeting, Council passed the following resolutions: 1. That Council re-appoint TJ Schur and Mike Nugent to the Advisory Planning Commission for two-year terms from January 1, 2024 to December 31, 2025. 2. That Council re-appoint Tara Todesco to the Advisory Planning Commission Design Review Committee for a two-year term from January 1, 2024 to December 31, 2025. 3. That Council re-appoint Chris Windjack, Landscape Architect, to the APC Design Review Committee as the representative of the BC Society of Landscape Architects for a two-year term of January 1, 2024 - December 31, 2025. 4. That Council re-appoint Nathanael Jones, Lee Mauro, Elyse Norgaard Kituri, and Kyler Nurmsoo to the Environment, Parks, and Recreation Advisory Committee for two-year terms from January 1, 2024 to December 31, 2025. 5. That Council re-appoint Shona Redman to the Environment, Parks, and Recreation Advisory Committee for a one-year term from January 1, 2024 to December 31, 2024. 6. That Council re-appoint Eden Andarge as a Youth Representative to the Environment, Parks, and Recreation Advisory Committee for a term effective immediately to June 30, 2024. 7. That Council appoint Mark Seebaran to the Advisory Planning Commission for a two year term from January 1, 2024 to December 31, 2025. 8. That Council appoint Paul McKinnon to the Advisory Planning Commission Design Review Committee for a two-year term from January 1, 2024 to December 31, 2025. 9. That Council appoint Ryan Badowski as a Youth Representative to the Environment, Parks, and Recreation Advisory Committee for a term effective immediately to June 30, 2024. 10. That Council re-appoint Graeme Verhulst to the Advisory Planning Commission Design Review Committee for a one-year term from January 1, 2024 to December 31, 2024.	Carried Unanimously
23-197	Council	November 6, 2023	<b>Purchasing and Disposal Bylaw, Staff Report No. FIN-23-013</b>	That Council give first, second and third readings to Purchasing and Disposal Bylaw, 2023, No. 3123.	Carried Unanimously
23-196	Council	November 6, 2023	<b>Liquor Licensing Policy, Staff Report No. DEV-23-073</b>	That Council request staff review business licence fees and provide a comparison with other regional municipalities and make recommendations back to Council ideally by the end of the year if it fits within staff's current commitments.	Carried Unanimously
23-195	Council	November 6, 2023	<b>Liquor Licensing Policy, Staff Report No. DEV-23-073</b>	1. That Council repeal the following Council policies: - "Amendment to Existing Liquor Licence" No. ADMIN-53, and - "New Liquor License Establishments and Licensee Retail Stores Policy" No. ADMIN-55. 2. That Council adopt "Liquor Licensing Policy" No. PLAN-37.	Carried Unanimously
23-194	Council	November 6, 2023	<b>Development Variance Permit Application, 904 Admirals Road, Staff Report No. DEV-23-079</b>	That Development Variance Permit No. DVP00142 be approved and issued.	Carried Unanimously
23-193	Council	November 6, 2023	<b>Rezoning Application - Request to Not Hold a Public Hearing - 1234 Juno St, Staff</b>	That Council not hold a Public Hearing pursuant to Local Government Act, Section 464(2) for Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3121 which would amend the Two Family Residential [RD-1]	Carried Unanimously

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2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			Report No. DEV-23-076	zone to permit the use of a Group Children's Day Care Centre located at 1234 Juno St.	
23-192	Council	November 6, 2023	<b>2024-2028 Financial Plan and Budget Schedule, Staff Report No. 23-012</b>	That Council approve the 2024-2028 Financial Plan and Budget Schedule as attached to Staff Report No. FIN-23-012.	Carried Unanimously
23-191	Council	November 6, 2023	<b>2024 Council Appointments, Staff Report No. ADM-23-038</b>	That Council approve the 2024 Council appointments to internal and external Committees as attached to Staff Report No. ADM-23-038.	Carried Unanimously
23-190	Council	November 6, 2023	<b>Annual Regular Council and Committee of the Whole Meeting Schedule, Staff Report No. ADM-23-037</b>	That Council approve option 1 as the 2024 Regular Council and Committee of the Whole Meeting Schedule as outlined in attachment 1 to Staff Report No. ADM-23-037.	Carried Unanimously
23-189	Council	November 6, 2023	<b>Building Regulation Bylaw, 2017, No. 2899, Amendment Bylaw, 2023, No. 3118 - For Adoption (Zero Carbon Step Code)</b>	That Building Regulation Bylaw, 2017, No. 2899, Amendment Bylaw, 2023, No. 3118 be adopted.	Carried Unanimously
23-188	Council	October 30, 2023	<b>Examining Options for Increasing After Hours Bylaw Enforcement - Councillors Cavens and Boardman - For Discussion</b>	That Council direct staff to prepare background materials and facilitate a Council discussion exploring options to enhance evening and weekend bylaw enforcement, particularly focusing on parking issues.	Carried Unanimously
23-187	Council	October 30, 2023	<b>Revision of "Maintenance of Property and Nuisance Regulation Bylaw" with Respect to Construction Noise - Councillors Cavens and Armour - For Discussion</b>	That staff prepare an impact assessment, including timelines, of a more complete revision to the noise portion of the Bylaw for inclusion in the November 2023 Council Priorities Refresh process.	Defeated with all Opposed.
23-186	Council	October 30, 2023	<b>Revision of "Maintenance of Property and Nuisance Regulation Bylaw" with Respect to Construction Noise - Councillors Cavens and Armour - For Discussion</b>	<b>Main Motion as Amended:</b> That Council direct staff to amend the "Maintenance of Property and Nuisance Regulation Bylaw, 2014, No. 2826" to limit construction or demolition work to occur between the hours of 7am and 7pm on weekdays, and 9am and 6pm on Saturdays, and no construction or demolition work allowed on Sundays, and Statutory Holidays.	Carried Unanimously
23-185	Council	October 30, 2023	<i>Revision of "Maintenance of Property and Nuisance Regulation Bylaw" with Respect to Construction Noise - Councillors Cavens and Armour - For Discussion</i>	That the motion be amended to include that there be no construction or demolition work allowed on Sundays, and Statutory Holidays.	Carried Unanimously
23-184	Council	October 30, 2023	<i>Revision of "Maintenance of Property and Nuisance Regulation Bylaw" with Respect to Construction Noise - Councillors Cavens and Armour - For Discussion</i>	That the motion be separated into two motions.	Carried Unanimously
23-183	Council	October 30, 2023	<b>Recommendations from the Committee of the Whole meeting of October 23, 2023</b>	That the recommendations from the Committee of the Whole meeting of October 23, 2023 be ratified: 1. <u>Development Capacity Study - Review of Variables to be Analyzed, Staff Report No. DEV-23-072</u> "That the Committee of the Whole recommend that Council direct staff	Carried Unanimously.

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2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				to report back with a revised Request for Proposal for the Development Capacity Study based on feedback received from the Committee of the Whole."	
23-182	Council	October 30, 2023	<b>Recommendations from the Committee of the Whole meeting of October 23, 2023</b>	2. <u>Community Volunteer Attraction and Recognition, Staff Report No. ADM-023-035</u> "That the Committee of the Whole recommend that Council: 1. Direct staff to circulate a letter to volunteer organizations requesting feedback on preferred volunteer recognition methods; and 2. Direct staff to report back with the resource and budget implications on the options for volunteer attraction and recognition, and a draft revised policy based on the feedback received from the Committee of the Whole."	Carried Unanimously.
23-181	Council	October 30, 2023	<b>Recommendations from the Committee of the Whole meeting of October 23, 2023</b>	3. 2023-2025 Economic Development Action Plan, Staff Report No. ADM-23-036 "That it be recommended to Council that: 1. Staff Report ADM-23-036 be received; 2. The draft Economic Development Action Plan be endorsed as attached to Staff Report ADM-23-036; and 3. Staff be directed to request any additional resources required through the annual budget process or early budget approvals."	Carried Unanimously.
23-180	Council	October 30, 2023	<b>Low Carbon Energy Systems - Amendment Bylaw 3118 -</b>	That Council give third reading to "Building Regulation Bylaw, 2017, No. 2899, Amendment Bylaw, 2023, No. 3118.	Carried Unanimously.
23-179	Council	October 30, 2023	<b>Zero Carbon Step Code, Staff Report No.DEV-23-075</b>	That Council give second reading to "Building Regulation Bylaw, 2017, No. 2899, Amendment Bylaw, 2023, No. 3118" as amended.	Carried Unanimously.
23-178	Council	October 30, 2023	<b>Low Carbon Energy Systems - Amendment Bylaw 3118 -</b>	That "Building Regulation Bylaw, 2017, No. 2899, Amendment Bylaw, 2023, No. 3118" be amended to change the date under section 4. 6D. Application of the BC Zero Carbon Step Code from July 1, 2025 to November 1, 2024.	Carried Unanimously.
23-177	Council	October 30, 2023	<b>Low Carbon Energy Systems - Amendment Bylaw 3118 - Zero Carbon Step Code, Staff Report No.DEV-23-075</b>	That Council give first reading to "Building Regulation Bylaw, 2017, No. 2899, Amendment Bylaw, 2023, No. 3118".	Carried Unanimously.
23-176	Council	October 30, 2023	<b>Tenant Assistance Policy, Staff Report No. DEV-23-057</b>	<b>Main Motion as Amended:</b> That Council adopt the Tenant Assistance Policy with the following amendments: - Remove development permits, and demolition permits from the Policy Target Section 3 to align with the City of Victoria and the District of Saanich. - The policy shall be reviewed after the first year of implementation in consultation with all stakeholders.	Carried Unanimously.
23-175	Council	October 30, 2023	<i>Tenant Assistance Policy, Staff Report No. DEV-23-057</i>	That the Tenant Assistance Policy be amended to add that the policy shall be reviewed after the first year of implementation in consultation with all stakeholders.	Carried Unanimously.
23-174	Council	October 30, 2023	<i>Tenant Assistance Policy, Staff Report No. DEV-23-057</i>	That the Tenant Assistance Policy be amended to remove development permits, and demolition permits from the Policy Target Section 3 to align with the City of Victoria and the District of Saanich.	Carried Unanimously.
23-173	Council	October 30, 2023	<b>Tenant Assistance Policy, Staff Report No. DEV-23-057</b>	That Council postpone the discussion of the motion until staff engage in further consultation in regard to the tenant assistance policy report to Council.	Defeated with Councillor Boardman, Councillor Cavens, Councillor Helliwell, Councillor Morrison, and Councillor Rotchford Opposed

