

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-350

PERIOD REPORT

DATE: September 29, 2025 Report No. ADM-25-050

TO: Mayor and Council

FROM: Dan Horan, Chief Administrative Officer

SUBJECT: CAO - 2025 Second Period Report

The following is a report on the activities pertaining to the CAO's office from May 1, 2025 to August 31, 2025.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

The CAO's focus during this reporting period has been supporting the broader team in their task to improve our support to Council's 2026-2030 budget deliberations, particularly with respect to levels of service and the impacts of funding options with respect to the departmental 5-year workforce plans.

The Fire and Parks & Recreation departments completed their presentations in July. Staff's intent was for more departments to brief these issues before the summer break; unfortunately, we underestimated the level of effort needed to develop this work. October's scheduled Committee of the Whole has been set aside to explore levels of service and impacts for the remaining departments.

The CAO has been engaged in two major hiring processes for direct reports. The Director of Strategic Initiatives, Judy Kitts, began the onboarding process in mid-August. The position of Senior Manager of Human Resources, established to fill the human resources/labour relations gap created by the departure of the incumbent Director of Human Resources and Community Relations, was also posted in late July. The selection and hiring process for that position is ongoing.

The attached draft Council Priorities Plan reflects the current status of all projects and initiatives meant to address Council's strategic areas of focus throughout the 2022-2026 term. The CAO will walk through the attached presentation at the Special Committee of the Whole; the presentation represents a quick way to note any changes to the Council Priorities Plan since the last update in May 2025. Staff invite questions from Council and make the following recommendations:

- That staff be directed by Committee resolution to make any proposed changes, additions or deletions to the Council Priorities Plan; and
- That the Council Priorities Plan be endorsed by resolution for approval by Council and publication to the Township's website.

File #:25-350





View from Highrock Park



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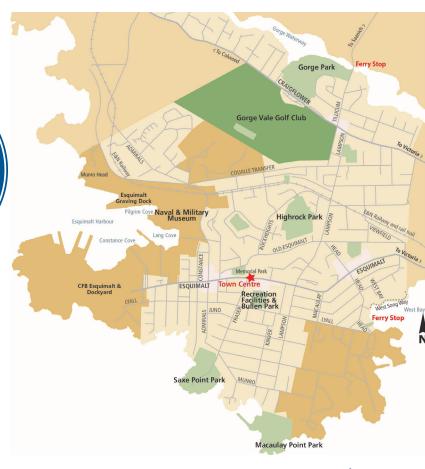
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THE LAND OF SHOALING WATER

- 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.





COUNCIL PRIORITY PROCESS

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

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

The Council Priorities Plan represents Council's direction to staff; staff use this guidance to build their workplans and deliver the results that Council is seeking. While Council retains the flexibility to modify or update the Priorities Plan at any time, the aim of a structured framework is to establish a predictable rhythm

for governance review of Council's priorities throughout the year.

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

NOTE: Cllr. Darlene Rotchford resigned her position in October 2024 due to her new position as MLA for the Esquimalt-Colwood riding. Cllr Meagan Brame was successful in the April 2025 by-election.



(Top) Councillor Boardman, Councillor Morrison, Councillor Helliwell, & Councillor Cavems

(Bottom) Councillor Brame, Mayor Desjardins & Councillor Armour

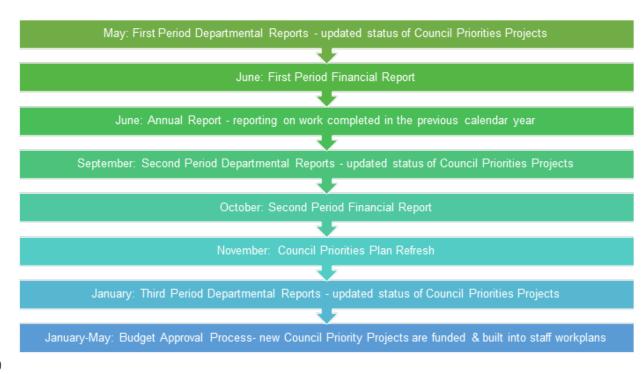
COUNCIL PRIORITY PROCESS

Financial planning

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

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

The Township has adopted a best practice where new or unfunded projects are referred to the Council Priorities Plan Refresh scheduled to occur each November. Staff would prepare decision notes for Council consideration that would include information about the potential projects (scope, budget, impact assessment, etc.) to enable prioritization of the new projects within existing plans and resources.



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

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

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





VISION, MISSION & VALUES

VISION

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

MISSION

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

VALUES

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

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

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

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

Passion - We approach our work with conviction and enthusiasm.

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

COUNCIL PRIORITIES



CLIMATE RESILIENCE & ENVIRONMEN-TAL STEWARDSHIP



DIVERSIFIED & THRIVING ECONOMY



ENGAGED & HEALTHY COMMUNITY

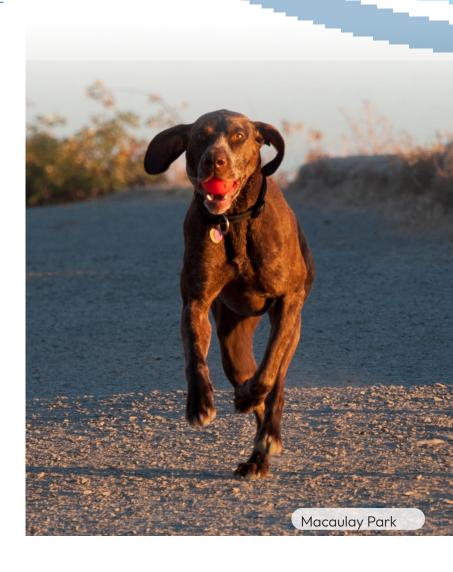


GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE



HOUSING







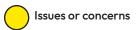


PROJECTS & INITIATIVES CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP

Project	Department	Status	Status Details	Completion
Tree Protection Bylaw Update	Parks and Recreation		Complete	Q1 2023
Priority Development Workshop—Climate Resilience and Environmental Stewardship	Development Services		Complete	Q2 2023
Climate Action Workshop Initiative: Update Council report templates to include climate action (mitigation and adaptation) considerations	Corporate Services		Complete	Q3 2023
Climate Action Workshop Initiative: Develop an annual progress report that ties to specific strategies within the climate plan	Development Services		Complete	Q2 2024 Q4 2024
Low Carbon Energy Systems Bylaw	Development Services		Complete	Q3 2023
Integrated Resource Management	Engineering and Public Works		Update to Council expected at end of Q3 / early Q4.	Q2 Q4 2024 Q2 2025 Q3 2025
Green Teams Partnership	Parks and Recreation		Complete	Q3 2023
Develop concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030 including: 1. Electric vehicle fleet plan 2. GHG emission municipal building audit 3. GHG corporate roadmap	Development Services		 The Electric vehicle fleet plan is ongoing. The municipal building audit has started and will be completed by Q3 2025. The GHG Corporate Roadmap will be completed once the municipal building audit has been completed. 	Q12025 Q12026









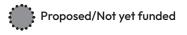




PROJECTS & INITIATIVES

DIVERSIFIED & THRIVING ECONOMY

Project	Dept	Status	Status Details	Completion
Develop Economic Development Action Plan	HR and Community Relations		Complete	Q3 2023
Options Analysis - Park Place & Esquimalt Road	HR and Community Relations		A comprehensive report will be presented to Council in Q3 2025.	Q4 Q3 2024 Q2 2025 Q3 2025
Business Façade Improvement Program	Financial Services and IT		Complete	Q12024
Short-term rental policy analysis	Development Services		Consultant has been selected. Work to begin in September.	Q2 2026













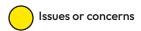


PROJECTS & INITIATIVES ENGAGED & HEALTHY COMMUNITY

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







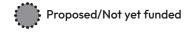




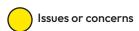


PROJECTS & INITIATIVES ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Revise "Maintenance of Property and Nuisance Bylaw" with respect to Construction Noise	Corporate Services		Complete	Q2 2024
Level of Service Review - Enhance evening and weekend bylaw enforcement	Community Safety Services		Council was briefed; after-hours will be trialed and a report to Council in 2026	Q2 Q4 2024 Q1 2025 Q2 2026
Refresh & Replace Esquimalt Road Banners	HR and Community Relations		Complete and operationalized.	Q1 Q4 2024
Partner and develop turf field for Esquimalt High School	Parks and Recreation		UMBC Strategic Priorities Grant submission complete - waiting on results of grant application.	Q2 Q3 2024 Q1 Q4 2025 Q1 2026
Health Needs Assessment	Development Services		Completion date adjusted to Q4 2025.	Q4 2024 Q1 2025 Q3 Q4 2025
Police service model transition—Phase 2	Community Safety Services		Project update delivered to Council on January 13, 2025. Update to Council expected in fall of 2025.	
Public safety building construction	Community Safety Services		As of September 2025, project is on track and on budget.	Q3 Q4 2026
Esquimalt Together Against Graffiti	Engineering and Public Works		Initiation complete; kickoff event in coordination with VicPD occurred in Q3. Registered volunteers were provided with paint kits. Public Works to continue supporting ETAG.	Q4 2025













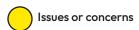


PROJECTS & INITIATIVES ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Dock Analysis	Parks and Recreation		Assigned to Parks & Recreation for capital project development.	Q3 Q4 2024 Q1 2025
Implement Active Transportation Network Plan	Engineering and Public Works		 Munro Sidewalk update: construction on second phase from Kinver Street to Lampson Street finished summer 2025 Sidewalk priorities update: discussion with Council on next priority projects for new sidewalks expected in Q4. Esquimalt Road Active Transportation Improvements: Phase 1: \$500,000 BC Active Transportation Grant awarded; construction started summer 2025 Phase 2: following the routing engagement What We Heard Report, Council provided direction on a phased approach; design engagement on segments between Joffre and Fraser, and Admirals to Canteen expected Q4 Craigflower Crosswalk Improvements: construction underway in summer 2025, with completion expected in fall 2025. 	Ongoing
Front Yard Deer Fencing Policy Development	Development Services		Initial research started.	Q2 2026











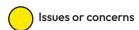


PROJECTS & INITIATIVES ____ HOUSING

Project	Department	Status	Status Details	Completion
Construction Protocol Review	Development Services		Complete	Q1 2023
Priority Development Workshop—Housing	Development Services		Complete	Q2 2023
Rent Bank Program Information Brief	Development Services		Complete	Q2 2023
Parking Strategy and Updated Parking Bylaw	Development Services		Complete	Q1 Q4 2024 Q1 2025 Q3 2025
GIS Census Analysis	Development Services		Complete	Q3 2023
Tenant Relocation Policy	Development Services		Complete	Q4 2023
Subdivision & Development Bylaw Update (including sidewalk requirements)	Engineering and Public Works		Complete; Updated Bylaw approved by Council January 15 2024	Q1 2024













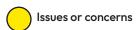


PROJECTS & INITIATIVES ___ HOUSING

Project	Department	Status	Status Details	Completion
Prepare Zoning Bylaw Amendments to bring the Zoning Bylaw into conformance with recent amendments to the <i>Local Government Act</i>	Development Services		Complete- Bylaw adopted June 2024	Q2 2024
Affordable Housing Strategy (previously "Non-Market Housing Incentives & Targets Program")	Development Services		Staff to provide a brief to Council to define project expectations regarding scope and schedule.	Q3 2024 Q1 2026
Development Capacity Assessment	Development Services		Consultant contract awarded; project underway.	Q4 2024 Q3 2025 Q1 Q2 2026
Development Process Improvements	Development Services		Complete	Q2 2024
Doctor Density Bonusing	Development Services		New tools from the Province under review by staff.	Q4 2024 Q4 2025
Prepare new Housing Needs Assessment	Development Services		Complete	Q4 2024
Official Community Plan 2025 Updates	Development Services		OCP Recalibration amendments, assessing potential 12-storey height limits for Commercial/Commercial Mixed-Use, and incorporation of updated Housing Needs Assessment	Q4 2025
Official Community Plan Major Review	Development Services	0	Project scope document being developed for Council decision in Q1 2026.	







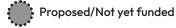




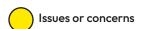


PROJECTS & INITIATIVES GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Council Code of Conduct	Corporate Services		Complete	Q2 2023
Sign Bylaw Amendments	Development Services		Complete	Q3 2023
Staff report—B.C. Growing Communities Fund Options Analysis	Development Services		Complete	Q2 2023
Accessibility Plans—Accessibility British Columbia Act Compliance	Corporate Services		Complete December 2, 2024	Q3 Q4 2024
Long Term Financial Planning Update – Infrastructure Asset Management Strategy	Financial Services and IT		Complete	Q4 2023
Asset Management Program—Recreation Inventory and Plan Development	Parks and Recreation		Complete; Results to be incorporated into the Facilities Master Plan	Q3 2024
Asset Management Program—Sanitary Sewer Master Plan	Engineering and Public Works		Complete; received by Council in February 2025	Q2 Q4 2024 Q1 2025
Asset Management Program—Storm Sewer Master Plan	Engineering and Public Works		RFP to hire consultant closed late summer, with consultant expected to start in September.	Q2 2025 Q1 2026
Asset Management Program—Facilities Master Plan	Engineering and Public Works		Facility condition assessments occurred in Q3. Information to be used in RFP to hire a consultant to develop a municipal facilities plan.	Q1 Q2 2025 Q1 2026
Improved budget documentation	Financial Services and IT		Complete	Q2 2025













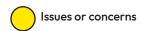


PROJECTS & INITIATIVES GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Recreation Strategic Plan	Parks and Recreation		RFP engagement underway. Development capacity report will provide details around growth and future impact to recreation capacity.	Q1 2026
Pavement Condition Assessment and Management Plan	Engineering and Public Works		Asphalt condition assessments on all roads occurred in Q3, with corresponding paving plan expected early fall 2025	Q3 2026











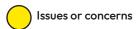


PROJECTS & INITIATIVES STRONG RELATIONSHIPS & PARTNERSHIPS

Project	Department	Status	Status Details	Completion
Gorge Bridge Midden Site Signage	HR and Community Relations		Mayor and Council are in communication with both Nations with regards to the status of the current signage. Project delayed due to staff turnover.	Q3 2024 Q3 2025 Q1 2026
Community to Community Engagement (Songhees and Esquimalt First Nations)	HR and Community Relations		Complete. Community to Community dinner & flag raising completed November 2024 - ongoing engagement incorporated into operational planning and outcomes.	Ongoing
Develop opportunities for service agreements with Songhees and Esquimalt Nations	HR and Community Relations		Departments working in applicable areas (e.g., archaeological requirements)	Ongoing













POTENTIAL FUTURE PROJECTS

These projects were considered by Council in 2024 and were deferred for future consideration.

They will be implemented as projects near completion and as staff capacity allows.

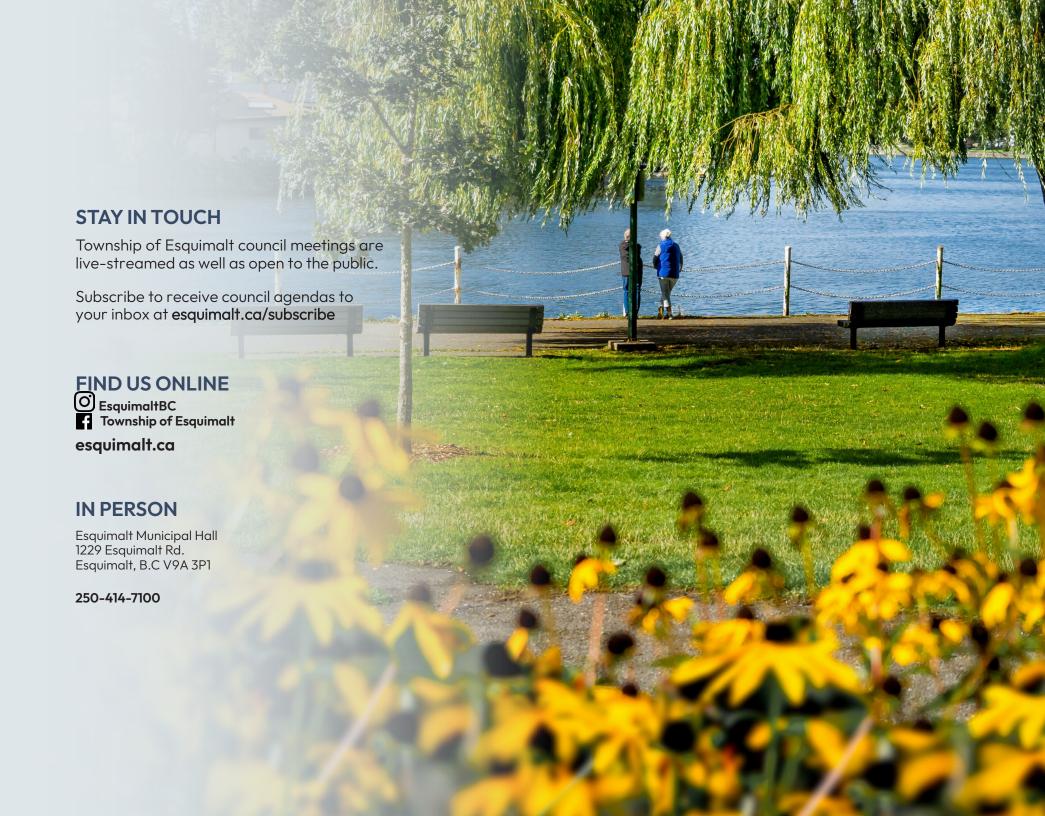
Project	Department	Council Priority
Ground-Oriented Small Developments	Development Services	Housing
Parkland Placement, Aquisition and Management	Parks and Recreation	Engaged & Healthy Community

RELATED DOCUMENTS

- > Official Community Plan
- > 2025 Financial Plan Bylaw
- > 2024 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 or visit Esquimalt Municipal Hall at 1229 Esquimalt Rd.