2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
23-172	Council	October 30, 2023	<b>Tax Exemption (Non-Profit Organizations) Bylaw, 2023, No. 3120 - For Adoption</b>	That Tax Exemption (Non-Profit Organizations) Bylaw, 2023, No. 3120 be adopted.	Carried Unanimously.
23-171	Council	October 16, 2023	<b>Email dated September 19, 2023 from Judith Cullington, Victoria Migratory Bird Sanctuary (VHMBS) Re: Proclamation for the 100th Anniversary of the VHMBS</b>	<p>Whereas: The Victoria Harbour Migratory Bird Sanctuary lies in the lands and waters of the ləkʷəŋən-speaking people, known today as the Xwsepsum (Esquimalt) and Songhees Nations, who have stewarded and lived off these waters since time immemorial. Indigenous people maintain unique and shared spiritual, cultural, ecological, and political responsibilities to these places. "ləkʷəŋən" means the "place to smoke herring", and herring continue to play an essential role in the ecological health of this area.</p> <p>Whereas: The historic Victoria Harbour Migratory Bird Sanctuary was established on October 27, 1923-the first and largest migratory bird sanctuary on the Pacific Coast. The sanctuary's inception was a response to declining bird populations caused by overhunting by European settlers, notably the market hunting of Pacific Black Brant. Today, it thrives as a testament to a successful integration of nature and city life-offering sanctuary to birds, rare plants, marine mammals, fish, and endangered species, as well as recreational/educational opportunities for people.</p> <p>Whereas: Victoria Harbour MBS stands alongside Shoal Harbour MBS and Esquimalt Lagoon MBS as an embodiment of this region's earliest generations.</p> <p>Whereas: Stretching over thirty kilometres of Greater Victoria's marine frontage and encompassing 1840 hectares of diverse ecosystems, the sanctuary connects Portage Inlet to Cadboro Bay and creates a vital link between waterways and habitats.</p> <p>Whereas: The sanctuary's influence extends beyond municipal borders, uniting five municipalities within the Capital Regional District and exemplifying the synergy between urban life and the natural world.</p> <p>Whereas: Decades of restoration and cleanup efforts, driven by diverse public, private, and volunteer agencies and groups, have breathed new life into the sanctuary. These restored areas and cleaner waters have revitalized urban spaces in Greater Victoria.</p> <p>Therefore, Be It Resolved That on the momentous centennial anniversary of the historic Victoria Harbour Migratory Bird Sanctuary, the participating municipalities pay tribute to its historic legacy, honour the volunteers who have contributed tirelessly, and reaffirm their dedication to upholding the sanctuary's distinctive equilibrium between urban existence and harmonious wildlife cohabitation.</p>	Carried Unanimously.
23-170	Council	October 16, 2023	<b>Email dated September 20, 2023 from Sylvia Vink, Esquimalt 172 Legion Re: 2023 Poppy Campaign</b>	That Council authorize the request by the Esquimalt-Dockyard Branch 172 Legion to distribute Remembrance Day poppies within the Township of Esquimalt, from October 27 - November 10, 2023.	Carried Unanimously.
23-169	Council	October 16, 2023	<b>Email from Capital Regional District dated September 26, 2023 Re: Consent for Bylaw No. 4551 - Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023</b>	That Council consent to the CRD adopting Bylaw No. 4551 "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023".	Carried Unanimously.
23-168	Council	October 16, 2023	<b>2024-2027 Permissive Tax Exemptions, Staff Report</b>	1. That Council deny the exemption request from the Greater Victoria Housing Society for 2024.	Carried with Councillors Cavens, Helliwell and Rotchford Opposed

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2023 COUNCIL RESOLUTIONS 3 <sup>rd</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			FIN-23-011	2. That Council direct staff to provide recommendations for a policy that would address applications with circumstances similar to the Greater Victoria Housing Society.	
23-167	Council	October 16, 2023	<b>2024-2027 Permissive Tax Exemptions, Staff Report FIN-23-011</b>	That Council give first reading, to Tax Exemption (Non-Profit Organizations) Bylaw, 2023, No. 3120 as attached to Staff Report FIN-23-011.	Carried Unanimously.
				That Council give second reading, to Tax Exemption (Non-Profit Organizations) Bylaw, 2023, No. 3120 as attached to Staff Report FIN-23-011.	
				That Tax Exemption (Non-Profit Organizations) Bylaw, 2023, No. 3120 as attached to Staff Report FIN-23-011 be amended to provide Island Corridor Foundation a one hundred percent tax exemption for a one-year term	Carried with Councillor Armour Opposed
				That Council give second reading to Tax Exemption (Non-Profit Organizations) Bylaw, 2023, No. 3120 as amended.	Carried Unanimously.
				That Council give third reading to Tax Exemption (Non-Profit Organizations) Bylaw, 2023, No. 3120.	Carried Unanimously.
23-166	Council	October 16, 2023	<b>Development Variance Permit - 772 Dominion, Staff Report No. DEV-23-071</b>	That Council approve an amendment to Development Variance Permit No. DVP00127 to correct a typographical error in the front yard setback within the text of Development Variance Permit No. DVP00127, from 7.5m to 6.5m rather than from 7.5m to 6.9m.	Carried Unanimously.
23-165	Council	October 16, 2023	<b>Rezoning Application Second Reading - 884 Lampson Street - Staff Report No. DEV-23-069</b>	1. That Council give second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3098 (as amended), which would change the zoning designation from RS-1 [Single Family Residential], RD-3 [Two Family/Single Family Residential] and RD-1 [Two Family Residential] to CD No. 155 [Comprehensive Development District No. 155]. 2. That Council direct staff to schedule a Public Hearing for Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3098.	Carried Unanimously.
23-165	Council	October 16, 2023	<b>Rezoning Bylaw Adoption – Micro Beverage Manufacturer - 1209 Lyall Street, Staff Report No.: DEV-23-068</b>	That Zoning Bylaw, 1992, No. 2050 Amendment Bylaw, 2022, No. 3082 be adopted.	Carried Unanimously.
23-164	Council	September 25, 2023	<b>Email from Captain Aaron Nile, Royal Canadian Air Force dated September 6, 2023 Re: Request for Light Up in Commemoration of the Royal Canadian Air Force Centennial on April 1, 2024</b>	That Council direct staff to light up the Archie Browning Sports Centre and Waterpark blue on April 1, 2024 in commemoration of the Royal Canadian Air Force Centennial and in celebration of the men and women, past and present, for their service to Canada at home and abroad.	Carried Unanimously
23-163	Council	September 25, 2023	<b>Transportation Governance Questionnaire, Staff Report No. EPW-23-016</b>	That Council direct staff to submit to the Capital Regional District Transportation Governance and Engagement Workbook to the CRD with the approved responses.	Carried Unanimously
23-162	Council	September 25, 2023	<b>Development Permit - 817 Esquimalt Rd - Report No. DEV-23-064</b>	That Council approve Development Permit No. DP000189 Amendment No.1.	Carried Unanimously
23-161	Council	September 25, 2023	<b>2024 BC Men's &amp; Women's Curling Championships Outline of Financial Support Staff Report No. P&amp;R-23-014</b>	That Council approve \$12,500 for in-kind support for the 2024 BC Provincial Men's & Women's Curling Championships, negotiated by staff with the event organizer.	Carried Unanimously
23-160	Council	September 25, 2023	<b>Development Variance Permit Application - 547 Lampson Street, Staff Report No. DEV-23-066</b>	That Development Variance Permit No. DVP00141 be approved and issued.	Carried Unanimously

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Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
23-159	Council	September 25, 2023	<b>Integrated Resource Management Update, Staff Report No. EPW-23-017</b>	That Council postpone consideration of this matter pending receipt of a proposal for biochar testing costs and confirmation of availability of funds from the Capital Regional District to undertake this testing.	Carried Unanimously
23-158	Council	September 25, 2023	<b>Rezoning Application - 1253 Lyall Street, Staff Report No. DEV-23-067</b>	That Council Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3057 be adopted.	Carried Unanimously
23-157	Council	September 11, 2023	<b>918 Old Esquimalt Road - Section 219 Covenant Modification, Staff Report No. DEV-22-063</b>	That Council authorize the Mayor and Corporate Officer to execute the necessary documents to modify the Section 219 Covenant (Appendix "A") currently registered on the titles on units 1 to 5, 918 Old Esquimalt Road.	Carried Unanimously
23-156	Council	September 11, 2023	<b>Development Permit Application - 906 Old Esquimalt Road, Staff Report No. DEV-23-061</b>	That Council authorize the Mayor and Corporate Officer to execute the necessary documents to modify the Section 219 Covenant (Appendix "A") currently registered on the titles on units 1 to 5, 918 Old Esquimalt Road.	Carried Unanimously
23-155	Council	September 11, 2023	<b>Recreation Centre Boiler Installation Contract Award, Staff Report No. P&amp;R-23-012</b>	That Council: a) amend the 2023-2027 Financial Plan and approve the additional \$178,706 in funds from the Capital Project Reserve Fund for a total project budget of \$708,860; and b) award the boiler installation contract to PML (Professional Mechanical Limited) and direct staff to complete the Recreation Centre boiler replacement project as described in Staff Report P&R-23-011.	Carried Unanimously
23-154	Council	September 11, 2023	<b>Transportation Governance Questionnaire, Staff Report No. EPW-23-016</b>	That further consideration of the CRD Transportation Governance Questionnaire be postponed until the Regular Council meeting of September 25, 2023.	Carried Unanimously
23-153	Council	September 11, 2023	<b>Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3112 (DP and Floor Area Ratio Exemptions) - For Adoption</b>	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3112 be adopted.	Carried Unanimously
23-152	Council	September 11, 2023	<b>Rezoning Application - 817 Esquimalt Road, Staff Report No. DEV-23-062</b>	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw No. 3101 be adopted.	Carried Unanimously
23-151	Council	September 11, 2023	<b>Rezoning Application - 734 Sea Terrace</b>	1. That Council give third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3116. 2. That a Section 219 Covenant be registered on title to secure the items outlined in Staff Report DEV-23-053 prior to consideration of adoption of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3116.	Carried with Councillor Morrison, and Councillor Rotchford Opposed



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-047

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. DEV-24-007

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Bill Brown, Director of Development Services

**SUBJECT:** Development Services Department - 2023 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2023 to December 31, 2023.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Rezoning Application / Official Community Plan Amendments

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

- 614/616/618 Grenville Avenue - 16 storey mixed-used 132 units of residential.
- 1234 Juno Street - Town-initiated text amendment for daycare
- 899 Esquimalt Road - 2 additional storeys with 16 residential units
- 1005 Tillicum Road - 5 storey, mixed-used 34 units of residential

##### 2. Development Permit (DP) Applications

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

- 1072 & 1076 Colville Road - 2 Duplexes with suites (8 units total)
- 772 Dominion Road- minor amendment to DP000200 for additional floor area
- 884 Lampson Street - 119-unit multi-family residential

##### 3. Development Variance Permit (DVP) Applications

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

- 904 Admirals Road - minimum lot width for change of orientation after subdivision.
- 500 Park Place - height, parking, and setback for new Township of Esquimalt Public Safety Building.

#### **4. Board of Variance Application (BOV)**

Two new applications were received in the third period.

- 478 Lampson Street - front yard setback for 1.2m cover over front door - *Approved*.
- 850 Colville Road - height variance from 7.85m to 7.97m - *Approved*.

#### **5. Heritage Alteration Permits (HAP)**

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

#### **6. Subdivision Applications**

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

#### **7. Temporary Use Permit [TUP] Applications**

In addition to continuing to process existing TUP applications (Appendix “B”), one new TUP application was received during the second period.

- 608 Nelson Street - Storage/staging, prefabrication for construction

#### **8. Liquor Licence Applications**

- New - 429 Lampson Street - Liquor & Food Primary for Rosemead Lounge & Janevca Restaurant
- 505 Park Place, Unit 101 - Saxe Point Public House

#### **9. Legal Documents**

- 918 Old Esquimalt Road Units 1 - 5, Discharge of Covenant.
- 817 Esquimalt Road - Modification to Section 219 Covenant and Housing Agreement.

- 850 Colville Road and 842 Carrie Street - Discharge of Section 219 Covenant.

## 10. Other Planning Projects

- Staff learned of the new Provincial Bills 44, 46, and 47 began to consider the implications for housing development planning in Esquimalt.
- Worked with the consulting team on the Integrated Parking Study.
- Worked on an Omnibus Amending Bylaw for the Zoning Bylaw, 1992, No. 2050.
- Attended the Global Earthquake Model Foundation Canada Steering Committee meeting (online).
- Continued to work on the Official Community Plan recalibration.
- Drafted a Tenant Relocation Policy development and presented it to Council.
- Drafted a Liquor Licence Policy and presented it to Council.
- Prepared amendments to the Development Application Procedures and Fees Bylaw to delegate development variance permits for minor variances and development permits for up to 6-residential units to the Director of Development Services.

## 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.

## 12. Sustainability

- Council adopted a Building Regulation Bylaw Amendment to implement the new Zero Carbon Step Code on November 6, 2023 - (Low Carbon Energy Systems Council priority) with implementation starting January 1, 2024.
- Staff worked on the Council's Climate Action Planning Workshop motion with a new project initiative to create a roadmap to develop a concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030.
- Internal Climate Action Working Group met four times (monthly from September to December).
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group
- Staff prepared agenda for September Internal Climate Action Working Group meeting.

## 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.
- Processed LiDAR data to create high vegetation canopy coverage map and 3D building map.
- Processed census data in 2021 to GIS format to be integrated in GIS maps.
- Created a GIS Open Data Portal for the public to explore and download GIS datasets.
- Made several census maps and census dashboards.

#### 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 15 Freedom of Information requests for building plans.
- Met with the Urban Development Institute liaison committee.
- Staff attended a Building Benchmark BC zoom meeting.
- Attended meeting of the Regional Planning Directors.
- Worked with the Geological Survey of Canada to organize a workshop of planners to help them understand earthquakes and their impacts.
- Attended the Royal Canadian Institute of Architecture Congress Low Carbon Education Training Workshop as a guest planner.
- Attended the “Bridging the Gap” event sponsored by the University of Victoria Real Estate Club in support of the students.

#### 15. Training

Staff attended the following training sessions:

- Staff attended an Indigenous Awareness Training Session
- Staff attended several webinars relating to housing, the STEP Code, amendments to the BC Building Code, and affordable missing middle housing.
- Planning staff attended an “Understanding Earthquakes - A Primer for Planners” workshop.

#### 16. Statistics

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

### II. COMMITTEES

#### Advisory Planning Commission:

- The Advisory Planning Commission met three times in the third period and reviewed five applications.

Design Review Committee:

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**File #:24-047**

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- The Design Review Committee met three times in the third period and reviewed five applications.

Board of Variance:

- The Board of Variance met one time during the third period and considered two applications.

<b>Project Address</b>	<b>Application Type</b>	<b>Number of Rental Units</b>	<b>Number of Owner Units</b>	<b>Number of Institutional Units</b>	<b>Total Number of Units</b>	<b>Number of Affordable Units Within the Total</b>	<b>Housing Type</b>
<b>622 Admirals Road - Esquimalt Legion</b>	Completed July 14, 2023	95	38	48	181	0	Apartment Seniors
<b>687 Admirals Road</b>	Complete (Oct. 26, 2022)	48	0	0	48	0	Apartment
<b>838- 842 Admirals Road</b>	Complete (Jan. 2021)	28	0	0	28	0	Apartment
<b>904 Admirals Road</b>	Subdivision	2	2	0	4	0	Duplex with Suites
<b>664 Admirals Road</b>	Building Permit	83	0	0	83	6	Apartment
<b>1211 Carlisle Avenue (14-lot consolidation)</b>	Development Permit	198	0	0	198	TBD	Apartment
<b>1223 Carlisle Avenue</b>	Rezoning	0	22	0	22	0	Apartment
<b>900 Carlton Terrace/900 Esquimalt Road</b>	Development Permit and Development Variance Permit	96	176	0	272	TBD	Apartment
<b>878 Colville Road</b>	Rezoning	0	6	0	6	0	Townhouse
<b>937 Colville Road</b>	Complete (Dec 16, 2021)	0	6	0	6	0	Townhouse
<b>955 Colville Road</b>	Complete (Apr 17, 2021)	0	10	0	10	0	Townhouse
<b>612 Constance Avenue</b>	Building Permit	129	0	0	129	8	Apartment
<b>638 Constance</b>	Complete (Feb 23, 2020)	71	0	0	71	7	Apartment
<b>812 Craigflower</b>	Building Permit	0	10	0	10	0	
<b>1006 + 1010 Craigflower</b>	Development Permit/ Development Variance Permit	134	0	0	134	TBD	Apartment
<b>632 (formerly 636) Drake Ave</b>	Completed (units 4 + 5 March 20, 2023) (units 6 + 7 March	0	7	0	7	0	Townhouse

<b>Project Address</b>	<b>Application Type</b>	<b>Number of Rental Units</b>	<b>Number of Owner Units</b>	<b>Number of Institutional Units</b>	<b>Total Number of Units</b>	<b>Number of Affordable Units Within the Total</b>	<b>Housing Type</b>
	31, 2023) (Units 1,2, + 3 June 5, 2023)						
<b>820 Dunsmuir Road</b>	Building Permit	0	7	0	7	0	Townhouse
<b>835 Dunsmuir Road</b>	Complete (Nov. 18, 2020)	0	32	0	32	0	Apartment
<b>876 Dunsmuir Road</b>	Completed October 20, 2023	0	4	0	4	0	Townhouse
<b>1235 Esquimalt Road - Esquimalt Town Square</b>	Complete (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
<b>817 Esquimalt Road</b>	Development Permit	104	0	0	104	TBD	Apartment
<b>820 Esquimalt Road</b>	Development Permit	135	0	0	135	0	Apartment
<b>852 (formerly 856/858) Esquimalt Road</b>	Building Permit (May 4, 2023)	198	0	0	198	0	Apartment
<b>861/865 Esquimalt Road</b>	Rezoning	0	43	0	43	TBD	Apartment
<b>899 Esquimalt Road - Pacific House</b>	Building Permit	0	66	0	66	0	Apartment
<b>1100-1108 Esquimalt Road and 610, 612, and 618 Lampson Street</b>	Building Permit	0	89	0	89	0	Apartment/ Townhouse
<b>615 Fernhill Road</b>	Complete (Nov 3, 2021)	0	10	0	10	0	Townhouse
<b>874 Fleming Street (net 60)</b>	Building Permit	137	0	0	137	137	Apartment
<b>880 Fleming Street</b>	Development Permit	42	3		45	24	Apartment
<b>474 Head Street - Triangle Lands</b>	Complete (Nov 14, 2022)	0	73	0	73	0	Apartment
<b>460 to 464 Head Street - West Bay Quay</b>	Development Permit	0	12	0	12	0	Apartment

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
485 Joffre Street South	Building Permit	6	0	0	6	0	Stacked Townhouse
861 Kindersley Road	Rezoning	0	5	0	5	0	Townhouse
429 Lampson Street - English Inn	Building Permit	0	227	0	227	0	Apartment/Townhouse
756/758 Lampson Street	Rezoning	0	11		11		Townhouse
851 Lampson	Building Permit	0	4	0	4	0	Townhouse
884 Lampson Street	Rezoning	0	119	0	119	0	Apartment
914 McNaughton Ave	Rezoning	0	4	0	4	0	
906 Old Esquimalt Road	Development Permit	0	5	0	5	0	Townhouse
1338 to 1350 Saunders St	Building Permit	72	0	0	72	6	Apartment
602, 608, & 612 Nelson & 1319/1331/1347 Sussex Street	Rezoning	314	0	0	314	TBD	Apartment
734 Sea Terrace	Rezoning	17	0	0	17	TBD	Apartment
815 & 825 Selkirk Avenue	Development Permit	0	46	0	46	0	Apartment
1052 Tillicum Road	Complete April 9, 2020	0	5	0	5	0	Townhouse
1048 & 1050 Tillicum Road	Completed April 13, 2023	0	5	0	5	0	Townhouse
1075 Tillicum Road	Building Permit	0	99	0	99	0	Apartment
530/534/538 West Bay Terrace	Building Permit	105	0	0	105	0	Apartment
958 Wollaston	Rezoning	0	4	0	4	0	Townhouse
<b>Total:</b>		<b>2048 (62 %)</b>	<b>1218 (37 %)</b>	<b>48 (1 %)</b>	<b>3314 (100%)</b>	<b>195 (6 % of total)</b>	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on June 19, 2023

Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units
<b>Rezoning</b>	331	203	0	534
<b>Subdivision</b>	2	2	0	4
<b>Development Permit</b>	720	242	0	962
<b>Building Permit</b>	730	502	0	1232
<b>Completed (from January 2020)</b>	290	244	48	582
<b>Total</b>	2073	1193	48	3314

Table 2 Number of Units by Application Type

January 17, 2024

**APPENDIX B**  
**Ongoing Application Status**  
**as of December 31, 2023**

<b>Address</b>	<b>Type of Application</b>	<b>Description</b>	<b>Status</b>
<b>REZONING APPLICATION</b>			
1253 Lyall Street	Rezoning	To amend the zoning from RD-4 to a CD Zone to accommodate a 2-lot subdivision for a Single Family Home on the new lot.	Zoning adopted September 25, 2023.
1209 Lyall Street	Rezoning	To amend the zoning bylaw to allow for a small cottage brewery operation.	Council held a public hearing and gave 3 <sup>rd</sup> reading of Bylaw 3082 on November 21, 2022 and adopted on October 16, 2023.
884 Lampson Street	Rezoning	To Amend the zoning to accommodate a 119 units, 6 storey apartment complex at 863/879/885/887 Tillicum Rd & 884 Lampson St	Third reading given December 4, 2023. Staff in the process of registering S.219 Covenant before adoption.
820 Esquimalt Road	Rezoning	To amend the zoning to allow a proposed development of 3 properties to facilitate the development of a purpose-built market rental apartment building.	Rezoning Bylaw adopted by Council on December 18, 2023.
861 Kindersley Road	Rezoning	To amend the zoning from RD-4 to CD zone to allow for a 5-unit townhouse development	Public hearing and third reading on May 15, 2023.
734 Sea Terrace	Rezoning	To amend the zoning to permit 17 multifamily units.	Public Hearing and 3 <sup>rd</sup> Reading given at September 11, 2023 Council. Waiting on applicant for registration of S.219 covenant.
1223 Carlisle Avenue	Rezoning	To amend the zoning to permit 22 multifamily units.	Application received.