Council Priorities Plan Update 2nd Period (May 1 – Aug 31)

Council Priorities Plan

What goes into the Council Priorities Plan?

- A special project or initiative that is assigned to staff that falls outside of their day-to-day operational or service level commitments
- Roughly 90% of staff effort is devoted to operations
- Roughly 10% of staff effort available for projects that will go into the Council Priorities Plan

Council Priorities Plan

What goes into the Council Priorities Plan?

- Council completed the work to prioritize the full list of potential projects in April 2023
- Some projects were selected for the Council Priorities Plan (the "now" projects) and some were put on hold or deferred ("next" or "later" projects)
- How are changes or updates to the Council Priorities Plan made?

Council Priorities Plan

The following 9 slides are an excerpt of the Council Priorities Plan. The + symbol is used to denote a newly completed item, and the symbol is used to denote an item of interest (changes or updates of note) to be provided by CAO or staff during the presentation

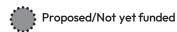




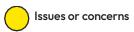


PROJECTS & INITIATIVES ___ CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP

Project	Department	Status	Status Details	Completion
Tree Protection Bylaw Update	Parks and Recreation		Complete	Q1 2023
Priority Development Workshop—Climate Resilience and Environmental Stewardship	Development Services		Complete	Q2 2023
Climate Action Workshop Initiative: Update Council report templates to include climate action (mitigation and adaptation) considerations	Corporate Services		Complete	Q3 2023
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Low Carbon Energy Systems Bylaw	Development Services		Complete	Q3 2023
Integrated Resource Management	Engineering and Public Works		Update to Council expected at end of Q3 / early Q4.	Q2 Q4 2024 Q2 2025 Q3 2025
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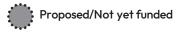


PROJECTS & INITIATIVES

DIVERSIFIED & THRIVING ECONOMY

Project	Dept	Status	Status Details	Completion
Develop Economic Development Action Plan	HR and Community Relations		Complete	Q3 2023
Options Analysis - Park Place & Esquimalt Road	HR and Community Relations		A comprehensive report will be presented to Council in Q3 2025.	Q4 Q3 2024 Q2 2025 Q3 2025
Business Façade Improvement Program	Financial Services and IT		Complete	Q1 2024
Short-term rental policy analysis	Development Services		Consultant has been selected. Work to begin in September.	Q2 2026

















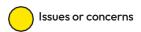
PROJECTS & INITIATIVES ___

ENGAGED & HEALTHY COMMUNITY

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













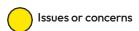
PROJECTS & INITIATIVES

ENGAGED & HEALTHY COMMUNITY

	Project	Department	Status	Status Details	Completion
	Revise "Maintenance of Property and Nuisance Bylaw" with respect to Construction Noise	Corporate Services		Complete	Q2 2024
	Level of Service Review - Enhance evening and weekend bylaw enforcement	Community Safety Services		Council was briefed; after-hours will be trialed and a report to Council in 2026	Q2 Q4 2024 Q1 2025 Q2 2026
	Refresh & Replace Esquimalt Road Banners	HR and Community Relations		Complete and operationalized.	Q1 Q4 2024
>	Partner and develop turf field for Esquimalt High School	Parks and Recreation		UMBC Strategic Priorities Grant submission complete - waiting on results of grant application.	Q2 Q3 2024 Q1 Q4 2025 Q1 2026
>	Health Needs Assessment	Development Services		Completion date adjusted to Q4 2025.	Q4 2024 Q1 2025 Q3 Q4 2025
	Police service model transition—Phase 2	Community Safety Services		Project update delivered to Council on January 13, 2025. Update to Council expected in fall of 2025.	
	Public safety building construction	Community Safety Services		As of September 2025, project is on track and on budget.	Q3 Q4 2026
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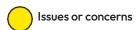
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ENGAGED & HEALTHY COMMUNITY

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	Implement Active Transportation Network Plan	Engineering and Public Works		 Munro Sidewalk update: construction on second phase from Kinver Street to Lampson Street finished summer 2025 Sidewalk priorities update: discussion with Council on next priority projects for new sidewalks expected in Q4. Esquimalt Road Active Transportation Improvements: Phase 1: \$500,000 BC Active Transportation Grant awarded; construction started summer 2025 Phase 2: following the routing engagement What We Heard Report, Council provided direction on a phased approach; design engagement on segments between Joffre and Fraser, and Admirals to Canteen expected Q4 Craigflower Crosswalk Improvements: construction underway in summer 2025, with completion expected in fall 2025. 	Ongoing
>	Front Yard Deer Fencing Policy Development	Development Services		Initial research started.	Q2 2026













PROJECTS & INITIATIVES HOUSING

Project	Department	Status	Status Details	Completion
Construction Protocol Review	Development Services		Complete	Q1 2023
Priority Development Workshop—Housing	Development Services		Complete	Q2 2023
Rent Bank Program Information Brief	Development Services		Complete	Q2 2023
Parking Strategy and Updated Parking Bylaw	Development Services		Complete	Q1 Q4 2024 Q1 2025 Q3 2025
GIS Census Analysis	Development Services		Complete	Q3 2023
Tenant Relocation Policy	Development Services		Complete	Q4 2023
Subdivision & Development Bylaw Update (including sidewalk requirements)	Engineering and Public Works		Complete; Updated Bylaw approved by Council January 15 2024	Q1 2024















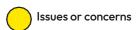


PROJECTS & INITIATIVES HOUSING

	Project	Department	Status	Status Details	Completion
	Prepare Zoning Bylaw Amendments to bring the Zoning Bylaw into conformance with recent amendments to the Local Government Act	Development Services		Complete- Bylaw adopted June 2024	Q2 2024
>	Affordable Housing Strategy (previously "Non-Market Housing Incentives & Targets Program")	Development Services		Staff to provide a brief to Council to define project expectations regarding scope and schedule.	Q3 2024 Q1 2026
>	Development Capacity Assessment	Development Services		Consultant contract awarded; project underway.	Q4 2024 Q3 2025 Q1 Q2 2026
	Development Process Improvements	Development Services		Complete	Q2 2024
	Doctor Density Bonusing	Development Services		New tools from the Province under review by staff.	Q4 2024 Q4 2025
	Prepare new Housing Needs Assessment	Development Services		Complete	Q4 2024
	Official Community Plan 2025 Updates	Development Services		OCP Recalibration amendments, assessing potential 12-storey height limits for Commercial/Commercial Mixed-Use, and incorporation of updated Housing Needs Assessment	Q4 2025
>	Official Community Plan Major Review	Development Services		Project scope document being developed for Council decision in Q1 2026.	













PROJECTS & INITIATIVES

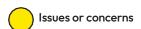
GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Council Code of Conduct	Corporate Services		Complete	Q2 2023
Sign Bylaw Amendments	Development Services		Complete	Q3 2023
Staff report—B.C. Growing Communities Fund Options Analysis	Development Services		Complete	Q2 2023
Accessibility Plans—Accessibility British Columbia Act Compliance	Corporate Services		Complete December 2, 2024	Q3 Q4 2024
Long Term Financial Planning Update – Infrastructure Asset Management Strategy	Financial Services and IT		Complete	Q4 2023
Asset Management Program—Recreation Inventory and Plan Development	Parks and Recreation		Complete; Results to be incorporated into the Facilities Master Plan	Q3 2024
Asset Management Program—Sanitary Sewer Master Plan	Engineering and Public Works		Complete; received by Council in February 2025	Q2 Q4 2024 Q1 2025
Asset Management Program—Storm Sewer Master Plan	Engineering and Public Works		RFP to hire consultant closed late summer, with consultant expected to start in September.	Q2 2025 Q1 2026
Asset Management Program—Facilities Master Plan	Engineering and Public Works		Facility condition assessments occurred in Q3. Information to be used in RFP to hire a consultant to develop a municipal facilities plan.	Q1 Q2 2025 Q1 2026
Improved budget documentation	Financial Services and IT		Complete	Q2 2025













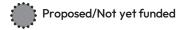




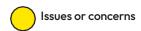
PROJECTS & INITIATIVES

GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

	Project	Department	Status	Status Details	Completion
\Rightarrow	Recreation Strategic Plan	Parks and Recreation		RFP engagement underway. Development capacity report will provide details around growth and future impact to recreation capacity.	Q1 2026
\Rightarrow	Pavement Condition Assessment and Management Plan	Engineering and Public Works		Asphalt condition assessments on all roads occurred in Q3, with corresponding paving plan expected early fall 2025	Q3 2026







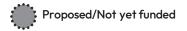




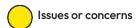


PROJECTS & INITIATIVES STRONG RELATIONSHIPS & PARTNERSHIPS

Project	Department	Status	Status Details	Completion
Gorge Bridge Midden Site Signage	HR and Community Relations		Mayor and Council are in communication with both Nations with regards to the status of the current signage. Project delayed due to staff turnover.	Q3 2024 Q3 2025 Q1 2026
Community to Community Engagement (Songhees and Esquimalt First Nations)	HR and Community Relations		Complete. Community to Community dinner & flag raising completed November 2024 - ongoing engagement incorporated into operational planning and outcomes.	Ongoing
Develop opportunities for service agreements with Songhees and Esquimalt Nations	HR and Community Relations		Departments working in applicable areas (e.g., archaeological requirements)	Ongoing













POTENTIAL FUTURE PROJECTS

These projects were considered by Council in 2024 and were deferred for future consideration.

They will be implemented as projects near completion and as staff capacity allows.

Project	Department	Council Priority
Ground-Oriented Small Developments	Development Services	Housing
Parkland Placement, Aquisition and Management	Parks and Recreation	Engaged & Healthy Community



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-340

PERIOD REPORT

DATE: September 29, 2025 Report No. ADM-25-041

TO: Dan Horan, Chief Administrative Officer

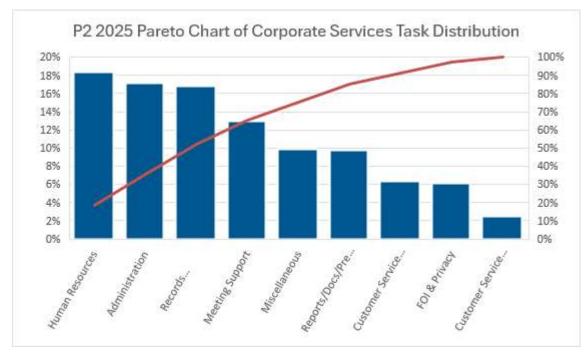
FROM: Deb Hopkins, Director of Corporate Services

SUBJECT: Corporate Services- 2025 Second Period Report

The following is a report on the activities pertaining to the Corporate Services Department from May 1, 2025 to August 31, 2025.

1. Staff Time Distribution

The table below illustrates how staff in Corporate Services spent their time during the second period of 2025. This is intended to provide information on the main areas of focus for the team. While not an exhaustive list of all tasks undertaken, the identified categories include activities outlined in Attachment 1.



- Period 2 includes the Council summer recess, reducing Meeting Support metrics from typical levels
- Additional recess time allocated to vacations, Records Management, training, and other miscellaneous projects

2. Corporate Services

		2025	-	2024	2023	2022	2021
and the same of th	P3	P2	P1	Total	Total	Total	Total
Ads & Notices Prepared	_	41	43	109	134	201	186
Agendas: Committees	12	8	6	24	24	25	31+
Agendas: Council/COTW/IC	84	19	21	66	69*	78	90
Committee Recruitments	~	3	0	3	2	3	2
Council Action Reports	5 -	7	7	22	27	35	25
Council Resolutions Passed	~	54	56	208	244	264	246
Documents Commissioned	<u>;=</u>	11	9	46	22	22	48
Elections/Assent Voting	14	0	1	0	0	1	1
Flag Raising/Lowering	<u>0∓</u>	-1	6	11	9	8	7
LTSA Documents Registered	19	20	3	26	30	40	22
Mail Items Processed	<u>;=</u>	618	555	2,103	1,940	1,234	986
Proclamations/Illuminations	74	12	3	26	24	15	15
Staff Reports Authored		15	11	44	20	24	13
Staff Reports Reviewed	19	74	43	162#	N/A	N/A	N/A

⁺ Number of Committees reduced from five in 2021 to four in 2022

Highlights:

- Recruited and onboarded new staff for the FOI Assistant and Corporate Services Assistant vacancies.
- Staff attended conferences/training related to Information Governance, Corporate
 Administration Fundamentals, Crisis Management & Cyber Security, Hosting Successful
 Accessibility Committees, Robert's Rules and Responsible Governance, and Coaching, Team
 Building and Management Skills.
- Filled four vacancies over three additional Committee recruitments outside of the annual business cycle during this period.
- Developed the project charter and implemented the municipal hall reception pilot project.

3. Records, Information, and Privacy Management

	P3	2025 P2	P1	2024 Total	2023 Total	2022 Total	2021 Total
Audits Conducted*		36	14	N/A	N/A	N/A	N/A
FOI Requests	2	19	9	32	26	39	32
Privacy Impact Assessments	2	5	4	11	7	2	2
Staff Trained/Onboarded*		16	12	N/A	N/A	N/A	N/A

^{*} New metric established

Highlights:

- Updated the Privacy Impact Assessment (PIA) process, and prepared revisions to the contract and service agreements and video surveillance procurement to ensure continued compliance with the Freedom of Information and Protection of Privacy Act (FIPPA).
- Published routine release project and Privacy Information Banks list to the website and

^{*} Reduced the number of agendas produced when there is a closed meeting scheduled prior to an open meeting by combining them into one

^{*}New metric added in 2024

- updated web content online to improve public access to records and comply with FIPPA.
- Completed review of the Township's Records Classification and Retention Schedule (RCRS) to incorporate LGMA Toolkit updates and revised legal citations and making it more user friendly for municipal staff.
- Completed update of TAB Fusion physical records system to synchronize with new RCRS and prepare for transfer to new TAB SaaS system.
- Completed Community Safety Services/Strategic Initiatives records and information management review and prepared records for hand over to new Director of Strategic Initiatives.

Archives

		A CONTRACTOR OF THE PARTY OF TH		-		-	
	P3	2025 P2	P1	2024 Total	2023 Total	2022 Total	2021 Total
Community Events Attended	- 2	3	2	3	2	0	0
Demolitions Photographed	2	2	5	6	26	12	17
Donations Received	2	13	6	13	13	1	7
Exhibits Prepared *	2	4	2	6	3	12	2
Municipal Transfers*	2	2	1	6	1	- 2	2
Research Requests	2	33	24	85	132	98	98

^{*}New metrics tracked

Highlights:

- Reviewed, revised, published, and printed the updated historical walking tour brochure.
- Accessioned 114 items with proper identification, description, and appropriate storage, and added more digitized images to the online collection improving public access to archival materials.
- Provided information about William Fitzherbert Bullen, William Theodore Hurd and Charles William to Dutch non-profit association named "Faces to Graves" that write the life stories of Canadian soldiers that fought for freedom in the Netherlands and are buried at the Canadian War Cemetery in Groesbeek, Holland www.facestograves.nl https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.facestograves.nl%

- Community outreach included hosting an information booth at the Fort Macaulay Interpretive Event, delivering an "Introduction to the Archives" presentation to Rockheights Middle School, collaborating on the 150th anniversary of the birth of General Sir Arthur Currie celebrations with Archivists at 5(BC) Artillery Regiment RCA, and providing archival materials for display at Fort Rodd Hill and Fisgard Lighthouse National Historic site.
- Training and development included attendance at the ARMA Vancouver Island Conference "In the same Boat - Sharing Information Governance Expertise" and "Materials for Preserving Paper Collections" presented by the International Institute for the Conservation of Historic and Artistic Works (UK).

ATTACHMENTS:

- 1. Overview of CS Task Categorization
- 2025 Period 2 Council Resolutions 2.

Illustrative Overview of Corporate Services Task Categorization* **Human Resources** Recruiting and onboarding of new Preparing and updating annual Drafting job descriptions and workforce plans postings Conducting departmental staff Meeting weekly with direct reports Discussing other HR-related and Collective Agreement matters meetings **Records Management** Training internal staff Auditing program areas Managing departmental files Managing individual email and files Managing the corporate record life Coordinating the corporate records and information management program Supporting TabFusion Providing guidance to municipal Liaising with the offsite storage departments provider **Meeting Support** Preparing and publishing agendas Coordinating late agenda items Transcribing minutes Tracking council resolutions Attending meetings Preparing action reports Publishing meeting videos Completing required Council Preparing correspondence directions Scheduling business items Managing online meeting calendars Setting and clearing meeting spaces and equipment Administration Managing correspondence Managing invoices Preparing and overseeing annual budgets Managing staff attendance Lowering/raising of flags and related Accessioning and digitizing archival communications materials E-filing LTSA documents Preparing annual statutory notices Updating departmental web content (Schedule of Meetings, Annual Report) Reports/Documents/Presentations Drafting, developing, disseminating, and tracking of: Bylaws Staff reports Memoranda Policies Guidance documents Presentations Miscellaneous Training and professional Completing other extraordinary Conducting special projects development of departmental staff tasks not falling within another category FOI & Privacy Providing internal staff training Developing and implementing Assisting departments with FOI & policies and procedures privacy matters Auditing program areas Coordinating and responding to Administering the Township's formal access to information (FOI) Privacy Management Program requests

Attachment 1

Responding to requests for assistance from municipal departments, CAO, Council, or internal committees including:

- Researching meeting minutes
- Locating and retrieving historical staff reports
 - information olicies Certi
- Aggregating historical background information

- Providing technical and procedural guidance
- Reviewing draft bylaws and policies

 Customer Service External

Customer Service - Internal

Certifying municipal documents and Council resolutions

 Providing service to members of the public, external groups, or organizations Completing or assisting with research requests to the Archives

 Commissioning documents (foreign pensions and proof of life) for residents

^{*} Tasks listed are illustrative of the task types associated with each category.