614-618 Grenville Avenue	Rezoning	To amend the zoning to permit 132 multifamily units.	Application received
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**DEVELOPMENT PERMIT**

<b>Address</b>	<b>Type of Application</b>	<b>Description</b>	<b>Status</b>
815/825 Selkirk Ave	Development Permit	46-unit, 5-storey condominium	Waiting for revised drawings
906 Old Esquimalt Rd	Development Permit	Two-unit building and three-unit building (5 townhouse units)	Approved September 11, 2023
817 Esquimalt Rd	Development Permit	Amendment to existing DP for 104 55+ residential units.	Zoning adopted. S.219 Covenant and Housing Agreement amendment approved January 15, 2024

**DEVELOPMENT VARIANCE PERMIT**

**BOARD OF VARIANCE**

850 Colville Road	Board of Variance	For a variance to the zoning bylaw section 67.120 (6) (b) The applicant previously applied for a DVP to request a building height variance which allowed the building height from 7.3 metres to 7.85 metres. This application is to request the allowable building height to be 7.97 metres.	Approved by the Board of Variance
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Address	Type of Application	Description	Status
478 Fraser Street	Board of Variance	For a variance to the zoning bylaw section 34 (9) (a) (i) This applicant is proposing to construct an overhang above the front entrance. As this overhang is within the required front setback of 7.5 m as per the RS-1 zone, a variance is necessary for this alteration.	Approved by the Board of Variance
<b>HERITAGE ALTERATION PERMIT</b>			
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.
<b>SUBDIVISION APPLICATION</b>			
615 Bryden Court	Subdivision	Subdivision Application to create 2 lots.	Waiting for partial demolition of dwelling
904 Admirals Road	Subdivision	Create two lots	Variance required
958Wollaston and 959 Esquimalt Road	Subdivision	Adjust lot lines	Processing covenant



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-044

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. EPW-24-002

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Joel Clary, Director of Engineering & Public Works

**SUBJECT:** Engineering & Public Works Departments - 2023 Third Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from September 1, 2023 to December 31 2023.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Sanitary Sewer

- 1 new service lateral installed this period (6 total for the year).
- 9 service laterals replaced (due to blockages) this period (16 total for the year).
- Test and clear inspections as and when required.
- 0 new manhole installed this period (2 total for the year).

##### 2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual pump maintenance/controls inspections completed in the second period of 2023.
- Program also includes coordinating similar activities for View Royal pump stations.
- No overflow events to report in the second period.

##### 3. Storm Drains

- 2 new service lateral installed this period (9 total for the year).
- 4 service laterals replaced (due to blockages) this period (7 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (2 total for the year).
- 6 catch basins replaced this period (15 total for the year).
- Program for catch basin cleaning expected in the third period.

##### 4. Liquid Waste Management

*Wastewater - Inflow and Infiltration*

- Continue to build program/bylaw for inflow and infiltration mitigation based on reports: EPW-21-30, EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, and EPW-17-064. I&I strategy for private side laterals to be brought to Council following CRD update of Core Area Liquid Waste Management Plan in 2024.
- Update to Subdivision and Development Bylaw in the third period of 2023 added a requirement for Building Permits over \$150,000 to require replacement of aging private sanitary sewer service connections to reduce I&I.
- Through various investigations with staff, residents, and CRD Source Control, sources of contamination levels at Gosper Crescent outfall were identified and repaired in 2021 and 2022. Scope of work determined in first period of 2023 to fix sewer and drain mains causing remaining contamination levels at Gosper Crescent outfall. Work to be contracted with other I&I projects in 2024.
- Investigative work identified in the I&I Management Plan started in 2022 and continued in 2023.
- Separation of combined manhole at Uganda expected to occur in 2024.
- Consultant developed a plan for I&I reduction in the Colville Catchment, which was identified as the top priority in the I&I Management Plan. Consultant to be hired in first period of 2024 to complete detailed design.
- Flow monitoring equipment procured in 2022 is in use and continues to gather I&I data to help staff narrow down I&I issues.

#### *Liquid Waste Management Plan*

- Participated on the Esquimalt Liaison Committee, with meetings in April and September. CRD continues to receive and investigate odour complaints.
- Participated in initial discussions with the CRD led Core Area Liquid Waste Management Plan Technical Working Group to review an update to the Core Area Liquid Waste Management Plan in 2022. Minimal discussions in 2023, with more correspondence expected in 2024.
- CRD initiated a Technical and Community Advisory Committee (TCAC) to assist the CRD Core Area Liquid Waste Management Committee (CALWMC) in making appropriate recommendations to the CRD Board in the areas of:
  - Inflow and infiltration (I&I)
  - Sanitary sewer overflows
  - Biosolids management and beneficial use
- Staff are participating on the TCAC and attended 3 meetings in the third period. Initial meetings have focused on overview information on the topic areas. Meetings will continue in 2024.

#### **5. Roads**

- Snow & Ice Control Programs carried out in first period as required (1 event occurred in January).
- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars continue as needed.
- Centre line painting on roads completed in the second period.
- Mill and pave to accommodate thermoplastic to refresh crosswalks completed.

- Major repair/minor capital works completed in third period with several locations requiring repairs via asphalt removal and replacement.
- Approximately 89.53 tonnes of asphalt placed for the period (432.34 tonnes total for the year).

## 6. Traffic Management

- Traffic orders and sign installation is ongoing.

## 7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 72.4 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (172 cubic meters total for the year).
- Approximately 331.4 linear meters was replaced for the period (800 linear meters total for the year).

## 8. Sidewalk Ramps

- Accessibility improvements occurring near entrance to the Rec Centre in early 2024.

## 9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey continues. Currently in the third year of the three-year cycle.
- Work completed:
  - 4 - No. 1 trip hazards completed this period.
  - 4 - No. 2 trip hazards completed this period.
  - 0 - No. 3 trip hazards completed this period.

## 10. Bus Shelters

- Normal maintenance schedule is ongoing, including:
  - refuse collection, graffiti removal.
  - Staff are exploring more efficient ways to increase our service levels for bus stop maintenance including pressure washing.
- Engineering has retained replacement of required solar powered lighting panels due to theft. Some shelters have sufficient streetlighting and do not warrant panel replacement. Work is now complete.

## 11. Solid Waste Management

### *Garbage and Kitchen Scraps Collection*

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 25 (total additional bins purchased since 2014 = 499).
- Tonnage of garbage waste stream collected for period = 333.42 (total for the year = 1005.89).
- Tonnage of kitchen scraps stream collected for period = 197.70 (total for the year = 554.62).

- Tonnage for garbage and kitchen scraps streams for the year = 1560.51 (total for same period 2022 = 1665.98).
- Processing of system for kitchen scraps will continue out of region with an increased cost accounted for in the budget. No direction received on possibility of mixing kitchen scraps and yard/garden streams.

#### *Yard and Garden*

- Operations normal.
- New three-year contract awarded in the third period for site operation and processing.
- Usage of transfer station during period: September to December, 2023:
  - Esquimalt residents = 5,689 (17,354 total for the year).
  - View Royal residents = 4,486 (13,721 total for the year).
  - Commercial = 26 (59 total for the year).
  - Tonnage removed from site = 765.6 (1,928.44 total for the year).
  - Tonnage removed in 2022 third period = 637.1 (total for 2022 = 2,001.95).

#### *Recycling*

- Operations normal for third period. CRD switching contracts for blue box program starting in January 2024.
- Staff preparing a new contract for tender in 2024 for municipal facilities.

### **12. Fleet**

- Operations normal.
- Continue to monitor options for electric units as the fleet is replaced. Staff have been working with a consultant to identify electric options and recommended year of replacement with electric based on current market and projected trends.
- Specifications preparation underway with tender release expected in first period of 2024:
  - Bike lane street sweeper
- Exploring options, including lighter duty or used vehicle, for a Garbage Packer (Curbster)
- Vehicles being delayed to extend useful life:
  - $\frac{3}{4}$  ton truck
  - Sewer van
  - Crane truck (repairs required in 2024 to extend life)
- Vehicles in progress:
  - Wood Chipper received in third period and put into service
  - Electric  $\frac{1}{2}$  ton pick up truck purchased and awaiting delivery

### **13. Work Orders**

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 6 (total for the year = 6)
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 14 (total for the year = 48).
- Work orders issued for new sanitary and storm services to accommodate new

development in the period = 5 (total for the year = 16).

- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 17 (total for the year = 24).

#### **14. Training**

- Working on training opportunities for:
  - Various safety trainings
  - Operator training
  - Ground disturbance
  - Vehicle orientation and operation

#### **15.00. Capital Projects**

##### **15.01. Aerial Photograph**

- Coordination with CRD began in first period. Fly over completed in the third period of 2023.

##### **15.02. Multiple Storm Drain/Sanitary Sewer Main Replacements**

- Various sections of main line (storm/sanitary) will be removed and replaced based on condition assessment and criticality.
- Consultant completed detailed design in second period for the remaining 2021 location at 798 Lampson Street. Project was tendered with other underground works, with construction contract award options provided to Council in third period of 2022. Due to contractor bid price, repair deferred to 2023 for completion during dry months to reduce costs. Public Works completed the repair in the third period of 2023. Sidewalk restoration work to occur in 2024.
- Additional locations are being identified based on condition assessment from CCTV inspections of underground assets through the Road Corridor Program.

##### **15.03. Modification of Uganda Pump Station**

- The pump station's wet well is not designed to allow safe ingress/egress for staff to carry out maintenance and emergency activities.
- A full inspection was completed as part of the sanitary sewer asset management in the third period of 2023. Inspection report and recommended repairs expected in the first period of 2024.

##### **15.04. Installation of Sanitary Service Saxe Point Park**

- This project replaced a failed septic field connected to the Saxe Point bathrooms with a new forcemain connected to the existing gravity sewer network on Munro Street.
- Construction started in the first period of 2023 and finished in the second period.
- The bathroom is now connected to the sewer system and the septic field is no longer in use.

##### **15.05. Replacement of Sanitary Main to 393 Fraser Street**

- This project replaced a sewer main that provides service to 1193 Munro Street and 393

Fraser Street.

- The pipe was suffering from root intrusions and disjointed pipe segments which lead to multiple backups.
- Construction started and finished in the first period of 2023.

#### **15.06. Pump Station Review**

- This project will review the condition of the pump stations and develop a replacement plan for the existing 13 pump stations in the Township.
- Project started in the second period of 2023 as part of the sewer asset management plan project.
- Inspections of the pump stations completed in the third period of 2023.
- Inspection reports with replacement plan expected by summer 2024.