	2025 COUNCIL RESOLUTIONS 2nd PERIOD									
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result					
25-110	Special Council	July 14, 2025	Repeal Expenses (Elected Officials) Bylaw, 2006, No. 2637, Staff Memorandum No. ADM-25-031	That Council give three readings to Bylaw to Repeal Bylaw No. 2637, 2025, No. 3167.	Carried Unanimously					
25-109	Special Council	July 14, 2025	Parks and Recreation 2026 Fee and Charges Rate Review, Staff Report No. P&R- 25-005	That Council give first, second, and third readings to Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2025, No. 3165.	Carried Unanimously					
25-108	Special Council	July 14, 2025	Delegated Authority to Issue Traffic Orders, Staff Report No. EPW-25-011	That Council give first, second and third readings to Streets and Traffic Regulation Bylaw, 2017, No. 2898, Amendment Bylaw, 2025, No. 3166.	Carried Unanimously					
25-107	Special Council	July 14, 2025		That the Parks and Recreation Service Levels, Staff Memorandum No. P&R-25-006 be received for information.	Carried Unanimously					
05.400	Special Council	July 14, 2025	UBCM Strategic Priorities Fund Grant Application - Esquimalt High Turf Field, Staff Report No. P&R-25-008	That Council endorse the submission of an application for the 2025 UBCM Strategic Priorities Fund for the Esquimalt High Turf Field project, design and construction of a lit artificial turf field located at Esquimalt High School, in which the Township of Esquimalt will provide overall grant management and will manage or support any project cost	Carried Unanimously					
25-106 25-105	Special Council	July 14, 2025	Sale of Heavy Rescue and Purchase of Light Rescue Apparatus, Staff Report No. FIRE-25-005	overruns. That Council approve the right-sized procurement of a Light Rescue apparatus from Fort Garry Fire Trucks, not to exceed \$350,000 inclusive of fees and taxes, and authorize the consignment sale of the 2021 Heavy Rescue truck, contingent on achieving a minimum proceed value of \$600,000, as described in Staff Report FIRE-25-005.	Carried Unanimously					
25-104	Special Council	July 14, 2025	Town Centre – Side Street Parking Restrictions, Staff Report No.EPW-25-008	That Council: 1.Approve Traffic Orders 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1375, 1376, 1377, 1378, 1380 and 1381; and 2. Rescind Traffic Orders 382, 585, 658, 782, 802, 867, 1228, 1229, 1296, 1303, 1327, 1328, 1329, and 1336	Carried Unanimously					
25-104	Special Council	July 14, 2025	Town Centre – Side Street Parking Restrictions, Staff	as detailed in Staff Report EPW-25-008. That the motion be amended to make all time-limited parking spaces, except for loading zones, be for two hours.	DEFEATED with Mayor Desjardins and Councillors Armour, Boardman, Cavens, and Helliwell opposed.					
25-102	Special Council	July 14, 2025	Report No.EPW-25-008 Official Community Plan Amendment Consultation List – 868 Old Esquimalt Road, Staff Report No. DEV-25-028	That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Official Community Plan and Zoning Amendment concept plan detailing the proposed 7-unit townhouse development at 868 Old Esquimalt Road.	Carried Unanimously					
25 101	Special Council	July 14, 2025	2025, No. 3089, Staff Memorandum No. ADM-25-	That Parking Bylaw, 2025, No. 3089 be adopted.	Carried Unanimously					
25-101 25-100	Special Council	July 14, 2025	Adoption of Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2025, No. 3154, Staff Memorandum No. ADM-25-033	That Officer's Bylaw, 2011, No. 2777, Amendment Bylaw, 2025, No. 3154 be adopted.	Carried Unanimously					
25-99	Regular Council	July 7, 2025	Designating a Servicing Officer, Staff Report No. EPW-25-010	That Council give first, second and third readings to Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2025, No. 3154, as described in Staff Report EPW-25-010.	Carried Unanimously					
25-98	Regular Council	July 7, 2025	Proposed Amendments to	That Council:	Carried Unanimously					

2025 COUNCIL RESOLUTIONS 2nd PERIOD								
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result			
				1. Give second reading to Parking Bylaw, 2025, No. 3089, as amended as outlined in Staff Report No. DEV-25-033; and 2. Give third reading to Parking Bylaw, 2025, No. 3089.				
25-97	Regular Council	July 7, 2025	Official Community Plan (OCP) Recalibration 2025 - Circulation Approval, Staff Report No. DEV-25-031	That Council, having considered Sections 475 and 476 of the Local Government Act, authorize staff to circulate the Project Sign-off for the Official Community Plan recalibration to those agencies and organizations identified in staff report DEV-25-031.	Carried Unanimously			
25-96	Regular Council	July 7, 2025	Bus Stop Level of Service and Procurement of Used Curbster, Staff Report No. EPW-25-012	That Council approve the purchase of a used curbster and necessary repairs in the amount of \$35,000, as described in Staff Report EPW-25-012.	Carried Unanimously			
25-95	Regular Council	July 7, 2025	Esquimalt Road Phase 1 and Craigflower Road Crosswalk Upgrades –	That Council: 1. Award a construction contract (ENG #25-02), optional and provisional work and future change orders within the approved budget, to Hazelwood Construction Ltd. in the amount of \$2,933,745.17, for Esquimalt Road Active Transportation and Underground Improvements Phase 1 and for Craigflower Road Crosswalk Upgrades, as described in Staff Report EPW-25-009; and 2. Approve the reallocation of \$150,000 from the Esquimalt Road Phase 1 project to the Craigflower Crosswalk Upgrade project with funding to come from the Infrastructure Reserve Fund.	Carried Unanimously			
	Regular Council	July 7, 2025	Official Community Plan Amendment and Rezoning Application – 1340 Sussex Street & 1337 Saunders Street, Staff Report No. DEV- 25-029	Main motion as amended: That Council: 1. Give third reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3157; and 2. Give third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3158 3. Direct Staff to amend the Section 219 Covenant to also secure the	Carried with Councillor Boardman Opposed.			
25-94 25-93	Regular Council	July 7, 2025	Official Community Plan Amendment and Rezoning Application – 1340 Sussex Street & 1337 Saunders Street, Staff Report No. DEV- 25-029	internal amenity spaces. That the main motion be amended to direct staff to amend the Section 219 Covenant to also secure the internal amenity spaces.	Carried Unanimously			
25-92	Regular Council	June 23, 2025	Discussion on Development Charges - Councillors Cavens and Helliwell	Therefore, it be resolved that Council direct staff to facilitate a high-level Council discussion on additional development charges, including DCCs, CACs, and ACCs, as part of Council's discussions around the 2026 budget using existing data or comparable reports from nearby municipalities where needed, to determine whether Council wishes to add or reprioritize them in the Council Priorities Plan.	Carried Unanimously			
25-91	Regular Council	June 23, 2025	Resolutions from the June 16, 2025, Committee of the Whole meeting to be ratified	That the second to last bullet of the 2025 UBCM Convention resolution be amended to insert after regarding and before regionalization "the Township of Esquimalt's policing scenarios and the".	Carried Unanimously			
25-90	Regular Council	June 23, 2025	Resolutions from the June 16, 2025, Committee of the Whole meeting to be ratified		Carried Unanimously.			

				IL RESOLUTIONS PERIOD	
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				update on western communities' collaboration; • The Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs, regarding infrastructure funding; • The Honourable Mike Farnworth, Minister of Transportation and Transit, regarding the Admirals Road corridor; • The Honourable Garry Begg, Minister of Public Safety and Solicitor General regarding the Township of Esquimalt's policing scenarios and the regionalization of policing; and • Darlene Rotchford, M.L.A. Esquimalt-Colwood, be invited to attend the meetings with the above Ministers.	
25-89	Regular Council	June 23, 2025	2025, Committee of the	That the Committee of the Whole recommend that Council endorse the draft Project Sign-off and proceed with the Official Community Plan Recalibration.	Carried Unanimously.
25-88	Regular Council	June 23, 2025	Application - 429	That Council approve DVP00156 including variances to the siting of the principal building on Site A, the shared Site A/Site B lot line setback for building elements up to 11 metres in height within Site B, and the shared Site A/Site B lot line setback for building elements over 11 metres in height within Site B for the subject property located at 429 Lampson Street as outlined in staff report DEV-25-026.	Carried Unanimously
25-87	Regular Council	June 23, 2025	Application - 805 Hutchinson Avenue, Staff	That Council approve DVP00157 including variances to decrease the side setback by 1.2 metres and the building separation by 1.2 metres for the Detached Accessory Dwelling Unit located at 805 Hutchinson Avenue	Carried Unanimously.
25-86	Regular Council	June 23, 2025	Report No. DEV-25-027 2024 Statement of Financial Information, Staff Report FIN-25-009	as outlined in staff report DEV-25-027. That Council approve the 2024 Statement of Financial Information as attached to Staff Report FIN-25-009.	Carried Unanimously.
25-85	Regular Council	June 23, 2025	Parks and Recreation 2025 UBCM Community Excellence Award Nomination - Staff Report No. P&R25-007	That Council endorse submission of the application to the 2025 UBCM Community Excellence Awards for the category of Excellence in Service Delivery for the Township of Esquimalt's Youth Aquatic Safety & Leadership Program.	Carried Unanimously
25-84	Regular Council	June 23, 2025	OCP Amendment and Rezoning Application First and Second Reading - 1005 Tillicum Rd - Staff Report No. DEV-25-025	Main Motion as Amended 1. Give first and second reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3162; 2. That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended by adding to Section 12 the following subsection (c) "Notwithstanding Section 13 of Parking Bylaw 1992, No. 2011 (as amended), off-street parking shall be provided in the ratio of 1.0 spaces per commercial unit; 3. That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended to include that the amount of parking provided would be applicable to either a strata or rental building; 4. Give first and second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163, as amended; and 5. Direct staff to schedule a Public Hearing for Amendment Bylaws 3162 and 3163 for a proposed mixed-use development consisting of 32 residential units and one commercial unit for the subject property located at 1005 Tillicum Road.	Carried Unanimously.
05.00	Regular Council	June 23, 2025	OCP Amendment and Rezoning Application First and Second Reading - 1005 Tillicon Ros	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended to include that the amount of parking provided would be applicable to either a strata or rental building.	Carried with Councillors Armour and Brame Opposed.
25-83 25-82	Regular Council	June 23, 2025	DEV-25-025 OCP Amendment and	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3163 be amended by	Carried Unanimously.

	2025 COUNCIL RESOLUTIONS 2nd PERIOD									
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result					
			Rezoning Application First and Second Reading - 1005 Tillicum Rd - Staff Report No. DEV-25-025	adding to Section 12 the following subsection (c) "Notwithstanding Section 13 of Parking Bylaw 1992, No. 2011 (as amended), off-street parking shall be provided in the ratio of 1.0 spaces per commercial unit".						
25-81	Regular Council	June 9, 2025	Resolutions from the May 26, 2025 Special Committee of the Whole Meeting for Ratification	That Council receive the 2025 first period reports for information.	Carried Unanimously					
25-80	Regular Council	June 9, 2025	Resolutions from the May 26, 2025 Special Committee of the Whole Meeting for Ratification	That Council endorse the Council Priorities Plan as amended and approve its publication to the Township of Esquimalt's website.	Carried Unanimously.					
25-79	Regular Council	June 9, 2025	Resolutions from the May 26, 2025 Special Committee of the Whole Meeting for Ratification	That Council move the Deer Fencing Project from the "Future Projects" list to the "Active Projects" and ask staff to investigate how to amend the zoning bylaw with less effort and resources than described in the project assessment in December. Council would like the bylaw to provide for exceptions to current residential fence height limits where the intent is to deter deer, while ensuring designs remain visually permeable and safe for wildlife.	Carried Unanimously.					
	Regular Council	June 9, 2025	Resolutions from the May 26, 2025 Special Committee of the Whole Meeting for Ratification	That Council direct staff to immediately initiate discussions with BC Hydro to formulate an agreement regarding graffiti; work with Ian Diack of the Victoria Police Department who has initiated a call for volunteers to reinstate Esquimalt Together Against Graffiti (ETAG); and report back quickly to Council regarding funding materials and staff coordination of ETAG with the goal of having volunteers removing	Carried Unanimously.					
25-78 25-77	Regular Council	June 9, 2025	Parking Bylaw, 2025, No. 3089 Staff Report No. DEV-25-022	graffiti as early as June 2025. That Council Give first reading to Parking Bylaw, 2025, No. 3089.	Carried Unanimously					
25-76	Regular Council	June 9, 2025	2024 Annual Report, Staff Report No. ADM-25-025	That Council adopt the 2024 Annual Report as attached to Staff Report No. ADM-25-025.	Carried Unanimously.					
25-75	Regular Council	June 9, 2025	Development Permit	That Council approve Development Permit No. DP000244, and direct staff to issue the permit and register the notice on the title of the property upon receipt of the landscape deposit.	Carried with Mayor Desjardins Opposed					
25-74	Regular Council	June 9, 2025	Official Community Plan Amendment and Rezoning Application – 1340 Sussex Street & 1337 Saunders Street, Staff Report No. DEV 25-014	That the main motion be amended to add a Section 219 Covenant provision requiring that the indoor amenity space be a fitness facility, without the option for conversion at a later date	Defeated with Mayor Desjardins, Councillor Armour, Councillor Boardman, Councillor Brame, and Councillor Helliwell Opposed					
25-73	Regular Council	June 9, 2025	Official Community Plan Amendment and Rezoning Application – 1340 Sussex Street & 1337 Saunders Street, Staff Report No. DEV 25-014	That Council: 1. Give first and second reading to Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3157; 2. Give first and second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No.3158; and 3. Direct staff to schedule a Public Hearing for Amendment Bylaws No. 3157 and No. 3158.	Carried Unanimously					
25-72	Regular Council	June 9, 2025	Housing Agreement Bylaw and Rezoning Application – 602, 608, 612 & 618 Nelson Street and 1319, 1331 &	That Council: 1) Adopt Housing Agreement Bylaw, 2024, No. 3127; and 2) Adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3126.	Carried Unanimously					

2025 COUNCIL RESOLUTIONS 2nd PERIOD									
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result				
			1347 Sussex Street, Staff Report No. DEV-25-016						
05 71	Regular Council	June 9, 2025		That Council: 1. Give third reading to Official Community Plan Bylaw, 2018, No. 2922, fAmendment Bylaw, 2025, No. 3152; 2. Give third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3153; and 3. Direct staff to modify the S.219 Covenant registered on title prior to adoption of Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 2450 and Zoning Bylaw, 2025, No. 2025, No. 2452	Carried Unanimously				
25-71 25-70	Regular Council	May 26, 2025		No. 3152 and Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3153. That Council direct the Mayor to send a letter to the province voicing concern over the timeline of Bills 14 and 15 and to request the Provincial government to extend the date of consideration to allow for further consultation.	Carried Unanimously				
25-69	Regular Council	May 26, 2025	E-mail dated May 11, 2025 from John Appler, Vancouver Navy Veterans Association Re: Proclamation Request - Robert Hampton Gray Day	That August 9, 2025 be proclaimed Robert Hampton Gray Day in Esquimalt in recognition of the long history between the community and the RCN and the courage of Lt. Gray on this the 80th. anniversary of his actions and death that led to the awarding of the Victoria Cross	Carried Unanimously				
	Regular Council	May 26, 2025	May 12, 2025 Committee of	That Council receive Staff Report No. P&R-25-003 for information and direct staff to report back to Council with budget considerations to: a. create a network of docks and water access infrastructure with Gorge Esquimalt Park West being the initial location; b. provide community educational outreach; c. conduct a wave activity assessment; and d. concurrently with the development of an option in Esquimalt Gorge Park West, explore the options for kayak access in West Bay as well as smaller interventions such	Carried Unanimously				
25-68	Regular Council	May 26, 2025	West Bay – Limited Time Parking Zone – Two-Hour Parking Only, Staff Report No. EPW-25-007	as swim ladders in appropriate locations. 1. That Council approve: - Traffic Order 1357 - "Two hour limited time parking, Monday to Saturday 7:00 am to 5:00 pm" signage installed on the north side of Lyall Street commencing 9m east of Lyall Street and Gore Street and extending east for 117m; - Traffic Order 1358 - "Two hour limited time parking, Monday to Saturday 7:00 am to 5:00 pm" signage installed on the south side of Head Street commencing 9m southeast of Head Street and Gore Street and extending southeast for 81m; - Traffic Order 1359 - "Two hour limited time parking, Monday to Saturday 7:00 am to 5:00 pm" signage installed on the southeast side of Gore Street commencing 23m northeast of Gore Street and Lyall Street and extending northeast for 34m; and, - Traffic Order 1360 "No Parking" on the northwest side of Gore Street commencing 19m northeast of Gore Street and Lyall Street and extending 73m northeast. 2. That Council rescind: - Traffic Order 961 for "Parking is Prohibited at all times on the south-westerly side of Head Street from its intersection with Lyall Street to its intersection with Gore Street"; - Traffic Order 164 for "Parking is Prohibited at all times on either side of Gore Street from Head Street to Lyall Street"; and - Traffic Order 409 for "Parking is Prohibited at all times on the southerly side of Lyall Street from Peters Street to Head Street" as detailed in Staff Report EPW-25-007.					
25-66	Regular Council	May 26, 2025	Bylaw Level of Service Review, Staff Memo No.	MAIN MOTION That Council:	Carried Unanimously				