#### **15.07. Review of SCADA Upgrade System**

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

#### **15.08. Review of Public Works Fuel Tanks**

- The study will review the integrity of the fuel tanks at Public Works and confirm the condition of the tanks.
- Review of tanks determined that tanks have a single wall and are not in compliance with today's standards. They are approximately 22 years old.
- There have been significant issues with the cardlock system not functioning.
- Consultant provided preliminary drawings and proposed scope of work in the second period of 2022.
- Staff hired a consultant to develop design drawings, coordinate bidding process, execution of contract and construction supervision.
- Design drawings are 95% complete.
- Procurement for supply and installation of above ground fuel tank expected to be issued in first period of 2024.

#### **15.09. Fire Control System for Public Works**

- The Public Works building doubles as a backup site for the computer servers and Emergency Operations Centre.
- When it was built a fire alarm system was not included in the structure.
- Final design, procurement, and installation of a fire alarm monitoring system was completed in third period of 2023. The new system is fully operational.

#### **15.10. Coastal Infrastructure Management**

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

#### **15.11. Westbay Walkway Design**

- The wooden railings on the walkway do not meet current standards.
- The wooden structure is also showing its age and requires increased maintenance.
- Parks and Engineering will be working jointly on determining a scope of work for either an upgrade of the current structure or replacement of the walkway structure.
- Minor repairs expected in the first period of 2024.
- Consultant to be retained in the first period of 2024 to complete a structure assessment of the walkway.

#### **15.12. Parking Study**

- Joint project between Development and Engineering to look at the various aspects of parking both on street and off street.
- Consultant awarded the contract on May 2, 2022.
- First round of engagement completed in the second period with 537 responses to the online survey and 10 key stakeholder interviews.
- Emerging recommendations presented to Council in the second period.
- Second round of engagement occurred in third period of 2022.
- Updated materials presented to Council in the second period of 2023.
- Further engagement completed in the third period with an update to Council expected in the first period of 2024.

#### **15.13. 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.
- Staff are exploring options for biochar testing with an update to Council expected late in spring 2024.

#### **15.14. Municipal Hall Roof Replacement**

- The roofing system for the Municipal Hall is at the end of its life.
- Front lower portion of roof over the temporary police space renovation completed in the second period of 2022, in conjunction with the HVAC system replacement.
- Flynn Canada was hired in the first period of 2023 to replace the remaining lower portions of roof. Construction began on the lower roof portions in third period of 2023. Lower roof portions to be completed in first period of 2024.
- Upper roof replacement to be included in the 2024 budget request process.

#### **15.15. Street Light Replacement Program**

- Staff are working with a consultant to calculate required lighting levels.
- 141 HPS lights were replaced with LED lights in 2023.
- Staff are working to develop a list of HPS lights that will be replaced with LED lights in 2024.
- Replacement will take place in second and third period of 2024.
- Staff worked with the supplier to replace 49 failed LED lights under warranty. Staff have

identified an additional 53 failed LED lights that have been ordered under warranty. Work to replace these will take place in the first and second periods of 2024.

#### **15.16. 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.

#### **15.17. Banners**

- Procurement of new banners to go through the process outlined in the Public Art Plan started.
- Project started in the second period of 2023 with a kickoff meeting with Public Works and Recreation staff.
- Preliminary information has been gathered and staff expect designs of new banners through the Public Art Plan process to begin in the first period of 2024.

#### **15.18. Sidewalk Capital Program**

- This program increases the sidewalk network in length and improves connectivity.
- Construction continues on Munro Street to fill in gaps on both north and south sides of the street between Lampson and Fraser. This project was identified in the Active Transportation Network Plan as the third priority. Construction will continue into the first period of 2024.
- In 2022, a new sidewalk on Constance Avenue from Lyall Street south to the path that connects to Admirals Road was designed and tendered. Due to pricing, construction was not awarded. To make Constance Avenue more pedestrian friendly, staff will complete a traffic calming concept for resident feedback in the first period of 2024, with installation expected in the second period of 2024.

#### **15.19. Sidewalk Replacement Program**

- This program sees existing sidewalks upgraded to current standards.
- The program includes the replacement of an asphalt walk with the installation of a concrete sidewalk at the following locations:
  - Dunsmuir Street from Sea Terrace to Esquimalt Road
- Dunsmuir Street design is complete with construction to occur by municipal crews in the second/third period of 2024.

#### **15.20. Road Corridor Program**

- This program includes modifications of various road corridors for both above and below surface infrastructure.
- Existing information and future information will be utilized to upgrade asset condition levels.
- The information obtained will be used to develop programs for maintenance, replacement, or upgrade in future years.
- Contractor hired in the second period of 2021 for completing the remaining inspections of the storm and sanitary collection systems.
- Access issues has resulted in contractor delay but approximately 95% of the

contractor's scope of work is now complete. Full completion is expected in the second period of 2024.

#### **15.21. Admirals Road and Esquimalt Road Intersection**

- This project replaced a BC Hydro pole with a new signal pole at the northwest corner of the intersection.
- Construction started and finished in the second period of 2023.

#### **15.22. Lyall Street Upgrades**

- Lyall Street Project scope of work involved several surface improvements on Lyall Street from Head Street to Lampson Avenue utilizing funds from CRD as part of the Wastewater Treatment Plant project.
- Work included replacement of asphalt sidewalk, pedestrian controlled flashing lights, and speed control measures at intersections.
- Construction started in early 2023 and reached substantial completion in the second period.

#### **15.23. Active Transportation Network Plan Implementation**

- Pedestrian Facilities:
  - Staff have developed concepts for completing the sidewalk connections between Lyall and Munro (ATNP Action 1D) on Swinford Street, Heald Avenue and Kinver Street. Staff will continue to refine concepts and retain a consultant to tender the work in 2024.
- Cycling Facilities:
  - Protected bike lanes on Tillicum from Gorge Bridge to Craigflower and on Lampson from Craigflower to Esquimalt Road are well under way. Completion expected in Spring 2024.
  - Concept complete for Esquimalt Road Phase 1 - Lampson to Dominion - Active Transportation Improvements. Staff will hire a consultant to begin detailed design in the first period of 2024 with construction in 2024.
  - Concept development underway for Esquimalt Road Phase 2 - Lampson to Canteen - Active Transportation Improvements. Detailed design to follow Phase 1 with construction in 2025.
- Complete Street, Complete Intersections:
  - Esquimalt and Dunsmuir Intersection Review (ATNP Action 3B): Staff will include this intersection review with Esquimalt Road Phase 1 - Active Transportation Improvements.
  - Craigflower Crossing Improvements (ATNP Action 3C): Staff to retain a consultant in 2024 to review/design 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 - Active Transportation

Improvements.

- Conduct Minor Intersection Reviews (ATNP Action 3F) Staff to continue to utilize the annual traffic calming budget to identify/implement temporary and permanent improvements in 2024.
  - Esquimalt/Head Intersection Review (ATNP Action 3H): Staff will include this intersection review with Esquimalt Road Phase 1 - Active Transportation Improvements.
  - Fraser Street / Munro Street / Bewdley Street Intersection Review (ATNP Action 3I): Temporary improvements (planters, flexible bollards, pavement markings) were installed to traffic calm/reduce pedestrian crossing distances at this intersection using annual traffic calming budget.
  - Esquimalt/Admirals Intersection Review (ATNP Action 3J): Staff will include this intersection review with Esquimalt Road Phase 2 - Active Transportation Improvements.
  - Update Subdivision and Development Control Bylaw (ATNP Action 3N): Council adopted the new bylaw on January 15, 2024. Staff will continue to work with other departments to refine supplemental specifications and drawings as needed.
  - Dominion/Ellery/Powderly Crosswalk: Staff continue to work with the City of Victoria to establish a crosswalk across our border. Concept design is underway with construction planned for 2024.
- Lower Speeds (ATNP Action 3M):
    - Notification from the District of Saanich in the first period of 2022 that the speed reduction pilot project is not moving forward at this time.
    - Staff provided options for lowering speed limits to Council in the third period of 2022, with Council directing staff to proceed with a check-in with the public.
    - Online public survey posted in first period of 2023.
    - In the second period of 2023, Council approved reducing speeds on Major Roads to 40km/hr, and all other roads to 30km/hr.
    - Staff are refining detailed sign locations and expect to seek bylaw updates from Council in the first period of 2024 in order to implement the new speed limits in the first/second period of 2024.

#### **15.24. Macaulay Speed Readers**

- Vision Zero grant awarded in first period of 2022 for the supply and installation of speed readers and school zone pavement markings on Lampson Street in the Macaulay Elementary school zone.
- Signs and pavement markings were installed in the third period of 2022.
- Speed display boards installed in the first period of 2023.

#### **15.25. ETAG (Esquimalt Together Against Graffiti)**

- Public Works/Parks Departments continue to carry out work on the public realm as required.

- Due to staff shortages, a call for volunteers has not been initiated.
- In the second half of 2024, staff are planning to work with VicPD to recruit ETAG volunteers.

### **15.26. Esquimalt Town Square Project**

#### *Offsite services*

- Completion occurred in second period of 2022.
- Final warranty inspection occurred in the third period with Aragon. Remaining deficiencies to occur in 2024.

#### *Storm and Sanitary Relocation*

- Work has been completed and in service.

### **15.27. Overhead Crane Replacement at Public Works Yard**

- This project is to disconnect the existing overhead crane from the building in the Public Works yard and commission a free-standing overhead crane.
- Design began in the first period of 2023 and construction finished in the second period. Final commissioning completed in the third period.

### **15.28. Sewer 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 level of service. The plan will build on the work completed to date through inventory collection and condition assessments.
- RFP posted in the second period of 2023 and consultant hired.
- Consultant completed pump station inspections and preliminary sewer modelling in the third period of 2023. Work expected to continue to spring 2024.

### **15.29. Nelson Street Walkway**

- Fire damage occurred in 2022 to the walkway at the south end of Nelson Street.
- Repair was completed by Public Works in the second period of 2023.

### **16.0 Traffic Orders**

- Number of Traffic Orders issued this period = 0 (total for the year = 6)

### **17.0. Development Applications**

- Number of Calls for Service assigned to Public Works this period = 247 (total for the year = 785)
- Number of Calls for Service completed by Public Works this period = 230 (total for the year = 764)

### **18.0. Public Works Calls For Service**

- Number of Calls for Service assigned to Public Works this period = 247 (total for the

year = 785)

- Number of Calls for Service completed by Public Works this period = 230 (total for the year = 764)

## II. COMMITTEES

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



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-035

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. FIN-24-001

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Ian Irvine, Director of Financial Services

**SUBJECT:** Financial Services and Information Technology Departments - 2023 Third Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from September 1, 2023 to December 31, 2023.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1. Budgeting, Accounting and Financial Reporting**

- In preparation for the 2024-2028 Financial Plan, initial capital and operating budget information was submitted by each department. Once all figures are reviewed and finalized, they will be consolidated for Council's review during the first period of 2024.
- Interim audit work by the Township's auditors (KPMG) 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 2024.
- Completed variance analysis of budget versus actual revenues and expenditures for the eight-month period ended August 31 based on submissions by all departments. Any significant or unusual variances were noted.

##### **2. Property Taxes**

- Property tax reminders were mailed in November to all outstanding accounts and as of December 31, 2023, almost 98% of all folios were paid in full as of this date and almost 92% of the total tax levy was collected. These property tax collection figures are consistent with prior years.
- The total 2023 amount received from Public Works and Government Services Canada (PWGSC) for Property in Lieu of Taxes (PILT) was \$85,807 more than the budgeted amount. This was due to federal leases on Federal properties which were not previously included in the PILT application.
- Delinquent property taxes for one property were unpaid as of the September deadline and, as

a result, a municipal tax sale was held. This property was sold at a public auction and, while a representative for the property owner has been notified, there has not yet been a redemption through payment of all fees and taxes.

- With the existing alternate tax scheme, penalties relating to homeowner grants claimed after the July tax deadline but prior to September 1 were reversed. During 2023, this resulted in 385 regular and additional homeowner grants with penalties of \$25,768 being reversed.
- The online functionality for property tax payments with a credit card has been fully implemented. During its first full year, 166 credit card payments totaling \$358,237 were received by the Township through the online application.

### **3. Information Technology**

- Replaced the access points at the Recreation Centre gymnasium to allow for improved wireless access and at the Archives for the purpose of allowing access to the Township's internal network.
- Continuing to oversee the audio and visual system installation within various areas of the Gorge Pavilion. While substantially complete, there are some smaller components which require installation or programming. It is anticipated that this work will be completed in the first period of 2024.
- Significant completion of the Microsoft Windows 11 upgrade project with a small number of workstations and devices still to be affected. For those devices which are not able to be upgraded, a new device will be provided with the new version already installed.

### **4. Strategic Initiatives**

- Discussions with the School District have been ongoing, and a draft Memorandum of Understanding has been drafted regarding the provision of school crossing guards. The Township is agreeable to terms as outlined and is awaiting approval by the District Board prior to the agreement being executed.
- Council directed staff to report on the inaugural year of the business façade improvement program and this summary will aim to satisfy that request.
  - The program was established in 2023 and Council approved a \$100,000 budget for the payment of approved project fees as well as administration and architecture fees which were required.
  - While there were numerous expressions of interest, a total of five applications were submitted of which four were approved.
  - The Chamber of Commerce was involved in the program administration however, they encountered staffing issues which resulted in communication and oversight challenges.
  - An architect was contracted to provide consulting services and potential designs with the hope of achieving consistency with all proposed projects.
  - Although the program specified a completion date of December 31, only two of the four projects met this requirement. Contact has been made with the remaining two applicants to determine whether they intend to complete the project in 2024 and, if so, they will be granted a one-time extension.
  - Total costs incurred during 2023 were \$13,500 which means that the remaining balance

of \$86,500 will be carried forward to 2024 without any additional taxation being required.

- Starting with the 2024 fiscal year, program oversight on behalf of the Township will be performed by the Manager of Economic Development and they have already been in contact with the Chamber and the previous applicants.

## **II. COMMITTEES**

- The Local Grant Committee met in September to review 2023 Permissive Tax Exemption applications. Recommendations were made by the Committee to grant multiple year exemptions to applicant organizations at varying percentages. After minor modifications, these recommendations were reviewed and approved by Council and the bylaw was 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 #:24-042

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. FIRE-24-001

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Matt Furlot, Fire Chief

**SUBJECT:** Fire Department - 2023 Third Period Report

The following is a report on the activities pertaining to the Fire Department from September 1, 2023 to December 31, 2023.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	44	Assist other agencies	13
Burning complaint	4	Bylaw / Fire Code inquiries	1
Hazardous material	1	General inquiries	122
Medical aid	228	Oil tank inspections	14
Misc.	5	Placed on standby (C.S.R.)	15
Motor vehicle incident	11	New building plan review	9
Other fire	1	Public ed. / hall tour	18
Structure fire	3	Fire investigations	2
Natural gas leak	3	Business licences	35
Vehicle fire	2	Public Hands Only CPR	0
Lift assist	16	Car seat inspection	3
Brush fire	0	Fire Safety Plan Review	4
Hazmat	1	Assist public	26
<b>Total Period</b>	<b>319</b>	<b>Total Period</b>	<b>262</b>
<b>Responses YTD</b>	<b>820</b>	<b>Activities YTD</b>	<b>638</b>

## 2. Community Services

In the third quarter crews performed 296 inspections. Of these, 198 passed and 98 failed requiring a re-inspection.

We have budgeted to include APX “SmartCommunity” software in 2024 after meetings with the program developers. This will allow EFSR to track all community events and produce statistical information. This software will also allow residents to develop fire safety plans, through an app, for their private residences. This added value of residential safety plans will also assist EFRS on a response.

Assistant Chief Swan attended a Zone 1 Prevention Officer’s meeting in Nanaimo on September 28 and attended a regional Prevention Conference on November 23 in Victoria with representatives from fire, fire protection installers, electricians, and architects to speak about life span and usability of fire alarm systems.

## 3. Department Services

In the third period the Fire Department continued in our legislative training requirements, our annual hose testing and advanced gear inspections. One of the crew’s focus was on specialized auto extrication skills and performing night scenarios to add a level of challenge to the drill.

The department recertified staff in CPR and AED. This certification was in addition to our regular medical training that is completed monthly.

The probationary firefighters were both successful at completing their six-month written and practical exams. We had three staff also successful in completing their emergency vehicle operations course, pumping and aerial operations. Staff also attended Indigenous Awareness training hosted by the Township.

On December 1, 2023 EFRS submitted its annual submission to Technical High Angle Rope Rescue Program (THARRP) and remains in good standing with the BC Construction Safety Alliance (BCCSA) which provides funding for this program.

Staff attended the two-day IAFF Peer Support Program September 21-22 gaining further skills to identify and assist members who may be struggling with their mental health.

## 4. Administrative Service

Until the arrival of the new Fire Chief on December 4, Captain Buie acted in the Assistant Chief role and Assistant Chief Widdifield continued to act in the Fire Chief role.

The staff were involved in the following events:

- Fire Prevention Week, Oct 8-14

- Hosted Open House, Oct 14
- Assisted Parks & Rec with boiler removal
- Bring Your Kids to Work Day, Nov 1
- Poppy Campaign, Oct 27, Nov 2, 6, 8
- Seniors Christmas Lunch
- Spooky Halloween Oct 31
- Fire Academy 2024 planning/meeting
- Santa's Anonymous hamper pickup/deliveries Dec 14, 15, 16

Additionally, the following events were also supported:

- EFRS staff along with Parks & Rec staff hosted a staff appreciation BBQ Oct 5 which was well attended by Township staff, raising money towards United Way Campaign.
- The Engine, duty crew and duty chief were on hand for the arrival of the Tour De Rock on Oct 6.
- The duty crew participated in the "Climate Grief Anxiety" held Oct 24 at Council Chambers.

Collaboration:

On Dec 15, EFRS performed a ride-along with Engineering staff to look at the potential impacts on public safety in relation to the Lampson/Tillicum bike lane corridor. We will continue to work with engineering post-construction to ensure concerns are identified and addressed where possible.

## **II. COMMITTEES**

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

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



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-050

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. ADM-24-006

**TO:** Dan Horan, Chief Administrative Officer

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

**SUBJECT:** Human Resources & Community Relations - 2023 3rd Period Report

The following is a report on the activities pertaining to the Human Resources & Community Relations department from September 1, 2023 to December 31, 2023.

#### 1. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Communications

The Manager of Communications:

- Shared council meeting notices via social media, the Current, e-newsletter and website. Posts are made after the agenda is published.
- Managed brand refresh project resulting in new brand guideline documents, templates for staff, font and corporate colour palette.
- Managed website project (in progress).
- Coordinated with Esquimalt Public Works and City of Victoria staff on timely and accurate Esquimalt Road watermain break communications (Oct 13).
- Used Esquimalt Alert system for special alerts including boiler replacement, event traffic advisories, public hearings, and Lampson-Tillicum project updates.
- Completed Emergency Operations Centre-Logistics Section training.
- Attended Indigenous Awareness Training course through Indigenous Perspectives Society.
- Coordinated Township's internal United Way and staff team building. campaign raising just under \$3K.
- Created "thank you" kudos board at the rec centre so the public could share positive messages to EFRS members deployed to the Kelowna wildfires.
- Drafted response letter to TC regarding unsanctioned parties in Esquimalt parks.
- Created targeted wedding ads for the Gorge Pavilion and Esquimalt Park rentals.
- Worked with Eng/PW to publish timely traffic and construction updates for Active Transportation Network projects.

- Updated the Township Walking Tour brochures.
- Organized and promoted annual memorial banner program.
- Prepared Fall and Winter editions of Experience Esquimalt promotional feature through the Times Colonist.
- Prepared Truth and Reconciliation ads for South Island Powwow publication, Victoria News and Times Colonist.
- Prepared Remembrance Day ads for BC/Yukon Legion, Victoria News and Times Colonist.
- Created and published the tri-annual Current community newsletter.
- Supported community groups like Canadian Blood Services, Township Community Arts Council, Esquimalt Lions, Esquimalt Community Arts Hub and the Esquimalt Farmers Market by sharing news and event information.
- Facilitated various staff and Mayor media interviews.
- Shared information regarding Township proclamations on social media.
- Shared information regarding Township employment opportunities on social media.
- Shared deer research project information where appropriate.
- Helped promote Esquimalt Fire Rescue open house and Fire Prevention Week public information campaign.
- Participated in Climate Working Group meetings.
- Created 'Everyone is Welcome' posters for township facilities in collaboration with Human Resources and Recreation staff.
- Coordinated communications and engagement for Parking Bylaw update.
- Liaised with Royal Roads University staff to help coordinate and promote RRU's Climate and Art event at the Gorge Pavilion.
- Created informational inserts for both business licence and dog licence mailouts.
- Created volunteer recruitment and appreciation ad for "Volunteer Matters" special feature.
- Created communication and engagement materials for volunteer recognition survey.
- Promoted inter-municipal accessibility survey through township channels.
- Designed layout for Council Priorities document.

**Analytics (last period in brackets):**

*Esquimalt Alert registrations*

- 3,065 (2,886) registrants

*Website Hits*

- Total page views: 274K
- For the first time, the number of desktop viewers has dropped below 40%, mobile and tablet users make up for 62.9 per cent of website users.
- Top three pages:
  1. Home page
  2. Parks and Recreation home page
  3. Recreation drop-in schedules

*Twitter*

- Average 360 (498) post views per day (impressions)
- Total 107 (194) posts
- Total followers: 4,147 (4,122)

*Facebook*

- 6,105 (6,003) engaged users (# people who liked, shared, etc)
- 2,082 (2,061) engagements (post likes, clicks, shares)
- 132 (167) new timeline posts

*Instagram*

- 1,927 followers
- 234 (258) posts
- 1,197 (1,102) engagements

*LinkedIn*

- 725 (626) followers
- 113 (149) page clicks, likes, etc
- 30 (58) posts

*Communications - related online newsletters*

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

## **2. Economic Development**

### **Investments/Business Attraction:**

- 3 investment prospects currently in the pipeline.