2025 COUNCIL RESOLUTIONS 2nd PERIOD									
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result				
			CSS-25-003	a) receive the Bylaw Level of Service Review completed by Innova Strategy Group for information; b) direct staff to: i. continue collecting on outstanding fines; ii. proceed with modernization of bylaw software, pending the Director of Strategic Initiatives; iii. initiate after hours bylaw enforcement utilizing existing staff, as resources allow; iv. report back to Council in 2026 on performance of after hours enforcement through operational updates; v. bring forward budget requests related to the Parking Action Plan as part of annual budget deliberations; vi. undertake a public communications strategy to make the public aware that unpaid parking fines will be collected. as described in Staff Report CSS-25-003.					
25-65	Regular Council	May 26, 2025	Development Variance Permit Application - 1215 Colville Road, Staff Report No. DEV-25-013	That Council approve DVP00154 including variances to decrease the sidesetback by 0.6 metres and the rear setback by 1.8 metres for the Principal Building located at 1215 Colville Road as outlined in staff report DEV-25-13.	Carried Unanimously				
25-64	Regular Council	May 26, 2025	Rezoning Application - 909 McNaughton Avenue, Staff Report No. DEV-25-020	That Council give third reading and adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3161.	Carried Unanimously				
25-63	Regular Council	May 5, 2025	Letter from Arianna Scott, Executive Director, BGC South Vancouver Island Re: BGC Club Day	That Council proclaim June 6, 2025 as BGC Club Day and that the Archie Browning Sports Centre and Adventure Park be illuminated with green lights.	Carried Unanimously				
25-62	Regular Council	May 5, 2025	2024 Audited Financial Statements, Staff Report No. FIN-25-006	That Council approve the audited financial statements for the year ended December 31, 2024, as attached to Staff Report FIN-25-006.	Carried Unanimously				
25-61	Regular Council	May 5, 2025	Development Permit Application - 861 & 863 Esquimalt Road, Staff Report No. DEV- 25-011	That Council approve Development Permit No. DP000241, attached as Appendix "A" to staff report DEV-25-011, 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				
25-60	Regular Council	May 5, 2025	Rezoning Application - 909	That Council give first and second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3161 and authorize the scheduling of a Public Hearing.	Carried Unanimously				
25-59	Regular Council	May 5, 2025	Rezoning Application Second Reading - 1209 Lyall	1. That Council rescind second reading of Zoning Bylaw, 1992, No.2050, Amendment Bylaw, 2025, No. 3153, which would amend the RS-6 (Single Family DADU Residential) zone to permit a Liquor Lounge and Accessory Retail at 1209 Lyall Street (Lot 5, Section 11, Esquimalt District, Plan 946) as a secondary use to Single Family Residential, and read anew a second time. 2. That Council direct staff to schedule a Public Hearing for Official Community Plan Bylaw, 2018, No. 2922, Amendment Bylaw, 2025, No. 3152 and Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2023, No. 3153, mail notices, and advertise for same on the Township's website and public notice boards.	Carried Unanimously				
25-58	Regular Council	May 5, 2025	Adoption of Financial Plan and Tax Rates Bylaw Nos. 3159 & 3160, Staff Memorandum ADM-25-020	That Financial Plan Bylaw No. 3159 and Tax Rates Bylaw No. 3160 be adopted.	Carried Unanimously				

				IL RESOLUTIONS PERIOD	
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
25-57	Regular Council	May 5, 2025	Rezoning Application - 861 8 863 Esquimalt Road, Staff Report No. DEV-25-010	That Council adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3078.	Carried Unanimously.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-343

PERIOD REPORT

DATE: September 29, 2025 Report No. DEV-25-045

TO: Dan Horan, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services- 2025 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2025 to August 31, 2025.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Application / Official Community Plan Amendments

In addition to processing rezoning applications submitted previously (Appendix "B"), the Department received no new rezoning or Official Community Plan amendment applications in the Second period.

2. Development Permit (DP) Applications

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

- 889 Tillicum Road (Delegated) proposed Small-Scale Multi-Family House (SSMFH) fourplex
- 891 Tillicum Road (Delegated) proposed SSMFH fourplex
- 870 Lampson Street (Delegated) proposed SSMFH
- 527 Lampson Street (Lot 16) (Delegated) proposed SSMFH triplex
- 527 Lampson Street (Lot 17, also known as '1050 Dunsmuir Street') (Delegated) proposed SSMFH triplex

3. Development Variance Permit (DVP) Applications

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

- 942 Wollaston Street (Delegated) Variance to accessory building required setback and maximum height to authorize the construction of an accessory building sited differently than the approved BP
- 500 Admirals Road (Delegated) Variance to lot coverage for Rainbow Kitchen loading dock addition
- 622 Admirals Road Variances to wall sign size and number
- 301-503 Park Place Variances to window sign size and to allow third floor window signs
- 527 Lampson Street (Lot 16) Variances to reduce setbacks for principal buildings and to reduce drive aisle width
- 527 Lampson Street (Lot 17, also known as '1050 Dunsmuir Street') Variances to reduce setbacks for principal buildings and to reduce drive aisle width
- 640 Lampson St delegated variance to front yard setback
- 640 Lampson St variance to Subdivision and Development Servicing bylaw for required frontage works and services
- 884 Lampson St delegated variance to setbacks for balcony projections

4. Board of Variance Application (BOV)

The department received one new application in the second period:

 888 Dunsmuir Road - Reduction of front yard setback for additions and alterations to existing building nonconforming to setback.

5. Heritage Alteration Permits (HAP)

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

6. Subdivision Applications

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

7. Temporary Use Permit [TUP] Applications

The department received one new application in the second period:

533 Admirals - Principal Use of Commercial Surface Parking

8. Liquor License Applications

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

9. Legal Documents

- 1004 Gosper Crescent Section 219 covenant, and housing agreement (DADU)
- 633 Admirals Section 219 covenant modification

10. Building Inspections

• The downward trend in both the value of construction and building permit revenue that was identified in the first period of 2025 has continued in the second period of 2025. The total value of construction in the second period of 2025 was \$4.0 million compared with \$87.1 million in the second period of 2024. Like construction values, the permit fees showed a decrease, with \$47,771.90 in the second period of 2025 compared to \$658,124.80 for the second period of 2024. Details are shown in Appendix C.

11. Other Planning Projects

- Parking Bylaw received three readings and was subsequently adopted.
- Worked on an Omnibus Amending Bylaw for the Zoning Bylaw, 1992, No. 2050.
- Reviewed proposals received in response to the request for proposals for the Development Capacity Study.
- Negotiated contract with consultant for the Short-Term Rental study.
- Worked with consultant on finalizing the refresh of the Health Needs Assessment.
- Took the Official Community Plan recalibration report to council for review and approval.
- Undertook public engagement for the Official Community Plan recalibration.

12. 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 realtors to identify possible sites for small lot infill in Esquimalt.
- Fielded a significant volume of realtor, appraiser, developer, and potential home buyer inquiries regarding properties in Esquimalt, particularly those eligible for the new RSM-1 and RSM-2 zoning.
- Fielded a significant volume of inquiries about Short-Term Rentals in Esquimalt.
- Attended the UDI Liaison Committee meeting.

13. Sustainability

- Prepared and submitted the Local Government Climate Action Plan greenhouse gas inventory for the province.
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group.
- Supported Parks and Recreation with the greenhouse gas reduction building retrofit study.
- Initial preparation for the Climate Action Plan Annual Report

14. 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.

15. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed Business Licence Applications for Zoning Compliance.
- Responded to 34 property information requests.
- Processed 11 requests for building plans.
- Attended Emergency Management Committee meeting.
- Attended on-line demonstrations of the provincial building permit portal.

16. Training

Staff attended the following training sessions:

- Attended several Planning Institute of BC webinars.
- Staff attended the "Green Stormwater Infrastructure Common Design Guidelines" workshop.
- Director attended the national planning directors meeting in conjunction with the national planning conference.

17. Statistics

See Appendix "A" for housing statistics.

See Appendix "B" for status of development applications.

See Appendix "C" for building permit statistics

2. COMMITTEES

Advisory Planning Commission:

 The Advisory Planning Commission met four times in the second period and reviewed eleven applications.

Design Review Committee:

The Design Review Committee met once in the second period and reviewed two applications.

Board of Variance:

25-343					
he Board o	f Variance met c	once in the se	cond period a	and reviewed o	ne application.

Housing Matrix August 30, 2025

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
903 Admirals Road	Rezoning	0	8	0	8	0	Townhouse
664 Admirals Road	Building Permit	83	0	0	83	6	Apartment
1221 Carlisle Avenue (14-lot consolidation)	Development Permit	198	0	0	198	TBD	Apartment
1223 Carlisle Avenue	Rezoning	0	22	0	22	0	Apartment
900 Carlton Terrace/900 Esquimalt Road	Development Permit and Development Variance Permit	96	176	0	272	TBD	Apartment
842 Carrie Street	Development Permit	0	4	0	4	0	SSMUH
878 Colville Road	Rezoning	0	6	0	6	0	Townhouse
1073 Colville	Rezoning	0	6	0	6	0	SSMUH
621 Constance Avenue	Rezoning	17	0	0	17	0	Apartment
1006 + 1010 Craigflower	Building Permit	0	134	0	134	TBD	Apartment
1050 Dunsmuir Road	Development Permit	0	3	0	3	0	SSMUH
817 Esquimalt Road	Building Permit	104	0	0	104	TBD	Apartment
820 Esquimalt Road	Building Permit	135	0	0	135	0	Apartment
852 (formerly 856/858) Esquimalt Road	Building Permit (May 4, 2023)	198	0	0	198	0	Apartment
861/865 Esquimalt Road	Development Permit	0	59	0	59	TBD	Apartment
899 Esquimalt Road - Pacific House	Building Permit	0	66	0	66	0	Apartment
1100-1108 Esquimalt Road and 610, 612, and 618 Lampson Street	Building Permit	0	89	0	89	0	Apartment/ Townhouse
880 Fleming Street	Development Permit	42	3	0	45	24	Apartment
1079 Gosper Crescent	Development Permit	0	4	0	4	0	SSMUH
614 Grenville	Rezoning	0	132	0	132	TBD	123 Condo Apartments

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
							and 9 Townhouses
460 to 464 Head Street - West Bay Quay	Development Permit	0	12	0	12	0	Apartment
809 Intervale Avenue	Development Permit	0	4	0	4	0	SSMUH
861 Kindersley Road	Rezoning	0	5	0	5	0	Townhouse
429 Lampson Street - English Inn	Building Permit	0	227	0	227	0	Apartment/To wnhouse
527 Lampson	Development Permit	0	3	0	3	0	
640 Lampson Street	Development Permit	0	4	0	4	0	SSMUH
756/758 Lampson Street	Rezoning	0	11		11	0	Townhouse
870 Lampson Street	Development Permit	2	0	0	2	0	SSMUH
884 Lampson Street	Development Permit	0	119	0	119	0	Apartment
914 McNaughton Ave	Development Permit	0	4	0	4	0	Duplex with Suites
604 Nelson Street	Development Permit	235	0	0	235	23	Apartment (affordable units approximate)
886 Old Esquimalt Road	Rezoning	0	7	0	7	0	Townhouse
525 Paradise Street	Development Permit	0	4	0	4	0	SSMUH
836 Parklands Drive	Building Permit		4	0	4	0	SSMUH
1340 Sussex Street and 1337 Saunder Street	Rezoning	335	0	0	335	TBD	Apartment
734 Sea Terrace	Development Permit	0	17	0	17	TBD	Apartment
815 & 825 Selkirk Avenue	Development Permit	0	46	0	46	0	Apartment
889 Tillicum Road	Development Permit	0	4	0	4	0	SSMUH
891 Tillicum Road	Development Permit	0	4	0	4	0	SSMUH

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
1075 Tillicum Road	Building Permit	0	99	0	99	0	Apartment
958 Wollaston	Building Permit	0	4	0	4	0	Townhouse
Total:		1445 (53%)	1290 (47%)	0 (0%)	2735 (100%)	53 (2% of total)	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on August 31, 2025

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units	Housing Type
622 Admirals Road - Esquimalt Legion	Completed July 14, 2023	95	38	48	181	0	Apartment Seniors
687 Admirals Road	Completed (Oct. 26, 2022)	48	0	0	48	0	Apartment
838- 842 Admirals Road	Completed (Jan. 2021)	28	0	0	28	0	Apartment
937 Colville Road	Completed (Dec 16, 2021)	0	6	0	6	0	Townhouse
955 Colville Road	Completed (Apr 17, 2021)	0	10	0	10	0	Townhouse
638 Constance	Completed (Feb 23, 2020)	71	0	0	71	7	Apartment
632 (formerly 636) Drake Ave	Completed (units 4 + 5 March 20, 2023) (units 6 + 7 March 31, 2023) (Units 1,2, + 3 June 5, 2023)	0	7	0	7	0	Townhouse
820 Dunsmuir Road	Completed (June 21, 2024)	0	7	0	7	0	Townhouse
835 Dunsmuir Road	Completed (Nov. 18, 2020)	0	32	0	32	0	Apartment
876 Dunsmuir Road	Completed October 20, 2023	0	4	0	4	0	Townhouse
1235 Esquimalt Road - Esquimalt Town Square	Completed (Bld A July 27, 2020; Bld B Nov 9, 2020; Bld C Sept 1, 2021; Bld D March 23, 2021)	34	68	0	102	0	Apartment
615 Fernhill Road	Completed (Nov 3, 2021)	0	10	0	10	0	Townhouse
474 Head Street - Triangle Lands	Completed (Nov 14, 2022)	0	73	0	73	0	Apartment
851 Lampson	Completed March 8, 2024	0	4	0	4	0	Townhouse
1052 Tillicum Road	Completed April 9, 2020	0	5	0	5	0	Townhouse
1048 & 1050 Tillicum Road	Completed April 13, 2023	0	5	0	5	0	Townhouse
540 West Bay Terrace	Completed March 27, 2024	105	0	0	105	0	Apartment
Total	replaced Unite by Tanyua Drianta Iv	381 (55%)	269 (38%)	48 (7%)	698 (100%)	15 (2% of Total)	

Table 2 Number of Completed Units by Tenure Prior to July 1, 2024

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units	Housing Type
612 Constance Avenue	Final (May 8, 2025)	129	0	0	129	8	Apartment
812 Craigflower	Final (July 12, 2024)	10	0	0	10	0	Apartment
770 Dominion Road	Final (March 28, 2025)	0	8	0	8	0	Stacked Townhouse
910 Old Esquimalt Road	Final (April 28, 2025)	0	5	0	5	0	Townhouse
874 Fleming Street (net 60)	Final (Nov. 25, 2024)	137	0	0	137	137	Apartment
485 Joffre Street South	Final (June 23, 2025)	0	6	0	6	0	
906 Old Esquimalt Road	Final (Duplex April 28, 2025 and Triplex April 25, 2025)	0	5	0	5	0	Townhouse
1310 Saunders Street (formerly 1338 to 1350 Saunders Street)	Final (Dec. 12, 2024)	72	0	0	72	6	Apartment
Total		348	24	0	372	151	

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

Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units
Rezoning	352	197	0	549
Development Permit	573	470	0	1043
Building Permit	513	623	0	1143
Completed (from January 2020 to June 30, 2024)	381	269	48	698
Complete from July 1, 2024 (Housing Target Units)	348	24	0	372
Total	2174	1583	48	3805

Table 4 Number of Units by Tenure Since January 2020.

APPENDIX B Ongoing Application Status as of August 31, 2025

Address	Type of Application	Description	Status
		REZONING APPLICATIONS	
1073 Colville Road	Rezoning	Two Triplexes and two with secondary suites	Application withdrawn (applicant is instead taking the subdivision and SSMFH approach)
614-618 Grenville Avenue	Rezoning	To amend the zoning to allow 132 multifamily units	Waiting on applicant for updated proposal
1209 Lyall Street	OCP & Rezoning Amendment	Tasting room for small brewery	Application being processed
1005 Tillicum Road	Rezoning & OCP amendment	To amend zoning to allow 34-unit multi- family residential and amend the OCP from townhouse to multi-family land	Application being processed
903 Admirals Road	Rezoning	To amend the zoning to allow eight townhouse units	Waiting on applicant for updated proposal
1340 Sussex Street and 1337 Saunders Street	Rezoning & OCP amendment	To amend the zoning to allow for a 335- unit rental apartment	Application being processed
1007 Arcadia Street	Rezoning	To amend the zoning to allow six townhouse units	Denied by Council
621 Constance Avenue	Rezoning	To amend the zoning to allow a six-storey multifamily building with 17 rental units	Application being processed
922 Forshaw Road	Rezoning	Amend zoning to allow for Bed & Breakfast use	Application being processed
868 Old Esquimalt Road	Rezoning & OCP amendment	Rezoning to a new Comprehensive Development [CD] zone to allow the development of 7 townhouse dwellings; change from DPA 3 to DPA6	Application being processed

Address	Type of Application	Description	Status							
	DEVELOPMENT PERMIT APPLICATIONS									
815/825 Selkirk Ave	Development Permit	46-unit, six-storey condominium	Waiting for revised drawings							
842 Carrie Street	Delegated Development Permit	Four-unit SSMUH	Approved by Director							
533 Admirals Road	Development Permit	To allow for the addition of a storage area to an existing commercial liquor store.	Approved by Council							
904 Admirals Road	Delegated Development Permit	Duplex with suites	Approved by Director							
914 McNaughton Avenue	Delegated Development Permit	Duplex with secondary suites	Application being processed							
1034 Dunsmuir Road	Delegated Development Permit	DADU	Application being processed							
958 Wollaston Street	Delegated Development Permit	Four-unit stacked townhouse	Application approved by Director							
809 Intervale Ave	Delegated Development Permit	Four-unit townhouse	Application being processed							
861-865 Esquimalt Avenue	Development Permit	59-unit six-storey rental apartment building	Approved by Council							
640 Lampson Street	Delegated Development Permit	Two duplex SSMFH residential (four units)	Application being processed							
863 Parklands Drive	Delegated Development Permit	SSMFH adding duplex to rear yard (four units total)	Approved by Director							
1219 Old Esquimalt Road	Delegated Development Permit	SSMFH application (addition of one unit for three total)	Application being processed							
453 Admirals Road	Delegated Development Variance Permit	Minor front setback	Approved by Director							
1004 Gosper Crescent	Delegated Development	DADU	Application being processed, waiting for revised drawings							

	Permit		
1158 Heald Avenue	Delegated Development Permit	DADU	Application being processed, waiting for revised drawings
1114 Munro Street	Delegated Development Permit	SSMFH 4-dwellings	Approved by Director
842 Carrie Street	Delegated Development Variance Permit	Reduction in rear yard setback for four- unit SSMUH development	Approved by Director
1028 Gosper Crescent	Development Variance Permit	Minor changes to site	Application being processed

	П.	ERITAGE ALTERATION PERMIT	
429 Lampson Street (Rosemead House)	Heritage Alteration Permit	Proposed changes to windows and addition to terrace on east elevation.	Reviewed by the Design Review Committee on December 11, 2019. Waiting for revised plans.
		SUBDIVISION APPLICATION	
615 Bryden Court	Subdivision	Subdivision Application to create two residential lots.	Approved by Approving Officer
1238 Lyall Street	Subdivision	Subdivision to create two residential lots	In process
1073 Colville Road	Subdivision	Subdivision to create two residential lots	In process
		LEGAL DOCUMENTS	
1004 Gosper Crescent	Legal	S219 Covenant and Housing Agreement (DADU)	Application being processed

		Comparable			Current Year		Current Year	•
Permit Type Issued	2024 - 2nd Period			2	2025 - 2nd Period		25 Total for Year	
	No.	Value (\$)		No.	Value (\$)	No.	Value (\$)	
Commercial	2	\$350,000.00		3	\$1,300,000.00	4	\$1,900,000.00	
Commercial-Demolition	1	\$1,000.00		0	\$0.00	0	\$0.00	
Industrial	0	\$0.00		0	\$0.00	0	\$0.00	
Institutional	2	\$28,012,000.00		1	\$1,100,000.00	1	\$1,100,000.00	
Duplex- Demolition	0	\$0.00		0	\$0.00	0	\$0.00	
Duplex Alterations / Additions	0	\$0.00		1	\$400,000.00	1	\$400,000.00	
Duplex New	2	\$1,540,000.00		1	\$350,000.00	1	\$350,000.00	
Single Family New	0	\$0.00		0	\$0.00	0	\$0.00	
Single Family Alterations	4	\$193,000.00		3	\$434,300.00	9	\$653,473.00	
Single Family Additions	3	\$495,000.00		0	\$0.00	2	\$800,000.00	
Single Family Accessory	1	\$4,500.00		1	\$80,000.00	1	\$80,000.00	
Single Family Accessory- Demo	0	\$0.00		0	\$0.00	0	\$0.00	
Single Family Demolitions	2	\$2,000.00		2	\$2,000.00	3	\$3,000.00	
Multiple Family New	3	\$56,495,927.00		0	\$0.00	2	\$2,450,000.00	
Multiple Family Alterations	2	\$3,500.00		1	\$350,000.00	3	\$655,000.00	
Multiple Family Demolitions	1	\$1,000.00		0	\$0.00	1	\$1,000.00	
Sign Permit	2	\$10,000.00		3	\$18,495.00	3	\$18,495.00	
Miscellaneous (Chimney/Insert)	1	\$8,000.00		0	\$0.00	0	\$0.00	
*Plumbing Permits	36	·		37	-	66		·
Total Permits Issued	62	\$87,115,927.00		53	\$4, 034,795.00	97	\$8,410,968.00	
Building Permit Fees Collected		\$658,124.80			\$47,771.90		\$101,538.55	

^{* [}Note- number of plumbing permits issued only]

Commercial

BP014654 - 852 Esquimalt Rd \$300,000.00 BP014653 - 612 Constance Ave \$400,000.00 BP014642 - 775 Lampson St \$550,000.00

Institutional

BP014546 - 847 Colville Rd \$1,100,000.00

Residential Duplex Alt

BP014658 - 1143 Wychbury Ave \$400,000.00

Residential Duplex New

BP014621 - 1219 Old Esquimalt Rd \$350,000.00

Residential MFD Alt

BP014559 - 519 Sturdee St \$350,000.00

Residential SFD Alt

BP014644 1181A Munro St \$275,000.00



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-342

PERIOD REPORT

DATE: September 29, 2025 Report No. EPW-25-015

TO: Dan Horan, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2025 Second Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from May 1, 2025 to August 31, 2025.

I. <u>DIVISION ACHIEVEMENTS AND ACTIVITIES</u>

1. Sanitary Sewer

- 2 new service laterals installed this period (11 total for the year).
- 5 service laterals replaced (due to blockages) this period (21 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (1 total for the year).

2. Pump Stations

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

3. Storm Drains

- 3 new service laterals installed this period (5 total for the year).
- 2 service laterals replaced (due to blockages) this period (8 total for the year).
- Test and clear inspections as and when required.
- 0 new manholes installed this period (0 total for the year).
- 7 catch basins replaced this period (7 total for the year).
- 1 catch basin repaired this period (1 total for the year).
- 1 new catch basins installed this period (1 total for the year).

4. Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee. There are now two meetings per year, along with two updates by the CRD. 2025 meetings are in February and September. CRD continues to receive and investigate odour complaints.
- CRD completing update to the I&I section of the Core Area Liquid Waste Management Plan with ongoing work by CRD expected to progress throughout 2025.
- Reallocation of 0.07 ML/day of allocated sewer capacity from the Township to the Xwsepsəm Nation finalized in the second period of 2025.

5. Roads

- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars will occur in the second period.
- Centre line painting on roads completed in the second period.
- Crack sealing to occur in the third period of 2025.
- Major repair/minor capital works to begin in the third period with several locations requiring repairs via asphalt removal and replacement.
- Approximately 123.35 tonnes of asphalt placed for the period (255.26 tonnes total for the year).

6. Traffic Management

 2025 traffic signal maintenance program was actioned in the first period for crosswalks and traffic signals. Maintenance activities continued in the second and are expected to take place in the third period as well.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 59.5 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed in the second period (91.4 cubic meters total for the year).
- Approximately 57.3 linear meters was replaced in the second period (99 linear meters total for the year).
- Approximately 130 linear meters of new sidewalk installed in the second period (130 linear meters total for the year).

8. Sidewalk Ramps

 Location for annual accessibility improvements to be identified and replaced in the third period.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey continued in the second period as part of the 3-year review cycle.
- Work completed:
 - 12 No.1 trip hazards completed this period (43 for the year).
 - o 0 No. 2 trip hazards completed this period (0 for the year).
 - o 0 No. 3 trip hazards completed this period (0 for the year).

10. Bus Shelters

- Maintenance is ongoing, including refuse collection and graffiti removal.
- Due to increased demands on resources and increased graffiti, cleanliness at bus shelters has decreased. Staff are exploring options to increase capacity to address cleanliness of bus shelters, including piloting residential garbage bins at select location to increase safety and frequency of collection. In the first and second periods, significant graffiti removal was completed at the bus shelters.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 15 (total additional bins purchased since 2014 = 583).
- Tonnage of garbage waste stream collected for period = 256.12 (total for the year = 585.48).
- Tonnage of kitchen scraps stream collected for period = 169.01 (total for the year = 342.69).
- Tonnage for garbage and kitchen scraps streams for the year = 928.17 (total for same period 2024 = 1025.22).
- Garbage bins from initial 2014 program rollout are failing. Purchase of new waste bins occurred in the second period, with more expected in the third period.

Yard and Garden

- Usage of transfer station during period: May 1 to July 31, 2025 (no data from August was available at time of report):
 - o Esquimalt residents = 5,749 (9,725 total for the year).
 - View Royal residents = 4,721 (7,844 total for the year).
 - Commercial = 22 (33 total for the year).
 - o Tonnage removed from site = 564.8 (992.54 total for the year).
 - Tonnage removed in 2024 second period = 788.26 (total for 2024 = 2,169.32).

Recycling

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

12. Fleet

- Operations normal.
- Council approved the Fleet Electrification Plan in the second period of 2024. Staff began work with consultant to develop a plan for charging infrastructure in the third period of 2024 and continued in the first and second periods of 2025.
- Specifications preparation underway with tender release expected in third period 2025:
 - EV Survey van
- Vehicles in progress:
 - New street sweeper received in second period and put into service.

- Used garbage packer (curbster) acquired from District of Saanich, and being prepared for service.
- Crack sealer purchased and put into service in second period.
- Garbage truck purchased in first period of 2025 and awaiting delivery in 2026.

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 4 (total for the year = 9).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 12 (total for the year = 29).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 7 (total for the year = 11).
- Work orders issued for new curb/gutter/sidewalk in preparation for new development in the period = 3 (total for the year = 5).
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 4 (total for the year = 6).

14. Public Works Calls For Service

- Number of Calls for Service assigned to Public Works this period = 583 (total for the year = 975).
- Number of Calls for Service completed by Public Works this period = 552 (total for the year = 929).

15.00. Capital Projects

15.01. Aerial Photograph

Coordination with CRD underway for bi-annual aerial photo fly over.

15.02. Review of SCADA Upgrade System

 A formal agreement to continue to use CRD's SCADA system for sanitary pump stations is expected in 2025. No changes to the existing operations are expected from this agreement.

15.03. Public Works Fuel Tanks

 Replacement of the two below ground fuel tanks with one dual compartment tank above ground finished in the first period of 2025 and continued operating without issue in the second period.

15.04. Coastal Infrastructure Management

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

15.05. Westbay Walkway Design

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

recommendations for maintenance and repairs.

15.06. Parking Study

- The Integrated Parking Management Plan was endorsed by Council in the first period of 2024. The corresponding Action Plan that provides priorities and impacts was endorsed by Council in the second period of 2024.
- As part of the 2025 budget process, a Project Manager was identified to begin
 implementation of the actions in the Action Plan, starting with transitioning Residential
 Parking to Permit Parking. The position wasn't funded, and the delivery of this program
 continues to be delayed.

15.07. Integrated Resource Management Business Case Development

- Staff provided a report and associated information for Council's consideration of next steps in September 2023. Council directed staff to explore biochar testing and confirm funding availability from CRD.
- CRD confirmed \$50,000 of funding is available to Esquimalt for this project.
- Update to Council expected at the end of September.

15.08. Municipal Hall Roof Replacement

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

15.09. Street Light Replacement Program

- Staff work with a consultant to calculate required lighting levels when each light is replaced.
- 86 replacements are scheduled for the third period of 2025.
- Staff completed a Township wide review in the third period of 2024. 32 purple lights
 were identified. These 32 lights were replaced in the first period of 2025. These lights were
 replaced under warranty by a third-party contractor. A subsequent review of purple lights is
 expected in the third period of 2025.

15.10. Banners

 Banner replacement program being managed by a staff working group led by Human Resources and Community Relations staff. Public Works continues to support this program through replacements when new banners arrive.

15.11. Active Transportation Network Plan Implementation

- Pedestrian Facilities:
 - New sidewalk on Munro between Kinver and Lampson finished in the second period of 2025.
 - Staff developed concepts for the sidewalk connections between Lyall and Munro (ATNP Action 1D) on Swinford Street, Heald Avenue and Kinver Street. This project is on hold until further review of ATNP priorities.
 - In coordination with the proposed sidewalk as part of 820 Dunsmuir Street frontage works, staff will reconstruct the northeast and northwest corners of

Wollaston and Dunsmuir and establish a new pedestrian crossing across Dunsmuir. Due to tree conflicts, much of the asphalt sidewalk replacement has been removed from Wollaston to Esquimalt Road. Surface improvements will be made in lieu. Construction expected in the third period of 2025.

Cycling Facilities:

- Bike/Scooters Traffic Counter on Tillicum Rd south of Gorge Point Park was installed in late May 2024. Bike/E-Scooter counts are as follows:
 - Second Period of 2025: 53,778; 94% bikes and 6% scooters.
- Esquimalt Road Phase 1 Dominion to Joffre Active Transportation Improvements
 - Awarded a \$500,000 BC Active Transportation grant in the first period of 2025.
 - Construction contract awarded by Council in the second period, with construction underway in the same period. Completion is expected later in 2025, weather dependent.
- Esquimalt Road Phase 2 Joffre to Canteen Active Transportation Improvements
 - Routing engagement on Phase 2 finished in the first period of 2025. After receiving the What We Heard Report, Council provided direction on next steps, which includes a phased approach. Design engagement on segments between Joffre and Fraser, and Admirals to Canteen expected in late fall 2025.
- Complete Street, Complete Intersections:
 - Esquimalt and Dunsmuir Intersection Review (ATNP Action 3B)
 - Construction began in the second as part of the Esquimalt Road Phase 1 project.
 - Craigflower Crossing Improvements (ATNP Action 3C)
 - Construction of pedestrian activated crosswalk improvements began in the second period as part of the Esquimalt Road Phase 1 project. Completion expected in fall 2025.
 - Devonshire/Fairview (ATNP Action 3D)
 - Staff performed manual traffic counts in 2023. Staff to complete 4-way stop warrant in late 2025.
 - Conduct Minor Intersection Reviews (ATNP Action 3F)
 - Further reviews to occur following other reviews listed or as part of traffic calming opportunities.
 - Admirals/Colville Intersection Review (ATNP Action 3G)
 - Staff to review signal timing and phasing and explore opportunities for minor intersection changes in late 2025. Detailed design and construction to follow in 2026.
 - Esquimalt/Head Intersection Review (ATNP Action 3H)
 - Sidewalk/corner ramps and traffic signal cabinet/controller upgrades currently identified to be upgraded in 2025 with Esquimalt Road Phase 1.
 - Fraser Street / Munro Street / Bewdley Street Intersection Review (ATNP Action 3I)
 - In coordination with Parks and Recreation staff, the street mural finished in

the second period of 2025.

- Esquimalt/Admirals Intersection Review (ATNP Action 3J)
 - Sidewalk/corner ramps and traffic signal cabinet/controller upgrades currently identified for inclusion in Esquimalt Road Phase 2.
- Dominion/Ellery/Powderly Crosswalk:
 - Construction finished in the second period of 2025.
- Lower Speeds (ATNP Action 3M):
 - Adjusted and added speed limit signs as required in the first period of 2025.
 - Installation of 6 permanent speed reader boards occurred in the second period of 2025.
 - Will utilize the annual traffic calming budget to identify/implement temporary and permanent improvements throughout 2025 and will apply to ICBC for grant support when eligible.

15.12. ETAG (Esquimalt Together Against Graffiti)

- In coordination with VicPD, an ETAG kickoff event took place in the second period. Interested volunteers registered with Public Works and were provided paint kits to paint over graffiti. Public Works will continue to support ETAG, with support from VicPD.
- Public Works and Parks Departments continue to carry out work on the public realm as required.

15.13. Sewer and Drain Capital / I&I

- Public Works replaced a 10 metre section of storm main on Munro Street near Lampson Street in the second period of 2025.
- Consultant retained in the first period of 2025 completed detailed design for repairs on Gosper Crescent, and upgrades at the Uganda Pump Station. Due to estimated costs, only the Uganda Pump Station was tendered, with the contract awarded by Council in the second period. Construction expected to occur in the third period.

15.14. Sewer Asset Management Plan

• In the first period of 2025, Council received the Sewer Asset Management Plan, the final deliverable for this project. Implementation of the plan to continue on an ongoing basis.

15.15. Storm Asset Management Plan

 This project is to develop an overall asset management plan for the storm sewer network that identifies long term funding requirements in order to maintain current levels of service. RFP to hire a consultant closed in the second period, with completion expected in 2026.

15.16. Facilities Asset Management Plan

This project is to develop an overall asset management plan for municipal facilities.
 Facility condition assessments finished in the second period of 2025. This information will be used to inform the development of the asset management plan that is expected to begin

later in 2025.

15.17. Pavement Condition Assessment & Management Plan

 The purpose of this project is to collect updated condition data on all roads in the Township. This information will be utilized to develop a high-level asset management plan that prioritizes asset renewals based on condition, life span, and impact. Condition assessment finished in the second period of 2025, with the final report expected in fall 2025.