### **Engagement:**

- Engaging Senior Government Partners: 2 (Pacifcan and BC PNP Program)
- Local/Regional partnerships: 29
  - SIPP and Local EDO Group
  - Dr Eileen Pepler
  - Philip MacKellar (Homes for Living)
  - Melanie (Esq Farmers Market)
  - Michael Lowe (Aragon - The Mill tour)
  - Tom Westley (Salish Seaside RV Haven)
  - Lori Henderson (Pacifcan)

- Megan Brame (Daycare in Esquimalt)
- Mary Lou Barber (Think Local First)
- Amanda Willson (Spark Strategic Group)
- UDI/Esq Liaison Meeting
- Esquimalt Chamber (several meetings)
- Shelly Harvey (Scotiabank)
- Murry Boyce & Co (Community Projects)
- Darin Wong (TELUS)
- Dave Kajak and Brad Broughton (Country Grocer)
- Robert Lewis-Manning (GVHA)
- Pixel Sky Animations presentation
- UVIC Brown Cup Regatta meeting
- IMPlan demo
- Krista Larsen (Flavour Trails/CR FAIR)
- Doug Treleaven (Attractions Victoria)
- Daniel Leach (Ocean Pier Medical)
- West Bay Residents Association meeting
- Christina Clark (Indigenous Prosperity)
- Jason Seed (Export Navigator)
- Spring Cleanup Meeting (Castle, Chamber)
- Hidden Harbour Marine Centre Walkabout
- Tourism Growth Program Funding (Pacifican)
- Mike Heenan (Gorge Vale Golf Club)

#### **ED input/engagement with Internal Stakeholders:**

- Public Art and Placemaking discussions with Parks and Recreation and Development Services staff.
- Site visit and walkthrough of the Vista Seniors Building with Development Services staff.
- Drafted Seattle Mission Briefing Note for Councillor attending event with Destination Greater Victoria.
- Provided input on both the branding refresh and website projects.
- Provided input on the climate action plan and made recommended revisions to the OCP.
- Assisted Esquimalt VicPD with options for motorbike storage.
- Working with Development Services, mapped business locations within the Township utilizing GIS.

#### **Outputs:**

- Businesses Assisted/engagement/meetings: 13.
- Workshops/Business Events/Tradeshows attended: 21.

- Esq Chamber Mixer
- Membership 101-Greater Vic Chamber
- Day Sail HMCS Yellowknife, DND
- Annual 5 Chamber Mixer - Camosun College
- Worker Attraction (BC PNP program)
- Food Hub Grand Opening
- Crown Capital Property Mixer
- SIPP Local Leadership Day
- Evergreen Conference - Unleashing the Power of Place (online)
- Destination Master Plan Visioning Workshop
- 2023 Marketplace Mixer stand
- Scotiabank 25-year Celebration event
- Biannual CFB Esquimalt/Base Luncheon
- Indigenous Awareness Training
- Thriving Victoria - Living Wage & Affordability Summit
- Victoria Hotel Marina Mixer
- BCEDA Economic Development Leadership Learning (Vancouver)
- Local EDO meetup
- Destination Greater Victoria Christmas Luncheon
- SIPP Christmas Mixer
- Saxe Point Public House Media Event
- 
- Current Projects/Initiatives/Workplan: 5:
  - Draft Investment Prospectus, Photography Project (Deb Price), Monitor CRM system, 500 Park Place North Analysis, Place Branding RFQ and Award.

### **3. Occupational Health and Safety**

The Occupational Health and Safety Manager:

- Managed all current WorkSafeBC and LTD Claims
  - 5 active WorkSafe claims at the beginning of the period; 2 as at December 31<sup>st</sup>.
  - 4 active LTD claims as at the beginning of the period; 3 as at December 31<sup>st</sup>.
- Received relief of costs on 4 past WorkSafeBC claims through auditing and appeals to WorkSafeBC.
- Organized critical incident counselling for Municipal staff for the day following a cardiac incident of a staff member.
- Created a formalized Stay at Work/Recovery at Work program.
- Completed a confined space entry program and received certification from WSBC for the Township to enter confined spaces for the next 3 years.
- Completed safety inspections of all Township buildings.
- Audited and updated the policies of all 4 JOHS committees.
- Attended meetings for all the JOHS committees.

- Wrote 21 Safe Work Procedures.
- Completed a fall protection assessment for new anchor points on the municipal hall roof.
- Completed monthly safety posters/talks delivered to all Township Staff.
- Organized First aid training for Municipal Hall Staff.
- Conducted multiple safety talks for Public Works.

The Township's adjusted claim costs have decreased substantially, as outlined below:

- 2021 Adjusted Claims Costs: \$867,169
- 2022 Adjusted Claims Costs: \$548,154
- 2023 Adjusted Claims Costs: \$258,343

This decrease is mostly a result of appealing for relief of costs. The Township's WorkSafe premium rates are based on the previous three years of adjusted claims costs. Esquimalt's rate decision that comes next November will be lower as a result of the substantial lower claim costs in 2023, and once 2021 and 2022 no longer affects the rates, the rate will drop significantly.

#### **4. Human Resources**

##### **Training and Development:**

- Two sessions of Indigenous Awareness Training were conducted through Indigenous Perspective Society. The first session was held on November 7, 2023, with 29 employees in attendance. The second session was held on November 16, 2023, with 33 employees in attendance.

##### **Recruitment:**

There were 5 regular positions filled this period.

##### **Filled:**

- Project Coordinator - Engineering
- Mechanic II
- Fire Chief
- Records, Information & Privacy Coordinator RPT
- Senior Accountant

##### **In progress:**

- Maintenance Lead Hand
- Custodial Maintenance Worker
- Recreation Coordinator (2 positions)
- Skilled Labourer (Labourer II)
- Engineering Tech II - Asset Management

- Reception Leader

**Labour Relations:**

- There are no outstanding CUPE or IAFF grievances.
- There is one unresolved Human Rights complaint.

**Human Resources - General:**

- Two policies were updated: Employee Recognition and Respectful Workplace.
- The Township implemented a modified work week on a trial basis for CUPE staff working within Municipal Hall. A policy was developed and implemented reflecting this.
- The Director of Human Resources and Community Relations is a Trustee on both the GVLRA/LTD Trust and the Capital Area Benefit Trust and attended several meetings in the third period. The Trust Administrator retired and HUB International was hired as the administrator of both trusts.
- The Director of Human Resources and Community Relations is a member of the provincial HR Advisory committee through the LGMA, and provides input and support as required on appropriate training, professional development, continued education, and technical support for local government leaders with HR responsibilities.
- Staff responded to requests from other municipalities for wage comparison information, application information and conducted quarterly Statistics Canada job vacancy and wage survey.
- A Flu Clinic was held November 1, 2023, through Travel Medicine and Vaccination Center. In total 19 employees received influenza vaccines.
- The annual Long-Term Service Employee Recognition Event was held on December 14, 2023. Twenty-one employees were recognized for their service and presented with a congratulatory letter, an Esquimalt lapel pin and gift.
- The department participated in the Emergency Management Committee and EOC exercise.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-040

### PERIOD REPORT

**DATE:** January 29, 2024

Report No. P&R-24-001

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Steve Knoke, Director Parks and Recreation

**SUBJECT:** Parks and Recreation - 2023 Third Period Report

The following is a report on the activities pertaining to the Parks and Recreation from September 1<sup>st</sup>, 2023 to December 31<sup>st</sup>, 2023.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1. Parks**

- 40 volunteers planted 550 native plants and trees in the areas either side of the dog park in Esquimalt Gorge Park (EGP) on October 15th.
- A plaque was replaced on a bench in EGP after it was vandalized.
- Esquimalt Gorge Park hosted a cyclocross event which was supported by the community.
- Saxe Point Park saw multiple productions filming in the fall months.
- Ongoing repairs were made to the play surface at the Esquimalt Adventure Park.
- Waterpark Cannon replacements were ordered for Adventure Park.
- A battery powered leaf blower was purchased.
- The woodchipper was replaced with a new model with enhanced safety features.
- A new bench and plaque were installed at Inspiration Cove - Saxe Point.
- A safe worker procedure was updated for the operation of the woodchipper.
- A grant submission was prepared through BC Hydro Regreening Grants.
- A Consultant was engaged for EV charger upgrades at the Nursery.
- Seacan purchased for Esquimalt Gorge Park equipment storage.
- Pond repaired in Japanese Garden - EGP.
- Lampson Baseball Diamond Two was regraded and repaired in partnership with Public Works.
- Supported Engineering dept in the restoration of Devonshire boulevard.
- New irrigation installed in Memorial Park event Field.
- Irrigation extended at Rhododendron Garden - EGP.
- All irrigation controllers replaced with Bluetooth TBOS units - Memorial and Saxe Point.
- Pathway upgrades to Gorge Park walking circuit.
- Ground cover and pathway installed next to the pond at the Esquimalt Gorge Park Pavilion.

#### **Publicly Owned Trees:**

- 114 trees were pruned.
- 6 trees were removed.
- 37 trees were planted on boulevards.
- 85 saplings were planted in natural areas.
- 177 square metres of invasive plants were removed from Saxe Point Park, Macaulay Point Park, and Esquimalt Gorge Park.
- 97 cubic metres of invasive plant material was removed from natural areas.

**Privately owned trees (tree permit/developments)**

- Trees approved for removal - 55
- Trees denied for removal - 8
- Trees approved for pruning - 7
- No permit required (not protected tree) - 7
- Total number of tree cutting permits waiting for more information or cancelled - 4
- Total tree cutting permits applied for - 36

**Park Bookings Sept - December 2023**

- Saxe Point Park - 10 (7 weddings, 2 filming, 1 picnic)
- Esquimalt Gorge Park - 24 (9 special events, 7 EGP Garden, 5 picnic, 2 weddings, 1 filming)
- Bullen Field - 14 (13 sports user groups, 1 special event)
- Memorial Park - 4 (3 special events, 1 picnic)
- Highrock Park - 1 (1 special event)
- Macaulay Point - 3 (2 special event, 1 filming)
- E-Trailer - 1 (1 block party)

**2. Facility Maintenance**

- There have been a number of new hires in the Maintenance Department, including 4 new Custodial workers, 2 new part-time Building Maintenance workers, 1 full-time Custodial Maintenance worker, and 1 full-time Maintenance Leadhand.
- The annual maintenance period, pool shutdown, was extremely busy this year. Staff completed a long list of work including:
  - replacement of pumps for spray features in the lifestyle and tots pools;
  - replacement of the 25 meter pool filters;
  - tile repairs and grouting;
  - painting;
  - repairs to the 25 meter pool drains and skimmer;
  - replacement of a number of large pool valves,
  - replacement of thermostats in the filter room; and
  - removal of water scale on the steam room generator.
- 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 longer life span of this costly equipment.
- The curling ice was installed on September 24, in preparation of another curling season.
- Maintenance supported, and completed the setups and take downs, for Township events including RibFest, Celebration of Lights, and the Farmers Market.