16.0 Traffic Orders

Number of Traffic Orders issued this period = 25 (total for the year = 26).

17.0. Development Applications

- Number of development applications for Engineering comments this period = 19 (total for the year = 35). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments this period = 16 (total for the year = 31). This number includes demo permits.

II. COMMITTEES

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



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-332

PERIOD REPORT

DATE: September 29, 2025 Report No. FIN-25-010

TO: Dan Horan, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

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

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from May 1, 2025 to August 31, 2025.

I. <u>DIVISION ACHIEVEMENTS AND ACTIVITIES</u>

1. Budgeting, Accounting and Financial Reporting

- The 2024 financial statements were approved by Council in May. The Township's auditors, KPMG, addressed Council regarding the statements and outlined the basis for their clean audit opinion.
- The Township's 2024 Statement of Financial Information (SOFI) was approved by Council in June and was forwarded to the provincial government in advance of the annual statutory reporting deadline.
- The ability to remit amounts to suppliers and other payees via electronic fund transfer (EFT) was implemented. The timing of this initiative was accelerated due to the postal strike in late 2024 and the impact that had on the receipt of vendor invoices and the issuance of cheque payments. To date, approximately 85% of payees have been set up and this number will increase as future invoices are received. Additionally, the process has migrated from a weekly occurrence to a biweekly occurrence, making it a more efficient and consistent process.
- In preparation for the 2026-2030 Financial Plan, instructions were provided to all departments to assist with operating and capital budget entry. This is intended to provide sufficient time for the budget consolidation and presentation to Council in October.

2. Property Taxation

The following property tax statistics are analysed each year, and the 2025 results remain consistent with the previous two years.

- Property tax folios fully collected as of July 2 71.3%; August 31 94.6%.
- Total deferments 545, including 492 renewals, totalling \$2,926,417.

- Home owner grants claimed as of August 31 3,961.
- An amount of \$22,419,053 was received from Public Services and Procurement Canada (PSPC) for payment in lieu of taxes. This amount, which consists of the municipal amount and those amounts collected on behalf of third parties, is approximately \$5,300 less than the amount in the Township's application. The Township does not anticipate receiving any additional payments during the year and due to the potential costs, an appeal in 2025 is not anticipated.
- Efforts have been made to collect all delinquent property taxes with the intention of avoiding a tax sale. At the date of preparation of this report, there are 3 properties which will be sold at a public auction if amounts are not received prior to September 29.
- During the period of July 3 and September 3 there were 218 regular and 144 additional home owner grants claimed. In these instances, the associated 10% penalty was reversed in accordance with the Township's alternate tax collection scheme bylaw. The total amount reversed was \$24,329, which represents a similar amount to the 2024 taxation year.
- The Township continues to provide online functionality for property tax payments by credit card. For the 2025 year, taxpayers made 275 payments totalling \$779,066 through the online application. This represents a similar amount to the 2024 taxation year.

3. Information Technology

- Biweekly meetings with CorePM project managers have been proactively established to review and approve the IT setup for the new Public Safety building. This ensures that technology plans align with Township needs from the start, helping to save time and money by selecting the right systems and equipment during the initial build, rather than having costly changes after occupancy.
- A new mobility agreement was negotiated in September which resulted in a larger device
 credit for new phone purchases. The device credit is used to offset the upfront cost of buying new
 phones for staff and was previously not keeping up with rising costs. This change will expand the
 ability to select newer phone models in keeping up with technology and security changes, as we
 were limited to pre-owned models with the old agreement.
- Closed service calls during the period increased by 5% over the previous period. While the call volume did not drastically change, the department now records all service calls, including those received in person or over the telephone.

II. COMMITTEES

There were no committees held during the second period.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-336

PERIOD REPORT

DATE: September 29, 2025 Report No. FIRE-25-008

TO: Dan Horan, Chief Administrative Officer

FROM: Matt Furlot, Fire Chief

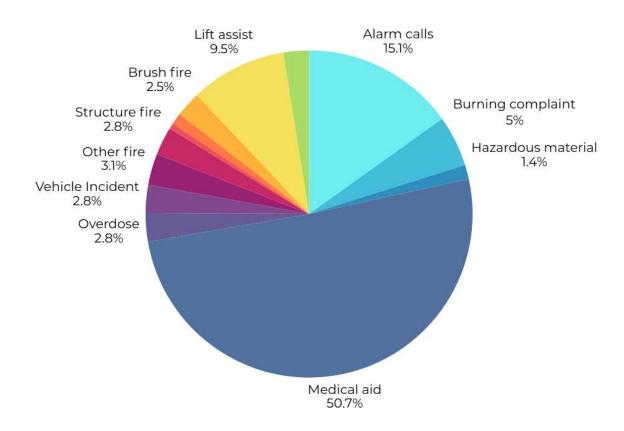
SUBJECT: Fire Department & Emergency Management Program - 2025 Second Period Report.

The following is a report on the activities pertaining to the Fire Department and the Emergency Management Program from May 1, 2025 to August 31, 2025.

I. FIRE DEPARTMENT DIVISION ACHIEVEMENTS AND ACTIVITIES

1. OPERATIONS

During the second period of 2025, Esquimalt Fire Rescue Services responded to a variety of emergency incidents and completed numerous routine activities.

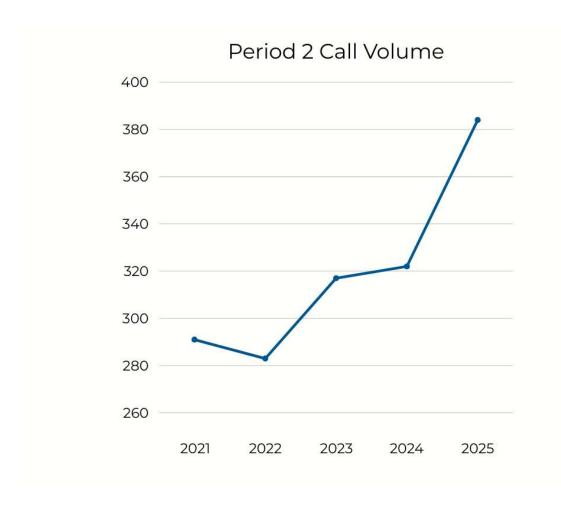


The volume of calls continues to gradually increase from 304 incidents in Period 1 to 384 incidents in Period 2.

Emergency Response	This	Last	Last	Routine Activities	This	Last	Last
	Period	Period	Year		Period	Period	Year
Alarm calls	60	54	55	Lift assist	34	78	15
Burning complaint	8	18	3	Assist other agencies	9	9	2
Haz Mat	4	5	5	Oil tank inspections	5	8	8
Medical aid	198	181	175	New building plan review	4	1	6
Overdose	6	10	9	Public ed. / hall tour	6	9	4
Vehicle Incident	15	10	14	Fire investigations	5	6	10
Other fire	20	11	11	Business licenses	35	67	70
Structure fire	12	10	1	Car seat inspection	4	5	1
Natural gas leak	4	2	3	Fire Safety Plan Review	8	3	5
Vehicle fire	1	4	2	Life Safety Inspections	99	293	214
Brush fire	8	9	0	Re-Inspections	16	2	94

When compared to last year's same period, there is an increase of 16% call volume. Over the past 5

years, there has been a steady increase of 25% more call volume for the same reporting period.



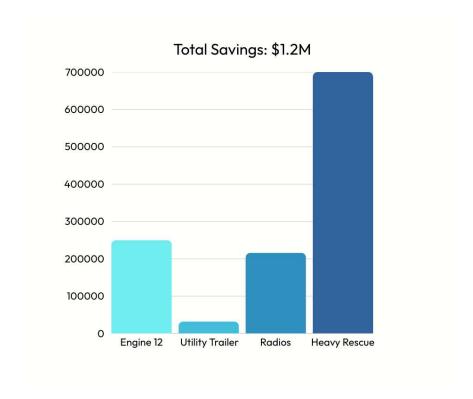
Operational Efficiencies:

EFRS continues to identify and implement efficiencies to ensure the fire service is providing the "right response" for the Township while maintaining fiscal responsibility. Several significant measures were achieved during this reporting period:

- Engine 12: Engine 12 was an expired frontline apparatus used solely for training. This
 has been sold and will not be replaced. Training needs will be met using the frontline
 and spare engines. This decision eliminates both a capital replacement cost and
 ongoing renewal planning, while maintaining training capacity. Estimated savings:
 \$250,000.
- **Utility Trailer**: The urban rescue utility trailer has been removed from the fleet. Equipment previously stored in the trailer has been reorganized within the fire station and can be transported as required with utility vehicles. Estimated savings: \$25,000-\$50,000.
- Handheld Radios: A new system for personnel radio use was implemented, reducing the number from 36 radios to 18. This initiative represents a capital and renewal

planning savings of approximately \$216,000 while ensuring operational needs are met.

Heavy Rescue: The heavy rescue truck was sold for \$650,000 and is being replaced with a light rescue apparatus arriving this fall. This change results in an estimated \$700,000 savings while better aligning with the community's operational needs and significantly reducing future fleet renewal costs.



Collectively, these measures represent an **estimated future savings of approximately \$1.2 million in capital and renewal planning** for the Township.

Level of Service

A staffing trial has begun to decrease overtime demands needed to consistently staff 6 suppression firefighters on duty. The temporary firefighters were hired, trained, and became operational at the end of August. Initial findings show a dramatic decrease in overtime expenditures.

2. **COMMUNITY ENGAGEMENT**

Esquimalt Fire Rescue Services (EFRS) remained actively engaged in the community throughout this reporting period, reinforcing our commitment to public education, outreach, and positive community relations.

Highlights included:

Tim Hortons Smile Cookie Day: Crews assisted in-store, supporting fundraising efforts and

connecting with the public.

- McHappy Day: Members partnered with VicPD at the local McDonald's, engaging with customers and staff in a fun, interactive way.
- **Buccaneer Days:** Crews showcased apparatus in the parade and volunteered at the Wakey Wakey BBQ luncheon, serving food and interacting with residents.
- **School and Recreation Engagement:** Rockheights Middle School received a ladder spray for its year-end celebration, and all Esquimalt lifeguards received naloxone training. The program, led by Assistant Chief Widdifield and supported by crews, included medical training on effective transfer of patient care to higher-level responders.
- Camp Courage Indigenous Event: EFRS co-hosted this multi-day event at the CFB
 Esquimalt training grounds in June, providing mentorship and hands-on experience for young
 indigenous women exploring careers in emergency services.
- Community Programs: Car seat inspections and hall tours continued, with firefighters also
 engaging informally with children during visits, ensuring ongoing opportunities for education
 and outreach.

3. STAFF DEVELOPMENT

A total of **3166.80 training hours** were delivered across **185 training events**.

Significant initiatives included:

- Annual confined space training
- Annual wildfire training with View Royal
- Annual chainsaw refresher training
- EVO pumping refresher days
- ICS 400 certification
- Fire Service Leadership 2
- Low Rise Fire Attack Strategies
- Probationary firefighter programs
- Ongoing 3- and 6-month probationary assessments
- Fire & Rescue Annual Conference chief officers

4. COMMITMENT TO REGIONAL COOPERATION

EFRS continues to place strong emphasis on regional collaboration to enhance interoperability, safety, and training across the South Island.

Joint Wildfire Training: Crews trained with View Royal Fire Rescue, reinforcing

preparedness for interface fire response.

- Confined Space Training: Regional training events allowed for alignment of technical rescue practices and strengthened interoperability.
- Committee and Association Participation: EFRS maintained representation in regional associations and technical working groups, including the Capital Region Fire Chiefs' Association, the Greater Victoria Fire Prevention Officers' Association, and specialized initiatives such as the High-Rise Working Group.

Through these joint initiatives, EFRS demonstrates its ongoing commitment to fostering consistent standards, safe practices, and strong partnerships across Greater Victoria.

5. COMMITTEES

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

- Capital Region Fire Chiefs' Association (Chair: F/C Furlot)
- Greater Vancouver Fire Chief's Association
 - o Technical High Angle Rope Rescue Program (THARRP) (Chair: F/C Furlot)
- Canadian Fire Chief's Association
 - Leadership, Mental Health, and Executive Chief Fire Officer Programs (F/C Furlot)
- Fire Chiefs' Association of BC
 - Financial and Elections Committees (F/C Furlot)
- CRD Regional Hazardous Materials Response Planning Committee (F/C Furlot)
- Fire Training Officers' Association of BC (A/C Swan)
- Fire Prevention Officers' Association of BC (A/C Widdifield)
- Greater Victoria Fire Prevention Officers' Association (A/C Widdifield)
- Department Occupational Health & Safety Committee
- BC Burn Fund
- BC Professional Firefighters Association
- Greater Victoria Public Safety Unit Joint Management Team

II. EMERGENCY MANAGEMENT PROGRAM ACHIEVEMENTS AND ACTIVITIES

1. ADMINISTRATION

Significant progress has been made in advancing Esquimalt's emergency management planning and resilience-building initiatives during this period.

- Community Risk Assessment: The draft report has been submitted, with only the First Nations engagement outstanding. Once engagement is complete, the report will be finalized.
- Recovery and Group Lodging Plans: Both plans are under development by the Program Manager, ensuring alignment with legislative requirements and best practices.

- Community Partners Group: Initial steps have been taken to form a Community
 Partners group to support services outside the scope of government and improve planning
 for minority groups. This initiative is led by Esquimalt, with regional emergency programs
 participating. The next meeting is scheduled for late October, with the goal of expanding
 participation.
- Provincial and Regional Engagement: Active participation occurred in regional and provincial processes, including feedback on the Provincial Recovery Guide for Local Authorities and Indigenous Governing Bodies, feedback on Emergency Disaster Management Act (EDMA) regulations led by EMCR, and continued membership in the Indigenous Engagement Requirements (IER) working group.
- Academic and Community Partnerships: Continued involvement in the University of Victoria's Climate Care Community of Practice, advancing local climate resiliency efforts.
- Regional Forums: Ongoing participation in LGEPAC, REMP, and RECAC to strengthen cross-boundary planning and coordination.
- Youth Work Experience: The Program is hosting a youth from Langford through the Regional Work Experience initiative, offering exposure to emergency program operations.
- **FireSmart Program:** A FireSmart application was completed and submitted for oneyear funding to support a Community Wildfire Resiliency Plan and a part-time staff position. The Program Manager has been designated as the FireSmart Coordinator and now participates in the Greater Victoria Community FireSmart and Resiliency Collaborative.
- **Emergency Operations Centre Activation:** On July 29, a Level One EOC was activated in response to a Tsunami Watch and Advisory. While the risk was minimal, the activation ensured coordination of regional public messaging and provided an opportunity to participate in a regional debrief.

2. EMERGENCY SUPPORT SERVICES (ESS)

ESS initiatives this period focused on strengthening mutual aid, building capacity, and supporting planning efforts:

- Conducted two mock Level One exercises, including one in collaboration with Oak Bay ESS to enhance mutual aid and learning.
- ESS volunteers supported the development of the Group Lodging Plan through review and feedback.
- Hosted the **Pender Island Workshop**, attended by 20 volunteers, which further strengthened mutual aid relationships within the CRD.
- Onboarded two new volunteers, one of whom will be trained to lead the Resilient Community Program.

3. RESILIENT COMMUNITY PROGRAM (formerly NEPP)

The Resilient Community Program advanced both outreach and public education during this period:

Updated program webpages to improve clarity and links to regional hazard information.

- Developed four themed six-part series for social media, newsletters, and municipal TV screens: Kids Preparedness, Pet Preparedness, Inclusive Preparedness, and Neighbour-to-Neighbour Preparedness.
- Participated in the Emergency Preparedness Week Fair at the University of Victoria, supported by staff and volunteers, with excellent community engagement.
- Provided preparedness education materials and giveaways for a neighbourhood-led event focused on local emergency readiness.

4. EMERGENCY RADIO COMMUNICATIONS

EFRS continued to strengthen radio communication capacity through regular training and system improvements:

- Weekly training sessions for volunteers included participation in regional communication exercises.
- Developed transfer scripts enabling longer-distance messaging, now extending to Oak Bay, Gulf Islands, Saltspring, and Cowichan Valley.
- Updated and repaired Public Works "go-kits."
- Completed a successful field exercise at Saxe Point, testing the deployment and use of gokits.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-331

PERIOD REPORT

DATE: September 29, 2025 Report No. ADM-25-049

TO: Dan Horan, Chief Administrative Officer

FROM: Terése Finegan Acting Director of Human Resources & Community Relations

SUBJECT: Human Resources & Community Relations - 2025 Second Period Report

The following is a report on the activities pertaining to the Human Resources & Community Relations department from May 1, 2025 to August 31, 2025.

1. <u>DIVISION ACHIEVEMENTS AND ACTIVITIES</u>

Communications

Please find attached Appendix 1 - 2025 P2 - Communications that reports on the activities of the division for the period of between May and August 2025.

Economic Development

Please find attached Appendix 2 - 2025 P2 - Economic Development that reports on the activities of the division for the period of between May and August 2025.

Human Resources & Occupational Health and Safety

Please find attached Appendix 3 - 2025 P2 Human Resources and OH&S that reports on the activities of the division for the period of between May and August 2025.

Communications

This period report highlights communication activities from May 1 to August 31, 2025.



Communications staff met regularly with departments and provided communications support to various projects and day-to-day content.

HIGHLIGHTS 🍑

ENG/PW: Launched Memorial Banner campaign for 2025; shared active transportation project information + traffic notices

CORPORATE SERVICES: Social media campaign to recruit council committee members; worked with archivist on "Back to School" archival photos for public campaign; worked with staff to update walking tour brochures; promoted council meetings

PARKS + REC: Dedicated posters promoting new mobilefriendly "Dogs in Parks" map; promoted Gorge Flood Adaptation Survey + attended information booth with Parks Manager; created online open house to celebrate Gorge Park's 120th anniversary; supported 2025 ParticipACTION Community Challenge communications

PUBLIC SAFETY: Worked with Emergency Manager on website content updates and layout; arranged for live radio coverage at Emergency Preparedness Fair; redesigned Fire Safety Brochure with content from EFRS; drafted terms of reference for Emergency Communications plan; shared EP Week info

DEVELOPMENT SERVICES: Promoted OCP recalibration on all township channels; worked with consultant on graphics

HR + COMMUNITY RELATIONS: Designed and published 2024 Annual Report; shared Moosehide Campaign information with staff + public; held interview preparation sessions with some senior staff; drafted corporate writing style guide; updated Council Priority Plan

FINANCIAL SERVICES: Created and shared property tax information newsletter; designed budget book layout



OTHER COMMUNICATIONS SUPPORTS

- Celebration of Lights
 Committee: designed +
 shared volunteer
 recruitment posts
- Island Health: designed + shared beach advisory posts
- **SD61**: shared public meeting engagement materials;
- ETAG: created kickoff event posters/ digital designs, news release + social media promotion;
- Esquimalt website: edited ~360 website pages for content + design

Communications

2

SOCIAL MEDIA Facebook | Instagram | LinkedIn



TOTAL # OF FOLLOWERS



19.9 %

TOAL # OF IMPRESSIONS



8.9%

TOTAL # OF POSTS



Most **popular post:** promoting ETAG kickoff event

POST VIEWS 8,131

68 LIKES

* Impressions: the number of times posts on a Facebook, Instagram or LinkedIn account appeared on someone's screen.

Note: as of August 2025, EFRS and the Emergency Manager under EFRS supervision are now creating fire and emergency-related Facebook posts.

Public information



media releases issued



total news items added to the website



traffic notices and public advisories issued



Esquimalt 21.2% increase

3,598 to 4,576 subscribers in this period



Newsletters

Designed & issued the summer edition of The Current via hard copy (11,000 copies) and digital newsletter

9 e-newsletters sent to ~600 subscribers **(61% open rate)**

TOP WEB PAGES

- 1. Parks and Recreation
- 2. Homepage
- 3. Drop-in schedules



WHAT TECH DO PEOPLE USE TO ACCESS OUR WEBSITE?



41.6 % desktop

58.4% mobile & tablet

Economic Development

1

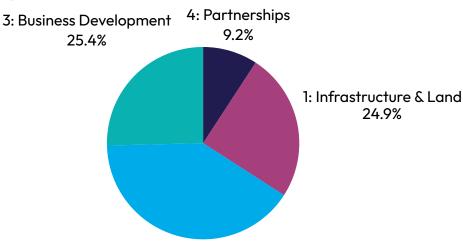
This period report summarizes key economic development activities from May to August 2025, including actions and metrics in alignment with the 2023-2025 Economic Development Action Plan initiatives.



Engagement Total by Action Plan Themes

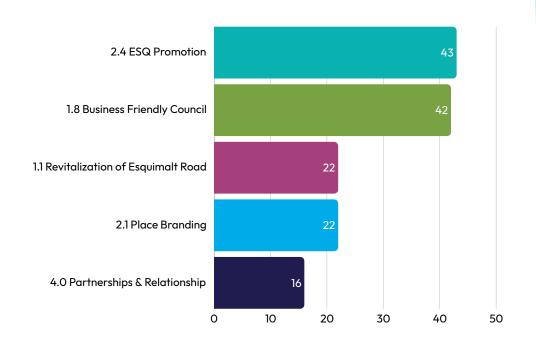
185

Total Engagements



2: Marketing & Communications 40.5%

Top 6 Engagement Purpose





Top 3 Enquiry Topics

Support & resources

Enquiries focused on promotion and branding support.

Business expansion

Businesses sought growth through facade & revitilization projects.

Permits & business licence

Questions centered on licences and business friendly processes.





3 Newsletters & **2** Electronic Direct Marketing (EDM's)

Subscriber list of **850+** business subscribers emailed monthly newsletters (all subscribers) and targeted campaigns topic specific (Esquimalt Road Parking & OCP recalibration).



53%Average open rate



2,479

Total campaign emails sent

Project-based Work

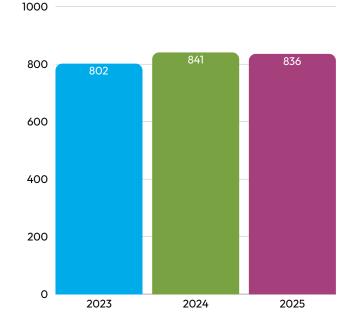


Allocation of time

Business Licence Renewals

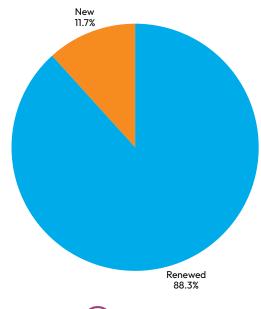
Business uncertainty

Despite ongoing geopolitical and economic uncertainty, business attraction and retention efforts have remained stable, with losses and gains holding steady



New Business Licences

98 new business have registered in 2025 making up 11% of total licences





Human Resources

This period report summarizes key human resources activities from May to August 2025, including recruitment outcomes, staff development initiatives, organizational adjustments, and ongoing collective bargaining efforts.



Recruitment

Regular full-time

Corporate Services Advisor

Maintenance Worker

Planner Policy II

Manager of Information Technology

Chargehand Painter- Utility

Labourer II

Regular part-time

Building Maintenance Worker

In progress

Senior Human Resources Manager Receptionist (Aux - Pilot)

Labour Relations

Compressed Work Week Implementation.

Letter of Agreement signed between employer and CUPE Local 374 for midnight shift Building Maintenance Workers

Recruitment Branding

HR has teamed up with a videographer to bring the Careers section of the Township website to life!

We're creating authentic video content. Think real staff stories and behind-thescenes glimpses to showcase our workplace culture and boost recruitment in a fresh, relatable way.



Indigenous Relations

Reconciliation Initiatives Report submitted to South Island Reconciliation Advisory Committee (SIRAC)

Kosapsum Nation Engagement: Director HR&CR accompanied Mayor and CAO to Chief and Council meeting on May 23, 2025

Songhees Nation Engagement: Formal request submitted for the Mayor to present to Chief and Council.

External Engagement

Capital Area Benefits Trust Meeting Director HR&CR and Manager of OHS attended as Trustees

LTD/GLVRA Trust Meeting Director HR&CR and Manager of OHS attended as Trustees



Occupational Health & Safety 2

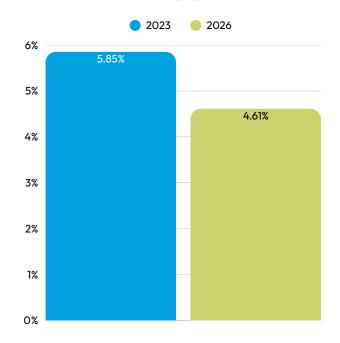
This period report summarizes key occupational health and safety activities from May to August 2025, including policy development & compliance.

COLLECTIVE BARGAINING SESSION

September 16

WorkSafeBC

WSBC Rate Comparision 2023 Vs 2026



ESTIMATED ANNUAL SAVINGS:



Policy Development & Compliance (HR and OHS)

Statistics Canada Job Vacancy and Wage Survey quarterly report submitted

M-PER-12: Attendance Management reviewed, updated, and reissued

Gender Information Collection Form (BC Gov - Pay Transparency Act)

All HR offer letter templates reviewed and updated for clarity & consistency

Working Alone Procedures developed and implemented for Municipal Hall staff to ensure WorkSafeBC compliance and employee safety





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-338

PERIOD REPORT

DATE: September 29, 2025 Report No. P&R-25-009

TO: Dan Horan, Chief Administrative Officer

FROM: Steve Knoke, Parks and Recreation Director

SUBJECT: Parks and Recreation - Second 2025 Period Report

The following is a report on the activities pertaining to the Parks and Recreation Department from May 1, 2025 to August 31, 2025.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

Publicly owned trees

- Trees pruned 131.
- Trees removed 31.
- Trees planted Blvd trees 4

Invasive Removal

- Total cubic meters of invasive plants removed: 110.5m3
- Total square meters of park land cleared: 2751m2

Privately owned trees (tree permit/developments)

- Trees approved for removal 32
- Trees denied for removal 8
- Trees approved for pruning 6
- No permit required (not protected tree) 7
- Total number of tree cutting permits waiting for more information or cancelled 3
- Total tree cutting permits applied for 39

Parks Highlights

- 350 ft of split rail cedar fencing was installed at the Green Shores for Shoreline Demonstration Site at Esquimalt Gorge Park.
- A Branch Out invasive removal event was held on May 24th at Esquimalt Gorge Park with the Greater Victoria Green Team to address a section of invasive species that threatens the native biodiversity of the park. 43 people participated, 10 cubic metres of invasives were removed, 25 native shrubs planted.
- Construction and installation of 2 new raised garden beds and a covered produce stand was completed in the community garden at Anderson Park.
- Installation of new picnic table and two new benches in Anderson Park.
- A collaboration occurred with Esquimalt High School students for more public art in the skate park of

Anderson Park.

- 137 bollards were painted along the waterway in Esquimalt Gorge Park.
- 10 benches were refurbished and restored.
- A flail mower contractor was hired to clear invasives at Macaulay Point Park, Wurtele boulevard.
- 550 bulbs were ordered and planted for the summer and fall displays.
- 3,700 annuals were planted for the summer/fall displays.
- 1 garden bed was renovated and planted at the Recreation Center.
- 1 garden bed was planned and installed (irrigation, soil) for the Peony Garden project.
- Green shores site planting finished. Temporary irrigation was installed and mulch distributed on site.
- Prepped Macaulay Point Park for 12th Annual Fort Macaulay Days.
- Collaborated with the Rhododendron Society, adding mulch to the rhododendron garden.
- 2 Branch Out Community Stewardship events occurred at Saxe Point Park.
- With partner municipalities, the Gorge Coastal Flood Adaptation strategy was launched which included hosting an info session at the Esquimalt Farmers Market in Esquimalt Gorge Park.
- Parks team supported major events in parks including the Esquimalt Farmers Market, Outdoor Movie Nights, and TCAC Music in the Park.
- New gardener's shed was constructed in Memorial Park.
- Street Mural installation completed at the entrance to Saxe Point Park.
- Adventure Park Splashpad opened for the season on May 16th 2025.
- Updated and enhanced electrical services to the Anglers building in Macaulay Point Park.
- Geotechnical rock fall hazard assessment of climbing wall in Macaulay Point Park completed, resulting in temporary partial closure of walking path.
- Mobi mat installed at the Green Shores site to increase access to Gorge Waterway.
- Replaced 16 boards at the Lacrosse Box.

Parks Bookings

Saxe Point:

- Total Bookings 50
- Wedding 21
- Picnic 7
- Branch out 6
- Memorial 1
- Filming 2
- Opera 2
- School 2
- Summer story series 9 dates
- Summer Camps July and August 5 days a week

Esquimalt Gorge Park:

- Total Bookings 52
- Wedding 17 (2 in park, 2 under willow tree, 13 Pavilion Garden)
- Picnic 19
- Special Event 6 (Japanese Cultural Fair, Tam Kung Temple, GWAS Word Oceans Week, Spin out)
- Branch out 1
- Memorial 1
- Outdoor Movie 3
- Camp (3 days)
- School 2
- Summer Camps July and August 5 days a week

Macaulay Point Park:

Total bookings - 16

- Picnic 2
- Special Event 2 (1 was for 10 days) (10th Annual Fort Macaulay Interpretive Tour, SNAFU -Unexpected)
- Filming 10
- Opera 1
- Vigil 1
- School 2

Memorial Park:

- Total bookings 31
- Picnic 2
- Special Event 2 (Pride Ride)
- Esquimalt Farmers Market 18
- TCAC Music Fest 8 days
- School 1
- Summer Camps July and August 5 days a week

Bullen Field:

- Total bookings 116
- Sports -Grass Volleyball, Softball, Triathlon, Lacrosse
- Special Events 6 (Buccaneer Days, Jazz fest, Neighbourhood Party, Human Powered Racing Triathlon)
- Outdoor movie 2

Brodeur Field:

- Total bookings 71
- Sports: soccer, flag football, slow pitch
- Picnic 1

Lampson Park:

- Total Bookings 59
- Users Lions Little League, GVBA Seawolves, GVBA

2. Maintenance Department

Sports Centre

- Repainted the players and penalty benches.
- Repainted the dressing rooms.
- Repainted hockey dry floor lines.
- Replaced and repaired kick plate and puck board, as needed.
- Scrubbed both barrel roofs, removing all of the lichen, dirt and debris.
- Pressure washed and scrubbed all sets of stairs around the exterior building.
- Removal of wood light boxes in Crowsnest in preparation of new LED lights and fixtures being installed in the fall.
- Supported the events team with multiple large and small events, including set up, take down and etrailer delivery.
- Set up and take down of multiple roller derby games.
- Hockey ice was installed August 18th to 24th 2025.

Recreation Centre

- One chlorine pump was replaced.
- The lifestyle pool UV system was rebuilt.
- Ceiling in the kitchen was repaired.
- The maintenance workshop was cleaned and reorganized.

- Chemical lines and injectors were replaced throughout the filter room.
- Kanaka and Craigflower floors were scrubbed and waxed.
- Multiple small repairs and general repairs around the facility.

Pavilion

- Resurfaced the pond with new weather resistant liner.
- Hosted multiple weddings and events every weekend throughout the summer, including set up, take down, and clean up.
- Partition walls were repaired and steam cleaned.
- Installed new door eye bolts for all doors.
- Cleaned all the exterior windows and solar panels.
- Upgraded the auto flushers in the men's washroom for higher flow.
- Pressure washed the exterior building stone walls.
- All walkways and the loading bay were pressure washed.

3. Recreation Services

Gorge Park Pavilion

- Gorge Park Pavilion Bookings: The Pavilion hosted 338 bookings during this reporting period compared to 239 last year.
- Tsukino Matsuri: On August 10, the Pavilion hosted the Tsukino Con for a celebration of animation and culture.
- 25th Annual Japanese Cultural Fair: On August 22, the Pavilion hosted the 25th annual Japanese Cultural Fair, attracting over 600 attendees. The event featured a variety of demonstrations, performances, and presentations. Due to the event's popularity, the Victoria Nikkei Cultural Society expanded the festivities outdoors, incorporating a performance area, community showcase space, garden tours, a bike valet, and a "Things Japanese" exhibit.
- Wedding Season Rentals: The Pavilion saw steady bookings for the 2025 wedding season, with 40 weddings scheduled. Looking ahead, bookings for the 2026 wedding season are strong, with the Pavilion already fully booked on Saturdays from June through September.
- The Pavilion continued its successful partnership with the Esquimalt Farmers Market for its fourth consecutive year, operating on Mondays from June to September 2025.

Sport Centre and Recreation Centre Facility Rentals

- 236 contracts were issued for rentals at the Esquimalt Recreation Centre compared to 284 in 2024.
- 153 contracts were signed for rentals at the Archie Browning Sports Centre compared to 145 last year.

Fitness and Sports

- Registration for fitness programs remained strong with 680 participants, an increase from 478 registrants in the second period of 2024.
- Drop-In Fitness Participation: Participation in drop-in fitness classes rose from 6,471 to 7949.
- Participation in drop-in sports decreases from 3,033 to 2898. A pickleball session was not offered for 2025 due to staffing, explaining the slight drop in numbers.
- Visits to the Drop-In Wellness Centre went from 27,197 to 23,560.
- A total of 55 compared to 43 youths completed the Regional Youth Weight Room Orientation, up from 34 in the same period last year.
- Esquimalt Recreation competed in the ParticipACTION Community Challenge attempting to be Canada's most active community. While Esquimalt did not win in 2025, 26,748 activities were logged for June 2025. This Canada-wide challenge encouraged the community to be active and try new fitness activities
- As part of both ParticipACTION and pride month, Esquimalt Recreation hosted its first Pride Ride, an 8km bike ride through the Township to celebrate the LGBTQ+ community. The bike ride was followed by dancing, crafts, and food trucks in Memorial Park. Esquimalt Recreation partnered with Victoria Bike Rave, who provided free DJs for the event. This first annual event saw approximately 85 participants.

- Four Pickleball courts were installed for the second year in the Archie Browning Curling Arena and were opened to the public on May 26, 2025. The courts will be removed for the curling ice on September 11, 2025.
- Our staff collaborated with the Victoria Pickleball Association, offering a total of 16 programs per week compared to 32 registered pickleball programs in the spring and 13 per week compared to 41 programs in the summer.
- In 2025, there were a total of 198 court rentals booked for the May- August period.

Aquatics

- 25 Registered Private Lessons (RPLs) with 33 participants, compared to 27 RPL's with 42 participants in 2024
- 108 community lessons with 457 participants. An increase compared to 92 community lessons with 414 participants in 2024.
- 17 advanced aquatics courses with 174 participants. An increase compared to 14 advanced aquatics courses with 148 participants during this period in 2024.
- 20 water fit classes per week with an average of 24 participants, compared to an average of 25 participants during this period in 2024.
- The pool continued to run at normal hours of operation (119hrs/week). The completion of the 2nd period of 2025 marks the 2nd anniversary of the pool returning to normal hours of operation after the COVID shutdown.
- 4 new aquatics staff were hired, bringing our staff total to 85 Lifeguards and Swim Instructors.