**3.) Recreation Services**

### Marketing and Registration

Pass Sale for this period	2022	2023
10 Admission	687	679
25 Admission	308	328
1 Month	278	305
3 Month	267	297
6 Month	109	149
Annual	422	453

- Additionally, we sold 33 Regional Passes during this period.
- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,252 followers on Twitter (up from 4,241 last period), 6,875 on Facebook (up from 6,794 last period) and 2,396 on Instagram (up from 2,343 last period).

### Fitness

- From September - December, the weightroom had 27,351 drop-ins. This is up 8,808 from the 2022 3<sup>rd</sup> period.
- Registration for Fitness Programs for Children, Youth and Adults was 669 participants. This is up 370 from the 2022 3<sup>rd</sup> period.
- Drop-in fitness classes had 5,482 drop-ins, up 2,619 compared to 2022 3<sup>rd</sup> period
- Drop- in Sports had 1,779 drop-ins.
- 32 youth participated in the Regional Weightroom Orientation, educating them on safety in the weightroom, as well as gym etiquette and some basic fitness knowledge.
- Fitness continued the Holiday initiative created in 2022, “12 Days of Fitmas” to increase awareness of Esquimalt Rec’s drop-in Fitness. Over 60 people participated, with 15 people completing the challenge of attending 12 Fitness classes in 2 weeks.

### Arts, Culture, Social & Special Interest Programs

- Programs took place at the Esquimalt Gorge Park Pavilion including:
  - Music Together - 57 registrations
  - Creative Dance & Dance Together - 26 registrations
  - Comics & Storytelling - 14 registrations
  - Our new technology classes have taken off well iPhone Basics & iPhone/iPad Photos - 14 registrations
  - Holiday Greenery Wreath and Centerpiece Workshops - 24 registrations
- Introduced NEW Paint Nights over 2 Saturdays and saw 33 registrations.
- Soap-making 101 with local business Wychbury Ave all classes were full - saw 40 registrations.
- New children’s soap making course was offered - Suds and Scents one in English and one in French - saw 19 registrations.
- Drop-in attendance numbers maintained strong for the 50+ Weekly Drop-in Programs, including:
  - Conversation Café
  - Mah Jong
  - Bridge - twice a week
  - Music Jam - had 80+ people attend their holiday sing a long in December
  - Mexican Train Dominoes
  - Ukulele Club
  - Knit & Crochet

- Writer's Group
- Euchre
- Scrabble
- Cribbage
- Painting

### Aquatics

- The pool returned to full hours of operation at 119 hours a week (pre-covid hours), up from 113 hours in 2022.
- 13 new auxiliary lifeguards/swim instructors were hired, bringing our staffing levels to 75 staff. Up from 57 staff in 2022.
- The pool was rented out to 6 regular groups for swim clubs, sport training and free diving courses. This is up from the 4 groups running in 2022.
  - One of these rental programs, Pacific Coast Swimming, rented 4 lanes for 3.5 hours twice a week to run their learn to swim program. This helped to improve the amount of learn to swim programs offered to the public.
- Swimming lessons were provided to 621 participants, up from 605 participants in 2022.
- 105 candidates took part in advanced aquatics training courses, up from 70 in 2022.
- 22 students from Esquimalt High participated in our high school program, up from 15 in 2022. Students completed their bronze medallion and bronze cross this period. Students will have their standard first aid by the end of January and will be encouraged to apply to the rec centre as an ALG while they complete their remaining certifications (NL & SWI).
- Waterfit classes averaged 30 participants, which is up from 20 average participants in 2022.

### Child, Youth and Family Services

- Out of School Care's after school program was at capacity with 78 children and the before care program had 58/78 spots filled.
- Winter Break Camps ran from December 27<sup>th</sup> - January 5<sup>th</sup>. The camps from December 27<sup>th</sup> - December 29<sup>th</sup> ran at an average of 34/40 kids per day. The camps from January 2<sup>nd</sup> - 5<sup>th</sup> ran at full capacity (40/40) every day.
- Esquimalt Licensed Preschool ran with 10 children in our Mon/Wed/Fri Class. We increased our childcare hours and now run 9am - 1pm.
- Puddle Jumpers Outdoor Preschool operates on Tues/Thur from 9:15 - 11:45am at Saxe Point Park with 4 children.
- Childminding did not run this season due to lack of staffing.
- Child Soccer ran for ages 3-4yrs with 7 participants; 4-5yrs full with 12 participants; 6-9yrs full 12 participants and 10-12yrs with only 3 participants.
- Everyone Welcome Playgroup with ENH ran each Thursday almost at capacity with 20 participants each Thursday.
- Kindergym Birthday Parties were fully booked with a waitlist on each Saturday/Sunday from September -December.
- Teen Night programs continued to run Thursday, Friday and Saturday nights with Friday nights being our most popular evening. Thursdays on average would have 10 youth, Fridays on average would have 40 youth and Saturdays would have 25 youth.
- LGBTQ+ Social Night continues to run every Tuesday Night in the Teen Centre from 7:30-9:30pm. We have seen a slight increase of numbers from last report. Has increased to 8 youth on average.
- Raven's Club drop-in youth group runs every Wednesday at Rockheights Middle School from 3-5pm averaging 9 kids per drop-in.

- We ran a new registered youth ultimate frisbee skills and drills program from October- November that had 8 participants.
- Jr Dungeons and dragons program was full for both timeslots 5/5 participants registered with a waitlist.
- KATS Tennis ran at capacity with 15/15 participants registered in both 5-8yr and 9-11yr programs.
- We ran a Home Alone course in November, we had 12 participants.

### **Arena and Curling Programs**

- Our Learn to Skate program was full, with 67 total participants and 30 on the waitlist.
- Our Noon Hour Drop-In Hockey program ran daily with the maximum allowed participation of 19 players.
- Our weekend Everyone Welcome Skates and Cougars Pond Hockey continue to be very well attended.
- Our Halloween Skate, on October 29<sup>th</sup>, was well attended with over 200 people in attendance.
- We added back in Stick & Puck Hockey to our noon hour, drop-in, offerings on Thursdays. This program has been popular running with up to 30 people.
- The Lion's Skate with Santa was held on Saturday December 2<sup>nd</sup>, with approximately 250 people in attendance. This year we not only had Santa on the ice but Elsa, Anna and Kristoff as well as Santa's reindeer helper.
- Curling ice rental hours have increased from 962.75 hours for this period in 2019, to 2,841.00 hours in 2023. This is due to additional teams joining the Esquimalt Curling Club after Westshore Parks and Recreation discontinued curling programs in 2020.

### **Community Development and Events**

- Ribfest returned to Bullen Field in 2023. The event consisted of live entertainment and food + beverage vendors. The event was well attended, exceeding the pre-pandemic numbers for a second year in a row.
- Story Fest returned to Memorial Park on September 23, 2023. This event was supported by the Esquimalt Lions, who ran a BBQ by donation, as well as support from 1000 x 5, who donated over 1,000 books, to be given out at the event.
- The ABSC Plaza hosted the Tour de Rock - Cops for Cancer group ride on Oct 6<sup>th</sup>.
- We hosted the Senior's Appreciation Tea on October 4<sup>th</sup> with 64 participants in attendance, up from 40 in 2022. Seniors were invited for tea, coffee, and light snacks, served by the Mayor, Esquimalt Fire, LAB health, and the Recreation staff team. Macaulay school choir came and performed for this event.
- On October 29<sup>th</sup>, we hosted a 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 the Esquimalt Fire Rescue Services hosted the Halloween Spooktacular again this year at the Fire Hall. The event consisted of trick or treating at the fire hall, a bouncy castle, photo booth, crafts, and a movie playing in the fire hall bays. The event was well attended, with the Lion's reporting over 1,000 hotdogs handed out.
- On Nov 11<sup>th</sup>, a Remembrance Day ceremony was held in Memorial Park.
- The Holiday Celebration Lunch was held December 8<sup>th</sup>, with 75 people in attendance, up from 65 in 2022. We used a local Esquimalt caterer and had help serving food and beverages by the Mayor, members of Council, Esquimalt Fire, and VicPD. Macaulay School Choir performed carols in front of the attendees to rave reviews. Country Grocer generously donated the centre pieces, which were given to patrons, during a draw at the end of the event.
- Esquimalt Parks and Recreation hosted the 10<sup>th</sup> Annual Christmas Tree Village. Voting for favorite trees took place on our Esquimalt Parks and Recreation Facebook page. In total 24 Christmas Trees were decorated in the Recreation Centre atrium and the Sports Centre lobby. The people's choice award was awarded to Saxe Point Daycare.
- The Celebration of Lights parade was held on Sunday December 3<sup>rd</sup>. This year the committee added

performance prior to the parade from, 3:00-5:00 pm. Students from Macaulay and Brodeur schools were invited to perform, and Ali Gaul and Grace Martin acted as our hosts for the pre-event. After the parade participants enjoyed a visit with Santa, hot chocolate, hot dogs, and live entertainment. There were approximately 25 entries in the parade and approximately 1,000 people attended the after-parade activities.

- The Jolly Jingle Story Mingle returned on December 16<sup>th</sup>. Ali Gaul and Grace Martin performed stories and songs for approximately 20 families, in the Recreation Centre Atrium, to rave reviews.

### **Gorge Park Pavilion**

- During this period, there were 235 bookings in the Pavilion, including the Head at Tail of the Gorge Regatta, Vancouver Island Fitness Conference, Weddings, Holiday parties, Craft Fairs, Birthday parties, and Celebration of Life's.
- The Audio-Visual project has been underway with focus on the Upper Hall audio and projector and Full Facility 5-way paging system. We anticipate the completion of this part of the project to be finalized by the end of January 2024.
- High booking demand continues for events and booking at the Pavilion.
- Furniture was purchased for the lobby area and will be arriving by the end of January 2024.
- The Japanese Green tea service has continued to be well received from the facility users.
- The Japanese teacup and saucer display exhibit was purchased, and staff are investigating appropriate location to place in the facility.

#### **4.) Administration**

- A strategic review was completed of the Parks and Recreation staffing structure in 2023. This was completed by the Director of Parks and Recreation and Director of HR.
- The result of this review separated the Parks and Facility Manager Role into two separate positions, Parks Manager and Facility Manager.
- Through attrition, vacant positions are undertaking changes to job responsibilities and duties, and once finalized these changes will be communicated to the Union.
- Based on increased revenues, the CAO approved the new structure, and the new positions were filled with Dan Henderson Facility Manager and Robbie Young Parks Manager.

## **II. COMMITTEES**

- The Environmental, Parks and Recreation Committee met on Wednesday October 25, 2023