Memberships/Registrations

- 4,404 registrations completed compared to 4,343 in 2024
- 31,143 single admission drop-ins as compared to 28,318 in 2024
- 64,898 membership scans as compared to 58,024 in 2024
- 2,427 memberships were sold compared to 2,400 in 2024 this includes:
 - 286 1 month Passes compared to 239
 - 279 3 Month Passes compared to 254
 - 97 6 Month Passes compared to 75
 - o 317 1 Year Passes compared to 323
 - 755 10 Punch Passes compared to 728
 - 291 25 Punch Passes compared to 287
 - o Child/youth summer access pass 40
 - 26 Regional Passes compared to 24
- 762 products were sold through the Recreation Centre shop (googles, swim caps, swim diapers, and water bottles) compared to 683

Marketing

- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,059 followers on X (formerly Twitter) (down from 4,260 last period), 7,763 on Facebook (up from 7,304 last period) and 3,068 on Instagram (up from 2,529 last period).
- The parks/recreation section of the municipal website continues to be the most predominantly viewed content on the website with three of the top five pages being parks and recreation related content.
- Parks & Recreation continues to work with Roger's media to promote programs and events via radio on both Ocean (98.5) and Jack (103.1).
- Parks & Recreation has continued to use targeted advertising through demographic-based podcasts, with Roger's media.

Licensed Out of School Care

 OSC completed the school year running at capacity of 78/78 in after care, the same as 2024 and at 54/78 kids in before care the same as 2024. This shows our registered number in before and after school care stayed consistent from 2024-2025.

Preschool

- Licensed Preschool Mon/Wed/Fri class: 15/16 participants as compared to 10/16 in the M/W/F class in 2024.
- The new Tues/Thurs Licensed Nature Preschool started with 6 participants and ran from April June.

Youth and Leadership Programs

- Teen Night programs continued to run Thursday, Friday and Saturday nights with Saturday nights being our most popular evening. Thursdays averaged 19 youth participants, Fridays averaged 58 youth participants, and Saturdays averaged 65 youth participants.
- LGBTQ+ Social Night continues to run every Tuesday Night in the Teen Centre from 7:00-9:00 pm with 17 youth attending on average.
- Youth/Teen camps ran at or near capacity each week, with an average of 14/20 in attendance.
- The Youth Leadership Training Program successfully ran again. This summer 15 youth participants completed over 80 hours of volunteer experience in many different departments throughout the Recreation Centre compared to 12 participants completing 40 hours in 2024. There is a plan in place to retain those volunteers and to provide them with volunteer opportunities throughout the school year.
- 10 youth volunteers from previous training programs returned this summer to volunteer in several weeks of camps. In total we had 25 youth leadership volunteers in our summer camps.

Martial Arts and Sports (Child, Youth, Adult)

- MIJO Taekwondo ran 7 programs for preschool, children, youth and adults at the Rec Centre up from 5 programs in 2024.
 - Saturdays with 63 participants as compared to 46 participants in 2024.
 - Tuesdays with 40 participants as compared to 60 participants in 2024.
- Badi-Star Badminton ran 6 programs for children, youth and adults.
 - o The programs had 55 participants. Compared to 2024 with 7 programs and 33 participants.
- Kids Soccer ran three classes in 2025
 - 3-5 years: 12/12 participants compared to 9/12 participants in 2024.
 - o 6-8 years: full 12/12 participants consistent with 2024
 - 9-12 years: 12/12 as compared to 10/12 in 2024.
- KATS Tennis ran 2 programs compared to 4 in 2024 but increased the class size:
 - 5-8yrs class and 9-12yrs class, full with a waitlist which was the same as 2024.
 - 5-8 years: 16/16 compared to 15/15 in 2024
 - 9-12 years: 16/16 compared to 10/10 in 2024
- Vic City Basketball ran 2 programs:
 - Girls Skills Academy 8-15yrs: 11/20 compared to 10/15 in 2024.
 - Boys Skills Academy 8-15yrs: 20/20 spots filled compared to 27/27 in 2024.
- LittlUniverse ran 2 programs full at 8/8 and 17/17 compared to 3/16 and 9/16 from 2024.
- Home Alone had 22 participants matching 2024.

Summer Camps

- All Summer Camps ran at or near capacity with 20/20 participants with many camps having waitlists for most of the summer.
- Week 7 of Specialty Camps for ages 6-7 was only at half registration for the week and Week 1 for Specialty Camps ages 8-11 had 6 available spots. This was abnormal considering all other weeks ran at full capacity or just under.
- SPG Camps (Fun seekers and Adventure kids only) had their lowest number of registrants in week 1. All other weeks were at full capacity or just under.
- Afternoon unlicensed care was consistently full. High demand from parents and waitlists with up to 5 kids per week.
- Morning unlicensed care was full capacity for weeks 1-6 with a slight decrease in registrants towards the end of the summer.

• All licensed camps ran at or near capacity for the entire summer. This information is consistent with last summer with more demand for unlicensed extended care from parents than last year.

Arts, Culture, Social & Special Interest Programs

- 50+ Weekly Drop-In Programs have seen steady numbers throughout the summer
 - Scrabble had an increase in players
 - o Music Jam enjoyed an end of year party early July and then took their annual summer break
- May and June programs saw high registration to end the school year
 - o Dance classes saw 20 kids registered for school age and 54 in preschool
 - o Guitar classes saw steady numbers with 18 people registered for preschool to adult
 - Mixed Media and Comics & Storytelling saw a combined 19 kids attending classes at Esquimalt Gorge Pavilion
 - Art classes for adults continued to see good numbers with Art Journaling, Drawing in Perspective, and the Dive Under the Sea Paint Night having 22 people registered
 - Soap-Making with Wychbury Ave Soap & Gifts was full with 10 participants for the May session

Community Development and Events

- Buccaneer Day BBQ The annual Buccaneer Day BBQ kicked off the lively Buccaneer weekend. This
 Pirate themed lunch was celebrated with the dedicated planning committee with burgers, a live
 performance from Macaulay Elementary School, and the Bilge Water Band. Volunteers from the Fire
 Department and VicPD assisted with food service during the event. 55 people attended this historical
 event compared to 46 last year.
- Buccaneer Day Pirate's Den The events team turned the curling rink into a Pirate's Den (Kid Zone) for the Buccaneer weekend. We offered free family-friendly activities such as a bouncy castle, lawn games, photo booth, pirate hats, button making station, and a fruit table (generously donated by Country Grocer). Theatre Al Dente attended on Saturday to promote their services and offer a green screen photo booth along with costumes. The Military Family Resource Centre attended on Sunday to host a craft booth. In addition to the Kid Zone the Rec staff along with youth volunteers from our winter training camp, ran the Little Buc's Olympics on Bullen field. Participants were timed as they ran through a series of obstacles.
- Social Saturdays We hosted 2 Social Saturdays events in the lounge in the spring/early summer;
 - Karaoke night 15 people attended
 - Paint & Wine night with Barbara Morris 32 people attended (sold out)
- The Neighborhood Party returned this year to Bullen Field. It was a vibrant event with 11 local community groups, live performances, a Lion's Club BBQ, 2 food trucks, and Urban Rec Volleyball, along with a kid's zone hosted by the Rec team. We hosted a Kid's Market where we provided 12 local youth with a table and chairs under the market tent to sell their handmade goods. The performances ranged from Rhythmic Gymnastics demos and musical theatre to music from our in-house Ukulele club. Approx. 800 people attended the event with 600 attending the previous year.
- We alternated the outdoor movies between Bullen Field and Gorge Park, with 300-500 participants at
 each movie. The movies were sponsored by Flying Squirrel. Each week there was a food truck
 (Country Crepes & the Hot Dog Guys). Flying Squirrel attended weekly with popcorn, mini donuts, and
 a prize wheel.
- We hosted small, free, family-friendly events in our local parks in July & August.
 - Teddy Bear Picnic (Captain Jacobson Park) 80 people attended this event. It consisted of story time, temporary tattoos, music, crafts, iced tea and lawn games.
 - Play Time! (Memorial Park) Families of all ages were invited to join us to try out an assortment of sports equipment and lawn games. 45 people attended this free program. Participants ranged from 1-12yrs old along with their caregivers.
- Stories in the Park entered its 3rd year, taking place in Saxe Point Park. This year we featured stories by Canadian authors followed by a themed activity. Parks Canada attended on two separate dates to talk about pollinators and sea otters. We saw 35-70 people attend each week which is an increase

- from the 10-30 participants weekly in 2024.
- Volunteers joined the Community Development Programmer and Parks staff for an info session on invasive plants in Saxe Point Park and completed an orientation to move forward with self-directed volunteer work. 12 volunteers attended the July session and 14 attended the August session.
- We saw the return of Community Block Parties over the summer. Successfully supporting 4 between July and August.
- The Community Development department functioned in a support role for the following community events:
 - Buccaneer Days
 - Fort Macaulay Historical Tour
 - Esquimalt Farmers market every Thursday in Memorial Park and every Monday in Esquimalt Gorge Park
 - o Memorial Park Music Fest every Tuesday night in Memorial Park over the summer
 - TD Victoria International Jazz Fest
 - SNAFU-Unexpected Spectacles
 - Alectoria Theatre
 - Japanese Cultural Fair
 - Gorge Bio Blitz

Arena Programs

- The arena's ice was removed from April to mid-August to host a variety of activities, including minor and adult ball hockey, lacrosse, special events, roller derby, and summer camps.
- During this period, the Archie Browning Sports Centre hosted both Victoria Esquimalt Lacrosse Association (VELAX) Call of the Wild Tournament and Capital City Chaos Roller Derby Tournament.
- By August 23rd, the ice was ready, and we welcomed back the Cougars for the 2025/2026 ice season under new ownership.

II. COMMITTEES

The Environmental, Parks & Recreation Advisory Committee met on June 25, 2024.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:25-346

PERIOD REPORT

DATE: September 29, 2025 Report No. CSS-25-004

TO: Dan Horan, Chief Administrative Officer

FROM: Judy Kitts, Director of Strategic Initiatives

SUBJECT: Community Safety and Strategic Initiatives - 2025 Second Period Report

The following is a report on the activities pertaining to the Community Safety and Strategic Initiatives Department from May 1, 2025 to August 31, 2025.

The department is currently in transition with the recent of hire of the Director of Strategic Initiatives who will be responsible for the following: bylaw enforcement, the policing model and Framework Agreement with VicPD, First Nations engagement and reconciliation initiatives, and ownership of the Council Priorities Plan process. Moving forward, emergency management will remain with the Fire Chief, building inspections and permitting will remain with the Director of Development Services, and the Public Safety Building will remain with the Chief Administrative Officer.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

i. Bylaw Enforcement

BONs and Warnings

In this period, 113 warnings and 350 BONs were issued. 321 of the BONs were related to parking violations (91%).

Disputes

In this period, 23 BONs were referred to the screening officer level. Of those, 11 were cancelled and 10 were upheld for payment. No matters were referred for adjudication.

Collections

In this period Advanced Collection Services located in Victoria was retained to collect on unpaid Bylaw Offence Notices on behalf of the Township.

248 unpaid BONs from 2022 with a value of \$ 13,152.00 were forwarded to the collection agency for collection proceedings during this period. The collection agency's percentage is 33.34% plus 5% GST. Staff expect payments collected to be shown in Q3.

Dog Licencing

During the second period, 165 dog licenses were sold: 39 from Municipal Hall, 100 from vendors and 26 online.

VACS continues to provide animal control services to the Township. During this period, they investigated 273 incidents.

Attachments

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

ii. Deer Study

- The deer study on the efficacy of immunocontraception (IC) on deer was led by the University of Victoria Applied Conservation Macro Ecology (ACME) Lab in partnership with the Township of Esquimalt.
- The project team was granted an extension to December 31, 2025 at no cost to the Township, which allowed the team to finalize density estimates, finalize post IC fawning rates, and finalize the models showing were remaining deer are expected to be.
- The study has been completed, and a final report will be provided in November to Council for consideration.

iii. Public Safety Building

The construction phase of the public safety building began in June 2024. As of mid-September 2025, the construction phase is proceeding on schedule and on budget.

2. COMMITTEES

No Community Safety Services Staff currently sit on any Council appointed committees.

	2024 2 nd Period	2025 2 nd Period	2024 Year to Date	2025 Year to Date
Total Bylaw Contraventions and Complaints Investigated	304	290	553	545
> Streets and Traffic	217	206	413	400
➤ General Bylaw Inquiries	18	15	35	31
Maintenance/Nuisance Property/Noise Bylaw	50	56	75	91
➤ Zoning Bylaw	3	8	8	9
> Business License	0	0	0	1
> Building	1	1	2	2
➤ Animal Control	3	1	7	5
Park Maintenance & Tree Protection	11	2	11	4
Assist Third Party Agencies	1	1	2	2
Secondary Suites	0	0	0	0
Concluded Investigations	275	256	504	491
Active Investigations	29	34	49	54

	2024 2 nd Period	2025 2 nd Period	2024 Year to Date	2025 Year to Date
BON's & MTI's Issued	353	350	589	641
➤ Total Maximum Fine Value	\$ 21,174.00	\$ 22,336	\$ 33,531.60	\$ 42,346
➤ Total Paid	\$ 5,256.50	\$ 5,187	\$ 8,026.50	\$ 9477
➤ Total Outstanding (Max Fine)	\$ 15,237.50	\$ 14,099	\$ 24,825.00	\$ 26,934
➤ Tickets Cancelled	11	8	19	18
Warning Tickets (not included in "issued" total above)	83	113	167	173

	2024 2 nd Period	2025 2 nd Period	2024 Year to Date	2025 Year to Date
BON & MTI Adjudication				
Disputed Matters to Screening Officer	17	23	27	40
Disputed tickets – cancelled	9	11	16	22
 Disputed tickets – confirmed by Screening Officer 	7	10	10	16
➤ Sent to adjudication	0	0	0	0

BON's & MTI's Issued By Infraction	2024 2 nd Period	2025 2 nd Period	2024 Year to Date	2025 Year to Date
➤ Use any park/public land in contravention of sign or bylaw 2665(3.1.1)		0		1
Owner/Occupier make noise that disturbs 2826(35(1)(b))		1		1
 Animal confined in enclosed space without adequate ventilation / water / shade 2841(14) 		1		1
➤ Unleashed dog 2841(21(1))		7		10
 Other animal in public – not under effective control 2841(22(2)) 		1		1
Allow animal to chase/harass/attack person or animal 2841(26)		4		7
 Dangerous dog not leashed or muzzled in public 2841(43(1)) 		2		3
➤ Failure to display dangerous dog sign 2841(44(1))		1		1
Failure to comply with duties of owner of dangerous dog 2841(45)		0		4
➤ Failure to licence dog 2841(46)		8		8
Noisy dog causing a nuisance 2841(50)		2		3
➤ Intentionally feed wildlife 2841(52)		1		1
 Obstruct Animal Control Officer 2841(65(1)) 		1		1
➤ No stopping zone 2898(15)		8		8
➤ No parking zone 2898(17)		10		14
➤ Limited time parking zone 2898(18)		30		61
➤ Loading zone 2898(19)		11		18
➤ Special parking 2898(26)		1		1
Residential parking only zone 2898(29)		109		256
 Residential parking permit zone 2898(31) 		4		11
➤ Handicap parking 2898(32)		1		1
No insurance / abandoned vehicle 2898(33)		0		0
 Restricted parking for commercial vehicle 2898(35) 		7		7
➤ Trailer parking 2898(38)		4		4
 Miscellaneous stopping, standing & parking prohibitions 2898(39) 		5		8

Bylaw Enforcement

BON's & MTI's Issued By Infraction	2024 2 nd Period	2025 2 nd Period	_	2025 Year to Date
Park within 1M of driveway 2898(39(1) (b))		4		5
➤ Park within 5M of any fire hydrant 2898(39)(1)(d)		0		3
Park contrary to sign 2898 (39(1)(n))		2		4
➤ Curb parking 2898(40)		4		5
➤ Yellow curb 2898(41)		117		184
➤ Recreational vehicles 2898(42)		4		6
Cutting any structure or anchoring roots of a protected tree 3076(4.3)(b))		0		1
➤ Esquipment over roots of protected tree inside drip line 3076(4.3)(d))		0		1
Fail to install tree protection barriers 3076(8)(10))		0		1

Bylaw Enforcement

Animal Control	2024 2 nd Period	2025 2 nd Period	2024 Year to Date	2025 Year to Date
➤ Dog Tags Sold	125	165	1564	1497
Incidents Investigated by Victoria Animal Control	129	273	221	431
Dogs at Large	7	17	21	30
➤ No Leash	34	19	60	11
➤ No License	24	138	27	214
➤ Barking/Noisy Dogs	11	9	17	15
➤ Dog Attacks (on animals)	7	7	12	8
➤ Dog Attacks (on humans)	2	6	5	10
➤ Cats at Large	2	6	3	12

Actions taken by VACS	2024 2nd Period	2025 2 nd Period	2024 Year to Date	2025 Year to Date
Verbal Warnings	41	30	72	36
➤ Written Notices	22	25	35	38
➤ BON Written	27	20	33	30
Animals Impounded	8	39	25	65
Contacts – With Dogs - No Violation	350	328	508	542
➤ Contacts – Without Dogs	275	103	407	177

^{*}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.